

Czech Technical University in Prague, Faculty of Architecture  
**3/ Specification of the DP PORTFOLIO-BOOK**  
Summer semester 2017/2018

Alternative specifications in grey colour after the slash are relevant for the branch of Design.

The following text includes essential rules for a university diploma work elaboration, i.e. a work at the academic level. Such a diploma work (project) has to correspond with a series of aspects as regards the content and the form. Therefore you should consider this text not only as a “guide” during the elaboration of your diploma project and its formal structure but also as a tool for the subsequent checking of the DP final version (so that nothing could be omitted). However, the stated elements should not be understood as dogma. It is a basic framework, which can / has to be interpreted and flexibly adapted to a particular project, to its thematical content and to the approach to it.

In the diploma project, the student is required to master the academic techniques of a scientific report, particularly the scientific verbal style, clear and obvious structuring, coherent structure of the project and the argumentation used. Correct expression in the mother tongue and mastery of a well-arranged and adequate graphic shape of the project are presumed as well. The resulting shape of the document shall be legible, understandable and comprehensible even without verbal explanation. The diploma project should show the student’s ability of a creative – conceptual and professional approach to the elaboration of the given issues.

#### **CONTENT PARTS OF DP**

The report should not contain only the technical data and description of the project solution which are obvious from the drawings. It should also explain the concept intention, the objectives determined, the success of the objectives fulfilment etc., in the usual hierachical structure – from the concept, through the total solution intention description, to the particular information on partial sections of the project, from large scale to detail etc.

#### **Definition of the Basic Design Issues – the Project Ambition**

The definition should clearly show how the four basic terms of academic work are represented here: *definition of the project (assignment) – subject (issue) of the research and design – methodology of work – reflection.*

The introduction should include the description of the project thematical area, manner of work, chosen methodology and a brief summary of the design process. The intention is to enable the confrontation between the afore-set process of the diploma project and its conclusion.

#### **Analytical Part**

The analysis means the collection of all necessary information and data concerning both the particular situation and the issues of the reference projects, study of information and the planned documentation on all scale levels /used technologies, SWOT analysis, detection of spatial/ergonomic and functional problems, search for the potential of the given place and assignment, etc. However, analysis also means the processing of this information in a manner providing as complete a picture of the given locality/thematical area as possible. A principle is that the analysis has to be purposeful, i.e. that it is necessary to collect only the information relevant to the formulated ambition of the project. The analysis is also a repetitive process, which means that during the design process it is often necessary to gain further and further information to “put the design forward.”

Note\_ the analytical part is usually the content of the pre-diploma seminar and it is useful to revise this part, summarize it in the diploma portfolio, under the presumption of clear separation of these parts. It is always valid that the student has been assigned one of the two unknowns. He gains the other at the beginning of the diploma project as such.

For architecture, the couple of unknowns is usually typology and locality / for design the subject of the diploma seminar is a general product, group of products and the DP assignment is a specified task.

**Interpretation / determination of main trends:**

The output of the analysis shall always be interpreted. Here the creative process itself starts (although the manner of the analysis can already be very creative), individual “reading” of the space / design, its qualities and problems and possibilities of its development.

**Formulation of the Vision:**

From the project assignment itself, from spatial analysis / research and from the interpretation of the possibilities of the locality / assignment the vision of the future development of the given territorial whole / project is derived. Finding specific regularities in the given space / thematic area is the biggest step in the formulation of the optimum development perspective / intention of the project. On the basis of several hypothetical development models, the conceptual starting points – visions of development / definition of future alterations and strategies of the design development, key areas solved in the future design are defined.

**Testification of Variants:**

The resulting vision of the development can be elaborated in a series of spatial variants and scenarios – research by design. In this stage of the research, these variants are mutually confronted and evaluated. The optimum scenario is then the basis of the development concept.

**Synthesis – Resulting Design:**

The development concept is elaborated into a particular design. The methodology of “research by design” means that during the process, we permanently carry out research into the manner of how various urban structures react to the designed interventions and into the consequences of these interventions on its immediate and wider surroundings / particular designed parts and how they influence the resulting whole.

This methodology thus means a permanent link between the design and analysis and interaction among various levels and scales / solutions. The design will include the basic description of the product design itself: aesthetic aspects, ergonomic aspects, materials and technologies, environmental aspects, target customer, moral vitality of the product, harmony of category and appearance.

**Reflection:**

This means a critical evaluation of the student’s own project, its basic definitions, comparison with the original ambitions, retrospective view of the design process and the final result. At the same time, the elements which situate the project in a wider perspective of architecture / design, both contemporary and future trends are introduced and its relation to similar reference projects / products. It is also important to describe how the work on the project contributed to the extension of the student’s professional horizon and what learning he/she has gained from the project. The applied methodology of the design is evaluated as well.

**FORMAL NECESSITIES OF THE DP BOOK/PORTFOLIO****\*Recommended format A4.**

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.

**\*Student’s Declaration**

\*scanned DP assignment signed by the DP leader and the Dean of FA.

The Assignment and the Declaration have to be included both in the book/portfolio and in the CD.

**\*Introduction and Assignment**

The introductory part of the diploma project is very important because it introduces the reader / evaluator into the issues elaborated. It includes the officially approved Assignment of the Project and a personal Ambition of the Project-Design, formulated by the author (student) (best expressed by a clear title or metaphor, which clarifies the project objectives). At the final evaluation, it is important to confront the outcoming criteria and objectives with the achieved solution and the manner/process and measure of achievement of the determined research and design objectives. Situating the diploma project in context with contemporary theoretical discourse is also clearly positive and interesting. The Introduction also offers space for the explanation of the personal approach to the solution of the given issues.

**\*Content**

This covers clarification of the diploma project structure and demarcation of the separate preceding stages of the project (e.g. analyses from the pre-diploma seminar).

**\*Text, Illustrations, Drawings****\*Bibliography**

A diploma project at the academic level has to be founded on the study of professional literature and further information sources. When using quotations or reference graphic materials (photographs and other graphic files and images) we always have to state their source, i.e. by a direct reference or number referring to the list of literature and further sources. This list is arranged:

\_in alphabetical order according to the author stated in the first place

\_if the author is not stated, in alphabetical order according to the first word in the title

\_at publications: the author, date and place of issue, title and ISBN number have to be stated.

\_at a part of a publication or article: the author, date, title, part of the book or title of the article, page have to be stated.

In Prague 7. 2. 2018

prof. Ing. arch. Irena Šestáková, vice-dean for education

Ing. arch. Veronika Kastlová, master study coordinator

Further references: ČVUT Metodický pokyn č. 1/2009 O dodržování etických principů při přípravě vysokoškolských závěrečných prací (CTU Methodological Instruction n. 1/2009 On Observation of Ethical Principles during the Preparation of University Final Theses)