Applications for recognition of courses for the winter semester of the academic year 2024/2025 can be filed through the study department from September 9, 2024, to October 7, 2024!

Applications for adding and deleting courses for the winter semester of the academic year 2024/2025 (after the closure of enrolment in KOS by the student) can be filed through the study department until October 7, 2024!

Application forms are available at the study department or at:
https://www.fbmi.cvut.cz/en/students/documents

In case of an **application for recognition** of courses from previous studies, the following documents must be attached:

1) student's record (booklet) or confirmed record of grades;

2) confirmed summary/abstract or subject syllabus.

In case of **recognition of courses**, *it is necessary to meet the time limit of 5 years from passing the course. The course must have the same or higher level of completion and a similar syllabus as the course at FBME, the grade* **must not be lower than 2 or C** *(according to the university grade scale and the transition table pursuant to article 11 of the Study and examination rules for the CTU students). Only courses from an equal level can be recognized 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 courses, it is necessary to write a breakdown of courses on individual recognition sheets according to the individual departments.**

If the student applies for **recognition of an assessment** (in case of a course enrolled as the **2 nd enrolment** and which is concluded by an assessment and an exam), the application form must be filed from September 9, 2024, to October 7, 2024, to the study department (the application form is for recognition of an assessment in case of 2 nd enrolment).

NÁM. SÍTNÁ 3105
272 01 KLADNO
CZECH REPUBLIC

+420 224 358 459
BRAUNDAN@FBMI.CVUT.CZ
WWW.FBMI.CVUT.CZ

IČ 68407700 | DIČ CZ68407700
BANK: KB PRAGUE 6
ACCOUNT NUMBER 27-7380010287/0100

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 course from previous studies:
- the student shall file a written application **from September 9, 2024, to October 7, 2024**, to the study department (application form for recognition of courses + enclosure - recognition sheet – individual recognition sheets for each department),
- the study department will pass on the recognition sheet to the secretariat of the department which supervises the course,
- the secretariat of the department will arrange that the tutor who oversees the given course assesses it,
- the secretariat of the department will return the application to the study department together with the opinion of the tutor within 14 days at the latest, it will then be passed on to the Vice–Dean for pedagogy for his opinion,
- the study department responds to the student and if the course is recognized, the study department records the result in KOS,
- the student is obliged to check the record in KOS without undue delay and immediately contact the study department in case of non-compliance.

If a student applies for recognition of an assessment (in case of a subject enrolled as 2 nd enrolment and which is concluded by an assessment and an exam):
- the student shall file a written application **from September 9, 2024, to October 7, 2024**, to the study department (application form for recognition of an assessment in the case of 2 nd enrollment, a separate application for each course),
- the study department will pass on the application to the secretariat of the department which supervises the course,
- the secretariat of the department will arrange that the tutor who oversees the given course assesses it,
- the secretariat of the department will respond to the student by email within 14 days at the latest,
- the secretariat of the department will immediately hand over the application with an opinion to the study department for files,
- the secretariat of the department, in case of recognition, records the result in the KOS,
- the student is obliged to check the record in KOS without undue delay after receiving the email and immediately contact the study department in case of non-compliance.

Note: Due to this recognition process, it is necessary for the student to start attending the course from the beginning of the semester and then either continue or not after receiving the result. Failure to do so puts the student at risk of sanctions due to failure to comply with the requirements for granting the assessment.

NÁM. SÍTNÁ 3105   +420 224 358 459   IČ 68407700 | DIČ CZ68407700
272 01 KLADNO   BRAUNDAN@FBMI.CVUT.CZ   BANK: KB PRAGUE 6
CZECH REPUBLIC   WWW.FBMI.CVUT.CZ   ACCOUNT NUMBER 27-7380010287/0100

If a student applies for adding or deleting a course:

- the student shall file the application to the study department (for adding or deleting courses) **by October 7, 2024,** at the latest as follows:
    - in writing by post (application with signature in own hand),
    - in person at the study department during office hours,
    - or electronically - scanned application with signature in own hand as an attachment to an email sent from the student's faculty/university email account,
- in KOS, the course enrolment will be edited by the study department,
- the student enrolls the course in the schedule in KOS (if added)
- the student is obliged to check the KOS record immediately and in case of inconsistency of the enrolled courses, to contact the study department immediately.

NÁM. SÍTNÁ 3105
272 01 KLADNO
CZECH REPUBLIC

+420 224 358 459
BRAUNDAN@FBMI.CVUT.CZ
WWW.FBMI.CVUT.CZ

IČ 68407700 | DIČ CZ68407700
BANK: KB PRAGUE 6
ACCOUNT NUMBER 27-7380010287/0100