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).

2. Choose the section Study system and click on the International office.
3. Choose the section **Student mobility – visiting** and click on the **Nominations of students**.

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:**
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.

<table>
<thead>
<tr>
<th>Study period</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 2017/2018</td>
<td>![Select]</td>
</tr>
<tr>
<td>WS 2017/2018</td>
<td>![Select]</td>
</tr>
</tbody>
</table>

**History**

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

<table>
<thead>
<tr>
<th>Study period</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS 2016/2017</td>
<td>![Select]</td>
</tr>
<tr>
<td>SS 2016/2017</td>
<td>![Select]</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Agreement</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEMS</td>
<td>![Select]</td>
</tr>
<tr>
<td>Erasmus+ Campus Jindřichův Hradec, South Bohemia</td>
<td>![Select]</td>
</tr>
<tr>
<td>Erasmus+ Campus Prague</td>
<td>![Select]</td>
</tr>
</tbody>
</table>

- [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: María Anna Luisa
- Surname: Castro Fernandez del Pozo
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**.

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### Add nomination

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

<table>
<thead>
<tr>
<th>Nominee</th>
<th>new user</th>
<th>existing user</th>
</tr>
</thead>
</table>

**Name:** Maria Anna Luisa  
**Surname:** Castro Fernandez del Pozo  
**Date of birth:** 15/01/1994  
**Nationality:** Republic of Portugal  
**E-mail:**  
**Length of stay:** semester  
**Sex:** female  
**Number of semesters:**  
**Type of study:** Bachelor  

**Total number of semesters**  
**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.
10. Fill in the **E-mail of the student**.

**Add nomination**

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

<table>
<thead>
<tr>
<th>Nominee</th>
<th>User type</th>
<th>Name</th>
<th>Surname</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>E-mail</th>
<th>Length of stay</th>
<th>Sex</th>
<th>Number of semesters</th>
<th>Total number</th>
<th>Type of study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Maria Anna Luisa</td>
<td>Castro Fernandez del Pozo</td>
<td>15/01/1994</td>
<td>United States of America</td>
<td><a href="mailto:maria.anna@yahoo.com">maria.anna@yahoo.com</a></td>
<td>semester</td>
<td></td>
<td></td>
<td></td>
<td>Bachelor</td>
</tr>
</tbody>
</table>
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.

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**Add nomination**

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

Nominee:  new user  existing user

Name: Maria Anna Luisa  
Surname: Castro Fernandez del Pozo  
Date of birth: 15/01/1994  
Nationality: United States of America  
E-mail: mana.anna@yahoo.com  
Length of stay: semester  
Sex: female  
Number of semesters:  
Type of study: Bachelor or Master  
Total number

Click on the Nominate button to confirm given data.

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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.
Should you have any questions to the nomination process please do not hesitate to contact us via email on exchange@vse.cz.