

KOSOVO ART ACADEMY
INSTITUTIONAL AND PROGRAM EVALUATION

GENERAL DIDACTIC REGULATION

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GENERAL DIDACTIC REGULATION

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INTRODUCTION

Article 1: Definitions

Some expressions and notions of this Regulation have the following meaning:

Minister or the Minister: the Minister or the Ministry of Education, Science and Technology;

Institutions: National institutions in the field of art;

System: System of Higher Education and Artistic and musical specialization;

KAA: Kosovo Accreditation Agency;

Academic Regulations: The regulations adopted by each institution regarding the regulation and organization of study programs;

Study Programme or programs: Academic Programme – First Level Diploma (Bachelor);

Academic title: The first level of academic degree (Bachelor level);

School: Naming of groups of study programs, grouped (organized) in homogeneous materials;

Department: the coordination structures of didactic teaching, research, and artistic production;

Formation Objectives: the set of knowledge and skills that characterize the cultural and professional profile, by which the study program shall be finalized;

Formation activities: any activity organized or planned by the institutions aiming to provide cultural and professional training background of students, with reference, among them, for curricula, seminars, didactic group activities in practice labs, tutoring activities (instructions, training, projects, thesis), individual study and self-learning activities;

Curricula (or content of study program): the set of activities specified in the regulations for academic studies, aimed at obtaining academic title;

Didactic arrangement of study program: a set of curricula rules aiming to regulate the study program;

ECTS: a component of reflecting students' workload required to achieve the objectives of the relevant study program;

Diploma Addendum: a diploma accompanying document, which aims to provide students with information about their program of study that is easily understandable and comparable

internationally. It provides an accurate description of the students' academic curriculum and competencies acquired during the study period that may be relevant for further studies and employment opportunities abroad.

Academy: Kosovo Art Academy, a high Education Institution, established in conformity with the Law of the Republic of Kosovo, registered in the legal entities records under the business no.71192989 and the fiscal no.601304182, with its main Headquarters placed at "Rr. Lekë Matranga nr. 23, in Prishtina;

Bylaws: All acts in the field of higher education, with lower power than the Law.

CHAPTER I GENERAL PRINCIPLES

Article 2: Goal

1. This Didactic General Regulation of Kosovo didactic Art Academy, hereinafter referred to as "The Regulation", which is organized in compliance with the Statute of Kosovo Art Academy, determines and regulates as follows:

- a) study areas (programs) provided by the Academy to achieve the academic qualifications (or titles) accredited (and licensed), regulated by this Regulation and the applicable Law in Kosovo;
- b) levels of study and titles (diplomas), provided by the Academy, in compliance with the applicable Law in Kosovo;
- c) general principles and guides study programs provided by the Academy;
- d) students' academic career.

Article 3: The programs of study and academic titles

1. The Academy, following applicable law in Kosovo, organizes the following study programs:

- a) The first level (bachelor) study programs (hereinafter referred to as BA); Therefore, the institution issues the following academic titles:
- b) The first level of academic degree (diploma) (Bachelor level);

2. Moreover, the Academy may organize other types of training, provided they are not in contradiction with existing legislation, enabling the issuance of participation certificates that include:

- a) Short training courses;
- b) Training courses, internships, seminars, workshops in cooperation and exchange with other academic institutions and universities, artistic and cultural and service institutions, in the national and international level;
- c) Intensive courses and guidance for students;
- d) Free courses.

3. Didactic initiatives listed in the previous paragraph are initiated, organized and managed based on procedures established by the Statute, this Regulation, and applicable Legislation.

4. The aforementioned didactic initiatives are adopted by the Academic Academic Senate based on the proposal of education structures and approved by the Director.

Article 4: Forming ECTS Credits

1. Academic programs, educational courses and activities of the Academy are organized based on the ECTS system as a component of the coverage of the students' workload required to achieve the objectives of the relevant study program.

2. For the ECTS is taken into consideration student's workload, including the activities of direct contact with the teacher, practice or lab activities, individual study and other requirements-workloads required for a student (with adequate prior qualification) to obtain respective knowledge and abilities (skills) based on study programs.

3. ECTS corresponds to every formation activity earned by the student, during required intervals of learning activities (including individual study or practical exercises), and every other form of verifiable student's workload, stipulated and in compliance with the applicable law in Kosovo.

4. ECTS (in English: European Credit Transfer and Accumulation System) corresponds to (twenty-five) 25 hours per student. Any increase or reduction of hours as mentioned above in this paragraph may be allowed only to the extent of change up to 20% of total workload hours mentioned above; This may be granted only by a decision issued by the Academic Senate, and in particular by the decision of the Director.

5. The average workload of an engaged student within the framework of a full-time study program is equivalent to 60 ECTS credits earned during the year, for an overall average of 1500 hours of student's work per year.

6. Following the norms of the applicable law, other bylaws and acts of the Academy, the Academy recognizes students certified ECTS credits related to the abilities and competencies (skills) acquired during the respective academic courses or programs, under the condition that the same be issued by accredited (national or international) institutions.

7. Regulations of the study programs can offer specific forms of allocation (calculation) of the ECTS related to the workload of those students who have a regular working relationship, i.e. who can be exempted from regular attendance of activities didactic.

8. Students may have recognized those ECTS credits acquired for their knowledge that are related to European languages or computer skills, based on certificates issued by officially recognized or accredited institutes, preferably even based on separate agreements with the Academy, to the extent of complying with the applicable Law.

Article 5: Didactic organization of study programs

1. Didactic organization of study programs is determined as follows:

- a) Designation of the study program;
- b) Respective study Department (Programme);
- c) Specific objectives of the study program;
- d) The general framework of educational activities (formation) to be included in the curriculum;
- e) The rules for presentation of individual study plans;
- f) ECTS credits allocated to each formative (educational) activity or for any study discipline for base formation, including special or additional studies and supplement information activities;
- g) Description of requirements and criteria for the final examination of the qualification award;
- h) Initial preparation required for the students;
- i) Where appropriate, the determination of the modus for of initial assessment of those students who will be admitted in the corresponding level of study, including the determination of any additional education requirement if the test result is not positive.

2. In conformity with the applicable law in Kosovo, the study curriculum of the Academy is organized in three special study programs, which are implemented and organized in three levels of the respective departments.

Article 6: Didactic rules of study programs

1. Didactic rules of study programs are determined in the following part of this article.

2. Academic degree programs of first-level study (bachelor) are regulated by an Academic Regulation of a respective study program, listing organizational aspects of the study program.

3. Academic Regulations for the respective study program are supported by the decision issued by the Academy Director. The Director empowers the Regulation mentioned in this paragraph upon its approval by the Academy Academic Senate, which should take into account relevant consultations with any consultative body of the Academy, in conformity with the Statute.

4. Academic Regulations of the study programs define the meaning of academic freedom and the rights and obligations of teachers and students, list of the courses and other formation (educational)activities, specifying each formation and didactic activity as follows:

- Appropriate disciplinary field of teaching;
- The number of assigned ECTS credits;
- Special educational goals;
- The possibility of subdivision into modules;
- Prerequisites and pre-entry preparation;
- Teaching methodology;
- Students 'assessment methodology;
- Designation and structure of the "curricula" offered to students;
- Compulsory attendance rules;

Article 7: The establishment, activation, and de-activation of study programs

1. Academy activates, de-activates or modified study programs, under the procedures provided by applicable Law in Kosovo.

2. Proposal for activation or modification of a study program, prepared in compliance with paragraph 4, listed below, shall be approved by the Academic Academic Senate and enters into force based on a decision issued by the Director, at the beginning of following academic year, as far as it complies with the applicable Law.

3. The Board of Directors, within its competence, decides on the resources that should be allocated to make the study programs operational.

4. A study program is offered based on a project which should include:

- a) The designation, specific objectives, and duration of the program;
- b) Vocational training profile, for which the relevant study program has been completed;
- c) Size of the potential of students' requests;
- d) Rules of academic study programs established by this Regulation;
- e) the Maximum number of envisaged participants;
- f) Application (access) rules of the participants;
- g) Tariffs are foreseen for registration;
- h) The venue of the study program;
- I) Teaching capacities needed and those available;
- j) Human resources, technical capacity, and economic spaces;

- k) Financial and feasibility plan,
- l) Financial resources available;
- m) Department is responsible for the study program.

5. Study programs can also be activated through agreements between the Academy and other institutions of high education accredited (national and international) - the so-called inter-institutional study programs. Regulations of inter-institutional study programs define specific organizational rules that regulate the functioning of teaching, enabling an institution to enroll students and award final Academic degrees (degree), and defining the responsibilities in managing study programs, except as otherwise determined by an agreement or convention.

6. Study programs can be activated by the Academy in collaboration with public or private, national and international institutions of the same level.

7. Academic Academic Senate, upon consultation with the responsible authority of academic programs and the opinion of the evaluation team, verifies actual achievement of the qualifying objectives of each study program and decides on change or de-activation of the study program.

8. In the event of closure of a study program, Academy assures graduation including recognition of ECTS credits and facilitates transfer to another study program.

CHAPTER II

DIDACTIC STRUCTURES IN PRODUCTION AND RESEARCH

Article 8: Didactic Structure

1. Didactic structures, which serve to the Academy's production and research, include
 - a. Departments;
 - b. The study programs of the first level diploma;
 - c. Teaching special educational structures, including those dealing with additional training and improving excellence.
2. Each educational structure is represented by a coordinator (responsible person); such a person is appointed based on a decision issued by the Director, upon consulting the Academic Academic Senate.
3. Through the adoption of specific regulations, the same approved by the decision of the Director, after consulting the Academic Academic Senate, those can regulate the functioning of education structures on issues that are not stipulated in the Statute of the Academy or this Regulation, namely, the those may establish separate bodies within the above-mentioned structures or eventually establish new structures, in which may be carried various educational and didactic functions.

4. Study programs established in the Academy are those reflected in relevant Regulations of study programs, attached to this Regulation. The functioning of these programs is regulated by relevant Regulations. Any new program of study, or a new program, could be activated only with respective approval and accreditation, following applicable Law and proper fulfillment of this Regulation.
5. Changes in didactic structures shall be adopted following this Regulation and the Statute of the Academy, based on a decision issued by the Director, after the respective changes adopted by the Academic Academic Senate, following certain consultations with relevant structures responsible for teaching.
6. Inter-institutional academic programs can be activated (under the condition of being accredited) based on special agreements and regulatory instruments regulating its functioning.
9. Academy provides orientation (consultation) activities in the forms and modalities defined in this Regulation.

CHAPTER III FIRST LEVEL ACADEMIC STUDY PROGRAMMES

Article 9: Academic study programs of the first level (Bachelor)

1. The academic study programs of the first level pursue its goal aiming to provide students adequate methods and artistic and cultural techniques, acquisition of specific professional skills and discipline, as well as fulfilling education requirements (prerequisites) for access to the second level of studies (Master). Academic study programs of the first level have a regular duration of 3 (three) years, with the total earning of 180 ECTS-credits.

Article 10: Admission

1. To be accepted into the academic program of the first level, applicants must possess a high school diploma and a positive graduation test result organized by the competent authority in Kosovo or other qualifications earned abroad and recognized as equivalent by the Academy following applicable Law and with international agreements.
2. The study programs for which the Academy provides a limited number of those admitted to the concerned program (admission based on admission test), subject to receipt of an entrance test as determined with the relevant study program.
3. The student must be equipped with a satisfactory level of basic knowledge; which knowledge is required for the study program as determined by the regulation of the study program.
4. Didactic Regulations of the study programs can determine the modalities for verification of possession of initial preparation through tests or other evaluation methods.

5. If testing or other applied evaluation methodology results in a negative result, then the competent education-didactic structure of the Academy can submit additional specific formative requirements to the student during the first academic year of the program.

6. Competent learning Academy structures may propose preparatory education activities to achieve adequate initial preparation, in cooperation with institutions of higher education.

Article 11: Graduation

1. To earn the first level diploma, the student must earn 180 ECTS credits, including vocational training provided for in the study plan, other educational activities (formation) and final testing as defined in this Regulation. To undergo the final exam, the student must have demonstrated basic knowledge of English and computer skills in a manner and for several ECTS-credits set forth by the study programs, earned through a respective testing process.

2. Final exam, as referred to in this Regulation aims to ensure achievement of graduation objectives, which consists of the presentation before a panel of at least three teachers on:

- a) A product of a laboratory character, affiliated with one specific laboratory disciplines of the study program, which should work (produced) under the supervision a teacher of the project;
- b) Development and presentation of an essay of theoretical character, written or illustrated under the supervision of a teacher.

CHAPTER IV ORGANIZATION OF TEACHING

Chapter I: PLANNING, COORDINATION, AND VERIFICATION

Article 12 - Teaching programming

1. Academic year duration is planned from October 1 to September 30 of the academic year. Under the Regulation and applicable Law, the Academy administration sets the academic calendar.

2. Academic Academic Senate holds the responsibility to develop a three-year academic plan on education, cultural and scientific activities, annual didactic planning and to adopt study programs.

3. In connection with the implementation of the annual academic calendar and the development plan adopted by the Academic Academic Senate (as described in the previous paragraph), in terms of encouraging cooperation between the academic stakeholders, departments, promotion of tutoring services and supervision, advancing the study programs of each department, within the scheduled timeframes, the Board of Directors may promote proposals concerning the program means and methods, as follows:

- a) integration and change in the annual study plan;

- b) planning on teaching coverage;
- c) planning on use of facilities, laboratories education, and corresponding timetable;
- d) planning on supply with needed didactic and professional tools and equipment, necessary for the continuation of the of vocational (education)training activities;
- e) planning of admission tests, verifications, and final exam test;
- f) Planning of admission test, review and verification of final tests.

4. Annual didactic tools can be updated by the Academic Academic Senate within the year in case of unpredictable situations during the time of their approval.

Article. 13: Inconsistency

1. The Head of a didactic structure, in principle, cannot be charged with leadership responsibilities in other didactic structures. Exceptions that are necessary for the relevant departments with a small number of teachers shall be approved by the Academic Academic Senate.

Article 14: Anniversary Plan study

1. Annual study plan determines organizational procedures for implementation of education (didactic) programs, especially on distribution of teaching and learning activities for each course within the normal timeframe, indicating the importance of ECTS-credits, lecturing hours (lectures), practical and laboratory work, and periods of didactic and development consultancy.

2. The annual study plan is approved annually by the Academic Academic Senate following didactic principles established by this Regulation and study program regulation.

Article 15: The didactic (learning) plan coverage

1. The Director, with approval of the Academic Academic Senate, after consultation with relevant departments, sets the criteria to identify competent teachers to provide teaching following the Annual Study Plan.

2. Based on the plan, the Director, after consultation with relevant departments, shall announce a call for filling vacancies in the disciplines that are not covered. The employment of academic staff shall be completed following applicable Law.

3. In the vacancy announcement or academic staff are notified of the relevant course requirements, ECTS-credits, the number of required classes, explaining the formative course objectives.

4. The maximum age for teaching is determined by the applicable law.

Article 15: Plan for use of premises and the timetable

1. Planning and timetable for use of the premises are determined based on the premises available for the conduct of didactic study activities, based on the time needed for its conduct.
2. Plan accurately describes the schedule for each course of the study program, listing the teachers' name, schedule, grade, date of starting and ending the lectures. Each teacher will be notified of the place of occurrence or development of didactic activities, and the notification on teachers' availability is made through e-mail.

Article 16: The annual organization of studies

1. Not later than by 14 July of each year, the Academic Academic Senate, and the Board of Directors, within its competence, shall approve the annual organization of studies, which includes:
 - a) the annual plan of any study program;
 - b) mode and procedures for student approach;
 - c) the registration and matriculation procedure;
 - d) the terms of registrations during any entry examination;
 - e) conditions and procedures for the evaluation of initial qualification (if applicable);
 - f) Registration fees, and possible charges paid by students.
2. Regulations of teaching structures determine the timing and submission of proposals concerning the items mentioned above under a), b), d) and e) of this Article, that the same are submitted for approval to the Academic Academic Senate on 15 July of each academic year.
3. Annual study instruction is published in the Academy, at the online Academy's website, and are distributed in the teaching structures and tutorial services and orientation of the students who are eligible to apply until September 30 of each academic year.

Article 17: The coordination of academic activities

1. Without prejudicing academic freedom sanctioned by the Statute, didactic activities are coordinated under the curriculum (curricula), organizing training courses, use of resources, and planning of educational activities.
2. Coordination of research program activities implemented by the Academy departments shall be carried out by the Academic Academic Senate.

Article 18: Verification of forming results

1. The Academy aims to ensure qualification achievement within the usual timeline required by law and by the Regulation, minimizing the maximum number of study dropouts.

2. Verification on the achievement of the study program objectives is enabled through monitoring and control of study programs, allowing students the verification of critical situations in the aspect of the learning process, or organizational dysfunction of study programs that may be related to inadequate delivery of ECTS-credits at different didactic timeframes, or non-adequate distribution of ECTS in different courses of study programs; qualitative differences in the teaching quality of the academic staff, or differences in setting criteria for the evaluation of teachers, which can be beneficial for shaping students.

3. Leaders of the study programs present an annual report to the Academic Academic Senate to evaluate the results of didactic activity, identifying any factor distorting and suggesting solutions based on proper analysis for the shaping of students, assessing students' passing rate, including reflections generated as a result of the students' evaluation on the efficiency of the course or teaching subject.

Chapter II: ATTRIBUTION OF DIDACTIC DUTIES

Article 19: Didactic forms

1. Education activities carried out by the Academy can be implemented in any form permitted by the applicable law, including the experimental type of teaching format that is considered as appropriate by the teacher, in connection with the implementation of the didactic experimental plan.

2. In any case, the instruction should be given in the form of lectures and/or laboratory exercises, modules and other forms of teaching within the restrictions stipulated by regulations of the study program.

Article 20: Learning Courses

1. Formal basic learning courses, categorized as separate and integrated, are organized following the programs (curricula) of study programs, accredited and adopted by following the applicable Law.

2. The disciplines comprising learning courses can be organized as semester courses or one-year duration.

3. Scientific or artistic(culture) disciplines may be organized in respective modules that are identified in the curriculum. Modules may form integrated courses.

Article 21: Exercises and didactic laboratory work

1. The exercises consist of activities that are developed with practical examples, to apply the methods that are intended to clarify the content of the lessons.
2. The laboratory activities are educational activities closely linked to and integrated with respective disciplines. They are performed by students under the direct supervision of the course teacher, or assistant.
3. Due to the specific nature of teaching (shaping) in the artistic field, taking into account the individual component of student's work, the teacher must devote more time and attention to the individual characteristics of the student's training.

Article 22: Didactic Seminars

1. Didactic Seminar is an activity consisting of student's participation in introductory events in which teaching topics, are presented, discussed and explored under the supervision of teachers.

Article 23: Training

1. The training consists of a period of operative entry of the student into a projecting structure of research, manufacturing, professional, outside the educational structure of the Academy, to teach the application modalities of the principles and content of the learning object.
2. The duration of the training is proportional to the learning needs of a particular argument that is a subject of learning or formative purpose of the course of study.
3. The training activities within external structures, require a prior signature of an agreement, setting out training objectives, time and manner of performance, skills and obligations of the host promoting entity.

Article 24: Teaching duties of the teachers

1. Teaching duties of teachers include:
 - a) lessons (lectures), exercises, laboratory work, and additional didactic activities;
 - b) individual assistance to students;
 - c) assessment of student's achievement,
 - d) supervising and guiding activities;
 - i) performing duties of the internal organization;
 - f) participation in collegiate bodies of educational structures and programs of study;
2. About the professional profile of the Academy teachers and obligations associated with the teachers' function, all teachers are obliged to comply with instructions for each lesson given to them

in the form lectures, including seminar exercises, laboratory works, creating and exploring activities in a certain number of hours specified by the study plan (curriculum). Teachers need to personally carry out lessons assigned to them. They may also invite experts (guest lecturers) for specific topics to be carried out in their presence, after communication with the head of the educational structure reference. In the case of invitations to experts seeking monetary obligations, seeking prior authorization of responsible educational structures required.

3. Teachers are also required to provide several hours to meet and expected students in ways determined by reference educational structures approved by the Academic Academic Senate.

4. For each course or module, the teacher must keep a record, signed by the Director, reflecting explanations conducted education activities. Topics of lectures, exercises, laboratory activities, and seminars, should be noted and confirmed by the teacher's signature.

Chapter III: VERIFICATION OF STUDENTS' PREPARATION

Article 25 - Verification of students' preparation

1. Verification of the basic preparation of students has carried out with the following instruments:

- a) Exam for admission to the study programs;
- b) Examine initial evaluation;
- c) Examine student formation, divided into intermediate evaluation tests;
- d) Final examination (testing).

2. Each test set in paragraph 1 above, there is a corresponding evaluation procedure.

3. In particular, the number, characteristics, modalities of the conducted evaluation tests are determined by the teachers interested in respecting the provisions contained in the regulations of didactic structures. Realizing that mediated tests (revisions) are not subject to the official registration in the student's academic career, but only serve as teacher's internal test at the beginning or during the study; teachers should communicate the test outcome to the students if such test is anticipated to be held.

4. Final examinations of each course are listed aiming to ascertain the candidate's preparation on the course. Assessment is carried out to evaluate the conduct of the final exam with the potential testing results. Below given table shows an assessment of individual benefit in the respective subject:

Nota ECTS grades

10 A; 9 B; 8 C; 7 D; 6 E; 5 * FX 5 F

point

91-100% 81-90% 71-80% 61-70% 51-60% 40 - 50% 00-39%

Definitions:

EXCELLENT –excellent knowledge with only some minor errors

VERY GOOD - above the average standard but with some errors

GOOD - generally good result with some mistakes observed

SATISFACTORY - good, but with many mistakes

SIMPLY - results meet the minimum criteria

INSUFFICIENT - a little work required by the student to earn credits

VERY INSUFFICIENT - a lot of work required to earn credits

5. Final examinations benefit in any discipline or course, performed before an evaluation committee consisting of at least three professors, among whom was the teacher in charge of discipline in his capacity as President, appointed by the Director of the Academy.

6. Assessment of the benefit (examination periods) is organized based on examination plan for the first-level of study courses, which should provide at least three annual exam periods, distributed in the academic year and approved by Academic Senate academic. Coverage of terms of deprivation should provide information on the beginning and ending dates of the exam and officially communicated at least thirty days in advance. Normally, examination periods are summer season (June-July); autumn season (September-October); winter season (January- February) and should be completed by April 30 of the following academic year. Exceptional seasons may be authorized from time to time by the Academic Academic Senate. For each planned season exam, there should be at least one exam date in each course.

7. The date of an exam cannot be changed and can be extended only for serious and justified reasons. In any case, it must be communicated to students through an announcement informative channels at least ten days before the date scheduled in the calendar, except in cases of force majeure.

8. In the case of written tests, candidates will be informed about the date and duration of the test at least seven days in advance. Students have the right to review the documents produced during the written test and to have a discussion about it with the chairman of the panel.

9. The final exam of the training should be organized during every examination term and, in any case, students who yet have not completed all lectures for the course, cannot attend such an exam.

10. The examination period for final exams is organized at least seven days after the completion of all lectures of the respective courses.

11. For the teaching courses with a high number of registrations, the Academic Academic Senate may authorize holding final exams "in extraordinary examination period", based on the reasoned application filed by the relevant education structure. Extraordinary examination period should still fall within the respective examination season.

12. Formation activity eventually split into modules, or the provision of integrated tests for assessment of formative activities constitutes a unified and complete assessment.

13. Final examinations on the benefit are public, likewise, it is a communication of the final grade.

14. The final exam means that was passed when the student earns a minimum positive result, as described in Article 25.4.

Article 26: Admission for final testing

1. To present the final exams, the student must:

- a) Comply with the registration of the study program, by paying the registration fee and the respective contributions;
- b) Comply with compulsory attendance of each course as foreseen.

2. It is not allowed to repeat the final exam if the outcome of such an exam resulted to be positive.

3. A student, during the academic year, is entitled to undergo all final exams related to the subjects (courses) of their curriculum and individual study plan, and by following any learning area, namely in compliance with education requirements and any eventual liability-limit set by the competent education structures.

4. A student is not entitled to undergo final exams related to the courses that are not activated in the respective academic year, except when it comes to testing that falls within the curriculum or study program, with prior negative results (or due to grounded reasons for not undergoing such examination). In this case, the student has the right to request the establishment of a special examination panel.

5. A student who does not earn a minimum positive result (passing the exam), during a final exam, or has withdrawn from the exam, can repeat the test during the next examination period.

6. The negative assessment does not constitute giving a negative mark. This can be recorded in the minutes (as appropriate, withdrawn or refused); i.e. the negative evaluation is not included in the assessment record of the student, and therefore, does not affect the student's final average rating.

7. If a student considers terminating examination before the end of his examination, in the records is noted: "withdrawn".

8. If the student "refuses" to take the exam on the scheduled date, he/she cannot be subject to the examination during the same examination period.

Article 27: Final exam panel (Dissertation)

1. Final exams in each discipline shall be held in front of an evaluation panel consisting of at least three lecturers, among them the teacher of the respective subject shall be the chairperson, appointed by the Director of the Academy and the student tutor.
2. In the case of integrated tests for more subjects or modules, the teachers in charge of the subjects or modules, participate in a collective overall assessment of the student.
3. The work of the panel is conducted under the responsibility of the Panel Chairperson. Panel Chairperson also decides whether the panel members should work jointly or individually. In any case, the responsibility of the final evaluation should be collective.
4. Recording of the final examination outcome is made by the Chairperson of the Panel, who signed the minutes of the mark. The student acknowledges the mark having it signed.
5. Evaluation of the final exam is recorded in the minutes as well as the personal student card.

Article 28: Admission to study programs

1. To enter the study programs of the Academy, the candidates are required to have completed high school and to have met all the prerequisites as determined by other applicable law (the provision of a positive result the final exam, organized by the competent authority).
2. The programs of study at the Academy have a planned (limited) admission and a free conditioned admission, hence, with prerequisites known through the admission test.
3. Study programmes with planned (limited) admission predicts a limitation of places available for students. Admission to study courses planned by the Academy is awarded after the recipient passes specific tests, with an announcement of at least sixty days before their performance, also guaranteeing the publication of results within fifteen days from the conducted tests.
4. To improve the learning offer and the quality of studies through correspondence between the number of students enrolled and the number of available seats, to regulate and allocate the premises, equipment and teaching and non-teaching staff, the maximum number of enrollments for the study program is approved annually by the Academic Academic Senate, based on technical relations, prepared by competent education structures, highlighting the following elements:
 - a) Availability of teachers;
 - b) Availability of classrooms and laboratories;
 - c) Monitoring of registrations during the past five years;

d) Monitoring of diplomas issued in the past five years;

5. Testing procedures for admission in the study programs that foresee a maximum number of available seats are regulated by relevant education structures. These procedures are published in the Study Instruction. Competent education structures can establish quotas for the exclusion of candidates from a possible admission testing based on certain criteria. Admission results are published by the Academy and such this publication has formal communication value for the parties interested to know the admission results.

6. Study programs with free access, however, depend on fulfilling preconditions recognized by the admission tests. Education structures determine the rules of the test for admission in the study programs with free entry and may impose a quota of the candidates that are excluded from a possible admission test, based on certain criteria. Admission procedures and exemptions published in the Study Instruction.

7. Panel for admission test of each study program is proposed by the head of the education structure and approved by the Director of the Academy. For any meeting or working session of the Panel, there is a record signed by the panel members. Competent education structures provide information on the type of admission tests, which are published on the website of the Institute, at least thirty days before their performance.

8. Results of acceptance predict three possible ratings: acceptance, non-acceptance, conditional acceptance. In the case of conditional admission, the panel shall determine the compliance with the requirements through a compulsory journey.

9. Admission results are published in the bulletin of the study programs, and such publication has formal communication value for the persons interested to know the admission results.

Article 29: Verification of preliminary qualification

1. Regulations of individual study programs define the criteria for admission to the program, and consist of the knowledge and skills acquired by the students to ensure a normal course of study and determine educational qualifications issued by the school system for which are necessary appropriate tests to determine preliminary qualification and determine possible obligations.

Article 30: Final Diploma Exam

1. Artistic-Cultural content and features of the final exam of the first level Diploma is determined by the regulation on education structures, referred to and approved by the Academic Senate.

2. Diploma final tests should also have the following characteristics:

- a) An aspect of artistic production and specific research (unique) in an addressed discipline;
- b) An aspect of historical research and theoretical or methodological, mainly related to technical and artistic connotations, content and scope of individual disciplines and knowledge, however, following artistic knowledge.

3. For all the final graduation tests are anticipated at least three exam dates, one for each examination period, and should be completed by April 30 of the following academic year.
4. To have the opportunity to pass (with a positive result) the final test of diploma, a student must:
 - a) Attended relevant program of study, passed all final examinations and earned a required number of ECTScredits;
 - b) To have fulfilled all shaping activities planned by orientation learning of the study program, and
 - c) To have completed registration fees and contributions.
5. To attend diploma examination in the dates foreseen during the various examination period, a student must submit an application to the Director within the time specified by the Academic Academic Senate and, if provided, to complete the payment of the final diploma exam to determine by the Board. For serious and justified reasons, the Director may accept applications submitted after the deadline at least twenty days before defending a thesis.
6. The final exam normally takes place through discussion before a special jury composed of at least five teachers, a copy of the thesis to be submitted to the Secretariat of the Academy teaching, within the period specified by the Director, signed by the Panel Chairman and the teacher in charge for the artistic project.

7. Final testing of the first-level Diploma consists of:

- a) a thesis with artistic -projecting character consisting of the production of works on a particular topic specified by the teacher in charge for the course discipline in which the student turns out to be registered;
- b) a thesis of historical - theoretical or methodological or technical-artistic character, in the form of short essays, in one of the disciplines included in the curriculum or the personal study plan.

Any potential production of artistic material that is attached to the thesis, will be in function of the specific character of the thesis.

12. The final test assessor shall be or was at the submission time of the thesis, a teacher of the Academy.

13. The relevant teacher should motivate and guarantee artistic and/or scientific and/or historical-critical and / or methodological character of the research carried out by the student, giving account when discussing the thesis to the Evaluation Panel expresses an objective assessment.

14. Regulation of respective teaching structures shall provide the opportunity to support the thesis in a particular discipline, and this should or can be divided into two years.

15. For the final testing of the first level diploma, the argument of the thesis will be determined by the respective professor before starting the second semester of the last academic year.

16. For the final testing of the first level diploma, the teacher is allowed to present to the candidate a set of arguments upon which the thesis will be developed. However, in any case, a teacher is authorized to accept the arguments of the thesis, which are not considered relevant for the cultural discipline.

17. In reviewing the arguments of the thesis, the student is obliged to strictly follow methodological and cultural terms, defined as a work plan, assigned by the respective teacher, including provided reviews and updates. Non compliance authorizes the teacher, or the teacher related to the topic of the thesis to withdraw and reject the student's work with a formal measure of the responsible educational structure.

18. Result in the disposal of the Evaluation Panels given for fifty percent of the artistic character of the thesis, and fifty percentage for historical - a theoretical or methodological character of the thesis. The final ballot proposal is submitted by respective professors to the Evaluation Panel. In the case of achieving the maximum score on the proposal of the Chairperson and with the unanimous opinion of the jury, may be given the praise, and possible reporting, in case of recognizing absolute and unanimous excellence, gratitude as "student of Excellence", and it will be recorded in the minutes of the thesis and submitted to the Academic Academic Senate to award the prizes of merit.

As determined by this paragraph, grading by the Evaluation Committee is given following the description of the assessment presented in the following table:

Nota ECTS grades

10A 9B 8C 7D 6E

Points

91-100% 81-90% 71-80% 61-70% 51-60%

Definition:

EXCELLENT –excellent knowledge, with only some minor errors

VERY GOOD - above the average standard but with some errors

GOOD - generally good result with some mistakes observed

SATISFACTORY - good, but with many mistakes

SUFFICIENT- results meet the minimum criteria

INSUFFICIENT - a little work required by the student to earn credits

VERY INSUFFICIENT - a lot of work required to earn credits

5* FX 40-50% 5 F 00-39%

REPETITION?

19. Evaluation Panels are composed - except those related to the final testing of the training course for artistic research formed by all teachers of the course -with at least three teachers, including the teacher-related and appointed by the Director of Academy. Each Panelist is appointed also a substitute teacher.
20. The Chairman of the Evaluation Panel of the final test is the Director or his designee. They may be invited to participate in the work of the Panel, acting as co-related, non-voting, external experts and researchers. In the panel always take part related professors.
21. The final test is always individual. A respective teacher can motivate collective thesis work (up to a maximum of two students) in the same subject or topic, asking authorization from responsible educational structures. In any case, the student, who should indicate specifically developed parts of the research, however, each of them will receive an individual evaluation.
22. It is considered that the student has received a positive result of the final diploma exam, if the student has achieved the minimum score, as described above in Section 30.18. In case of a negative outcome the Evaluation Panel will determine the minimum period that must pass from the date of the failed test and the later date for submission of re-examination.
23. Minutes of the final diploma exam, in which are recorded assessments of linked professors and the Panel, shall be signed by all members of the Evaluation Panel that take part in the exam.
24. Students who have completed their examination cycle and that should just give final exam out of the examination period at his/her disposal, will have to pay an annual fee determined by the Board of Directors, however, lower than the usual fee.

Chapter IV: THE QUALITY OF TEACHING

Article 31: Orientation Activities

1. Orientation activity of the student is carried out, in the beginning, to guarantee the student a reasoned and conscious choice of the study program that corresponds to the applicant's interests and call, and that consultation continues until graduation, so the success up to graduation is deserved, and ensure useful involvement of the student in professional activities in the country.
2. The activities carried out under the guidance of an annual orientation plan prepared by dedicated guidance and counseling service enabled by the Academy. Service is carried out by a working group appointed by the Director. The Plan is implemented in cooperation with institutions of higher secondary education (pre-university), regulated by regulatory instruments and agreements as well as cooperation with institutions and private companies managing different programs of training and internships in areas related to the best interest of the Academy.
3. Conduct additional orientation learning activities, fall within the institutional duties of teachers.

4. The Academy also organizes tutoring - supervision activities to

- a) Contribute to the orientation of students during their studies;
- b) Improve the quality of study and learning conditions;
- c) Facilitate the reduction of dropout, the average duration of studies and the number of roaming persons, improving, in general, the qualitative teaching characteristics;
- d) Remove obstacles for a positive and productive study and active participation in academic learning processes.

5. Tutoring activity carried out synergistically within orientation activities based on an annual plan prepared by a special service on orientation and tutoring set up by the Academy and approved by the Academic Academic Senate. Service carried out by a special working group and in the manner provided in paragraph 2 above.

6. Each year the Academic Academic Senate approves the individual plan of additional didactic activities of tutoring and orientation, making sure that commitments among teachers are distributed evenly.

7. Additional activities for orientation activities can only be attributed to teachers who accept additional commitments other than those attributed to the majority of teachers.

Chapter V: TEACHING RESPONSIBILITY

Article 32: Identifying responsibilities

1. Shaping and supplementary didactic activities, are planned, organized and managed by the structures, bodies and persons having responsibility for the effective implementation of institutional goals of the Academy.

2. The responsibilities are attributed to: a) Academic Academic Senate, for planning and coordination of educational initiatives; b) Departments and Programmes of Study; c) Examiner carrying out teaching activities within the limits of provisions and relevant program learning structures.

STUDENTS

Chapter I: GENERAL RULES Article 33: Formative relationship

1. By registering, the student takes over the obligation to pay taxes, contributions, and compensation provided by the Study Instruction for the entire academic year, to attend lectures and lessons, to participate in provided training and laboratory activities, to fill in the forming gaps that depend on inadequate preparation during the admission, to overcome trials and evaluation for the required number of credits in the annual plan lessons. Students shall also act in compliance with regulations and internal rules of the Academy.

2. Registration in first level Diploma programmes is achieved only in the capacity of a student.

3. There is the enrolment of equivalent students, invited as part of international exchange programs.
4. Equivalent students cited in paragraph 3 above are excluded from the passive electorate for the election of representatives of academic bodies.
5. No simultaneous admission is allowed in more Diploma programs, nor is it allowed simultaneous admission in Diploma programs at different levels (if this Academy earns accreditation of programs of different levels in the future).
6. A student can enroll in a special Diploma Program of the first level in the capacity of a regular student or as a part-time student. The student is enrolled in the regular quality of a given program year career when academic years are not exceeding the normal duration of the program years. The student is considered part-time when not finished attendance and exams required, and did not earn the necessary credits to obtain the title within a normal study program.

Article 34: Records

1. Applications for registration at first level Diploma programs addressed to the Academy Director and should include complete information following what is provided for in the annual Study Instruction.
2. The application for registration must be submitted within the time limits set annually by the Academic Academic Senate and published in the annual Study Instruction. The Director, due to serious reasons and reasonable requirements may accept the application for registration submitted with delay.

Article 35: Registration and academic personal booklet

1. In the following academic years (after the first registration), the student renews registration for study via special delivery forms and completes the payment within the time specified and published in the Annual Study Instruction.
2. Renewal of registration made after the period mentioned in the preceding paragraph shall be authorized by the Director of the Academy.
3. The student who made the initial registration or enrolment in ongoing years of research has no rights in any circumstances to a refund of taxes, contributions and allowances paid, except as provided by the law.

4. A registered student is issued a personal academic license, valid for the entire duration of his stay at the Academy in his capacity as a student and valid as
 - a) Identification document within the Academy and in relations with the structures and law offices for study;
 - b) To document the student's educational journey;
 - c) Document proving the registration at the academy.
5. The academic personal card is not yet available as a document proving exams.
6. For the sole purpose of recognition or access to academic services may be issued a card or a magnetic card.
7. A student who does not carry registration or enrolment in the following academic years, cannot perform any actions of an academic career.
8. Academic activities conducted in the absence of registration or membership, are invalid.

Article 36: Registration according to a foreign study title

1. Academy implements general provisions of admission in academic programs for foreigners and nationals in possession of a study title earned abroad, according to laws and regulations, and based on implementing provisions issued regularly by the Ministry Education.
2. Subject to the provisions of the preceding paragraph, the Academic Academic Senate shall:
 - a) determine the maximum number of foreign students who can be admitted in the first year of study programs for each academic year and each study program, based on a proposal of education structures and related services for international exchanges;
 - b) approves modalities for the conduct of admission tests, based on a proposal of educational structures;
 - c) Issue all the rules to implement European and national legislation in the field, and to promote the inclusion and integration of foreign students in the academic structure.
3. The application for registration of students in possession of a foreign title are accepted under the following study conditions:
 - a) that based on received documentation and verification of equivalence of foreign study title, conducted by the competent office established by applicable law, shows that the title of the study carried out allows access, in the academies of the country of origin in corresponding study program chosen by the student to attend in the Academy; or, if a program does not exist, in a similar study program that belongs to in the chosen academic program. In the latter case, the student will be assigned a lacking training in the teaching field which must be conducted-achieved;

b) The foreign title is given after a period of education, the duration of which corresponds to the minimum required by the regulations for admission to academic studies.

4. A special evaluation committee, composed of teachers appointed by the Academic Academic Senate, each year will verify the validity of the foreign study titles by proposing in addition to diverse curriculum plans, potential shortages of formative education for admission to Academy programs.

Results are subject to approval by the Academic Academic Senate.

Article 37: Registration of graduates

1. The first level graduates may seek registration in a different first-level diploma. Academic Academic Senate proceeds with the approval of credits and / or previous educational deficiencies.

2. The application must be submitted in the manner prescribed in Study Instruction for ordinary registration.

3. It is not allowed to enroll in a program to get an identical title under the standards, duration and department already acquired, even when dealing with a study curriculum different from one attended by the student for an already own academic title.

Article 38: Registration in specific teaching courses

1. In the case of special agreements with other academic in situations and / or international universities it is allowed to have enrolment in special courses up to a maximum of "five courses per academic year." The request for common registration must be submitted by the interested parties within the deadline.

2. Students enrolled in individual courses can obtain a certificate of studies conducted to mark the examinations carried out and ECTS obtained.

3. Enrolment in each course includes payment of taxes and fees stipulated by the Board.

4. It is possible to enroll in individual courses as an observer.

A fee, determined by the Board, will give the right of attendance to a maximum of five courses.

Article 39: The curriculum and individual study plans

1. Study Programme Curricula can predict the possible partition of the formative journey comprising the "curriculum".

2. The student, to pursue personal objectives outlined specifically in the first year of the program, submits a request to the educational institution responsible for approving individual study plans,

which must be following the study program curriculum. The study plan is valid for the entire duration of the program referred to.

3. During the study a student can change the curriculum only in the related section or complementary disciplines. Changes cannot take place in three courses for the first level. Approval of an individual study plan is carried out by the competent educational structure.

4. Deadlines for submission of the application and its approval shall be determined annually by the Academic Academic Senate and published in the Study Instruction.

Chapter II - FOREIGN STUDENT AND INTERNAL

Article 40: Transfer to other academies

1. The student can be transferred to another academy, by submitting a request to the Head of Research Programmes at the beginning of each academic year (September 30), provided that the application be accompanied, if requested by the Academy of destination, with a document certifying the availability of the host Academy to accept the request.

2. From the date of application for transfer to another academy, the student terminates career at the Academy, unless withdrew the application before sending the letter of transfer.

3. Acceptance of transfer to another Academy does not foresee reimbursement of any tax, fees and other charges paid by the student.

4. The student transferred to another Academy carries with him/her academic curricula conducted, relevant benefit examinations completed and ECTS obtained.

Article 41 Transfers from other institutions

1. Request for transfer from another institution of the same level, including foreign ones, addressed to the Director, must reach the Academy by September 30 of each academic year.

2. Along with the Request of transfer from another institution, educational curricula should be attached, with relevant examinations conducted and ECTS credits earned. It also may be required, under the auspices of the governing bodies, to attach to the application, a detailed program for each attended discipline accompanied by the number of classes.

3. Academic Academic Senate, which has the power to appoint a special panel, decides on the recognition of studies in the institution of origin, stating:

- a) Potential formative deficiencies and supplementary courses or prerequisites and when are noticed inconsistency elements among previous curriculum and active Academy programs.
- b) Possible credits when surpluses occur between previous curriculum and study plans enabled by the Academy.

4. Students seeking transfer from other institutions must however continue to have the diploma required for entry in the various departments. 5. Formation credits should be comparable to the ECTS credit system.

Article 42: Shifting from courses

1. The student is allowed to shift from one to another study program of the same level, following a request filed to the Director of the Academy, within the time limit prescribed in Study Instruction.
2. The shifting from one department to another is permitted only in a horizontal direction. ECTS earned are recognized for the newly elected educational department only if provided, but the student also must meet all the basic and characterized lessons, for the entire duration of the new department. Educational Regulations of specific programs study in specific cases may require, transfer after passing a test receiver and specifically regulate any changes in this section.

Article 43: Recognition of previous studies

1. Submission of a request by the student for recognition of previous studies, is allowed based on the following conditions:

- a) To hold a university degree;
- b) To hold academic degrees obtained abroad;
- c) To hold qualifications equivalent to university or academic education.

2. Potential recognition must be done through

- a) Presenting an official certification of complete title indicating completed exams;
- b) Presenting educational programs of all disciplines subject to examination;
- c) Presenting official certification institution of origin equally valid.

3. Recognition can be done through

- a) recognition of the validity of all or part of the credit earned in certain disciplines or educational and training activities of the same or similar to those provided by the Academy study programs, with the recognition of the marking of the respective exams;
- b) recognition of the validity of art part or all credits acquired in specific disciplines or educational activities and training, without considering the validity of the examination carried out, with the obligation to complete the lessons for the missing parts and carry out examinations corresponding with the replacement of the exams completed earlier.

4. Examinations and credits gained in Socrates / Erasmus activities and international exchange subject to the Convention, are fully recognized and form part of the student's academic program.

5. Any recognition must be confirmed by the Academic Academic Senate (or by a body delegated by him).

Article 44: Suspension and temporary interruption of studies

1. The student may request suspension of studies for a year or more to register and attend study programs with foreign academies or in case of admission in other Specializing programs.
2. The student is also entitled to suspend studies for the full academic year in the case of pregnancy, hospitalization of more than four months without interruption or for serious reasons documented and proven. During the suspension of studies, the student is not obliged to pay taxes and fees and cannot perform any kind of final exam.
3. Except as provided in the provisions of paragraphs 1 and 2, the student has the right to interrupt his studies. If he/she thinks to exercise continuation of the rights is arising from the student's terms, the student must submit a request to the Director, by attaching:
 - a) Completed Academic Curricula;
 - b) Completed payment of tax and tariff quota laid down by the Academic Academic Senate and the Board for each year of study termination;

Article 45: Waiver from studies

1. The student may waive from attending academic studies at any time and re-register as a new student in the same program or another program.
2. Waiver of studies is irrevocable and must be explicitly manifested through formal channels, without conditions or restrictive clauses.
3. Students who withdraw from studies may get relevant certificates about academic careers carried out during the formal specification of the inefficiency of his career, upon waiver from the study.

Article 46: End of student status

1. A student who did not renew enrolment in academic studies program for five years loses the eligibility of a student.
2. Status of the student is lost by the student who, despite having regularly update the study registration program as a correspondence student, has not yet passed the exams of the following year.
3. A student who has lost the status, the right has yet to be issued a certificate confirming academic career activities completed. Such a certificate must contain information about the decadence reached by the student.
4. A student who has lost the status can be registered from beginning to academic programs, after having passed acceptance testing, if any, having no obligation to pay overdue taxes and fees.

5. The fall in decadence does not apply to students who have already passed all the exams and lacks only the final exam Diploma; in this case the student must adjust his position to the payment of overdue taxes and fees.

Article 47: Completion of student status

1. The status of the student enrolled in the Academy ends with:

- a) Earning of graduation Title;
- b) transfer to another Academy;
- c) withdrawal from studies;
- d) decadence.

Chapter III: ACADEMIC TITLES Article 48: Issue of academic diplomas

1. The study titles that have the legal value given by the Academy, are issued by the Director.

2. Parchments representing the final title are signed not only by the Director but also by the Administrative Director. Authorities authorized to sign the Diploma, are those that are in duty at the date of issuing the respective Diploma.

Article 49: Recognition of foreign academic titles

1. When the foreign title is required recognition, for which recognition is provided in specific international agreements which provide equivalent securities of both countries, the Academy is proceeding with recognition via a direct and simple procedure to check the conditions provided by the agreement with the approval of the Director, provided that the study plan is no different for several disciplines more than a third. In this case recognition will be carried out by identifying complementary disciplines and credits to be earned.

2. A request for equivalence is limited to the first level study programs.

3. In all cases where a situation is referred to in paragraph 1, the recognition is performed by the Academy through evaluation procedures at the discretion of detailed programs with special educational and training activities for which recognition is sought.

4. The recognition can be submitted to the Director at any time of year.

5. The person interested for recognition of foreign qualifications, in addition to foreign title in original translation and official language in Kosovo, must submit other documents such as

- a) Examination certificates, indicating valuation obtained and possible credits earned;
- b) A detailed program of lessons and all other educational formative activities attended;
- c) Degree of Secondary School which enabled admission in the academy.

6. Special Assessment Panel, established by the Academic Academic Senate will be reviewing the requirements and drafting of recognition or non-equivalence of the title. The Academic Academic Senate approves the proposed decision; Director issues a decision on recognition of equivalence.

7. If the recognition of equivalence did not result in favorable opinion, the Academic Academic Senate may decide in favor of partial recognition of curriculum studies.

Article 50: The issuance of joint Degrees (Diploma)

1. Academy, with ministerial authorization and prior accreditation may issue joint Diplomas with other academic institutions, university or High School Musical Art and both national or foreign.

2. Academy, after hearing the Ministry of Education and obtains program accreditation defines didactic modalities - organizational and administrative procedures for mutual recognition of lessons and educational activities related to ECTS credits to other institutions referred to in paragraph 1, with the award of a single title that has the same value for Academy and other institutions, through proper agreements approved by the Board, with the approval of the Academic Academic Senate.

3. The title is awarded by respective academies with ministerial prior approval, issued jointly by respective directors or academy executives.

Article 51 Certification of study titles

1. Upon completion of the diploma the interested parties obtain First Level Academic Diploma.

Article 52: Other Certifications

1. Students' Secretariat, following current legislation, issues certifications, attestations, copies, excerpts and other documents related to student's school career, except for the right on the protection of personal data, as required by applicable law on certification and administrative transparency.

2. The Academy, besides, to study diploma for any title, issues certificate in two languages (Albanian and English), indicating main references in specific "curriculum" attended by the student attending the degree, and evaluation of ECTS (European Credit Transfer and Accumulation System).

Chapter IV -DISCIPLINARY IMPOSED TO THE STUDENT

Article 53: Disciplinary sanctions

1. The disciplinary jurisdiction against the students 'fall over the Director and the Academic Senate and is exercised for the acts committed by students outside the headquarters of the Academy, when they are recognized as harmful to the dignity and honor of the institution, without prejudicing possible legal sanctions.
2. The penalties that can be applied to maintain discipline, are the following:
 - a) Reprimand;
 - b) Temporary disqualification from one or more courses;
 - c) Suspension from one or more examinations for a certain period;
 - d) Temporary expelling from the Academy, up to a maximum of three years, resulting in loss of examination dates;
 - e) Expulsion from the Academy.
3. The sanctions referred to in subparagraph a) of the preceding paragraph shall be carried out by the Director, after hearing the student. The sanctions referred to in subparagraphs b), c), d) and e) belong to the Academic Academic Senate, following a report of the Director.
4. In the cases referred to in points b), c), d) and e), the student must be informed of the disciplinary proceedings against him at least ten days before setting the date for a meeting of the Academic Academic Senate, which can file protective written submissions or request a hearing.
5. Decisions of the Academic Academic Senate are implemented by the Director in his decision. 6. Disciplinary sanctions are recorded in the student's academic career.
7. Expulsion from the Academy leads to the communication of punishment with other academic institutions.

CHAPTER VI

THE RIGHT TO STUDY Article 54: The right to study

1. The Academy aims to facilitate access to academic studies and to facilitate the use of educational services by capable and worthy students through the organization of educational services and a range of complementary measures, including those of an economic nature.
2. The Academy ensures implementation of rules on the right to study under the current legislation provided in cooperation with authorities and higher education institutions and bodies responsible for such activities.

3. The Academy regulates procedures for scholarships under paragraph 1 of this Article through

- a) Vacancy announcements for part-time collaborative activities with students in support of the functioning of academic structures (laboratory technical support services and technical assistance);
- b) Vacancies for complete or partial removal of payment of attendance fees.

4. The regulation referred to in the preceding paragraph shall be approved by the Academic Academic Senate and sent for approval to the Board. Then it is approved by the decision of the Director.

Article 55: Students with limited abilities

1. The Academy provides participation educational - formation activities for students with limited abilities, taking all necessary measures for the full exercise of the right to study of this category for students.

CHAPTER VII COMMUNICATION AND ADVERTISING

Article 56: Communication

1. The Academy, upon hearing respective didactic structures, adopts appropriate measures to its information services as an orientation of learning and mentoring instrument of the students, involvement of users and procedure transparency.

2. Academic Academic Senate, on a proposal of the tutoring and orientation service, every year approves an external and internal communication plan to facilitate obtaining information from real and potential users.

3. The information is provided through

- a) Written communication from the Academy offices;
- b) Communication through publications edited by tutoring and orientation service;
- c) Communication through mass information media under the sponsorships of the Department and the Board of Directors of the Academy;
- d) Communications using electronic communication service under the sponsorships of tutoring and orientation service.

CHAPTER VIII
ENTRY INTO FORCE, AMENDMENTS, AND SUPPLEMENTS

Article 57: Entry into force, amendments

1. This Regulation is approved by the Academic Academic Senate following the requirements stipulated by applicable Law. Following the approval of the Ministry (if applicable), this Regulation shall enter into force upon publication in the records of the Academy.
2. Upon entry into force this Regulation, all other regulations that are in contradiction with it shall be abolished.
3. All issues that are not regulated by this Regulation, are subject to applicable laws.
4. Potential changes and amendments to this Regulation, shall be carried out with the approval of the Academic Academic Senate approved subsequently by the Board of Directors, which may be the subject of approval by the ministerial bodies.

Date and Place

.....,

Academic Director

Head of Board of Director

.....

.....

General Regulations and Procedures Affecting Students 2019/2020