



InSIS

InSIS FOR FRESHMEN

**A guide to basic functions
of the Information System**

#fmveše

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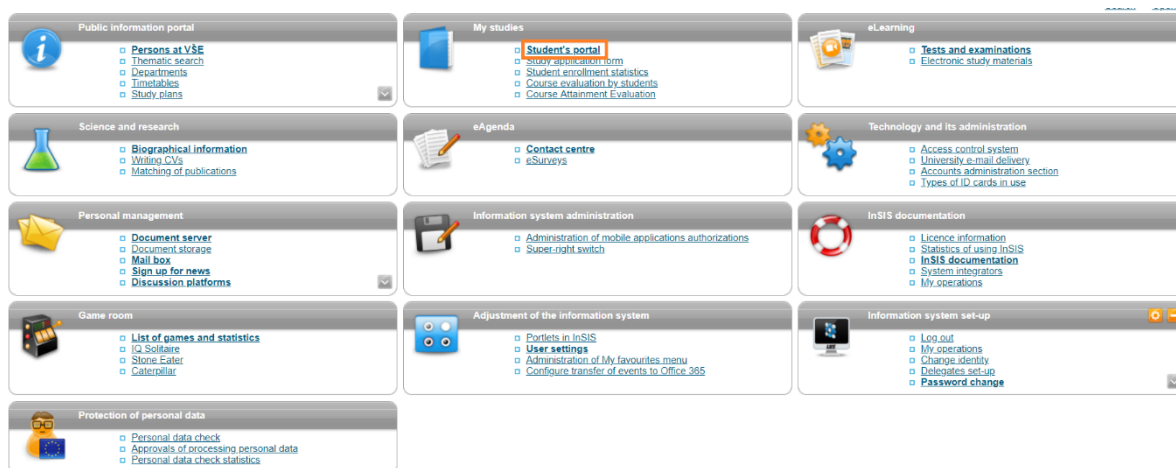
2 Course Registration and Enrollment

You will create your schedule every semester by using Registration and Enrollment.



You can find important information on registrations, enrollments, credits and course groups [here](#).

Registration and enrollment can be found in the most important section of InSIS, *My studies*, *Student's Portal*.



Registration/Enrollment.

Student's portal

Study – FMV B-ME-IB pres [term 3, E], study period – WS 2019/2020 - FMV

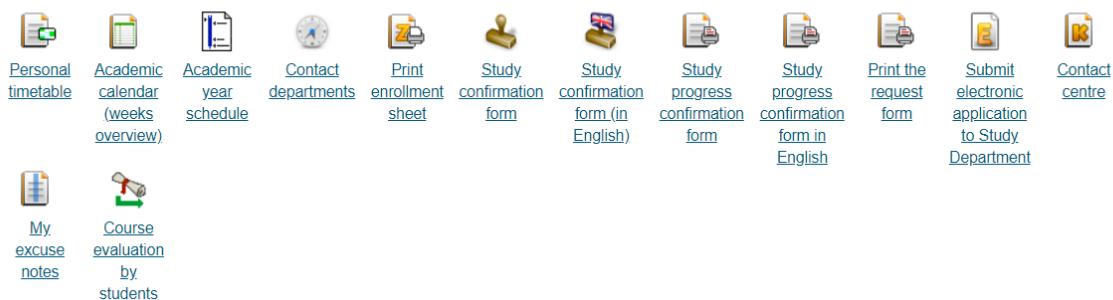
[My studies](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)
[Course e-plans](#) [List of topics](#) [Coursework submissions](#) [Plan progress check](#) [My lectures sheet](#)
[My favourite courses](#)

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
✓	FMV	International Economic Relations International Business full-time	enrolled			

Support of the selected study

Application on support of the selected study.



2.1 Adding a Course

You can add any course you want to study in the Registration and Enrollment section. You primarily select the category of the course that is located at the bottom of the web page.

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	→
oJP	Jazykový předmět povinný	1	→
oP	Oborově povinný předmět	1	→
oSZ	Předměty státní závěrečné zkoušky	1	→
oV	Oborově volit. předmět I.	2	→
oV2	Oborově volit. předmět II.	2	→

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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.

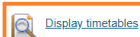
Sel.	Code	Name	Fac.	Com.	Crd.
☒	1FU251	Accounting I.	FFU	Exm E	6
☐	22F300	Bachelor's Thesis Seminar	FMV	Exm E	5
☐	5EN153	Basic Macroeconomics	NF	Exm E	4
☐	5EN152	Basic Microeconomics	NF	Exm E	6
☐	1FP251	Corporate Finance	FFU	Exm E	6
☐	2MO252	Doing business in globalized environment	FMV	Exm E	6
☐	11F251	Financial theory, policy and institutions	FFU	Exm E	5
☐	4IT152	Informatics	FIS	Exm E	3
☐	2MO352	International Business Operations	FMV	Exm E	6
☐	2PR151	Introduction to Law	FMV	Exm E	6
☐	33F151	Marketing and Business Policy	FPH	Exm E	5
☐	55F750	Mathematics for Economists I	NF	Exm E	6
☐	2OP352	Retail Marketing	FMV	Exm E	6
☐	4ST601	Statistics	FIS	Exm E	6
☐	2ZP151	Sustainable Development and Environment	FMV	Exm E	4
☐	2SE252	World Economy	FMV	Exm E	9

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Remember to choose a schedule for the added course. When selecting, keep your personal timetable open on the next tab in your browser in order to avoid registering more courses at the same time of the day.

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](#).



Sheet for WS 2019/2020

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☐		1FU251	Accounting I.	FFU		Exm E	6	eng	oP	1		Select	15/06/2019 16:07:45	
☐		5EN153	Basic Macroeconomics	NF		Exm E	4	eng	oP	1		Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
☐		2AJ251	Czech for Foreigners 3 (A2)	FMV		Crd E	3	eng	oJP	1		Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
☐		2MO252	Doing business in globalized environment	FMV		Exm E	6	eng	oP	1		Se Wed 14:30-16:00 RB 435 Every week Le Thu 11:00-12:30 RB 209 Every week	15/06/2019 16:07:12	
☐		2MO352	International Business Operations	FMV		Exm E	6	eng	oP	1		Se Thu 14:30-16:00 RB 435 Every week Le Thu 16:15-17:45 SB 335 Every week	15/06/2019 16:08:02	
☐		4ST601	Statistics	FIS		Exm E	6	eng	oP	1		Se Fri 12:45-14:15 SB 206 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

Depending on your timetable, choose a specific lecture/seminar for each course you register. Be conscious that some rooms (SB, NB, RB) are in Zizkov and others (JM) in Jizni Mesto.

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	08:15-09:00	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
Mon						SB 303 5EN153 Basic Macroeconomics (1,1,2) L. A. Město					
Tue											
Wed						NB 471 2AJ251 Czech for Foreigners 3 (A2) M. Auerspergerová		RB 435 2MO252 Doing business in globalized environment G. Bhasin			
Thu					RB 209 2MO252 Doing business in globalized environment (4) R. Čavka			RB 435 2MO352 International Business Operations E. Klenková		SB 335 2MO352 International Business Operations (3) V. Hrnčík	
Fri		NB D 4ST601 Statistics K. Helman				SB 206 4ST601 Statistics O. Šimach					

Key:

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

Unless otherwise stated in the note, lessons take place in the campus Žizkov.

After selecting a specific lecture/seminar and saving it, click the button at the bottom of the screen to go back.

Select timetable item - Accounting I. (1FU251)

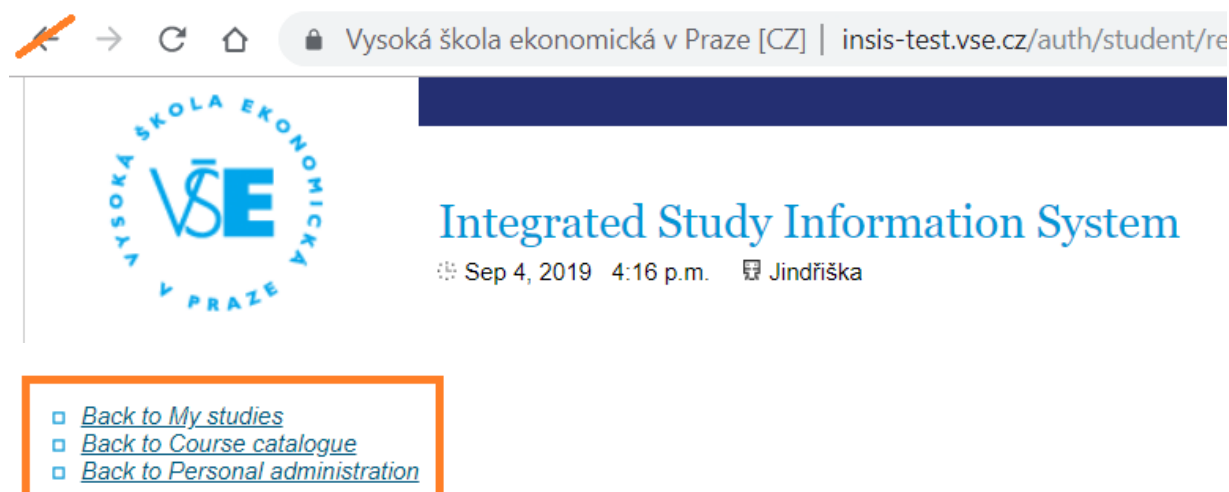
The table below shows all days and times of the timetable items offered for the course. Selected item is in bold. Click on the Save button to confirm your choice.

Sel.	Day	Time	Type	Frequency	Room	Capacity	Teacher	Note
☒	Tuesday	14:30-16:00	Lecture	Every week	SB 240	87/110	doc. Ing. Marcela Zárybnická Žárová, CSc.	
☐	Tuesday	16:15-17:45	Seminar	Every week	RB 435	30/30	Ing. Mariana Pepníčková, Ph.D.	
☐	Tuesday	18:00-19:30	Seminar	Every week	RB 435	23/30	Ing. Mariana Pepníčková, Ph.D.	
☒	Thursday	18:00-19:30	Seminar	Every week	RB 435	9/25	Ing. Mariana Pepníčková, Ph.D.	
☐	Friday	09:15-10:45	Seminar	Every week	RB 112	25/25	Ing. Jan Svítlik, Ph.D.	

Save

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[Back to my studies](#)
[Back to Personal administration](#)

Generally, in InSIS, try to avoid using *back* button in the browser.



Vysoká škola ekonomická v Praze [CZ] | insis-test.vse.cz/auth/student/re

Integrated Study Information System

Sep 4, 2019 4:16 p.m. Jindřiška

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You can change the schedule preference.

Sheet for WS 2019/2020

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☐		1FU251	Accounting I.	FFU		Exm E	6	eng	oP	1		Se Thu 18:00-19:30 RB 435 Every week Le Tue 14:30-16:00 SB 240 Every week	15/06/2019 16:07:45	
☐		5EN153	Basic Macroeconomics	NF		Exm E	4	eng	oP	1		Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
☐		2AJ251	Czech for Foreigners 3 (A2)	FMV		Crd E	3	eng	oJP	1		Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
☐		2MO252	Doing business in globalized environment	FMV		Exm E	6	eng	oP	1		Se Wed 14:30-16:00 RB 435 Every week Le Thu 11:00-12:30 RB 209 Every week	15/06/2019 16:07:12	
☐		2MO352	International Business Operations	FMV		Exm E	6	eng	oP	1		Se Thu 14:30-16:00 RB 435 Every week Le Thu 16:15-17:45 SB 335 Every week	15/06/2019 16:08:02	
☐		4ST601	Statistics	FIS		Exm E	6	eng	oP	1		Se Fri 12:45-14:15 SB 206 Every week Le Fri 09:15-10:45 NB D Every week	15/06/2019 16:06:53	

Remove the selected courses

2.2 Removing Courses

To remove a course, select it and click the appropriate button.

Sheet for WS 2019/2020

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☒		1FU251	Accounting I.	FFU		Exm E	6	eng	oP	1		Se Thu 18:00-19:30 RB 435 Every week Le Tue 14:30-16:00 SB 240 Every week	15/06/2019 16:07:45	
☐		5EN153	Basic Macroeconomics	NF		Exm E	4	eng	oP	1		Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
☐		2AJ251	Czech for Foreigners 3 (A2)	FMV		Crd E	3	eng	oJP	1		Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
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☐		2MO352	International Business Operations	FMV		Exm E	6	eng	oP	1		Se Thu 14:30-16:00 RB 435 Every week Le Thu 16:15-17:45 SB 335 Every week	15/06/2019 16:08:02	
☐		4ST601	Statistics	FIS		Exm E	6	eng	oP	1		Se Fri 12:45-14:15 SB 206 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

InSIS FOR FRESHPEOPLE

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