

# 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.

## Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

Noticeboard

- Information k vyměňování poplatků za další studium (Inzerce)
- Vedlejší specializace KHD NE, Dějiny mezinárodních ... (NE / Studijní informace / Informace pro stud ...)
- Vedlejší specializace KHD NE, Novodobé hospodářské ... (NE / Studijní informace / Informace pro stud ...)
- "Moderní hospodářské dějiny" NOVÝ MAGISTERSKÝ PROGRAM (NE / Studijní informace / Informace pro stud ...)
- Vývoj hospodářství a hospodářských politik ve 20. a ... (NE / Studijní informace / Informace pro stud ...)

Public information portal

- Persons at VŠE
- Course catalogue
- Departments
- Study plans
- Final theses at VŠE

My College

- Student's portal**
- Course selection
- Course Attainment Evaluation
- Student enrollment statistics
- Course evaluation by students

eLearning

- Tests and examinations
- Electronic study materials

Study system

- International Office
- Study Department
- Admission procedure
- Study register
- Print identical copies

Science and research

- Matching of publications
- Biographical information
- Scheduled conferences
- Grant opportunities
- Writing CVs

Personal management

- Mail box
- Sign up for news
- Document storage
- Absence plan
- Document server

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)".

## My College abroad

Application supporting the foreign administration of a currently selected studies.

[Submit exchange programme application](#)

[Register of applications](#)

[Results of selection procedures](#)

[Bank account number for study placements](#)

**[Learning Agreement \(Study plan abroad\)](#)**

[Checklist](#)

[Evaluation of abroad placement](#)

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	<input type="text"/>
Course	<input type="text"/>
Number of ECTS credits	<input type="text"/>
<input type="button" value="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	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:

☒ Courses WS 2019/2020 ☐ General acceptable courses WS 2019/2020

Course:

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.

#### 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	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:

☒ Courses WS 2019/2020 ☐ General acceptable courses WS 2019/2020

Course:

More than one course has been found, select one from the following list.

☒ 3SG415 International Strategy - WS 2019/2020 - FPH

**Key** (click to show/hide)

- [Back to my College](#)
- [Back to Personal administration](#)

After you click on “Add”, you’ll see, that the transaction was successfully completed and that the course was added to the table above.

#### 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	Changed by
<input type="checkbox"/>	3SG415	International Strategy	FPH	Exam ECTS			6		WS 2019/2020		02/06/2020	K. Novotná

[Remove](#)

 **Transaction was successfully completed.**


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:  [Restrict](#)

☒ Courses WS 2019/2020 ☐ General acceptable courses WS 2019/2020

Course:  [Search](#)

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 cannot be submitted. All mandatory items of the courses from the home study plan have to be filled in. For more see column Modify.**

- [Back to my College](#)
- [Back to Personal administration](#)


## Compulsory courses

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.

Mode of completion:	<input type="text" value="Exam ECTS"/>
Result:	<input type="text" value="-- not entered --"/>
Number of ECTS credits:	<input type="text" value="6"/>
Type of group:	<input type="text" value="-- not entered --"/>
Actual date of completion:	<input type="text" value="DD/MM/YYYY"/> 
The actual name:	<input type="text"/>
Real name in English:	<input type="text"/>
Studied in language:	<input type="text" value="Arabic"/>

[Save](#)

- [Back to Foreign study plan](#)
- [Back to my College](#)
- [Back to Personal administration](#)

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 [website](#)), 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, sP – compulsory courses of the minor 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 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.

### 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.

Del.	Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits	Gr.	Study period	Modify	Changed	Changed by
<input type="checkbox"/>	3SG415	International Strategy (International Strategy)	FPH	Exam ECTS	eng	excellent (1)	6	hP	WS 2019/2020		02/06/2020	K. Novotná

[Remove](#)

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:  [Restrict](#)

☒ Courses WS 2019/2020 ☐ General acceptable courses WS 2019/2020

Course:  [Search](#)

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.

[Apply for course recognition](#)

- [Back to my College](#)
- [Back 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 [Contact centre](#).

- [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.

### Contact centre

[My queries \(1\)](#) [Searching for solution](#)

[Unprocessed queries](#) [Processed queries](#)

The table contains your submitted queries which have not been solved yet. In column Comments you can communicate with a query solver. You will be informed about new commentaries in column New.

Sel.	State	Subject	Competent person	Submitted	Process by	Query conclusion	Last change	Comments			Actions
								Total	New	Display	
<input checked="" type="checkbox"/>		Application for transfer of credits completed within a study period abroad	<a href="#">Hana Dudová</a>	02/06/2020 12:45	-- not stated --		02/06/2020 12:45	0			

[Key](#) (click to show/hide)

- [Back to Personal administration](#)

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.