Recognition of Semester Abroad Online

Dear students,

there is new application in InSIS, that enables you to send requests for recognition of classes from semester abroad online, so that you don't have to visit the Academic Director in person.

This document will guide you through the whole process.

* Note: To use this online application, a Transcript of Records with all the grades from your semester abroad is required, either directly from the partner university or the CEMS Office → to insert the Transcript go to: InSIS -- Student's portal -- My College abroad -- Checklist and select "TRANSCRIPT ..." in the drop-down menu and insert the PDF file of your Transcript by clicking on the "Choose file" button.

Inserting courses from the Transcript of Records into the Learning Agreement Application in InSIS

Log in to InSIS using your user name and password.



Then click on "Student's portal" in the section "My College". Once on the page of Student's portal, scroll down to "My College Abroad" and click on "Learning Agreement (Study plan abroad)".

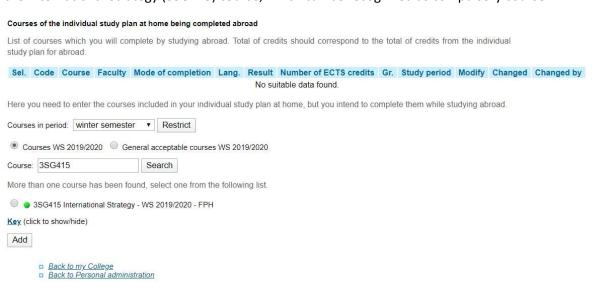


Once you get to the page, you'll be able to add your courses you'd like to get recognized into your study plan at VŠE from your semester abroad in the "Courses of the individual study plan at home being completed abroad" section. It is not necessary to fill in any other tables ("Courses of the individual study plan for abroad" or "Changes made"). It is sufficient to fill the last table, which will provide the university with all the required information.

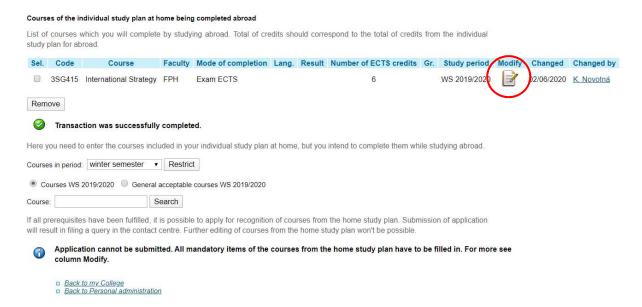
All the information necessary for the following steps can be found in your *Transcript of Records*.

Learning Agreement (Study plan abroad) Erasmus Universiteit Rotterdam / Rotterdam School of Management (RSM) 2019/2020 Use the application to create study plan for abroad study. Courses of the individual study plan for abroad The table shows a list of courses that you have already included in your study plan for abroad Sel. Code Course Number of ECTS credits No suitable data found Add course Use the following form to create a list of courses you will attend during your study abroad Code Course Number of ECTS credits Add Courses of the individual study plan at home being completed abroad List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad Sel. Code Course Faculty Mode of completion Lang. Result Number of ECTS credits Gr. Study period Modify Changed by No suitable data found. Here you need to enter the courses included in your individual study plan at home, but you intend to complete them while studying abroad. Courses in period: winter semester ▼ Restrict Courses WS 2019/2020 General acceptable courses WS 2019/2020 Search

First of all, you have to select the correct period (winter/summer semester). You should also already know (based on previous consultation with the programme coordinator or the Academic Director), whether the course will be recognized as **compulsory course** (in that case you'd choose option "Courses WS 2019/2020") or **optional course** (in that case you'd choose option "General acceptable courses WS 2019/2020"). After that, you can either submit the name of the course or the code of the course. When you do so, you'll see selection of the courses that has been found. You select the correct course in the correct period and click "Add". In the example below, you can see the process of adding the International Strategy (3SG415) course, which can be recognized as compulsory course.



After you click on "Add", you'll see, that the transaction was successfully competed and that the course was added to the table above.



Compulsory courses

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Some courses completed at the partner university can be recognized as compulsory courses of your Study Plan, upon previous consultation with the programme coordinator or the Academic Director. For these courses, select the first option "Courses WS 2019/2020" and enter the VŠE's course code and name, when adding the course to the table as described above. Once the course appears in the table, click the icon "Modify".

Edit data about the recognition of course 3SG415 International Strategy - WS 2019/2020 - FPH. Erasmus Universiteit Rotterdam / Rotterdam School of Management (RSM) 2019/2020 On this page you change the data regarding course recognition, such as date or number of credits. Exam ECTS ▼ Mode of completion: Result -- not entered --Number of ECTS credits: -- not entered -- ▼ Type of group: DD/MM/YYYY ₩, Actual date of completion: The actual name: Real name in English: Studied in language: Arabic Save Back to Foreign study plan Back to my College

You can now edit the mode of completion, the final grade you got from the course at the partner university (if necessary, you can find the tables for grade conversion on this <u>website</u>), the number of ECTS credits as well as the name and language of the course. The type of group means, whether the course can be recognized as a compulsory course of the main or minor specialization (hP – compulsory course of the main specialization). In the field "The actual name" and "Real name in English", carefully fill in the name of the course studied abroad (this is how it will then appear in your Diploma Supplement, pay close attention to the spelling).

Edit data about the recognition of course 3SG415 International Strategy - WS 2019/2020 - FPH.

Erasmus Universiteit Rotterdam / Rotterdam School of Management (RSM) 2019/2020

On this page you change the data regarding course recognition, such as date or number of credits.

Changes have been	n saved.
Mode of completion:	Exam ECTS ▼
Result:	excellent (1)
Number of ECTS credits:	6
Type of group:	hP ▼
Actual date of completion:	DD/MM/YYYY
The actual name:	International Strategy
Real name in English:	International Strategy
Studied in language:	English
Save	

- Back to Foreign study plan
- □ Back to my College
 □ Back to Personal administration

Once you're finished with filling out all the fields, click "Save" and then "Back to Foreign study plan".

Optional courses

In case the courses you've studied at the partner university won't be recognized as compulsory, they will be recognized as optional courses. To add these courses, click on "General acceptable courses 2019/2020" and in the drop-down list select the UP01 – UP0X (stands for Recognized course), up to as many courses you need to have recognized.

As the courses appear in the table above, you'll be able to continue by editing the course by clicking the "Edit" icon. You can fill in the same details as described in the "Compulsory courses" (completion, grade converted to VŠE grading scale, number of ECTS credits, date of exam/s abroad, name and title in English – beware of spelling, and language of study).

Pay close attention to the recognition of the course group code:

- hV optional courses of the main specialization
- sV optional courses of the minor specialization (after the approval of the minor specialization supervisor)

For any course you didn't pass during the semester abroad, enter the grade 4 and the credits you should have obtained into the group hV.

Click "Save" and then "Back to Foreign study plan".

When is the request for Recognition of Credits compete?

- The number of credits in the table "Courses of the individual study plan at home being completed abroad" section equals to the number of credits in your Transcript of Records.
- Course groups codes (hP, sP, hV, sV) are filled in as you need them to be recognized.
- In the column for Study period, the semester in which you were on the semester abroad is listed with every course.
- VŠE International Office/CEMS Coordinator has confirmed your Transcript of Records in the Checklist.

Submitting the application and its modification

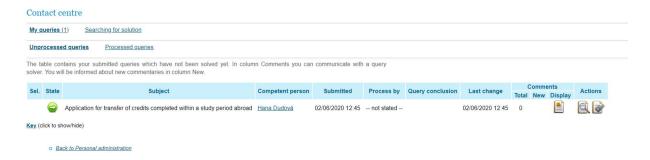
Once the application is filled-in completely, send the application to the Contact Centre by clicking the "Apply for Recognition" button at the bottom of the page.

Co	ourse	s of the ir	ndividual study plan at home being completed a	broad									
		courses volan for ab	which you will complete by studying abroad. Troad.	otal of cre	edits should correspond	to the	total of credits	from the individual					
5	Sel.	Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits	Gr.	Study period	Modify	Changed	Changed by
		3SG415	International Strategy (International Strategy)	FPH	Exam ECTS	eng	excellent (1)	6	hP	WS 2019/2020		02/06/2020	K. Novotná
F	Remo	ove											
He	ere y	ou need to	enter the courses included in your individual s	tudy plan	at home, but you intend	to com	plete them whi	le studying abroad.					
Co	ourse	s in period	winter semester v Restrict										
(Co	urses WS	2019/2020 General acceptable courses WS 2	019/2020									
Co	ourse	:	Search										
			s have been fulfilled, it is possible to apply for a query in the contact centre. Further editing of					ission of application					
	Apply	for cours	e recognition										
			to my College to Personal administration										

You will be able to view, track and amend the submitted application in the Contact Centre.

Courses of the individual study plan at home being completed abroad										
List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.										
Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits	Gr.	Study period	Changed	Changed by
3SG415	International Strategy (International Strategy)	FPH	Exam ECTS	eng	excellent (1)	6	hP	WS 2019/2020	02/06/2020	K. Novotná
If all prerequisites have been fulfilled, it is possible to apply for recognition of courses from the home study plan. Submission of application will result in filing a query in the contact centre. Further editing of courses from the home study plan won't be possible.										
Application was submitted. For more information go to application <u>Contact centre</u> .										
Back to my College Back to Personal administration										

The application goes directly to the CEMS Programme manager, and during the recognition, more detailed communication can take place. Therefore, track the Contact Centre.



At the end of the process, the Academic Director approves your application and the recognized courses appear in the InSIS Plan progress check. At that moment, it is good to check the result of the application.

It might happen, that there will be some changes necessary to make in your application. In case this happen, do not worry. The Academic Director will reject your application and you'll be contacted by the CEMS Coordinator, who will guide you through the change-process and explain everything.