

# Intensive Course Registration

*Guide*

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# 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

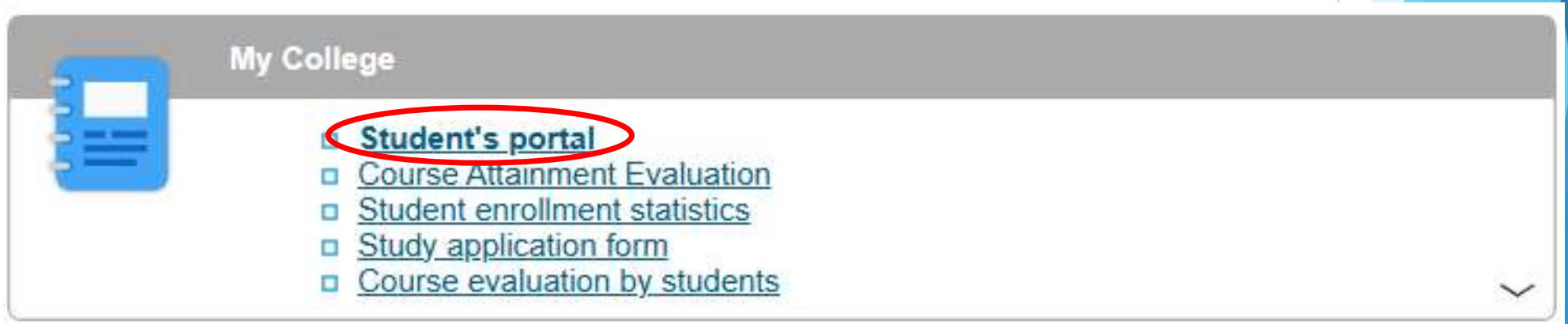
• [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Pre-enrollment confirmation for application to study at VŠE](#)  
• [Courses on offer](#) • [Application to U3V](#)



## 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”



The screenshot shows a grey header bar with a blue notebook icon on the left and the text "My College" on the right. Below the header is a white menu area containing a list of items. The first item, "Student's portal", is circled in red. The other items are "Course Attainment Evaluation", "Student enrollment statistics", "Study application form", and "Course evaluation by students". A small downward-pointing chevron icon is located in the bottom right corner of the menu area.

- Student's portal**
- [Course Attainment Evaluation](#)
- [Student enrollment statistics](#)
- [Study application form](#)
- [Course evaluation by students](#)

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      | Study  | Progress of study | Restriction | Register for examinations  | Registration/ Enrollment   | Extra-sem. courses   |
|--|--------------|--|-------------------|-------------|--|--|--|
|  | OZS PZAH REK | Exchange Programmes<br>Erasmus/LLP Bachelor<br>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 2024/2025

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

## Confirmed registration of extra semester courses

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

## List of extra-semester courses

### Extra-semester courses for which enrollment period is in progress

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 courses" button. Potential timetable items will be selected automatically. It is possible to edit the timetable in section Confirmed registration of extra-semester 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 | <a href="#">New trends in marketing and management</a> | SS 2024/2025 - FMJH | Exm E | 3    | <a href="#">Šimůnková Klára_Mgr., Ph.D.</a> | <a href="#">KMPSH K FMJH</a> | 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: <a href="https://www.fm.vse.cz/english/international-students/study-and-experience-programme/">https://www.fm.vse.cz/english/international-students/study-and-experience-programme/</a> | 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: <a href="https://www.fm.vse.cz/english/international-students/study-and-experience-programme/">https://www.fm.vse.cz/english/international-students/study-and-experience-programme/</a> |

Add courses

Key (click to show/hide)



# 5. Click on „ADD SELECTED COURSES“

## 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 | <a href="#">New trends in marketing and management</a> | SS 2024/2025 - FMJH | Exm E | 3    | <a href="#">Šimůnková Klára_Mgr. Ph.D.</a> | <a href="#">KMPSH K.FMJH</a> | 11 (11) | 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: <a href="https://www.fm.vse.cz/english/international-students/study-and-experience-programme/">https://www.fm.vse.cz/english/international-students/study-and-experience-programme/</a> | 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: <a href="https://www.fm.vse.cz/english/international-students/study-and-experience-programme/">https://www.fm.vse.cz/english/international-students/study-and-experience-programme/</a> |

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-semester courses, so don't get confused. Everywhere else, number in bracket means full spot.

### List of extra-semester courses

#### Extra-semester courses for which enrollment period is in progress

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 courses" button. Potential timetable items will be selected automatically. It is possible to edit the timetable in section Confirmed registration of extra semester 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  |
|--------------------------|---------|--|---------------------|-------|------|--|------------------------------|---------|-------------------|-------------------|---|
| <input type="checkbox"/> | 6BPSA1E | <a href="#">New trends in marketing and management</a> | SS 2024/2025 - FMJH | Exm E | 3    | <a href="#">Šimůnková Klára, Mgr., Ph.D.</a> | <a href="#">KMPSH K FMJH</a> | 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: <a href="https://www.fm.vse.cz/english/international-students/study-and-experience-programme/">https://www.fm.vse.cz/english/international-students/study-and-experience-programme/</a> |

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 | Obig.                               | Com.     | Crđ. | Group  | Lang. | Limit      | Order | Registration from | Registration till | Note to enrollment  |
|--------------------------|-------------------------------------|---------|--|---------|-------------------------------------|----------|------|--------|-------|------------|-------|-------------------|-------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6BPSA1E | <a href="#">New trends in marketing and management</a> | FMJH    | <input checked="" type="checkbox"/> | Exm<br>E | 3    | cZEXCB | eng   | 11<br>(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: <a href="https://www.fm.vse.cz/english/international-students/study-and-experience-programme/">https://www.fm.vse.cz/english/international-students/study-and-experience-programme/</a> |

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 |
|-----|-------------|-------------|---|--|---|-------------|-------------|---|-------------|-------------|-------------|-------------|-------------|
| Mon |             |             |   |  | JH 998 (11)<br>Block class (4)<br>A. Lejčková |             |             |   |             |             |             |             |             |
| Tue |             |             |   | RB 203<br>2RU131 Elementary Czech for<br>Foreigners (A0/A2) (3)<br>P. Šubová | JH 998 (11)<br>Block class (4)<br>A. Lejčková |             |             | RB 213<br>3MA682 Basics of Project<br>Management (3)<br>R. Brouček-Dvořák |             |             |             |             |             |
| Wed |             |             | NP A<br>SEN253 Macroeconomics I (Intermediate Macroeconomics) (5)<br>P. Patačka |  | JH 998 (11)<br>Block class (4)<br>A. Lejčková |             |             |   |             |             |             |             |             |
| Thu |             |             |   | SB 330<br>2A1416 English Grammar in Use<br>1 (B2/C1) (7)<br>F. Janáčkova     | JH 998 (11)<br>Block class (4)<br>A. Lejčková |             |             |   |             |             |             |             |             |
| Fri |             |             |   |  | JH 998 (11)<br>Block class (4)<br>A. Lejčková |             |             |   |             |             |             |             |             |

Key (click to show/hide)

|         |         |             |
|---------|---------|-------------|
| lecture | seminar | block class |
|---------|---------|-------------|

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

#### 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)<br>6BPSA1E New trends in marketing and management (1,2)<br>A. Lejčková |             |             |             |             |             |             |
| Tue 08/04/2025 |             |             |             |             | JH 998 (JH)<br>6BPSA1E New trends in marketing and management (1,2)<br>A. Lejčková |             |             |             |             |             |             |
| Wed 09/04/2025 |             |             |             |             | JH 998 (JH)<br>6BPSA1E New trends in marketing and management (1,2)<br>A. Lejčková |             |             |             |             |             |             |
| Thu 10/04/2025 |             |             |             |             | JH 998 (JH)<br>6BPSA1E New trends in marketing and management (1,2)<br>A. Lejčková |             |             |             |             |             |             |
| Fri 11/04/2025 |             |             |             |             | JH 998 (JH)<br>6BPSA1E New trends in marketing and management (1,2)<br>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