



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).

18.1.72

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 as we know them from the universal AIS interface.



Thursday, 5. October 2023, Viera SK EN

beta - skoliaca verzia neobsahuje aktualne udaje

AiS2 Support AIS Privacy policy

AiS2 COMENIUS UNIVERSITY BRATISLAVA

New messages: 0

- WWW presentation
- User administration system
- Human resources
- Study evidence**
- Study programmes
- Schedule
- Accommodation
- Content management system

Administration of parameters for study evidence

VST010 Administration of action dates
Ostrá prevádzka

Administration of students, graduates

VSES306 Graduates - overview, search, administration
Ostrá prevádzka

Study administration

VSES017 Studies, registration forms, theses, state examination
Ostrá prevádzka

VSES333 Signing up for examination date
Ostrá prevádzka


New Student view

New Teacher view

Schedule for ...

Electronic noticeboard of courses






Discussion
čierna skrinka (1014)

For enrollment of the subject, click on the icon  **VSES017 Studies, registration forms, theses, state examination** and then the dialog window **VSES017 – Administration of student studies**.


REGISTRATION OF SUBJECTS – FIRST YEAR STUDENT

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

List of registration forms

   |  

Academic	Year	Study	Study programme	Additional information	Enrollment	Charç	Cond
2023/2024	1	FA	Pharmacy	(Single degree study, master I.I...	02.10.2023		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.



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), nepłatné 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 cou
 - C - Elective courses
 - SS - State exams

Registration form courses

Cod	Coc	Abbreviation	Course	Name	Credit	Range	Completion	Langua	Date of	Topic
/ 0 0										

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 courses to the registration form VSE5023

OK

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

Attachment	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 Ter...			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 :



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

Attachment	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.KJ/17-M...	17-Mgr	Latin Medicinal Ter...			2		

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

The subjects are entered in the registration 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), neplátné 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 cou
 - 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

Will be expanded if you have not yet created the corresponding registration sheet, click on the icon  and then the VSES210 – Creating a record sheet dialog box opens.



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.**



Adding courses to the registration form
VSES023 ✕

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

📄 📄 | 🏃 ▼

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 :



Adding courses to the registration form VSES023 X

OK X

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

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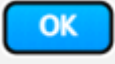
Study programme attributes



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 cou
 - 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

Courses

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

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Range	Completion	Langua	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 😊***