

Diploma Project Procedure Spring Semester 2017/2018

STUDY PROGRAMME ARCHITECTURE AND URBANISM

1/ Application Form for the Diploma Project / by 15th February 2018 (term start date 19th February 2018)

2/ Diploma Project Assignment (within 2 weeks after the start of the term, the assignment signed by the head of studio is to be submitted to the Study Administration Department, attn. Ms Křenová 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 / 25th May, 9a.m. – 12noon, room no. 112/113 (different room than in previous terms!)

Timely submission of the project will be certified by a stamp of the Study Administration Department. The "Diploma Project" involves a set of the following parts:

- **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 (after being stamped it is handed over by the Faculty 1x together with drawings to the diploma project supervisor for assessment and after being stamped it is handed over 1x by the student to the thesis opponent). For book details see [03_DP_book portfolio](#)

- **Drawings**

The required drawings of a total area of **4xA1** are intended for the project defence 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).

4/ DP acceptance by the DP supervisor

By Monday **28th May 2018** the latest, the DP supervisor will decide on awarding / not awarding the credit. The awarding of the assessment is a prerequisite for the DP defence. 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.

5/ Submission of models and 2xCDs at departmental secretarial offices / 1st June 2018, 9a.m. – 12noon

- **model** specified by the assignment
- **2xCD** including: a pdf of the book / portfolio, drawings in print quality, visualisations saved separately / a photograph of the model in 300dpi printing quality and 72dpi viewing quality. 1xCD will be delivered by the secretarial office to Ms Křenová, Study Administration Department **4th June 2018** at the latest.
- **1 CD shall be provided with a front-page showing a photo of the model, title of the Diploma Project, name of the diploma student and of the DP supervisor.** The second CD is archived at individual departments / heads of departments. Timely submission will be certified by a departmental stamp on each part submitted.

6/ Publication of Diploma Projects in the KOS system by 1st June 2018 – public gallery in the digital library on [dspace.cvut.cz](#)

The student is obliged (in accordance with Section 1(47b) Act No. 111/1999 Coll. On Higher Education Institutions as amended, Duty of Thesis Publication) to publish his/her Diploma Project in the KOS system. For details and instructions see [06_DP_Publication_in_KOS-system](#)

Unlike the previous terms the duty to publish the diploma project on the faculty website has been abolished.

7/ Reviews

The DP supervisor leader proposes an opponent – a teacher from another faculty or an expert practising in the field. The opponent's name must be determined upon submission of the DP on the 25th May 2018. The student is

entitled to become acquainted with the reviews of both the DP supervisor and the opponent 3 days prior to the defence 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.

8/ Defence / 13th June 2018, 9a.m.

All diploma students must be present at the diploma project defence opening in the room given in the defence schedule (available approx. 2 weeks after the DP submission). In cooperation with the secretaries and guarantors of the relevant committees, students take part in preparation of the room one day before the defence. For the defence, the student will prepare the following:

- 1) his/her DP drawings – to be collected by the student from the DP supervisor (after the defence the student provides one portfolio for the DP exhibition, after the end of the exhibition – 27th June 2018 – he/she collects them from the exhibition)
- 2) his/her DP portfolio – to be collected by the student from the DP supervisor (after the defence the student installs them at the DP exhibition, after the end of the exhibition – 27th June 2018 – he/she collects it from the exhibition, the second portfolio is handed in to the committee secretary for archiving at the Faculty)
- 3) further obligatory attachments stipulated by the assignment – the model – to be collected by the student at the administration office of his/her DP studio department
- 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 10-minute DP defence presentation

At the end of the defence the student is informed of the defence 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). Students are not obliged to provide refreshments during the defence session.

9/ Exhibition 14th – 27th June 2018, exhibition opening on 14th June, 2p.m.

The plan of the exhibition will be published on the defence date. (Students prepare the installations themselves on prearranged panels; drawing pins will be provided) Advance notice: the specified format and placement of the exhibition posters must be observed.

The exhibition opening takes place in the atrium of the Faculty of Architecture on Thursday the 14th June 2018 at 2p.m. The diploma students will collect their projects from the exhibition on the day of the graduation ceremony on the 27th June 2018, or, by 12noon of the 28th June 2018 the latest, hereafter the projects will be destroyed.

10/ Graduation Ceremony

The festive graduation ceremony of students who have successfully defended their DP will take place at the Betlémská kaple (Bethlehem Chapel) on the morning of Wednesday **27th June 2018**. Graduates who wish to take part in the graduation ceremony must confirm their participation **by 20th June 2018** at the latest at the FA Study Administration Department with Ms Křenová, where they will also receive written information on the graduation procedure.

Without participation confirmation, the ceremonial awarding of degrees to individual graduates cannot be organised.

In Prague on the 16th February 2018

prof. Ing. arch. Irena Šestáková, Vice-Dean for Education / Ing. arch. Veronika Kastlová, Master Study Coordinator