

Pursuant to Article 32.a of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 - official consolidated version, 40/12 - Fiscal Balance Act, 57/12 - Road Transport Act-2D, 109/12, 85/14, 75/16, 61 (17 - Student Status Act and 65/17) and Article 115 of the Statute of the AMEU - Dance Academy, the Senate of the AMEU - Dance Academy at the 8th correspondence session on 8 March 2019 adopted

RULES ON ISSUING DIPLOMAS AND OTHER PUBLIC DOCUMENTS OF AMEU - DANCE ACADEMY

I. General provisions

Article 1

These rules determine the list of public documents issued by AMEU - Dance Academy (hereinafter AMEU - DA), and their form and content. These rules also determine the mandatory and other possible contents of other certificates issued by AMEU - DA which are not public documents.

2nd Public documents

Article 2

(Type of documents)

AMEU - DA issues the following authentic instruments:

- diplomas of which the diploma supplement is an integral part,
- certificates of completed training in accordance with the study programs for training,
- certificates from official records.

AMEU - DA also issues other certificates that are not public documents.

Article 3

(Diplomas)

AMEU - DA issues diplomas on completed study programs for obtaining education: first level (higher professional study programs), second level (uniform master's, master's study programs).

Article 4

(Diploma holder)

The diploma is issued to the graduate after completing the study program for obtaining education.

Article 5

(Diploma form)

The form of the diploma and the appendix to the diploma are determined by the overall graphic image AMEU - DA (hereinafter: AMEU - AP visual image).

The diploma is printed on a special 180-200-gram paper with a watermark, on which the AMEU - DA visual image is printed as a base.

Article 6

(Diploma content)

The diploma contains the name and surname of the graduate and the date and place of their birth. In addition, it also contains the name and address of AMEU - DA, type (higher professional, uniform master's, master's) and name of the completed study program and program or field, when the study program has programs or fields, and the professional or scientific title obtained.

The diploma contains the serial number of the document, the date of graduation, the date of issuance, the dry stamp of AMEU - DA and the handwritten signature of the Dean of AMEU - DA who was performing the function at the time that the diploma was awarded. The serial number of the diploma is the same as the number in the book of 1st and 2nd degree graduates.

Sample diplomas specified in these rules for each degree and type of study are Annex 1 to these rules. Samples are not attached to the diploma supplement determined by the regulations of the Minister responsible for higher education and to the joint diplomas specified by the partner institutions in the agreement on participation in the implementation of the joint study program.

Article 7

(Diploma of completed interdisciplinary study)

In addition to the information specified in Article 5 of these Rules, the diploma obtained after completing an interdisciplinary study program pursued by several AMEU members shall include the member which facilitated the proceedings and defence of the thesis, and the final examination or other act used for the student to complete the study program.

AMEU members may agree that the diploma shall also list the other participating members and be signed by their deans in their own handwriting.

Article 8

(Joint diploma)

The content and form of the diploma on the completed joint study programme being implemented by AMEU - DA together with other higher education institutions from Slovenia or abroad is agreed upon by the participating higher education institutions and universities before the start of the program and in accordance with the applicable regulations.

Article 9

(Diploma supplement)

The appendix to the diploma in Slovene and English is an integral part of the diploma. The diploma supplement is issued by AMEU - DA with the content determined by the rules of the Minister responsible for higher education.

The diploma supplement is issued in a format in which the upper right corner on each page includes the name and surname of the graduate and the diploma number.

The person authorised to sign the diploma supplement is the Dean of AMEU - DA. Under the Dean's signature is the seal of AMEU - DA.

Article 10

(Advanced training certificate)

Upon completion of the study program, advanced training program implemented by AMEU - DA, a certificate is issued to the candidate by AMEU - DA. The certificate is printed on 180-200 gram paper with a dry stamp and AMEU - DA visual image.

The certificate contains the name and surname of the candidate, the date and place of their birth, the name of the program and its duration, the name and level of the study program for obtaining education, as well as the expected learning outcomes. The certificate is signed by the Dean of AMEU - DA.

A sample certificate is provided in Annex 2 to these Rules.

Article 11

(Language)

All public documents issued by AMEU - DA in accordance with these rules are in Slovene. Certificates from official records may also be issued in English at the request of the candidate.

Article 12

(Other certificates)

AMEU - DA may also issue other certificates on completed forms of informal education (courses, seminars, summer schools, training programs, etc.).

The certificate is signed by the Dean of AMEU - DA. Such a certificate is not a public document.

The certificate referred to in the first paragraph of this Article shall contain: AMEU - AP visual image, name and surname of the candidate, date and place of education, information on the content, duration and providers of education, as well as information on acquired knowledge and credit points if the program is evaluated with credit points, or other elements important for recognising content and goals.

III. Issuance of new diplomas

Article 13

(New diploma)

A new diploma is issued:

- when an error is detected in the diploma,
- due to a change in the gender of the graduate.

Article 14

(Issuance of a new diploma due to an identified error)

The procedure for issuing a new diploma due to an identified error is managed by AMEU - DA, either ex officio (when the error is discovered by AMEU - DA) or at the request of the graduate (when the error is reported by the graduate). The decision to issue a new diploma is issued by the Dean of AMEU - DA.

Article 15

(Issuance of a new diploma due to gender reassignment of the holder of the diploma)

The procedure for issuing a new diploma due to a change in the gender of the diploma holder is managed by AMEU - DA. The decision to issue a new diploma is issued by the Dean of AMEU - DA.

IV. Issuance of duplicates

Article 16

(Issuance of a duplicate diploma)

At the request of a graduate who does not have a copy of their diploma due to loss, destruction or theft, a duplicate of the diploma shall be issued.

V. Issuance of certificates from official records

Article 17

(Types of certificates)

AMEU - DA issues the following uniform certificates of enrolment, graduation and achievements of students and graduates, on which official records are kept based on legal requirements:

- certificate of enrolment (one certificate on one side or two certificates on one side),
- certificate of completed obligations (especially for study programs for the acquisition of education and for study programs for advanced training),
- certificate of completed obligations for exchange students,
- certificate of completion of studies (especially for study programs for the acquisition of education and for study programs for advanced training),
- discharge certificate.

Article 18

(Form and content of certificates)

Certificates are issued in Slovene and also in English at the request of students and graduates. Official English translations of the AMEU - DA name and translations of study program names as approved by the AMEU - DA Senate shall be used in documents issued in English.

VI. Instructions for implementing the Rules

Article 19

A more detailed procedure for issuing a new diploma and a duplicate diploma is determined by the instructions published on the AMEU - DA portal.

A more detailed procedure for issuing certificates from official records is published on the AMEU - DA portal. Samples of certificates from the official records referred to in the previous article of these Rules in Slovene and English shall be published on the AMEU - DA portal no later than four months after the adoption of these Rules.

VII. Records, transitional and final provisions

Article 20

(Records of issued public documents)

AMEU - DA keeps records of issued public documents and all documents related to the issuance of documents or their duplicates.

AMEU - DA keeps special records in accordance with the law and special regulations.

The decision in the matter of issuing a new diploma due to an established error / mistake on the diploma is part of the records on issued diplomas. Due to the audit trail, the error must be corrected in the records of issued diplomas and, depending on the correction and in the records of graduates and students if necessary (e.g. if there is an error in the personal data of the graduate).

Article 21

(Transitional and final provisions)

With the entry into force of these Rules, the Rules on the issuance of diplomas and certificates of education, adopted by the Senate of the Dance Academy at the 2nd regular session in the academic year 2010/2011 on 20 June 2011 cease to be valid.

Article 22

(Validity of the Rules)

These Rules shall enter into force the day after their adoption by the Senate of AMEU - DA and shall be published in the Official Gazette of the Republic of Slovenia.

No. 004/2019

Ljubljana, on 8 March 2019

Assoc. Prof. dr. Svebor Sečak
Dean

Attachment 1: *Sample diplomas specified in these rules*

Attachment 2: *Sample certificate of completion*