

Registration to courses / Course enrollment

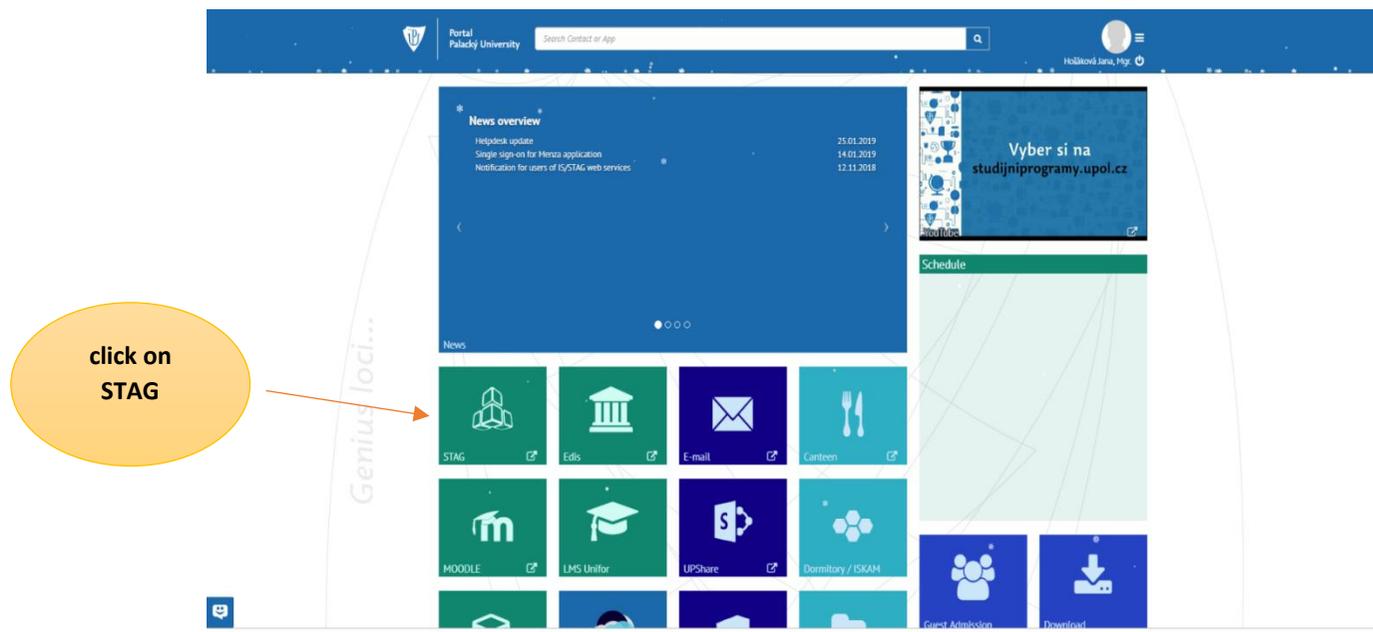
STAG – Study Agenda at Palacký University

- STAG is an application for study affairs, students, academic and administrative staff
- Portal STAG is a web place where you get all necessary information about your study, students, courses, lecturers, schedule of courses, Moodle, PU canteen...
- Portal STAG has a public and nonpublic part. Nonpublic part requires login
- If you want to enrol in a course, to find more details about a course or, for example, to order your food in UP canteen, you have to login to Portal (nonpublic part of Portal)
- To access the STAG you will need your **username** and your **password**

Portal UP- portal.upol.cz - <https://portal.upol.cz/>

Portal works as guidepost for different parts of Palacký University information system. The most important part for you is above mentioned STAG.

Below you can see how it looks like after you login into the system.



After you click on it, you should see this:

The screenshot shows the 'Study Agenda' interface for Palacký University. The top navigation bar is blue and contains the university logo, the title 'Study Agenda Palacký University information system', and a user profile section with 'Logged user', 'Logout', and 'Česky' (Czech) options. Below the navigation bar, there are several tabs: 'Welcome', 'My study', 'Browse IS/STAG', 'Quality of teaching', 'Applicant', 'STAG Info', and 'Portal UP'. The main content area is divided into three sections: 'Login (L001)', 'Portal Signpost (S087)', and 'Introductory'. The 'Login (L001)' section shows the user is logged in as 'Student F20105' and provides links for 'Winter semester' and 'Summer semester'. The 'Portal Signpost (S087)' section lists various services such as 'Pre-registration', 'Show my timetable', 'Visualize the course of studies', 'Fees and claims', and 'Registration for examinations', each with a corresponding link. The 'Introductory' section contains a welcome message and instructions for logging in. On the right side, there is a 'News (C012)' section with a title 'Manuály k nové spisové službě' and a link to a document.

You can switch to English when you click on *English* in right upper corner. NOTE: Yes, most of the things will change to English, but some parts of the system will still remain in Czech.

Now, you need to go to **My Study – Pre-registration**

Study Agenda
Palacký University information system

Logged user: [redacted] Logout Česky
User support contact: [redacted]

Welcome **My study** Browse IS/STAG Quality of teaching Applicant STAG Info Portal UP

Course of study
Visualization of study
Remaining obligations
Registration for examinations
My data
Semestral works
Student's files
Study resources
Pre-registration
Graphical pre-registration
Sup pre-
on
pics
Final thesis
Plagiarism checking
Practices
ECTS departures
ECTS arrivals
Quality evaluation

Information about user and his IS/STAG roles
Standard pre-registration 12.07.23 (13:00) - 25.09.23 (23:59)
Study group pre-registration No examination date found

Select course to register/withdraw (S030) - 2023/2024
Study plan structure Search for course By certif. programme Help

Branch / Qualification: Euroculture

	Min.	Acq.	Reg.
A Povinné předměty	88	88	0
A Předměty státní závěrečné zkoušky	1	0	1
B Předměty související s vypracováním a obhajobou diplomové práce	0	0	0
B Povinně volitelné předměty 1	25	0	25
B Povinně volitelné předměty 2	32	35	0

Registered: Student's timetable Winter semester 2023 / 2024 Table Graphic
ZS Credits 0
LS Credits 0

Click on Pre-registration

On the left you can see different parts of your My Study section of STAG. During your studies you will need the **Pre-registration** and **ECTS Departures** (for your 2nd and 3rd, and potentially 4th semester – there is manual specifically for this).

Pre-registration

Study Agenda
Palacký University information system

Welcome My study Browse IS/STAG Quality of teaching Applicant STAG Info Portal UP

Information about user and his IS/STAG roles
Standard pre-registration 12.07.23 (13:00) - 25.09.23 (23:59)
Study group pre-registration No examination date found

Select course to register/withdraw (S030) - 2023/2024

Study plan structure Search for course By certif. programme Help

Branch / Qualification: Euroculture

EUROCU2019 -	Min.	Acq.	Reg.	Reg.	Recomm.	Occ.	Course	Name - click to see syllabus	Capacity	Course consequence	Course eval.
					Yok / Sem.		click to register/withdraw	Number of classes L. + T. + Sem. Completion(credits)	Occ. / Max		by students (0 - 5)
A Povinné předměty	88	88	0								
A Předměty státní závěrečné zkoušky	1	0	1								
B Předměty související s vypracováním a obhajobou diplomové práce	0	0	0								
B Povinné volitelné předměty 1	25	0	25		1	ZS	KHI/ECFI	Core fields of European Culture I 1+0+1 Zk (5)	-/-	-/-	
B Povinné volitelné předměty 2	32	35	0		1	ZS	KHI/ECFII	Core Fields of European Culture II 1+0+1 Zk (5)	-/-	-/-	
					1	ZS	KHI/EECI	Eurocompetences I 1+0+1 Zk (5)	-/-	-/-	
					1	ZS	KHI/EFIII	Core Fields of European Culture III 1+0+1 Zk (5)	-/-	-/-	
					1	ZS	KPE/BCEU	Central Europe and the European Union 1+0+1 Zk+ (5)	-/-	-/-	
					1	LS	KHI/EECII	Eurocompetences II/1 1+0+1 Zk (5)	-/-	-/-	
					1	LS	KHI/EIP	Project/Intensive Programme 1+0+1 Zk (5)	-/-	-/-	

Registered: Student's timetable Winter semester 2023 / 2024 Table Graphic

ZS Credits 0
LS Credits 0

At Palacký University system all the courses are divided into three categories (A, B, C):

- **A Povinné předměty – Mandatory courses:** during the course of your studies you must pass all these courses
- **A Předměty státní závěrečné zkoušky – Courses of the Final state exam:** you will enroll to those in connection to your Final state exam in the 4th semester
- **B Předměty související s vypracováním a obhajobou diplomové práce – Courses related to the writing and defense of the thesis:** you will enroll to those in 3rd and 4th semesters. You can find here MA thesis first part (3rd semester, Thesis Writing Seminar and MA thesis). PLEASE NOTE THAT YOU MUST REGISTER TO THOSE COURSES REGARDLESS WHERE YOU ARE DURING THOSE SEMESTERS!!!
- **B Povinné předměty 1 – Optional Courses 1:** here you can find course for Internship, if you will decide to do an internship during your 3rd semester
- **B Povinné předměty B – Optional Courses 2:** you can find Optional courses offered as a part of the Euroculture study plan here. Of course you can choose Optimal course from any department at the Faculty of Arts, but those might appear in C category.
- **C Předměty mimo studijní plán – Courses outside of the study plan:** courses that are not part of the initial Euroculture study plan will show up here. That is not a problem, it is just how our system divides the courses. If it is a course that should be a part of B category, we will count it as such. And if you will attend some

language courses, those will appear here as well, and will remain as C category courses here. If any course shows up here, it will still count into the overall ECTS credits you need to receive for the semester. Also, if you attend any additional courses at your 2nd university (mostly language courses), those will appear here too.

To register/enroll for the course, you need to click on the abbreviation starting KHI/xxx (e.g. KHI/ECFI, KHI/ECFII and so on). When you do so, small window will open as showed below. You need to tick both option (SE and LE) and then save it („Uložit změny“) at the bottom of the window. You need to tick both because in Olomouc classes are officially divided into lecture part and seminar part (that is just a technical thing).

The screenshot shows the 'Study Agenda' interface for Palacký University. The main content area displays a list of courses under the heading 'Study plan structure'. A list of registered courses is shown on the left side of the interface. A 'Timetable events: KHI/ECFI' window is open, showing a table of course sessions with columns for Sem, Typ, Míst., Způsob, Den, Group, Od, Do, Obs. / Max., and Typ. Below the timetable, there are buttons for 'Uložit změny' and 'Zobrazit a aktualizovat lekcce'. A callout box with an orange border and white background points to the course list with the text 'Courses you are registered to'.

You can see all the courses abbreviation you registered to next to the timetable. Overview of your timetable is generated automatically.

After you register to all courses required for the semester, you can download Palacký University's app – Uplikace. There you will see all your classes for each day, it also includes map of the university etc. It is quite handy. You can find it for Android and Apple.

Here you can find explanation to some of the symbols you might see in STAG in Pre-registration. Please note that some of those might apply to your specific case.

Barevná a obrázková legenda

Ikony předzápisu [Plná nápověda k aplikaci...](#)

- Tento předmět / tuto rozvrhovou akci máte zapsán(u)
- Předmět si nemůžete zapsat, protože jsou již obsazeny všechny přednášky tohoto předmětu nebo všechna cvičení nebo úplně všechny akce. Sledujte průběžně, zda se předmět neuvolní nebo kontaktujte příslušnou katedru a požádejte o zvýšení kapacity některé akce.
- Předmět si nemůžete zapsat, protože je vyčerpána celková **LS ZS** kapacita předmětu pro příslušný semestr stanovená katedrou. Sledujte průběžně, zda se předmět neuvolní nebo kontaktujte příslušnou katedru a požádejte o zvýšení kapacity předmětu
- Předmět nemá rozvrh. Pokud se domníváte, že by rozvrh mít měl, kontaktujte příslušnou katedru.
- Předmět si nemůžete tímto způsobem zapsat, protože se ve Vašem studijním plánu vyskytuje vícekrát s různým statutem. Vyberte si v levé části obrazovky některý z bloků, který tento předmět obsahuje. Předmět se Vám zobrazí již bez této značky a budete si jej moci zapsat.
- Tento předmět jste již absolvoval(a).
- Tento předmět máte zapsán v tomto akademickém roce, výsledek absolvování není dosud znám (vložen do databáze).

Na rozvrhové akci zbývá jen <= **40%** **30%** **20%** **10%** **0!** míst...

Ikony pomocníků

- Dohledávač - pomůže najít katedru, předmět... (zadáte část názvu či zkratky a kliknete na ikonu...)
- Tooltip - zobrazí další doplňující údaje, nápovědu (přejedete myší nebo kliknete...)
- Řadič - na kliknutí seřadí vzestupně, sestupně,...
- Rozvrhové akce spadající do stejné grupy jsou označeny stejnou ikonou... (je-li grup více nežli 16, další jsou označeny číslem... máme jen 16 různých ikon :)

You are registered in this course

This course is not available because the capacity is full.

The capacity of this course is full, but it is still possible to ask the teacher for the registration/to increase the capacity.

This course has no timetable. If necessary, please contact the teacher.

You cannot register in this course, because you have it multiple times in your study plan.

You have already passed this course.