

**SPECIFIC REQUIREMENTS FOR ADMISSION TO STUDY IN A BACHELOR PROGRAMME  
FOR THE ACADEMIC YEAR 2024/2025 AND THE METHOD OF VERIFICATION OF  
COMPLIANCE**

**Title of the study programme:**           **Photography (B0211A310018)**

**Description of the programme:**

The bachelor's degree study of photography in English is intended for applicants interested in photography and visual arts who apply for the study in the last year of their secondary school studies or after having graduated from a secondary school. The study is structured in such a way that, in the first year, the applicants get acquainted with the basics of photographic representation, in the second year, they develop their knowledge in the field in specialized studios and in the photographic genres, in the third year they prepare for their bachelor's thesis. The study is based on the interconnection of practical and theoretical subjects.

**Tuition fee:**

The tuition fee for an academic year is 220 000 CZK (the mandatory VAT tax is included)

<b>Schedule of the admission procedure</b>	
<b>1 March 2024 – 3 June 2024</b>	Application open
<b>3 June 2024</b>	Deadline for the submission of the applications including mandatory attachments
4 June 2024	Deadline for the submission of the portfolio
6 June 2024	Round 1 (without applicants)
11 – 12 June 2024	Round 2 (presence – Zoom or Teams)

**A) DESCRIPTION OF MANDATORY DOCUMENTS AND THE METHOD OF SUBMISSION**

**Your documents must be sent by June 3, 2024 in the electronic form to [barbora.stejskalova@famucz](mailto:barbora.stejskalova@famucz) via [wetransfer.com](https://wetransfer.com), [filetransfer.io](https://filetransfer.io), [nihaocloud.com](https://nihaocloud.com) or similar platforms.**

**Your portfolio must be sent by June 4, 2024 in the electronic form to [barbora.stejskalova@famucz](mailto:barbora.stejskalova@famucz) via [wetransfer.com](https://wetransfer.com), [filetransfer.io](https://filetransfer.io), [nihaocloud.com](https://nihaocloud.com) or similar platforms.**

After sending the package please make sure to send the specific download link separately via e-mail directly to [barbora.stejskalova@famucz](mailto:barbora.stejskalova@famucz) and await a reply. In case you do not receive a reply within 24 hours, please contact us immediately.

**Please, follow these rules:**

**1. fill in the application form:**

[prihlaska.amu.cz](http://prihlaska.amu.cz)

After you fill it in, you will receive passwords – eight digit code – that you will continue to use

**The deadline for submitting the application is June 3, 2024**

If you encounter any problems, please contact us immediately

Assistant of the Photo Dept. / Coordinator of the English programme: Barbora Stejskalová:  
[barbora.stejskalova@famucz](mailto:barbora.stejskalova@famucz):

**2. Create a folder named accordingly:** your name – enter exam 2024 –  
PHOTO FAMU

**3. Inside this folder, create a folder named "documents".**

**4. Put the following documents inside the folder "documents":**

- the copy or printscreen of your application
- the structured CV that contains your telephone number, e-mail and postal address
- the copy or photo of your passport
- the motivational letter in which you present your reasons for studying photography and summarize your previous experience (not longer than the text on page A4)
- the Proof of having paid the fee for filing the application of CZK 931, which you will pay in advance – a printscreen is sufficient

**Bank account:**

Account number: 195373180297/0100

IBAN: CZ 5301000000195373180297

Swift code: KOMBCZPP

Message to beneficiary: STUDENT'S NAME AND SURNAME + PHOTO FAMU

Additional data that you may need:

Account holder: AMU, Malostranské náměstí 12, Prague 1, 110 00

Name of Bank: Komerční banka, a.s.

Address of Bank: Malostranské náměstí 23, 118 00 Prague 1, Czech Republic

– copy of officially certified school-leaving exam certificate with a translation of subjects. Unless the documents are in Czech or English, please provide these documents with a certified translation.

If you will take the school-leaving exam this academic year, replace the school leaving exam certificate with your school's confirmation, providing the date on which you will take the final exam.

If these documents or confirmation of your school can't be obtained due to quarantine in your country, send us a copy of your graduation certificate or the certificate of the last year of your study with a date when would be your final exams instead.

## **PORTFOLIO**

**Your portfolio must be sent by June 4, 2024** in electronic form to [barbora.stejskalova@famucz](mailto:barbora.stejskalova@famucz) via [wetransfer.com](https://wetransfer.com), [filetransfer.io](https://filetransfer.io), [nihaocloud.com](https://nihaocloud.com) or similar platforms.

After sending the package, please make sure to send the specific download link separately via e-mail directly to [barbora.stejskalova@famucz](mailto:barbora.stejskalova@famucz) and await a reply. In case you do not receive a reply within 24 hours, please contact us immediately.

**Please, follow these rules:**

- 1. Use again the folder named:** your name – enter exam 2024 – PHOTO FAMU
- 2. Create four other folders within and name them A, B, C, D.**
- 3. Folder A** – must include – a set of creative photographs, consisting of 8-12 photographs of a maximum file size of 2 MB per each in JPG/JPEG/PNG format. The set is conceived as an exhibition project, you may want to include text specification of the ideal size, installation setup or print material specifics.
- 4. Folder B** – must include – a set of photographs in a consistent genre that provides more information for us to have an idea of what the applicant's focus is (e.g. documentary photography, portraits, figurative composition, still life, architecture, etc.) The maximum count is 20 photographs of a maximum file size of 2 MB per each in JPG/JPEG/PNG format.
- 5. Folder C** – maquette of a photographic book or an intermedia project  
The maquette of a photographic book is an art book in which you combine your photos with a graphic layout. It may be a diary, a connection of your text with photographs, photo illustrations for a book, photo illustrations for poetry, a calendar, etc. If you work with an existing book that is already printed, send a series of scanned spreads or photos of it (please make sure to include all of the pages, including the cover).  
Intermedia project: a video project (maximum length of 8 minutes), documentation of your exhibition, sculptures or objects; in the following file formats: video in MP4 file format H.264 coding and up to full HD resolution, image documentation of a maximum file size of 2 MB per each image in JPG/JPEG/PNG format
- 6. Folder D** – A still life photograph – a single black and white photograph of a still life of your choice, of a maximum file size of 2 MB in JPG/JPEG/PNG format.

## **B) COURSE OF THE ADMISSION PROCEDURE (FORM AND GENERAL CONTENT)**

Upon receipt of your portfolio, we will inform you in detail about the further course of the admission procedure by messages sent to the e-mail address provided by you.

### **General rules:**

**The 1<sup>st</sup> round of the admission procedure will take place without the presence of applicants on June 6, 2024.** A committee consisting of at least five teachers of the Department of

Photography evaluates the portfolio by giving points to each part in accordance with the evaluation rules. The fulfilment of the obligatory point limit determines whether the applicant proceeds to the second round of the admission procedure.

You will be informed whether you have proceeded to the second round of the admission procedure on the website [prihlaska.amu.cz](http://prihlaska.amu.cz).

**The 2<sup>nd</sup> round of the admission procedure will take place on June 11 and 12, 2024.**

It includes the following mandatory parts:

- A test of general knowledge of the history and theory of photography and visual art given by email.
- A conceptual task on a given topic, which you will receive after having met the conditions of the first round.
- A photographic task on a given topic, which you will receive after having met the conditions of the first round.
- An interview with the applicant during which you will explain your intent related to the portfolio you have submitted and other parts of the admission procedure. You will receive the invitation for the interview with the ID Zoom meeting

**C) METHOD OF EVALUATION (EVALUATION CRITERIA)**

The second round of the admission procedure is evaluated by giving the points by a committee consisting of at least five teachers of the Department of Photography, which, based on a specified number of points reached, provides the dean a proposal for the applicant to be admitted to study at the Department of Photography.

The minimum number of points required to pass the examination is 50 points out of a possible 100 points.

**D) MAXIMUM NUMBER OF APPLICANTS ADMITTED FOR STUDY**

There is no maximum number of accepted applicants for this study programme.

**E) HEALTH REQUIREMENTS**

Not required for admission to this programme.

**F) PERIOD FOR APPLICANTS TO VIEW THE DOCUMENTS RELEVANT TO THE DECISION ON ADMISSION/NON-ADMISSION**

Applicants may view the documents (Admission Procedure Record) relevant to the decision on their admission/non-admission to study within 30 days following the delivery of a written decision of the Dean on admission/non-admission, subject to a preliminary arrangement with the Department for Student Affairs of FAMU.

**G) ASSESSMENT OF EXCUSES**

If an applicant cannot attend the admission examination in the second round for truly serious reasons, they may apply with the Dean of FAMU for an opportunity to retake the examination on an additional date, such an application to be submitted in writing no later than the day following the regular date of the admission examination. In the application, the applicant shall demonstrate the reasons for their absence with a relevant and reviewable

document. The Dean, in cooperation with the chair of the examination panel, shall promptly assess whether or not the application can be honoured, considering the schedule of the ongoing admission procedure and the Faculty's capacity and human resources, and shall notify the applicant in writing with reasoning. Applicants have no legal title to an additional examination date.

#### **H) ANNOUNCEMENT OF THE RESULTS**

Having taken the admission examination, applicants may follow the status of their respective applications and the admission/non-admission decision-making at [prihlaska.amu.cz](http://prihlaska.amu.cz)

Applicants will receive the Dean's decision on admission or non-admission in writing. The admitted applicants will also be informed about the registration date and any other information as needed.

#### **I) RECOMMENDED MATERIAL TO STUDY**

Not specified for this study programme.