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REGISTRATION TO STUDIOS
INFORMATION FOR STUDENTS
SS 2023/2024

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0. INTRODUCTION

For the academic year 2024/2025, we are preparing a new system of application to studios. The aim is that all students will have similar opportunities and a better chance of getting into a studio they prefer. We want to improve the situation for students who are not accepted into a studio in the first round. And we aim to make things clearer overall for students, teachers and faculty management. One of the principles is that students must choose their preference of studios..

We are launching the first part for the summer semester 2023/2024. The selection process for the studios will remain the same as before, but students will choose the studios, including the assignments, electronically via an application on the faculty's website. At this point, the preferences themselves serve only as helpful information for the studio head and as important data for the school management. Assignments continue to be officially presented at a joint presentation on 12. 2. , followed by acceptance meetings in the studios.

Thank you for your help and patience in this first phase. It will help us to fine-tune the whole system so that we can start the 2024/25 academic year with a fully functional and reliable registration process. .

1. TO WHOM IT APPLIES

- For Architecture, Urbanism and Landscape Architecture studios
- Does not apply to Design studios
- Does not apply to Diploma Seminar and Project, where the process is the same as before, i.e. no need to apply via the web application

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2. MAIN PRINCIPLES

- The application process for students to the studios will be two rounds. If a student is not selected for a studio in the first round, he/she will have the opportunity to repeat the process in the second round.
- Joint presentation of studios remains
- If the student does not apply for a studio via the web application and does not indicate the studio as one of the preferences, he/she will not be enrolled in that studio
- If you have already agreed with your studio head that you will be accepted into the studio, you must still apply to the studio via the application. The agreement with the head is of course valid.
- The method of selecting students remains as before, whether the studios select students by portfolio, first come, first served, by lottery or by other means.

3. PROCEDURE

1. ROUND

5. 2. – Posting of studio assignments on the FA website / by 24.00

7. 2. – opening the application for logging into the studios on the web

Registration will be done through a web interface, similar to uploading studio work to a web gallery. The interface will be open until 4.45pm on Monday 12. 2., there is no need to log in as soon as it opens - you have time to think about the listed studio assignments and the joint presentation of the studio assignments. The order of entry does not play a role and will not play a role in the future.

7. 2. – 12. 2. – applying to studios

In the web interface, you will select the studio course you need to take, a minimum of 3 and a maximum of 5 studios that offer this course in which you would like to take the semester. You rank the studios according to your priorities. You also now have the option to upload your portfolio to your profile. Detailed video instructions can be found here.

- Please list preferences for a minimum of 3 and a maximum of 5 studios
- If you need to take two or more studios, repeat the process as necessary
- If you do not submit your selection, it will remain saved under your profile and can be changed. Once you submit it, no further changes will be possible.
- If you do not log in to a studio via the web application and specify a studio as one of your preferences, you will not be enrolled in that studio

MO 12. 2. – joint presentation of studio assignments / 12.30 – 13.50 hod

The joint presentation of the studios will take place in the 107 Janák lecture hall or via the 107 Janák stream.

MO 12. 2. – uclosing the application for registration to the studios / 16.45 hod

MO 12. 2. – 1st round of meetings in studios / after joint presentations

After the studio presentations, meetings will take place in the studios as you are used to, according to the schedule of each studio. The dates of the meetings are listed on the studio website. Meanwhile, the method of selecting students remains the same as before, whether the studios select students by portfolio, first-come, first-served, by lottery, or by other means. At the time the application closes, the teacher will have a complete list of students applying to the studio, including their stated preference. From this list, the teacher will select and enroll specific students.

The first round of enrolment closes on 13. 2. 2024 at 23:59. Enrollment must be completed by signing the enrollment sheet by this date. According to these enrollments, the website will be updated for full enrollment. .

2. ROUND

WED 14. 2. – opening of the application for the second round of studios
The application process will be similar to the first round. The system will only offer studios whose capacity has not yet been filled.

WED 14. 2. – closing of the application for the second round / 24:00

od 15. 2.– second round of studio meetings

The second meetings will take place according to the schedule of the individual studios, no later than 19. 2. 2024. The date of the meetings will be listed on the studio website. The teacher will have a new list of students applying to the studio for the second round, including stated preference.

4. CONTACT
If you have any problems, please do not hesitate to contact pr@fa.cvut.cz.
If you are not accepted into any studio after the second round, please contact the Vice Dean for Education: srubar@fa.cvut.cz. We are sure to find a studio for you to be accepted to.