Czech Technical University in Prague, Faculty of Architecture
Diploma Project Procedure Spring Semester 2016/2017 / ARCHITECTURE

1/ Application Form for the Diploma Project / 16. 2. 2017 (date of the semester initiation 20. 2. 2017)

2/ Diploma Project Assignment (at latest 2 weeks after the semester initiation, the assignment signed by the head of studio has to be handed over to the study administration, attm Ms Křenová for the Dean’s signature). The assignment approved by the Dean will be archived in the original as an attachment to the State Final Examination protocol and in a copy handed back to the departments - Diploma Projects leaders – students. A scanned assignment will be an inseparable part of the diploma project portfolio as well.

3/ Submission / 26. 5. 2017, 9:00 - 12.00 in room 152
Timely submission of the project will be certified by the rubber stamp of the study administration.

The “Diploma Project” means a set of the following parts:

*2 x book / portfolio of the recommended format A4. (Attention - The format is different than in the preceding semesters!)
If you need format A3, choose double-sided print and an adequate binding, and when unfolding the book you will obtain this format for your disposal.

The portfolio is handed in in two copies (1 x for the departmental archive and 1 x for the central faculty archive). The book specification: see attachment 03_DP_book_portfolio

*drawings, prescribed drawings of total area 4xA1 are intended for the needs of the common diploma projects exhibition and also contingently for those of the project defence, see attachment 03_DP_exhibition poster

4/ Taking over the DP by the DP leader
At latest on Mon 29. 5. 2017, the DP leader will decide on awarding / not awarding the assessment. The awarding of the assessment allows the student to sit for the DP defence. If the student does not obtain assessment, he/she will apply for the DP in the following semester. If the student obtains assessment, he/she has the right to defend his/her DP.

5/ Submission of models and 2xCDs at departmental secretarial offices / 2. 6. 2017 from 9:00 until 12.00
*model specified by the assignment
*2xCD including: pdf of the book / portfolio, drawings in printing quality, especially the saved visualizations / photo of the model in printing quality 300dpi and viewing quality 72dpi. 1xCD will have been delivered by the secretarial office to the study administration to Ms Křenová by 23.1. 2017.

The CD front-page shall be provided with a photo of the model, title of the Diploma Project, name of the diploma student and the leader of the Diploma Project. The second CD is archived at departments / heads of departments. Timely submission will be certified by departmental rubber stamp on each part submitted.

6/ Publication of Diploma Projects / by 9.6. 2017
The student is liable (in coherence with par. §47b Law N. 111/1999 Collection of Laws, Law on Universities in valid wording Duty of Diploma Work Publication) to publish his/her Diploma Project, i.e.:

a) on the faculty website in the stipulated form at latest 5 days before the defence date.
(considering necessary supervision and solution to potential technical problems the deadline for diploma students has been shifted forward by 1 week). Failure to comply with this duty will impede the student’s participation in the defence of the Diploma Project. The website has to be generated by the head of studio after logging in on the faculty website. The system will send the student an e-mail with the reference. For publication of the Diploma Project the student must have an active password into the KOS system. (We notify both heads of department and students that the password has to be renewed 1x per year.

7/ Reviews
The DP leader proposes an opponent – a pedagogue from another faculty or specialist from practice. The student has the right to be acquainted with the reviews of both the DP leader and the opponent 3 days before the defence date at the latest. The reviews have to be published within this deadline on the faculty website and in the KOS system as well.

8/ Defence / 14. 6. 2017 9:00
All students have to be present at the defence opening in the room determined in the defence harmonogram. (for disposal cc. 14 days after handing in the DP). The students submit the handed-in set of works for defence:

*written and signed reviews by the DP leader and the opponent
*contingently presentation ppt, pdf prepared for defence, further drawings (technical assurance has to be coordinated with the secretaries of particular boards)

In the defence conclusion, the student becomes acquainted with the result, with the total result of the State Final Examination and with the total result of study. If the student has not defended the DP, the board will recommend further procedure (extent of elaboration) to the Dean. The student will not file a new application for DP, but he/she will amend the project according to the Dean’s decision and defend it again in the following semester. Providing refreshment during the DP defence is not the students’ duty.

9/ Exhibition 15. 6. – 28. 6. 2017
Exact installment instructions including the exhibition plan and dates will be issued by the defence date. (Students will ensure the installations themselves on the prearranged panels. Installation materials and thumbtacks are ensured). Advance notice: observing the format and placement of the exhibition panels is necessary.

10/ Graduation Ceremony
The festive graduation ceremony of the students having successfully defended their DP will take place in the Betlémská kaple (Bethlehem Chapel) in the morning of 28. 6. 2017. A graduate who wants to take part in the graduation ceremony has to certify his/her participation by 21.6. 2017 at the FA study administration with Ms Křenová, where he/she will also receive written information on the graduation procedure. Without the participation certification, the ceremonial awarding of diplomas to particular graduates cannot be ensured!