

Ministry of Education, Youth and Physical Education registered „The Study and Examination Regulations” of Janáček Academy of Performing Arts on July 1, 2004 under the reference number 21 976/2004-30 pursuant to paragraph 36, clause 2 of the law 111/1998 Coll. on higher education and on the change and amendment to other laws (Law on Higher Education).

Amendments to the Study and Examination Regulation of the Janáček Academy of Music and Performing Arts were registered pursuant to § 36 clause 2 and 5 of the Higher Education Act of May 9, 2006 reference number 14 226/2006 – 30.

## **COMPLETE VERSION OF THE STUDY AND EXAMINATION REGULATIONS OF JANÁČEK ACADEMY OF PERFORMING ARTS IN BRNO OF MAY 9, 2006**

### **Part I.**

#### **Basic provisions**

##### **Article 1**

The Study and Examination Regulations of Janáček Academy of Performing Arts in Brno (hereinafter referred to as “JAMU”) contain the rules for the study in the bachelor studies, follow-up magister studies ((hereinafter “follow-up magister study programme”), nenavazující magister studies (hereinafter “magister study programme”) and doctoral programmes of study being implemented at the Faculties of JAMU.

##### **Article 2**

#### **Academic Year and Time Break-up of Study**

- 1) The Rector announces the beginning of the next academic year annually by February 1<sup>st</sup> at the latest.
- 2) The academic year is divided into “winter” and “spring” semesters.
- 3) The Dean announces the time schedule of the academic year for the Faculty. The time schedule of the academic year determines above all the beginning and the end of the instruction, examination period, holiday period within the individual semesters and the period during which the state final examinations take place.
- 4) As a rule, each semester has 14 teaching weeks and the examination period has 5 weeks.
- 5) The instruction is organized in the attendance form of study according to weekly timetables unless stated otherwise by the Accreditation of the Study Programme.
- 6) The Faculties, in the Dean’s Regulation, can modify the break-up of study of the individual programmes of study into modules forming the integrated summary of subjects and state the conditions and minimum and maximum period for their completion.

### **Part II.**

## **Study in Bachelor and Follow-up Magister and Magister Study Programmes**

### **Chapter I Organisation of Study**

#### **Article 3 Study Plans**

- 1) The basic instruction module of the study plans is a one-semester study subject (hereinafter referred to as “subject”).
- 2) Before starting the instruction of the branch of study, the Faculty, at which the programme of study is implemented, will announce the structured list of subjects whose completion is prerequisite for the normal completion of the given branch of study. The list:
  - a) groups subjects into semesters and years or into the modules of study
  - b) defines conditions of the subjects follow-up
  - c) defines the character of the individual subjects as compulsory, compulsory optional and optional in the study plan.
- 3) The study plan of the branch of study of the programme of study is a basis for the creation of the study plan of a student.
- 4) With preserving the contents part of the programme of study, it is possible to modify the course of study and the checking dates of study for those students who want to complete a part of the study at another college particularly in abroad or they want to extend their knowledge by internship or by other similar activities. The serious reasons particularly on medical grounds can be the cause for giving the student the exception. The decision making process is governed by the Dean’s regulation.

#### **Article 4 Credit System**

For the quantification of the course of study at JAMU in Brno, the credit system<sup>1)</sup> whose characteristics are listed below is used:

- (a) of the workload of a student is 60 credits per academic year.
- (b) One credit represents between 24 and 30 lessons.
- (c) The number of credits, which expresses the relative rate of load of a student necessary for the successful completion of the given subject, is assigned to each subject.
- (d) The workload of students represented includes the time at lectures, seminars, and practical lessons, individual creative work and study as well as preparation for lessons.
- (e) Each part of the study plan is assigned a number of credits (mainly subjects, modules, internship, diploma projects and projects).
- (f) The completion of a subject in a manner prescribed according to Article 5, the student will obtain the number of credits assigned to each subject.

(g) The credits obtained within the framework of the one branch of study are added.

### **Article 5 Method of Completing the Subject**

- 1) The subjects are completed either by
  - (a) completing the credit or by
  - (b) awarding the rated credit or by
  - (c) taking the examination
- 2) By completing the subject according to paragraph 1, the student will obtain for the subject the assigned number of credits.
- 3) If a student does not complete the enrolled subjects as stated in paragraph 1, the proceedings follow Article 10, paragraph 4 or Article 11 paragraph 6.

### **Article 6 Methods of Instruction and Their Implementation**

- 1) The methods of instruction are above all lectures, exercises, seminars, projects, courses, individual consultations and practical training.
- 2) The above mentioned methods of instruction are characterized as follows:
  - (a) The contents of the lectures correspond to the contents of the education in the branches of study.
  - (b) Exercises and seminars are the active forms of instruction during which the independent work of students is expected. The part of them can be the continuous oral and written evaluation of knowledge of individual students which is a part of the final evaluation.
  - (c) The individual consultations stem from the student's requirements. The heads of the pedagogical working places (ateliers, cabinets, departments and laboratories) will state the weekly scope of consultations provided by individual instructors.
- 3) A part of the student's study activities is the assigned and own independent work.
- 4) The attendance at the lectures is recommended. The attendance at the other forms of instruction is compulsory. The teacher shall inform students, at the beginning of the semester, about the rules of attendance.
- 5) The heads of the basic pedagogical working places (ateliers, cabinets, departments and laboratories) are obliged to pursue the instruction provided by their working place and take care of its level. The bases for their evaluation are also results following from the evaluation of the instruction of students

### **Article 7 Subject Documentation**

- 1) The subject documentation contains above all:
  - a) Name of the subject
  - b) Code of the subject
  - c) Instruction method of subject and its completion
  - d) Subject characteristics
  - e) Year
  - f) semester
  - g) Number of assigned credits
  - h) Name of the teacher
  - i) The contents annotation and objectives of the subject and characteristics of the obtained knowledge and skills.
  - j) Study prerequisites (completed courses, level of knowledge and skills)
  - k) Syllabus of the subject
  - l) Literature recommende to students
  - m)Instruction methods
  - n) Assessment methods
  - o) Language of instruction

### **Article 8**

- 1) The Faculty provides student with the information necessary for his/her study and it particularly provides consultancy during the development of his/her curriculum.
- 2) For performing these activities, the Faculty creates the consultancy and information structure.

## **Chapter II Verification and Evaluation of Study Results**

### **Article 9 Verification of Study Results**

- 1) The study results are verified by the continuous checking of study and in the completion of the subject by the credit, rated credit or by examination.
- 2) The Dean's regulations will determine the final dates for obtaining the credit or rated credit and for taking the examinations in the academic year.

## **Article 10**

### **Credit and Rated Credit**

- 1) By the credit it is confirmed that a student has been actively involved into the work during the course of a semester and has fulfilled the requirements as a condition for granting the credit at the beginning of the instruction.
- 2) The rated credit is a credit at which the level of the assigned activities is assessed by the scale of marks.
- 3) It is necessary to obtain the credit or rated credit by the end of the examination period of the semester in which the subject was instructed at the latest. The Dean's regulation can state the exception.
- 4) If a student does not obtain the credit or rated credit in the subject whose completion is compulsory for the study in the given programme of study and the reenrollment of the subject was not permitted pursuant to Article 14, paragraph 4, then his/her study is terminated according to paragraph 56 Clause 1b of the Act. The decision making process is governed by paragraph 68 of the Act.
- 5) The student who failed to obtain the credit or rated credit can ask for review as stated by the Dean's regulation.
- 6) Awarding and not-awarding the credit or rated credit is recorded in the documentation on the study (Article 49). In the student's book, the instructor will confirm the award of the credit by the word „credited” and by his/her signature and will state the date the credit was awarded. In case of the rated credit, the mark and date will be recorded in the column „credit”. The evaluation of ECTS will also be stated in the student's book.
- 7) The failure to obtain the credit or rated credit is not entered into the student's book.

## **Article 11**

### **Examination**

- 1) The examination evaluates the knowledge of a student of the appropriate subject and his/her ability to creatively apply the obtained knowledge in the application in the appropriate branch of study. A part of the assessment is a creative activity of a student in the practical lessons and seminars of the subject.
- 2) The examination can be oral, written, practical or combined. The concrete form of verifying the knowledge and the date of its taking place (half-semester, regular, resit) is stated by the instructor. For a student, who has enrolled in the given subject, the determined dates are binding.
- 3) The examinations are taken on the examination dates following after the end of the appropriate semester according to the time schedule of the academic year.
- 4) The student who was ranked by the mark „unsatisfactory” has the right to the resit. Corrective dates are two at a maximum.
- 5) Based upon the student's requirement or from his own instance, the head of the pedagogical working place may decide about the taking of the examination in front of the board appointed by him/her. If the examiner is the head of the pedagogical working place

then the Dean will appoint the board and decide about taking the examination in front of the board.

- 6) If a student does not take the examination in the subject whose completion is compulsory for the study in the given programme of study and if the reenrollment was not permitted pursuant to Article 14 paragraph 4 then his/her study is terminated according to paragraph 56, clause 1, letter b) of the Law. The decision making process is governed by paragraph 68 of the Law.
- 7) If the student does not come to take the examination without making an excuse or his excuse is not accepted he is awarded the mark „unsatisfactory”. The acceptance of the excuse is decided definitely by the head of the pedagogical working place. If he/she is the examiner, than it is decided by the Dean.
- 8) The scale of marks according to Article 12 evaluates the examination results hereunder.
- 9) The examination marks are recorded in the study documentation (Article 49). In the student’s book the examiner will state the mark, points, date of taking the examination or the date of taking its last part and will add his/her signature. The mark „unsatisfactory” is not stated in the student’s book. The evaluation of ECTS will be put down in the student’s book.

## **Article 12**

### **Grading Scale**

- 1) The result of the examination and rated credit is assessed by ECTS grading scale . The maximum number of points is 100. Assessment based on continuous evaluation and half-semester examination cannot be subsequently improved. To pass the examination or rated credit the minimum of 50 points is required.
- 2) The assesment of the examination and rated credit is recorded in the student’s documentation in letters A,B,C,D,E and the number of points and number of credits.

In ECTS evaluating the following grading scale is used

- |                |                    |
|----------------|--------------------|
| a) 0-49 pts    | F – unsatisfactory |
| b) 50 – 59 pts | E                  |
| c) 60 - 69pts  | D                  |
| d) 70 - 79     | C                  |
| e) 80 - 89     | B                  |
| f) 90 – 100    | A                  |

## **Article 13**

### **Average Rating of Student**

- 1) The average rating of a student in a given unit of study (either semester or study year) is expressed by the study weighted average defined by the following formula:

$$VP = \frac{\sum K_p \cdot Z_p}{\sum K_p}$$

Where

$K_p$  is a number of credits per subject  $p$  completed by the examination or rated credit

$Z_p$  is a student's rating in the given unit of study – all rated subjects are added up.

- 2) The weighted study average is used particularly:
- For granting the academic standing scholarship
  - For determining the overall evaluation of study (Article 25)

### **Chapter III**

#### **Course of Study**

##### **Article 14**

#### **Check of Study and Conditions for Continuing the Study**

- 1) In each academic year, it is checked whether a student obtained in the given part of study at least minimum number of credits in a prescribed structure as stated in the Dean's regulation. If the student does not fulfil this condition, his/her study will be terminated according to paragraph 56, clause 1, and letter b) of the Law. The decision making process on this proceeding is governed by paragraph 68 of the Law.
- 2) During the course of the study the check of students attendance at exercises, seminars and instruction in ateliers is carried out.
- 3) The repeated absence from the instruction without excuse in the checked instruction is a reason for the termination of study for not complying with the study requirements according to paragraph 56, clause 1, letter b) of the Law. The decision making process on this proceeding is governed by paragraph 68 of the Law. The rules for performing the check of study are specified by the Dean's regulation.
- 4) In the reasoned and exceptional cases, the Dean may allow a student to transfer unfinished subject into the next academic year under the conditions stated in the Dean's Regulation.
- 5) The Dean's regulation can determine conditions for continuing the study after the first year or the first cycle of study.

## **Article 15**

### **Enrollment in the Next Academic Year**

- 1) A student who fulfils conditions for continuing the study or has been granted an exception according to Article 14, paragraph 4, has the right to enrol in the next academic year of study.
- 2) During the enrollment, the student enrolls in the subjects of the given branch of study in accordance with the rules specified by the Dean's regulation.
- 3) If more teachers teach a certain subject, the student has the right to choose one of them. This right is enforced in a form of a written application filed to the Dean. The Dean will approve the application if no obstacles occur due to the capacity, technical and other objective reasons. The way and the deadlines for submitting the written application are set by the Dean's regulation.
- 4) The enrolment in study takes place on the dates determined by the Dean
- 5) If the student does not enrol in the study on the determined date without any excuse or the Dean does not accept his/her excuse, his/her study will be terminated according to paragraph 56- letter b) of the Law. The decision making process is governed by paragraph 68 of the Law.

## **Article 16**

### **Interruption of a Course of Study**

- 1) Based upon the written application of the student the Dean will determine the time and conditions of the interruption of a course of study so that all principals of the Study and Examination Regulations are observed in accordance with the study in the appropriate programme of study.
- 2) It is not possible to allow the interruption of a course of study at the time when there is an assumption that the study requirements will not be fulfilled.
- 3) It is possible to interrupt a course of study during the first semester only in extraordinary cases particularly on medical grounds.
- 4) As a rule, the interruption of a course of study is terminated by the beginning of a semester.
- 5) The study can be interrupted for the period of two years in a row at the utmost. The Dean can approve the exceptions mainly on medical grounds.
- 6) The study can be interrupted repeatedly. The total period of interrupting the study should not exceed two (2) years. The Dean can approve the exceptions mainly on medical grounds.
- 7) If the reasons for interrupting the course of study cease to exist, the Dean can terminate the interruption of the study based upon the request of a student before the allowed period of the interruption expires and he can determine the following course of study.



- 8) If the student, during the interruption of his/her study, studied at another Faculty and he/she took examinations at that Faculty, the Dean can recognise this examination and determine the credit evaluation based upon his/her application recommended by the head of the atelier or department who ensures the corresponding subject of the study in the programme of study being implemented at the Faculty. The decision making process in this subject matter is governed by paragraph 68 of the Law.
- 9) The student who will not enrol in the study without excuse within five days after the interruption period of study expires at the latest or his/her excuse is not accepted, he/she loses the right to enrol in the study again. The Dean will definitely decide the acceptance of the excuse.
- 10) The study can be interrupted if the student did not pass the state final examination until it is resat

### **Article 17**

#### **Withdrawal from Study**

If the student decides to withdraw from the study, he/she will announce his/her decision to the Dean in writing.

### **Article 18**

#### **Recognition of a Part of Study**

- 1) The student, who finished the study or its part or he/she studies other programme at the university in the Czech Republic or abroad, may ask for the recognition of the completed part of the study or individual examinations based upon his/her written application. The decision making process takes into consideration particularly the discipline of the completed study or its part, the credit rating of the individual completed subjects of the programme, the academic standing and the time that elapsed since the termination of the study done until now.
- 2) The recognition of a part of study is conditioned by passing the differential examinations.
- 3) The recognised parts of study or the individual recognized examinations will be assigned the credit rating corresponding to the given study in the programme of study.
- 4) The period of the study will include the number of years corresponding to the total credit rating of the recognised part of the study for those students whose part of the study has been recognized. It is stemmed from the pace of study assuming the termination of the study in the programme of study for the period equal to the standard period of the study.
- 5) The Dean decides on the recognition of any part of the study.

### **Chapter IV**

#### **Normal Termination of Study**

## **Article 19**

- 1) BA, MA and follow-up MA studies are terminated by obtaining the number of credits specified in the Dean's Regulation and by passing the state final examinations (hereinafter referred to as „SFE”). The state final examination includes examination in the main subjects of the discipline, Bachelor's or Magister's thesis, diploma project, graduate performance or project and their defence.
- 2) The day of termination of the study is the day when the SFE or its final part has been passed pursuant to paragraph 55, clause 1.

## **Article 20**

### **State Final Examination**

- 1) The Dean's Regulation specifies the rules for the organization and the course of the SFE.
- 2) The state final examination or any of its part can be repeated two times at a maximum.
- 3) When repeating the state final examination, the student repeats only this part of the examination in which he/she received the mark „unsatisfactory”.
- 4) The final part of the FSE shall be taken on the dates that will be determined by the Dean's Regulation. If a student does not pass the SFE by this time, his/her study will be terminated according to paragraph 56, clause 1, and letter b) of the Law. The decision making process in this matter is governed by paragraph 68 of the Law.
- 5) The report is made during the course of the state final examination. The report contains the course and assessment of the defence of the graduate project or performance, thesis and other parts of FSE and as well the overall rating of the state final examination according to Article 24. The appendix to the report contains the appraisal of the opponents and the evaluation of the graduate project or performance by the head of the atelier or department and the evaluation of the thesis by the supervisor of the thesis. The form of the report will be stated by the Rector's Regulation

## **Article 21**

### **Examination Board for State Final Examination**

- 1) The state final examination takes place before a SFE board. The chairman and the members of the board are appointed by the Dean so that the principles contained in paragraph 53, clauses 2 and 3 of the Law are observed.
- 2) The SFE board consists of three (3) members at minimum
- 3) Its chairman runs the SFE board.
- 4) The SFE board has a quorate if two thirds of its members are present.

## **Article 22**

## **Graduate Project**

- 1) In the graduate project the student shows the level of his/her professional work in a form of his/her own artistic performance or creation of the artwork or professional project. The study and public presentation of the graduate project is a part of the curriculum (study plan).
- 2) The process of selection, the method of assigning and the own implementation of the graduate project are stated in the Dean's Regulation.
- 3) The head of the graduate project is usually a teacher of the student's study discipline. The opponent to the graduate's project is appointed by the Dean based upon the proposal made by head of the atelier or department. They both will prepare the written appraisal so that the student can be familiarized within three (3) days before his/her own defence of the graduate's project at the latest.
- 4) The graduate project and its defence are evaluated differently from the other parts of the state final examination by awarding or non-awarding the leaving certificate for the graduate project.

## **Article 23**

### **Diploma Thesis**

- 1) In the diploma thesis the student shows that he/she is able to solve and orally or in writing present the assigned problem and defence his/her own approaches to the solution. BA and MA theses or differ in the character of the assigned problems and in the way in which the problems, their scope and depth are dealt with. The diploma thesis is a part of the curriculum.
- 2) The head of the appropriate atelier or department proposes the themes of the theses. The dates, the method of assignment and formal layout of the theses are set by the Dean's Regulation.
- 3) The assignment of the diploma thesis contains the name and brief characteristics of the objectives to be achieved, basic literature sources, name of the supervisor of the diploma thesis and the date of its handover. The supervisor of the diploma thesis can be a specialist who is not employed by JAMU.
- 4) The diploma thesis can be presented in one of the world languages if approved by the supervisor of the diploma thesis. In this case the diploma thesis shall contain a Czech resumé.
- 5) The Dean appoints the opponents of the diploma thesis. The supervisor of the diploma thesis or and its opponent write the appraisals to this thesis. The student should be acquainted with them within three (3) days before its defence takes place.
- 6) During defending the diploma thesis, the student will firstly mention the main results of his/her work and then he/she will comment the remarks listed in the appraisal of the supervisor of the diploma thesis and in the appraisal of the opponent. This is followed by a discussion.

- 7) Pursuant to § 47b Article 2 of the Law, the diploma thesis shall be available at least 5 (five) working days before the defence at the Study Department of the Faculty. Abstracts and copies of the thesis may be done upon previous arrangement in accordance with the regulations of the Copyright Act.
- 8) The diploma theses and their appraisals, having been defended, are published in the electronic database of diploma theses administered by JAMU and available in the JAMU library. The database contains opponents appraisals and diploma theses in a scope which follows the Copyright Act Regulations. The database also contains the result of the defence of the diploma thesis.

## **Article 24**

### **Evaluation of State Final Examination**

- 1) All the parts of the state final examination are rated separately and the scale of marks according to Article 12 herein above is used for rating. The board during the closed session decides the rating of the state final examination. The proposal for rating is accepted if the majority of the members of the board is in favour of it. In the same manner it will be decided about whether or not the graduate project will be awarded the leaving certificate.
- 2) If a student is awarded the mark „unsatisfactory”, the board will resolve on the reasoning which will be recorded in the report on the state final examination and with which the student will be acquainted.
- 3) If a student does not come to the state final examination without any excuse or his excuse is not accepted, he/she is considered to fail the state final examination. The excuse is filed to the Dean who will decide on its acceptance.
- 4) Based upon the rating of the individual parts of the state final examination the board will decide upon its overall rating as follows:
  - a) If one part of the state final examination is rated „insufficient” or the leaving certificate has not been granted for the graduate’s artistic performance, the total result is insufficient.
  - b) The overall result of the state final examination is evaluated with the mark „excellent” if its parts are awarded grade A or one B maximum.
  - c) In other cases the overall result of the state final examination is evaluated with the grade „satisfactory”.

## **Article 25**

### **Overall Evaluation of Study**

- 1) The overall evaluation of the regularly completed study is:
  - a) Passed with honours

- b) Passed
- 2) The student who will pass with honours will receive the university diploma with the distinction.
- 3) The distinction is awarded to those students who were achieving excellent study results (specified by the Dean's Regulation) during the whole course of the university study and at the state final examination they were awarded the grade „excellent”.

### **Section III**

#### **Provisions for Study in Doctoral Programme**

#### **Chapter V**

#### **Organization and Course of Study in PhD Programme**

#### **Branch Board**

#### **Article 26**

- 1) The Faculties of JAMU set up the branch boards pursuant to § 47, Article 6 of the Law. The branch board consists of five (5) members minimum who are appointed and withdrawn by the Dean of the appropriate Faculty after discussions in the Artistic Board of the Faculty. The Dean also determines the number of members of the branch board and their term in office.
- 2) In its activities the branch board follows the agenda that will also determines the way of voting the chairman. The Dean will issue the agenda after discussions with the branch board.

#### **Article 27**

The Branch Board performs particularly the following activities:

- a) Gives their assessment on the proposed tutors
- b) Approves the proposals of the themes of the theoretical and creative activities in the field of art for the appropriate study programme submitted by the supervisor (hereinafter referred to as „PhD theme”) and the proposal of the themes of the dissertations
- c) Discusses the changes in the structure of subjects, included in the appropriate programme.
- d) Nominates members of entrance examinations committees, they are appointed by the Dean
- e) Judges the proposals of the entrance examination committees and submits proposals for the admission of the applicants to the Dean.
- f) Expresses its opinion on the student individual study plans of PhD students and their potential changes

- g) Discusses evaluations of students submitted to the tutor
- h) Makes a recommendation to the Dean to terminate the study of a student for his/her not complying with the study obligations. The discussions are held in presence of the student and the tutor.
- i) Evaluates the performance of the tutors and submits the conclusions to the Dean
- j) Evaluates, at least once a year, the level of the study programme and submits the conclusions to the Dean
- k) Initiates proposals for adjustments of the study programme in relation to the conditions of the accreditation.
- l) Approves the contents and the scope of the state PhD examination.
- m) Nominates the chairmen and the members of the board for the state PhD examinations and for the defence of dissertations

## **Article 28**

### **Tutor**

- 1) The tutor is a distinguished personality in the field, which forms the scientific background of the study programme.
- 2) Tutors, who can be a professor, senior lecturer or a prominent expert in the field of the study programme, are appointed and withdrawn by the Dean after he/she is approved by the Artistic Board.
- 3) The themes of study in the PhD programme proposed by the tutor are in accordance with his/her own scientific activities taking into account the tutor's research work and the workplace into which the student is assigned (hereinafter referred to as „training workplace“)
- 4) The tutor guides the education of the student as follows:
  - a) Compiles the individual study programme in a co-operation with the student
  - b) Assigns the theme of the dissertation in presence of the student and guides his/her work on the dissertation in methodology primarily
  - c) Provides tutorials
  - d) Monitors the student's progress and submits proposals in view of fulfilling the study objectives
  - e) Evaluates student's performance annually based on the results of the examinations and the fulfilment of the tasks set for the individual study plan.
- f) The tutor along with the chairman of the Branch Board will suggest to the Dean to terminate the study pursuant to § 56, Article 1, letter b) of the Law, if the evaluation of the student performance is insufficient. The decision making process is governed by paragraph 68 of the Law.

## **Article 29**

## **Individual Study Plan**

- 1) The individual study plan shall set for the student the following:
  - a) Contents of his/her independent theoretical and creative activities in the field of art and his/her own education activities with respect to the specialization of the branch of study and the theme of the dissertation.
  - b) Subjects the students is obliged to complete
  - c) Activities relating to creative activities, especially internships, and participation in conferences, seminars, festivals, competitions and summer schools.
  - d) His/her pedagogical activities in accordance with the Dean's Regulation.
  - e) Study schedule
- 2) The Study and Examination Regulations of the Faculty will state the form of the elaboration of the individual study plan
- 3) The tutor together with the student prepares his/her individual study plan and makes potential changes in it. The tutor submits the individual study plan to the Branch Board when approved by the head of the training workplace. The Dean approves the individual study plan and its changes.

## **Article 30**

### **Subjects in PhD Programme**

- 1) The subjects in the PhD programme ensure that the student is provided sufficient present-day knowledge in the field of his/her study programme.
- 2) The subjects are taught and examined by professors, senior lecturers or by other distinguished experts.
- 3) The subjects are completed by the examination.
- 4) Documentation of study subjects includes::
  - a) Name of subject
  - b) Scope of subject
  - c) Names of teachers
  - d) Contents annotation of subject
  - e) Curriculum in relation to the study schedule
  - f) Literature on which the subject is based and literature recommended to studentsThe documentation of the subject is made public on the JAMU website.
- 5) According to the number of students, subjects are taught at lectures organised for a group of students, minimum number of whom is determined by the Dean upon the recommendation of the Branch Board, or seminars or controlled individual study plan with tutorials.

## **Article 31**

### **Examination in Subject in PhD Programme**

- 1) The date of examination in the PhD programme is set by the examiner and the student by their mutual consent. The tutor, who is usually present at the examination, is always informed about the date of the examination.
- 2) The examination is open to public
- 3) The result of the examination is expressed by words „Passed” or „Failed”.
- 4) The student, who failed the examination, has the right to take a resit. If he/she fails the resit, he/or has the right to take the examination before the committee. The committee is appointed by the appropriate Branch Board upon the tutor’s request.. As a rule, the chairman of the board is a member of the Branch Board, its members are always the tutor and the teacher of the given subject. The date of the examination will be determined by the chairman of the committee. The committee at a closed session will decide about the result of the examination. The proposal of grading is accepted if the majority of the present members of the committee votes for it. A report is made on the examination taken before the committee.
- 5) The result of the examination is entered into the study documentation. The date of the examination and the signature of the examiner and the signature of the chairman in case of the examination before the committee are recorded in the student’s book.. The grading „Failed” is not recorded.
- 6) If the student does not pass the examination in a subject assigned by his/her study plan before the committee according to § 4, his/her study is terminated according to § 56, Article 1, letter b) of the Law. The decision making process in this matter is governed by paragraph 68.
- 7) If the student does not come to take the examination without an excuse or his/her excuse is not accepted he/she will be graded as „unsatisfactory”. The chairman of the Branch Board shall decide about the acceptance of the excuse with the final effect.

## **Article 32**

### **Evaluation and Check of Fulfilment of Individual Study Plan**

- 1) As a rule, the student at the training workplace gives an account of his/her study, the results of the creative tasks and of the progress in his/her dissertation annually.
- 2) Every year, the student shall prepare a written report, as set by the Dean, on the results of his/her activity, which is one of the grounds for his/her evaluation by the tutor.
- 3) The tutor evaluates fullfilling of the study plan on regular basis and submits the evaluation to the Branch Board.
- 4) If the student fails, the tutor shall suggest that the appropriate Branch Board should terminate the study of the student according to § 56, Article 1, letter b) of the Law after



the head of the training centre delivers his/her evaluation. This proceeding can be also initiated by the head of the training workplace or the Branch Board. The decision making process in this matter is governed by § 68 of the Law.

### **Article 33**

#### **Interruption of Study in PhD Programme**

- 1) The Dean can interrupt the study based upon the written application of the student recommended by his/her tutor.
- 2) The study can be interrupted for a maximum two years in a row. The study can be interrupted repeatedly. The total period of the study interruption should not exceed two years. The Dean can allow exceptions particularly on medical grounds.
- 3) If the reasons for the study interruption cease to exist, the Dean can, upon the application of the student, terminate the interruption of the study before the interruption period expires.
- 4) If the student, during the interruption of his/her study, studied at another Faculty and he/she took examinations at that Faculty, the Dean can recognise this examination upon his/her application recommended by the tutor and the Branch Board
- 5) The student who will not enrol in the study without excuse within five days after the interruption period of study expires at the latest or his/her excuse is not accepted, he/she loses the right to enrol in the study again. The Dean will definitely decide the acceptance of the excuse.

### **Article 34**

#### **Withdrawal from the PhD Programme**

If the student decides to withdraw from the study, he/she will announce his/her decision to the Dean in writing. If the student, within the framework of the study, took on commitments resulting from the project solutions and from the main and supplementary activity defined by the contractual relationship, he/she is obliged to duly terminate this contractual relationship.

### **Article 35**

#### **Recognition of a Part of Study in PhD Programme**

- 1) The student, who finished the study or its part or he/she studies other programme at the university in the Czech Republic or abroad, may ask for the recognition of the completed

part of the study or individual examinations based upon his/her written application. The decision making process takes into consideration particularly the discipline of the completed study or its part, the the academic standing, results of his/her own creative activities, and the time that elapsed since the termination of the study.

- 2) The recognition of a part of study can be conditioned by the taking of the differential examinations.
- 3) The Dean decides about the recognition of a part of study on the proposal of the tutor and after the statement made by the Branch Board.

## **Chapter VI**

### **Dissertation and Defence**

#### **Article 36**

##### **Dissertation**

- 1) The dissertation is an independent theoretical work elaborated according to Article 2 and containing the results of the solutions of the scientific or artistic task.
- 2) The dissertation is particularly divided into the following parts:
  - a) Overview of the current state of the issue which is the subject matter of the dissertation.
  - b) Objective of dissertation
  - c) Results of dissertation with mentioning new findings, their analysis and their importance for the implementation in practice or for further development of the branch of study.
  - d) List of literature
  - e) List of own works (theoretical or practical) relating to the topic of the dissertation

A part of the dissertation can be as well the documentation of the artworks or performances. Their part always contains the summary in the Czech and English as a rule one page.

- 3) As a rule, the dissertation is submitted in Czech and foreigners can submit the dissertation in Slovak, English and German language.
- 4) The formal layout of the dissertation will be stated by the Dean's Regulation.
- 5) Pursuant to § 47b Article 2 of the Law, the dissertation shall be available at least 5 (five) working days before the defence at the Study Department of the Faculty. Abstracts and copies of the thesis may be done upon previous arrangement in accordance with the regulations of the Copyright Act.
- 6) Dissertations and their appraisals, having been defended, are published in the electronic database of dissertations administered by JAMU and available in the JAMU library. The database contains opponents appraisals and dissertations in a scope which follows the Copyright Act Regulations. The database also contains the result of the defence of the dissertation.

## **Article 37**

### **Defence of Dissertation**

- 1) The student can apply for the defence of the dissertation after taking all prescribed examinations and after complying with the tasks given by his/her study programme.
- 2) The student submits along with the application for the defence of the dissertation the following:
  - a) Dissertation made in three copies
  - b) Conspectus of dissertation
  - c) Overview of activities carried out during his/her study in the PhD programme including the list of published works and works accepted for being published or the list of works of art or performances and reviews of these works, works of art and performances
  - d) The tutor's opinion on the dissertation
- 3) Application rules for defence of the dissertation are set by the Dean
- 4) Defence proceedings start upon delivery of the application form.
- 5) If the application for defence of the dissertation complies with the terms and conditions stated in Article 2, it is submitted to the Branch Board for further proceedings.
- 6) If the application for defence of the dissertation does not comply with the terms and conditions of Article 2, the Dean shall interrupt the proceedings and call on the student to remedy the shortcomings within the stated period of time; otherwise he/she shall stop the defence proceedings.

## **Article 38**

### **Conspectus of Dissertation**

- 1) The conspectus of the dissertation contain a brief of basic thoughts, methods, results and conclusions of the dissertation in the same structure as in the dissertation. The conspectus is in the scope of up to 15 printed pages in the format A4.
- 2) The conspectus of the dissertation which is submitted in 15 up to 20 copies together with the application for the defence of the dissertation will be received by all members of the board for the defence of the dissertation and by appropriate professional workplaces.

## **Article 39**

### **Board for Defence of Dissertation**

- 1) The dissertation is defended before the board for defence of the dissertation. The Dean appoints the chairman and the members of the board upon the proposal of the Branch Board.

- 2) The board for a defence of the dissertation consists of at least five members. One or two members of the board are not members of the academic staff of JAMU.
- 3) The meeting of the board for defence of the dissertation is convened and conducted by its Chairman.
- 4) The board for defence of the dissertation has quorate if at least two thirds of the board members are present. The proposal is accepted if the majority of board members vote for it.

## **Opponents of Dissertation and Their Opinions**

### **Article 40**

- 1) The board for defence of the dissertation appoints minimum two opponents of the dissertation of whom at least one should be a Professor and only one opponent from the Faculty or the institution where the dissertation was written. The tutor, direct superior or subordinate of the student cannot be appointed as opponents.
- 2) The opponent shall submit his/her opinion of the dissertation in writing
- 3) The opponent shall mention in his/her opinion the following:
  - a) Topical relevance of dissertation
  - b) Whether the dissertation meets the stated objective
  - c) Proceeding of tackling the issue and the results of the dissertation along with real contribution of the student
  - d) Importance for practice or branch development
  - e) Assessment of the formal layout of the dissertation and its language level.
- 4) The opponent's opinions shall be sent to all members of the board for defence of the dissertation and to the student at least 15 days before the defence takes place.

### **Article 41**

If one of the opponents does not recommend the dissertation for defence, the student can apply for interruption of the proceedings on defence of the dissertation so that he/she could make additions or rework the dissertation. The Dean decides about this request upon the recommendation of the board for defence of the dissertation and the appropriate Branch Board.

### **Article 42**

- 1) The defence of the dissertation is a scientific discussion between the student and the opponents and between the members of the board for defence of the dissertation and other participants of the defence.

- 2) The defence of the dissertation is open to public. The date and place of the defence shall be announced on a notice board of the appropriate Faculty at least two weeks in advance.
- 3) As a rule, the dissertation takes place within six months from the beginning of the proceeding. The time of interruption of the proceedings is not included in this period of time.
- 4) If the student fails to defend the dissertation, he/she can apply for a new defence after six months at the earliest. If the student fails to defend the dissertation for the second time, his/her study will be terminated according to § 56, Article 1, and letter b) of the Law. The decision making process in this matter is governed by § 68 of the Law.
- 5) It is necessary to defend the dissertation within five years at the latest counted from the date of the enrolment in the study. If the student fails to defend the dissertation within this period of time, his/her study will be terminated according to § 56, Article 1, and letter b) of the Law. The decision making process in this matter is governed by § 68 of the Law.

### **Article 43**

- 1) The board for defence of the dissertation shall make sure that the defence takes place within 30 days after the delivery of all opponents' opinions. If this period of time is exceeded, it is necessary to inform the Dean. The Dean can prolong this period adequately to the reasons.
- 2) The defence of the dissertation is open to public and takes place in presence of the opponents. If one of them cannot be present at the defence for some reason, the defence can take place on condition that the opponent not present submitted a positive assessment. In this case the assessment of the absent opponent is read.
- 3) The defence is conducted by the chairman of the board for defence of the dissertation or by another member of the board authorised by the chairman of the board.
- 4) As a rule, the proceeding during a defence of the dissertation is as follows:
  - (a) The chairman opens the defence, introduces the student, announces the theme of the dissertation and submits the overview of the student's published scientific works or works of art or performances.
  - (b) The student shall explain the essential contents and the main results of his/her dissertation.
  - (c) The tutor shall present his/her assessment of the student's work and dissertation to the board for defence of the dissertation.
  - (d) The opponents shall present the essential part of their assessments.
  - (e) The student shall take a stand on the assessments of the opponents, on the objections, remarks and questions in particular.
  - (f) The chairman shall open a discussion in which anybody present can take part.
- 5) As a rule, defence of the dissertation does not take more than two hours.
- 6) The board for defence of the dissertation shall evaluate the defence of the dissertation at a closed session in presence of the opponents and the tutor, and shall decide on the result of the dissertation by secret vote. For successful defence of the dissertation, it is necessary to

obtain the majority of votes of the board. After the decision in this matter, the board settle on their statement by majority of votes. The decision and the statement are presented to the student.

- 7) A report on the defence of the dissertation is made, its appendix contains the assessments of the opponents. The conclusions of the board for defence of the dissertation contain assessment of the conspectus of the dissertation and possible requirements for emendation of the text before it is published.
- 8) The chairman of the board for defence of the dissertation informs the appropriate Branch Board and the Dean about the defence of the dissertation.

## **Chapter VII**

### **State PhD Examination**

#### **Article 44**

- 1) During the state PhD examination it is verified whether or not the student acquired broader knowledge of the relevant discipline and knowledge of the theme of the dissertation and whether or not the student has mastered methods of scientific work and whether he/she is able to acquire new findings, evaluate and use them creatively.
- 2) A part of the state PhD examination is a discussion on further context of the dissertation. The discussion contains in particular critically evaluated state of knowledge in the field of the dissertation's theme, definition of expected objectives of the dissertation and characteristics of research methods used. The Branch Board shall determine the scope of the discussion.
- 3) Only one resit of the state PhD examination is allowed.
- 4) A report is made on the course of the state PhD examination. Its form shall be stated by the Rector's Regulation.

#### **Article 45**

### **Applying for PhD Examination**

The student can apply for state PhD examination after successful defence of the dissertation.

#### **Article 46**

### **Examination Board for State PhD Examination**

- 1) The state PhD exam takes place before the board and is open to public. The chairman and the members of the board are appointed by the Dean upon proposal of the Branch Board pursuant to § 53, Articles 2 and 3 of the Law.
- 2) The examination board consists of five members minimum.

- 3) The discussion of the examination board is conducted by its chairman.
- 4) The examination board discusses the result of the state PhD examination at a closed session and makes decision by secret vote. The decision is accepted by majority of votes of all members of the board.

#### **Article 47**

#### **Evaluation of State PhD Examination**

- 1) The grading scale of the state PhD examination is „Passed” or „Failed”.
- 2) If the student fails to pass the state PhD examination, the statement of the Board will be recorded and presented to the student.
- 3) If the student fails to come to the state PhD examination without giving any excuse or his/her excuse is not accepted, he/she is considered to have failed the examination. The excuse is filed to the Dean who shall decide about the acceptance of the excuse.
- 4) If the student fails the state PhD examination in the resit, his/her study is terminated according to § 56, Article 1 and letter b) of the Law. The decision making process in this matter is governed by § 68 of the Law.

#### **Proper Termination of Study in PhD Programme**

#### **Article 48**

The day of proper termination of the study in PhD programme is the day on which the state doctoral examination is completed or successful defence of the dissertation if taken later.

#### **Part IV**

#### **General Provisions**

#### **Article 49**

#### **Study documentation**

- 1) The study documentation is designed to record, preserve and process data relating to the study of individual students.
- 2) The study documentation is a part of JAMU information system.

#### **Article 50**

#### **Contact of Students with the Faculty**

In contact regarding study matters, a student can be represented by his/her representative only in extraordinary cases upon the power of attorney. Dean's approval is necessary

### **Article 51**

Students who have completed their studies are obliged to hand over the student identity card and submit a document of settlement of all claims of JAMU and the Faculties against them.

### **Article 52**

#### **Delivery and Substitute Delivery**

The decision made in the following matters:

- a) granting the exemption to the rule for study plan according to Article 3, clause 5,
- b) interruption of study according to Articles 16 and 33,
- c) decision making process according to § 56, Article 1 and letter b) of the Law,
- d) recognition of a part of study or examinations according to Articles 18 and 35,

shall be delivered to the student into his/her own hands or in a substitute manner, i.e. receiving in person at the study department of the Faculty. If the decision, pursuant to letters a) through d), fails to be delivered as stated above, it will be put on the notice board of the Faculty. The date of putting the decision on the notice board will be considered the day of its delivery.

### **Article 53**

#### **Honours and Praises**

- 1) Pursuant to Article 40, Clause 3 of the JAMU Statute, the Rector awards the „Prize of the Rector” as estimations of extraordinary results achieved during student's study.
- 2) The estimation of results achieved during the study awarded by the Faculty is specified in the Dean's Regulation.

### **Part V.**

#### **Final Provisions**

### **Article 54**

#### **Final Provisions**



- 1) The Study and Examination Rules registered by the Ministry of Education, Youth and Physical Education of June 22, 1999, reference number 23 792/99-30 is abolished.
- 2) The Study and Examination Rules were approved pursuant to § 9, Article 1 and letter b) of the Law by the Academic Senate of JAMU June 16, 2004.
- 3) The Study and Examination Rules become effective pursuant to § 36, Article 4 of the Law on the day of registration by the Ministry of Education, Youth and Physical Education
- 4) The Study and Examination Rules become effective on October 1, 2004

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Amendments to the Study and Examination Rules of the Janáček Academy of Music and Performing Arts in Brno were approved pursuant to § 9, Article 9 and letter b) of the Higher Education Act by the Academic senate of JAMU on May 3, 2006.

Amendments to the Study and Examination Rules of the Janáček Academy of Music and Performing Arts in Brno become effective pursuant to § 36, Article 4 of the Higher Education Act on the day of registration by the Ministry of Education, Youth and Physical Education.

Prof. PhDr. Václav Cejpek  
Rector