

Pre-registration for the academic year 2018/2019 summer semester

Dean's Directive n. 10/2018

Ref. n.: 5896/13922/2018/Ši

Between November 26, 2018 (from 17.00) and December 7, 2018 (until 16.00) pre-registration for the summer semester of the academic year 2018/2019 will be open. [By pre-registering for courses in the KOS system](#) a student declares his or her interest in attending the courses in the given semester (*this concerns both the obligatory courses in the programme or branch and other courses such as humanities and the like*). During pre-registration, the capacity check on the offered classes is off. [The capacity of courses and the timetable](#) for the summer semester of the academic year 2018/2019 is then based on the assessment of results of pre-registration as well as on the possibilities of individual departments.

- **A student is obliged to first register for the obligatory courses of his or her study programme or branch needed to successfully complete his or her studies** (see [Dean's Directive for Amendment of the Study and Examination Code of CTU](#) (para. 8 – 10)).
- **Each student will be registered for all obligatory courses which he or she has not yet passed, and which are listed as recommended in order to complete his or her study plan:**
 - for the upcoming semester
 - in the preceding semesters.
- Students may add more courses of their choice [as optional](#) (access from the FEE domain) **up to a total amount of 40 credits**. If a course that a student needs to register for as obligatory or would like to take it as optional cannot be found, he or she must consult [the Timetable Coordinator](#) of the particular department which teaches the course.
- Students themselves may only register for such courses which are offered for the upcoming semester by particular departments and are assigned to their study programme and form of studies. If a student would like to take a course for which he or she alone cannot register as it is not assigned to his or her study programme, the study officers in the Study Office will register him or her for such a course based on prior consent from the vice-dean. Such a course may only be studied in the “optional” mode. The arrangement of pre-registered courses should take into account the fact that **the total of their credits is also limited in the proper registration to 40 credits per semester**.
- A student **who has not pre-registered for a course** will only be allowed to register if there is sufficient capacity in that course in proper registration.

- **The Bachelor's Thesis Project, or Master's Thesis Project are not pre-registered**, their capacity is not limited. They will be enrolled in during proper registration (naturally, they then count within the total of the registered credits in proper registration). **Registration for the Bachelor's or Master's Thesis Project is only possible when the topic of the student's project in the KOS system is in the mode "assigned"**.
- **Registration for the subject Physical Education** is specified in the footnote².

If pre-registration for a particular course **has surpassed the capacity limits of a department**, the department will reduce the number of pre-registered students. The criterion for the reduction of the number of registered students for a given course is set on the basis of para. 12 by the department head¹. Officers of the Study Office are not entitled to change such a decision, thus it is meaningless to ask them to renew the registration of pre-registered courses - such requests must be addressed to [Timetable Coordinators of individual departments](#).

Notice about prerequisites

Registration for a course which has a set [prerequisite](#) will not be confirmed at registration closure unless the prerequisite has been met. The information on whether a particular course has another course as a prerequisite is listed by authors of courses in section Requirements alongside the descriptions of individual courses. **In the list of courses offered for registration, such courses are marked with a yellow exclamation mark.** When you click on it with the left mouse button, a window will pop up with a list of all limitations appropriate to the course.

Proper registration for courses for the summer semester of 2018/2019, their enrolment into the timetable as well as enrolment in the studies for the academic year of 2018/2019 will run in accordance with the current [Academic Calendar](#) between **January 28 and February 18, 2019**; a special decree will be issued concerning this.

In Prague on November 7, 2018

By authority doc. Ing. Ivan Jelínek, CSc., m. p., vice-dean

¹ Students who have the course listed as obligatory (the department is bound to guarantee classes for those course) are given preference over students who have the course listed as optional. The lowest priority is ascribed to those students whose study plan does not list the course at all (there is no role). The department may arrange students with the same role according to many criteria; the most commonly used are:

- role of the course in a student's study plan,
- year of studies,
- weighted study average over the whole study period.

² Note on the subject Physical Education

The subject Physical Education is listed as optional in all the programmes of both Bachelor and Master studies. Faculties ceased to offer their own sporting courses. Those are now offered to all students at all faculties by [The CTU Institute of Physical Education and Sport](#). **The subjects organized by the Institute are listed among the subjects of other faculties.**

Students may register for:

- subject **A003TV** worth two credits once per studies
- subject **TV-V1** worth one credit repeatedly (it may not be registered for at the same time as subject A003TV!)
- optional Physical Education repeatedly (codes TVV; TVV0) worth 0 credits.
- In the summer semester, the offer is supplemented with **a summer subject** (code TVKLV), which is not assigned any credits.

Responsible person: [doc. Ing. Ivan Jelínek, CSc. Vice-Dean](#)