

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

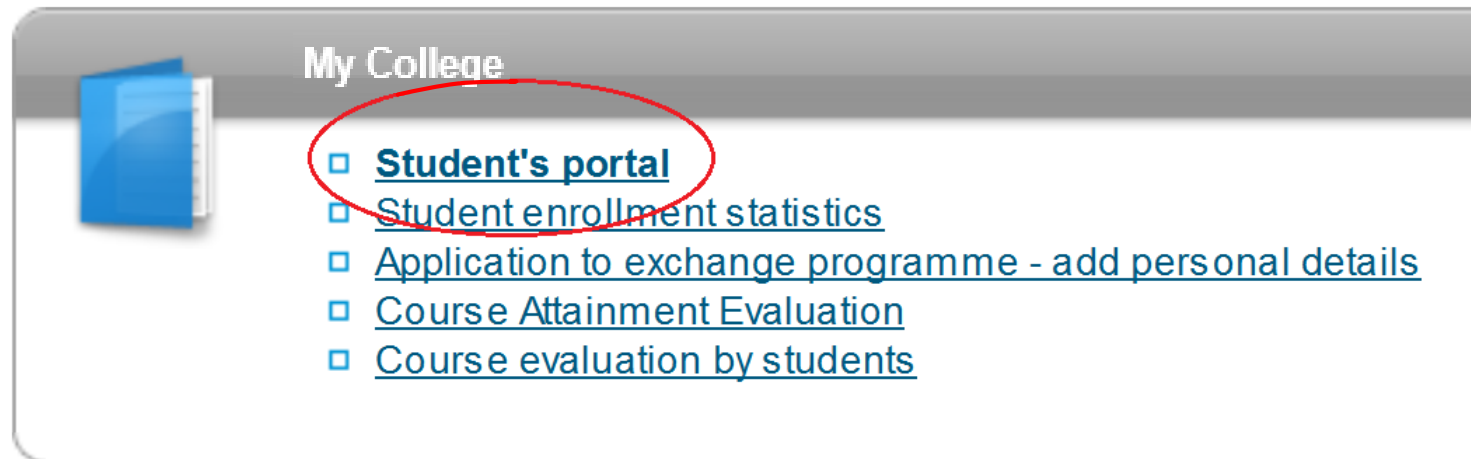
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2. Choose section “My College” and click on the “Student’s portal”



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

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

Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
	OZS REK	Z-EXC Exchange Programmes Short Term Study Exchange Programme Bachelor [full-time]	enrolled			

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

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

Enrollments in the extra-semester courses in the period SS 2014/2015

The application is used for enrollment in the extra-semester courses open in the SS 2014/2015 period.

✔ The Chapters in Economic History course was successfully removed.

Extra-semester courses you may enroll in currently

The following table shows the list of extra semester courses whose registration period is in progress. Select the courses you want to register and click on the "Add selected courses" button.

Sel.	Code	Course	Study period	Com.	Crd.	Course supervisor	Institute	Limit	Registration from	Registration till	Teaching since	Teaching till
<input type="checkbox"/>	1BP571	Capital Markets - International Theory and German Practice	SS 2014/2015 - FFU	Exm E	3	doc. RNDr. Jarmila Radová, Ph.D.	KBP FFU	-	16.02.2015	01.09.2015	16.02.2015	01.09.2015
<input checked="" type="checkbox"/>	5HD383	Chapters in Economic History	SS 2014/2015 - NF	Exm E	4	prof. PhDr. Ing. Aleš Skřivan, Ph.D.	KHD NF	25 (24)	03.02.2015	28.04.2015 23:59	27.04.2015	30.04.2015 16:00
<input type="checkbox"/>	5HD381	Chapters in Economic History	SS 2014/2015 - NF	Exm E	4	prof. PhDr. Ing. Aleš Skřivan, Ph.D.	KHD NF	25 (15)	25.01.2015	08.04.2015 23:59	07.04.2015	10.04.2015 16:00
<input type="checkbox"/>	5HD382	Chapters in Economic History	SS 2014/2015 - NF	Exm E	4	prof. PhDr. Ing. Aleš Skřivan, Ph.D.	KHD NF	25 (18)	25.01.2015	06.05.2015 23:59	04.05.2015	15.05.2015 16:00
									07.01.2015	20.03.2015	16.03.2015	23.03.2015

Note:

Kurz je vyučován v angličtině. Výuka probíhá každý den od 27. dubna do 29. dubna 2015 9:15-12:30 a 30. dubna 2015 od 9:15 do 16:00 v místnosti NB350. Vyučujícím je Dr. João Paulo Avelas Nunes (Universidade de Coimbra). / The course will be taught in English and it will take place daily from April 27, 2015 to April 29, 2015 from 9:15am to 12:30pm, April 30th, 2015 from 9:15am to 16:00pm, room NB350. The instructor will be Dr. João Paulo Avelas Nunes (Universidade de Coimbra).

Kurz bude vyučován v angličtině. Výuka bude probíhat od 7. 4. 2015 do 10. 4. 2015 denně od 12:45 do 16:00 v místnosti NB350, s výjimkou 10. 4. 2015, kdy výuka bude od 12:45 do 19:30. Vyučujícím bude prof. Steven Seegel (University of Northern Colorado, USA).

/ The course will be taught in English and it will take place daily from 12:45 to 16:00 in NB350 room from April 7th, 2015 to April 10th, 2015. Except for April 10th, 2015, when the lecture will be from 12:45 to 19:30. The instructor will be prof. Steven Seegel (University of Northern Colorado, USA).

Kurz bude vyučován v angličtině. Výuka bude probíhat od 4. 5. 2015 do 15. 5. 2015 denně od 9:15 do 10:45 v místnosti NB350, s výjimkou 11. 5. 2015, kdy se výuka bude konat od 16:15 do 19:30. Vyučujícím bude dr. Athanasios Sideris (Foundation of the Hellenic World). / The course will be taught in English and it will take place from May 4th, 2015 to May 15th, 2015 daily from 9:15 to 10:45 in NB350 room. Except for May 11th, 2015, when the lecture will be from 16:15 to 19:30.

Rozvrh je následující:

5. Click on „ADD SELECTED COURSES“

																23. 03. 2015 9:15-10:45, 11:00-12:30
																Učebna: NB350
									07.01.2015	20.03.2015						23.03.2015 27.03.2015
																Rozvrh je následující:
																23. 03. 2015 14:15-16:15, 16:30-18:00
<input checked="" type="checkbox"/>	5RE555	Seminář z globální politiky	SS 2014/2015 - NF	Exm E	3	Ing. Lourdes Gabriela Daza Aramayo, Ph.D.	KREG NF	25 (16)								24. 03. 2015 9:15-10:45, 11:00-12:30
																25. 03. 2015 9:15-10:45, 11:00-12:30
																26. 03. 2015 9:15-10:45, 11:00-12:30
																27. 03. 2015 9:15-10:45, 11:00-12:30
<input checked="" type="checkbox"/>	61SMP0	Solving Managerial Problems by Using Soft and Hard Approaches	SS 2014/2015 - FMJH	Exm E	3	doc. Ing. Tomáš Kincl, Ph.D.	KMIH K FMJH	15 (12)	10.02.2015	28.02.2015 23:59		13.04.2015	17.04.2015			

Add selected courses

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

- ▶ E.g. Solving Managerial Problems by Using Soft and Hard Approaches -> 15 (12) means that 12 spots are available, so only 3 spots are full!
- ▶ This system (vice versa) works only in this case of Extra-semester courses, so don't get confused. Everywhere else, number in bracket means full spot.

<input checked="" type="checkbox"/>	5RE555	Seminář z globální politiky	SS 2014/2015 - NF	Exm E	3	Ing. Lourdes Gabriela Daza Aramayo, Ph.D.	KREG NF	25 (16)									24. 03. 2015 9:15-10:45, 11:00-12:30	25. 03. 2015 9:15-10:45, 11:00-12:30	26. 03. 2015 9:15-10:45, 11:00-12:30	27. 03. 2015 9:15-10:45, 11:00-12:30
<input checked="" type="checkbox"/>	61SMP0	Solving Managerial Problems by Using Soft and Hard Approaches	SS 2014/2015 - FMJH	Exm E	3	doc. Ing. Tomáš Kincl, Ph.D.	KMIH K FMJH	15 (12)	10.02.2015	28.02.2015 23:59	13.04.2015	17.04.2015								

Add selected courses

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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 “.

✔ Course Chapters in Economic History was successfully registered.

Confirmed registration of extra semestral courses

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

Sel.	Code	Course	Faculty	Oblig.	Com.	Crđ.	Group	Lang.	Registered and confirmed	Limit	Order	Registration from	Registration till	Teaching since	Teaching till
<input checked="" type="checkbox"/>	5HD383	Chapters in Economic History	NF		Exm E	4	cZEXCB	eng	23.02.2015 16.06	25 (23)	2/2	03.02.2015	28.04.2015 23:59	27.04.2015	30.04.2015 16:00
													<p>Note</p> <p>Kurz je vyučován v angličtině. Výuka probíhá každý den od 27. dubna do 29. dubna 2015 9:15-12:30 a 30. dubna 2015 od 9:15 do 16:00 v místnosti NB350. Vyučujícím je Dr. João Paulo Avelas Nunes (Universidade de Coimbra) / The course will be taught in English and it will take place daily from April 27, 2015 to April 29, 2015 from 9:15am to 12:30pm, April 30th, 2015 from 9:15am to 16:00pm, room NB350. The instructor will be Dr. João Paulo Avelas Nunes (Universidade de Coimbra).</p>		
<input type="button" value="Remove selected courses"/>															

Extra-semestral courses you may enroll in currently

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 selected courses" button.

Sel.	Code	Course	Study period	Com.	Crđ.	Course supervisor	Institute	Limit	Registration from	Registration till	Teaching since	Teaching till
<input type="checkbox"/>	1BP571	Capital Markets - International Theory and German Practice	SS 2014/2015 - FFU	Exm E	3	doc. RNDr. Jarmila Radová, Ph.D.	KBP FFU	-	16.02.2015	01.09.2015	16.02.2015	01.09.2015
<input type="checkbox"/>	5HD381	Chapters in Economic History	SS 2014/2015 - NF	Exm E	4	prof. PhDr. Ing. Aleš Skřivan, Ph.D.	KHD NF	25 (15)	25.01.2015	08.04.2015 23:59	07.04.2015	10.04.2015 16:00
<p>Note</p> <p>Kurz bude vyučován v angličtině. Výuka bude probíhat od 7. 4. 2015 do 10. 4. 2015 denně od 12:45 do 16:00 v místnosti NB350, s výjimkou 10. 4. 2015, kdy výuka bude od 12:45 do 19:30. Vyučujícím bude prof. Steven Seegel (University of Northern Colorado, USA).</p> <p>/ The course will be taught in English and it will take place daily from 12:45 to 16:00 in NB350 room from April 7th, 2015 to April 10th, 2015. Except for April 10th, 2015, when the lecture will be from 12:45 to 19:30.</p>												



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

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											
Tue		NB 474 20P443 Intercultural Communication for Managers - in English (1) <i>D. Zadražilová</i>									
Wed				NB 456 2RU135 Basic Czech for foreigners (A1) <i>A. Antošová</i>		SB 211 5HD375 History of Latin America after 1945 <i>P. Szobi</i>			NB 459 2MO432 International Marketing for exchange students - in English (2,2) <i>G. Cook</i>		
Thu		RB 209 2MO432 International Marketing for exchange students - in English (3) <i>M. Lhotáková</i>					NB 472 2MO643 Intercultural Negotiation - in English <i>M. Zamykalová</i>				
		NB 457 Block class (4)									
Fri							SB 103 4SA220 Web 2.0 & Social Network Services (5) <i>A. Pavlíček</i>				
		NB 457 Block class (6)									
Sat		NB 457 Block class (7)									

Key:

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

Notes:

- (1) Kurz vyučuje prof. Gartner ve dnech 14/4, 15/4,16/4 2015 vždy 9.30-12.30 a 13.30 -17.30 The course is taught by prof. (Mr.) Gartner, 14 - 16 April 2015, 9:30 am - 5:30 pm, at NB474.
- (2) 2MO401
- (3) 2MO521
- (4) Thu 28. 5. 2015 NB 457 - IP_364 Sales Management, L. Štěrbová

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

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											
Tue		NB 474 20P443 Intercultural Communication for Managers - in English (1) <i>D. Zadražilová</i>									
Wed				NB 456 2RU135 Basic Czech for foreigners (A1) <i>A. Antošová</i>	SB 211 5HD375 History of Latin America after 1945 <i>P. Szobi</i>			NB 459 2MO432 International Marketing for exchange students - in English (2,2) <i>G. Cook</i>			
Thu		RB 209 2MO432 International Marketing for exchange students - in English (3) <i>M. Lhotáková</i>					NB 472 2MO643 Intercultural Negotiation - in English <i>M. Zamykalová</i>				
		NB 457 Block class (4)									
Fri							SB 103 4SA220 Web 2.0 & Social Network Services (5) <i>A. Pavlíček</i>				
		NB 457 Block class (6)									
Sat		NB 457 Block class (7)									

Key:

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

Notes:

(1) Kurz vyučuje prof. Gartner ve dnech 14/4, 15/4,16/4 2015 vždy 9.30-12.30 a 13.30 -17.30 The course is taught by prof. (Mr.) Gartner, 14 – 16 April 2015, 9:30 am - 5:30 pm, at NB474.

(2) 2MO401

(3) 2MO521

(4) Thu 28. 5. 2015 NB 457 - IP_364 Sales Management, L. Štěrbová

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