

## **KVU RULES**

These rules:

- Summarize the basic rights and responsibilities of KVU students and teachers.
  - Define uniform standards and criteria for work in KVU studios and related academic subjects.
  - Outline the support options available in crisis situations.
  - Are aligned with the statutes of UMPRUM.
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### **General**

All KVU students and teachers act in accordance with the UMPRUM Code of Ethics and the school's foundational documents, such as the Study and Examination Regulations. Depending on the nature of a given issue, it is possible to seek assistance from various UMPRUM bodies:

- KVU instructors; KVU methodologist; UMPRUM Study Department; UMPRUM Ombudsperson; trust box (located near the rector's office); UMPRUM Rectorate; UMPRUM Ethics Committee; UMPRUM Academic Senate (including its Student Chamber).

A psychologist and a special education professional are also available at UMPRUM.

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### **Studio Teaching**

- Participation in studio meetings and the core studio program is mandatory for all students, except those in the final semester of the bachelor's program or the final year of the master's program. Doctoral students follow an individual study plan agreed upon with studio leadership. Prospective students attend classes based on an agreement with the studio regarding their final projects.
- Students must reserve time for studio sessions as scheduled by studio leadership at the start of the semester. In exceptional cases (e.g., medically certified health issues), the studio head may establish an individual study plan.
- Absences of up to 25% of the required program are tolerated. If the absence is greater, the entire semester is marked as incomplete. Arriving more than 30 minutes late or missing more than a third of a session counts as an absence.
- Studio heads specify in advance whether each studio activity is mandatory or recommended.

- Teachers actively prevent unequal access to participation due to health, family, financial, or other constraints. They also avoid spending disproportionate time with only part of the student group or showing favoritism.
  - Except for excursions, outdoor sessions, group presentations, or unavoidable work activities, instructors must not schedule mandatory studio activities outside of regular studio sessions or normal teaching hours.
  - Studio leadership/KVU must maximize access to demanding activities (e.g., outdoor sessions, excursions, exhibitions) through financial support, reasonable compromise, and timely communication.
  - KVU works to minimize language barriers in instruction. In multilingual groups, English is used, or a suitable mix of Czech and English is arranged—potentially including simultaneous interpretation or summaries in both languages—to ensure inclusive participation. In the Studio with a Guest Artist, teaching is usually in English, but accommodations are made for all students. Proficiency in English is not a prerequisite for active studio participation.
  - Students have the right to use studio space, departmental storage, and workshops only during their active enrollment. This right lapses during internships, leaves of absence, or after graduation unless otherwise permitted by responsible staff (studio leadership, workshop manager, or department head).
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## Teaching Program

- The studio teaching plan for the semester is published on the intranet before the semester starts. Studio leadership must communicate the detailed program well in advance to allow students to prepare.
- Students are expected to actively participate in the semester program. Teachers design the program in consideration of students' needs and capabilities. Studio leaders distribute workloads appropriately and equitably. If students are asked to do work beyond the scope of academic obligations, they are compensated, typically via paid employment.
- At the semester's start, studio heads explain the program so that all students understand its goals.
- Students are also involved in department activities. KVU prepares department-wide programs for all students (e.g., studio events with external guests, departmental subjects, etc.).
- KVU especially values student involvement in school-wide activities (e.g., interdepartmental collaborations, participation in the Student Chamber of the Academic Senate, organizing school events, and involvement in institutional working groups).
- KVU conducts its own teaching evaluation (usually once per year) via an anonymous survey. UMPRUM's management also conducts additional evaluations. Teachers are encouraged to support broad student participation in both evaluations.
- KVU holds regular departmental plenaries (typically once per semester), which serve as open discussion meetings between KVU teachers and students for feedback and information exchange on KVU and UMPRUM affairs.

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## Consultations

- Students must consult regularly on the progress of their projects (semester, bachelor's, master's, or doctoral) with their supervisors at least twice per semester unless more frequent meetings are set. Group consultations in the studio, attended by studio leadership, may substitute for individual consultations.
- Teachers conduct consultations primarily at school, during official studio days (Mondays and Thursdays), ensuring equal access for all students. Dates should be scheduled in advance (online scheduling is encouraged). Both parties are expected to honor the agreed dates. Consultations are an integral part of studio teaching.

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## Communication

- In the academic environment, respectful communication is essential. This includes timeliness, clarity, attendance, and responsibility in fulfilling academic and work obligations.
- Students are responsible for staying informed about updates from the school or studio leadership. Both students and teachers must follow the academic calendar, published on the UMPRUM website before the semester and continuously updated. First-year students are introduced to the KVV Manual to help them navigate academic and organizational matters.
- Teachers must communicate clearly and in a timely manner. It is good practice to ensure that all students understand instructions and agreements equally and are capable of completing the tasks.
- For administrative matters, both students and teachers must give at least one week's notice via email or in person.
- All official school communication between teachers and students must occur through school email accounts. This is binding. Communication via other channels (SMS, social media, chat apps, phone) is voluntary and does not replace official email communication.
- All communication should respect standard working hours. Responses should be made within a week unless agreed otherwise. Setting specific response deadlines (with date and time) is recommended.

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## Final Theses

- The final thesis supervisor is usually the head of the student's primary studio at the time of defense but may be another studio instructor. In such cases, prior approval from the original studio head, consent from the new supervisor, and timely notification to the Study Department are required.
- Students must consult the progress of their bachelor's, master's, or doctoral thesis at least twice per semester with their supervisors.

- The supervisor records the progress of bachelor's and master's theses after consultation with colleagues at department-wide presentations. Passing these presentations is a prerequisite for participating in the thesis defense. These are organized by a KVU instructor appointed by KVU leadership. Deadlines are set and communicated in a timely manner.
  - Supervisors consult students on both practical and theoretical components of their theses. KTDU consultants or doctoral students (for bachelor's theses) provide feedback on the formal aspects of the theoretical part and offer recommendations to supervisors for its evaluation.
  - Students are expected to contact consultants on their own and on time.
  - Thesis opponents are selected by studio leadership, who inform the student and consider the nature of the thesis project.
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## **Thesis Evaluation and Defense**

- Rules for thesis defenses at KVU are outlined in dedicated documents available on the KVU website and distributed to external committee members.
  - The evaluation process is transparent and understandable for all participants.
  - Studio heads explain the evaluation process to students (usually at the beginning of the semester), including who evaluates, what is evaluated, according to which criteria, and via what process. At the end of the semester, it is recommended to reflect on its course and provide mutual feedback.
  - Semester grades are given by studio leadership based on work and engagement throughout the term. Semester and final theses are evaluated by a committee.
  - All evaluations must be properly justified, preferably by the evaluators themselves. Dysfunctional communication or arbitrary grading must be avoided.
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## **Internships**

- Internships at other studios or schools are supported by KVU. Planning an internship reflects an active and responsible approach to personal development. Students are responsible for planning their study schedules accordingly. Internships must comply with the accredited study plan in which internships are a mandatory part.
- Students are especially encouraged to take advantage of the Studio with a Guest Artist program, a part of KVU.
- Opportunities for international internships can be discussed with UMPRUM's International Office.
- Students must consult their internship plans with their primary studio at least one month in advance. The studio head is the first to sign off on internship requests. In rare cases, supervisors may deny an internship but must provide a written explanation.
- Studio heads must respond to internship requests within one week.

- During the internship, students complete their semester and final projects in the host studio and are assessed there. At the same time, they must meet the academic obligations of their home study plan.

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**Prepared by KVVU faculty**

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