

# **STUDY AND EXAM REGULATIONS**

## **THE FILM ACADEMY OF MIROSLAVA ONDŘÍČKA**

### **IN PÍSEK**

**(Hereinafter referred to as FAMO)**

#### **I. GENERAL PROVISIONS**

##### **§1**

FAMO's Study and Examination Regulations (hereinafter referred to as the "SER") are based on Act no. 111/1998 Coll. on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act) (referred to hereinafter as "the Act") and the school's Statute. Students, Academic staff and other FAMO staff are obliged to get acquainted with the SER and abide by its contents.

##### **§2**

Recommended changes and supplements to the SER are expressed by the Academic Senate of FAMO in Písek, and are approved by the Rector and the Director.

#### **II. STUDY PROGRAM**

##### **§3**

FAMO in Písek offers an accredited Bachelor's Degree program and a follow-up Master's Degree program.

#### **III. FORMS OF STUDY**

##### **§4**

University education is intended for students seeking a Bachelor's degree education (within the meaning of Section 45 of the Act), culminating in a Bachelor's examination which allows for the Academic title "Bachelor of Arts - BcA" to be obtained.

The standard duration of the Bachelor's degree study program is 3 years (6 semesters) of full-time study.

The offered university education is also intended for those who are seeking a post-graduate Master's degree (within the meaning of Section 46 of the Act), culminating in a Master's examination which allows for the Academic title "Master of Arts – MgA" to be obtained.

The standard term of study in the Master's degree program is 2 years (4 semesters) of full-time study.

## **IV. CONDITIONS OF ADMISSION, ADMINISTRATIVE PROCEDURE**

### **§5**

To study at FAMO in Písek, a candidate may only be admitted if they meet the requirements of § 48 of the Act, has attained a complete secondary / high school education and demonstrated ability and talent in the specified prerequisites by successfully completing the admission procedure.

### **§6**

In exceptional (and justified) cases, the Rector of FAMO may be inclined to accept applicants who do not have the necessary educational background. An academic title is only granted to such students after the additional achievement of full secondary education (Section 45 paragraph 4 and Section 46, paragraph 4 of the Act).

### **§7**

The details of application into a study program, the dates and deadlines of submitting such an application and the scope and content of the admission procedure for individuals within each specific field of study are listed on the official notice board of the school and on its website.

### **§8**

#### **ADMISSIONS**

The purpose of the admission procedure is to identify and evaluate the candidate's prerequisites for their opted field of specialization within the study program.

1. The Rector appoints the examination committee.
2. The admission procedure may proceed in multiple forms. If the examination committee agrees after any round that the applicant did not meet the pre-defined conditions in order to gain admission the chairman of the examination board has the right to:
  - a) To make this conclusion known to the application and propose their withdrawal from the admissions procedure.
  - b) To propose to the Rector to terminate the applicant's admission procedure.
3. If, for serious reasons (notably for sickness, incapacity for work), the applicant is not able to attend the admissions procedure, he / she can apply in writing to the Rector of FAMO in Písek within 5 days requests an alternative term.
4. Following the conclusion of the final round of the admissions procedure, the examination committee shall determine in order the candidates who successfully completed the entire admission procedure and have passed the final report on to the Rector with their proposals for admission to the study program.

5. The Rector makes a decision regarding the acceptance of a candidate to study on the basis of the proposal made by the admissions committee. A decision shall be sent to the applicant no later than 30 days after the final round of the admissions procedure.
6. Regarding the application to studies by an individual who has completed a degree program or part of it at another university in the Czech Republic or abroad, or who has passed an accredited educational program or part of it at a technical college in the Czech Republic or abroad, different conditions may be laid down under Section 49 (3) of the Act. The applications of these applicants are assessed individually and any decision to accept them into a study program belongs to the Rector.
7. Within 30 days of receiving a decision of acceptance or non-acceptance the applicant may submit a request to the Rector of FAMO in Písek asking to reconsider this decision. The applicant shall state in the application substantive reasoning. The subsequent decision of the Rector is final.
8. The number of applicants admitted is limited by the specific concepts of teaching and fulfilling the curriculum and economic and capacities of the school.
9. The admission procedure also governs the rules of the admission issued by the Rector.

## **V. THE ORGANISATION OF STUDIES**

### **§9**

#### **STUDY PROGRAM**

1. The study program defines the basic orientation of the theoretical and practical teaching. Study the content of the program is set out in the Study Plan.
2. Students are enrolled according to the annual curriculum (RUP). Yearly classroom proposals plans of the study branch are processed annually by the studio managers in cooperation with a proctor for study. Final versions of the RUP must always be approved at the latest until 1 September.

### **§10**

#### **FORMS OF TEACHING**

Teaching is divided into general and technical sections.

### **§11**

#### **ACADEMIC YEAR**

The academic year is divided into a winter and summer semester, an implementation period, two exam periods (after each semester) and winter and summer holidays.

During the implementation period (unless otherwise specified by the Rector) studies continue according to the study schedule and individual and joint practical exercises are carried out.

The rector begins and ends the academic year. The course and termination of studies are governed by Sections 51 to Section 56 of the Act.

## §12

The number of hours of lectures and seminars is set out in the curriculum of the study plan, which is part of the accredited study program.

## §13

### **ORGANIZATION OF STUDIO WORK**

1. This is managed by the head of the respective studio, who, in accordance with the academic year's schedule and the study plan, shall draw up and submit to the Vice-Rector by 15 May of the previous academic year the draft of the annual curricula organized by semesters and grades and including a practical exercise plan.
2. After assessing individual annual curricula and coordinating the exercise plan the Vice-Rector will submit annual curricula by the end of May to the Rector.

## §14

### **WRITTEN SCHEDULE**

1. With registration to the annual curriculum and the swearing of the matriculation oath, the applicants become students of the Film Academy of Miroslav Ondříček Film Academy in Písek.
2. By entering the annual curriculum of the respective year of study, students have the right to participate in all forms of education, the gaining of credits, the classification of these credits and to complete their examinations.
3. The registration is held in the school's lecture halls - it is run by the study department on the dates determined by the Rector and is highlighted for students in an electronic study report (electronic index).
4. FAMO's study department is responsible for managing and checking the registration processes.
5. Students are enrolled in all compulsory subjects and electives according to the year of the curriculum and the given field of specialized study.
6. Students who have completed all of their required duties as determined by the compulsory study plan are enrolled to the higher grade. This is governed by the school's internal regulations.
7. Students who have not completed their study duties by the date of termination of the extended examination period (the term determines the time distribution of the school year), can in certain specified cases, be enrolled conditionally. If this does not apply to them, those who fail to submit their request in a timely manner, or if their request is not granted, will be expelled from the study program for failing to fulfill their study duties.

8. If a student fails to register for a given deadline and does not give reasonable justification in writing within 5 days, is considered to have abandoned their studies.
9. Recognition of study received at another higher education institution- the rector may allow the recognition of some part of previous studies (of a related nature) to an enrolled student after consulting the relevant head of study.

## §15

### **CONDITIONAL REGISTRATION**

If the student has not completed a subjects by the day of enrollment for the next academic year, he/she she is conditionally entered into the higher grade. In order for a student to be enrolled properly, they must, by the end of October of the academic year in question, conclude these incomplete subjects. This is further regulated by the school's internal regulations and board of classification and semester / year completion.

## §16

### **INDIVIDUAL STUDY PLAN**

If a student displays exceptional ability and talent in their study program, and has received excellent results, but cannot for serious medical, family, social or other reasons, regularly participate in their learning program or fulfill study duties, though it is generally assumed that the student is capable of satisfactorily completing the required assignments of the year, they can request an individual study plan from the Rector. This must be in writing, and may be approved by the Rector on the recommendation of the head of the relevant studio.

## §17

### **REPEATING A YEAR OF STUDY**

1. FAMO's Study and Examination Regulations, in individual cases which will be judged by the Rector, allows a student's repeating of an academic year.
2. A student who has not met the conditions for continuing his studies may request the Rector's permission to repeat the academic year. This application is submitted by the student to the school's studies department within 14 days after the end of the course examination period.
3. During a student's course of studies an academic year may only be repeated twice.
4. When repeating a year as part of the bachelor study program, the student must enroll in all the subjects which were classified as "failed" as well as their specific studio subject. Other subjects will be recognized as complete.
5. A student repeating a year of a master's degree program must enroll in all the subjects from which he was classified as "satisfactory", "failed" and their specific studio subject.

## §18

## **INTERRUPTION OF THE STUDY**

For serious reasons the student may ask the Rector to interrupt their studies.

1. Upon successful completion of such an application, the Rector shall determine the beginning and end of the interruption of studies (with a maximum of a two year period).
2. Any such an interruption may last for a maximum of two years.
3. If the reasons for the interruption of studies cease to exist, the Rector may decide, upon receipt of an application from the individual (who previously was a school student), to end the period of interruption, even before the afore-organized date.
4. The interruption of studies is not included in the standard period of study.
5. The student does not hold the status of student during the period of interruption.

## **§19**

### **TERMINATION OF STUDIES**

1. Abandoning studies - a student who intends to leave the study program will announce his / her decision to leave in writing to the Rector.
2. Students who do not appear for registration within the given deadline and do not provide reasonable justification, in writing, within 5 days, are judged as having abandoned their studies.
3. Exclusion from studies - any student may be excluded from their studies under the Disciplinary Code FAMO in Písek.
4. Termination of studies – a student may have their studies ended for failure to fulfill their study obligations and for non-compliance with the Learning Agreement.
5. A student who has abandoned their studies or was excluded from their studies, or had their studies terminated, may request the Study Department to issue a certificate of successful completion of examinations or other forms of attestation, at the same time indicating that the student's studies were not completed.
6. Upon the termination of their studies, the former student loses the right to use the technical equipment of FAMO in Písek, its studios, etc., and has to compensate for all school receivables.
7. The termination of studies is regulated by the decision of the Rector.

## **§20**

### **COMPLETION OF STUDIES**

1. University studies at FAMO in Písek can be completed:
  - a) By completing a three year Bachelor's degree study program by satisfactorily completing the final state examination;

- b) By completing a two year Master's degree study program by satisfactorily completing the final state examination;
2. At the end of their final year of studies, the student loses his / her entitlement to technical use the school's equipment, facilities, studios, libraries, etc.
  3. The day which marks the end of studies is the day when the final state examination was completed at the conclusion of the study program.
  4. Successful graduating students have the right to participate in the ceremonial graduation event, during which the graduation oath of the school is spoken and the graduate receives their Bachelor of Arts (BcA.) or Master of Arts (MgA.) degree and with it the appropriate title.
  5. The Bachelor's degree graduate oath is, as follows:

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

6. The Master's degree graduate oath is, as follows:

"I accept this university degree certifying satisfactory completion of my studies in the Master's degree study program at the Film Academy of Miroslav Ondříček in Písek, and I swear to uphold the good title of 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. "

7. Students are required, before the final state examination, to submit a completed and confirmed application form to the study department, where any remaining obligations to the school or studies are settled. This application must also be submitted to the technical and economic department for the appropriate signature.

The overall grade of studies reflects the degree of student success throughout the course graduate studies: "passed", "passed with honors" and "failed".

A student graduates "with honors" if he has achieved for everyone year of study, an average mark of no more than 1.5 without a "satisfactory" assessment, and a state final examination grade of up to 1.5 without a "satisfactory" rating.

## **VI. CHECKING THE RESULTS OF THE STUDY**

## §21

1. The level and performance of studies is judged by individual forms of assessment. The student is informed of O subjects and forms of assessment during registration.
2. The requirements for the completion of the individual forms of assessment shall be announced by the academic staff member for the subject.
3. If a student fails to meet the basic requirements for classification, set by the teacher of the subject, he/she has no right to be admitted to classification.

## §22

### **FORMS OF CLASSIFICATION**

1. Participation (Za) is a form of classification without a rating scale. Students are judged according to their theoretical work, work of seminar character and workshops, and specialized exercises. Their completion may be tied to attendance and is conditional upon the completion of a seminar exercise, which are handed down from the teacher.
2. In the study report, the word "counted" is entered, if judged satisfactory. In the event that the student is not able to fulfill the conditions of participation, they must fulfill the conditions according to a newly set deadline.
3. Classified Credit (KZa) is a classified form of assessment (grading system). Within the study report is recorded the word "counted" together with the evaluation scale "Excellent" (1), "Good" (2), "Satisfactory" (3), "Fail"(4). In the event that a student is not able to meet the required conditions of the grading, they must fulfill the conditions according to a new deadline arranged by the relevant pedagogue.
4. Exams (Zk) is a classified form of assessment that examines the knowledge of the student in the relevant subject and their ability to evaluate the problems, phenomena, works, personalities, etc. related to the lectured subject. The exam may be written, oral or combined. An exam entry requirement may be a successful writing work. It is classified with the scale "Excellent" (1), "Good" (2), "Satisfactory" (3), "Fail"(4).
5. Further forms of assessment are governed by the internal regulations of the school.
6. Exam conditions:
  - a) The examination takes place during the examination period in the dates listed by the relevant pedagogue, announced to the study department and published by FAMO in Písek.
  - b) Regular and re-examination exam terms are completed in the winter exam period. After the regular winter exam period, a re-take exam period takes place until the end of February. It is completed by the checking of an electronic study report by the Study Department.
  - c) During the summer exam period, which ends on June 30, the regular exam and re-examination terms take place. Due to the summer holidays which follow the exam period it is possible for students to take exams throughout the summer semester's exam period and during the follow-up winter semester until the end of October of the year concerned. The

summer exam period ends by the checking of an electronic study report by the Study Department.

- d) If the student is unable to attend the examination on the appointed date (regular or re-examination), he/she is obliged to inform the relevant teacher or the Study Department. For serious reasons, it is possible for students to inform the school of their non-participation at short-notice. If the student does not provide any such information, he/she is given a "fail" grade.
- e) If a student is not able to pass the exam, he / she has the right to re-take the exam. If he fails to pass the second exam, he may apply for a second re-examination. If he/she does not satisfactorily complete this re-examination, they may request the Rector for a "Rectoral exam date" (the final re-examination possibility). The date and conditions of this exam test, and the composition of the examination commission, is proposed by the relevant teacher and approved by the Rector. The Rector is not required to declare the rector's term of re-examination.
- f) If a student fails to pass the Rector's re-examination, he can not move the subject to the next year.
- g) Based on the results of the student, the teacher of the subject or the Rector may allow the student's examination before an examination commission which is appointed by the Rector.

Decisions of this commission are final and cannot be appealed.

## §23

### CONTINUATION EXAMS

The continuation exams are an assessment (by a commission) of the practical exercise, and its satisfactory completion is a prerequisite for progressing into the following semester. The objective is to assess the student's artistic and professional growth objectively (by the commission).

The classification scale is: pass / fail

- 1. If the student is unable to be present at the continuation examination, he / she must inform the school and provide reasoning before the examination date. If a student is not able to take the exam for serious and justified reasons, they must inform the school within the shortest possible time following the exam.
- 2. The Commission may decide on a possible replacement or repeat examinations term.

### VII. FINAL STATE (GRADUATION) EXAMINATION

## §24

- 1. The Final State Examination at FAMO in Písek takes place in the Bachelor's and Master's degree programs.

2. The successful completion of the Bachelor's program requires the fulfillment of the study plan, and the achievement of at least 180 credit points, as well as passing the Final State Bachelor's Exam.
3. The completion of a Master's degree requires the fulfillment of the study plan, the achievement of at least 120 credit points and the successful completion of the Final State Master's Exam.
4. The student must apply for the final state examination within 2 years of completing their studies.
5. The student must apply for the state final examination at the Study Department at least 14 days before exam's term. To this time all subjects must be completed and any claims from the school resolved. At the prescribed date, the student will hand-in their written theoretical work, which they must upload onto the school's kivvi system (internal portal). They must then hand-in their graduate film, or other, to the management of the school in the specified form (unless otherwise specified).
6. The Final State Bachelor's Exam consists of:
  - a) The defense of practical graduate work - the graduate film or specified graduate work;
  - b) The defense of written theoretical work;
  - c) The defense of the production analysis of feature film production (focus of the "production" department);
  - (d) Testing in the student's selected field of specialization;
  - (e) The examination of art subjects;
7. The Final State Master's Exam consists of:
  - a) The defense of practical graduate work - the graduate film or specified graduate work;
  - b) The defense of written theoretical work;
  - c) Testing in the student's selected field of specialization.
8. The theme of a theoretical written thesis is approved by the head of the relevant studio and the Rector. The content and form of a graduate film or graduate work is approved by the head of the relevant studio and the producer of audiovisual work.

## §25

1. The thematic areas of the final state examinations are approved for each academic year by the Rector, upon the recommendation of the heads of the respective studio departments and in accordance with accreditation.

2. The thematic areas of the final state examinations are published on the school's internal portal (kivvi database) at least 6 months before the examinations. The Vice-Rector for Studies is responsible for the publication of the thematic areas by this given time.
3. The dates upon which the final state examinations are set for each academic year are organized by the Vice-Rector for Studies, and usually noted in the academic calendar.
4. The final state exam is public and takes place before a commission for the final state examinations (hereinafter referred to as the "Commission"), which is appointed and dismissed by the Rector on the basis of the assent of the artistic council. The Commission is made up of at least three members and consists of teachers, professionals and individuals from the arts community.
5. The Commission's chairperson is responsible for the activities and conduct of the final state examination. The Commission makes its decision regarding the progress and evaluation of the final state examination, by voting in a private session on the day of the examination.
6. The Commission shall decide through a simple majority vote of the members present and the results shall be announced by the Chairman of the Commission.
7. The individual parts of the final state examination are classified with the grades "Excellent" (1), "Good" (2), "Satisfactory" (3), "Fail" (4).
8. Decisions of the Commission cannot be appealed.
9. The protocol on the process and evaluation of the final state examination shall be signed by all members of the Commission.
10. The Committee may propose to the Rector the cancellation of the validity of a final state examination (or part thereof) in accordance with §47 Article. f of the Act.