



Enrolments for the academic year 2017/2018 via KOS

The enrolment takes place in **two consecutive steps** (according to the below stated conditions):

1) Enrolment to the schedule via KOS 11. 7 - 15. 8. 2017

2) Confirmation of an individual schedule and enrolment for the next year via KOS 11. 7. – 15. 9. 2017

The enrolment for **all study programmes in combined form** takes place only **via KOS** from **11. 7. to 15. 9. 2017** omitting the first step – i.e. without enrolment to the schedule, all the other conditions remain valid (the schedule will be displayed on the website as usual).

1) Enrolment to the schedule - A student obtains the possibility to enrol into the schedule via KOS individually upon meeting these conditions:

A: Accomplishment of dynamically determined weighted sum of credits

The weighted sum of credits represents the sum of the products (for the last two semesters):

In case of subjects terminated by a grade from the exam or by a graded credit:

$\langle \text{weighted value of credits for a subject} \rangle = \langle \text{credits for a subject} \rangle \cdot (4 - \langle \text{numeric equivalent of a grade} \rangle)$

In case of subjects terminated by a credit:

$\langle \text{weighted value of credits for a subject} \rangle = \langle \text{credits of a subject} \rangle \cdot 1$;

Grade	Numeric equivalent of a grade
A	1.0
B	1.5
C	2.0
D	2.5
E	3.0

B: Achieving minimal number of credits necessary for continuation of studies at CTU pursuant to the article 14 of Study and Examination Rules of CTU.

Minimal number of gained credits for academic year 2016/2017 necessary for passing into the next academic year 2017/2018:

from 1st year to 2nd year of Bachelor studies 30 credits
from 1st year to 2nd year of Master studies 40 credits
to 3rd and 4th year of Bachelor and Master studies 40 credits

The credits for recognised subjects are not included in the number of credits necessary for continuation of the studies!

In the period starting from **the first entry to the schedule until the confirmation of the schedule and enrolment for the next year**, a student is free to cancel any of the preliminarily enrolled subjects, or possibly to enrol into new subjects, if the subject capacity allows to do so. **All students were enrolled in all subjects, compulsory for the winter semester 2017/2018 that are enlisted in their study plans, regardless prerequisites. The prerequisites checking will take place within regular enrolment in the winter semester. The subjects with credit or enrolment prerequisite – with these, passing of other subject (credit or exam – according to the kind of prerequisite) is an enrolment condition – cannot be kept enrolled in unless students fulfil conditions of these prerequisites and must be deleted from the enrolment list. The enrolment in the winter semester will not be possible to conclude until there is any subject with unfulfilled prerequisite.**

After the closure of the enrolment (pursuant to point 2 see below), the cancellation of enrolment into any subject or enrolment into new subjects can only be done by the study department officer and only upon an application handed in by the **16th October 2017** at the latest!

The principle of consecutive opening of the access to the enrolment into the schedule

The enrolment for the winter semester of the academic year 2017/2018 will be opened for the full-time students consecutively **starting on the 11. 7.2017 at 6 a.m.**, depending on the weighted sum of credits. The aim of the consecutive access to the enrolment into the schedule is to motivate the students in responsible approach towards their studies.

On the basis of the continuously gained weighted sum of credits, the access to the enrolment into the schedule will be consecutively opened up for students with the highest amount of the **weighted sum of credits** depending on the technical possibilities of KOS. Automatic opening for other groups of students will take place **from 12. 7. 2017 until 15. 8. 2017** every day at 6 a.m. After fulfilment of the conditions A. and B., the access will be opened for a student automatically. Current limit for each day of access to the enrolment into the schedule will be on the website - <http://www.fbmi.cvut.cz/studenti/aktuality>.

All students, to whom the access was opened up, will receive an automatic e-mail from KOS with a corresponding message. The message will be sent to faculty e-mail address. It is thus necessary for each student to **check the faculty e-mail address regularly**, or to forward the e-mails from the implicit address to his/her current accessible e-mail address.

2) Confirmation of the schedule and [enrolment into the next year 2017/2018 via KOS](#)

A student is obliged, within 30days from the first access to the schedule, but at the same time by 15. 9. 2017 at the latest to confirm the enrolment into the subjects via KOS (Subjects/enrolled subjects) by the command **"Close the enrolment"** .This terminates his /her possibilities of changing the enrolment into the subjects via KOS.

Failure to observe this time limit automatically cancels student's personal schedule. The student will then be notified about this act by an automatically generated e-mail; its potential non-delivery does not have a suspensory effect on the deletion of the schedule.

The deadline determined by KOS is in calendar days, including Saturdays, Sundays and Public holidays. The system checking the deadlines works every night around 3 a.m.

The deadline is counted from the first entry in the schedule. Mere browsing does not trigger "the countdown", but enrolment in a particular subject and subsequent deletion does. The deletion of the schedule happens when in the time of the check-up (around 3 a.m.) elapses more than $x \times 24$ hours.

Example: 5 days deadline

- *on Monday, 24th January at 1 p.m. the access is opened up*
- *on Tuesday, 25th January at 3.41 p.m., a student enrolls in a course in the schedule*
- *On Sunday, 30th January at 3.41 p.m. the deadline (120 hours have elapsed since the entry in the schedule) expires. For now nothing is happening because the checking system works at 3 a.m.*
- *On Monday 31st January at 3 a.m. the checking system finds out that since the first entry in the schedule (25.1., 3.41 p.m.) 131 h 19 minutes have lapsed, which is more than 120 hours and the enrolment of the student has not been approved by the Study department and thus **the schedule is deleted.***
- *So the schedule lasts for 5 nights, on the 6th night it is deleted.*

Schedule confirmation and at the same time the **enrolment for the academic year 2017/2018 will only take place via KOS** (Subjects/enrolled subjects) **using the button "Close the enrolment"** and only upon **fulfilment of all the obligations stated below:**

- achieving minimal number of credits in KOS necessary for continuation of the studies (as mentioned above in point 1B)
- successful accomplishment of all subjects in KOS that were enrolled into for the second time in the academic year 2016/2017

The student **does no longer appear at the study department in person**, the enrolment takes place **only in the electronic form via KOS** upon fulfilment of the mentioned conditions and **pushing the button "Close enrolment" by the student** (for more information see – **"Short instructions how to enroll subjects, make timetable and close the enrolment"** - <http://en.fbmi.cvut.cz/information-for-students/prospective-full-time-students/study-information>)

Prior to confirmation of the enrolment via KOS the student can run a check-up (Předměty/zapsané předměty) (Subjects/enrolled subjects) by himself/herself to verify that he/she has fulfilled all the condition essential for the enrolment. This check-up by KOS is able to inform a student that he/she is not entitled to enrol into a particular subject due to the fact that he/she does not fulfil the conditions of prerequisites (the current state of prerequisites and co-requisites, including explanation, is in the "White Book" (<http://bilakniha.cvut.cz/en/f7.html>) and also on a website of each subject) or via KOS (for more information see – "How to prerequisites?" - <http://en.fbmi.cvut.cz/information-for-students/prospective-full-time-students/study-information>)

Prior to confirmation of the enrolment via KOS using the button **"Close enrolment"** the student can either cancel the preliminary enrolled subjects or enrol into new ones if the capacity of the subject allows to do so.

Students who **failed at the final state examinations** in the year **2016/2017** and they are expecting a resit of the final state examination in the academic year **2017/2018** do not enrol, they continue to be the students (this will be arranged by the study department)

The enrolment into the academic year 2017/2018 (in the above mentioned manner) must take place in the due period of the enrolments **by 15. 9. 2017 at the latest.**

After the confirmation of the enrolment of the student by using the button "Close enrolment" in KOS, the enrolment into the subject can be cancelled or a new subject can be enrolled into only by an officer of the study department and only upon an application which can be submitted by October 16, 2017 at the latest.

After the closure of the enrolment, we recommend the students to check that:

- a) they are not receiving an e-mail informing them that it is necessary to confirm their schedule in x days – they should not get this email the day after the enrolment (students receive this e-mail 3 day before the deadline and each day is counted down to 0)
- b) in KOS with the enrolled subjects, a sign should be **written "Enrollment closed: YES – date and time" when the student closed the enrolment.**

Friday 15. 9. 2017 is the last possible date when the enrolment into academic year 2017/2018 can be done. All students must enrol by this date (in the above mentioned manner)!!

If a student fails to enrol on these dates, he/she can submit an application, by **Friday 22. 9. 2017 to 2 p.m. at the latest (until the end of the office hours of Study department, see <http://en.fbmi.cvut.cz/information-for-students/prospective-full-time-students/study-information>** to the Dean **via the Study department** for late enrolment with an excuse why he/she did not enrol on time. The Dean will consider the application and if he accepts the reasons and the apology, the student can enrol additionally at the study department upon a payment of a fee of 500 CZK in compliance with the Order of the rector number 1/2016. If the Dean does not accept the reasons and does not accept the apology, the student will be expelled from further studies in accordance with the Study and Examination Rules of CTU.

If a student fails to enrol on these dates and does not excuse himself/herself or fails to achieve the sufficient number of credits necessary for continuation or he/she does not successfully terminate a subject attended for the second time, he/she will be expelled from further studies automatically in compliance with the Study and Examination Rules of CTU.

Enrolment in the Physical Education classes and Physical Education Courses

The enrolment in the Physical Education classes and Physical Education Courses for the winter semester 2017/2018 will be opened up from **11. 9. 2017** on the websites of **Ústav tělesné výchovy a**

sportu (<http://www.utvs.cvut.cz/en>). Students can find further information on these websites.

Notice: a student enrolls into a subject in KOS under a specific code, see "White Book" (<http://bilakniha.cvut.cz/en/f7.html>), but the selected sport and sport classes must be enrolled into through <http://www.utvs.cvut.cz/en>.

In Kladno 15. 5. 2017

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