



# InSIS

## InSIS FOR FRESHMEN

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

*#fmveše*

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# 1 Login to the System

## 1.1 How to get the Login Credentials



Follow the email instructions of your study coordinator.

Log into the Study Information System [here](#).

## 1.2 Password Change

You can change your password at any time in the section *Information system set-up*.

The screenshot shows a dashboard with several menu categories:

- Public information portal**: Persons at VŠE, Departments, Study plans, Thematic search, Course catalogue
- My studies**: Student's portal, Course Assignment Evaluation, Course evaluation by students, Study application form, Student enrollment statistics
- eLearning**: Tests and examinations, Electronic study materials
- Science and research**: Matching of publications, Biographical information, Writing CVs
- Personal management**: Sign up for news, Mail box, Document storage, Document server, Discussion platforms
- eAgenda**: Contact centre, eSurveys
- Technology and its administration**: Access control system, Accounts administration section, Types of ID cards in use
- Information system administration**: Administration of mobile applications authorizations
- InSIS documentation**: InSIS documentation, System integrators, License information, Statistics of using InSIS, My operations
- Game room**: List of games and statistics, IQ Soulaire, Stone Faller, Catecoller
- Adjustment of the information system**: Portlets in InSIS, User settings, Administration of My favourites menu, Configure transfer of events to Office 365
- Information system set-up**: My operations, Change identity, Dismisses notifications, **Password change**, Log out
- Protection of personal data**: Personal data check, Approvals of processing personal data, Personal data check statistics

When changing the password, it is necessary to follow the security requirements, the system checks the password strength.

### Password change

This application helps you to change your password. You need to type in the original password once (for safety reasons) and the new password twice (passwords do not appear). This way the number of typing errors can be reduced.

#### Safe password

Your new password must meet the requirements stated below. Suitable password contains several words, digits and special characters. Selected words should have no connection to you or to university - proper names, dates or geographical names can be easily guessed. Also avoid very simple passwords, such as successions (1234, qwerty) or simple words (password, login). Substituting characters for letters, such as @ for a, or \$ for s, doesn't make the password any stronger.

#### Password requisites

- ✗ Minimum length of password is 10 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 strong (at least three bars out of four).
- ✔ 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).

🕒 Current password expiry: 12/09/2019 16:19

🕒 Last password modification made by: Q. Sankot, 29/08/2019 16:19

You can enter your own password or click and choose one of the secure system-generated passwords.

Ude.sys.cv.k.isi zV.giz.kod.oqx nYn.fuw.epv.mip Md.hus.zix.aem Pec.ymy.jyf.pas

Former password:

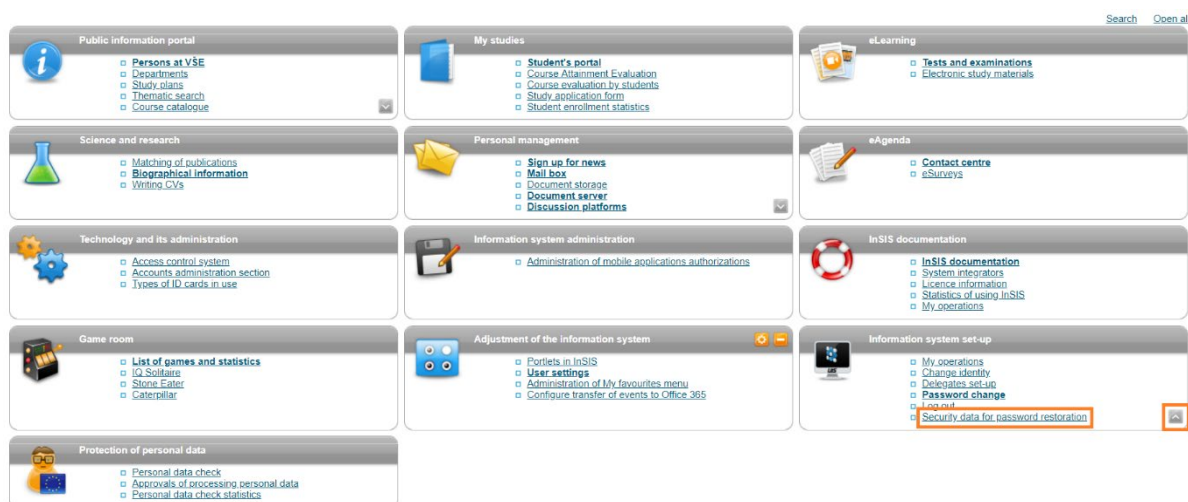
New password:

Controlle password:

Do not give your password to anyone. If you need anyone to do anything for you in InSIS (e.g. registration, when you will be offline during the holidays), it is necessary to proceed through the so-called delegates set-up. Contact your system integrator, he will for sure help you.

### 1.3 Security Question for Password Restoration

If you forget your password, it is highly recommended that you set a password recovery security question in order to be allowed to change the password and access your account. You can find the security question in the section *Information system set-up*, where you have to expand the menu using the arrow. Then click on the *security data for password restoration* section.



The answer to the security question should be easy to remember or traceable to you, e.g. your mother's maiden name.

#### Security question settings

User's identity must be verified when resetting password. Inter alia, it is verified by answering the security question of your choice. Choice of security question is necessary for password reset.

Do not submit a true answer for question requiring to fill in the answer. Submit a fabricated one. True answers can be found or guessed. The question functions only for association of your fabricated answer which nobody knows.

Security question:  Answer:

#### Set an external e-mail address

If you wish to reset the password, it is required to submit an external (non-university) e-mail address. The external address, together with other addresses, is used for sending notifications concerning password reset. Those are notifications informing about security settings, start and realization of password reset. Remember the external e-mail address. You will submit it when resetting the password.

**External e-mail address is not set.**  
External e-mail:


Notification e-mail addresses:

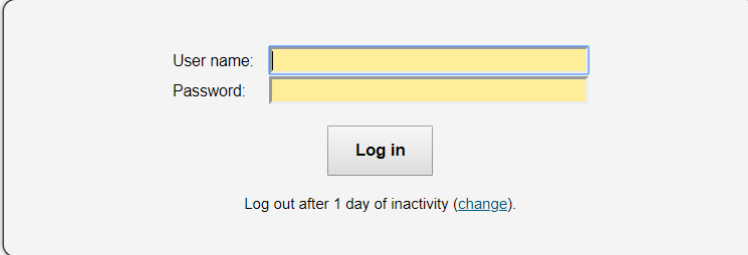
Use the following button to save submitted data and activate password reset.

If you forget your password, you can reset it on the login page, the link is at the bottom of the page.

## 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](#).



The screenshot shows a login form with two input fields: 'User name:' and 'Password:'. Both fields are highlighted in yellow. Below the fields is a 'Log in' button. At the bottom of the form, it says '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.

If you are unable to log in, contact your system integrator using your VŠE address or a private address listed in InSIS. If you do not have access to the VŠE e-mail or do not know which e-mail of yours was added into InSIS as a contact, we do not have a way of verifying your identity and you will have to come personally with an ISIC card or a passport to the helpdesk of the Informatics Center of the University of Economics (office SB 22).

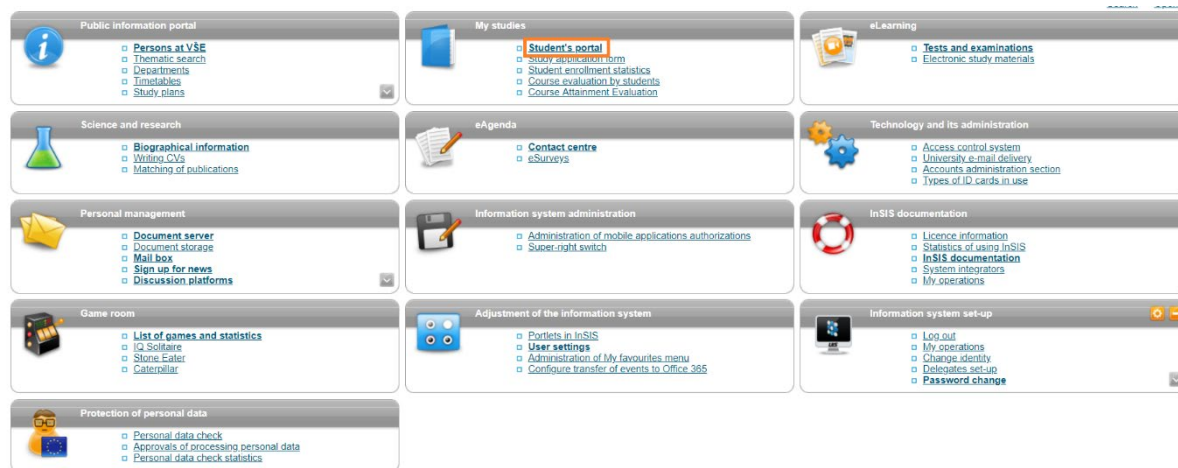
# 2 Course Registration and Enrollment

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     | <b>International Economic Relations</b><br>International Business<br>full-time | enrolled          |                           |                         |                    |

#### Support of the selected study

Application on support of the selected study.

- [Personal timetable](#)
- [Academic calendar \(weeks overview\)](#)
- [Academic year schedule](#)
- [Contact departments](#)
- [Print enrollment sheet](#)
- [Study confirmation form](#)
- [Study confirmation form \(in English\)](#)
- [Study progress confirmation form](#)
- [Study progress confirmation form in English](#)
- [Print the request form](#)
- [Submit electronic application to Study Department](#)
- [Contact centre](#)
- [My excuse notes](#)
- [Course evaluation by students](#)

## 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        | <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"/> |

- [Back to My studies](#)
- [Back to Course catalogue](#)
- [Back to Personal administration](#)

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.

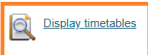
| Sel.                                | Code   | Name  | Fac. | Com.  | Crd. |
|-------------------------------------|--------|---|------|-------|------|
| <input checked="" type="checkbox"/> | 1FU251 | <a href="#">Accounting I.</a>                             | FFU  | Exm E | 6    |
| <input type="checkbox"/>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

- [Back to My studies](#)
- [Back to Course catalogue](#)
- [Back to Personal administration](#)

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.  | Crđ. | Lang. | Group | Category | Type | Timetable  | Entered on          | Prerequisites |
|--------------------------|-------|--------|--|------|--------|-------|------|-------|-------|----------|------|--|---------------------|---------------|
| <input type="checkbox"/> |       | 1FU251 | Accounting I.                            | FFU  |        | Exm E | 6    | eng   | oP    | 1        |      | Select   | 15/06/2019 16:07:45 |               |
| <input type="checkbox"/> |       | 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 |               |
| <input type="checkbox"/> |       | 2AJ251 | Czech for Foreigners 3 (A2)              | FMV  |        | Crđ E | 3    | eng   | oJP   | 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  |        | Exm E | 6    | eng   | oP    | 1        |      | Se Wed 14:30-16:00 RB 435 Every week<br>Le Thu 11:00-12:30 RB 209 Every week | 15/06/2019 16:07:12 |               |
| <input type="checkbox"/> |       | 2MO352 | International Business Operations        | FMV  |        | Exm E | 6    | eng   | oP    | 1        |      | Se Thu 14:30-16:00 RB 435 Every week<br>Le Thu 16:15-17:45 SB 335 Every week | 15/06/2019 16:08:02 |               |
| <input type="checkbox"/> |       | 4ST601 | Statistics                               | FIS  |        | Exm E | 6    | eng   | oP    | 1        |      | Se Fri 12:45-14:15 SB 206 Every week<br>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<br>5EN153 Basic<br>Macroeconomics (1,1,2)<br>L. A. Měsíček  |             |   |             |  |             |
| Tue |             |  |             |             |  |  |             |   |             |  |             |
| Wed |             |  |             |             |  | NB 471<br>2AJ251 Czech for Foreigners 3<br>(A2)<br>M. Auerspergová |             | RB 435<br>2MO252 Doing business in<br>globalized environment<br>G. Bhasin |             |  |             |
| Thu |             |  |             |             | RB 209<br>2MO252 Doing business in<br>globalized environment (4)<br>R. Čajka |  |             | RB 435<br>2MO352 International Business<br>Operations<br>E. Křenková      |             | SB 335<br>2MO352 International Business<br>Operations (3)<br>V. Hrnčík |             |
| Fri |             | NB D<br>4ST601 Statistics<br>K. Hejman |             |             |  | SB 206<br>4ST601 Statistics<br>O. Šimpach                          |             |   |             |  |             |

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 |
|----------------------------------|----------|-------------|---------|------------|--------|----------|--|------|
| <input checked="" type="radio"/> | Tuesday  | 14:30-16:00 | Lecture | Every week | SB 240 | 87/110   | <a href="#">doc. Ing. Marcela Zárybnická Žárová, C.Sc.</a> |      |
| <input type="radio"/>            | Tuesday  | 16:15-17:45 | Seminar | Every week | RB 435 | 30/30    | <a href="#">Ing. Mariana Peprníčková, Ph.D.</a>            |      |
| <input type="radio"/>            | Tuesday  | 18:00-19:30 | Seminar | Every week | RB 435 | 23/30    | <a href="#">Ing. Mariana Peprníčková, Ph.D.</a>            |      |
| <input checked="" type="radio"/> | Thursday | 18:00-19:30 | Seminar | Every week | RB 435 | 9/25     | <a href="#">Ing. Mariana Peprníčková, Ph.D.</a>            |      |
| <input type="radio"/>            | Friday   | 09:15-10:45 | Seminar | Every week | RB 112 | 25/25    | <a href="#">Ing. Jan Svitlík, Ph.D.</a>                    |      |



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

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





# Integrated Study Information System

Sep 4, 2019 4:16 p.m. Jindřiška

- [Back to My studies](#)
- [Back to Course catalogue](#)
- [Back to Personal administration](#)

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 |
|--------------------------|-------|--------|--|------|--------|-------|------|-------|-------|----------|------|--|---------------------|---------------|
| <input type="checkbox"/> |       | 1FU251 | <a href="#">Accounting I.</a>                            | FFU  |        | Exm E | 6    | eng   | oP    | 1        | N    | Se Thu 18:00-19:30 RB 435 Every week<br>Le Tue 14:30-16:00 SB 240 Every week | 15/06/2019 16:07:45 |               |
| <input type="checkbox"/> |       | 5EN153 | <a href="#">Basic Macroeconomics</a>                     | NF   |        | Exm E | 4    | eng   | oP    | 1        | N    | Le Mon 12:45-14:15 SB 303 Every week   | 15/06/2019 16:06:22 |               |
| <input type="checkbox"/> |       | 2AJ251 | <a href="#">Czech for Foreigners 3. (A2)</a>             | FMV  |        | Crd E | 3    | eng   | oJP   | 1        | N    | Se Wed 12:45-14:15 NB 471 Every week   | 15/06/2019 16:09:23 |               |
| <input type="checkbox"/> |       | 2MO252 | <a href="#">Doing business in globalized environment</a> | FMV  |        | Exm E | 6    | eng   | oP    | 1        | N    | Se Wed 14:30-16:00 RB 435 Every week<br>Le Thu 11:00-12:30 RB 209 Every week | 15/06/2019 16:07:12 |               |
| <input type="checkbox"/> |       | 2MO352 | <a href="#">International Business Operations</a>        | FMV  |        | Exm E | 6    | eng   | oP    | 1        | N    | Se Thu 14:30-16:00 RB 435 Every week<br>Le Thu 16:15-17:45 SB 335 Every week | 15/06/2019 16:08:02 |               |
| <input type="checkbox"/> |       | 4ST601 | <a href="#">Statistics</a>                               | FIS  |        | Exm E | 6    | eng   | oP    | 1        | N    | Se Fri 12:45-14:15 SB 206 Every week<br>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 |
|-------------------------------------|-------|--------|--|------|--------|-------|------|-------|-------|----------|------|--|---------------------|---------------|
| <input checked="" type="checkbox"/> |       | 1FU251 | <a href="#">Accounting I.</a>                            | FFU  |        | Exm E | 6    | eng   | oP    | 1        | N    | Se Thu 18:00-19:30 RB 435 Every week<br>Le Tue 14:30-16:00 SB 240 Every week | 15/06/2019 16:07:45 |               |
| <input type="checkbox"/>            |       | 5EN153 | <a href="#">Basic Macroeconomics</a>                     | NF   |        | Exm E | 4    | eng   | oP    | 1        | N    | Le Mon 12:45-14:15 SB 303 Every week   | 15/06/2019 16:06:22 |               |
| <input type="checkbox"/>            |       | 2AJ251 | <a href="#">Czech for Foreigners 3. (A2)</a>             | FMV  |        | Crd E | 3    | eng   | oJP   | 1        | N    | Se Wed 12:45-14:15 NB 471 Every week   | 15/06/2019 16:09:23 |               |
| <input type="checkbox"/>            |       | 2MO252 | <a href="#">Doing business in globalized environment</a> | FMV  |        | Exm E | 6    | eng   | oP    | 1        | N    | Se Wed 14:30-16:00 RB 435 Every week<br>Le Thu 11:00-12:30 RB 209 Every week | 15/06/2019 16:07:12 |               |
| <input type="checkbox"/>            |       | 2MO352 | <a href="#">International Business Operations</a>        | FMV  |        | Exm E | 6    | eng   | oP    | 1        | N    | Se Thu 14:30-16:00 RB 435 Every week<br>Le Thu 16:15-17:45 SB 335 Every week | 15/06/2019 16:08:02 |               |
| <input type="checkbox"/>            |       | 4ST601 | <a href="#">Statistics</a>                               | FIS  |        | Exm E | 6    | eng   | oP    | 1        | N    | Se Fri 12:45-14:15 SB 206 Every week<br>Le Fri 09:15-10:45 NB D Every week   | 15/06/2019 16:06:53 |               |

Remove the selected courses

Key: required elective optional

# 3 Student's Portal during the Semester

During the semester, teachers can distribute topics (for term papers, presentations, etc.) among students, publish teaching materials (texts, audio recordings, sample tests), points, attendance and students can submit required outcomes (e.g. assignments). The use of specific tools is always up to the teacher. During the first week of the course, the teacher will let you know which tools he or she is going to use to communicate with you.

## 3.1 Topic Distribution through InSIS

To register for topics (e.g. term papers), go to the *Student's Portal* and select *List of topics*.

### Student's portal

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

|                                      |                                |  |                                     |                                   |
|--------------------------------------|--------------------------------|--|-------------------------------------|-----------------------------------|
| <a href="#">My studies</a>           | <a href="#">E-study record</a> | <a href="#">My schoolmates</a>         | <a href="#">Study details</a>       | <a href="#">Map of my study</a>   |
| <a href="#">Course e-plans</a>       | <a href="#">List of topics</a> | <a href="#">Coursework submissions</a> | <a href="#">Plan progress check</a> | <a href="#">My lectures sheet</a> |
| <a href="#">My favourite courses</a> |                                |  |                                     |                                   |

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<br>International Business<br>full-time | enrolled          |                           |                         |                    |

If the teacher lists but does not open the topic package to sign up for, you will see it at the bottom of the page in the *Closed storages of topics*. Topics open to enroll into are in *Where can I enroll in* section. Click on the details to see specific topics.

|                                      |                                |  |                                     |                                   |
|--------------------------------------|--------------------------------|--|-------------------------------------|-----------------------------------|
| <a href="#">My studies</a>           | <a href="#">E-study record</a> | <a href="#">My schoolmates</a>         | <a href="#">Study details</a>       | <a href="#">Map of my study</a>   |
| <a href="#">Course e-plans</a>       | <a href="#">List of topics</a> | <a href="#">Coursework submissions</a> | <a href="#">Plan progress check</a> | <a href="#">My lectures sheet</a> |
| <a href="#">My favourite courses</a> |                                |  |                                     |                                   |

[Course topics](#)   [Final theses topics](#)

Package of topics is a group of related topics. Individual topics are placed in the particular package of topics. Use this application to sign up for the given topics of courses you attend, to display the packages filed for individual courses and then topics inside those packages and their details.

In all tables stated below the column Register until represents the deadline up to which it is possible to register for a topic in the respective package of topics. As soon as the date is over, the package is closed. Information in the column Number of topics defines the number of students registered/number of topics offered.

#### Where have I enrolled in?

This table shows you the packages of topics where you have signed up for a topic. See the selected topic in column Topic. 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 |
|-------------------------|-----------------|---------------|----------------|------------------|-------|-----------|---------|
| No suitable data found. |                 |               |                |                  |       |           |         |

#### 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_Ondfej_Sankot_Ph.D. |         |

#### Rejections

This table shows the packages of topics where your teacher rejected your sign-up for a topic, and so far you have not signed up for any other topic. 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 |
|-------------------------|-----------------|---------------|----------------|------------------|-------|-----------|---------|
| No suitable data found. |                 |               |                |                  |       |           |         |

Choose the topic you want to sign up for (sometimes you will be able to key in your own topic, then the *Propose topic* button would be available)...

[Course topics](#)   [Final theses topics](#)

Package of topics is a group of related topics. Individual topics are placed in the particular package of topics. Use this application to sign u for the given topics of courses you attend, to display the packages filed for individual courses and then topics inside those packages an their details.

#### 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. Colum Registered shows number of students currently registered. After clicking on the icon in the column Details you can get to the detaile 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 | <a href="#">Ing. Ondřej Sankot, Ph.D.</a> | 1-3                  | 3          | ➔       |
|       | Regulation of globalization        | <a href="#">Ing. Ondřej Sankot, Ph.D.</a> | 1-3                  | 2          | ➔       |
|       | State intervention in the economy  | <a href="#">Ing. Ondřej Sankot, Ph.D.</a> | 1-3                  | 3          | ➔       |

#### Key:

● sign-up approved.

... and sign up for the chosen topic.

[Course topics](#) [Final theses topics](#)

Package of topics is a group of related topics. Individual topics are placed in the particular package of topics. Use this application to sign up for the given topics of courses you attend, to display the packages filed for individual courses and then topics inside those packages and their details.

**Topic - Regulation of globalization**

**Title of schedule 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  
**Project participants:** 3  
**Note:** -- not entered --  
**Summary:** Perspective narrow topics e.g. trade barriers, regulation of migration, leaving the EU

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

**Sign up or sign off from topic**

This table shows students registered to the selected topic. To sign up or sign off from a topic use the button below. You can sign up for a topic on condition the deadline has not expired and the topic is not fully taken.

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

[Sign up for topic](#)

**Key:**

sign-up approved.

- [Back to List of topics](#)
- [Back to List of groups of topics](#)
- [Back to Personal administration](#)

## 3.2 Coursework Submissions

Coursework submissions are again a part of the *Student's portal*, and teachers can use them to collect outcomes from students (e.g. term paper) in an electronic form.

### 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<br>International Business<br>full-time | enrolled          |                           |                         |                    |

You can find the open coursework submissions in *Where can I submit my papers* section.

- [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 application used for submitting papers and projects is a room reserved by a teacher for the students where they can individually or in groups submit their homework, case studies, projects or other assignments. Each coursework submission is limited in time and set up for the individual seminars or centrally for the whole course.

The table shows all submission places that have been set up for the courses you attend in the current period. The "Open till" column defines when the coursework submission is closed. In the next column you can see the name of a set of topics and a list of topics you have signed up for and which have been approved by the teacher. A coursework submission is linked to the whole course. In the "Files" column you can see how many files you have entered to the coursework submission. Click on the icon in column "Instructions" to see the instructions entered by the teacher for the coursework submission.

The following table shows the coursework submission open for inserting files. To insert files to a particular coursework submission use the arrow in the Insert files column.

**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.

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:

Description:



...submit it...

**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  |            |  |

Remove file

 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.

Submit files

... and *Confirm submission*. Do not forget about this last step, the professor will not see the file and will not consider it to be submitted properly unless you confirm the submission.


#### 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:

Confirm submission

A properly submitted file looks as follows:


#### 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.

 **Your files have been submitted.**

- [Back to Enter files](#)
- [Back to List of coursework submissions](#)
- [Back to Personal administration](#)

### 3.3 Course E-materials





The professor can upload the learning materials (text, audio, sample tests) to InSIS. You can find them in *Course e-plans* section.

#### 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<br>International Business<br>full-time | enrolled          |  |  |  |

Select the course...

## Student's portal

Study – **FMV B-CR pres [term 1, 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](#)

### eLearning plans

eLearning plan is a list of activities which the student should complete for the given course during his/her study. It may involve e.g. learning the study documents or writing a practice test. The individual activities can appear in the plan successively depending on the amount of time required for their completion, or they may be available without sequence.

The table shows all the eLearning plans you can access. Click on the "Enter" icon to display the individual activities in the plan. Click on link "Statistics" to display information about all your operations in the selected plan.

| Course title  | Name of plan                | Filed by                    | Filed      | Details | Statistics | Enter |
|---|-----------------------------|-----------------------------|------------|---------|------------|-------|
| <a href="#">English for Economics Studies 2 (B2/C1)</a> | 2AJ212                      | <a href="#">M. Kusinová</a> | 16/09/2019 |         |            |       |
|   | 2AJ212 - Course Information | <a href="#">M. Kusinová</a> | 16/09/2019 |         |            |       |
|   | Grammar Guide               | <a href="#">M. Kusinová</a> | 16/09/2019 |         |            |       |
|   | 2AJ211                      | <a href="#">M. Kusinová</a> | 16/09/2019 |         |            |       |

[Back to Personal administration](#)

...module...

### eLearning plan 2AJ212

The list contains all activities of the individual modules in the plan 2AJ212. Click on the name or the icon of the plan to display its contents. Use the following menus to display the individual modules and activities. If there is the retrospective viewing of activities function activated for the plan, you can tick the "all closed" item in the first menu to display the activities that have taken place. To display the activities that are not active yet use the "all that have not taken place" option. Again this function must be activated by the plan administrator; if they are not they may not be available. Students should complete all activities in bold and with exclamation mark.

Select module:  Restrict to activities:  Type of display:

### Základní modul

[English for Business and Economics Units 7 - 12](#)

...and a particular material.



- English for Business and Economics Units
- Contents
- Unit 7 - Negotiating
- Unit 8 - Banking and financial products
- Unit 9 - Government and taxation
- Unit 10 - Reports and Graphs
- Unit 11 - International Trade and globali
- Unit 12 - CSR and fair trade
- Extra exercises

Vysoká škola ekonomická v Praze  
Fakulta mezinárodních vztahů  
Katedra anglického jazyka



English for Business and Economics Units 7 - 12

### 3.4 Attendance and Points

Teachers may enter attendance and points from ongoing activities, tests and oral examinations into InSIS. You can find them in *My lectures sheet*.

#### 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<br>International Business<br>full-time | enrolled          |                           |                         |                    |

Attendance is recorded in the timetable section (click on the *Key* for explanations). Click on the black arrow in the *Next* section to proceed to the point sheet.

- [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 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. | 7. | 8. | 9. | 10. | 11. | 12. | 13. |          |         | Other |     |
| 2AJ153 Intensive Czech for Foreigners                        | 2AJ153 Se Thu 09:15-12:30 RB 338 Every week  |                |    |    |    |    |    |    |    |    |     |     |     |     |          |         |       | - - |
| 3MA683 Introduction to International Business Communications | 3MA683 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  |                |    |    |    |    |    |    |    |    |     |     |     |     |          | →       |       | - - |
| 4ST601 Statistics  | 4ST601 Le Fri 09:15-10:45 NB D Every week<br>4ST601 Se Wed 12:45-14:15 SB 202 Every week             |                |    |    |    |    |    |    |    |    |     |     |     |     |          | →       |       | - - |
| 2SE252 World Economy   | 2SE252 Le Tue 14:30-17:45 Vencovského aula Every week<br>2SE252 Se Thu 07:30-09:00 NB 470 Every week | ✔              | ✔  | ✔  | ✔  | ✔  | ✔  | ✔  | ✔  | ✔  | ✔   | ✔   | ✔   | ✔   | ✔        | →       |       | - - |

Key (click to show/hide)

[Back to Personal administration](#)

## Course - 2SE252 World Economy

Here find a overview of assessment sheets which the teacher records for you about. With adding sheets only the figures in blue get added (figures stated in correct form).

### Sheets from seminars - 2SE252 Se Thu 07:30-09:00 NB 470 Every week

Activity

| Grouping | 1 | 2   | 3   | 4 | 5 | 6 | 7 | 8 | 9 | 10  | 11 | 12  | 13 | Total |
|----------|---|-----|-----|---|---|---|---|---|---|-----|----|-----|----|-------|
|          | 1 | 0.5 | 1.5 | 1 |   | 2 |   |   |   | 2.5 |    | 0.5 |    | 8     |

- [Back to course overview](#)
- [Back to Personal administration](#)

## 3.5 Registering for Examinations



Information on the evaluation, recognition, excuse and classification of courses can be found [here](#).

Registration for exams is also done via InSIS.

### Student's portal

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

|                                      |                                |  |                                     |                                   |
|--------------------------------------|--------------------------------|--|-------------------------------------|-----------------------------------|
| <a href="#">My studies</a>           | <a href="#">E-study record</a> | <a href="#">My schoolmates</a>         | <a href="#">Study details</a>       | <a href="#">Map of my study</a>   |
| <a href="#">Course e-plans</a>       | <a href="#">List of topics</a> | <a href="#">Coursework submissions</a> | <a href="#">Plan progress check</a> | <a href="#">My lectures sheet</a> |
| <a href="#">My favourite courses</a> |                                |  |                                     |                                   |

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<br>International Business<br>full-time | enrolled          |                           |                         |                    |

Select the date and the course you would like to sign up for an exam in...

#### 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<br>26/07/2020 17:00              |         |          |

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

...and *Register for the exam date* (single arrow leads to an confirmation interface, double arrow registers you for the exam right away).

#### Register for exam date

This application allows students to register for exams, preliminaries and other events. If you have any problems or questions, please contact your [system integrator](#).

**Exam date for course:** [Introduction to Law](#)  
**Exam date announced by:** [doc. JUDr. Nicole Grmelová, Ph.D.](#)  
**Kind of exam sitting:** continuous test 1  
**Form of exam date:** written  
**Duration of event:** 90 minutes  
**Type of exam sitting:** first sit  
**Date of exam:** 22/10/2019, 09:15 (Tue)  
**Venue:** RB 209 (Z1)  
**Student registration since:** -- not entered --  
**Students registration until:** 22/10/2019, 08:00 (Tue)  
**Students unregistration until:** 22/10/2019, 08:00 (Tue)  
**Just registered for exam date:** 10  
**The exam date limit:** 45  
**Reserve:** not set  
**Programme:** -- not entered --  
**Form of study:** -- not entered --  
**Character of study:** usual  
**Place of teaching:** -- not entered --  
**Group of students:** all groups  
**Tests for the exam date:** -- not entered --  
**Note:** Please remember to bring your ISIC card, ID or Passport for the mid-term test. The use of electronic devices is not authorized. If you need a dictionary, only official printed dictionaries may be used.

[Register for exam date](#)

- [Back to List of exam sittings](#)
- [Back to my studies](#)
- [Back to Personal administration](#)

### 3.6 Extra-Semester Courses



More on intensive and extra-semester courses is to be found [here](#).

Extra-semester courses are courses that do not follow the standard academic year schedule. These include intensive courses of visiting professors, sports courses, but also defenses of bachelor theses or final state examinations.

#### 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<br>International Business<br>full-time | enrolled          |                           |                         |                    |

Mark the selected course and **Add** it. For extra-semester courses, the schedule is fixed.

**Extra-semesteral courses you may enroll in currently**

The following table shows the list of extra-semesteral courses whose registration period is in progress. Select the courses you want to register and click on the "Add selected courses" button. Potential timetable items will be selected automatically. It is possible to edit the timetable in section Confirmed registration of extra-semesteral courses in column Timetable.

| Set.                     | Code   | Course  | Study period        | Com.  | Crd. | Course supervisor              | Institute | Limit | Registration from<br>Note | Registration till<br>Note | Teaching since<br>Note | Teaching till<br>Note |
|--------------------------|--------|---|---------------------|-------|------|--------------------------------|-----------|-------|---------------------------|---------------------------|------------------------|-----------------------|
| <input type="checkbox"/> | ZOBP   | Bachelor Thesis Defence   | WS 2019/2020 - FMV  | Exm E | 3    | doc. Ing. Pavel Hnáč, Ph.D.    | FMV       | -     | 01.09.2019                | 17.02.2020                | 01.09.2019             | 17.02.2020            |
| <input type="checkbox"/> | TVSUZ1 | Credit Recognition of PE from other faculties or universities.1 | WS 2019/2020 - CTVS | Crd E | 0    | Mgr. Tomáš Páchl               | CTVS CP   | -     | 16.09.2019 08:00          | 29.01.2020 15:00          | 16.09.2019 08:00       | 29.01.2020 15:00      |
| <input type="checkbox"/> | TVSUZ2 | Credit Recognition of PE from other faculties or universities.2 | WS 2019/2020 - CTVS | Crd E | 0    | Mgr. Tomáš Páchl               | CTVS CP   | -     | 16.09.2019 08:00          | 29.01.2020 15:00          | 16.09.2019 08:00       | 29.01.2020 15:00      |
| <input type="checkbox"/> | TVSOZ1 | Health Exemption from PE 1                                      | WS 2019/2020 - CTVS | Crd E | 0    | Mgr. Tomáš Páchl               | CTVS CP   | -     | 16.09.2019 09:00          | 29.01.2020 15:00          | 16.09.2019 09:00       | 29.01.2020 15:00      |
| <input type="checkbox"/> | TVSOZ2 | Health Exemption from PE 2                                      | WS 2019/2020 - CTVS | Crd E | 0    | Mgr. Tomáš Páchl               | CTVS CP   | -     | 16.09.2019 09:00          | 29.01.2020 15:00          | 16.09.2019 09:00       | 29.01.2020 15:00      |
| <input type="checkbox"/> | IBB    | International Business  | WS 2019/2020 - FMV  | Exm E | 3    | prof. Ing. Hana Machková, CSc. | KMO FMV   | -     | 01.09.2019                | 17.02.2020                | 01.09.2019             | 17.02.2020            |
| <input type="checkbox"/> | 2RU206 | Russian for Economists 6 (B2/C1)                                | WS 2019/2020 - FMV  | Exm E | 3    | PhDr. Martin Elija, Ph.D.      | KRUJ FMV  | -     | 10.09.2019                | 30.09.2019 23:59          | 16.09.2019             | 30.12.2019 23:59      |
| <input type="checkbox"/> | TVSOS1 | Sports Exemption from PE 1                                      | WS 2019/2020 - CTVS | Crd E | 0    | Mgr. Tomáš Páchl               | CTVS CP   | -     | 16.09.2019 09:00          | 29.01.2020 15:00          | 16.09.2019 09:00       | 29.01.2020 15:00      |
| <input type="checkbox"/> | TVSOS2 | Sports Exemption from PE 2                                      | WS 2019/2020 - CTVS | Crd E | 0    | Mgr. Tomáš Páchl               | CTVS CP   | -     | 16.09.2019 08:00          | 29.01.2020 15:00          | 16.09.2019 08:00       | 29.01.2020 15:00      |

Add selected courses

### 3.7 Final Thesis



More information about the terms, conditions and schedule of the final (bachelor or master) theses can be found on the [FIR website](#).

After the supervisor has inserted the preliminary topic into InSIS, you will see the *Final thesis* icon in *My studies* section.

- [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 | Final thesis |
|----------------------------------|---------|---|----------------------------|---------------------------|-------------------------|--------------------|--------------|
| <input checked="" type="radio"/> | FMV     | International Economic Relations<br>International Business<br>full-time | enrolled                   |                           |                         |                    |              |
| <input type="radio"/>            | FMV     | International Economic Relations<br>International Business<br>full-time | study requirements not met |                           |                         |                    |              |

**Support of the selected study**

Application on support of the selected study.

- [Personal timetable](#)
- [Academic calendar \(weeks overview\)](#)
- [Academic year schedule](#)
- [Contact departments](#)
- [Print enrollment sheet](#)
- [Study confirmation form](#)
- [Study confirmation form \(in English\)](#)
- [Study progress confirmation form](#)
- [Study progress confirmation form in English](#)
- [Print the request form](#)
- [Submit electronic application to Study Department](#)
- [Contact centre](#)
- [My excuse notes](#)
- [Course evaluation by students](#)

When the supervisor approves the final version of the thesis, you will submit not only the thesis itself (*Insert the thesis and appendices*), but also additional information i.e. abstract and keywords (*Insert additional information*) into InSIS.

 **Thesis has not been entered** – Final thesis has not been entered in the information system.

[Display and download files](#) (click to display/hide Help)



[Instructions  
for  
submission  
of final  
thesis](#)



[Situation  
check](#)



[Display the  
assignment  
form](#)



[Display  
additional  
information](#)



[Release  
postponement](#)

[Editing application](#) (click to display/hide Help)



[Insert  
additional  
information](#)



[Insert the  
thesis and  
the  
appendices](#)



[Thesis  
submission](#)

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

### 3.8 Study Record



Information on the evaluation, recognition, excuse and classification of courses can be found [here](#).

The results of the studied courses can be seen in the application *E-study record*.

#### 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<br>International Business<br>full-time | enrolled          |                           |                         |                    |

- [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](#)

- [Current basic overview](#)
- [Basic overview for the whole study](#)
- [Statistical information for the whole study](#)
- [Current detailed overview](#)
- [Detailed overview of the whole study](#)
- [Credit statistics](#)
- [Study results comparison](#)

Use this application to display various information and overviews of your running course of study.

Next, see the detailed overview of your study results in the selected period. Click on the number to view your past exam settings.

WS 2019/2020 - FMV:

| Code   | Course  | Compulsory | Lang. | Com.  | Attempt | Result | Entered | Entered by | ECTS | Group | Credits | Type | Learning outcomes and cor |
|--------|---|------------|-------|-------|---------|--------|---------|------------|------|-------|---------|------|---------------------------|
| 5HD396 | America from Independence to Financial Crisis_Special Topics in U.S. Economic History |            | eng   | Exm E |         |        |         |            |      | oV2   |         |      |                           |
| 22F300 | Bachelor's Thesis Seminar   |            | cz    | Exm E |         |        |         |            |      | oP    |         |      |                           |
| 2AJ355 | Czech for International Business 1 (B1)   |            | eng   | Crd E |         |        |         |            |      | oJP   |         |      |                           |
| 2MO348 | Introduction to the Shopping Centre management  |            | eng   | Exm E |         |        |         |            |      | oV    |         |      |                           |
| 2SM309 | Migration in International Relations  |            | eng   | Exm E |         |        |         |            |      | oV2   |         |      |                           |
| 2OP352 | Retail Marketing  |            | eng   | Exm E |         |        |         |            |      | oP    |         |      |                           |
| 4ST001 | Statistics  |            | eng   | Exm E |         |        |         |            |      | oP    |         |      |                           |
| 2SE252 | World Economy   |            | eng   | Exm E |         |        |         |            |      | oP    |         |      |                           |

### 3.9 Study Plan Progress

You can check the fulfillment of your study plan in the application *Plan progress check*.

#### 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<br>International Business<br>full-time | enrolled          |                           |                         |                    |

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

Study: **FMV B-ME-IB pres [term 7, E]**  
 Credits: **111 obtained out of 180 of compulsory (MISSING 69 crd.)**  
 Initial academic year: **WS 2016/2017 - FMV**  
 Type of study system: **E**

Key:

| State                | Description   |
|----------------------|---|
| <b>FULFILLED</b>     | The course has been successfully completed.   |
| <b>NOT FULFILLED</b> | You failed the course or you are still attending it (the course has not been accomplished). ATTENTION. The same mark has the course which has been accomplished, but is placed in a different group. Ask your Study Department officer to move the course to the correct group. |
| <b>NOT ENROLLED</b>  | The course has not been attended yet.   |
| <b>ENROLLED</b>      | 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](#).

### Groups of courses for the entire plan

| Code   | Course title  | Mode of completion | Credits | Enrolled | State                         |
|--------|---|--------------------|---------|----------|-------------------------------|
| TVSBAS | <b>cTVS2 - Tělesná výchova - volitelné (t: 3)</b><br>A group of optional courses<br>Basketball                              | Crd E              | 0       | 1x       | <b>NOT FULFILLED</b>          |
| 2RO121 | <b>oJP - Jazykový předmět povinný (t: 1)</b><br>A group of elective courses (min. 18 crd.)<br>Basic French for Economists I | Crd E              | 3       | 1x       | <b>FULFILLED (07/01/2018)</b> |
| 2RO101 | Basic French for Economists 1 (A0/A1)   | Crd E              | 3       | 1x       | <b>NOT FULFILLED</b>          |

## 3.10 Study Confirmation

You can generate a study confirmation at home or in the library...in the Student's portal, button: *Print of documents*.

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

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 Trade full-time | enrolled          |                           |                         |                    |

#### Support of the selected study

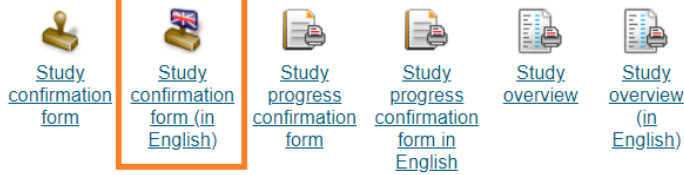
Application on support of the selected study.

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

You can generate a confirmation electronically confirmed (section Printing of electronically sealed documents) or for confirmation by your study coordinator (section Print of documents).

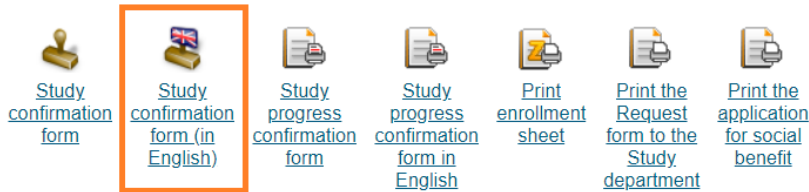
### Print electronically sealed documents

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.



### Print of documents

Use the following icons to print study documents.



- [Back to my College](#)
- [Back to Personal administration](#)

If you select Study confirmation, which must be confirmed by your coordinator, InSIS will generate the confirmation as a pdf.

If you select an electronically sealed document, you will find it in your *Document Storage*. This may take some time.

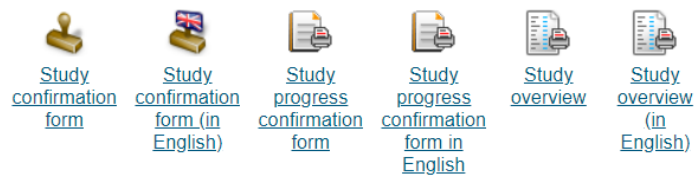
### Print electronically sealed documents

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.



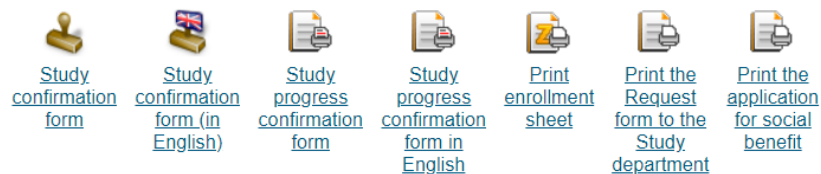
**Electronic study confirmation was successfully created.**

- Now it is waiting for electronic signature and in an hour it will be in the [Document storage](#) application.



### Print of documents

Use the following icons to print study documents.





[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 |
|--------|---------|-------------------------------|-------------------|---------------------------|-------------------------|--------------------|
|        | FMV     | International Trade full-time | enrolled          |                           |                         |                    |

#### 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 of documents](#)   
 [Document storage](#)   
 [Course evaluation by students](#)

Download the document as a pdf.

### 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.

Study:

Display:  [Language of the document](#)     [Note](#)     [Created](#)     [Created by](#)

| Document  | File                                   | E-signature | Note | Size         | Download |
|---|--|-------------|------|--------------|----------|
| Study confirmation form (electronic version)        | stud_potvrzeni_studium_el_90661        |             |      | 0 kiB        |          |
| Study confirmation form (electronic version)        | stud_potvrzeni_studium_el_90642        |             |      | 0 kiB        |          |
| Study confirmation form (electronic version)        | stud_potvrzeni_studium_el_90641        |             |      | 0 kiB        |          |
| <b>Study confirmation form (electronic version)</b> | <b>stud_potvrzeni_studium_el_90627</b> |             |      | <b>0 kiB</b> |          |
| <b>Study confirmation form (electronic version)</b> | <b>stud_potvrzeni_studium_el_90624</b> |             |      | <b>0 kiB</b> |          |
| Decision on scholarship grant                       | stud_prizn_stip_84004                  |             |      | 0 kiB        |          |
| Decision on scholarship grant                       | stud_prizn_stip_79971                  |             |      | 0 kiB        |          |


**Key** (click to show/hide)

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

The authenticity of the signature can be verified in separate applications for viewing the PDF file, e.g. Acrobat Reader. When you view the file in a Web browser, you cannot verify the validity of the digital signature.

It is possible that you will be required to present a printed certificate of study. In this case, you can upload the PDF file to the CzechPoint depository, go to the CzechPoint contact point (post office, most municipal authorities) and have an officially certified copy of the certificate of study printed out for a small fee.

### 3.11 Electronic Application to the Study Department







Information about extension, interruption or termination of your studies can be found [here](#).

Applications to the Study Department (e.g. for interruption of study) are again submitted via InSIS, using the *Contact centre*.










- [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  |
|---|---------|-------------------------------|-------------------|---|--|---|
|  | FMV     | International Trade full-time | enrolled          |  |  |  |






#### 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 of documents](#)
-   
[Document storage](#)
-   
[Course evaluation by students](#)

#### Study financing and scholarships

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

-   
[Study financing](#)
-   
[Accommodation benefit application form](#)
-   
[Paid-out scholarships](#)
-   
[Bank accounts](#)
-   
[Orders](#)

You create a new application (if you already have an application in the contact centre, it is necessary to switch from the *My queries* section to *Searching for a solution* section to submit another application)...

## Contact centre

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.

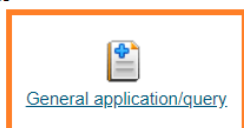
### Search in a knowledge database

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



- [Back to student's portal](#)
- [Back to Personal administration](#)

Fill in the subject and text (orange-colored fields are mandatory in InSIS, white-colored fields are optional), in justified cases attach an electronic attachment (e.g. doctor's note) and submit the application.

### General application/query

Contact centre:

#### Query subject



#### Application/query text



#### Attachments

|              |                      |       |  |                |
|--------------|----------------------|-------|--|----------------|
| Description: | <input type="text"/> | File: | <input type="button" value="Choose File"/> | No file chosen |
| Description: | <input type="text"/> | File: | <input type="button" value="Choose File"/> | No file chosen |
| Description: | <input type="text"/> | File: | <input type="button" value="Choose File"/> | No file chosen |
| Description: | <input type="text"/> | File: | <input type="button" value="Choose File"/> | No file chosen |
| Description: | <input type="text"/> | File: | <input type="button" value="Choose File"/> | No file chosen |






For your queries, you can view the *comments* that the study department gave you about them, you can *change the text, attachments*, or you can *select the query* and then *delete* it.

## Contact centre

[My queries \(1\)](#)   [Searching for solution](#)

[Unprocessed queries](#)   [Processed queries](#)

The table contains your submitted queries which have not been solved yet. In column Comments you can communicate with a query solver. You will be informed about new commentaries in column New.

| Sel.                     | State   | Subject               | Competent person | Submitted        | Process by       | Query conclusion | Last change      | Comments |     |         | Actions   |
|--------------------------|---|-----------------------|------------------|------------------|------------------|------------------|------------------|----------|-----|---------|---|
|                          |   |                       |                  |                  |                  |                  |                  | Total    | New | Display |   |
| <input type="checkbox"/> |  | Interruption of study |                  | 05/07/2020 12:08 | -- not stated -- |                  | 05/07/2020 12:08 | 0        |     |         |     |

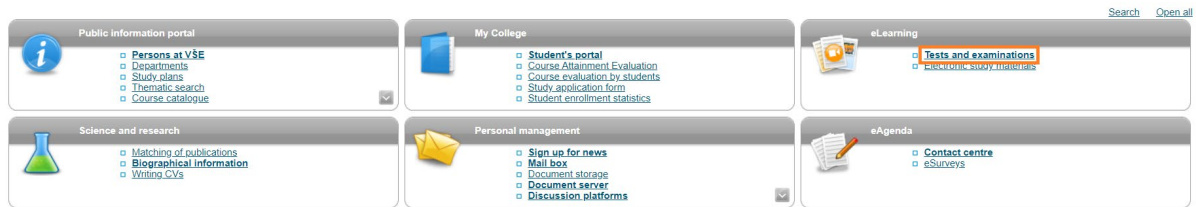
**Key** (click to show/hide)

You can delete marked unsolved queries.

**Follow the comments that the study department makes to your application. Usually, this is a request for you to add something to your application without which your request cannot be processed.**

## 4 E-tests in InSIS

Should the professor use an electronic test in InSIS, you can find it on the main page of the information system (*Personal Administration*), in the *eLearning* section, under the link *Tests and examinations*.



The conditions for the test are set by the professor. The test can be taken in a specific (computer) classroom of the University of Economics, or at home. The test can be tied to registration for a specific exam date, or only limited by a specified time.

To open the test, use the arrow in the *Start writing test* section.

The test is saved continuously. After the time specified by the professor, the test is saved for the last time and submitted.

For test results, click on the *Submitted tests* button. Closed-ended questions will be evaluated by InSIS immediately after taking the test, open-ended questions must be evaluated manually by the professor.

### Tests and examinations

[Tests to do](#)   [Submitted tests](#)

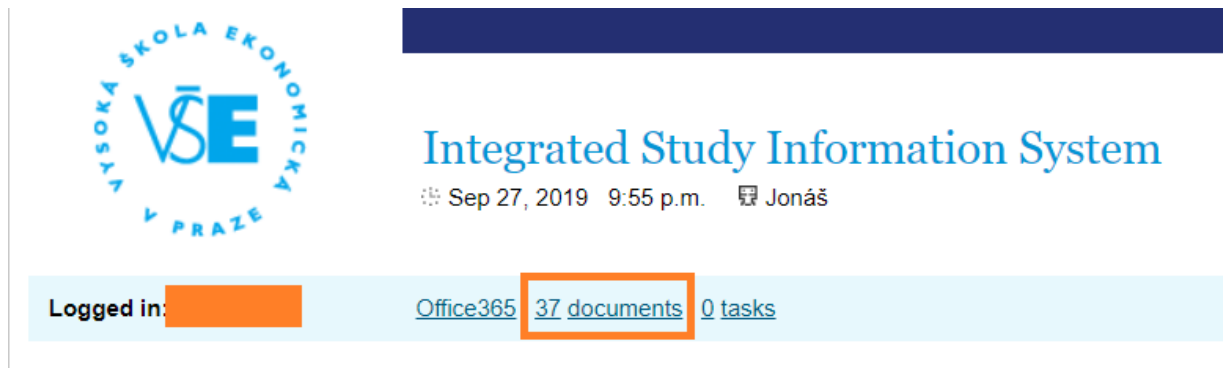
The list contains all tests available to you. If you can see no test and you are absolutely certain that at this particular time you are supposed to take a test, please contact the person in charge - system integrator, teacher - without further delay. To take the exam click on the relevant icon. This transaction is irreversible, from that moment on the test will be considered in progress. Unless no time limit for completing the test is specified, then the time is defined by the test designer.

| State | Name of test   | Description | Type             | Duration   | Administrator     | Note | Start writing test |
|-------|--|-------------|------------------|------------|-------------------|------|--------------------|
| ●     | Mezinárodní ekonomie: Mezinárodní ekonomie- závěrečný test |             | examination test | 45 minutes | Martina Jiráňková |      |                    |

**Key** (click to show/hide)

# 5 Document Server

Professors may upload documents to the *Document server*. You can access the document server from any section of InSIS by clicking on the link in the top bar. The number of unread documents is displayed directly in the toolbar.



In unread documents, the bar with numbers and arrows below and above the document list is used for navigation. You can view the document (including any comments) with the icon in the *Display* section, you can also download the document itself using the icons in the *Attachment* section.

If you have already opened a document and want to return to it, you will not see it in new documents, but you must find it in the *Document tree* at the top of the screen.

## New documents in the Document server

DS

[Document tree](#) [All my folders](#) [New documents \(37\)](#)  
[DS settings](#) [Searching](#)

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

[Update documents](#)

The following table shows documents (1 - 10 of 37).

1-10 11-20 21-30 31-37 → →→

| Sel.                     | Folder  | Name (-> link to a document in a folder)                     | Comments | Entered by | Entered on   | Display | Attachment |
|--------------------------|---|--|----------|------------|--------------|---------|------------|
| <input type="checkbox"/> | Seminar - Thursday 07:30-09:00, NB 470          | 2_Sources  |          | O_Sankot   | 26. 09. 2019 |         |            |
| <input type="checkbox"/> | Lecture - Tuesday 14:30-17:45, Vencovského aula | Glossary   |          | P_Hnát     | 25. 09. 2019 |         |            |
| <input type="checkbox"/> | 2PR151 Introduction to Law                      | Week 3: EU Institutions + Practicing for the mid-term test I |          | N_Grmelová | 24. 09. 2019 |         |            |
| <input type="checkbox"/> | Seminar - Thursday 07:30-09:00, NB 470          | 1_Introduction   |          | O_Sankot   | 20. 09. 2019 |         |            |
| <input type="checkbox"/> | Lecture - Tuesday 14:30-17:45, Vencovského aula | Lecture 3 - Third Globalisation                              |          | P_Hnát     | 20. 09. 2019 |         |            |
| <input type="checkbox"/> | Lecture - Tuesday 14:30-17:45, Vencovského aula | Lecture 2 - First and Second Globalisation                   |          | P_Hnát     | 20. 09. 2019 |         |            |
| <input type="checkbox"/> | Lecture - Tuesday 14:30-17:45, Vencovského aula | Lecture 1 - Introduction                                     |          | P_Hnát     | 20. 09. 2019 |         |            |
| <input type="checkbox"/> | 2PR151 Introduction to Law                      | Week 2 International Public Law - Class Outline              |          | N_Grmelová | 19. 09. 2019 |         |            |
| <input type="checkbox"/> | Seminar - Thursday 07:30-09:00, NB 470          | Folloni, Vittadini, 2010                                     |          | O_Sankot   | 18. 09. 2019 |         |            |
| <input type="checkbox"/> | Seminar - Thursday 07:30-09:00, NB 470          | Brexit   |          | O_Sankot   | 18. 09. 2019 |         |            |

1-10 11-20 21-30 31-37 → →→

In the document tree you may have to search a little, in short it is about getting to the course, or the teacher who uploaded the document to the server. Gradually expand the sections that are relevant to you (faculty - courses - semester - course) and open the section where the

teacher uploaded the document. The number in parentheses shows the number of unread / total documents in the folder. If there is no number in parentheses, the folder is empty. The glasses symbol indicates folders you can view.

## Document server

[Document tree](#)   [All my folders](#)   [New documents \(37\)](#)  
[DS settings](#)   [Searching](#)

Document server helps you to keep a record of documents and to administer them. The individual folders can contain files. Their number is indicated in brackets at the end of the file name. If the folder contains some new documents, their number is indicated in brackets and is written in bold. File names written in bold indicate a new document in some of the subfolders.

You can download the document again (*Attachment*) or open the section incl. teacher comments and additional information on the document (*Display*).

[Document tree](#)   [All my folders](#)   [New documents \(37\)](#)   [Go to higher folder](#)  
**Display documents**   [Tree starting from folder](#)  
[DS settings](#)   [Searching](#)

This page shows the documents and subfolders present in a folder Seminar - Thursday 07:30-09:00, NB 470. This folder is administered by: [Ing. Andrea Petráňková](#), [Mgr. Terezie Barešová](#), [doc. Ing. Pavel Hnát, Ph.D.](#), [Vladislava Černá](#). If you wish to change the right, contact this folder administrator. You right to this folder is READ

Use the following option to change the order of the documents in the folder.

In order of modification date (starts with the last modified) ▾

The following table shows documents (1 - 5 of 5).

|                                     | Name                               | Comments | Entered by                | Document date | Modifications | Display | Modify | Statistics | Attachment | Change attachment |
|-------------------------------------|------------------------------------|----------|---------------------------|---------------|---------------|---------|--------|------------|------------|-------------------|
| <input checked="" type="checkbox"/> | 2_Sources                          |          | <a href="#">O. Sankot</a> | 26/09/2019    | 26/09/2019    |         |        |            |            |                   |
| <input checked="" type="checkbox"/> | 1_Introduction                     |          | <a href="#">O. Sankot</a> | 20/09/2019    | 20/09/2019    |         |        |            |            |                   |
| <input checked="" type="checkbox"/> | Folloni, Vittadini, 2010           |          | <a href="#">O. Sankot</a> | 18/09/2019    | 18/09/2019    |         |        |            |            |                   |
| <input checked="" type="checkbox"/> | Brexit                             |          | <a href="#">O. Sankot</a> | 18/09/2019    | 18/09/2019    |         |        |            |            |                   |
| <input checked="" type="checkbox"/> | Guide to writing an academic paper |          | <a href="#">O. Sankot</a> | 18/09/2019    | 18/09/2019    |         |        |            |            |                   |

## In Conclusion

This manual should contain most of the information you will use during your studies. If you find a bug in it, or you miss any information, please let me know at [ondrej.sankot@vse.cz](mailto:ondrej.sankot@vse.cz).

Ondrej Sankot, System integrator, FIR



# InSIS FOR FRESHPEOPLE

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