

# **CODE OF PRACTICE FOR THE ARTS BOARD OF FILM ACADEMY OF MIROSLAV ONDŘÍČEK IN PÍSEK**

## **Article 1 Introductory provisions**

1. The Arts Board of FAMO in Písek acts as its autonomous academic body of FAMO in Písek within the meaning of § 25 par. 1 art. c) Act No. 111/1998 Coll. about Higher Education and amendments and completions of further acts (Higher Education Act), within the meaning of later regulations (hereinafter referred to as “Act”).
2. Status and activity of the Arts Board arise from the Act § 30 and from the Status of FAMO in Písek (hereinafter referred to as “Status”).

## **Article 2 Scope of authority**

The Arts Board of FAMO in Písek comments on the following things:

- a) consider a long-term strategy of the academy in terms of education, artistic activity, technical equipment, international and domestic cooperation and further conception issues;
- b) give their opinion on study programmes that are intended to be pursued at the academy;
- c) propose pedagogues for habilitation and inauguration procedures;
- d) give their opinion on further issues submitted by the Rector, Vice-Rector or the Academic Senate of the academy;
- e) approve the members of state final examinations commissions;
- f) consider assessment report about internal assessment of FAMO in Písek;
- g) approve initial and amended proposals of study programmes.

## **Article 3 Members of the Board**

1. The President of the Board is the Rector of FAMO in Písek.
2. Members of the Arts Board are appointed and removed by the Rector of FAMO in Písek.
3. While appointing the members of the Arts Board, the Rector of FAMO in Písek considers the representation of major study specialisations within the study programme at academy.
4. The Rector of FAMO in Písek is eligible to appoint an outstanding artist who has made a significant contribution to the academy as an honorary member without the right to vote.

## **Article 4 Sessions**

1. The Rector of FAMO in Písek summons a meeting of the Arts Board once in a semester as a general rule. Schedule and programme of particular sessions are announced the ordinary way at the academy. The Rector of FAMO in Písek is obliged to summon an

extraordinary session of the Arts Board on a written request of at least a fifth of the members.

2. Written invitation with the programme and ordinarily the materials dealing with issues being discussed are sent to the members of the Arts Board so that they are delivered at least 5 days before the session takes place. In extraordinary and justified cases especially due to the press of time, the materials can be distributed before the session.
3. While considering the issues concerning to the particular specialisation within study programmes, the session and resolution are held with the presence of representatives of the particular specialisation as a general rule. They are allowed to express their opinion at the session.

#### **Article 5** **Course of sessions**

1. Session of the Arts Board is chaired by the Rector of FAMO in Písek or the designated Vice-Rector in charge of study.
2. Every member of the Arts Board, the Rector, the Vice-Rector, the member of the Academic Senate of FAMO in Písek and the persons invited to the particular issues considered provided they give their opinions to the related issues are entitled to participate in the sessions. Other persons are allowed to participate under the permission given by the Arts Board.

#### **Article 6** **Resolutions**

1. The Arts Board decide by the resolution. Before the announcement of the resolution, a public or secret ballot is held. Ordinarily, the ballot is open to public.
2. The Arts Board is competent to decide by resolution in case of overall majority of the members is present. Unless it complies with the law (provision §72 par. 10 and §74 par. 6 Act), the resolution is passed in case overall majority of the present members of the Arts Board votes for it.
3. In case that more proposals are submitted of which none wins overall majority of the votes, the second round of vote is held. The two proposals which have won the most votes are put to the vote. In case none of the proposals wins overall majority of the votes in the second vote, consideration of the issue is interrupted and the issue must be considered at the earliest possible session of the Arts Board.

#### **Article 7** **Minutes**

1. The minutes are taken from every session of the Arts Board.
2. The minutes include: the date, a list of participants, absent excused and not excused members of the Arts Board, a list of guests, submitted proposals, substantial summary of the session and the resolution of the Arts Board.
3. Every member of the Arts Board is entitled to make a request to state their differing opinion in the minutes or – provided that it is submitted in written form – to be enclosed with the minutes.

4. The Rector of FAMO in Písek sends the minutes from the sessions of the Arts Board to the members of the Arts Board in the electronic form via the appropriate academy department at his/her earliest convenience.
5. The minutes from the sessions of the Arts Board including the contents of the resolutions are announced on the official notice board of the academy in the ordinary way.

#### **Article 8**

##### **Provision of function**

Function of the Arts Board in all respects is provided by the Rectorate of FAMO in Písek.