

Pre-registration for the academic year 2024/2025 winter semester

Dean's Directive n. 4/2024

Ref. n.: 37/13922/2024/Ši

Between April 15 (from 17.00) and April 26, 2024 (until 16.00) pre-registration for the winter semester of the academic year 2024/2025 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 or compulsory 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 winter semester of the academic year 2024/2025 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 and compulsory 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/compulsory 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, 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 footnote 2.

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.

Proper registration for courses for the winter semester of 2024/2025, their enrolment into the timetable as well as **enrolment in the studies for the winter semester of the academic year of 2024/2025** will run in accordance with the current Academic Calendar between **June 10 and September 20, 2024**; a special decree will be issued concerning this.

In Prague on March 25, 2024

By authority prof. Ing. Jiří Jakovenko, Ph.D., 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.**