InSIS

InSIS FOR FRESHMEN

A guide to basic functions of the Information System

#fmvvše

Content

Notice

This guide has been primarily created for students of the Faculty of International Relations. Some procedures in InSIS may differ across the study programmes. Please always reach out to your study coordinator in case of any doubts.

1 Login to the System

1.1 How to get the Login Credentials

> **(?)** **Follow the email instructions of your study coordinator.**

Log into the Study Information System here.

1.2 Password Change

You can change your password at any time in the section *Information system set-up*.

When changing the password, it is necessary to follow the security requirements, the system checks the password strength.

Do not give your password to anyone. If you need anyone to do anything for you in InSIS (e.g. registration, when you will be offline during the holidays), it is necessary to proceed through the so-called delegates set-up. Contact your system integrator, he will for sure help you.

1.3 Security Question for Password Restoration

If you forget your password, it is highly recommended that you set a password recovery security question in order to be allowed to change the password and access your account. You can find the security question in the section *Information system set-up*, where you have to expand the menu using the arrow. Then click on the *security data for password restoration* section.
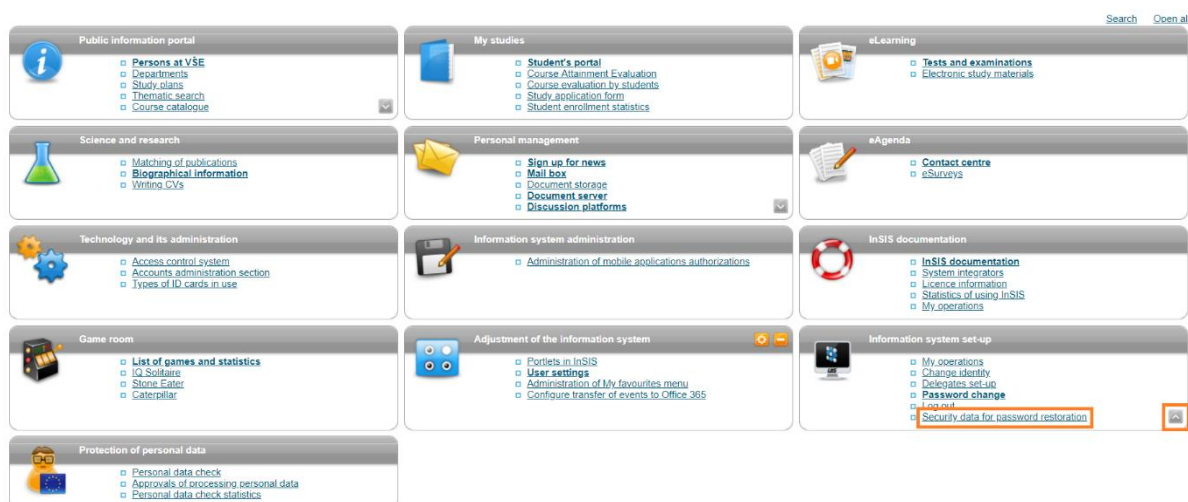
The answer to the security question should be easy to remember or traceable to you, e.g. your mother's maiden name.

Security question settings

User's identity must be verified when reseting password. Inter alia, it is verified by answering the security question of your choice. Choice of security question is necessary for password reset.

Do not submit a true answer for question requiring to fill in the answer. Submit a fabricated one. True answers can be found or guessed. The question functions only for association of your fabricated answer which nobody knows.

Security question: Mother's maiden name   Answer:

Set an external e-mail address

If you wish to reset the password, it is required to submit an external (non-university) e-mail address. The external address, together with other addresses, is used for sending notifications concerning password reset. Those are notifications informing about security settings, start and realization of password reset. Remember the external e-mail address. You will submit it when reseting the password.

🚫 **External e-mail address is not set.**

External e-mail:

Notification e-mail addresses:

Use the following button to save submitted data and activate password reset.
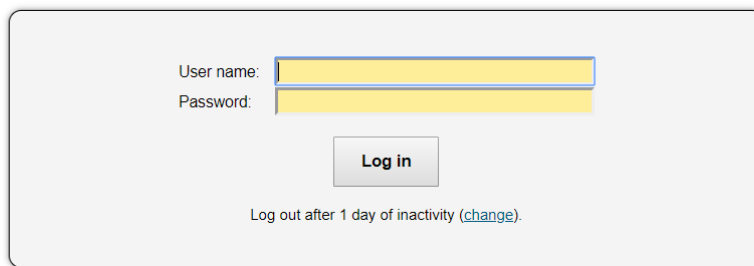
Permit password reset

If you forget your password, you can reset it on the login page, the link is at the bottom of the page.

Log in to system

On this page you can log in Integrated Study Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

ℹ️ **If you fail to log in or do not know the above mentioned information, please contact the system integrator.**

User name:	
Password:	

Log in

Log out after 1 day of inactivity (change).

Tip: A common problem is the Caps Lock key switched on/off or the keyboard set to a different language.

Forgot your password? Password reset available here.

See application First log in to InSIS instructions to view more details about log in.

If you are unable to log in, contact your system integrator using your VŠE address or a private address listed in InSIS. If you do not have access to the VŠE e-mail or do not know which email of yours was added into InSIS as a contact, we do not have a way of verifying your identity and you will have to come personally with an ISIC card or a passport to the helpdesk of the Informatics Center of the University of Economics and Business (office SB 22).

2 Course Registration and Enrollment

You will create your schedule every semester by using Registration and Enrollment.

> **?** **You can find important information on registrations, enrollments, credits and course groups here.**

Registration and enrollment can be found in the most important section of InSIS, *My studies*, *Student's Portal*.

Registration/Enrollment.

2.1 Adding a Course

You can add any course you want to study in the Registration and Enrollment section. You primarily select the category of the course that is located at the bottom of the web page.

Then select a specific course to register into and add it with the corresponding button.

Remember to choose a schedule for the added course. When selecting, keep your personal timetable open on the next tab in your browser in order to avoid registering more courses at the same time of the day.

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 2019/2020

Sel.	State	Code	Course	Fac.	Obl.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☐	🔴	1FU251	Accounting I.	FFU	V	Exm E	6	eng	oP	1	N	Select	15/06/2019 16:07:45	
☐	🟢	5EN153	Basic Macroeconomics	NF	V	Exm E	4	eng	oP	1	N	Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
☐	🟢	2AJ251	Czech for Foreigners 3 (A2)	FMV	V	Crd E	3	eng	oJP	1	N	Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
☐	🟢	2MO252	Doing business in globalized environment	FMV	V	Exm E	6	eng	oP	1	N	Se Wed 14:30-16:00 RB 435 Every week / Le Thu 11:00-12:30 RB 209 Every week	15/06/2019 16:07:12	
☐	🟢	2MO352	International Business Operations	FMV	V	Exm E	6	eng	oP	1	N	Se Thu 14:30-16:00 RB 435 Every week / Le Thu 16:15-17:45 SB 335 Every week	15/06/2019 16:08:02	
☐	🟢	4ST601	Statistics	FIS	V	Exm E	6	eng	oP	1	N	Se Fri 12:45-14:15 SB 206 Every week / Le Fri 09:15-10:45 NB D Every week	15/06/2019 16:06:53	

Remove the selected courses

Key: 🔵 required   🟡 elective   🟢 optional

Depending on your timetable, choose a specific lecture/seminar for each course you register. Be conscious that some rooms (SB, NB, RB) are in Zizkov and others (JM) in Jizni Mesto.

Course timetable

The following table shows the HTML preview of the selected timetable. Select the Output in PDF option to obtain a printed version.

Day	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						SB 303 5EN153 Basic Macroeconomics (1,1,2) L. A. Máslo					
Tue											
Wed						NB 471 2AJ251 Czech for Foreigners 3 (A2) M. Auerspergová		RB 435 2MO252 Doing business in globalized environment G. Bhasin			
Thu			RB 209 2MO252 Doing business in globalized environment (4) R. Čajka					RB 435 2MO352 International Business Operations E. Křenková		SB 335 2MO352 International Business Operations (3) V. Hinčica	
Fri		NB D 4ST601 Statistics K. Helman				SB 206 4ST601 Statistics O. Šimpach					

Key:

| lecture | seminar |

Unless otherwise stated in the note, lessons take place in the campus Žižkov.

After selecting a specific lecture/seminar and saving it, click the button at the bottom of the screen to go back.

Select timetable item - Accounting I. (1FU251)

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	Room	Capacity	Teacher	Note
⦿	Tuesday	14:30-16:00	Lecture	Every week	SB 240	87/110	doc. Ing. Marcela Zárybnická Žárová, CSc.	

Sel.	Day	Time	Type	Frequency	Room	Capacity	Teacher	Note
	Tuesday	16:15-17:45	Seminar	Every week	RB 435	30/30	Ing. Mariana Peprníčková, Ph.D.	
○	Tuesday	18:00-19:30	Seminar	Every week	RB 435	23/30	Ing. Mariana Peprníčková, Ph.D.	
⦿	Thursday	18:00-19:30	Seminar	Every week	RB 435	9/25	Ing. Mariana Peprníčková, Ph.D.	
	Friday	09:15-10:45	Seminar	Every week	RB 112	25/25	Ing. Jan Svitlík, Ph.D.	

Save

Back to Work with courses
Back to my studies
Back to Personal administration

Generally, in InSIS, try to avoid using *back* button in the browser.

You can change the schedule preference.

Sheet for WS 2019/2020

Sel.	State	Code	Course	Fac.	Obl.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☐	🟢	1FU251	Accounting I.	FFU	Ⓥ	Exm E	6	eng	oP	1	N	Se Thu 18:00-19:30 RB 435 Every week Le Tue 14:30-16:00 SB 240 Every week	15/06/2019 16:07:45	
☐	🟢	5EN153	Basic Macroeconomics	NF	Ⓥ	Exm E	4	eng	oP	1	N	Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
☐	🟢	2AJ251	Czech for Foreigners 3 (A2)	FMV	Ⓥ	Crd E	3	eng	oJP	1	N	Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
☐	🟢	2MO252	Doing business in globalized environment	FMV	Ⓥ	Exm E	6	eng	oP	1	N	Se Wed 14:30-16:00 RB 435 Every week Le Thu 11:00-12:30 RB 209 Every week	15/06/2019 16:07:12	
☐	🟢	2MO352	International Business Operations	FMV	Ⓥ	Exm E	6	eng	oP	1	N	Se Thu 14:30-16:00 RB 435 Every week Le Thu 16:15-17:45 SB 335 Every week	15/06/2019 16:08:02	
☐	🟢	4ST601	Statistics	FIS	Ⓥ	Exm E	6	eng	oP	1	N	Se Fri 12:45-14:15 SB 206 Every week Le Fri 09:15-10:45 NB D Every week	15/06/2019 16:06:53	

Remove the selected courses

2.2 Removing Courses

To remove a course, select it and click the appropriate button.

Sheet for WS 2019/2020

Sel.	State	Code	Course	Fac.	Obl.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☑	🟢	1FU251	Accounting I.	FFU	Ⓥ	Exm E	6	eng	oP	1	N	Se Thu 18:00-19:30 RB 435 Every week Le Tue 14:30-16:00 SB 240 Every week	15/06/2019 16:07:45	
☐	🟢	5EN153	Basic Macroeconomics	NF	Ⓥ	Exm E	4	eng	oP	1	N	Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
☐	🟢	2AJ251	Czech for Foreigners 3 (A2)	FMV	Ⓥ	Crd E	3	eng	oJP	1	N	Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
☐	🟢	2MO252	Doing business in globalized environment	FMV	Ⓥ	Exm E	6	eng	oP	1	N	Se Wed 14:30-16:00 RB 435 Every week Le Thu 11:00-12:30 RB 209 Every week	15/06/2019 16:07:12	
☐	🟢	2MO352	International Business Operations	FMV	Ⓥ	Exm E	6	eng	oP	1	N	Se Thu 14:30-16:00 RB 435 Every week Le Thu 16:15-17:45 SB 335 Every week	15/06/2019 16:08:02	
☐	🟢	4ST601	Statistics	FIS	Ⓥ	Exm E	6	eng	oP	1	N	Se Fri 12:45-14:15 SB 206 Every week Le Fri 09:15-10:45 NB D Every week	15/06/2019 16:06:53	

Remove the selected courses

Key: Ⓟ required   Ⓔᵛ elective   Ⓥ optional

3 Student's Portal during the Semester

During the semester, teachers can distribute topics (for term papers, presentations, etc.) among students, publish teaching materials (texts, audio recordings, sample tests), points, attendance and students can submit required outcomes (e.g. assignments). The use of specific tools is always up to the teacher. During the first week of the course, the teacher will let you know which tools he or she is going to use to communicate with you.

3.1 Topic Distribution through InSIS

To register for topics (e.g. term papers), go to the *Student's Portal* and select *List of topics*.

If the teacher lists but does not open the topic package to sign up for, you will see it at the bottom of the page in the *Closed storages of topics*. Topics open to enroll into are in *Where can I enroll in* section. Click on the details to see specific topics.

Choose the topic you want to sign up for (sometimes you will be able to key in your own topic, then the *Propose topic* button would be available)…

Course topics   Final theses topics

Package of topics is a group of related topics. Individual topics are placed in the particular package of topics. Use this application to sign u for the given topics of courses you attend, to display the packages filed for individual courses and then topics inside those packages an their details.

Group of topics - Debate topics

Course:	World Economy
State:	open package
Register until:	-- not entered --
Attributes:	-- not entered --
Announced for:	2SE252 Se Thu 07:30-09:00 NB 470 Every week
Note:	-- not entered --

Name of a coursework submission: -- not entered --

Topics on offer

The following table shows topics in the package. Column Project participants shows the number of students the topic is offered for. Colum Registered shows number of students currently registered. After clicking on the icon in the column Details you can get to the detaile information on the topic, including the option or registration or deregistration and to the list of already registered students.

State	Name	Put up by	Project participants	Registered	Details
	Future of the European integration	Ing. Ondřej Sankot, Ph.D.	1--3	3	➡
	Regulation of globalization	Ing. Ondřej Sankot, Ph.D.	1--3	2	➡
	State intervention in the economy	Ing. Ondřej Sankot, Ph.D.	1--3	3	➡

Key:
🟢   sign-up approved.

… and sign up for the chosen topic.

Course topics   Final theses topics

Package of topics is a group of related topics. Individual topics are placed in the particular package of topics. Use this application to sign up for the given topics of courses you attend, to display the packages filed for individual courses and then topics inside those packages and their details.

Topic - Regulation of globalization

Title of schedule of topics:	Debate topics
Course:	World Economy
State:	open package
Register until:	-- not entered --
Attributes:	-- not entered --
Announced for:	2SE252 Se Thu 07:30-09:00 NB 470 Every week
Project participants:	3
Note:	-- not entered --
Summary:	Perspective narrow topics e.g. trade barriers, regulation of migration, leaving the EU

Name of a coursework submission: -- not entered --

Sign up or sign off from topic

This table shows students registered to the selected topic. To sign up or sign off from a topic use the button below. You can sign up for a topic on condition the deadline has not expired and the topic is not fully taken.

State	Name	Applicants registered
●		26/09/2019 07:56
●		26/09/2019 07:57

Sign up for topic

Key:
● sign-up approved.

- Back to List of topics
- Back to List of groups of topics
- Back to Personal administration

3.2   Coursework Submissions

Coursework submissions are again a part of the *Student's portal*, and teachers can use them to collect outcomes from students (e.g. term paper) in an electronic form.

Student's portal

Study – **FMV B-ME-IB pres [term 3, E]**, study period – **WS 2019/2020 - FMV**

My studies	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

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	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
✔	FMV	International Economic Relations International Business full-time	enrolled			

You can find the open coursework submissions in *Where can I submit my papers* section.

My studies   E-study record   My schoolmates   Study details   Map of my study
Course e-plans   List of topics   **Coursework submissions**   Plan progress check   My lectures sheet
My favourite courses

The application used for submitting papers and projects is a room reserved by a teacher for the students where they can individually or in groups submit their homework, case studies, projects or other assignments. Each coursework submission is limited in time and set up for the individual seminars or centrally for the whole course.

The table shows all submission places that have been set up for the courses you attend in the current period. The "Open till" column defines when the coursework submission is closed. In the next column you can see the name of a set of topics and a list of topics you have signed up for and which have been approved by the teacher. A coursework submission is linked to the whole course. In the "Files" column you can see how many files you have entered to the coursework submission. Click on the icon in column "Instructions" to see the instructions entered by the teacher for the coursework submission.

The following table shows the coursework submission open for inserting files. To insert files to a particular coursework submission use the arrow in the Insert files column.

Where I can submit my papers

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Insert files
2SE252 World Economy	Literature review	🛈	Thu 07:30-09:00 NB 470 (sem.)	09/10/2019 23:59	free	🛈	0	🔍	O. Sankot	➡
2SE252 World Economy	Data analysis	🛈	Thu 07:30-09:00 NB 470 (sem.)	23/10/2019 23:59	free	🛈	0	🔍	O. Sankot	➡
2SE252 World Economy	Term paper	🛈	Thu 07:30-09:00 NB 470 (sem.)	24/11/2019 23:59	free	🛈	0	🔍	O. Sankot	➡
2SE252 World Economy	Debate handout	🛈	Thu 07:30-09:00 NB 470 (sem.)	12/12/2019 23:59	free	🛈	0	🔍	O. Sankot	➡

The following table contains the coursework submissions where you have submitted your assignments to and received a confirmation, therefore, you cannot enter any more files there. If you have been granted points for submission, see them in column Points. To display the entered files click in column Display files.

Coursework submissions with submitted files
Course title Name Type Announced for Until Topic Open Points Details Number of files Instructions Put up by Display files

The following table contains the closed coursework submissions with the submitted files waiting for confirmation. If you have entered your files in here, you can display them by clicking in column Display files.

You can drag and drop the file or select it using the *Select file* button. You must insert the selected file…

Enter new file

🟡 **Quota for inserting files 5,00 MiB.**

To insert a file click on the Select file button and select the file you wish to insert. The name of the entered file can contain only small and capital letters without diacritics, numbers, underscores, round brackets, dashes, commas and full stops. System allows entering a file whose name contains diacritics; however, these diacritics will be removed. Similarly, the file name can contain spaces which will be replaced with underscores. Symbols of foreign alphabets are not permitted. The length of file name is limited to 100 characters.

File: *To enter the file, you can also drag it to this area.*

[Select file]

Description:

[Insert file]

…submit it…

Name of a coursework submission:	[Literature review](#)					
Type:	individual coursework submission					
State:	open					
Closing date:	09/10/2019 23:59					
Announced for:	2SE252 Se Thu 07:30-09:00 NB 470 Every week					
Coursework submission quota:	5 MiB					

✅ **Transaction was successfully completed.**

List of entered files

The table below shows all the files that have been inserted in the particular coursework submission, but have not been handed in yet. The files can be viewed, downloaded, deleted, reordered and renamed.

Sel.	Name	File	Description	Date of insertion	Entered by	Modify
☐	40831425.pdf	📄PDF		27.09.2019 15:52		✏️

Remove file

⛔ **Files have not been properly handed in, only inserted.**

Click on the following button to submit all the above listed files. Until you execute this transaction, the files will not be available to the teacher to view.

Submit files

… and *Confirm submission*. Do not forget about this last step, the professor will not see the file and will not consider it to be submitted properly unless you confirm the submission.

Individual coursework submission - World Economy (2SE252)

Details for a coursework submission

Name of a coursework submission:	[Literature review](#)
Type:	individual coursework submission
State:	open
Closing date:	09/10/2019 23:59
Announced for:	2SE252 Se Thu 07:30-09:00 NB 470 Every week
Coursework submission quota:	5 MiB

Submit files

Use this application to confirm submission of files in this coursework submission. You can add a note to the submitted files.

⛔ **Files have not been properly handed in, only inserted. To confirm submission click on the button.**

🟡 After you have clicked on the Confirm submission button all your files will be handed in and available for the teacher to check them. Subsequently, the coursework submission will be closed for you. You will be unable to change the files.

Note:

Confirm submission

A properly submitted file looks as follows:

3.3 Course E-materials

The professor can upload the learning materials (text, audio, sample tests) to InSIS. You can find them in *Course e-plans* section.

Select the course…

Student's portal

Study – **FMV B-CR pres [term 1, E]**, study period – **WS 2019/2020 - FMV**

My studies	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

eLearning plans

eLearning plan is a list of activities which the student should complete for the given course during his/her study. It may involve e.g. learning the study documents or writing a practice test. The individual activities can appear in the plan successively depending on the amount of time required for their completion, or they may be available without sequence.

The table shows all the eLearning plans you can access. Click on the "Enter" icon to display the individual activities in the plan. Click on link "Statistics" to display information about all your operations in the selected plan.

Course title	Name of plan	Filed by	Filed	Details	Statistics	Enter
English for Economics Studies 2 (B2/C1)	2AJ212	M. Kusinová	16/09/2019	🔍		➡
	2AJ212 - Course Information	M. Kusinová	16/09/2019	🔍		➡
	Grammar Guide	M. Kusinová	16/09/2019	🔍		➡
	2AJ211	M. Kusinová	16/09/2019	🔍	📊	➡

▫ *Back to Personal administration*

…module…

eLearning plan 2AJ212

The list contains all activities of the individual modules in the plan 2AJ212. Click on the name or the icon of the plan to display its contents. Use the following menus to display the individual modules and activities. If there is the retrospective viewing of activities function activated for the plan, you can tick the "all closed" item in the first menu to display the activities that have taken place. To display the activities that are not active yet use the "all that have not taken place" option. Again this function must be activated by the plan administrator; if they are not they may not be available. Students should complete all activities in bold and with exclamation mark.

Select module: `- all active -`   Restrict to activities: `- all active -`   Type of display: `list of modules`   Go

Základní modul

📖 English for Business and Economics Units 7 - 12

Print plan

…and a particular material.

English for Business and Economics Units 7 - 12

3.4   Attendance and Points

Teachers may enter attendance and points from ongoing activities, tests and oral examinations into InSIS. You can find them in *My lectures sheet*.

Attendance is recorded in the timetable section (click on the *Key* for explanations). Click on the black arrow in the *Next* section to proceed to the point sheet.

Course - 2SE252 World Economy

Here find a overview of assessment sheets which the teacher records for you about. With adding sheets only the figures in blue get added (figures stated in correct form).

Sheets from seminars - 2SE252 Se Thu 07:30-09:00 NB 470 Every week

Activity

Grouping	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
1		0.5		1.5	1			2			2.5		0.5	**8**

- ☐ *Back to course overview*
- ☐ *Back to Personal administration*

3.5   Registering for Examinations

> **?** **Information on the evaluation, recognition, excuse and classification of courses can be found here .**

Registration for exams is also done via InSIS.

Student's portal

Study – **FMV B-ME-IB pres [term 3, E]**, study period – **WS 2019/2020 - FMV**

My studies	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

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	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
✅	FMV	International Economic Relations International Business full-time	enrolled	🖊️	🐾	🐾

Select the date and the course you would like to sign up for an exam in...

✅ **Which exam sittings I can register for.**

The table shows the exam dates you can register for just now or later as soon as you meet the registration criteria. The reasons preventing registration are listed under the second icon in column Actions. If the capacity of the exam date is full, you can use the third icon in column Actions to switch on the "Vacancy monitoring" function.

If you don't want to keep working with all the list of displayed exam terms, you can enter the Waiting rooms, where you can read the reasons preventing signing up for a date, and then this is the only place where you can update the information about the selected exam date.

Display: ✅ Study period

Ord.	State	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Actions	Register
1.	🟢	2OP844	Labour Law ⭐	27/07/2020 13:00 (Mon)	NB 456 (ZI)	examination (oral)	M. Soušková	7/10	Ⓡ	-- 26/07/2020 18:00 26/07/2020 17:00	🔍	➡️ ⏩

[Print the exam sittings you can register for]

...and *Register for the exam date* (single arrow leads to an confirmation interface, double arrow registers you for the exam right away).

Register for exam date

This application allows students to register for exams, preliminaries and other events. If you have any problems or questions, please contact your system integrator.

Exam date for course:	Introduction to Law
Exam date announced by:	doc. JUDr. Nicole Grmelová, Ph.D.
Kind of exam sitting:	continuous test 1
Form of exam date:	written
Duration of event:	90 minutes
Type of exam sitting:	first sit
Date of exam:	22/10/2019, 09:15 (Tue)
Venue:	RB 209 (ZI)
Student registration since:	-- not entered --
Students registration until:	22/10/2019, 08:00 (Tue)
Students unregistration until:	22/10/2019, 08:00 (Tue)
Just registered for exam date:	10
The exam date limit:	45
Reserve:	not set
Programme:	-- not entered --
Form of study:	-- not entered --
Character of study:	usual
Place of teaching:	-- not entered --
Group of students:	all groups
Tests for the exam date:	-- not entered --
Note:	Please remember to bring your ISIC card, ID or Passport for the mid-term test. The use of electronic devices is not authorized. If you need a dictionary, only official printed dictionaries may be used.

[Register for exam date]

- □ *Back to List of exam sittings*
- □ *Back to my studies*
- □ *Back to Personal administration*

3.6   Extra-Semester Courses

> (?)   **More on intensive and extra-semester courses is to be found here.**

Extra-semester courses are courses that do not follow the standard academic year schedule. These include intensive courses of visiting professors, sports courses, but also defenses of bachelor theses or final state examinations.

Student's portal

Study – **FMV B-ME-IB pres [term 3, E]**, study period – **WS 2019/2020 - FMV**

My studies	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

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	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
✓	FMV	International Economic Relations International Business full-time	enrolled	✎	❋	❋

Mark the selected course and *Add* it. For extra-semester courses, the schedule is fixed.

Extra-semestral courses you may enroll in currently

The following table shows the list of extra semestral courses whose registration period is in progress. Select the courses you want to register and click on the "Add selected courses" button. Potential timetable items will be selected automatically. It is possible to edit the timetable in section Confirmed registration of extra semestral courses in column Timetable.

Sel.	Code	Course	Study period	Com.	Crd.	Course supervisor	Institute	Limit	Registration from / Note	Registration till / Note	Teaching since / Note	Teaching till / Note
☐	2OBP	Bachelor Thesis Defence	WS 2019/2020 - FMV	Exm E	3	doc. Ing. Pavel Hnát, Ph.D.	FMV	-	01.09.2019	17.02.2020	01.09.2019	17.02.2020
☐	TVSUZ1	Credit Recognition of PE from other faculties or universities 1	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Pachl	CTVS CP	-	16.09.2019 08:00	29.01.2020 15:00	16.09.2019 08:00	29.01.2020 15:00
☐	TVSUZ2	Credit Recognition of PE from other faculties or universities 2	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Pachl	CTVS CP	-	16.09.2019 08:00	29.01.2020 15:00	16.09.2019 08:00	29.01.2020 15:00
☐	TVSOZ1	Health Exemption from PE 1	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Pachl	CTVS CP	-	16.09.2019 09:00	29.01.2020 15:00	16.09.2019 09:00	29.01.2020 15:00
☐	TVSOZ2	Health Exemption from PE 2	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Pachl	CTVS CP	-	16.09.2019 09:00	29.01.2020 15:00	16.09.2019 09:00	29.01.2020 15:00
☐	IBB	International Business	WS 2019/2020 - FMV	Exm E	3	prof. Ing. Hana Machková, CSc.	KMO FMV	-	01.09.2019	17.02.2020	01.09.2019	17.02.2020
☐	2RU206	Russian for Economists 6 (B2/C1)	WS 2019/2020 - FMV	Exm E	3	PhDr. Martin Filip, Ph.D.	KRUJ FMV	-	10.09.2019	30.09.2019 23:59	16.09.2019	30.12.2019 23:59
☐	TVSOS1	Sports Exemption from PE 1	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Pachl	CTVS CP	-	16.09.2019 09:00	29.01.2020 15:00	16.09.2019 09:00	29.01.2020 15:00
☐	TVSOS2	Sports Exemption from PE 2	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Pachl	CTVS CP	-	16.09.2019 08:00	29.01.2020 15:00	16.09.2019 08:00	29.01.2020 15:00

Add selected courses

3.7   Final Thesis

? More information about the terms, conditions and schedule of the final (bachelor or master) theses can be found on the FIR website.

After the supervisor has inserted the preliminary topic into InSIS, you will see the *Final thesis* icon in *My studies* section.

My studies   E-study record   My schoolmates   Study details   Map of my study
Course e-plans   List of topics   Coursework submissions   Plan progress check   My lectures sheet
My favourite courses

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	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Final thesis
✓	FMV	International Economic Relations International Business full-time	enrolled	🖊	⚙	⚙	📖
✗	FMV	International Economic Relations International Business full-time	study requirements not met				

Support of the selected study

Application on support of the selected study.

Personal timetable   Academic calendar (weeks overview)   Academic year schedule   Contact departments   Print enrollment sheet   Study confirmation form   Study confirmation form (in English)   Study progress confirmation form   Study progress confirmation form in English   Print the request form   Submit electronic application to Study Department   Contact centre

My excuse notes   Course evaluation by students

When the supervisor approves the final version of the thesis, you will submit not only the thesis itself (*Insert the thesis and appendices*), but also additional information i.e. abstract and keywords (*Insert additional information*) into InSIS.

Thesis has not been entered – Final thesis has not been entered in the information system.

Display and download files (click to display/hide Help)

Instructions for submission of final thesis

Situation check

Display the assignment form

Display additional information

Release postponement

Editing application (click to display/hide Help)

Insert additional information

Insert the thesis and the appendices

Thesis submission

□ *Back to my studies*
□ *Back to Personal administration*

3.8 Study Record

> **?** **Information on the evaluation, recognition, excuse and classification of courses can be found here.**

The results of the studied courses can be seen in the application *E-study record*.

Student's portal

Study – **FMV B-ME-IB pres [term 3, E]**, study period – **WS 2019/2020 - FMV**

My studies	**E-study record**	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

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	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
✅	FMV	International Economic Relations International Business full-time	enrolled			

My studies	**E-study record**	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

Current basic overview	Basic overview for the whole study	Statistical information for the whole study
Current detailed overview	Detailed overview of the whole study	Credit statistics	Study results comparison

Use this application to display various information and overviews of your running course of study.

Next, see the detailed overview of your study results in the selcted period. Click on the number to view your past exam sittings.

WS 2019/2020 - FMV:

Code	Course	Compulsory	Lang.	Com.	Attempt	Result	Entered	Entered by	ECTS	Group	Credits	Type	Learning outcomes and com
5HD396	America from Independence to Financial Crisis: Special Topics in U.S. Economic History ⭐	PV	eng	Exm E						oV2		N	
22F300	Bachelor's Thesis Seminar ⭐	P	cz	Exm E						oP		N	
2AJ355	Czech for International Business 1 (B1) ⭐	PV	eng	Crd E						oJP		N	
2MO348	Introduction to the Shopping Centre management ⭐	PV	eng	Exm E						oV		N	
2SM309	Migration in International Relations ⭐	PV	eng	Exm E						oV2		N	
2OP352	Retail Marketing ⭐	P	eng	Exm E						oP		N	
4ST601	Statistics ⭐	P	eng	Exm E						oP		N	
2SE252	World Economy ⭐	P	eng	Exm E						oP		N	

3.9 Study Plan Progress

You can check the fulfillment of your study plan in the application *Plan progress check*.

Student's portal

Study – **FMV B-ME-IB pres [term 3, E]**, study period – **WS 2019/2020 - FMV**

My studies	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

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	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
✅	FMV	International Economic Relations International Business full-time	enrolled			

⊘ Some requisites for submitting the final thesis failed to be fulfilled.

⊘ The study plan has not been completed yet.

Study:	**FMV B-ME-IB pres [term 7, E]**
Credits:	**111 obtained** out of 180 of compulsory **(MISSING 69 crd.)**
Initial academic year:	**WS 2016/2017 - FMV**
Type of study system:	**E**

Key:

State	Description
FULFILLED	The course has been successfully completed.
NOT FULFILLED	You failed the course or you are still attending it (the course has not been accomplished). ATTENTION. The same mark has the course which has been accomplished, but is placed in a different group. Ask your Study Department officer to move the course to the correct group.
NOT ENROLLED	The course has not been attended yet.
ENROLLED	Course is currently registered and confirmed and attended.

The following table shows the study plan, including the details concerning the state of its completion. If you wish to show all courses of slective and optional units choose the following link: Show all courses of a plan.

Groups of courses for the entire plan

Code	Course title	Mode of completion	Credits	Enrolled	State
ⓘ	cTVS2 - Tělesná výchova - volitelné (t: 3) A group of optional courses				
TVSBAS	Basketball ⭐	Crd E	0	1x	NOT FULFILLED

Code	Course title	Mode of completion	Credits	Enrolled	State
⊘	oJP - Jazykový předmět povinný (t: 1) A group of elective courses (min. 18 crd.) : NOT ACCOMPLISHED missing 3 credits				
2RO121	Basic French for Economists I ⭐	Crd E	3	1x	**FULFILLED (07/01/2018)**
2RO101	Basic French for Economists 1 (A0/A1) ⭐	Crd E	3	1x	NOT FULFILLED

3.10 Study Confirmation

You can generate a study confirmation at home or in the library…in the Student`s portal, button: *Print of documents*.

My College	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

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	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
✅	FMV	International Trade full-time	enrolled	🖊️	🐾	🐾

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 of documents | Document storage | Course evaluation by students

You can generate a confirmation electronically confirmed (section Printing of electronically sealed documents) or for confirmation by your study coordinator (section Print of documents).

My College	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	Plan progress check	My lectures sheet
My favourite courses				

Print electronically sealed documents

Use the following icons to print study documents with electronic seal. Click on any icon to create a document that will be later supplied with electronic seal and within an hour will appear in the Document storage application.

Study confirmation form | Study confirmation form (in English) | Study progress confirmation form | Study progress confirmation form in English | Study overview | Study overview (in English)

Print of documents

Use the following icons to print study documents.

Study confirmation form | Study confirmation form (in English) | Study progress confirmation form | Study progress confirmation form in English | Print enrollment sheet | Print the Request form to the Study department | Print the application for social benefit
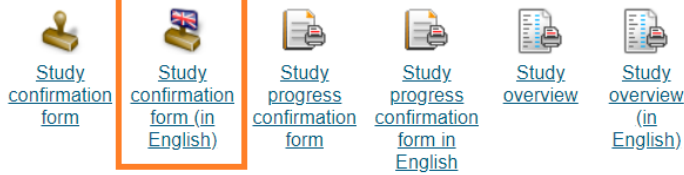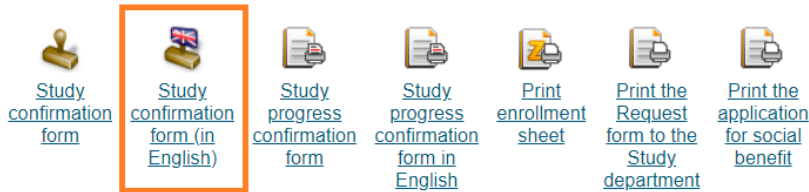
- *Back to my College*
- *Back to Personal administration*

If you select Study confirmation, which must be confirmed by your coordinator, InSIS will generate the confirmation as a pdf.

If you select an electronically sealed document, you will find it in your *Document Storage*. This may take some time.

Print electronically sealed documents

Use the following icons to print study documents with electronic seal. Click on any icon to create a document that will be later supplied with electronic seal and within an hour will appear in the Document storage application.

✅ **Electronic study confirmation was successfully created.**

- Now it is waiting for electronic signature and in an hour it will be in the Document storage application.

Study confirmation form | Study confirmation form (in English) | Study progress confirmation form | Study progress confirmation form in English | Study overview | Study overview (in English)

Print of documents

Use the following icons to print study documents.

Study confirmation form | Study confirmation form (in English) | Study progress confirmation form | Study progress confirmation form in English | Print enrollment sheet | Print the Request form to the Study department | Print the application for social benefit

Download the document as a pdf.

My College   E-study record   My schoolmates   Study details   Map of my study
Course e-plans   List of topics   Coursework submissions   Plan progress check   My lectures sheet
My favourite courses

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	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
✅	FMV	International Trade full-time	enrolled			

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 of documents   Document storage   Course evaluation by students

Download the document as a pdf.

Document storage

In this application you can work with documents in the document storage. Use the following navigation menu as a basic signpost to individual folders of documents.

Admission procedure   **Study**

Documents

The table displays available documents. If you are authorized enough, click on icon of the file to start its downloading.

Study: [FMV C-MO-4PK pres [term 2, E] ▾] [Restrict]

Display: ✅ Language of the document ✅ Note ✅ Created ✅ Created by

Document	File	E-signature	Note	Size	Download
Study confirmation form (electronic version)	stud_potvrzeni_studium_el_90661	✔		0 kiB	📄PDF
Study confirmation form (electronic version)	stud_potvrzeni_studium_el_90642	✔		0 kiB	📄PDF
Study confirmation form (electronic version)	stud_potvrzeni_studium_el_90641	✔		0 kiB	📄PDF
Study confirmation form (electronic version)	**stud_potvrzeni_studium_el_90627**	✔		**0 kiB**	📄PDF
Study confirmation form (electronic version)	**stud_potvrzeni_studium_el_90624**	✔		**0 kiB**	📄PDF
Decision on scholarship grant	stud_prizn_stip_84004			0 kiB	📄PDF
Decision on scholarship grant	stud_prizn_stip_79971			0 kiB	📄PDF

Key (click to show/hide)

▫ *Back to Student portal*
▫ *Back to Personal administration*

The authenticity of the signature can be verified in separate applications for viewing the PDF file, e.g. Acrobat Reader. When you view the file in a Web browser, you cannot verify the validity of the digital signature.

It is possible that you will be required to present a printed certificate of study. In this case, you can upload the PDF file to the CzechPoint depository, go to the CzechPoint contact point (post office, most municipal authorities) and have an officially certified copy of the certificate of study printed out for a small fee.

3.11 Electronic Application to the Study Department

> **?** **Information about extension, interruption or termination of your studies can be found here.**

Applications to the Study Department (e.g. for interruption of study) are again submitted via InSIS, using the *Contact centre*.

You create a new application (if you already have an application in the contact centre, it is necessary to switch from the *My queries* section to *Searching for a solution* section to submit another application)...

Fill in the subject and text (orange-colored fields are mandatory in InSIS, white-colored fields are optional), in justified cases attach an electronic attachment (e.g. doctor's note) and submit the application.

For your queries, you can view the *comments* that the study department gave you about them, you can *change the text*, *attachments*, or you can *select* the *query* and then *delete* it.

Follow the comments that the study department makes to your application. Usually, this is a request for you to add something to your application without which your request cannot be processed.

3.12 Study financing

In the *Student's portal*, open the *Study financing* section.
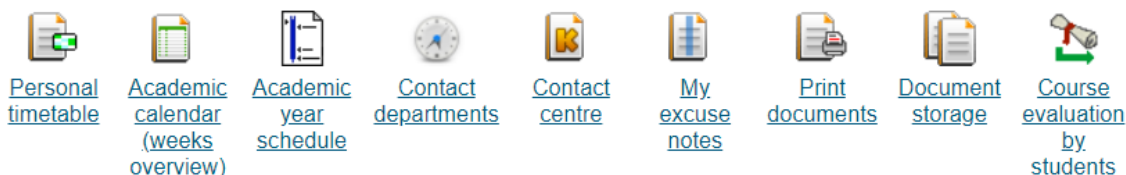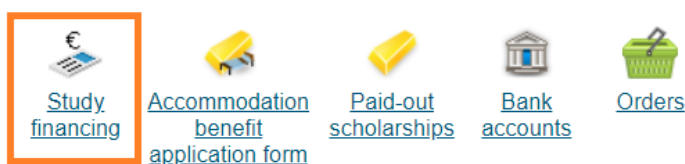
If you want to pay an annual instalment, use the Card icon for the payment via Visa or Master card only) in the Payment section, and you will be redirected to a payment gateway. Alternatively, you can use the QR code for a bank transfer from a Czech bank account.

For a semester instalment, use the link in the Instalments section.

After selecting a semester instalment payment, use the card or the QR code button to perform the transaction.

Schedule of payments

Entered: 04/10/2021 **Entered by:** Ing. Aleš Kutín

Sel.	State	Sum	Settled	Amount to be paid	Payment	QR code	Due date	Note
	●	€ 1,900	€ 1,900	€ 0			15/10/2021	
☑	○	€ 1,900	€ 0	€ 1,900			13/02/2022	

Key (click to show/hide)
Click on the Online payment button to be transferred to a payment gate address. You will be asked to fill in your payment card information. Once the transaction has been successfully performed, you will be re-directed back to this page.

Online payment

4 E-tests in InSIS

Should the professor use an electronic test in InSIS, you can find it on the main page of the information system (*Personal Administration*), in the *eLearning* section, under the link *Tests and examinations*.
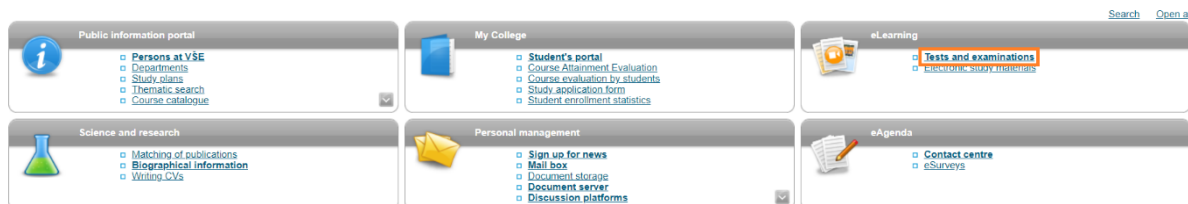
The conditions for the test are set by the professor. The test can be taken in a specific (computer) classroom of the University of Economics and Business, or at home. The test can be tied to registration for a specific exam date, or only limited by a specified time.

To open the test, use the arrow in the *Start writing test* section.

The test is saved continuously. After the time specified by the professor, the test is saved for the last time and submitted.

For test results, click on the *Submitted tests* button. Closed-ended questions will be evaluated by InSIS immediately after taking the test, open-ended questions must be evaluated manually by the professor.

5 Document Server

Professors may upload documents to the *Document server*. You can access the document server from any section of InSIS by clicking on the link in the top bar. The number of unread documents is displayed directly in the toolbar.

In unread documents, the bar with numbers and arrows below and above the document list is used for navigation. You can view the document (including any comments) with the icon in the *Display* section, you can also download the document itself using the icons in the *Attachment* section.

If you have already opened a document and want to return to it, you will not see it in new documents, but you must find it in the *Document tree* at the top of the screen.

In the document tree you may have to search a little, in short it is about getting to the course, or the teacher who uploaded the document to the server. Gradually expand the sections that are relevant to you (faculty - courses - semester - course) and open the section where the

teacher uploaded the document. The number in parentheses shows the number of unread / total documents in the folder. If there is no number in parentheses, the folder is empty. The glasses symbol indicates folders you can view.

You can download the document again (*Attachment*) or open the section incl. teacher comments and additional information on the document (*Display*).

In Conclusion

This manual should contain most of the information you will use during your studies. If you find a bug in it, or you miss any information, please let me know at ondrej.sankot@vse.cz.

Ondrej Sankot, System integrator, FIR

InSIS FOR FRESHPEOPLE

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Winstona Churchill sq. 4, 130 67
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INSTAGRAM.COM/FMV_VSE