



FACULTY
OF ARCHITECTURE
CTU IN PRAGUE

IN COM ING S

FA CTU GUIDE

*FOR MASTER DEGREE IN
ENGLISH STUDENTS*



FOREWORD

Dear Incoming students,

In this booklet, we present a short overview of our faculty building, the academic year schedule, the Architecture and Urbanism, Landscape Architecture and Design study programs, and some of the possibilities to enrich your stay and studies in Prague.

The FA International Office team is here to support you by discussing various ways to handle your needs whether by giving advice, explaining situations, offering solutions or contacting people. We can become your guides through no matter what problems you might face.

We hope you find this booklet helpful.

Your FA International
Office team

Welcome!

FA* CTU WEBSITE ~ UP-TO-DATE INFORMATION
ON EVERYTHING YOU NEED!

*FA = FACULTY OF ARCHITECTURE • CTU = CZECH TECHNICAL UNIVERSITY IN PRAGUE

contents

SYMBOLS OF ATTACHEMENTS



CTU Campus Plan



FA Floor Plan



QR Codes

- 01 ABOUT THE FACULTY—2**
 - Why study at the FA CTU?
 - About the Faculty Building
 - Faculty Building Opening Time
- 02 CONTACTS—3**
 - FA International Office
 - FA CTU Address and Bank Account
 - CTU International Student Club ISC
- 03 ABOUT THE ENGLISH STUDY PROGRAMS—4**
 - Admission Procedure
 - Nostrification
- 04 BEFORE ARRIVAL—5**
 - Visa
 - Health Insurance
 - Accommodation
 - Fees and Scholarships
 - Legal Framework—6
- 05 WHITE BOOK—6**
- 06 THE ACADEMIC YEAR—7**
 - Academic Year Calendar—8
 - Holidays and Vacations
- 07 AFTER ARRIVAL—9**
 - Arrival date
 - Registration
 - Signing the Contract
 - Orientation Week
 - Faculty Enrolment Day—10
 - KOS Database and CTU Password
 - Student CTU ID Card
 - Enrolling into a course
 - Faculty E-mail—11
 - Faculty WiFi
- 08 DURING THE ACADEMIC YEAR—12**
 - Communication Channels
 - Schedules (Timetables)
 - Study Plans and Credits
 - Courses, Lectures and Seminars
 - Design Studio Enrolment
 - Moodle Online Support—13
 - Computer and Modelling Rooms—14
 - Libraries
 - Mixing with Czech Students
 - Field Trips and Kruh
 - Design Studio Project Exhibition—15
 - Final State Examination
 - Diploma Defence Day—16
 - Graduation Ceremony
 - Yearbook
- 09 OTHER SERVICES—17**
 - Sports
 - Eating
 - Counselling and Czech Courses—18
 - Architecture Students Association
 - Medical Services and Emergencies
- 10 TRANSPORT AND PARKING—19**

01

ABOUT THE FACULTY

Many courses are offered to students of more than one program, and this mix of students creates an exceptionally rich and interesting learning environment.

Not every school is like ours. Sensitive and technical. Strict yet human. Theoretical and practical. Concrete, but warm. Honouring the past, but welcoming the future. Moreover, you will be hard put to find another place where you can experience the same intensity of encounters with the personalities that shape the direction of our architecture and design. Learning by doing is well-reflected in our vertical studios, where students of all years spend quality study time together.

Why study at the FA CTU?

CTU's long tradition of teaching architecture is based on exceptional personalities, and most of the heads of the design studios are practising architects. We have over a hundred students in our three English Master's and the Erasmus+ & Exchange programs every year and also employ foreign lecturers and visiting professors. Master degree in English students study in three existing programs: Architecture and Urbanism, Design and, since the 2021/22 academic year, also Landscape Architecture. Graduates of our Master's program in Architecture and Urbanism can practice in all EU countries. Through the Erasmus+ scheme, all master's and doctoral students, as well as teachers, gain international experience at schools abroad.

About the Faculty Building

Either as an architecture, design or landscape student, you all share the same beautiful new building, designed by the famous Czech woman architect Alena Šrámková. Built in 2011, it is a pleasant space to work in, meet colleagues or just spend time being

there. Once you enter the building, you do not feel vulnerable; you feel at home. It is large enough, with a clear floor-plan, three generous interior halls and plenty of space to work in privacy. On the ground floor, there are several lecture aulās holding 80-300 people. There are the study departments, the ArchiCafé and a cloakroom. The first underground level has modelling workshops and computer classrooms. The lower of the nine above-ground-floors all have ten studios, four classrooms with audio-visual equipment, meeting rooms, student lounges and a teachers offices; the top two floors have 17 two-storey studios. The numbers of rooms and halls correspond to the building floor levels: e.g. room no. 147 is located on the first above-ground floor, while room no. 648 on the sixth floor.

Faculty Building Opening Time

The FA CTU building is open on weekdays from 6:30 a.m. until 10:00 p.m. On Saturdays and Sundays, the building is open from 8:00 a.m. to 8:00 p.m., and staff and students sign in on the guest book at the reception desk.

WEEKDAYS 6:30 a.m. — 10:00 p.m.
WEEKENDS 8:00 a.m. — 8:00 p.m.

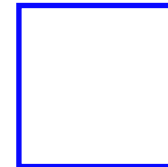


02

CONTACTS

FA International Office

The FA International Office is the reference point where you start and end your studies at the faculty. It is situated on the ground floor in room no. 147, in the Left Hall. Typically, there are two people working in the office. One of them is the Erasmus+ & Exchange coordinator and the other is the Master's degree study programs in English coordinator. Notice that they have different Office-hours for students so that you can speak with one of them in the office only. You can drop in and seek any general guidance that you may need during any of their office hours. In case you need to discuss something outside office hours, book a time slot in advance via e-mail.



FA INTERNATIONAL OFFICE CONTACT

internationaloffice@fa.cvut.cz, phone +420 224 356 224

Master degree study programs in English coordinator
Kristýna Sedlaříková, M. A.
kristyna.sedlarikova@fa.cvut.cz, phone +420 773 768 440

Erasmus+ & Exchange coordinator
Bc. Jarmila Vokounová
jarmila.vokounova@fa.cvut.cz, phone +420 606 767 208

Vice-dean for International relations
doc. Ing. arch. Irena Fialová
irena.fialova@fa.cvut.cz



FA CTU Address and Bank Account

Address
Faculty of Architecture CTU
International Office
Thákurova 9
166 34 Praha 6 – Dejvice
Czech Republic

Bank details
IČ: 68407700
Komerční banka, a.s.
Dejvická 52, 160 00 Praha 6
č.ú.: 19-5505650247/0100
IBAN: CZ 6601000000195505650247
SWIFT (BIC): KOMBCZPPXXX

CTU International Student Club ISC

The ISC people contact incoming students at the beginning of a semester and give you necessary guidance. If you want to meet Czech students, take part in various university events, go on different weekend trips, get advice concerning banks, phones, Czech culture, etc., you should definitely contact the ISC. All of that and more can be found at their ISC CTU in Prague website. The history of the ISC goes back to 1999 when two Czech students returned from their exchange in the USA and, in cooperation with the CTU International Office, established the International Student Club and started its core activity: ISC Buddy Program.

03

ABOUT THE ENGLISH STUDY PROGRAMS

One of the fundamental principles of the study programs at the Faculty of Architecture is a balance between a major proportion of design studio education and compulsory or elective artistic, humanities and technical courses. In this regard, the programs are fully comparable and compatible with the best European architecture schools.

All essential information and more can be found at the [FA Admission procedure website](#).

Admission Procedure

The prospective student submits his or her electronic application form via the faculty webpage and also by post together with other documents. The application period for the English Master's Degree Study Programs for non-EU applicants starts in the middle of February and runs until the end of March. The application period for EU applicants starts in the middle of April and runs until the end of May. The admission procedure for all English Master's degree study programs includes an entrance exam, consisting of a committee, named by the Dean, examining the submitted documents and portfolio.

Nostrification

Students who do not have a notified education within the EU in the same or a related field apply at the CTU for [Nostrification](#), which is the process of validating previous (bachelor-level) foreign university education and qualifications, required by the Czech law. Application forms for Nostrification are accepted only via post. The Nostrification fee was CZK 3 000 (approx. EUR 120) in 2019-20. The process of Nostrification may take up to 30 days.

Every November and June you can visit the faculty during the [Open House Days](#).

04

BEFORE ARRIVAL

Obtaining a visa for study purposes can take up to 60-90 days

Visa

Most non-EU students have to apply for visas to enter and study in the Czech Republic. All essential information and more can be found at the [Study in Prague](#) website. You can also contact the [ISC Visa coordinator](#). Please note! When you apply for a visa, the Czech foreign police and Czech consulates require proof of your health insurance, valid in the Czech Republic, before they issue the visa.

Health Insurance

For students from the EU, it is necessary to have an European Health Insurance Card (EHIC) with confirmation from Pojišťovna VZP (public health insurance system in CR). [Students from non-EU countries are required to have health insurance from Pojišťovna VZP](#). The essential documents can be found [here](#). The original contract has to be written in the Czech (or you have to obtain a certified translation into Czech). The International Office should be informed about any health condition that should be on record (e.g. diabetes).

Accommodation

Thousands of CTU students are accommodated in one of the many CTU dormitories each year. Each new student is offered a place/bed. The accommodation is basic, mainly in shared double rooms, it is not possible to apply for a single room at the beginning of the year, there may be a room available later during the academic year. If you need to live on your own, there is an option of getting a double room in a dormitory for 1½ times the price for a bed in a double room or you can rent your independent accommodation on the open market.

The allocation of rooms in CTU dormitories is not the responsibility of the faculty nor of the [FA International Office](#). It is the remit of the [SUZ CTU Dormitories](#) and we can only help you with communication. We recommend that you visit the CTU website for incomers. It gives you a fast overview of the process, contacts, prices as well as the regulations and rules that you must follow when you stay in the university dormitory. The [ISC Dormitories](#) website also gives you valuable information. Please note! Once you occupy a place at a dorm, your dormitory accommodation agreement includes a considerable penalty if you decide to move out without giving the required notice.

Fees and Scholarships

Studies in English are subject to [Tuition fees](#). The tuition fees of the Architecture & Urbanism Master's Study in English for the 2019-20 academic year were CZK 132 000 (approx. EUR 5 100, USD 5 800), payed once or twice yearly. In the event that the fee is not paid before the beginning of the semester, the student cannot be enrolled into it. For the following two scholarships during your studies you may apply through the FA International Office, if you are eligible for them. The payments are sent automatically to your [Czech bank account](#) number that you have registered with the [KOS](#). [We can send scholarship payments only in CZK and only to a Czech bank account number.](#)

Students register into a dormitory through the [SUZ Accommodation application website](#).



BEFORE ARRIVAL

More information including application forms can be found on [FA Scholarships website](#).

CTU Scholarship for English Program Students

The scholarship is intended for foreign students who are studying a Master's study program at CTU and who display qualities that entitle them to the [CTU Scholarships](#) award. The application has to be submitted after the completion of the first year through the FA International Office and approved by the Dean.

FA Merit Scholarship

A full-time student who has studied in the standard period of study and has a weighted average of less than or equal to 1.50 after the first year is eligible for a merit scholarship. The detailed conditions for awarding

a merit scholarship at the FA are stipulated by a Dean's Decree. If the applicant is not a CTU student in the current academic year, he or she is not entitled to a scholarship for results from the previous academic year.

Legal Framework

It is understandable that there are [Study regulations](#) at our school which students are obliged to follow. We highly recommend that you become familiar with them. Among the most essential sets of rules are [Code of Ethics of CTU in Prague](#), [CTU Rules of Residence](#) and [CTU Study and Examination Rules](#).

05

WHITE BOOK



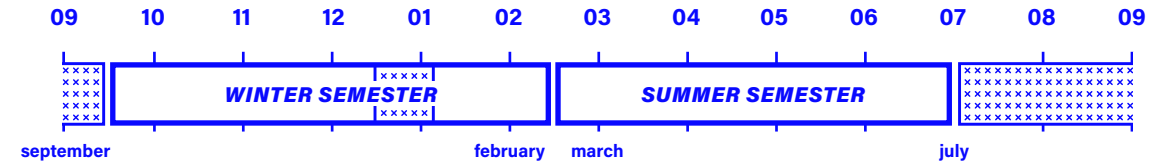
The White Book is the bible of your studies.

The [White Book](#) (Bílá kniha) contains detail information about all study programs, including study plans, schedules, course syllabuses, exams, defences, hand-in exhibitions and study regulations. It is e-published at the beginning of each academic year and you can access it in pdf on the FA website.

06

THE ACADEMIC YEAR

The academic year is divided into two semesters: the winter (autumn) semester and the summer (spring) semester. The winter semester and the academic year starts in the second half of September and lasts until mid-February, with a week or ten days of Christmas and New Year holidays. The summer semester starts in the middle of February and lasts until the end of June and is followed by two months of summer holiday.



Each semester has 13 weeks of tuition, followed by 1 week of design studio finalisation and 5 weeks of exams.



07

AFTER ARRIVAL

Arrival date

Students of Master Degree Study Programs in English usually arrive to Prague and get accommodated two weeks before the academic year starts.

Registration

When you arrive in the Czech Republic, you must register with the Foreign Police (Cizinecká policie) within three working days, presenting your passport and evidence of health insurance. This is done by your accommodator (dormitory, hotel etc.) or it can also be done by the landlord of your flat that fills in the so-called Tenant book (Domovní kniha). They are obliged to register you by law but you should contact them.

The ISC Club provides assistance with registering your EHIC at the VZP during the Orientation Week.

Signing the Contract

Before enrolment day, English Master's degree students are asked by e-mail to come to the FA International Office (room 147) on the faculty ground floor where they will present themselves with their passport. If the students have successfully handed in their Nostrification, they will be asked to sign a contract with the Faculty of Architecture.

at CTU. Only some of the events of the Orientation Week are explained in here.

First Meeting

All faculty incoming students usually attend a first meeting together. Information about the time and location of this meeting is e-mailed to you by the FA International Office in time. You receive a welcome and then a series of short presentations is given, focusing not only on your studies, but also on your student social life and issues that incoming students have to deal with. You are given useful contacts to people involved in your support and service. The first meeting may last around two hours and includes light refreshments.

Orientation Week

This is the week before the semester starts and is the first week of incoming students' study stay.

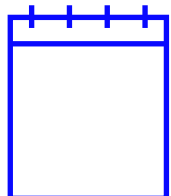
FA RESTART evening

The first Monday after the semester start, you are also welcome at the FA RESTART evening, held at the Piazzetta usually. You can meet pedagogues and colleagues, take a taste of Czech beer and music and get an idea about how the school community looks and works.

It is your time to get your bearings in everything you will need in the next many months. You will meet your new colleagues, hear several presentations and may even take some trips. The Orientation Week is organized by Study

All information about schedules, courses and design studios can be found on the faculty website and in the White Book.

THE ACADEMIC YEAR



Academic Year Calendar

The [Academic Year Calendar](#) is published well in advance on the CTU website. In it, you'll see which days are free, the holidays and festivals, and which days have their schedules exchanged (e.g. one Tuesday may substitute a Friday etc.)

Holidays and Vacations

Czech holidays during the Academic Year are on [September 28](#), [October 28](#), [November 17](#), [May 1](#) and [May 8](#). And there are two extra free days: the Dean's Day - a day off announced by the Dean of a faculty, intended for home-study, and the Rector's Day - a day off announced by the Rector of CTU during which university sporting events take place e.g. Vltava boating. Please follow the [Facebook International Students FA CTU in Prague](#) to get more information.

AFTER ARRIVAL

Faculty Enrolment Day

On enrolment day most incoming students visit the faculty for the first time. A student guides you around the faculty building and helps you understand what is where. After the visit, you will be directed to the [FA International Office](#) and will meet the FA International Office team. You will be provided information on the course registration procedure, on design studios that you can choose from, on the use of sport facilities on the campus, on trips, events, etc. that are offered to you.

Enrolment Procedure of Design Students

There is usually a small group of incoming Design students at the faculty. They have an extra enrolment procedure, consisting of also directly meeting some of their teachers. Incoming Design students are informed about the time and location of this meeting in advance by e-mail.

KOS Database and CTU Password

The university student database system is called [KOS](#). After enrolling as a student and registering in the KOS, you receive your CTU username and password. For your initial [CTU Password settings](#) you need the code of your study application and your date of birth and then you should change this first password to one of your own. Passwords are renewed every 365 days. How long your current password will remain valid is shown after signing into Usermap in your user profile. If your password has already expired, you can reset it at the

Access into the system KOS Database

[CTU Password reset website](#). If you have forgotten your password, contact the [CTU FA Password administrator](#) for help. More information can be found at the university [IT Applications and Services](#) website.

Student CTU ID Card

Once your name appears in the university student database [KOS](#), you can ask at the [Card Publishing House](#) to have your photo taken and be issued your CTU ID Card. This card is free of charge and gives you access to all university premises including the University Library. It also serves as your discount card at CTU buffets and dining halls. All information concerning the CTU ID Card can be found on [ISC Cards](#) website. Please note! We do not issue the CTU ID Card at the faculty, we can only help you navigate around the campus, if you get lost.

Enrolling into a course

After logging into KOS with your CTU password, you can administer your Study Plan - seek course annotations, enrol in courses and, in the first two weeks of every semester, you can also drop courses. The best way to enrol into a course is by using its code. Write the code and hit the 'zapsat' button ('zapsat' means 'to enrol'). If you have a problem with enrolling in or dropping courses,

stop by during the FA International Office hours. We can also put a grade into the KOS for you if you have a signed confirmation of the grade from the teacher. We are also available to print you a Czech and English study confirmation of KOS, in case you need it.

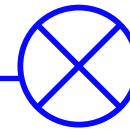
Faculty E-mail

From the moment of enrolling and registering in the KOS, you are obliged to use your new faculty e-mail address, valid throughout your stay at CTU, for all communication. You will receive all official e-mails through it - from teachers, officials and KOS. If your

faculty address is not working, or you have forgotten your password, please contact the [FA Password administrator](#). If you need any more help, stop by during the FA International Office hours.

Faculty WiFi

You can connect to the internet at FA by using your [Eduroam Password](#) to access the eduroam world-wide wi-fi network, which provides free access to network devices of all participating universities, CTU included. Inside the faculty building you can also use the local FA WiFi network called CTU-FA-Students with the password [FAs3xs3x](#).



Dropping out of courses and making changes is possible only in the first two weeks of the semester as the KOS becomes closed thereafter.



Without the CTU ID Card you cannot enter the faculty building, your studio or your lecture hall.



3 STEPS HOW TO GET CTU ID CARD

1

2

3

After enrolment your name appears in KOS → take your photo at the Card Publishing House → get your CTU Student ID Card

08

DURING THE ACADEMIC YEAR

The schedules for all the study programs are published on the FA CTU website under the individual study programs.

Communication Channels

All important information is sent solely to your new faculty fa.cvut.cz e-mail from the second week of the semester on. Your personal e-mail and phone is used only in case of general emergency. All this and much more, especially information about events, trips, parties, exhibitions and emergencies is posted on the [FA CTU](http://FACTU) website, and you can always contact the FA International Office.

Schedules (Timetables)

The schedules for all the study programs are published on the [FA CTU](http://FACTU) website under the individual study programs. Some courses are scheduled every other week (every even/odd week). Make sure you know which week is currently on. Some of the teachers adapt their courses to the order of weeks within the semester, some of them pay attention to the calendar: the best way to know is to ask your teacher.

Study Plans and Credits


The study plan details the requirements for the enrolling in subjects and for meeting the requirements for completion of study programs. The study plan provides a recommended order of subjects. The monitored period of study is an academic year and is checked before the start of the new academic year. You can download the study plan through the faculty website [A+U Study plan \(Master degree EN\)](#), [Design Study plan \(Master degree EN\)](#) or [LA Study plan \(Master degree EN\)](#). If you would like to know more about how many credits are required each semester, refer to the [White Book](#) for more details.

Courses, Lectures and Seminars

The courses and their syllabuses can be found online, while entering the [KOS](#) or in the faculty [White Book](#). You are obliged to attend all seminars. We recommend that you ask to be excused in advance by e-mail to your teacher

if you are not available to attend a particular lecture or seminar. All contacts are accessible through the FA website.


Design Studio Enrolment

We have over 35 vertical studios, in which students of the second to the fifth year work together and foreign students are fully mixed with Czech students. We are proud to have some of our best practicing architects, as well as foreign visiting professors, leading our design studios. Each studio is led by two architects or designers and has around 24 students enrolled. The topics are published by the studio leaders a week before the semester starts on the faculty website and posted on the pink board on the ground floor .

In the week before the semester starts, a public design studio presentation is usually held in one of the large lecture halls, according to an invitation mailed to you in advance. Teachers present prepared topics and their studio one after the other. We strongly recommend staying until the very end when the teachers tell you when and where they are available for the first meeting. Thereafter, you attend the first meeting of the design studio you have chosen. You have the right to choose your studio, but the teacher has the right not to accept you. Some studios are overloaded with students; some do not accept foreign students due to language or topic problems, while others receive a majority of foreign students. It may take you more than one meeting to be accepted into a studio.

Design studios (Ateliéry) are scheduled twice a week, on Monday and Thursday afternoons.



After you have been accepted, you will fill in a special form to enrol in the studio, given to you and signed by the teacher. You hand this into the FA International Office and we activate your entrance to the design studio room, where you can keep your belongings and study anytime during faculty opening hours. In the event a problem with entering the room persists, please contact the [IT department](#) . More information can be found on the [Architecture and Urbanism Studios](#) and the [Design Studios](#) website.

Moodle Online Support

Most teachers use the university [Moodle application](#) for online teaching support. Some of them use MS Teams or Zoom, some use Skype or just e-mail as well. At the beginning of a course, you will be given the key for entering the online study system. You log into Moodle with the CTU password but you need a special password to log into certain courses. Only the teacher knows the course password; we cannot help you with that.

For online teaching log into the Moodle application.

DURING THE ACADEMIC YEAR

Before visiting the workshops, read the obligatory [Instructions for students](#).



You have to print out the form on the ground floor of the library and then show your ID card as well as your valid CTU ID Card at the main desk on the 2nd floor.

Computer and Modelling Rooms

The faculty computer rooms are called GAPPAs and are located in the first basement, accessible via the circular staircase. One of the computer rooms is continuously open and serves as a 24-hour Study Room. Please note! Students are not permitted to watch films or videos on the school WiFi nor to download movies.

The modelling workshops are open to all the students of all study programs and are all located in the basement. The large workshop room no. S113 is accessible by the Middle Hall spiral staircase, while the small workshop and casting and modelling shop are accessible by the Right Hall straight staircase.

Libraries

National Library of Technology

The [National Library of Technology](#) is the round building opposite FA. It is the largest and the oldest library of science and technology literature in the Czech Republic, with a collection of over 1.5 million volumes. It provides an ideal environment for studying with 1,322 places to study and 562 places to relax. It also offers individual and team study rooms, classrooms, reference services, self-service print/scan/copy services, and an After Hours Study Room.

CTU Central Library

The [CTU Central Library](#) is located on the first floor of the National Library of Technology and more or less blended into it. You will need your student card to enter through the entrance in the foyer on the ground floor. When you reach the first floor vestibule, you will stare in awe at the beauty, space and light of this building. If you want to borrow a book, use the library databases, reserve a study room or make copies, you have to register.

FA Reference Library

The [FA Reference Library](#) of the Department of Theory and History of Architecture and the Department of Architectural Conservation is located on the 7th floor of the faculty building. It contains a number of noteworthy and very rare titles, including unique volumes of the work of Viollet-le-Duc. The library also offers leading domestic and international periodicals, as well as a whole range of new publications and documentary films with contemporary and historical themes.

Mixing with Czech Students

Thanks to our system of vertical design studios, you will be fully integrated with Czech students roughly 30% of your course time. Most Czech university students have an excellent or very good knowledge of English, but some are quite shy and feel awkward speaking it. Don't give up, talk slowly and clearly, smile, and you will see their shyness melting and their warm heart and sense of humour appearing. Czech people do not appreciate superficial small talk relationships, they first have to trust you as a person before they start a real dialog.

Field Trips and Kruh

Architecture and landscape students visit buildings and landscapes. Design students visit production facilities and exhibitions. Field trips are usually announced by the course teacher (meeting point, time, duration) or the ISC club for various trips that are not a part of the study plan. Some architecture or design studios groups organise workshops in Kruh, where the faculty has an old heritage-protected farmhouse called Tuláčkův statek, used as an education centre. It is a beautiful house with the steep hills of the Krkonoše (Giant Mountains) in the background. Other studios sometimes travel to other locations,



The FA NONSTOP week 24/7 precedes the Studio Project Exhibition.

or for international workshops, that they advertise at the beginning of the semester.

Design Studio Project Exhibition

The last week before the submission deadline is called the FA NONSTOP (design studio charrette week) and the building is open nonstop for seven consecutive days for 24 hours per day. The exhibition lasts for two consecutive weeks. Czech and international students present at the same time, which makes the exhibition a good place for socialising. Since June 2020, due to the coronavirus lockdown, the [Submission of the Studio Project](#) is done also via a [Gallery of Studio Projects](#). All the dates are announced in the [Academic Year Calendar](#)!

Final State Examination

The final state examination consists of state exams from subject blocks and the defense of the diploma project.

State Exams

Students register for the state exams at the beginning of a semester, on a deadline announced in the [Academic Year Calendar](#), by submitting a written application to the FA Study department with regard to the announced terms, which are listed in the KOS for the given semester.

Diploma Project

Only a student, who has successfully passed both state exams and has earned at least 92 credits, can enrol into the diploma project. The topic of the diploma project can be assigned to the student one year before its planned start in the diploma seminar course. The submission of the diploma project is done in several ways, that are specified on the [State exams](#) website. You can defend it, if you elaborate it within the deadlines set by the Academic Year Calendar, have completed the required 120 credits of the study program, and have your diploma project assessed by your diploma leader and one opponent



The evening party is colloquially known as a *Knighting (Pasování)*.

(practitioner), that is proposed by the diploma leader. [The defence takes place on a Diploma Defence Day, twice a year, announced in the Academic Year Calendar, in front of a committee, named by the Dean.](#)

For more information please refer to the [State exams website!](#) Read carefully the [Diploma Project Procedure and all the attached pdf!](#)

Diploma Defence Day

The day of the master's degree diploma defences is another important date, given in the [Academic Year Calendar](#). [The diploma defence is accompanied by an informal evening party. There are typical traditions connected to this event.](#) It usually takes place in the Left Hall in winter (January) and outside on the Piazzetta in summer (June, occasionally September).

Graduation ceremony

A formal graduation ceremony (promoce) for bachelor's, master's and doctoral graduates and their relatives takes place in the university Bethlehem Chapel, in the Old Town of Prague, and is held roughly four times per year. You are welcome to visit this beautiful old gothic chapel and see this traditional ceremony, but only if you dress up and stand in the back of the aula. The exact dates can be found in the [Academic Year Calendar](#).

Yearbook

[The documentary record of the students' past academic year is published in English and Czech every September.](#) On over 300 pages it presents all programs, departments, design studios and first year ZAN studios. It also includes an overview of published books and a list of all the current year graduates of our alma mater. Available at the Dean's Secretariat for 100 CZK.

09

OTHER SERVICES

Sports

The Institute of Physical Education and Sport [ÚTVS \(Ústav tělesné výchovy a sportu\)](#) [is an autonomous workplace of the university and can be found at Pod Juliskou 4, Praha 6.](#) They offer various sport activities and trainings in many different disciplines at all possible levels. If you want to register into any sport course, you have to log in, choose your course, and register. Please note! We can register your TVV and TVV0 courses in KOS for you, but we cannot register you for PE classes. For other inquiries please contact directly the [Contact person for foreign students](#).

Log into the KOS and enrol in courses TVV0 and TVV, then look at [PE classes registration](#).

Eating

Menza University Canteens

The main student university canteens are called Menzas. All are run by the SUZ. The closest to the faculty is Menza Bechyňova, the other is Menza Technická, a smaller one is in the Masarykova dormitory [is](#). The menus and their prices for all the SUZ Menzas in Prague are published weekly on the [SUZ CTU Menzas Menu](#) website.

ArchiCafe

This is the small bistro on the ground floor of the faculty building [is](#). It can be quite pleasant to have a delicious sweet or savoury breakfast or snack in it, sitting next to its large glass facade, or even outside, taking in some sun or just relaxing.

The warm daily menu sells out fast, Czechs eat around noon, so hurry up!

Mega Buf Fat

This is a slightly larger bistro, located on the ground floor of the Civil Engineering faculty [is](#). It offers a wide selection of vegetable and pasta salads, soups, simple warm foods, dairy, fruit, deserts, drinks, teas and coffees.

Cafe Prostoru

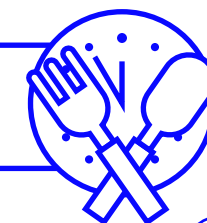
This is located on the ground floor of the National Library of Technology building [is](#), with a wonderful summer terrace. There is a simple lunch choice of warm food and plenty of delicious cold food and drinks on offer. The [Café Prostoru Menu](#) is published weekly and guess what! It is only in Czech!

Other eateries

There are two restaurants within a ten-minute walk from the faculty, in the direction of Santínka náměstí. There is a Vietnamese restaurant close to Evropská street and a Country Life bistro close to the main Vítězné náměstí (Victory Square). There are several other restaurants and cafés, bars and pubs located in the Dejvice quarter. A more expensive restaurant called U Matěje with great Pilsner beer and outside seating under old chestnut trees is at the Matěj church close to the famous Baba housing area. There is a local food shop on Santínka square. There are several shops along Jugoslávských partyzánů street, and a lot of fresh vegetables, dairy products, fish and meat can be bought in the spring to autumn season at the Saturday morning Farmers' Market in Kulaták (Vítězné náměstí).

Counselling and Czech Courses

Do you need academic or personal guidance? Are you worried about something? Are you handicapped in any way? [The possibility of counselling in English is offered free of charge to university students by the Psychological counselling for foreign students.](#)



OTHER SERVICES

The caring centre Elsa supports students with special needs and disabilities. If you need more assistance, please contact the [FA International Office](#).

Buddy Program

[International Student Club CTU in Prague](#) helps students finding a Czech buddy. A Czech buddy can help you out during your first moments in the Czech Republic. After being accepted to the MA program, you will receive information how to get a buddy.

Career Centre

[Career Centre of CTU in Prague](#) helps students and graduates with their personal and career development. It offers services such as career counseling or a unique opportunity to participate at CTU Mentoring. All services are completely for free.

Czech Language Courses

Czech language courses are offered by the university free of charge and by the faculty for a small fee. The language course is led by experienced instructors who are specialised in teaching Czech and working with foreigners. If you do not want to lose your place in the course, regular attendance is required. Please look at the [Czech language course](#) and the [Language courses](#) website.

Czech Culture Course

A Czech culture course is organised every spring and autumn by the university and information can be found on the [Czech culture course](#) website. Credits for the Czech Culture Course are recognised depending on your home university rules. The Czech Culture Course brings you an understanding of Czech lifestyle and may help you shake fears and uncertainties about studying abroad.

Activities Study in Prague

By following social media of Study in Prague you might get a chance to attend courses, special guided tours in cultural or technical institutions in Prague for free @studyinginprague (IG, FB, Youtube).

Architecture Students' Association

The faculty student association is called the 'Spolek posluchačů architektury' in Czech and takes an active role in organising lectures, exhibitions or architecture excursions. On their [SPA](#) website you can find out about many local events and happenings, including the countdown at the beginning of the FA NONSTOP week.

Medical services and Emergencies

On the [ISC CTU in Prague](#) you can find well-organised information about the Czech health-care system, Prague hospitals and pharmacies. We strongly recommend looking at this website. **You should sign up with a local doctor that your insurance covers very soon after you arrive.** You could either use [Urban Health Center Prague](#) but we recommend you to choose a doctor at the [Student health care centre](#) on the main Dejvice university campus. You will always need to show your ID and your European or other Health Insurance Card.

Student CTU Health Centre,
Bechyňova 3, Praha 6, 2nd floor 📍
▶ MUDr. Sadílková,
Phone +420 212 243 144
▶ MUDr. Jitka Adámková
Phone +420 234 606 163
▶ MUDr. Šulcová – dentist
Phone +420 233 320 229

Urba Health Center Prague
Spálená 12, Praha 1 📍
Phone +420 222 924 211

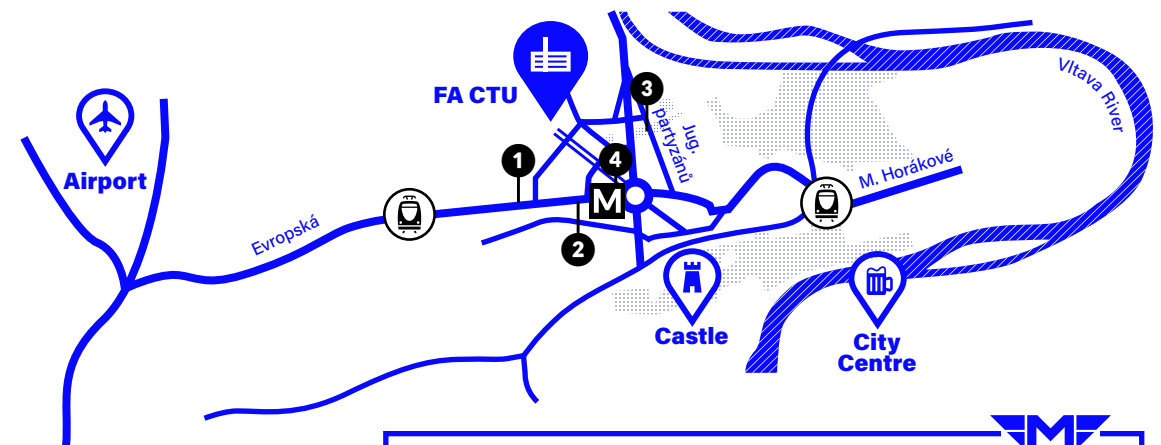


112 EUROPEAN EMERGENCY
158 NATIONAL EMERGENCY
150 FIRE EMERGENCY BRIGADES CR
155 MEDICAL EMERGENCIES
156 MUNICIPAL POLICE

All general emergencies are communicated via the FA website.

10

TRANSPORT AND PARKING



The Dejvická stop is on the Metro A line, which is the fastest east-west connection through Prague.

Public Transport and Travel Pass

You can find all the necessary information about the contact points, fares, timetables, restrictions and more on the [Prague Public Transport](#) (Dopravní podnik hl. m. Prahy). **For your travel pass you will need a photo and to fill out a form. When you come to the International Office we will put a stamp onto the travel pass confirmation sheet so that you receive the student fare** in the event you do not have an international

ISIC card. We can also help you to decide which zones you need to pay for.

Parking

If you choose to reach the faculty by bike, there are bicycle stands in front of the FA 🚲. In the event you park a car within the faculty building at an hourly rate, charge your CTU ID Card 📍 and pay at the cash machine next to the -1 parking elevator. In the event you want a pre-paid period parking, contact the Card Publishing house.

For your travel pass you will need a photo and to fill out a form.

The Faculty of Architecture is one of the eight faculties of the Czech Technical University in Prague, which has a more than three-hundred-year history as the oldest technical university in Central Europe. It offers three fields of study, covering everything from reshaping landscapes and public spaces to designing beautiful buildings, to learning to achieve perfection of detail as an industrial designer. It is a prestigious workplace where top-level research as well as theory and practise go hand-in-hand.

[ONLINE VERSION OF THE STUDY GUIDE](#)

