



ADDING SUBJECTS TO THE ENROLLMENT SHEET

LOGGING INTO THE AIS SYSTEM

Start your internet browser and type in the address bar <http://moja.uniba.sk> and then click on the **AIS** hyperlink. Click the button "Sign up".

You log into the **AIS** system using your **university login name** and password. If you do not have your login name and password, contact the password manager of your faculty (<https://uniba.sk/o-univerzite/fakulty-a-dalsie-sucasti/cit/citps/bezpecnost/fakultni-spravcovia-hesiel/>), respectively contact **CePIT** (tel. 02 / 9010 4444).

ais2.uniba.sk/ais/portal/changeLocale.do?locale=EN

AIS2 Support AIS Privacy policy SK EN

User login

Sign In

Browser test

This test enables you to verify the settings of your browser required for using AIS2.

Run test

Project AIS2

The AIS2 project was supported by the Ministry of Education of Slovak Republic in the years 2005-2007 by means of central project of IT development. See the AIS2 portal for more information.

Information portal AIS2

YouTube channel AIS2

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After successful login, the main window of the AIS application will be available to you. *The Student Portal* provides simplified access to study data through selected panels. In the central part of the window, data about the student's current studies are directly available (*timetable, registration forms, final theses, ...*).


In the left part of the window, you can click to launch the AIS applications themselves (e.g. Overview of studies - VSES017), as we know them from the universal AIS interface.

REGISTRATION OF SUBJECTS – FIRST YEAR STUDENT



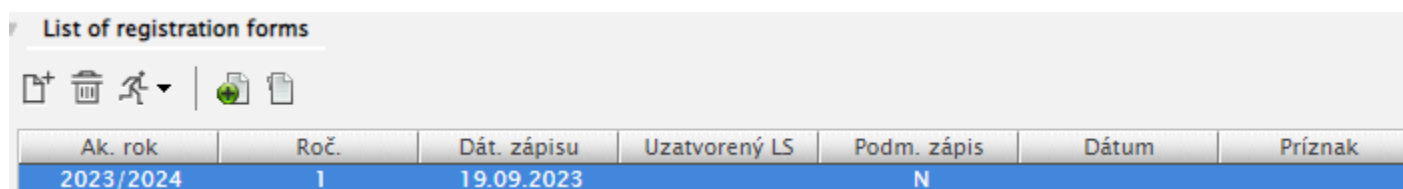
ADDING SUBJECTS TO THE ENROLLMENT SHEET

Enrollment sheets for students of the first year of study are created by the study departments of the faculties. Adding or


you can check the subjects in the registration sheet by clicking on the icon 

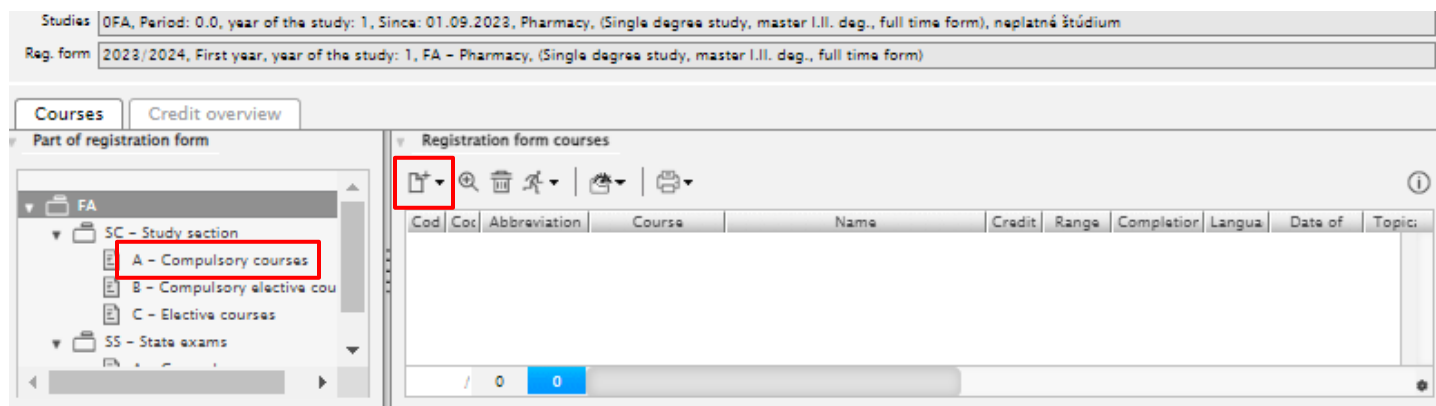


After pressing the icon, the dialog box VSES381 - List of registration sheets will be expanded.




Ak. rok	Roč.	Dát. zápisu	Uzatvorený LS	Podm. zápis	Dátum	Príznak
2023/2024	1	19.09.2023		N		

Click on the icon to add subjects to the created record sheet  and select **Enrollment of subjects, credits** from the displayed menu, and then the VSES213 dialog box will open.



Subjects are added to the registration sheet in turn according to the type of teaching (Parts of the registration sheet panel: **A – Compulsory subjects**, **B – Compulsory optional subjects**, **C – Elective subjects**) for each type of teaching separately. By marking the appropriate type of teaching, a button becomes available in the **Subjects panel of the**

registration sheet  "Add subject". By clicking on the icon, you will see the options from which you can choose: **Add a subject from the study plan**, **Add a subject from the subject menu**, **Add a failed subject**, **Add a recommended subject**.

ADDING SUBJECTS TO THE ENROLLMENT SHEET



Adding courses to the registration form VSES023

OK X

Faculty/University: FaF - Faculty of Pharmacy

Academic year: 2023/2024

Study programme: FA Pharmacy - (Single degree study, master I.II. deg., full time form)

Part of study plan: SC - Study section

Teaching type: A - Compulsory courses

Recommended year: 1 - First year

Study plan courses

Attachement	Block	Course	Course	Course name	Abbrevia	Name	Credit	Topicality	S
<input type="checkbox"/>	A-F...	FaF.KFChL/2...	21-Mgr	Pharmaceutical Phys...			5		
<input type="checkbox"/>	A-F...	FaF.KFT/19...	19-Mgr	General Biology			5		
<input type="checkbox"/>	A-F...	FaF.KChTL/0...	06-Mgr	General and Inorgan...			8		
<input type="checkbox"/>	A-F...	FaF.KI/17-M...	17-Mgr	Latin Medical Tex...			2		

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Include in the schedule according to the study group Register selected courses as requisite

Study programme attributes

Mark the desired items and press **OK**:

Adding courses to the registration form VSES023

OK X

Faculty/University: FaF - Faculty of Pharmacy

Academic year: 2023/2024

Study programme: FA Pharmacy - (Single degree study, master I.II. deg., full time form)

Part of study plan: SC - Study section

Teaching type: A - Compulsory courses

Recommended year: 1 - First year

Study plan courses

Attachement	Block	Course	Course	Course name	Abbrevia	Name	Credit	Topicality	S
<input checked="" type="checkbox"/>	A-F...	FaF.KFChL/2...	21-Mgr	Pharmaceutical Phys...			5		
<input checked="" type="checkbox"/>	A-F...	FaF.KFT/19...	19-Mgr	General Biology			5		
<input checked="" type="checkbox"/>	A-F...	FaF.KChTL/0...	06-Mgr	General and Inorgan...			8		
<input checked="" type="checkbox"/>	A-F...	FaF.KI/17-M...	17-Mgr	Latin Medical Tex...			2		

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Include in the schedule according to the study group Register selected courses as requisite

Study programme attributes

The subjects are entered in the registration sheet:



ADDING SUBJECTS TO THE ENROLLMENT SHEET

Studies: OFA, Period: 0.0, year of the study: 1, Since: 01.09.2023, Pharmacy, (Single degree study, master I.II. deg., full time form), nepláné štúdium

Reg. form: 2023/2024, First year, year of the study: 1, FA - Pharmacy, (Single degree study, master I.II. deg., full time form)

Courses | Credit overview

Part of registration form

- FA
- SC - Study section
 - A - Compulsory courses
 - B - Compulsory elective courses
 - C - Elective courses
- SS - State exams

Registration form courses

Cod	Coc	Abbreviation	Course	Name	Credit	Range	Completion	Langua	Date of	Topic:
SC	A	FaF.KFT/19...	19-Mgr	General Biology	5	2P + ...	5	SK	23.08.20...	
SC	A	FaF.KFChL/...	21-Mgr	Pharmaceutical Physics	5	2P + ...	5	SK	23.08.20...	
SC	A	FaF.KChTL/...	06-Mgr	General and Inorganic Chemistry	8	2P + ...	5	SK	23.08.20...	
SC	A	FaF.KJ/17-...	17-Mgr	Latin Medicinal Terminology	2	25	5	SK	23.08.20...	

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In this way, you write down subjects in the breakdown - **Compulsory subjects, Compulsory optional subjects and Elective subjects.**

ENROLLMENT OF SUBJECTS IN THE NEXT PART OF THE STUDY – STUDENT IN THE HIGHER YEAR OF STUDY

After logging in to the AIS2 student interface, click on the inscription at the bottom of the window with the Record sheets

[Create electronic registration](#)

1AIN - Applied Computer Science (2022/2023)



Registration forms

My courses in 2022/2023 (1AIN)

Registration date: Sep 1, 2022


Enrollment was confirmed by the study department


Electronic registration: not created

[Create electronic registration](#)

If you have not yet created the corresponding enrollment sheet, the dialog window VSES381 - List of enrollment sheets will open and in it the window VSES210 will open for creating the enrollment sheet for the next academic year.



To add subjects to the created registration sheet for the current academic year, click on the icon  and select **Enrollment of subjects, credits** from the displayed menu, and then the VSES213 dialog box will open.

Subjects are added to the registration sheet in turn according to the type of teaching (**Parts of the registration sheet panel: A – Compulsory courses, B – Compulsory optional courses, C – Elective courses**) for each type of teaching separately. By marking the appropriate type of teaching, a button becomes available in the **Subjects panel of the registration sheet**  "Add subject". By clicking on the icon, you will see the options from which you can choose: **Add a subject from the study plan, Add a subject from the subject menu, Add a failed subject, Add a recommended subject.**



VSES023 ✕
Adding courses to the registration form

OK
✕
🏠

Faculty/University
FMFI - Faculty of Mathematics, Physics and Informatics
↓

Academic year
2023/2024
↓

Study programme
AIN
+<<
Applied Computer Science - (Single degree study, bachelor I. deg., full time form)
✕

Part of study plan
SC - Study section
↓

Teaching type
A - Compulsory courses
↓

Recommended year
2 - Second year
↓

▼ Study plan courses

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Attachement	Block	Course	Course	Course name	Abbrevia	Name	Credit	Topicality	S
<input type="checkbox"/>	1MX...	FMFI.KJP/1-...	1-MXX-232	English Language (4)			2		
<input type="checkbox"/>	1AIN...	FMFI.KAMŠ/...	1-DAV-201	Fundamentals of Pr...			6		
<input type="checkbox"/>	1AIN...	FMFI.KAI/1-...	1-AIN-221	Databases (1)			5		
<input type="checkbox"/>	1AIN...	FMFI.KDMFI/...	1-AIN-171	Programming (2)			5		

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⚙️

Include in the schedule according to the study group

▼ Study programme attributes

🔍

Abbreviation	Name	Credit	Notes
SC - A - 1MXX...	Physical Educat...	0	Predmety Teles...

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Mark the desired items and press OK :

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Adding courses to the registration form VSES023 X

OK
X
🏠

Faculty/University:

Academic year:

Study programme: Applied Computer Science - (Single degree study, bachelor I. deg., full time form)

Part of study plan:

Teaching type:

Recommended year:

Study plan courses

☑ ☑ | 🏃

Attachement	Block	Course	Course	Course name	Abbrevia	Name	Credit	Topicality	S
☑	1MX...	FMFI.KJP/1-...	1-MXX-232	English Language (4)			2		
☑	1AIN...	FMFI.KAMŠ/...	1-DAV-201	Fundamentals of Pr...			6		
☑	1AIN...	FMFI.KAI/1-...	1-AIN-221	Databases (1)			5		
☑	1AIN...	FMFI.KDMFI/...	1-AIN-171	Programming (3)			5		

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Include in the schedule according to the study group

Study programme attributes

Abbreviation	Name	Credit	Notes
SC - A - 1MXX...	Physical Educat...	0	Predmety Teles...

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The subjects are entered in the registration sheet:

Studies:

Reg. form:

Courses | Credit overview

Part of registration form

- AIN
 - SC - Study section
 - A - Compulsory courses**
 - B - Compulsory elective cou
 - C - Elective courses
 - SS - State exams

Registration form courses

Cod	Coc	Abbreviation	Course	Name	Credit	Range	Completion	Langua	Date of	Topicality	Su
SC	A	FMFI.KJP/1...	1-MXX-232	English Language (4)	2	2C	H		04.08.20...		
SC	A	FMFI.KAMŠ...	1-DAV-201	Fundamentals of Probability and...	6	3P + ...	H	SK	04.08.20...		
SC	A	FMFI.KAI/1...	1-AIN-221	Databases (1)	5	2P + ...	H	SK	04.08.20...		
SC	A	FMFI.KDMFI...	1-AIN-171	Programming (3)	5	4K	H	SK	04.08.20...		

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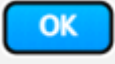
Study programme attributes



In this way, you write down the examinations in the breakdown - **Compulsory courses, Compulsory optional courses and Elective courses**. If you are a student in the last year of the study program in which you are enrolled, you choose and enroll subjects also from the group **SE - State exams**.



If in the previous academic year you did not complete a compulsory subject that you were enrolled in, you are obliged to enroll in this subject repeatedly.

Enrollment of an uncompleted subject from the previous academic year – in the **Courses** section of the registration sheet, press the icon  and then "Add failed subject", the failed courses will be displayed by pressing the icon  the course will be added to the registration form for the next part of the study.

Studies | 1AIN, Period: 0.0, year of the study: 2, Since: 01.09.2022, Applied Computer Science, (Single degree study, bachelor I. deg., full time form)

Reg. form | 2023/2024, Second year, year of the study: 2, AIN - Applied Computer Science, (Single degree study, bachelor I. deg., full time form)

Courses | Credit overview

Part of registration form

- AIN
 - SC - Study section
 - A - Compulsory courses
 - B - Compulsory elective courses
 - C - Elective courses
 - SS - State exams

Study programme attributes

Abbreviation	Name	Credit	Pre
SC - A - 1MXX...	Physical Educat...	0	Pre

Addition of a course into RF | VSES264

OK

Attachment	Type	Abbreviation	Course
<input checked="" type="checkbox"/>	N	FMFL.KAI/1-AI...	1-AIN-121

Range	Completion	Language	Date of	Topicality	Su
2C	H		04.08.20...		
P + ...	H	SK	04.08.20...		
P + ...	H	SK	04.08.20...		
4K	H	SK	04.08.20...		



If you have problem with enrollment of subjects,
please contact study department of your faculty.

***... DONE, YOU MADE IT ... REGISTRATION OF SUBJECTS IS SUCCESSFULLY COMPLETED
AND WILL BE PROCESSED BY THE STUDY DEPARTMENT 😊***