# Instructions for enrolling optional courses in the following academic year

## **1.** Enter the section Registration (is.czu.cz)

To get into the section Registration please click on:

Student's portal -> Registration/Enrollment (icon of footprints)

- 1	My College								
	Student's portal		Choose	Study ID	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment
	<ul> <li>Course evaluation by student</li> <li>Study application form</li> <li>Overview of financing</li> </ul>	5	 0	264064	FEM	Economics and Management full-time 1	enrolled	Ľ	<b>*</b> *

## 2. Display of study plans

Klick on button **Display study plan**. First for **Winter semester**, after that do the **same** for **Summer semester**.

Sheet for WS 2025/2026	eet for WS 2025/202	26
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Sheet	101 W3 2023/20	20	
Sel.	Status [ Code ] Course	Fac. Oblg. Com.	. Crd. Lang. Type Timetable Entered on Limit Order Prerequisites No suitable data found.
Remov	e the selected courses	Add required courses	Display study plan
Key (click	( to show/hide)		
Sheet in	formation		
Total n	nation umber of required courses umber of credits for a perio umber of courses	Entry 0 od 0 0	
List of e	rors		
Status	Reason	Detail	
0	Study plan N-EMNP f	ull-time 🔹 The minimu	um number of courses of the PEF-N-EMNP_prez_2sem_kor (#PEF-N-EMNP_prez_2sem_kor) group hasn't been attained (courses: 1, minimum: 2).
0	Study plan N-EMNP f	ull-time 🔒 The minimu	um number of courses of the PEF-N-EMNP_prez_3em_kor (#PEF-N-EMNP_prez_3sem_kor) group hasn't been attained (courses: 0, minimum: 2).
Course		Search	Select courses from all faculties Details
It is easi	er and more convenient to	select courses from pre-	prepared groups. First select the period.
Study	period Di	splay	
Study p	olan - WS 2025/2026		
Sheet	for SS 2025/202	26	
Sel.	Status   Code   Course	e   Fac.   Oblg.   Com.	. Crd. Lang. Type Timetable Entered on Limit Order Prerequisites
Remov	e the selected courses	Add required courses	Display study plan
	<b>3.</b> Sel	ection of o	optional subjects

After clicking on the **Display study plan** button, you will see a list of subjects which you can select. Then choose the appropriate number of courses according to your study plan and confirm your choice by clicking on the button **Add selected courses** 

The image below shows an example how students select two subjects in the winter semester.

### Make this action for both - winter and summer semester!

Study plan: N-EMNP Economics and Management, full-time

A group of required courses PEF-N-EMNP\_prez\_3em\_pov (#PEF-N-EMNP\_prez\_3sem\_pov)

Sel.	Code	Course	Fac.	Com.	Crd.	Lang.	Form	Place of teaching	Course supervisor	Department Attention
	EEEX3E	Advanced Economic Writing	FEM	Exm	4	eng	pres		Wilem Heijman	KE FEM
	ENE24E	Corporate Finance	FEM	Exm	5	eng	pres	Praha	doc. Mgr. Ing. Petr Wawrosz, Ph.D.	KET FEM
	EXE17Z	Diploma Thesis 2	FEM	PassCD	5	eng	pres	Praha	doc. Ing. Karel Tomšík, Ph.D.	PEF-DEK FEM

	EREB2E	Marketing	FEM	Exm	5	eng	pres	Praha	Ing. Jana Pitrová, Ph.D.	KMM FEM	
	EEEA1E	World Economy	FEM	Exm	5	eng	pres	Praha	prof. Ing. Luboš Smutka, Ph.D.	KE FEM	
		tive courses (min. 2 cours., max. orez_3em_kor (#PEF-N-EMNP_pr									
iel.	Code	Course	Fac.	Com.	Crd.	Lang.	Form	Place of teaching	Course supervisor	Department	Attention
	EIED4E	Business Intelligence	FEM	Exm	5	eng	pres		doc. Ing. Jan Tyrychtr, Ph.D.	KII FEM	
3	ERE27E	Business Strategy	FEM	Exm	5	eng	pres	Praha	doc. Ing. Ladislav Pilař, MBA, Ph.D.	KMM FEM	
•	EEEX4E	Integration Processes in Economy	FEM	Exm	5	eng	pres		doc. Ing. Irena Benešová, Ph.D.	KE FEM	
J.	EHEA3E	Rural Development	FEM	Exm	5	eng	pres	Praha	doc. Mgr. Helena Hudečková, CSc.	KHV FEM	
	ESE23E	Statistics Seminar	FEM	Exm	5	eng	pres	Praha	Ing. Zuzana Pacáková, Ph.D.	KS FEM	
	EEEE2E	Trade Theory and Foreign Trade	FEM	Exm	5	eng	pres	Praha	prof. Ing. Mansoor Maitah, Ph.D. et Ph.D.	KE FEM	

## 4. Final checking

At the end, make sure that you have selected the subjects you wanted and that your choice is in line with your study plan. The illustrative picture shows an example how students choose a optional subjects for both semesters according to their study plan.

Sheet for WS 2025/2026 Limit Order Prerequisites Sel. Status Code Course Fac. Oblg. Com. Crd. Lang. Type Timetable Entered on EEEX4E Integration Processes in Economy FEM 🐵 Exm 5 eng 💟 07/04/2025 10:37:18 00 1/1 (ENE60E | NOW(ENE60E)) | (EUE01E | NOW(EUE01E)) 📃 🥥 EEEE2E Trade Theory and Foreign Trade FEM 🥝 Exm 5 eng 💟 - 07/04/2025 10:37:18 🚥 1/1 (ENE60E | NOW(ENE60E)) | (EUE01E | NOW(EUE01E)) Remove the selected courses Add required courses Display study plan Key (click to show/hide) Sheet information Information Entry 
 Total number of required courses
 2

 Total number of credits for a period
 10

 Total number of courses
 2

 Total number of courses with completion "Exam"
 2
 List of errors 
 Status
 Reason
 Detail

 Image: Study plan N-EMNP full-time
 • The minimum number of courses of the PEF-N-EMNP\_prez\_2sem\_kor (#PEF-N-EMNP\_prez\_2sem\_kor) group hasn't been attained (courses: 1, minimum: 2).
 You can add courses in several ways. The most common way is to search for a course typing its title or code in the box below and dicking on the "Search" button. From the list of courses select those you wish to add. Only courses available at your faculty are subjected to search. To search through all periods throughout which the event is in progress tick the "select courses from all faculties" checkbox. Search Select courses from all faculties Details Course It is easier and more convenient to select courses from pre-prepared groups. First select the period. Study period Display Study plan - WS 2025/2026

#### Sheet for SS 2025/2026

□		Prerequisites	Order	Limit	Entered on	Timetable	Type	Lang.	Crd.	Com.	Oblg.	Fac.	Course	Code	Status	Sel.
	(EUE01E   NOW(EUE01E)	(ENEGOE   NOW(ENEGOE))	1/1	8	07/04/2025 10:38:22	ind to particular the	N	eng	4	Exm	8	FEM	Business Law in Practise	EJE48E	0	
ENE34E International Finance FEM 🥹 Exm 4 eng 🔤 - 07/04/2025 10:38:22 🚳 1/1 (ENE60E   NOW(ENE60E))   (EUE01E   NOW	(EUE01E   NOW(EUE01E)	(ENEGOE   NOW(ENEGOE))	1/1	00	07/04/2025 10:38:22	-	N	eng	4	Exm	0	FEM	International Finance	ENE34E	0	