

Student Nomination Procedure

Guide for coordinators

International Office

+420 224 098 547

exchange@vse.cz



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

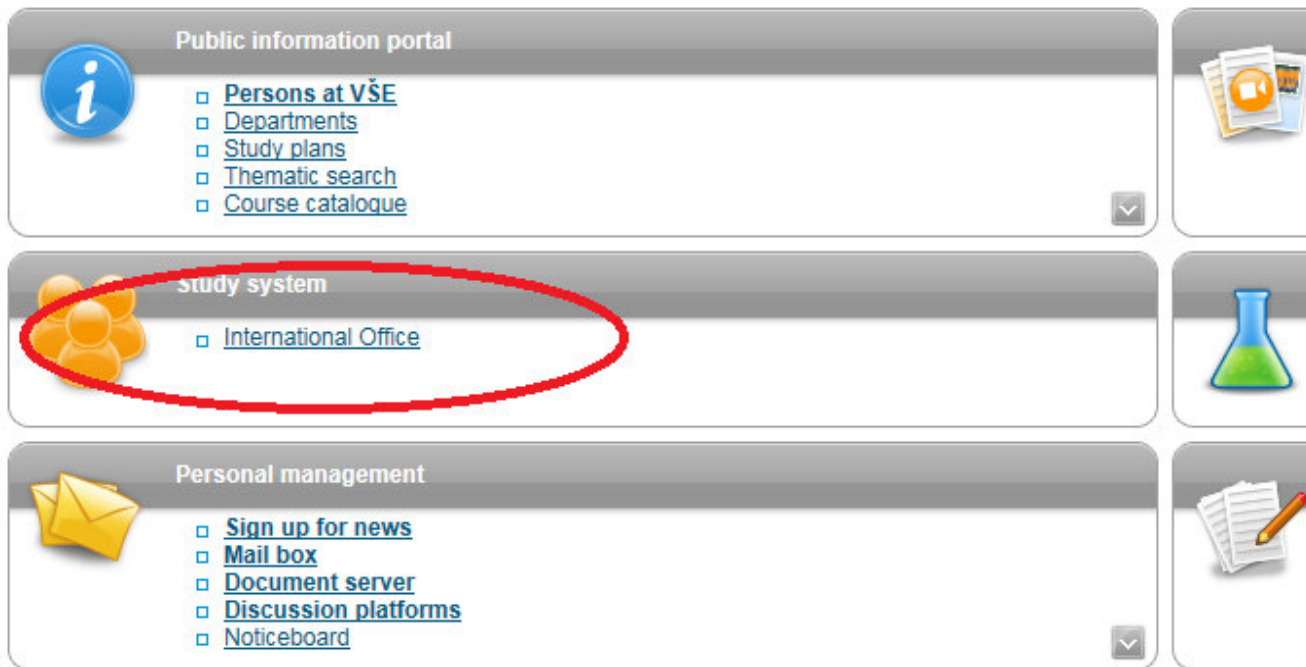
- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Course application](#) • [Application to U3V](#)



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 displays a web portal interface with three main sections, each with 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 people 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](#)

The screenshot shows a web application interface with two main menu items. The first item is 'Reports and outputs', which includes a sub-item 'Reports about the abroad placements'. The second item is 'Student mobility - visiting', which includes a sub-item 'Nominations of students'. The 'Student mobility - visiting' item and its sub-item are highlighted with a red oval. The interface also features a search bar and an 'Open all' link at the top right.

[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



Use the application to nominate students under foreign agreements.

The table shows periods open for student nominations.

Study period	Select
SS 2023/2024	
WS 2023/2024	

History

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

Study period	Select
SS 2022/2023	
WS 2022/2023	

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.

John	Fitzgerald	Kennedy
= 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: 

Surname:

Date of birth: 

Nationality:

E-mail:

Length of stay:

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:	<input type="text" value="Maria Anna Luisa"/>
Surname:	<input type="text" value="Castro Fernandez del Pozo"/>
Date of birth:	<input type="text" value="15/01/1994"/> 
Nationality:	<input type="text" value="Republic of Portugal"/>
E-mail:	<input type="text"/>
Length of stay:	<input type="text" value="semester"/>
Sex:	<input type="radio"/> male <input checked="" type="radio"/> female
Number of semesters:	<input type="text"/> Total number
Type of study:	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> 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

Nominate

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
Wallis and Futuna

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E.

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:	<input type="text" value="Maria Anna Luisa"/>
Surname:	<input type="text" value="Castro Fernandez del Pozo"/>
Date of birth:	<input type="text" value="15/01/1994"/> 
Nationality:	<input type="text" value="United States of America"/> ▼
E-mail:	<input type="text" value="maria.anna@yahoo.com"/>
Length of stay:	<input type="text" value="semester"/> ▼
Sex:	<input type="radio"/> male <input checked="" type="radio"/> female
Number of semesters:	<input type="text"/> Total number
Type of study:	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> 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

