EXECUTIVE ACADEMY COURSES AT FIR

Guide to applying for Executive Academy Courses at the Faculty of International Relations, Prague University of Economics and Business

#fmvvše

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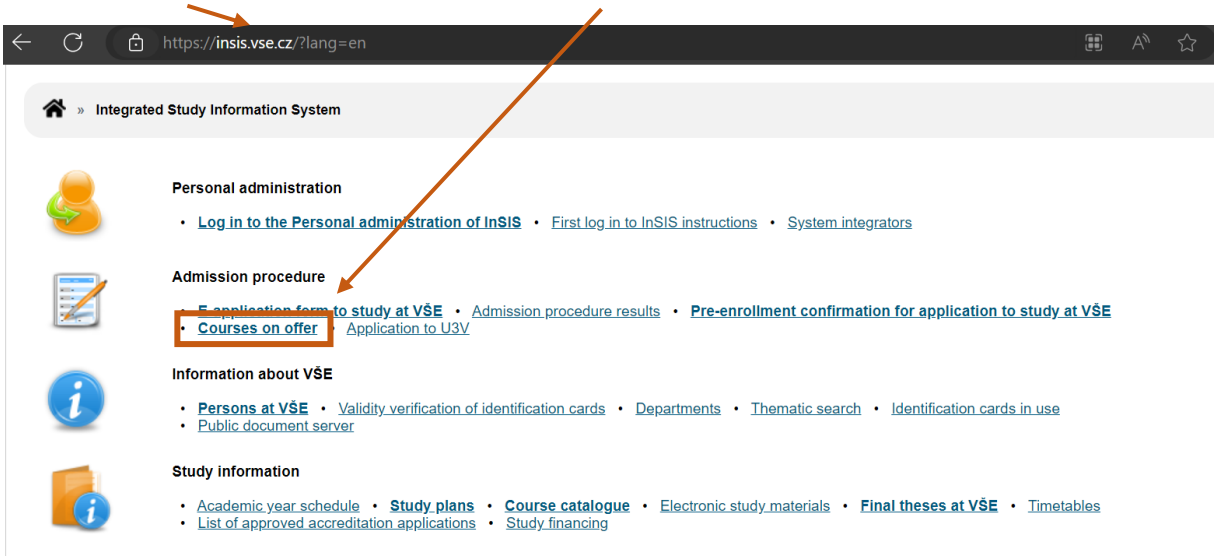
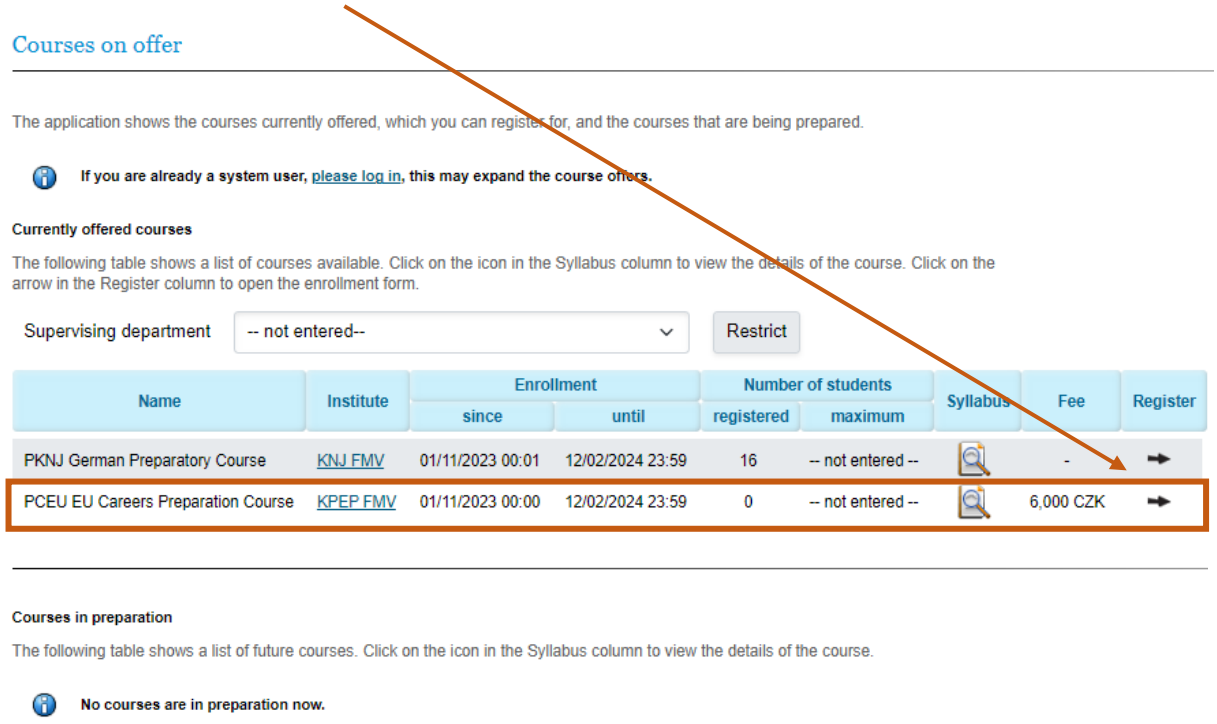
1. Application for FIR courses filed by applicant

If the specific instructions for a given course do not include information on the provision of registration by FIR administration, applicant is supposed to submit an application at https://insis.vse.cz/?lang=en via the **Course on offer** portal in the Admission procedure.



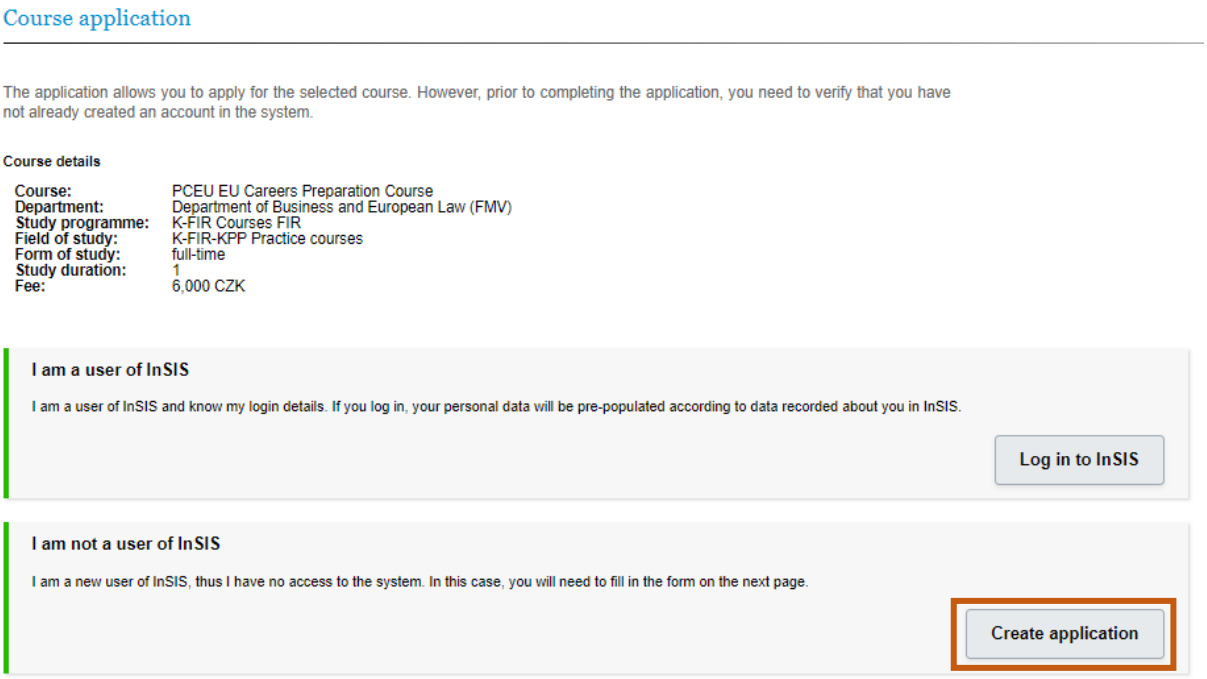
The **Currently offered courses** section lists the courses an applicant can sign up for by clicking on the **arrow** in the **Register** column.



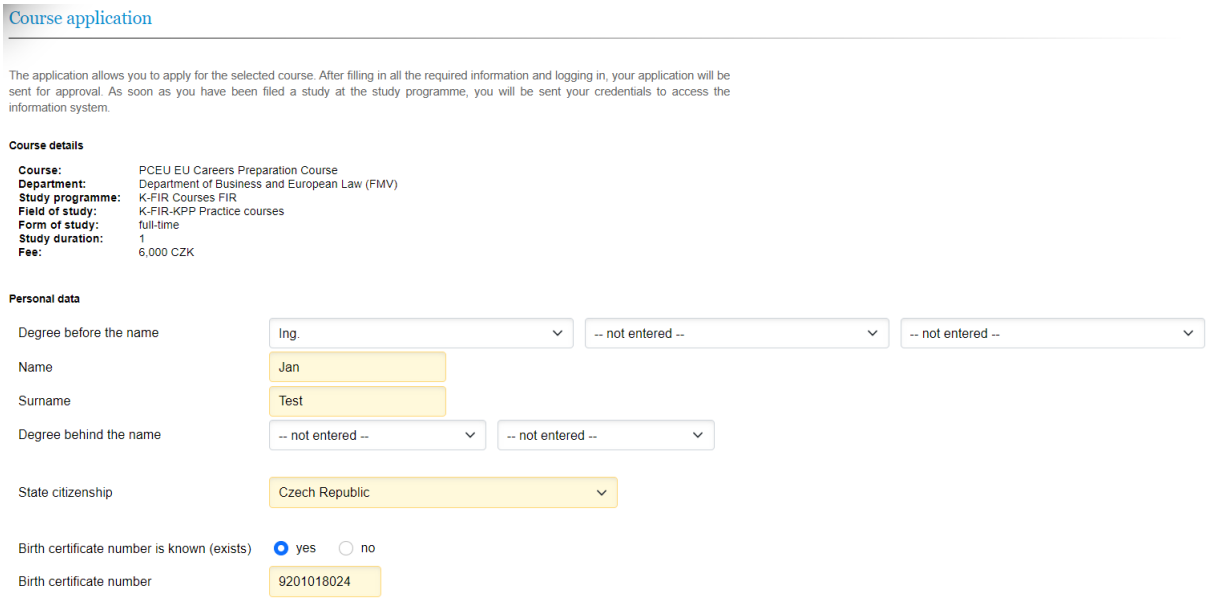
The course offer and the subsequent **application process vary** depending on whether the **applicant is a graduate, student or employee** of the Prague University of Economics and Business (VŠE) (i.e. a registered user of the Integrated Study Information System - InSIS).

1.1. The applicant is not a graduate, student or employee of VŠE (does not have an InSIS user account)

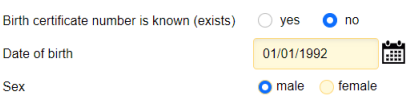
If you are not a graduate, student or employee (you do not have a user account in InSIS), after entering the course (via the arrow in the Register column) you are supposed to select the **Create application** option.



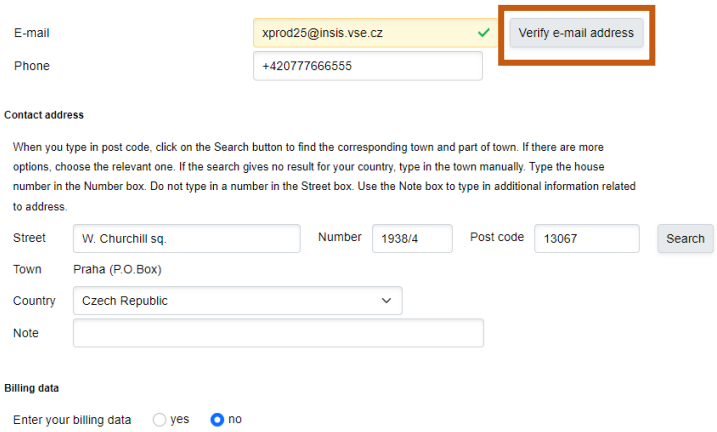
Required fields of the application form are in yellow.



In the case of the birth certificate number, you can alternatively fill in the date of birth.



The following are the contact details, of which the email address must be verified before sending the request, and the contact address where the city must be found based on the postcode entered.



The verification email with a link to confirm the correctness of the entered email address:

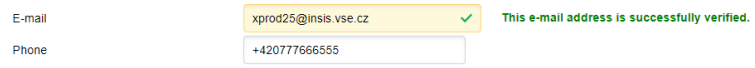
Hello,

your email address xprod25@insis.vse.cz has been used within the agenda Course application of Integrated Study Information System.

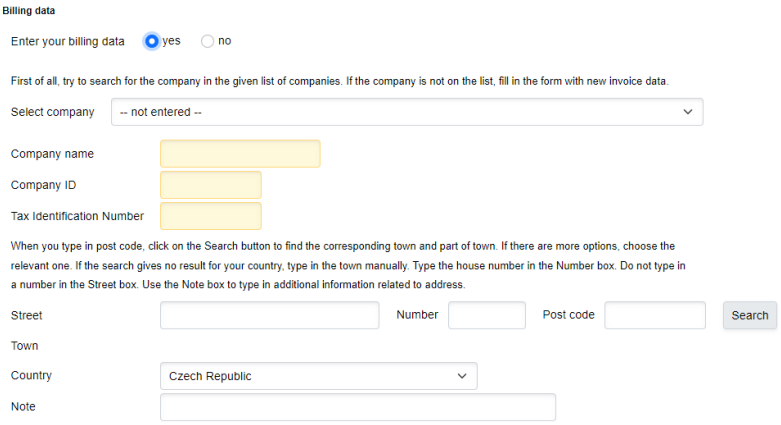
If you have worked with this agenda and entered your email address, please confirm its correctness at the following link:
https://insis-test.vse.cz/system/confirm_email.pl?lang=en;token=ca95b3e2-be0f-11ee-bd0e-90e136ac9513

This message was automatically generated by Integrated Study Information System. Please do not reply.

After confirming the correctness by clicking on **the link in the message received**, the email address provided in the application will be displayed as successfully verified.



If you need a tax document (invoice), you can also enter billing data by selecting from the companies previously listed or by entering new billing details.



ATTENTION!

If you need invoice, fill out the billing details, pay the course fee and wait for the course administrator to issue all the documents in bulk after the registration closes. If you need invoice sooner, please inform the contact person.

After submitting your application by clicking on the **Sign up for a course** button, a confirmation of your application and a prompt for online payment will appear.

A confirmation email is generated automatically by the system.

Dear applicant,

this e-mail is to confirm that your application to the course EU Careers Preparation Course has been accepted on 28 December 2023 as duly submitted.

For more information, including the current application status, go to:
https://insis-test.vse.cz/kurzy/kurz_prihlaska.pl?kurz=193078;application=31306;token=TSV3XCTIUQGE3PDSVT06W4EP6X4UKX5HQ4N78GDKB510QU108840TJ2ZKKBV22L5NC1SLOGG3P330Q2UDJPU0648EJ2G4F48CTPS;lang=en

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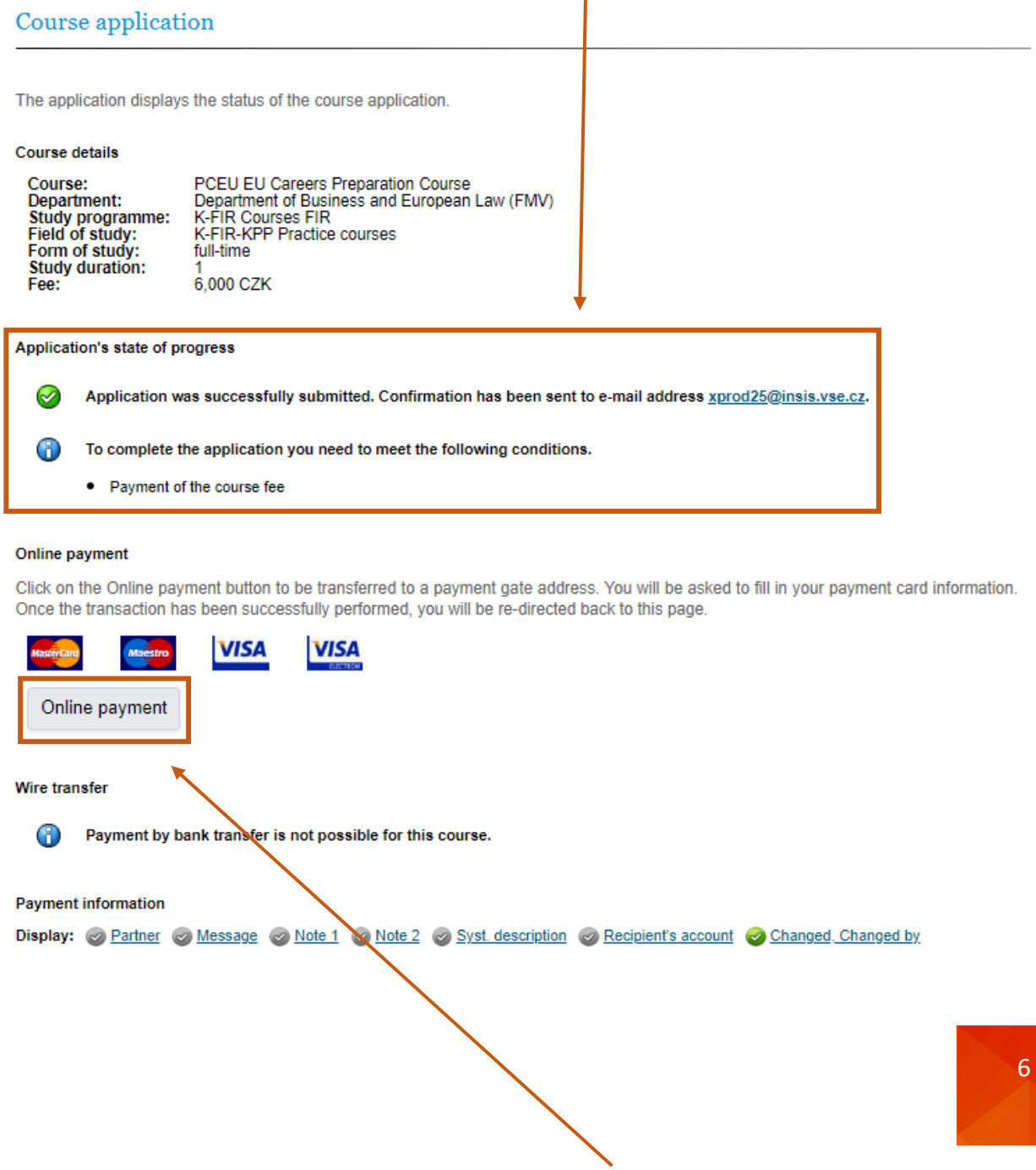
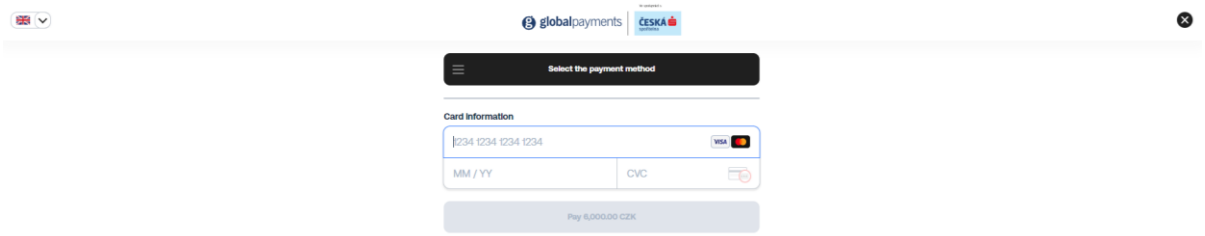
This message was automatically generated by Integrated Study Information System. Please do not reply.



You can pay the course fee by clicking on the **Online payment** link. You will then be presented with a standard payment gateway prompting you to enter your card details.



You will be notified of the successful payment when you are redirected back to InSIS.

Course application

The application displays the status of the course application.

On-line payment was successful.

Course details

Course:	PCEU EU Careers Preparation Course
Department:	Department of Business and European Law (FMV)
Study programme:	K-FIR Courses FIR
Field of study:	K-FIR-KPP Practice courses
Form of study:	full-time
Study duration:	1
Fee:	6,000 CZK

Application's state of progress

Application is compete and enrollment to the course has been made.

The login details to Integrated Study Information System have been sent to the email xprod25@insis.vse.cz.

Payment information

Display: Partner Message Note 1 Note 2 Syst. description Recipient's account Changed, Changed by

Date of transfer	Sum	Variable symbol	Account number	Changed	Changed by	Document	Matching	
							Directive	Sum
28/12/2023	6,000 CZK	2	405607******0008	28/12/2023	pay gateway		course PCEU	6,000 CZK

And also informed by email.

Dear applicant,

this e-mail is to confirm that the payment for the course EU Careers Preparation Course has been made on 28 December 2023.

For more information, including the current application status, go to:
https://insis-test.vse.cz/kurzy/kurz_prihlaska.pl?kurz=193078;application=31306;token=TSV3XCTIUQGE3PDSVT06W4EP6X4UKX5HQ4N78GDKB510QU108840TJ2ZKKBV22L5NC1SLOGG3PB30Q2UDJPU0648EJ2G4F48CTPS;lang=en

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This message was automatically generated by Integrated Study Information System. Please do not reply.

At the same time, you will receive an email confirming that your application has been approved and your login details for InSIS Personal Administration and other VŠE systems (including Moodle, see part three of this guide).

Dear applicant,

your application to the course EU Careers Preparation Course has been approved.

The following credentials have been generated for you in order to log in to the Integrated Study Information System:

User name: tesj09
Password: Fun.zag.jyn.vyz

For more information log in and go to My College application in the Student's portal:
https://insis-test.vse.cz/auth/student/moje_studium.pl?studium=245405

This message was automatically generated by Integrated Study Information System. Please do not reply.

If the payment is not made successfully, a notification is sent to the entered email address with a link to the course registration portal to complete the course fee payment process.

Dear applicant,

all conditions for approval of the application for the EU Careers Preparation Course course have still not been met.

Unfulfilled conditions:

- The course fee has not been paid.

For more information, including the current application status, go to:
https://insis-test.vse.cz/kurzy/kurz_prihlaska.pl?kurz=193078;application=31302;token=IA3CCIFL7GJL6ZY15A4Q8ZWD1LWSBY2LKRYD3Y3B9F19KV5G85VM6H2Z8OJR26KMAL11YX9D3Z5KUU2F7M0G06DUIJ23W0ZHCRBK;lang=en

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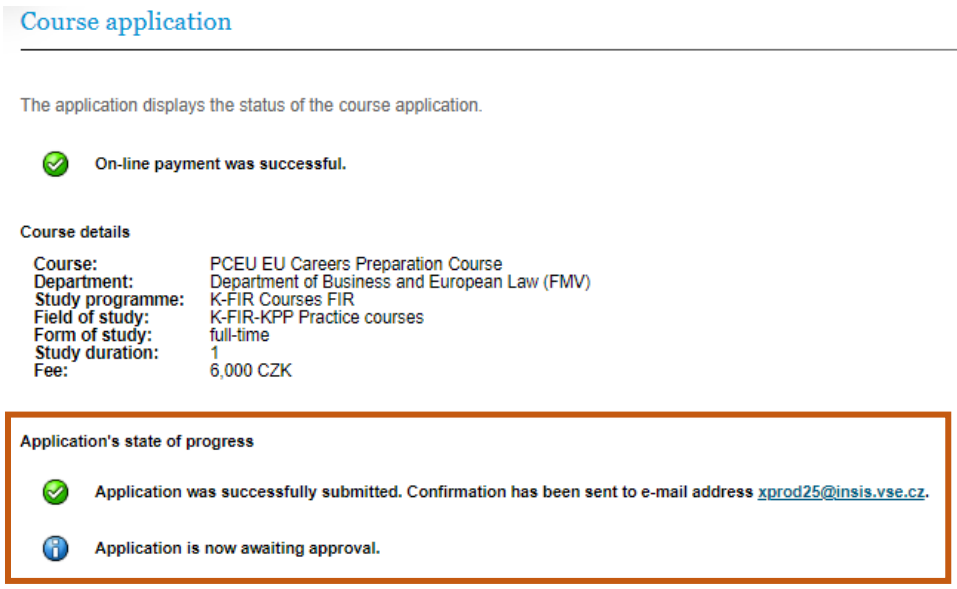
This message was automatically generated by Integrated Study Information System. Please do not reply.

The process of applying for a course described above corresponds to a situation where the applicant does not have a user account in InSIS and at the same time the course application is not subject to mandatory approval by the course administrator.

Course with mandatory (manual) approval of applicants

The application process for a course with mandatory approval of applicants before the application is completed is different from the moment of payment of the course fee. Once the fee is paid, the application is marked as successfully submitted and pending approval.



At the same time, the system sends an email confirming the submission of the application.

Dear applicant,

this e-mail is to confirm that your application to the course EU Careers Preparation Course has been accepted on 28 December 2023 as duly submitted.

For more information, including the current application status, go to:
https://insis-test.vse.cz/kurzy/kurz_prihlaska.pl?kurz=193078;prihlaska=31304;token=XAI6A8HB72ZB9XNLJ831MSTJ4QV23O4RZWH16VHP7519TD768NLMOX2QO0CG2R90ZD16X95Y3D3JOI22XFXG07AEG82OLQ408R6H;lang=en

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This message was automatically generated by Integrated Study Information System. Please do not reply.

And a confirmation of the course fee payment.

Dear applicant,

this e-mail is to confirm that the payment for the course EU Careers Preparation Course has been made on 28 December 2023.

For more information, including the current application status, go to:
https://insis-test.vse.cz/kurzy/kurz_prihlaska.pl?kurz=193078;prihlaska=31304;token=XAI6A8HB72ZB9XNLJ831MSTJ4QV23O4RZWH16VHP7519TD768NLMOX2QO0CG2R90ZD16X95Y3D3JOI22XFXG07AEG82OLQ408R6H;lang=en

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This message was automatically generated by Integrated Study Information System. Please do not reply.

In this case, an action of a course administrator (administration or guarantor) is required to complete the application as they can approve or reject the application.

Approval

Upon approval, an email is generated confirming the approval of the application and login details.

Dear applicant,

your application to the course EU Careers Preparation Course has been approved.

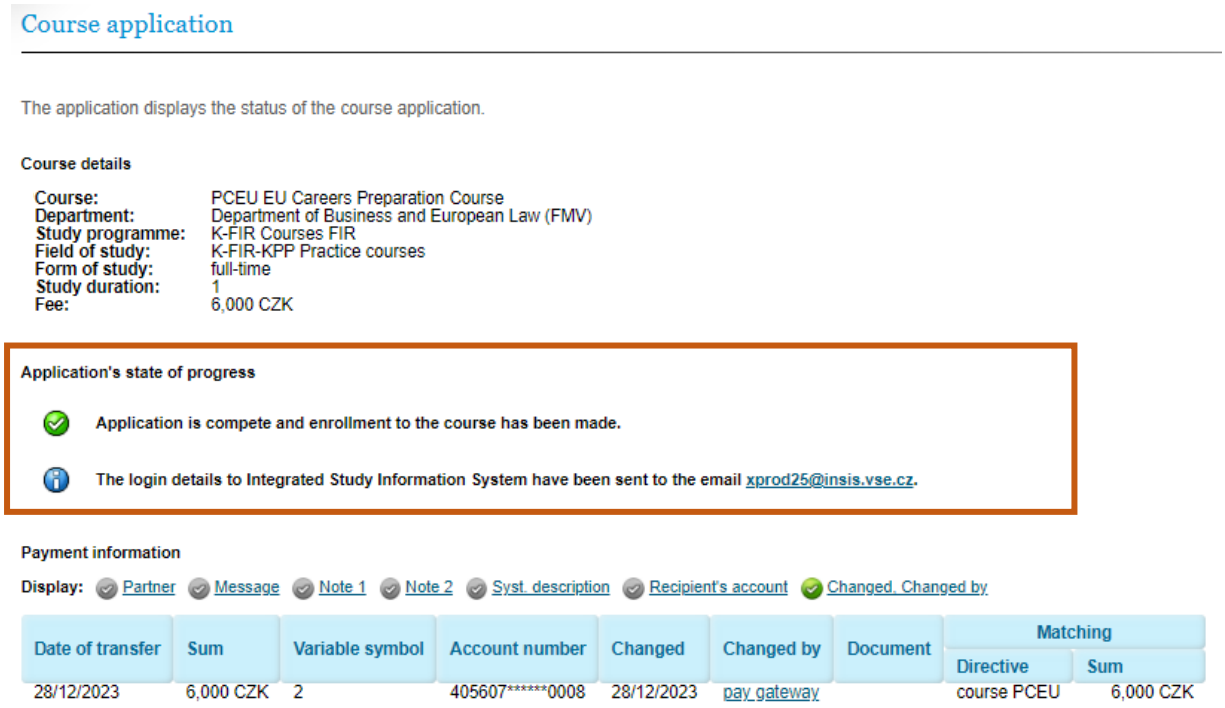
The following credentials have been generated for you in order to log in to the Integrated Study Information System:

User name: tesj10
Password: Gyv.owu.muw.kof

For more information log in and go to My College application in the Student's portal:
https://insis-test.vse.cz/auth/student/moje_studium.pl?studium=245406

This message was automatically generated by Integrated Study Information System. Please do not reply.

The application status available in InSIS by clicking on the link included in the email is marked complete then.



Course application

The application displays the status of the course application.

Course details

Course:	PCEU EU Careers Preparation Course
Department:	Department of Business and European Law (FMV)
Study programme:	K-FIR Courses FIR
Field of study:	K-FIR-KPP Practice courses
Form of study:	full-time
Study duration:	1
Fee:	6,000 CZK

Application's state of progress

Application is compete and enrollment to the course has been made.

The login details to Integrated Study Information System have been sent to the email xprod25@insis.vse.cz.

Payment information

Display: Partner Message Note 1 Note 2 Syst. description Recipient's account Changed, Changed by

Date of transfer	Sum	Variable symbol	Account number	Changed	Changed by	Document	Matching	
							Directive	Sum
28/12/2023	6,000 CZK	2	405607******0008	28/12/2023	pay gateway		course PCEU	6,000 CZK

Rejection

If the application is rejected, the system will generate a message informing the applicant of rejection by the course administrator (administration, guarantor).

Dear applicant,

the application to the course EU Careers Preparation Course was rejected for the following reason:

- The application was rejected by the course administrator.

For more information on application status go to:
https://insis-test.vse.cz/kurzy/kurz_prihlaska.pl?kurz=193078;application=31302;token=IA3CCIFL7GJL6ZY15A4Q8ZWD1LWSBY2LKRYD3Y3B9F19KV5G85VM6H2Z8OJR26KMAL11YX9D3Z5KUU2F7M0G06DUIJ23W0ZHCRBK;lang=en

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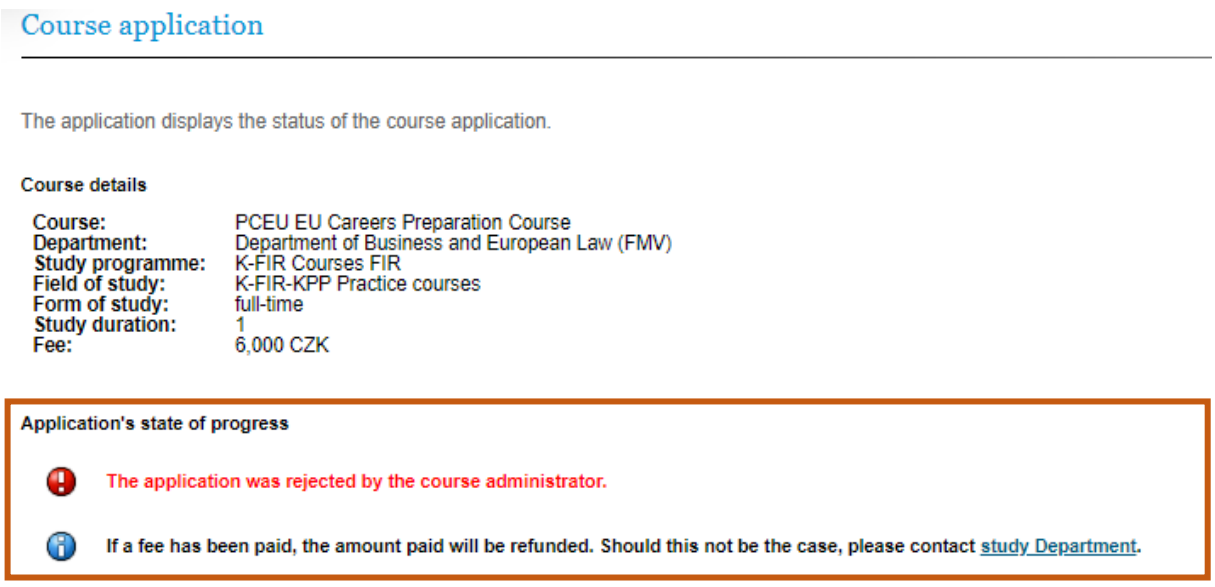
This message was automatically generated by Integrated Study Information System. Please do not reply.

The application status in InSIS which is referenced in the message received is also updated.



Course application

The application displays the status of the course application.

Course details

Course:	PCEU EU Careers Preparation Course
Department:	Department of Business and European Law (FMV)
Study programme:	K-FIR Courses FIR
Field of study:	K-FIR-KPP Practice courses
Form of study:	full-time
Study duration:	1
Fee:	6,000 CZK

Application's state of progress

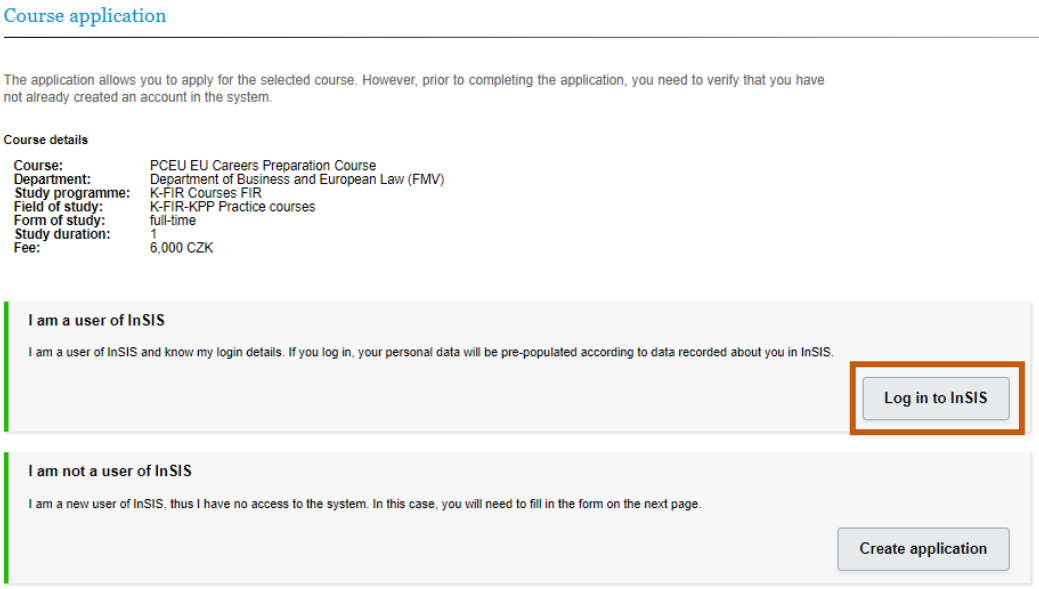
The application was rejected by the course administrator.

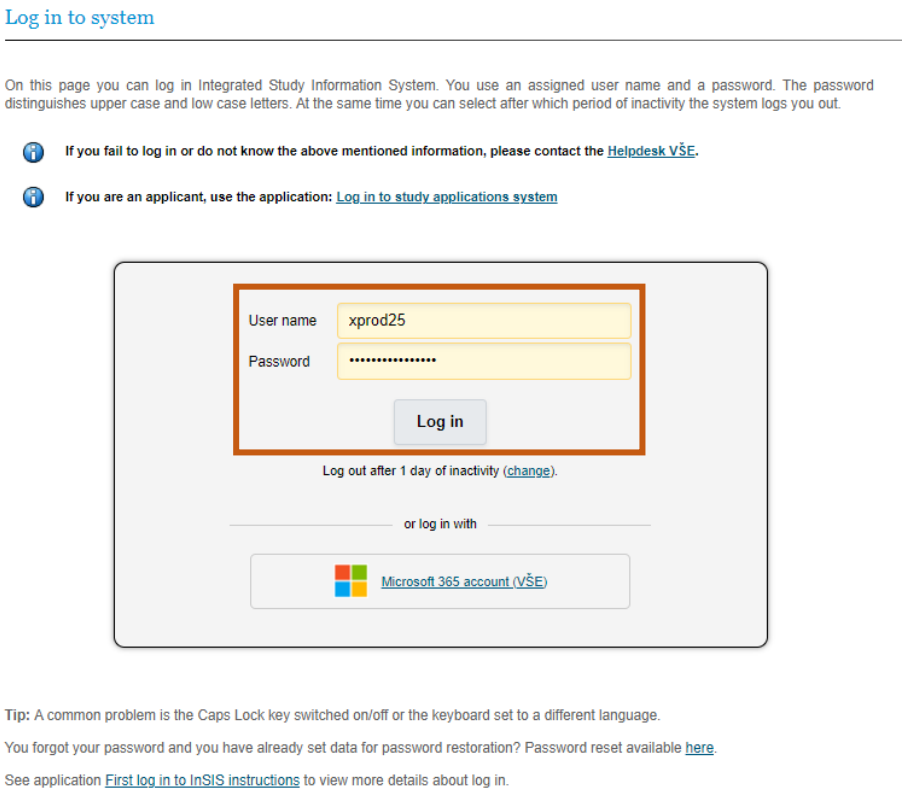
If a fee has been paid, the amount paid will be refunded. Should this not be the case, please contact study Department.

Should you pay the course fee and your application is subsequently rejected, the fee will be refunded to the credit or debit card used to make the payment. Should this not be the case, please contact the study department at the link provided or the contact person for the course.

1.2. The applicant is a graduate, student or employee of VŠE (does have an InSIS account)

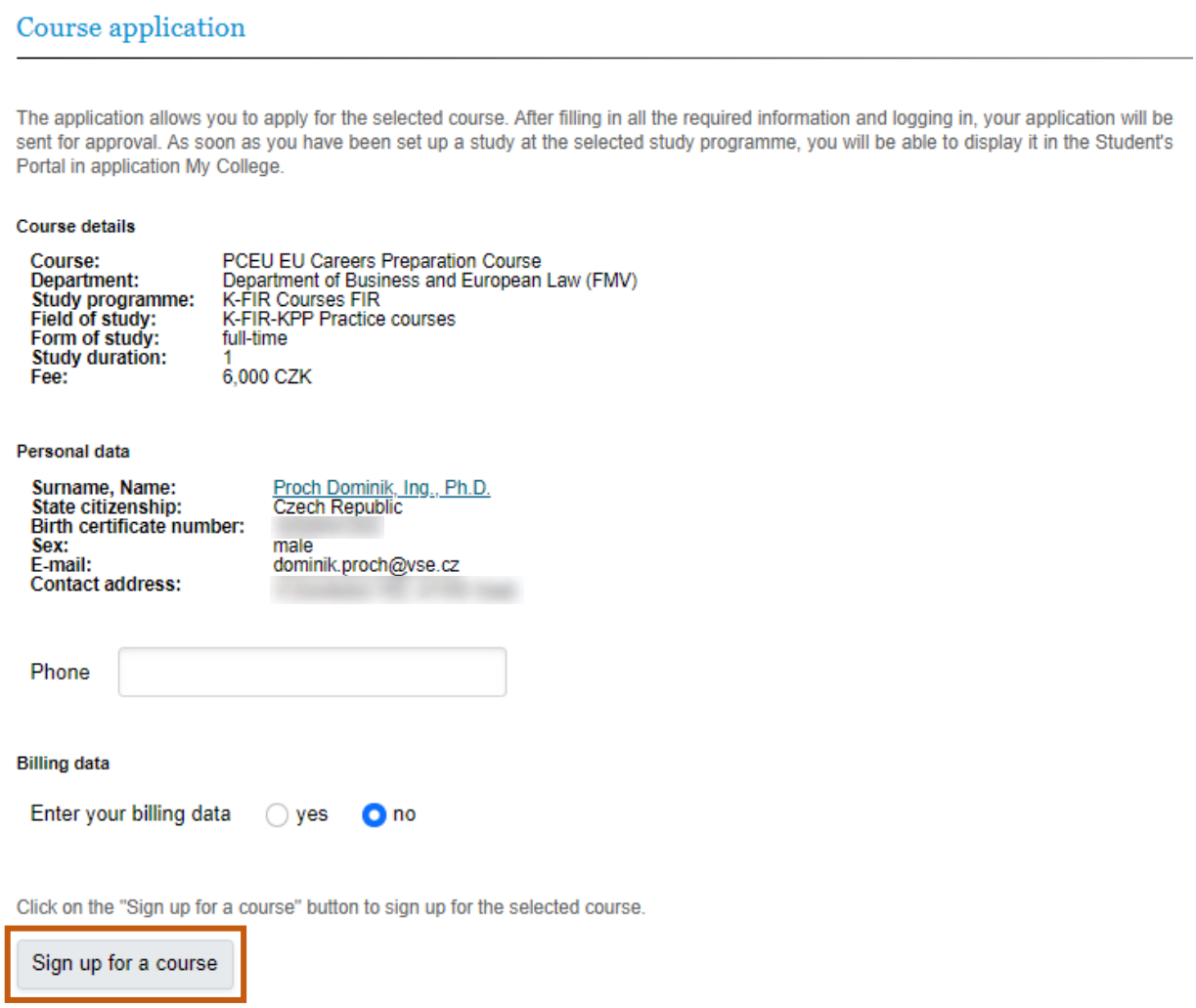
In case you are a graduate, student or employee of VŠE, or respectively you know your user name and password to InSIS, you can select the option **Log in to InSIS** in the course application form (accessible from https://insis.vse.cz/?lang=en via the portal Courses on offer and the option Register for any of the currently offered courses).





You will then be redirected to the InSIS login portal, which requires user name (without @vse.cz) and password you normally use to log in to InSIS or university Microsoft 365 applications. If you do not remember your password, please contact the FIR system integrator, Mr. Dominik Proch (dominik.proch@vse.cz).

The data in the application form is pre-filled according to the user account in InSIS, only the phone number and, if a tax document (invoice) is required, the billing data are to be entered. After clicking on the **Sign up for the course** button, you will be redirected to the course application payment and through the option **Online payment** to the payment gateway. Payment of the course fee and the following procedures are identical to those described in section 1.1.



2. Creation of application by administrator on behalf of applicant (who is not a graduate, student or employee)

Some FIR courses may have specific arrangements for the application process. These are, for example, courses in cooperation with another higher education institution, in cooperation with the business sector, or generally courses for which the selection procedure is different from the standard procedure described above.

In these cases, the application, which is the basis for a user account in VŠE systems, is created by the course administrator. The structure of the application form is identical to the one submitted directly by the applicant. It is therefore essential that the mandatory information about the applicant is available to the administrator. After the application is created by the administrator (FIR administration), the applicant receives an email inviting them to verify their email address.

Hello,

your email address xprod25@insis.vse.cz has been used within the agenda Course application of Integrated Study Information System.

If you have worked with this agenda and entered your email address, please confirm its correctness at the following link:
https://insis-test.vse.cz/system/confirm_email.pl?lang=en;token=ca95b3e2-be0f-11ee-bd0e-90e136ac9513

This message was automatically generated by Integrated Study Information System. Please do not reply.

After clicking on the link, the applicant is redirected to InSIS, where a confirmation of email address verification is displayed.

Confirmation of e-mail address

This e-mail address has been verified, you can continue working in the original agenda of the information system.

The system then generates a message confirming the submission of the application.

Dear applicant,

this e-mail is to confirm that your application to the course EU Careers Preparation Course has been accepted on 28 December 2023 as duly submitted.

For more information, including the current application status, go to:
https://insis-test.vse.cz/kurzy/kurz_prihlaska.pl?kurz=193078;prihlaska=31304;token=XAI6A8HB72ZB9XNLJ831MSTJ4QV23O4RZWH16VHP7519TD768NLMOX2QO0CG2R90ZD16X95Y3D3JOI22XFXG07AEG82OLQ408R6H;lang=en

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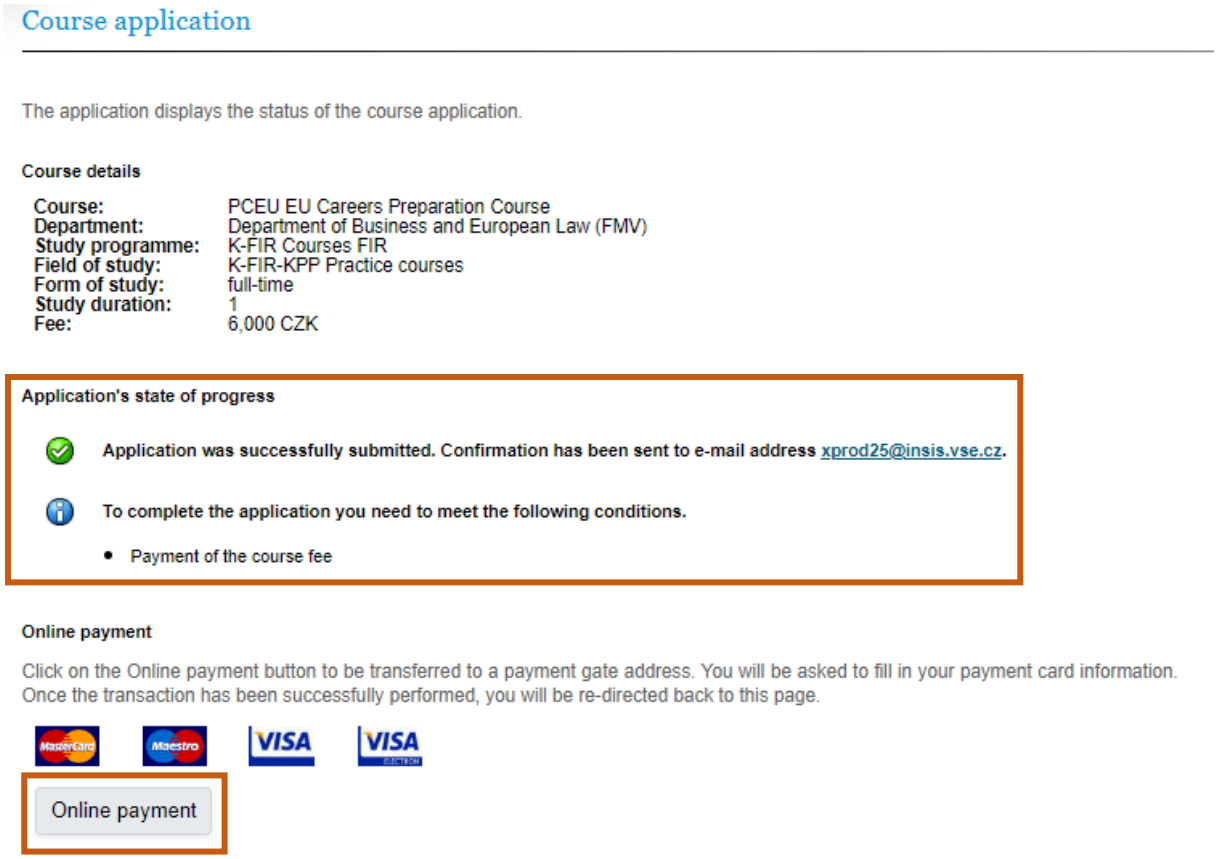
This message was automatically generated by Integrated Study Information System. Please do not reply.

The subsequent process depends on the setting of the payment terms.

2.1. The course fee payment is set up in InSIS

If the course is set up for payment via InSIS, the applicant is expected to click on the link contained in the received email to enter the application and complete the application process by completing the payment as already described above.



Upon successful payment (and approval of the application, if required), email messages confirming payment of the course fee and approval of the application, along with login details, are generated.

Dear applicant,

this e-mail is to confirm that the payment for the course EU Careers Preparation Course has been made on 28 December 2023.

For more information, including the current application status, go to:
https://insis-test.vse.cz/kurzy/kurz_prihlaska.pl?kurz=193078;prihlaska=31304;token=XAI6A8HB72ZB9XNLJ831MSTJ4QV23O4RZWH16VHP7519TD768NLMOX2QO0CG2R90ZD16X95Y3D3JOI22XFXG07AEG82OLQ408R6H;lang=en

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This message was automatically generated by Integrated Study Information System. Please do not reply.

Dear applicant,

your application to the course EU Careers Preparation Course has been approved.

The following credentials have been generated for you in order to log in to the Integrated Study Information System:

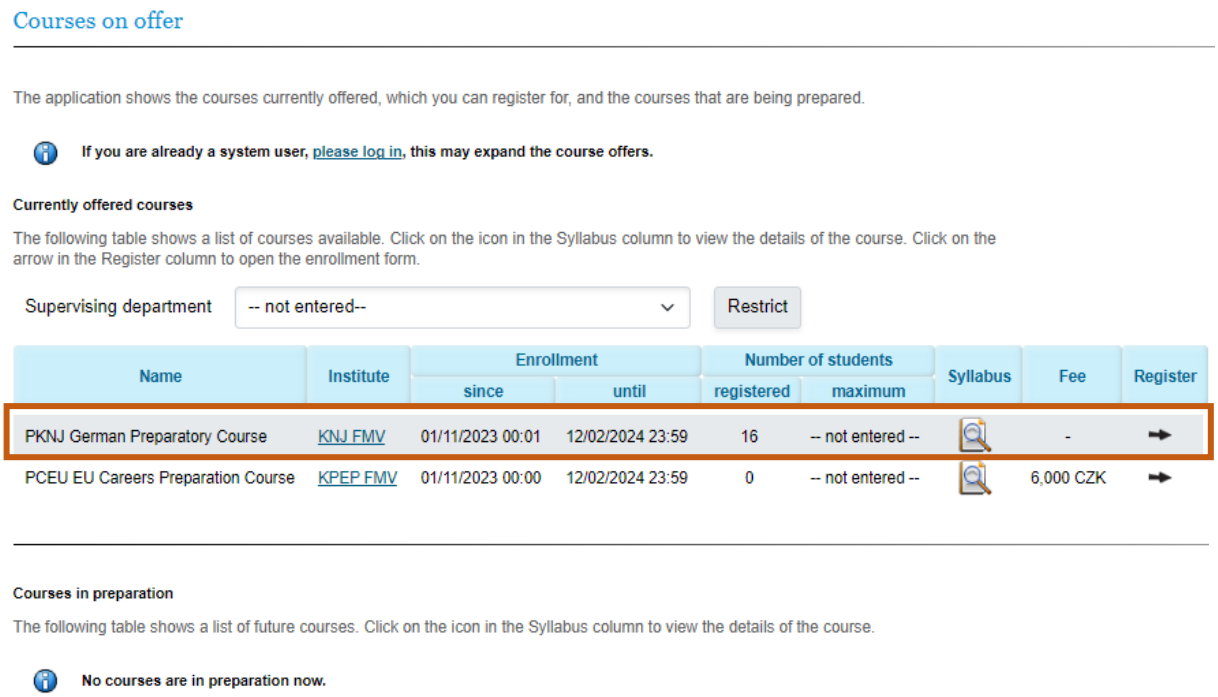
User name: tesa08
Password: deN.eke.biv.ero

For more information log in and go to My College application in the Student's portal:
https://insis-test.vse.cz/auth/student/moje_studium.pl?studium=245407

This message was automatically generated by Integrated Study Information System. Please do not reply.

2.2. Payment for the course is made outside of InSIS

In the event that the course instructions stipulate the payment of the course fee outside of InSIS, the course is set without a fee, which is therefore not displayed in the Courses on offer section or is displayed there as zero.



Courses on offer

The application shows the courses currently offered, which you can register for, and the courses that are being prepared.

If you are already a system user, please log in, this may expand the course offers.

Currently offered courses

The following table shows a list of courses available. Click on the icon in the Syllabus column to view the details of the course. Click on the arrow in the Register column to open the enrollment form.

Supervising department -- not entered-- Restrict

Name	Institute	Enrollment		Number of students		Syllabus	Fee	Register
		since	until	registered	maximum			
PKNJ German Preparatory Course	KNJ FMV	01/11/2023 00:01	12/02/2024 23:59	16	-- not entered --		-	
PCEU EU Careers Preparation Course	KPEP FMV	01/11/2023 00:00	12/02/2024 23:59	0	-- not entered --		6,000 CZK	

Courses in preparation

The following table shows a list of future courses. Click on the icon in the Syllabus column to view the details of the course.

No courses are in preparation now.

In this case, the applicant is requested to verify their email address and subsequently informed by email that the application has been submitted (by the administrator, administration). Upon approval (automatic or manual depending on the course settings), an application approval message is generated that includes login details. In this case, no further action is required on the part of the applicant to complete the application process in InSIS.

Dear applicant,

your application to the course EU Careers Preparation Course has been approved.

The following credentials have been generated for you in order to log in to the Integrated Study Information System:

User name: tesk04
Password: diT.zej.tyd.pem

For more information log in and go to My College application in the Student's portal:
https://insis-test.vse.cz/auth/student/moje_studium.pl?studium=245386

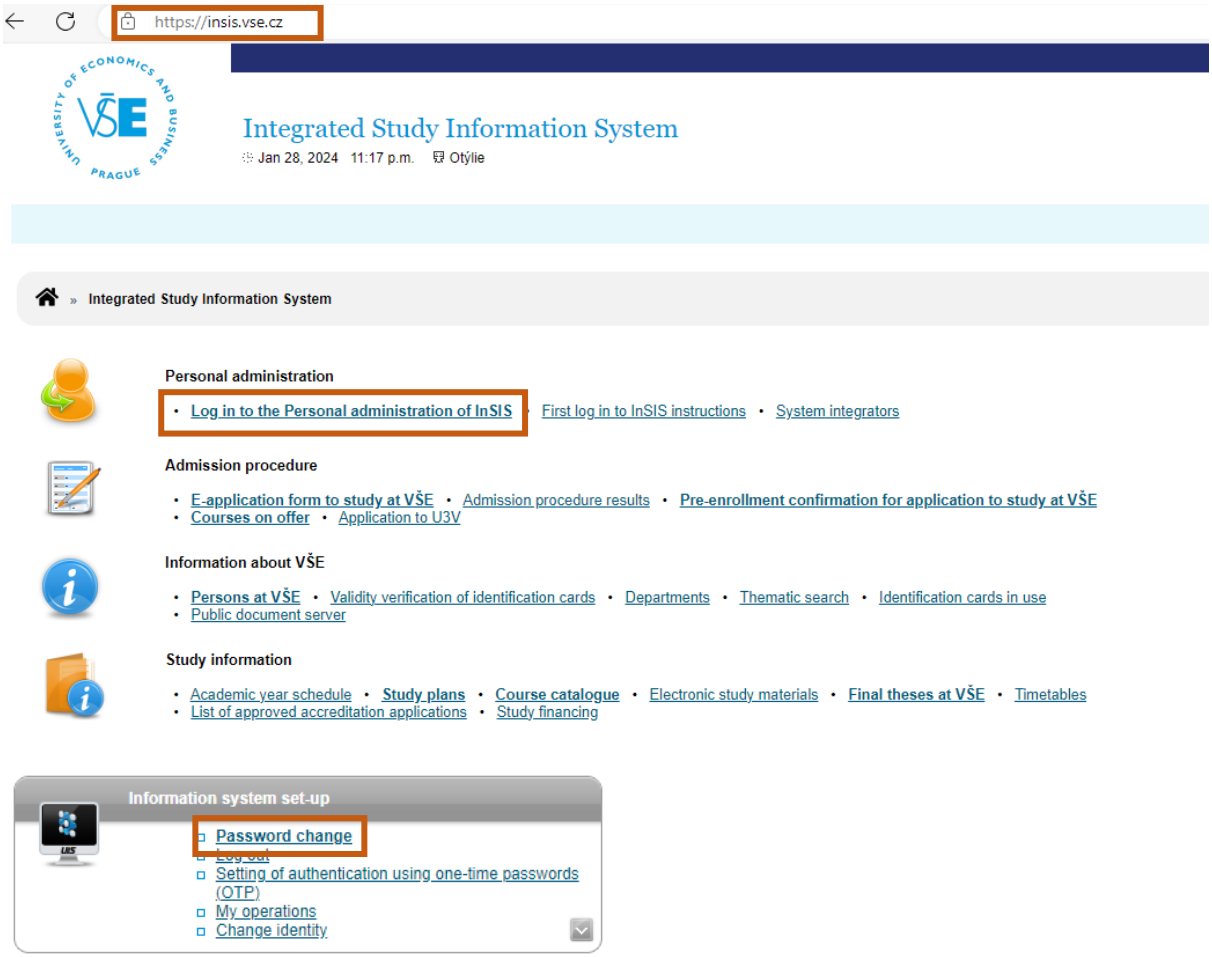
This message was automatically generated by Integrated Study Information System. Please do not reply.

Thus, payment of the course fee is completely excluded from the process of setting up a user account and attention should be paid to the specific payment terms introduced in the instructions for the course.

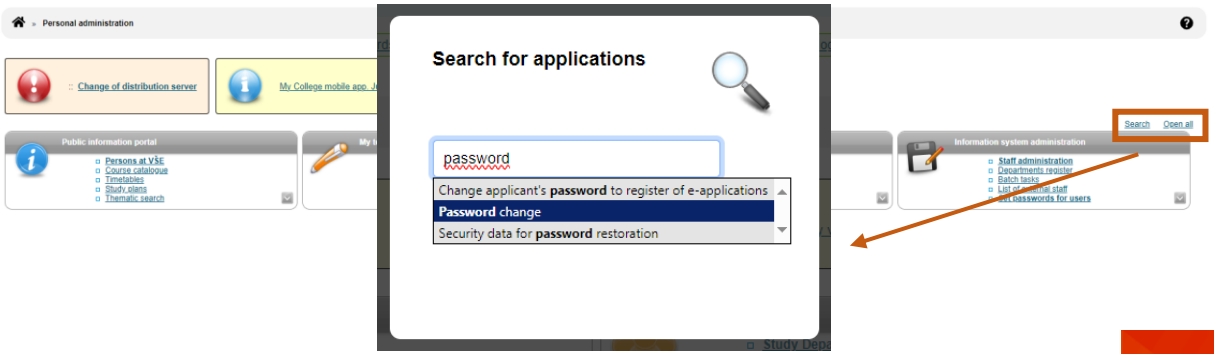
3. Login to VŠE systems

3.1. InSIS login and password change

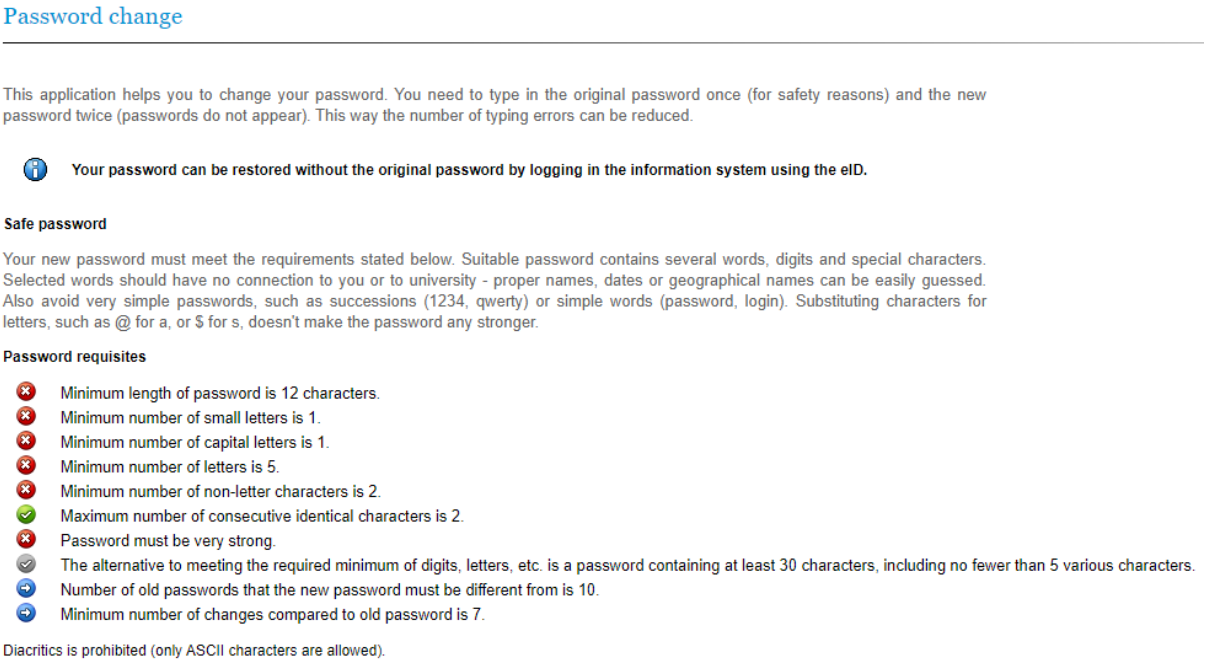
The password you receive when you create a new user account together with your user name is temporary. It must be changed, but not earlier than 2 days after the account is created. This can be done in InSIS at https://insis.vse.cz/?lang=en, after logging in to **Personal administration** (which you log in to with the received login details), in the **Information System Settings - Change password** section. If you cannot find the Change Password application, you can search for it using the Search function in the top right corner of the Personal Administration.



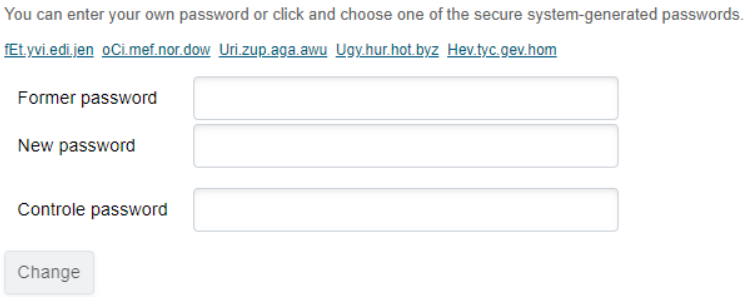
If you cannot find the Password change app, you can search for it using the Search function in the top-right corner of Personal administration.



When changing your password, it is necessary that you **meet all the requirements** for a new password.

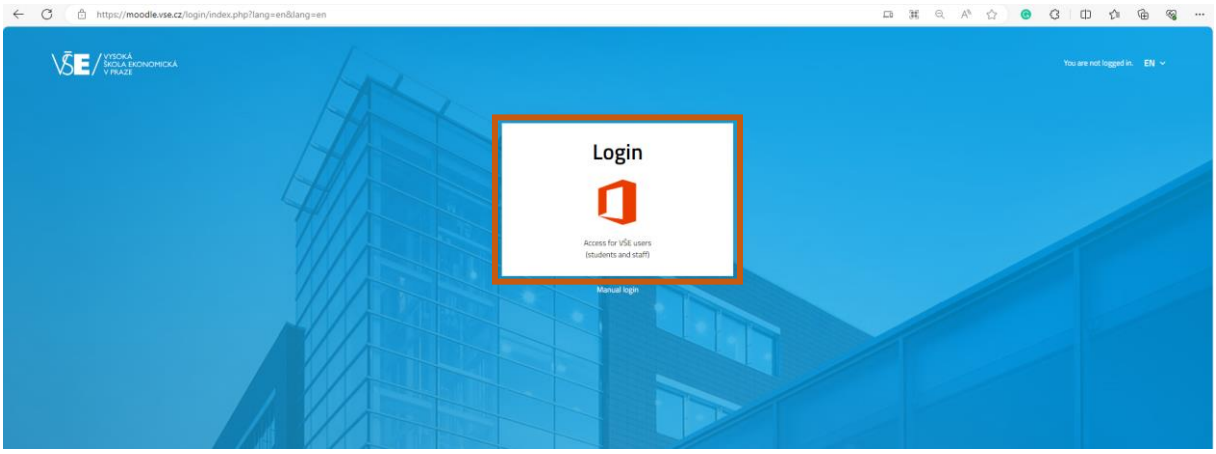


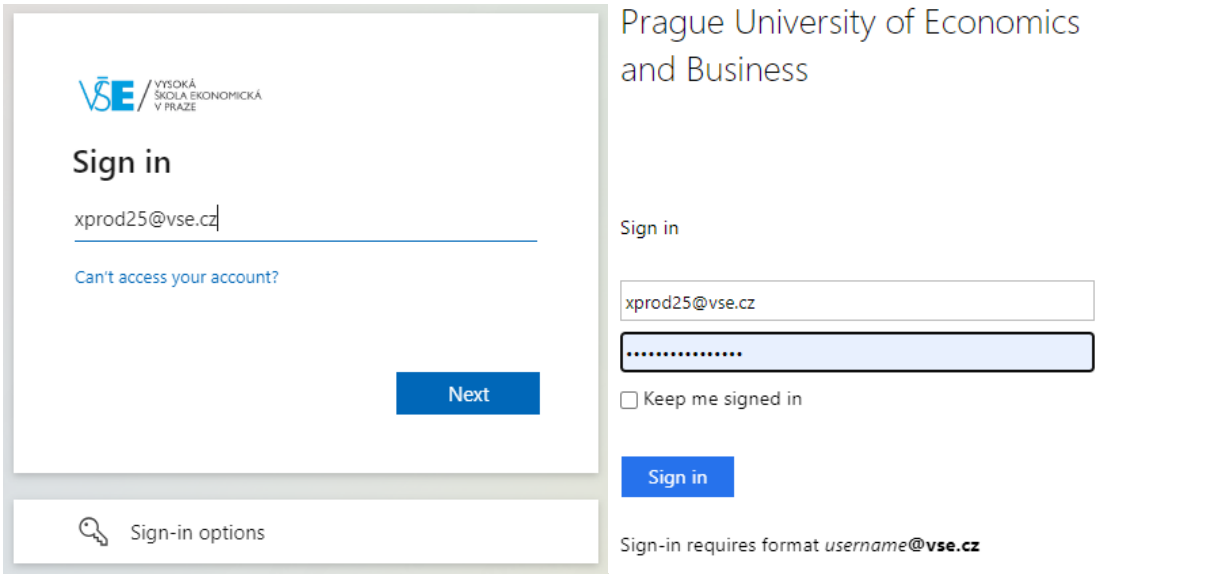
You can choose your own password (meeting all defined requirements), or use one of the randomly generated ones.



3.2. Moodle login

You can log in to Moodle (VŠE platform providing online educational materials and interactions) at the link https://moodle.vse.cz/login/index.php?lang=en, by selecting **Access for VŠE users** (not Manual login) and entering the login details received (user name in the form **username@vse.cz**, where username is a combination of four to five letters and two digits).





After logging in, you will find your courses on the Dashboard. Online content may not be part of all FIR courses. Always pay attention to the instructions for the course you are enrolled in.

In case of problems with login or forgotten password, please contact FIR system integrator, Mr. Dominik Proch (dominik.proch@vse.cz).

COURSES AT FIR

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