

## **REGISTRATION FOR THE SPRING SEMESTER OF THE 2013/2014 ACADEMIC YEAR**

- A) REGISTRATION FOR COURSES BY STUDENTS IN IS KOS Mon 27. 1.-Thu 13. 2. 2014
- B) REGISTRATION FOR STUDY BY STUDENT REGISTRAR
- C) CHANGES IN REGISTRATION AFTER THE START OF SEMESTER

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

### **A) REGISTRATION FOR COURSES BY STUDENTS IN IS KOS**

Option to add or cancel a course without a charge.  
Personal time scheduling option.

- Access to IS KOS: 27. 1. 2014 (Monday) from 4.00 p.m. – 13. 2. 2014 (Thursday) to 3.00 p.m.
- Access to time scheduling in IS KOS: 28. 1. 2014 (Tuesday) for the first wave – 13. 2. 2014 (Thursday) to 3.00 p.m.

**Registration for courses in 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 units for the last two semesters. The first group with the highest value of the weighted number of credit units will be provided access to registration for courses in the time schedule on 28. 1. 2014. The wave magnitude will be set at 20% of the Faculty students.

**The calculation of the weighted number of credit units** for each individual student is made as the sum of values (4-GRADE)\*CREDIT UNITS for all successfully passed courses (A=1 B=1.5 C=2 D=2.5 E=3 F=4, a credit is assigned a value of 3, courses recognised from previous study are not included in the calculation).

#### **Organisation of gradual opening of access to time schedule:**

During night processing, the KOS study component automatically assesses the weighted number of credit units for all students who have not been provided access to the time schedule so far, and allows access to the time schedule to the following group of students. Night processing runs from 3 a.m. All students who have been newly provided access to the time schedule by the respective 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 running from Tuesday morning, 28<sup>th</sup> January, to Saturday morning 1<sup>st</sup> February 2014. Starting from 9 a.m. on Monday morning, 3<sup>rd</sup> February, access to the time schedule will be opened for all students who have met the conditions for registration for the next semester.

At the start of registration, all students have a preset time schedule of compulsory courses in IS KOS in keeping with the prescribed study plan. During enrolling into summer semester, individually adjusted time-schedule by the student will not be expired, any time limit to expire of schedule is not set in KOS.

If a student is unable to register for any newly added course in the time schedule for capacity reasons, he must in any case **register for the course in IS KOS in general without a specified group and**

**time-schedule.** After regular registration has ended (13.2.), the time schedule capacity will be adjusted and the student shall register for the course in the time schedule during the period of changes in registration.

Registration for physical education lessons: students enter the respective course code in KOS and their student report book; successively, from 3.2.2014, they must choose a sport and specific instruction hours at [www. utvs.cvut.cz](http://www.utvs.cvut.cz).

## **B) REGISTRATION FOR STUDY BY FACULTY STUDENT REGISTRAR**

The Student Registrar will register all students who have made the “registration check” in IS KOS by 13. 2. Registration check procedure: tab Courses, tab Registered Courses, button Check and button Registration Check. The student may not register into summer semester in person at the Student Registrar.

If a student fails to make the registration check in IS KOS until 13.2.2014, all student’s preset course reservations will be cancelled.

The last day of registration is on 13.2.2014. Students who had not made the “registration check” would not be registered in IS KOS by the Student Registrar on the regular registration date. In this case, the student may register in person at the Student Registrar during the first week of instruction, this registration after the regular registration date is liable to a charge of Kč 500,-.

**Students in the 4<sup>th</sup> year of Bachelor programmes** who register for the course Bachelor Thesis are obliged to submit the form Application for Bachelor Thesis (available at FCE website) to the Student Registrar by 13. 2. 2014. If they fail to do so, their registration for Bachelor Thesis will be cancelled by the Student Registrar.

In the case of non-fulfilment of the condition for the registration of Bachelor Thesis by 13. 2. 2014 (the whole examination session may be used until 14. 2.), the application must be submitted to the Student Registrar no later than by 21.2.2014. Student Registrar will register the additionally submitted Application for Bachelor Thesis without a charge.

**Students in the 2<sup>nd</sup> year of Master study branches C, D, B, X, O, A** (Building Structures, Buildings and Environment, Intelligent Buildings, Integral Safety of Constructions, Building and Architecture) who register for the course Diploma Thesis are obliged to submit the form Application for Diploma Thesis (available at FCE website) to the Student Registrar by 13. 2. 2014. If they fail to do so, their registration for Diploma Thesis will be cancelled by the Student Registrar.

In the period of 3. 2. - 13. 2. 2014, the office hours at the Student Registrar are as follows:

Monday	8.30 – 11.00	
Tuesday	8.30 – 11.00	13.00 – 15.30
Wednesday	8.30 – 11.00	
Thursday	8.30 – 11.00	13.00 – 15.00
Friday	8.30 – 11.00	

## **C) CHANGES IN REGISTRATION AFTER THE START OF SEMESTER**

Option to add or cancel a registered course at the Student Registrar for a charge (Kč 60,- per course, see Rector’s Order 3/2013).

Option to modify one’s own personal time schedule of registered courses in IS KOS.

● **17. 2. 2014 – 28. 2. 2014**

the office hours for changes in registration at the Student Registrar are as follows:

Monday	8.30 – 11.00	
Tuesday	8.30 – 11.00	13.00 – 15.30
Wednesday	8.30 – 11.00	
Thursday	8.30 – 11.00	13.00 – 15.00
Friday	8.30 – 11.00	

**in IS KOS:** from 17.2.2014 7.00 a.m. to 28.2.2014 11.00 a.m.

Registration for the course Bachelor Thesis runs at the Student Registrar free of charge still during the first week of instruction (by 21.2.) as credit units necessary for the Bachelor Thesis registration may be obtained until the end of the exam session, i.e. by 14. 2. 2014.

Registration for all the other courses during the first and second week of instruction and registration for the Bachelor Thesis in the second week of instruction is liable to a charge.

If a student requests a change in the registration of an optional course whose schedule was announced by the department only after 13<sup>th</sup> February 2014 and this new schedule collides with courses already registered by the student, the student's charge for the cancellation/adding of the course will be waived. In such cases, the student collects a form for the charge waiver from the Student Registrar and the department confirms the later announcement of the course schedule on it.

After the expiry of the 2<sup>nd</sup> week of instruction in the spring semester, i.e. from 28.2.2014 11.00 a.m., all registered courses become binding regardless of the fact whether a student is or is not registered in their time schedule.

The students are obliged to insert all registered courses in summer semester in IS KOS into their Stdy Records until 28.2.2014.

On 10th January 2014

prof. Ing. Jiří Máca, CSc. p. p.  
Vice-Dean for Pedagogical Activity