

4. Summary document of the legal system applicable to students, legal relationships and rights at every level of training (MA, DLA, PhD)

EU4ART Alliance WP2-WG1
Common Curriculum Working Group



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INTRODUCTION

To achieve the goals of the EU4ART university alliance, e.g., to start a joint art education, it is essential to make available the regulations containing their rights, opportunities and obligations to the future students of the EU4ART European University. This collection of these relies on government laws, policy decrees and institutional-level regulations, and due to its nature, it differs from country to country. The members of the alliance follow the changes and update the collection of regulations when needed.

Hungarian University of Fine Arts

According to Hungarian rules, the Hungarian University of Fine Arts is an institution maintained by the state and, as such, a legal entity. Its maintenance rights are exercised by the Minister of Innovation and Technology. The main elements of eligibility include, but are not limited to the following:

1. They may object to the contents of the basic documents of the higher education institution (organizational and operational regulations, institution development plan, budget).
2. Their contribution is necessary for the development of the annual training activity (this means a real impact during the central recruitment in the case of state-funded training).
3. They may object to the decisions and regulators for the lawful operation, they have the possibility to restore them (Section 73 of the National Higher Education Act).

The internal regulations of the institution are approved by the Senate, taking into account the legal framework in force by the state. Composition of the Senate: ex officio: Rector and Chancellor, elected members: 20 lecturers, delegated members: 1 trade union representative and 7 students

Key student policies:

- [Study and Examination Regulations](#) (28.09.2021)
- [Student Remuneration and Allowance Regulations](#) (01.09.2022)
- [Procedure for exercising student rights and fulfilment of duties](#) (28.09.2021)
- [Student Discipline and Compensation Policy](#) (16.10.2020)
- [Student Accident Prevention Regulations](#) (14.12.2016)
- [Student Event Organization Regulations](#) (21.06.2017)
- [Basic Rule of the Student Council](#) (16.10. 2020)
- [Admission Regulations](#) (26.03.2021)
- [Erasmus + Mobility Regulations](#) (25.01.2019)
- [Equal Opportunities Plan](#) (16.03.2022)
- [Regulation of Demonstrators](#) (28.09.2021)
- [Doctoral regulations](#) (30.11.2021)
- [Regulations of the Doctoral School](#) (11.09.2020)
- [Regulations of the Doctoral Student Council](#) (31.05.2016)

- [Dormitory Regulations](#) (04.12.2020)
- [Regulation on the Institutional Professional and Operational Implementation Tasks of the New National Program of Excellence](#) (30.11.2021)
- [NEPTUN Regulations](#) (04.12.2020)
- [Regulations on Protection of Intellectual Property and Handling Intellectual Creations](#) (14.05.2021)

According to the European Qualifications Framework (EQF), undergraduate (BA) courses are at the first level of the higher education qualification system. Their length can be 6 to 8 semesters, and the credit number is between 180 and 240. It is possible to enter a master's degree course with a bachelor's degree. Master's programs (MA) are at the next level of training. They are 2 to 4 semesters long, with 60 to 120 credit points required. After the master's degree program, one can enter the doctoral program. In parallel, there are undivided courses, the input of which is the same as the basic program, but the output corresponds to the master's program. The length of the undivided courses is 10 to 12 semesters, with 300-360 credit points to be completed. The Doctor of Philosophy (PhD) and the Doctor of Liberal Arts (DLA) degrees are the highest. The doctoral program is 8 semesters long and requires 240 credit points.

The Higher Education Act stipulates that internship is part of the practice of the training. Courses end with a final exam and a dissertation / diploma thesis. In the bachelor's and master's art degree programs, the preparation, presentation and defence of a work of art is part of the final examination. Proof of language proficiency specified by law is also required for the issuance of the diploma. Adequate language skills are also required for the doctoral degree, but the way to prove this is not determined by law, but regulated by the institutions. A doctoral degree can also be obtained through individual preparation. The Doctoral Secretariat will provide details on this.

Parts of the doctoral degree procedure:

- passing a doctoral examination
- defense of doctoral dissertation and master artwork
- at the end of the 4th semester a so-called "complex exam" completes the first two years of training.

The Doctoral School will accept applications, transfer requests petitions, etc. only once a year, at the same time as the current application deadline. (in the middle of April)

The semester is an educational organization period of 5 months and the academic year is 10 months long, except for the doctoral training, where the academic year consists of 12 months. The school year is traditionally held between September and June (beginning of July), but within this time, the institution is free to determine the exact start and end of the school year, the terms and examination periods, and school holidays.

The curriculum determines the pace of progress divided into specific study units and courses, taking into account the main credit values and scopes of knowledge as defined in the regulations as well as the optional credit values as regulated by Nftv.

Curricula must be reviewed at least every five years. New or amended study and examination requirements can only be introduced in an ascending system, ie it applies to students enrolled after the introduction, not to those who are enrolled. The curriculum includes the superimposition of individual subjects. The description of a given course gives the type, language, credit number, number of hours of the course, the required preliminary studies, the instructor, the method of assessment, the competencies to be developed, the required and recommended literature. The presentation of curricula in regulations is not a requirement, but the institution should be made available in an institutional prospectus. The aim is to inform students about the recommended curricula.

Course types: obligatory, elective, optional

From the elective category, the curriculum specifies the credit value to be completed, and the student can choose from them elective courses based on their interests. The aim of the elective course is to enable the student to become acquainted with any topic offered by the university that is of interest to him or her. This rate is at least 5% of the total credit value of the training.

Credit is the unit of measurement for student work. It expresses the estimated time required to meet the requirements. The credit should be separated from assessment, as the value of the credit does not depend on what assessment the student received for their knowledge if the performance was accepted. Based on this, the number of credit points obtained expresses the student's progress in the given training, and the grade expresses its quality.

Credits can be awarded once for the acquisition of a given unit of knowledge; this regulation is the principle of credit recognition. The requirements set out in the curriculum do not need to be met if the student has previously mastered them and certifies it in a credible way. Credits must be recognized if they relate to an optional subject or if in comparison, at least 75% of the knowledge is equal. This rule acts as a guarantee element, no other decision can be made in the event of such a match. At the same time, it also means that recognition is also possible on the basis of a much smaller proportion of matching at the institution's decision. Recognition decisions should be applied to applications for the same credit recognition for five years, and should be made available to students and faculty in accordance with the requirements of transparency and traceability. Credit recognition can relate not only to knowledge acquired through other higher education studies, but also on other competencies acquired through formal, non-formal and informal (experiential) means. The comparison of knowledge and competences is performed by the credit transfer committees of higher education institutions. The credit value of the competencies recognized by the committee is equal to the credit value of the subject that is considered completed.

A general admission requirement is a secondary school leaving certificate for a bachelor's degree, a bachelor's degree for a master's degree and a master's degree for a doctoral degree course. In the case of certificates and degrees obtained abroad, their recognition for study purposes is carried out by the higher education institution within the framework of the admission procedure. In the case of art training, a multi-round entrance examination must be taken at the institution. All Hungarian and European Union citizens are entitled to state support. In order for a student to participate in a training with state support, the application must be submitted in accordance with the regulations specified by law on the national central website (<https://www.felvi.hu/>). Doctoral training is the only exception that cannot be applied for on the central interface, yet state support can also be obtained.

In the case of joint courses, the admission requirements defined jointly by the higher education institutions shall prevail, while maintaining the above general basic requirements. In the case of joint training, the training will not be announced on the central interface, therefore state support for participation in such trainings is not provided either, there may be a tuition fee.

The condition for the issuance of the degree is a successful final exam, and in the case of doctoral training, the successful defence of the doctoral dissertation. The degree must be accompanied by a degree supplement defined by the European Commission and the Council of Europe. The exact text of the diploma is determined by law.

The legal regulation of data management applied in Hungarian higher education practice defines a wide group of data that is registered about students. The processing period of this data is 80 years after the termination of student status. The purpose of the processing of data is defined by law as follows:

1. the proper functioning of the institution
2. to exercise the rights and fulfil the obligations of applicants and students
3. organization of training and research
4. exercising the rights of employers and exercising the rights and fulfilment of the obligations of lecturers, researchers and employees
5. keeping records required by law
6. establishing, judging and certifying the right to benefits provided by the legislation and the organizational and operational regulations of the higher education institution; tracking the careers of graduates

Among the personal data, the scope of data required for the identification of the student according to the Hungarian rules:

- family and first name
- birth name
- place and time of birth
- mother's name at birth
- citizenship

- gender
- permanent and temporary place of residence
- for foreigners, the right of residence
- e-mail, telephone number

The data management is registered electronically in the study system (Neptun) on an own server, which is connected to the Higher Education Information System; the data to be registered there is transferred from Neptun via an interface. The Higher Education Information System qualifies as a public register, so the accuracy of institutional data management is particularly important. The transferability of data is regulated by law; certain data sets are received by some official or scholarship management bodies, other data may be transferred with the consent of the data subject.

Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data (GDPR) and on the free movement of such data and repealing Regulation (EC) No 95/46: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32016R0679>

The suspension of a student's student status is possible any time without special justification, but its continuous duration may not exceed two semesters. There are only a few exceptions to this, in cases of accident, illness, childbirth or force majeure, ie due to an unforeseen reason beyond the control of the student. A break of more than two semesters is subject to an institutional permission.

Joint training is available for a fee. There is also a charge for things provided by the institution and which become the student's property (e.g. reproduced aids) and for the use of institutional facilities and equipment. There is a fee for a third or additional exam on the same subject, and for taking the same course multiple times. Admission to a course in addition to the credits to be completed in a given course is subject to an additional fee.

Issues related to joint training that are not yet legally clear:

- student services, in particular the entitlement to and the benefits of a student card within the country;
- student support systems (material, academic progress, psychological, etc.);
- inclusion, support for disadvantaged students (disabled, chronically ill, socially disadvantaged);
- supporting the linguistic-cultural-social integration of foreign students;
- housing for teachers and students;
- forms of student and teacher mobility and their financial and administrative support;
- a common register of academic progress, from which national central data services can also be provided.

ANNEX

Content and interpretative transcript of regulations and provisions applicable for students:

Study and examination regulations

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1. § Scope of the Regulations
2. § Bodies Responsible for Educational Affairs
3. § Interpretative Provisions

Chapter II Legal limitation of studies

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6. § Guest Student Status can be Established by University Student
7. § Guest Student Status can be Established at the University
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9. § Establishing Guest Student Status by Person Not Student Status at The University
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11. § Admissions
12. § Transfer, Changing Faculties
13. § Enrollment
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15. § Suspension of Student Status
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19. § Students' Rights Related to studies
20. § Participation in Lesson

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Structural, temporal and content units of the training

21. § Trainings of the University
22. § Course Program and Prerequisite for Studies
23. § Training and Output requirements, Obtaining credits
24. § Credit Recognition and Including credits
25. § Adopting Substitute and Elective subjects
26. § Subject Announcement and Registration
27. § Criterion requirements
28. § Schedule for the Academic year, Periods of the training

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- 29. § Assessments
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- 31. § Rules of Conducting Examinations
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- 46. § Bodies and Procedures Ensuring Equal Opportunities for People with disabilities
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Regulations of Refunds and Allowances

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- 2. § Interpretative Provisions
- 3. § System of student allowances
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- 5. § Educational Grant
- 6. § Fellowship Granted by the Republic

7. § Community Grants

Social-based grants

- 8. § Claims for Social-based (based on indigency) Grants
- 9. § Basic Support
- 10. § Regular Social Grant
- 11. § Special Social Grant
- 12. § Bursa Hungarica Higher Education Municipal Grant
- 13. § Ministerial Grant for Foreign Students

Doctoral Grant

- 14. § Doctoral Grant

Other Prizes and Acknowledgments

- 15. § Demonstrator Grant
- 16. § Csomor László Award
- 17. § Graphical Triennale of Miskolc, Special Prize
- 18. § Székely Bertalan Grant
- 19. § Kiss Józsefné Support
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5. § Decision
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7. § Organizations Entitled to Submit Appeals
8. § Final Provisions

Student Provision and Compensation Regulations

The scope of the regulation is applicable for persons in student, guest students or adult training status with the university; persons in dormitory or doctoral students status, and students whose status is terminated or suspended provided that they committed disciplinary offense during their student status.

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2. General regulations
- 2.2. Students' / Learners' Safety Rights and Obligations
- 2.3. Students' / Learners' Safety Education
3. General Accident Prevention Requirements Applied for Education
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Basic Rule of the Student Council

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 2. § Rights and Obligations of Student Council
 3. § Student Representation in Bodies of the University
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- I. General provisions
 - II. Student study mobility and professional practice
 - III. Educational and training mobility of academic staff
 - IV. Erasmus+ students coming to the university
 24. § Rules for Erasmus+ students coming to the university
 25. § The procedure of the Erasmus+ program
 25. § Funding of the Erasmus+ program
 26. § The method of institutional distribution of funds
 - V. Final provisions
- Annex 1. Aspects of writing the student report

Equal Opportunities Plan

The Equal Opportunity Plan was created for monitoring and improving the employment position of disadvantaged employee groups. The content of Equal Opportunity Plan covers public service employees or employees in other status or own students of the university.

Regulation of Demonstrators

The demonstrator is a university student contributing to the operation of the University Departments issuing degrees and Departments of Artistic Anatomy, Drawing and Geometry. University students as demonstrators can be involved into artistic, scientific, research and training preparation work. Demonstrator assignment can be won by application. Demonstrator assignment can be given for one academic year. One student can win demonstrator assignment more times.

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2. § Establishment and termination of a Doctoral School
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4. § Admission procedure for doctoral training
5. § Doctoral student status
6. § Preparation for the doctoral qualification
7. § The process of obtaining a DLA
8. § Titles and awards
10. § Information
11. § Admission Requirements
12. § Admission Application, Admission Process
13. § Enrollment
14. § Takeover

Regulations of the Doctoral School

1. § General provisions
2. § Operational rules related to doctoral training
3. § Operating rules of the Doctoral Council

Regulation of Doctoral Student Association

The Doctoral Student Council of the Hungarian University of Fine Arts is a university-level advocacy organization for doctoral students and doctoral candidates of the Hungarian University of Fine Arts. English name: Doctoral Student Association of the Hungarian University of Fine Arts. The Doctoral Student Association operates on the rights granted in the Nftv (Act CCIV of 2011 on National Higher Education) and University Regulations separately, independently from Student Council (HÖK) and serves the representation and advocacy of doctoral students (and doctoral candidates).

Dormitory Regulations

The aim of the regulation is to define the student rights and obligations resulting from dormitory membership status, the operation of the dormitory and the evaluation rules of admission requests, the criteria of requisitioning the supplementary services of the Stróbl Alajos Dormitory (hereafter Dormitory) and the definition of rules of dormitory cohabitation.

New National Excellence Programme (hereinafter: ÚNKP) Regulation

1. § General regulations
2. § The Scope of the Regulation
3. § Rules of Applications Procedures of ÚNKP
4. § The Grant
5. § Incompatibility

6. § Final Professional Report
7. § The Rules Applicable for Grant Holders
8. § Participants of the Institutional Procedures
9. § ÚNKP Event
10. § Regulations for using the 40% institutional support
11. § Final Provisions

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The Content and Form Requirements of the Professional Reports of the Grant

NEPTUN Regulations

The aim of the regulation is to define the intended, legitimate and reliable use of the Neptun Unified Education System (hereinafter Neptun) and the establishment of authorization levels and authorities and for the up-to-date and accurate administration of data the assignment of the tasks for certain users and the prescription of the principles providing tasks related to operation.

Regulations on Protection of Intellectual Property and Handling Intellectual Creations:

Preamble

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- The Scope of the Regulation
- Interpretative Provisions

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- Right Holders of the Copyright
- Exploitation of Intellectual Creations

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- Indicating the Name of the Author
- Protection of the Integrity of the Work

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- Creations, Records and Storage of the Scientific Work, Student Works and Creations
- Delivery Methods of Students' Works
- Records of Intellectual Creations
- Property Rights
- Regulations of Income Resulting from Copy Rights

- Regulations on Destroying Students' Works
- Regulations on Cinematographic Creations and other Audio-visual Creations
- Term of Protection

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Recognition of Intellectual Works

Copyright Infringement

- Violation of the Regulation

Ethical Criteria of Scientific Publications

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- Accepting the Regulation and its Scope

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Annex 2. Notification

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The Academy of Fine Arts in Rome

<https://abaroma.it/amministrazione-trasparente/regolamenti/>

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Dresden University of Fine Arts

Examination regulations

https://www.hfbk-dresden.de/fileadmin/user_upload/Downloads/Hochschule/Organisation/Ordnungen/Pruefungsordnung_BK_18_11_2019_idF_30.03.2022.pdf

1. Scope
2. Purpose of the pre-diploma examination, the diploma examination and the academic degree
3. Standard period of study, structure of studies, scope of studies
4. Academic probationary period
5. Examination structure and deadlines
6. Optional attempt at examinations
7. Examination results
8. Oral examinations
9. Written examinations and other written work
10. Artistic practical examinations
11. Examinations by video conference
12. Admission and registration for module examinations
13. Type and scope of the pre-diploma examination
14. Certificate of the pre-diploma examination
15. Admission and application for admission to the diploma thesis
16. Type and scope of the diploma thesis
17. Examination transcript
18. Assessment and grading of examinations, formation and weighting of grades
19. Passing and failing, cancellation of course entitlement Repeating module examinations and the diploma thesis
20. Failure, withdrawal, substitution, breach of regulations
21. Examination committee
22. Appointment of examiners and weighting of their marks
23. Examiners and observers
24. Recognition of periods of study, coursework and examinations
25. Deadline for the assessment of examinations, term papers and the academic theoretical part of the diploma thesis
26. Certificate, diploma certificate and diploma supplement
27. Inspection of examination files
28. Invalidity of module examinations and invalidity of the diploma thesis
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Study regulations

https://www.hfbk-dresden.de/fileadmin/user_upload/Downloads/Hochschule/Organisation/Ordnungen/Studienordnung_BK_25.09.2020_idF_30.03.2022.pdf

1. Admission requirements
2. Aim of study
3. Start, duration and scope of studies
4. Studio space requirements
5. Modules and credits
6. Course contents
7. Types of courses and self-study
8. Regulations on changing professor's class
9. Entry into force and transitional provisions

Enrolment regulations

https://www.hfbk-dresden.de/fileadmin/user_upload/Downloads/Hochschule/Organisation/Ordnungen/matrikulationsordnung_06_04_2022.pdf

1. General
2. General admission requirements
3. General regulations on the admission procedure and on the university's performance assessments
4. Special regulations on the admission procedure for the degree programme in Fine Arts
5. Special regulations for the admission procedure for the degree programme Art Technology, Conservation and Restoration of Art and Cultural Property
6. Special regulations on the admission procedure for the degree programme Stage and Costume Design
7. Special regulations for the admission procedure for the degree programme Theatre Design
8. Special regulations for the admission procedure for the postgraduate programme Art Therapy
9. Enrolment
10. Enrolment application
11. Enrolment procedure
12. Refusal of enrolment
13. Doctoral Studies and Postgraduate Studies
14. Start of studies
15. Double degree programme
16. Parallel studies
17. Second degree
18. Early students
19. Auditing

20. Course of study and change of subject
21. Re-registration
22. Leave of absence
23. Exmatriculation
24. Procedure for exmatriculation
25. Processing of personal data: Obligation to cooperate
26. Fees, charges and contributions
27. Forms and deadlines, objections
28. Entry into force, expiry

Post-graduate studies (Meisterschüler) Regulations

https://www.hfbk-dresden.de/fileadmin/user_upload/Downloads/Hochschule/Organisation/Ordnungen/Meisterschuelerordnung_BK_11.03.2020_idF_30.03.2022.pdf

1. Scope
2. Study objectives
3. Form of study, start of study, duration of study, structure of study
4. Admission requirements
5. Admission procedure
6. Study contents, courses, forms of instruction
7. Post-graduate studies examination committee
8. Use of studios, laboratories and workshops
9. Performance record after the 1st year of study
10. Registration for the final examination
11. Admission to the final examination
12. Scope and conduct of the final examination and assessment of the examination performance; public presentation
- 12.a. Examinations by video conference
13. Examiner
14. Assessment of examination performance
15. Retaking of examinations
16. Examination transcript
17. Inspection of examination records
18. Invalidity of the examination
19. Appeal procedure
20. Compensation for disadvantages
21. Conferral of the diploma
22. Failure, withdrawal, substitution, breach of regulations
23. Entry into force, transitional provisions

Art Academy of Latvia

The Art Academy of Latvia offers higher education in accredited Bachelor's, Master's and Doctoral Programmes, which not only allow the students to gain perfect knowledge of their professional field but also shape and develop their thinking. Alongside their speciality studies, students learn drawing, painting and modelling, as well as a wide range of theoretical subjects, enabling them to be critically thinking, contemporary and creatively competitive. Studies are based on academic tradition and experience while keeping up with contemporary developments and forging the student's individual signature.

Admission to the Art Academy of Latvia is open at bachelor's, master's and doctoral study levels in the form of full-time studies. Admission is based on Articles 45 and 46 of the Law on Higher Education Institutions, Cabinet of Ministers Regulation No 846 of 10 October 2006 On Requirements, Criteria and Procedures for Admission to Study Programmes, admission rules for each of the five study programmes approved by the AAL Senate and on the approval of the Council of Higher Education on the compliance of the entrance examinations with the core studies. At all three levels of studies, the AAL sets specific aptitude exam requirements for the entrance examinations in addition to those laid down in the Law on Higher Education Institutions. Entrance examinations and admission to the Academy are carried out by open and equal competition, in line with Articles 45 and 46 of the Law on Higher Education Institutions, the Cabinet of Ministers regulation of 10 October 2006, the Constitution of the Academy and its admission rules, as well as with other regulatory enactments.

All applicable documents that regulate study process and is related to the student are to be found here in English:

<https://www.lma.lv/en/academy/documents-1>

The admission process for studies at the AAL consists of:

- reception of applications, registering and processing the documents;
- organising the competition for study places (entrance examinations and rating, i.e., comparison with the number of study places);
- publishing the results of the competition;
- registering for studies (conclusion of the study contract);

Applicants to the Bachelor's Programme are admitted based on the centralised examination score and following the above regulations and the specific aptitude and competence exams approved by the Council of Higher Education. The competition points are aggregated, resulting in a score according to the formulae.

The results of the competition are determined by ranking the applicants according to the sum of the competition points obtained. In the event of equal points, preference is

given to the candidates with a higher score in subjects related to their intended speciality. In the event of equal competition points and equal priority of specialities, preference is given to those applicants who have obtained a higher score in the specific aptitude and competence exam in Composition.

Registration for the Master's Programme is done electronically by filling in the online form and uploading the required documents to the platform <https://apply.lma.lv>.

Applicants apply to the Master's Programme electronically. Applicants may apply and register for a maximum of two subfields of the programme, indicating their priority in the application form. If applying to more than one subfield, the application requirements and documents required for each selected subfield must be met.

Admission to full-time Master's Programmes is based on open and equal competition. The competition aims to select the most suitable applicants for the respective study programme and to rank the competition results in descending order to determine the eligibility of applicants to register for their chosen studies either with state funding or for a fee (paid by a physical or legal person).

The requirements for each subfield are assessed by points and set out in sections 2.3.1, 2.3.2, 2.3.3, 2.3.4 and 2.3.5 of the Master's Programme Admission Rules as follows.

A portfolio or a collection of creative work demonstrating the suitability of the applicant for the chosen branch of studies is evaluated on a scale of 1 to 3. 1: poorly suited for the chosen speciality, but demonstrates achievements in thematically related fields. 2: suited for the speciality, demonstrates achievements in thematically related fields, information is well presented. 3: suited for the speciality, demonstrates achievements and knowledge in thematically related fields, demonstrates relevant skills and knowledge in other fields related to the intended master's thesis; information is well-presented and easy to follow; the use of language is adequate.

Master's thesis application is evaluated on a scale of 1 to 10. The master's thesis application includes a motivation letter for studies in the chosen speciality. The application elaborates on the themes of the master's thesis; it clearly and reasonably outlines the intentions regarding the subject and topics of the thesis. The text defines the topics of the master's thesis and includes visualisations and sketches. The applicant assesses and demonstrates his/her knowledge and skills required to realise the ideas.

The interview is evaluated on a scale of 1 to 10. It is organised by the relevant AAL department, with the time and venue of the interview communicated to the candidate in person. Based on the motivation letter submitted, as well as on the answers to the questions asked by the members of the commission, the interview will determine the applicants' motivation to study in the chosen speciality, knowledge of the context of the chosen speciality, ability to formulate his/her opinion, as well as the applicant's

interest in the subject and topics of the master's thesis and previously acquired skills for the implementation of the presented ideas.

Applications for doctoral studies are submitted electronically by filling in the online application form and uploading the required documents onto the AAL e-studies platform www.apply.lma.lv.

To qualify for **Doctoral** studies at the AAL, the applicant:

- must have a Master's Degree;
- must successfully pass the entrance examinations, i.e., thesis application competition and a colloquium in which the candidate presents and defends his/her research proposal.

The Art Academy of Latvia organises paid preparatory courses for all those with artistic talent and an interest in art. These courses are open to students in their final years of secondary school, starting from Year 10. The preparatory courses' three-year curriculum includes classes in drawing, painting and composition, according to the content of the AAL entrance examinations. Preparatory course attendance does not give an advantage in the entrance examinations.

More at <https://www.lma.lv/en/academy/structure/preparatory-courses>.

The possibilities of recognition of the study period, professional experience and previously acquired formal and non-formal education within the field of study are determined by the Regulations on AAL Policy on Recognition of Competencies Acquired Outside Formal Education or in Professional Experience and Study Results Achieved in Previous Education (approved at the AAL Senate on 31 October 2019, Minutes No 2). These regulations have been developed in line with the Law on Higher Education Institutions and the Regulations on Recognition of Competencies Acquired Outside the Formal Education or through Professional Experience and Study Results Achieved in Prior Education (the Cabinet of Ministers Regulation No 505, 14 Aug. 2018). A person who wishes to have knowledge, skills and competencies acquired outside formal education and/or in professional experience recognised shall submit an application to the AAL for recognition of their knowledge, skills and competencies.

The person who wishes to have knowledge, skills and competencies acquired outside formal education or through professional experience recognised shall submit an application including the specific learning outcomes of the AAL study programme, study module or study course to which the applicant wishes to equate the knowledge, skills and competencies acquired outside the study programmes or through professional experience or prior learning.

The assessment of students' results is conducted following the Regulations on Study Procedures at the Art Academy of Latvia (issued in line with Article 5 (2), Article 15 (1))

and Article 15¹ of the Law on Higher Education Institutions; its last version approved by the AAL Senate on 10 March 2023, Minutes No 21).

In line with the procedure established by the AAL, a student has the right to interrupt and resume studies and to change his/her field of study. In the Bachelor's Programme – no earlier than after successful completion of the first year of studies. In Master's Programme – no earlier than after successful completion of one semester. At the beginning of studies, the student has the right to get acquainted with the content of the study programme, the changes in the study programmes and the conditions for studies. At the beginning of the course of study, a student has the right to find out the form and conditions of the examinations and the assessment criteria. With the permission of the faculty, a student has the right to make audio and video recordings and take photographs during the study process. If a model is present during the study work, the model's permission is also required to make video recordings or take photographs. A student has the right to receive an objective assessment of his/her work and consultations from faculty members; to receive the programme supervisor's permission to retake the test or to postpone academic obligations to the next semester if these obligations have not been completed on time; to participate in studies at other higher education institutions; to take examinations and to obtain recognition of the content and scope of study courses taken at other higher education institutions and in previous study periods following the procedure established by the AAL.

At the start of each semester, within ten working days from the first day of the semester, the student registers for the courses of the respective semester in his/her student profile of LAIS (Latvian Higher Education Institutions Information System) of the AAL. By registering, the student confirms his/her commitment to study the compulsory courses provided for in the study curriculum, as well as the courses selected from the list of compulsory elective and free elective courses. If the student has chosen a course of another study programme or sub-programme as a free elective course, the student shall register for it in the LAIS of the AAL.

During the exam period, the exams are taken following the examination plan drawn up by the supervisors of the AAL Bachelor's, Master's and Doctoral Programmes and approved by the AAL Vice-Rector for Studies and the Vice-Rector for Research. The student's knowledge, skills and competencies are assessed by a 10-point system or a "pass" and "fail".

The study programme course descriptions outline the set of relevant knowledge, skills and competencies and their assessment system, as well as define the outcomes for which credits are awarded.

Study groups are organised to provide students with the most effective ways of studying art, design and theory both in individual and group settings; study groups operate under the supervision and ongoing mentoring. The methods used to implement the content of the programmes are chosen considering the need to preserve the traditions of art studies, but at the same time to introduce innovative

changes in art and its language, design and creative industries. Therefore, the faculty members vary their methods, combining traditional approaches historically developed as part of a studies-based approach and modern ways of learning using online and digital resources to create working groups in order to achieve specific tasks. Such working groups usually involve students or experts from other universities or the industry. In the same way, also learning modalities vary, combining traditional face-to-face teaching and online learning.

Mid-term study performance is assessed at the mid-term assessment expositions, which take place after the first six or seven weeks of studies. Not only the teaching staff of the respective speciality but also the students studying in the specialisation take part in these mid-term assessment expositions. This is one of the most effective means of improving students' motivation and time management. These expositions also provide students with valuable insight into how their work is assessed and show how the principles, standards and rules for assessing student achievement are applied.

Each course, module and programme description not only clearly states the intended outcomes, but also the benchmarks that students must meet to achieve a satisfactory grade. If students achieve a satisfactory grade, they receive the number of credits specified in the course or module description.

The pedagogical methods for the implementation of the course of study as well as the assessment methods are chosen by the teaching staff responsible for the course in line with the content of the course and the specifics of the study programme, as well as the needs of the students.