



INSTRUCTIONS FOR SUBMITTING APPLICATION FOR EXCHANGE SEMESTER ABROAD



SUBMITTING AN APPLICATION IN INSIS

You can find the application for a semester study abroad program in InSIS -> Student Portal, under the section "My placement abroad".

After selecting this option, you will be able to choose the period during which your study abroad stay will take place – this refers to the upcoming academic year.

A table with the currently ongoing selection process will then appear.

Submit exchange programme application

Select a period.

Study period	Select
2025/2026	↔
2024/2025	↔
2023/2024	↔
2022/2023	↔
2021/2022	↔
2020/2021	↔
2019/2020	↔
2018/2019	↔
2017/2018	↔
2016/2017	↔
2015/2016	↔
2014/2015	↔
2013/2014	↔
2012/2013	↔
2011/2012	↔
2010/2011	↔
2009/2010	↔
2008/2009	↔

Student's portal

Study – FMV C-MS pres [term 1, E], study period – SS 2024/2025 - FMV

My College | E-study record | My schoolmates | Study details | Map of my study | Course e-plans

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. 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, the grey bullet in the first column. Choose to switch between them in the portal applications. When entering the Student's portal working with the active study (green bullet).

Choose	Faculty	Study	Progress of study	Register for examinations	Register
✔	FMV	International Politics and Diplomacy full-time	enrolled	📅	
✘	FMV	International Studies and Diplomacy full-time	term duly completed (1)		

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 documents | Document storage | Course evaluation by students

Study f...
Applica...

My placements abroad

Application supporting the foreign administration of a currently s...

Submit exchange programme application | Register of applications

Click on "Select".

Student's portal

Study FMV C-MS pres [term 1, E] Select

My College | E-study record | My schoolmates | Study details | Map of my study | Course e-plans | List of topics | Coursework

My favourite courses

Submit exchange programme application - selective procedure

The table shows a list of admission procedures under which you can submit application.

Display: Details

Selective procedure	Start of collection	End of collection	Select
Semestrální výměnné pobyty (magisterské) / Master Exchange Programme 2025/2026	17/02/2025 08:00	26/02/2025 11:00	📅

1 SELECTION OF A PREFERRED SEMESTER

Firstly, select the preferred semester during which you would like to study abroad.

Remember that the selection of a preferred semester is not binding and it is not taken into account during the application period. The semester can be changed afterwards.

2 LANGUAGE SELECTION

Proceed to select the language in which you wish to study abroad. You can list up to two languages in your application.

Carefully check the language requirements of your chosen university in our [ERASMUS PICKER](#).

For example, if one of the universities you are interested in offers courses in a different language, make sure to include it here. Otherwise, the university will not appear in the selection in the following steps.

Collection of application in the selected admission procedure runs from 01/04/2025 17:00 till 01/04/2025 17:00

User:
Study period: 2025/2026
Study:
Selective procedure: POUZE PRO NÁHRADNÍKY - MAGISTŘI (2025/2026)
Preferred period: -- select --

Maximum number of language versions is 2.

Language no. 1 -- not entered --
Language no. 2 -- not entered --

Continue

Then click on "Continue".

3 PROOF OF LANGUAGE LEVEL

You will now reach the section where you need to provide proof of the language level(s) you indicated in the previous step.

✔ If a **green message** appears next to the language, **the level is automatically verified** based on a course you completed during your studies at VSE – no further documentation is required.

i If a **blue message** appears next to the language, **the level is NOT verified**, and you will need to choose a method of verification. You can select either a certificate or a test.

- When selecting **CERTIFICATE** from the options, you will then choose the type of certificate and the result – **no file needs to be uploaded yet**.
- When selecting **TEST**, you do not need to fill in anything further, and you will be contacted with the date of the next available test.

Even if your language level is verified, you can add a certificate to earn points for it (as specified in the criteria). You will again select the type of certificate and the result you achieved.

Then select **“Continue”**.

English

✔ The B2 language level is documented with completing the 2AJ304 - Preparation for FCE 2 (B2) (SS 2023/2024 - FMV) course.

Method of documentation: Certifikáty

Certificates: EN - CAE / Cambridge Advanced Certificate in English (10 b.)

A ▾ Přidat další

Continue

Preferred period: summer semester ▾

Language level is documented for each language. The completed course documenting the language level is displayed automatically. Entered are the acquired language certificates, and scores, if required.

English

✔ The B2 language level is documented with completing the 2AJ304 - Preparation for FCE 2 (B2) (SS 2023/2024 - FMV) course.

Method of documentation: Certificates

Certificates: -- not entered --

Spanish

i Language level is not documented with completing a course.

Method of documentation: Certificates

Certificates: -- not entered --

Continue

Back to Select language

- not entered --
- Completed degree programme in the language for which you are applying (0 pts.)
- EN - ALTE (0 pts.)
- EN - BEC Higher (0 pts.)
- EN - BEC Preliminary (0 pts.)
- EN - BEC Vantage (0 pts.)
- EN - CAE / Cambridge Advanced Certificate in English (C1) (0 pts.)
- EN - City&Guilds English for Business Communications (0 pts.)
- EN - City&Guilds IESOL+ISESOL (0 pts.)
- EN - CPE / Cambridge Certificate of Proficiency in English (0 pts.)
- EN - Duolingo English Test (0 pts.)
- EN - ECL (0 pts.)
- EN - Enrolment in the English taught degree programme at VSE (0 pts.)
- EN - FCE / First Certificate in English (0 pts.)
- EN - IELTS platný v době výjezdu / IELTS valid during the exchange programme (0 pts.)
- EN - LanguageCert ESOL (0 pts.)
- EN - PET (0 pts.)
- EN - PTE Academic - platný v době výjezdu / PTE Academic - valid during the exchange programme (0 pts.)
- EN - TELC (0 pts.)
- EN - TOEFL (CBT) platný v době výjezdu / TOEFL (CBT) valid during the exchange programme (0 pts.)
- not entered --

4 LIST OF PREFERRED UNIVERSITIES

Now you can finally select the universities where you want to go on exchange. You can select **any number of schools which you have to order according to your preferences**. If you cannot see a certain university in the selection, please double-check the study requirements and the language of instruction.

For example if you do NOT meet the GPA average requirement or if you select only English, while the courses are taught in Spanish, it will not be possible to choose such university.

 Collection of application in the selected admission procedure runs from 01/04/2025 17:00 till 01/04/2025 17:00

User:
Study period: 2025/2026
Study:
Selective procedure:
Preferred period: summer semester ▾

Maximum number of preferred schools is 70.

Preferred school no. 1 -- not entered -- ▾
-- not entered --

 [Back to Select language](#) / [Back to Document language](#)

MAKE SURE TO ONLY INCLUDE UNIVERSITIES WHERE YOU WOULD ACTUALLY WANT TO SPEND YOUR SEMESTER ABROAD!

It is NOT possible to change the university to which you were selected later – the selection is final and you can either **confirm** or **reject** the spot but then you won't be offered a different place and lose the opportunity to study abroad in the academic year (you would be only able to apply in the NEXT selection process).

HOW DOES THE SELECTION PROCESS WORK?

In the application process, placements at the universities are assigned based on a **comparison with other applicants according to the points you have earned**—see **the criteria**.

You will be assigned to the university for which you have the highest number of points compared to other applicants who have also chosen it and which is placed the highest in your list of universities.

APPLICATION	study results (percentile)	100 points
	Buddy Program participation (compl. before the application)	10 points
	VSE course studied in foreign language (min. 1)	10 points
LANGUAGE KNOWLEDGE	B2 level - students studying in English don't need proof	compulsory
	valid language certificate (IELTS 7 / TOEFL 87 / CAE / CPE)	10 points
TOTAL MAXIMUM		130 points

Example: You do not have enough points for the first four universities in your list, but you have acquired the most points for the 5th university. Other candidate who has the same school in the 1st place does NOT have as many points as you. Despite being placed lower in your priority list, the school will be assigned to you because you have more points.

BASED ON WHAT WILL A UNIVERSITY BE ASSIGNED TO YOU?

- number of points you have received
- order of preferred schools (decisive only for YOUR application)

5 UPLOADING ATTACHMENTS

After creating a list of preferred universities you have to **"save the application"**. Then you will be able to **upload the necessary documents**.

In the attachments, you have to upload documents if, **in step 3**, you chose to **prove your language proficiency** with a **certificate, a high school or state final exam** in the given language, or a **language exam at another university**.

- If the applicant is providing proof of language proficiency with a document obtained outside VSE that consists of multiple parts, **the documents must be merged into a single PDF file and uploaded as an attachment**.

You should also upload a **certificate** or a **statement of results** to earn an additional **10 points**.

Don't forget to save the uploaded documents by clicking **"Insert."**

After uploading, the attachment will appear in the table with a **cross** at the end in the **"Confirmed"** column.

OZS will then verify the accuracy of the document, the entered data, and assign points.

This application can be used only by students who took part in selection process for Exchange program in February

Application must be submitted electronically in InSIS and does not have to be printed.

Notes:

For GPA you have to look in your application for exchange programme submitted in the first selection round in February

Students of an English taught degree program at VSE (IBB, BBA, ECON, IDS, IB, ISM, EDA, MIMG or EPP) have B2 level of English. They must upload a screenshot from the InSIS Study evidence, where your enrolment in the English taught degree program is displayed.

Students, who successfully passed the language test in the previous application round, select certificate „Úspěšně zadané testy“ from the InSIS Student's portal – eLearning – Tests and examinations – Submitted tests.

Save application

Attachments

To insert a file click on the Browse button and select the file you wish to insert. Click on the Insert button to confirm the insertion. You can enter these types of files: JPEG, JPG, PDF. 5 MiB is the quota for inserting the appendices.

Attachment	Language	Compulsory	File	File name	File language	Entered on	Entered by	Confirmed
Other		no	Select file					
DELE Nivel	Spanish	yes	Select file					

Insert

Attachments

To insert a file click on the Browse button and select the file you wish to insert. Click on the Insert button to confirm the insertion. You can enter these types of files: JPEG, JPG, PDF. 5 MiB is the quota for inserting the appendices.

Operace byla úspěšně provedena.

Attachment Language Compulsory File File name File language Entered on Entered by Confirmed

Další ne Vyberte soubor

<input type="checkbox"/>	CAE / Cambridge Advanced Certificate in English	Angličtina	ano	StatementOfRe	pdf	Angličtina	17.02.20	ivá	✘
--------------------------	---	------------	-----	---------------	-----	------------	----------	-----	---

Insert

6 CONCLUDING APPLICATION

Once you finalize your list of universities and upload the required documents, **you must CONCLUDE your application**. Without proper submission, your application will NOT be included in the selection process.

Academic results, proof of language proficiency through language courses at VSE, completion of a subject in a foreign language at VSE, and participation in the Buddy Program **will be automatically reflected in your application**.

Please check the table to ensure these points are displayed correctly.

- If the points are incorrect or if you wish to receive points for subjects studied in a foreign language during your bachelor's degree outside VSE, **you must inform OZS via email at ozs@vse.cz**.



Attention:

- The allocation of points for **academic results** will take place **after the application submission period ends**.
- Points for **language certificates** will be **added only after the documents have been verified by OZS**.

To CONCLUDE the application, it is necessary to **first confirm the statement** and then click on **"Close Application"**.

Based on the included extra-point criteria, the applicant was allocated in total:

- English - 20 points

Participation in Buddy Programme (Buddy System): yes

Criterion		
Maximum - manually entered points		
Study average (max. 100 pt.)		0
Manual correction (max. 130 pt.)		0

Language certificates		
Ord.	Certificate	Language of certificate
1.	CAE / Cambridge Advanced Certificate in English (C1)	English

Non-language courses completed in foreign language		
Ord.	Course code	Course title
1.	2PL341	Media and information policies in contemporary knowledge-based societies: preconditions, priorities, and challenges
2.	2SE202	World Economy
3.	2SM352	Theories and Methods in International Relations

Documentation of language level with a course				
Code	Name	Study period	Language	CEFR
2AJ332	English in International Studies 2 (C1)	SS 2023/2024 - FMV	English	C1

Maximum - manually entered points bound to input variable

Study average - Study average score
Study average - Study average score manually

Points awarded for algorithms:

- Language certificates - 0
- Non-language courses completed in foreign language - 10
- Participation in Buddy Programme (Buddy System) - 10

Transactions with application

Application must be submitted. Once closed the application cannot be edited.

DECLARATION:

Student affirms that he/she has never carried out a study abroad mediated or financially supported by VSE at his/her master studies at another university. If these conditions are not met, student affirms that he has informed the university. Student hereby confirms his intension to carry out his/her exchange in 2025/2026. If severe reasons prevent student from going abroad, Student is aware of the VSE right not to send a student on a study abroad in case he/she fails to fulfil the conditions. Student is aware that during the selection process and during the exchange semester abroad, VSE can share information with:

- grant provider (National Agency - Dům zahraniční spolupráce, Na Poříčí 1035/4, 110 00 Praha 1; European Commission)
- receiving institution for which students applied during the selection process and for which he/she was selected

VSE will share following information:

- first and last name
- date of birth
- nationality
- gender
- address
- university email address
- phone contact
- study identification

Close application

STATUS OF THE APPLICATION

You can check the status of your application in the **“Register of Applications”** section.

WORKED UP – The application has been created and can still be edited.

CONCLUDED – The application has been submitted and will be included in the selection process.

SUBMITTED – The status will change after the deadline and subsequent processing.

COMPLETE – Will be confirmed after review by the International Office

CANCELLED – The application will not be processed further.

- [Cancelling an application before submission](#) – Click the **“Cancel application”** button at the bottom of the page.
- [Cancelling a submitted application](#) – **Contact the International Office.**

If you change your mind or have canceled/submitted your application by mistake, **please contact the OZS in person.** [The application can be reopened for edits only before the application deadline.](#)



During the given selection process, you may submit ONLY ONE application for a semester abroad.

This means that if you cancel your application, you will not be able to submit a new one.

My placements abroad

Application supporting the foreign administration of a currently selected studies.



Record of exchange programme applications

Application allows you to work with the submitted application for exchange stay.

i Collection of applications for this selection procedure closes on 26/02/2025 15:00.

i After the application deadline 26.2.2025 at 15:00, all submitted applications (“Concluded”) will be marked as “Completed”, TOEFL/IELTS/CAE/CPE will be uploaded, and finally their status will be changed to “complete”. If you have provided false or incorrect information uploaded in the application, contact ozs@vse.cz IMMEDIATELY. ***** The last deadline for the application is 7.3.2025 – details will be sent to students who selected the test as a language proof in the application. [Published on Tuesday, 11.3.2025](#) – we kindly ask all students to regularly check their VSE email inbox.

User: [redacted]
Study period: 2025/2026
Study: [redacted]
Selective procedure: Semestrální výměnné pobyty (magisterské) / Master Exchange Programme 2025
Application number: [redacted]
State: **Concluded**
Complete: no (language level is documented; pending confirmation of required attachments;
Submitted: no
Changed by: [redacted]
Changed: 17/02/2025
Preferred period: summer semester

Preferred school no. 1: EN - National Chengchi University / College of Commerce - master [occupancy 0/3]
Preferred school no. 2: EN - Sogang University - master [occupancy 0/3]
Preferred school no. 3: EN - Universidad Torcuato di Tella - master [occupancy 0/2]

Certificate of foreign language exam no. 1: CAE / Cambridge Advanced Certificate in English (C1) - English