

**REGISTRATION FOR THE SPRING SEMESTER OF THE 2020/2021 ACADEMIC YEAR**

To continue their study all students in the Bachelor's and Master's degree study must register for the spring semester. Students in the first year of study are obliged to obtain the minimum number of credit points necessary to continue studies (Bachelor: 15, Master: 20).

I List of dates

Before the start of instruction in the spring semester:

- A) **REGISTRATION FOR COURSES** from Thu **28. 1. 2021 4.00 p.m.** until closing the registration by a student in IS KOS. After closing the registration, students can change their courses solely via the Faculty Student Administration.
Registration for courses is not conditioned on passing all examinations of the winter semester.
- B) **STUDENT'S REGISTRATION FOR STUDY IN THE SPRING SEMESTER**
28. 1. 2021 4.00 p.m. – 12. 2. 2021 3.00 p.m.

electronically in IS KOS by clicking on the "CLOSE REGISTRATION" tab.

Students can register even without passing all examinations of the winter semester, even without registering for the final configuration of courses in the spring semester – courses can be changed via the Student Administration even after closing the registration (e.g. by adding the Bachelor Thesis course).

- C) **REGISTRATION FOR TIME SCHEDULE HOURS OF COURSES** **28. 1. 2021 – 12. 2. 2021 3.00 p.m.**
During the first week of this period, the time schedule is gradually made accessible to students in IS KOS "in waves" depending on the student's study average. Access to the time schedule is not conditioned on passing all examinations of the winter semester.

After the start of instruction in the spring semester:

- D) **CHANGES IN COURSES AFTER THE START OF THE SEMESTER** via the Student Administration for registered students **15. 2. 2021 8.30 a.m. – 26. 2. 2021 11.00 a.m.**
- E) **CHANGES IN TIME SCHEDULE HOURS AFTER THE START OF THE SEMESTER** for registered courses by students in IS KOS **15. 2. 2021 7.00 a.m. – 26. 2. 2021 11.00 a.m.**
- F) **ADDITIONAL REGISTRATION FOR THE SEMESTER OUTSIDE SET DATES** 15. 2. 2021 – 17. 2. 2021 via the Student Administration (liable to a charge of Kč 500,- pursuant to the Rector's Order No. 13/2020).

II Description of individual registration steps

A) REGISTRATION FOR COURSES in IS KOS BEFORE THE START OF THE SEMESTER

At the start of registration, students have a preset configuration of compulsory courses of the respective semester in IS KOS; students registers for compulsory elective and elective courses in IS KOS individually, according to their own choice and in agreement with their study plan. If a student failed to pass a course enrolled in the previous semester, they must re-register individually for this course in the following period.

Follow-up courses (e.g. MA1, MA2) can be enrolled simultaneously observing the following condition: the examination in course XX1 must be passed at least one day before sitting for the

examination in course XX2, i.e. if a student does not pass the examination in course XX1, they cannot sit for the examination in course XX2 either.

Each student can individually cancel or add courses in IS KOS until clicking on the "Close Registration" tab. By clicking on the "Close Registration" tab, the student registers for the semester and may subsequently only change courses via the Faculty Student Administration.

Capacity of courses, capacity of course time schedule hours:

IS KOS distinguishes between a course capacity and a capacity of course time schedule hours.

The capacity of compulsory courses in IS KOS is centrally set by the Faculty so that each student who has the respective course in the prescribed study plan can register for the compulsory course.

If, for capacity reasons, a student cannot register for some compulsory course in the time schedule (not applicable to compulsory elective courses), they must in any case register for the compulsory course in IS KOS without an assigned time schedule. After the completion of regular registration, the capacity of the time schedule of compulsory courses will be adjusted and the student will register for the course in the time schedule during the first days of instruction.

The capacity of compulsory elective and elective courses is within the responsibility of the respective Department.

Registration for Physical Education courses: students enter the respective course code in IS KOS, successively they must choose a sport and specific instruction hours on [www. utvs.cvut.cz](http://www.utvs.cvut.cz). The time schedule hour of Physical Education chosen on www. utvs.cvut.cz is not reflected in the time schedule in IS KOS.

After the expiry of the 2nd week of instruction in the spring semester, i.e. from 26. 2. 2021 11.00 a.m., all courses registered in IS KOS become binding regardless of the fact whether a student has or does not have a time schedule hour assigned to them.

B) STUDENT'S REGISTRATION FOR STUDY IN THE SPRING SEMESTER

Students register **electronically in IS KOS by clicking on the "CLOSE REGISTRATION" tab.**

Students can also register without passing all examinations of the winter semester, even without registering for the final configuration of courses in the spring semester.

Registration in IS KOS is not possible if a student does not comply with the conditions for continuing study, e.g. a failed course registered for the second time, non-fulfilment of the minimum number of credit points for continuing studies.

If a student is not able to register electronically in IS KOS, the registration must be made via the Faculty Student Administration during the regular registration period (e.g. Master's degree students' registration for the second semester after passing a study stay abroad in the first semester of study).

The last student's chance to register regularly via the Student Administration is on 12. 2. by 11.00 a.m., in IS KOS on 12. 2. 2021 by 3.00 p.m.

C) REGISTRATION FOR TIME SCHEDULE HOURS IN IS KOS BEFORE THE START OF THE SEMESTER

Each student can individually change their time schedule of all courses in IS KOS depending on free capacities available in the time schedule. At the start of registration, all students have a time schedule of compulsory courses of the respective semester in IS KOS preset by the Faculty.

Cancellation of the preset time schedule by the Faculty:

Students unregistered for study by the end of the regular registration period (12. 2. 2021) will have their time schedule of courses in IS KOS cancelled by the Faculty on 12.2. after 4.00 p.m. The reason is to free the course time schedule capacities for registered students.

Gradual opening of access to time schedule:

Access to the time schedule will be opened to students gradually in waves, always for a group of students with the highest value of the weighted number of credit points for the last two semesters. The first group with the highest value of the weighted number of credit points will be authorized access to the time schedule on 28. 1. 2021 after 4.00 p.m.

During processing, IS KOS automatically evaluates the weighted number of credit points for all students who have not been granted access to the time schedule so far, and allows access to the time schedule to the following group of students.

The first processing runs on 28.1. from 4.00 p.m., and the next one always the following day from 3 a.m. All students who have been newly authorized access to the time schedule by the respective afternoon or night data processing are immediately sent a notification e-mail, i.e. these students already have access to time scheduling available at the moment of receiving the e-mail. Access will be broken up into 5 waves during the registration period; starting from 1.2., access to the time schedule will be opened to all students who have met the conditions for registration for the next semester.

For the calculation of the weighted number of credit points, see Part III, par. 1 below.

Students staying on a study stay abroad, students recommencing study after an interruption of study will be allowed access to the time schedule by their respective official at the Student Administration based on a previous agreement.

D) CHANGES IN COURSES AFTER THE START OF THE SEMESTER

During the first two weeks of instruction in the semester, registered students can cancel a registered course, or register for another course via the Student Administration.

E) CHANGES IN TIME SCHEDULE HOURS AFTER THE START OF THE SEMESTER

During the first two weeks of instruction in the semester, registered students can individually change their time schedule hours of registered courses in IS KOS depending on free capacities available in the time schedule.

F) ADDITIONAL REGISTRATION FOR STUDY OUTSIDE SET DATES

is carried out via the Student Administration on 15. – 17.2. and is liable to a charge of Kč 500,- pursuant to the Rector's Order No.13/2020.

Notice: Students unregistered by 17.2.2021 will have their study terminated for the reason of non-fulfilment of study duties. For a potential registration after this date, pursuant to the Study and Examination Rules for Students of CTU Art 13 par. 4, students must submit a written apology for not attending registration with a reason to the Faculty Dean via the Student Administration.

III Notes

1. Calculation of the weighted number of credit points for access to time schedule for each individual student is carried out as the sum of values (4-GRADE)*CREDIT POINTS for all successfully completed courses (A=1 B=1.5 C=2 D=2.5 E=3 F=4, a credit is entered as 3, courses recognized from previous study are not evaluated).

2. Up-to-date information on students' access to IS KOS is published on the website of the Faculty Computer and Information Centre, see <https://www.fsv.cvut.cz/en/vic/kos.php>. For basic information about IS KOS from the Computer and Information Centre of CTU Rector's Office (component administrator), see <https://ist.cvut.cz/en/our-services/study-information-system-kos/>

3. The Student Administration office hours applying during the regular registration period and then successively until the end of February 2021 are published [here](#).

on 18th January 2021

prof. Ing. Jiří Máca, CSc. m.p.
Dean