



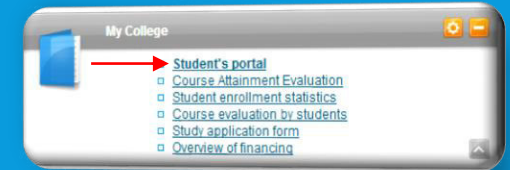
COURSE REGISTRATION

How to **register** courses in InSIS

Admission & Marketing Office

CONTENT

- Student's Portal
- Course Registration
 - Pre-registration
 - Automated Registration
 - Enrolment
- Extra-semester Courses
- Registration for Exams
- Document server X Document Storage
- IT Support Information
- Q&A



InSIS → Student's Portal → My College

Student's portal

Study – FMV C-ME-MP-2RS pres [term 5, E], study period – WS 2021/2022 - FMV

[My College](#)
[E-study record](#)
[My schoolmates](#)
[Study details](#)
[Map of my study](#)

[Course e-plans](#)
[List of topics](#)
[Coursework submissions](#)
[Plan progress check](#)
[My lectures sheet](#)
[My favourite courses](#)

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

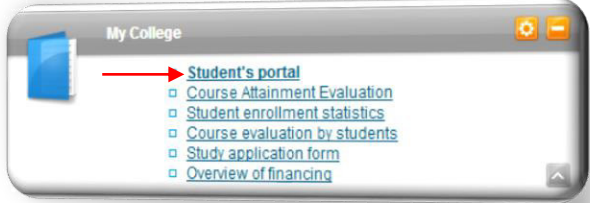
Choose	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Final thesis
	FMV	International Economic Relations International Politics and Diplomacy Development Studies full-time	enrolled				
	FMV	International Economic Relations International Studies - Diplomacy full-time	term duly completed (1)				

Support of the selected study

Application on support of the selected study.

[Personal timetable](#)
[Academic calendar \(weeks overview\)](#)
[Academic year schedule](#)
[Contact departments](#)
[Contact centre](#)
[My excuse notes](#)
[Print documents](#)
[Document storage](#)
[Course evaluation by students](#)

STUDENT'S PORTAL



When it is close to exam period, you can register for the given date and time and then check it. Usually, lecturers let you know once it is possible.

InSIS → Student's Portal → My College

Student's portal

Study – FMV C-ME-MP-2RS pres [term 5, E], study period – WS 2021/2022 - FMV

- My College
- E-study record
- My schoolmates
- Study details
- Map of my study
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The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

Choose	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Final thesis
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	FMV	International Economic Relations International Studies - Diplomacy full-time	term duly completed (1)				

Extra-semester courses – courses taught intensively several days in a row + state exams and defences

Which programme are you enrolled in

Course registration

SYSTEM CLOSED FOR REGISTRATIONS



InSIS → Student's Portal → My College → Registration/Enrolment

Registration and enrollment

No events are in progress now.

Confirmed courses in current period

Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Type	Group	Timetable
22F501	Diploma Thesis Seminar	FMV		Exm E	3	cz		hP	Se Mon 16:15-17:45 ?? Every week
ME3_1	State Exam in Economics and International Economics	FMV		Exm E	3	cz		hSZ1	-

Future events dates

The table below shows the start date of the closest event.

Course registrations

Department	Study period	Beginning	End
Faculty of International Relations	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59

System closed for registrations

SYSTEM OPEN FOR REGISTRATIONS



System open for registrations during this period

Course registrations - SS 2021/2022

Students use this application to express their requirements concerning the courses they signed up for in the academic period.

Now you can work with courses available at the following departments.

Department	Study period	Beginning	End
Faculty of International Relations	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
Pedagogical Department	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
University of the Third Age	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
University of the Third Age - Jindřichův Hradec	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
International Office	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
Faculty of Business Administration	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
Faculty of Finance and Accounting	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
Faculty of Informatics and Statistics	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
Centre for Physical Education and Sports	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
Central and East European Studies Program	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59
Faculty of Economics	SS 2021/2022	03/01/2022 08:00	25/01/2022 23:59

[Display timetables](#)

Sheet for SS 2021/2022

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
No suitable data found.														

Remove the selected courses

Key: P required PV elective V optional

Sheet information

Information	Entry
-------------	-------

Course overview for the next semester will be displayed here

Sheet information

Information	Entry
Remaining coupons	24
Credits from automated registration	0
Total number of required courses	0
Total number of credits for a period	0
Total number of courses	0

You can add courses in several ways. The most common way is to search for a course typing its title or code in the box below and clicking on the "Search" button. From the list of courses select those you wish to add. Only courses available at your faculty are subjected to search. To search through all periods throughout which the event is in progress tick the "select courses from all faculties" checkbox.

Course: Select courses from all faculties Details

Groups of courses according to study plan

You can add courses through groups of courses in study plan.

Abbreviation	Name	Category	Choose
cTVS2	Tělesná výchova - volitelné	3	↔
cVM	Celošk. volně volit. předmět	3	↔
fSZ	Předměty státní závěrečné zkoušky fakultní	1	↔
hP	Povinný předmět programu/oboru	1	↔
hSZ1	Předměty státní závěrečné zkoušky I	1	↔
hV	Volitelný předmět programu/oboru	2	↔
sP	Povinný předmět vedl. spec.	1	↔
sSZ	Státní zkouška z vedlejší specializace	1	↔
sV	Volitelný předmět vedl. spec.	2	↔

REGISTRATION – 3 STEPS



- 1) Pre-registration
- 2) Automated registration
- 3) Enrolment

PRE-REGISTRATION

PRE-REGISTRATION



- **June–August** for **Winter Semester**
- **January** for **Summer Semester**
- collection of demand for courses = rule for this time: not first come, first served
- you can freely add and remove courses during whole period

hP = mandatory courses –
major specialization (Master)

oP = mandatory courses
(Bachelor)

Sheet information

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Remaining coupons	24
Credits from automated registration	0
Total number of required courses	0
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sP	Povinný předmět vedl. spec.	1	→
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sV	Volitelný předmět vedl. spec.	2	→

PRE-REGISTRATION



- **select** and **add** the courses
- follow your recommended **study plan**

Then select a specific course to register into and add it with the corresponding button.

Courses in group oP

Displayed are only courses available in the academic period. Select the courses you wish to add and click on the Add selected courses button.

Sel.	Code	Name	Fac.	Com.	Crd.
<input checked="" type="checkbox"/>	1FU251	Accounting I	FFU	Exm E	6
<input type="checkbox"/>	22F300	Bachelor's Thesis Seminar	FMV	Exm E	5
<input type="checkbox"/>	5EN153	Basic Macroeconomics	NF	Exm E	4

Add selected courses

Back to Select groups

My_College | E-study_record | My_schoolmates | Study_details | Map_of_my_study

Course_e-plans | List_of_topics | Coursework_submissions | **Plan_progress_check** | My_lectures_sheet | My_favourite_courses

This application allows you to check your study duties. Your study duties are defined in your study plan which the system integrator of your faculty first needs to insert in the system.

Preliminary form of the state exam (valid for the closest exam date) is available for inspection in [Study Programmes catalogue](#). The final form is always set at the beginning of the final exam semester and is available in the 'Apply to state exam' application.

- ! Some prerequisites for submitting the final thesis failed to be fulfilled.
- ! The study plan has not been completed yet.

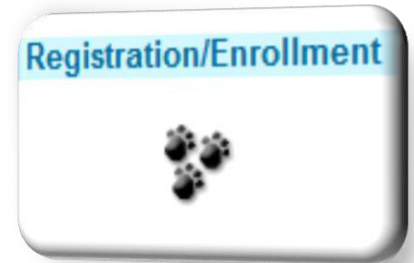
Study: FMV C-ME-MP-2RS pres (term 5, E)
Credits: 110 obtained out of 120 of compulsory (MISSING 10 crd.)
Initial period: WS 2019/2020 - FMV
Type of study system: E

Key:

State	Description
FULFILLED	The course has been successfully completed.
NOT ENROLLED	The course has not been attended yet.
ENROLLED	Course is currently registered and confirmed and attended.

The following table shows the study plan, including the details concerning the state of its completion. If you wish to show all courses of selective and optional units choose the following link: [Show all courses of a plan](#)

PRE-REGISTRATION



- choose **timetable** for each lecture and seminar

Students use this application to express their requirements concerning the courses they signed up for in the academic period.

Information about events in progress at the other faculties and links to more information see [here](#)

[Display timetables](#)

Sheet for WS 2019/2020

SeL	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		1FU251	Accounting I	FFU		Exam E	6	eng	oP	1		Selected	15/06/2019 16:07:45	
<input type="checkbox"/>		6EN153	Basic Macroeconomics	Ni		Exam E	4	eng	oP	1		Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
<input type="checkbox"/>		2AU251	Credit for Foreigners 3 (A2)	FMV		Ord E	3	eng	oP	1		Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
<input type="checkbox"/>		2MO252	Doing business in globalized environment	FMV		Exam E	6	eng	oP	1		Se Wed 14:30-16:00 NB 436 Every week Le Thu 11:00-12:30 NB 209 Every week	15/06/2019 16:07:12	
<input type="checkbox"/>		2MO352	International Business Operations	FMV		Exam E	6	eng	oP	1		Se Thu 14:30-16:00 NB 436 Every week Le Thu 16:15-17:45 SB 335 Every week	15/06/2019 16:08:02	
<input type="checkbox"/>		4ST601	Statistics	FIS		Exam E	6	eng	oP	1		Se Fri 12:45-14:15 SB 205 Every week Le Fri 09:15-10:45 NB D Every week	15/06/2019 16:06:53	

[Remove the selected courses](#)

Key: required elective optional

PRE-REGISTRATION



- choose **timetable** for each lecture and seminar
- avoid **time clashes**
 - → the system allows to register time clashes – not recommended at all

Course timetable

The following table shows the HTML preview of the selected timetable. Select the Output in PDF option to obtain a printed version.

Day	08:16-09:00	09:16-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45
Mon						SB 303 SEN153 Basic Macroeconomics (1,1,2) L. A. Mikš					
Tue											
Wed						SB 471 ZM251 Czech for Expaters 2 (62) M. Auzanová	RB 435 ZM0252 Doing business in globalized environment G. Ržáň				
Thu					RB 208 ZM0252 Doing business in globalized environment (4) R. Čepka		RB 436 ZM0352 International Business Operations E. Křenková	SB 335 ZM0352 International Business Operations (7) V. Hrnčíč			
Fri		NELD 4STB01 Statistics K. Hrbáč				SB 206 4STB01 Statistics O. Šimáč					

Key:

lecture	seminar
---------	---------

Unless otherwise stated in the note, lessons take place in the campus Žitkov

Select timetable item - Accounting I. (1FU251)

The table below shows all days and times of the timetable items offered for the course. Selected item is in bold. Click on the Save button to confirm your choice.

Sel.	Day	Time	Type	Frequency	Room	Capacity	Teacher	Note
<input checked="" type="radio"/>	Tuesday	14:30-16:00	Lecture	Every week	SB 240	87/110	doc. Ing. Marcela Zárybnická Žárová, CSc.	✓
<input type="radio"/>	Tuesday	18:00-19:30	Seminar	Every week	RB 435	39/30	Ing. Mariana Peprníčková, Ph.D.	✓
<input checked="" type="radio"/>	Thursday	18:00-19:30	Seminar	Every week	RB 435	9/25	Ing. Mariana Peprníčková, Ph.D.	✓
<input type="radio"/>	Friday	09:15-10:45	Seminar	Every week	RB 112	25/25	Ing. Jan Svilič, Ph.D.	⊘

Save

[Back to Work with courses](#)
[Back to my studies](#)
[Back to Personal administration](#)

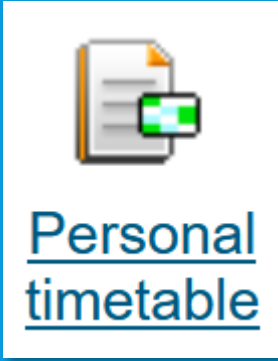
Students use this application to express their requirements concerning the courses they signed up for in the academic period.

Information about events in progress at the other faculties and links to more information see [here](#).



Classroom
Course code
Course name
Lecturer

SB = Old Building
NB = New Building
RB = Rajska Building
IB = Italska Building
JM = Jizni Mesto campus



Personal timetable of student

The following table shows the HTML preview of the selected timetable. Select the Output in PDF option to obtain a printed version.

Day	07:30-08:15	08:15-09:00	09:15-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45	18:00-18:45	18:45-19:30
Mon	Mimo VSE (ExUE) 3MA555 Quality Management and Lean Six Sigma Practical (2,3) F. Martinez						SB 228 4IT531 Business Process Engineering V. Repa		SB 228 4IT531 Business Process Engineering V. Repa		NB 473 4IT512 CI Diploma Seminar (1) V. Repa			
Tue			RB 205 3MA553 Methods and Techniques for quality management and Lean Six Sigma (4) H. Svobodová		RB 205 3MA553 Methods and Techniques for quality management and Lean Six Sigma (4) H. Svobodová							ONLINE 003 (FO) Block class (5) A. Buchalceová		
												SB 323 Block class (6) A. Buchalceová		
											Vencovského aula Block class (7) A. Buchalceová		Vencovského aula Block class (8) A. Buchalceová	
												Vencovského aula Block class (9) A. Buchalceová		
Wed			SB 309 Block class (10) M. Nidl											
					XPT (JA) Block class (11) M. Nidl									
Thu									SB 412 4IZ431 Artificial Intelligence 1 (12) P. Berka		SB 412 4IZ431 Artificial Intelligence 1 (12) O. Vadinsky			
Fri														

Key:

lecture	seminar	block class
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Unless otherwise stated in the note, lessons take place in the campus Žižkov.

PRE-REGISTRATION



- red dot → see List of errors
- green dot → pre-registration correct

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2MO454	Ethics, Responsibility and Sustainability in Business	FMV		Exm E	3	eng	hP	1		Se Tue 14:30-16:00 SB 302 Every week	11/01/2021 16:03:18	
<input type="checkbox"/>		4IT487	Information Technologies in Entrepreneurship	FIS		Exm E	6	eng	hP	1		Se since 22.02.2021 16:15-19:30 XPT (JA) Le since 22.02.2021 12:45-16:00 XPT (JA)	11/01/2021 16:03:18	
<input type="checkbox"/>		2MO452	International Corporate Finance	FMV		Exm E	6	eng	hP	1		Se Thu 11:00-12:30 SB 302 Every week Le Thu 09:15-10:45 SB 302 Every week	21/01/2021 14:04:25	
<input type="checkbox"/>		2MO451	International Marketing	FMV		Exm E	6	eng	hP	1		Select	21/01/2021 14:04:25	

Remove the selected courses

Key: required elective optional

Sheet information

Information	Entry
Remaining coupons	94
Credits from automated registration	0
Total number of required courses	4
Total number of credits for a period	21
Total number of courses	4
Total number of courses with completion "Exam ECTS"	4

List of errors

!!!	State	Reason	Detail
	International Marketing (2MO451)		<input type="checkbox"/> Timetable item has not been selected. Select the item using the link in the column Timetable, otherwise you cannot sign up for the course.

AUTOMATED REGISTRATION & ENROLMENT

AUTOMATED REGISTRATION & ENROLMENT

- **automated registration** – process where students are **not** involved
- **enrolment** – students can only enroll in courses with **free spots available**
 - *first come, first served*
- **3 categories of courses = 3 rounds of automated registration = 3 rounds of enrolment**

Subject registrations (for summer semester 2021/22)	
Automated registration of registered subjects of class I	31st January 2022
Individual registration of registered subjects of class I	1st – 3rd February 2022
Automated registration of registered subjects of class II	4th February 2022
Individual registration of registered subjects of class I and class II	5th, 7th and 8th February 2022
Automated registration of all registered subjects (= classes I-III)	9th February 2022
Individual registration of both registered and unregistered subjects	10th – 12th February 2022
Changes in registrations “drop-add period”	14th February – 18th February 2022

AUTOMATED REGISTRATION & ENROLMENT

What you have pre-registered

What you have got assigned

Code	Course	Group	Category	Course registrations	Enrollment
2RO122	Basic French for Economists II	oJP	1	Fri 14:30-16:00 SB 334 (sem.)	Fri 14:30-16:00 SB 334 (sem.)
5EN153	Basic Macroeconomics	oP	1	Tue 12:45-14:15 Likešova aula (lect.)	Tue 12:45-14:15 Likešova aula (lect.)
2PR151	Introduction to Law	oP	1	Tue 09:15-12:30 NB D (lect.)	Tue 09:15-12:30 NB D (lect.)
2SM314	Power games in International Relations	oV2	2	Thu 12:45-14:15 NB 459 (sem.)	to be evaluated
2OP222	Principles of Management	oP	1	Mon 09:15-10:45 NB 472 (sem.) Mon 12:45-14:15 RB 209 (lect.)	Mon 09:15-10:45 NB 472 (sem.) Mon 12:45-14:15 RB 209 (lect.)
4ST601	Statistics	oP	1	Fri 09:15-10:45 SB 202 (sem.) Thu 09:15-10:45 NB D (lect.)	Fri 09:15-10:45 SB 202 (sem.) Thu 09:15-10:45 NB D (lect.)
5IE365	Theory and practice of investment process	oV2	2	Tue 14:30-16:00 ??? (lect.)	to be evaluated

TO BE EVALUATED –
automated registration will be proceeded in the next round(s)

NOT REGISTERED –
a) course assigned, different seminar to be selected
b) course not assigned

Future events dates

The table below shows the start date of the closest event.

Zápis - 1. kolo = **1st round of enrolment**

Department	Study period	Beginning	End
Faculty of International Relations	SS 2020/2021	03/02/2021 08:00	04/02/2021 23:59

System will open for first corrections in this period, each student receives specified time

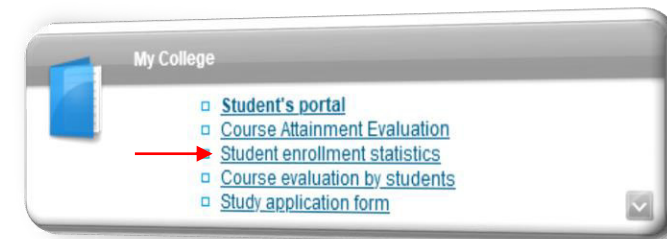
AUTOMATED REGISTRATION & ENROLMENT



- It is still possible to add and remove courses in the enrolment stage. However, it is not possible to register courses **for less ECTS credits** than the amount you have already gained in the automated registrations.

Sheet information	
Information	Entry
Remaining coupons	94
Credits from automated registration	26
Total number of required courses	4
Total number of credits for a period	30
Total number of courses	4
Total number of courses with completion "Exam ECTS"	4

ENROLMENT STATISTICS



- select faculty and semester
- ZS = winter semester; LS = summer semester

Enrollment statistics

Use the application to monitor the state or registrations. First select the department whose courses you wish to display.

Select a department



[Faculty of Finance and Accounting](#)



[Faculty of International Relations](#)



[Faculty of Business Administration](#)



[Faculty of Informatics and Statistics](#)



[Faculty of Economics](#)



[Faculty of Management](#)



[Centre for Physical Education and Sports](#)



[French-Czech Institute of Management](#)

Enrollment statistics

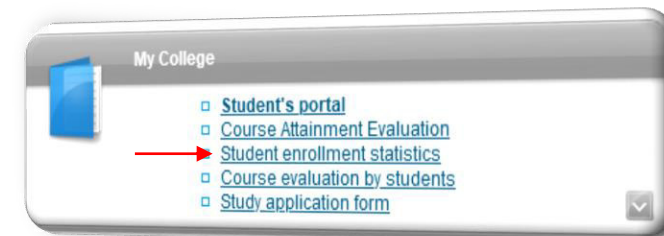
Use the application to monitor the state or registrations. Now you need to select the period to which the registrations were made.

Department: Faculty of International Relations

Select period:

Name of period	Beginning of period	End of period	Public period	Select
ZS 2022/2023	01/09/2022	15/02/2023	yes	↔
LS 2021/2022	14/02/2022	01/09/2022	yes	↔
LS 2021/2022 - doktorská studia	14/02/2022	01/09/2022	yes	↔
LS 2021/2022 - kurzy	14/02/2022	01/09/2022	yes	↔
ZS 2021/2022	01/09/2021	14/02/2022	yes	↔
ZS 2021/2022 - mba	01/09/2021	14/02/2022	yes	↔
ZS 2021/2022 - doktorská studia	01/09/2021	14/02/2022	yes	↔
ZS 2021/2022 - kurzy	01/09/2021	14/02/2022	yes	↔
LS 2020/2021	15/02/2021	01/09/2021	yes	↔
LS 2020/2021 - doktorská studia	15/02/2021	01/09/2021	yes	↔
LS 2020/2021 - kurzy	15/02/2021	01/09/2021	yes	↔

ENROLMENT STATISTICS



- select statistics from pre-registrations or from enrolment

Enrollment statistics

[Registration - list of timetable items](#)
 [Registration - courses overview](#)
 Enrollment - list of timetable items
 [Enrollment - courses overview](#)

Faculty: Faculty of International Relations
Study period: SS 2021/2022 - FMV
Form of study: full-time
Supervising department: -- not entered --

Zobrazit = **display**

Course total capacity

Number of students who enrolled course in 1st, 2nd or 3rd class

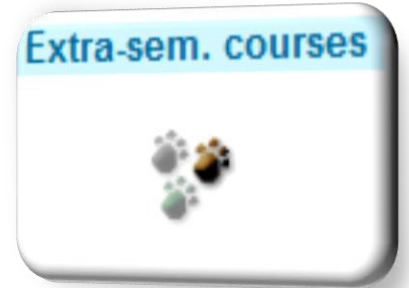
The following table displays a list of timetable items along with number of registered students in the individual classes of courses.

± | A | B | C | D | E | F | G | H | Ch | I | L | M | N | O | P | R | S | T | W

Code	Course	Type of event	Day	Time	Room	Frequency	Teachers	Cap.	Cat. 1	Cat. 2	Cat. 3
2CR409	Actual Problems of the Tourism Development	Lecture	Wednesday	16:15-17:45	SB 304	Every week	Z. Petru	25	0	15	0
2CR409	Actual Problems of the Tourism Development	Seminar	Wednesday	18:00-19:30	SB 304	Every week	Z. Petru	25	0	15	0
2RO201	Advanced French for Economists 1 (B1/B2)	Seminar	Monday	11:00-12:30	JM 310 (JM)	Every week	J. Priesolová	21	19	0	0

EXTRA-SEMESTER COURSES

EXTRA-SEMESTER COURSES



- courses not following standard academic year schedule
 - state & comprehensive minor field exams and thesis defences
 - courses of visiting professors (unless registered via Registration/Enrolment)

InSIS → Student's Portal → My College

Student's portal

Study – FMV C-ME-MP-2RS pres [term 5, E], study period – WS 2021/2022 - FMV

[My College](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)

[Course e-plans](#) [List of topics](#) [Coursework submissions](#) [Plan progress check](#) [My lectures sheet](#) [My favourite courses](#)

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

Choose	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Final thesis
	FMV	International Economic Relations International Politics and Diplomacy Development Studies full-time	enrolled				
	FMV	International Economic Relations International Studies - Diplomacy full-time	term duly completed (1)				



EXTRA-SEMESTER COURSES

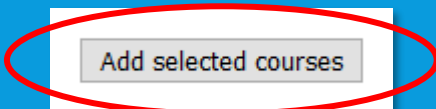
- check **Note** to find course schedule and additional information
- for more details, click on **course name** → **syllabus**

Extra-semestral courses you may enroll in currently

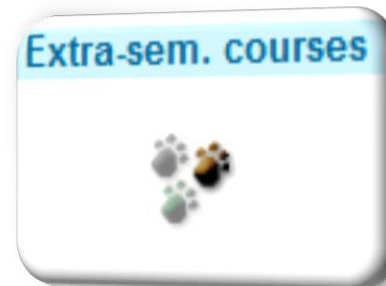
The following table shows the list of extra semestral courses whose registration period is in progress. Select the courses you want to register and click on the "Add selected courses" button.

Sel.	Code	Course	Study period	Com.	Crd.	Course supervisor	Institute	Limit	Registration from	Registration till	Teaching since	Teaching till
<input type="checkbox"/>	1BP571	Capital Markets - International Theory and German Practice	SS 2014/2015 - FFU	Exm E	3	doc. RNDr. Jarmila Radová, Ph.D.	KBP FFU	-	16.02.2015	01.09.2015	16.02.2015	01.09.2015
<input checked="" type="checkbox"/>	5HD383	Chapters in Economic History	SS 2014/2015 - NF	Exm E	4	prof. PhDr. Ing. Aleš Skřivan, Ph.D.	KHD NF	25 (24)	03.02.2015	28.04.2015 23:59	27.04.2015	30.04.2015 16:00

Note for 5HD383: Kurz je vyučován v angličtině. Výuka probíhá každý den od 27. dubna do 29. dubna 2015 9:15-12:30 a 30. dubna 2015 od 9:15 do 16:00 v místnosti NB350. Vyučujícím je Dr. João Paulo Avelas Nunes (Universidade de Coimbra). / The course will be taught in English and it will take place daily from April 27, 2015 to April 29, 2015 from 9:15am to 12:30pm, April 30th, 2015 from 9:15am to 16:00pm, room NB350. The instructor will be Dr. João Paulo Avelas Nunes (Universidade de Coimbra).



EXTRA-SEMESTER COURSES



List of currently pre-registered extra semestral courses

Click here to remove

Student's portal
Study – FMV C-ME-MP-2RS pres [term 5, E], study period – WS 2021/2022 - FMV

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[My favourite courses](#)

Enrollments in the extra-semestral courses in the period WS 2021/2022
The application is used for enrollment in the extra-semestral courses open in the WS 2021/2022 period.

Confirmed registration of extra semestral courses
The table shows the extra semestral courses whose registration has been confirmed by the Study Department in this study period. If the registration period of this course is still in progress, you can remove the course. In the registration period you can also change the mode of completion and the language of the course if it is offered.

Sel.	Code	Course	Faculty	Oblig.	Com.	Crd.	Group	Lang.	Enrolled	Limit	Order	Registration from	Registration till	Teaching since	Teaching till	Timetable
	ME3_1	State Exam in Economics and International Economics	FMV		Exm E	3	hSZ1	cz	26.09.2021 23:07	-	67/80	01.09.2021 00:01	13.02.2022 23:59	01.09.2021 00:01	13.02.2022 23:59	

[Remove selected courses](#)

REGISTRATION FOR EXAMS

InSIS → Student's Portal → My College

Student's portal

Study – FMV C-ME-MP-2RS pres [term 5, E], study period – WS 2021/2022 - FMV

[My College](#)

[E-study record](#)

[My schoolmates](#)

[Study details](#)

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REGISTRATION FOR EXAMS

Which exam sittings I can register for.

The table shows the exam dates you can register for just now or later as soon as you meet the registration criteria. The reasons preventing registration are listed under the second icon in column Actions. If the capacity of the exam date is full, you can use the third icon in column Actions to switch on the "Vacancy monitoring" function.

If you don't want to keep working with all the list of displayed exam terms, you can enter the Waiting rooms, where you can read the reasons preventing signing up for a date, and then this is the only place where you can update the information about the selected exam date.

Display: Study period

Ord.	State	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Actions	Register
1.		20P844	Labour Law	27/07/2020 13:00 (Mon)	NB 456 (ZI)	examination (oral)	M. Soušková	7/10		26/07/2020 18:00 26/07/2020 17:00		

Actions

Capacity occupied/total

→ Confirmation interface with more information

→→ Register or Unregister right away

arrows not displayed → (de)registration not available at the moment

REGISTRATION FOR EXAMS

- to register for state exam / thesis defence:
 - 1) enrol extra-semester course
 - 2) sign up for exam sitting

1

Student's portal

Study - FMV C-ME-MP-2RS pres [term 5, E], study period - WS 2021/2022 - FMV

My College | E-study record | My schoolmates | Study details | Map of my study

Course e-plans | List of topics | Coursework submissions | Plan progress check | My lectures sheet | My favourite courses

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2

Which exam sittings I have registered for.

The table shows the exam sittings for which you have registered and also those compulsory for you to sit (you cannot unregister from them). Click on the arrow in the Unregister column to read details about the particular sitting and the possibility to unregister from it.

Display: Study period

Ord.	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Information	Log out
1.	ME3_1	State Exam in Economics and International Economics ★	26/01/2022 08:30 (Wed)	SB 234 (ZI)	examination (oral)	V. Černá	8/10		18/11/2021 15:00 23/01/2022 23:58 12/01/2022 23:59		

DOCUMENT SERVER

HOMEWORK, PRESENTATIONS, MATERIALS



Integrated Study Information System
 Sep 26, 2021 10:44 p.m. Andrea

Logged in: Marek Walica Office365 **0 documents** 0 tasks

Personal management

- Mail box
- Sign up for news
- ~~Document storage~~
- Absence plan
- Document server**

My courses **My lectures sheet** My assessments

The table contains an overview of your attendance in the courses you properly signed up for. Use the arrow in the Other column to display the assessment sheets for the course. These sheets enable the teacher to enter and to release various information concerning the student's assessment, e.g. assigned seminar papers, activity in the class score, test score, etc. You can display them only if the teacher keeps file of any assessment sheets for the course.

Click on the icon in column Settings to set sending e-mails from sheets and coursework submissions of the relevant course. The "Actions" first icon" column represents the overall assessment of a course in the automatic assessment. After you have handed in your course test, you gain access to the link in "Actions - second icon" column.

Course	When	Timetable item														Settings	Actions	
		1	2	3	4	5	6	6	7	8	9	10	11	12	13			Other
2AJ153 Intensive Czech for Foreigners	2AJ153 Se Thu 09:15-12:30 RB 338	Every week																
3MA063 Introduction to International Business Communications	3MA063 Le Mon 09:15-10:45 SB 308	Every week																
2PR151 Introduction to Law	2PR151 Le Tue 09:15-12:30 RB 209	Every week																
2RU121 Russian language 1 (A1)	2RU121 Se Tue 12:45-14:15 SB 127	Every week																
4ST001 Statistics	4ST001 Le Fri 09:15-10:45 NB D	Every week																
2SE252 World Economy	2SE252 Le Tue 14:30-17:45 Vencovského aula	Every week																
	2SE252 Se Thu 07:30-09:00 NB 470	Every week	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Key (click to show/hide)

[Back to Personal administration](#)

New documents in the Document server

DS

Document tree All my folders **New documents (0)**
 DS settings Searching

Use this application to view all new documents. After reading it, the document will not be displayed again.

Update documents

- Celoškolská pracoviště
- Faculty of International Relations
 - Courses
 - WS 2016/2017
- History
- Pedagogické oddělení
- Rektorát
- Public document server (1)

Choose the faculty and semester

Or access via My lecture sheet

Student's portal

Study – FMV C-ME-MP-2RS pres [term 5, E], study period – WS 2021/2022 - FMV

Personal management

- [Mail box](#)
- [Sign up for news](#)
- [Document storage](#)
- [Absence plan](#)
- ~~[Document server](#)~~

- My College**
- [E-study record](#)
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Support of the selected study

Application on support of the selected study.

- [Personal timetable](#)
- [Academic calendar \(weeks overview\)](#)
- [Academic year schedule](#)
- [Contact departments](#)
- [Contact centre](#)
- [My excuse notes](#)
- [Print documents](#)
- [Document storage](#)
- [Course evaluation by students](#)

option for downloading electronically sealed confirmation of studies

IT SERVICES & HELPDESK

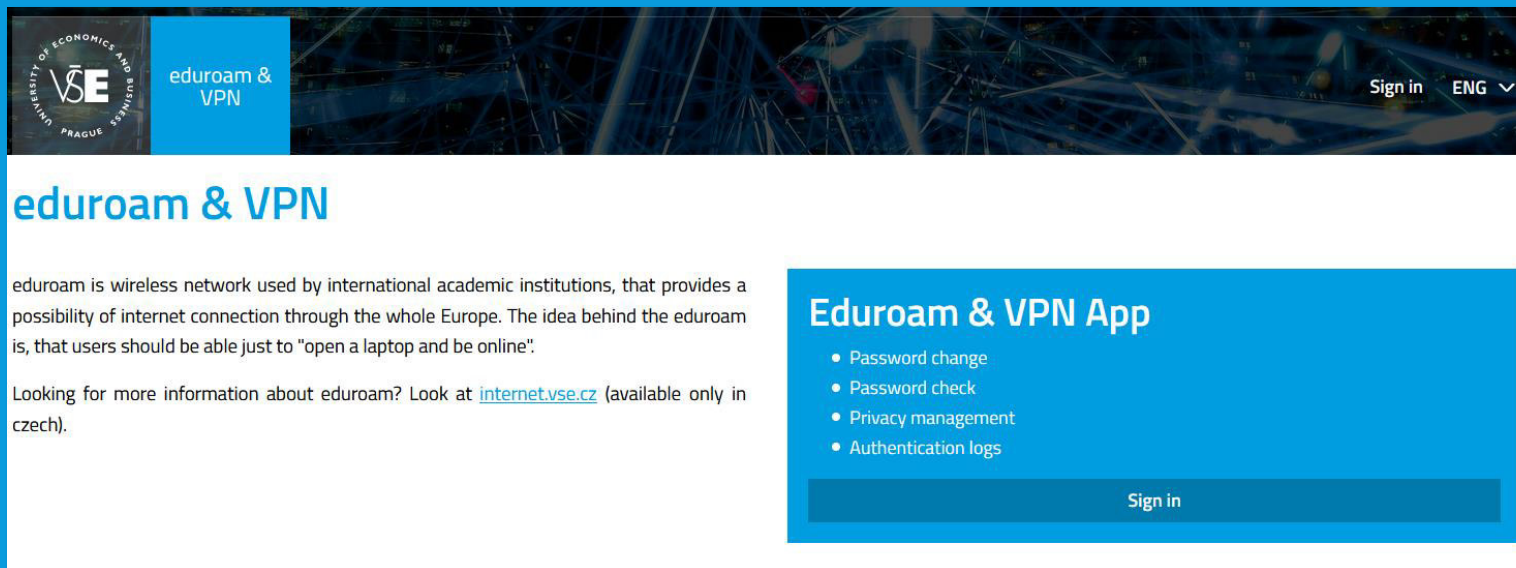
- Informatics Centre - <https://ci.vse.cz/english/>
- helpdesk@vse.cz

The screenshot shows the navigation menu of the VSE Informatics Centre website. The menu is dark blue with white text. The top navigation bar includes the VSE logo, a search icon, and a language dropdown set to 'ENG'. Below the navigation bar, there are six main categories: For Study, For Employees, E-mail, InSIS, Office365, and Other. Each category has a list of sub-links.

For Study	For Employees	E-mail	InSIS	Office365	Other
<ul style="list-style-type: none">→ Software→ Software in classrooms→ Printing and Copying→ Blocking Internet Access in PC Classrooms→ Operating Hours→ Educational Projects→ E-learning, Recording of Lectures→ VMware Horizon	<ul style="list-style-type: none">→ Help Desk→ Software→ Auto Backup→ Electronic Request Form ("e-žádanka" – Purchase of Technology and Software)→ Local Administrator→ Repair and Service→ VMware Horizon→ Replacing Toner in the Printer→ Technology Decommissioning	<ul style="list-style-type: none">→ E-mail Address, Mail Servers→ Mail in Office 365→ Mail in InSIS→ Moving Mail from InSIS to Office 365→ Mail Redirection→ Configuration of Mail Clients→ Mass Mailing→ Shared Mailboxes, Aliases, Discussion Groups, ...→ Capacities, Limits→ SPAM and Fraudulent Emails→ Received Fraudulent Message	<ul style="list-style-type: none">→ Troubleshooting→ More Tutorials and Information→ How to Register in Courses→ Useful Information for Students→ Multi-Factor Authentication→ Multi-Factor Authentication – Q&A and Troubleshooting	<ul style="list-style-type: none">→ Basic information→ Deployment Principles→ Login to Office 365→ Manuals→ Installing Office from o365→ Mail in Office 365→ OneDrive (Files in Cloud)→ Other Applications / Websites	<ul style="list-style-type: none">→ ID Cards→ ownCloud on CESNET→ Sharing Large Files

EDUROAM

- Wi-Fi can be arranged on this website: <https://eduroam.vse.cz/heslo/?locale=en>
- Choose „Change password” and create your Eduroam password
 - **Eduroam password must differ from the InSIS password!**
- **Sign in to Eduroam** for the 1st time → use the “@vse.cz” suffix!



The screenshot shows the Eduroam & VPN website interface. At the top left is the VSE logo (University of Economics and Business, Prague) and the text "eduroam & VPN". At the top right are "Sign in" and "ENG" with a dropdown arrow. The main heading is "eduroam & VPN". Below it, a paragraph explains that eduroam is a wireless network for international academic institutions. A link to "internet.vse.cz" is provided for more information. On the right, a blue box titled "Eduroam & VPN App" lists features: Password change, Password check, Privacy management, and Authentication logs. A "Sign in" button is at the bottom of this box.

eduroam & VPN

eduroam is wireless network used by international academic institutions, that provides a possibility of internet connection through the whole Europe. The idea behind the eduroam is, that users should be able just to "open a laptop and be online".

Looking for more information about eduroam? Look at internet.vse.cz (available only in czech).

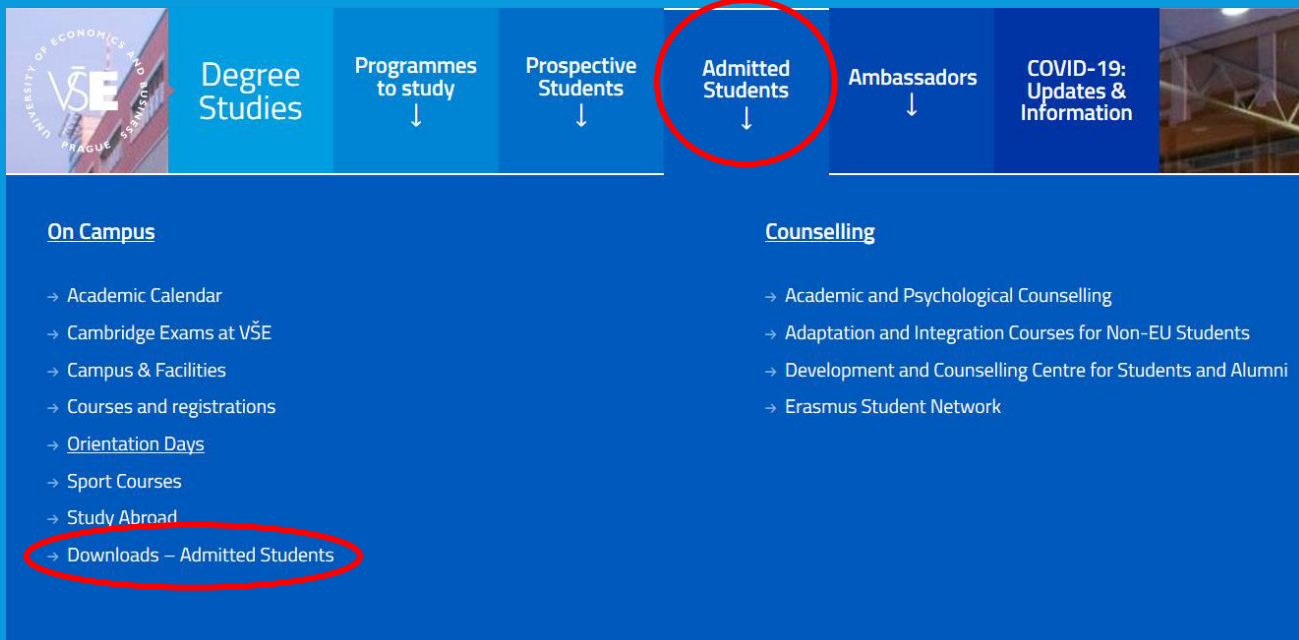
Eduroam & VPN App

- Password change
- Password check
- Privacy management
- Authentication logs

Sign in

INSIS PRESENTATION - DOWNLOADS

- Website of International Degree Programmes: admissions.vse.cz



The screenshot shows the navigation menu of the VSE website. The 'Admitted Students' link is circled in red. Below the navigation menu, the 'On Campus' and 'Counselling' sections are visible. The 'Downloads – Admitted Students' link in the 'On Campus' section is also circled in red.

On Campus

- Academic Calendar
- Cambridge Exams at VSE
- Campus & Facilities
- Courses and registrations
- [Orientation Days](#)
- Sport Courses
- Study Abroad
- [Downloads – Admitted Students](#)

Counselling

- Academic and Psychological Counselling
- Adaptation and Integration Courses for Non-EU Students
- Development and Counselling Centre for Students and Alumni
- Erasmus Student Network

Downloads – Admitted Students

Learn more about the Prague University of Economics and Business!

- [Culture Shock](#)
- [InSIS Guide](#)
- [InSIS Presentation & Lecture recording](#)
- [Library Guide](#)
- [Sport Classes](#)
- [University Guide](#)

QUESTIONS?

Thank you for your attention!

Presentations, recordings and other guides
available at **admissions.vse.cz**