

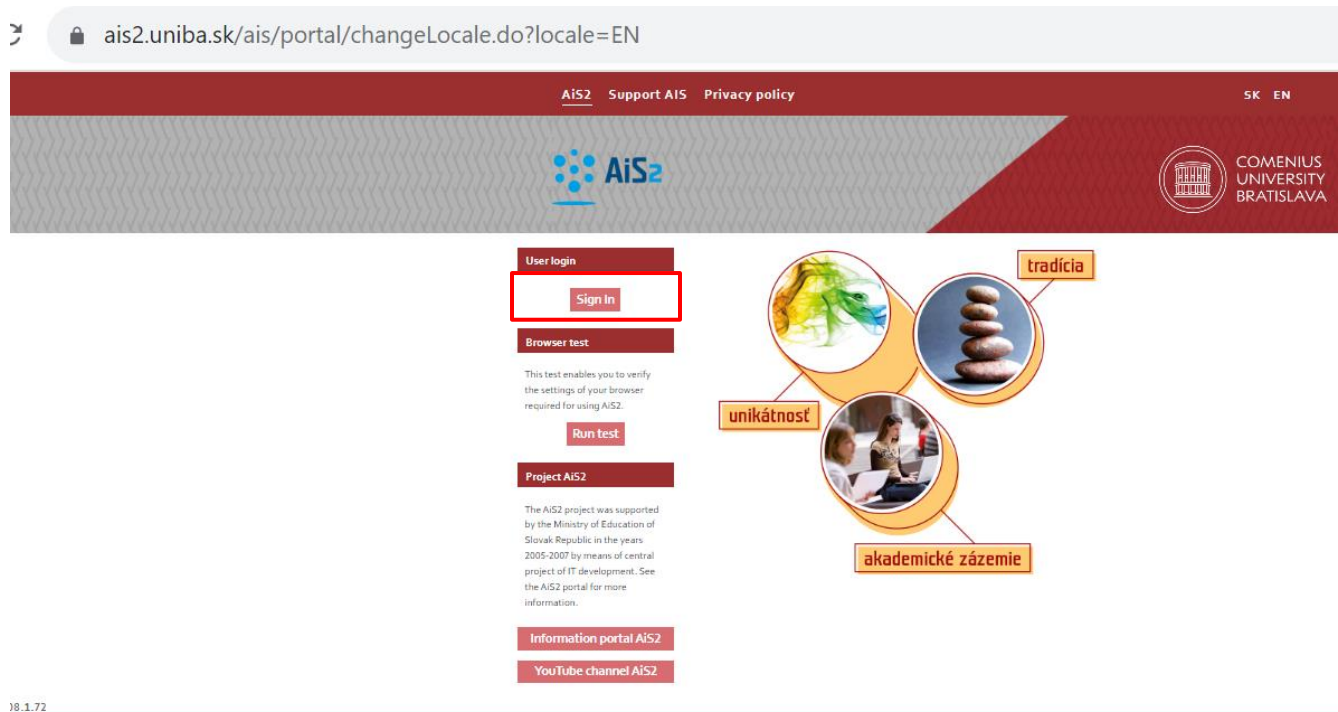


FILLING RATP

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).



After successful login, the main window of the AIS application will be available to you.

In the left part of the window, you can click to launch the AIS applications themselves.



COMPLETING RATP IN UNIVERSAL VIEW

On the bar in the left part, click on **Human resources**, a panel will expand in the middle section and click on

LZ078 Person's documents dashboard
Ostrá prevádzka

New messages: 0

WWW presentation

User administration system

Human resources

Admission Procedure

Study evidence

Study programmes

Schedule

Accommodation

Content management
system

Human resources overviews

LZ014 Search for people, presentation
Ostrá prevádzka

LZ070 Person in AiS2
Ostrá prevádzka

LZ003 Personal data
Ostrá prevádzka

LZ078 Person's documents dashboard
Ostrá prevádzka

Subsequently, the dialog box LZ078 Person document panel will be expanded.

LZ078: Person documents dashboard - Google Chrome

Technical employee, teacher

Documents

Lang. code	Code of the type	Saved	Type of the	T.d.t. (short	Mandatory	Public
EN	ChSO		Characteristics ...	Characteristics ...	A	A
SK	ChSO		Characteristics ...	Characteristics ...	A	A
EN	RATP		Research/art/t...	Research/art/t...	A	A
SK	RATP		Research/art/t...	Research/art/t...	A	A

If the RATP document is not filled out, there is a "sad smiley" in the "Saved" column.



Through the icon the user has the option to create a form document and complete the RATP in both language versions.



Dokument

Name and surname

Type of document

Research/art/teacher profile of a person

☐ SK

☒ EN

☐ SK, EN

University name

University seat

I. Basic information

I.1 Surname

Text item

EN

X

I.2 Name

Text item

EN

X

I.3 Degrees

Text item

EN

X

I.4 Year of birth

Select an option

EN

I.5 Name of the workplace

Text item

EN

X

After expanding the form document, the system displays a notification because it automatically populates the basic personal information fields.

Warning

Personal data has been changed (surname, name, year of birth). When switching to another page of the document, during continuous saving and when generating the document, the form will be saved with this new personal data.

OK



If you have previously completed the RATP and the information does not match the data in the Human Resources application, the system will display a notification informing you that your personal data has been updated.

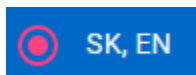
Warning

Personal data has been changed (surname). When switching to another page of the document, during continuous saving and when generating the document, the form will be saved with this new personal data.

OK

Therefore, fields such as first name, last name, title, and year of birth do not need to be completed, as the system automatically populates them. You can then continue completing the document by filling in the remaining fields.

The RATP can also be completed in both language versions simultaneously by selecting the appropriate option



After entering the text in the Slovak language version and clicking the icon  the text is copied to the English language field.

From part III. by pressing the icon  does the person have the option to exchange groups of items.

In section V.1, "Overview of the profile courses taught in the current academic year according to study programmes," by

selecting the option  and marking the individual courses, the profile courses for each study programme will be populated based on the data in AIS2.

Profile courses

Academic year

2026/2027

Course code	Course title	Study prog. abbreviation	Grade
☒ PriF.KJCh/N-mCJD-029/22	Nuclear chemistry 1	bBX, bBX-AG/k, bBX-AL, bBX-AL/k, bBX-BX, bBX-BX/k, bBX-EC/k, bBX-FZ, bBX-FZ/k, bBX-JD, bBX-JD/k, bBX-ORBO, bBX-ORBO/k, bBX-TP, bBX-TP/k, bBX/k, bC, bC/k	I.
☒ PriF.KJCh/N-mCJD-133/22	Radioecology	mC-JD	II.

Cancel

Confirm



In section V.4.1, “Number of currently supervised theses,” by selecting the option  the number of theses currently supervised will be populated based on the data in AIS2.

Supervised theses recorded in AIS2 ✕

Bachelor (first grade) - number: 0

Master's (second grade) - number: 0

Doctoral (third grade) - number: 2

Topic title	Department/ Institute	Student
	P	Ing. R
	P	BS - M

Cancel

Confirm

In section V.4.2, “Number of successfully defended theses,” by selecting the relevant option  the number of successfully defended theses will be populated based on the data in AIS2.

Defended theses recorded in AIS2 ✕

Bachelor (first grade) - number: 5

Master's (second grade) - number: 4

Doctoral (third grade) - number: 0

Cancel

Confirm

In section V.5, “Overview of other courses taught in the current academic year according to study programmes,” by selecting the relevant option  and marking the individual courses, the other courses will be populated based on the data in AIS2.



Course selection ✕

Academic year 2026/2027

Provided courses

Course code	Course title	Study prog. abbreviation	Grade
☒ PriF.KJCh/N-bCJD-028/22	Nuclear chemistry 2	bBX, bBX-JD, bBX-JD/k, bBX/k, bC, bC/k	I.
☒ PriF.KJCh/N-bENS-053/21		bBCH, bBX, bBX-JD, bBX-JD/k, bBX/k, bENST	I.
☒ PriF.KJCh/N-bCJD-038/22		bBX, bBX-JD, bBX-JD/k, bBX/k, bC, bC/k	I.
☒ PriF.KJCh/N-bCJD-039/22	chemistry and Radiocology (1)	bBX, bBX-JD, bBX-JD/k, bBX/k, bC, bC/k	I.

Profile courses

Course code	Course title	Study prog. abbreviation	Grade
☒ PriF.KJCh/N-bCJD-029/22		bBX, bBX-AG/k, bBX-AL, bBX-AL/k, bBX-BX, bBX-BX/k, bBX-EC/k, bBX-FZ, bBX-FZ/k, bBX-JD, bBX-JD/k, bBX-ORBO, bBX-	I.

The maximum number is 15

Cancel

Confirm

You can temporarily save the entered data by pressing the icon **Save continuously** at the bottom of each page of the document. After pressing the icon **Generate document** at the bottom of each document page, the "smiley" in the "Saved" column will turn green and smiley.

LZ078: Person documents dashboard - Google Chrome

Technical employee, teacher

Documents

Lang. code	Code of the type	Saved	Type of the	T.d.t. (short	Mandatory	Public
EN	ChSO		Characteristics ...	Characteristics ...	A	A
SK	ChSO		Characteristics ...	Characteristics ...	A	A
EN	RATP		Research/art/t...	Research/art/t...	A	A
SK	RATP		Research/art/t...	Research/art/t...	A	A

Through the icon you have the option to update the information you have entered. Enter the required information and select the appropriate option **Generate document**. The system will then display a message:



Confirm

Document in EN already exists in the system. Do you want to save the document in a new version?

No Yes

By clicking on **Yes** the document will regenerate to a newer version.



COMPLETING RATP IN RESPONSIVE (TEACHER) DISPLAY

On the bar in the left part, click on  RATP and documents of a person .

The screenshot shows the AiS2 teacher interface. On the left, a sidebar contains a menu with the following items: Personal data, Person in AiS2, WWW presentation, **RATP and documents of a person** (highlighted with a red box), User management, Electronic noticeboard, Courses database, Schedule, Published documents, Messenger, and Person search. The main content area features a video player with the title "AiS2 pre učiteľa - Vypísanie skúšok a evidovanie hodnotení cez SAHU." and a play button. Below the video is a red bar for "Periods of activity" and a yellow bar for "Academic year 2023/2024".

Subsequently, the dialog box LZ078 Person document panel will be expanded.

The screenshot shows the LZ078: Person documents dashboard in Google Chrome. The dashboard has a search bar for "Technical employee, teacher" and a "Documents" section. Below the search bar is a table with the following columns: Lang. code, Code of the type, Saved, Type of the, T.d.t. (short), Mandatory, and Public. The table contains four rows of data:

Lang. code	Code of the type	Saved	Type of the	T.d.t. (short)	Mandatory	Public
EN	ChSO		Characteristics ...	Characteristics ...	A	A
SK	ChSO		Characteristics ...	Characteristics ...	A	A
EN	RATP		Research/art/t...	Research/art/t...	A	A
SK	RATP		Research/art/t...	Research/art/t...	A	A

If the RATP document is not filled out, there is a "sad smiley" in the "Saved" column.



Through the icon  the user has the option to create a form document and complete the RATP in both language versions.

Dokument

Name and surname
Type of document

Research/art/teacher profile of a person

☐ SK ☒ EN ☐ SK, EN

University name
University seat

I. Basic information

I.1 Surname EN

Text item

X

I.2 Name EN

Text item

X

I.3 Degrees EN

Text item

X

I.4 Year of birth EN

Select an option

I.5 Name of the workplace EN

Text item

X

After expanding the form document, the system displays a notification because the system automatically populates the basic personal information fields.



Warning

Personal data has been changed (surname, name, year of birth). When switching to another page of the document, during continuous saving and when generating the document, the form will be saved with this new personal data.

OK

If you have previously completed the RATP and the information does not match the data in the Human Resources application, the system will display a notification informing you that your personal data has been updated.

Warning

Personal data has been changed (surname). When switching to another page of the document, during continuous saving and when generating the document, the form will be saved with this new personal data.

OK

Therefore, fields such as first name, last name, title, and year of birth do not need to be completed, as the system automatically populates them. You can then continue completing the document by filling in the remaining fields.

The RATP can also be completed in both language versions simultaneously by selecting the appropriate option



After entering the text in the Slovak language version and clicking the icon,  the text is copied to the English language field.

From part III. by pressing the icon  does the person have the option to exchange groups of items.

In section V.1, "Overview of the profile courses taught in the current academic year according to study programmes," by

selecting the option  and marking the individual courses, the profile courses for each study programme will be populated based on the data in AIS2.



Profile courses

Academic year: 2026/2027

Course code	Course title	Study prog. abbreviation	Grade
☒ PriF.KJCh/N-mCJD-029/22	Nuclear chemistry 1	bBX, bBX-AG/k, bBX-AL, bBX-AL/k, bBX-BX, bBX-BX/k, bBX-EC/k, bBX-FZ, bBX-FZ/k, bBX-JD, bBX-JD/k, bBX-ORBO, bBX-ORBO/k, bBX-TP, bBX-TP/k, bBX/k, bC, bC/k	I.
☒ PriF.KJCh/N-mCJD-133/22	Radioecology	mC-JD	II.

Cancel Confirm

In section V.4.1, "Number of currently supervised theses," by selecting the option  the number of theses currently supervised will be populated based on the data in AIS2.

Supervised theses recorded in AIS2

Bachelor (first grade) - number: 0

Master's (second grade) - number: 0

Doctoral (third grade) - number: 2

Topic title	Department/ Institute	Student
	Ph	Ing. R
	Ph	BS - M

Cancel Confirm

In section V.4.2, "Number of successfully defended theses," by selecting the relevant option  the number of successfully defended theses will be populated based on the data in AIS2.

Defended theses recorded in AIS2

Bachelor (first grade) - number: 5

Master's (second grade) - number: 4

Doctoral (third grade) - number: 0

Cancel Confirm

In section V.5, "Overview of other courses taught in the current academic year according to study programmes," by selecting the relevant option  and marking the individual courses, the other courses will be populated based on the data in AIS2.



Course selection



Academic year 2026/2027

Provided courses

Course code	Course title	Study prog. abbreviation	Grade
☒ PriF.KJCh/N-bCJD-028/22	Nuclear chemistry 2	bBX, bBX-JD, bBX-JD/k, bBX/k, bC, bC/k	I.
☒ PriF.KJCh/N-bENS-053/21		bBCH, bBX, bBX-JD, bBX-JD/k, bBX/k, bENST	I.
☒ PriF.KJCh/N-bCJD-038/22		bBX, bBX-JD, bBX-JD/k, bBX/k, bC, bC/k	I.
☒ PriF.KJCh/N-bCJD-039/22	chemistry and Radiocology (1)	bBX, bBX-JD, bBX-JD/k, bBX/k, bC, bC/k	I.

Profile courses

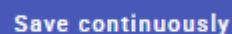
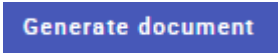
Course code	Course title	Study prog. abbreviation	Grade
☒ PriF.KJCh/N-bCJD-029/22		bBX, bBX-AG/k, bBX-AL, bBX-AL/k, bBX-BX, bBX-BX/k, bBX-EC/k, bBX-FZ, bBX-FZ/k, bBX-JD, bBX-JD/k, bBX-ORBO, bBX-	I.

The maximum number is 15

Cancel

Confirm

Save continuously

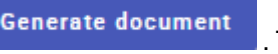
You can temporarily save the entered data by pressing the icon  at the bottom of each page of the document. After pressing the icon  at the bottom of each document page, the "smiley" in the "Saved" column will turn green and smiley.

LZ078: Person documents dashboard - Google Chrome

Technical employee, teacher

Documents

Lang. code	Code of the type	Saved	Type of the	T.d.t. (short	Mandatory	Public
EN	ChSO		Characteristics ...	Characteristics ...	A	A
SK	ChSO		Characteristics ...	Characteristics ...	A	A
EN	RATP		Research/art/t...	Research/art/t...	A	A
SK	RATP		Research/art/t...	Research/art/t...	A	A

Through the icon  you have the option to update the information you have entered. Enter the required information and select the appropriate option . The system will then display a message:



Confirm

Document in EN already exists in the system. Do you want to save the document in a new version?

No Yes

By clicking on **Yes** the document will regenerate to a newer version.

... DONE, YOU MADE IT ... RATP IS FILLED 😊