

FINE ARTS DEPARTMENT GUIDELINES

- ▶ summarize the basic rights and obligations of students and teachers
- ▶ define standard requirements and criteria for work in the FAD studios
- ▶ remind individuals of the support options available during critical situations
- ▶ comply with the statutes of UMPRUM

STUDIO TEACHING

1 • Attendance at studio meetings is compulsory for all students, except those in the last semester of their Bachelor's studies and the final year of the Master's program. Exceptions to attendance can only be granted by the head of the studio, in writing and in advance. Students must schedule their meeting times as specified by the studio leaders at the beginning of the semester. If students cannot attend a studio meeting, they must notify the head of the studio of their absence at least one day in advance via e-mail to the teachers' school address. However, even with prior notice, the absence will still be recorded. In exceptional cases, such as documented long-term health issues, the head of the studio may establish an individual study plan.

2 • Students are allowed absences of up to 30% of the compulsory program. Arriving more than one-third late to a meeting will be counted as an absence. If absences exceed this limit, the head of the studio will mark the semester as incomplete for that student.

PROGRAM OF TEACHING

1 • The semester's studio teaching program is made available on the intranet before the start of the semester, allowing students to access it. The head of the studio is obliged to inform about the specific program well in advance to allow students to prepare for it. Students actively participate in the semester program. Teachers design programs with consideration for students' needs and capabilities. The studio leaders distribute workloads among students appropriately and evenly. If teachers assign work beyond academic obligations, students are compensated for it, usually in the form of paid work.

2 • At the beginning of the semester, the head of the studio explains the program so that students understand the teaching objectives.

3 • Students also engage in activities within their department. FAD prepares a departmental program for all its students, such as studio events featuring external guests, departmental courses, and more.

3 • The head of the studio specifies in advance whether attendance is mandatory or optional for each activity.

4 • Teachers actively strive to ensure that all students have equal opportunities to participate, regardless of any health, family, financial, or other limitations. They also make a conscious effort to avoid spending time with only a subset of students or showing favoritism toward any individual student.

5 • Teachers do not hold mandatory studio activities outside standard meeting times or regular teaching hours, except for excursions, outdoor workshops, group presentations, or other work activities that cannot be scheduled otherwise.

6 • Maximizing the availability of demanding study activities, such as outdoor workshops, excursions, and exhibition projects, for all students should be a priority for studio/FAD leaders. This can be achieved through financial support, suitable compromises, and timely communication.

4 • FAD particularly values when students engage in activities spanning across the Academy (e.g., inter-departmental collaborations, candidacy for the student chamber of the academic senate of UMPRUM, organizing school-wide events that develop student and academic life, participation in school working groups, etc.).

5 • FAD regularly evaluates teaching (usually once a year) through an anonymous questionnaire. Further evaluations are carried out by UMPRUM management. Teachers encourage as many students as possible to participate in both evaluations.

6 • FAD repeatedly organizes (usually once per semester) a departmental plenary session, which is an open discussion meeting between FAD teachers and all students. The plenary serves as another channel for mutual feedback and information exchange regarding UMPRUM and FAD.

GENERAL

1 • All students and teachers of the Fine Arts Department must act in accordance with the Ethical Code of UMPRUM and the school's foundational documents, such as the study and examination regulations. Employees are obligated to adhere to their employment contracts.

2 • When addressing problems, it is possible to seek help from some of the bodies of UMPRUM, depending on the nature of the issue:

Ethical Commission of UMPRUM; Teachers of FAD; Methodologist of FAD; Study Department of UMPRUM; Confidential BOX (at the entrance to the Rector's Office); Academic Senate of UMPRUM (which includes the Student Chamber of the AS); School Administration; Psychologist of UMPRUM; Ombudsperson of UMPRUM

7 • FAD aims to minimize language barriers in instruction. Teaching in studios is conducted in a language that matches the language skills of the group members. No language is spoken that someone present does not understand. In multilingual groups, English is used. If necessary, studio leaders will arrange an appropriate balance between Czech and English, and provide simultaneous interpretation, or summarize discussions in both languages sequentially so that everyone can actively participate in discussions. Group meetings held in English are mandatory for all. In the Visiting Artist Studio, teaching is usually in English; while at the same time, students are accommodated as much as possible, and proficiency in English communication is not a prerequisite for active participation in the studio.

8 • Students are entitled to use the studio or department facilities only while they are actively enrolled in that studio or department. During internships elsewhere, during a break in studies and after graduation, students lose their right to access the original department's premises, unless the department's leaders specify otherwise.

CONSULTATIONS

1 • Students are required to regularly consult with their supervisors regarding their project progress (including coursework, Bachelor's, Master's, and Doctoral theses) at least twice each semester unless their supervisors specify more frequent consultations. Group meetings in the studio, attended by the head of the studio, may serve as a substitute for individual consultations. Teachers consult at the university primarily on designated studio days (Mondays and Thursdays), ensuring equal access for all students and announcing dates in advance (online schedules are recommended). Both parties adhere to agreed-upon dates. Consultations are an integral part of studio teaching.

FINAL WORK

1 • Students are required to consult with the supervisors of their Bachelor's, Master's, or Doctoral work at least twice a semester on an ongoing basis.

2 • The supervisor of the final work is usually the head of the studio where the student is enrolled at the time of defense; however, any other teacher or assistant from FAD may also supervise it. In such cases, prior consent from the leaders of the home studio and agreement from the new supervisor are expected along with appropriate communication with the academic office within specified deadlines.

3 • The progress of the final work is monitored by the supervisor. For Bachelor's and Master's work, this is done after consulting with colleagues from FAD during presentations by respective students (known as departmental progress

EVALUATION AND DEFENSE OF THE FINAL THESES

1 • The evaluation process is clear and transparent for all participants.

2 • The head of the studio outlines the evaluation process for students usually at the beginning of each semester, detailing who will assess their work, the criteria used for evaluation, and the procedures involved. At the end of the semester, it is valuable to collectively reflect on this process and exchange feedback.

3 • The semester grade is awarded by studio leaders while coursework and final works and graduation works (Master's, Bachelor's, Doctoral) are evaluated by juries.

4 • The criteria for semester evaluation are established by the studio leaders, who inform students in advance. The semester grade can reflect student engagement throughout the term, as well as collegiality and communication planning skills among peers, among other factors.

5 • Rules regarding defenses at FAD are outlined in specific documents available on the FAD website, which are also distributed to external committee members.

6 • The criteria for evaluating semester and final projects include (not necessarily in this order):

- Relevance of the chosen topic
- Ability of the student to explain their choice and reasoning
- Alignment between the content of the oral defense and the content evident in the work itself
- Agreement between the conceptual and formal solutions to the problem
- Consistency and quality of both aspects of the work
- Progress compared to the student's previous work
- Ability to contextualize their work
- Capacity for self-evaluation of both the process and the outcome
- Ability to constructively respond to feedback during the defense discussion.

reviews). Successful completion of progress reviews is a prerequisite for proceeding to defense. The departmental progress review is organized by one of FAD's teachers appointed by FAD management. The deadlines for progress reviews are set by FAD leaders and communicated to relevant students.

4 • Supervisors consult with students on the practical and theoretical parts of their Bachelor's or Master's work. Consultants from KTDU or doctoral students (for Bachelor's work) review the formal correctness of the theoretical part and provide recommendations to supervisors regarding evaluation.

5 • Students must proactively reach out to their consultants promptly.

6 • The opponent for a final work is selected by studio leaders after consulting with the student, taking into account the specific type of diploma project.

7 • A written annotation summarizing a minimum of half a page along with a portfolio selection of previous works (for jury) must accompany submitted final projects.

8 • If a student defends their work in a language other than their native language (usually English), the language proficiency of their oral presentation is not subject to evaluation. If necessary, it is advisable to assist them with communication (only at the language level).

9 • All evaluations are thoroughly justified, preferably by the evaluators themselves. It is essential to prevent misunderstandings, feelings of loss of control, or perceptions of arbitrariness in the assessment process.

COMMUNICATION

1 • In an academic environment, we treat each other with mutual respect. We prioritize timely and adequate communication, punctuality, attendance, and meeting academic and work obligations.

2 • Students actively monitor and follow current information sent to them by the school or the head of the studio. It is both teachers' and students' responsibility to keep track of the school schedule published on the school's website before each semester begins. First-year students familiarize themselves with the FAD manual to help them navigate academic and organizational matters.

3 • Teachers inform students consistently, concisely, and with appropriate advance notice. It is important to ensure that everyone has a correct and equal understanding of the assignment or arrangement and can complete the tasks.

4 • Students and teachers provide at least one week's notice via e-mail or in person for all administrative matters.

5 • Online communication between teachers and students regarding all school matters takes place exclusively through school e-mail accounts. This communication is binding. Communication through other channels (SMS, Facebook, WhatsApp, etc.) is voluntary; it does not replace official e-mail communication mentioned above and may only be used for informal arrangements.

6 • In communication, everyone respects standard working hours. Responses should be made no later than one week unless otherwise agreed upon. It is advisable to set specific deadlines for responses (date and time).

STUDY INTERNSHIPS

1 • Internships at other studios or schools are supported at FAD. Planning internships demonstrates an active approach to taking responsibility for personal growth from the student's side while they responsibly organize their study plan accordingly ensuring compliance with accredited study schedules which include internships as mandatory components.

2 • It's particularly beneficial to take advantage of the Visiting Artist Studio programme which forms part of the Fine Arts Department UMPRUM.

3 • Opportunities for internships abroad can be consulted through the international office of UMPRUM.

4 • Students consult the internship plan in advance with the head of the home studios (a minimum of one month in advance is recommended), who signs the internship application first. The supervisors may exceptionally not recommend the internship, in which case they will explain the reason in writing.

5 • The head of the studio responds to internship requests within one week.

6 • During the internship, students complete their semester and final projects in the host studio, where they are also evaluated. At the same time, they fulfill their study obligations as outlined in their academic plan.