

Enrolment of students to the summer semester 2018/2019

Dean's Directive n. 1/2019

Ref. n.: 36/13922/19/Ši

1. A Brief Description of Registration

<p>28. 1. (from 4pm.)</p> <p>through</p> <p>18. 2. 2019 (until 3pm)</p>	<p>Regular enrolment of students to the summer semester and registration/cancelling of subjects (all free of charge); timetable creation:</p> <ul style="list-style-type: none">• Write the selected subjects in KOS;• Create a timetable for all registered subjects, cancel other subjects• By at least 3 pm on February 18, 2019 close the enrolment of courses in KOS so that you can enrol in the next semester.• After the registration is closed, only a study officer in the Study Department SD may register/cancel courses (free of charge), however, the timetable may continue to be edited or formed by the student himself/herself• Students who do not register via KOS at the very latest on February 18, 2019 at 3 pm will have all their courses cancelled including their timetable!
<p>18. 2. (from 3 am)</p> <p>through</p> <p>1. 3. 2019 (until 11:30 pm)</p>	<p>Additional enrolment of students for the summer semester as well as registration/cancellation of subjects (entries/cancellations of courses free of charge, registration in the semester for a fee of 500 CZK), timetable creation:</p> <p>Enrolment/cancellation of subjects and registration for the semester may only be done by a study officer in the SD, the timetable can continue to be edited or formed by the student himself/herself</p>
<p>from 1. 3. 2019 (from 11:30 am)</p>	<ul style="list-style-type: none">• It is not possible to enrol in the semester, nor to enter/cancel subjects or create a timetable!• Students who are not enrolled will have their studies terminated due to failure to complete their study duties.

Do not forget:

- Students will be allowed to enter the timetable gradually on the basis of the profit of the required average sum of credits³ and at the same time after fulfilling all the conditions for advancement to the summer semester 2018/2019.
- **Enrolments are closed by the students themselves via KOS by the button “Uzavřít zápis“,** visiting the SD will only be necessary if there are problems with closing the enrolment. **Completion of enrolment will be possible in KOS after all conditions have been fulfilled at any time after the first entry into the timetable until February 18, 2019 to 3pm inclusive.**

WARNING After the registration has been closed, only a SD officer can register/cancel the courses, however, the timetable may continue to be edited or formed by the student himself/herself.

- When cancelling an existing enrolled subject it is not enough to cancel only its timetable, but it is also necessary **to cancel the registration of the subject itself in KOS.**
- Students staying abroad on an internship, re-enrolled students after interrupting their studies, or students with an individual study plan will be allowed by their study officer to enter their timetable based on an e-mail request.
- **Students in their last years who are missing only the bachelors/diploma thesis as well as some other subjects of which the total credit sum is less than 20 in order to fulfil the study plan, will - apart from the missing subject - always register the relating subject Bachelor's/Diploma thesis as well.**
- Fee for possible late registration for the semester can be paid exclusively at the SD through the student's card; cash payments will not be accepted.

• 2. Registration in detail

A. Schedule of enrolment for the summer semester

- **28. 1. from 4pm through 18. 2. 2019 until 3pm**
Period for enrolment for the summer semester, registration of courses and creation of timetable (all free of charge).
On Monday February 18, 2019 at 3pm, unregistered students will automatically have their enrolled subjects cancelled, including the timetable. The aim of this measure is to free up occupied places in courses as well as in the parallel courses in the timetable.
- **February 18 from 3pm through March 1, 2019 until 11:30am**
 - During this period, only students themselves can change the schedule of previously enrolled subjects.
 - Additional enrolment for the summer semester will only be possible for a **fee 500CZK.**
- Cancelling subjects or registering for new ones (in case of free capacity) will be possible **only through the Study Department** (free of charge).

On Friday March 1, 2019 after the end of office hours in the SD (i.e. from 11:30 am) **the enrolment for the summer semester ends** with the following consequences:

- **For unregistered students:** the end of the possibility of enrolling in the summer semester of the academic year 2018/2019, the result of which is termination of studies for non-fulfilment of study duties;
- **For enrolled students:** all enrolled subjects become binding irrespective of whether or not the student is enrolled in their schedule and no other subject can be enrolled or cancelled (see Dean's Directive on the amendment of SEC CTU par. 13); at the same time ending the possibility to change the personal schedule in any way.

- **From 11:30am on March 1, 2019** it is no longer possible to cancel any subject. Only **in extremely exceptional cases** may the Vice-Dean allow the cancelation of the registration of the subject based upon a written request from the student for demonstrably serious and duly sustained reasons (in particular health). The request must include the approval of the head of the department providing the subject. The credit sum of the enrolled subjects must not fall below 20⁴.

B. Procedures for successful registration of subjects, timetable creation and closing of enrolment

Subject registration, timetable creation and closing of enrolment are done in three successive steps:

1. **Registration of chosen subjects in KOS: from 4:00 pm on 28 January until 3:00 pm on 18 February** all students can change composition of pre-registered subjects for the summer semester (depending on the prerequisites/co-requisites and the capacity of the subjects) under these conditions:
 - a) The subject is intended for relevant program and form of study
 - b) The capacity of the subject is not filled
 - c) A pre-requisite or co-requisite⁴ is met.
 - d) If the registration has not already been approved by the student or a study officer.

If any of these conditions are not met, the subject may only be registered by a study officer of the SD; in the case of a) only with the written approval of the Vice-Dean and in the case of c) only with the written consent of the head of the relevant department which provides the subject, and subsequently also the Vice-Dean.

Notice:

In order to cancel an existing enrolled subject, it is not enough to cancel only its schedule, it is also necessary to cancel the registration of the subject itself in KOS.

2. **Terms for entering a timetable:** the access to creating the timetable in KOS will be provided to students gradually, subject to the following conditions being met:
 1. Reaching relevant average credit sum³, appointed for a specific day⁵
 2. All compulsory or compulsory elective subjects enrolled for the second time have been completed
 3. The student has received at least the minimum number of credits for the continuation of studies at CTU (students in the 1st year of bachelor's study 15 credits, students in the 1st year of master study 20 credits)

All prerequisites are automatically checked for the first time at the start of enrolment and then every day at night by an intake robot⁵. If the conditions are met, the student is informed by email. In addition, the student can run the check himself/herself (by pressing the "Kontrola vstupu do rozvrhu" button).

3. **Closing the registration:** in KOS, the student will be able to close enrolment himself/herself (by pressing the button “Uzavřít zápis”) by February 18, 2019 until 3 pm only if the following conditions are met:
- All obligatory or compulsory subjects enrolled for the second time have been completed
 - The student has received at least the [minimum number of credits](#) for the continuation of studies at CTU (students in the 1st year of bachelor’s study 15 credits, students in the 1st year of master study 20 credits)²
 - The credit sum of enrolled subjects is at least 20² and not more than 40
 - The student is obliged to pre-register for obligatory and compulsory elective subjects necessary for the successful completion of studies
 - All pre-requisites and co-requisites are fulfilled for the relevant subjects and no equivalent subject has been enrolled or completed.

If a student fails to meet any of the above conditions, he or she will contact his/her study officer.

Exceptions (in particular for health reasons) may be granted by the Vice-Dean in an individual student’s study plan.

C. Special Registration

- Subjects instrumental in registering for bachelor’s thesis writing projects (ABAPxx, BBAPxx) or diploma theses (ADIPxx, BDIPxx), will be displayed in the KOS system according to their study program. Students who intend to submit their bachelor projects or diploma theses in the summer semester, will register for the respective subject. **The subject can be only registered for when the final project topic has the ”zadáno (assigned)” status.**
- **Subjects taught in English (codes starting with AE, BE...)**
Students register for the subjects in the KOS system according to the rules for [studying in English](#) themselves. If they cannot register for the selected subjects, they must contact their study department officer.
- **Registration for Physical Education classes and summer sports courses**
Students can register for the following subjects:
 - **A003TV** (2 credits, belongs to the Humanities group) – can be only taken once during the course of study
 - **TV-V1** (1 credit, elective subject) – can be enrolled in every semester, but not simultaneously with A003TV
 - **TVV** (0 credits, elective subject) – can be enrolled in every semester when there are two PE course in the respective semester
 - **TVKZV** – summer sports course.

Registration for Physical Education classes in the summer semester 2018/2019 will be open from **February 4, 2019** on the [CTU Institute of Physical Education and Sport](#) (CTU IPES) website. Detailed information is provided on this website as well.

Note: First, it is necessary to register for the subject in the KOS system under the respective code; then it is possible to enrol in the selected sport and selected class time for PE on the CTU IPES website on the following day at the earliest. For summer sports courses, please follow the same procedure. Registration for specific courses will be open from February 4, 2019 as well.

- [Registration for Basic Health and Occupational Safety Regulations training course](#)
- **Registration for Professional Practice subject**
The "Professional Practice" subject (worth 4 credits) serves to gain working knowledge of the field of study.
It is necessary to apply for registration of Professional Practice exclusively during the **regular registration period**; the Study Department officer will register the subject in the KOS system in the case of approval. After finishing their professional practice, the student will submit a detailed final report of the practice results, results obtained, and the solution timetable. The respective Vice-Dean will make the decision of final assessment.
- [Registration for an elective subject taught by another faculty](#)

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¹ During the pre-registration period, students were automatically enrolled in obligatory subjects which they should have passed in the past or which are recommended for them for the following semester.

2

1. There is an exception for students who have already obtained their assessments for their bachelor project/diploma thesis and who only need to pass subjects worth less than 20 credits in total in order to fulfil their study plan; it is enough for these students to register in all the required subjects for the summer semester - they need not apply for an individual study plan. They must contact their Study Department officer to close their enrolment.
2. Students who only need to pass the Bachelor Project/Diploma Thesis, plus perhaps other subjects, will always register for the respective Bachelor Project/Diploma Thesis subject as well as the other required subjects.

Important note:

Students who will, in accordance with the above stated rules, register for subjects worth less than 40 credits (not including credits for Bachelor Project/Diploma Thesis) in the academic year 2018/2019 and who will not submit their bachelor project/diploma thesis neither in the winter semester nor in the summer semester (*and they were not approved of a make-up day of submitting („deferral“)* their final project in the case of registering for a second time for a bachelor or diploma thesis) will be

obliged to receive the minimum of 2/3 of the sum of the credit worth of all subjects registered for in this academic year (this number does not include credits for Bachelor Project/Diploma Thesis) to be able to progress to the next year.

³ Weighted sum of credits is the sum of products (for higher years for the two most recent semesters, for first years, for the first semester multiplied by two):

For subjects concluded by exam grade or graded assessment:

$\langle \text{weighted credits gained for subjects} \rangle = \langle \text{subject credits} \rangle * (4 - \langle \text{numeric equivalent of the grade} \rangle)$

For subjects concluded by assessment:

$\langle \text{weighted credits gained for subjects} \rangle = \langle \text{subject credits} \rangle * 1;$

Grade Numeric equivalent of the grade

A 1.0

B 1.5

C 2.0

D 2.5

E 3.0

⁴ When attempting to register for a subject from “Enrolment – According to Study Plan” or “Enrolment – by subject” pages, a red link reading “LIMITATION” may appear; in that case, registration is not possible. The cause (e.g. a missing pre-requisite) can be found after clicking on that link.

⁵ Weighted sum of credits for the respective day is calculated and set by the admittance robot. The robot calculates the weighted sum of credits for all students and sets a new limit so that an appointed number of students (max. 300) with the highest weighted sum of credits are admitted into the timetable.

Process diagrams

- [Process for pre-registration and regular registration for the following semester](#)

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