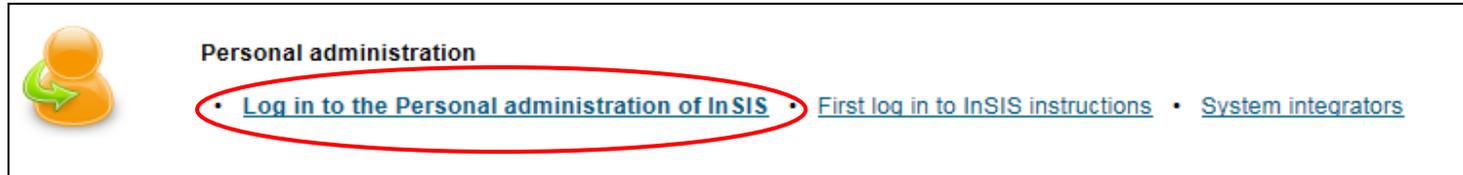


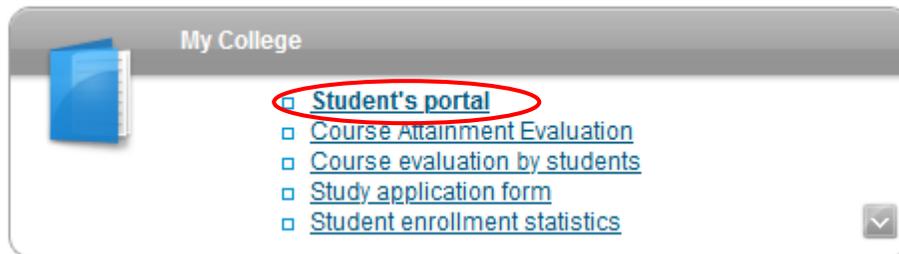
Course Registration

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

2) Log into the system:



3) In the section **“MY COLLEGE”** 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 Business Practices full-time	enrolled				

- 5) Scroll down to the end of the web page and click on the indicator (red for compulsory courses, green for optional courses, blue for the Master's Thesis Seminar):

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	➔
sSZ	State examination in minor specialization	1	➔
sV	Electives minor	2	➔

- 6) Choose -> **sP**. Tick/select the courses you have in the study plan and click “**ADD SELECTED COURSES**”

Courses in group sP

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"/>	2MO526	Business Transactions Management	FMV	Exm E	6
<input checked="" type="checkbox"/>	2MO525	International Marketing Communications	FMV	Exm E	6
<input checked="" type="checkbox"/>	1MU510	Management Accounting	FFU	Exm E	6
<input checked="" type="checkbox"/>	2MO527	Trade Policies in Central European Countries	FMV	Exm E	6

- 7) In column “TIMETABLE” click on “**SELECT**” and choose the time. If the course has a lecture and seminar, choose both and save. Without this step is your registration incomplete!

Sheet for WS 2025/2026

Sel.	Status	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2MO526	Business Transactions Management	FMV		Exm E	6	eng	sP	1		Select	19/06/2025 14:54:36	
<input type="checkbox"/>		2MO525	International Marketing Communications	FMV		Exm E	6	eng	sP	1		Select	19/06/2025 14:54:36	
<input type="checkbox"/>		1MU510	Management Accounting	FFU		Exm E	6	eng	sP	1		Select	19/06/2025 14:54:36	
<input type="checkbox"/>		2MO527	Trade Policies in Central European Countries	FMV		Exm E	6	eng	sP	1		Select	19/06/2025 14:54:37	

Remove the selected courses

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

Select timetable item - Business Transactions Management (2MO526)

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
	Monday	09:15-10:45	Lecture	Every week	NB 471	J. Halik	0/25	
	Monday	11:00-12:30	Seminar	Every week	NB 471	J. Halik	0/25	

Save

Continue with the confirmation of the timetable for each course:

Sheet for WS 2025/2026

✓ Selection of timetable item was saved.

Sel.	Status	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>	●	2MO526	Business Transactions Management	FMV	P	Exm E	6	eng	sP	1	N	Se Mon 11:00-12:30 NB 471 Every week Le Mon 09:15-10:45 NB 471 Every week	19/06/2025 14:54:36	
<input type="checkbox"/>	●	2MO525	International Marketing Communications	FMV	P	Exm E	6	eng	sP	1	N	Select	19/06/2025 14:54:36	
<input type="checkbox"/>	●	1MU510	Management Accounting	FFU	P	Exm E	6	eng	sP	1	N	Select	19/06/2025 14:54:36	
<input type="checkbox"/>	●	2MO527	Trade Policies in Central European Countries	FMV	P	Exm E	6	eng	sP	1	N	Select	19/06/2025 14:54:37	

Remove the selected courses

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

8) Master's thesis seminar 22F502 (group hP) – select the correct seminar!

- choose the slot according the **department of your supervisor!** You will find this information in InSIS – Persons at VSE
Sample: doc. Ing. Ludmila Štěrbová, CSc. – **KMEV** FMV, Ing. Markéta Lhotáková, Ph.D. – **KMP** FMV starting with the surname “L” => time table 11.00-12.30.
- seminar is virtual, it is not a problem if the slot which belongs to your supervisor is in the time conflict to any other course

Select timetable item - Master's Thesis Seminar (22F502)

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 type="radio"/>	Monday	07:30-09:00	Seminar	Every week	??	-	0/100	Pro studenty zpracovávající práci na KCR. Zadání musí být v InSIS vyplněno ve spolupráci s vedoucím práce před začátkem semináře. Výuka konzultační formou.
<input type="radio"/>	Monday	09:15-10:45	Seminar	Every week	??	-	0/100	Pro studenty zpracovávající práci na KMP. Příjmení vedoucího začíná na A-K. Zadání musí být v InSIS vyplněno ve spolupráci s vedoucím práce před začátkem semináře. Výuka konzultační formou. Thesis Supervisor surname starts with A - K. Thesis must be assigned in InSIS before seminar starts. Consultations with supervisor instead of regular classes.
<input type="radio"/>	Monday	11:00-12:30	Seminar	Every week	??	-	0/100	Pro studenty zpracovávající práci na KMP. Příjmení vedoucího začíná na L-Z. Zadání musí být v InSIS vyplněno ve spolupráci s vedoucím práce před začátkem semináře. Výuka konzultační formou. Thesis Supervisor surname starts with L - Z. Thesis must be assigned in InSIS before seminar starts. Consultations with supervisor instead of regular classes.
<input type="radio"/>	Monday	12:45-14:15	Seminar	Every week	??	-	0/100	Pro studenty zpracovávající práci na KPEP. Zadání musí být v InSIS vyplněno ve spolupráci s vedoucím práce před začátkem semináře. Výuka konzultační formou.
<input type="radio"/>	Monday	14:30-16:00	Seminar	Every week	??	-	0/100	Pro studenty zpracovávající práci na KMEV. Zadání musí být v InSIS vyplněno ve spolupráci s vedoucím práce před začátkem semináře. Výuka konzultační formou. Thesis must be assigned in InSIS before seminar starts. Consultations with supervisor instead of regular classes.
<input type="radio"/>	Monday	16:15-17:45	Seminar	Every week	??	-	0/100	Pro studenty zpracovávající práci na KMSD. Zadání musí být v InSIS vyplněno ve spolupráci s vedoucím práce před začátkem semináře. Výuka konzultační formou. Thesis must be assigned in InSIS before seminar starts. Consultations with supervisor instead of regular classes.

Save

- 9) 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 “Se Mon 7:30-9:00 ?? (sem)...”), select different times and click “Save”:

Sheet for WS 2025/2026

 Selection of timetable item was saved.

Sel.	Status	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2M0526	Business Transactions Management	FMV		Exm E	6	eng	sP	1		Se Mon 11:00-12:30 NB 471 Every week Le Mon 09:15-10:45 NB 471 Every week	19/06/2025 14:54:36	
<input type="checkbox"/>		2M0525	International Marketing Communications	FMV		Exm E	6	eng	sP	1		Select	19/06/2025 14:54:36	
<input type="checkbox"/>		1MU510	Management Accounting	FFU		Exm E	6	eng	sP	1		Select	19/06/2025 14:54:36	
<input type="checkbox"/>		22F502	Master's Thesis Seminar	FMV		Exm E	6	eng	hP	1		Se Mon 07:30-09:00 ?? Every week	19/06/2025 15:01:35	
<input type="checkbox"/>		2M0527	Trade Policies in Central European Countries	FMV		Exm E	6	eng	sP	1		Select	19/06/2025 14:54:37	

[Remove the selected courses](#)

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

- 10) For the schedule click on the „**DISPLAY TIMETABLES**“



11) If you forget to choose a time or forget to save your choice the system will warn you.

List of errors		
State	Reason	Detail
	International Marketing Communications (2MO525)	<input type="checkbox"/> Timetable item has not been selected. Select the timetable item using the link in column Timetable.
	Management Accounting (1MU510)	<input type="checkbox"/> Timetable item has not been selected. Select the timetable item using the link in column Timetable.
	Trade Policies in Central European Countries (2MO527)	<input type="checkbox"/> Timetable item has not been selected. Select the timetable item using the link in column Timetable.

12) Repeat the same steps in the registration of the courses in the groups **sV** (optional courses), **hJ** (languages) if you still need to complete the 6 ECTS in this group.

* Students going for the **Exchange semester** abroad or **Double Degree** (who writes the thesis at VŠE) register only the Diploma Thesis seminar 22F502 and **choose the proper timetable**.

Sheet for WS 2025/2026														
Selection of timetable item was saved.														
Sel.	Status	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		22F502	Master's Thesis Seminar	FMV		Exm E	6	eng	hP	1		Se Mon 09:15-10:45 ?? Every week	19/06/2025 15:01:35	
<input type="button" value="Remove the selected courses"/>														
Key (click to show/hide)														
