FAMU

FILMOVÁ A TELEVIZNÍ FAKULTA AMU

The Academy of Performing Arts, Film and TV School
Smetanovo nábřeží 2, 116 65 Praha 1, Czech Republic
tel +420 221 197 211, fax +420 221 197 222
famu@famu.cz, www.famu.cz

Methodological instruction from the Vice-Dean for Student Affairs regarding the Bachelor and Diploma Theses ("VŠKP") assignments in the academic year 2025/2026

University qualifying works (VŠKP) is:

- in bachelor's study programs
  1. Bachelor's thesis (qualifying work) and
  2. usually a graduation performance;

- in master's study programs
  3. Diploma thesis (qualifying work) and
  4. usually a graduation performance;

1. **Bachelor's and diploma thesis**
   a. Through their **bachelor's thesis**, students demonstrate their ability to independently solve a given problem, conduct the necessary secondary literature research, and, where appropriate, reflect on their own creative work.
   b. Through their **diploma thesis**, students demonstrate their ability to define a problem, formulate and test a hypothesis, conduct the necessary secondary literature research, work with sources, and, where appropriate, reflect on their own creative work. A thesis is a theoretical text that offers a new perspective on the issue under investigation or provides a well-founded analysis of the problem and possible solutions.

2. **Graduation performance** is part of a university qualification thesis whereby the student demonstrates the level of their artistic/expert work by creating their work of art, performance, or expert project (the "graduation performance").

A) ASSIGNMENT OF QUALIFICATION THESES

The deadlines for entering qualification thesis assignments in the KOS information system and handing in the signed assignment to the department have been defined as follows:

- for students who plan on taking state final examination in June, **before or on 1 February 2026** (included);
- for students who plan on taking state final examination in September, **before or on 1 March 2026** (included).

FAMU

FILMOVÁ A TELEVIZNÍ FAKULTA AMU

The Academy of Performing Arts, Film and TV School
Smetanovo nábřeží 2, 116 65 Praha 1, Czech Republic
tel +420 221 197 211, fax +420 221 197 222
famu@famu.cz, www.famu.cz

The assignment procedure applies to all **final year students** in bachelor's and master's programs. The students can suggest the topics of their qualification theses. The Dean approves the topics of the qualification theses further to the recommendation of the Head of the Department.

The assignment of bachelor's and diploma theses means the following:

- **Thesis Topic** in form of annotation (3 phrases max.);
- **Thesis Title** in English and Czech language (the title should fit the topic of the thesis; if it does not, it is good to add a subtitle – 60 characters maximum);
- **Thesis Language;**
- **Name of the Thesis Supervisor** (to be entered by choosing from a list of teachers; if the supervisor is a person outside of AMU, they must first be entered in the KOS by the Department secretariat).
- **Name of the Thesis Opponent** – added additionally as per the article 7 of the Rector's Decree 2/2023

1. Procedure for assigning <u>bachelor's and diploma theses</u>:

1.1 If a **student does not have their own thesis topic**, they shall ask the Head of the Department for an assignment of thesis topic.

1.2 If a student has their own topic, **they shall address a potential thesis supervisor with the proposal** and ask for a consultation (subject to the approval of the Head of the Department, it is also possible to address experts outside of AMU).

1.3 If the thesis supervisor agrees with the suggested thesis topic**, the student shall ask the Head of the Department for a recommendation**. The Head may or may not recommend the supervisor, in particular with regard to the number of theses that one teacher can supervise (the maximum is 10 theses), and may determine a different thesis supervisor.

1.4 The assignment must include the language in which the thesis is to be written; in addition to the Czech and Slovak languages, it is possible, on a very limited basis, to write a thesis in the English language, provided that the nature of the thesis (topic, resources, literature…) and the language skills of the thesis supervisor so permit. Applies to Czech study programs only!

1.5 **Subsequently, the student shall enter the thesis assignment into the KOS**, and the entry shall contain: the thesis topic, title, language and the name of thesis supervisor.

1.6 **The student prints out his assignment from KOS, signs it and hands it in to the secretariat of his department according to the set deadline.**

1.7 **The Dean approves the proposed theses** and their supervisors collectively for the Departments on the basis of the output from the KOS, subject to the verification and recommendation of the Head of the Department (printed proposed theses).

The Academy of Performing Arts, Film and TV School
Smetanovo nábřeží 2, 116 65 Praha 1, Czech Republic
tel +420 221 197 211, fax +420 221 197 222
famu@famu.cz, www.famu.cz

2. Procedure for assigning a graduation performance:

2.2 The student **submits a proposal for their graduation performance to the potential performance supervisor (mainly to the heads of workshops)** and asks for a consultation.

2.2 If the performance supervisor agrees with the proposal, the **student asks the Head of the Department for a recommendation.** The Head may or may not recommend the supervisor, and recommend a different thesis supervisor.

2.2 **Then the student enters the student performance assignment in the KOS**, including: title of the graduation performance (working title) and its brief description (type of work or performance), name of the performance supervisor, and the latest date of the performance (the expected date of completing the work).

2.2 **The Dean approves the assignments collectively for the Departments** further to the output from the KOS and following the verification and recommendation of the Head of the Department (excel spreadsheet generated by the department secretary).

B) SUBMISSION OF VŠKP

The deadline for the submission of bachelor's and diploma theses is always **at least one month prior to the date of the defense.** The Head of the Department may determine an earlier date. If the deadline for thesis submission falls on a Saturday, Sunday or a public holiday, the date of submission is the first business day following such deadline. The thesis is submitted through the KOS information system. The moment of submission is the date of uploading to the KOS, filling in the prescribed data according to the previous paragraph and confirming with the "Confirm submission" button.

The student shall complete and submit his/her graduation performance **no later than seven (7) business days prior to the date of defense of the graduation performance!**

1. Procedure for submitting bachelor's and diploma theses:

1.1 **Complete all the required information about all parts of the thesis in the KOS**; in addition to the title and the name of the supervisor (the same as in the assignment entry), it is necessary to add the abstract, keywords, and the thesis title and abstract in English (or Czech for the theses written in English).

1.2 The student must upload the thesis **in the required format in the KOS within the defined deadline!** In the event of technical difficulties, students should contact the Registrar's Office.

1.3 By submitting the qualification thesis, the student agrees to the publication of his thesis, in accordance with the law and the internal regulations and standards of AMU, regardless of the outcome of the final state examination.

1.4 Subsequently, **the thesis will be formally verified by the Registrar's Office.** If obvious formal deficiencies are discovered (differences from the assignment, insufficient scope, etc.), the

The Academy of Performing Arts, Film and TV School
Smetanovo nábřeží 2, 116 65 Praha 1, Czech Republic
tel +420 221 197 211, fax +420 221 197 222
famu@famu.cz, www.famu.cz

Department will contact the thesis supervisor or Head of the Department and they will agree on the subsequent procedure.

More information regarding the format and requisites for qualification theses is available here: https://www.amu.cz/en/study/bachelors-masters-and-doctoral-theses-vskp/

2. Procedure for submitting graduation performance:

2.1 If the defense of a graduation performance requires **screening**, the graduation performance must be sent **to the relevant employees of the FAMU Studio** in accordance with instructions given in advance **no later than seven (7) business days in advance.**

2.2 If the defense of a graduation performance does not require screening, the student shall **submit their graduation performance to the Head of the Department** or other Department staff member defined by the Head **no later than seven (7) business days in advance**.

2.3 At the time of submitting the graduation performance, the student **must complete all the required information on all parts of the performance in the KOS**; in addition to the title and the name of the supervisor (the same as in the assignment entry), it is necessary to add the final abstract, keywords and title of the work, and the abstract and keywords in English.

2.4 The student shall submit two signed counterparts of the **Master License Agreement** (unless they did so earlier) **to the relevant Department**.

C) CHANGES IN QUALIFICATION THESIS ASSIGNMENTS

Changes of the supervisor and/or topic of the qualification thesis is subject to the Dean's approval under the conditions defined by the Faculty. Changes of the assignment or the opponent of the graduation performance is subject to the Dean's approval under the conditions defined by the Faculty.

Changes in thesis assignment means:

1. **Change of the thesis supervisor or graduation performance supervisor:**

- it is possible to apply for such a change **no later than two months prior to the deadline for the qualification thesis submission;**
- the student shall apply for the change with the Dean using a general application form available from the Registrar's office;
- **the application must include** a recommendation from the Head of the Department/Guarantor of the study program, the reason for the change, and the name and consent of the new thesis supervisor;
- if the Dean approves the change, the Registrar's office will change the thesis supervisor in the KOS.
- **the Dean is not compelled to approve the change** and may determine the subsequent procedure for the student to follow.

FAMU
FILMOVÁ A TELEVIZNÍ FAKULTA AMU

The Academy of Performing Arts, Film and TV School
Smetanovo nábřeží 2, 116 65 Praha 1, Czech Republic
tel +420 221 197 211, fax +420 221 197 222
famu@famu.cz, www.famu.cz

2. **Change in the topic of a bachelor's and diploma thesis or graduation performance:**

- it is possible to apply for such a change **no later than two months prior to the deadline for the qualification thesis submission;**
- the change in the topic or performance may also involve a change in the title or a new supervisor;
- the student shall apply for the change with the Dean using a general application form available from the Registrar's office;
- **the application must include** a recommendation from the Head of the Department or the Guarantor of the study program, the reason for the change, and the name and consent of the new thesis supervisor if the supervisor is changing;
- if the Dean approves the change, the Registrar's office will change the thesis particulars in the KOS;
- **the Dean is not compelled to approve the change** and may determine the subsequent procedure for the student to follow.

It is not necessary to submit a written request to **change the title of a bachelor's/diploma thesis** or graduation performance. This change is made after approval by the thesis/performance supervisor and is entered into KOS after consultation with the department secretary.

This methodological instruction complements the Rector's Decree 2/2023 which regulates the rules for the creation and uniform format of the written parts of Bachelor's theses, Master's theses and doctoral dissertations at the Academy of Performing Arts in Prague (AMU).

Bc. Karolína Kyselová
Vice-Dean for Study Affairs

Prague, 19 November 2025