

## AVU PLACEMENTS – DETAILED RULES

### Methodological Guidelines for Study and Work Placements

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#### General

Study exchanges and work placements for AVU students are divided into internal and external. They can take several forms:

1. Studio for Preparatory Studies (foundation course in painting and sculpture)
2. Internal placement in another AVU studio
3. Internal placement in the Studio of the Visiting Artist
4. External placement at another institution of higher learning in the Czech Republic
5. External placement abroad:
  - ERASMUS+ study placement
  - Student exchange on the basis of bilateral agreements
  - ERASMUS+ work placement
  - “Freemover” mobility

AVU also offers study placements for students from other institutions of higher learning in the Czech Republic:

6. Placement at AVU for students from other institutions of higher learning in the Czech Republic

The number and scope of placements outside a student’s home studio for the entire duration of his/her studies is subject to a decision from the home studio’s head teacher.

**ATTENTION:** Study placements outside a home studio are not an excuse for failing to meet one’s study obligations, in particular completing one’s compulsory and compulsory elective theoretical subjects and submitting the written part of one’s year-end defence by the established deadline.

#### **1. Studio for Preparatory Studies (foundation course in painting and sculpture)**

As a rule, the foundation course in painting and sculpture is intended for first-year students, who are recommended for the preparatory studio by their head teacher. Instruction takes place in the studios on Jana Zajíce Street, where students submit their end-of-year projects for evaluation. The end-of-year examination is within the purview of the head teacher of the home studio, but is based on the student's evaluation by the teachers of the Studio for Preparatory Studies. Students must inform the Study Department of their one- or two-semester study in the Studio of Preparatory Studies using the universal application, submitted along with a written recommendation from and signature of the head teacher of their home studio. The deadlines for submitting the applications are given in the schedule for the relevant academic year.

## 2. Internal placement in another AVU studio

### Placement conditions

- Placements in other AVU studios give students the chance to attend studio courses in another AVU studio for a period of 1–2 semesters in an academic year.
- Students may apply for a placement only after having successfully completed their first year. Placements must be recommended and approved by the head teachers of the home studio and the chosen studio, and subsequently also by the vice-rector for study affairs.
- Students apply for a placement by filling out a universal application specifying the studio and duration of placement and giving their reasons for the request. They must then secure the signatures of both head teachers. As a rule, the head teacher of the home studio does not allow a placement if the student received a 4 (“pass with warning”) in the last semester, or for other academic reasons. The application is submitted to the Study Department by the deadline given in the schedule for the relevant academic year. The Study Department secures the approval of the vice-rector for study affairs and informs the student of the outcome. The vice-rector's approval depends on the student's overall achievement in all areas of study.
- **Any extension of a placement requires a new request using the universal application. Failure to meet the deadlines given in the schedule may be considered a violation of the student's obligations.**

### Student's rights and obligations

- Students fulfil their placement obligations in accordance with the demands of their studies in the home studio. At the same time, they attend their other courses and fulfil their assignments as per their discipline's study plan.
- As a rule, students cannot participate in a placement if they received a 4 (“pass with warning”) in studio instruction in the previous semester and if they fail to meet the deadline for submitting an application along with a recommendation by and the approval of the head teachers of the home studio and the chosen studio, or for other academic reasons.

## **Student evaluation**

- As a rule, end-of-year projects are exhibited in the studio in which the placement took place.
- Final evaluations are within the purview of the head teacher of the home studio, and are as a rule based on the student's evaluation by the head teacher of the studio in which the placement took place.
- The head teacher of the studio in which the placement took place presents the Study Department, in a timely manner, with evaluation materials for the head teachers of the visiting students. These materials contain a written description of the visiting student's individual activities and a recommended grade within the school's grading system. The Study Department distributes these materials to the home studio teachers, who take them into account during their final evaluation.

## **3. Internal placement in the Studio of the Visiting Artist**

### **Placement conditions**

- Placements in the Studio of the Visiting Artist offer students the chance to participate in a programme led by the international artist spending the given semester in the Šaloun Studio. We differentiate between two types of placements: a "short" winter semester placement and a "full-semester" placement in the summer semester. Both types of placement conclude with an exhibition of student works.
- As a rule, instruction for the winter semester placement lasts 7 weeks and concludes with an end-of-term assessment, which the head teacher of the home studio registers on the basis of a written description of the student's activities by the visiting teacher. The student also submits documentation of the placement's results (exhibition). Afterwards, the student continues attending instruction in his/her home studio in the relevant semester.
- Summer semester placements last for the entire duration of the semester (as a rule, 16 weeks) and conclude with an exhibition of semester works before a committee. When putting together the student's end-of-year evaluation, the head teacher of the home studio takes into account the assessments (written and graded) recommended by the visiting artist.
- As a rule, placements are recommended only after successful completion of the second year. Sixth-year students are permitted a placement only in exceptional and justified cases, explained in writing by the studio's head teacher.
- Third- to fifth-year students apply for a placement by filling out a universal application, submitted along with a written recommendation from and signature of the head teacher of their home studio. The deadlines for submitting the applications are given in the schedule for the relevant academic year. Applicants should also put together a portfolio of their work in digital format (pdf with name, year, and name of home studio), which they send via e-mail

to [avuinternational@avu.cz](mailto:avuinternational@avu.cz). The completed universal application is passed on to the International Department, which cooperates with the Study Department to secure a decision from the vice-rector for study affairs.

- The final selection of students is done by the visiting artist in cooperation with the assistant and the vice-rector for foreign affairs. The assistant of the Studio of the Visiting Artist subsequently informs all the applicants whether they have been accepted for the placement or not.

### **Placement details**

- The International Department publishes information on the visiting artist along with a call for applicants for the placement on the AVU website on the dates given in the schedule for the relevant academic year.
- The head teachers of the AVU home studios take into account the possibility of a “short” (7 weeks) or “full-semester” (16 weeks) placement in the student’s individual study plan and decide whether to allow the student’s participation in the placement.
- The placement begins with a public presentation of the visiting artist’s programme and work, usually held during the first week of the semester.
- The placement ends according to the schedule, or (in justified cases) according to instructions from the visiting professor upon an agreement with the student and head teacher.
- If deemed necessary by the head teacher of the home studio, ongoing consultations between the head teacher and the visiting artist regarding the student’s work are welcome throughout the semester.

### **Student’s rights and obligations**

- Students accepted for a placement must have good written and verbal communications skills in English.
- Students fulfil their placement obligations (in terms of the quality and quantity of work) in accordance with the demands of their studies in the home studio. At the same time, they fulfil their study obligations and assignments in the other subjects as per their discipline’s study plan.
- Students from other institutions of higher learning apply for a placement after receiving approval from the school they regularly attend. The study departments of both schools contact one another. However, visiting students may not claim financial studio support for materials.

- Students may not participate in the placement if they received a 4 (“pass with warning”) for their end-of-term evaluation in the previous two semesters, or if the disciplinary committee has found them guilty of committing a disciplinary infraction.
- Students may engage in a repeated placement in the Studio of the Visiting Artist only in exceptional cases on the basis of a duly and unambiguously justified recommendation from the head teacher of their home studio and on the basis of a universal application approved by the vice-rector for study affairs and the vice-rector for foreign affairs.

### **Student evaluation**

- Evaluations of students’ semester projects during the placement are entirely within the purview of the head teacher of the home studio, with a view to the opinion of the visiting artist.
- At the end of the winter semester (“short” placement), the head teacher of the home studio assesses the student’s work for the entire semester – this includes work done in the home studio (7 weeks) as well as work done during the “short” placement in the Studio of the Visiting Professor (7 weeks), which is evaluated on the basis of the visiting professor’s written description of the student’s achievement during the placement. The student receives an ungraded (pass/fail) end-of-term assessment for participation in the placement.
- In line with an agreement between the visiting artist, the head teacher, and the student, at the end of the summer semester participants in the “full-semester” placement in the Studio of the Visiting Artist exhibit their projects either in the Studio of the Visiting Artist or in the home studio.
- The visiting artist presents the Study Department, in a timely manner, with evaluation materials for the head teachers of the visiting students. These materials contain a written description of the visiting student’s individual activities during the placement. The Study Department distributes these materials to the home studio teachers, who take them into account during their final evaluation.

## **4. External placement at another institution of higher learning in the Czech Republic**

### **Placement conditions**

As a rule, this type of placement is for one semester and is referred to as a study exchange. It is based on the reciprocal exchange of a student from AVU with a student from another institution of higher learning. Nevertheless, AVU students do not always have to find a replacement for themselves.

Students may apply for a placement only after having successfully completed their first year. Placements must be recommended and approved by the head teachers of the home studio and by a

teacher at the chosen school, and subsequently also by the Department of Study Affairs at AVU and the chosen school. As a rule, the head teacher of the home studio and vice-rector for study affairs do not allow a placement if the student received a 4 (“pass with warning”) for last semester’s year-end project, or for other academic reasons.

### Placement details

- Students apply for a placement by filling out a universal application specifying the studio and duration of placement and giving their reasons for the request. At the same time, they must secure recommendations from and signatures of the head teachers of the home studio and the studio at the chosen school, as well as confirmation from both schools’ study departments.
- The duly completed application is submitted to the Study Department by the following deadlines:
  - for the winter semester, no later than the registration day for the subsequent year;
  - for the summer semester, no later than by the beginning of the winter semester exam period.
- The exact deadlines are given in the schedule for the relevant academic year. Applications submitted after these deadlines will not be accepted.
- The Study Department secures the approval of the vice-rector for study affairs and informs the student of the outcome. The vice-rector’s approval depends on the student’s overall achievement in all areas of study and on AVU’s capacity.
- **Any extension of a placement requires a new request using the universal application. Failure to meet the deadlines given in the schedule may be considered a violation of the student’s obligations.**

### Student obligations

- Students’ placement at another school does not free them from their study obligations at AVU, i.e., the need to fulfil their theoretical subjects as per their discipline’s study plan and the requirement to submit the defence of their end-of-year project by the given deadline.
- In line with an agreement between the head teacher of the home studio, the head teacher of the studio attended at the chosen school, and the AVU Study Department, at the end of the winter and summer semesters students exhibit their projects either at the placement school or at AVU. If the end-of-year project is being defended at the other school, students must present the project to the head teacher of their home studio in a timely manner.

### Student evaluation

- Final evaluations are within the purview of the head teacher of the home studio and are as a rule based on an evaluation from the head teacher of the studio at the school where the student participated in the placement.

## 5. External placement abroad

### Placement conditions

- Foreign placements are realized primarily through the ERASMUS+ programme, but also through student exchanges organized as part of bilateral agreements or through individual mobility (“Freemover”).
- Foreign placements are for one semester, usually three-month study placements with funding from AVU’s financial resources, which most of the time do not cover all of the costs associated with the placement. Students will thus have to cover some of the costs themselves.
- The choice of students for foreign study placements with AVU financial support is made by a three-member committee consisting, as a rule, of AVU head teachers nominated by the vice-rector for foreign affairs and approved by the school’s rector.
- The basic selection criteria are the student’s prior study achievements, fulfilment of study obligations, portfolio, and whether the student has already been on a school-funded foreign placement in the past.
- One precondition for a foreign placement is to have duly completed the second year of the master’s degree programme, registered for the following year of study, fulfilled the obligations of the discipline’s study plan, and filled out a universal application, accompanied by a written recommendation from the head teacher of the home studio, and the approval of the vice-rector for study affairs and the vice-rector for foreign affairs.
- If participating in a “Freemover” placement, the student must secure written approval from the visited foreign institution, in some cases also from the head teacher of the chosen programme.

### Placement details

#### Procedure for foreign study placement with claim for financial support

- The student chooses a preferred and a substitute school from the list of foreign partner institutions (the list of partners is available in the section “Studium – zahraniční oddělení” at [www.avu.cz](http://www.avu.cz)), and fills out a universal application form for each chosen school.
- The student submits the application to the International Department by the deadline given in the schedule for the relevant year. The application must contain:

- the exact name of the school, plus city and country
  - the academic year and semester of the intended placement
  - reasoning
  - recommendation from and signature of the head teacher of the home studio
- Along with the application, the student must include the following:
    - the student's portfolio (in print and electronic form)
    - a letter of motivation in Czech and English
    - a curriculum vitae in Czech and English
    - any materials required by the foreign school
  - The student studies the websites of the chosen schools and verifies the required level of foreign-language knowledge. If accepted for a placement at an institution as part of the Erasmus+ programme, the student must take an initial and final OLS (Online Linguistic Support) language test. If the test indicates a level lower than B1, the student must attend an online language course via the OLS website.
  - On the basis of the submitted applications and portfolios, a selection committee chooses suitable candidates for the placement. Being chosen by the committee does not guarantee automatic acceptance by the foreign school. If an applicant is rejected by both chosen schools for any reason, the student can discuss his/her options with the International Department.

#### Procedure for Erasmus+ work placement

- Work placements abroad are offered to students who are currently completing their studies at AVU.
- Students arrange the work placement on their own with a foreign gallery, institution, company, etc. on the basis of a letter of recommendation from the head of the studio in which they studied.
- Students may apply for financial support using the universal application form signed by the studio's head teacher. The application must be submitted along with a letter of invitation from the foreign institution.

#### Procedure for foreign study placement without claim for financial support (e.g. FREEMOVER)

- Students applying for "Freemover" mobility contact their chosen school on their own. If they receive official approval for their study placement (letter of acceptance), they proceed in the same manner as other applicants for foreign placement.
- Should AVU find itself in an exceptionally good financial situation at the time, it may provide financial support for this study placement. However, students applying to schools with a contractual relationship to AVU take preference, in order to ensure the reciprocity of study

placements. If a student is sent to a school with which AVU does not have a signed partnership agreement, the selection committee will take into account a quality assessment of the student's application and the chosen foreign school.

### **Rights and obligations of students sent on foreign placements**

- A study placement and studying one's main subject outside of the home studio are not an excuse for failing to meet one's study obligations, i.e., completing one's compulsory and compulsory elective subjects as per the discipline's study plan. In line with the valid AVU Study and Examination Regulations, students may put off at most three theoretical subjects for the following year (but only once!).
- In line with an agreement with the head teacher of their home studio, students either participate in end-of-year advancement examinations or organize a presentation of documentation of the works realized during the foreign placement. The written part of the defence of the end-of-year project must be delivered to the Study Department by the required deadline.
- Foreign study or work placements are an obligatory part of daily studies and may be interrupted only on the basis of an application approved by the vice-rector for foreign affairs.
- Students sign an affidavit confirming their full and obligatory participation in the foreign study placement and the economical use of financial support. Failure to meet the deadlines for beginning and ending the placement may be considered a violation of the student's obligations.
- If the foreign placement is approved and realized with financial support from AVU, the student is bound by the contractual conditions established by the financial agreement between the student and AVU.
- After returning from their placement, students are required to submit their Learning Agreement and other documents with the International Department.

## **6. Placement at AVU for students from other institutions of higher learning in the Czech Republic**

### **Placement conditions**

As a rule, this type of placement is for one semester and is referred to as a study exchange. One condition is the reciprocal exchange of the student from the other institution of higher learning with a student from AVU. The student from the other school must independently find a student with whom to exchange places. The study exchange does not always have to be directly in the home studio.

Students may apply for a placement only after having successfully completed their first year. Placements must be recommended and approved by the head teacher of the home studio at the other school and by the head teacher of the chosen studio at AVU, and subsequently also by the study departments at the home school and at AVU. As a rule, the head teacher of the home studio and vice-rector for study affairs will not approve the placement if the applicant has not found a student with whom to enact an exchange.

### **Placement details**

- Students interested in a placement at AVU apply by filling out a universal application specifying the studio and duration of placement and giving their reasons for the request. At the same time, they must secure recommendations and signatures from the head teachers of their home studio and the selected studio at AVU, plus a confirmation that the placement has been approved by their school's study department.
- The properly completed application is submitted to the AVU Study Department along with the name of the AVU student with whom the applicant would like to perform the reciprocal exchange, plus the other requisites described above, and this by the following deadlines:
  - for the winter semester, as a rule in the second half of September;
  - for the summer semester, as a rule in the second half of January.
- The exact deadlines are given in the schedule for the relevant academic year. Applications submitted after these deadlines will not be accepted.
- The Study Department secures the approval of the vice-rector for study affairs and informs the student of the outcome. The vice-rector's approval depends on AVU's current capacity.
- **Any extension of a placement requires a new request using the universal application.**

### **Student obligations**

- At the of the winter and summer semesters, the students participating in a placement at AVU exhibit their projects on the basis of an agreement between the head teacher of the home studio, the head teacher of the studio attended at AVU, and the AVU Study Department. If the end-of-year project is being defended at AVU, the exchange student has the same obligations associated with defending a work as other students at AVU.

### **Student evaluation**

- Students request an evaluation from the teacher of the chosen AVU studio according to their needs.

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