

# **ART & DESIGN INSTITUT**

## **STUDY AND EXAMINATION REGULATIONS**

of 25 September 2017

**First private college of the fine art in the Czech  
Republic**

# STUDY AND EXAMINATION REGULATIONS

## Part I.

### Introductory Provision

#### Article 1

1. The private college ART & DESIGN INSTITUT (hereinafter "ADI"), is a private college, non-university college, which provides accredited study programme.
2. The condition for admission, the study, the students right and duties are set particularly by the act no. 111/1998 Coll., as amended (further on as „law“), statute ART & DESIGN INSTITUT (further on as „Statute“) and this Study and Examination Regulations.
3. The education has the form of lectures, seminars, exercises, consultations.

#### Article 2

1. Study at ADI in accredited study programme is provided in the bachelor study programme.
2. The bachelor study programme is focused on the preparation for creative profession, in which are next to the individual ability and invention also used the contemporary knowledge and method, which contains also chosen theoretical fields.  
What makes it valuable is the combination of 2 creative subjects – which add and enrich each another. Graduate receive broad range of knowledge and ability not only for the practical part, but also for the next continuation of his studies at the school offering magister degree.  
Study is properly finished by the state final exam, which contains also the defence of bachelor work.

#### Article 3

##### Displaying of final bachelor works

1. ADI display without fees bachelor works, by which the defence took place together with the opponent statement and the result of defence through the database of graduation work which is accessible at the seat of ADI.
2. Bachelor work submitted by the candidate for defence must be displayed for the public at least five working day before the defence take place in the library at the seat of ADI. Everybody can make excerpts, copies from the displayed work at his own expenses.
3. By submitting work the author agrees with the publication of his work in accordance with the Higher Education Institution Act, regardless the results of the defence.

## **Part 2**

### **Study of accredited study programme**

#### **Article 4**

##### **Enrolment to the study**

1. By announcement about being admitted to the studies and payment of the tuition fee gives the applicant the right to be enrolled. The applicant are enrolling in the period set out by the rector.
2. Applicant for the study becomes to be a student of ADI in the day of enrolment for the first year (semester). He is enrolled to next year just in the case when he fulfilled all of the study duties set out in the previous year and pays the tuition fee in accordance with the art.5 of this Study and Examination Provisions.
3. The proper enrolments take place in the time set by the rector. At the student request the rector can admit also an extraordinary enrolment after the last set term.
4. In exceptional cases, when the student have serious reason not to fulfil some of the duties for being enrolled to the next year cant he rector admit exceptional enrolment, in which are set new terms for fulfilling of above mentioned condition, at least till the end of the following semester. If the student does not fulfil his study duties also till this term, his studies will be closed. The student, who has been exceptionally enrolled, is the proper student of ADI.
5. To completed the year means to fulfil all of the study duties given by the study plan for a particular year. If the student of last year des not completed his duties till 15th May, he can submit a request to the rector for postponement the till 31st august, or his studies will be closed. If the request is admitted and the student does not complete till 31st August, he can submit a request for retaking the last yea or his studies will be closed.

#### **Article 5**

##### **Tuition fee**

1. Tuition fee is the tuition for an academical year, there are also fee for the entrance exam or another fee set out by by rector.
2. Student must pay the tuition in the following terms:  
There is just one payment – student of the present form of the study 5 600 EURO per ac. Year.  
Deadline till 1.8. of following ac. Year  
In the case of autumn entrance exam:  
Deadline: till 27.9.
3. Paying the tuition fee is the condition of the next study and not fulfilling it may result in closing the studies according to the § 65 par. 1 letter. c) act. This does not meant that the fees from the previous period should not be paid.
4. The paid fees connected with the studies are not given back or transformed in to another semester. The exception of this rule can be admitted by the rector.

**Article 6**  
**Organization of the studies and the academic year**

1. Study is organized in line with the accredited study programme. Every semester year or period consists form teaching period, exam period, practice and holiday.
2. Academic year lasts 12 month and its beginning is set out by the rector.
3. Organization of every academic year is set out at the notice board of ADI through the Schedule for academic year at latest 2 months before of beginning following academic year.
4. Exam terms for summer and winter semester are set out by the rector in the Schedule for academic year  
In this period student should fulfil all of the condition for the particular semester (exams, credits). An exam from the particular academic year should be retaken till 15.9. The student who does not fulfil his duties till 15.9. can submit a request for exceptional enrolment. In the case that student fulfil then all of the condition, his enrolment becomes to be proper.
5. In exceptional cases, particularly from the health and occupation reason can student submit a written request for individual study plan. If the rector admit it, the student is not obliged to attend lectures and seminars and has the option to take exams and so on also except the exam period. Individual study plan can be admitted for one year also more than once.

**Article 7**  
**Practice**

1. A part of the study is also practice, which is in the term given by the Schedule for academic year, usually during the summer holiday, before the beginning of the 5th semester.
2. The practice is ensured by students individually, according to their focus, while being supported by ADI.

**Article 8**  
**Elective and non-compulsory subject**

1. Elective and non-compulsory subject are offered in line of study plane very year.
2. The teaching of an elective or a non-compulsory subject begins, when at least 20 student applicants for it.
3. If the student apply to study an elective or a non-compulsory subject he must make this in line with his study plan.

**Article 9**  
**Evaluation of the study process and of the study**

1. Process and results of the study are classified in line with the accredited study programme. The forms of evaluation are exams and credit.
  - a) Exam:  
Classified form of evaluation, by which is verified student knowledge in a particular subject and the ability of own professional judgement. It can be written, oral, online, combined.
  - b) Credit:

Non-classified form of evaluation which is asserted for fulfilling of duties which were set out for a particular subject by the teacher; a condition could be attendance at the seminars or lesson, or submitting seminar work. It is transcribed as „credited“.

2. The exam results are classified by grades: excellent (1), „very good“ (2), „good“ (3), „unsuitable“ (4). Credit proves fulfilling all of the study duties, his granting should precede the exam taking.
3. The exam could be taken written, oral, online, combined. About the forms of the exam is decided by teachers. Student can see his test or papers. He can resit the exam twice. He can also ask for one another exceptional term.  
Main term exam can be taken one, if a student does not pass them, he can retake them.
4. The exam term must be announced well in advance and in sufficient numbers so that students have option to choose term. The exterminators are set out by rector from academical worker, external experts from research centres and representatives of practice.
5. When there are enough reason rector can admit the student request and let him to be examined by a commission.
6. The measure of student success during the study and also after it is expressed by study average.
7. Study average can be counted as arithmetic average from all of the grades taken in a given period.
8. The studies are finally evaluated as:
  - a) „passed with distinction“
  - b) „passed“.
9. Student, who passed the final exam, completed his studies with „passed with distinction“ of
  - a) his final exam was classified by excellent while
  - b) another part of his final exam was not classified by well and while
  - c) his study average has not been during his studies worse than 1,50 and while
  - c) during his studies he has never been classified with the great well.
10. Additional repair of exam can be admitted by rector. In another cases who has passed the final exam, completed his studies with „passed“.

## **Article 10**

### **Recognition of Previous Studies**

1. Exam and credits taken and passed at another college or university, which have the same or higher credit value and from which passing pasts no more than for years, can be recognized in line with § 60 Act. The rector can admit them.

## **Article 11**

### **State final exam**

1. The State final exam take place before an exam commission. Its proceeding and announcement of result is public.

2. The right to examine during the state final exam is possessed just by the professors, docents and experts admitted by the art committed.
3. The state final exam is taken before an exam commission, where are at least three members and which has quorum when more than one half of the members are present. The chairman and members of the commission are appointed are recalled by the rector from person mention in par. 2. Another members for the commission could be appointed by the Ministry of Education Youth and Sport (further on as ministry) from experts in particular field.
4. The state final exam consists of two part:
  - a) oral exam
  - b) defence of bachelor thesis
5. The state final exam can be taken after having fulfilled all of the study duties set out by study plan.
6. The state final exam is needed to pass till 13 months after having completed the last year of the study, otherwise the studies will be closed.
7. The state final exam is taken place in terms set out by the rector.
8. Individual subjects of state final exam and also the exam as whole are classified by grades excellent (1), „very good“ (2), „good“ (3), „unsuitable“ (4).
9. The state final exam is evaluated as a whole in the following way
  - a) „excellent“, when the arithmetic average from all of the individual subject and defense is lesser or equal to 1,5,
  - b) „very good“, when the arithmetic average is higher than 1,5 while lesser or equal 2,5,
  - c) „good“ very good“, when the arithmetic average is higher than 2,5,
  - d) Unsuitable whether one part of the state final exam is classified as unsuitable.
11. The state final exam begins, ends and its results publicly announced by the chairman of the examination committee.
12. Examination committee decides about the results of individual parts of the state final exam by closed voting. In the case votes are equal, the chairman decides.
13. Student, who was classified during the oral exam or during the defence of the theses with the grade „unsuitable“, can retake the exam in the next proper term; he retakes just the part which he has not passed.
10. For passing the state final exam student has just two terms announced by the rector. The rector can admit one more exceptional term for this exam, but is charged.
11. The topic of bachelor work chooses a student for list announced by the rector, or he request the rector to admit him his own topic, and so at latest till the end of the 4th semester of his study. The rector designates a head teacher of this bachelor work. The designation of the topic together with the basic information about the bachelor work is announced to the student through an official document, which is signed by the head teacher of bachelor work.
12. Bachelor work must be completed in a given structure and meet the content and technical requirements set by the Rector. On the formal work must meet the requirements of CSN 01 6910.
13. The change of bachelor work topic is possible just with the rector consent.
14. Bachelor work must be submitted by a student in a required forma at latest 2 months before the state final exam, and so electronically and in written form.
15. The head teacher of bachelor work submit his written evaluation of the bachelor work at latest till 14 days before the state final exam.
16. The head teacher of bachelor work will write to the evaluation part. Whether the work meets the content and formal requirements which are set out, whether the work show

some important insufficiency and which one are they. The evaluation must contain explicitly statement of the head teacher and the opponent of bachelor work whether he recommend the work for defence or not.

17. In the case, when the work is recommended to the defence, head teacher of bachelor work writes her a suggestion of work evaluation.
18. In the case, that the head teacher does not recommend the work for the defence, the student ca not take the oral part of the state final exam
19. ADI allows a student at least one week before the term of defence to see the statement concerning his work.
20. The defence of bachelor work take place before a committee.

### **Article 12 Interruption of the Studies**

1. A student can after having completed 1st year or the 1st semester request for interruption of the study. In the request he will write the reason for interruption of the studies. The request is submitted to the rector.
2. Studies are interrupt by the rector for two semester, max. 3 times during the studies.
3. Interruption of the study is recorded into the index about the study. In the time of interruption is not the person who has requested for it a student.
4. The tuition fee for the semester began is not refunded.
5. Having past the time, for which the study was interrupt, the person possess the right to be enrol again. After the interruption is ended, the student is enrolled to the year and semester in which his study was interrupted.

### **Article 13 Retaking of the year**

1. If a student does not mean the requirement for a particular year, a rector can admit that a student can re-take a whole year. A student must submit this in a written form and paid a tuition fee for every re-taken year.
2. During the studies one can re-take a year 2 times at max

### **Article 14 Closures of Studies**

1. The studies are properly completed after having meet all of the requirement in the given study programme. The day of closure is the day, when the state final exam or its part was passed.
2. The prove about the studies completion and acquiring of the academic title „BcA.“ Is a diploma and a state exam certificate
3. Studies is closed by
  - a) Leaving of the studies,
  - b) If the student does not meet the requirements set out by the study programme or the Study and Examination Regulations
  - c) By withdrawal of accreditation

- d) By the termination of accreditation
  - e) By the expulsion from the study according the act § 65 par. 1 letter. c) or according to § 67 law
4. The day of closing the studies is according to par 1 letter a) day, when was delivered to the school at which the student is enrolled his personal declaration about his leaving of the studies. b) is the day set out by the Study and Examination Regulations. c) at the latest the day in which passes the time set out by the Ministry. d) day, during which the school announced the termination of the study programme. e) the day when the decision about the expulsion came into legal force
  5. About closing of studies according to the par. 1 l e) or interruption of the studies according to the § 54 bodies mentioned in § 50 p. 2 and 3 decides; the decision is relating to § 50 p. 4 till 7 of the law.

## **Part five**

### **Article 15 Final provision**

1. These Study and Examination Regulations came into force according to § 36 p. 4 and § 41 p. 2 by the day of registration.



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