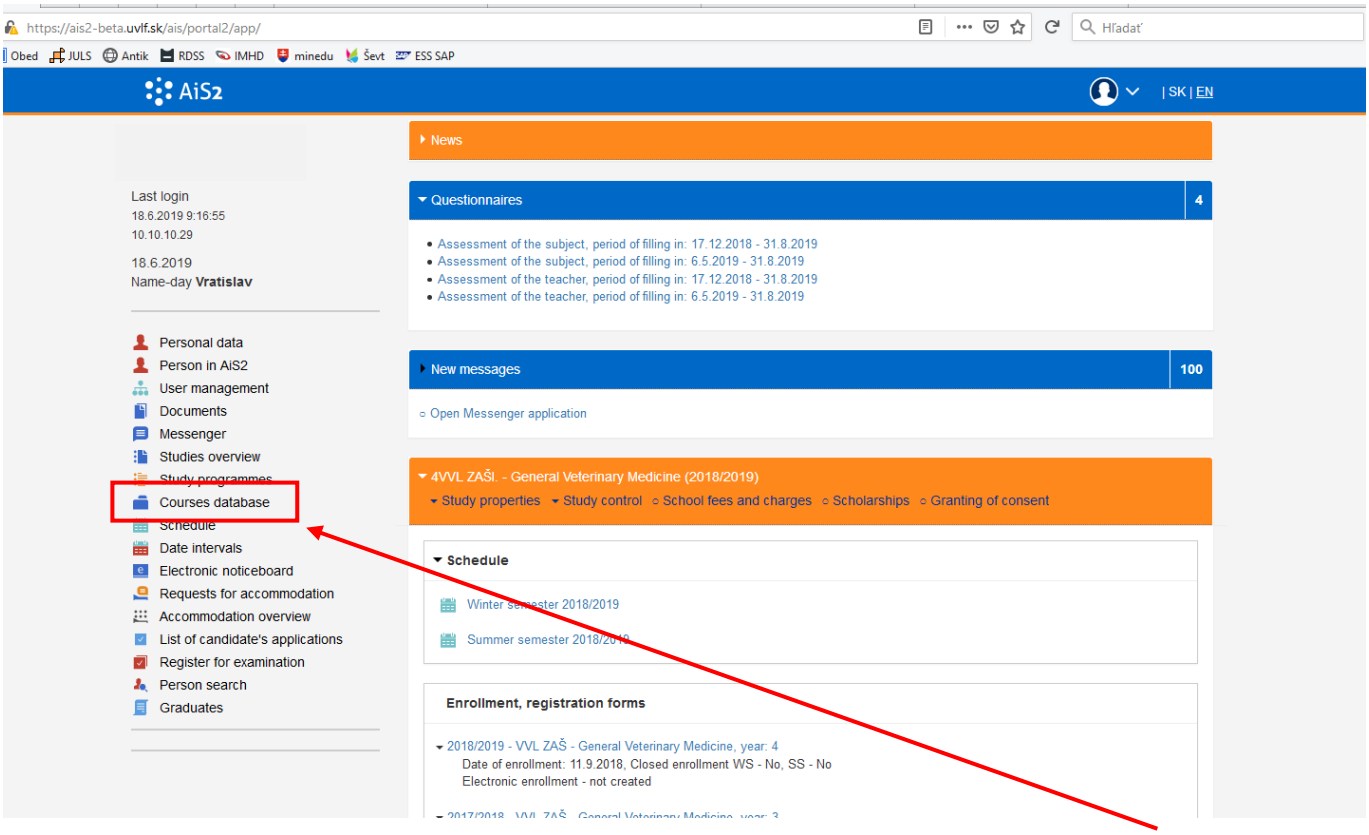
ACCESS TO COURSE INFORMATION LETTERS AND COURSE DESCRIPTIONS IN THE ACADEMIC INFORMATION SYSTEM AiS2

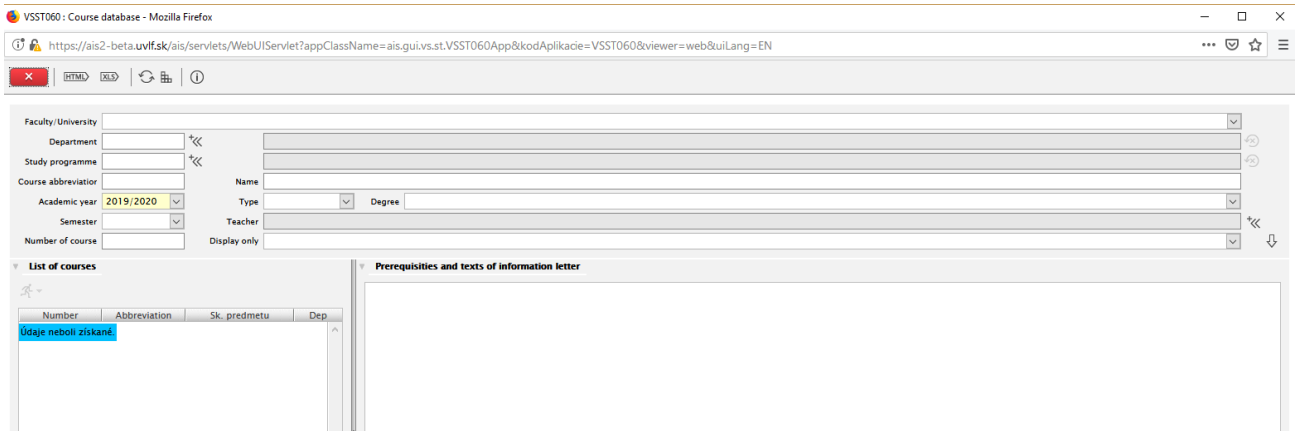
➢ your personal screen after login into the Academic Information System AiS2 of UVMP in Košice



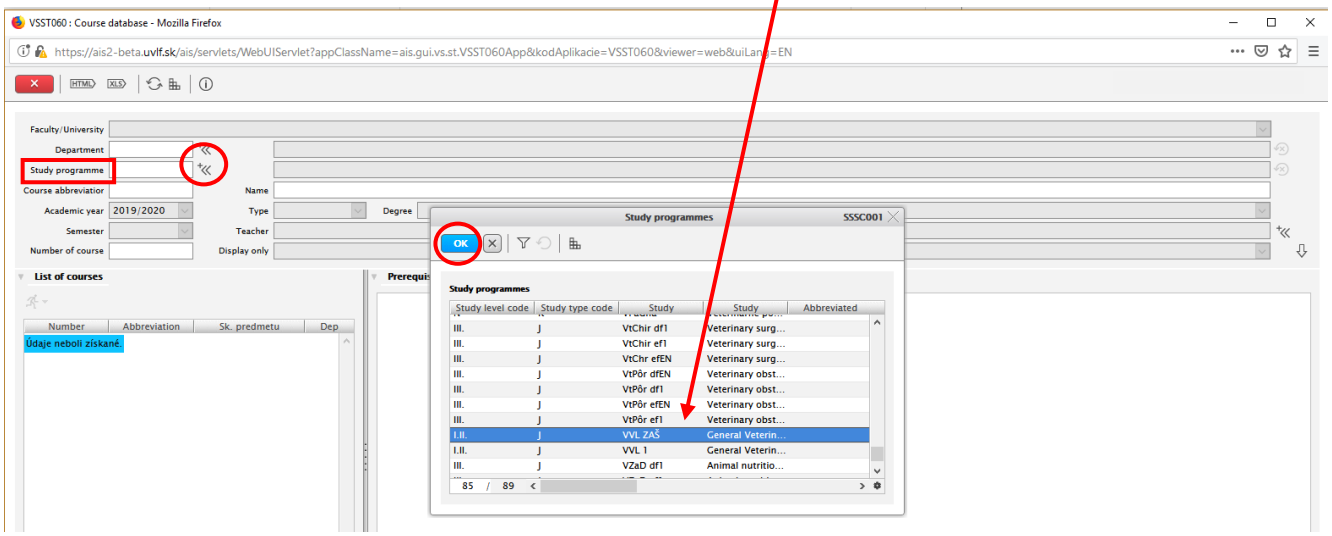
– for reading course information letters and course descriptions, choose section **“Course database”**

➢ **“Course database”** dialog box opens

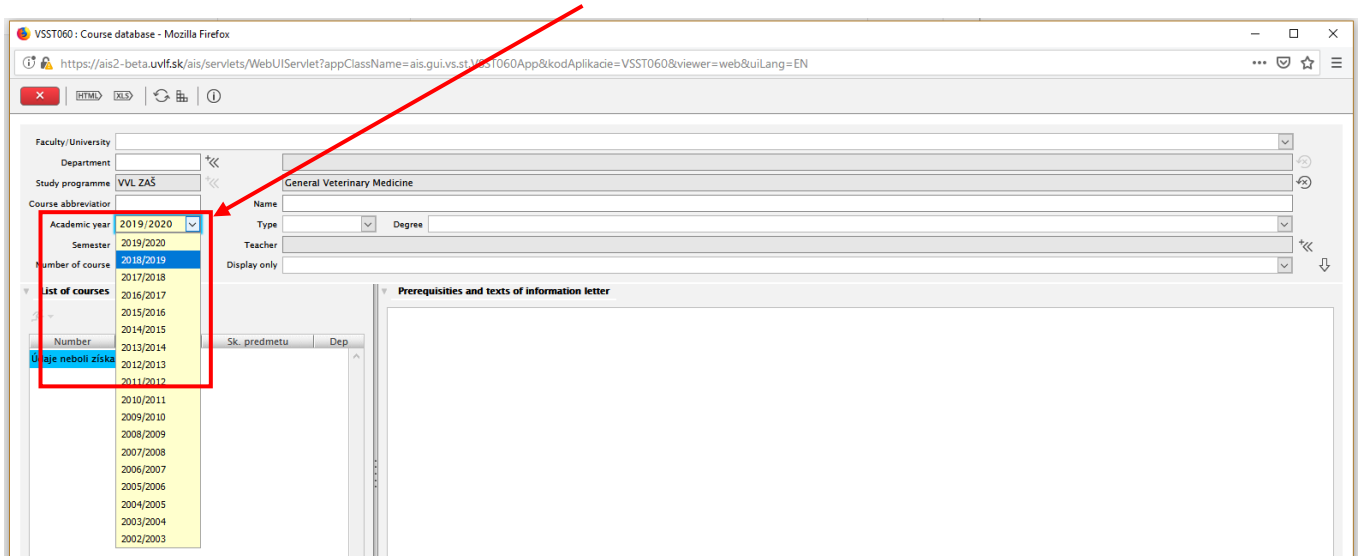
– in this dialog box you will be able to see all information about a particular subject inserted into AIS by its guarantor, for better orientation you can choose from several filters



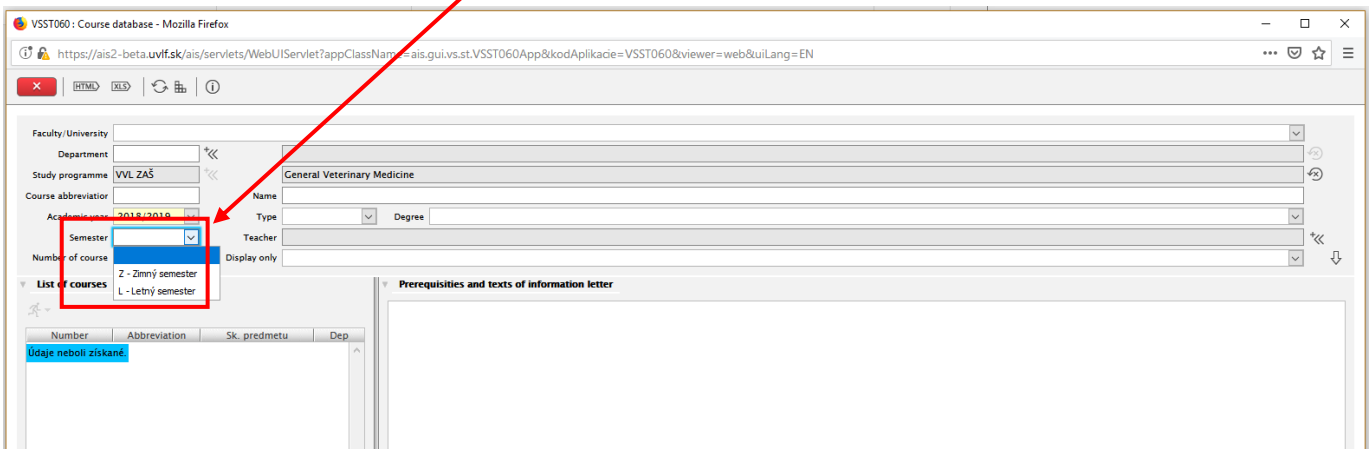
- at first, choose the correct **study programme**
  - click on the arrows beside the option *Study programme*
  - "Study programme" dialog box will open – from the list of study programmes choose:
    either **VVL ZAŠ** for GVM and post BSc. subjects or **NoŽ/b** for JSP subjects
  - confirm your choice by clicking on OK



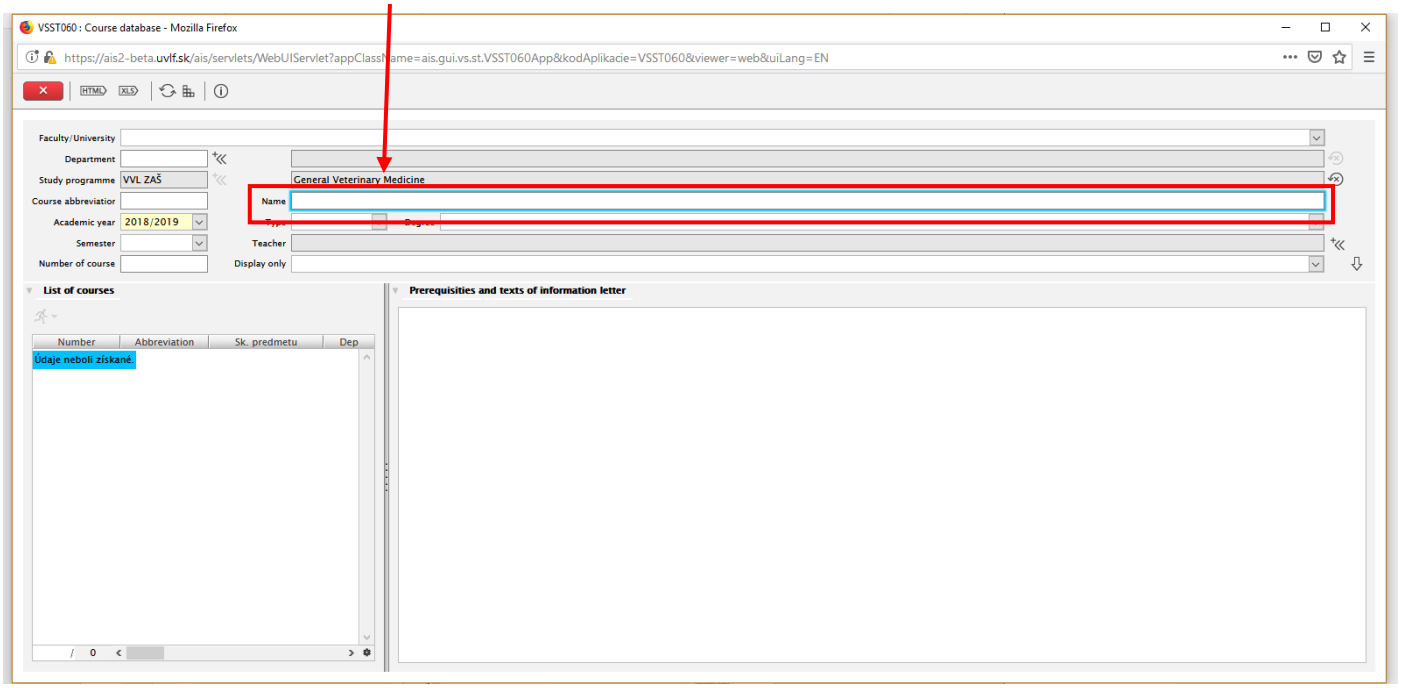
- then you need to choose current **academic year:**



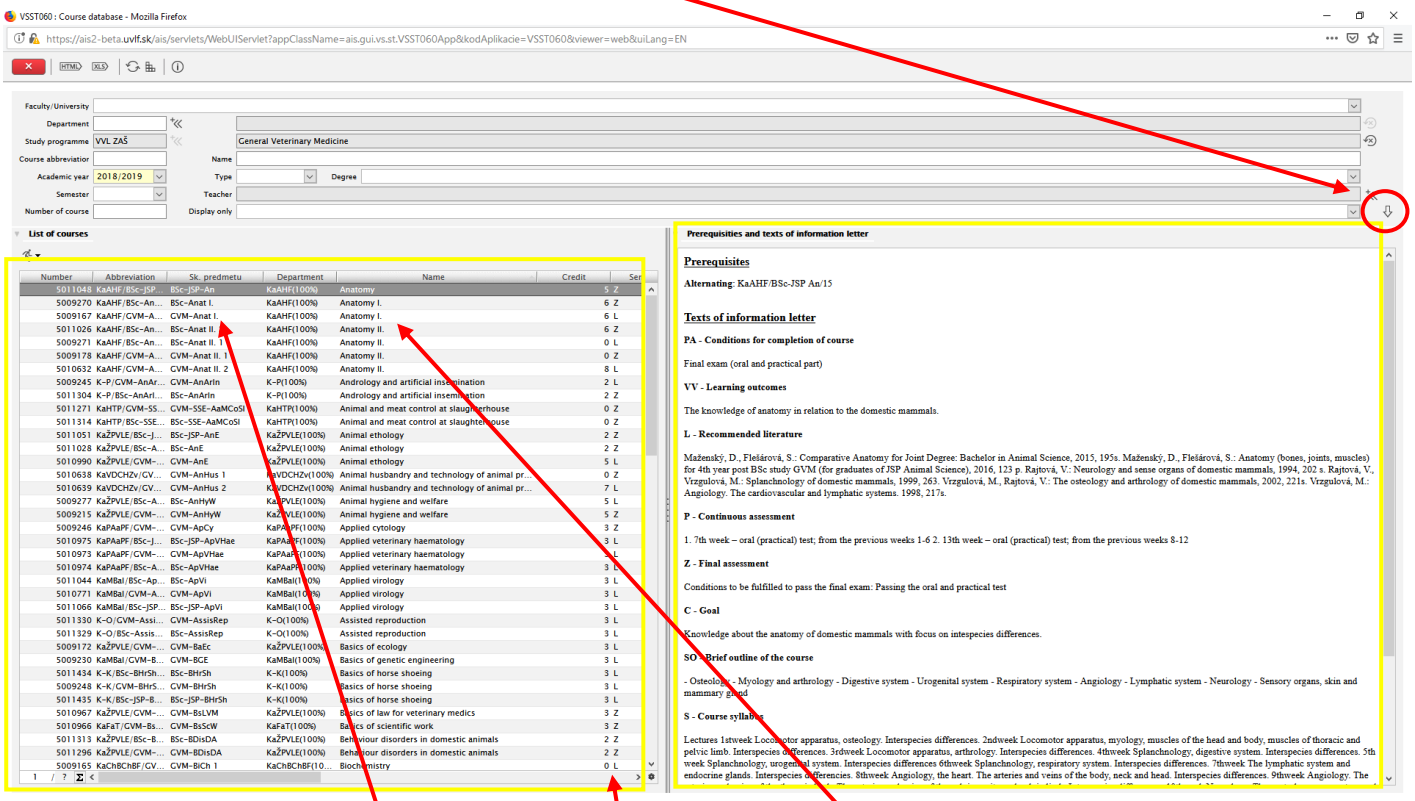
- you can choose also a particular semester in which the subject is taught:
  - "Z – zimný semester" for winter semester subjects
  - "L – letný semester" for spring semester subjects



- if you want to be even more specific and you know the exact name of the subject, you can type the name to the option *Name*

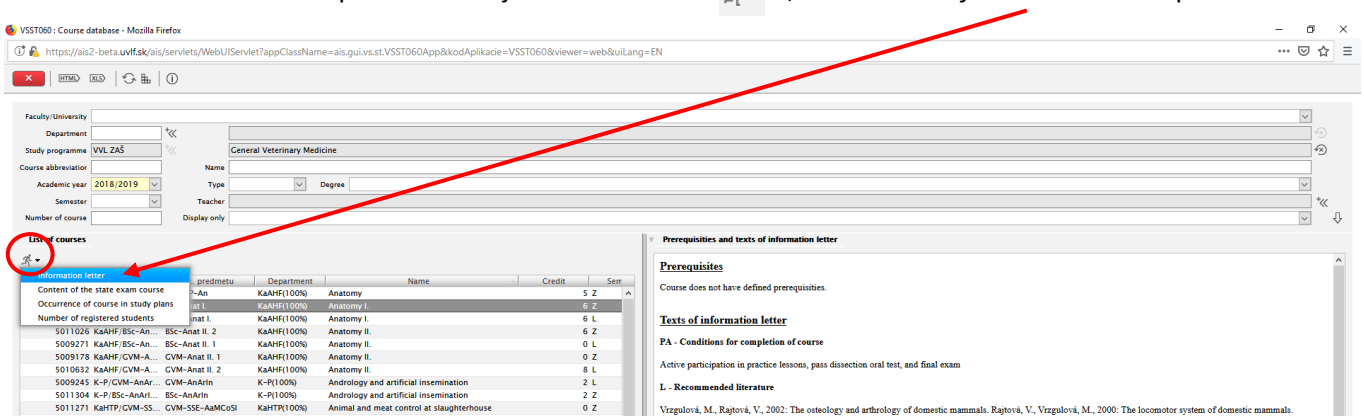


- if you are satisfied with your choices, click on ⇩ and the subject/subjects of your choice will appear:

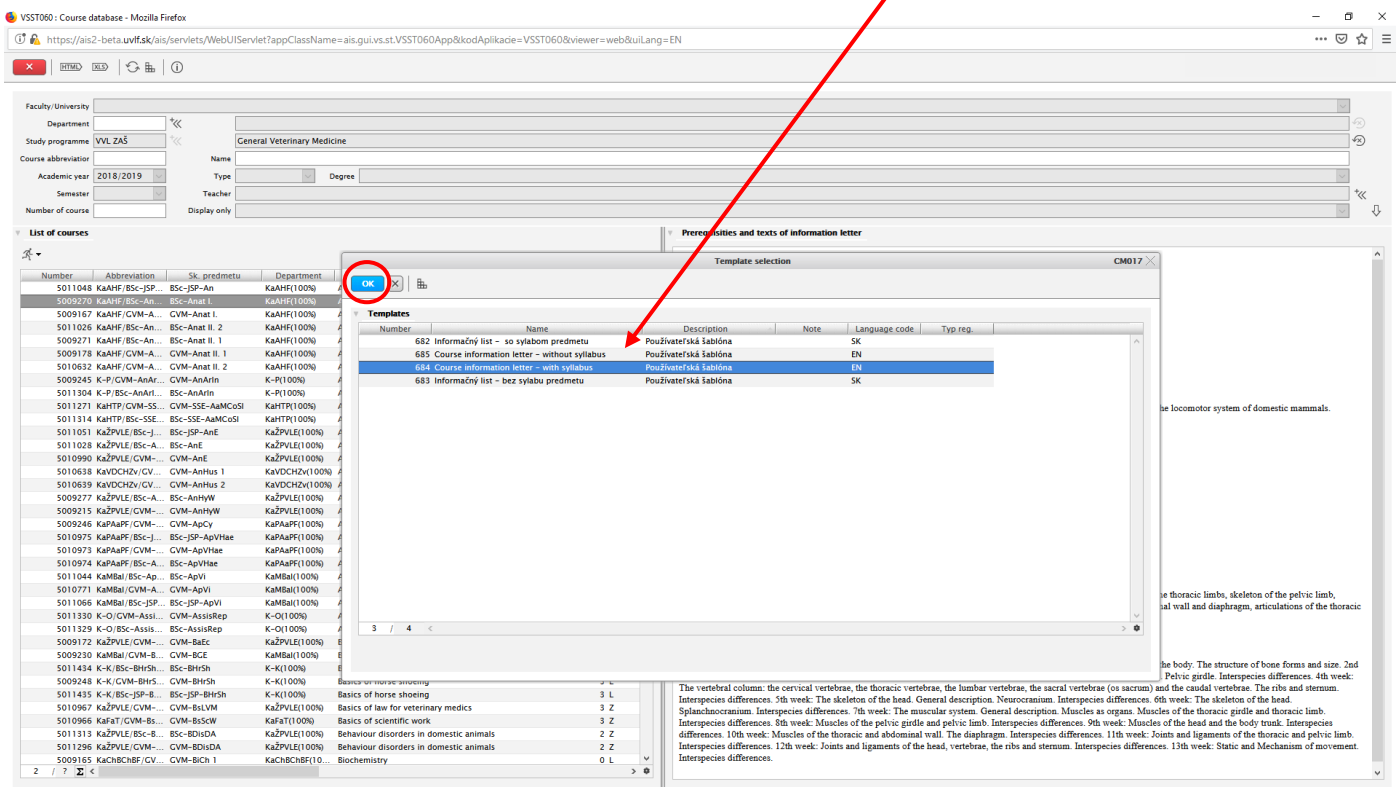


- on the left side of the window, there will appear the list of subjects according to the selected choices – you can differentiate between subjects with the same name by their abbreviation (column “Sk. predmetu”) which contains further specification of study programme (JSP, GVM, BSc or BSc-JSP), number of credits or semester (Z for winter, L for spring)
- when you click on a particular subject, on the right side of the window there will appear all information about the subject inserted by its guarantor

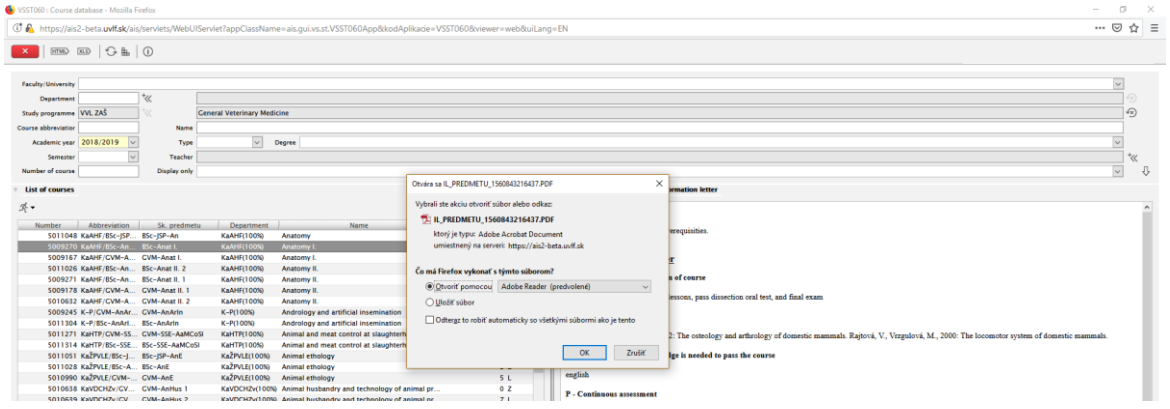
- if you want to store the information, you can copy it directly from the right side of the window to some separate word file, etc., or you can print out a pdf template of the subject's information letter
  - choose some particular subject and click on , then select *Information letter* option



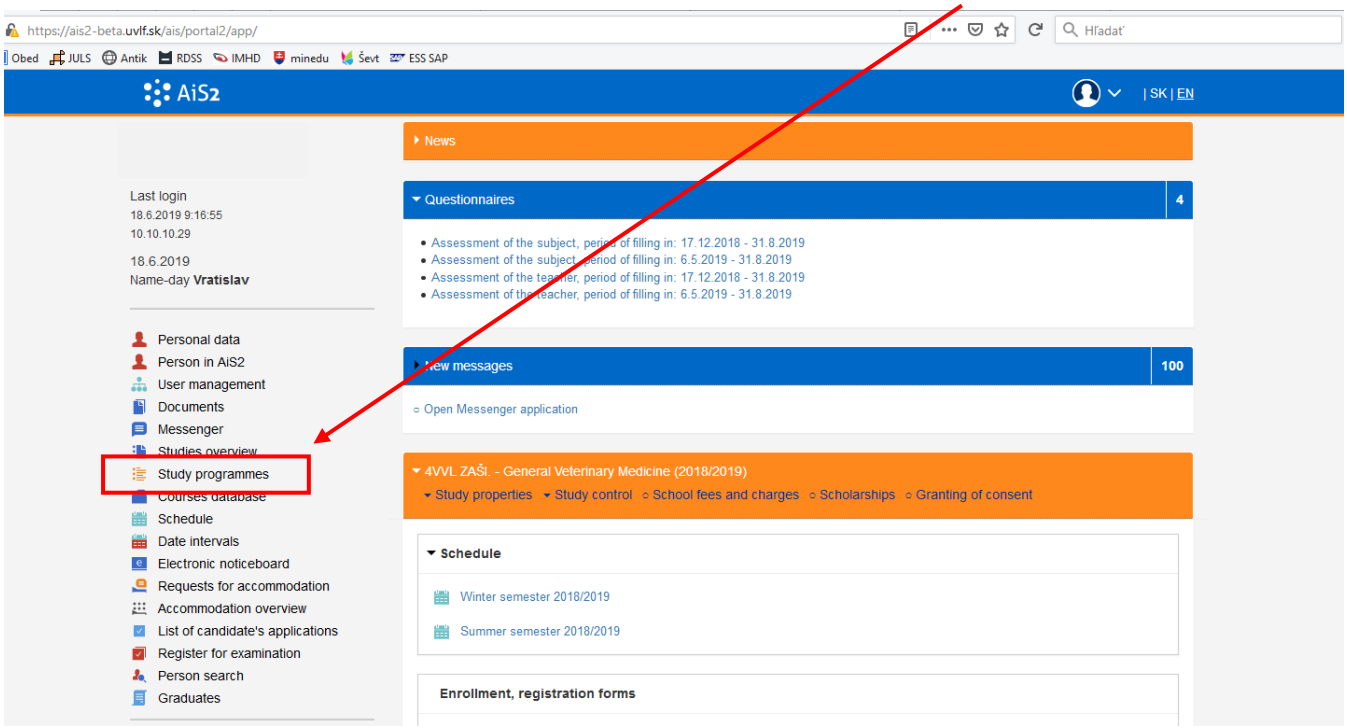
  - "Template selection" dialog box will open, where you can choose from two English information letter templates: *Course information letter – with syllabus* or *Course information letter – without syllabus;* confirm your choice with OK



  - a pdf file of the course information letter of your choice will open in a manner depending on your internet browser

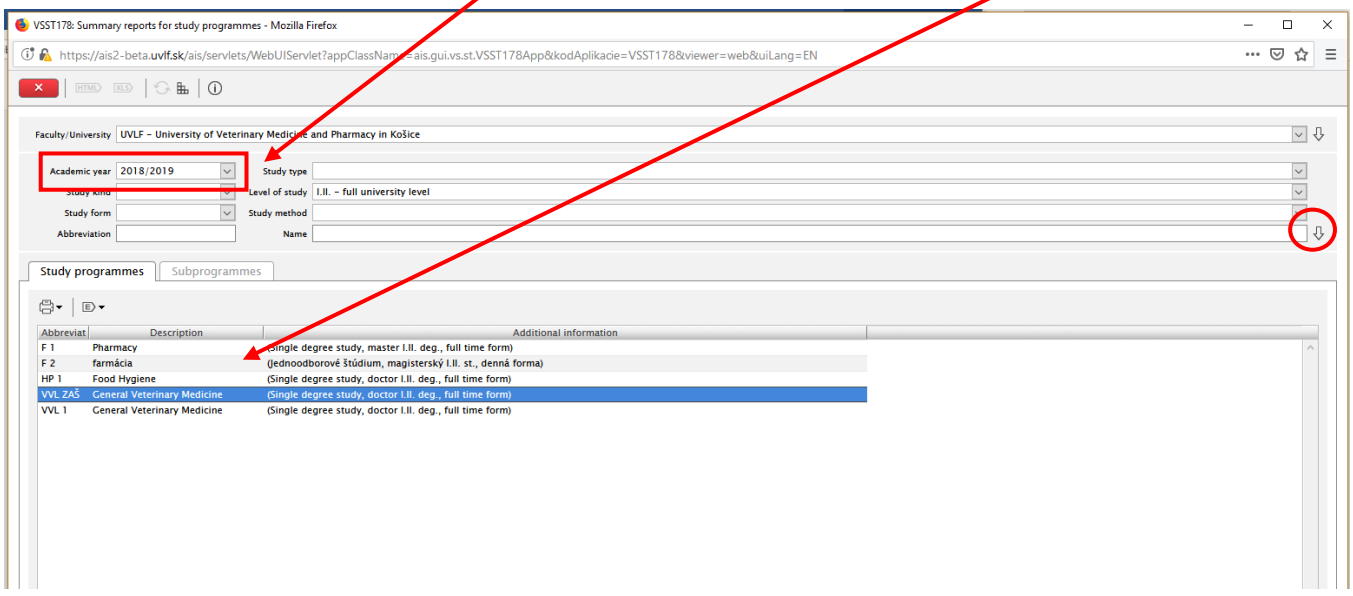


➢ if you wish to download all information letters (i.e. all pdf templates of all information letters) of study subjects in a particular study programme, on your personal screen choose section **"Study programmes"**



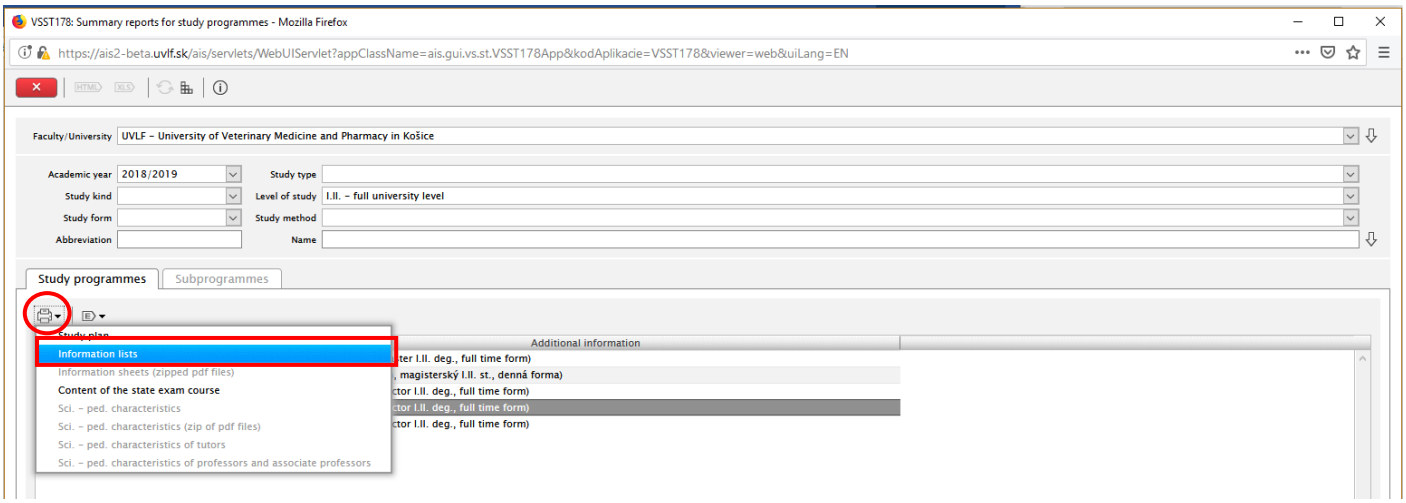
➢ **"Summary reports for study programmes"** dialog box opens

- first you need to choose the current academic year and then click on the ⇩ to see list of approved study programmes for that year

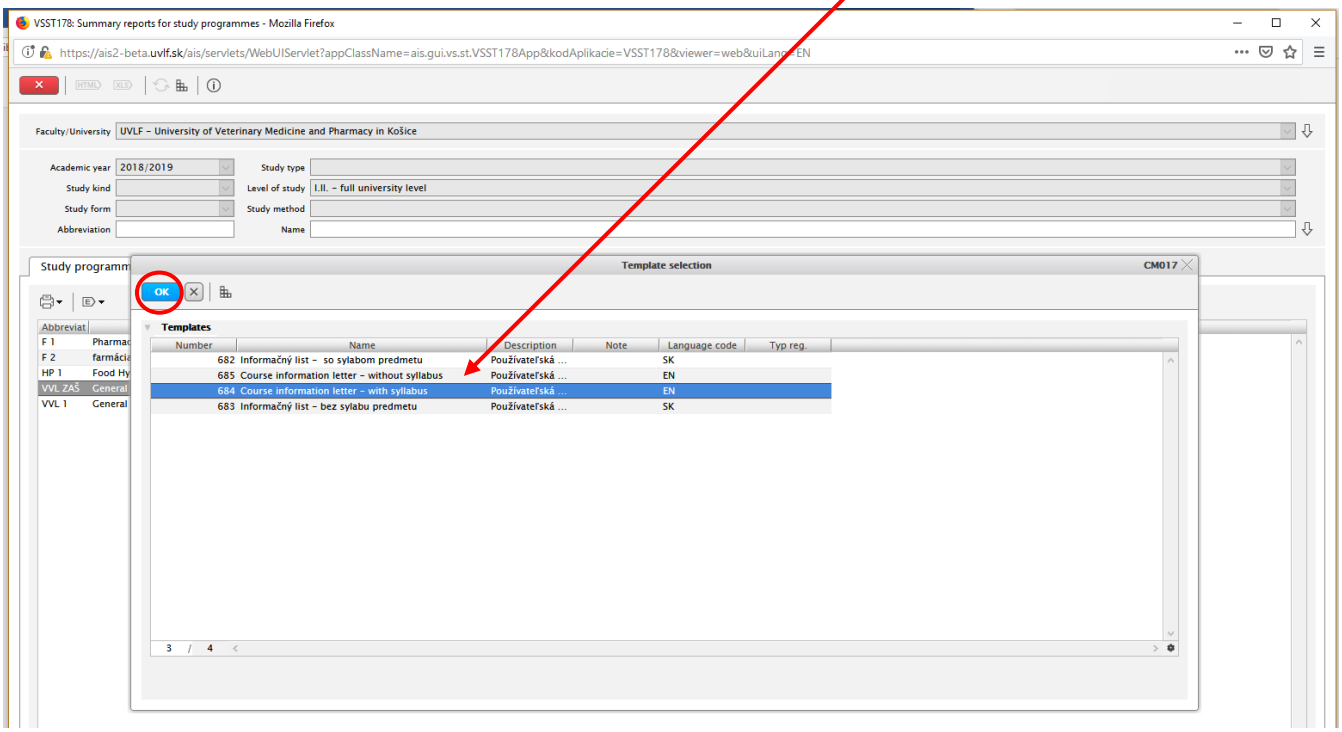


- from the list of displayed study programmes choose:
  either **VVL ZAŠ** for GVM and post BSc. subjects or **NoŽ/b** for JSP subjects

– then click on and select *Information lists* option



- "Template selection" dialog box will open, where you can choose from two English information letter templates: *Course information letter – with syllabus* or *Course information letter – without syllabus;* confirm your choice with OK



- a pdf file of the course information letters of the study programmes of your choice will open in a manner depending on your internet browser

