



FILM ACADEMY OF
MIROSLAV ONDŘÍČEK
IN PÍSEK

STATUTE

STATUTE OF THE FILM ACADEMY OF MIROSLAV ONDŘÍČEK IN PÍSEK

In accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on amendments and supplements of other laws (Higher Education Act), as amended (hereinafter referred to as "the Act").

This statute is the basic internal regulation of the Miroslav Ondříček Film Academy in Písek.

Part I

Article 1.

Introductory provisions

1. The Film Academy of Miroslav Ondříček in Písek, o.p.s. - hereinafter referred to as "FAMO in Písek" is a non-university private college.
2. The Czech title of the school is "Filmová akademie Miroslava Ondříčka v Písku, o.p.s."
3. FAMO in Písek was established as a community service (a public service company). The statutory body are the founders of the company.
4. The seat of FAMO in Písek is Lipová alej 2068, 397 01, Písek, the Czech Republic.
5. FAMO in Písek carries out educational activities in accredited study programs.
6. In addition to the above main educational activity of FAMO in Písek, the school also ensures creative arts and other complementary activities.
7. A part of the school's goal is to establish and develop foreign contacts.

Article 2.

Academic community

1. According to § 3 of the Act, the Academic Community of FAMO in Písek is made up of the academic staff working at and students studying at FAMO in Písek.
2. The academic freedoms and rights of FAMO in Písek are guaranteed by § 4 of the Act.

Article 3.

Rights of FAMO in Písek

FAMO's rights are governed by the relevant laws and the FAMO in Písek Statute. FAMO authorities have the right to decide or to act in particular on the following matters:

1. school organization
2. creation and fulfillment of study programs
3. organization of studies and artistic and other creative and related activities
4. the conditions for admission of applicants for study in the admission procedure
5. the rights and obligations of students
6. foreign cooperation and foreign activities
7. labor relations
8. economy
9. determining the value of tuition fees connected to studies

Part II.

Article 4.

FAMO in Písek's authorities

1. Self-governing academic bodies
 - Academic Senate
 - Rector
 - Vice-rector for study
 - Producer of audiovisual production

2. Advisory bodies
 - Rector's Committee
 - Arts Council
 - FAMO Internal Quality Assessment Board in Písek
 - Review Committee
 - Disciplinary Commission

3. Director
4. Board of Directors
5. Leadership Board
6. Supervisory Board

SELF-EMPLOYED ACADEMIC BODIES

Article 5.

Academic Senate

1. The rights and duties of the Academic Senate are governed by this Statute.
2. The Academic Senate is composed of elected representatives of the Academic Community and is comprises representatives of the academic staff and students. FAMO's Academic Senate has 7 members, 4 of which are representatives of the academic staff, and the remaining 3 places are held by student representatives. Membership in the FAMO in Písek's Academic Senate is honest, voluntary and non-substitutable.
3. Membership in the Academic Senate is incompatible with those in the position of school Rector, Vice-Rector and the Director.
4. The term of office of members of the FAMO Academic Senate is three years.
5. The activities of the Academic Senate are materially and administratively provided by the Director.

Article 6.

Rector

1. The position of Rector is governed by the law and this Statute.
2. The Rector shall be appointed by the company's founders upon a proposal from the Director, after discussion with the administrative board of the company.
3. The Rector is the figurehead of FAMO in Písek, and acts and decides on behalf of FAMO in Písek to the extent determined by law and this Statute. He/she manages activities connected to education and studies, artistic and other, which arise from the objectives of the school and its curriculum.
4. The Rector shall be dismissed by the Board of Directors of the Company on a proposal from the Director and after discussion, if the Rector severely fails to fulfill his duties or seriously damages the interests of FAMO in Písek.
5. The Rector's term of office is four years. The same person may perform the function of the Rector repeatedly.

6. The Rector may represent the Director of FAMO in Písek, or the Vice-Rector, to the extent specified by him/her.
7. The Rector represents the Vice-Rector to the extent specified. The Vice-Rector may appoint and recall the Rector.
8. The Rector may decide to declare the state final examinations invalid or not on the initiative of the Review Committee.
9. The Rector appoints and recalls members of the Disciplinary Board.
10. The Rector appoints and recalls members of the Scholarship Commission and its Chairperson.
11. The Rector shall, at his/her discretion, convene the Rector's Committee as his advisory body. This college is made up of the vice-rector, the heads of studios, the director and the representative of the Academic Senate.
12. The Rector decides to admit applicants to study.
13. The Rector decides on the interruption, exclusion and termination of studies.
14. The Rector may, in extraordinary cases, declare Rector's leave.

Article 7.

Vice-Rector for Study

The Vice-Rector for Studies is primarily responsible for

1. The fulfillment of the FAMO study program in Písek, and its studios;
2. In co-operation with other FAMO authorities in Písek, for providing appropriate material and maintaining the curriculum and the objectives of the school.

Article 8.

Producer of audiovisual production

The producer of audiovisual works is responsible, above all, for the production of the school's audiovisual works.

Article 9.

Arts Council

1. The appointment of members to FAMO's Arts Council and the board's scope is defined by this Statute.

2. Internal and external members of the Arts Council are appointed and dismissed by the Rector. The Chairman of the Arts Council is the Rector of in Písek.
3. Members of the Arts Council are guarantors of Master's degree programs and the heads of individual studios of the Bachelor degree study programs. These members complement the external members outside the FAMO Academic Community.
4. The Arts Council has 10 members, one third of whom are external.
5. The Arts Council's conduct shall be determined by the rules and procedures of the Arts Council.
6. The Arts Council expresses its views on all essential, conceptual proposals and decisions, which govern the further development of FAMO in Písek.
7. The Arts Council recommends the principles and methodology of evaluation at FAMO in Písek.
8. The Arts Council expresses its views on the drafted strategic plan.
9. The Arts Council approves proposals for submitted accreditation.
10. The Arts Council discusses the drafted rules of FAMO's internal systems for quality evaluation.
11. The Arts Council approves the drafted annual report.

Article 10.

FAMO's Internal Quality Assessment Board

1. The Chairman of the FAMO Internal Quality Assessment Council in Písek (hereinafter referred to as "the Board") is the school's Rector.
2. The Board is the Rector's Advisory Body.
3. The members of the Board shall be appointed by the Rector.
4. The members of the board include 1 student, guarantor of the study program, the Director, the Vice-Rector, 1 member of the Arts Council and 1 external consultant.
5. The Board shall monitor the quality of teaching, artistic and other related activities.
6. The Board further elaborates on initiatives to improve teaching.
7. The Board shall prepare a draft internal quality assessment report and its appendices.

Article 11.

Review Committee

1. The Review Committee (hereinafter referred to as "the Committee") is the Rector's Advisory Board.
2. The members of the Committee are appointed by the Rector.

7. The members of the Committee are the Vice-Rector for studies, the guarantor of the study program and 1 other member.
4. The term of office of the Committee is 5 years.
5. The Committee shall issue an opinion on proceedings for a declaration of invalidity of the State Final examinations or parts thereof according to the law.
6. The Commission further assesses students' work in which plagiarism is suspected.

Article 12.

Disciplinary Board

1. The appointment and duties of the FAMO Disciplinary Board in Písek are as follows
Statute and Disciplinary Regulations.
2. Disciplinary Commission deals with violations of FAMO students in Písek and suggests the Rector's sanctions.
3. The members of the Disciplinary Board of the FAMO in Písek and its Chairman are appointed and dismissed from the ranks of the Academic Community with the approval of the Academic Senate FAMO Rector in Písek. One member of the Disciplinary Board is a student of FAMO in Písek.
4. The term of office of the members of the Disciplinary Board shall be five years.
5. The Disciplinary Board shall elect its Chairman from among its members.

Article 13.

Director

1. The director of FAMO in Písek confirms the founders of the company.
2. The position of the Director shall be governed by this Statute.
3. The Director, in particular:
 - a) Manages, coordinates and ensures the general management and internal management of the school,
 - b) Cooperates with the Rector, the Vice-Rector, and other school authorities in administrative matters and with other responsible staff of the school in matters of labor, administrative and economic importance,
 - c) Represents FAMO in Písek in matters of economic, administrative and labor law and commercial law to the extent determined by this Statute.

Part III

Article 14.

Organizational structure of FAMO in Písek

The Film Academy of Miroslav Ondříček in Písek is divided into:

1. Rectorate
2. Directorate (see organizational chart)

Article 15.

Rectorate

1. The Rectorate is the administrative department of the FAMO in Písek, consisting of the Rector and the Director.
2. The Rector's Office shall be divided into the following sections according to the activities provided by:
 - a) Rector's Secretariat: provides organizational, administrative, and legal co-ordination of school activities,
 - b) Economic department: it deals with all matters relating to the economic operation of the school,
 - c) Study department: deals with organizational, documentation, legal and administrative issues related to students and their studies. It also provides library operations.
 - d) P.R.: coordinates the school's off-campus activities, manages foreign contacts and co-ordinates the presentation and representation of the school at (for example) film festivals, and manages and coordinates the preparation of the International Student Film Festival in Písek.
 - e) Technical department: ensures the ongoing operation of FAMO's specialized workplaces, as well as the equipment and technology required for the fulfillment of the curricula of the departments. The department also maintains the school's Internet networks.
 - f) Foreign Office: provides accredited English language study programs and participates in the Erasmus + program.
3. The Rector runs the Secretariat and the Study Department.

Article 16.

Directorate

The Director runs the Secretariat, the Economic Department, the Technical Department, and P.R.

Article 17.

Studios

1. Teaching is divided into general and specialized parts. The general part is controlled and organized by the Vice-Rector. The specialized section is independently managed by the appointed head of the (particular) studio.
2. Subject guarantors are responsible for their respective studio.
3. The studios ensure the realization of teaching according to the accredited study program and their own study plans.
4. The head of the studio is its leader. The head of the studio is appointed and dismissed by the Rector after the discussion with the Artistic Council.
5. The head of the studio is subordinate to the Rector concerning matters of methodology, and the director in regards to economic administration. The Rector and the Director are responsible for their work.
6. The head of studio, in particular:
 - a) appoints his/her representative, who represents them to the extent specified by the head of studio;
 - b) organizes the pedagogical and artistic activity of the studio;
 - c) submits proposals to the Rector and the Director for personnel matters concerning members
 - d) of the specific studio, makes proposals in matters of material and financial security of the activities of the studio;
 - e) is responsible for the efficient use of the funds entrusted to the studio;
 - f) discusses the key issues of the concept of the studio's work with the studio's (other) academic staff
 - g) is responsible for the quality of the atelier's activities.

Part IV

Article 18.

Study program

1. FAMO in Písek performs accredited Bachelor's and Follow-up Master's degree programs in the Czech and English languages in accordance with sections §44, §45 and §46 of the Act. In connection with these study programs FAMO implements, pedagogical and other creative activities.
2. The aim of the study program is to provide an adequate level of education in the Bachelor's and Follow-up Master's degree, in the area of audiovisual development, the technologies and equipment required for their production, the organization and management of the production of audiovisual works, and the theory of artistic creation.
3. The Bachelor Degree study program at FAMO in Písek is subject to Section 45 of the Act. Graduates are awarded an academic degree "Bachelor of Arts" (in short "BcA." which is preceded by the graduate's name).

4. To study the follow-up Master Degree study program at FAMO in Písek, Article 46 of the Act applies. Graduates are awarded the academic title "Master of Arts" (in the abbreviation "MgA.", which precedes the graduate's name).

Part V

Article 19.

Students and study

1. The rights of FAMO students are set out in §61 and §62 of the Act.
2. The student's obligations are set out in Article 63 of the Act, this Statute, and the Study and Examination Regulations of FAMO in Písek.
3. Candidates who have been admitted to studies, have the right to enroll in studies, which is established under Section 51 of the Act. The prerequisite for enrolling is the conclusion of the Education and Payment Contract - the first installment of the study fee for the 1st year of study must be unless one of the scholarships on offer has been awarded.
4. After enrollment, the newly accepted student is obliged to make a matriculation promise. In the event of reasoned absence, the student passes on this promise a specified timeframe to the Rector.
5. The conditions for conducting the graduating examinations are defined under §53 of the Act along with the Study and Examination Regulations of FAMO in Písek.
6. The form and content of the documents regarding to studies shall be determined in accordance with §57 of the Act and issued by the Rector of FAMO in Písek.
7. For the issuing of replacement documents, which are prescribed by law, a fee must be paid to the school, the value of which is determined by the school's internal regulations.

Article 20.

Conditions for Admission to Study

1. The conditions of the admission procedure to study at FAMO in Písek are set by the Order of the admission procedure and in §48, §49 and §50 of the Act.
2. Candidates must have successfully graduated from secondary school / high school and must have successfully passed the entrance exam before they may be admitted to study at FAMO in Písek.
3. The rules for the admission procedure and the conditions for admission to study are made and enforced in compliance with the law and displayed on the school's website.

Part VI

Fees associated with studies and scholarships

Article 21.

Fees related to studies

1. The fees associated with studies under Section 59 of the Act are the tuition fees paid by the student in the amounts and dates set out in the Learning Agreement.
2. A condition of enrollment to studies and commencement of studies is the conclusion of the Learning Agreement and payment of the specified tuition fees. The contract is concluded by the Director of FAMO in Písek.
3. Other fees associated with studies are, in particular, the fees stated in the internal school regulations (for example, the additional fee for the granting of an extended deadline) and others.
4. The study-related fees are indicated to the candidate in accordance with the Learning Agreement and Internal Regulations, and can be paid to the FAMO Bank Account or in cash at the economics department.
5. It is the decision of the director whether to reduce or abolish the tuition fee or to postpone their date of payment, in accordance with this principle: the student's application is submitted in writing with a credible statement providing grounds for granting such an exception.
6. In deciding on the matter, the Director takes account of the opinion of the Rector, and in particular, the documented health or social circumstances of the applicant or to cases worthy of special consideration that do not require or allow the interruption of studies.
7. FAMO in Písek ensures equal conditions for all students. In exceptional cases, the school may adjust the tuition fee.

Article 22.

Scholarships

1. Scholarships for FAMO students in Písek can be awarded.
2. The conditions for awarding a scholarship are defined in FAMO's Scholarship Regulations.

Article 23.

Terms of study for foreigners

1. Foreigners are admitted to study at FAMO in Písek in the Czech language:
 - a) under the same conditions as citizens of the Czech Republic;

- b) on the basis of international treaties to which the Czech Republic is bound;
 - c) on the basis of cooperation agreements concluded between universities.
 - d) If they are recognized as having the satisfying the educational requirements set by the laws of admission to universities.
2. The Rector may, if he has reasonable doubts about the ability of the foreigner to study in a program taught in the Czech language, stipulate that part of the admission procedure is a verification of the knowledge of the Czech language. With this requirement the foreign applicant is acquainted.
 3. The amounts, in tuition fees, to be paid by foreigners and students in accredited study programs are stated in their Learning Agreement.

Part VII

Article 24.

Academic staff

1. In accordance with §70 of the Act, FAMO's academic staff in Písek are employees or external co-workers who perform arts-educational, educational-artistic or other creative activity at FAMO in Písek.
2. Academic staff are engaged in an employment relationship with FAMO in Písek.
3. Academic staff shall in particular participate in the following activities:
 - a) lectures, seminars, practical exercises, exams, consultations;
 - b) manages, tests and rates bachelor and master's degree work;
 - c) participates in the examination boards;
 - d) participates in the development and updating of study programs;
 - e) prepares study materials and teaching texts;
 - f) participates in the realization of artistic and other related projects;
 - g) their own artistic, professional and publishing activities;
4. The study program guarantor is responsible for the curriculum and its program implementation and once a year it presents an annual report to the Rector.
5. The guarantor of the subject is responsible for the content of the subject and its implementation and once a year submits an annual report to the guarantor of the study program.

Part VIII

Article 25.

Rules for the use of academic insignia and the holding of academic ceremonies

1. Symbols of academic traditions, rights, freedoms and the social status of the Rector and Vice-Rector are academic insignia.
2. FAMO's academic insignia are a chain and scepter.
3. The academic insignia are used, in particular, for matriculation, graduation, inaugurations and other festive occasions.
4. The academic insignia are the property of FAMO in Písek and must be protected and in a way corresponding to its meaning.
5. The academic insignia are given at the ceremony events listed in point 3. The following people are authorized to use the insignia:
 - a) The Rector and Vice-Rector;
 - b) The founder of the company and any person designated by them;
 - c) Members of the Teachers' Academic Senate;
 - d) Other academic staff;
 - e) Important people, as designated by the Rector.
6. The Rector, Director, Vice-Rector, and at least one senior member of the studio teaching staff are present at the student matriculation ceremony (where a festive academic oath is made by each student).

The oath is, as follows:

"I, a student of the Film Academy in Písek, solemnly swear that I will properly fulfill my study duties, to acquire the knowledge and experience that my teachers offer, that I will develop my creative skills in accordance with humanistic ideals, to respect the good traditions of Czech film and Czech culture, to assist and develop the traditions of the Film Academy of Miroslav Ondříček in Písek, and to protect her property and defend her reputation. "

7. The graduation ceremony (where a formal oath will be made and a bachelor or master's degree diploma will be awarded) are held with the participation of the Rector, the school's Director, the Vice-Rector, and at least one senior member of the studio teaching staff.

The oath is, as follows:

"I accept this university degree certifying satisfactory completion of my studies in the Bachelor's

(Master's) degree study program at the Film Academy of Miroslav Ondříček in Písek, and I swear to uphold the good title of Bachelor of Art (Master of Art) without moral, or artistic compromise. I swear to remain grateful to Film Academy of the Miroslav Ondříček in Písek. I swear that the results of my studies at the Film Academy of Miroslav Ondříček in Písek will help me develop my artistic and professional growth to the benefit of all society and its culture, and in the humanistic spirit and tradition of Czech film. "

8. The inauguration of a new Rector takes place with the participation of the former Rector, Director, Vice-Rector and at least one senior member of the studio teaching staff.

The inaugural oath is, as follows:

"I swear to honor the duties of the Rector of the Film Academy of Miroslav Ondříček in Písek, that I will act according to the academy's Statute, that I will enforce adherence to academic freedom while insisting on adherence to the rules of study and other regulations, that I will watch over Academy's assets and their effective use, to cooperate fully with the Director and the Board of Directors and to disseminate and defend the good the reputation of the Film Academy of Miroslav Ondříček in Písek. "

9. The procedure for FAMO academic ceremonies in Písek determines the Rector's specific performance.

Article 26.

Lifelong learning

1. FAMO's Lifelong Learning Programs are implemented in the form of course specialization, retraining, innovation, expansion, complementation and supplementation. Courses are provided in exchange for payment. After completing the course and fulfilling all prescribed conditions, FAMO will issue a certificate to the graduates.
3. The implementation of these courses shall be in accordance with the Lifelong Learning Regulations.

Article 27.

Evaluation of FAMO's activities

1. FAMO in Písek annually performs, in accordance with Section 42 (1) a) of the internal law on the assessment of educational quality, artistic and other related activities.
2. FAMO in Písek prepares its Annual Activity Report and submits it to the Ministry and publishes it in accordance with Section 42 (1) a) of the Act. The Annual Activity Report is discussed and approved by the school's Arts Council.

3. The definition of the content, conditions and frequency of the internal evaluation is set by the rules of the system of quality assurance.
4. The evaluation results of FAMO in Písek's activities are used in the school's Strategic intent and its annual implementation, in accordance with Section 42 (1) b) of the Act. Its preparation is based on the artistic and strategic interests of FAMO in Písek.