



## Course Registration

1) The registration system you will find 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](#) • [Where to find relevant browsers](#)

3) Choose the section „MY STUDY“ and click on the „STUDENT’S PORTAL“







**My study**

[:: Student's portal](#) :: [Course Attainment Evaluation](#) :: [Course evaluation by students](#) :: [Electronic study application form](#)  
[:: Statistiky studentských registrací](#)

4) At the table you can see program of your study (Z-EXC-... for exchange students or F-CEMS-... for CEMS students).

For course registration choose „REGISTRATION/ENROLLMENT“

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	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) At the list of courses choose which one you want to register and „**ADD SELECTED COURSES**“

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

or click on the star to see the whole list of courses that are offered to you under your level of studies (bachelor or master)



### Courses in group cZEXCN

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

**A** | B | C | D | E | F | G | H | Ch | I | K | L | M | N | O | P | Q | R | S | T | U | V | W

Sel.	Code	Name	Fac.	Com.	Crd.
<input type="checkbox"/>	5IE901	<a href="#">Advanced econometrics</a>	NF	Exm E	7
<input type="checkbox"/>	4ST650	<a href="#">Advanced Statistical Methods</a>	FIS	Exm E	3
<input type="checkbox"/>	2SM611	<a href="#">Africa in International Relations</a>	FMV	Exm E	6
<input type="checkbox"/>	2SM412	<a href="#">Africa in International Relations - in English</a>	FMV	Exm E	6
<input type="checkbox"/>	5HD396	<a href="#">America from Independence to Financial Crisis: Special Topics in U.S. Economic History</a>	NF	Exm E	4
<input type="checkbox"/>	5IE562	<a href="#">Applied Microeconomics</a>	NF	Exm E	5
<input type="checkbox"/>	5EN457	<a href="#">Applied Quantitative Methods II</a>	NF	Exm E	6
<input type="checkbox"/>	2SM610	<a href="#">Asia in International Relations</a>	FMV	Exm E	6
<input type="checkbox"/>	2SM411	<a href="#">Asia in International Relations - in English</a>	FMV	Exm E	6

Add selected courses

Back to Select groups

7) You can also use operation „**SEARCH**“ by code of the course or part of the name

Course:  Search  Select courses from all faculties  Details

**Search result:**

SEL.	CODE	NAME	STUDY PERIOD	COM.	CRD.	COURSE SUPERVISOR	INSTITUTE
<input type="checkbox"/>	4IT314	<a href="#">Business Information Systems 1</a>	WS 2008/2009 - FIS	Exm E	6	<a href="#">prof. Ing. Josef Basl, CSc.</a>	<a href="#">KIT FIS</a>
<input type="checkbox"/>	4IT514	<a href="#">Business Information Systems 2</a>	WS 2008/2009 - FIS	Exm E	6	<a href="#">prof. Ing. Josef Basl, CSc.</a>	<a href="#">KIT FIS</a>
<input type="checkbox"/>	4IT435	<a href="#">Business Intelligence</a>	WS 2008/2009 - FIS	Exm E	5	<a href="#">Ing. Ota Novotný, Ph.D.</a>	<a href="#">KIT FIS</a>
<input type="checkbox"/>	IT_801	<a href="#">Business Networking, e-Business Strat, Management Issues</a>	WS 2008/2009 - FIS	Crd E	6	<a href="#">prof. Ing. Josef Basl, CSc.</a>	<a href="#">KIT FIS</a>
<input type="checkbox"/>	4IT440	<a href="#">Business Process Engineering (project)</a>	WS 2008/2009 - FIS	Exm E	4	<a href="#">prof. Ing. Václav Řepa, CSc.</a>	<a href="#">KIT FIS</a>
<input type="checkbox"/>	4SA511	<a href="#">Business Process Improvement</a>	WS 2008/2009 - FIS	Exm E	6	<a href="#">prof. Ing. Stanislav Adamec, DrSc.</a>	<a href="#">KSA FIS</a>
<input type="checkbox"/>	4IZ560	<a href="#">Data Mining - Business Applications</a>	WS 2008/2009 - FIS	Exm E	3	<a href="#">doc. RNDr. Jan Rauch, CSc.</a>	<a href="#">KIZI FIS</a>
<input type="checkbox"/>	4IT325	<a href="#">Electronic Commerce and Electronic Business on Internet</a>	WS 2008/2009 - FIS	Exm E	5	<a href="#">prof. Ing. Jaroslav Jandoš, CSc.</a>	<a href="#">KIT FIS</a>
<input type="checkbox"/>	4IT462	<a href="#">IT Management and Business Support</a>	WS 2008/2009 - FIS	Exm E	3	<a href="#">prof. Ing. Jan Dohnal, CSc.</a>	<a href="#">KIT FIS</a>
<input type="checkbox"/>	4SA311	<a href="#">System Concept/Approach to (Business) Organization</a>	WS 2008/2009 - FIS	Exm E	6	<a href="#">doc. Ing. Vlasta Střížová, CSc.</a>	<a href="#">KSA FIS</a>

Add selected courses



8) At column „TIMETABLE“ click on „SELECT“ and choose the time

**Sheet for WS 2008/2009**

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

**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	<a href="#">PhDr. Daniela Pauknerová, Ph.D.</a>	
<input checked="" type="radio"/>	Tuesday	16:15-17:45	Seminar	Every week	4/0	RB 209	<a href="#">PhDr. Daniela Pauknerová, Ph.D.</a>	

9) After your registration the system shows you the list of courses which you chose



### Sheet for WS 2008/2009

SEL.	STATE	CODE	COURSE	FAC.	OBLG.	COM.	CRD.	LANG.	GROUP	CATEGORY	TYPE	TIMETABLE	ENTERED ON
<input type="checkbox"/>		4IT514	<a href="#">Business Information Systems 2</a>	FIS		Exm E	6	cz	hP	1		<a href="#">Sem.: Fri 11:00-12:30 P 103</a> <a href="#">Lect.: Tue 16:15-17:45 SB 309</a>	21.07.2008 14:43:11
<input type="checkbox"/>		4IT435	<a href="#">Business Intelligence</a>	FIS		Exm E	5	cz	hV	2		<a href="#">Sem.: Thu 11:00-12:30 P 103</a> <a href="#">Lect.: Wed 07:30-09:00 SB 309</a>	21.07.2008 14:43:11
<input type="checkbox"/>		4IT415	<a href="#">Enterprise Information Modelling</a>	FIS		Exm E	6	cz	hP	1		<a href="#">Sem.: Tue 18:00-19:30 P 206</a> <a href="#">Lect.: Mon 11:00-12:30 RB 209</a>	21.07.2008 14:43:11
<input type="checkbox"/>		4SA525	<a href="#">Information and Media</a>	FIS		Exm E	3	cz	sP	1		<a href="#">Sem.: Tue 14:30-16:00 SB 208</a>	21.07.2008 14:43:11
<input type="checkbox"/>		4IT410	<a href="#">Integration in Information Systems</a>	FIS		Exm E	4	cz	hP	1		<a href="#">Lect.: Thu 09:15-10:45 RB 212</a>	21.07.2008 14:43:11
<input type="checkbox"/>		4IT462	<a href="#">IT Management and Business Support</a>	FIS		Exm E	3	cz	hV	2		<a href="#">Lect.: Mon 18:00-19:30 SB 309</a>	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 2008/2009**

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

... and choose the time which you prefer:

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	<a href="#">prof. Ing. Josef Basl, CSc.</a>	
<input type="radio"/>	Tuesday	07:30-09:00	Seminar	Every week	19/20	P 107	<a href="#">Ing. Ondřej Raška</a>	
<input type="radio"/>	Wednesday	07:30-09:00	Seminar	Every week	9/20	P 204	<a href="#">prof. Ing. Josef Basl, CSc.</a>	
<input type="radio"/>	Friday	09:15-10:45	Seminar	Every week	13/20	P 109	<a href="#">prof. Ing. Josef Basl, CSc.</a>	
<input checked="" type="radio"/>	Friday	11:00-12:30	Seminar	Every week	9/20	P 103	<a href="#">prof. Ing. Josef Basl, CSc.</a>	



11) Also, you can delete a course which doesn't fit into your schedule.

### Sheet for WS 2015/2016

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable
<input checked="" type="checkbox"/>		2AJ312	English for International Trade 2 (C1)	FMV		Exm E	3	eng	oJP	1		Thu 09:15-10:45 SB 325

Remove the selected courses

12) For the schedule click on the „DISPLAY THE SCHEDULES“

### Course registrations - WS 2008/2009

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 schedules](#)

### Sheet for WS 2008/2009

SEL.	STATE	CODE	COURSE	FAC.	OBLG.	COM.	CRD.	LANG.	GROUP	CATEGORY	TYPE
<input type="checkbox"/>		5EN472	<a href="#">Ancient and Mediaeval Economy</a>	NF		Exm E	4	eng	<a href="#">cJA2</a>	2	



### 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 <i>V. Řepa</i>							
TUE					RB 210 5EN472 Ancient and Medieval Economy <i>P. Bartoň</i>				SB 208 4SA525 Information and Media <i>P. Toman</i>		SB 309 4IT514 Business Information Systems 2 <i>J. Baší</i>	
WED	SB 309 4IT435 Business Intelligence <i>D. Slánský</i>											
THU				RB 212 4IT410 Integration in Information Systems <i>L. Gála</i>		P 103 4IT435 Business Intelligence <i>O. Novotný</i>						
FRI					P 103 4IT514 Business Information Systems 2 <i>J. Baší</i>							