

In accordance with the provisions of the Higher Education Act (ZViS-UBP7, Official Gazette of the Republic of Slovenia No. 32/12 with amendments) and the Statute of the AMEU-Academy of Dance, the Senate of the AMEU-Academy of Dance at its 8th correspondence session on 8 March 2019 adopted the following

AMEU STUDY RULES - DANCE ACADEMY

GENERAL PROVISIONS

1. Article

The study rules of the AMEU-Academy (hereinafter AMEU - DA) regulates the rights and obligations of students and persons without the status of a student in the first and second cycle study programs implemented by the AMEU - DA.

Due to the nature of the work, the study at AMEU - DA is conducted as full - time, part - time and distance learning.

In addition to these rules, the study order is also regulated by the Statute of the AMEU - DA.

STUDY PROGRAMS

2. Article

Study obligations in study programs are evaluated with credit points in accordance with the European Credit Transfer and Accumulation System (ECTS). Each year of the study program comprises 60 credit points.

Professional study programs of the first level comprise 180 credit points and last three years.

First-cycle university study programs range from 180 to 240 credits and last from three to four years.

Second-cycle master's study programs range from 60 to 120 credit points and last from one to two years.

With a 60-credit master's degree program, students who have completed 180 credit points at the first level and meet the enrolment requirements, in accordance with the accredited study program, are enabled to perform additional obligations in the amount of 60 credit points, so that they obtain a total of 120 credits in the course of the master's study which are necessary for the completion of the study program.

STUDY OBLIGATIONS

3. Article

The student has the right and duty to participate in the pedagogical process. The student also has other rights and duties arising from the field law, the Statute of AMEU - DA, the study program in which they are enrolled, and other internal acts of AMEU - DA.

4. Article

Student study obligations are defined in an accredited study program and in the curriculum of an individual subject.

In accordance with the study program and the curriculum, individual departments may adopt internal acts which regulate in more detail the issues related to the implementation of the field of study program. Acts of individual departments are adopted by the Senate of the AMEU - AP.

5. Article

(Independent work of students outside the academy)

Independent participation of AMEU - DA students outside the full - time study process is allowed, but only with the written consent of all professors involved in the study process of the student requesting permission.

The participation of students outside the AMEU - DA should in no way hinder the study process at the academy.

INFORMING THE STUDENTS

6. Article

The Office for Study and Student Affairs shall provide the students with access to the curricula of study units and information on the framework contents of elective courses no later than the beginning of enrolment.

Each academic year, the holder or provider of the study unit informs the students before the beginning of its implementation or, at the latest, during the introductory lecture:

- of the content, goals and implementation plan of the learning unit,
- of the anticipated study outcomes (knowledge, understanding, skills, etc.),
- of the basic study resources,
- of the study obligations,
- of the conditions for approaching individual knowledge assessments,
- of the forms and types of testing and assessing knowledge.

- of the assessment criteria and the proportions that the individual components of the testing and assessment of knowledge contribute to the final assessment,
- of other important information for fulfilling study obligations (deadlines for fulfilling individual obligations, etc.).

For courses not included in the current academic year, the holders or educators of the courses determine:

- in the first academic year after the termination of the three examination periods,
- in the second academic year after the termination of at least one examination period,
- at least one examination period at the written initiative of at least one student in the third and subsequent academic years after the termination of the implementation.

The student may replace the elective course they chose when enrolling in the year with another course only in exceptional circumstances (e.g., due to overlapping with a compulsory course). The Commission for Academic Affairs AMEU - DA determines each year the date by which students can choose another subject or replace it. If a student wishes to change any elective course after a date to be determined by the committee, they may do so only with the written permission of the teacher whose subject is being changed, and the educator of the new elective course.

7. Article

Students must regularly follow the information on all important deadlines, rights and obligations as posted on the notice board of the Department of Study and Student Affairs or on the website of the academy.

KNOWLEDGE ASSESSMENT

8. Article

Forms of knowledge assessment are determined by the curriculum of an individual subject within the accredited study program:

- examination (written, oral, practical, theoretical), - colloquium, - written obligations (seminar papers, synopses, choreographies, etc.),
- exercises and other forms determined by the study program and the individual curriculum of the subject.

Achievements determined as expected outcomes in the curricula of individual units of the study program and determined by the study program are determined and evaluated.

If so determined by the curriculum, the conditions for taking the exam or contributions to the overall assessment of each study unit may include other study obligations, such as participation in exercises, attendance at contact hours, preparation of project or seminar

assignments, colloquia, tests, performances, presentations of works of art and other works, and defence of diploma thesis.

EXAMINATION DEADLINES AND PERFORMANCE OF OBLIGATIONS

9. Article

Examinations are held on regular and extraordinary exam deadlines.

Regular examination deadlines are announced during the winter, spring and autumn examination periods determined by the UL study calendar.

The exam deadlines for an individual course are arranged in such a way that there are at least three exam deadlines from the completion of the contact forms of the study process in this course and the deadline for enrolment in the next year.

Students with the status, except those who are enrolled in an additional year, take exams in regular examination periods, and outside these periods only if additional dates are announced.

As a rule, students enrolled in an additional year, persons without the status of a student, and students who take the missing exam after exceptional progression to a higher year may take the exams during the extraordinary examination dates.

Extraordinary exam dates can be at any time by arrangement with the higher education teacher, with the exception of July and August.

Full-time students can also take the exams if they have justified reasons (students with special status, going to study or professional practice abroad, longer hospitalisation during the exam period, childbirth, active participation in top professional, cultural or sporting events, etc.) and if it possible due to staffing and space conditions. Taking the exam outside the specified exam deadlines is approved by the Commission for Academic Affairs AMEU - DA on the basis of a written request of the student and the attached evidence.

If it is only possible to take the exam once a year, depending on the nature of the subject, or if taking the exam is associated with extraordinary material costs or is related to the participation of third parties, it may be stipulated that the exam is taken only once a year. It is also not possible to repeat these exams in the same academic year to improve grades.

10. Article

A student who is enrolled in a study program or has this right on the basis of a decision of the Senate of the AMEU - AP or the Commission for Academic Affairs of the AMEU - DA has the right to take examinations. A student may take the exams of the enrolled year on the published examination dates after having passed all the study obligations determined by the curriculum of an individual subject.

11. Article

(Continuation of studies after interruption)

A person without student status retains the right to complete the missing obligations for another two years from the last day of having the status. After that date, they must obtain permission to complete or continue their studies, which must be approved by the AMEU - DA Commission for Academic Affairs at their request.

Irrespective of the time of interruption of studies, a person without student status must cover the costs provided in the applicable Rules on Contributions and Evaluation of Costs on the AMEU-DA and the AMEU-DA Price List, valid at the time of performing the obligation.

12. Article

(Multiple attempts / repeating of the exam)

A student who has not passed the exam may repeat the exam three times.

The AMEU - DA Commission for Academic Affairs may exceptionally allow a student to take the exam for a fifth time at their reasoned request and a third time for doctoral studies.

Multiple attempts at the exam on the basis of an appeal against the grade is not considered a retake.

It is not possible to repeat the exam within the same exam period. At least 14 days must pass between an unsuccessful attempt at exams and another attempt.

The fourth and fifth examinations shall take place before an examination board consisting of at least three members appointed by the AMEU - DA Study Affairs Committee. At the student's request, the AMEU - DA Study Affairs Committee may also approve the second and third examinations before the examination board. The assessment of the commission exam is final. The costs of taking the fourth and fifth exams and the third exam at the third level study are covered by the student in accordance with the valid AMEU-DA Price List.

Students who do not pass the exam at the last attempt lose the right to continue their studies in accordance with the enrolled program.

If a student is re-enrolled in the same year, it is considered that an individual exam from this year is taken for the first time when they take the exam for the first time after re-enrolment, regardless of whether they already took the exam when they were first enrolled.

13. Article

(Multiple attempts at retaking the exam to improve the grade)

To improve the positive grade, the student may decide to take the exam again. They have this right only once in each subject. They must inform the course provider of this no later than three days after the publication of the results. The course provider cancels the entered grade (in the form of an official note) and delivers the official note on the cancellation to the Office for Study and Student Affairs. In the event of repeating the exam due to the improvement of the grade, a higher grade applies. In the event that the grade is negative

when repeating the exam, the student is considered to have passed the exam with a grade of 6 (six).

The grade of the exam in the subject can be improved only in the case of the first or second attempt.

14. Article
(Registration for the exam)

The exam can be taken by a candidate who has successfully passed all the obligations set out in the subject curriculum and who has registered for the exam at least 5 days before the exam date.

The candidate registers for the exam through an electronic application in the VIS higher education information system. For each examination period, VIS displays information on when it is possible to register for the examination and the date before which it is possible to withdraw.

15. Article
(Exam announcement)

The educator must announce the exam at least 14 days before the exam date.

For objective reasons (if, for example, the performance of the examination is linked to the conditions of external contractors or production capabilities, etc.) this period may be shorter, but not shorter than 7 days.

16. Article
(Withdrawal from the exam)

The candidate can withdraw from the exam no later than by noon one working day before the exam. If the student does not withdraw and has no justifiable reasons for doing so, they shall be deemed not to have passed the examination.

If the student did not take the exam due to a justifiable reason and submitted the relevant evidence within 3 working days after the exam or immediately after the expiry of the justifiable reason, it is considered that they withdrew from the exam in time. The justification of the reasons is decided by the Commission for Academic Affairs AMEU - DA.

17. Article
(Exam results)

The educator must submit the signed list of candidates who took the exam with their final grades to the Student Affairs Office as soon as possible and no later than within five (5) working days from the end of the examination period.

18. Article

(Exam performance)

The educator must check the presence and identity of the registered students. The student must bring an identity document to the exam. If their identity cannot be verified, the student may not take the exam.

The candidate who took the exam receives a grade in accordance with the AMEU-DA Statute and the AMEU-DA Study Order.

Examinations are written, oral, or written and oral.

The exam is organised by the course provider. Supervision of the written exam is performed by higher education teachers and assistants.

Results or the grades obtained in the exam are available to students in the study information system.

19. Article

(Ongoing assessment and assessment of knowledge)

Colloquia, tests, homework, participation in lectures, seminars, tutorials and field projects and assessment of seminar papers, teaching presentations and practical pedagogical works are forms of ongoing testing and assessment of student knowledge from individual study units.

Colloquia are oral and tests are a written form of ongoing knowledge assessment. They are used to test and assess knowledge from the study units of the entire semester, or a certain segment of the study unit, if the test is necessary for the later successful mastery of other parts of the same study unit.

Current knowledge from an individual learning unit is tested and assessed by a higher education teacher or higher education associate who is habilitated for the relevant subject area and participates in the implementation of the learning unit.

Grades obtained in colloquia, tests, seminars and exercises are taken into account in the exam from this study unit in the manner determined by the study program.

20. Article

(Appeal against grade)

The student may, for the reasons specified in the AMEU-DA Statute, request a re-assessment of the written examination, and in the case of an oral examination, to be additionally examined.

The procedure for considering the request referred to in the first paragraph of this Article shall be conducted in accordance with the provisions of the AMEU-DA Statute.

21. Article

(Recognition of obligations passed at other institutions)

In accordance with the AMEU-DA Statute and the valid study programs, AMEU-DA students may have recognition of their completed obligations outside the study program in which they are enrolled.

Individual obligations performed in the framework of mobility on the basis of a learning agreement or other contract are recognised as agreed in the contract, immediately after the mobility, on the basis of a certificate of performance at another institution and without a special student role or recognition procedure, except in the case of a breach of contract.

In the event that a student has not performed individual obligations at another institution on the basis of a contract or written agreement, the recognition procedure begins with a written application of the student submitted by AMEU-DA. A student cannot be recognised in regard to a substitute for an out-of-program obligation for an obligation that they have already unsuccessfully performed within the study program in which they are enrolled.

Individual recognised obligations are entered in the student's records of completed obligations with the name of the obligation in the original, English or Slovenian language, indicating the recognised credit points and the recognised grade. Where an assessment cannot be determined, the obligation shall be entered in the records instead of the assessment.

Such recognised obligations are included in the sum of the credit points required to obtain a first or second level education.

VIOLATIONS OF THE EXAMINATION ORDER AND SANCTIONS

22. Article (violations)

A student violates the examination rules if they cooperate with others present in the course of the knowledge test or if they use illicit aids.

A person who takes or attempts to take an exam or another test in the place of a registered student, and the student on whose behalf the person performs or attempts to take another test both violate the examination rules.

Plagiarism in seminar and diploma theses, programs and other written products, the assessment of which contributes to the overall assessment in the learning unit, is also considered a violation.

23. Article (sanctions)

After a violation has been found, the student is not permitted to continue the test, their product is evaluated with a negative grade, and a violation of the exam schedule is recorded on the list of those present. The violation is recorded by the examiner.

The office informs the dean in writing about the recorded violation of the examination rules and in the event of violation of the examination rules in the form of fraud the dean acts in accordance with these rules and the provisions for disciplinary liability of AMEU-DA students.

Sanctions include a warning, reprimand and expulsion from AMEU-DA for up to two years. A warning and reprimand shall be issued in accordance with the abbreviated procedure specified in these Rules.

As a sanction for the first violation of the examination order in the form of cheating in the knowledge test, a warning and a ban on taking the examination during the next examination period are issued. As a sanction for a second violation of the examination order in the form of cheating in the knowledge test, a reprimand and a ban on taking the exam during the next two examination periods are imposed. For a third violation of the examination order in the form of cheating in the knowledge test, the sanction is exclusion from the AMEU-DA for a period of up to two years, if the previously listed milder measures have already been imposed.

A person who takes or attempts to take a test in the place of a registered student and the student in whose name such a person takes or attempts to take a test are reprimanded for cheating and banned from taking the test during the next three exam periods, and prosecution may also be proposed.

The establishment of a violation and the imposition of sanctions for fraud in the production of works shall be imposed in a disciplinary procedure determined by the Statute of the AMEU-DA.

SUMMARY PROCEDURE FOR IMPOSING SANCTIONS

24. Article (First infringement)

In the event that a student is caught cheating for the first time during the test, the educator will issue a warning and a ban on taking the exam during the next exam period. At the same time, they are forbidden to continue taking the exam and will be sent out of the lecture hall.

The educator completes the form for the issued warning, which is an appendix to these rules (appendix), after the exam and submits it to the office, and the office delivers it to the student in the form and manner specified by the law governing the field of general administrative procedure. A copy of the warning is kept in the student's personal file.

The student may file an objection to the first-instance disciplinary commission against the issued warning within 15 days from the serving of the warning.

The decision of the first instance disciplinary commission is final.

25. Article

(Second infringement)

In the event that a student is caught cheating for a second time during the test, the educator will issue a reprimand and a ban on taking the exam during the following two exam periods. At the same time, they are forbidden to continue taking the exam and will be sent out of the lecture hall.

The educator completes the form for the issued reprimand, which is an appendix to these rules (appendix), after the exam and submits it to the office, and the office delivers it to the student in the form and manner specified by the law governing the field of general administrative procedure. A copy of the reprimand is kept in the student's personal file.

The student may file an objection to the first-instance disciplinary commission against the issued reprimand within 15 days from the serving of the reprimand.

The decision of the first instance disciplinary commission is final.

ADVANCING TO THE SENIOR YEAR AND RE-ENROLLMENT

26. Article

(Advancing to a higher year)

A student may enrol in a higher year if they have completed all the obligations set out in the study program for advancing to a higher year by the end of the academic year and have the necessary certification regarding returned books, periodicals, audio-visual works, props, and technical and other equipment.

The certificate is issued in the form of a stamp and signature by the authorised employees of the academy on a single form which is available to students on the AMEU - DA website.

Students who have not completed all the obligations specified in the study program for enrolment in a higher year may repeat the year in accordance with the law if they have met the conditions determined by the study program.

27. Article

(Exceptional advancement to a higher year)

Exceptionally, a student may apply for advancing to a higher year if they have completed the compulsory courses in accordance with the study program and they have justified reasons.

Justified reasons are, for example: parenthood, long-term student illness, exceptional family and social circumstances, recognised status of a person with special needs, objective barriers to study art productions, active participation in top professional, cultural and sports events, and active participation in AMEU-DA. The student must show why this reason directly affected the fulfilment of study obligations and this is assessed by the AMEU - DA Commission for Academic Affairs on the basis of a written request from the student. Along with the application, the student must submit written evidence issued by the competent authorities, authorised doctors or similar, confirming the circumstances and facts stated by

the student in the application. The student 's application is preliminarily considered by their home department and their opinion is submitted to the AMEU - DA Study Affairs Committee. The opinion of the department is not binding on the Commission.

In the case of proof of absence due to illness attached to applications for exceptional advancement to the higher year, the AMEU - DA Study Affairs Committee shall take into account only those for which the absence period is clearly defined and lasted for at least one month during lectures or exam periods in June and September.

Requests are accepted by the Office of Study and Student Affairs until the last day of September, which is set as the last day of the autumn examination period.

A student who may, due to exceptional circumstances, enrol in a higher year must first pass the missing exams from the previous year. Exam dates are set by the AMEU - DA Study Affairs Commission in agreement with the course providers.

CONCLUSION OF STUDIES

28. Article

A student completes the study program when they successfully complete all study obligations determined by the study program in which they enrolled.

The date of completion of the study program is considered to be the day when the assessment of the last completed obligation is entered in the official records.

When a final thesis is planned in the study program for the completion of studies, the student proposes the topic of the final thesis in agreement with the planned mentor.

29. Article

(Conditions for mentors and co-mentors)

The mentor of the final thesis is a higher education teacher or researcher. A co-mentor is a higher education teacher, researcher, higher education associate or expert in the field of the subject of the final thesis with at least the same level of education as a graduate of such a study program. Only higher education teachers can participate in the evaluation of the final thesis.

30. Article

(Change of mentor and change of topic)

In exceptional cases, a student may apply for a change of mentor and / or a change in the topic of the thesis with an application decided upon by the AMEU - DA Commission for Academic Affairs. Reasons for replacement or change must be justified and well-substantiated (e.g., inability to cooperate with the mentor due to professional disagreements, death of the mentor, etc.).

31. Article

(Form of final thesis)

The Office for Study and Student Affairs informs the candidate about the obligatory form of the final work. Detailed provisions of the conditions and procedures for applying for the disposition, preparation and submission and defence of the diploma thesis for study programs of the 1st Bologna cycle are determined by the Rules on the diploma thesis of AMEU - DA.

Students are also obliged to follow the instructions for submitting archival and documentary material when submitting a written thesis.

32. Article

Upon completion of the study program, the student receives a certificate of completion. The certificate is issued in Slovene but may also be issued in English and is valid until the issue of the diploma document.

The diploma document with the diploma supplement in Slovene and English is issued in accordance with the AMEU - DA Rules on the issuance of diplomas and in accordance with the Rules on the diploma supplement.

PARALLEL STUDY

33. Article

A student can enrol in parallel studies in accordance with the provisions of the AMEU - DA Statute.

A student of the first cycle of studies or a unified master's degree who wishes to enrol in a parallel study must submit a certificate of enrolment in the year of the first study program no later than the enrolment for parallel studies in another study program. A student can enrol in a second parallel study program at the latest when advancing to the last year of the first study program.

A second-cycle student can enrol in parallel studies without restrictions.

PROCEDURE FOR EXERCISING STUDENTS' RIGHTS

34. Article

The procedure for exercising a student's right begins with the receipt of the student's application. In the application, the student must clearly state which right they are exercising and enclose evidence supporting their statements.

The deadlines for submitting applications are determined by the AMEU-DA Office for Study and Student Affairs in order to provide the timely implementation of enrolment procedures and other obligations under the AMEU-DA Statute and other applicable regulations.

Applications for all rights exercised are available in the form of standardised forms on the academy's website.

TRANSITIONAL AND FINAL PROVISIONS

35. Article

This Regulation shall enter into force on the day following its adoption by the AMEU - DA Senate and shall apply from 9 March 2019 onwards.

36. Article

All other rights and obligations of students and all procedures related to the exercise of students' rights which are not regulated in this act are determined and managed directly in accordance with the Higher Education Act, the Statute of AMEU - DA and all other acts of AMEU - DA that regulate individual areas.

no.: 008/2019

In Ljubljana, 3 March 2022

President of the Senate of AMEU - DA

Assoc. Prof. Dr. Svebor Sečak