



InSIS

InSIS FOR FRESHMEN

**A guide to basic functions
of the Information System**

#fmveše

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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.

Password change

This application helps you to change your password. You need to type in the original password once (for safety reasons) and the new password twice (passwords do not appear). This way the number of typing errors can be reduced.

Safe password

Your new password must meet the requirements stated below. Suitable password contains several words, digits and special characters. Selected words should have no connection to you or to university - proper names, dates or geographical names can be easily guessed. Also avoid very simple passwords, such as successions (1234, qwerty) or simple words (password, login). Substituting characters for letters, such as @ for a, or \$ for s, doesn't make the password any stronger.

Password requisites

- ✗ Minimum length of password is 10 characters.
- ✗ Minimum number of small letters is 1.
- ✗ Minimum number of capital letters is 1.
- ✗ Minimum number of letters is 1.
- ✗ Minimum number of non-letter characters is 1.
- ✓ Maximum number of consecutive identical characters is 3.
- ✗ Password must be strong (at least three bars out of four).
- ⚙ The alternative to meeting the required minimum of digits, letters, etc. is a password containing at least 30 characters, including no fewer than 5 various characters.
- ⬇ Number of old passwords that the new password must be different from is 5.
- ⬇ Minimum number of changes compared to old password is 5.

Diacritics is prohibited (only ASCII characters are allowed).

🕒 Current password expiry: 12/09/2019 16:19

👤 Last password modification made by: O. Sankot, 29/08/2019 16:19

You can enter your own password or click and choose one of the secure system-generated passwords.

[Ude.svs.cyk.isi](#) [zvV.giz.kod.qox](#) [nYn.fuw.epv.mip](#) [Mst.hus.zix.oem](#) [Pec.ymy.jyf.pas](#)

Former password:

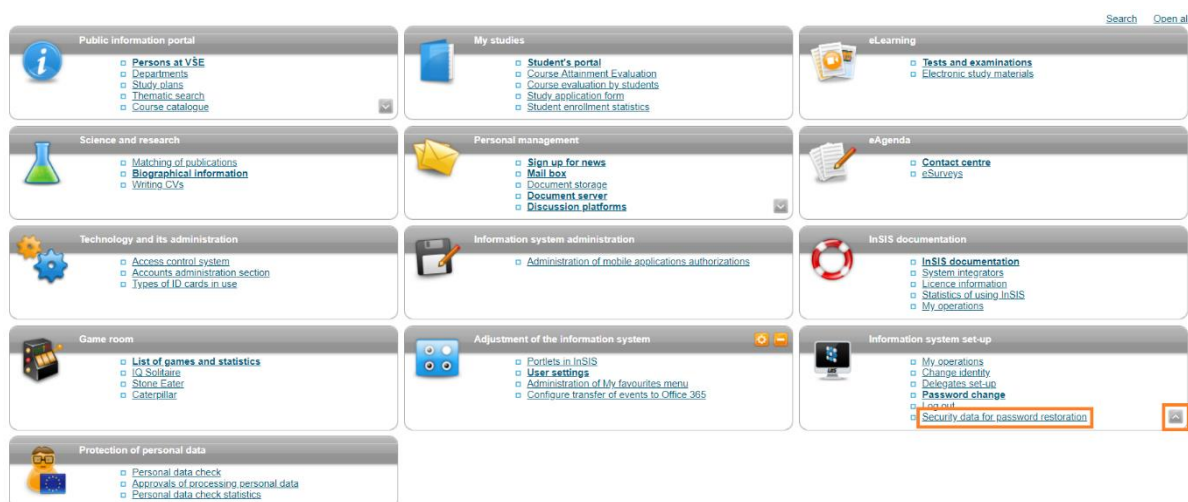
New password:

Control password:

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 resetting 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 resetting 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.



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).

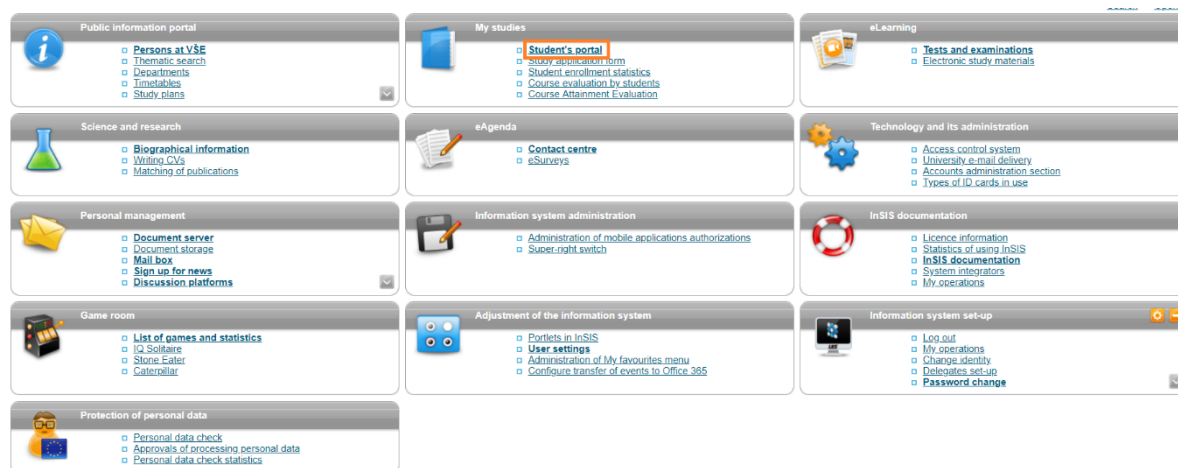
2 Course Registration and Enrollment

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.

Student's portal

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

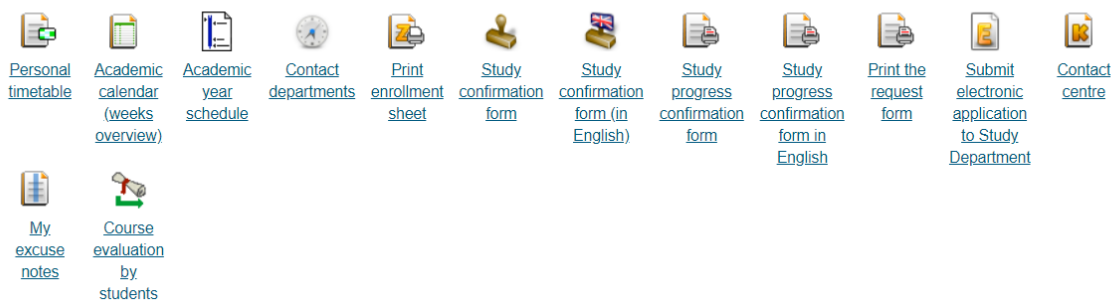
[My studies](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)
[Course e-plans](#) [List of topics](#) [Coursework submissions](#) [Plan progress check](#) [My lectures sheet](#)
[My favourite courses](#)

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			

Support of the selected study

Application on support of the selected study.



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.

Course: ☐ Select courses from all faculties ☐ Details

Groups of courses according to study plan

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

Abbreviation	Name	Category	Choose
cTVS2	Tělesná výchova - volitelné	3	<input type="button" value="→"/>
oJP	Jazykový předmět povinný	1	<input type="button" value="→"/>
oP	Oborově povinný předmět	1	<input type="button" value="→"/>
oSZ	Předměty státní závěrečné zkoušky	1	<input type="button" value="→"/>
oV	Oborově volit. předmět I.	2	<input type="button" value="→"/>
oV2	Oborově volit. předmět II.	2	<input type="button" value="→"/>

- [Back to My studies](#)
- [Back to Course catalogue](#)
- [Back to Personal administration](#)

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

Courses in group oP

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

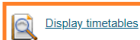
Sel.	Code	Name	Fac.	Com.	Crd.
<input checked="" type="checkbox"/>	1FU251	Accounting I.	FFU	Exm E	6
<input type="checkbox"/>	22F300	Bachelor's Thesis Seminar	FMV	Exm E	5
<input type="checkbox"/>	5EN153	Basic Macroeconomics	NF	Exm E	4
<input type="checkbox"/>	5EN152	Basic Microeconomics	NF	Exm E	6
<input type="checkbox"/>	1FP251	Corporate Finance	FFU	Exm E	6
<input type="checkbox"/>	2MO252	Doing business in globalized environment	FMV	Exm E	6
<input type="checkbox"/>	11F251	Financial theory, policy and institutions	FFU	Exm E	5
<input type="checkbox"/>	4IT152	Informatics	FIS	Exm E	3
<input type="checkbox"/>	2MO352	International Business Operations	FMV	Exm E	6
<input type="checkbox"/>	2PR151	Introduction to Law	FMV	Exm E	6
<input type="checkbox"/>	33F151	Marketing and Business Policy	FPH	Exm E	5
<input type="checkbox"/>	55F750	Mathematics for Economists I	NF	Exm E	6
<input type="checkbox"/>	20P352	Retail Marketing	FMV	Exm E	6
<input type="checkbox"/>	4ST601	Statistics	FIS	Exm E	6
<input type="checkbox"/>	2ZP151	Sustainable Development and Environment	FMV	Exm E	4
<input type="checkbox"/>	2SE252	World Economy	FMV	Exm E	9

- [Back to My studies](#)
- [Back to Course catalogue](#)
- [Back to Personal administration](#)

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](#).



Sheet for WS 2019/2020

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		1FU251	Accounting I.	FFU		Exm E	6	eng	oP	1		Select	15/06/2019 16:07:45	
<input type="checkbox"/>		5EN153	Basic Macroeconomics	NF		Exm E	4	eng	oP	1		Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
<input type="checkbox"/>		2AJ251	Czech for Foreigners 3 (A2)	FMV		Crd E	3	eng	oJP	1		Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
<input type="checkbox"/>		2MO252	Doing business in globalized environment	FMV		Exm E	6	eng	oP	1		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	
<input type="checkbox"/>		2MO352	International Business Operations	FMV		Exm E	6	eng	oP	1		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	
<input type="checkbox"/>		4ST601	Statistics	FIS		Exm E	6	eng	oP	1		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. Město					
Tue											
Wed						NB 471 2AJ251 Czech for Foreigners 3 (A2) M. Auerspergerová		RB 435 2MO252 Doing business in globalized environment G. Bhasin			
Thu					RB 209 2MO252 Doing business in globalized environment (4) R. Čavka			RB 435 2MO352 International Business Operations E. Klenková		SB 335 2MO352 International Business Operations (3) V. Hnědka	
Fri		NB D 4ST601 Statistics K. Helman				SB 206 4ST601 Statistics O. Šimach					

Key:

	lecture		seminar
--	---------	--	---------

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

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)

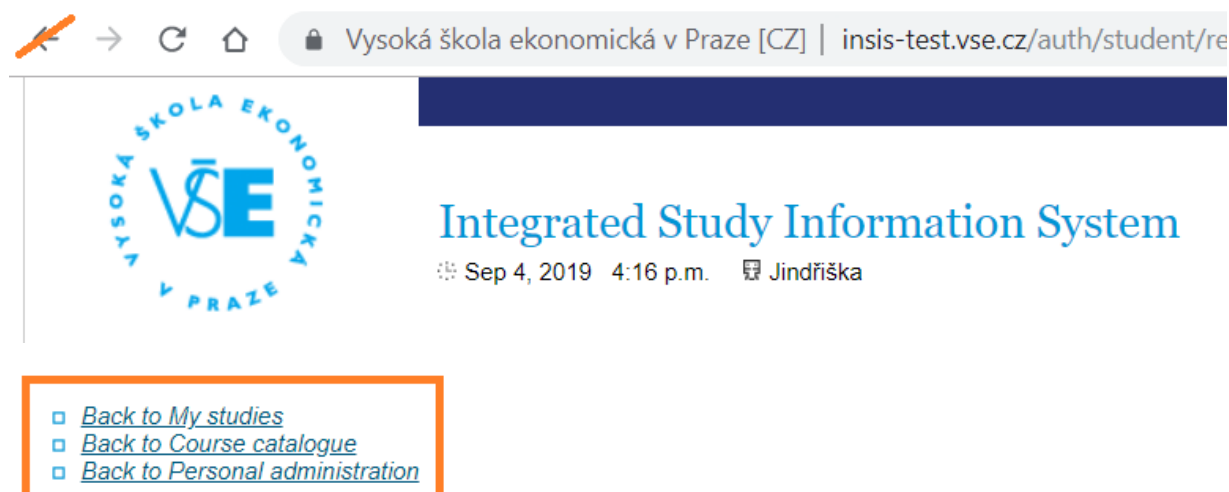
The table below shows all days and times of the timetable items offered for the course. Selected item is in bold. Click on the Save button to confirm your choice.

Sel.	Day	Time	Type	Frequency	Room	Capacity	Teacher	Note
<input checked="" type="radio"/>	Tuesday	14:30-16:00	Lecture	Every week	SB 240	87/110	doc. Ing. Marcela Zárybnická Žárová, CSc.	
<input type="radio"/>	Tuesday	16:15-17:45	Seminar	Every week	RB 435	30/30	Ing. Mariana Pepníčková, Ph.D.	
<input type="radio"/>	Tuesday	18:00-19:30	Seminar	Every week	RB 435	23/30	Ing. Mariana Pepníčková, Ph.D.	
<input checked="" type="radio"/>	Thursday	18:00-19:30	Seminar	Every week	RB 435	9/25	Ing. Mariana Pepníčková, Ph.D.	
<input type="radio"/>	Friday	09:15-10:45	Seminar	Every week	RB 112	25/25	Ing. Jan Svítlik, 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.



Vysoká škola ekonomická v Praze [CZ] | insis-test.vse.cz/auth/student/re

Integrated Study Information System

Sep 4, 2019 4:16 p.m. Jindřiška

- [Back to My studies](#)
- [Back to Course catalogue](#)
- [Back to Personal administration](#)

You can change the schedule preference.

Sheet for WS 2019/2020

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		1FU251	Accounting I.	FFU		Exm E	6	eng	oP	1		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	
<input type="checkbox"/>		5EN153	Basic Macroeconomics	NF		Exm E	4	eng	oP	1		Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
<input type="checkbox"/>		2AJ251	Czech for Foreigners 3 (A2)	FMV		Crd E	3	eng	oJP	1		Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
<input type="checkbox"/>		2MO252	Doing business in globalized environment	FMV		Exm E	6	eng	oP	1		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	
<input type="checkbox"/>		2MO352	International Business Operations	FMV		Exm E	6	eng	oP	1		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	
<input type="checkbox"/>		4ST601	Statistics	FIS		Exm E	6	eng	oP	1		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.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input checked="" type="checkbox"/>		1FU251	Accounting I.	FFU		Exm E	6	eng	oP	1		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	
<input type="checkbox"/>		5EN153	Basic Macroeconomics	NF		Exm E	4	eng	oP	1		Le Mon 12:45-14:15 SB 303 Every week	15/06/2019 16:06:22	
<input type="checkbox"/>		2AJ251	Czech for Foreigners 3 (A2)	FMV		Crd E	3	eng	oJP	1		Se Wed 12:45-14:15 NB 471 Every week	15/06/2019 16:09:23	
<input type="checkbox"/>		2MO252	Doing business in globalized environment	FMV		Exm E	6	eng	oP	1		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	
<input type="checkbox"/>		2MO352	International Business Operations	FMV		Exm E	6	eng	oP	1		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	
<input type="checkbox"/>		4ST601	Statistics	FIS		Exm E	6	eng	oP	1		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

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*.

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			

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.

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				

[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.

In all tables stated below the column Register until represents the deadline up to which it is possible to register for a topic in the respective package of topics. As soon as the date is over, the package is closed. Information in the column Number of topics defines the number of students registered/number of topics offered.

Where have I enrolled in?

This table shows you the packages of topics where you have signed up for a topic. See the selected topic in column Topic. Click on the icon in the Details column to see a list of topics placed in the package.

Course title	Group of topics	Announced for	Register until	Number of topics	Topic	Put up by	Details
No suitable data found.							

Where can I enroll in?

This table shows the storage of topics where you have signed up for no topic yet, but still you can do so. Click on the icon in the Details column to see a list of topics placed in the package.

Course title	Group of topics	Announced for	Register until	Number of topics	Topic	Put up by	Details
World Economy	Debate topics	Thu 07:30-09:00 NB 470 (sem.)	-- not entered --	10/3	-- not selected --	Ing. Ondřej Sankot, Ph.D.	

Rejections

This table shows the packages of topics where your teacher rejected your sign-up for a topic, and so far you have not signed up for any other topic. Click on the icon in the Details column to see a list of topics placed in the package.

Course title	Group of topics	Announced for	Register until	Number of topics	Topic	Put up by	Details
No suitable data found.							

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
<input type="checkbox"/>	40831425.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:

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.



Your files have been submitted.

- [Back to Enter files](#)
- [Back to List of coursework submissions](#)
- [Back to Personal administration](#)

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.

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 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: Restrict to activities: Type of display:

Základní modul

[English for Business and Economics Units 7 - 12](#)

...and a particular material.

English for Business and Economics Units
Contents
Unit 7 - Negotiating
Unit 8 - Banking and financial products
Unit 9 - Government and taxation
Unit 10 - Reports and Graphs
Unit 11 - International Trade and globali
Unit 12 - CSR and fair trade
Extra exercises

Vysoká škola ekonomická v Praze
Fakulta mezinárodních vztahů
Katedra anglického jazyka



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*.

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			

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.

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 contains an overview of your attendance in the courses you properly signed up for. Use the arrow in the Other column to display the assessment sheets for the course. These sheets enable the teacher to enter and to release various information concerning the student's assessment, e.g. assigned seminar papers, activity in the class score, test score, etc. You can display them only if the teacher keeps file of any assessment sheets for the course.

Click on the icon in column Settings to set sending e-mails from sheets and coursework submissions of the relevant course. The "Actions - first icon" column represents the overall assessment of a course in the automatic assessment After you have handed in your course test, you gain access to the link in "Actions - second icon" column.

Course	When	Timetable item													Settings	Actions
		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.		
2AJ153 Intensive Czech for Foreigners	2AJ153 Se Thu 09:15-12:30 RB 338 Every week															
3MA683 Introduction to International Business Communications	3MA683 Le Mon 09:15-10:45 SB 308 Every week															
2PR151 Introduction to Law	2PR151 Le Tue 09:15-12:30 RB 209 Every week															
2RU121 Russian language 1 (A1)	2RU121 Se Tue 12:45-14:15 SB 127 Every week															
4ST601 Statistics	4ST601 Le Fri 09:15-10:45 NB D Every week 4ST601 Se Wed 12:45-14:15 SB 202 Every week															
2SE252 World Economy	2SE252 Le Tue 14:30-17:45 Vencovského aula Every week 2SE252 Se Thu 07:30-09:00 NB 470 Every week															

Key (click to show/hide)

[Back to Personal administration](#)

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.		20PB44	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-semesteral courses you may enroll in currently

The following table shows the list of extra semesteral 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 semesteral 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
<input type="checkbox"/>	ZOBP	Bachelor Thesis Defence	WS 2019/2020 - FMV	Exm E	3	doc. Ing. Pavel Hnátek, Ph.D.	FMV	-	01.09.2019	17.02.2020	01.09.2019	17.02.2020
<input type="checkbox"/>	TVSUZ1	Credit Recognition of PE from other faculties or universities 1	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Páchl	CTVS CP	-	16.09.2019 08:00	29.01.2020 15:00	16.09.2019 08:00	29.01.2020 15:00
<input type="checkbox"/>	TVSUZ2	Credit Recognition of PE from other faculties or universities 2	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Páchl	CTVS CP	-	16.09.2019 08:00	29.01.2020 15:00	16.09.2019 08:00	29.01.2020 15:00
<input type="checkbox"/>	TVSOZ1	Health Exemption from PE 1	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Páchl	CTVS CP	-	16.09.2019 09:00	29.01.2020 15:00	16.09.2019 09:00	29.01.2020 15:00
<input type="checkbox"/>	TVSOZ2	Health Exemption from PE 2	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Páchl	CTVS CP	-	16.09.2019 09:00	29.01.2020 15:00	16.09.2019 09:00	29.01.2020 15:00
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	TVSOS1	Sports Exemption from PE 1	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Páchl	CTVS CP	-	16.09.2019 09:00	29.01.2020 15:00	16.09.2019 09:00	29.01.2020 15:00
<input type="checkbox"/>	TVSOS2	Sports Exemption from PE 2	WS 2019/2020 - CTVS	Crd E	0	Mgr. Tomáš Páchl	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
<input checked="" type="radio"/>	FMV	International Economic Relations International Business full-time	enrolled				
<input type="radio"/>	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 selected period. Click on the number to view your past exam settings.

WS 2019/2020 - FMV:

Code	Course	Compulsory	Lang.	Com.	Attempt	Result	Entered	Entered by	ECTS	Group	Credits	Type	Learning outcomes and cor
5HD396	America from Independence to Financial Crisis, Special Topics in U.S. Economic History		eng	Exm E						oV2			
22F300	Bachelor's Thesis Seminar		cz	Exm E						oP			
2AJ355	Czech for International Business 1 (B1)		eng	Crd E						oJP			
2M0348	Introduction to the Shopping Centre management		eng	Exm E						oV			
2SM309	Migration in International Relations		eng	Exm E						oV2			
2OP352	Retail Marketing		eng	Exm E						oP			
4ST601	Statistics		eng	Exm E						oP			
2SE252	World Economy		eng	Exm E						oP			

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 selective 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
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

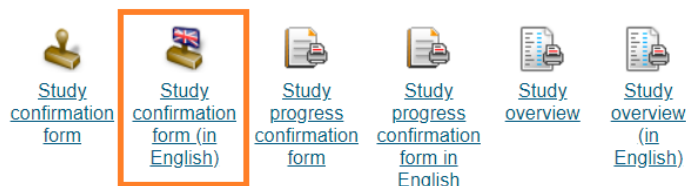
Application on support of the selected study.

[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).

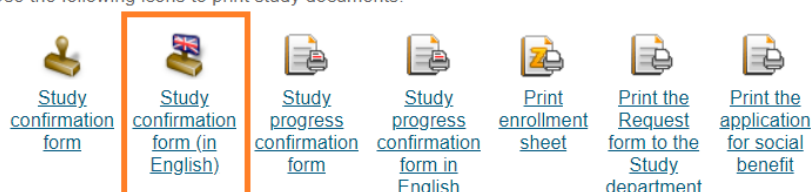
Print electronically sealed documents

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.



Print of documents

Use the following icons to print study documents.



- [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.

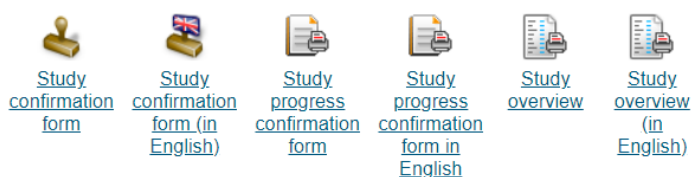
Print electronically sealed documents

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.



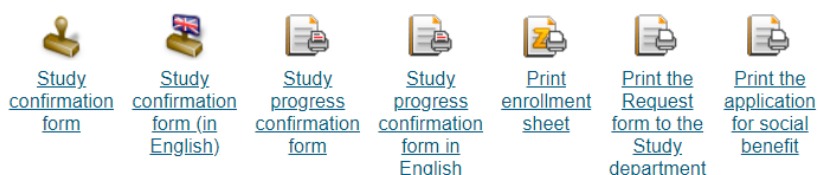
Electronic study confirmation was successfully created.

- Now it is waiting for electronic signature and in an hour it will be in the [Document storage](#) application.



Print of documents

Use the following icons to print study documents.



[My College](#)
[Course e-plans](#)
[My favourite courses](#)





[E-study record](#)
[List of topics](#)

[My schoolmates](#)
[Coursework submissions](#)

[Study details](#)
[Plan progress check](#)










[Map of my study](#)
[My lectures sheet](#)

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:

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	
Study confirmation form (electronic version)	stud_potvrzeni_studium_el_90642			0 kiB	
Study confirmation form (electronic version)	stud_potvrzeni_studium_el_90641			0 kiB	
Study confirmation form (electronic version)	stud_potvrzeni_studium_el_90627			0 kiB	
Study confirmation form (electronic version)	stud_potvrzeni_studium_el_90624			0 kiB	
Decision on scholarship grant	stud_prizn_stip_84004			0 kiB	
Decision on scholarship grant	stud_prizn_stip_79971			0 kiB	

[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*.

[My College](#)
[Course e-plans](#)
[My favourite courses](#)

[E-study record](#)
[List of topics](#)

[My schoolmates](#)
[Coursework submissions](#)

[Study details](#)
[Plan progress check](#)

[Map of my study](#)
[My lectures sheet](#)

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

Study financing and scholarships

Application on support of financing and scholarships of the selected study.

Study financing	Accommodation benefit application form	Paid-out scholarships	Bank accounts	Orders

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)...

Contact centre

Use this part of application to search for solution of your issue using a knowledge database, eventually, submit a query to some contact centre using prepared forms.

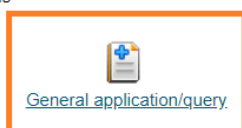
Search in a knowledge database

Enter a key word of an issue which you need to solve to a search box. FAQ are found in this [application](#).

Submit a sample for search:

Forms are for lucidity divided into folders. Use navigation under this text to go back to a superior folder.

Forms



- ▢ [Back to student's portal](#)
- ▢ [Back to Personal administration](#)

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.

General application/query

Contact centre:

Query subject



Application/query text



Attachments

Description:	<input type="text"/>	File:	<input type="button" value="Choose File"/>	No file chosen
Description:	<input type="text"/>	File:	<input type="button" value="Choose File"/>	No file chosen
Description:	<input type="text"/>	File:	<input type="button" value="Choose File"/>	No file chosen
Description:	<input type="text"/>	File:	<input type="button" value="Choose File"/>	No file chosen
Description:	<input type="text"/>	File:	<input type="button" value="Choose File"/>	No file chosen

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.

Contact centre

[My queries \(1\)](#) [Searching for solution](#)

[Unprocessed queries](#) [Processed queries](#)

The table contains your submitted queries which have not been solved yet. In column Comments you can communicate with a query solver. You will be informed about new commentaries in column New.

Sel.	State	Subject	Competent person	Submitted	Process by	Query conclusion	Last change	Comments			Actions
								Total	New	Display	
<input type="checkbox"/>		Interruption of study		05/07/2020 12:08	-- not stated --		05/07/2020 12:08	0			

Key (click to show/hide)

You can delete marked unsolved queries.

[Delete queries](#)

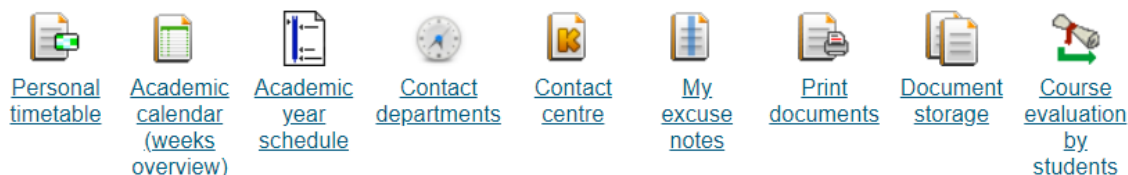
Follow the comments that the study department makes to your application. Usually, this is a request for you to add something to your application without which your request cannot be processed.

3.12 Study financing

In the *Student's portal*, open the *Study financing* section.

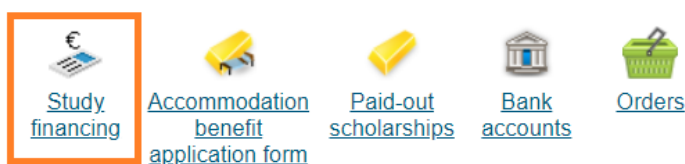
Support of the selected study

Application on support of the selected study.



Study financing and scholarships

Application on support of financing and scholarships of the selected study.








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.

 This fee can be also paid in CZK. Information for conversion [here](#).

Display:  Purchase order

Sel.	State	Account number	IBAN	SWIFT	Variable symbol	Constant symbol	Issue date of decision	Due date	Type	Sum	Manually	Payment	QR code	Settled	Installments
<input checked="" type="checkbox"/>		33330022/0800	CZ80 0800 0000 0000 3333 0022	GIBACZPX	8002004683	0308	24/11/2020		issue a card	370 CZK				370 CZK	
<input checked="" type="checkbox"/>		24242442/0800	CZ39 0800 0000 0000 2424 2442	GIBACZPX	8221210066		01/09/2021		ISIC card school fees 2021/2022	€ 3,800		 	€ 1,900	€ 1,900 15/10/2021	€ 1,900 13/02/2022
<input checked="" type="checkbox"/>		33330022/0800	CZ80 0800 0000 0000 3333 0022	GIBACZPX	8002105190	0308	27/09/2021		issue a card Students card	290 CZK				290 CZK	

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

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
<input checked="" type="checkbox"/>		€ 1,900	€ 1,900	€ 0			15/10/2021	
<input checked="" type="checkbox"/>		€ 1,900	€ 0	€ 1,900	 		13/02/2022	

Key (click to show/hide)

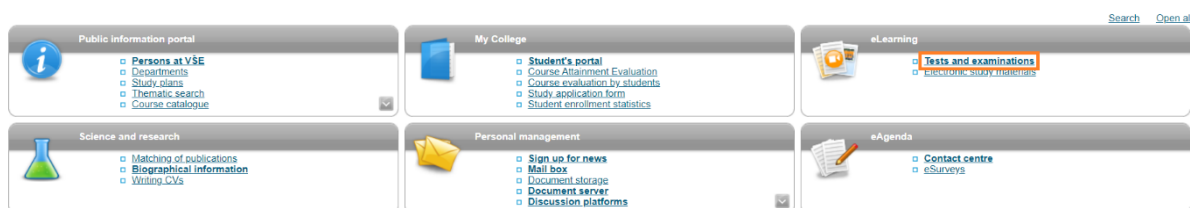
Click on the Online payment button to be transferred to a payment gate address. You will be asked to fill in your payment card information. Once the transaction has been successfully performed, you will be re-directed back to this page.



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.

Tests and examinations

[Tests to do](#) [Submitted tests](#)

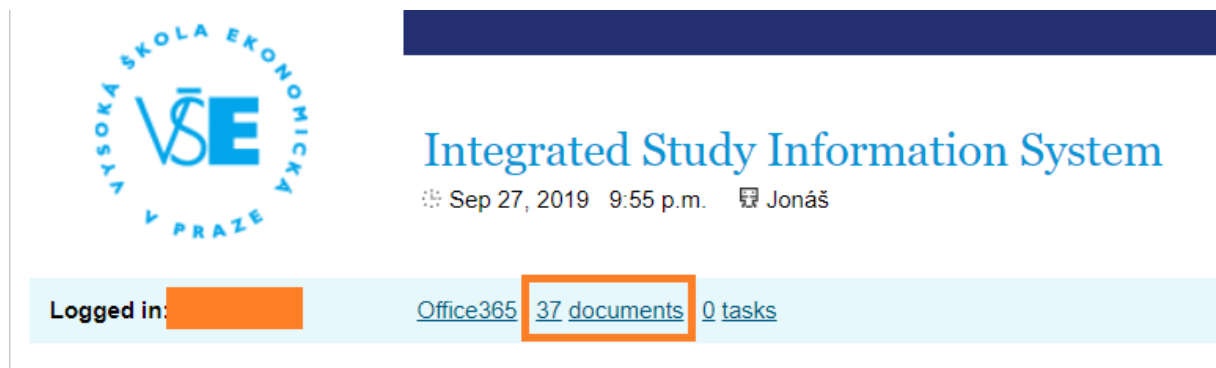
The list contains all tests available to you. If you can see no test and you are absolutely certain that at this particular time you are supposed to take a test, please contact the person in charge - system integrator, teacher - without further delay. To take the exam click on the relevant icon. This transaction is irreversible, from that moment on the test will be considered in progress. Unless no time limit for completing the test is specified, then the time is defined by the test designer.

State	Name of test	Description	Type	Duration	Administrator	Note	Start writing test
●	Mezinárodní ekonomie: Mezinárodní ekonomie- závěrečný test		examination test	45 minutes	Martina Jiráňková		

[Key](#) (click to show/hide)

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.

New documents in the Document server




















DS

[Document tree](#) [All my folders](#) [New documents \(37\)](#)
[DS settings](#) [Searching](#)

Use this application to view all new documents. After reading it, the document will not be displayed again.

 [Update documents](#)

The following table shows documents (1 - 10 of 37).

1-10 11-20 21-30 31-37 ➡ ➡➡							
Sel.	Folder	Name (-> link to a document in a folder)	Comments	Entered by	Entered on	Display	Attachment
<input type="checkbox"/>	Seminar - Thursday 07:30-09:00, NB 470	2_Sources		O. Sankot	26. 09. 2019		
<input type="checkbox"/>	Lecture - Tuesday 14:30-17:45, Vencovského aula	Glossary		P. Hnát	25. 09. 2019		
<input type="checkbox"/>	2PR151 Introduction to Law	Week 3: EU Institutions + Practicing for the mid-term test I		N. Grmelová	24. 09. 2019		
<input type="checkbox"/>	Seminar - Thursday 07:30-09:00, NB 470	1_Introduction		O. Sankot	20. 09. 2019		
<input type="checkbox"/>	Lecture - Tuesday 14:30-17:45, Vencovského aula	Lecture 3 - Third Globalisation		P. Hnát	20. 09. 2019		
<input type="checkbox"/>	Lecture - Tuesday 14:30-17:45, Vencovského aula	Lecture 2 - First and Second Globalisation		P. Hnát	20. 09. 2019		
<input type="checkbox"/>	Lecture - Tuesday 14:30-17:45, Vencovského aula	Lecture 1 - Introduction		P. Hnát	20. 09. 2019		
<input type="checkbox"/>	2PR151 Introduction to Law	Week 2 International Public Law - Class Outline		N. Grmelová	19. 09. 2019		
<input type="checkbox"/>	Seminar - Thursday 07:30-09:00, NB 470	Folloni, Vittadini, 2010		O. Sankot	18. 09. 2019		
<input type="checkbox"/>	Seminar - Thursday 07:30-09:00, NB 470	Brexit		O. Sankot	18. 09. 2019		
1-10 11-20 21-30 31-37 ➡ ➡➡							

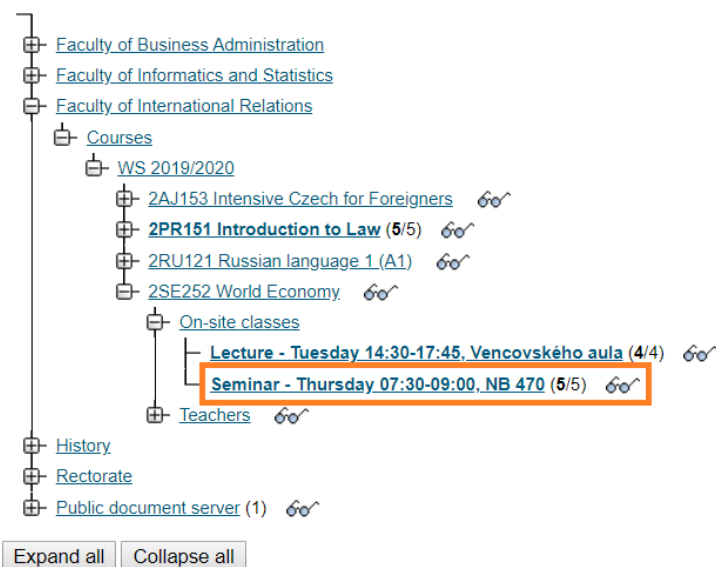
In the document tree you may have to search a little, in short it is about getting to the course, or the teacher who uploaded the document to the server. Gradually expand the sections that are relevant to you (faculty - courses - semester - course) and open the section where the

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.

Document server

[Document tree](#) [All my folders](#) [New documents \(37\)](#)
[DS settings](#) [Searching](#)

Document server helps you to keep a record of documents and to administer them. The individual folders can contain files. Their number is indicated in brackets at the end of the file name. If the folder contains some new documents, their number is indicated in brackets and is written in bold. File names written in bold indicate a new document in some of the subfolders.



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

[Document tree](#) [All my folders](#) [New documents \(37\)](#) [Go to higher folder](#)
Display documents [Tree starting from folder](#)
[DS settings](#) [Searching](#)

This page shows the documents and subfolders present in a folder Seminar - Thursday 07:30-09:00, NB 470. This folder is administered by: [Ing. Andrea Petráňková](#), [Mgr. Terezie Barešová](#), [doc. Ing. Pavel Hnát, Ph.D.](#), [Vladislava Černá](#). If you wish to change the right, contact this folder administrator. You right to this folder is READ.

Use the following option to change the order of the documents in the folder.

In order of modification date (starts with the last modified) ▼ [Display](#)

The following table shows documents (1 - 5 of 5).

	Name	Comments	Entered by	Document date	Modifications	Display	Modify	Statistics	Attachment	Change attachment
☑	2_Sources		O. Sankot	26/09/2019	26/09/2019					
☑	1_Introduction		O. Sankot	20/09/2019	20/09/2019					
☑	Folloni, Vittadini, 2010		O. Sankot	18/09/2019	18/09/2019					
☑	Brexit		O. Sankot	18/09/2019	18/09/2019					
☑	Guide to writing an academic paper		O. Sankot	18/09/2019	18/09/2019					

[Mark all items on page as read](#) [Mark all items in folder as read](#)

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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Faculty of international relations
Prague University of Economics and Business
Winstona Churchill sq. 4, 130 67
Prague 3



FMV.VSE.CZ

FIR.VSE.CZ

FACEBOOK.COM/FMVVSE

INSTAGRAM.COM/FMV_VSE