

COURSE REGISTRATION PROCEDURE

The registration of courses at the Prague University of Economics and Business, has to be effected through the application InSIS. No other option!!!

Registration consists of 3 stages:

1. Registration
2. Automatic enrolment
3. Enrolment in three rounds

1. Registration

- The registration serves to **collect the interests of students** in courses. If you do not **show an interest** in the course, you have basically no chance to register it after the registration is closed (only if there are remaining free places in the “Enrolment stage” – see below).
- **Registration is just an order** - it **doesn't mean** you will really get the courses and times you ordered - you have to **wait until Automatic Registration**, when the system **confirms your order!**
- The registration will be opened from **January 2 – 28, 2025**. At this stage, students' order (show the interest in) the courses they wish to study. It is absolutely **mandatory** that a student register for courses s/he would like to take. It is possible to register also a course which the system shows full capacity. Since the registration is a system of orders, there is **NO TIME COMPETITION** among the students, there is **no** first come first served basis
- As a basis for the registration, there is a list of compulsory and optional courses on the [IB website](#) and a study plan.
WARNING: don't forget to choose a time schedule of each course! Only then is your registration complete.

1) Students of the 2nd semester:

COMPULSORY COURSES – abbreviation **hP**

-> **21 ECTS**

-> see the list of courses on the IB web

LANGUAGE COURSES – abbreviation **hJ**

-> 3 ECTS Elementary Czech

-> Other languages for students with the Czech knowledge

OPTIONAL COURSES - abbreviation **hV**

-> **6 ECTS**

-> The courses can be chosen according to your interest from the list hV in the registration section on InSIS, however, they must be related to business (language courses are not counted as the optional courses to the IB study plan)!

Summer semester (= 2nd semester) in total: 30 ECTS

(Two years in total: **120 ECTS**, [IB sample plan](#))

2) Students of the 4th semester:

COMPULSORY COURSES – abbreviation **hP**

-> **6 ECTS**

-> see the list of courses on the IB web

OPTIONAL COURSES - abbreviation **hV**

-> **6 ECTS** or more (*register in case a group hV has not been already completed in the full required 12 ECTS*)

-> The courses can be chosen according to your interest from the list hV in the registration section on InSIS, however, they must be related to business (language courses are not counted as the optional courses to the IB study plan)!

Summer semester (= 4th semester) in total: 6 – x (needed to complete study plan) ECTS
(Two years in total: **120 ECTS**)

- **Special note for the registration of the course 4IT487**

Course 4IT487 will be taught in the **6 blocks**, intensively on Mondays starting from **February 17, 2025 (17.2.-24.3.)**. Time of teaching: **12.45 - 19.30**, Due to this fact be careful with choosing of the optional courses for Monday! You can't come in the time conflict, participation in the course is compulsory!

- **Special note for registration of the intensive courses – optional courses**

Please, check carefully if the course is taught in the regular or intensive /irregular/ form. Each intensive course has specifications of the exact days/times of teaching and information in the column “note” about the exact time schedule!!!

* **Be careful how many ECTS of optional courses you order/register!**

If your order/registration of optional courses is fully confirmed in the enrolment, you have to study them!

If you don't study them, it means you failed and you lose your credit-vouchers. **There is no possibility to register more courses and to select from them (delete) after the enrolment period is over.** If you want to exchange courses (enroll a different one than you registered), you have to keep the same or higher number of credits. You have to add the course first and then delete the course. This process is possible in the 3rd enrolment run at the earliest and in the Additional period.

On the other hand, there is a possibility to order less and enroll in the third stage free places – not a recommended option, as there is a high risk that the most of the courses will be full!

Explanation to the expression credit-vouchers: as an IB student, you have virtually received 144 credit-vouchers in the beginning of your study. You use these credit-vouchers for virtually “buying” courses according their value in ECTS. However, you are not free to use these vouchers only according to your interest – you should spend 120 ECTS for courses of the IB program (compulsory, optional, minor specialization, state exams and thesis). The additional 24 of credit-vouchers, you use either for re-taking the courses in which you failed or for courses of your interest outside of the IB program (=if you want to study more courses than required)

2. Automatic Enrolment

Automatic enrolment is a confirmation of your registration. Students are not involved in this process. Automatic enrolment of the registration is organized in **3 runs**, each run confirms courses in the separate groups:

- 1st run is on February 3, 2025 and confirms the compulsory courses (hP, sP)
- 2nd run is on February 6, 2025 and confirms the optional course (hV, sV, hJ)
- 3rd run is on February 10, 2025 and confirms the courses of all other groups

The system confirms the courses according to number of passed ECTS credits in the previous study and then on a random basis (as there are usually registered more students than the capacity for the seminar is).

You can see after each automatic run **IF you got confirmed the courses you registered or not!** = IF the course was automatically enrolled.

You have to check the situation after each run separately!

- If there is a confirmed time in your registration sheet, you got confirmed the course.
- If there is “not registered” you didn't get the course.

3. Enrolment

- The enrolment is a stage after the automatic enrolment where students can **only** enroll in courses where **places are available**. The rules of the enrolment system are fixed.
- This stage is based on TIME COMPETITION, **first come, first served!** (See the **time schedule** of the enrolment in your Student portal - Registration for courses).
- If the course was not enrolled automatically, student needs to be fast and compete with the others for the free places.
- Students **who filled the evaluation forms of the courses** will be allowed to enter the system **one hour earlier** than the others!

There are **3 rounds** of the enrolment – each round has its own rules:

- ➔ **1st round:** you can work with the compulsory courses you registered only
- ➔ **2nd round:** you can work with your compulsory and optional courses you registered
- ➔ **3rd round:** you can enroll new courses which were not registered

The **enrolment** starts on **February 3, 2025**. It is necessary to check the InSIS system which courses you got enrolled = which registered courses were confirmed automatically

The 1st round of enrolment will be opened on February 4 - 5, 2025. In this round you can manage **only the compulsory courses** you have already registered but you were not enrolled. If your courses were not confirmed, you have to check available seminar and confirm enrolment again.

The 2nd round of enrolment will be opened on February 7 - 8, 2025. In this round you can manage the compulsory courses and the **optional courses** you have registered but you were not enrolled.

The 3rd round of enrolment will be opened on February 11 - 12, 2025. In this round you can sign **for all courses still available** at your study plan, i.e. also for courses you **have not registered before.**

Additional edit will be opened on **February 17 – 21, 2025**. You are able to make changes in your enrolment.

* During the enrolment stage **you cannot abandon (delete) confirmed courses (=automatically enrolled courses)**, if it means that you will not achieve the amount of ECTS you were automatically accepted according to your registration order and you were signed up for!!!

VERY IMPORTANT:

The only acceptable way to have courses registered & enrolled is online, by the given timetable.

All the important information, the list of compulsory courses and study plan example is on the IB web - section [Registration for courses](#)