STUDIO ENROLMENT — WS 2026/27
PROCEDURE FOR STUDENTS

1 INTRODUCTION

Studio enrolment at the FA CTU takes place through a web interface. You can find the deadlines in the detailed schedule. The application process for the final projects follows their own timetable; the link is available here.

2 WHOM IT CONCERNS

For studios of Master degree programmes in Architecture and Urbanism, Landscape Architecture and Design.
Registration applies to all studio courses, including the diploma seminar and final projects (diploma project).

3 MAIN PRINCIPLES

— Enrollment in studios is divided into three separate rounds, during which the process of submitting applications for any number of studio subjects and subsequent selection is repeated.
— If you do not log into the studio via the website, you will not be enrolled in the studio.
— Students are required to submit applications for all studio courses they intend to take in the winter semester of the 2026/27 academic year during the first registration round.
— Online submission of final projects is the only accepted form of submission. Paper applications are no longer submitted to the International Office.

Agreement with the diploma project head

— Registration for a diplom project and diploma seminar must be agreed in advance with the DP head.
— Diploma projects and diploma seminars are selected exclusively manually in the first round.

1st Round

— Allows students to submit exactly one application for each studio subject, and the selection is done manually by the studio heads.

2nd and 3rd Rounds

— The second and third rounds allow students to submit 5 and an unlimited number of applications, with students setting their preference order for each submission. In these rounds, students are assigned to a studio based on a lottery.

How it works:

— At the moment the application is launched, it calculates how many spots remain available in each studio after the manual selection process is completed. The remaining spots are first filled with applications where students indicated preference

no. 1 and then proceed to lower preferences. Among applications within the same preference level, students are selected randomly regardless of the subject until the studio capacity, subject capacity, or project capacity is filled.
— Within one studio subject, you can be accepted into only one studio.

4 ASSIGNMENT PRESENTATION

— Presentation of studio assignments will be via the website only.
— Along with the posted assignment, the teachers will announce how they will be selecting for the studio. Whether they will want to meet with the selected students, or when, or whether they will use only manual confirmation of the final projects and further selection by lottery.

5 REGISTRATION PROCEDURE

Before the Selection

— Your profile on the website stores the work you have uploaded during the studies at FA CTU + you have the option to upload a portfolio to present to the teachers.

1st Round

— In the first round, you choose one preferred studio.
— Teachers may invite selected students for an interview, meet those who will do the diploma projects.
— In the 1st round, teachers select a set percentage of the expected total number of students in the studio. The total number includes all students, including those applying for final projects and the diploma seminar.

2nd Round

— If you are not selected for a studio in the first round, you will procede to the second round.
— You choose 5 and an unlimited number of preferred studios.
— In the 2nd round, students are assigned to studios based on a lottery.

3rd Round

— If you are not selected for a studio in the second round, you move to the third round.
— You choose 5 and an unlimited number of studios with available capacity.
— In the 3rd round, students are assigned to studios based on a lottery.

6 DECISION ON ACCEPTANCE

— You will be notified of your acceptance/non-acceptance into the studio via the email listed in the Usermap, and on your faculty web profile.
— Studio enrollments are recorded into KOS by department secretariats after the 1st round of applications and during the week of 8 September 2026.
— Changing or deleting a registered studio in KOS is not possible. Checking the fulfilment of conditions and registration of DP in KOS at the International Office

— By order of the Dean: Registration for studio courses in the KOS system is handled by the department secretariats.
Students do not register for studio courses themselves in the system, nor are they authorized to modify existing registrations made by the department secretariat.
In particular, students are not permitted to withdraw from courses in the system.

7 WHAT IS GOOD TO KNOW

— If you need to take two or more studios, repeat the process as needed.
— The selection of your preferred studio remains saved under your profile and can be changed until the application is closed, see timetable.
— The result does not affect the order in which you apply for the studio, you can apply at any time during the application opening.
— Online submission of final projects is the only accepted form of submission. Paper applications are no longer submitted to the International Office.

8 CONTACTS

If you have any problems, please do not hesitate to contact us at:
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