

Diploma Project Procedure - WS 2025/2026 Master's degree Architecture and Urbanism



Page 1/2

1) DP Registration

Registration for the DP is done by logging into the studio via the web interface in the first round of registration from **1.9.2025 - 3.9.2025**. The student selects the subject Diploma Project.

2) Diploma Project assignment

The diploma project assignment is created electronically by the head of the project in the KOS system by **12.9.2025**. After review by the relevant department, it is electronically signed by the head of the department and the dean by **30.9.2025**. The student confirms receipt of the signed assignment in KOS by **6.10. 2025**. The student can download the PDF assignment from KOS throughout the entire project work period.

3) Submission of a printed physical version of the project, including the model, on Monday, 12.1.2026 2026, from 9:00 a.m. to 12:00 p.m. at the relevant department.

On-time submission of the project will be confirmed by a stamp from the relevant department.

The following sections will be submitted:

- 2 x book / portfolio of A4 format size
If you need A3 format, select double-sided printing and the appropriate binding, and this format will be available when you lay out the book.
- The portfolio must be submitted in two copies (one copy is submitted by the faculty together with the drawings after being stamped for evaluation by the DP supervisor, and one copy is submitted by the graduate after being stamped to the DP opponent). For specifications of the book, see the document "*Book/portfolio of the Diploma Project*".
- Drawings (panels)
The prescribed drawings with a total area of 4 x A1 are intended for the defence of the project and for the purposes of a joint exhibition of diploma projects. For specifications of the drawings, see the document "*Exhibition Posters for Diploma Projects*". The drawings will be submitted in a labelled tube or box (labelled with the name of the graduate, the DP supervisor, and the name of the DP).
- model – specified by the assignment

Diploma Project Procedure - WS 2025/2026

Master's degree Architecture and Urbanism



Page 2/3

4) Submission of the electronic version of the DP by Monday, 12.1.2026, at 11:59 p.m. to the KOS system

- **PDF** DP panels up to 50 MB in size
- **PDF** DP portfolio to 50 MB in size
- an image in **JPG** format up to 50 MB in size – without this image, the work cannot be imported into the faculty web gallery

Instructions for publication can be found on the FA website in the document "*Publication of final projects in the KOS system*." The gallery for the public will then be available in the digital library at dspace.cvut.cz and on the faculty website.

IMPORTANT! Once you have submitted your final work (panels, portfolio, image), it will not be possible to replace the uploaded files.

5) Awarding credits in the KOS system based on the electronic version of the DP

No later than Friday **16.1. 2026**, the DP supervisor will decide whether to award/not award credit. Awarding credit is one of the conditions for defending the DP. If the student does not obtain credit, they will re-enrol in the DP in the following semester.

6) Reviews

- The DP supervisor will propose an opponent from among the teaching personnel of another faculty or from among experts in the field. The name of the opponent must be entered into the KOS system by **12.1. 2026**, at the latest.
- Students have the right to review the evaluations of their supervisor and opponent no later than five days before the date of their defence.
- Projects and reviews must be published 5 working days before the defence (i.e., no later than **27.1. 2026**), which is technically done by uploading them to KOS. Reviews are uploaded by supervisors and opponents via the IS KOS web interface or through the SE coordinator appointed by the head of the department (typically the department secretariat).
- The signed originals of the reviews are handed over to the student by the supervisor and the opponent (see point 8).

7) Check of fulfilment of conditions for admission to defence 19.1. - 23.1.2026

Students will complete their study plans in their KOS by **19.1. 2026**.

Diploma Project Procedure - WS 2025/2026

Master's degree Architecture and Urbanism



Page 3/3

8) Defence on 3.2.2026, at 9:30 a.m.

A schedule for the defences will be published one week before they take place.

For the defence, the graduate student will prepare:

1. their drawings (panels) for the DP – to be collected from the supervisor
2. their two portfolios for the DP – to be collected from the supervisor and the opponent
3. other mandatory attachments specified in the assignment – e.g., a model
4. their presentation for the thesis defence, lasting 10 minutes
5. reviews
 - the original assessment by the DP supervisor with a proposed grade, signed by the DP supervisor
 - the original assessment by the opponent with a proposed grade, signed by the opponent

At the end of the defence, the student is informed of the result of the defence, the overall result of the final state examination, and the overall result of their studies.

If a student fails to defend their DP, the committee will recommend further steps to the dean (scope of revision or reworking). The student does not reapply for the DP, but completes or reworks the project according to the dean's decision and defends it again in the following semester.

9) Exhibition of diploma projects 3. 2. - 27. 2. 2026

Detailed installation instructions, including the exhibition plan and dates, will be provided to graduates by the PR department of the FA CTU no later than on the day of their DP defence.

10) Graduation ceremony 12.3.2026

The graduation ceremony for graduates who successfully defend their diploma projects will take place on 12.3. 2026, at the Bethlehem Chapel. If graduates wish to attend the graduation ceremony, they must confirm their attendance by 5.3. 2026, at the latest, with Mrs. Krupičková at the FA CTU Study Department, where they will also receive written information about the graduation ceremony. Without confirmation of attendance, it will not be possible to organize the ceremonial presentation of diplomas to individual graduates.