

Decree of the Dean of the Music and Dance Faculty (HAMU) of the Academy of Performing Arts in Prague No. 2/2018,

specifying selected articles of the Rules of Study and Examination of the Academy of the Performing Arts in Prague (AMU)

Article I ADMISSION PROCEDURE

1. Study applicants shall fill in an electronic application using the prescribed form* and send it to the faculty's study information system (KOS). They will also print it out, sign it and send it with all the required annexes together with proof of payment of the administration fee to the address of the faculty.
2. Foreign applicants who are applying for a tuition-free programme accredited in Czech are obliged to append to the study application an official document from an accredited institution verifying knowledge of **Czech at an advanced B2 level according to the Common European Frame of Reference for Languages (CEFR)** and complete all parts of the entrance exam in Czech. In exceptional cases, the document may be presented no later than on the day of registration for studies. If the applicant fails to do so, he or she will not be registered for studies. Applicants shall also append a copy of their foreign school-leaving certificate or their Bachelor's or Master's degree and diploma supplement, all officially verified and translated into Czech with a validation clause. The foregoing does not apply to Slovak citizens or to foreigners who graduated from secondary schools with a Czech school-leaving examination or from a Czech institution of higher education.
3. Foreign applicants who are applying for a paid study programme accredited in English are obliged to append to their study application an official document from an accredited institution verifying knowledge of **English at an advanced B2 level according to the Common European Frame of Reference for Languages (CEFR)** and complete all parts of the entrance exam in English. Applicants shall also append a copy of their foreign school-leaving certificate or their Bachelor's or Master's degree and diploma supplement, all officially verified and translated into Czech with a validation clause.
4. The faculty announces only one official date for the admission procedure. In exceptional cases, individual departments may request the Dean to announce a second official date for the admission procedure.
5. The Master's Programme is a two-year accredited programme that builds on the previous, successfully completed Bachelor's programme in the same field.
In the event of demonstrable similarity of the field, the Dean may, based on a request made by the head of the respective department, allow an applicant whose successfully completed a Bachelor's degree in a field that is not entirely identical to the field of the subsequent Master's programme to take part in the admission procedure to the Master's Programme.
6. The Selection Board for the entrance exam, comprising members of the respective department, shall be approved by the Dean on the proposal of the head of such department. The Selection Board shall be composed of at least three members. The Examination Report shall be signed by all present Selection Board members.

Article II

INTERRUPTION OF STUDIES

1. Studies at HAMU may be interrupted for serious reasons, such as long-term illness, serious artistic reasons, parenthood, etc. The reason for the interruption of studies must be provided in writing on the prescribed form*.
2. It is possible to interrupt studies repeatedly, but for no longer than for two years during one study cycle. The period during which studies were interrupted in connection with parenthood shall not be included in this period, however.
3. The teacher of the primary field of study (major) and the department head shall provide their opinion on the request for interruption of studies. The request shall be approved by the Vice Dean. There is no legal entitlement to interruption of studies.
4. Prior to registering again for studies, an ascertainment examination in the primary field of study (major) before the board of the respective department may be required.
5. Failure to attend the new registration on the specified date without explanation is considered an abandonment of studies and a reason for termination of studies.
6. ATTENTION: According to Section 54 of Act No. 111/98 Coll., a person who has interrupted his or her studies is not considered a university student for the period of interruption.

Article III

SPREADING OUT OF YEAR

1. It is possible to spread out one's studies once during a Bachelor's programme and once in the subsequent related Master's programme for serious reasons.
2. The reason for spreading out a year (study plan) into two academic years has to be explained on the prescribed form*.
3. The teacher of the primary field of study (major) and the department head shall provide their opinion on the request for the spreading out of studies. The request shall be approved by the Vice Dean. There is no legal entitlement to the spreading out of studies.
4. The request for spreading out a year is accepted by Student Administration **no later than by 15 October** of the academic year that the spreading out pertains to. Requests filed after this deadline will not be considered.
5. During the spread-out year, the scope of the lessons in the primary field of study (major), including collaborative piano, must not exceed the accredited hourly allocation approved for one academic year.

Article IV

COURSE OF STUDY

1. Students are obliged to monitor and check the fulfilment of their study (academic) obligations, observe their curriculum and schedule for the academic year, and resolve any problems without undue delay with the teacher of their primary field of study (major), department head or head of Student Administration. They shall observe all other AMU and HAMU internal regulations.
2. A request for recognition of completion of a course shall be submitted on the respective form*. In the case of courses completed at a different university, a copy of a record of

successful completion of the examination (a university diploma and diploma supplement or transcript of records confirmed by the respective student administration) and a copy of the course syllabus shall be provided. A course can be recognised within five years of its completion. Approval is provided by the Vice Dean.

3. It is possible to carry over two registered courses into the next semester when the course will be taught. A written request on the respective form* must be submitted no later than at the time of registration into the higher year. A fee of CZK 500 is charged for each additional course carried over. The course teacher's approval shall be required. The Vice Dean for Studies may not approve course carry over.

Article V STATE FINAL EXAMS

a) Bachelor's and Master's Programme State Final Exams and State Doctoral Exam

1. **The content** of state final exams **forms an integral part hereof.**

2. **Assignment of Bachelor's thesis and Master's thesis**

Assignment of written work and graduation performance on the respective form shall be submitted by students in their second year of the Bachelor's programme and first year of the connected Master's programme **no later than by 31 May** of the year preceding the graduation exam at the secretariat of the respective department.

3. **Deadlines and dates**

State final exam

- One official date in the first half of June
- One alternate date in the first half of September

Students must request the alternate date for the State final exam in writing on the respective form* **no later than by 28 February** of the year of the graduation exam if the request pertains to study reasons, artistic reasons related to their studies or personal reasons; the request can be made at any time if for health reasons (a doctor's note must be submitted). The teacher of the primary field of study (major) and the department head shall provide their opinion on the request. The request is approved by the Vice Dean of Studies.

Graduation performances must be executed **by 30 April**. Any exceptions are permitted by the Vice Dean of Studies for very serious reasons only.

b) Submission of Bachelor' and Master's theses

- by **30 April** for the official date of State exams
- by **30 June** for the permitted alternate date of State exams in September

Student shall submit Bachelor's and Master's theses in printed form with all the prescribed particulars and in the required number of copies to the secretariat of the respective department. They will also upload the theses to the AMU Study Information System (KOS), fill in all required fields and ensure that both the thesis and graduation performance are in "submitted" status.

c) Submission of dissertation thesis

- by **15 April**, or 30 June

The State doctoral exam takes place at the earliest two months after submission of the dissertation thesis, with all the prescribed particulars and in the required number of copies, to the Vice Dean of Studies or Student Administration.

d) Enrolment in the State final exam and State doctoral exam

Before the date of the State final exam, student shall enrol electronically in the respective section of the AMU Study Information System (KOS) for the announced date of the State final exam, but no later than **5 business days** prior to the date of the State final exam. Prior to sitting for the Bachelor's/Master's/Doctoral State final exam, students shall return all loaned items (such as musical instruments, books, notes, sporting equipment etc.) and settle all debts to HAMU.

**Article VI
YEAR-END EXAMS**

1. Bachelor students of interpretative fields are obliged to take three Examination Board exams in the subject of their main field of study:
 1. The Examination Board exam before the department is taken in the first year.
 2. The Examination Board exam before the Board of the Dean is taken in the first year.
 3. The Examination Board exam before the department is taken in the second year.
2. The exam before the Board of the Dean does not have to be taken by first-year Bachelor students who obtained 20 or more points during the entrance exams and an A, B or C rating during the Examination Board exams before the department.
3. Students of the interpretative fields are obliged in their first year of the connected Master's programme to pass one Examination Board exam before the department in the subject of the primary field of study.

This decree, including its annexes, enters into force on 24 April 2018.

This decree cancels in full the wording of Decree No. 1/2017.

*All forms mentioned in the text of the decree are available either on the faculty website (<https://www.hamu.cz/cs/studium/studijni-oddeleni/>) or in printed form at the faculty's Student Administration.

Prague, 24 April 2018

Prof. Ivan Klánský
Dean of HAMU