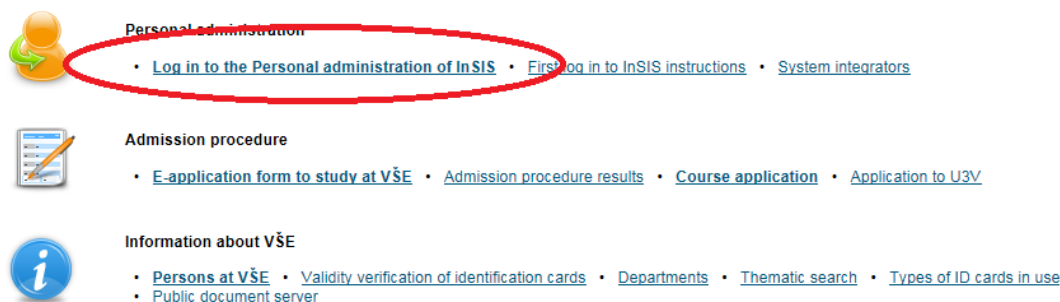


## Student Nomination Procedure for Coordinators

**Student nomination is generally taking place from March till May (for Fall Semester and Full Academic Year) and till November (for Spring Semester).**

1. Log into the university system **InSIS** (link here: <http://insis.vse.cz/?lang=en>).

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



**Personal administration**

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

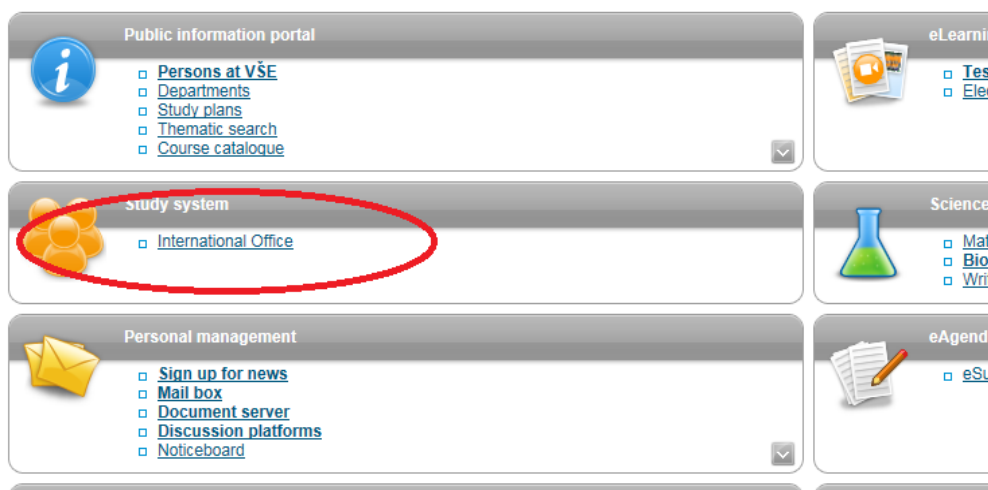
**Admission procedure**

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

**Information about VŠE**

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

2. Choose the section **Study system** and click on the **International office**.



**Public information portal**

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

**study system**

- [International Office](#)

**Personal management**

- [Sign up for news](#)
- [Mail box](#)
- [Document server](#)
- [Discussion platforms](#)
- [Noticeboard](#)

**eLearnin**

- [Tes](#)
- [Elec](#)

**Science**

- [Mat](#)
- [Bio](#)
- [Writ](#)

**eAgend**

- [eSu](#)

3. Choose the section **Student mobility – visiting** and click on the **Nominations of students**.

### International Office

This menu unifies the applications intended for the work of the Foreign Affairs Department.



[Back to Personal administration](#)

4. Select the department of the **International Office**.

### Nominations of students - select department

Use the application to nominate students under foreign agreements.

Select a department:



[Oddělení vědy a výzkumu](#)



[International Office](#)



[Back to Foreign Relations Office](#)  
[Back to Personal administration](#)

5. Select the relevant **study period**.

### Nominations of students - select period



Use the application to nominate students under foreign agreements.

The table shows periods open for student nominations.

Study period	Select
SS 2017/2018	
WS 2017/2018	

#### History

The table shows past period only. Records in this period can only be viewed.




Study period	Select
WS 2016/2017	
SS 2016/2017	

6. Select the correct **Agreement**. Most often, students are nominated under the Erasmus+ Campus Prague Agreement, however, they can also be nominated under the Other form of short-term study program, Erasmus+ Campus Jindřichův Hradec, South Bohemia, IDS or CEMS Agreement. Should there be an option to nominate students under different agreements than shown in the list below, these will appear in your personal InSIS account on this place.

### Nominations of students - select agreement

Use the application to nominate students under foreign agreements.

The table shows agreements the institution participates in.

Agreement	Select
CEMS	
Erasmus+ Campus Jindřichův Hradec, South Bohemia	
Erasmus+ Campus Prague	

- [Back to Select period](#)
- [Back to Select department](#)
- [Back to Foreign Relations Office](#)
- [Back to Personal administration](#)

7. Fill in the **Name(s)** and **Surname(s)** of the student as displayed in the student's passport/ ID. Please be careful and do not switch name (first name) and surname (last name) as this will be displayed on the acceptance (visa) documents.



See this example:

- Name: Maria Anna Luisa
- Surname: Castro Fernandez del Pozo

### Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name:	<input type="text" value="Maria Anna Luisa"/>	
Surname:	<input type="text" value="Castro Fernandez del Pozo"/>	
Date of birth:	<input type="text" value="DD/MM/YYYY"/> 	
Nationality:	<input type="text" value="Republic of Portugal"/> ▼	
E-mail:	<input type="text"/>	
Length of stay:	<input type="text" value="semester"/> ▼	
Sex:	<input type="radio"/> male <input checked="" type="radio"/> female	
Number of semesters:	<input type="text"/>	
Type of study:	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master Type of study during stay at VŠE.	

8. Fill in the **Date of the birth**. Please, be careful and follow the form **DD/MM/YYYY**.

See this example:

- Student born on January 15, 1994 will be nominated as **15/01/1994**.

### Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name:	<input type="text" value="Maria Anna Luisa"/>	
Surname:	<input type="text" value="Castro Fernandez del Pozo"/>	
Date of birth:	<input type="text" value="15/01/1994"/> 	
Nationality:	<input type="text" value="Republic of Portugal"/> ▼	
E-mail:	<input type="text"/>	
Length of stay:	<input type="text" value="semester"/> ▼	
Sex:	<input type="radio"/> male <input checked="" type="radio"/> female	
Number of semesters:	<input type="text"/>	Total number
Type of study:	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master Type of study during stay at VŠE.	

9. Choose the correct **Nationality**.

The nationality is automatically set to the country of the home university. In case the student's citizenship is different, please do not forget to change it. The nationality refers to the country that issued the student's passport/ID.

Quota: 4/4

**Add nomination**

Use the following form to

Nominee  new user

Name:

Surname:

Date of birth:

**Nationality:**

E-mail:

Length of stay:

Sex:

Number of semesters:

Type of study:

Click on the Nominate button

Solomon Islands

Somali Democratic Republic

South Georgia and the South Sandwich Islands

St. Helena and Depending Countries

St. Christopher and Nevis

St. Lucia

State of Bahrain

State of Eritrea

State of Israel

State of Kuwait

State of Libya

Súdánská republika

Sultanate of Oman

Svalbard and Jan Mayen

Swiss Confederation

Syrian Arab Republic

Togolese Republic

Tokelau

Turkmenistan

Turks and Caicos Islands

Tuvalu

Ukraine

Union of Myanmar

United Arab Emirates

United Kingdom of Great Britain and Northern Ireland

United Mexican States

United Republic of Tanzania

United States Minor Outlying Islands

**United States of America**

Virgin Islands of the United States

Wallis and Futuna


total nu

10. Fill in the **E-mail of the student.**

**Add nomination**

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name:	<input type="text" value="Maria Anna Luisa"/>
Surname:	<input type="text" value="Castro Fernandez del Pozo"/>
Date of birth:	<input type="text" value="15/01/1994"/> 
Nationality:	<input type="text" value="United States of America"/> ▼
<b>E-mail:</b>	<input type="text" value="maria.anna@yahoo.com"/>
Length of stay:	<input type="text" value="semester"/> ▼
Sex:	<input type="radio"/> male <input checked="" type="radio"/> female
Number of semesters:	<input type="text" value=""/> Total number
Type of study:	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master Type of study during stay at VŠE.

11. Select the **Length of stay**.

Please note that when nominating for the Spring Semester, there is only the possibility of one semester in the drop down menu.

12. Select the **Sex** of the student.

13. Fill in the **Number of semesters** the student spent studying at the home university before.

14. Select the **Type of study**, whether the student is a Bachelor or a Master.

Finally, you click on the **Nominate** button.

**Add nomination**

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name:	<input type="text" value="Maria Anna Luisa"/>
Surname:	<input type="text" value="Castro Fernandez del Pozo"/>
Date of birth:	<input type="text" value="15/01/1994"/>
Nationality:	<input type="text" value="United States of America"/>
E-mail:	<input type="text" value="maria.anna@yahoo.com"/>
Length of stay:	<input type="text" value="semester"/>
Sex:	<input type="radio"/> male <input checked="" type="radio"/> female
Number of semesters:	<input type="text" value=""/>
Type of study:	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master

Type of study during stay at VŠE. Total number

Click on the Nominate button to confirm given data.

After the nomination you will not receive any confirmation by email. The student will just appear in the system in the table of Nominated users.



**Nominated users**

**New users**

Sel.	Surname	Name	Date of birth	Nationality	E-mail	Sex	Study period	Section	Number of semesters	Type of study	Nominated on
<input type="checkbox"/>	Castro Fernandez del Pozo	Maria Anna Luisa	15/01/1994	United States of America	maria.anna@yahoo.com	female	2017/2018	WS 2017/2018	4	Bachelor	07/03/2017

**Existing users**

Sel.	User	Study period	Section	Number of semesters	Type of study	Nominated on	Nominated by
------	------	--------------	---------	---------------------	---------------	--------------	--------------

No suitable data found.

**Quota: 1/6**

**Add nomination**

Use the following form to nominate a person. Compulsory items are highlighted.

**Entry was successfully added.**

Nominee  new user  existing user

Name:

Surname:

Date of birth:

Nationality:

E-mail:

Length of stay:

Sex:  male  female

Number of semesters:  Total number of semesters completed at university before the start of mobility abroad (number only).

Type of study:  Bachelor  Master Type of study during stay at VŠE.

Click on the Nominate button to confirm given data.

Should you have any questions to the nomination process please do not hesitate to contact us via email on [exchange@vse.cz](mailto:exchange@vse.cz).