

These regulations supplement the curricula of the Faculty of Music and Visual Arts, based on Articles 59-60 of the Study and Exam Regulations of the UP and define the procedure for the thesis.

2. Thesis preparation guide

2.1. Thesis preparation schedule

Things to do	Deadline for final exam in June	Deadline for final exam in January
The graduate student finds the programme director to approve the topic of the thesis and the chosen supervisor	first week of December of the previous year	first week of June of the previous year
Submission of the completed, bound thesis; Registration for the final exam	first week of April	last week of October
Thesis evaluation	May	December
Notify the student about the evaluations	14 days prior to the final examination	14 days prior to the final examination

2.2. Thesis topics:

1. The theoretical and artistic aspects of fine art, media and applied art based on any mandatory subject of a particular profession
2. The autonomous professional results of the student's own creative work, combined with literary or scholarly conclusions.
3. Art pedagogy

2.3. Consultations

The Faculty ensures that the thesis meets the requirements set out in the qualification requirements and the core standards of the given discipline. To this end, it offers a methodological course (*How to write a thesis, a semester paper, etc.*) and helps the student by providing consultation hours (Thesis Consultation course).

Thesis supervisor:

A full-time or other tenured lecturer at the Faculty of Arts with at least a university degree in a university major.

The thesis supervisor's tasks

The duty and responsibility of the supervisor is the professional, methodological management of the thesis from the topic selection until the thesis submission. It is also the supervisor's task to determine if the thesis is a result of the student's own work.

It is not the supervisor's job to correct any spelling and grammatical errors, however, it is their job to alert the student about these mistakes.

The number of consultations

The number of consultations is determined by the supervisor. Between the mandatory first and the last consultation, the supervisor determines their number, but min. 4, max. 8 occasions, which the supervisor certifies on the Thesis Consultation Form. If the student does not participate in the required consultations, the supervisor may refuse to release the thesis for defense.

If the student fails to meet the deadline of the thesis submission, but wishes to submit the thesis later, s/he has one additional consultation opportunity.

External supervisor:

In exceptional cases - if the thesis topic justifies - an external consultant may also be invited. This student may apply in writing for an external supervisor at the department responsible for the programme. The application must include the name of the external consultant, their highest level of education, academic degree, current occupation, position, and justification of the request. All work related to the invitation of the external consultant is undertaken by the student.

The external supervisor does not receive any remuneration from the Faculty for his supervising duties.