



# UNIVERSITY INFORMATION SYSTEM

The Users' View





Dear readers,

The brochure you are holding contains details about the University Information System (UIS), whose success has been reinforced by more than 130,000 satisfied users from both the Czech and Slovak Republics.

UIS personifies an extensive, complex and integrated tool supporting the primary university activities – education, science, and research. Its users can access UIS from anywhere via the Internet. It has been adapted to comply with both Czech and Slovak law, and it also cooperates with many information systems operated at various universities in these two countries. The Information system has been developed to function in the European credit studies (ECTS) environment, where decentralization of information and agenda processing is emphasized.

UIS has been continually developed to meet the requirements of university management, teachers, students and other users. With regard to the parametrization of the regulations of each university (resulting from frequent changes in internal legislation) and UIS localization, among others to English language, this system can be implemented at any European university.

Further in the text read more about the agendas and applications that are used on a daily basis by the individual groups of their key users, such as university applicants, students, alumni, teachers, Study Department officers or researchers.

We are confident that the information presented in this brochure can help you make your daily work more effective and can inspire you when using UIS.

If you are interested in any additional information, presentations or outsourcing of this system, please contact us at the address at the back of this brochure.

Team of IS4U, s.r.o.

# APPLICANT

- a portal providing **full support of the admission procedure workflow**
- **one or more rounds of admission procedure** supporting aptitude exams, admissions to both summer and winter semesters possible



- **electronic applications to all levels of study**, incl. life-long learning, completion of application within minutes
- **itinerary of completed and incomplete requisites** in the application
- **tracking the progress of the application process** by the Study Department in real time
- regular **info emails about the application process** sent to the applicant
- **payment** of the administrative fee via **bank transfer** or by **on-line payment card**), automatic **matching of the received payments** to applications on the basis of a unique variable symbol, interconnection to economic system
- **proposals of dissertation thesis topics** for doctoral programme applicants, interaction with supervisors
- **assignment of entrance examination dates** (selection of an exam

date by applicant is possible), information for applicants via electronic application and sending invitation to entrance examination

- complex **support** of admission procedure evaluation based not only on **written** or **electronic tests**, but also on **extra-point criteria**
- **support of electronic entrance tests**, automated evaluation of tests, incl. instant access to scores for the applicant
- the **document storage** makes **all the documents** sent by the faculty to his/her application **accessible to the applicant**, electronic signature option
- establishment of **communication** between a student and the faculty **through e-return confirmations** where he/she can confirm his/her interest in study and prepare everything necessary for the subsequent enrollment to study (uploading photographs for ISIC, selection of elective courses, information on school fees for the paid fields of study, selection of the payment schedule and its print, print of the study contract)
- expression of **interest in accommodation at students dormitory** with the possibility to present necessary documents for accommodation application, **pre-accommodation** in a particular room or dormitory, **payment information** on dormitory fee and monitoring the payment status, selection of accommodation deadline
- enrolled **applicant is** automatically **granted access to UIS**, possibilities to

create an **individual study plan** and timetable

## STUDENT

- Student Portal represents a large agenda providing **complex support of the whole study**, it allows access to study plans, registration and enrollment, attended courses and study results; it enables the students to sign up for regular exams and final exams, for final thesis topics, to hand in final theses in electronic form, etc.

### AS THE ACADEMIC YEAR BEGINS

- it offers **unlimited selection** from all university or faculty **courses**, course statistics and evaluations by other students
- **preparation of registration sheets** during registration, places reservations in courses students want to attend in the next academic period, communication with course supervisors
- **information about enrollment dates and post-enrollment changes** between registration and enrollment
- **communication with the Study Department**, submission of electronic applications of various kinds, e.g. course acknowledgement, repeated course cancellation, etc.
- prior to enrollment **pay the fees related to study and school fees**, selection of **payment schedule**, draw-up

and print of the **study contract** (applicable for paid fields of study)



- preparation of enrollment sheet during enrollment, **creation of individual study plans** for students, timetable generation
- more modes of **timetable generation** from **fully individual approach of the student, through fixed timetables** administered by the Study Department, to a combined approach of the student and the Study Department
- enrolled student can **print Study Confirmation Form**, extend validity of his/her student card, view courses' e-syllabi, access released study materials, etc.
- enrollment can be made by the student alone (e-enrollment) or in cooperation with the Study Department

### IN ACADEMIC YEAR

- academic year follows the schedule for the running academic period, classes conform to teaching weeks
- a course can follow an **electronic syllabus** – detailed study plan which automatically activates the individual modules, e.g. signing up for seminar paper

topics and their hand-ins, electronic tests, selected chapters of e-study materials, etc.

- **personal timetable** – electronic version of a standard paper timetable, incl. rooms info and teachers' contact details
- **study plan check** with up-to-date completion status
- **using e-learning tools** to support study – electronic study materials, mock tests, signing up for regular tests and their completion
- **signing up for seminar paper topics** with the option to propose your own topic, support of group topics, electronic submission of papers linked to evaluation, automatic submission of paper for check in Odevzdej.cz portal
- **instant access to student's results** in courses thanks to regular assessment (test scores, seminar papers assessment, attendance, etc.), assessment



sent in text message

- **study abroad agenda** to submit exchange programme application, its check and administration, selection procedure results, study plan for study

abroad, itinerary of study duties, study abroad evaluation

- **submission of accommodation applications**, accommodation, social and study results subsidies, incl. monitoring the application status in real time, lists of granted subsidies and paid-out subsidies status

## AS THE ACADEMIC YEAR ENDS

- complex agenda for **registration for exam** dates of all attended courses in the period where successful completion is not recorded
- **e-mails and text messages informing about changes in exam dates** for students, who signed up for them, about newly announced dates or vacancies at full dates
- **e-learning tools** supporting **final course assessment** – taking exam and final tests in electronic form with instant access to the scores and assessment
- **electronic record book** showing the courses the student attends and his/her results, information about credits and study average results, statistics for study periods and the whole study, text messages or e-mails informing about exam results
- anonymous questionnaires used to **evaluate course quality** of those courses attended in the current period, and the teachers' abilities

## AS YOUR STUDY FINISHES

- **state exam application** – submission of state exam applications via UIS, selecting optional courses, lists of state exam topics for each subject, list of state exam dates, incl. state exam panel, well-arranged list of state exam events from application submission to output documents
- **final theses**, comprehensive agenda for communication with the thesis supervisor – selection of topic and subsequent draw-up of the assignment in co-operation with the thesis supervisor, workflow of electronic approval of the assignment, regular consultations with the thesis supervisor, applications in the electronic handover of the final theses, display of the results of the similarity checks through the national solution of plagiarism check (Theses for the CR, CRZP for the SR), display of the entered reviews of the supervisor and the opponent
- **making licence contracts** to release theses, confidentiality of submitted theses, releasing theses inside university and central register, interlink to university library

## DOCTORAL STUDY

- **admission procedure for doctoral study** fully supported within the admission procedure module, doctoral study application submitted electronically, interlink between admission procedure and dissertation theses modules – doctoral study applicant

can select his/her dissertation thesis topic, register of supervisors

- complex **agenda of doctoral study progress** allowing integration of various persons into the process of education – student, supervisor, supervisor – specialist, chairman of departmental board, Dean



- workflow respecting the **requirements of the individual study plan**, cooperation of doctoral student and his/her supervisor to form ISP, approval of ISP by chairman of departmental board, annual assessment of the doctoral student activities in the form of an up-dated study plan, assessment of his/her educational and research activities as part of his/her ISP
- **doctoral student's itinerary of activities**, register of conferences and conference attendance
- links to Science and Research module allowing **register of the doctoral student's research activities** (conference attendance, articles and papers in professional publications and periodicals, participation in projects)
- interlink to My lectures application, **register of educational activities**, monitoring the range of classes

taught, assessment of doctoral student as an educator by students

- **study financing agenda** – detailed lists of calculated study fees in external form of study, lists of amounts required and their justification, automatic matching of received payments, register of overpayments and debts
- extensive **agenda for doctoral students' grants administration** – register of salary tariffs and degrees, individual bonuses, permeability between tariffs bound to accomplishing study duties, cash-free transfers of the granted amounts, lists of grant pay-outs status
- **separate parts of state exams**, possibility to do the dissertation exam in the course of study, dissertation defence and final exam in different dates

## ANYTIME

- comprehensive **workflow of electronic applications** not only to **Study Department**, monitoring of the submitted applications' progress in processing
- access to **students' course result evaluation** – detailed statistics on study results in the selected course
- **study financing agenda** – detailed lists of calculated study fees, lists of the required amounts and reasons, automatic matching of the received payments, recording of overpayments

and debts, notification of delays in payments

- **lists of classmates** for attended or completed courses by varied criteria
- basic **lists of study progress status** and the study progress, printed outputs for the Study Department, record of absences and certificates
- **checking personal details**, selecting a personal photograph, checking and updating of bank details
- **adaptation of the information system to individual needs** – change of design, inserting portlets, setting of display of application menus, menu modifications, personalized application menus
- **receipt of documents** related to study administration **through document storage**
- submitting of **applications for professional training** in participating companies and institutions, creating CV, monitoring the application progress, evaluation of the practical training and the company after completion of the practical training
- **access to public library** of electronic **study materials**, mock tests, communication with other users via on-line chat, discussion forums, thematic and personal blogs, electronic mail, sharing of data via depository, participation in electronic surveys



# ALUMNUS

- portal for **cooperation between the alumni and the university** allows active involvement of the alumni in academic life, links to commercial subjects bringing potential vacancies for internships of students



- information on completed study**, incl. electronic record book, downloading submitted papers, lists of paid-out subsidies, printing output documents, e.g. completion study form, contact details to classmates from completed courses

- keeping up with the news at the university** through documents released by the Study Department and other university departments, access to mail box, generating professional CV

- adaptation of the information system to individual needs** – change of design, inserting portlets, setting of display of application menus, menu modifications, personalized application menus

- access to public library of electronic study materials**, mock tests, **communication with other users** via on-line chat, discussion forums, thematic and

personal blogs, electronic mail, sharing of data via depository, participation in electronic surveys

- submission of study applications** – wide offer of further education and life-long learning courses, mutual connections of the alumni with the university represent a life-long process
- trip to **graduation practical training** to participating organizations, evaluation of the graduation practical training

# TEACHER

- My Lectures application represents a large agenda for working with courses, their content, progress and completion; ensures communication with students, supports daily activities of the teacher



## AS THE ACADEMIC YEAR BEGINS

- preparation of courses** in the next academic period for **registration** and enrollments and checking, assigning teachers to courses and setting their roles, checking and editing of syllabi

bi and course information sheet, incl. ECTS competencies

- **preparation of documents for timetable committee**, individual requirements by teachers, course requirements, size limits for seminar groups, course limits
- **checking timetable items**, setting roles and assigning teachers to timetable events, communication between teachers
- during registration and enrollment **communication with students**, processing electronic applications from students requesting course registration/enrollment
- **setting regular assessment sheets**, activating and setting automatic assessment for regular and **overall assessment**, setting pass limits for preliminaries and final completion, checking and running e-syllabi, **releasing electronic study materials** to enrolled students
- **preparation of bases of test questions** for electronic testing, preparation of electronic tests, interconnecting tests with regular assessment of students
- **record of doctoral study**, creating individual study plans, report on study progress, record of last study results, printing related documents

## IN THE ACADEMIC YEAR

- **classes** in a course can **follow electronic syllabus** – a detailed course study plan which automatically activates the individual modules, e.g. registration to seminar paper topics and their submission, electronic tests, selected chapters of e-study materials, etc.
- **register of students' results evaluation** in a course using the regular assessment (test scores, seminar papers assessment, attendance, etc.) by individual seminars or for the whole course, sending group e-mails with assessment via internal electronic mail
- **electronic record of seminar attendance** of students, access to the excuse notes of students entered by Study Department
- **administration of the scheduled classes**, individual transfers and cancelling of the individual items, operative changes in the time schedule
- **communication with students attending the course/seminar** via electronic e-mail, course discussion groups, chats or blogs



- **using e-learning tools** to support the learning process – electronic study materials, mock tests, preparation of regular tests and their release to students, automated evaluation of tests transferred to regular assessment, release of students' results and evaluations
- **announcing seminar paper topics** with the option of proposing your own topic, supporting group topics, electronic submission of papers interlinked to regular assessment, automatic sending of papers for checking to Submit.cz portal
- **announcing dates of regular exams**, register of students signed up for exam dates and exam dates administration, interlink to room reservation agenda with the option to look up free dates and to automatically reserve the selected room
- **easy listing of students in seminars or** in the whole course by various restrictions to programme, field, year, place of study, etc. in electronic as well as printed form
- **planning class observations and their evaluation** in the form of observation reports accessible for the course supervisor and the faculty management

## AS THE ACADEMIC YEAR ENDS

- **evaluation of students' course results** during the whole semester with

the option to use the automatic proposal of the final mark

- **announcing exam and preliminaries dates**, register of students at exam dates and exam dates administration, interlink to room reservation agenda with the option to look up free dates and to automatically reserve the selected room

Activity	Type	Date	Result	Points	Final number	Points
Interviews in studio	L2B	2011-03-02	2011-03-02	147	100.00%	100.00%
3. lecture	L2B	2011-03-02	2011-03-02	100	100.00%	100.00%
3. lecture	L2B	2011-03-02	2011-03-02	100	100.00%	100.00%
3. lecture	L2B	2011-03-02	2011-03-02	100	100.00%	100.00%
3. lecture	L2B	2011-03-02	2011-03-02	100	100.00%	100.00%
3. lecture	L2B	2011-03-02	2011-03-02	100	100.00%	100.00%
3. lecture	L2B	2011-03-02	2011-03-02	100	100.00%	100.00%
3. lecture	L2B	2011-03-02	2011-03-02	100	100.00%	100.00%

- e-learning tools to support final course evaluation – **preparation of exam and preliminary tests in electronic form** with the option to instantly display results and scores to students, interlink to exam dates and room reservations
- **record of students' results** from a course **using the electronic exam reports**, detailed statistics of students' results in courses and at individual exam dates, transfer of results from exam dates, automatic and regular assessment, automatic completion of students' absence at exam dates and failure to complete a course, the **printing of exam reports for recording purposes** at the Study Department
- **evaluation of answers from the students' course evaluations**, comparing evaluations of the individual course teachers depending on their

roles, comparing results across academic years

- **evaluation of doctoral students** using up-dated study plans, record of results of student's educational and research activities, compilation of study progress report, printing related documents, submission of evaluation to the chairman of the field of study board
- access to state exam subjects, **preparation and check of subject topics**, release of topics to students registered for state exam

## ANYTIME

- comprehensive **support for announcing final theses topics** for all levels of study and their administration, communication with students interested in topics, approving students' topics, compilation and printing of final thesis assignments, workflow of electronic approval of thesis assignments
- extensive agenda of final theses ensuring **record of present and past final theses** allows the supervisors to communicate with their students, display of the entered assignment and the submitted thesis in electronic form, application for entering thesis assessment in PDF format or in structure, display of congruency check results using the internal anti-plagiarism application (Theses for CR, CRZP for SR), **assessment for the student's submitted thesis**, access to an archive with former thesis versions

- **preparation of new study plans**, courses and their syllabi for accreditation
- **adaptation of the information system to individual needs** – change of design, inserting portlets, setting of display of application menus, menu modifications, personalized application menus
- **communication with other users** via on-line chat, discussion forums, thematic and personal blogs, electronic mail, sharing of data via depository, participation in electronic surveys
- **communication with students**, with the Study Department, colleagues, departmental and faculty management, task management using ToDo application
- **controlling group of devices in network** – groups of computers in rooms used for teaching or electronic testing, allow you to restrict students' access to the Internet and thus prevent use of banned materials during testing

## STUDY DEPARTMENT OFFICER

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- Study Department portal contains applications facilitating the extensive study agenda and supporting day-to-day work of the officers, including admission procedure agenda, study





- **doctoral exams – support for regular and final part** of the exam, setup of the examination panel, print of appointment and invitation letters for panel members, attendance sheets and ballots, print of protocols on SE progress
- **inserting SE results in the form of a State Exam Certificate**, individual and group printing of output documents (diploma, diploma supplement, State Exam Certificate) in several language versions (typically, in native language and in English), automatic storing of documents in an electronic storage, system producing duplicates, **agenda recording diploma registry numbers** used for printing registry books
- **graduation ceremony** – planning dates of graduation ceremonies, planning a panel and allocating students, interconnection to financing (fee for graduation robe and participation at the ceremony), print of presentation documents
- **complex agenda of final theses** allowing communication with student, supervisor and opponents, access to all tools of students, teachers and opponents, **access to results of congruency checks** using the internal anti-plagiarism application as well as the national solution of plagiarism check (Theses for CR, CRZP for SR) for faculty management, administration of licence agreements, selected lists of final theses for university library
- **access to students' course results** by means of electronic exam reports, detailed **students results statistics** for courses as well as exam dates intended for faculty management, automatic addition of missing course completions, printing of exam reports
- **access to doctoral students assessments** by means of up-dated study plans and administration of their results, preparation of documents for field of study boards



## ANYTIME

- **access to register of students** and their studies at all levels of study, incl. doctoral study and life-long learning, **administration of students' fundamental details**, display of their study progress and completion of the recommended study plan, record of study results
- **communication with students and processing submitted applications** (on course acknowledgment and enrollment, repeated course cancellation, etc.), submission of applications to faculty management for statement
- **access to student financing** and register of methods of financing for

state report system (interlink to registry of students – SIMS or CRŠ), register of other studies and excessive length of study, incl. recording studies at different universities and colleges, unless automatically extracted from the registry of students, monitoring the status of outstanding payment and refunding of overpayments, sending reminders to debtors

- **preparation of documents for payout** for payout of accommodation subsidies, study grants, merit-based scholarships and doctoral scholarships, students' entitlements to subsidies/scholarships and group preparation for payout of all subsidies/scholarships through cash office, list of all subsidies/scholarships paid to a student, record of student's bank account number
- **monitoring data** of student's **study periods** and making operations regarding study recording, such as recording suspensions, field of study, tracks, forms and completion/termination of study, course cancellations and acknowledgments, record of registration vouchers, etc.

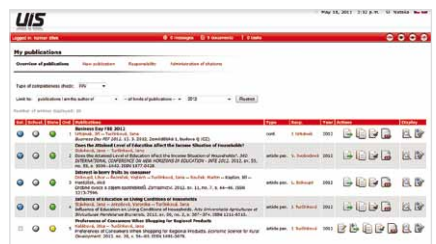
- **enrollment of a student who failed to undergo a standard admission procedure** and filing his/her study sheet, incl. assigning recommended study plan for relevant field of study

- **displaying statistics concerning number of students** in the selected academic years with the option to choose type of study and study programme

- **displaying number of students at seminars**, i.e. number of students requesting enrollment and those actually enrolled, separation into study groups
- offering **extra-semester courses** and enrollment of students
- **inserting course substitutes** into study plans, individual and multiple changes in credits for enrolled courses
- **administration of lists of persons authorized to sit at state exams**, definitions of persons who can act as doctoral students supervisors

## RESEACHER

- **record of all accomplishments** of the individual researchers in **the field of science and research**, science projects, acting as project managers, their tasks and procedures, documents associated with the projects and sub-projects, project outcomes, budgets, financing, scores, etc.



- **administration of bibliographic quotations** helps make lists of selected types of publications published during a specific time span



- **automatic evaluation** (scores) of researchers based on default criteria
- **list of user's results applied in the selected year in RIV**, of results sent, received and filed in the RIV database and of results that will be sent to RIV in the current year
- **aggregated outcomes of science and research activities for university management**, faculties and heads of departments, incl. statistics of published and applied research outcomes in real time
- **research projects supported by information technologies** in the form of various e-Science sources which represent a basic platform for projects demanding cooperation with IT, agenda for assigning and approving projects and their administration is conducted in UIS and associated applications
- **administration and register of all publications by an author**, interlink to library systems, imports of publications from the central library, automatic matching of publications and their authors within the university, links to running projects, aggregated outputs of publications for university, faculty and department management
- **record and planning of conferences** in default fields, register of institutional **memberships of researchers** in external institutions, register of external researchers
- internal **database of professional periodicals**, **impact** factors and in-

corporating periodicals into discipline, synchronization of databases with science and research systems

- **tools monitoring possibilities to obtain grants** from national and international funds
- tools **checking your own publications** and identifying them within the university library, removing duplicates in the register and automated corrections of the most frequent errors in the publication titles

ID	Title	Status	Date	Actions
0000	Creation of the new subject Ward and...	Active	2009-09-03	[Icons]
0001	Creation of the new subject Ward and...	Active	2009-09-03	[Icons]
0002	Creation of the new subject Ward and...	Active	2009-09-03	[Icons]
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0009	Creation of the new subject Ward and...	Active	2009-09-03	[Icons]
0010	Creation of the new subject Ward and...	Active	2009-09-03	[Icons]

- **lists of project outcomes for faculties**, list of outcomes sent to RIV, list of basic information about researchers participating in the project, list of projects, of running projects at selected institute, list of publications and auxiliary staff
- **interlink to agenda for generating personal and professional CVs** allows to collect personal details, information about research and professional activities in various language versions, individual generation of CVs in various forms, multiple CVs for the purpose of completing science projects and for accreditation procedures

# REFERENCES

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is.mendelu.cz

## Slovak University of Technology in Bratislava



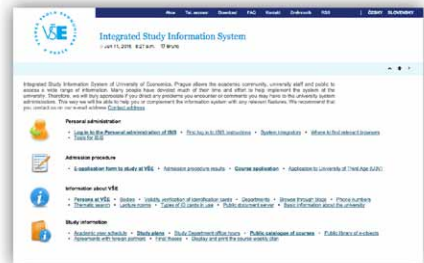
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## Technical University in Zvolen



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## University of Economics, Prague



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## Škoda Auto University



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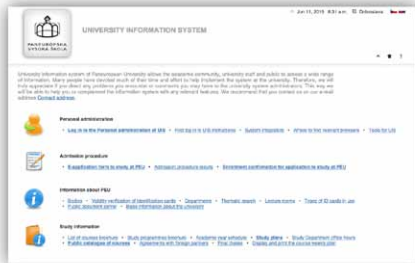
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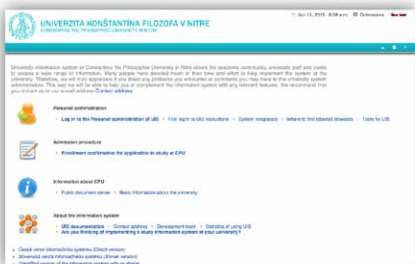
[is.panoeurouni.com](http://is.panoeurouni.com)

## University College of Business in Prague



[is.vso-praha.eu](http://is.vso-praha.eu)

## Constantine the Philosopher University on Nitra



[uis.ukf.sk](http://uis.ukf.sk)

## NEWTON College



[is.newtoncollege.cz](http://is.newtoncollege.cz)

## Czech University of Life Sciences



[is.czu.cz](http://is.czu.cz)

## University of Entrepreneurship and Law



[is.vssp.cz](http://is.vssp.cz)

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## SAID ABOUT US

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"IS4U delivers a complex information system AIS for our college. We selected a customized solution where the overall agenda concerning the information system at our side requires just one person. All the rest is covered in the service contract with IS4U and falls within their competence."

Luděk Švejdar  
Škoda Auto University

"University Information System (UIS) helped our university significantly make the handling of information about students and teachers more effective. The academic community of PEVŠ benefit from the new, transparent and user-friendly way of communicating with the university. Implementation of the system took a very short time, also thanks to thorough preparation beforehand and support from the team of IS4U, s.r.o. from Brno. Overall, we are convinced that our decision to replace our previous information system with UIS was a good, cost-effective and altogether beneficial one."

Milan Kollárik  
Pan-European University

"Cooperation with the team of IS4U, s.r.o. is highly professional; both written and oral agreements are respected and adhered to. We have never encountered unwillingness on the part of IS4U, s.r.o. to solve any of our problems."

Andrea Bujdáková  
Slovak University of Technology in Bratislava

"We highly respect the fair conduct of our partners from IS4U, who deliver the UIS service to us. Communication via helpdesk is fast and effective, and due to this UIS is viewed as a stable and reliable information system at the Technical University in Zvolen."

Jana Námešná  
Technical University in Zvolen

"We have implemented 2 modules from UIS system (Accommodation and Document Service) by IS4U. We truly appreciate the smooth and problem-free integration to the existing university infrastructure and their helpfulness despite the fact that we only implemented minor part of the system. We were pleasantly surprised by the speed of response to our requests for non-standard modifications of the implementation."

Ján Skalka  
Constantine the Philosopher University in Nitra

"We believe this is without doubts the best study information system in the Czech Republic, judging by our experience with other information systems. One of the crucial facts is that developers from IS4U are genuine professionals in their field and our cooperation with them on UIS implementation was flawless and of high standard."

Pavel Neset  
University College of Business in Prague

## SAID ABOUT US

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“UIS is a quality, reliable and user-friendly information system capable of satisfying almost all possible needs of university. Its development and operation is guaranteed by a team of experienced professionals, who are flexible and always willing to respond to any problems and requests. They strongly focus on their customers’ needs and manifest the professional approach that should be a standard in the IT business.”

Jan Říha  
University of Economics, Prague

“IS4U is formed by team of young people who I value for responsiveness, quick reactions and willingness to solve our problems and requirements in UIS. For me, it is important that we are always able to negotiate and find a common solution.”

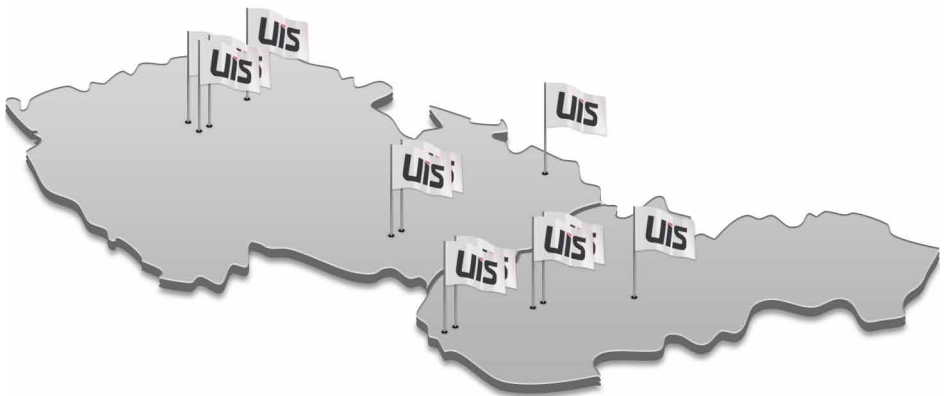
Mária Urbanová  
Slovak University of Agriculture in Nitra

“For Mendel University in Brno, IS4U represents a reliable and well-qualified business partner in the field of maintenance and development of the university information system. The company’s team of professionals who spent many years on academic ground entirely understand the problems that can arise there and guarantee effective solutions.”

Pavel Máchal  
Mendel University in Brno

“We would like to acknowledge the cooperation with IS4U on the implementation of the UIS at Slovak University of Agriculture in Nitra. The helpful approach and expertise of their young team is a pleasant bonus to the system which will improve and increase efficiency of the educational, research or operational processes at our university.”

Zuzana Palková  
Slovak University of Agriculture in Nitra







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