A brief introduction to using Academic Information system (AIS)

Dear student's

In this document, you can find a brief guideline to Academic Information system (AIS), which will guide you through our university study.
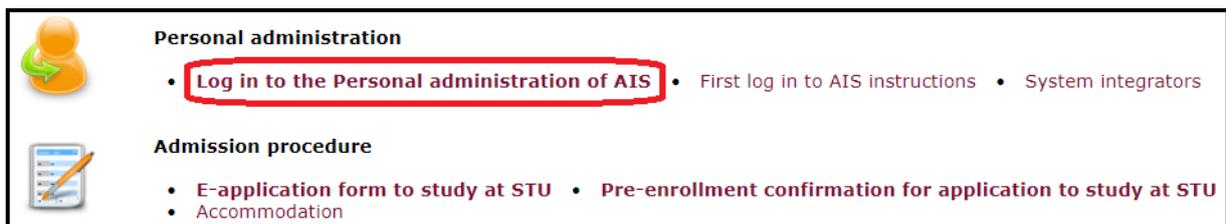
You can access AIS from the main STU website www.stuba.sk by clicking on the "AIS" icon:

or from the faculty web page www.svf.stuba.sk, by clicking on the "AIS" icon:

Next, you will see the AIS home page:

Click on the text "Login to the personal AIS administration". The system will prompt you to enter your Username and Password.

The username and password will be given to you by your study coordinator at study registration. We do not recommend that you choose the remember the password function on your computer. Do not give your password to anyone; system administrators are not responsible for information that is leaked. In case of any suspicion of hacking into your AIS by another person, change the password immediately.

After the first login, you can change your password ("Change Password") under the terms of the prescribed protection:

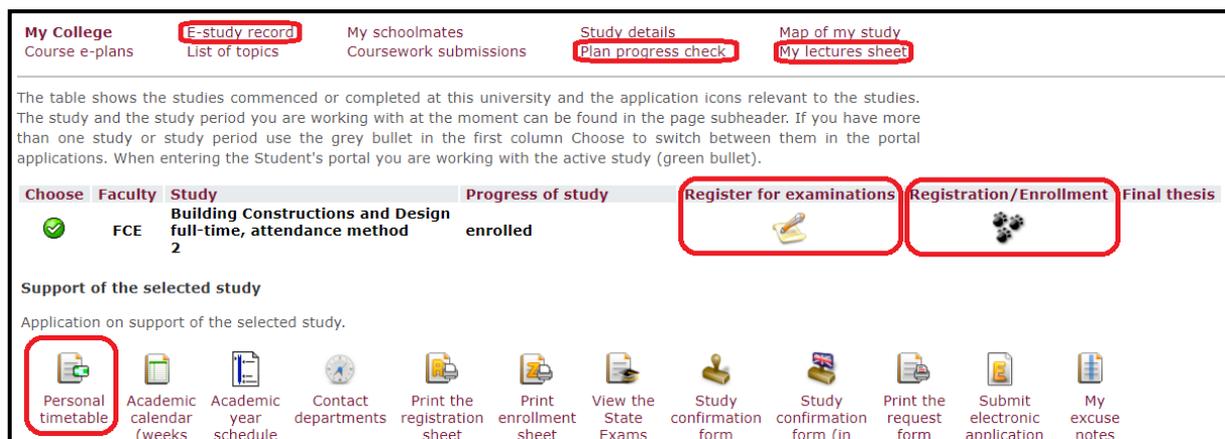# A brief introduction to using Academic Information system (AIS)

Password requisites

- The minimum length of the password is 10 characters.
- The minimum number of small letters is 1.
- The minimum number of capital letters is 1.
- The minimum number of digits is 1.
- The minimum number of non-letter characters is 1.
- The maximum number of consecutive identical characters is 3.
- Password must be strong (at least three bars out of four).
- The alternative to meeting the required minimum of digits, letters, etc., is a password containing at least 30 characters, including no fewer than 5 various characters.
- The number of old passwords that the new password must be different from is 5.
- The minimum number of changes compared to old password is 5.

Note: *Only ASCII characters are allowed without diacritics. Password must not contain the following characters: space &+*

After confirming the name and password, the AIS home page will be displayed. There are various links in it, but the most important for you is the "**Student's Portal**" link. Clicking on this link will give you access to all the applications related to your study.

You will use the marked links in the Student's Portal the most during your studies:

Attendance is kept in the "**My lectures sheet**" (if the teacher keeps it electronically in AIS) and also the granting of "credits" for a given subject (the term "credit" means fulfillment of the conditions for registration for the exam). It is important to gain and enter the credit in AIS because you will not be able to register for the exams.

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You will use the link "**Register for examinations**" during the exam period to register for exams. You will have all the dates there, the number of students allowed to attend the exams, the deadlines for registering and unregistering for the exam, the exams' history, and many other options.

A crucial link is "**Registration/Enrollment**". You will need this link at the end of the semester, when we invite you to register for subjects, then for electronic enrollment in the next semester or year. You will use this link again at the end of the winter semester when you will choose the summer semester schedule. There is a separate manual for this application.

"**Plan progress check**" is a link where you can see all your study results and completion dates in one place.

1st semester WS 2020/2021 - FCE

Code	Course title	Mode of completion	Credits	Enrolled	State
⛔	A group of compulsory courses - NOT ACCOMPLISHED missing 1 course				
I1-MSR	Brick buildings and reconstruction	Exm	4	1x	FULFILLED (01/26/2021)
I1-BUEN	Building and Energy	Exm	4	1x	FULFILLED (02/03/2021)
I1-TPIB	Environment Engineering of Intelligent Buildings	Exm	4	1x	FULFILLED (01/18/2021)
I1-MMNB	Mathematical methods in building design	Exm	4	1x	FULFILLED (01/25/2021)
I1-AKA1	Studio of Buildings Design 1	Class req	11	1x	ENROLLED

Code	Course title	Mode of completion	Credits	Enrolled	State
✅	A group of semi-compulsory courses (min. 1 cours.) - FULFILLED				
I1-PGV1	Computer Graphics and Vizualization 1	Exm	3	1x	FULFILLED (02/08/2021)
I1-ITER	Engineering Thermodynamics	Exm	3	0x	NOT ENROLLED
I1-PHZ	Spread and Deep Foundations	Exm	3	0x	NOT ENROLLED

2nd semester SS 2020/2021 - FCE

Code	Course title	Mode of completion	Credits	Enrolled	State
⛔	A group of compulsory courses - NOT ACCOMPLISHED missing 5 courses				
I1-SEVPB	Building Energy and Indoor Environment Simulation	Exm	4	1x	NOT FULFILLED
I1-PABU	Building Pathology	Exm	4	1x	NOT FULFILLED
I1-PIB	Fire Engineering of Buildings	Exm	4	1x	NOT FULFILLED
I1-OP_A	Practical training	Req	3	1x	NOT FULFILLED
I1-AKA2	Studio of Buildings Design 2	Class req	6	0x	NOT ENROLLED

Code	Course title	Mode of completion	Credits	Enrolled	State
⛔	A group of semi-compulsory courses (min. 1 cours.) - NOT ACCOMPLISHED missing 1 course				
I1-AHB	Aerodynamics and Hydrodynamics of Buildings	Exm	3	1x	NOT FULFILLED

In the "**E-index**", you have an overview of all marks that you received in a given period (you have to choose a specific period (academic year)).

WS 2020/2021 - FCE:

Code	Course	Compulsory	Lang.	Com.	Attempt	Result	Entered	Entered by	Credits	Type
I1-MSR	Brick buildings and reconstruction	P	sk	Exm	2	✔ good (C)	01/26/2021	J. Bilčík	4	N
I1-BUEN	Building and Energy	P	sk	Exm	3	✔ good (C)	02/03/2021	B. Bielek	4	N
I1-PGV1	Computer Graphics and Vizualization 1	PV	sk	Exm	1	✔ very good (B)	02/08/2021	M. Jamnický	3	N
I1-TPIB	Environment Engineering of Intelligent Buildings	P	sk	Exm	1	✔ good (C)	01/18/2021	D. Petráš	4	N
I1-MMNB	Mathematical methods in building design	P	sk	Exm	2	✔ laudable (D)	01/25/2021	M. Minárová	4	N
I1-AKA1	Studio of Buildings Design 1	P	sk	Class req						N

Another application in the personal administration and that you will use often is the "**Noticeboard**", located at the top of the personal administration. Brief information

ℹ️ Education on the Go with the My College application! Download, track, study. :)

Noticeboard

:: Webinár: Manažment stresu (Poradenské centrum...) ✖
:: COMSOL - webináre, február 2021 (Aktuality STU) ✖
:: Akcia Rakúsko - Slovensko: otvorenie výzvy na podáv... (Aktuality STU) ✖
:: MATLAB, dSPACE a COMSOL Multiphysics - novinky a na... (Aktuality STU) ✖
:: Štipendiá francúzskej vlády na rok 2021/2022 na štú... (Informácie pre štu...) ✖

other

is provided here, and clicking on it will display the entire content. After reading, the information will no longer appear here.

In the **Personal Management** section, there is also a "**Noticeboard**", which contains historical announcements that you can read repeatedly, as well as the "**Mail box**" and the "**Document Server**".

The "**Mail box**" represents the preferred communication method with all teachers and faculty (school) bodies. From "Mail box" you will send requests to the study department, teachers, integrators, but also emails to your classmates within AIS.

This communication is possible only within STU. Outside STU, the AIS mail does not work and has the address <Your login> @ is.stuba.sk (quota 50MB).

You can use your own email addresses for communication outside the STU or via the STU webmail (access login and password the same as in AIS):

https://webmail.stuba.sk/?Language=

with the email address <Your login> @ stuba.sk (quota 100MB).

As your mailbox is limited in capacity, check it regularly to delete unnecessary mail. (Even from the trash!)

"**Document Server**" is a repository of all documents you will have to visit during your studies. There are detailed instructions on AIS, public information, and study materials for all subjects, including study plans and other miscellaneous information.

After logging in to the **Personal Administration** for the first time, check the link to "**Personal data check**" and "**Approvals by users**" as soon as possible. An error may have occurred while processing the amount of data that must be entered into the AIS.
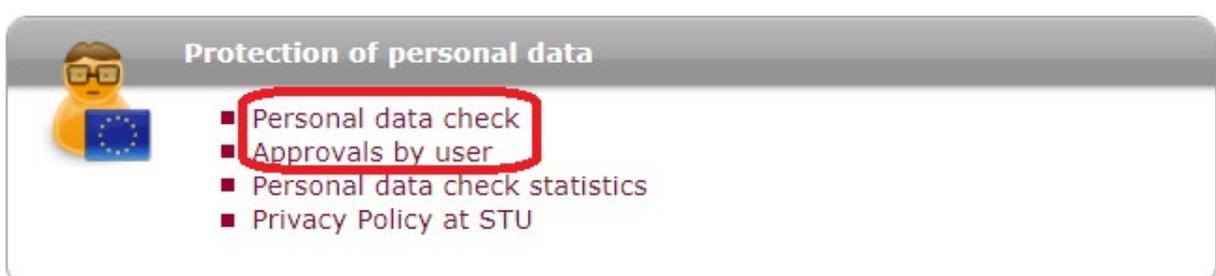
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If all data is correct, you will find a button at the bottom of the page to confirm personal data accuracy. You will always have this obligation at the beginning of the academic year. This is because the documents and certificates must be printed with the correct data. The system will notify you immediately upon entering the personal administration. If you confirm the data, the system will no longer "bother" you in the given academic year. If an error occurs in your data, or some data has changed (OP, status, address, phone, ...), contact your study coordinator immediately, and she will make the change in AIS.

You don't have to worry about entering and trying our AIS. However, if you want to try AIS with complete impunity and without damaging your account, visit the test version of AIS:

https://test.is.stuba.sk/?lang=en

You can do everything there, and you will not spoil anything. It is overwritten again by the current state from the sharp version at the end of each week. Only trial emails can be sent.

This trial version is accessible only from the school premises on computers freely accessible at the faculty. To use the trial version on your computer at home, you need to set up remote access to the university network (VPN). The password is not the same as access to AIS, and you will also need it to connect to WIFI within the faculty. You will gain access in the following steps.

Click on "Access the university network":

A password will be generated for you, which you need to write down. If you have already generated at least one login and password to the wireless network (WIFI) SvF STU, then (if you forgot it) click on the link, and you can look at it again.

The parameters that are necessary for access to WIFI at SvF STU are:
SSID: **eduroam**
Login and password.
You can find the procedure at:

https://www.svf.stuba.sk/cit/navody/nastavenie-siete-eduroam.html?page_id=7438

How to install and use remote access to the academic network can be found:

http://www.stuba.sk/navody/vpn/w7_vpn.html

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AIS integrators are here to help you with any problem regarding the AIS. If they can't help you themselves, they will refer you to competent people to solve your problems.

Don't forget to regularly check the Noticeboard and Information for students on the main page of SvF STU, where you can find out the latest information for students and the basic information SvF students need.

If you miss some information in this manual and think it would be important, email it to marian.dubik@stuba.sk , and it will be added.

AIS is a system that is constantly evolving, improving, and supplementing, so some parts may change or rename during use.

Last modified February 2021.