ARCHIP

ARCHITECTURAL
INSTITUTE
IN PRAGUE

Handbook

2025/2026
INSTRUCTIONS
FOR STUDENTS

www.archip.eu

ARCHIP

ARCHITECTURAL
INSTITUTE
IN PRAGUE

Handbook

2025/2026
INSTRUCTIONS
FOR STUDENTS

www.archip.eu

Dear students,

welcome to ARCHIP. You are now part of an academic community of students, teachers, administration and support staff, and – to make it easier for you – we have made this handbook, which is full of practical information about the school.

This **handbook** is an indispensable source of information for all students during their time at ARCHIP. It serves as a **reference guide** for a number of standard situations in the life of a student at our school, and helps prevent misunderstandings and reduce uncertainty in various situations. Here you will find useful information, details of an academic nature, and tips that will help you to **navigate** during your time with us. Please read through it carefully and do not hesitate to ask us if you have any questions.

Thank you,
ARCHIP team

About ARCHIP

Architectural Institute in Prague (ARCHIP) is one of only a few schools of architecture in Eastern Europe with a full 3-year undergraduate (Bachelor) programme in Architecture and a 2-year graduate (Master) programme in Architecture and Urbanism, taught in the English language.

ARCHIP's first academic year was 2011/2012. From the very start, we have been building up a truly international environment for students, with our student body consistently representing over 30 different nationalities. We want to bring up academically well-rounded graduates who are competent in the fundamentals of the architectural profession and are capable of meeting its modern requirements.

Creative activities, under the tutelage of multi-disciplinary faculty members, focus on the development of critical thinking and knowledge to ensure that our students can interpret and apply what they have learned in the context of complex social demands.

Important contact information

ARCHIP
Horská 3
128 03 Prague 2 – Nové Město
Czech Republic

Phone:
+420 240 201 160
+420 702 053 038
Mail: info@archip.eu

Office hours:

Tuesday
10:00–12:00

Thursday
12:00–14:00

Academic Year 2025/2026 Calendar

Week 0
August 27, 2025 (WED) – August 29, 2025 (FRI)

WINTER TERM
(**14 weeks** of regular schedule **+ 2 weeks** of AD project finalizing and presentation)
September 01 (MON) –
December 19, 2025 (FRI)

Bank Holidays
October 28, 2025 (TUE)
November 17, 2025 (MON)

Christmas Holidays
December 20, 2025 (SAT) –
January 11, 2026 (SUN)

Winter examination period
(**3 weeks**)
January 12, 2026 (MON) –
January 30, 2026 (FRI)

SUMMER TERM
(**14 weeks** of regular schedule **+ 2 weeks** of AD project finalizing and presentation)
February 02 (MON) –
May 22 (FRI), 2026

Easter Holidays
April 03 (FRI) – April 06 (MON), 2026

Bank Holidays
May 01, 2026 (FRI)
May 08, 2026 (FRI)

AD projects submission
May 15, 2026 (THU)

FSE and diploma project defence
May 25 (MON) – May 29 (FRI), 2026
(WEEK MAY CHANGE)

Graduation Ceremony
June 04, 2026 (THU)
(DATE MAY CHANGE)

Summer examination period
(**6 weeks**)
May 11 (MON) – June 19 (FRI), 2026

Summer holidays (10 weeks)
June 22, 2026 (MON) –
August 28, 2026 (FRI)

Key Personnel

Regina Loukotová – Rector
E regina.loukotova@archip.eu

Klára Doleželová – Vice-rector
E klara.dolezelova@archip.eu

Gabriela Pacltová – Head of Study Department
E gabriela.pacltova@archip.eu

Kristýna Gerychová – Faculty Assistant
E email: kristyna.gerychova@archip.eu

Johana Klusek – Erasmus Coordinator
E johana.klusek@archip.eu

Žaneta Hlávková – Account Manager
E zaneta.hlavkova@archip.eu

Paul DeLave – Student Advisor
E paul.delave@archip.eu

Study Guide

Overview

The concept of our teaching is based on putting architecture in the context of other disciplines and in problem solving associated with project work. It takes place in dialogue with your teachers and fellow students and requires that you are present in the studio regularly. You will be expected to come prepared, with the assigned reading and work completed, and ready to participate in discussion. The academic program is organised in a simple and straightforward way; courses are divided into study years as per a fixed framework. The standard weekly hourly load is 24–26 hours and the duration of one teaching hour is 45 minutes. The study of architecture is rigorous, as is the professional life. Students' diligence and hard work will pay off, and spending as much time at school and in studio – in addition to mandatory class time – to take advantage of the creative and intellectual dynamic of being around your fellow students, will serve you well. With that in mind, we recommend that students spend at least 40 hours per week at the school.

Study Plan

Year 1

Winter (1st semester)	Summer (2nd semester)
Architectural Design 1	Architectural Design 2
Construction 1 – Structural Elements and Systems	Construction 2 – Structures and Materials
Construction 1 – Technical Drawing	Construction 2 – CAD
Geometry in Architecture	Applied Mathematics
Introduction to Sustainable Design	Built Environment and Sustainability
Art 1 – Drawing	Art 2 – Colour
Crafts and Presentation 1	Crafts and Presentation 2
History and Architecture and Art 1	History and Architecture and Art 2
Introduction to Discipline	Sociology

Year 2

Winter (3rd semester)	Summer (4th semester)
Architectural Design 3	Architectural Design 4
Construction 3 – Non-bearing Structures	Construction 4 – Load-bearing Structures
Construction 3 – BIM Intro	Construction 4 – BIM 2
Structural Engineering	Art 4 – Photography
Building Technology	Crafts and Presentation 4
Art 3 – Models	History of Architecture and Art 4
Crafts and Presentation 3	Urban Design
History of Architecture and Art 3	Ecology
Fundaments of Urbanism	Philosophy

Year 3

Winter (5th semester)	Summer (6th semester)
Architectural Design 5	Architectural Design 6
Construction 5 – Advanced Construction Methods	Technical Coordination
Construction 5 – BIM 3	Crafts and Presentation 6
Crafts and Presentation 5	History of Architecture and Art 6
History of Architecture and Art 5	Preparing for Practice
Master Planning	Critical City
Landscape Design	
Monument Preservation	

Year 4

Winter (7th semester)	Summer (8th semester)
Architectural Design 7	Architectural Design 8
Architectural Detail	Architecture and City 2
Urban Planning 1	Urban Planning 2
Building and Construction Methods	Landscape Architecture
Contemporary Architecture and Architectural Theories	Psychology and City
Professional Ethics	Preservation in Architectural Practice

Year 5

Winter (9th semester)	Summer (10th semester)
Architectural Design 9	Architectural Design 10 (Diploma Project)
Monument Preservation	Theory and Argument
Building Survey, Investigation and repair	Project Presentation and Graphics
Development	
Research in Architecture	
Pre-diploma Seminar	

Tuition Fee

Tuition fees (per term)   **EUR 4300**

The tuition fee for students with fewer than 16 credits (from 1 to 15 credits) per semester, is set at half price.

Tuition fees cover instruction and **basic learning content** for lectures and seminars, and costs associated with the Final State Examination. These fees are for academic tuition only and do not include housing, food, travel or personal expenses. Model-making and drawing materials, printing for studio works, excursions and field-trips are not included. Students must count with approx. CZK 8000 per semester spent on field trips and excursions.

The semester fee is mandatory for all students. According to the study rules described also in the Study Agreement, annual tuition fees for every academic year are due in two equal instalments, one for each semester, to the account of ARCHIP as follows:

a) the first instalment, no later than June 30th, for the winter term of the relevant academic year;
b) the second instalment, no later than December 31st, for the summer term of the relevant academic year.

As a general rule, students may agree with the management, sufficiently in advance, on a specific payment schedule to be followed for an upcoming semester. Otherwise, a late payment will result in a 10% penalty of the tuition fee.

Every student may obtain an invoice (on their request) with the due date as well as the confirmation of payment.

Students must also register the information about their payments into the payment system in IS (notification on the WALL), otherwise the school might not confirm it.

In case of an early termination/interruption of a student's studies, they will be charged with an administration fee (a minimum amount of EUR 100 may be increased depending on the complexity of the student's request).

Additionally, each student must pay for their printing usage, as recorded through their printing code, and this fee must be fully paid before the end of each academic year.

Other Regular Fees

Entrance admission fee	**EUR 50**	
(ISIC card, access to IS, PIN code printer, entry fee, other administration)		
Graduation fee	**EUR 100**	
(ceremony, diploma and diploma supplement, other administration)		
Final State Examination re-sit	**EUR 100**	per 1 examination
	EUR 200	per 2 examinations
	EUR 300	per 2 examinations and diploma defence
Printing fee	**EUR 20**	per semester

Scholarships

ARCHIP scholarships are a way to reward and motivate the best students. Scholarships are based on merit and require more than just the basic fulfilment of a student's study duties. **The most important criteria** are: above-average academic performance (no grades from D to F) and the successful **completion of all enrolled courses**. The scholarship committee also evaluates students' diligence in study and attendance, overall attitude, interests and extra-curricular activities at school and out of school. Please, let ARCHIP administration know about your extra-curricular activities. A student may be eligible for scholarship **after the 1st year** of study at ARCHIP. All students are considered automatically, however, any student who wishes to apply proactively, can do so by the 15th of June.

English Language Requirements

ARCHIP requires its students to have a good command of the English language. ARCHIP may request that a student produce proof of having taken one of the exams below, with the level of achievement indicated. The certificate must not be older than two years. Please note that studies may be interrupted if a student's English proficiency is found to be inadequate.

IELTS 6.0 / **TOEFL IBT 79** / **Cambridge Exam FCE** / **CEFR B2**

Guidance and Assessment

ARCHIP reserves the right to amend and revise these study rules in accordance with changes to organisational policies and Czech law. If applied, changes will be duly announced. Students have to check the Information System (IS) on a daily basis.

Assessment of Academic Work

Regular students are automatically enrolled for courses of their term/year.

Only transfer and visiting students can choose and combine their courses from all three (Bc. programme) or two (MA programme) academic years.

It is only possible to take **one** (1) Architectural Design studio each term.

Students have **two** (2) **attempts at passing any given course**. Students who have failed a course must repeat it and fulfil all of its requirements including mandatory minimum attendance, work and examinations. If a student fails a course twice, per ARCHIP Rules of Study and Examination, their study has to be terminated. Students must verify that they have achieved the minimum number of credits required for the full academic year (**30 credits**). Fewer than 30 credits per academic year will result in a termination of study.

Transfer Students

1) Transfer students have to complete a minimum of **3 semesters** of full-time study at ARCHIP.
2) The regular study plan (of 5 to 8 courses) can be expanded to a **maximum of 10 courses for transfer students only**.
3) It is not permitted to take more than one course (if two are offered) in the same time slot. If the courses overlap, choose **only one**. The school cannot guarantee you will be able to enrol in all the courses you wish, due to scheduling restrictions.
4) We do not accept transfer students for the graduate programme, however we do accept visiting students for the first three semesters of the graduate programme.

Course Recognition

Regular and transfer students must complete the whole undergraduate programme at ARCHIP. Only some courses from previous studies may be recognized; the rest must be taken at ARCHIP.

The school may recognize similar courses from architectural (or other) programmes, finished with a **C grade or better**. In all other cases, each student is required to take all courses offered at ARCHIP, with the possibility only to make a special agreement with a tutor in relation to the student's previous studies and knowledge. You must apply for the recognition of other previous courses within the **first week of the term**, in written form (via the standard application form available in the office). The management will approve (or refuse) until the end of the second week of the term. It is only possible to apply for recognition for courses relevant to the term. During the first two week period, you have to meet the participation requirements of the course until recognition is approved, otherwise your absence will be classified as unexcused. If the course will be recognized, you will automatically receive the corresponding grade. If you take a certain course at ARCHIP once, you also have to finish it at ARCHIP (no retroactive recognition is possible if you fail the course).

Regular students with a previous academic (college / university) education are allowed to ask for course recognition too, and can take another course instead. This **one for one** (with the similar number of required credits) replacement must be solved with the faculty administration individually according the schedule.

ARCHIP recognizes the completion of previous studies to a maximum of 5 years prior.

Ects Grading

The grading classification scale is compatible with the European Credit Transfer System (ECTS), allowing for student mobility within European education programmes. The number of credits required in an academic year is **60 ECTS credits**; full-time term study represents 30 ECTS credits. The minimal number of credits collected, which is reviewed at the start of each academic year and is necessary for the continuation of study, is **30 credits**. The number of credits collected is the basic method of verifying the outcome of study. Credits received for a recognized course, from a previous university or previous studies at ARCHIP, are not incorporated into the semestral minimum of 30 credits. Credits may be awarded for active attendance of lessons, success in written or oral tests, satisfactory completion of seminar assignments and other assignments within deadlines set by the teacher or faculty member.

The ECTS grading scale is based on the class percentile of a student in a given assessment, that is how he/she performed relative to other students in the same class (or in a significant group of students).

A EXCELLENT, 91–100% – excellent performance, with small mistakes permitted

B VERY GOOD, 81–90% – above-average performance, with mistakes

C GOOD, 71–80% – average performance, with a number of discernible mistakes

D SATISFACTORY, 61–70% – satisfactory performance, though lacking in many aspects

E PASSABLE, 51–60% – performance just above the minimum required level

F FAILED, below 51% – unacceptable lack of effort and/or performance

FX FAILED with EXCEPTIONS, below 51 – below an acceptable level of effort or performance or incomplete work, the opportunity to receive credit, provided timely delivery of supplementary work

Course Requirements

Presence / Attendance

Tutors note student presence / attendance at every lesson, at or near the beginning of each session. It is important to arrive on time, since tutors are asked to start and finish on time as well.

Higher than 80% attendance is required, unless the tutor specifies differently. This means that you can be absent a maximum of 3 times (for once-a-week courses) without any approved reason or excuse – with no consequences on your course grade.

If your presence is **between 60% and 80%** (you miss from 4 to 5 weekly sessions) **your final grade will be automatically lowered by 1 grade.**

If your attendance is **60% or less** (it means you miss 6 weekly sessions and more), you will automatically **fail the course**.

Absences **excluded / excused** from the final list of students' absences:
— School activity (workshop, volunteering etc.) confirmed by the office at least one week before this activity
— Unexpected stay in hospital due to serious health problem or injury, document from hospital is required
— Any other serious issues approved and confirmed by the office in prior

Absences **non-excluded / not excused** from the final list of students' absences:
— Short term sickness (max. 3 weeks per semester)
— Visa appointment, immigration administration
— Family trips
— Christmas or holidays earlier leave
— Internships
— Any other job

The reason for not excused absences **will be counted** as an absence. Every student has a right to miss 20% of the courses without a declared reason.

This is the minimum required attendance. Every tutor has the right to make his/her rules for attendance even stricter, so please read the **Abstract** of each course very carefully at the beginning of the semester to avoid any misunderstandings.

Attendance of Architectural Design studio is under the studio leader's control. Students are expected and required to be present and working in the studio for the **full scheduled times** on Tuesdays and Fridays.

Lecture/Seminar Attendance Conditions:

1) Punctuality. Students must arrive to each class on time. Late arrivals are very disruptive and often delay the teaching lessons for everyone. Tutors reserve the right to **refuse admission** to those who arrive late.
2) If you attend a class, you must be present for the **entire session**. You cannot just check-in and then leave, or come in and out repeatedly. Instructors will be as **fair** as possible to

judge your presence. The maximum tolerated absence during the lecture (for health reasons) is 10 minutes. If you take leave of the class for longer, your attendance is recorded as absence for the given class. No phone calls during the lectures!

3) If you have to leave the class and have a valid and serious reason, you still need to **always** ask your tutor for permission.

4) Any absence due to illness of longer than two days requires a medical certificate. Tutors may take illness into account when assessing work but only if a medical certificate has been provided to the Head of Study Department.

5) If a student misses part of or an entire class, he/she has to catch up on the content through **self-study**.

Attending all classes is to your **advantage** – not only do you learn more, but it improves your chances of scholarship. Cheating/faked attendance will not only be noted, but also penalized at the discretion of the tutor. Excuses for other activities related to the field of architecture may be considered but only if agreed upon in advance by tutors and the school administration.

Timetable

ARCHIP undergraduate and graduate programmes are **full-time** and your studies should always take priority over other activities. We reserve the right to schedule instruction **at any time during the week** (including some of the weekends). To accommodate out-of-school work, or other activities, students must organize their time well. Courses vary in scheduling- some of them run on a weekly basis, while others are organised in intensive blocks. It is impossible to avoid some changes and irregularities for many different reasons- predictable or unpredictable. You will be informed about everything via the online Information System (IS).

The **examination period** is a part of the academic year, so be ready to take exams and re-tests or to attend other forms of course completion, such as final presentations.

Semestral Works vs. Exams

Exams are a way to prove your knowledge and skills, directly at school, at a specified moment. When you take an exam and fail, you have the right to take a re-sit.

Semestral (seminar) work is different and is typically a multi-week or multi-month process, such as in Architectural Design Studio. You have a longer period of time to elaborate and consult properly with your assigned tutor. Throughout the semester, you have a chance to improve the quality of your work and to be sure that it is accepted as adequate content and quality. If you do not do so over the term, there is no other chance to improve or correct your work after the submission deadline. You submit it and have to accept the grade – even if it is FX.

The **final grade of the course** is described in the Abstract of each course available on IS.

Exams and Resits

Every tutor provides a maximum of **three dates** during the examination period for students to take exams. Students have the right to skip the first or even the second date, but they have to accept that they will consequently have only two, and respectively one, chance to pass the exam. The tutor will not announce any other special date beyond these three dates, which will usually take place during the same time as the regular lecture.

Only for serious reasons and prior excuses (confirmed health issues) the tutor has the right to give the student a special date.

Students **are allowed** to take the exam for a second time if they want to **improve** their grade, but they have to count on the fact that only the second grade will be accepted as the final one (even if it is worse).

Examination and Test Conditions:

1) Students have to be present on time. If they are late, the tutor has the right to **not** allow the student to take the test. It is highly recommended to come to the classroom a minimum of 10 minutes before the test is scheduled to start.
2) Students are not allowed to leave the classroom during an examination/test. If they want to leave earlier, they must submit the test to the tutor and will not be allowed to continue.
3) During an examination/test students are **not** allowed to use **mobile phones**, **notebooks** or any other electronic equipment. The mobile phones and notebooks must be switched off and put away in a bag under the desk.
4) If the tutor notices any form of **copying**, notes or outside help from your colleagues, the student will be graded as failed.
5) Students have to excuse their absence from the examination/test at least 12 hours before the exam starts and at the latest 24 hours after the exam in the case of an emergency.

Deadlines for non-AD Courses

It is important that you deliver the work on time and manage time well. Except for very serious and corroborated reasons, submitting work late is **unacceptable**.

Late submission/presentation (within 24 hours after the deadline) of your work (task) will result in your grade being **lowered by one** (B instead of A, C instead of B, etc). If the delay is longer (24–72 hours after the deadline), the grade will be lowered further by one grade. Submission more than 72 hours after dead-line will result in a failed grade for the whole course.

All parts (tasks) of the semestral work must be graded with A-E. If a student fails the task (grade F or FX), he/she has a chance to repeat the task and submit it again within the dead-line given by the instructor, albeit with a lowered grade. Any late submission of the subsequently submitted work will lead to course failure.
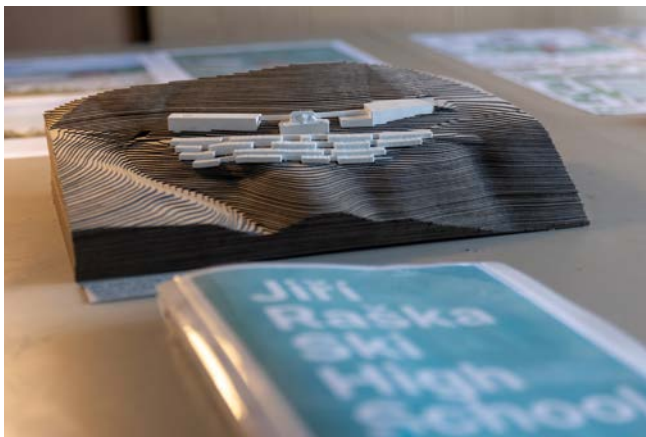
Architectural Design Studio

Architectural Design (AD) takes the form of vertical studios, where students of all 3 years of the Bachelor's programme and 2 years of the Master's programme work on the same theme and share not only their design experience, but also other programs of the studio (lectures, field trips, presentations, external critics). Each of the studio leaders specifies the approach and aim of their studio. The requirements for the submission of work, like the level of detail and complexity, vary from year to year and from studio to studio.

AD1 is dedicated exclusively to the first year students as an introduction to architectural design. The semester is divided into three of four smaller tasks.

AD6 is dedicated to the Bachelor's Diploma project, and AD10 to the Master's Diploma Thesis.

AD studio briefs cover different scales and types of problems and are revised each semester, thus are always timely and unique. Generally, they will cover residential, public use, reconstruction/interior, landscaping/public space projects.

Every semester, students will change to a different studio and over the first two years they will get to work within most of the studios. Bachelor's programme students can then choose their studio for the final semester.

AD is the most important course (with 10–15 credits) which practically and systematically draws on knowledge from other courses. Students become proficient in all phases of the design process – from analysing the brief, through searching for a concept and form, to the final presentation of the **design**. Each phase of the term (concept, project, final submission) culminates with a studio presentation with invited reviewers and is graded.

The final grade is an average of the studio leader's evaluation and the overall assessment of AD tutors after the final presentations. Studio leaders have the right to give a student an F – as an final grade – **during** the semester, with at least one warning in prior.

In order to be able to **design** projects and **present** them in the visual form, an architect needs to cultivate his/her artistic sensibilities, master traditional and digital media and the basics of the arts and crafts. Every term is dedicated to another graphic and presentation technique (digital or hand drawing, handmade professional models, technical construction drawings, graphic techniques, 3D modelling, final sideshow, portfolio).

More details of the term and the brief are specified at the beginning of the AD studio.

Submissions of the Architectural Design Project

Submitting your project does not only mean delivering printed drawings on time. There is also a digital submission requirement, in addition to the delivery of physical drawings and a physical model. You must confirm that your delivery has been accepted and registered by the studio leaders. It is in your interest to follow all requirements and procedures properly, to prevent any misunderstandings, conflicts and disappointments.

Make note of the submission deadline. Any delay up to **5 hours** beyond the deadline, will lower your final grade for that project **by one grade**. Any delay between **5 to 24 hours** beyond the deadline, will lower your final grade **by two grades**. If you are more than 24 hours late (with one or more parts of the project), you fail the submission deadline and thus the course (the rules for submitting the diploma projects may vary from the above stated requirements).

For submitting work more than 2 hours before the deadline, please contact your tutor or assistant and confirm the exact time of submission.

Missing an **interim** or **final presentation**, without a prior excuse or serious reason, causes you to **terminate** that course and to fail it.

Plagiarism

Plagiarism is one of the most serious academic offences. It is your responsibility to cite properly and give proper credits to avoid any problems in this respect. Design projects can also be plagiarized – it is not only about texts.

Any proven, deliberate plagiarism will firstly lead to failing the relevant assignment, secondly to failing the relevant course, and will thirdly result in disciplinary action, including expulsion.

Cheating and Copying

Cheating and copying during test and exams are very **serious offences**. Based on previous experience, we introduced a ban on mobile phones and other devices at exams: your mobile phones and other devices may not be used during the exam itself, for any reason. If the tutor notices any form of copying, passing notes or help from your colleagues, you will firstly fail the relevant assignment, secondly fail the relevant course, and thirdly have disciplinary action, including expulsion.

The Use of AI

Rules for using AI in written text
The use of AI is allowed if all of the following points are met:
1) The text must be marked "generated by AI" below the title of the work.
2) The sequence of prompts and revised prompts (a minimum of 5) must be shown/explained at the end of the text, on a separate page.
3) The generated text must be reviewed by the student and corrected if there are errors or ambiguities.
4) All AI-generated references must be known and properly studied by the student.

If at least one of these points is not followed, the student will automatically receive an F grade for his/her work and must rewrite it within the time limit set by the teacher. If the situation is repeated, the teacher has the right to withdraw the student from the course.

Rules for Using AI in Creating Images

The use of AI is allowed if all of the following points are met:
1) Images must be visibly marked "AI generated" in the lower right corner.
2) The AI sequence of prompts and revised prompts (a minimum of 5) must be displayed/explained below the image.

If at least one of these points is not followed, the student will be automatically asked to submit again, revised as instructed, within the time limit set by the teacher.

Teamwork

Teamwork plays an important part in the practice of architecture and also in instruction at ARCHIP. The amount and quality of your group participation will influence your final grades.

However, if there is a large disparity in the effort and application among **team members** and in the responsibility for the outcome of the work, it may cause problems. It is up to you to organize your team effectively to ensure a good result. You can avoid being penalized for the **passivity** or non-performance of others, if you feel there is an unfair disparity in the amount of work/effort made.

Instructors are also team members; they put in significant effort and ideas into your projects as well. They become co-authors and studio leaders' and assistants' critiques and feedbacks are reflected in the final results. That means that tutors still need to review the quality of your work – and only properly consulted work can be presented, accepted and exhibited.

Archiving

You will be asked to submit your interim and final works in **digital form** as well as in **print**. It is very important for us to see and record your progress, and to have that documented in our archive.

For every submission, please use the given template format available in different programmes on IS and P drive.

Always make sure that your submissions are accepted and confirmed. The central digital archive is also checked by ARCHIP staff on an ongoing basis, so tutors themselves have to hand over all submitted works at certain intervals.

Portfolio

It is recommended you keep and continuously archive a portfolio which includes your project results and documents your working process. The **portfolio** will be used to communicate and present project development, and to illustrate final solutions of comprehensive design proposals. The design and format of a portfolio is the responsibility of each student. Portfolios are needed to apply for graduate school, for jobs, and for departmental travel awards and prizes. It is in the student's best interest to **update** their portfolio each term.

Programme Feedback from Students

There are a few mechanisms for feedback from students of ARCHIP:
— Students' evaluations of each course by a standard questionnaire (Course Evaluation Form), available on-line.
— Student representation (Student Senate) has regular meetings with the Faculty management.

Student senate

Student Senate is a self-governing representative academic platform. The Student Senate is elected by members of the student academic community at their assembly. It provides feedback from students to the management of ARCHIP and facilitates communication between ARCHIP students and the school management.

The Student Senate may comment and make suggestions in particular on the following matters:
a) organisation of courses and classes
b) instruction
d) extra-curricular activities of members of the academic community
e) presentation and promotion of the school in the Czech Republic and abroad
f) material and technical equipment of the school
g) other aspects of the academic community life

Support

IT Support

Computers with connection to the wireless network and shared drives are located in the ARCHIP computer lab.

For IT support, please, contact IT specialist Martin Mára support@archip.eu. Martin can be reached in the school premises every Tuesday 11:00–14:00 and on request.

Information System

You can access your files stored at the ARCHIP server from home via the Information System (IS). Announcements concerning practical matters, study activities and school related activities and information are circulated mostly in digital form – so it is important that you check your ARCHIP information system email at least **every morning and evening**.

Lecturers and administrative staff will only use the IS board to contact you.

Information about one's first access to the IS will be sent to students' personal emails.

Central Office and Faculty Assistant

The Head of Study Department, Gabriela Pacltová (gabriela.pacltova@archip.eu), is here to help you. You may come to her with your questions concerning studies, admission, practical training, during office hours: Tuesday 10:00–12:00 and Thursday 12:00–14:00 or otherwise by a prior appointment.

You may also make appointments (in advance) with ARCHIP administration and management. If you want to write general comments and ask questions to faculty or staff members electronically, please use the Information System (IS).

Paul's Corner

Paul DeLave's primary role is to be not only another communication tool (besides personal communication, emails and the Student Senate) between the students and the school administration and staff, but to be an adviser for students as well.

He is open to try and support you and the school in any way possible- by listening to comments or complaints and by acting as a mediator, offering advice on how to handle academic situations, to share thoughts on architectural education and practice and other topics. He is pleased to speak with any and all of you, to hear your suggestions on how to keep ARCHIP growing and improving.

He has been teaching students of design and architecture for over ten years, as well as being an administrator, and a practicing architect, so he can offer perspective from many sides.

Paul tries his best to be an advocate for students.

Facilities

Computer Lab and Printing

Guidelines for print and copy:
Computers in Studio 5 are available for personal use only when there is a lecture or a seminar in the room. A username with a password for using computers are on a label on the monitor of each computer.

You are allowed to print at school only from the school computers or directly from USB drive on the printers. Instructions for direct printing from USB are in the manual on the printer.

The printers are situated in Study room, in Studio 1 and Studio 5 (black and white only).

Model Workshop

The Model Workshop may be used only by students of ARCHIP and only for study assignments. The workshop offers equipment to construct small-scale objects. The workshop manager Robert Čvirk (robert.cvirk@archip.eu) is here to help you by appointment.

Guidelines for the Workshop:

Working
1) No more than 3 persons in the workshop at once.
2) Check where the first aid kit is located.
3) Consider what you are doing – haste makes waste.
4) Do not use a machine or tool if you have not been instructed how to operate it safely. If you are not sure, ask. You should also read the manuals carefully before use.
5) Keep hands away from moving blades and pieces and cutting machinery.
6) Keep the workshop clean and do not leave waste, materials and tools on the table after working. Make sure that you put all

the equipment in the appropriate spots. You are not the only person working here.
7) Only one student at a time can use a machine.
8) Be careful with chemicals. Inform staff before you use any.
9) Report any damage caused to the tools or machines immediately as this could cause an accident.
10) To borrow a machine or tools for personal use (not in the workshop) please ask the management first.
11) No smoking, no alcohol, no drugs. Don't enter under the influence of any of these, or we will ask you to leave.
12) Use protective gloves and goggles when using a machine.
13) For colouring your model, use the specified corner and air ventilation.
14) Use your head. Think before you do something stupid. Think twice, cut once.
15) If you have doubts about anything, ask.

Dress code
1) Avoid using loose-fitting clothing as ties, skirts and mufflers.
2) Tie up your long hair.
3) Use protective gloves, hearing protection and goggles when using a machine.
4) Use good shoes, basically any normal shoes except heeled shoes.

In case of an accident
1) Immediately inform the management in the office or workshop assistant.
2) The first aid kit is located in the workshop, AD studios and in the office at the designated location, use it.
3) In serious cases, the European emergency number is 112, the Czech emergency number is 155. Fire brigade: 150. Police: 158.
4) When calling in an emergency you have to describe what happened, number of the injured persons, type of the injury and give your address and phone number.

Lecture Rooms and Studios

All the studios and lecture rooms are situated in the CTU Faculty
of Transportation Sciences building, Horská 3, Prague 2 – Albertov;
in the studio all students have a workstation, which includes a
table and a chair. Every studio group is responsible for keeping its
surroundings orderly.

The fundamental goal of ARCHIP is to **foster** an environment
in which its members may live and work productively together,
making use of the rich resources of ARCHIP in individual and
collective pursuit of academic excellence.

As architects, our main pursuit is the creation of positive
living environments. The living environment of ARCHIP premises
and equipment are here for you to use, and ARCHIP expects that
students **take good care of all facilities and furniture. It is
forbidden to use retractable razor knives (or other sharp
tools) on the tables without a cutting mat.**

We want students to stay and work at the school as much as possible, but this requires **responsible and reliable** behaviour on your part. If you need to use school premises outside scheduled class times (and normal studio work), please inform ARCHIP administration in advance.

Students should work at their table in their own studio – or in the workshop.

Moving any electronic equipment (as projectors, tv sets, loudspeakers, pc sets), tables and other furniture from room to room, occupying the entrance hall, lecture rooms or any other spaces with your studio work is not allowed. Differentiate clearly between model material, school work and waste.

Please do not bring your own furniture to the school premises. Any damage to school property or premises should be reported. Students will be charged with the cost of repairing any damage to the premises and equipment.

Please follow **recycling** rules for different types of waste and be diligent about it. As professional architects, you should make **sustainability** your important concern.

Environment

As architects, we care about the environment around us. Please consider your school environment with the same care. This applies particularly to all spaces and also our computer network. Keep your private data in your personal folder and make backups to flash drives or on other personal data storage.

Classrooms

Eating and drinking in and after classes **is not allowed**. After the class, please always take all your personal items with you and keep everything orderly and ready to be used for another class or activity.

Other Activities

ARCHIP is first and foremost a school but we also host public lectures, workshops and many other events in collaboration with various partners. We also host public debates, press conferences, jury meetings, exhibitions and other activities. It means that school premises are to be **presentable** and **ready to host** any of those activities, at any time, when there is no instruction taking place.

Access

ARCHIP premises are accessible only with a valid ISIC card through reception in building B.

Operating-technical rules and regulations (short version, full version available on request):
1) Operating hours: Monday–Friday 6:00–22:00
2) Access to the building: via main entrance in building B, using the **ISIC card**
3) Security of the building: physical security, video-camera system, fire alarm, smoke sensors
4) Property protection: It is not permitted to remove the equipment of the building. Classrooms are to be locked after every session. The Faculty of Transportation is not responsible for any unattended belongings and their potential loss. It is not allowed to hang any notices, posters on walls and doors.
5) Smoking is prohibited in all premises of the building. Smoking is allowed outside of the building B.
6) Alcohol cunsumption is prohibited in all premises of the building.

Standards of Conduct

All students are expected to comply with Czech law and to respect the rights and privileges of other members of the ARCHIP community and its neighbours. Unacceptable behaviours include, but are not limited to, those described below. These descriptions should be read broadly and are not designed to define misconduct in exhaustive terms.

Student work that presents the ideas or words of others as the student's own adversely impacts the whole school and may lead to immediate dismissal. Academic dishonesty, including cheating, plagiarism, commissioning academic work by others, or performing academic work on behalf of another student, is strictly prohibited.

Any health related condition which might affect a student's ability to perform their full study and / or that may influence the lectures, students or tutors shall be announced to the office before the start of the semester or immediately if the condition emerges during the study year.

Relationships Between Students

Although it is not possible to provide a complete list of all types of impermissible conduct, the following are some examples of conduct that may result in disciplinary action, including expulsion:

— cheating, plagiarism, commissioning academic work by others, or performing academic work on behalf of another student, and misrepresenting facts;
— dishonesty, including, but not limited to, falsification or making a material misrepresentation or omission on forms, records, or reports or any other school record;
— misusing, mutilating, defacing, destroying, damaging of or unauthorized possession of school information, materials, equipment, or property;
— excessive absence;
— hazing, sexual and gender harassment, and actual or threatened physical violence toward another;
— unlawful possession, distribution, sale, use or being under the influence of illegal drugs or alcohol while on school property, while acting on behalf of the school;
— unauthorized possession of school property or the property of another ARCHIP student or staff member, or visitor;
— unauthorized network/computer access, illegal export, spamming, email/news bombing, email/message forging, virus distribution, Ponzi schemes, chain letters, pyramid schemes, access to pornography, and the inappropriate use of software or hardware;
— conducting oneself in a manner that endangers the health or safety of oneself, other members or visitors within the ARCHIP community or at ARCHIP sponsored or related events;
— tampering with or damaging fire and life safety equipment;
— bringing or possessing dangerous or unauthorized materials, such as weapons, explosives, firearms or other similar items to ARCHIP or ARCHIP sponsored or related events.

No discrimination policy

ARCHIP is committed to creating and maintaining an inclusive, equitable and welcoming learning environment that values diversity in all its forms.

ARCHIP prohibits discrimination, harassment, and victimization based on:
— age; disability (physical, sensory, learning, mental health); gender identity; marriage and civil partnership; pregnancy and maternity/paternity; race, ethnicity, nationality, and national origin; religion or belief (including lack of belief); sex and gender; sexual orientation; socio-economic background; language and linguistic diversity; neurodiversity.

This list is not exhaustive. ARCHIP respects human dignity and rejects discrimination on any irrelevant grounds.

This policy applies to:
— All students (Bachelor, Master, visiting, transfer); All staff (academic, administrative, visiting critics); Applicants and prospective students; external partners.

This policy covers:
— Admissions and recruitment; teaching, learning, and assessment; student support and reasonable adjustments; studio culture and peer interactions; staff employment and development; harassment and discrimination prevention; physical and digital learning environments.