

Intensive Course Registration

Guide

1. Log into the university system InSIS



Personal administration

[Log in to the Personal administration of InSIS](#) • [First log in to InSIS instructions](#) • [System integrators](#)



Admission procedure

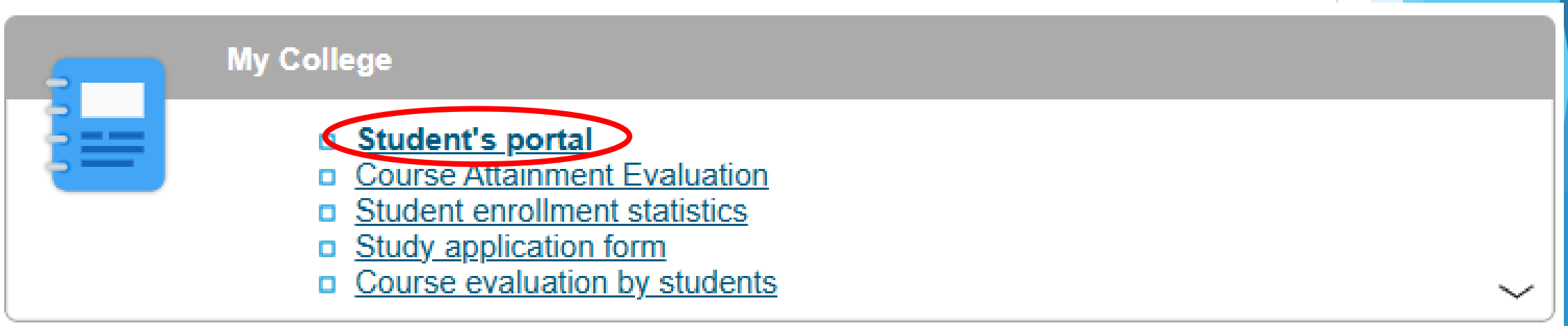
- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Pre-enrollment confirmation for application to study at VŠE](#)
- [Courses on offer](#) • [Application to U3V](#)



Information about VŠE





- [Persons at VŠE](#) • [Validity verification of identification cards](#) • [Departments](#) • [Thematic search](#) • [Identification cards in use](#)
- [Public document server](#)

2. Choose section “My College” and click on the “Student’s portal”



3. At the table you can see program of your study (*Z-EXC-... for exchange students or F-CEMS-... for CEMS students*).

For extra-semestral course registration choose „EXTRA-SEM. COURSES“

Choose	Faculty	Study	Progress of study	Register for examinations	Registration/ Enrollment	Extra-sem. courses
	OZS PZAH REK	Exchange Programmes Erasmus/LLP Bachelor full-time	enrolled			

4. Choose courses from the list „EXTRA - SEMESTRAL COURSES YOU MAY ENROLL IN CURRENTLY” those you want to register.

Enrollments in the extra-semestral courses in the period SS 2024/2025

The application is used for enrollment in the extra-semestral courses open in the SS 2024/2025 period.

Confirmed registration of extra semestral courses

i You are not enrolled in any out-of-semester courses during the SS 2024/2025 period.

List of extra-semestral courses

Extra-semestral courses for which enrollment period is in progress

The following table shows the list of extra semestral courses whose registration period is in progress. Select the courses you want to register and click on the "Add courses" button. Potential timetable items will be selected automatically. It is possible to edit the timetable in section Confirmed registration of extra semestral courses in column Timetable.

Display: ☒ Course supervisor ☒ Time schedule

Sel.	Code	Course	Study period	Com.	Crd.	Course supervisor	Institute	Limit	Registration from	Registration till	Note to enrollment	Teaching since	Teaching till	Note to teaching
<input checked="" type="checkbox"/>	6BPSA1E	New trends in marketing and management	SS 2024/2025 - FMJH	Exm E	3	Šimůnková Klára_Mgr., Ph.D.	KMPSH K FMJH	11 (10)	27/02/2025 00:00	10/03/2025 23:59	The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: https://www.fm.vse.cz/english/international-students/study-and-experience-programme/	07/04/2025 00:00	11/04/2025 23:59	The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: https://www.fm.vse.cz/english/international-students/study-and-experience-programme/

Add courses

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

- ▶ Please, read carefully **Note**, there you will find indispensable information about the course (e.g. where and when is taught.)

5. Click on „ADD SELECTED COURSES“

List of extra-semestral courses

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Add courses

6. Be careful, the number in bracket is showing **Limit** of the course

- ▶ E.g. New Trends in marketing and management -> 11 (10) means that 10 spots **are available**, so only 1 spot is full!
- ▶ This system (vice versa) works **only** in this case of Extra-semestral courses, so don't get confused. Everywhere else, number in bracket means full spot.

List of extra-semestral courses

Extra-semestral courses for which enrollment period is in progress

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Display: [Course supervisor](#) [Time schedule](#)

Sel.	Code	Course	Study period	Com.	Crd.	Course supervisor	Institute	Limit	Registration from	Registration till	Note to enrollment
<input type="checkbox"/>	6BPSA1E	New trends in marketing and management	SS 2024/2025 - FMJH	Exm E	3	Šimůnková Klára Mgr. Ph.D.	KMPSH K FMJH	11 (10)	27/02/2025 00:00	10/03/2025 23:59	The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: https://www.fm.vse.cz/english/international-students/study-and-experience-programme/

Add courses

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



7. After your registration the system shows you the list of intensive courses which you chose „CONFIRMED REGISTRATION OF EXTRA SEMESTRAL COURSES“

- ▶ If you want to delete some of them click on „REMOVE SELECTED COURSES“- but this is possible only to date which is noted at the column “REGISTRATION TILL “.

Confirmed registration of extra semestral courses

The table shows the extra-semestral courses whose enrollment has been confirmed by the Study Department in this study period, or whose enrollment you require. If the enrollment period of this course is still in progress, you can remove the course. In the enrollment period you can also change the mode of completion and the language of the course if it is offered.

Display: ☒ Course supervisor ☒ Entered on ☒ Time schedule

Sel.	State	Code	Course	Faculty	Oblg.	Com.	Crd.	Group	Lang.	Limit	Order	Registration from	Registration till	Note to enrollment
<input checked="" type="checkbox"/>		6BPSA1E	New trends in marketing and management	FMJH		Exm E	3	cZEXCB	eng	11 (10)	1/1	27/02/2025 00:00	10/03/2025 23:59	The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: https://www.fm.vse.cz/english/international-students/study-and-experience-programme/

Remove courses

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

In your schedule, the intensive course will have an appearance as grey rectangle named **Block class**.

- ▶ Please note that the course will appear in your timetable after the registration deadline.

Day	08:15-09:00	09:15-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45	18:00-18:45	18:45-19:30
					JH 998 (JH) Block class (2) A. Lejčková								
Tue				RB 203 2RU131 Elementary Czech for Foreigners (A0/A2) (3) P. Šimůnková				RB 213 3MA682 Basics of Project Management (3) R. Brunet-Thomson					
					Block class A. Lejčková								
Wed				NB A 5EN253 Macroeconomics I. (Intermediate Macroeconomics) (5) P. Potužák									
					Block class A. Lejčková								
Thu				SB 330 2AJ416 English Grammar in Use 1 (B2/C1) (7) P. Janáčková									
					Block class A. Lejčková								
Fri					Block class A. Lejčková								

Key (click to show/hide)

lecture	seminar	Block class
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Unless otherwise stated in the note, lessons take place in the campus Žižkov.

Notes:

- Inovační den: 07/04/2025
Public holiday: 21/04/2025
- Mon 7. 4. 2025 JH 998 (JH) - 6BPSA1E New trends in marketing and management, A. Lejčková - Campus: Jindřichův Hradec, The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: <https://www.fm.vse.cz/english/international-students/study-and-experience-programme/>, Co-teachers: K. Šimůnková
- Inovační den: 08/04/2025
- Tue 8. 4. 2025 JH 998 (JH) - 6BPSA1E New trends in marketing and management, A. Lejčková - Campus: Jindřichův Hradec, The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: <https://www.fm.vse.cz/english/international-students/study-and-experience-programme/>, Co-teachers: K. Šimůnková
- Inovační den: 09/04/2025
Day off granted by the Rector: 23/04/2025
- Wed 9. 4. 2025 JH 998 (JH) - 6BPSA1E New trends in marketing and management, A. Lejčková - Campus: Jindřichův Hradec, The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: <https://www.fm.vse.cz/english/international-students/study-and-experience-programme/>, Co-teachers: K. Šimůnková
- Inovační den: 10/04/2025
Public holiday: 01/05/2025, 08/05/2025
- Thu 10. 4. 2025 JH 998 (JH) - 6BPSA1E New trends in marketing and management, A. Lejčková - Campus: Jindřichův Hradec, The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: <https://www.fm.vse.cz/english/international-students/study-and-experience-programme/>, Co-teachers: K. Šimůnková
- Fri 11. 4. 2025 JH 998 (JH) - 6BPSA1E New trends in marketing and management, A. Lejčková - Campus: Jindřichův Hradec, The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: <https://www.fm.vse.cz/english/international-students/study-and-experience-programme/>, Co-teachers: K. Šimůnková

Validity: 17/02/2025 - 18/05/2025
Last change: 11/02/2025 10:54

Also, an intensive course can look like a light green rectangle, but you will recognize it with help of Notes below your schedule.

Personal timetable

The following table shows the HTML preview of the selected timetable. Select the Output in PDF option to obtain a printed version.

Day	08:15-09:00	09:15-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45
Mon 07/04/2025					JH 998 (JH) 6BPSA1E New trends in marketing and management (1,2) A. Lejčková						
Tue 08/04/2025					JH 998 (JH) 6BPSA1E New trends in marketing and management (1,2) A. Lejčková						
Wed 09/04/2025					JH 998 (JH) 6BPSA1E New trends in marketing and management (1,2) A. Lejčková						
Thu 10/04/2025					JH 998 (JH) 6BPSA1E New trends in marketing and management (1,2) A. Lejčková						
Fri 11/04/2025					JH 998 (JH) 6BPSA1E New trends in marketing and management (1,2) A. Lejčková						

Key (click to show/hide)

Unless otherwise stated in the note, lessons take place in the campus Jindřichův Hradec.

Notes:

- (1) The course, part of the Study and Experience Program with extracurricular activities, will be taught in English in Jindřichův Hradec from April 7 to 11, 2025. For more information, visit: <https://www.fm.vse.cz/english/international-students/study-and-experience-programme/>
- (2) Co-teachers: [K. Šimůnková](#)

Last change: 29/12/2024 03:27

Be careful when planning intensive courses!

- ▶ Exchange students are only allowed to take a maximum of 2 intensive courses per semester
- ▶ You should manage your registration of the intensive courses carefully - it is very likely that an intensive course will overlap with another regular course
- ▶ ➔ If you are going to be absent in a regular course, you should let the respective lecturer know beforehand. Usually in the regular course, there are 1-2 absences possible - always check with your lecturer first!
- ▶ Please refer [here](#) to get more information about intensive courses