

## INSTRUCTIONS FOR ENROLLING IN THE SEMESTER IN THE KOS SYSTEM FOR STUDENTS OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE, FACULTY OF TRANSPORTATION SCIENCES

1. When enrolling in the KOS system, the student can use the offer of subjects of the relevant semester of study, in which the student enrolls, ie. **subjects assigned to the study plan according to the "Recommended study schedule" (RSS)**. Alternatively, the student can also use for the semester in which the student is enrolled, **subject codes listed in the "Recommended Study Schedule" (RSS), which are published on the FTS website** and on the notice boards at the Study department (these, in case of changes of accreditations, may not always be up to date). At the same time, **unfulfilled subjects from previous semesters** are offered for enrolment. According to the instructions in the KOS system, the student marks the subjects he / she enrolls in.

2. Students of bachelor's and subsequent master's degree programmes must complete **in each semester determined number of compulsory elective courses (CEC)** according to RSS. The student enrolls in the CEC designated for the relevant study plan and form of study, because for each field and form of study there is a different code for CEC and thus other number of credits, etc.

- When enrolling in the KOS system, the student is obliged to mark with CEC for which semester according to RSS he / she is enrolling in the course (for compulsory courses the recommended semester will be displayed).
- The student of the full-time form of study is obliged to enroll in the CEC recommended for the project he / she has enrolled in. These CECs were enrolled for students in the KOS system by the faculty's study plan administrator. If the student does not enroll into them this semester, the student cancels the enrollment according to the instructions in the KOS system.

3. **Projects and "Diploma Thesis"** are not offered for registration with the code and name of the project in which the student of the full-time form of study is placed, but **with a code according to the RSS of the respective semester in which the student enrolls** – e.g. 12X32 (5th semester of 3-year bachelor's study for a project enrolled at the department K612), 17XN2 (2nd semester of follow-up master's study for a project enrolled at the institute K61), etc., where **the first two digits** are the number **of the department** at the FD **where the student has enrolled in the project**.

- The student chooses the subject code for registration in the KOS system (with the name "Project \*\*", "Master's project \*\*" or "Diploma Thesis") with the two-digit number of the department where the project is registered.
- The first two digits of the diploma thesis indicate, as with the project code, the relevant department at which the student has assigned at for the diploma thesis.
- In the case of a combined form of study, the first two digits indicate the department at which the student has assigned at for the diploma thesis.

4. Students who enroll in the subjects **"Diploma Thesis Seminar"** or **"Master's project "** or **"Diploma thesis "** (e.g. \*\* XNDP, \*\* XN4, etc.) choose from the offered codes the **code according to the department, on which they have a project enrolled** (e.g. 16XN4K, if the student has a project enrolled at the Department transport technology - K616).

- The first two digits indicate, as with the project code, the relevant department at which the student has registered the project and the assigned diploma (bachelor's) thesis.
- For the combined form of study, the first two digits indicate the department at which the student has assigned for the diploma (bachelor's) thesis.

**5. If the student considers the enrollment to be complete**, ie. he / she has enrolled into all subjects of the respective semester, including a possible second enrollment of unfulfilled subjects, and **meets the conditions of fulfilled credits for the previous period, chooses the option "Close enrollment" in the KOS system.**

- After selecting the "Close enrollment" option, it is no longer possible for the student to change the enrollment for the semester
- If the student does not enroll in the semester in the above-mentioned way in the KOS system or his / her enrollment above does not close in the described way, the student is not enrolled in the semester.

**6. If the completion of the course you have completed is not recorded in the KOS system**, contact **the relevant teacher with a request to insert this record**, as **the registration of study results** in the KOS system **is in principle never performed** by the Study department officers or the head of the Study department departments, or heads of institutes.

**7. Changes to the registration** (including the 2nd registration of subjects that are no longer part of the accreditation due to changes in accreditation RSS) **outside the set period**, the student can implement **only through the Study department**:

- on the basis of the decree of the Vice-Dean for Education "Enrollment for CTU FTS students"
- on the basis of the currently valid Rector's order on payments for extraordinary and above-standard administrative tasks for a given academic year
- on the basis of the currently valid "Dean's Directive for the implementation of bachelor's and master's studies programs at the Czech Technical University in Prague, Faculty of Transportation Sciences".

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