



Czech Technical University in Prague, Faculty of Architecture

DIPLOMA PROJECT PROCEDURE WS 2024/2025

MASTER'S DEGREE ARCHITECTURE AND URBANISM

1/ Application Form for the Diploma Project by 19. 9. 2024

2/ **Diploma Project Assignment** by 19. 9. 2024, the assignment signed by the head of studio is to be submitted to the International Office, to the coordinator Kristýna Sedlaříková MA for the Dean's signature). The original of the assignment approved by the Dean will then be archived as an attachment to the State Final Examination protocol and a copy handed back to the departments, Diploma Project supervisors, and students. A scan of the assignment shall be an integral part of the diploma project portfolio as well.

3/ **Submission of the electronic version of DP until 13. 1. 2025 until noon to the KOS system** (pdf of DP sails up to 50 MB + pdf of DP portfolio without photos of the model up to 50 MB, - illustrative image in JPG format up to 50 MB (without this image the import will not take place the project into the faculty web gallery), instructions for publication can be found on the FA website in the document "Publication of Diploma Project in the KOS system". The gallery for the public will then be in the digital library at dspace.cvut.cz.

4/ **Submission of the printed version of DP on 13. 1. 2025 from 9 am to 12 / noon at the relevant department.** Timely submission of the project will be confirmed by the stamp of the relevant department.

The following sections will be submitted:

- **2 x book / portfolio of A4 format size**

If you need A3 format, choose double-sided print and an adequate binding. Have this format available when the book is opened.

The portfolio is submitted in two copies (1x is handed over by the faculty together with the drawings after stamping for evaluation to the supervisor of DP and 1x after stamping by the graduate is handed over to the opponent of the DP). For book details see 03_DP_book portfolio

- **Drawings (panels)**

The required drawings of a total area of **4xA1** are intended for the project defense and the exhibition of the collective diploma projects.

For specification of the drawings, see the 04_DP_exhibition poster

The drawings will be submitted in a labelled tube or box (label with the name of the diploma student, the DP supervisor and DP title).

- **model – specified by the assignment.**



5/ DP acceptance by the DP supervisor

By **Friday 17. 1. 2025** the latest, the DP supervisor will decide on awarding / not awarding the credit. The awarding of the assessment is a prerequisite for the DP defense. If the student fails to obtain the credit, he/she will apply for the DP in the following term. If the student obtains the credit, he/she is entitled to defend his/her DP.

6/ Reviews

The DP supervisor proposes an opponent – a teacher from another faculty or an expert practicing in the field.

The opponent's name must be determined, at the latest, upon the submission of the printed DP on **13. 1. 2025**. The student is entitled to become acquainted with the reviews of both the DP supervisor and the opponent 5 days prior to the defense date at the latest. The reviews must be published in the KOS system as well. The DP supervisor review is entered into the KOS system by the DP supervisor; the opponent review is entered centrally by the Faculty.

7/ Defense 4. 2. 2025 at 9:30 am

All diploma students must be present at the diploma project defense opening in the room given in the defense schedule (available approx. 1 week after the submission of printed DP). The graduates participate in coordination with the secretaries and guarantors of the relevant commissions in the preparation of the room the day before the defenses. The graduate will prepare for the defense:

- 1) his/her DP drawings (panels) – to be collected by the student from the DP supervisor
- 2) his/her 2 DP portfolios – to be collected by the student from the DP supervisor and the opponent
- 3) further obligatory attachments stipulated by the assignment – the model
- 4) original of the DP supervisor review with the assessment proposal signed by the DP supervisor
- 5) original of the DP opponent review with the assessment proposal signed by the DP opponent
- 6) his/her presentation for the DP defence for 10 minutes

At the end of the defense the student is informed of the defense result, the overall State Final Examination result and the overall study result.

If a student fails to defend his/her DP, the committee shall recommend further steps to the Dean (the extent of adding to or revision of the DP). The student does not apply for a DP again; he/she adds to or revises the project depending on the Dean's decision and defends it again in the following term).



8/ Exhibition should take place on 4. 2. – 11. 3. 2025

Diploma graduates will receive precise installation instructions, including the exhibition plan and dates, from the PR department of the FA CTU on the day of the defence at the latest.

9/ Graduation Ceremony should take place on 6. 3. 2025

The graduation ceremony for graduates who successfully defend their diploma project will take place on 6. 3. 2025 in Bethlehem Chapel. If graduates wish to attend the graduation ceremony, they must confirm their attendance at the Study Department no later than 27. 2. 2025. At the same time, they will receive written information about the graduation ceremony.

Without confirmation of participation, it is not possible to arrange the ceremonial awarding of diplomas to individual graduates.

In Prague 10. 10. 2024

RNDr. Jiří Šrubař, Ph.D., Vice-dean for Education