

Specific admission procedure rules and requirements for admission and verification of compliance to

- **Follow-up Master's degree study programme in English**

SCENOGRAPHY

second call for the specialization

PRODUCTION DESIGN

at the Theatre Faculty of the Academy of Performing Arts (DAMU) for academic year 2026/2027

(recommend for applicants from EU countries/without visa requirements due to the lengthy process of verifying previous education and obtaining a visa)

Presenter: MgA. Tereza Došlová, Ph.D., Vice-Dean for Student Affairs and Quality

Approved by Academic Senate of DAMU on

I. PROCEDURE FOR APPLICATION SUBMISSION

- 1. Please submit your applications electronically ONLY at <https://prihlaska.amu.cz>.** Applications submitted in any other way will be considered invalid and the admission procedure will be terminated. Therefore, there is no need to physically deliver the application form.
- 2. Application can be submitted in period from 03. 03. 2026 until the deadline set for each particular programme (11:59 pm CET).**
- 3. All sections and points of the application form must be carefully completed; it is especially important to choose the correct name of the study programme you want to apply for.**
- 4. After filling in the application form completely, applicants should send it electronically and they will be asked to pay the admission fee, which is CZK 990 (nine hundred and ninety Czech crowns).**
- 5. We recommend that you pay the admission fee by credit card immediately after sending the application; **THE DEADLINE FOR PAYMENT OF THE FEE is the same as the deadline for submitting the application!**** If the applicant fails to pay the fee by the deadline and in the specified form, the admission procedure will be terminated in accordance with Section 58(4) of the Higher Education Act and the applicant will be deemed to have withdrawn their application. (The fee paid by applicants with Ukrainian citizenship is determined by the currently valid legislative regulations of the Czech Republic and the internal regulations of AMU.)
- 6. After successful payment of the fee, the application will be registered, and the applicant will receive an e-mail informing them that the application has been accepted.**
- 7. During the completion of the application form and also after its registration, the applicant shall upload the required annexes as specified in Part III. ANNEXES TO THE APPLICATION of these Rules and the specific annexes required for individual study programmes, unless another method of submission is specified.**
- 8. To apply for more than one study programme, the applicant must submit a separate application for each programme (and pay a separate admission fee).**
- 9. AMU will use the e-mail specified in the application for communication with the applicant during the entire admission procedure. We recommend checking the spam folder regularly, as some group e-mails might end up there.**

II. ANNEXES TO THE APPLICATION

The following annexes are obligatory for all the applications to study at the Theatre Faculty of the Academy of Performing Arts. The applicant is obliged to upload the annexes to electronic application by the application deadline:

- a) **A structured curriculum vitae** containing current address, telephone number and e-mail address to which the invitation to the admission procedure will be sent. The CV in .doc, .docx, .rtf, .pdf format shall be uploaded by the applicant into the online application form. **Please name the file according to following structure: "CV_surname_name"**
- b) **For Bachelor's study programmes: certified copy of the certificate of completion of a secondary education.** The scan of the original document or certified copy shall be uploaded by the applicant in .pdf, .jpg, .png format into the online application form. In case the applicant obtains the certificate of completion of a secondary education after the DAMU application deadline, they shall submit a confirmation of the planned date of the completion of their studies, issued by the respective secondary school instead.
- c) **For Follow-up Master's study programmes: certified copy of the university diploma or a certificate of successful passing of the final examination of university studies.** The scan of the documents shall be uploaded by the applicant in .pdf, .jpg, .png format into the online application form. In case the applicant takes the final examination after the date of the DAMU application deadline, they shall submit a confirmation of the planned date of the completion of their studies, issued by the respective university school instead.

Please note: Applicants who later successfully pass the DAMU entrance exams, are obliged to submit also certified documents proving prior education, according to instructions provided in Chapter V.

Other specific obligatory annexes to the application to individual study programmes as well as the method and deadline for their delivery are described in the conditions of admission procedure to individual study programmes (section IX. below).

In case of deficiencies, the applicant will be asked to provide the missing information and required annexes.

III. INFORMING APPLICANTS

DAMU will communicate with the applicant primarily by e-mail and will use the e-mail address provided in the application form.

It is recommended to applicants to check the spam folder regularly, as the group e-mail might end up there.

The department will send invitations and information about the entrance examinations, including the specific date of the next round, to the applicant exclusively to the e-mail address provided in the application form at least 15 days before the date of the examination.

The date of the evaluation of the results of the individual rounds, which is considered the date of the review of the applicant's fulfilment of the admission requirements, is given below in Chapter IX for individual study programmes, in parentheses after the date of the relevant round of the entrance examination.

The Dean's decision on admission to study will be delivered to the successful applicant ONLY via e-mail address no later than 30 days after the date of the review of the applicant's fulfilment of the admission requirements, if the candidate has agreed to this method of delivery in the application.

The dean's decision on non-admission to study will be sent to the unsuccessful applicant by registered mail no later than 30 days after date of the review of the applicant's fulfilment of the admission requirements.

The applicant has the right to consult the file only after they are notified of the decision. This does not include the right to consult the results with committee members.

The applicant may appeal against the decision within 15 days of the date of notification.

If the applicant has fulfilled the conditions of the admission procedure and then has not been admitted for insufficient capacity reasons, they may apply to DAMU for a renewal of the admission procedure in case a place becomes available at a later date (see Article 8(18) of the Attendance and Examination Regulations of AMU).

IV. PROVIDING PROOF OF PRIOR FOREIGN EDUCATION

If an applicant, **who has passed successfully at the DAMU entrance exams**, has completed previous education at a foreign university or foreign secondary school, they shall submit one of the following documents to prove their previous education:

For a Bachelor's-degree study

- a) evidence of general recognition of the equivalence or validity of a foreign document of secondary education in the Czech Republic (so-called "nostrification"), or
- b) proof of the award of the European Baccalaureate, or
- c) a foreign document of foreign secondary education with a matriculation examination if it is automatically equivalent in the Czech Republic according to its international obligations without further official procedure (matriculation certificate from Slovakia, Poland, Hungary, Slovenia), or
- d) a foreign document of foreign secondary education, which was obtained by completing studies in a secondary education programme at a foreign secondary school operating under the legislation of a foreign state and which entitles its holder to access to study in a bachelor's degree programme or a master's degree programme not related to a bachelor's degree programme in that foreign state; which the AMU itself will assess for a fee. **The fee for this assessment amounts to CZK 990** (nine hundred and ninety Czech crowns) **and is payable on call of the DAMU Academic Affairs Office.**

For a follow-up Master's-degree study

- a) A certificate of general recognition of foreign university education in the Czech Republic pursuant to Sections 89 and 90 of the Higher Education Act,
- b) A foreign certificate of foreign university education which is equivalent in the Czech Republic according to its international obligations without further official procedure, or
- c) A foreign certificate of foreign university education obtained by completing studies in a university programme at a foreign university education institution operating under the laws of a foreign state, which AMU itself will assess for a fee. **The fee for this assessment is 990 CZK** (nine hundred and ninety Czech crowns) **and is payable by call of the DAMU Academic Affairs Office.**

The fee for assessing previous education documents and the verification conditions for applicants with Ukrainian citizenship are determined by the currently valid legislative regulations of the Czech Republic and the internal regulations of AMU.

Documents delivery deadline: Documents or certified copies of the documents proving prior education shall be delivered to the DAMU Academic Affairs Office no later than 30. 8. 2026, or within 21 days following the day of the completion of the studies that are to be verified.

Detailed information on how to prove that graduates of foreign institutions have complied with the requirement of previous education can be found at <https://www.amu.cz/en/study/recognition-of-foreign-education/assessment-foreign-education-amu-admissions-process/>

Please note: without properly proving the prior education the applicant cannot be issued with the official admission letter, that is a necessary requirement for the visa procedure.

V,. INFORMATION FOR APPLICANTS WITH SPECIAL NEEDS

The modification of the admission procedure at the Theatre Faculty of the Academy of Performing Arts (DAMU) is governed by the Methodological Instruction of the Vice-Rector for Academic and Pedagogical Affairs No. 2/2022 ([Standard of Support Provided to Applicants for Studies with Special Needs at AMU](#)).

If an applicant for studies requests a modification of the admission procedure due to special needs resulting from their medical condition, they shall submit a request with a specification and justification of the requested modification as part of the Application Form. It shall include a confirmation of the medical condition by a statement from a physician or another professional.

"A study applicant with special needs" is understood to mean an applicant who, due to a congenital or acquired medical condition, needs certain modification of the admission procedure.

Applicants with special needs include:

- visually-impaired persons;
- hearing-impaired persons;
- persons with physical disability and reduced mobility;
- persons with specific learning difficulties;
- persons with autism spectrum disorder;
- persons with combined impairments and persons with other difficulties (psychological difficulties, impaired communication skills, chronic somatic illnesses).

How to apply for a modification:

In the on-line Application Form, the applicant ticks the box *I request a modification of the admission examination and study conditions because of my impairment or disability* and selects the type of impairment or disability. After the Application Form for admission procedure is registered, the DAMU Academic Affairs Office sends a *Request for Modification of the Admission Procedure of an Applicant for Studies with Special Needs* to the applicant via e-mail; in the Request, it shall also set the deadline for its delivery.

The applicant shall fill in the Request, including a description of their proposal to modify the admission procedure. The contact person, the head of the DAMU Academic Affairs Office, will help with the drafting of the proposal where necessary.

Attached to the Request must be one of the following documents:

- proof of impairment;
- proof of disability of any degree;
- disability card;
- proof of a specific learning difficulty (report of the educational and psychological counselling centre);
- proof of autism spectrum disorder;

- medical report.

The applicant shall attach the completed, signed and scanned Request (including any enclosures) to the Application Form or deliver it by e-mail to the contact person, the head of the DAMU Academic Affairs Office, within the stipulated period of time.

The Academic Affairs Office will forward the Request to the Chairperson of the Admissions Committee, who will decide whether or not the admission procedure can be modified according to the Request, or propose another form of modification so that it does not conflict with the profile of the selected study programme and the applicant's Request for modification.

The opinion of the Chairperson of the Admissions Committee will be added to the Request, which will then be delivered to the Applicant, the Department and the members of the Admissions Committee and will be considered as a binding procedure during the admission procedure.

There is no legal entitlement to modification of the admission procedure. The Faculty may invite the applicant to supplement the documents referred to in Article 2 (4) of the Methodological Guideline.

VI. FURTHER INFORMATION

Other conditions of the admission procedure and the criteria for their evaluation are set out below for individual study programmes and fields of study.

Individual departments organise separate consultations and open days before the entrance examinations.

Applicants interested in studying study programmes conducted in English are obliged to pay a study-related fee pursuant to Section 58(4) of the Higher Education Act, the amount of which is set for each academic year by a decree of the Dean. The amount of the tuition fee may change during the course of studies.

Act No. 111/1998 Coll., the Higher Education Act (Section 58), as amended, also provides for other fees associated with studies, in particular fees for longer studies - see the current decrees of the Rector of AMU No. 4/2022 and 1/2019.

Method of assessing apologies:

If the applicant did not participate in the entrance examination for very serious reasons, they may send a written/e-mail request to the Chair of the Examination Board at the earliest possible date, asking for the possibility of taking it on an alternative date. In the request, the applicant shall support the reasons for their non-participation with relevant and verifiable documents. The Chair of the Examination Board shall immediately assess whether or not the request can be granted in view of the timetable of the ongoing admission procedure and the capacity and staffing of the Faculty and shall notify the applicant via e-mail of their decision with reasons. The applicant has no legal right to an alternative examination date.

Dorm accommodation:

Successful applicants who receive a decision of admission to study and have their permanent residence outside Prague can apply for accommodation at the AMU dormitory. The application for accommodation at Hradební dormitory can be submitted at the DAMU Academic Affairs Office during office hours or the signed and scanned application can be sent to the email address katerina.maxova@damu.cz.

The period for filing an application for accommodation for the academic year 2026/27: from 15. 5. 2026 until 21. 6. 2026.

Notification of the decision to allocate or not to allocate accommodation will be delivered by e-mail between 25. 6. and 27. 6. 2026.

Applicants who receive their admission decision later may apply for dormitory after the deadline. In such a case, they will be included as alternates and will be informed immediately if a vacancy appears, and they are allocated to dormitory.

The faculty management advises all applicants that students are not legally entitled to accommodation in the dormitory.

English proficiency

During the interview with the applicant, the Admission Committee ensures that the applicant has a sufficient knowledge of the language of instruction of the study programme (i.e. English language).

VII. CONTACT LIST

FACULTY ADDRESS

Theatre Faculty of the Academy of Performing Arts
Study department
Karlova 26
116 65 Prague 1

FACULTY CONTACTS

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WEBSITE

www.damu.cz, www.amu.cz

SOCIAL MEDIA

facebook.com/DAMU.DivadelnifakultaAMU

instagram.com/damu.divadelnifakultaamu/

VIII. Department of Scenography

Head of Department: **Prof. Mgr. Jan Štěpánek**

Study Programmes:

Follow-up Master's Study Programme:
Scenography:
Theatre Scenography
Production Design

Scenography

Specializations: Theatre Scenography, Production Design

Follow-up Master's Degree Programme - Full Time Studies (MA)

Language of Learning: English

Duration of Study: 2 years

Completion by Final State Examination

MgA. (MA) Degree

Programme Guarantor: Prof. Mgr. Jan Štěpánek

Course Leader – Production Design: prof. Ondřej Nekvasil

Course Leader – Theatre Scenography: prof. Mgr. Jan Štěpánek

Second call is open for the specialization Production Design (Film Scenography) ONLY!

We recommend the second call to applicants from EU countries (without visa requirements) due to the lengthy process of verifying previous education and obtaining a visa.

Programme objectives:

The teaching of the field is based on the intersection of the arts, mainly performing and visual arts, humanities, and technology. It develops students' individual qualities and their orientation towards a specific area of scenographic/spatial creation. The MA is a crucial stage in the formation of the artistic personality and is decisive for further professional development. An important quality is an ability to think, interpret, and create authoritatively in a space beyond professional stereotypes.

Pedagogical guidance is based on the student's ideas, initial ideas, and own solutions, helping them to develop and find further artistic possibilities for the project. We understand the pedagogical leadership of the master's degree programme as a creative process. Pedagogues are respected artists who have their own specific creativity and ability to reflect theoretically on the creative process and artistic outputs.

Teaching takes place in two specializations:

- theatre scenography
- **production design (second call is open for this specialization only!)**

Production design is a specific creative field in which the knowledge of a scenographer regarding the script and dramatic space is combined with the profession of architect and designer. This profession is always a part of the film crew. This specialization Scenography is open to graduates with at least a Bachelor's degree in scenography, architecture or interior design. Candidates must pass talent assessments, present their previous projects and demonstrate their understanding of audiovisual production. The different profile of the admitted students, which is due to their previous education, is therefore individually developed by the teachers during their studies. The basic subject of the specialization is Production Design, in which the whole range of tasks that a film set designer encounters during his/her work is gradually practiced in a series of practical exercises. These assignments are both artistic and technical. So this course essentially covers a range of other subjects such as technical drawing, perspective imaging, construction technology, budgeting, and so on. In the course of study, the student is introduced to the history of the field and its main artistic and technical developments in both Czech and world cinematography. During the study, the student gains an overview of the artistic and technical possibilities of film set design, as well as the interconnection of this field with other professions of a film crew. The student gains a comprehensive knowledge of film production. Throughout the course of the study, emphasis is placed on the student's systematic and continuous work on individual projects so that the system simulates the real conditions in which set design is normally produced as closely as possible. The first two semesters are devoted to classical assignments so that students become familiar with the basic principles of the work of a film architect. In scope, both semester projects are similar to the work of a film architect on a smaller audiovisual work, involving interior work and the combination of interior and exterior. The third semester is devoted to the work of the set designer on the combination of real and virtual scenery, a very specific part of film set design. The fourth semester is devoted to the final master's thesis, which is conceived as a comprehensive design concept for a feature film. During the two years of this program, students collaborate with students of the

FAMU International programme on their exercises. This collaboration is always specified before the school year, based on the schedule of these exercises at FAMU studio. The study aims to master the scenic design for audiovisual production from all key aspects: artistic, technical, economic, and also production requests.

Applicant requirements:

Production design: Successful completion of bachelor's degree programme in scenography, architecture or interior design. Candidates must pass talent assessments, present their previous projects and demonstrate their understanding of audiovisual production.

Mandatory annexes to application and course of their delivery:

The candidates must submit the documents mandatory for entire faculty (CV with photography and certificate of completed bachelor education). Above these, the candidates for this study programme must submit, together with the application, the following documents:

- a) motivation letter (max. two pages), that should include: personal interest in a specific specialisation, its justification and own idea of the direction of individual study (specific genre or application of scenography in all areas of its application).
- b) a set of works (portfolio), which proves the justification of the direction of the individual study through his/her own work,

Motivation letter should be uploaded directly to the electronic application. Portfolio shall be sent electronically via e-mail to secretary of the department: tereza.skorpilova@damu.cz

The course of the entrance examination:

- a) Number of rounds: two elimination rounds
- b) Time span: first round – without the participation of the candidate,
second round – one day, max. 1 hour long online interview/pp.

Content of the entrance examination and assessment criteria:

1st round (without the candidate's participation)

The committee evaluates submitted motivation letter and portfolio - insight into the field, interest in the field, artistic performance and artistic level and talent prerequisites will be assessed.

Maximum score is 15 points in 1st round.

Minimum of 10 points is required for passing to the next round.

2nd round

1. Completion of the given art task, assigned by e-mail to candidates passing to 2nd round.

Theatre Scenography - an artistic solution to an excerpt of a set theatre or literary piece. The task involves interpreting and developing a spatial/character solution based on the draft.

Production Design - the task is to design an interior set according to a given theme with emphasis on the overall atmosphere of the designed space

The maximum number of points that can be obtained for this task is 20.

Minimum number of points for admission is 10.

2. Interview (via MS Teams) - includes an oral defense of the chosen solution to the assignment and a defense of specific aspects of the studio project/motivation letter.

The maximum number of points that can be obtained for this task is 15.

Minimum number of points for admission is 10.

Applicants who achieve the minimum number of points required for admission in both parts of the examination in 2nd round will be accepted.

The maximum number of applicants accepted for study:

DAMU sets the maximum number of applicants admitted to study in this study programme. The number of applicants admitted to the programme may be lower than the maximum number if the number of applicants who have fulfilled the admission requirements is lower. If a larger number of applicants meet the admission requirements, applicants up to the maximum number will be admitted in order of preference.

Second call is open for maximum of **3 applicants** admitted to the study.

Medical fitness:

Not required for admission to this programme of study.

Applications Deadline:

2. 7. 2026

Date of entrance examinations (The date of the evaluation of the results):

1st round: 20. 7. 2026 (20. 7. 2026)

2nd round: 3. 8. 2026 (10. 8. 2026)

Please note: The process of previous education verification and obtaining a study visa may take several months. **Therefore, applicants who require a visa may not be able to complete all necessary steps for enrolment before the start of the academic year.**