

# COURSE REGISTRATION PROCEDURE

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

## Registration consists of 3 stages:

1. Registration
2. Automatic registration
3. Enrollment 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 "Enrollment 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 **June 16 – August 26, 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 he/she 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.

### COMPULSORY COURSES – abbreviation **sP/hP**

-> **24 ECTS (sP)** ->see the list of courses on the IB web

-> **22F502 (hP)** - Diploma Thesis Seminar (**6 ECTS**).

While registration **choose the time slot for the seminar according to the department of your supervisor!** You can find this information in the section *Persons at VSE*, find the name of your supervisor, the department marked, (i.e. Mrs Sterbova KMEV, Mrs. Lhotakova-KMP).

Although each seminar has its schedule, this course will be organized in virtually/online via **Moodle** - according to the instructions in the system, receiving instructions from your supervisor in consulting form, self-study, preparation of a project, etc. (personal or online meetings in the office hours, email communication).

### OPTIONAL COURSES - abbreviation **sV**

-> **6 ECTS**

-> The courses can be chosen according to your interest from the list sV 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)!

**Winter semester (= 3<sup>rd</sup> semester) in total: 36 ECTS** (2BP = Business Practices Minor Specialization + Diploma Thesis Seminar)

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

**If your order of optional courses is fully confirmed in the enrollment, 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 registration period is over.**

On the other hand, there is a possibility to order less and to register in the third stage for 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)*

## 1. Automatic Registration

**Automatic registration is a confirmation of your registration.** It is a process where the student is not involved. Automatic registration runs 3 times before each enrollment run (see the details below).

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

After this stage, you will see **IF you got the courses you registered or not!**

= IF the course was automatically registered

- If there is a confirmed time, you got the course.
- If there is “not registered” you didn’t get the course.

## 3. Enrollment

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

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

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

The **enrollment** starts on **September 1, 2025**. It is necessary to check the InSIS system to see what courses you got = which courses were registered automatically. You can also see in the Registration section the information about the dates when is the system open for corrections, changes, check.

**The 1<sup>st</sup> round of enrollment will be opened on September 2 – 3, 2025.** In this round you can manage **only the compulsory courses** you have once registered but you were not enrolled. If your courses were not confirmed, you have to check available seminar and confirm registration again (choose and confirm lecture + seminar, or other seminar).

The **2<sup>nd</sup> round of enrollment** will be opened on **September 5 - 6, 2025**. In this round you can manage the **compulsory courses** and the **optional courses** you have registered but you were not enrolled.

The **3<sup>rd</sup> round of enrollment** will be opened on **September 9 – 10, 2025**. In this round you can register **for all courses still available** at our university, i.e. also for courses you **have not registered before**.

**Additional edit** will be opened on **September 15 – 19, 2025**. You are able to make changes in your enrollment.

\* During the enrollment stage **you cannot abandon (delete) confirmed courses (=automatically registered 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 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**