

# Student Nomination Procedure

## *Guide for coordinators*

# Student Nomination

- ▶ Student nomination is generally taking place:
  - ▶ from March till April (for Fall Semester and Full Academic Year)
  - ▶ from March till October (for Spring Semester)

# 1. Log into the university system InSIS

► Link here: <http://insis.vse.cz/?lang=en>



## Personal administration

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



## Admission procedure

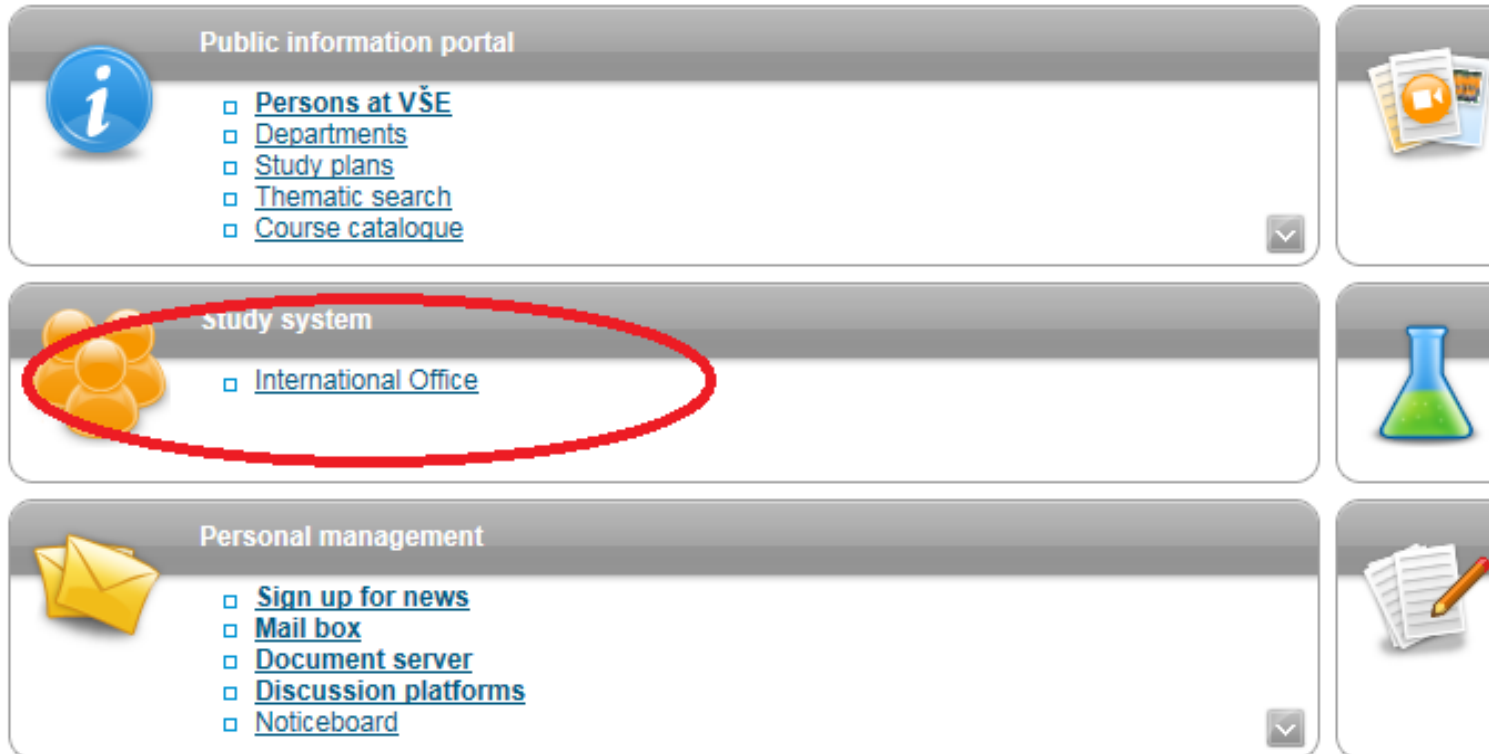
- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Course application](#) • [Application to U3V](#)



## Information about VŠE

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

## 2. Choose section “Study system” and click on the “International Office”



The screenshot shows a web portal interface with three main sections, each with a header, a list of links, and a corresponding icon:

- Public information portal** (Information icon):
  - [Persons at VŠE](#)
  - [Departments](#)
  - [Study plans](#)
  - [Thematic search](#)
  - [Course catalogue](#)
- study system** (Group of orange circles icon, circled in red):
  - [International Office](#)
- Personal management** (Envelope icon):
  - [Sign up for news](#)
  - [Mail box](#)
  - [Document server](#)
  - [Discussion platforms](#)
  - [Noticeboard](#)

### 3. Choose section “Student mobility - visiting” and click on the “Nominations of Students”

#### International Office

This menu unifies the applications intended for the work of the Foreign Affairs Department.

[Search](#) [Open all](#)

 **Reports and outputs**  

- [Reports about the abroad placements](#)

 **Student mobility - visiting**

- [Nominations of students](#)

[Back to Personal administration](#)

# 4. Select the department of the International Office

## Nominations of students - select department

Use the application to nominate students under foreign agreements.

Select a department:



International Office



Department of Science and  
Research

- [Back to Foreign Relations Office](#)
- [Back to Personal administration](#)





# 5. Select the relevant study period

## Nominations of students - select period

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Use the application to nominate students under foreign agreements.

The table shows periods open for student nominations.

Study period	Select
WS 2022/2023	
SS 2022/2023	

## History

The table shows past period only. Records in this period can only be viewed.

Study period	Select
WS 2021/2022	
SS 2021/2022	

## 6. Select the correct Agreement

- ▶ Most often, students are nominated under the Erasmus+ Campus Prague Agreement, however, they can also be nominated under the Other form of short-term study program, Erasmus+ Campus Jindřichův Hradec, South Bohemia or CEMS Agreement. Should there be an option to nominate students under different agreements than shown in the list below, these will appear in your personal InSIS account on this place.

### Nominations of students - select agreement

Use the application to nominate students under foreign agreements.

The table shows agreements the institution participates in.

Agreement	Select
CEMS	→
Erasmus+ Campus Jindřichův Hradec, South Bohemia	→
Erasmus+ Campus Prague	→

- [Back to Select period](#)
- [Back to Select department](#)
- [Back to Foreign Relations Office](#)
- [Back to Personal administration](#)



# 7. Fill in the full name of the student as displayed in the student's passport/ID

- ▶ Please be careful and **do not switch name and surname** (see below) as this will be displayed on the acceptance (visa) documents.

<b>John</b>	<b>Fitzgerald</b>	<b>Kennedy</b>
= Name	= Middle Name	= Last Name
= First Name		= Family Name
= Given Name		= Surname
= Prénom		= Nom

Please include the possible middle name(s) to the Name box.

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

**Name:** Maria Anna Luisa

**Surname:** Castro Fernandez del Pozo

Date of birth: DD/MM/YYYY

Nationality: Republic of Portugal

E-mail:

Length of stay: semester

Sex:  male  female

Number of semesters: Total number of semesters

Type of study:  Bachelor  Master  Doctoral



## 8. Fill in the Date of the Birth

- ▶ Please be careful and follow the form **DD/MM/YYYY**
- ▶ **! See this example !**
  - ▶ Student born on January 15, 1994 will be nominated as **15/01/1994**

### Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name:

Surname:

**Date of birth:**  

Nationality:

E-mail:

Length of stay:

Sex:  male  female

Number of semesters:  Total number

Type of study:  Bachelor  Master  Doctoral

# 9. Choose the correct Nationality

- ▶ The nationality is automatically set to the country of the home university. In case the student's citizenship is different, please **do not forget to change it**. The nationality refers to the country that issued the student's passport/ID.

Quota: 4/4

Add nomination

Use the following form to

Nominee  new user

Name:

Surname:

Date of birth:

**Nationality:**

E-mail:

Length of stay:

Sex:

Number of semesters:

Type of study:

Click on the Nominate button

Solomon Islands

Somali Democratic Republic

South Georgia and the South Sandwich Islands

St. Helena and Depending Countries

St. Christopher and Nevis

St. Lucia

State of Bahrain

State of Eritrea

State of Israel

State of Kuwait

State of Libya

Súdanská republika

Sultanate of Oman

Svalbard and Jan Mayen

Swiss Confederation

Syrian Arab Republic

Togolese Republic

Tokelau

Turkmenistan

Turks and Caicos Islands

Tuvalu

Ukraine

Union of Myanmar

United Arab Emirates

United Kingdom of Great Britain and Northern Ireland

United Mexican States

United Republic of Tanzania

**United States Minor Outlying Islands**

**United States of America**

Virgin Islands of the United States

Wallois and Futuna

# 10. Fill in the E-mail of the student


## Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name:

Surname:

Date of birth:  

Nationality:  ▼

**E-mail:**

Length of stay:  ▼

Sex:  male  female

Number of semesters:  Total number

Type of study:  Bachelor  Master  Doctoral

# 11. Select the following:

## ▶ Length of stay

- ▶ Please note that when nominating for the Spring Semester, there is only the possibility of one semester in the drop down menu

## ▶ Sex of the student

## ▶ Number of semesters

- ▶ fill in the number of semesters the student spent at the home university before

## ▶ Type of study

- ▶ select Bachelor or Master

**Add nomination**  
Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name:

Surname:

Date of birth:

Nationality:  ▼

E-mail:

Length of stay:  ▼

Sex:  male  female

Number of semesters:  Total number

Type of study:  Bachelor  Master  Doctoral

Click on the Nominate button to confirm given data.

# 12. Finally, click on the Nominate button


## Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name:

Surname:

Date of birth:  

Nationality:  ▼

E-mail:

Length of stay:  ▼

Sex:  male  female

Number of semesters:  Total number

Type of study:  Bachelor  Master  Doctoral

Click on the Nominate button to confirm given data.

# After the nomination

- ▶ After the nomination, you will not receive any confirmation by email. The student will just appear in the system in the table of Nominated users.

**Nominated users**

new users

Sel.	Surname	Name	Date of birth	Nationality	E-mail	Sex	Study period	Section	Number of semesters	Type of study	Nominated on
<input type="checkbox"/>	Castro Fernandez del Pozo	Maria Anna Luisa	15/01/1994	United States of America	maria.anna@yahoo.com	female	2017/2018	WS 2017/2018	4	Bachelor	07/03/2017

Existing users

Sel.	User	Study period	Section	Number of semesters	Type of study	Nominated on	Nominated by
No suitable data found.							

Quota: 1/6

**Add nomination**

Use the following form to nominate a person. Compulsory items are highlighted.

Entry was successfully added.

Nominee  new user  existing user

Name:

Surname:

Date of birth:

Nationality:

E-mail:

Length of stay:

Sex:  male  female

Number of semesters:  Total number of semesters completed at university before the start of mobility abroad (number only).

Type of study:  Bachelor  Master  Doctoral

Click on the Nominate button to confirm given data.

# Congratulations!

The student was successfully nominated.

- ▶ Should you have any questions to the nomination process please do not hesitate to contact us via email on [exchange@vse.cz](mailto:exchange@vse.cz)