

REGISTRATION FOR THE WINTER SEMESTER OF 2014/2015 ACADEMIC YEAR for 2nd and higher years

- A) **REGISTRATION FOR COURSES IN STUDY COMPONENT IS (KOS)**
- B) **REGISTRATION FOR STUDY AT FACULTY STUDENT REGISTRAR 1. 9. - 16. 9. 2014**
- C) **CHANGES IN REGISTRATION AFTER THE START OF SEMESTER**

All students in Bachelor and Master study programmes (except for students admitted to the first year of Bachelor and Master study programmes) are obliged to register for the winter semester at the Faculty Student Registrar after any potential previous change in courses or time schedule in IS KOS. For registration for the winter semester the minimum number of credit units is necessary for continuing in study, see. See Art. 18, par. 4.

Registration for the 1st year of Master study programmes is held on 18. 9.2014 in auditoriums. The time plan will be announced. Access to IS KOS for choosing Master degree courses for the 1st semester will be open on 11.9. - 15.9. for eligible courses.

A) REGISTRATION FOR COURSES IN IS KOS

Options of changing the preset recommended study plan by adding or cancelling courses and personal time scheduling option in IS KOS.

SYSTEM OF GRADUAL OPENING SCHEDULE is valid.

- Access to IS KOS: **25. 8. 2014** (Monday) from 4.0 p.m. - **16. 9. 2014** (Tuesday) to 3.00 p.m.

Registration for courses in IS KOS will be opened to all students from August 25, 2014 (Monday) until the registration of the student at faculty student registrar.

Registration to the schedule will be gradually opened for students in waves, each for a group of students with the highest value of the weighted number of credits for the last two semesters. The first group with the highest weighted number of credits will be open registration in schedule on August 25, 2014 after 4 p.m.

The calculation of the weighted number of credits for each student performs as the sum of (4 - grade) * CREDITS for all successfully completed subjects (A = 1 B = 1.5 C = 2 D = 2.5 E = 3 F = 4, Credit (zápočet) is calculated as 3, recognized objects are not evaluated).

Organisation of the gradual opening of access to the schedule:

KOS in the night processing automatically evaluates the weighted number of credits for all students who do not yet have access to the schedule, and will allow access to schedule another group of students. The first access to IS KOS will be on **25. 8. 2014** from 4.0 p.m. , other always in next day from 3 o'clock in the morning. To all students who recently gained access to the schedule during night and afternoon processing, a notification email is sent.

Access will be divided into 5 waves in the period from Monday, 25. 8. to Friday, 29.8. in the morning. From Monday, 1. 9. at 11 a.m. will be opened the access to schedule to all students who fulfilled conditions for registration for the next semester.

Current information on student access to IS KOS is published on the Faculty Computing and Information Centre web site see www.fsv.cvut.cz/vic/kos.php

For basic information on IS KOS from the Computing and Information Centre of CTU Rector's Office (component administrator) <http://intranet.cvut.cz/informace-pro-studenty/is/kos>

Registration is conditional upon: obtaining at least the minimum number of credit units necessary for continuing study (for 2013/2014 academic year bc: 30 credit units - 1st year, 40 credit units - higher years, ms: 40 credit units)

Registration for physical education lessons: Students enter the respective course code in KOS and their student report book; successively from 1. 9. 2014 they must choose a sport and specific instruction hours at www.utvs.cvut.cz

Important notice:

1. At the start of registration in IS KOS all students have a preset composition and time schedule of courses reserved in keeping with the prescribed study plan.
2. The possibility of changes in enrollment : in courses IS KOS: until registration to study at faculty student registrar, the student has the opportunity to change himself in IS KOS a list of courses (delete course, respectively enroll new one, if permitted capacity of course). After enrollment at faculty student registrar, an enrolled course may be canceled or registered only by student registrar
3. The possibility of changes in time schedule before registration: After the expiry of **14 days** from the first student's entry in the time schedule the personal time schedule set up by the student is automatically cancelled if the student fails to register in person at the Faculty Student Registrar (registration completion). In that case, the student must reregister for the remaining vacancies in the time schedule. In other words: There are 14 full calendar days available for registration at the Student Registrar starting on the day following the first entry in the time schedule before the time schedule is cancelled. Example: If a student changes their time schedule on the first day, i.e. 25. 8., they may complete the registration in person without the time schedule cancellation no later than by Monday, 8. 9.
4. The possibility of changes in time schedule after registration The student has an option of making their own modifications of the time schedule of courses registered in KOS upon after registration at the Student Registrar until 16. 9. 2014 from 3 p.m. and from 22. 9. 2014 from 7 a.m. until 3. 10. 2014 to 11.00 a.m. (until the end of the second week of semester).
5. Capacity of compulsory subjects is the faculty of centrally adjusted so that the compulsory course could enroll any student who is the subject of the prescribed curriculum.
6. If a student is unable to register for some compulsory course in the time schedule for capacity reasons, he must in any case **register for that course in IS KOS in general without a specified group and time.** After regular registration has ended (16. 9.) 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.
7. With a capacity of compulsory and optional courses is decided by the relevant department.

Note:

1. If the student obtains automatically generated e-mail with information that his time-schedule will cancel for example on 5. 9., it means that in this day he has last possibility to come at Study Registrar Office to register without cancelling his time-schedule. It could become on 6. 9. without this action.
2. If follows from par 2. and 3. that in this 14 days time only time-schedule is expired not registration of enrolled courses

B) REGISTRATION FOR STUDY AT FACULTY STUDENT REGISTRAR

By the student personal registration at the Student Registrar the registration for courses in IS KOS is completed.

- **1. 9. 2014 (Monday) - 16. 9. 2014 (Tuesday)**

The Student Registrar office hours are as follows:

<i>Monday</i>	<i>9.00 - 11.00</i>	<i>13:00 - 15:30</i>
<i>Tuesday</i>	<i>9.00 - 11.00</i>	<i>13:00 - 15:30</i>
<i>Wednesday</i>	<i>9.00 - 11.00</i>	<i>13:00 - 15:30</i>
<i>Thursday</i>	<i>9.00 - 11.00</i>	<i>13:00 - 15:00</i>
<i>Friday</i>	<i>9.00 - 11.00</i>	

At registration students are obliged to present:

- *duly filled in student record book*
- *identity card*

If a student fails to register at the Student Registrar in person before the expiry of the regular registration date of 16. 9. 2014, all student's preset courses (i.e. all time schedule) in IS KOS will be cancelled. The aim of this measure is to open preset and successively unoccupied places in the time schedule for other students.

Potential student's registration for the winter semester after 16. 9. is liable to a charge of Kč 500,- (Rector's Order 4/2014).

If a student fails to register for the respective semester within the specified term and fails to apologize in writing giving a reason within five days from this day, the student's study is terminated pursuant to SEC Art.17, par.5.

C) CHANGES IN REGISTRATION AFTER THE START OF SEMESTER

An option of making own changes in the time schedule of registered courses via IS KOS. Adding or cancelling a course only via the Faculty Student Registrar.

- **22. 9. 2014 (Monday) - 3. 10. 2014 until 11 a.m. (Friday)**

at Faculty Student Registrar:

at Faculty Student Registrar: in regular office hours which are extended in the 1st week, i.e. in the period from 23.9. - 26.9. also on Tue and Thu mornings 8.30 - 11.00 a.m.

in IS KOS:

22. 9. 2014 from 7.00 a.m. - 3. 10. 2014 to 11.00 a.m.

After the expiry of the 2nd week of instruction in the spring semester, i.e. from 3. 10. 2014 at 11.00 a.m. **all registered courses become binding** regardless of the fact whether a student is or is not registered in her/his time schedule .

Any potential addition or cancellation of a course is not liable to a charge pursuant to the Rector's Order No. 3/2014 from the academic year 2014/15.

Instruction in the winter semester of the 2014/2015 academic year will start on the 22th September 2014.

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

June 2014

Note:

On 10th - 12th September 2014 and 25th September 2014 Ceremonies of the FCE graduates and Matriculation are held in the Bethlehem Chapel. For this reason some counters at the Student Registrar will be closed, but registration can be completed at the other counters of the Student Registrar at this time. More detailed information will be put up on notice boards of respective branches.