

REGISTRATIONS FOR THE STUDENTS **AT THE CTU FTS**

For winter semester of the academic year of 2023 – 2024 via KOS system will take place at FTS from 1st June 2023 to 10th September 2023

All FTS students (except for the students enrolling to 1st semester of the Bachelor's or Master's Degree programme) are **obliged to register for winter semester of the academic year 2023 – 2024 via KOS system by themselves.**

Registration of the students via KOS system will take place from 1st June 2023 (from 8 p.m.) to 10th September 2023 (till 4 p.m.)

- all necessary documents concerning the semester enrolment are available at: <https://www.fd.cvut.cz/english/> in the folder "Current students – Education – Registration for semester"
- if any **completion of a course**, that a student **has already completed, is not registered** in the KOS system, he should **ask the relevant tutor to insert this record and its results** there

Period from 1st June 2023 (8 p.m.) to 30th June 2023 (12 p.m.) is determined for the Elective Courses registration

- **The schedule of the Elective Courses**, which are going to be open in winter semester 2023 – 2024, will be published on the Faculty web pages and also will be offered during the registration itself via KOS system.
- **Since 30th June 2023 the choice of the Elective Courses will be limited according to the final number of registered students for them** (therefore it is student's priority to keep the registration of the Elective Courses in time).

The registration of a student for the semester is considered as **completed/valid**, if only a student makes the **choice "Close enrolment" through the KOS system.**

- **after** a student has selected the option **"Close enrolment"** it is **not possible to make any changes in the registration** for the semester
- if a student **does not conclude** his **registration** correctly following the procedure above, **the registration is not valid**
- **any changes in the registration since 10th September 2023** (including **second registration** of some courses, which are **not in the actual timetable anymore**) can be **only made through the Study department** (see below)

The possibility of free of charge changes in the registration at the Study department (in the opening hours) from 11th September 2023 to 15th September 2023

Within this **free of charge period for courses registration changes between 11th and 15th September 2023:**

- will be **verified the student identity**
- an **officer** of the Study department **will make requested changes in the registration** for the semester **via KOS system**, afterwards the officer will print **the enrollment sheet** and after student's **signature approving agreed changes**, the officer will close student's registration in the KOS system

Since 15th September 2023 any changes in the registration are possible only through the Study department according to current "Rectors's directive on settlements for exceptional and non-standard tasks" and "Dean's directive for Bachelor's and Master's Degree programmes realization at the CVUT in the FTS.

Notice:

Minimum number of credits that must be earned so that a student could continue in the studies is **40 credits in the academic year** and **30 credits in the 1st academic year of the Bachelor's Degree programme**.

If the student does not earn the required number of credits he cannot be registered for the next semester and his study will be terminated. The study will also be terminated, if a student does not conclude the registration for the semester in time. Any student can register for the courses of the previous winter semester, which he has not successfully completed. A student may enrol for each course no more than twice.

In Prague, 16th May 2023

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