How to use InSIS
(Integrated Study Information System)

InSIS - a part of your studies
Log in
First log in to InSIS instructions
Languages
LOG IN

- User name: first three letters of your surname + first letter of your name + two numbers
  - e.g. krei00

- Password: be aware of Capital/small letters, numbers, type of used keyboard
Change your password

• Don’t forget to change your password!
Personal administration – Personal data

- Check your personal data in InSIS and confirm!!!
- Inform about any change Mrs. Ivana Krejčí
- Send your Czech contacts to Mrs. Ivana Krejčí (phone number, address out of dorms)
Personal administration - Student’s portal

Welcome to the Personal administration section of the Integrated Study Information System.

- Personal data check
- Change of distribution server
- Your password expires in less than 14 days. Change your password here.

Noticeboard:
- Nový způsob záznamu obhajoby závěrečné práce (FPH / Studijní informace / Studenti FPH)
- Výběrové řízení na výměnné pobyty - 2. ročník Bc. s... (CZŠ)

Public information portal:
- Persons at VŠE
- Maps
- Study plans
- Thematic search
- Course catalogue

My studies:
- Student’s portal
- Course evaluation
- Course evaluation by students
- Study application form
- Student enrolment statistics

eLearning:
- Tests and examinations
- Electronic study materials

Science and research:
- Matching of publications
- Biographical information
- Writing CVs

Personal management:
- Sign up for news
- Mail box
- Document storage
- Document server
- Discussion platforms

Technology and its administration:
- Access control system
- Accounts administration section
- University e-mail delivery
- Types of ID cards in use

Information system administration:
- Super-right switch
- Administration of mobile applications authorizations

Game room:
- List of games and statistics
- IQ Solitaire
- Stone Eater
- Caterpillar

Adjustment of the information system:
- Portlets in InSIS
- User settings
- Administration of My favourites menu
- Configure transfer of events to Office 365

Information system set-up:
- Personal data check
- My operations
- Change identity
- Decorations set-up
- Password change
Student's portal

- Personal Timetable
- My lectures sheet - grades & points for tests, papers, homework, etc.
- My schoolmates
- Plan progress check
- Register for examinations
- Registration/Enrollment - > 2nd - 4th semester
- Extra-sem. courses - e.g. Block courses, State exams
Student's portal - Coursework submission

- Coursework submission
- Submission of homework, presentations, projects, etc.
- Confirm the submission three times 😊 until ✓ appears
Personal timetable

- Classroom
- Course
- Teacher

- NB = New Building (Nová budova)
- RB = Rajská Building (Rajská budova)
- SB = Old Building (Stará budova)

Students can visit teachers during their **office hours** (see Persons at VŠE)
Persons at VŠE

- Searching for teachers, students, staff
- Office hours
- Email contact
- Location of the office

1. Searching persons at VŠE

   This application allows you to search for anyone at VŠE. You must type in the minimum of three characters.

   Enter the person’s name: [Rejčí]

   - Faculty of Finance and Accounting
   - Faculty of International Relations
   - Faculty of Business Administration
   - Faculty of Informatics and Statistics
   - Faculty of Economics
   - Faculty of Management

2. Persons at VŠE

   This page displays all publicly accessible information about the desired person. Some information about the person’s occupation and offices may be hidden.

   Ing. Ivana Krejčí
   Identification number: 1759
   University e-mail: ivana.krejci[at]vse.cz

   Independent expert - Faculty of International Relations

   The information system receives all information about the employees' job descriptions from HR and IFIS system. In case of discrepancies, please contact the Personnel Department. The Office phone number and Office number items are set by the OSSA at your department or the system integrator.

   User forwards the university mail to a different address (distribution server office985).

   Personal number: 22425
   Office phone number: +420 224 098 524
   Office address: FMV, nám. W. Churchilla 4, 13067 Praha
   Office number: R8 524
   E-mail: ivana.krejci[at]vse.cz, krejci[at]vse.cz
   Contact: Fax: +420 224 098 597
   Consulting hours: Office hours during the semester: Monday 09:30 - 11:30; 13:00 - 16:00; Tuesday 09:30 - 11:30; 13:00 - 16:00; Wednesday 09:30 - 11:30. Office hours cancelled (doctor)
Personal administration - Course Catalogue

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- Persons at VSE
  - Department
  - Study plans
  - Thematic search
  - Course catalogue

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  - Course Admission Evaluation
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  - Study application form
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  - Document server
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Adjustment of the information system
- Portlets in In15
- User settings
- Administration of My favourites menu
- Configure transfer of events to Office 365

In15 documentation
- In15 documentation
- System integrators
- Licence information
- Statistics of using In15
- My operations

Information system set-up
- Personal data check
- Change identity
- Delegates set-up
- Password change
# Course catalogue - Course syllabus I.

- Course syllabus
- Course code + title
- Lecturers


<table>
<thead>
<tr>
<th>Czech</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP_404</td>
<td>Comparative Government of Central and Eastern Europe</td>
</tr>
<tr>
<td>Course title in language of instruction:</td>
<td>Course title in English:</td>
</tr>
<tr>
<td>Srovnání vládních systémů střední a východní Evropy - anglicky</td>
<td>Comparative Government of Central and Eastern Europe</td>
</tr>
<tr>
<td>Course title in Czech:</td>
<td></td>
</tr>
<tr>
<td>Srovnání vládních systémů střední a východní Evropy</td>
<td></td>
</tr>
<tr>
<td>Number of ECTS credits allocated:</td>
<td>5 (1 ECTS credit = 26 hours of workload)</td>
</tr>
<tr>
<td>Mode of delivery:</td>
<td>full-time; 2/1 (hours of lectures per week / hours of seminars per week) as semester course</td>
</tr>
<tr>
<td>Mode of completion:</td>
<td>graded course</td>
</tr>
<tr>
<td>Language of instruction:</td>
<td>English</td>
</tr>
<tr>
<td>Level of course and year of study:</td>
<td>master (second cycle): 1</td>
</tr>
<tr>
<td>Semester:</td>
<td>WS 2018/2019</td>
</tr>
<tr>
<td>Name of lecturer(s):</td>
<td>prof. PhDr. Vladimír Dvorský, CSc. (examiner, instructor, lecturer, supervisor)</td>
</tr>
<tr>
<td></td>
<td>Ing. Petr Vymětal, Ph.D. (examiner, instructor, lecturer)</td>
</tr>
<tr>
<td>Prerequisites and co-requisites:</td>
<td>none</td>
</tr>
<tr>
<td>Recommended optional programme components:</td>
<td>none</td>
</tr>
<tr>
<td>Work placement:</td>
<td>none</td>
</tr>
</tbody>
</table>

### Aims of the course:

The goal of the course is to provide information about features and characteristics that are typical for political and economic regimes of the Central and East Europe.

### Learning outcomes and competences:

Upon successful completion of this course, students will be able:
- to understand the development of the Central and Eastern Europe,
- to identify the key national and religious cleavages in the Central and Eastern Europe
- predict possible solution of internal and external conflicts in the region
- understand the process of transition to democracy and transition to market economy
Course syllabus - II.

- Assessment methods and criteria
  - Active lecture/seminar/workshop/tutorial participation: 10%
  - Presentation: 20%
  - Mid-term test(s): 35%
  - Final test: 35%
  - Total: 100%

- Graded courses
  1. Excellent (90 - 100%)
  2. Very good (75 - 89%)
  3. Good (60 - 74%)
  4. Insufficient (0 - 59%)

- Ungraded courses
  - P: Passed
  - NP: Not Passed

- Reading
- Regular course units
Documents

- Sent by teachers
- Homework, lectures, presentations
- Document server (tree) = all documents you received
- You can also see documents in E-study record

New documents in the Document server

- Document tree
- All my folders
- New documents (0)

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

Update documents

You have no new documents

Back to Document server (tree)
Back to Personal administration
Personal administration - Mail Box - Office 365

- On InSIS or at o365.vse.cz
- username@vse.cz
- Password is the same as to InSIS (after the change of the first password you were supposed to do after first log in to InSIS)
- ONLY Official university mail address is used by teachers and administration of VŠE
Office 365

- Electronic mail (Outlook) - 50GB
- Document repository for individuals (OneDrive)
- Document sharing within study teams
- Messaging, online meetings and web conferencing (Lync or Skype for business)
- Office 365 Pro Plus - students can install Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Access and Lync) up to five of their devices

https://o365.vse.cz
OFFICE 365 - set language (1)

Set the language after log in to your mail box

Step 1: Set the language after log in to your mail box.

Step 2: Change the language settings in your Outlook application.
Set language (2)

2. Language and time zone
3. English (United States)
4. Save
OFFICE 365 Pro Plus installation (1)

- You can install Microsoft Office Pro Plus (Word, Excel, PowerPoint) up to five devices (i.e. laptop, mobile phone, tablet) for free
OFFICE 365 Pro Plus installation (1)

Software
Office
Nástroje a doplňky
Skype pro firmy
Telefon a tablet

Office
Spravovat instalace

Chcete deaktivovat produkt Office na jednom počítači a nainstalovat ho na jiný? Přejděte na Můj účet > Stav instalace.

Nainstalovat Office 365 ProPlus s novými aplikacemi verze 2016  Co se stalo s Office 2013?

Poznámka: Správce povolí nové verze, takže budete mít přednostní přístup k nejnovějším funkcím Office. Pokud k nim budete mít nějaké přípomínky nebo s nimi budete mít nějaké problémy, kontaktujte prosím správce.

Step 1

Step 2
To forward your emails...

1. Open Outlook on your computer.
2. Click on the gear icon in the top right corner to open the settings.
3. In the left sidebar, click on "Accounts."
Options

Shortcuts
- General
  - My account
  - Change theme
  - Distribution groups
  - Keyboard shortcuts
  - Manage add-ins
  - Mobile devices
  - Offline settings
  - Accessibility settings
  - Light version
  - Region and time zone
  - Text messaging
  - Export

Mail
- Automatic processing
  - Automatic highlighting
  - Automatic replies
  - Clutter
  - Inbox and sweep rules
  - Junk email reporting
  - Mark as read
  - Message options
  - Read receipts
  - Reply settings
  - Retention policies
  - Undo send

Accounts
- Block or allow
- Connected accounts

Forwarding
- Forward my email to:
  - Enter an email address
- Keep a copy of forwarded messages
- Stop forwarding

Save

Start forwarding

Discard
Q&A?
Thank you for your attention!

Good luck with your studies and enjoy your stay in Prague!

facebook.com/ibvse

http://ib.vse.cz