

Pursuant to the Education Evaluation and Recognition Act (Official Gazette of the Republic of Slovenia, No. 87/11 (97/11 amended) and 109/12; hereinafter: ZVPI), the Rules on Forms, Documentation and Costs in the Evaluation and Recognition of Education (Official Gazette of the Republic of Slovenia, No. 103/11 and 91/15; hereinafter: MIZŠ Rules) and Article 86 of the Statute of AMEU - Dance Academy (hereinafter: Statute of AMEU - DA), the Senate of AMEU - Dance Academy at their 8th Correspondence Meeting on 8 March 2019 adopted

RULES ON THE PROCEDURE FOR RECOGNITION OF FOREIGN EDUCATION FOR THE PURPOSE OF STUDIES AT AMEU - DANCE ACADEMY

I. GENERAL PROVISIONS

Article 1 (Subject of regulation)

According to the ZVPI, Alma Mater Europaea - Dance Academy (hereinafter: AMEU - DA) is responsible for conducting procedures for the recognition of documents on partially or fully completed education abroad (hereinafter: foreign education) for the purpose of application, selection and enrolment in AMEU - DA study programs and for the purpose of continuing studies at AMEU - DA after a study exchange abroad. The AMEU - DA may conduct those recognition procedures for other higher education institutions if an interinstitutional agreement is concluded for that purpose.

Procedures for recognition of foreign documents whose signatory is the Republic of Slovenia and referred to in the first paragraph of this Article shall be conducted in accordance with the provisions of the ZVPI, the Rules of the Ministry of Education, Science and Culture, and the provisions of the AMEU-DA Statute.

Notwithstanding the provisions of these Rules, the recognition of foreign education for the purpose of application, selection procedure and enrolment in AMEU - DA study programs may be conducted in accordance with the provisions of the Interinstitutional Agreement, which determines a more appropriate way of recognising foreign education and jurisdiction.

In the process of recognition of foreign education, a decision is made on the individual's right to access, apply for and be processed in the enrolment procedures at the AMEU - DA or in the recognition of obligations performed abroad, which are included in ECTS credits required for education.

II. RECOGNITION OF FOREIGN SECONDARY EDUCATION

Article 2 (Process)

The procedure for recognition of foreign, fully completed secondary education starts at the request of the applicant (hereinafter: the applicant), which is submitted by an electronic application for enrolment, completed on the eVŠ web portal.

In the process of recognising foreign education, the individual's right to access, registration and treatment in the procedures of enrolment in the first year of the first-cycle study program or the uniform master's study program at AMEU-DA and study programs of the same level and type at other higher education institutions in Slovenia is decided if such an agreement is concluded.

Article 3 (Management of proceedings and decision-making)

The person in charge of the procedure is authorised by the Dean of AMEU - DA. The authorised person of the AMEU - DA conducts all procedures in accordance with paragraph 2 of Article 1 of these Rules.

The Dean of AMEU - DA decides on the recognition and presents this decision.

III. RECOGNITION OF FOREIGN HIGHER EDUCATION

Article 4 (Procedure for the first enrolment in the study program for obtaining an education)

The procedure begins at the request of the applicant, which is submitted by an electronic application for enrolment that is completed on the eVŠ web portal.

In the process of recognition of foreign education, the individual's right to access, register for and be considered in enrolment procedures in a year higher than the first, first-cycle study program or uniform master's study program or in any year of the second-cycle study program at AMEU-DA is decided. At the request of the candidate, the right to enrol in a study program for further training is also decided in the recognition procedure.

Article 5 (Procedure for enrolment in the study program for advanced training at AMEU - DA)

The procedure is initiated at the request of the applicant which is submitted on a form determined by the Rules of Procedure of the Minister responsible for higher education.

Article 6
(Management of proceedings and decision-making)

The person in charge of the procedure is authorised by the Dean. The authorised person shall conduct the procedure in accordance with paragraph 1 of Article 1 of these Rules.

The AMEU - DA may appoint an expert commission in the decision - making process who shall propose a decision on recognition on the basis of the attached documentation. The AMEU-DA Senate decides on the appointment procedure and the composition of the commission.

The Dean of AMEU - DA decides on the recognition and presents this decision.

Article 7
(Procedure for recognition of mobility obligations abroad)

Individual obligations performed in the framework of mobility abroad on the basis of a study or other contract are treated in accordance with the provisions of the AMEU - DA Study Order.

IV. RECORDS

Article 8
(Record keeping)

AMEU - DA keeps records of applications for recognition of foreign education and decisions in proceedings in accordance with the provisions of ZVPI and the Higher Education Act and retains all documentation in this regard on the basis of regulations governing the handling and storage of documentary material.

Documentation related to the procedures for the recognition of foreign secondary education is managed and stored at the AMEU - DA office.

The department is obliged to submit anonymised data from Article 9 no later than 30 November for each current year to the Senate of the AMEU - AP for consideration.

Article 9
(Scope of records)

The records of procedures for recognition of foreign education include:

- issued decision in the procedure containing data on the person to whom the decision refers: personal name, year of birth, citizenship, information on the decision (dismissal, rejection, approval) and data on the foreign education in question: name of the educational institution in the original language or transcription, the name of the document pertaining to foreign education in the original language or transcription.

The data referred to in the previous paragraph shall be collected, processed, stored and submitted for the purpose of ensuring equal treatment of investors in recognition procedures. The protection of personal data is guaranteed to every individual in accordance with the law.

Anonymised data are collected, processed, stored and transmitted for reporting purposes to the AMEU - DA bodies and competent ministries.

V. COSTS OF THE PROCEDURE AND LEGAL PROTECTION OF THE INVESTOR

Article 10 (Legal means)

The costs of the procedure of recognition of foreign education for the purpose of continuing education at AMEU - DA are not charged to investors.

Regular and extraordinary legal remedies against a decision issued in procedures for the recognition of foreign education are defined in the Statute of the AMEU - DA.

VI. FINAL PROVISION

Article 11 (Enforcement)

These rules shall enter into force on the day following that of their publication on the AMEU-DA website.

no.: 005/2019
Date: 8 March 2019

Assoc. Prof. Dr. Svebor Sečák
Dean