

DEAN REGULATIONS FOR STUDIES OF THE MUSIC FACULTY OF JANÁČEK ACADEMY OF MUSIC AND PERFORMING ARTS

FUNDAMENTAL PROVISIONS

Studies under the Bachelor, Master and subsequent master, and Doctoral Degree Programmes of the Music Faculty (henceforth “the Faculty”) of Janáček Academy of Music and Performing Arts (henceforth “JAMU”, Appendix No 2) are in accordance with The Study and Examination Rules (henceforth “SER”) registered in accordance with Article 36, subsection 2 of the Act No. 111/1998 Coll on Higher Education Institutions and on Modification and Amendment of other Acts (henceforth “Act”) by The Ministry of Education Youth and Sports on 1st July, 2004, under reference No. 21976/2004-30, unless otherwise provided. The Study and Examination Rules of the Music Faculty therefore only contains the provisions which hereafter specify or amend the general provisions expressed in SER.

The Rules for Studies and Examinations for Students in Doctoral Degree Programmes

ORGANIZATION OF STUDY

- (1) Studies at the faculty can be undertaken in the presence form of study and the combined form of study.
- (2) The standard duration of study is three years.
- (3) Should a student enrolled in the presence form of study fail to complete his studies within three academic years, he/she may be transferred to the combined form of study, while being entitled to two more years at the most.
- (4) The maximum time of study according to the para (3) and (4) does not include the period for which the student’s studies were suspended.

SUBJECT COUNCILS

- (1) There are two Subject Councils established at the Faculty, each for a particular family of subjects.
- (2) After being approved by the Artistic Council of the Faculty, the members of the Subject Council are appointed and removed from the office by the Dean, who also prescribes the number of the Subject Council members as well as the procedure of the election of the Subject Council Chairman, in accordance with Article 26 of SER. After being discussed with the Subject Council, the Rules of Procedure are issued by the Dean to regulate the Subject Council performance.
- (3) The Subject Council abides by the Rules of Procedure and Article 27 of SER.
- (4) Based on the proposal of a particular department and after being discussed with the Subject Council tutors are appointed by the Dean.
- (5) The tutor abides by the provisions of Article 28 of SER.

INDIVIDUAL PLAN OF STUDY

- (1) Individual plan of study is defined by content of study specification in accordance with Article 29 of SER.
- (2) The subjects of the doctoral study programme are selected with the aim to provide students with solid scientific basis including new theoretical findings in the area corresponding with the specialisation studied within the course of study.
- (3) Draft individual plan of study including possible changes is drawn by the student in co-operation with the tutor by whom it is submitted for assessment to the Subject Council. The individual plan of study including changes is approved by the Dean of the Faculty.
- (4) Instruction of the study subjects is conducted by the means of lectures, seminars and guided individual study supported by consultations.
- (5) The subjects of the study programme are completed by examination. The outcome of a subject examination is either “passed” or “failed”, and is entered in the study register.
- (6) If the student fails to appear for the subject completion or to provide an appropriate excuse for his/her absence, the result of his/her subject completion will be regarded as failed. The final decision regarding acceptance of the excuse is within the responsibilities of the appropriate Subject Council.
- (7) The individual plan of study allows the student to undertake subjects offered by the study programmes provided by other institutions of higher education or faculties. This applies especially in case of the subjects which are not offered by the Faculty study programmes and which are extending and deepening the knowledge of the discipline in the area corresponding with the specialisation studied within the course of study. These subjects become a part of the individual plan of study.
- (8) The student in the presence form of study is obliged to complete all subjects within the schedule prescribed by the individual plan of study and the student in the combined form of study is obliged to do so by the end of the third year of the study.
- (9) The student is obliged to submit a written report of the results of his/ her work at least once a year. This will contain an assessment of the student’s study by the tutor, solutions and outcomes of the given research task, the present stage of theses preparation and the extent of assistance with teaching at the Faculty. The report on the results of the student’s work in the completed academic year will be annually submitted by September 15th of the subsequent year.

INTERRUPTION OF STUDIES IN DOCTORAL STUDY PROGRAMME

see Article 33 of SER JAMU

TERMINATION OF STUDIES IN DOCTORAL STUDY PROGRAMME

see Article 34 of SER JAMU

RECOGNITION OF COMPLETED PARTS OF STUDIES IN DOCTORAL STUDY PROGRAMME

see Article 35 of SER JAMU

COMPLETION OF STUDIES IN DOCTORAL STUDY PROGRAMME

- (1) The date of due studies completion in the doctoral study programme is the day on which the state doctoral examination was passed.
- (2) The course graduate in the doctoral study programme (according to §47 of the Act) will receive the academic title „doctor“ (“PhD”, stated after his/her name).

DOCTORAL THESIS AND ITS DEFENCE

- (1) Thesis is an individual theoretical work in which the student presents his/ her findings of the given scientific or artistic research task obtained in the course of study. It presents a summary of the present knowledge of the researched issue, the aim of the thesis, the outcomes of the research including the original findings based on the outcomes analysis and suggestions on how to apply these findings in practice as well as how important they are for the future development of the subject field. The thesis also contains a list of reference literature as well as a list of the student’s original works both theoretical and practical related to the issue of the theses. Formal requirements for the thesis are set by the Subject Council.
- (2) The student is obliged to submit an application for his/her thesis defence provided that he/she passed all exams and met all of the duties/requirements prescribed by his/her individual plan of study.
- (3) The application must include three copies of the student’s thesis, five copies of author’s findings (according to Article 38 of SER), the summary of the student’s activities undertaken in the course of his/her doctoral studies including a list of published works, works of art or artistic activities and realized artistic or specialized projects and an appraisal of student’s tutor in which he/she will assess the quality of the thesis.
- (4) Thesis defence proceedings commence on the day the application is delivered to the Faculty.
- (5) A committee for thesis presentation is appointed, on the basis of the proposal from the Subject Committee (according to Article 39 of SER), by the dean.
- (6) The committee for thesis presentation appoint two examiners, of which at least one is a professor and only one can be employed by the Faculty or the institution where a thesis originated. The examiner must be neither the student’s tutor, nor his/her immediate superior/ subordinate.
- (7) According to Article 40 of SER an appraisal of the thesis will be developed by the examiner.
- (8) Thesis defence has a form of a thesis presentation accompanied by scientific discussion between the student and the examiners, members of the committee for thesis presentation and other parties of the defence. The thesis defence is public. The place and date of thesis defence will be released by the Faculty at least two weeks in advance and posted on the official board of the Faculty.
- (9) The course of thesis defence is in accordance with Article 43 of SER.

- (10) In case the presentation is assessed as „not accepted“, the student has the right to apply for the resit. The application may be submitted six months after the not accepted thesis defence at the earliest. Should the student fail to defend his/her thesis for the second time, the outcome of the resit will be regarded as “not accepted” and the studies will be terminated according to § 56 para 1 b) of the Act. The termination proceeding will be in accordance with §68 of the Act.
- (11) A thesis must be defended by five years from the enrolment in the course of studies. Should the student fail to meet this requirement, his/her studies will be terminated according to § 56 para 1 b) of the Act. The termination proceeding will be in accordance with §68 of the Act.

STATE DOCTORAL EXAMINATION

- (1) The condition for submitting an application for the state doctoral examination is the doctoral thesis defence with the outcome “accepted”.
- (2) The state doctoral examination assesses the student’s awareness of the wider scientific basis of his/her field of study, the knowledge of the subject related to his/her thesis, the ability to adopt the methods of scientific research and to acquire, analyse and creatively apply new pieces of knowledge. A discussion about the issues related to the subject of his/her thesis will be a part of the examination.
- (3) The state doctoral examination takes place in front of a committee for state doctoral examinations which is appointed, on the basis of the proposal from the Subject Council, by the dean, in accordance with Article 46 of SER and § 53 para 2) and 3) of the Act.
- (4) The outcome of the state doctoral examination is either “passed” or “failed”. The outcome of the examination is discussed within the committee for the state doctoral examination in a closed session and decided by means of a ballot by the majority of present members of the committee.
- (5) The proceedings of state doctoral examination are taken in writing.
- (6) Should the student fail the doctoral examination, the reason of his/her failure, which he/she was notified of, will be included in the proceedings.
- (7) Should the student fail to appear without excuse at the state doctoral examination or should the Dean not accept potential additional excuse, the outcome of the examination will be regarded as “failed”. The excuse is submitted to the Dean for the final decision regarding acceptance of the excuse.
- (8) Should the student fail the resit of the state doctoral examination, his/her studies will be terminated according to § 56 para 1 b) of the Act. The termination proceeding will be in accordance with §68 of the Act.

COMMON PROVISIONS

STUDY REGISTER

- (1) The study register serves for recording, storing and processing data related to the studies of individual students.
- (2) The study register is a part of the JAMU information system.
- (3) The study register comprises the documents according to § 57 of the Act. The student is obliged to provide the Studies Department of the Faculty with all details necessary for producing these documents without delay.
- (4) *The documentation of subjects completion* is permanently deposited at the Studies Department of the Faculty. The *Study register* and the *Student ID card* are given to the student after entering his/her data into the students registry. In case of suspension of the studies, termination of the studies and expulsion from the studies the student is obliged to return both the above mentioned documents to the Studies Department of the Faculty. After due completion of studies the student retains possession of the Study register whilst the Student ID card has to be handed in to the Studies Department of the Faculty forthwith.

LIAISON BETWEEN THE STUDENT AND THE FACULTY

Decisions made in case of exception to the rules for the plan of study, suspension of the studies, recognition of previously completed parts of studies or subjects will be sent to the student recorded delivery or, alternatively, handed in to the student's own hands at the Studies Department of the Faculty. Should the delivery not to be collected by the addressee, the decision will be posted on the official board of the Faculty. The date of posting will be regarded as the date of delivery.

FEEES

- (1) The fees relating to admission for study are set annually by the Rector in accordance with § 58 para 1) of the Act.
- (2) The fees relating to producing the documents of study (according to § 57 of the Act) are set for every academic year by the Rector based on the quotes set by the JAMU Quaestor regulation.

CONCLUDING PROVISIONS

- (1) The Rules for Studies and Examinations of the Music Faculty JAMU is hereby abolished.
- (2) This regulation was issued by the Dean of the Music Faculty JAMU on 1st September, 2004.
- (3) This regulation comes into force on 1st October, 2004.

Brno, 1st September, 2004

Doc. Ing. Ivo Medek PhD.
The Dean