

FAQ
on REGISTRATIONS, ENROLMENT
and CHANGES you can make in your timetable during the 1st week of semester

REGISTRATIONS & ENROLMENT:

1. I registered for my courses on the very first day of the registration period, but I did not get the courses I wanted. Why?

- As already said, registrations have to be made during the registration period, but it does not matter whether you make them on the very first day or the last day of the period. InSIS has different priorities than the time of the registrations. Also, registrations do not mean that you created your timetable. It only means that we know how many students are interested in specific courses and that you have a high chance to get them.

2. According to what preferences InSIS allocate spots in courses to students?

- See the InSIS list of preferences in [FIR Study Guide](#), section *How does the registration take place*.

3. What does the status “TO BE EVALUATED” mean?

- The status means that InSIS has not gone through all rounds of automated enrolment. In other words, InSIS has not evaluated all course groups (oP, oJP, oV, oV2) YET. Screenshot 1 was taken after the 1. automated enrolment (oP and oJP), and oV and oV2 are evaluated in the 2. automated enrolment, so you can see the status “to be evaluated” there.

Screenshot 1

Code	Course	Group	Category	Course registrations	Enrollment
2RO122	Basic French for Economists II	oJP	1	Fri 14:30-16:00 SB 334 (sem.)	Fri 14:30-16:00 SB 334 (sem.)
5EN153	Basic Macroeconomics	oP	1	Tue 12:45-14:15 Likešova aula (lect.)	Tue 12:45-14:15 Likešova aula (lect.)
2PR151	Introduction to Law	oP	1	Tue 09:15-12:30 NB D (lect.)	Tue 09:15-12:30 NB D (lect.)
2SM314	Power games in International Relations	oV2	2	Thu 12:45-14:15 NB 459 (sem.)	to be evaluated
2OP222	Principles of Management	oP	1	Mon 09:15-10:45 NB 472 (sem.) Mon 12:45-14:15 RB 209 (lect.)	Mon 09:15-10:45 NB 472 (sem.) Mon 12:45-14:15 RB 209 (lect.)
4ST601	Statistics	oP	1	Fri 09:15-10:45 SB 202 (sem.) Thu 09:15-10:45 NB D (lect.)	Fri 09:15-10:45 SB 202 (sem.) Thu 09:15-10:45 NB D (lect.)
5IE365	Theory and practice of investment process	oV2	2	Tue 14:30-16:00 ??? (lect.)	to be evaluated

4. What does the status “NOT REGISTERED” mean?

- The status can mean 2 things:
 - A. You did not get the course because the capacity could not accommodate all students interested in the course. Therefore, InSIS gave priority to students who achieved more ECTS during their studies, i.e., most likely students in higher semesters than you.
 - Sometimes, students who were given a course can change their mind and drop their spot. But it cannot be predicted. The only option is to check regularly till the enrolment period ends.
 - B. You got the course, but you need to choose a different time when it will be held.

5. I did not get the seminar which I wanted, when can I choose a different time for the seminar?

- It depends on the two things: to what course group the seminar belongs to (oP, oJP, oV, oV2), and in which semester you are (students in higher semester have a priority since they have more ECTS earned).
- oP and oJP courses for which you registered in the registration period can be modified from the 1. manual enrolment (see the registration and enrolment schedule on our website)
- oV and oV2 courses for which you registered in the registration period can be modified from the 2. manual enrolment (see the registration and enrolment schedule on our website)

6. If I did not register a course during the registration period, when can I add it to my list of courses?

- InSIS allows you to add courses only in the 3. manual enrolment. Then you need to check whether there is still a free capacity. See Screenshot 3.

CHANGES IN TIMETABLE DURING THE 1ST WEEK OF SEMESTER:

1. I want to remove a course, how can I do it?

- It is not possible to drop courses if it means that you would drop below the number of ECTS you were given in automated enrolments. Therefore, you need to find out how many ECTS you received in automated enrolments. This information can be found at the bottom of the page where you modify your courses. See, for example, Screenshot 2.

Sheet information

Information	Entry
Remaining coupons	155
Credits from automated registration	31
Total number of required courses	7
Total number of credits for a period	31
Total number of courses	7
Total number of courses with completion "Credit ECTS"	1
Total number of courses with completion "Exam ECTS"	6

- Should this be your Sheet information, you would NOT be allowed to drop any course since you received 31 ECTS in automated registration, and the total number of credits for a period you have is also 31. Basically, you got all courses you registered for in the registration period. BUT, you could "REPLACE" the course you do not want for a different one. The new course would have to be worth the same (or more) number of ECTS like the course you want to drop. E.g., if you add a course for 3 ECTS, then InSIS allows you to remove any course for 3 ECTS because you still keep the same number of ECTS you received in automated enrolment.

2. Can I replace an oP course with an oV, oV2 or oJP course?

- You can replace it with any group of courses, i.e. oP, oJP, oV, oV2. It does not matter. Only its number of ECTS matters. Remember that if it is a compulsory course, you will have to complete the course during your studies anyway.

3. What is the section *Alterations compared to registered and confirmed courses*?

- The section shows changes/alterations you made to your list of courses (if you made any). E.g., see Screenshot 5. All courses you want to take need to be listed in section "Courses registered and confirmed" and nothing in section "Alterations". So, please, do not forget to confirm the changes. You need to scroll down on the webpage and find the button for confirming, which looks like this:

Make alterations in registered and confirmed courses

Screenshot 3

Courses registered and confirmed:

This table contains the courses enrolled for the student and information about them.

Code	Course	Fac.	Oblig.	Com.	Crd.
11F251	Financial theory, policy and institutions	FFU		Exm E	5
2MO336	International Negotiation Strategies: Techniques and Simulations	FMV		Exm E	3
2MO351	International Trade	FMV		Exm E	6
4ST601	Statistics	FIS		Exm E	6

Alterations compared to registered and confirmed courses

The following table shows all alterations made compared to original list of registered and confirmed courses.

Code	Course	Faculty	State
➔ 2MO338	Branding and (Re)Positioning in International Marketing	FMV	added
➔ 2MO434	International Brand Communication Strategy	FMV	added