

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

Title of the study programme:

Photography (N0211A310019)

Description of the programme:

The master's degree study in Photography in English is intended for applicants who already have a bachelor's degree or will graduate with a bachelor's degree in the current academic year. Applicants who have not studied photography under a bachelor's degree programme may also apply. Deep interest and experience in photography and visual arts are expected. The programme is designed to deepen and interconnect knowledge and practice in the field of photography, new media and technical image. In the first year, students study in specialized studios and their knowledge is made profound in four thematic cycles. In the second year of their study, students prepare for the final state exam. The objective of the study is to prepare future artists for their artistic activities and work on specialized projects in the field of art and artistic research.

Beginning of the study in the academic year 2024/2025:

September 15 – 30 2024 – Introduction and preparatory weeks

October 1, 2024 – Beginning of the winter semester

Duration of the master's degree study – 2 years (4 semesters)

Prerequisites for the study:

- Applicants must have previous experience in the creative use of photography and technical images.
- Completion of a bachelor's degree no later than the academic year in which the applicant applies. The level of knowledge and skills must be comparable to those of graduates of the bachelor's programme in Photography.

Contacts:

Coordinator of the English programme: Barbora Stejskalová: barbora.stejskalova@famu.cz

Tuition fee:

The tuition fee for an academic year is CZK 220,000 (the mandatory VAT tax is included)

Schedule of the admission procedure	
1 March 2024 – 3 June 2024	Application open
3 June 2024	Deadline for the submission of the applications including mandatory attachments

4 June 2024	Deadline for the submission of the portfolio
6 June 2024	Round 1 (without applicants)
11 - 12 June 2024	Round 2 (presence – Zoom or Teams)

STEP ONE – APPLICATION AND DOCUMENTS

DESCRIPTION OF MANDATORY DOCUMENTS AND THE METHOD OF SUBMISSION

Your documents must be sent by June 3,2024, in the electronic form to barbora.stejskalova@famucz via wetransfer.com, filetransfer.io, nihaocloud.com or similar platforms.

Your portfolio must be sent by June 4, 2024, in electronic form to barbora.stejskalova@famucz via wetransfer.com, filetransfer.io, nihaocloud.com or similar platforms.

After sending the package, please make sure to send the specific download link separately via e-mail directly to barbora.stejskalova@famucz and await a reply. Please contact us immediately if you do not receive a reply within 24 hours.

PLEASE, FOLLOW THESE STEPS AND RULES:

1. Fill in the application form:

prihlaska.amu.cz

After you fill it in, you will receive passwords – eight-digit code – that you will continue to use throughout the admissions process.

The deadline for submitting the application is June 3, 2024

If you encounter any problems, please contact us immediately.

Assistant of the Photo Dept. / Coordinator of the English programme: Barbora Stejskalová:
barbora.stejskalova@famucz:

2. Create a folder named accordingly:

your name – enter exam 2024 – PHOTO FAMU

3. Inside this folder, create a folder named "documents".

4. Put the following documents inside the folder "documents":

- the copy or print screen of your application
- the structured CV that contains your telephone number, e-mail, and postal address
- the copy or photo of your passport
- the motivational letter in which you present your reasons for studying photography and summarize your previous experience (not longer than the text on page A4)
- copy of officially certified school-leaving exam certificate with a translation of subjects. Unless the documents are in Czech or English, please provide these documents with a certified translation. (If you will take the school-leaving exam this academic year, replace the school leaving exam certificate with your school's

confirmation, providing the date on which you will take the final exam. If these documents or confirmation of your school can't be obtained due to quarantine in your country, send us a copy of your graduation certificate or the certificate of the last year of your study with a date when would be your final exams instead.)

- the Proof of having paid **the fee for filing the application of CZK 931**, which you will pay in advance – a print screen is sufficient

Bank account:

Account number: 195373180297/0100

IBAN: CZ 5301000000195373180297

Swift code: KOMBCZPP

Message to beneficiary: STUDENT'S NAME AND SURNAME + PHOTO FAMU

Additional data that you may need:

Account holder: AMU, Malostranské náměstí 12, Prague 1, 110 00

Name of Bank: Komerční banka, a.s.

Address of Bank: Malostranské náměstí 23, 118 00 Prague 1, Czech Republic

STEP 2 – PORTFOLIO

Your portfolio must be sent by June 4, 2024, in electronic form to barbora.stejskalova@famucz via wetransfer.com, filetransfer.io, nihaocloud.com or similar platforms.

After sending the package, please make sure to send the specific download link separately via e-mail directly to barbora.stejskalova@famucz and await a reply. Please contact us immediately if you do not receive a reply within 24 hours.

Your application package must include the following mandatory parts:

1. Use again the folder named:

your name – enter exam 2024 – PHOTO FAMU

2. Create four other folders within and name them A, B, C, D.

3. Folder A – must include a set of creative photographs, consisting of 8-12 photographs of a maximum file size of 2 MB per each in JPG/JPEG/PNG format. The set is conceived as an exhibition project. You may want to include text specifications of the ideal size, installation setup or print material specifics.

4. Folder B – maquette of a photographic book

The maquette of a photographic book is an art book in which you combine your photos with a graphic layout. It may be a diary, a connection of your own text with photographs, photo illustrations for a book, photo illustrations for poetry, a calendar, etc. If you work with an already existing book which is already printed, send a series of scanned spreads or photos of it (pleasemake sure to include all of the pages, including the cover).

5. Folder C – Series of 8-20 photographs (different from the Folder A) or intermedia works
Intermedia project: a video project (maximum length of 8 minutes), documentation of your own exhibition, sculptures or objects); in the following file formats: video in MP4 file format H.264 coding and up to full HD resolution, image documentation of a maximum file size of 2

MB per each image in JPG/JPEG/PNG format.

6. Folder D – Masters Project Proposal which includes:

- The applicant's letter of intent to study photography
- The applicant's basic idea about their Final Master Study Programme Work (both photographic and theoretical)
- A choice of the studio where the applicant wants to study – Studio of Classic Photography, Inter-media Studio, Studio of Documentary Photography, Studio of Imaginative Photography, Studio of Photography and New Media

Please note:

After sending the package please make sure to send the specific download link separately via e-mail directly to barbora.stejskalova@famucz and await a reply. Please contact us immediately if you do not receive a reply within 24 hours.

STEP 3 – ADMISSION PROCEDURE

Upon receipt of your portfolio, we will inform you in detail about the further course of the admission procedure by messages sent to the e-mail address provided by you.

General rules:

The 1st round of the admission procedure will take place without the presence of applicants on June 6, 2024. A committee consisting of at least five teachers of the Department of Photography evaluates the portfolio by giving points to each part in accordance with the evaluation rules. The fulfilment of the obligatory point limit determines whether the applicant proceeds to the second round of the admission procedure.

You will be informed whether you have proceeded to the second round of the admission procedure on the website prihlaska.amu.cz.

The 2nd round of the admission procedure will take place on June 11 and 12, 2024. It includes the following mandatory parts:

- A test of general knowledge of history and theory of photography and visual art which the applicants received by e-mail.
- A conceptual task on a given topic which you will receive after having met the conditions of the first round.
- An interview with the applicant during which you will explain your intent related to the portfolio you have submitted and other parts of the admission procedure. Applicant will receive the invitation for interview for MS Teams meeting.
- The second round of the admission procedure is evaluated by giving points by a committee consisting of at least five teachers of the Department of Photography, which, based on a specified number of points reached, provides the dean with a proposal for the applicant to be admitted to study at the Department of Photography. The minimum number of points required to pass the examination is 50 points out of a possible 100 points.

Evaluation criteria:

The second round of the admission procedure is evaluated by giving points by a committee consisting of at least five teachers of the Department of Photography, which, based on a specified number of points reached, provides the dean with a proposal for the applicant to

be admitted to study at the Department of Photography. The minimum number of points required to pass the examination is 50 points out of a possible 100 points.

Admission/non admission to the study:

Notification of the admission procedure results – all applicants will be informed about the results of the admission procedure by the letter sent by the Study Office and by a copy of the letter sent via e-mail if needed.

Please note that to enrol in the master's programme for the academic year 2024/2025, you will need to provide a recognition of foreign education certificate by September 15, 2024. For further information about the procedure, please visit <https://www.famu.cz/en/studies/recognition-foreign-education-en/>. We will assist you according to your previous education and the country of origin.

Maximum number of applicants admitted for study:

There is no maximum number of accepted applicants for this study programme.

Health requirements:

Not required for admission to this programme.

Period for applicants to view the documents relevant to the decision on admission/non-admission:

Applicants may view the documents (Admission Procedure Record) relevant to the decision on their admission/non-admission to study within 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.

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

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 registration date and any other information as needed.

Recommended material to study:

Not specified for this study programme.