

Course Registration

A Guide for Exchange Students

What are pre-registrations?

There is a difference between the pre-registration and the actual enrollment in the course. The system of course pre-registrations is, in a way, a market research performed by the departments that offer the courses. The intent is to discover the demand for courses and determine whether increase or reduce the number of opened seminars.

However, the pre-registration is compulsory and if you do not pre-register any courses, the university cannot guarantee that you will be able to enroll any.

After the period of pre-registrations, an automated enrollment occurs. You will be enrolled to the courses you have pre-registered, provided there was enough capacity. In case you were not enrolled in a course you pre-registered, try to choose a different time of the course, enroll a different course or wait to see if someone decides to drop that course during the period of enrollment.

Please read the detailed description of the process including the timeline and deadlines of each part of the process on Exchange Office [website](#).

How to pre-register the courses?

The pre-registrations are performed in InSIS, the Integrated Study Information System. We understand that this system might be very different from the one that you are used to from your home university, which is why we prepared a picture step-by-step guide to make the registration and the work with InSIS easier for you. In case you would still find yourself in trouble after consulting the guide, feel free to turn to us at exchange@vse.cz.

Course Pre-registration Guide

- 1) You will find the registration system at <http://insis.vse.cz/?lang=en>.
- 2) Log in to the system.



Personal administration

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

- 3) Choose section **“My studies”** and click on the **“Student’s portal”**.



- 4) For registration choose **“Registration/Enrollment”**. At this point, you will be able to pre-register both regular and intensive courses through this option.

Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
	OZS REK	Z-EXC Exchange Programmes Erasmus/LLP Bachelor [full-time]	enrolled			

- 5) Roll down to the end of the web page and click on the indicator.

Groups of courses according to study plan

You can add courses through groups of courses in study plan.

ABBREVIATION	NAME	CATEGORY	CHOOSE
cZEXC	Předměty pro krátkodobé studijní pobyty	1	

6) Click on the asterisk to see the whole list of courses that are offered to you under your level of studies (bachelor or master).

Courses in group cZEXCB

Displayed are only courses available in the academic period. Select the courses you wish to add and click on the Add selected courses button.

***** [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [Ch](#) | [I](#) | [L](#) | [M](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [W](#)

Sel.	Code	Name	Fac.	Com.	Crd.
<input type="checkbox"/>	1FU261	Accountant in Business	FFU	Exm E	3
<input type="checkbox"/>	1MU363	Accounting for Performance Measurement	FFU	Exm E	3

In the list of courses choose the ones you want to register and click **“Add selected courses”**.

SEL.	CODE	NAME	FAC.	COM.	CRD.
<input type="checkbox"/>	4IT514	Business Information Systems 2	FIS	Exm E	6
<input checked="" type="checkbox"/>	4IT415	Enterprise Information Modelling	FIS	Exm E	6
<input type="checkbox"/>	4IT410	Integration in Information Systems	FIS	Exm E	4
<input checked="" type="checkbox"/>	4IT414	IS/ICT Project Management	FIS	Exm E	6
<input type="checkbox"/>	4IT518	IT Diploma Seminar	FIS	Exm E	15
<input type="checkbox"/>	4IT417	IT Management	FIS	Exm E	8

7) In the column “**Timetable**” click on “**Select**” and choose the time.

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SEL.	STATE	CODE	COURSE	FAC.	OBLG.	COM.	CRD.	LANG.	GROUP	CATEGORY	TYPE	TIMETABLE	ENTERED ON
<input type="checkbox"/>		SE_417	American Economic Policy and Economy	FMV		Crd E	3	eng	cZEXC	1		Select	25.08.2008 15:35:20

Remember to select time for both seminar and lecture in case the course has both. After you select the time of the units, click on “**Save**”.

Select timetable item - Psychology of Management (3PS663)

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	CAPACITY	ROOM	TEACHER	NOTE
<input checked="" type="radio"/>	Tuesday	14:30-16:00	Lecture	Every week	4/0	RB 209	PhDr. Daniela Pauknerová, Ph.D.	
<input checked="" type="radio"/>	Tuesday	16:15-17:45	Seminar	Every week	4/0	RB 209	PhDr. Daniela Pauknerová, Ph.D.	



Pay special attention to the “**NOTE**” field. In case of intensive courses, you will find the information regarding their schedule in this area. Also notice the value of “**FREQUENCY**” is different than the one of regular courses. Please note that you cannot register more than two

Select timetable item - Business in Russia - in English (2MO332)

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	Capacity	Room	Teacher
<input type="radio"/>	Monday	09:00-17:00	Lecture	Occasionally	1/13	NB 474	doc. Ing. Ludmila Stěrbová, CSc.
<input type="radio"/>	Wednesday	09:00-17:00	Lecture	Occasionally	2/13	NB 474	doc. Ing. Ludmila Stěrbová, CSc.

Note

Kurz vyučuje v angličtině hostující prof. Jerome Dumetz z Plechanovy ekonomické akademie, Moskva, od 16.10.2017 do 18.10.2017, vždy od 9.00 do 17.00, místnost NB 474/ The course will be taught in English by visiting professor Jerome Dumetz from Plekhanov Economic Academy, Moscow, from 16th to 18th October 2017, every day from 9 AM to 5 PM, room NB 474.

Kurz vyučuje hostující prof. Jerome Dumetz z Plechanovy ekonomické akademie, Moskva, od 11. října do 13. října 2017, vždy od 9.00 do 17.00, místnost NB 474/ The course will be taught by visiting professor Jerome Dumetz from Plekhanov Economic Academy, Moscow, from 11 to 13 October 2017, every day from 9 AM to 5 PM, room NB 474.



intensive courses as these courses are taught by visiting professors and VSE cannot fully guarantee these courses will take place. On rare occasion, an intensive course can be cancelled due to cases of force majeure, such as an illness of the professor and so on.

8) Some of the courses have prerequisites. That means you would have to had passed certain courses in order to pre-register a course or that you might not be able to some of the courses concurrently. An example of this would be courses 5EN202 and 5EN252. Both are Microeconomics and the only difference between them is the language of instruction, which is why the system would not let you register both. However, prerequisites concern only domestic students as the courses offered to Exchange students do not have any built-in requirements in InSIS.

Sheet for WS 2017/2018

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		3BE324	Business Ethics	FPH		Exm E	4	eng	cZEXCB	1		Thu 14:30-16:00 RB 203 (lect)	05/06/2017 19:05:48	
<input type="checkbox"/>		2OP320	Human Resources Management in International Context - in English	FMV		Exm E	3	eng	cZEXCB	1		Thu 14:30-16:00 SB 322 (lect)	05/06/2017 19:08:54	
<input type="checkbox"/>		2CR313	Intercultural Communication in Tourism and Hospitality Industry	FMV		Exm E	3	eng	cZEXCB	1		Wed 12:45-14:15 SB 235 (sem)	05/06/2017 19:10:19	
<input type="checkbox"/>		3BE116	Management	FPH		Exm E	4	eng	cZEXCB	1		Thu 12:45-14:15 SB 412 (lect)	05/06/2017 19:03:10	
<input type="checkbox"/>		5EN252	Microeconomics I	NF		Exm E	6	eng	cZEXCB	1		Tue 11:00-12:30 RB 105 (sem) Mon 09:15-10:45 RB 212 (lect)	05/06/2017 18:55:48	5EN202

Remove the selected courses

Key: required elective optional

9) After you finish the pre-registration, the system shows you the list of courses that you chose. The green light indicates that your registration was successful. A red light would mean that the registration is incomplete and the system should automatically provide you with information as to what went wrong. One of the most common causes is that a student has not chosen a time in the course schedule.

Sheet for WS 2017/2018

SEL.	STATE	CODE	COURSE	FAC.	OBLG.	COM.	CRD.	LANG.	GROUP	CATEGORY	TYPE	TIMETABLE	ENTERED ON
<input type="checkbox"/>		4IT514	Business Information Systems 2	FIS		Exm E	6	cz	hP	1		Sem.: Fri 11:00-12:30 P 103 Lect.: Tue 16:15-17:45 SB 309	21.07.2008 14:43:11
<input type="checkbox"/>		4IT435	Business Intelligence	FIS		Exm E	5	cz	hV	2		Sem.: Thu 11:00-12:30 P 103 Lect.: Wed 07:30-09:00 SB 309	21.07.2008 14:43:11
<input type="checkbox"/>		4IT415	Enterprise Information Modelling	FIS		Exm E	6	cz	hP	1		Sem.: Tue 18:00-19:30 P 206 Lect.: Mon 11:00-12:30 RB 209	21.07.2008 14:43:11
<input type="checkbox"/>		4SA525	Information and Media	FIS		Exm E	3	cz	sP	1		Sem.: Tue 14:30-16:00 SB 208	21.07.2008 14:43:11
<input type="checkbox"/>		4IT410	Integration in Information Systems	FIS		Exm E	4	cz	hP	1		Lect.: Thu 09:15-10:45 RB 212	21.07.2008 14:43:11
<input type="checkbox"/>		4IT462	IT Management and Business Support	FIS		Exm E	3	cz	hV	2		Lect.: Mon 18:00-19:30 SB 309	20.08.2008 13:11:14

Remove the selected courses

10) If you want to change the timetable, click on the time at the column “timetable”...

Sheet for WS 2017/2018

SEL.	STATE	CODE	COURSE	FAC.	OBLG.	COM.	CRD.	LANG.	GROUP	CATEGORY	TYPE	TIMETABLE	ENTERED ON
<input type="checkbox"/>		4IT514	Business Information Systems 2	FIS		Exm E	6	cz	hP	1		Sem.: Fri 11:00-12:30 P 103 Lect.: Tue 16:15-17:45 SB 309	21.07.2008 14:43:11
<input type="checkbox"/>		4IT435	Business Intelligence	FIS		Exm E	5	cz	hV	2		Sem.: Thu 11:00-12:30 P 103 Lect.: Wed 07:30-09:00 SB 309	21.07.2008 14:43:11
<input type="checkbox"/>		4IT415	Enterprise Information Modelling	FIS		Exm E	6	cz	hP	1		Sem.: Tue 18:00-19:30 P 206 Lect.: Mon 11:00-12:30 RB 209	21.07.2008 14:43:11
<input type="checkbox"/>		4SA525	Information and Media	FIS		Exm E	3	cz	sP	1		Sem.: Tue 14:30-16:00 SB 208	21.07.2008 14:43:11
<input type="checkbox"/>		4IT410	Integration in Information Systems	FIS		Exm E	4	cz	hP	1		Lect.: Thu 09:15-10:45 RB 212	21.07.2008 14:43:11
<input type="checkbox"/>		4IT462	IT Management and Business Support	FIS		Exm E	3	cz	hV	2		Lect.: Mon 18:00-19:30 SB 309	20.08.2008 13:11:14

Remove the selected courses

...and choose the time you prefer. You do not need to worry about the capacity – at this point, InSIS will let you pre-register any scheduled action regardless of capacity. Which students will be enrolled is decided during the automated enrollment.

SEL.	DAY	TIME	TYPE	FREQUENCY	CAPACITY	ROOM	TEACHER	NOTE
<input checked="" type="radio"/>	Tuesday	16:15-17:45	Lecture	Every week	50/80	SB 309	prof. Ing. Josef Basl, CSc.	
<input type="radio"/>	Tuesday	07:30-09:00	Seminar	Every week	19/20	P 107	Ing. Ondřej Raška	
<input type="radio"/>	Wednesday	07:30-09:00	Seminar	Every week	9/20	P 204	prof. Ing. Josef Basl, CSc.	
<input type="radio"/>	Friday	09:15-10:45	Seminar	Every week	13/20	P 109	prof. Ing. Josef Basl, CSc.	
<input checked="" type="radio"/>	Friday	11:00-12:30	Seminar	Every week	9/20	P 103	prof. Ing. Josef Basl, CSc.	

Save

11) Also, you can delete a course that does not fit your schedule.

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Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type
<input checked="" type="checkbox"/>		3BE324	Business Ethics	FPH		Exm E	4	eng	cZEXCB	1	
<input type="checkbox"/>		20P320	Human Resources Management in International Context - in English	FMV		Exm E	3	eng	cZEXCB	1	

Remove the selected courses

Key: required elective optional

12) For the schedule click on the **“Display timetables”**.

Course registrations - WS 2017/2018

Students use this application to express their requirements concerning the courses they signed up for in the academic period.

Information about events in progress at the other faculties and links to more information see [here](#).

 [Display timetables](#)

Sheet for WS 2017/2018

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		3BE324	Business Ethics	FPH		Exm E	4	eng	cZEXCB	1		Thu 14:30-16:00 RB 203 (lect.)	05/06/2017 19:05:48	
<input type="checkbox"/>		2OP320	Human Resources Management in International Context - in English	FMV		Exm E	3	eng	cZEXCB	1		Thu 14:30-16:00 SB 322 (lect.)	05/06/2017 19:08:54	
<input type="checkbox"/>		2CR313	Intercultural Communication in Tourism and Hospitality Industry	FMV		Exm E	3	eng	cZEXCB	1		Wed 12:45-14:15 SB 235 (sem.)	05/06/2017 19:10:19	
<input type="checkbox"/>		3BE116	Management	FPH		Exm E	4	eng	cZEXCB	1		Thu 12:45-14:15 SB 412 (lect.)	05/06/2017 19:03:10	
<input type="checkbox"/>		5EN252	Microeconomics I	NF		Exm E	6	eng	cZEXCB	1		Tue 11:00-12:30 RB 105 (sem.) Mon 09:15-10:45 RB 212 (lect.)	05/06/2017 18:55:48	5EN202

Key:  required  elective  optional

Using this feature is the easiest way to check your schedule for time collisions among the courses. Should such a collision occur, please change your schedule as described above.

Student's personal schedule for

The table shows an HTML preview of the selected schedule. You can get more precise output by selecting PostScript or PDF format on the criteria selection page.

DAY	07:30-08:15	08:15-09:00	09:15-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45
MON					RB 209 4IT415 Enterprise Information Modelling V. Řepa							
TUE					RB 210 5EN472 Ancient and Mediaeval Economy P. Barton				SB 208 4SA525 Information and Media P. Toman		SB 309 4IT514 Business Information Systems 2 J. Basl	
WED	SB 309 4IT435 Business Intelligence D. Slánský											
THU			RB 212 4IT410 Integration in Information Systems L. Gála		P 103 4IT435 Business Intelligence O. Novotný							
FRI					P 103 4IT514 Business Information Systems 2 J. Basl							

Congratulations! Your courses have now been successfully pre-registered.

Do not forget to check the status of your enrollment after the automated registration has occurred (see the dates [here](#)) to find out whether you have been enrolled into all of them.