

Film and TV School of Academy of Performing Arts in Prague
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Dean's Decree No 1/2019

On substitutions and the operation of FAMU during the summer holidays (from 1 July to 31 August 2019)

Substitution is provided in the event of the Dean's holidays – the information is available from the Dean's Secretariat. **Ms Zlata Vodenková** will substitute the Faculty Bursar in the event of his absence in urgent economic and operational matters.

Operation of FAMU:

- The FAMU premises will be accessible only **on business days from 7 am to 10 pm for office staff, maintenance staff and teachers, and also under the terms and conditions of the FAMU Operating Rules**, which are available on the FAMU website and at the reception desk;
- **The FAMU reception desk will remain in a non-stop mode of operation – 24 hours a day;**
- **Students** are allowed to enter the FAMU building throughout the day, provided that they register in the visitor log at the reception desk and that their visit is approved by their teacher;
- **The working hours of the office and facility management staff remain unchanged;**
- **The Dean's Secretariat and its operation** has been provided for and covered throughout the entire holiday term. Mail will be processed on Tuesdays and Thursdays;
- **Between 1 July and 31 August 2019, the office hours of the individual departments will be restricted to Monday to Thursday, 9 am to 2 pm; or based on arrangement outside the office hours;**
- **The FAMU Club** will be closed in July and August.
- Outside the office hours, any borrowing and/or lending at the **FAMU Studio** has to be arranged on an individual basis with the relevant Studio staff member. Permits for working within the studio outside office hours and business hours will be issued for the period of the Rector's Days and the bank holidays of 5 and 6 July. Filming in the studio is subject to the filming plan issued by the Head of Production of the FAMU Studio and posted on the FAMU Studio website under the tab <https://www.famucz.cz/katedry-a-pracoviste/studio-famu/pro-studenty/plan-atelieru/view>. Filming in the studio is subject to the filming plan. FAMU International summer workshops and other additional activities organised using FAMU Studio resources shall be governed by a special rule issued by the Director of FAMU Studio during the bank holiday, main summer holidays and weekends.
- **The standard mode of operation at FAMU will resume from 1 September 2019.**

Ing. Jindřich Kolek, MBA
Faculty Bursar

Mgr. Zdeněk Holý
Dean of FAMU