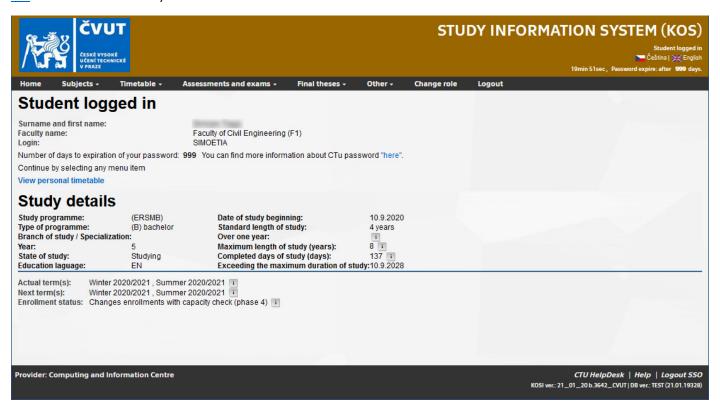# 1. General information

1.1 Homepage

After logging into the KOS application, the homepage will appear and you will see your basic academic information, your name, the name of your faculty, your username (login) and basic information about your programme of study.
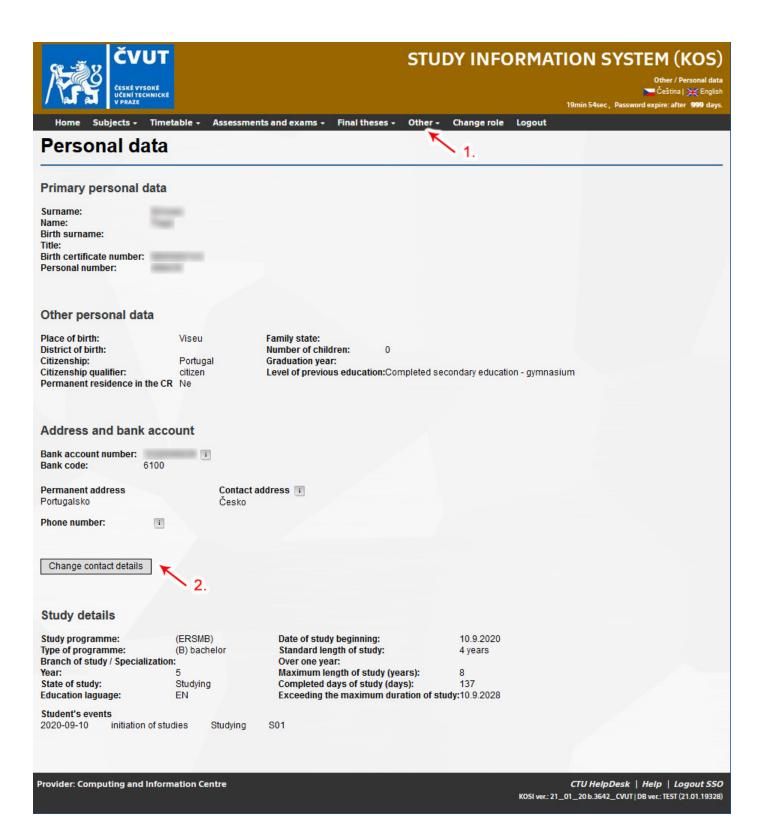
From the homepage, you can go directly to your personal timetable (class schedule) by clicking the "View personal timetable" link, but only if your faculty uses the timetable in KOS.

Most faculties enable you to create and modify your timetable on the ***Create personal timetable*** page (see Section 3.2 for more information).
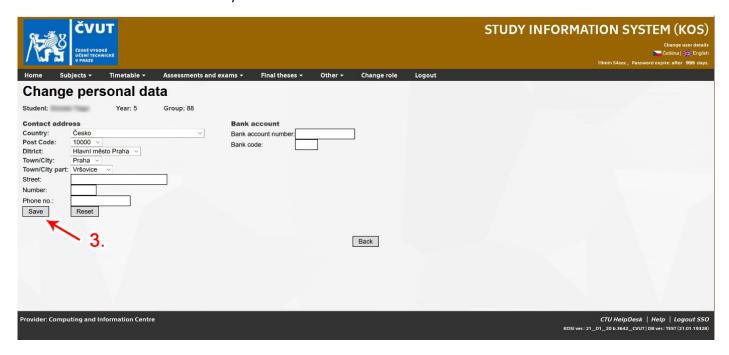

1.2 Personal data

On the ***Personal data*** page, you will find more detailed information about yourself. On this page, please check (and if necessary update and/or complete) your contact address, telephone number and Czech bank account number.

1.2.1 Change contact address, telephone number and bank account number

1. From the application's navigation bar, select the "Other" dropdown menu and go to the "Personal data" page.
2. Check the information which has been entered and, if necessary, make changes by clicking the "Change contact details" button.
3. Save the newly entered information using the "Save" button, or erase all the entered information using the "Reset" button (see the picture below).

Note: The bank account number must be that of a Czech bank. If you enter a contact address in the Czech Republic, you can select the bank from a dropdown menu; if you enter an address in another country, then you will need to enter the bank information manually.

1.3 Electronic confirmation of studies

2. Enrol subjects

You will find your enrolled subjects (registered courses) and subjects that you can register for using the "Subjects" dropdown menu in the navigation bar (in the "Enrolled subjects" or "Course enrollment – According to offer" submenu).

2.1 "Enrolled subjects" page

On this page, you will see your enrolled subjects (registered courses) for the selected semester.

1. First check whether the correct semester is selected and change the selection if necessary.
2. You can drop any enrolled subject from the list of enrolled subjects using the "Cancel" button.
3. You can display more detailed information about any enrolled subject by clicking on its code or name.

2.2 "Course enrollment – According to offer" page

This page enables students to search for subjects (courses), obtain detailed information about them and register for them in the selected semester. Before searching for a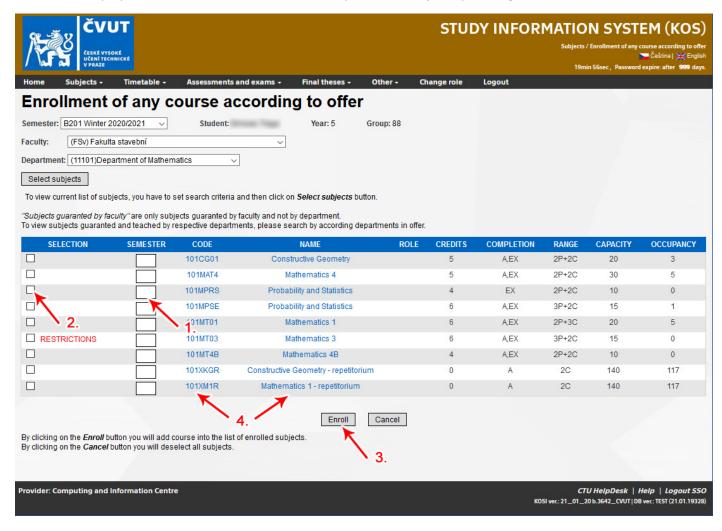 subject, verify that the selected semester is correct (the system retrieves only those subjects which are offered in the selected semester), select the faculty in which your selected subject is offered, and select the institute or department which organises the subject's instruction. Then press the "Select subjects" button to display available subjects.

2.3 Enrolment of subjects (course registration)

1. In the "SEMESTER" field, enter the recommended semester number in which the subject should be completed (exchange students should enter the value "1"); the subject cannot be registered unless this field is filled in.
2. Check the checkbox for each subject that you want to register (it is possible to register multiple subjects at the same time).
3. Register for the selected subject(s) by clicking the "Enroll" button.
4. You can display more detailed information about any enrolled subject by clicking on its code or name.

Note: In the case of faculties which enable students to create their own timetables, it is essential to select for each registered subject a specific class (course section), i.e. an instance of the course linked to a specific time when it is taught – see Section 3.2.1 *Selecting a specific time of instruction for each subject*.

3. Displaying and creating a personal timetable

To work with timetables, select the "Timetable" dropdown menu, which has two items: "Personal timetable (minute)" to display your timetable, and "Create personal timetable" to create a timetable. Please note that not all faculties enable students to create their own timetables.

3.1 "Personal timetable (minute)" page

This page displays a graphic view of your timetable. You can print out the timetable. If the faculty has prepared a timetable for individual weeks during the semester, then you can also export it in iCell format.

1. Select the semester for which the timetable should be displayed.
2. Certain faculties define timetables for individual weeks of the semester (in such a case, they can be displayed by selecting "Show timetable for week:"); other faculties may have a fixed timetable for the entire semester or may not have it in KOS at all, in which case the table will be empty.
3. You can display more details by clicking on the displayed window.
4. The legend (located below the timetable) contains only those colours that are in the timetable. When creating a timetable, remove all conflicts marked in red by switching to another class (course section) or by dropping individual conflicting subjects and selecting new ones which do not conflict – see "Create personal timetable".

STUDY INFORMATION SYSTEM (KOS)

Timetable / Create personal timetable
🇨🇿 Čeština | 🇬🇧 English
19min 41sec, Password expire: after **999** days.

ČVUT
ČESKÉ VYSOKÉ
UČENÍ TECHNICKÉ
V PRAZE

| Home | Subjects ▾ | Timetable ▾ | Assessments and exams ▾ | Final theses ▾ | Other ▾ | Change role | Logout |

Create personal timetable

Semester: B201 Winter 2020/2021 ∨   Student: ▮▮▮▮▮   Year: 5   Group: 88   Timetable till:

CODE	NAME	LEC. PAR.	TUT. PAR.	LAB. PAR.	ALONE	EVENT	EVENT	AUTHOR.
E111103	Strenght of Materials II						View	🔑
123BM01	Building Materials						View	🔑
123MED	Material Engineering						View	🔑
126ECMA	Economics and Management	1	101		A	Remove ⓘ	View	🔑
132NAST	Numerical Analysis of Structures	1	101			Remove ⓘ	View	🔑
133CM01	Concrete and Masonry Structures 1	1	101			Remove ⓘ	View	🔑
134ST01	Steel Structures	1	101		A	Remove ⓘ	View	🔑
143TPVZ	Transport Processes in the Vadose Zone	1	101	1001	A	Remove ⓘ	View	🔑
144SESY	Sewer Systems	1			A	Remove ⓘ	View	🔑
144WS	Drinking Water Management	1			A	Remove ⓘ	View	🔑

[Print] [Export iCal]

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00

MON
144SESY
Stránský D.
TH:B-779 /
09:00 - 10:50 (h:2 - 3)

143TPVZ
Číslerová M.
TH:B-691 /
15:00 - 16:50 (h:8 - 9)

143TPVZ
Zumr D.
TH:B-691 /
17:00 - 18:50 (h:10 - 11)

TUE
126ECMA
Tomek A.
TH:C-206 /
13:00 - 14:50 (h:6 - 7)

collision 1 / 16:00 - 17:50
144WS / 132NAST
Slavíčková K. / Zeman J.
TH:B-379 / TH:B-379

132NAST
Ladecký M.
TH:B-379 /
18:00 - 19:50 (h:11 - 12)

WEN
143TPVZ
Číslerová M.
TH:D-2051 /
15:00 - (h:8 - NaN)

THU
collision 2 / 09:00 - 11:50
134ST01 / 126ECMA
Sokol Z. / Tomek A.
TH:B-374 / TH:C-206

Code of Subject: **134ST01**
Name of Subject: **Steel Structures**
Week of Study: **Every**
Teacher Name: **Mareš J.**
Place: **TH:B-374 - B374**
Locality: **Thákurova 7 (FSv-budova A)**
Remark:
Time: **12:00 - 13:50 (h:5 - 6)**

FRI
133CM01
Broukalová I.
TH:B-787 /
09:00 - 11:50 (h:2 - 4)

Legend: Course: ▢ Exercise: ▢ Labs: ▢ Collision: ▢ Virtual Collision: ▢

List of Collisions:

COLLISION 1: (TUESDAY - ODD+EVEN / 16:00 - 17:50)					
CODE OF SUBJECT	NAME OF SUBJECT	PLACE	TEACHER NAME	TIME	REMARK
144WS	Drinking Water Management	TH:B-379	Slavíčková K.	16:00 - 17:50 (h:9 - 10)	w:4,5,6
132NAST	Numerical Analysis of Structures	TH:B-379	Zeman J.	16:00 - 17:50 (h:9 - 10)	w:1,2,3

List of Collisions:

COLLISION 2: (THURSDAY - ODD+EVEN / 09:00 - 11:50)					
CODE OF SUBJECT	NAME OF SUBJECT	PLACE	TEACHER NAME	TIME	REMARK
134ST01	Steel Structures	TH:B-374	Sokol Z.	09:00 - 11:50 (h:2 - 4)	
126ECMA	Economics and Management	TH:C-206	Tomek A.	10:00 - 11:50 (h:3 - 4)	

Registered courses not yet included in your schedule:

CODE OF SUBJECT	NAME OF SUBJECT
123MED	Material Engineering
123BM01	Building Materials
E111103	Strenght of Materials II

Provider: Computing and Information Centre   CTU HelpDesk | Help | Logout SSO
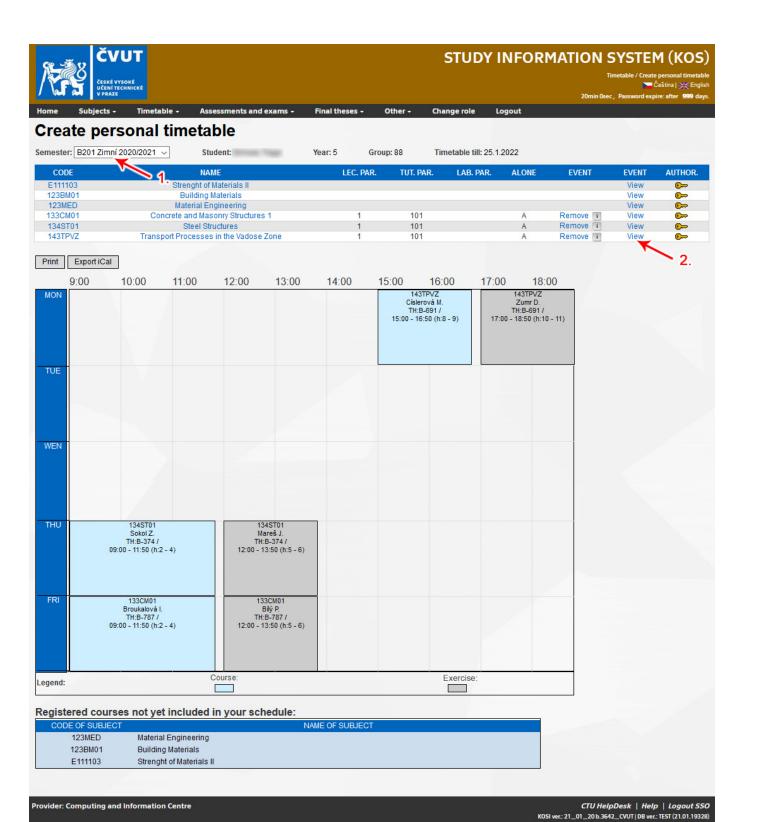KOSI ver.: 21__01__20 b.3642_CVUT | DB ver.: TEST (21.01.19328)

7/14

3.2 "Create personal timetable" page

This page enables students to create or modify their personal timetable by selecting an available class (course section), i.e. an instance of a course linked to a specific time when it is taught. If you are unable to modify your timetable so that it does not have any conflicts, then you must drop one or more subjects and enroll in new ones. If the faculty has not created a timetable in KOS for a subject, then the "View" option will not appear in the "EVENT" column. In such cases, you should proceed according to the faculty's instructions (the faculty usually displays the timetable elsewhere).

3.2.1   Selecting a specific time of instruction for each subject

1. First check whether the correct semester is selected. The table will display the offering in that semester of your registered subjects.
2. To view the timetable for a particular subject, click the "View" link in the "EVENT" column.
3. The "Course timetable" window will open (see the picture below) and display the individual classes (course sections), i.e. the instance of the course and the times when they are taught. Register for the desired class (course section) using the "Enroll" button (on the right in the "EVENT" column). The "Enroll" button will not appear if the faculty does not allow students to create their own timetable.
4. Registering for subjects with overlapping timetables will result in scheduling conflicts, which are marked in red. You can view the details of a scheduling conflict by clicking on the conflict window or by viewing the "**List of Collisions:**" table (displayed below the timetable). You can resolve a conflict by selecting a different class (course section) offered on a different day and/or time for one of the subjects; if this is not possible, you must drop one of the registered subjects and register a different one instead.

Note: In certain cases, classes are interlinked so that by registering for the lecture section you are also registering for the practical (exercise) section and/or the laboratory section (and vice versa). The picture below illustrates a situation where by adding the subject E111103 (by clicking the "Enroll" button) to your timetable, you will simultaneously register for a lecture section, a practical (exercise) section and a laboratory section.

STUDY INFORMATION SYSTEM (KOS)

Timetable / Create personal timetable
Čeština | English
20min 0sec , Password expire: after 999 days.

Home **Subjects ▾** **Timetable ▾** **Assessments and exams ▾** **Final theses ▾** **Other ▾** **Change role** **Logout**

Create personal timetable

Semester: B201 Zimní 2020/2021 ▾   Student: Year: 5   Group: 88   Timetable till: 25.1.2022

1.

CODE	NAME	LEC. PAR.	TUT. PAR.	LAB. PAR.	ALONE	EVENT	EVENT	AUTHOR.
E111103	Strenght of Materials II						View	🔑
123BM01	Building Materials						View	🔑
123MED	Material Engineering						View	🔑
133CM01	Concrete and Masonry Structures 1	1	101		A	Remove ⓘ	View	🔑
134ST01	Steel Structures	1	101		A	Remove ⓘ	View	🔑
143TPVZ	Transport Processes in the Vadose Zone	1	101		A	Remove ⓘ	View	🔑

2.

[Print] [Export iCal]

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
MON							143TPVZ Císlerová M. TH:B-691 / 15:00 - 16:50 (h:8 - 9)		143TPVZ Zumr D. TH:B-691 / 17:00 - 18:50 (h:10 - 11)	
TUE										
WEN										
THU	134ST01 Sokol Z. TH:B-374 / 09:00 - 11:50 (h:2 - 4)			134ST01 Mareš J. TH:B-374 / 12:00 - 13:50 (h:5 - 6)						
FRI	133CM01 Broukalová I. TH:B-787 / 09:00 - 11:50 (h:2 - 4)			133CM01 Bílý P. TH:B-787 / 12:00 - 13:50 (h:5 - 6)						

Legend: Course: ▢   Exercise: ▢

Registered courses not yet included in your schedule:

CODE OF SUBJECT	NAME OF SUBJECT
123MED	Material Engineering
123BM01	Building Materials
E111103	Strenght of Materials II

STUDY INFORMATION SYSTEM (KOS)

Course timetable
🇨🇿 Čeština | 🇬🇧 English
19min 57sec , Password expire: after **999** days.

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UČENÍ TECHNICKÉ
V PRAZE

| Home | Subjects ▾ | Timetable ▾ | Assessments and exams ▾ | Final theses ▾ | Other ▾ | Change role | Logout |

Course timetable

Semester: B201 Zimní 2020/2021　　　Student: ▮▮▮▮▮▮　　Year: 5　　　Group: 88

Course code: E111103　　　Course title: Strenght of Materials II

NUMBER	PARALLEL CLASS	TUTOR	CAPACITY	OCCUPIED	MON - O	MON - E	TUE - O	TUE - E	WED - O	WED - E	THU - O	THU - E	FRI - O	FRI - E	SAT - O	SAT - E	SUN - O	SUN - E	EVENT
1	Course:	Mareš T.	30	22							4+6 (09:45-12:15)	4+6 (09:45-12:15)							
1-101	Hour:	Vilímek M.	30	22							1+2 (07:15-08:45)	1+2 (07:15-08:45)							
1-101-1011	laborator	Vilímek M.	30	22							3 (09:00-09:45)	3 (09:00-09:45)							Enroll

3.

Student's timetable

[Print] [Export iCal]

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
MON							143TPVZ Císlerová M. TH:B-691 / 15:00 - 16:50 (h:8 - 9)		143TPVZ Zumr D. TH:B-691 / 17:00 - 18:50 (h:10 - 11)	
TUE										
WEN										
THU	134ST01 Sokol Z. TH:B-374 / 09:00 - 11:50 (h:2 - 4)			134ST01 Mareš J. TH:B-374 / 12:00 - 13:50 (h:5 - 6)						
FRI	133CM01 Broukalová I. TH:B-787 / 09:00 - 11:50 (h:2 - 4)			133CM01 Bílý P. TH:B-787 / 12:00 - 13:50 (h:5 - 6)						

Legend:　　　　　　　　　Course: ☐　　　　　　　　Exercise: ☐

Registered courses not yet included in your schedule:

CODE OF SUBJECT	NAME OF SUBJECT
123MED	Material Engineering
123BM01	Building Materials
E111103	Strenght of Materials II

[Back]

STUDY INFORMATION SYSTEM (KOS)

Timetable / Create personal timetable
Čeština | English
19min 56sec , Password expire: after 999 days.

Home | Subjects ▾ | Timetable ▾ | Assessments and exams ▾ | Final theses ▾ | Other ▾ | Change role | Logout

Create personal timetable

Semester: B201 Zimní 2020/2021 ⌄   Student: ████████   Year: 5   Group: 88   Timetable till: 25.1.2022

CODE	NAME	LEC. PAR.	TUT. PAR.	LAB. PAR.	ALONE	EVENT	EVENT	AUTHOR.
E111103	Strenght of Materials II	1	101	1011	A	Remove ⓘ	View	🔑
123BM01	Building Materials						View	🔑
123MED	Material Engineering						View	🔑
133CM01	Concrete and Masonry Structures 1	1	101		A	Remove ⓘ	View	🔑
134ST01	Steel Structures	1	101		A	Remove ⓘ	View	🔑
143TPVZ	Transport Processes in the Vadose Zone	1	101		A	Remove ⓘ	View	🔑

Print   Export iCal

	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
MON								143TPVZ Císlerová M. TH:B-691 / 15:00 - 16:50 (h:8 - 9)		143TPVZ Zumr D. TH:B-691 / 17:00 - 18:50 (h:10 - 11)	
TUE											
WEN											
THU	E111103 Vilímek M. T4:A1-505d / 07:15 - 08:45 (h:1 - 2)	collision 10 09:00 - 13:50									
FRI		133CM01 Broukalová I. TH:B-787 / 09:00 - 11:50 (h:2 - 4)			133CM01 Bílý P. TH:B-787 / 12:00 - 13:50 (h:5 - 6)						

4.

Legend: Course: ☐   Exercise: ☐   Collision: ■

List of Collisions:

COLLISION 1: (THURSDAY - ODD+EVEN / 09:00 - 13:50)					
CODE OF SUBJECT	NAME OF SUBJECT	PLACE	TEACHER NAME	TIME	REMARK
134ST01	Steel Structures	TH:B-374	Sokol Z.	09:00 - 11:50 (h:2 - 4)	
E111103	Strenght of Materials II	T4:A1-505d	Vilímek M.	09:00 - 09:45 (h:3 - 3)	
E111103	Strenght of Materials II	T4:A1-505d	Mareš T.	09:45 - 12:15 (h:4 - 6)	
134ST01	Steel Structures	TH:B-374	Mareš J.	12:00 - 13:50 (h:5 - 6)	

4.

Registered courses not yet included in your schedule:

CODE OF SUBJECT	NAME OF SUBJECT
123MED	Material Engineering
123BM01	Building Materials

4. Close enrolment

After checking or modifying your registered subjects (and in certain faculties after creating a personal timetable) – see Sections 2 and 3 of this guide – you must confirm your enrolment of subjects (course registration). To do this, click the "Close enrollment" button, which is located on the *Enrolled subjects for semester* page – see Section 2.1.

1. After thoroughly checking your registered subjects and personal timetable (you must not have any conflicts marked in red), click the "Close enrollment" button.
2. After closing your registration, it will no longer be possible to add or drop subjects. If needed, please contact the Department of Academic Affairs ("Studijní oddělení") of the relevant faculty.
3. If your registration was closed successfully, then your "Enrollment closed" status will change to "YES". Please verify that this is in fact the case!

Note: If the button does not appear on the page, then your faculty does not require that registration be closed by the student.
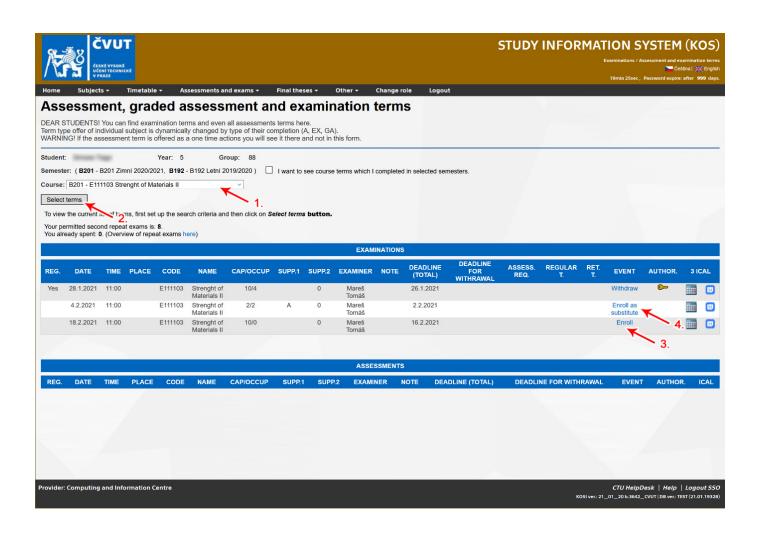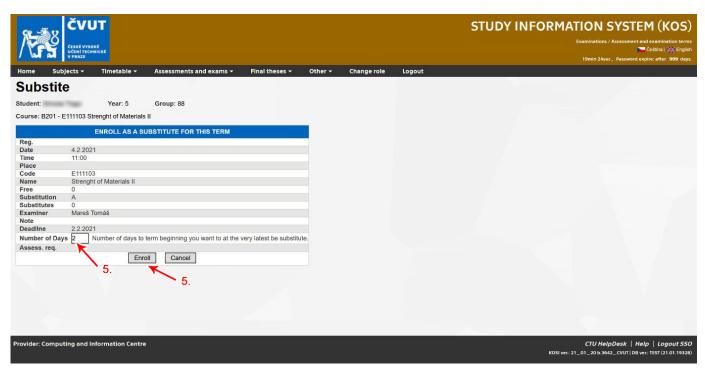

5. Registering for examination and assessment dates

You can view published dates for assessments, graded assessments and examinations by selecting "Assessments and exams dates" from the "Assessments and exams" dropdown menu.
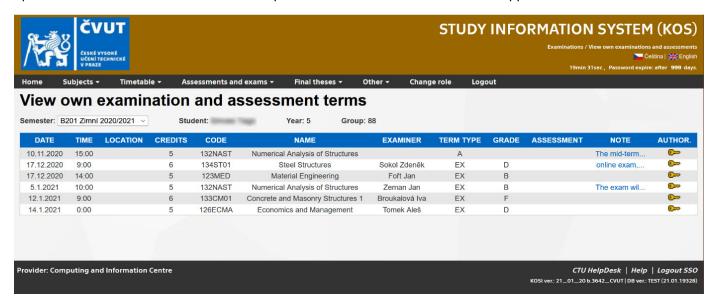
1. Select the subject for which you want to display published dates.
2. Use the "Select terms" button to display the published dates. If nothing is displayed, then no dates have been published yet for the subject in question.
3. You can register for an assessment, graded assessment or examination date by clicking the "Enroll" button. If your registration is successful, then the "Withdraw" option will be displayed next to the date. You can use this button to cancel your registration for this date (unless the deadline has already passed).
4. For certain dates which are currently full, you can place yourself on a waiting list by clicking the "Enroll as substitute" button. If another student registered for this date subsequently withdraws, then the first student on the waiting list will be automatically registered for this date.
5. * If you select "Enroll as substitute", the "Substite" page will appear. On this page, you can set the number of days prior to the examination date after which you no longer wish to be on the waiting list (you will be automatically withdrawn from the examination date) by entering a number in the "Number of days" field and pressing "Enroll". Example: The examination date is 27 January. You enter "2" in the "Number of days" field. On 25 January you will no longer be registered for the examination date – you will be withdrawn automatically by KOS.

Note: When registering for examination dates, please take note of the information in the "Note" column.

You can find an overview of all your registered assessment, graded assessment and examination dates (for the selected semester), including evaluations if applicable, by selecting the "Posted assessments and exams result" option in the "Assessments and exams" dropdown menu. The "Note" column will appear is this overview as well.

6. CTU cumulative academic results

You can access your cumulative academic results on the "Study results" page, which is available under the "Other" dropdown menu. In the form, you will see grades and ungraded assessments for individual subjects. You can print out your academic results in PDF format using the "Print study results" button located at the top right of the page.