



## **Study Registration**

### **Doctoral Study Programme in English**

#### **Admission documents submission and contract conclusion**

Following the issue of the admission certificate, candidates and the Faculty of architecture can conclude the Study Contract. In the case that the candidate's admission was conditioned by the submission of documents, he/she has to submit these documents at least by the day of the contract conclusion. The date of the contract conclusion has to be at the latest one week before the beginning of the Academic Year, respectively one week before the relevant Winter Semester initiation. The contract covers the full length of four academic years of full-time doctoral study programme, respectively five academic years of combined doctoral study programme.

The commencement of the academic year, hence the contract conclusion time, is usually held around the middle of September of every academic year. The exact date is annually updated on the faculty website in advance: <https://fa.cvut.cz/En>

In the contract conclusion procedure the candidate is obliged to:

1. hand in proofs of identity, i.e. passport(s), identity card(s), to be checked and photocopied
2. provide her/his personal data for the electronic system of evidence, add a signed and dated protocol in case her/his personal data have been updated
3. supply one colourful document photographs of the format 3,5 x 4,5 cm

#### **Semester registration**

The candidate who has signed the Study contract becomes a student of the English Doctoral Study programme at the Faculty of Architecture. Before the initiation of every semester the student has to be personally present at the Semester registration. The Winter Semester registration is held on the stated date every September and the Summer Semester registration is held on the stated date every February. The exact date is annually stated on the website of the English Doctoral Study at the Faculty of Architecture in advance: <https://fa.cvut.cz/En>

At the regular registration procedure the student is obliged to:

1. hand in the tuition fee payment document for the next appropriate semester; the tuition fee for each semester has to be paid before the commencement of the study in each semester
2. add a signed protocol in case her/his personal data have been updated
3. hand in the health insurance proof valid in the Czech Republic at least for the period of the next appropriate semester
4. hand in the print-out of Individual Study Plan drawn up and signed by the student and her/his tutor and updated for the period of the next semester, based on the duties fulfilled in the previous semesters

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Department of Science and Research  
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5. hand in the Doctoral Student's Evaluation Form filled in for the period of the precedent semester, approved and signed by the tutor, with research outcomes registered in the scientific results register (V3S system)

In case the student doesn't personally attend the Semester registration or submits apology, her/his study will be automatically terminated.

On the basis of regular registration the student is entitled to:

1. receive the study confirmation  
the official document called „Standard confirmation of admission to a study programme“ for the foreigner police office or standard Confirmation of studies
2. participate in the courses in the period of the next appropriate semester according to the updated Individual Study Plan
3. use the card for the university facilities  
entry to the buildings, payment in university canteens, library
4. participate in the internal research workshop for the 1st year and 2nd year doctoral students of the Faculty of Architecture (usually held in early autumn)

Admission and study documents submission, contract signing and study registration proceed through the Department of Science and Research at the Faculty of Architecture, office 150, ground floor of the Faculty of Architecture building, Thákurova 9, Prague 6 –Dejvice.

### Contact

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