

# STUDY GUIDE



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# ACADEMIC LIFE AT DAMU



# 1. INTRODUCTORY WORD

Dear students,

Welcome to the new academic year 2023/24. It is going to be a super election year for our faculty, we are expecting elections for the Academic Senate of DAMU, the Academic Senate of AMU and also the election of the Faculty Ombudsman. This year, more than ever, we can all influence what kind of institution we study and work in, what values are important to us, and how our interests will be represented. I would like to urge you to seize this unique opportunity responsibly, with the energy, grit and determination that the DAMU student body can display at crucial moments - most recently in the form of the extensive and multifaceted support needed after the outbreak of war in Ukraine.

It is also the ambition of this Guide to be your guide in taking advantage of the diverse opportunities that the faculty and the whole of AMU offers its students. The Guide also aims to be your support in situations where the responsibility for the success of your studies lies primarily in your hands.

In this year's second edition of the Guide you will find a new section - All about school works at DAMU. In the introductory legal information, you can learn what is and what is not a school work and how your creative work, produced during your studies, can be treated by the school and yourself. This is followed by a catchy overview of the tasks and possible solutions you may encounter when preparing your school work.

For those of you who are approaching the end of your studies, a simple overview of the steps from the assignment of your bachelor's or master's thesis to the state final exam may be helpful. The procedure has undergone several changes this year as a result of a new Rector's decree; see Chapter 46 for details.

I wish you many inspiring encounters throughout the academic year!

**Mgr. Michal Somoš**

Vice-Dean of DAMU for Academic and Pedagogical Affairs and Artistic Activities

## 2. ACADEMIC YEAR SCHEDULE

The life of DAMU follows the Faculty's academic year schedule, which is usually announced by the Dean in June for the following academic year. It follows upon the uniform academic year schedule of the Academy of Performing Arts, which is announced by the Rector. The Faculty's schedule, available from the Faculty's [website](#) contains, for example, the dates of the **start of each semester, the dates of registration for subjects, examination periods, holiday periods, the dates of enrolment for the new academic year, the dates of state final examinations and admission procedure, and also the dates of festivals organised at DAMU.**

The academic year begins always on 1 October and ends on 30 September of the following year and is divided into winter and summer semesters. Courses are usually organised in full-time form of study according to weekly or semester timetables.

## 3. AMU IN A NUTSHELL

With approximately 1,500 students, the Academy of Performing Arts in Prague is the largest art school in the Czech Republic. It offers its students the opportunity to develop their talents and deepen their specific personal expression in theatre, film, music and dance. Its graduates include many prominent personalities who have shaped the artistic scene in the Czech Republic and Czechoslovakia and all around the globe alike.

In addition to artistic and educational activities, scientific activity is one of the basic missions of the Academy of Performing Arts in Prague; in a number of disciplines AMU ranks among the leading Czech and European scientific institutions. Scientific activities are pursued at all three AMU Faculties in individual, departmental and interdisciplinary projects. For a long time, basic research in art history, using mostly historical, anthropological or psychological approaches as its methodology, has prevailed among the research projects. Its dominant areas of interest are theatre, music, dance, film, photography, restoration and modern audio-visual forms. Applied research at the Academy of Performing Arts is concentrated in specialised departments and focuses on acoustics, optics, and the restoration and archiving of audio-visual material. Recently, research through the arts, or research based on interaction between theory and practice, has become more and more prominent.

The Academy of Performing Arts in Prague was founded on 27 October 1945 by Decree No. 127 of President Edvard Beneš on the establishment of the Academy of Musical Arts in Prague. The first academic year was 1946/1947. Section 1 of the Decree states: "This university has four departments, specifically music department, drama department, dance department and film department." Over time, some of the departments transformed into Faculties and the Academy

of Performing Arts found its home in the Prague centre in several buildings of historic value. The Film and TV School (FAMU) is now housed in the Lažanský Palace on the Vltava River embankment, the Theatre Faculty (DAMU) resides in the Kokořovský Palace in Karlova Street, and the Music and Dance Faculty (HAMU) occupies two palaces in the Lesser Town – the Lichtenstein and Hartig Palaces.

AMU is managed by the Rector and Vice-rectors as well as the Bursar in financial and operational matters.

**doc. PhDr. Ingeborg Radok Žádná** – Rector of AMU

**Prof. Mgr. Václav Janeček, Ph.D.** – AMU Vice-rector for Study and Education Affairs

**Prof. Mgr. Jan Hančil** – AMU Vice-rector for International Relationships, Artistic Activities and Graduate and Public Relations

**Ing. Filip Malý** – AMU Vice-rector for Development

**Ing. Tomáš Langer, Ph.D.** – Bursar of AMU

The [\*\*Academic Senate of AMU\*\*](#), in which teachers and students of all AMU Faculties are represented is a self-governing elected body of the Academy. Elections are held once every three years and anyone from the academic community who wishes to engage proactively in shaping the academic environment at AMU or introduce a specific change across the Academy can run for the Senate.

AMU comprises three Faculties and several educational, artistic, accommodation and service facilities serving the entire Academy:

### **Theatre Faculty (DAMU)**

Karlova 26, 116 65 Staré město

[\*\*doc. Mgr. MgA. Karel František Tománek\*\*](#) – Dean

### **Film and TV School (FAMU)**

Smetanovo nábř. 2, 110 00 Staré Město

[\*\*PhDr. Mgr. Andrea Slováková, Ph.D., MBA\*\*](#) – Dean

### **Music and Dance Faculty (HAMU)**

Malostranské nám. 213, 118 00 Malá Strana

[\*\*Prof. Ivan Klánský\*\*](#) – Dean

### **Language Centre (CJP)**

Malostranské nám. 12, 118 00 Malá Strana

[\*\*Mgr. Klára Bicanová, Ph.D.\*\*](#) – Head

### **Sports, Rehabilitation and Movement Centre (CPPSR)**

Malostranské nám. 12, 118 00 Malá Strana

[\*\*Mgr. Sabina Fiřtová\*\*](#) – Head

**Publishing house (NAMU)**

Malostranské nám. 12, 118 00 Malá Strana (Entrance from the Tržiště Street – between houses Nos. 16 and 18)

Mgr. Jan Heller, Ph.D. – Director

**Gallery (GAMU)**

Malostranské náměstí 12, Prague 1 (Entrance from the passage to the Tržiště Street)

[www.gamu.cz](http://www.gamu.cz)

**Students' residence halls**

Hradební 7, 110 00 Prague 1

Ing. Andrea Zíková – Head

**IT Centre (PC)**

Malostranské nám. 12, 118 00 Malá Strana

Ing. Václav Obadálek – Head

**Educational and Training Centre in Poněšice**

373 41 Hluboká nad Vltavou

Petr Hrouzek – Head

**Educational, training and accommodation centre in Beroun**

Barrandova 30, 266 01 Beroun 4

Petra Tmějová – Manager

**Contact details** – registered office, billing address and official delivery address:

**Academy of Performing Arts in Prague (AMU in Prague)**

Malostranské nám. 12,

118 00 Malá Strana Prague 1

+420 234 244 511

[info@amu.cz](mailto:info@amu.cz)

Data box: ikwj9fx

For more information about AMU, visit [www.amu.cz](http://www.amu.cz).

## 4. THEATRE FACULTY OF AMU – BASIC INFORMATION, ORGANISATIONAL STRUCTURE, ACADEMIC BODIES

The Theatre Faculty of the Academy of Performing Arts (DAMU) is a leading educational, research and artistic academic institution with an academic community of over 500 students and 125 academic staff.



DAMU educates its students in 10 Bachelor's, 1 four-year Master's, 17 follow-up Master's and 5 doctoral accredited university study programmes. In addition, education takes place in two accredited lifelong education courses.

The Faculty is organised into the Dean's office, seven Departments, three Research Institutes and three Special-purpose Facilities:

### Faculty management

Doc. Mgr. MgA. Karel František Tománek – Dean

Doc. RNDr. Mgr. Alice Koubová, Ph.D., Ph.D. – Vice-dean for Research and Development Activity

Doc. Marek Bečka – Vice-dean for International Affairs

Mgr. Michal Somoš – Vice-dean for Academic and Pedagogical Affairs and Artistic Activities

Mgr. Jan Sedláček, Ph.D. – Secretary of the Faculty

### Department of Dramatic Theatre (KČD)

Prof. Jan Burian – Head

Bc. Tomáš Kilbergr – Secretary

### Department of Alternative and Puppet Theatre (KALD)

Ing. Branislav Mazúch – Head

Jitka Nohová – Secretary

### Department of Authorial Creativity and Pedagogy (KATAP)

MgA. Hana Malaníková, Ph.D. – Head

Ing. Eva Aljanabi – Secretary

### Department of Scenography (KS)

Doc. Jan Štěpánek – Head

MgA. Tereza Škorpilová – Secretary

### Department of Drama in Education (KVD)

MgA. Mgr. Gabriela Zelená Sittová, Ph.D. – Head

Marie Pejřimovská – Secretary

### Department of Arts Management (KP)

MgA. David Mírek, Ph.D. – Head

Bc. Dita Nekolná – Secretary

### Department of Theory and Criticism (KTK)

MgA. Jan Jiřík, Ph.D. – Head

Zdenka Listonová – Secretary

### Institute for Theory of Creation in Scenic Arts

Prof. Zuzana Sílová, Ph.D. – Director

### Institute for Research Into and Study of Authorial Acting

Doc. Martina Musilová, Ph.D. – Director

### Institute for Research and Study of Alternative, Puppet Theatre and Theatre in Special Needs Groups

Prof. Miloslav Klíma – Director

**The DAMU Library, the DISK Theatre and the DAMU Sound Studio** are special-purpose facilities. You can find more detailed information about these facilities in the next section of the guide.

**The Academic Senate** is a self-governing body of the Faculty and has a significant presence in decision-making on key issues in the functioning of DAMU. Its 13 members are elected from among the students and academic staff of DAMU for a 3-year term of office in two chambers: 8 members of the pedagogical chamber and 5 members of the student chamber.

Among other things, the Faculty Senate elects and removes the Dean, approves the Faculty budget and strategic documents, and approves, discusses and provides its opinion on a number of other important matters.

#### **USEFUL TIP:**

This academic year will see the election of the new DAMU Academic Senate. It is, therefore, a good time to think about your candidacy if you want to change things for the better at the Faculty.

**The Faculty Artistic Council** is a collective body appointed by the Dean, composed of academics of DAMU and external experts and professionals. It discusses and approves professional matters concerning the accreditation of study programmes and the composition of state examination panels, and also exercises competence in habilitation and professorial proceedings.

DAMU also has a number of panels and councils that focus specifically on activities in a particular area. Some of them are mentioned in this guide and you can find their complete list at the Faculty's [website](#)

## **5. FACULTY'S OPERATION**

The DAMU building is open from Monday to Sunday from **7:00 a.m. to 11:00 p.m.** Outside hours of operation, you can access the building only with a permit approved by the Faculty Secretary and only in exceptional cases.

If students wish to access the Faculty building outside its hours of operation, they need to report that at least 1 working day **in advance** to the relevant Department or at the DISK Theatre, where students hand in a completed [Permission to enter the Faculty building outside hours of operation](#) form. The form should indicate the reason and duration of the extraordinary presence in the building. The application should be signed by the teacher in charge and approved by the Faculty Secretary.

Students are required to follow safety rules in school buildings. Emergency exits, corridors, and staircases must be kept clear at all times and nothing may be placed in front of switchboards, hydrants, or the passage in the Řetězová Street.



**VIRTUAL DAMU**



## 6. USERNAME AND PASSWORD

When studying at DAMU, you will use a number of electronic systems that allow you to access information about your studies, study materials for individual subjects or, for example, specialist literature or technical equipment for your creative work. You will log in to most of these systems, an overview of which can be found in this chapter of the guide, using your username and master password. You will receive login details for your school account when you enrol in your first year.

If you are unable to log in or have forgotten your password, please contact the faculty IT administrator who will issue a new password to you, but only **in person** (please do not try to convince him/her to send it to you by e-mail, it is indeed not possible). The IT administrator will also help you deal with any difficulties in using individual applications.

### Contact details:

Jakub Kavan – IT administrator at DAMU

[jakub.kavan@damu.cz](mailto:jakub.kavan@damu.cz), tel.: 603 320 360

## 7. E-MAIL

School e-mail address is the primary (and official) communication tool that the Faculty uses to communicate academic and organisational information, as well as to share information about residencies, grants, scholarships, festivals, and other opportunities.

Each student of DAMU is assigned a school e-mail address at the beginning of his/her studies with the following format: “the first 6 letters of the surname + two-digit number @ st.amu.cz” (e.g. novak05@st.amu.cz).

You can use MS Outlook or its web interface to check e-mail messages sent to your school address. For detailed instructions on how to work with your school e-mail address, please click [here](#).

### USEFUL TIP:

You can add your school e-mail as another account to the e-mail app you are used to use, as Gmail, Mail (iPhone), Outlook etc. and easily check new messages!

We DO NOT RECOMMEND forwarding school messages to your private e-mail address, as the messages may end up in spam folder easily.

## 8. EDUROAM WI-FI AND INTERNET CONNECTION

Students can use wireless Internet connection to the [Eduroam](#) international university Wi-Fi network **on their own electronic devices**. Once properly set up, the connection will also work in all other Faculties and facilities of AMU and many other universities in the Czech Republic and Europe.

You can also connect to the Internet on computers in the computer room, in the DAMU Library, or on computers in individual Departments (where available).

## 9. STUDENT ID CARDS

After you have successfully enrolled in your first year, you can collect your student ID card. You can choose between a card with a paid ISIC international licence and a free card without an ISIC licence.

Why it is good to have a student ID card:

1. It is used to identify you as AMU student for legal purposes.
  2. It works as a reader's card in AMU libraries.
  3. Once charged with credit, you can use it to print, copy and scan in AMU buildings.
  4. The ISIC licence (ITIC for teachers) provides discounts on tickets and airfares, in ski resorts, admission fees to cultural events, etc. For up-to-date information on available discounts, insurances, etc., [click here](#).
  5. The cards are also used as a key to enter certain areas of AMU (including the DAMU building and a number of rooms in it) and to enter rooms in the Hradební residence halls.
  6. For those who do not have Opencard or Lítačka, the card can work as a Prague public transport travel pass.
- 
- > From 1 September 2023, the use of student ID cards is governed by Decree of the Rector No. 12/2023 on the use of student ID cards at the Academy of Performing Arts in Prague.
  - > You can pick up the card from the [CU Card Service Point](#), Celetná 13, 110 00 Prague 1.
  - > The fee for the ISIC card/extension sticker is CZK 320 per year. You can use cash or credit card to pay at the CU Card Service Centre.
  - > You will need your ID card or passport to have your student ID card issued. A photo of you will be taken on the spot.

- > You will only be issued an ISIC card/extension sticker for the academic year in which you are successfully enrolled (see [Enrolment for the next academic year](#)).
- > When you finish your studies (on the day of the final state examination), you are required to hand in your ID card at the Study Department (see [Completion of studies](#)).

## 10. KOS – STUDY INFORMATION SYSTEM

Like other universities, AMU also uses an electronic information system to manage information about students and their studies. The system has replaced hard-copy student grade books and hard-copy student cards and it gives you fast, reliable and accurate access to information about your studies from anywhere. In addition to students, active users of KOS include teachers, Department Secretaries and the Study Department of the Faculty.

For you, the skill of working with KOS is a prerequisite for successful studies – you use KOS to **enrol in the next academic year / higher year of study, register for optional and mandatory optional subjects and courses, register for the dates of your exams and credits, monitor and check completion of your study obligations, register for the state final examination date and assign and submit your thesis.**

### USEFUL TIP:

Log in to KOS with your username and master password at <https://kos.amu.cz/>

You were introduced to the basics of working with KOS at the training organised at the beginning of your studies. However, if you encounter a problem or issue, do not hesitate to contact the DAMU Study Department for advice.

## 11. PLATO

PLATO or the PLATform for Technical Operation is an online system used to record student projects and, especially, to book and borrow technical and other equipment. PLATO has a wide selection of audio-visual and presentation equipment (lighting equipment, sound equipment, cameras and photographic cameras, audio recorders, tripods, projectors, players, etc.). This equipment is intended for use in the preparation and presentation of school work of DAMU students and teachers and for teaching. The Borrowing Rules are available at the booking system website and at the Faculty's website in the part with internal regulations as Decree of the Dean No. 1/2019.

In addition to equipment, PLATO also includes a costume warehouse – the costume and props rental of the DISK Theatre in Beroun and the offer will see even more expansion.

**Borrowing hours at DAMU:** Tuesday and Thursday 12 (noon) – 4 p.m.

PLATO login: <https://iim.cz/booking/cs/home>

Borrowing Rules are available from [here](#)

**Contact details:**

room K6 (Karlova Tract, basement)

Josef Maděra, Jiří Ladzianský

[plato@damu.cz](mailto:plato@damu.cz), tel.: 234 244 214

**USEFUL TIP:**

PLATO is a shared system for several academic institutions, including FAMU, HAMU and the Institute of Intermedia. If you cannot find the equipment you need in the Faculty's warehouse, you can search for it in PLATO at other sites.

## 12. MOODLE

It is a supported online environment for e-learning. In some subjects, a part of the learning is done in Moodle through text-based learning supports, video lectures and presentations, audio recordings, quizzes or final testing/examinations. Moodle is also used by DAMU students and staff for periodic testing of Occupational Health and Safety and Fire Protection knowledge, which you have completed at enrolment.

You can log in to Moodle with your username and master password at <https://moodle.amu.cz/>

## 13. MS 365+

At AMU, we also use a number of cloud services from the Microsoft 365 package to support teaching. In addition to the already mentioned Outlook e-mail system and the well-known Word, Excel and Powerpoint desktop applications, the following are the most important for you:

- > MS Teams – video conferencing software for online meetings and distance learning
- > OneDrive – cloud storage with a default capacity of 25GB per user; it allows you to access your files from multiple devices



For more information about Microsoft 365 services at AMU, please click [here](#).

Use your school e-mail address and master password to sign in to Microsoft 365 services.

## 14. DAMU COMMUNICATION CHANNELS

DAMU uses mainly the Newsletter of the Dean of DAMU for internal communication. It is distributed to all students, teachers and Faculty members once a month. In addition to the periodic newsletter, mass e-mails with important information concerning the operation of the school, study obligations, etc. are distributed. Especially students are advised to pay close attention to these e-mails. The closed Facebook group at [DAMU \(student\) news](#) is also used for internal communication with DAMU students. The [DAMU website](#) is also used for internal communication, as well as the official information areas in the DAMU building (at the gatehouse, in the foyer of the DISK Theatre, at the Study Department or in the passage connecting the Karlova and Řetězová Tracts). We recommend you should follow especially the News section on the main page, as well as the essential Study News in the Study section at the DAMU website.

The DAMU official promotional channels also include its [Facebook](#) and [Instagram](#) social media profiles. Finally, DAMU students make their own podcast called [DAMU\\_cast](#). All communication channels described above are used to reflect upon the current events at the Faculty, to promote the activities of students and teachers, to present achievements or to communicate with applicants.

### Contact details:

MgA. Tereza Došlová – PR manager and QA methodologist at DAMU

Dean's office of DAMU on the 2nd floor of the Karlova Tract

[tereza.doslova@damu.cz](mailto:tereza.doslova@damu.cz), tel.: 736 149 000

<https://damu.cz/cs/vse-o-fakulte/pro-media/> (Czech only)



# PHYSICAL DAMU



## 15. DAMU LIBRARY

The DAMU Library is a special-purpose facility of the Faculty and is located on the first floor of the Karlova Tract. It is a specialised worksite that provides professional study support with printed and digital materials needed for study. The library's collection contains around 35,000 library units, i.e. books, periodicals, diploma theses, CD-ROMs, DVDs, CDs, videotapes, as well as e-books or recordings of graduation performances (around 700 new library units enter the library every year). Professional staff ensure the operation of the reading room and provide both on-site and off-site borrowing services. Students can use the study room and access to database services (JSTOR, CEEOL) in the library and can also work on a computer or their own device (with Wi-Fi connection) here. There is a central printer (scanner) in front of the library entrance.

**Borrowing hours:** Monday to Thursday 10 a.m. – 5 p.m., Friday 10 a.m. - 1 p.m.

Library's website: <https://www.damu.cz/cs/knihovna/>

Library's catalogue: [tritius.amu.cz/library/damu/](http://tritius.amu.cz/library/damu/)

JSTOR database (from school computers): [www.jstor.org/](http://www.jstor.org/)

### Contact details:

Mgr. Jiří Růžicka – Head of the DAMU Library

[jiri.ruzicka@damu.cz](mailto:jiri.ruzicka@damu.cz), tel.: 234 244 228

## 16. DISK THEATRE

The DISK Theatre has been a part of the Theatre Faculty of the Academy of Performing Arts since the beginning of its operation in 1946. The main feature of the DISK Theatre repertoire is its diversity – the basis of the repertoire consists of graduation plays of the graduating class of the Department of Dramatic Theatre (KČD) and selected projects of the Department of Alternative and Puppet Theatre (KALD). These are selected on the basis of an open call, where students present their concepts to teachers and theatre management and these concepts are then selected for implementation. Events outside the repertoire include festivals organised by students from other Departments.

The theatre is run by employees of the DISK Theatre and students of acting, directing, dramaturgy, scenography, and arts management. Students from the Department of Theory and Criticism organise DISK\_USE with the audience, where the audience can meet the production team. The Department of Drama in Education organises various workshops as part of the lecturing programme, in which they actively involve the audience.

The operation of the DISK Theatre is governed by the Operating Rules available from the Faculty's website [here](#) (Czech only).

DISK offers support for student projects outside its premises according to its current possibilities. For example, if you would like to take advantage of publicity, transportation, workshops, stage costume collection, etc., please contact the DISK staff for specific options (see [Rules for the use of available DISK facilities](#) – translation in progress).

Follow us on  [Divadlo DISK](#) and  [@divadlo\\_disk](#) for updates on performances and other events.

### **Discount on tickets**

We would also be happy to welcome you as a spectator at DISK. AMU students are entitled to a ticket to all performances on DISK repertoire for symbolic CZK 20, and to free tickets to public dress rehearsals. You can book and buy tickets on-line from [www.divadlodisk.cz](http://www.divadlodisk.cz). The discount can be claimed at the theatre box office.

## **17. DAMU SOUND STUDIO**

The DAMU sound studio is a special-purpose facility of the Faculty used primarily for teaching, making recordings for the DISK Theatre and recordings of creative works of students of the Faculty. The studio, which also includes convenient back-office facilities, is located on the 4th floor in the Karlova Tract.

The DAMU sound studio is a fully equipped professional studio suitable for smaller projects:

- > recording solo and dialogue “voice”
- > recording of audiobooks and radio plays
- > recording of solo and choir singing (up to 25 people)
- > recording music – chamber ensemble (there is a Yamaha grand piano in the studio)

If students wish to use the sound studio, they need to talk to the studio head beforehand and obtain an e-mail or written consent of the Head of the relevant Department or the Vice-dean for Student and Pedagogical Affairs and Artistic Activity.

### **Contact details:**

Jiří Suchánek

[jiri.suchanek@damu.cz](mailto:jiri.suchanek@damu.cz), tel.: 603 860 914

## 18. SHARED EDUCATIONAL FACILITIES

Teaching of your study plan subjects and creative work takes place usually in the studios and classrooms of your home Department. KALD, KP and KATAP students use the Google Suite booking system to book their own Department's space.

In justified cases, you may also use one of the shared faculty-wide educational facilities, or, exceptionally and only after agreement with the Department Secretary, a room belonging to another Department.

In any case, however, please restore the facility you had used to its original condition after you have finished your work.

You can find an overview of faculty-wide shared educational facilities at the [DAMU website](#). For each facility, there is a link to the availability calendar and an e-mail contact address of the person in charge of facility booking.

**The concierge will not give you the key to the room without a confirmed booking registered in the appropriate calendar.**

The following shared facilities are available at DAMU for teaching or independent work of students:

- > **Řetízek Studio** works as a small stage for the DISK Theatre, it is open to all Faculty Departments, and serves as a classroom, rehearsal room, and as a space for student performances for the public. The capacity of Řetízek is 35 seats. It is located adjacent to the DISK Theatre stage and you can enter from a common foyer. You can find the rules for using the Řetízek Studio at the DAMU website in the [All about DAMU - DISK Theatre](#) section (Czech only).
- > **A large ballroom and a small ballroom** are used for teaching movement and dance subjects of the following Departments: KČD, KALD, KATaP, KTK and KVD. On free dates, the ballrooms can be booked by students to work on their dance and movement projects. Booking must be guaranteed by a teacher, please check with the KČD assistant for other arrangements. The halls are located in the central tract on the 1<sup>st</sup> or 2<sup>nd</sup> floor, the large hall is entered through the small hall.
- > **Haller's Hall** is the largest lecture room at the Faculty with a capacity of 56 seats; it is equipped with presentation and documentation technology. Lectures and presentations can be held here both within and outside of regular teaching. The hall is located on the second floor of the central tract.
- > **The Dean's meeting room** has a capacity of 20 people and is designed for meetings of the Faculty management, academic bodies and panels, as well as presentation activities. It has high-quality equipment for online and hybrid conference formats. The meeting room is adjacent to the Haller's Hall on the second floor of the central tract.

- > **The computer room** is equipped with 16 computers and is intended primarily for teaching of specialised subjects using graphics and other programs. It is also used by students and DAMU employees for independent work. Selected computers are equipped with Adobe Creative Cloud programs, all of them feature Microsoft 365 and SketchUp applications. The classroom is located on the first floor of the central tract and is open during the Faculty's hours of operation. There is no need to book the classroom for individual work, just check the [online calendar](#) for its availability. You can open the door to the classroom with your student ID card.
- > **Darkroom** is located on the first floor of the Řetězová Tract and is fitted with equipment for both positive and negative analogue photographic processes. After completing the initial training, students may access a booking calendar and can work independently on their analogue photographic work in the darkroom after booking their dates. Please arrange to attend the initial training individually with MgA. Jan Bažant, Ph.D. ([jan.bazant@damu.cz](mailto:jan.bazant@damu.cz)), the darkroom manager.  
*Note: The darkroom is not displayed at the website among other faculty-wide shared education facilities yet.*

For more information about the conditions of use, please contact the DAMU staff responsible for the operation and booking of individual facilities.

## 19. KAFE DAMU

KAFE•DAMU is a university and theatre café and bar for all those looking for a stylish retreat in the centre of Prague, craving top-quality coffee, good beer or wine and reasonable prices. During the academic year, the café offers a lunch menu on weekdays: a soup and two main courses (meat and vegetarian). **AMU students and visitors of the DISK Theatre have a 20% discount on all meals and drinks.**

 [kafedamu](#)

## 20. INSTITUTE OF INTERMEDIA

The Institute of Intermedia (IIM) was established in 2007 as a joint inter-university department of the Czech Technical University (CTU) and the Academy of Performing Arts, based at the Faculty of Electrical Engineering of the CTU in the Dejvice campus. Its main mission is to create a platform for collaboration between students and teachers of technical and artistic disciplines.

The IIM provides a space to acquire contemporary knowledge and skills in the arts, research and technology and encourages student and professional collaboration across a wide range of disciplines. It helps develop new forms of collaboration with the general public and with industry. It explores the use of unconventional innovative artistic solutions.

**IIM is an opportunity to engage in research and creative projects** in multimedia, performing arts and technology.

**IIM offers high quality, yet accessible interdisciplinary education.**

**IIM is also a technically well-equipped, large laboratory** where you can create your intermedia school projects; you can book the facility [here](#).

**IIM offers advice and consultation on student projects**

**IIM lends** its technical equipment through PLATO.

IIM also organises a two-semester optional subject on **Intermedia Production and Technology** every year. The course brings together students from the Theatre Faculty (DAMU), Film and TV School (FAMU), Music and Dance Faculty (HAMU), the Academy of Arts, Architecture and Design in Prague (UMPRUM), the Faculty of Electrical Engineering of the Czech Technical University (FEL ČVUT) and the Faculty of Architecture of the Czech Technical University (FA ČVUT); grouped into interdisciplinary teams, the students prepare intermedia projects over the course of two semesters under the guidance of a team of teachers from the participating schools. In the summer semester, the course ends with a public presentation – an exhibition, installation or performance. In the 2023/24 academic year, [Michal Kindernay](#), the renowned Czech intermedia artist, will be the new head teacher.

The course will be taught every second Friday from 12:45 to 4 p.m. and you can register for it as an optional subject with the 373ITT1 code (winter semester, 3 credits) or 373 ITT2 (summer semester, 3 credits)

**Contact details:**

[www.iim.cz](http://www.iim.cz)

Roman Berka – Director

[berka@iim.cz](mailto:berka@iim.cz)

## 21. AMU PRESS – THE AMU PUBLISHING HOUSE – NAMU

The publishing house of the Academy of Performing Arts in Prague (NAMU) is one of the leading Czech publishers of literature on film, television, photography, theatre, music and dance. It publishes professional monographs, anthologies, study texts, certain dissertations, habilitation

theses or lectures of professors. The editorial plan is approved by the Faculty's [Editorial Committee of DAMU](#), to which proposals for publications can be submitted at any time during the year.

NAMU has its own small digital printer and can also arrange for printing of theatre booklet programmes, posters and other printed matter up to A3 format in size for concerts, theatre performances and other activities of the Faculty. You can order printed materials produced for your school project here, subject to ordering conditions and the availability of the printer.

To find the procedure for ordering printing services, please click [here](#) (Czech only).

*Note: Before ordering printing services, please consider if you really need them and how many you need, bearing in mind sustainability and environmental responsibility.*

AMU students and employees have 20% discount for all NAMU production. Discount only can be used upon personal pick up and cash payment at NAMU premises.

Link to the publisher's catalog: <https://namu.cz/katalog/vse>

## 22. SCIENCE, RESEARCH, DEVELOPMENT

The Department of the Dean's Office of DAMU is responsible for scientific research, artistic research and development projects. It advises on applications for internal, external and international funding and then co-administers successful projects. It supports students and teachers in linking artistic activity and research on social and natural phenomena in the broadest sense of the word. It supports publishing activities, the development of research, publication and translation skills, networking, etc.

There are three specialised worksites at DAMU that focus on systematic research in selected areas:

- > Institute for Theory of Creation in Scenic Arts
- > Institute for Research Into and Study of Authorial Acting
- > Institute for Research of Alternative and Puppet Theatre and Theatre in Special Needs Groups

The department also organises Doctoral Students Days, workshops focused on joint publications across DAMU, or workshops promoting discussion of upcoming publications by individual authors. It provides funding for selected competitions listed in the next section.

### **Contact details:**

**doc. RNDr. Alice Koubová, Ph.D., Ph.D.** – Vice-dean for Research and Development Activity  
[alicekoubova@damu.cz](mailto:alicekoubova@damu.cz)



## 23. FUNDING OPTIONS

Individual Departments of DAMU pay for the cost of student final works (klauzurní práce), semester and graduation theses of students from their budgets according to the rules and limits set internally by the Department.

The graduation plays and projects produced by the DISK Theatre are financed mainly from the DISK Theatre budget.

You can apply for one of the following support opportunities offered by DAMU or AMU to fund your other creative, research, publication, development or scientific work and projects.

- > **Student Grant Competition (SGS)** – These grants to finance research projects are for students in doctoral and master's degree programmes (in the case of master's programmes, however, the main investigator is a DAMU academic). This type of project is expected to yield an output that will be entered into the Register of Information on Outputs (RIV) – i.e. a peer-reviewed scholarly article, a peer-reviewed chapter in a scholarly book, a paper in proceedings of an event registered in the SCOPUS database, WoS, etc. For more information, click [here](#) (Czech only).
- > **Project Competition (DKR)** – It provides grants to AMU academic or research staff and post-doctoral students to support research and scientific projects. Students can participate in this type of projects as collaborators. For more information, click [here](#) (Czech only)
- > **Inter-faculty competition** – Since 2022, the AMU management announces an inter-faculty student project competition. Creative projects with students from at least two AMU Faculties involved are encouraged. For more information, click [here](#).
- > **Reward for an already applied output** – It is a financial reward from the budget of the Vice-dean for Research and Development Activity of up to CZK 10,000 for an output from scientific research work already published that can be entered into the RIV and credited to AMU. The support is intended for DAMU academic and scientific staff and DAMU students. For more information, click [here](#) (Czech only).
- > **Support for the completion and dissemination of scientific outputs** – The purpose of the support is to support the completion and dissemination of scientific texts and other research outputs that are produced at DAMU, are not funded by grants and will be credited to AMU in the RIV. Academic and research staff and students are eligible to apply. For more information, click [here](#) (Czech only).
- > **Support for competence enhancement and networking in scientific research at DAMU** – Academic and research staff and students can apply for support to enhance competence for activities in science and research for themselves, their subordinates or, in the case of teachers, their students. For more information, click [here](#) (Czech only).

The Faculty is also the founder of the **DAMU Endowment Fund**, which supports students and recent graduates in the start of their careers through direct financial assistance in the implementation of artistic projects, internships, innovative, creative, educational and pedagogical activities. For more information about the Fund's current calls, please visit its website at [www.nfdamu.cz](http://www.nfdamu.cz).

In addition to the above options, you can also apply, via the Faculty, for external funds from grants and subsidies of state administrative authorities, self-governing authorities, research grant agencies or private foundations such as the Ministry of Culture of the Czech Republic, Prague City Hall, the State Fund of Culture, the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic, Nadace Život umělce, Dilia and many others. If you have a specific project plan or an idea in mind, discuss the possibilities of funding it with the DAMU project managers.

#### Contact details:

Ing. Lucie Krůtová – Project Manager

[lucie.krutova@damu.cz](mailto:lucie.krutova@damu.cz) – SGS, DKR, GAČR, TAČR

MgA. Mgr. Simona Kysilková Šnajperková – Project Manager

[simona.kysilkovasnajperkova@damu.cz](mailto:simona.kysilkovasnajperkova@damu.cz) – SFK, MKČR, Dilia, NŽU

Bc. Veronika Stojanová – Project Manager

[veronika.stojanova@damu.cz](mailto:veronika.stojanova@damu.cz) – NPO, Ministry of Education

## 24. FESTIVALS AT DAMU

Every year, DAMU hosts several festivals organised by individual Departments.

The largest of these is the ZLOMVAZ International Theatre School Festival. This year, it will take place on 12 to 15 June 2024. It is organised by second-year arts management students in collaboration with other students from other Departments at the Faculty. The purpose of the festival is primarily to offer an opportunity to meet and cultivate creative dialogue between students from different fields or disciplines at DAMU, as well as other theatre schools. Traditionally, therefore, the Janáček Academy of Performing Arts in Brno (JAMU) and the Academy of Performing Arts in Bratislava (VŠMU) participate in the festival, as well as other, especially Central European schools.

To find more information about the festival, visit the [zlomvaz.cz](http://zlomvaz.cz) website and [!\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd\_img.jpg\) Zlomvaz - festival DAMU](#).

In October, the *DVD – děti, výchova, divadlo (Children, Education, Theatre)* Festival organised by the Department of Drama in Education, takes place at the DISK Theatre, Řetízek and other venues. The festival features performances by children's and student theatre companies, educational theatre companies, performances by reciters, as well as excerpts from the work of current

students of the Department of Drama in Education. This year, the festival will take place on 27 to 29 October 2023; for the latest information, follow the news and the [official festival website](#).

The title of another festival is *Autorská tvorba na blízko* (*A Close-up on the Authorial Creativity*); it is organised by the Department of Authorial Creativity and Pedagogy and it will take place on 29 February to 3 March 2024.

The DAMU festival list ends with the summer and winter *PROCES*, the Department of Alternative and Puppet Theatre's festivals of final student works held in January (29 January to 1 February 2024) and May (27 to 31 May 2024).



## WELL-BEING AT DAMU



## 25. SCHOLARSHIPS

Scholarships are a form of financial support to students of accredited programmes, paid from the resources of the DAMU Scholarship Fund or from other budgets.

Scholarships are awarded on the basis of applications from students, on the basis of a proposal from the Department or the Faculty management or from official powers. The purpose of the scholarship may be to support students in difficult circumstances, to reward outstanding achievement, to pay for students' study-related expenses, or to make a regular monthly payment for students in doctoral programmes.

**For any scholarship to be paid, you must have a Czech bank account number in KOS.**

The entitlements, conditions and payment of scholarships to students are governed by the [Scholarship Regulations of the Academy of Performing Arts in Prague](#) dated 11 December 2020, available from the Faculty's website in the Study / Scholarships section. You can also find application forms for each type of the scholarships at the same page.

### Types of scholarships:

**Creative Scholarship** – It is awarded by the Dean upon the recommendation of the DAMU Scholarship Committee twice a year on the basis of proposals submitted by students or Heads of Departments (in October and March) for outstanding artistic, research, development and innovation or other creative achievements contributing to the deepening of knowledge.

**Faculty social scholarship** – It is awarded by the Dean upon the recommendation of the DAMU Scholarship Committee twice a year on the basis of applications submitted by students (in October and March) in case of a difficult social situation of students. The situation must be described in detail in the application and supported by relevant documents.

**State social scholarship** – It is awarded by the Rector on the basis of applications submitted by students at any time during the year, but preferably at the beginning of the academic year. Students prove their entitlement to the state social scholarship by a written notification for the purpose of awarding the scholarship, issued at their request by the regional branch of the Labour Office of the Czech Republic, stating that the family's income determined for the purpose of child benefit for the calendar year specified in the certificate did not exceed 1.5 times the family's subsistence minimum.

**Scholarships in cases worthy of special consideration** – These are extraordinary scholarships paid by the school to students in connection with:

1. Student's higher costs of their studies (e.g. travel and accommodation while discharging their study obligations – festivals, competitions, workshops, en-plein-air painting events, ...)

2. Activities carried out beyond the scope of study obligations (e.g. representing AMU, involvement in events organised by the school, exemplary acts of bravery, ...).

The awarding of this type of scholarship is proposed by the Head of the Department, the director of the DISK Theatre, the Dean or Vice-dean, or the grant investigator.

**Scholarship to support study abroad** – This scholarship is related to approved study stays abroad, especially under the ERASMUS+ programme. Please contact the DAMU International Office for details.

**USEFUL TIP:**

Two DAMU students are also members of the Scholarship Committee; you can contact them to find out details about your options or to get advice on how to write your application properly. You can find their names on the website in the Study/Scholarships section.

## 26. PSYCHOLOGICAL SUPPORT

Psychological support for DAMU students is provided by two psychologists – Mgr. et MgA. Martin Sedláček and Mgr. Evženie Mádrová; you can book an appointment with them via telephone or in writing. The first three sessions (consultations) in each academic year are paid for by the Faculty, the following sessions are paid for by the client from their own resources.

The support is offered to all who find themselves in a difficult personal situation that affects their performance at DAMU in a significant way. In particular, the help covers the following areas:

- > Study and work counselling (successful study and workload management, prevention of academic failure, precautions to avoid the burn-out syndrome)
- > Psychotherapeutic counselling (relating to emotional issues and interpersonal relationships, interpersonal communication, standing-up-for-oneself skills, coping with difficult situations)
- > Crisis intervention
- > Facilitating contact with other services (medical facilities, relationship and couples counselling, addiction counselling, etc.)

**Contact details:**

**Mgr. et MgA. Martin Sedláček**

Karlova 18 110 00 Prague 1

[isedlin@gmail.com](mailto:isedlin@gmail.com), tel.: +420 603 152 223

[www.psychoterapiepraha1.cz](http://www.psychoterapiepraha1.cz)

Mgr. Evženie Mádrová

Ječná 2 (office on the 1<sup>st</sup> floor) 120 00 Prague 2

[evzeniem@seznam.cz](mailto:evzeniem@seznam.cz), tel.: +420 777 026 567

[www.madrova-psycholog.freepage.cz](http://www.madrova-psycholog.freepage.cz)

#### USEFUL TIP::

We also organise a support meeting titled **How to cope with the exam period.** in cooperation with Martin Sedláček. This year it will take place on 18 December 2023 in the early evening.

## 27. ETHICAL CULTURE AT DAMU

People who work and study at DAMU are required to comply with the [AMU Code of Ethics](#).

The Code is an internal regulation and is binding upon all members of the academic community and others working at DAMU.

The Code implies respect for the human dignity of each individual and the obligation to prevent conduct that would interfere with human dignity. Adherence to the Code is a way to ensure that everyone can study and work at DAMU in a good environment.

It is a good idea that you read the AMU Code of Ethics as soon as possible, as it is more detailed than the law. It imposes high moral requirements on those studying and working at DAMU. The text is 3 and a half pages long and will take just a few minutes for you to go through.

Violations of the Code by students may constitute an offence and may be dealt with by [the DAMU Disciplinary Committee](#). The most serious offences may result in expulsion of students from the school.

Certain serious acts that violate the ethical culture may constitute a criminal offence and it is the responsibility of DAMU to refer them to the police and the prosecuting attorneys for consideration.

We have selected the **top 5 most important** obligations from the AMU Code of Ethics for you:

- > Prohibition of less favourable treatment (discrimination) due to race, ethnic origin, nationality, ideology, religion, belief, world view, age, gender, sexual orientation, disability or impairment, language, social origin, marital status or financial situation;
- > Prohibition of harassment and sexual harassment, physical and verbal violence;
- > Prohibition of advocacy and cover-up of unethical behaviour, even when motivated by usefulness, obedience or loyalty;

- > Prohibition of cheating or fraudulent behaviour in work for assessment of a course, prohibition of plagiarism, prohibition of offering gifts and services that could be perceived as an attempt to influence the assessment;
- > The obligation to treat everyone with respect (notwithstanding any social and cultural differences), to be objective, critical and peer-oriented in your approach to the work outcomes of the people you work with at DAMU

People involved in teaching and instruction also have important ethical obligations towards students. Among the most important are:

- > The obligation to deal with students always on the basis of an objective, impartial, fair, demanding but sensitive assessment of their individual skills, knowledge, diligence and other personal characteristics;
- > The obligation to observe the established rules for the organisation of teaching carefully;
- > The obligation to communicate with students in an open and fair manner, avoiding underestimating, humiliating or disparaging them in any way;
- > The obligation to treat students fairly at all times, not to request them to perform activities that are a part of the teachers' own duties, the prohibition of appropriating the work of students and their achievements;
- > The obligation to avoid conflicts of interest and, if such a situation arises, to report it to the relevant persons at the Faculty (e.g. the Head of the Department, the Dean)

### **Do you think that there has been or is any unethical behaviour going on at DAMU?**

If a person feels that he or she has fallen victim of unethical behaviour, it is advisable to address the matter. The situation may often be ambiguous or complex. It is a characteristic of unethical behaviour to downplay or make light of the situation, to accuse the person who speaks out against the unethical behaviour of being over-sensitive or lacking a sense of humour or diligence, etc. At the same time, many factors may be at play. The person experiencing unethical behaviour realises that he or she has committed certain mistakes and hesitates how to understand the situation. This may lead to uncertainty about whether he or she has the right to feel the way he or she really feels, whether he or she has the right to make a suggestion or raise an objection, or whether he or she should rather be ashamed. This makes it all the more important to address the matter.

DAMU management is ready to address all students' suggestions, to provide for their safety and ensure that the treatment of unethical behaviour does not have a negative impact on their studies.



## How to proceed practically?

Contact the [DAMU Ombudsman](#). This is an independent person whose role is to listen to you and advise you on how you can approach the situation. The Ombudsman may not tell anyone that you have contacted them; he/she is subject to a duty of confidentiality.

The DAMU Ombudsman can also help by opening discussions with the person who is committing unethical behaviour or with his/her supervisor (e.g. the Head of the Department, the Director of the DISK Theatre, the Faculty Secretary). Such action requires your consent. The Ombudsman may facilitate a mediation process that would result in an agreement. It may also refer the matter to other DAMU or AMU bodies for consideration.

Petr Polák is the current DAMU Ombudsman (e-mail: [ombudsman@damu.cz](mailto:ombudsman@damu.cz); tel.: +420 605 185 815). You can contact him by phone, in writing or in person. He also accepts anonymous suggestions or objections. The activities of the DAMU Ombudsman are governed by [Decree of the Dean No. 1/2022](#). If you are not sure whether the DAMU Ombudsman is the person to consider your matter, it is better to approach him. He or she can direct you on how best to approach your current situation.

In addition to the DAMU Ombudsman, you can confide in any DAMU/AMU employee you trust (teacher, the Head of the Department, Department Secretary, the Vice-dean, the staff of the Study Department, etc.).

## 28. STUDENTS WITH SPECIAL NEEDS

Since the last academic year, the Faculty has been providing systematic support to students with special needs. These are students who have health impairment (e.g. visual impairment, mobility impairment, learning difficulty, epilepsy, mental illness, ADHD) and require reasonable adjustments to their studies. These adjustments do not comprise any concessions from the requirements under obligations stipulated in the study plan; instead, they mean adjustments that will make the study more meaningful and beneficial to these students.

If you have special needs, do not worry and contact Mrs Mgr. Kateřina Maxová, Head of the Study Department, and discuss your potential entitlement to support with her. Each application will be considered carefully and will not have a negative impact on your studies.

### Contact details:

Mgr. Kateřina Maxová – Contact person for students with specific needs

[katerina.maxova@damu.cz](mailto:katerina.maxova@damu.cz)

## 29. SHARE DAMU!

The Dean and the Vice-deans meet with students from across the Faculty several times a year to share major events at the Faculty and important decisions that affect students with them. The meetings known as *Share DAMU!* take the form of an open discussion and students are also invited to introduce any topics into the discussion. In the past, for example, students have brought about the need for more co-ordination of final student works at individual Departments. Attendance at the meetings is voluntary and they are intended for those who wish to get involved proactively in the Faculty's life. **In 2023/24, we will meet on the following dates: 23 October 2023, 19 February 2024, and 16 April 2024.**

The Faculty management also visits individual Departments at least once every academic year to discuss specific departmental topics with teachers and students.

## 30. PROJECTS' MARKETPLACE

Once a semester, students from the DAMU Department of Arts Management organise an event where students from DAMU, HAMU and FAMU can find people to work with on their school and extracurricular projects. If you are looking for a scenographer, actor, photographer, dancer or even a music composer for your play or other project, register, draft a brief introduction of your upcoming project and build your team with other students from one of the AMU Faculties. It also works the other way round: if you do not have a project of your own at the moment but would like to join a meaningful one, the Projects' Marketplace is also for you – you can find a theatre, music, dance or film project that might be looking for you.

**This academic year, the Marketplace will take place in the evening of 15 November 2023 from 5 p.m. at Studio FAMU (address: Klimentská 4) and we will let you know where the venue will be.**

## 31. ADVICE FOR START-UPS

Do you want to found an ensemble but do not know how to do it the right and legal way?

Are you planning a great project and need to raise money?

Do you have a finished play production and need to promote it well?

Are you preparing a site-specific project and seek advice on what you need to address in a non-traditional space?

Would you like to get offers for attractive acting roles and want to know what you can do to make it happen?

DAMU offers you the opportunity for individual consultations and advice on the implementation of extracurricular projects and activities. 16 leading professionals in arts management, law, fundraising, team management, marketing, PR, technical production or environmental sustainability are ready to advise you on how to be successful in implementing your project. Advice and consultations are targeted primarily to projects and activities beyond study obligations.

If you want to start an ensemble, rehearse and run a sustainable play production, lead a team, organise a festival, publish a magazine, create a website, launch an arts management project or implement educational programs, these consultations are precisely for you.

You can find guidance on how to do this and a list of consultants updated on a continuous basis at [the Faculty's website](#) (Czech only).

## 32. SUSTAINABLE DAMU

DAMU considers the issue of environmental sustainability to be a key topic that our Faculty must and wants to address. The Faculty management realises the role of DAMU as an educational institution that influences the future shape of environmental policy not only through its teaching activities but also by entering the public debate on global social level and supporting the adoption of key policy decisions.

DAMU students who are keen on promoting environmental sustainability group themselves in the Sustainable DAMU environmental unit. With the support from the Faculty management, they debate and conduct activities aimed at boosting environmental responsibility in the activities we carry out here.

**What can you do to take a responsible stance to the environment in which you study and create?**

- > You can produce as little waste as possible and sort the waste you do produce
- > You can turn off the lights when you leave a room
- > You can bring your own coffee mug to KAFE DAMU when you rush to your rehearsal
- > You can use recycled materials as much as you can for your creative activities (the Costume and Props Rental in Beroun, KALD has a warehouse on the first floor behind the painting room, [art re use](#))
- > You can consider what technologies are used in your profession and choose the more environmentally friendly (and possibly more cost-efficient) ones
- > You can reflect on whether professional life in your discipline is sustainable (also in respects other than environmental) and be a part of a change
- > You can join the [Sustainable DAMU](#), Facebook group, follow the activities of the [AMU Environmental Panel](#) and get actively involved in their activities



STUDY AT DAMU



## 33. AFTER ADMISSION

**Enrolment in the first year.** Applicants who have received a decision of admission to study are entitled to **enrol in the first year**. You become an AMU student and a member of the academic community on the date of your enrolment for study at the Faculty that conducts the relevant study programme.

In serious cases, the Dean may allow an admitted applicant for study to postpone the start of their studies for one year by way of interruption of studies. No legal title to such an interruption of studies exists.

**Matriculation** is an academic ceremony in which new students are inducted to the academic community of the university. Anyone who has not done so in the past at AMU is required to take the matriculation oath. Without taking the matriculation oath, students cannot receive a university diploma.

In the event of a justified absence, the student shall take the oath on an alternative date from the hands of the Rector or the Dean.

**Orientation days** usually take place at DAMU before the beginning of the winter semester; during these days, the future first-year students get acquainted with the running and organisation of the Faculty, with the Dean, the Vice-deans and the staff of the Dean's Office, with the activities of the Academic Senate or the DISK Theatre, take a tour of the Faculty and get an overview of the facilities, services and systems they will need for their studies. Attendance at the Orientation Days is compulsory. In the event of absence, students will attend an alternative programme determined by the Vice-dean.

## 34. ENROLMENT IN HIGHER YEARS

You enrol in a higher year of your study via KOS when you have completed all requirements stipulated in the study plan - i.e., the grading of all mandatory subjects registered in the current year of study has been closed. Check your personal details and make any changes before applying for enrolment. The application can be submitted on 1 June at the earliest and on the date specified in the Faculty's schedule at the latest.

If you are unable to submit your application for enrolment in a higher year via KOS due to a serious reason, you can enrol in person at the Study Department on an alternative date specified in the Faculty's schedule.

If you fail to enrol even on the alternative date, your studies will be terminated for failure to meet the requirements stipulated in the study plan.

## 35. CREDIT SYSTEM

Studies at AMU are organised in the ECTS credit system. This means that you get a certain number of credits for each completed subject. The total number of credits you must collect for your entire studies is determined by the accreditation of your study programme and the collection of that number of credits is one of the conditions for successful completion of your studies.

The number of credits reflects the study workload associated with the completion of the subject, not the subject's significance. A subject's significance is determined by the subject category: the most significant subjects are major subjects, followed by mandatory subjects without the possibility of recurrent registration, mandatory subject with the possibility of recurrent registration, mandatory optional subjects and, finally, optional subjects (electives).

Simply put, one credit means an **average of** 25 to 30 hours of your work, which includes your participation in contact instruction at school, rehearsing a play performance, preparing your final output, studying the compulsory literature, preparing for an examination, writing papers, completing individual assignments during the semester, etc.

### USEFUL TIP:

If the study workload in a subject does not match the number of credits you are being awarded for the subject, bring this to the attention of the teacher, or indicate this in the subject appraisal report at the end of the semester.

## 36. MAJOR AND MANDATORY SUBJECTS

Your study plan prescribes that you must take individual subject in the major and mandatory categories in a particular semester of study; that is why, the Study Department enters these subjects in KOS after successful enrolment in the higher year or before the start of the summer semester. In most study programmes, major subjects are associated with the completion of the major artistic output of the study in a given semester. The major subject examination, usually also referred to as the final student work (klauzura) and always assessed by a panel of more than one teacher, cannot be retaken at an alternative date, and if you do not pass it on the first attempt, your studies will be terminated.

The teacher should present the assignment of the final student work, i.e. a task or tasks in the major subjects, to you in writing (by e-mail) at the beginning or during the semester. If this has not occurred, you may ask the teacher for a written assignment of your final student work.

Mandatory subjects that are not in the major category have less strict rules – you can retake the examination and these subject are usually not examined by a panel.

Mandatory subjects that can be registered in one from several semesters in line with the study plan will not be registered for you by the Study Department until the last possible semester. If you want to take the subject earlier, you need to register for it yourself.

For mandatory subjects with possibility of recurrent registration (PO) that you are unable to complete successfully, you can apply for a permission to recurrent registration and complete the subject again.

## 37. MANDATORY OPTIONAL AND OPTIONAL SUBJECTS (ELECTIVES)

After the Study Department registers the major and mandatory subjects, you can register for and delete mandatory optional and optional subjects before and shortly after the start of each semester. The exact period for registration is specified in the Faculty's schedule; for the 2023/24 academic year, it will be from 27 September to 15 October 2023 in the winter semester and from 30 January to 24 February 2024 in the summer semester.

There are a few rules to bear in mind in this respect:

- > If you decide not to attend any registered subject, please de-register from it in KOS as soon as possible to make room for your colleagues.
- > After the end of the registration period, the registration status can only be changed (adding or deleting subjects) exceptionally and for serious reasons and only until the beginning of the examination period.
- > During the examination period, no further changes to the registration of mandatory optional and optional subjects are possible - i.e. if the subject did not take place for some reason, it will not be deleted in KOS, and even if you attend the subject but do not have it registered, it will not be registered in KOS for you during the examination period.

### USEFUL TIP:

If you do not manage to register for or de-register from a mandatory optional or optional subject in time, or if there is a change in the timetable and you can no longer attend the subject, always stop by the Study Department, which is the only authority that can make the change in your registration.

## 38. GRADING/ASSESSMENT OF SUBJECTS

Subjects at AMU are completed by an examination or an assessment (zápočet). The syllabus of the subject that you can find in KOS or at the [sp.amu.cz](https://sp.amu.cz) website states exactly the requirements you must complete to be awarded the examination or assessment.

During the examination period, teachers of individual subjects announce the dates of examinations and assessments in KOS and it is your responsibility to register for the selected date. You are entitled to one regular and two re-assessment attempts to pass an examination - except for major subjects where you only have a single attempt. You are entitled to one attempt to obtain an assessment.

If you pass the examination or obtain the assessment successfully, you will receive the credits (*kredity*) for the subject as specified in the syllabus of the subject.

Be aware of the limited capacity of certain examination dates to avoid missing out on the opportunity to take advantage of the three attempts just by registering for a later exam date. You can also take the opportunity to register as an alternate for a busy exam date. If someone de-registers from the exam date, you will be notified by e-mail from KOS that you have been placed on the regular date.

It is the teacher's responsibility to record the grade from the subject in KOS and he/she must do so no later than 5 working days after you have completed the requirements of the subject. If this does not happen, do not hesitate to ask the teacher to record the grade from the subject. Please bear in mind that you will not be able to enrol in the next academic year without completing all mandatory and major subjects.

### USEFUL TIP:

If the syllabus of the subject does not match the reality of the course, indicate this in the subject evaluation report or discuss it with the teacher, programme supervisor or the Head of the Department. You will help improve conditions for your junior colleagues.

## 39. RECOGNITION OF SUBJECTS

If you have already studied a similar program at another university or directly at AMU, and the subjects you have taken there are similar to those you will take at DAMU, you can apply for recognition of the subject and gain more time for your other study obligations.



There are a few rules to bear in mind in this respect:

- > Only subjects the completion of which occurred less than 5 years before the filing of the application can be recognised (the date of completion is considered to be the date of successful passing of the examination/obtaining of an assessment (zápočet))
- > The application for recognition must be accompanied by a proof of the grade awarded and the syllabus of the subject taken
- > No foreign languages from the category of elective languages, which you have taken during your previous studies at AMU, can be recognised

Special conditions apply to the recognition of subjects taken as a part of a study mobility or traineeship abroad. Before you leave for your stay, you need to agree with the programme supervisor which subjects brought back from your stay will be recognised. Check with the International Office for details of the procedure.

## 40. TEACHING FOREIGN LANGUAGES

Study programmes taught in English do not contain mandatory language subjects. Nevertheless, you can register to Czech language classes, English language classes as well as for other languages taught by the AMU Language Centre optionally.

Certain study programmes in Czech also include professional subjects taught in English as mandatory subjects.

## 41. DURATION OF STUDY

### Standard duration of study

The standard duration of study is understood to mean the period of time that is reserved for the completion of the study plan of a given programme and the proper graduation by passing the state final examination:

**Bachelor's programme – 3 years**

**Master's programme not following upon the Bachelor's programme – 4 years**

**Master's programme following upon the Bachelor's programme – 2 years**

### Maximum duration of study

This is the total time in which you must complete your studies properly.

The following counts towards the maximum duration of study:

- > Standard duration of study
- > The period of distribution of a year of study
- > The period of interruption of studies (excluding interruptions due to serious health reasons or care of a child/children)
- > The waiting period for the state final examination

On the contrary, the following does not count towards the maximum duration of study:

- > The period of interruption of studies for serious health reasons or care of a child/children
- > Recognised period of parenthood

After the maximum duration of study has expired, you may no longer complete any study obligations, nor will you be allowed to sit the state final examination and your studies will be terminated for failure to meet the requirements arising from the study plan.

The maximum duration of study at AMU is:

**Bachelor's programme – 6 year**

**Master's programme not following upon the Bachelor's programme – 6 year**

**Master's programme following upon the Bachelor's programme – 4 year**

## 42. WAITING FOR THE STATE FINAL EXAMINATION

You will obtain the status of a student waiting for the state final examination after the proper completion of your studies, i.e. after you have achieved the number of credits required to complete your studies and completed all requirements arising from the study plan, if you choose not to sit your state final examination right away. You can be a waiting student for a maximum of two years, by which time you must have passed the state final examination. As a waiting student, you still have the status of a student, you are preparing for the state final examination and writing your final thesis, but you do not have access to completing the mandatory and optional subjects. However, during this period of time you can travel abroad for an internship. The period of waiting for the state final examination counts towards the maximum duration of study.

## 43. EXEMPTIONS FROM STUDY

Whenever you encounter a complication in your studies, try to approach it in a proactive way with assistance from the teacher of the subject, the programme supervisor, the Head of the Department, the DAMU Study Department or the Vice-dean for Student and Pedagogical Affairs and Artistic Activity; it is of paramount importance that you do it in time - i.e. immediately after it arises. The vast majority of study issues can be dealt with through dialogue and agreement, but it is important to communicate them in time instead of waiting for the examination period or even the end of the academic year. It may be too late by then.

Something unforeseen may happen to you that cannot be dealt with by standard procedures. Typically, this includes health issues, a difficult family situation, the birth of a child, or a combination of circumstances. For the most challenging situations, there are several exemptions from your studies in the *Attendance and Examination Regulations* that you can apply for. As one of the criteria for considering your application, we will also ask how you have tried to deal with the situation before.

An application for an exemption from study must always be submitted on the prescribed form, with an authentic signature attached (not scanned) and delivered in person to the Study Department, by registered mail to the main address of the school, by data box (in this case, it does not have to be signed), by e-mail with a recognised electronic signature and accompanied by documents proving serious reasons.

### Transfer of a subject

It may happen that you do not manage to complete a mandatory subject for serious reasons successfully. These may be medical reasons, reasons due to your timetable (multiple mandatory subjects overlapping in your timetable) or other reasons. In such a case, you can apply for a transfer of the subject to the next year of study. The application needs to be submitted immediately after the reasons have arisen or after you have failed to deal with the situation in other ways. The teacher of the subject and the Head of the Department shall provide their statement and the decision will be taken by the Vice-dean for Student and Pedagogical Affairs and Artistic Activity.

Before you apply for the transfer of a subject:

- > Try to arrange a change in the timetable with the Department in question in the event of a clash in the timetable of mandatory subjects;
- > In the event of health reasons, ask the teacher for the possibility to complete your study obligations in the given subject in a different way (according to Article 9 (3) of the AER);

- > If you have special needs or an impairment that requires adjustments to your studies, register and undergo a functional diagnosis so that we can offer you appropriate adjustments to your studies (see above)

### Change of the year of study - combination or distribution

If there are more subjects that you are unable to complete in a given academic year, or if this situation occurs in your final year of study, you may apply for distribution of the year into two academic years for serious reasons. Alternatively, if you have reasons for completing subjects from two years in one year, you can apply for combination of two years of study into one. You can only apply for a change of a year of study once throughout the duration of your studies. Your application must contain specific information indicating the semesters in which you will complete individual subjects from the PH, PB and PO categories. You have no legal title to a change of a year of study and the decision about your application is made by the Vice-dean for Student and Pedagogical Affairs and Artistic Activity upon the recommendation of the Head of the Department. Again, the application must be made immediately after the reasons have arisen or after you have failed to deal with the situation in a different way.

Before you apply for a change of a year of study:

- > Try to arrange a change in the timetable with the Department in question in the event of a clash in the timetable of mandatory subjects;
- > In the event of health reasons, ask the teacher for the possibility to complete your study obligations in the given subjects in a different way (according to Article 9 (3) of the AER);
- > If you have special needs or an impairment, register and undergo a functional diagnosis so that we can offer you appropriate adjustments to your studies;
- > Consider your workload in your registered optional subjects and give priority to mandatory subjects.

### Interruption of studies

You may apply for interruption of your studies repeatedly during your studies for personal, work- or health-related reasons, as well as for pregnancy or care of a child/children. You have no legal title to interruption of your studies for personal or professional reasons. In your application you need to state the reasons for which you are requesting the interruption and the period for which you wish to interrupt your studies (from-to). It is a good idea to consult the Study Department about the period of interruption in advance to ensure a seamless connection to your study plan. If you are considering interrupting your studies, it is good to know that:

- > you will not be a student during the period of interruption, you will lose the benefits and financial support (health insurance, social security, cheaper fares,...);

- > AMU is obliged to report interruption of studies of foreign students to Ministry of the Interior of the Czech Republic, which may lead to losing student visa;
- > after the interruption period has expired, you must re-enrol in your studies at the Study Department by the date set by the Dean in your interruption decision, otherwise your studies will be terminated;
- > during the interruption, you may apply for an extension of the interruption period;
- > if the maximum duration of your studies expires in the course of the period of interruption and you do not re-enrol before, your studies will be terminated.

### Studying parent

In connection with taking care of a child, you have the right to an extension of the periods of time for completing your study obligations as well as for meeting the conditions for advancement to the next semester or year resulting in particular from the Attendance and Examination Regulations, by the period of your maternity or parental leave. This applies provided that you do not interrupt your studies during this period. You must apply for recognition of the period of parenthood on a [special form](#) at the Study Department and provide a copy of the child's birth certificate.

The recognised period of parenthood for the mother is from 8 weeks before the child's birth until the child reaches the age of 3.

The recognised period of parenthood for the father starts on the date of birth and ends when the child reaches the age of 3.

A child taken into care is also considered "a child"; the durations of the recognised period of parenthood are specified in detail in Decree of the Rector No. 12/2018.

## 44. STUDY MOBILITIES AND TRAINEESHIPS

As a student of an accredited study programme at DAMU, you have the opportunity to travel abroad for a study mobility or a traineeship under the Erasmus+ programme, or for short-term study or hands-on mobility supported by a different programme. The final date for mobility applications is usually 31 January for the next academic year. You have no legal title to the mobility support and the decision on granting the support is made by the Vice-dean for International Affairs depending on the available budgetary resources.

Before leaving for your study stay mobility, we recommend that you consult the Study Department about the most appropriate procedure for balancing mobility and your studies. Ideally, you will not need to distribute the year of study and you will complete your obligations under the study plan for the semester with subjects taken on your mobility and individual work as agreed with your teachers.

You can find more detailed information at the website of the [DAMU International Office](#) and at the school-wide website of [AMU International](#). If you have any additional questions after reading the websites, please contact Zora Hermochová in the K334 office.

Domestic study internships are sporadic at DAMU and the Faculty has no institutional agreement with other universities on student exchanges or internships. However, if you are interested in a study internship at another university in the Czech Republic, you should first discuss the matter with your supervising teacher or with the supervisor of the programme that you study, and then with the Vice-dean for Student and Pedagogical Affairs and Artistic Activity. Internships within the Czech Republic are always dealt with on a case-by-case basis.

#### USEFUL TIP:

Several study plans also include various forms of compulsory work experience. While the ultimate responsibility for a student's "placement" in a compulsory work experience rests finally with the Department, students may gain much more from their work experience by being proactive in choosing the most appropriate institution. Don't be afraid to be proactive and suggest to your teachers where you would like to gain your work experience.

## 45. COMPLETION OF STUDIES

### Proper completion of studies

Studies in the Bachelor's and Master's programmes at AMU are completed properly by passing the State Final Examination (the "SFE"). The SFE always includes defence of the bachelor's or diploma thesis, a knowledge test and, usually, defence of the graduation performance. You can find out detailed information about the content of the SFE in your study programme from the Department.

The following 11 important steps lead to successful completion:

1. In your final year of study, you must enter your **bachelor's or diploma thesis assignment** in KOS by the date set by the Department (usually by Christmas) even if you plan to defend it later, during the waiting period. You will have assigned your thesis once you enter the topic of the thesis, the title of the thesis in Czech and English, the language of the thesis and the name of the supervisor of the thesis into KOS. Print the form, sign it and submit it to the Department.
2. If your study programme includes a **graduation performance** as a compulsory part of the SFE, you must also register the performance in your final year of study. The procedure here varies from Department to Department, so please enquire with the Secretary of the Department.

3. If a **change** (in title, topic, language, and/or supervisor of the thesis) occurs in the course of preparation of your bachelor's or master's thesis, apply for the change on prescribed forms, that can be found on website of Study Department. The change in the title is approved by the supervisor of the thesis; the Dean approves any other changes in the assignment for the bachelor's or master's thesis.
4. **You register for a specific date of the SFE in KOS** on or before the final date (usually 1 month before the date of the SFE); you can also de-register until the final date. If you do not de-register and do not arrive, the date will be considered as a failed attempt (Departments also tend to have their own internal application forms for the SFE; that is why, you also need to notify the Secretary of the Department about your registration for the SFE date).
5. At least 1 month before the SFE date, **you shall submit your completed bachelor's or master's thesis**, both digitally by uploading it to KOS and in one bound hard copy to the Department.
6. No later than 3 days before the date of the SFE, you will find the **opinions of the supervisor and the opponent** in KOS.
7. Before you take the SFE, have your exit certificate confirmed by the Faculty and hand it in at the Study Department. Together with it, you will also hand in your student ID card / ISIC at the Study Department as your studies will terminate on the date of successful passing of the SFE and you will lose your student status.
8. You need to have completed the other obligations specified in your study plan no less than three days prior to the date of the SFE: the **minimum number of credits** (180 for Bachelor's degree, 120 for Follow-up Master's degree, 240 for Non-follow-up Master's degree), **completion of all major and mandatory subjects, and the required number of credits from mandatory optional and optional subjects**.
9. You will not be admitted to sit the SFE without the proper and complete submission of your bachelor's or diploma thesis.
10. If you fail the SFE, you are entitled to one re-assessment attempt. The re-assessment attempt must take place within 1 year of the failed attempt. **You only repeat the part of the SFE in which you failed** (i.e. only the thesis defence or the knowledge test). You cannot repeat the defence of your graduation performance. **Always enquire directly at the Study Department about the procedure for repeating the SFE.**
11. In any case, **you may pass the SFE within 2 years of completing the obligations set out in your study plan, at the latest, and before the maximum duration of study ends.**

**USEFUL TIP:**

You can get information about writing and submitting your bachelor's or master's thesis from several sources:

1. from Decree of the Rector No. 2/2023 Rules for the creation and uniform format of the Qualification Works (VŠKP)
2. from the Guide for the creation of the VŠKP at the AMU website
3. from Decree of the Dean No. 3/2023 on Bachelor's and Master's programmes – There, in Article 13, the submission of a printed thesis is regulated
4. from the subjects in your study plan that focus on thesis preparation (usually, these include the Diploma Seminar, Master's Seminar, Thesis Research, etc.)
5. you may also seek advice especially on the correct format of quotations and on avoiding plagiarism from the DAMU Library

**Leaving study**

If you decide to leave your studies at DAMU of your own free will, please notify the Study Department in writing using the application form with your authentic signature in person or by post or via data box (in that case, no signature is required) or by e-mail with an electronic signature. Your studies will be terminated on the date you delivered your written notification. You do not need to tell us your reasons for leaving your studies if you do not wish to.

We recommend that you talk to the Vice-dean for Student and Pedagogical Affairs and Artistic Activity before taking this step. Perhaps a solution can be found to deal with the situation in a different way.

**Termination for failure to meet the requirements arising from the study programme according to the AER**

It may also happen that we have to say goodbye to students who fail to meet their study obligations. The most common reasons for this procedure include the following: an F grade in a major subject; a repeated F/N grade in a mandatory subject without the possibility of recurrent registration; failure to complete study obligations and non-closed grading in the semester; exceeding the maximum duration of study; failure to enrol in a higher year of study even on an alternative date. What to do to avoid getting to this point:



- > Know and discharge your obligations stipulated in the AER;
- > Know and follow your study plan;
- > Use KOS regularly and pay attention to subject grades;
- > Deal with any issues or uncertainties immediately - preferably with the teachers of the subject and the Study Department

### Expulsion from studies

This is the most severe sanction that can be imposed on students for committing a disciplinary offence, or for fraudulent conduct as a result of which they were admitted to study.

## 46. STUDENT EVALUATION

Efforts to improve the quality of studies, student life, well-being and the environment of the Faculty are shaped considerably by the feedback received from students. Accept your share of responsibility for improving DAMU for you and for future generations by engaging in student evaluation in several ways:

- > Complete anonymised appraisal reports of individual subjects at the end of the semester in KOS;
- > Engage proactively in evaluation activities at your Department;
- > Respond to calls for appraisal and feedback questionnaires on various topics throughout the year distributed by e-mail;
- > Participate in round tables, focus groups and group discussions to which you will be invited by DAMU and AMU management;
- > Participate in the Share DAMU! meetings with the Faculty management;
- > If you have any concerns or do not like something, please do not hesitate to contact any member of DAMU management or our Ombudsman

## 47. GRADUATION CEREMONY

Graduation is an academic ceremony of awarding diplomas to graduates in the presence of the highest academic dignitaries. It is held annually in November on a date specified in the Faculty's schedule and all graduates of all study programs who completed their studies in the previous academic year and their guests are invited.

Graduates who do not attend the graduation ceremony have the opportunity to collect their diplomas in person at the Study Department by appointment. The Study Department can issue a certificate of graduation while you wait. If you need a transcript of the state examination results, you need to apply for it.

# A

ALL ABOUT SCHOOL WORKS AT DAMU

# Z

## 48. WHAT IS AND WHAT IS NOT A SCHOOL WORK

A school work is considered to include any outcomes of creative activity, including school performances and professional works of students, produced as part of completing the student's study obligations in the registered subjects. At DAMU, these are mainly final student works (*klausurní práce*) created in major subjects, graduation projects created in the DISK Theatre and elsewhere, professional and creative work in other mandatory, mandatory optional or optional subjects. The copyright for the use of school work is regulated in Section 60 and also in Section 35 (3) of the Copyright Act. The costs associated with the creation of a school work shall be borne by DAMU according to the terms and conditions agreed in advance and to the agreed extent. Funds for the creation of school works by students are earmarked in the budgets of the individual Departments and in the budget of the DISK Theatre.

Creative activity, including performances and professional work beyond the completion of the study obligations in the subjects, is not considered to be school work. If you feel like doing something extra and manage to do it in addition to completing your obligations, you can take advantage of the support that the Faculty may (but is not obliged to) offer for such extracurricular projects.

## 49. LICENCE TO SCHOOL WORK

You signed the Master Licensing Agreement for the use of school works upon enrolment; it describes the terms and conditions for future licensing of specific school works and school performances as they are gradually created and transferred to AMU. We encourage you should read this agreement carefully.

When you submit a specific school work or school performance (graduation play production, diploma thesis, etc.), you will need to sign the relevant annex to this Master Licensing Agreement.

What you will be most interested in, however, is what licence the school has to your works and how you can use these works:

- > You can use your work yourself (make it available to the general public) or grant a non-exclusive licence to its use to another person;
- > Similarly, the school may use the work (make it available to the general public) under a non-exclusive licence;
- > If you or another licensee of you uses your work and earns a profit from the use, AMU may claim a share in the profit up to the amount of the costs it incurred in creating the work (in practice, however, AMU does not exercise this right in the vast majority of cases; instead, it encourages further distribution of school works without claiming its share in the profit);

- > The school may further use your work under the terms of the Master Licensing Agreement and also for teaching or for the school's own internal use (for example, showing it at festivals or using it in subsequent performances at the DISK Theatre), without payment to the student for the use of the school work or school performance, even after the student's graduation.

## 50. THINGS THAT MAY COME IN HANDY WHEN PREPARING YOUR SCHOOL WORK (AND OTHER WORK AS WELL)

### Setting up a project in PLATO

The setting up of a project in [PLATO](#) and its approval by the pedagogical supervisor is a condition for borrowing any school equipment. This applies to school works as well as extracurricular projects; for extracurricular projects, you will also discuss the conditions under which the school may lend or rent equipment to you for your extracurricular project with PLATO staff on an individual basis.

### Building or staffing teams

A team of people who want to do something together is usually at the beginning of any extracurricular project. For school works, the team tends to be determined often by the Department or by agreement of several Departments. However, if you have a shortage of co-workers on your team, you can find them in several ways:

- > Join the [Projects' Marketplace](#), present your project there and find colleagues from DAMU and other AMU Faculties;
- > You can also search for co-workers on community forums on social media networks, for example in the DAMU + FAMU + HAMU FB group.

### Securing the premises

The space options offered by DAMU are described in the [Shared](#) Educational Facilities section. You may also enquire about using the [Institute of Intermedia's](#) space and the DISK Theatre is also available for graduation projects under certain conditions (set by an agreement between the Departments and the DISK Theatre).

You can also look for facilities for your project outside DAMU, but this needs to be done well in advance and is therefore only an option for projects that you prepare at least half a year (preferably a year) in advance. This is also because, usually, financial costs are associated with using external facilities.

## Lending of equipment

**PLATO** and its warehouses are here for you if you need equipment. Warehouses are at DAMU as well as at HAMU, FAMU and the Institute of Intermedia. Inter-faculty borrowing of specific technical equipment is also possible. In justified and exceptional cases, it is also possible to enquire about borrowing equipment from the DISK Theatre; you have to start by contacting Lukáš Briksa ([lukas.briksa@divadlodisk.cz](mailto:lukas.briksa@divadlodisk.cz)) the Head of Operations.

## Set, costumes, props, puppets and masks

If you need material or stage technology or equipment for your project or school work, you can use one of the following options:

- > Rental of costumes and props of the DISK Theatre located in Beroun, it is available via PLATO;
- > Warehouse of out-of-use props of the DISK Theatre - find out how to do it [here](#) (Czech only);
- > Material warehouse for KALD students - Kristýna Jalůvková will tell you how to do it;
- > [Art re use](#) offers used material from artistic creation for re-use in art;
- > Free production capacity in workshops of the DISK Theatre - if the workshops have free capacity in addition to the production of play productions for the DISK Theatre, they can help you with building your set, costumes or props, but only for school works - find out how to do it [here](#) (Czech only)

## Funding

You can find all essential information in the [Funding options](#) chapter.

## Promotion

School works that are performed at DAMU and elsewhere can be promoted through the Faculty's official communication channels. Tereza Došlová ([tereza.doslova@damu.cz](mailto:tereza.doslova@damu.cz)), the Faculty's PR manager, will design the specific promotional campaign after discussion with the play production team. All Faculty's official communication channels can be used for promotion - the Newsletter of the Dean of DAMU, DAMU website, Facebook and Instagram profiles, closed student groups on Facebook, or the DAMU\_cast podcast. School works can be promoted before their implementation (in the form of an invitation), during the implementation (for example, live stream or in the form of stories on social media channels), as well as retrospect promotion using photographs or video recordings. The play production team can create their accompanying promotional printed materials at its own discretion and can also seek advice from the Faculty's PR manager. In the case of a school work, it is necessary to work with the official graphics guide and the DAMU logo in the official graphics. The guide and logos can be downloaded from here:

<https://damu.cz/cs/vse-o-fakulte/pro-media/logo-damu/> (Czech only)

Digital graphic promotional materials can be distributed through the above channels and hard/copy formats can be posted on bulletin boards and in information areas in the Faculty building

## Documentation

The school works presented in the DISK Theatre and as final student works (*klauzury*) organised by individual Departments are shot and the video recordings are archived by the staff of the Audio-visual Technology Department. These work recordings can then be used for study purposes and non-public presentations in courses.

As a rule, the DISK Theatre arranges for photo documentation of its projects; for other school works, this can only be done on the basis of agreement with Tereza Došlová, PR manager.

## Storage

It is a service much sought after at DAMU. KALD has a small warehouse for stage equipment and technology of finished projects. The warehouse in the basement is used to its maximum capacity by the DISK Theatre for its play productions. So if you want to ensure future life for your school work (final student work) or are planning an extracurricular project, you will need to find suitable storage space outside DAMU first of all.

## Tours / transport

The DISK Theatre has two cars that can be used, if available, to transport material or stage equipment or technology for school works, in a similar way as the production capacity of the workshops. Arrangements can also be made to provide transport for trips to festivals. Find out more about how to do this [here](#) (Czech only).



23/24

# STUDY GUIDE

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