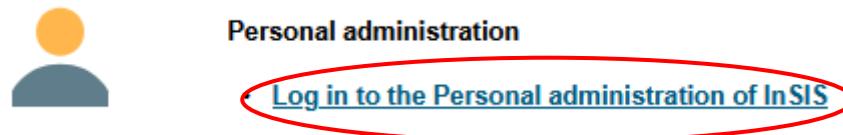


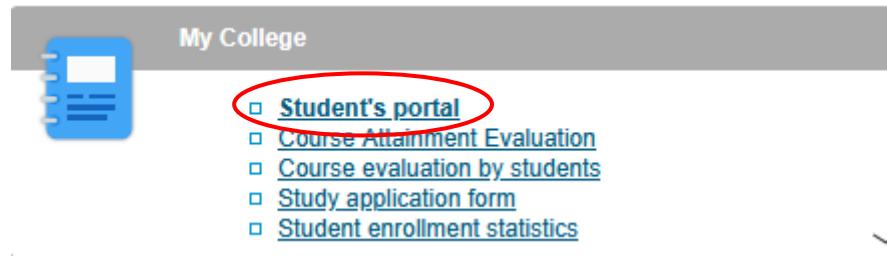
Course Registration

1) You will find the registration system in [InSIS](#).

2) Log into the system:



3) In the section “**MY STUDIES**” click on the “**STUDENT’S PORTAL**”



4) In the table you can see the program of your study (FMV International Business – Central European Business Realities).

For course registration choose “**REGISTRATION/ENROLLMENT**”

Choose	Faculty	Study	Progress of study	Register for examinations	Registration/ Enrollment	Extra-sem. courses	Final thesis
	FMV	International Business - Central European Business Realities full-time	enrolled				

5) Scroll down to the end of the web page and click on the indicator (blue for compulsory courses, red for elective courses, green for language courses):

Groups of courses according to study plan

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

Abbreviation	Name	Category	Choose
cTVS2	Physical Education - Elective	3	→
cVM	General electives Master	3	→
hJ	Specialist Course in a Foreign Language	2	→
hP	Compulsory course master	1	→
hSZ1	Final State Examination I	1	→
hV	Electives master	2	→
sP	Compulsory course minor	1	→
sV	Electives minor	2	→

6) Find the courses and then tick the box at the courses you wish to study and click “**ADD SELECTED COURSES**”

Courses in group hP

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"/>	2MO454	Ethics, Responsibility and Sustainability in Business	FMV	Exm E	3
<input type="checkbox"/>	5EN416	Intermediate Macroeconomics	NF	Exm E	3
<input type="checkbox"/>	5EN415	Intermediate Microeconomics	NF	Exm E	3
<input checked="" type="checkbox"/>	2MO452	International Corporate Finance	FMV	Exm E	6
<input checked="" type="checkbox"/>	2MO451	International Marketing	FMV	Exm E	6
<input type="checkbox"/>	2MO453	International Trade	FMV	Exm E	6
<input type="checkbox"/>	22F502	Master's Thesis Seminar	FMV	Exm E	6

[Add selected courses](#)

[Back to Select groups](#)

7) In column “TIMETABLE” click on “**SELECT**” and choose the time. Without this step you have not registered for the course!

Sheet for SS 2025/2026

Sheet for SS 2025/2026														
Sel.	Status	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>	●	2MO454	Ethics, Responsibility and Sustainability in Business	FMV	R	Exm E	3	eng	hP	1	U	Se Tue 14:30-16:00 SB 324 Every week	09/01/2026 14:27:44	
<input type="checkbox"/>	●	2MO452	International Corporate Finance	FMV	R	Exm E	6	eng	hP	1	U	Select !!!	09/01/2026 14:27:44	
<input type="checkbox"/>	●	2MO451	International Marketing	FMV	R	Exm E	6	eng	hP	1	U	Se Tue 11:00-12:30 SB 412 Every week Le Tue 09:15-10:45 SB 412 Every week	09/01/2026 14:27:44	

8) After your registration the system will show the selected times of your courses and the “State” symbol will turn green. If you wish to change the times click on the time (here e.g. “Thu 11:00-12:30 SB 409...”), select different times and click “Save”:

Select timetable item - International Corporate Finance (2MO452)

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	Teacher	Capacity	Note
→ <input checked="" type="radio"/>	Thursday	09:15-10:45	Lecture	Every week	SB 409	K. Brúna J. Taušer	23/35	

Sel.	Day	Time	Type	Frequency	Room	Teacher	Capacity	Note
→ <input checked="" type="radio"/>	Thursday	11:00-12:30	Seminar	Every week	SB 409	K. Brúna J. Taušer	23/35	

Save



9) Check how your schedule looks like -> click on the „DISPLAY TIMETABLES“

Course registrations - SS 2025/2026

Students use this application to express their requirements concerning the courses they signed up for in the academic period.

Information about events in progress at the other faculties and links to more information see [here](#).

 [Display timetables](#)

Sheet for SS 2025/2026

 Selection of timetable item was saved.

Sel.	Status	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2MO454	Ethics, Responsibility and Sustainability in Business	FMV		Exm E	3	eng	hP	1		Se Tue 14:30-16:00 SB 324 Every week	09/01/2026 14:27:44	
<input type="checkbox"/>		2MO452	International Corporate Finance	FMV		Exm E	6	eng	hP	1		Se Thu 11:00-12:30 SB 409 Every week Le Thu 09:15-10:45 SB 409 Every week	09/01/2026 14:27:44	
<input type="checkbox"/>		2MO451	International Marketing	FMV		Exm E	6	eng	hP	1		Se Tue 11:00-12:30 SB 412 Every week Le Tue 09:15-10:45 SB 412 Every week	09/01/2026 14:27:44	

10) If you forget to choose a time or forget to save your choice the system will warn you - see "List of errors"!

 [Display timetables](#)

Sheet for SS 2025/2026

 Selection of timetable item was saved.

Sel.	Status	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2MO454	Ethics, Responsibility and Sustainability in Business	FMV		Exm E	3	eng	hP	1		Se Tue 14:30-16:00 SB 324 Every week	09/01/2026 14:38:47	
<input type="checkbox"/>		2MO452	International Corporate Finance	FMV		Exm E	6	eng	hP	1		Select	09/01/2026 14:38:47	
<input type="checkbox"/>		2MO451	International Marketing	FMV		Exm E	6	eng	hP	1		Se Tue 11:00-12:30 SB 412 Every week Le Tue 09:15-10:45 SB 412 Every week	09/01/2026 14:38:47	

[Remove the selected courses](#)

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

Sheet information

Information	Entry
Remaining coupons	99
Credits from automated enrollment	0
Total number of required courses	3
Total number of credits for a period	15
Total number of courses	3
Total number of courses with completion "Exam ECTS"	3

List of errors

Status	Reason	Detail
	International Corporate Finance (2MO452)	<input type="checkbox"/> Timetable item has not been selected. Select the timetable item using the link in column Timetable.

11) Repeat the same steps in the registration of the courses in the groups **hV** (optional courses), **hJ** (languages).

* Current outgoing Double Degree IB students don't register any courses in the summer semester