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Dean's Decree No. 3/2023

On studies at FAMU, amending and clarifying the Attendance and Examination Regulations of AMU as applicable.

This Decree abolishes and supersedes Dean's Decree No. 1/2020.

Pursuant to clause 13 (3) of the Statutes of the Academy of Performing Arts in Prague, the Dean of the Film and TV School of the Academy of Performing Arts in Prague hereby issues this Decree within the confines of legislation, AMU and the Faculty internal policies, laying down the rules for studying the accredited bachelor's and master's study programmes in line with the Attendance and Examination Regulations of the Academy of Performing Arts in Prague (the "AER").

Article 1: Academic year (Article 2 of the AER)

(1) Further to the overall academic year schedule for the entire AMU, which the Rector of AMU publishes annually by 15 February, the Dean of FAMU shall publish the FAMU academic year schedule by 31 March.

Article 2: AMU information system (Article 3 of the AER)

(1) FAMU communicates with its students, including information on their duties and binding dates associated with studies, primarily via its dedicated information system, specifically by sending electronic mail messages to assigned addresses, posting notices in the public section of FAMU's website, and/or by posting public notices on the official notice board on FAMU premises. By the same token, students communicate with FAMU namely using said information system.

(2) The official notice board on the premises of FAMU for posting public notices is located in the glazed case next to the Registrar's Office ("Studijní oddělení") on the 3rd floor at FAMU, Smetanovo nábřeží 2, Praha 1.

Article 3: Standard period of study (Article 5(1) and Article 6(1) of the AER)

(1) The standard period of study in bachelor's study programmes and continuing master's programmes is defined depending on the accreditation of each study programme.

Article 4: Admission procedure (Article 8 of the AER)

(1) FAMU shall publish the requirements for the admission procedure at least four months prior to the date for the submission of applications.

(2) Applicants will be invited to take part in the admission procedure in writing. Applicants are obligated to sit for the admission examination in person, honestly, and in compliance with the rules of the entrance examination. If an applicant fails to appear without a legitimate

excuse or if the excuse is not accepted, a decision on non-admission to studies will be served to the applicant. The manner in which excuses are assessed and the possibility of sitting the admission examination on an alternate date are stipulated in the admission requirements

(3) The chair and other members of the committee for the admission examination (the "admissions committee") shall be appointed by the Dean upon the recommendation of the head of the department or the chair of the subject council. The committee shall have at least five members. For examinations (with the exception of written examinations), at least three members of the committee must always be present. The chair of the admissions committee manages the admission examination and is responsible for it taking the due course. The course and results of the admission procedure for each applicant is recorded in the KOS in an admission procedure record, in which the person in charge shall register the rating for all parts of the admission procedure. The Chair of the committee is responsible for the record being completed correctly. A person authorised by the chair of the admissions committee shall submit the admission procedure records for all applicants from all rounds of the admission procedure, signed by all members of the admissions committee, to the Registrar's Office. The chair of the committee shall also prepare an overall report on the course and results of the admission procedure for each study programme, which shall include, without limitation, the members of the admissions committee, a list of the applicants who have progressed to the second round after the evaluation of homework (after the evaluation of written tests at the Department of Production), and, as the case may be, a list of the applicants who have progressed to the third round and a list of applicants not recommended for admission to studies.

(3) Applicants have the right to view their files after having been notified of the decision or resolution. Instead of allowing applicants to view their files, FAMU may provide applicants with a copy of the file. The person presenting the file is not obligated to give comments on it.

Article 5: Subjects of study (Article 9(3), (4) and (5) of the AER)

(1) Students have the right to receive grades if they satisfy the relevant requirements as defined by the teacher in the subject syllabus; teachers are not allowed to subject grading to the satisfaction of additional requirements not specified in the subject syllabus.

(2) If a student cannot participate in instruction due to a mobility stay approved by FAMU (e.g. ERASMUS+), the teacher may at the student's request, define requirements for the student to satisfy in order to compensate for their absence during instruction.

(3) Students may register for HAMU and DAMU subjects in the 'optional for AMU' category. If a student intends to register, on an exceptional basis, for a subject that is compulsory, is taught at a different Department or Faculty, and is not offered for registration as an optional subject, the student shall contact the subject's teacher to apply for an exception (usually through the Department Secretary or assistant). If the teacher agrees, the assistant will notify the Registrar's Office, which will register the student for the subject.

Article 6: Recognition of subjects (Article 11 of the AER)

(1) In exceptional cases, the Dean may, at the student's request, recognise the completion of a registered subject at a different university in the Czech Republic, abroad, or in a different AMU academic programme. The student shall attach evidence of completing the subject, their grade, scope, and the content of the instruction to the application for the recognition of the subject. It is not possible to recognise a subject that was completed more than five years ago. The recognition of completing a subject includes the recognition of the respective grade. If the grading method is not compliant with these Regulations, the Dean shall set the grade to correspond as much as possible to the grade the student achieved by completing the

subject. Subjects that students complete at a university that uses the ECTS shall be transferred including the credits in the number corresponding to the rules of instruction at AMU and to the requirements for the accreditation of the respective programme provided by AMU. With subjects completed at different universities, the Dean shall determine the credit rating and the grades.

Article 7: Change in programme year (Article 13 of the AER)

(1) The application for a change in programme year shall have the form of an individual study plan structured by semester, in which the student shall specify the compulsory subjects that they intend to complete in the respective semesters of distributed studies. Students have no legal right to a change in the programme year.

(2) Prior to the Dean's decision, the following officials shall attach their comments on whether or not they recommend the application on a change in programme year to be honoured: the Head of the relevant Department; the Head of FAMU Studio if the student is working on a project at the FAMU Studio during the semester when they file the application; and the Vice-Dean for International Relations if the student is submitting the application due to having concluded an agreement on scholarship abroad.

(3) Students studying in a distributed year have the same right to use the funds and internal resources of the FAMU Studio as regular students. However, they shall prepare a detailed production plan at the request from the FAMU Studio prior to the approval of their application. The financial limit for any transfers to the subsequent years with regard to any and all FAMU exercises is defined by the Dean's decision.

Article 8: Interruption of studies (Article 14 of the AER)

(1) Studies may be interrupted, even repeatedly, at the student's request or ex officio. A student who applies for the interruption of studies shall submit the application with the requisite justification and evidence of the relevant circumstances.

(2) Prior to the Dean's decision, the following officials shall attach their comments on whether or not they recommend the application for interruption of studies to be honoured: the Head of the relevant Department; and the Head of the FAMU Studio if the student is working on a project at the FAMU Studio at the time of submitting the application.

(3) During the period of interruption, the student is not entitled to use the funds and internal resources of the FAMU Studio. The production of their exercises will be suspended during the period of interruption.

(4) When the interruption of studies is discontinued, the student becomes entitled to register for studies again. The Dean makes the decision on the new registration. Following the new registration, the student is obligated to complete any compulsory subjects newly included in the updated curriculum during the period of interruption.

Article 9: Students' rights and obligations (Article 20 of the AER)

(1) Students shall check the e-mail messages delivered to their school e-mail addresses on an ongoing basis and respond to them adequately and without undue delay. Students shall also notify FAMU of any changes in their personal information including telephone number, data box, and delivery address, in particular using the school's information system.

(2) Students shall watch and check their observance of their academic obligations, observe their curricula and academic year schedules, and address issues, if any, with the teacher of each subject, the Head of the Department, or the Registrar's Office without undue delay.

(3) Students shall observe AMU's and FAMU's internal policies and norms including the obligation to observe the rules of FAMU's functional facilities serving the entire Faculty (including but not limited to the FAMU Studio's Production Rules) and the guidance of their leadership.

(4) Upon registration at the beginning of the studies, the Faculty and each student shall enter into a master licensing agreement on the use of school works under customary terms and conditions to provide the basis for the future provision of licensing rights to specific school works, output and qualification theses as the same are created and submitted to AMU.

(5) The master licensing agreement defines the scope of licensing rights to the individual school works for the future.

(6) Every time when handing in a physical carrier containing school work, the student (author) and AMU shall sign a certificate of submission of a physical carrier containing school work within five days from the respective request, effectively granting the licence to such school work. Prior to signing, the certificate of submission of the physical carrier must be completed with the basic identification data (type, category, and title of the school work). A template certificate of submission of a physical carrier forms Schedule A to the master licensing agreement. The same rules apply to the submission of school works without a physical carrier (Schedule B to the master licensing agreement – template certificate of the provision of a school work) and to the provision of a school performance (Schedule C to the master licensing agreement – template certificate of the provision of a school performance), unless specified otherwise.

(7) The master licensing agreement and any schedules thereto shall be executed in two counterparts. One counterpart belongs to the student and the other shall be filed in accordance with AMU's Filing and Shredding Rules and fitted with the shredding signature 'A'.

Article 10: Registration for subjects (Article 21 of the AER)

(1) Each Department shall ensure that the weekly schedules are published no later than one week prior to the beginning of the instruction period. Subjects are registered in the KOS information system. The FAMU academic year schedule defines a period for students to register for subjects in each semester.

(2) Department secretariats in cooperation with students and teachers shall verify the occupancy of parallel classes before the end of the period for registering optional subjects. Students who have not chosen a class will be assigned to one by the Department before the end of the period.

(3) Once the period for registering subjects is over, the subject registration status may be altered only in justified cases through the Registrar's Office under the terms defined by the Faculty and only until the beginning of the examination period in each semester. Any optional subjects that a student does not complete and fails to deregister before the end of the period for registering optional subjects will remain registered in the system in the student's name.

(4) Once the period for registering optional subjects is over, a student may apply for the additional registration of an optional subject with the Registrar's Office through the secretariat of the Department, following a prior consultation with the subject teacher and provided that the subject capacity so permits.

Article 11: Completion of subjects (Article 22(2) of the AER)

(1) Subjects for which a student is registered at the beginning of the examination period cannot be deleted and shall be considered taken at the end of the examination period, whether successfully (passed) or not (failed). If a student fails to appear for examination or submit assigned work and the subject remains without a grade, it will be considered failed for the purpose of subsequent studies in the same way as if it was completed with the F grade (examination) or the N grade (subjects graded as 'Credited' or 'Not credited').

Article 13: Repeat registration for a subject (Articles 23 and 24 of the AER)

(1) The subject teacher determines the maximum number of possible repeat registrations for a subject not completed.

(2) Repeat registration of a subject not completed refers to a situation where the student (of their own initiative or through the Department or the Registrar's Office) registers for a subject that they studied in the past and failed to complete successfully.

(3) Repeat registration of a completed subject refers to a situation where the student (of their own initiative or through the Department or the Registrar's Office) registers for a subject that they have completed already. A subject registered in this way is considered to be elective or optional even if its included in the student's study plan in a different category; a different rating is subject to the approval of the Vice-Dean for Student Affairs. Repeat completion is only allowed with selected subjects. A maximum number of repeat registrations may be set for a subject.

Article 14: Grading and assessment of studies (Article 26 of the AER)

(1) All the requirements for course credits are defined by the subject syllabus specified in the KOS, including the deadlines for their satisfaction. The subject teacher shall offer a regular date for giving the course credit in the information system subject to the satisfaction of all the requirements specified in the syllabus. There is no repeat date for a course credit. If a student fails to satisfy all the requirements defined by the subject syllabus before or on the regular date, they receive the N grade.

(2) For required main subjects ('PH'), examination is usually taken before a panel of at least three members appointed by the Head of the Department. Such examination may also be referred to as 'final commission' (*klausurní zkouška* or *klausura*). The panel votes on the overall grade for the final commission on a scale from A to E. Students are graded 'F' if a simple majority of the committee votes for this motion or if they fail to appear for examination without submitting an excuse. In the event of an equal vote, the chair of the committee shall decide on the grade.

(3) 'Sufficient number' means such a number of examination dates that allows all the students of the subject to register for one regular date and two additional dates of the examination within the regular examination period. The subject teacher is responsible for offering a sufficient number of dates.

(4) If a student registers for no examination date within the examination period and has never taken the examination, it is understood they failed to appear for the examination and are graded 'F'. If a student registers for no course credit date within the examination period and has never taken the course credit, it is understood they failed to appear for the course credit and are graded 'Not credited'.

(5) If the Dean honours an application for a third additional date, she will set a date for examination before a panel to be taken no later than one month from the end of the additional examination period.

(6) Student gradings are registered in the information system. The grading must be entered in the information system within five business days following the date of the examination or course credit. The examiner is responsible for entering the grading in the information system.

Article 15: Qualification theses (Article 28 of the AER and Article 2 of Rector's Decree No. 2/2023)

(1) Students have the right to propose the topic of their qualification thesis. Students shall propose the topics of their qualification theses through FAMU's information system and on the basis of arrangement with the anticipated supervisor. For dissertation theses, the supervisor is the student's tutor. The student shall submit a printed and signed proposal for their qualification thesis to their Department and/or the Registrar's Office within the deadline defined by the Faculty schedule. The assignment (i.e. the title, topic, and supervisor) of the qualification thesis is subject to the Dean's approval, taking into consideration the student's proposal further to the recommendation of the Head of the Department and/or the subject council.

(2) The Dean determines the deadline for the submission of qualification theses as part of the Faculty schedule. The deadline for the submission of qualification theses must be at least one month prior to the defence of the thesis.

Article 17: Transitional and closing provisions

(1) This Decree becomes valid upon signing and takes effect on 23 March 2023.

(2) Dean's Decree No. 1/2020 on Studies at FAMU, Amending and Clarifying the Attendance and Examination Regulations of AMU as applicable, is hereby abolished.


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Dean of FAMU