



LECTURE

How to use the Integrated Study Information System

Admission & Marketing Office

CONTENT

- Homepage – log in
- Personal data check
- Password change
- Mailbox
- Student's portal – main functions
- Course registration
- Documents
- Persons at VSE
- Eduroam
- Q&A

InSIS HOMEPAGE



Integrated Study Information System

Aug 25, 2021 10:02 a.m. Radim

ČESKY SLOVENSKY

Integrated Study Information System of Prague University of Economics and Business allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address [Contact address](#).



• [Measure of Rector – Regime measure in VŠE interior valid from July 1 until further notice](#)



Personal administration

• [Log in to the Personal administration of InSIS](#) • [First log in to InSIS instructions](#) • [System integrators](#)



Admission procedure

• [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Pre-enrollment confirmation for application to study at VŠE](#)
• [Course application](#) • [Application to U3V](#)



Information about VŠE

• [Persons at VŠE](#) • [Validity verification of identification cards](#) • [Departments](#) • [Thematic search](#) • [Types of ID cards in use](#)
• [Public document server](#)



Study information

• [Academic year schedule](#) • [Study plans](#) • [Course catalogue](#) • [Electronic study materials](#) • [Final theses at VŠE](#) • [Timetables](#)



Science and research information


• [Projects](#) • [Publications](#)



About the information system


• [InSIS documentation](#) • [Statistics of using InSIS](#) • [Are you thinking of implementing a study information system at your university?](#)


LOG IN

 **Integrated Study Information System**
Aug 25, 2021 10:07 a.m. Radim

Log in to system

On this page you can log in Integrated Study Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

 If you fail to log in or do not know the above mentioned information, please contact the [system integrator](#).

 You have been successfully logged out.

User name:

Password:

Log out after 1 day of inactivity ([change](#)).

Tip: A common problem is the Caps Lock key switched on/off or the keyboard set to a different language.

Forgot your password? Password reset available [here](#).

See application [First log in to InSIS instructions](#) to view more details about log in.


[Back to Main page of the information system](#)

- Username and Password (given by a coordinator) – be careful for structure of password (numbers, small or capital letters)
- Username – without “@vse.cz”

PERSONAL ADMINISTRATION

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

 :: [Measure of Rector – Regime measure in VŠE interior valid from July 1 until further notice](#)

[Search](#) [Open all](#)

Public information portal <ul style="list-style-type: none">Course cataloguePersons at VŠEDepartmentsTimetablesStudy plans	My College <ul style="list-style-type: none">Student's portalCourse Attainment EvaluationStudent enrollment statisticsCourse evaluation by studentsStudy application form	eLearning <ul style="list-style-type: none">Tests and examinationsElectronic study materials	Science and research <ul style="list-style-type: none">Biographical informationScheduled conferencesCreation of CVsMatching of publicationsGrant opportunities
Personal management <ul style="list-style-type: none">Document serverBorrowings from the university libraryDiscussion platformsMail boxDocument storage	eAgenda <ul style="list-style-type: none">eSunersContact centreRoom reservationProjects of Internal Development CompetitionMy Elections	Information system administration <ul style="list-style-type: none">Authorizations administrationStaff administrationSet passwords for users	In SIS documentation <ul style="list-style-type: none">Statistics of using InSISMy operationsLicence informationInSIS documentationSystem integrators
Game room <ul style="list-style-type: none">List of games and statisticsCaterpillarIQ SolitaireStone Eater	Adjustment of the information system <ul style="list-style-type: none">User settingsPortlets in InSISAdministration of My favourites menuConfigure transfer of events to Office 365Change photo	Technology and its administration <ul style="list-style-type: none">Access control systemIdentity cards administrationAccounts administration sectionUniversity e-mail deliveryTypes of ID cards in use	Information system set-up <ul style="list-style-type: none">Change identityPassword changeMy operationsLog outDelegates set-up
Protection of personal data <ul style="list-style-type: none">Personal data checkApprovals by userPersonal data check statistics	Study system <ul style="list-style-type: none">Study DepartmentInternational OfficeAdmission procedureStudy registerRemove documents from repository	My Study mobile application <ul style="list-style-type: none">Administration of paired devicesAdministration of mobile applications authorizationsAbout appGoogle PlayApp Store	Accreditation <ul style="list-style-type: none">CV for accreditation




From left to right:

- Back
- Personal Administration
- Help
- Log out

PERSONAL DATA CHECK

- Protection of personal data
- In case of change → inform your **study coordinator** immediately




Protection of personal data

- [Personal data check](#)
- [Approvals by user](#)
- [Personal data check statistics](#)

Personal administration


Welcome to the Personal administration section of the Integrated Study Information System.




- [Measure of Rector – Regime measure in VŠE interior valid from July 1 until further notice](#)
- [Personal data check](#)

[Search](#) [Open all](#)

Public information portal




- [Course catalogue](#)
- [Persons at VŠE](#)
- [Departments](#)
- [Timetables](#)
- [Study plans](#)



Protection of personal data

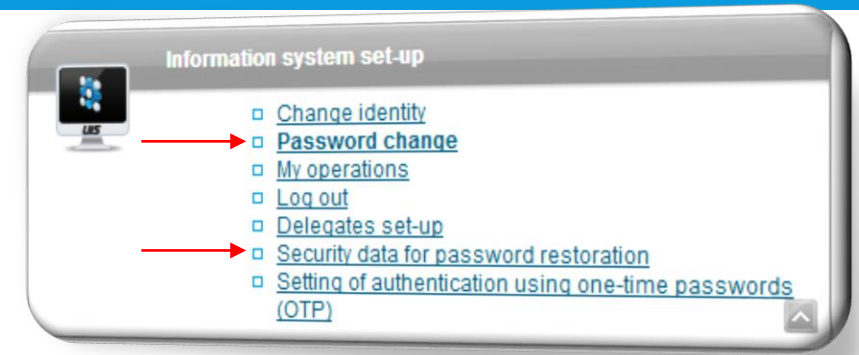
- [Personal data check](#)
- [Approvals by user](#)
- [Personal data check statistics](#)



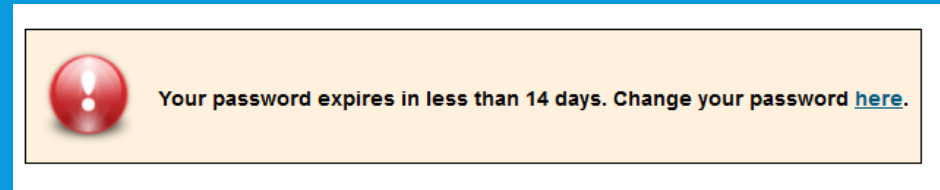
Your personal information for the period of 2021/2022 has not yet been confirmed.
If your personal information is correct, please click on the "Confirm" button.

[I confirm that the above given information is correct](#)

PASSWORD



- default password X regular password
- → PASSWORD CHANGE
 - Check the **password requisites**
 - expiration time: **every 2 years**
- **Lost password**
 - ADVICE: set security question
 - lost password → answer the security question
 - if not → contact your system integrator



Password requisites

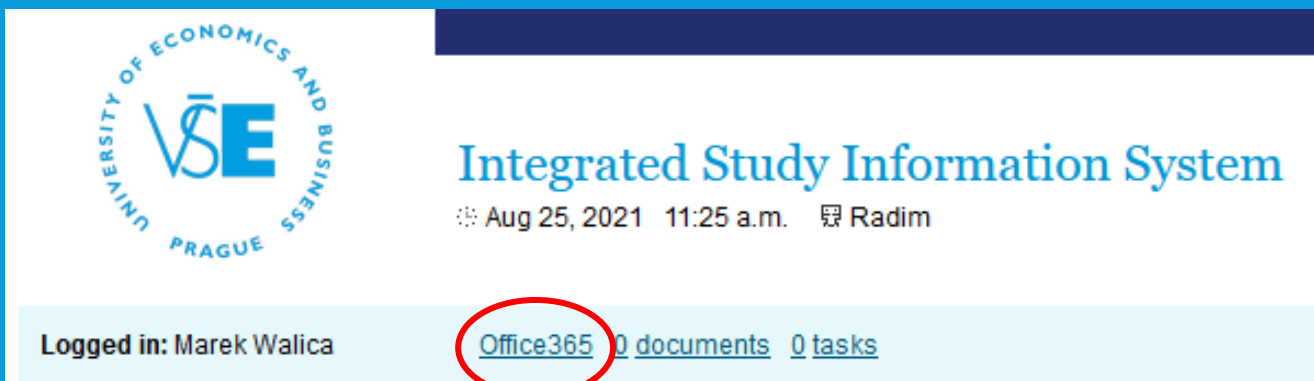
- ✗ Minimum length of password is 12 characters.
- ✗ Minimum number of small letters is 1.
- ✗ Minimum number of capital letters is 1.
- ✗ Minimum number of letters is 1.
- ✗ Minimum number of non-letter characters is 1.
- ✓ Maximum number of consecutive identical characters is 3.
- ✗ Password must be very strong.
- ✓ 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.
- ➔ Number of old passwords that the new password must be different from is 5.
- ➔ Minimum number of changes compared to old password is 5.

Diacritics is prohibited (only ASCII characters are allowed).

VŠE STUDENT E-MAIL (@vse.cz)

- password change is verified → you can access your university e-mail
- Two ways:
 - 1) InSIS – Office365 link
 - 2) o365.vse.cz – accessible from any device to log in: **username@vse.cz** + **password** (the same as to InSIS)

1



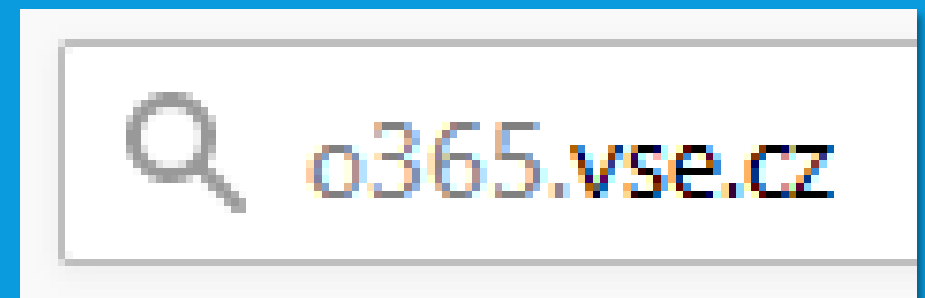
UNIVERSITY OF ECONOMICS AND BUSINESS
VŠE
PRAGUE

Integrated Study Information System
⌚ Aug 25, 2021 11:25 a.m. 👤 Radim

Logged in: Marek Walica

[Office365](#) 0 documents 0 tasks

2



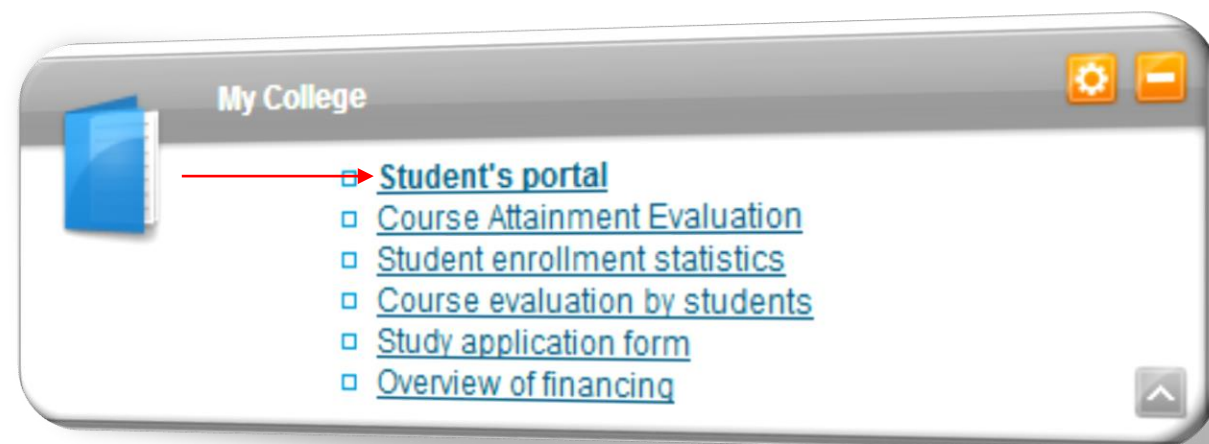
o365.vse.cz

VŠE STUDENT E-MAIL

- **Useful links:**

- [Set up your Office 365 mailbox in Outlook](#)
- [Installing Office 365](#)
- [Log-in to Office 365](#)

STUDENT'S PORTAL



Student's portal

Study – FMV C-ME-MP-2RS pres [term 4, E], study period – SS 2020/2021 - FMV

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

Study financing and scholarships

Application on support of financing and scholarships of the selected study.

[Overview of financing \(all studies\)](#) [Study financing](#) [Accommodation benefit application form](#) [Paid-out scholarships](#) [Bank accounts](#) [Orders](#)

My College abroad

Application supporting the foreign administration of a currently selected studies.

[Submit exchange programme application](#) [Bank account number for study placements](#) [Learning Agreement \(Study plan abroad\)](#) [Checklist](#) [Evaluation of abroad placement](#)

Student card

Applications which are not directly bonded to the selected study may be relevant for it though.

[Change photo](#)

Student's portal

Study – FMV C-ME-MP-2RS pres [term 4, E], study period – SS 2020/2021 - FMV

- [My College](#)
- [Course e-plans](#)
- [My favourite courses](#)
- [E-study record](#)
- [List of topics](#)
- [My schoolmates](#)
- [Coursework submissions](#)
- [Study details](#)
- [Plan progress check](#)
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- [Personal timetable](#)
- [Academic calendar \(weeks overview\)](#)
- [Academic year schedule](#)
- [Contact departments](#)
- [Contact centre](#)
- [My excuse notes](#)
- [Print documents](#)
- [Document storage](#)
- [Course evaluation by students](#)

Contact centre

[My queries](#) [Searching for solution](#)

Use this part of application to search for solution of your issue using a knowledge database, eventually, submit a query to some contact centre using prepared forms.









Search in a knowledge database

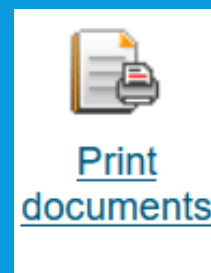
Enter a key word of an issue which you need to solve to a search box. FAQ are found in this [application](#).

Submit a sample for search:

Forms are for lucidity divided into folders. Use navigation under this text to go back to a superior folder.







Forms

-  [General application/query](#)
-  [The approval of a compulsory course before the study abroad](#)
-  [Request to write a thesis on different department](#)
-  [Request to recognize a course studied outside VŠE](#)
-  [Request to bypass prerequisite](#)
-  [Confirmation of completion of the study plan for final/comprehensive exam](#)
-  [Request to add credit vouchers](#)
-  [Submit a proof of previous education](#)










Print electronically sealed documents

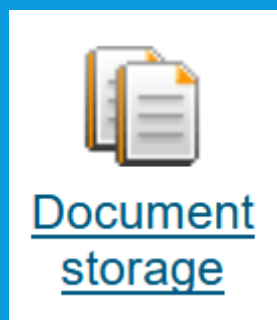
Use the following icons to print study documents with electronic seal. Click on any icon to create a document that will be later supplied with electronic seal and within an hour will appear in the [Document storage](#) application.

-  [Study confirmation form](#)
-  [Study confirmation form \(in English\)](#)
-  [Study progress confirmation form](#)
-  [Study progress confirmation form in English](#)
-  [Study overview](#)
-  [Study overview \(in English\)](#)

Print documents

Use the following icons to print study documents.

-  [Study confirmation form](#)
-  [Study confirmation form \(in English\)](#)
-  [Study progress confirmation form](#)
-  [Study progress confirmation form in English](#)
-  [Print enrollment sheet](#)
-  [Print the Request form to the Study department](#)
-  [Print the application for social benefit](#)



Document storage

In this application you can work with documents in the document storage. Use the following navigation menu as a basic signpost to individual folders of documents.

[Admission procedure](#) [Study](#)


Documents

The table displays available documents. If you are authorized enough, click on icon of the file to start its downloading.

Documents marked as confirmed require you to confirm reception the first time you download them.

Application:

Display: Application ID Note Created Created by

Document	File	E-signature	Note	Size	Download	Confirmed	Displayed	Created	Created by
Notification of admission procedure results	prijimacky_oznameni_53371			59 kiB		not	01/03/2021 21:49	27/06/2019 15:24	H. Tatoušková

[Key](#) (click to show/hide)

- [Back to Student portal](#)
- [Back to Personal administration](#)

COURSE REGISTRATION

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](#)
- [Course e-plans](#)
- [List of topics](#)
- [Coursework submissions](#)
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	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)				

Which programme are you enrolled in

Course registration

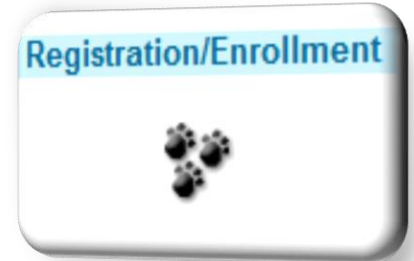
Extra-semesterial courses – courses taught intensively several days in a row

REGISTRATION – 3 STEPS



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

1) PRE-REGISTRATION



- June–August for Winter Semester
- January for Summer Semester
- collection of demand for courses
- you can freely add and remove courses during this period

Course: Select courses from all faculties

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	<input type="checkbox"/>
oJP	Jazykový předmět povinný	1	<input type="checkbox"/>
oP	Oborově povinný předmět	1	<input type="checkbox"/>
oSZ	Předměty státní závěrečné zkoušky	1	<input type="checkbox"/>
oV	Oborově volit. předmět I.	2	<input type="checkbox"/>
oV2	Oborově volit. předmět II.	2	<input type="checkbox"/>

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



1) PRE-REGISTRATION

- choose **timetable** for each lecture and seminar
- **green dot** → pre-registration is correct

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](#)

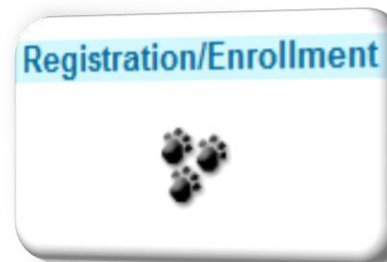
Display Timetables

Sheet for WS 2019/2020

SeL	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		1FI1251	Accounting I	FFU		Exam E	6	eng	oP	1		Selected	15/06/2019 16:07:45	
<input type="checkbox"/>		5EN153	Basic Macroeconomics	NI		Exam E	4	eng	oP	1		Le Mon 12:45-14:15 SR 303 Every week	15/06/2019 16:06:22	
<input type="checkbox"/>		2A1251	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 BB 436 Every week Le Thu 11:00-12:30 BB 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 BB 436 Every week Le Thu 15:15-17:45 SR 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 SR 205 Every week Le Fri 09:15-10:45 NB D Every week	15/06/2019 16:06:53	

Key: required elective optional

1) PRE-REGISTRATION



- choose **timetable** for each lecture and seminar
- avoid **time clashes**
 - → bear in mind: it takes 30-40 mins to get from Žižkov to Jižní Město campuses!

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. Město					
Tue											
Wed						SB 471 ZM251 Czech for Expaters 2 (62) M. Auzanová	RB 435 ZM0252 Doing business in globalized environment G. Růžička				
Thu					RB 209 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. Hrnčík			
Fri		NELD 4ST801 Statistics K. Hrbáč				SB 206 4ST801 Statistics O. Šimáč					

Key:

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

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

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.	✓
Sel.	Day	Time	Type	Frequency	Room	Capacity	Teacher	Note
<input type="radio"/>	Tuesday	18:00-19:30	Seminar	Every week	RB 435	23/30	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.	⊘

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

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

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	RB 205 3MA555 Quality Management and Lean Six Sigma Practical (1) F. Martinez						SB 228 4IT531 Business Process Engineering V. Repa	SB 228 4IT531 Business Process Engineering V. Repa			?? 4IT512 CI Diploma Seminar V. Repa			
Tue			RB 205 3MA553 Methods and Techniques for quality management and Lean Six Sigma (2) H. Svobodová		RB 205 3MA553 Methods and Techniques for quality management and Lean Six Sigma (2) H. Svobodová							SB 323 Block class (3) A. Buchalceová		
											SB 323 Block class (4) A. Buchalceová		SB 323 Block class (5) A. Buchalceová	
Wed			SB 309 Block class (6) M. Nidl				?? Block class (7) M. Nidl							
Thu									SB 412 4IZ431 Artificial Intelligence 1 (8) P. Berka		SB 412 4IZ431 Artificial Intelligence 1 (8) P. Berka			
Fri														

Key:

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

2) AUTOMATED REGISTRATION

3) ENROLMENT

- **automated registration** – process where students are **not** involved
- **enrolment** – students can only enroll in courses with **free spots available**

- **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	9th February 2022
Individual registration of both registered and unregistered subjects	10th – 12th February 2022
Changes in registrations	14th February – 18th February 2022

2) AUTOMATED REGISTRATION

3) 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

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

BEAR IN MIND:

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.

All your grades collected together

Possibility to see your schoolmates registered for the same course or attended just the given lecture + possibility to contact them

List of all your courses which are already passed or which should be passed for finishing the programme and receiving the diploma

Most of the lecturers put points from the lectures and seminar papers in here. Possibility of sending email when something changes in the section.

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)				

Online handing in of any documents or paper required by the lecturers

Student's portal

Study – FMV C-ME-MP-2RS pres [term 4, E], study period – SS 2020/2021 - FMV

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

TOPIC DISTRIBUTION

1



Where can I enroll in?

This table shows the storage of topics where you have signed up for no topic yet, but still you can do so. Click on the icon in the Details column to see a list of topics placed in the package.

Course title	Group of topics	Announced for	Register until	Number of topics	Topic	Put up by	Details
World Economy	Debate topics	Thu 07:30-09:00 NB 470 (sem.)	-- not entered --	10/3	-- not selected --	Ing. Ondřej Sankot, Ph.D.	

2

Group of topics - Debate topics

Course: [World Economy](#)
State: open package
Register until: -- not entered --
Attributes: -- not entered --
Announced for: 2SE252 Se Thu 07:30-09:00 NB 470 Every week
Note: -- not entered --

Name of a coursework submission: -- not entered --

Topics on offer

The following table shows topics in the package. Column Project participants shows the number of students the topic is offered for. Column Registered shows number of students currently registered. After clicking on the icon in the column Details you can get to the detailed information on the topic, including the option or registration or deregistration and to the list of already registered students.

State	Name	Put up by	Project participants	Registered	Details
	Future of the European integration	Ing. Ondřej Sankot, Ph.D.	1-3	3	
	Regulation of globalization	Ing. Ondřej Sankot, Ph.D.	1-3	2	
	State intervention in the economy	Ing. Ondřej Sankot, Ph.D.	1-3	3	

Key:

sign-up approved.

3

Sign up or sign off from topic

This table shows students registered to the selected topic. a topic on condition the deadline has not expired and the top

State	Name	Applicants registered
		26/09/2019 07:56
		26/09/2019 07:57

Sign up for topic

Key:

sign-up approved.

Student's portal

Study – FMV C-ME-MP-2RS pres [term 4, E], study period – SS 2020/2021 - FMV

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Support of the selected study

















Application on support of the selected study.

- [Personal timetable](#)
- [Academic calendar \(weeks overview\)](#)
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- [Document storage](#)
- [Course evaluation by students](#)


COURSEWORK SUBMISSION

- 3 steps!!!
 - 1 insert file
 - 2 submit file
 - 3 confirm submission!

 **Where I can submit my papers**

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Insert files
2SE252 World Economy	Literature review		Thu 07:30-09:00 NB 470 (sem.)	09/10/2019 23:59	free		0		O. Sankot	
2SE252 World Economy	Data analysis		Thu 07:30-09:00 NB 470 (sem.)	23/10/2019 23:59	free		0		O. Sankot	
2SE252 World Economy	Term paper		Thu 07:30-09:00 NB 470 (sem.)	24/11/2019 23:59	free		0		O. Sankot	
2SE252 World Economy	Debate handout		Thu 07:30-09:00 NB 470 (sem.)	12/12/2019 23:59	free		0		O. Sankot	

The following table contains the coursework submissions where you have submitted your assignments to and received a confirmation, therefore, you cannot enter any more files there. If you have been granted points for submission, see them in column Points. To display the entered files click in column Display files.

 **Coursework submissions with submitted files**

Course title	Name	Type	Announced for	Until	Topic	Open	Points	Details	Number of files	Instructions	Put up by	Display files
--------------	------	------	---------------	-------	-------	------	--------	---------	-----------------	--------------	-----------	---------------

The following table contains the closed coursework submissions with the submitted files waiting for confirmation. If you have entered your files in here, you can display them by clicking in column Display files.

COURSEWORK SUBMISSION

1 Select and insert file

You can drag and drop the file or select it using the *Select file* button. You must insert the selected file...

Enter new file



Quota for inserting files 5,00 MiB.

To insert a file click on the Select file button and select the file you wish to insert. The name of the entered file can contain only small and capital letters without diacritics, numbers, underscores, round brackets, dashes, commas and full stops. System allows entering a file whose name contains diacritics; however, these diacritics will be removed. Similarly, the file name can contain spaces which will be replaced with underscores. Symbols of foreign alphabets are not permitted. The length of file name is limited to 100 characters.

To enter the file, you can also drag it to this area.

File:

Select file

Description:

Insert file

COURSEWORK SUBMISSION

2 Submit file

Name of a coursework submission: [Literature review](#)


Type: individual coursework submission

State: open

Closing date: **09/10/2019 23:59**




Announced for: 2SE252 Se Thu 07:30-09:00 NB 470 Every week


Coursework submission quota: 5 MiB

 **Transaction was successfully completed.**

List of entered files

The table below shows all the files that have been inserted in the particular coursework submission, but have not been handed in yet. The files can be viewed, downloaded, deleted, reordered and renamed.

Sel.	Name	File	Description	Date of insertion	Entered by	Modify
<input type="checkbox"/>	40831425.pdf			27.09.2019 15:52		

 **Files have not been properly handed in, only inserted.**

Click on the following button to submit all the above listed files. Until you execute this transaction, the files will not be available to the teacher to view.

you can still remove
and add files
before submitting



COURSEWORK SUBMISSION

3 Confirm submission

only after confirming submission are the files available to the lecturer!!!


Individual coursework submission - World Economy (2SE252)


Details for a coursework submission

Name of a coursework submission:	Literature review
Type:	individual coursework submission
State:	open
Closing date:	09/10/2019 23:59
Announced for:	2SE252 Se Thu 07:30-09:00 NB 470 Every week
Coursework submission quota:	5 MiB

Submit files

Use this application to confirm submission of files in this coursework submission. You can add a note to the submitted files.

 **Files have not been properly handed in, only inserted. To confirm submission click on the button.**

 After you have clicked on the Confirm submission button all your files will be handed in and available for the teacher to check them. Subsequently, the coursework submission will be closed for you. You will be unable to change the files.

Note:

properly handed files →









Your files have been submitted.

Student's portal

Study – FMV C-ME-MP-2RS pres [term 4, E], study period – SS 2020/2021 - FMV









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Support of the selected study

Application on support of the selected study.

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[Personal timetable](#)
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- 
[Course evaluation by students](#)

Student's portal

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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		 

[Print the exam sittings you can register for](#)

Capacity
occupied/total

→
Confirmation
interface with
more
information


→ →
Register or
Unregister
right away

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

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**

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

New documents in the Document server

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

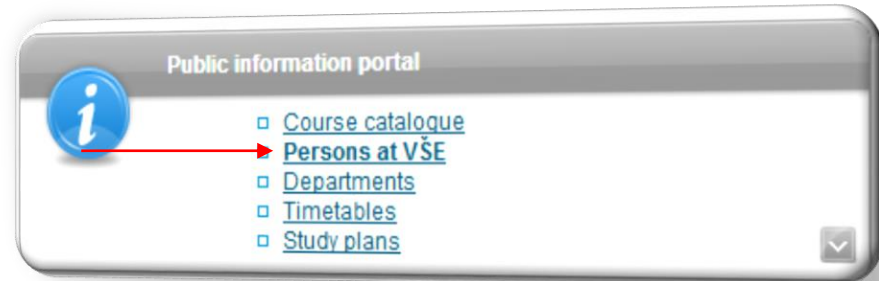


You have no new documents

Choose the faculty and semester

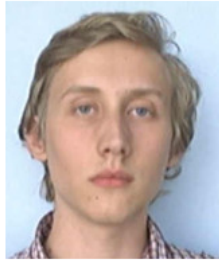
Or access via My lecture sheet

PERSONS AT VŠE



Persons at VŠE

This page displays all publicly accessible information about the desired person. Some information about the person's occupation and offices may be hidden.



Bc. Marek Walica
Identification number: 127203
University e-mail: [marek.walica \[at\] vse.cz](mailto:marek.walica[at]vse.cz)

Interim administrative staff - [International Office \(REK\)](#)


N 62 10 International Economic Relations C-ME
FMV C-ME-MP-2RS pres [term 5, E]
master type of study, full-time form
International Politics and Diplomacy, 5th semester of study


Contacts [Final thesis](#) [Placements](#)


The information system receives all information about the employees' job descriptions from HR and IFIS system. In case of discrepancies, please contact the Personnel Department. The Office phone number and Office number items are set by the OSSA at your department or the system integrator.

User forwards the university mail to a different address (distribution server office365).

Personal number: 32410
Office phone number: +420 224 098 527
Office address: OZS REK, nám. W. Churchilla 4, 13067 Praha
Office number: RB 527
E-mail: [admissions \[at\] vse.cz](mailto:admissions[at]vse.cz), [marek-walica \[at\] seznam.cz](mailto:marek-walica[at]seznam.cz)
Consulting hours: Upon previous agreement in MS Teams or at admissions [at] vse.cz.
Sharepoint profile: [walm00](#)
Skype for Business: [walm00](#)

 [User information in vCard format](#)

 [Import person to postal contacts](#)

 [Student's personal timetable](#)

Name and email address

Position at VŠE (lecturers only)

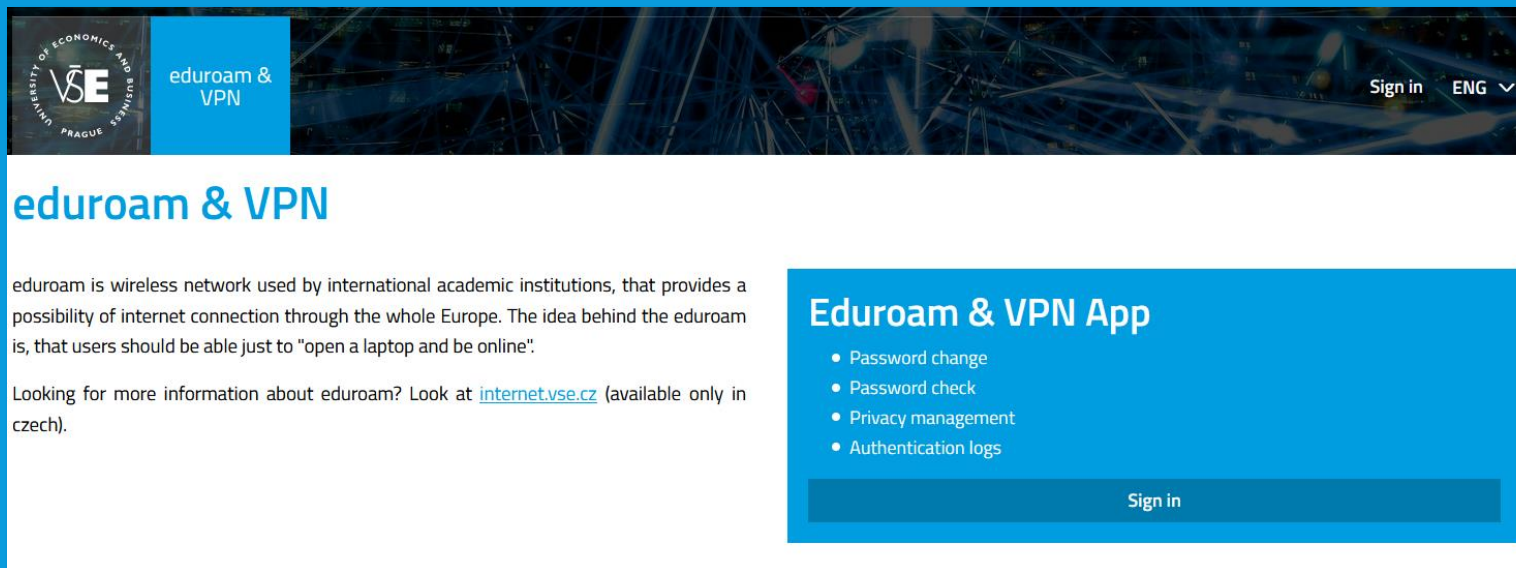
Current studies (students only)

Phone & office number

Consulting hours

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

MORE USEFUL INFORMATION

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

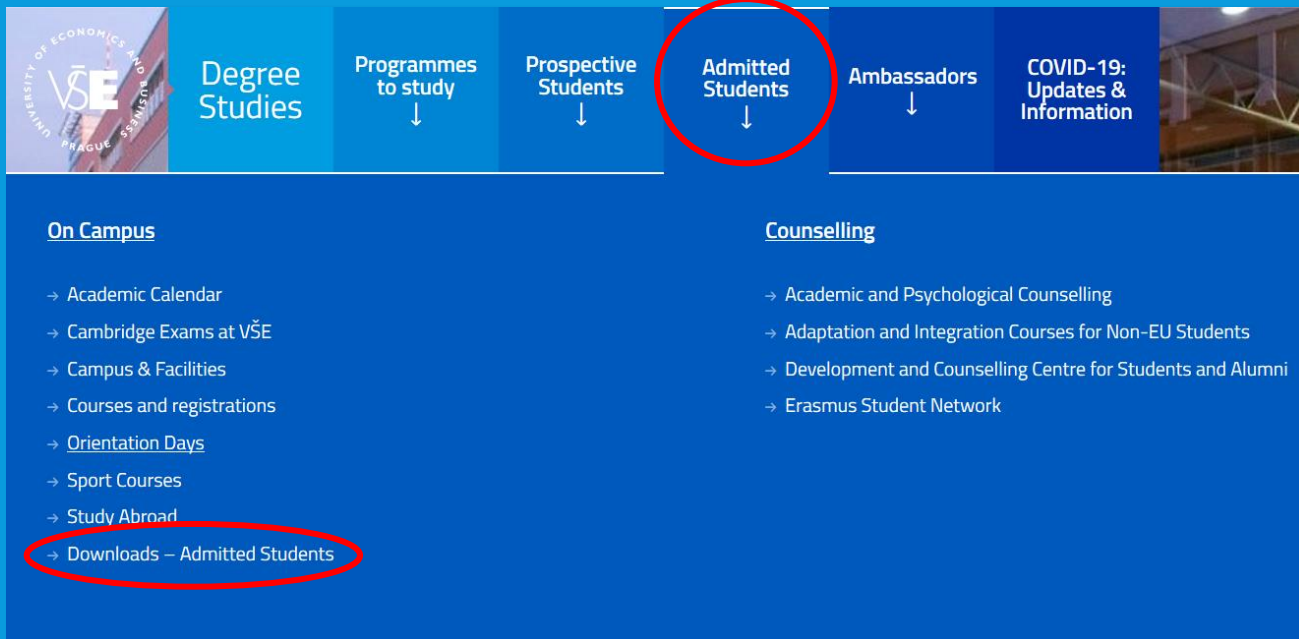


The screenshot shows the navigation menu of the Informatics Centre website. The menu is organized into several categories, each with a list of links. The categories are: For Study, For Employees, E-mail, InSIS, Office365, and Other. The links are as follows:

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

INSIS PRESENTATION - DOWNLOAD

- Go to the website of International Degree Programmes: <https://admissions.vse.cz/admitted-students-2/on-campus/downloads-admitted/>
- Click on InSIS Presentation



Downloads – Admitted Students

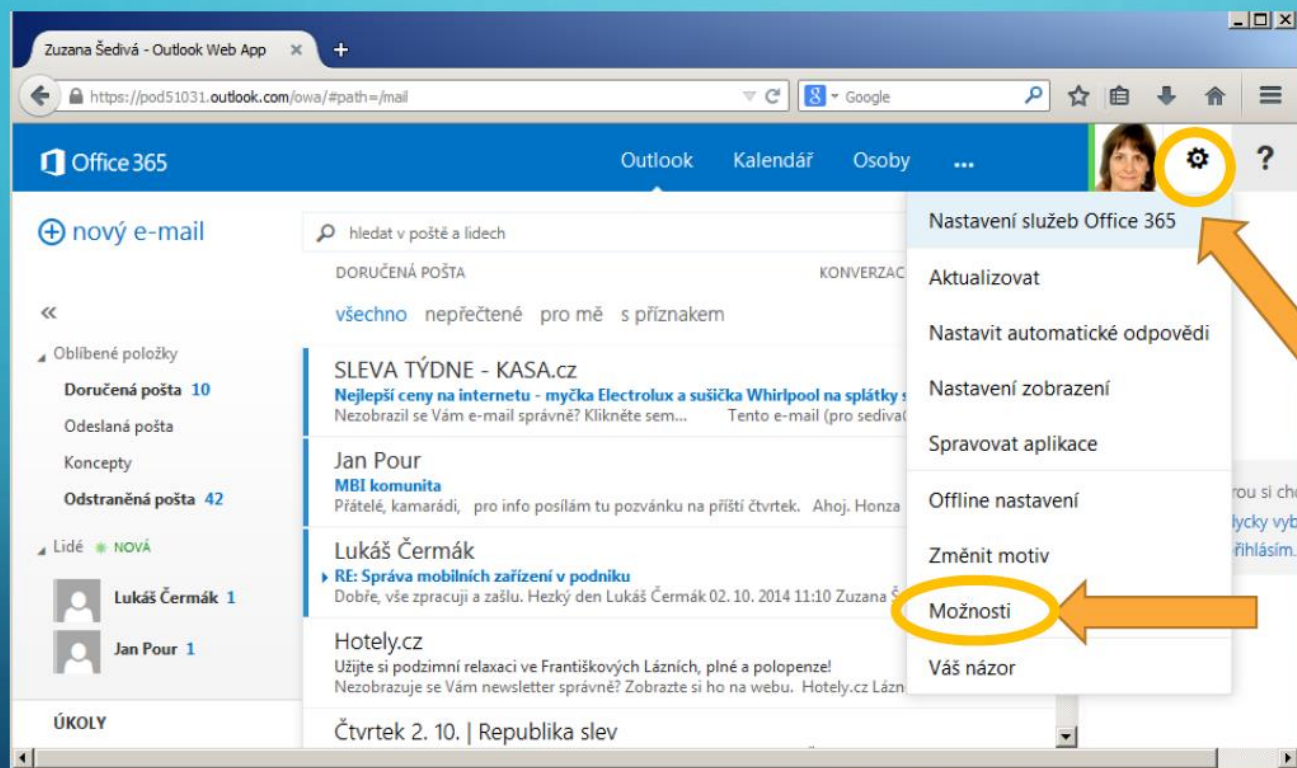
Learn more about the Prague University of Economics and Business!

- [Cultural Shock](#)
- [InSIS Guide](#)
- [InSIS Presentation](#)
- [Library Guide](#)
- [Sport Classes](#)
- [University Guide](#)

OFFICE 365 - SET LANGUAGE (1)

- Set the language after log in to your mail box

SETTING LANGUAGE IN OFFICE 365



Step 1

Step 2

SET LANGUAGE (2)

The screenshot shows the Outlook settings interface in Czech. The title bar at the top indicates 'Office 365' and 'Outlook'. The left sidebar, titled 'Možnosti' (Options), is expanded to show the 'Časové pásmo' (Time zone) option, which is highlighted with an orange arrow labeled '2'. The main content area is titled 'Nastavení oblasti a časového pásma' (Time zone and time zone settings). It includes instructions: 'Zvolte jazyk, formát data a času, který chcete používat, a časové pásmo. Zvolený jazyk určí, jaký formát data a času se pro tento jazyk použije.' (Choose the language, date and time format you want to use, and the time zone. The chosen language determines the date and time format used for this language.)

Key settings and annotations:

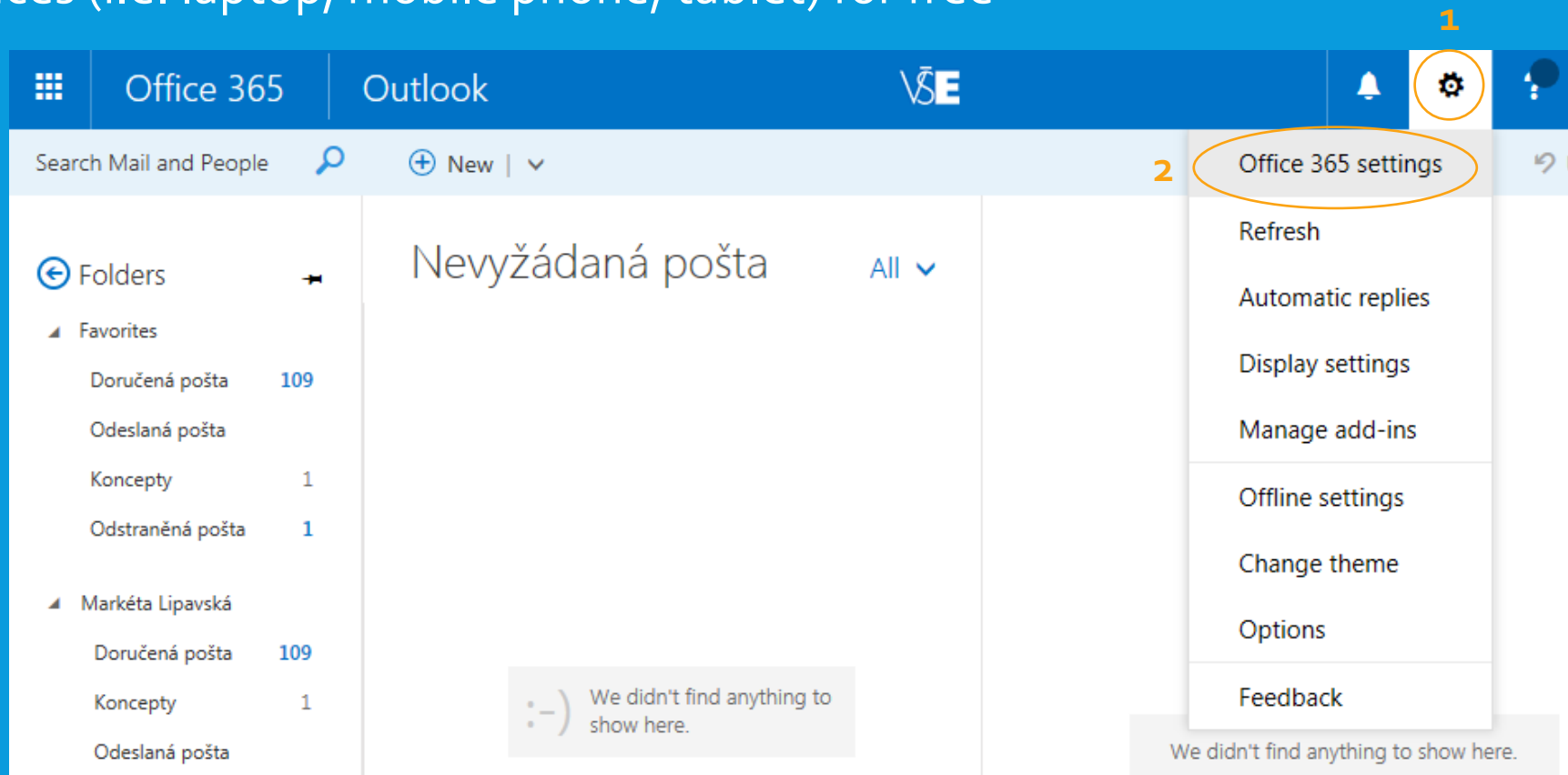
- 'Uložit' (Save) button is circled in orange and labeled '4'.
- 'Zahodit' (Cancel) button is visible next to it.
- The 'Jazyk' (Language) dropdown menu is circled in orange and labeled '3', showing 'English (United Kingdom)' selected.
- An unchecked checkbox below it reads: 'Přejmenovat výchozí složky tak, aby jejich názvy odpovídaly zadanému jazyku' (Rename default folders so that their names correspond to the specified language).
- 'Formát data: (třeba 1. září 2013 se zobrazí následujícím způsobem)' (Date format: (for example 1. září 2013 will be displayed in the following way)) dropdown shows '01.09.2013'.
- 'Formát času' (Time format) dropdown shows '1:01 - 23:59'.
- 'Aktuální časové pásmo' (Current time zone) dropdown shows '(UTC+01:00) Praha, Bratislava, Budapešť, Bělehrad, Lublaň'.
- At the bottom, it says: 'Kromě změny aktuálního časového pásma můžete taky přejít do nastavení [Kalendář](#)' (Besides changing the current time zone, you can also go to the [Calendar](#) settings).

Numbered orange arrows indicate the following steps:

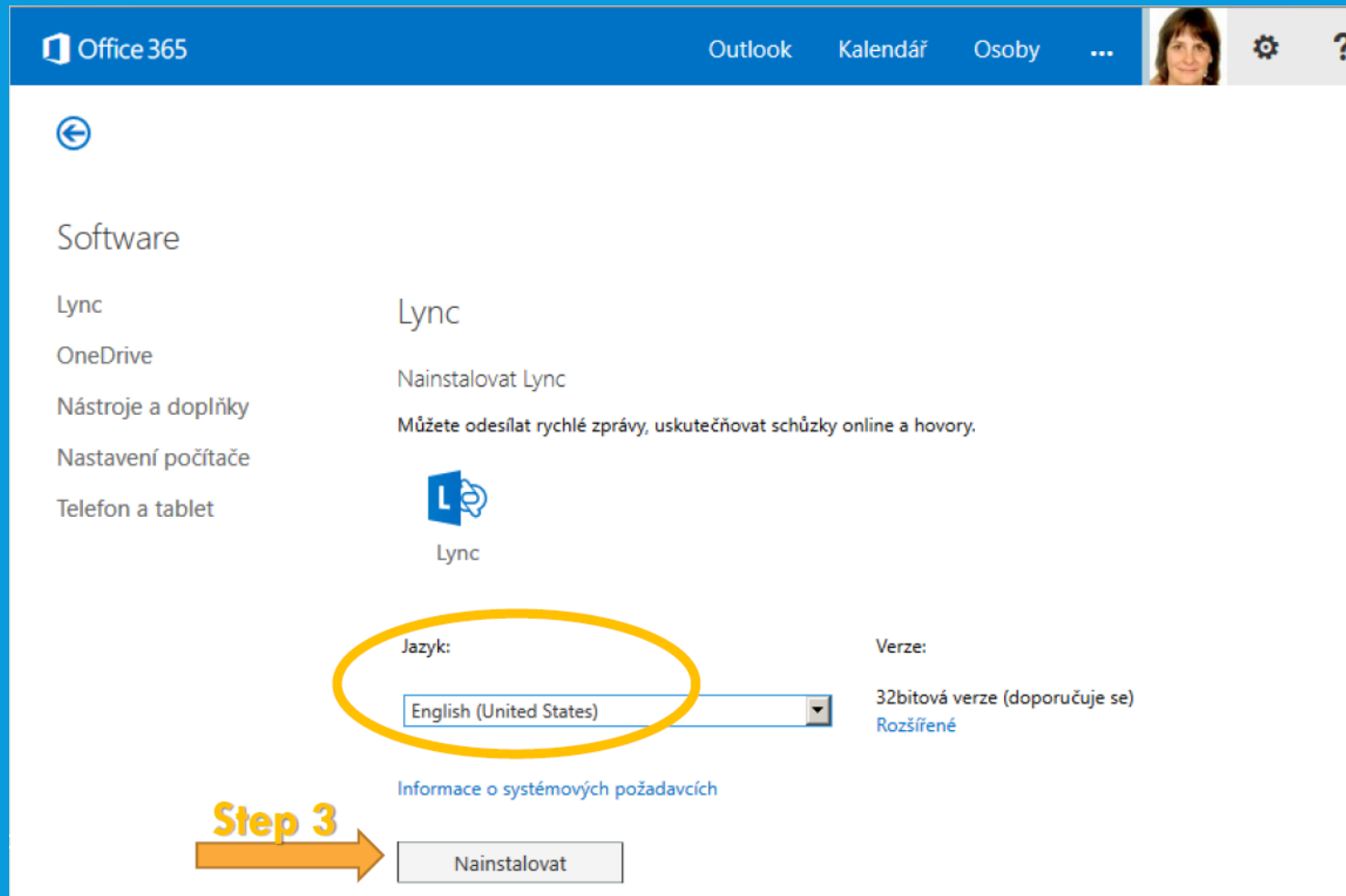
- 1: Points to the 'Možnosti' (Options) sidebar.
- 2: Points to the 'Časové pásmo' (Time zone) option in the sidebar.
- 3: Points to the 'Jazyk' (Language) dropdown menu.
- 4: Points to the 'Uložit' (Save) button.

OFFICE 365 PRO PLUS INSTALLATION (1)

- You can install Microsoft Office Pro Plus (Word, Excel, PowerPoint) up to five devices (i.e. laptop, mobile phone, tablet) for free



OFFICE 365 PRO PLUS INSTALLATION (2)



Office 365 Outlook Kalendář Osoby ...

Software

Lync

OneDrive

Nástroje a doplňky

Nastavení počítače

Telefon a tablet

Lync

Nainstalovat Lync

Můžete odesílat rychlé zprávy, uskutečňovat schůzky online a hovory.

Lync

Jazyk: English (United States)

Verze: 32bitová verze (doporučuje se) Rozšířené

Informace o systémových požadavcích

Step 3 → Nainstalovat

OFFICE 365 PRO PLUS INSTALLATION (3)

- You can install Microsoft Office Pro Plus (Word, Excel, PowerPoint) up to five devices (i.e. laptop, mobile phone, tablet) for free

The screenshot shows the 'Nastavení' (Settings) page for a Microsoft Office 365 Pro Plus account. The left sidebar contains navigation options: 'Můj účet', 'Osobní údaje', 'Předplatná', 'Zabezpečení a ochrana osobních údajů', 'Oprávnění aplikací', 'Stav instalace', and 'Nastavení'. The main content area lists various settings:

- Motiv**: Zvolte svůj oblíbený motiv. (Default: Východní motiv)
- Úvodní stránka**: Změňte místo, kam přejdete po přihlášení. (Default: Outlook)
- Oznámení**: Určete, která oznámení potřebujete. (Default: Zapnuto)
- Software**: Nainstalujte software. (This option is circled in red with a red arrow pointing to it)
- Jazyk a časové pásmo**: Zvolte jazyk, časové pásmo a formát data/času. (Default: English (United States))

At the top of the settings page, there is a search bar with the text: 'Hledáte nastavení zabezpečení a ochrany osobních údajů? Jsou teď trošku jinde. Ukázat'.

OFFICE 365 PRO PLUS INSTALLATION (4)

Software

Office

Nástroje a doplňky

Skype pro firmy

Telefon a tablet

Office

Spravovat instalace

Chcete deaktivovat produkt Office na jednom počítači a nainstalovat ho na jiný? Přejděte na [Můj účet > Stav instalace](#).

Nainstalovat Office 365 ProPlus s novými aplikacemi verze 2016 [Co se stalo s Office 2013?](#)

Poznámka: Správce povolil nové verze, takže budete mít přednostní přístup k nejnovějším funkcím Office. Pokud k nim budete mít nějaké připomínky nebo s nimi budete mít nějaké problémy, kontaktujte prosím správce.

Word Excel PowerPoint OneNote Access Publisher Outlook Skype pro firmy OneDrive pro firmy

Jazyk:

Verze:

[Rozšířené možnosti](#)

Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.

[Informace o systémových požadavcích](#)

[Poradce při potížích s instalací](#)

Step 1

Step 2

TO FORWARD YOUR EMAILS...

The screenshot shows the Outlook Options dialog box. The left sidebar is titled "Options" and has a back arrow icon. Under "Shortcuts", the "Mail" option is selected and circled in orange, with a "1" next to it. Below "Mail", "Accounts" is circled in orange with a "2" next to it, and "Forwarding" is circled in orange with a "3" next to it. The main pane is titled "Forwarding" and has a "5" above the "Save" button. The "Start forwarding" radio button is selected and circled in orange. Below it, the "Forward my email to:" label is circled in orange with a "4" next to it, and an arrow points to the text input field "Enter an email address". The "Keep a copy of forwarded messages" checkbox is checked. The "Save" button is circled in orange with a "5" above it, and the "Discard" button is to its right. The "Stop forwarding" radio button is unselected.

Office 365 Outlook

Options

Shortcuts

General

1 Mail

Automatic processing

Automatic replies

Clutter

Inbox and sweep rules

Junk email reporting

Mark as read

Message options

Read receipts

Reply settings

Retention policies

2 Accounts

Block or allow

Connected accounts

3 Forwarding

POP and IMAP

5 Save X Discard

Forwarding

Start forwarding

4 Forward my email to:

Enter an email address

Keep a copy of forwarded messages

Stop forwarding

QUESTIONS?

Thank you for your attention!

Presentation and recording of this session
will be available at admissions.vse.cz