

Extract from Student Handbook Regulations

Main requirements of the program:

First: The Theoretical material: Theory (48 points)

In this course students are exposed to the study of art theories and this includes: the history of art and aesthetic disciplines such as philosophy, psychoanalysis and cultural studies and theories of comparison. In theory classes the students are invited to think and focus on the interactive study of theory and the practice of art in various eras of art history. The Teaching of theoretical material aims to help the students acquire a methodology of analysis, develop their analytical skills and to expand their knowledge by relating their work in the wider social and cultural contexts.

The Calculation of points for the Theory courses:

- 48 points are required to fulfill the study of theory courses by the end of the four years degree; ie: students must acquire 6 points in each semester according to the study plan.
- Students are obliged to attend all theory courses and must read all the related readings for each course.
- Students must submit all research and written assignments as requested by their teachers, students must follow academic documentation of any references used in their assignments and research. Students must avoid plagiarism of any written sources (books, Internet, magazines, newspapers...etc)
- The student accumulates his/her points in theory courses if his/her attendance is not less than 80% and the written assignment for the theory course is handed over. Attendance and assignments are the criteria for points and success in theory courses.
- In some cases, and in some theory courses it will be required of students who attend less than 80% to complete the course by doing an extra written assignment and to be submitted on a specific deadline to acquire the points for

the course.

- The student does not receive points for the theory course if his attendance is less than 70%.
- The student cannot carry more than a third of the required points in the theory course (2 points only) for the next semester of his/her academic study. The student must complete all required points as explained in the study plan in the following semester.
- Attendance is obligatory for some important theoretical courses, which are difficult to repeat.

Second: Courses of Specialization, Skills courses (75 points)

The courses of specialization aim to develop students' skills on various levels: theoretical, aesthetic, and technical which are essential to expand their knowledge that is necessary for the production of art; these include the following areas: drawing, photography, video, film, sculpture, installation, performance, and intervention in the community. In the framework of these specialized studies, students can follow the study of relevant theoretical subjects, and focus on courses and seminars designed specifically to develop the professional specialization which introduces them to the utility of equipment and methods in their art work, as well as their practices in their own studio.

Calculating the points of specialization

- 75 points are required to complete a specialization in the four years of study; 15 points must be acquired by the end of each semester in the first year and 9 points should be acquired in each semester in the subsequent five semesters.
- Students must be committed to class presence in all specialization courses as required from them in the study plan. Students chose from different courses to acquire specific points. Some courses are compulsory and others are optional (elective courses are open for students to chose from).

- The student receives specific points for each course in his/her specialization if the attendance is less than 80%. The student receives a successful evaluation from the course instructor.
- In some cases, and some courses of specialization students who their attendance is less than 80% will be assessed by having to do an additional assignment , accompanied by an evaluation from the instructor plus assessing the art work produced by the student, and if the results are not satisfactory according to the criteria for evaluating the students it will be required from the student to repeat the course in the area of specialization or to take an alternative equivalent course in the next semester in order to receive the specific points for this course.
- The student does not deserve points to any course in his/her specialization if his/her presence is less than 60%.
- The student cannot carry more than a third of the required points in his/her specialization course (3 points only) for the next semester of his/her academic study. The student must complete all required points as explained in the study plan in the following semester.
- Attendance is obligatory for some important specialization courses, which are difficult to repeat.

Third: Personal Project: Studio Practice (117 points)

The students must produce a personal art project extending on one semester. The student must demonstrate an ability to link the theoretical and specialization skills he has acquired and learnt throughout the semester. The personal project will be supervised by the regular instructors available in the Academy. The student will have individual meetings with his supervisors and will have to present his/her art project in a presentation which he/she will discuss throughout the semester. The student final project will be shown as a final art project at the end of the semester in the presence of teachers and students.

Calculating the points for the personal art project

- 117 points must be completed throughout the four academic years of study in the Academy. 9 points must be acquired at the end of each semester in the first year, and 15 points in each semester in the subsequent five semesters. 24 points must be acquired at the last semester for the personal final art project exhibited for graduation
- Students are obliged to attend all individual meetings with their supervisors as assigned in the study plan for each student.
- The student is obliged to attend all (CRITS) presentations required to explain and clarify his/her project and especially the personal final art project.
- The student is obliged to document all the stages of the project in the sketch-book or in his/her research notebook.
- The student does not acquire points to he/she does not present a personal final art project in the studio.
- The final art project must be an original personal idea and production of the student. The student must avoid any stealing of art ideas or any form of art theft; otherwise he/she are deprived from points for the final
- The final evaluation of personal projects happens through the final presentation presenting his/her art work in front of his/her teachers and supervisors.
- If the student does not succeed in the presentation of his/her personal art work; then the student is asked to complete his/her art project or to reproduce another art project in a specified time period at the end of the academic year (during the summer vacation period) and without any supervision from any supervisors.

♣ The completion of courses and the eligibility of points:

To complete some courses students can re-acquire points in certain conditions specified below:

• In the Theory Course and courses of Specialization:

Students must submit written and practical assignments on specific deadlines. If not, the student does not acquire the points for this course. In this case, the student must repeat the course³ or take another alternative course in the following semester (if his/her academic condition allows doing so)

•Personal Art Project:

Students must complete their final project or re-do another art project in the summer vacation and he/she is obliged to deliver his/her work on a specific time.

Fourth: Graduation Requirement: Volunteer working hours

In order for the student to graduate he/she is obliged to complete 60 hours of voluntary work inside the academy or outside (in another institution)

Forewarning, Warning and Dismissal from the Academy

♣ Forewarning:

Student receives a forewarning in the following cases:

- bypass the academy laws and regulations.
- In case the student does not acquire more than 65% from the required points in each semester.
- Absence from the academy for more than three days without a report or

taking permission.

- Failure to attend individual meetings with supervisors or absence from presenting personal art projects more than twice in a row in the same semester and without taking prior permission.
- Failure to attend important meetings or lectures that are difficult to repeat.

♣ **Academic Warning:**

Students receive academic warning in the following cases:

- **In the first year (Preparatory and experimental):**

- academic warning is given to a student:
- Who did not get 100% of the required number of points in two successive semesters.
- Every student who received two forewarnings.

- **In the years from second to fourth:**

- Academic warning is given in the following cases:

-Every student who has two forewarnings receives a third warning:
Academic Warning

- Every student who did not get more than 65% from the required points in his Specialization and theory courses in one academic semester.

- Every student who is evaluated as "Fail" in the evaluation of the personal final art project carries 15 points for two successive semesters

- Every student who is evaluated "D" in the evaluation of the personal final art project carries 15 points in three successive semesters.

- In case of failure of the student to reproduce or repeat his/her personal final art project in the summer vacation period and in case the student does not submit his/her project on the specified deadline.

♣ In case the student receives an academic warning; he/she is obliged to follow these instructions:

- Students who have an academic warning must complete all required points in each semester as explained in the study plan. In addition to, completing and making up all the points from the previous semester as specified in the study plan.
- The academic warning is re-given at the end of the later semester to the student who has received a first warning and this is in case the student did not receive 80% from the required points and a grade of “D” in his/her personal final art project.

♣ Dismissal from the Academy:

Taking in consideration all what have been mentioned above regarding forewarning and warning system, the student is subject to dismissal in the following cases:

- If the student receives two academic warnings in the first academic year.
- If the student receives three academic warnings in his four years of study at the academy.
- If the duration of enrollment in the academy extended more than a year of the required period to complete his /her requirements for graduation as counted at the time of enrollment in the academy; the total period must not exceed more than five years.

Dismissal from the Academy for non-academic reasons:

- The student is expected to respect all the regulations and social rules in the academy. In case of violation to these rules or instructions that are issued by the officials and supervisors in the academy, the student becomes subject to dismissal made by the academic council's.

- The student who receives two warnings of misconduct for breaking academic laws and regulations of the academy in the first academic year is dismissed.

- The student who receives three warnings of misconduct for breaking academic laws and regulations of the academy during the four academic years is dismissed.

♣ The Exception from Dismissal:

The decision of dismissal is not valid in the following cases:

If the student deserved dismissal from the academy but he/she had only 45 points left to be completed for graduation; in this case the student is allowed to fulfill his/her requirements and resume his/her study at the academy. However, the academy has the right to dismiss this student for a limited and specific period of time as a punishment agreed upon from the Academy Council.

♣ **Withdrawal from the Academy:**

- Any student who wishes to withdraw from the academy must withdraw officially- he/she must fill an application form for withdrawal at the student affairs office. All the official procedures must be fully completed and as a result the withdrawing student must follow these regulations:

- 1- He/she cannot withdraw until the first academic year has ended.
- 2- A student may withdraw from the academy for one whole academic year but not one semester unless there is a special case and it is accepted by the academic council after studying the request and the case.
- 3- If the student did not withdraw officially, then he/she receive the grade “Withdrawal with Failure” regardless the period he/she spent in the semester.
- 4- If the student withdraws officially during an ongoing semester; the courses that he/she has registered for, receives the grading his teacher gives for each course, “withdrawal with pass/success” or “withdrawal with failure” according to his/her teacher’s assessment of the course until the date of withdrawal.
- 5- The withdrawing student is not exempt from paying his/her fees for the academic semester, past debts or loans.

Rejoining the Academy:

-The student who has dropped out of the academy can resume his/her study and rejoin the academy; if the reason of dropping out of the academy is not an academic warning. The conditions must be:

- That he/she acquired at least a grade of “C” in his/her personal art project
- That his/her points were not less than 80%

- The period of dropping out of the academy does not exceed two years.
- If the student accepts the conditions, the academic regulations and study plan are applied on this student after he/she rejoins the academy. A specialized academic committee may also study the case of this student and may accept that the student previous courses studied before his/her drop out may be taken in account and that he/she resumes his/her study as designed in the study plan.