



**Applications for subject recognition for the winter semester of the academic year 2017/2018 can be submitted through the study department by October 16,2017 at the latest!**

**Applications for adding and deleting subjects for the winter semester of the academic year 2017/2018 can be submitted through the study department by October 16,2017 at the latest!**

Application forms are available at the study department or on:  
<http://www.fbmi.cvut.cz/studenti/formulare>.

**In case of application for recognition of subjects from previous studies, please attach the following documents:**

- 1) index or confirmed breakdown of grades;
- 2) confirmed summary/abstract or subject syllabus.

*In case of **subject recognition**, it is necessary to meet the time limit of 5 years from passing the given subject. The subject must have the same or higher level of completion and a similar syllabus as the subject at FBME, the grade **must not be lower than 2 or C** (according to the University grade scale and that transition table pursuant to article 11 of the Study and examination rules for the CTU students). Only subjects from equal level of studies can be recognised, e.g. in bachelor studies from bachelor studies or higher and in the follow up master studies from the follow up master studies, master studies or higher. **In case of recognition of more subjects, it is necessary to write a breakdown of subjects on more recognition sheets according to the individual departments.***

*If the student applies for **recognition of a credit** ( in case of a subject enrolled as the **2 nd enrolment** and which is concluded by a credit and an exam), the application form must be submitted **by October 16,2017 at the latest to the secretariat of the department which guarantees the given subject** (the application form is for recognition of a credit in case of 2 nd enrolment).*

**Official procedure for recognition and adding subjects pursuant to the Directive of the Dean for Bachelor and follow up master study programs at the Faculty of Biomedical Engineering of the Czech technical university:**

**If the student applies for recognition of a subject from previous studies:**

- the student shall submit the written application by October 16, 2017 at the latest to the study department ( application form for recognition of subjects + enclosure recognition sheet – individual recognition sheet for each department),
- the study department will pass on the recognition sheet onto the secretariat of the department which guarantees the subject,
- the secretariat of the department will arrange that the tutor who is in charge of the given subject will evaluate the matter,
- the application form will be returned to the study department together with the opinion of the tutor within 14 days at the latest. It will then be passed on the Vice–Dean for pedagogy for his opinion.
- the study department then gives the reply to the student and if the subject is recognised, the study department records the result in KOS.

**If the student applies for recognition of a credit (in case of a subject enrolled as the 2-nd enrolment and concluded by a credit and an exam):**

- the student shall submit the written application by October 16, 2017 at the latest to the secretariat of a department which guarantees the given subject (application form for recognition of a credit in case of 2 nd enrolment of the subject, each subject must have its own application form)
- the secretariat of the department will arrange that the tutor who is in charge of the given subject will evaluate the matter
- the secretariat of the department will give an answer the student within 14 days
- the secretariat of the department will immediately pass on the application with the opinion to the study department for filing
- in case of recognition, the study department will record the result in KOS.

***Note: Due to the procedure of subject recognition, it is necessary that the student starts attending the given subject from the beginning of the semester and then after he/she receives***



*the answer either continues attending the classes or stops attending them. Otherwise, he/she may be in risk of sanctions due to failure to observe the rules for gaining a credit.*

**If the student asks for deletion of the subject where its capacity is on its limit (typically 10 students):**

- the student shall submit the written application to the secretariat of the department which guarantees the given subject by October 16, 2017 at the latest ( universal application form)
- the secretariat of the department will arrange that the opinion will be gained
- the secretariat of the department will pass on the opinion and the application form on the study department without undue delay,
- the study department will adjust the enrolment of the subject in KOS.

**If the student asks for adding or deleting the subject where its capacity is not at its limit (typically 10 students):**

- the student shall submit the application to the study department by October 16, 2017 (application form for adding or deleting subjects) namely:
  - by conventional mail in writing (application with signature in own hand),
  - in person to the study department within the working hours,
  - or by electronic mail- the scanned application with signature in own hand as an enclosure of an email sent from the faculty email of the student,
- the study department will adjust the enrolment of the subject in KOS.