

SPECIFIC REQUIREMENTS FOR ADMISSION TO STUDY IN A POST-BACHELOR PROGRAMME FOR THE ACADEMIC YEAR 2024/2025 AND THE METHOD OF VERIFICATION OF COMPLIANCE

Title of the study programme: Montage (N0211A310005)

Description of the programme:

Montage is a three-year Master's follow-up program focusing on Film Editing open to anyone who has completed a Bachelor's degree. The working language of the program is English, and the applicants must demonstrate their knowledge of English at least B2 level based on the Common European Framework of Reference for Languages (CEF) during the admission procedure.

Schedule of the admission procedure	
1 Nov 2023 – 25 Jan 2024	Application open
25 Jan 2024	Deadline for the submission of the applications including mandatory attachments and works
February 2024	Round 1 (without applicants)
February 2024 – 8 March 2024	Round 2 (presence – Zoom or Teams)

A) DESCRIPTION OF MANDATORY DOCUMENTS AND THE METHOD OF SUBMISSION

- Send an email containing a scanned application and a confirmation of the successful upload to montage@famucz

Email subject: MONTAGE application, your full name
Please name the application "Your_full_name_MON_2024_1" and send as an email attachment.
The applicant will receive a confirmation that the email was received.

1. Application

- Please upload the application along with the requisites described in articles 2 – 11.

2. Scanned passport

- A scan of the pages in your passport that state your date of birth and full name. Name it "Your_full_name_MON_2024_2" and upload it.

3. Letter of recommendation

- A letter of recommendation from a current or previous teacher outlining the applicant's ability and motivation to study. The letter must be sent directly to montage@famucz by the person providing the recommendation. The referee must provide the full name of the applicant for whom they are providing the reference.

4. Structured CV

- Your structured CV. Name it “Your_full_name_MON_2024_4” and upload it.

5. Cover letter

- Motivation letter (1,000 words maximum). Please describe:
 - Your motivation for and expectations from studying MONTAGE at FAMU
 - The expected topic for your theoretical thesis
 - Your idea of your graduate project

Name it “Your_full_name_MON_2024_5” and upload it.

6. Administration fee

- A scanned certificate of having deposited the application fee of **CZK 931** (or EUR equivalent) in the account number provided below. Name it “Your_full_name_MON_2024_6” and upload it.
- The deposit must not be lower than CZK 931 regardless of other banking or transfer fees.

Account owner: AMU – Akademie muzických umeni v Praze

Bank details: Komerční banka, Malostranské náměstí 23, Praha 1, 118 00, Czech Republic

Account number: 19-5373180297/0100

Code 33-00-011

Swift Code: KOMBCZPP

IBAN format of KB account: CZ 5301000000195373180297

Message for the payee: 64913+[application code]+ your name and surname+MON2024

Please make sure that the message for the payee is exactly in this format.

7. Diploma scan

- A copy of your Bachelor's Degree diploma. If your Bachelor's diploma is in English, there is no need to translate it.
- If your diploma is in another language, we require an English translation.
- Please upload it and name it “Your_full_name_MON_2024_7”.

Please note: to enroll in September you need to undergo the **diploma recognition procedure**.

WORKS FOR THE FIRST ROUND OF THE ADMISSION PROCEDURE:

8. Short film

- A short film (40 minutes maximum) demonstrating your qualities as the editor.
- A film must be uploaded on either Vimeo or GoogleDrive in HD and the file has to be downloadable.
- Please make a .doc with a link of your work and name it “Your_full_name_MON_2024_8_film” and upload it as previous files.

9. Written analysis

- A written analysis (600 – 1,200 words) of a worthwhile and authoritative film of your choice. Aside from a general analysis of the film, you should focus primarily on its composition – the dramatic structure. Mention usage of significant film language in the movie and explore its links of the visual part and the soundtrack.
- Name it “Your_full_name_MON_2024_9” and upload it.

10. Photographic storyboard

- A storyboard with a maximum of 17 shots demonstrating your ability to tell a simple story with a series of photographs. We do not want to see a description only. The individual images represent the shots in a silent movie and you indicate their order in a sequence with numbers in photograph titles. Each snapshot captures the typical phase of the expected shot in terms of both content and composition. Where the content or the composition of the shot changes significantly during the intended shot (with camera movement, acting etc.), you may use two photographs for illustration, capturing the typical beginning and ending phases of the expected shot (indicated e.g. as ‘2a’, ‘2b’). Each such pair of photographs represents just one shot out of the maximum of 17 shots. Specify the title of the storyboard in an attached text document, suggesting the plot in not more than three sentences. The storyboard itself must be comprehensible even without any accompanying text. Since the content, continuity, composition and structure of the storyboard is assessed, applicants are required to take the photographs by themselves. Developing the photographs by themselves in the dark room is not required.
- All images must be uploaded as .zip and named “Your_full_name_MON_2024_10_photostory”
- Upload the document with the name and content of the storyboard separately and name it “Your_full_name_MON_2024_10”.

11. An audiovisual self-portrait

- A self-portrait (one minute maximum) must be uploaded on either Vimeo, Youtube or GoogleDrive in HD and the file has to be downloadable.
- Please make a .doc with a link of your work and name it “Your_full_name_MON_2024_11_selfportrait” and upload it as previous files.

Applications will be accepted for admission subject to the compliance with all of the aforementioned requirements. We kindly request all applicants to please make sure that all documents submitted are named as requested, that non-English speaking films include English subtitles, and that they are submitted in a correct format.

B) COURSE OF THE ADMISSION PROCEDURE (FORM AND GENERAL CONTENT)

The admission procedure has two rounds.

In the first round the admission committee (minimum 5 members) evaluate the submitted materials, observing in particular: elementary knowledge of the filmmaking craft, ability to develop the dramatic character and plot, ability to convey the information and the message by the means of the audiovisual work, ability to structure the visual storytelling and to express the plot flow visually without the verbal commentary. The evaluation has a form of points awarded by each member of the committee to the individual categories of submitted

works: Short film (25 points maximum), Self-portrait (10 points maximum), Written analysis (10 points maximum), Photographic storyboard (15 points maximum). The minimum number of points needed for passing to the second round is 20 while maximum is 60 points.

Based on this assessment, maximum of 14 selected applicants are invited for the second round of the admission procedure, which will be conducted via video-call. The second round will be conducted via video call. Applicants will be informed about the result of the first round until February 22, 2024. Applicants selected for the second round will receive the instruction for the video call interview alongside the first-round result information. Video call admission interviews will take place no later than March 8. (Internet connection with a minimum transmission rate of 8 MBPS will be necessary for successful data transmissions during the interview.) Interview is aimed at verifying more in-depth the applicant's general knowledge of the audiovisual work, talent, motivation, and overall suitability for the Montage study program. The committee will evaluate: the submitted materials (film, self-portrait, analysis, and storyboard), the ability to evaluate own submitted materials and answer the questions related to them, general cultural orientation, self-portrait in art (submitted selection of films and books; basic orientation in music and visual artworks too), motivation and supporting documents.

B) METHOD OF EVALUATION (EVALUATION CRITERIA)

Each member of the committee (5 academics) evaluates the applicant with a maximum of 20 points. The maximum points awarded is always 100 in the second round, the minimum number of points necessary for passing the entrance exams is 30. The applicants with the minimum number of points (counting first and second round together) will be admitted.

C) MAXIMUM NUMBER OF APPLICANTS ADMITTED FOR STUDY

The maximum number of applicants admitted for study is not relevant for this study programme.

D) HEALTH REQUIREMENTS

Not required for the admission to this programme.

E) PERIOD FOR APPLICANTS TO VIEW THE DOCUMENTS RELEVANT FOR THE DECISION ON ADMISSION/NON-ADMISSION

Applicants may view the documents (Admission Procedure Record) relevant for the decision on their admission/non-admission to study within a period of 30 days following the delivery of a written decision of the Dean on admission/non-admission, subject to a preliminary arrangement with the Department for Student Affairs of FAMU.

F) ASSESSMENT OF EXCUSES

If an applicant cannot attend the admission examination in the second round for truly serious reasons, they may apply with the Dean of FAMU for an opportunity to retake the examination on an additional date, such application to be submitted in writing no later than the day following the regular date of the admission examination. In the application, the applicant

shall demonstrate the reasons for their absence with a relevant and reviewable document. The Dean in cooperation with the chair of the examination panel shall promptly assess whether or not the application can be honoured taking into consideration the schedule of the ongoing admission procedure and the Faculty's capacity and human resources, and shall notify the applicant in writing with a reasoning. Applicants have no legal title to an additional examination date.

G) ANNOUNCEMENT OF THE RESULTS

Having taken the admission examination, applicants may follow the status of their respective applications and the admission/non-admission decision-making at <https://prihlaska.amu.cz>.

Applicants will receive the Dean's decision on admission or non-admission in writing. The admitted applicants will also be informed about the date of registration and any other information as needed.

FAMU may announce an additional admission term for the academic year 2024/2025. The term will be announced at least four months in advance of its application deadlines, but no later than March 1, 2024. The admission process for the second term would take place no later than by the end of the month of July 2024.

H) RECOMMENDED MATERIAL TO STUDY

Not specified for this study programme.