

# ArtEZ Education and Examination Regulations

Institute section for Bachelor's and Associate  
degree programmes

Academic year 2024/2025

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# 1. Definition of terms

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| <b>Academic Year</b>                         | The time period of the study programme that begins on 1 September and ends on 31 August of the following calendar year.  |
| <b>Academy</b>                               | ArtEZ organisational unit that provides courses.   |
| <b>Academy management</b>                    | Director(s) of an Academy (WHW Article 10.3)   |
| <b>Administrative body</b>                   | An agency with public authority. ArtEZ has 3 bodies: the Executive Board, the Supervisory Board and the Exam Board.  |
| <b>Admissions Board</b>                      | The board that assesses whether the student may be admitted to the programme, headed by an Examiner.   |
| <b>Assessment criteria</b>                   | Criteria derived from a study unit's competencies that contain their essential elements. These criteria form the basis of a student's assessment during a test.  |
| <b>Assessment programme</b>                  | An overview of how assessment in a programme or track is designed for individual study units.  |
| <b>Assessor</b>                              | A teacher who, under final responsibility of an examiner, is entitled to participate in the testing and assessment process.  |
| <b>Associate degree (Ad) programme</b>       | A programme as defined in WHW Article 7.3a.  |
| <b>Bachelor's programme</b>                  | A programme in higher professional education as defined in WHW Article 7.3a.   |
| <b>BAS-critical study units</b>              | study units that the student must have obtained to progress to the second academic year.   |
| <b>Colloquium doctum</b>                     | Exemption on the basis of an entrance exam (WHW Article 7.29 paragraph 4).   |
| <b>Competency</b>                            | An integrated whole of knowledge, understanding, skills and attitudinal aspects a person needs in order to function appropriately within relevant professional contexts.   |
| <b>Credit ECTS</b>                           | A credit corresponds to a study load of 28 course hours for an average student. The study load can be greater or less for individual students, depending on their knowledge and skills. An academic year comprises 60 credits. 1 credit equals 1 European Credit (EC) in accordance with the European Credit Transfer System (ECTS). |
| <b>Cum laude</b>                             | In the event of exceptional performance, a course may nominate a student to the Exam Board to graduate Cum Laude.  |
| <b>Decision</b>                              | A written decision by an administrative body.  |
| <b>Description of a study unit</b>           | A detailed description of a study unit setting out which competencies are to be developed based on the learning outcomes, which teaching activities are used, how assessment is organised and which criteria are used for assessment.  |
| <b>Diploma</b>                               | Document issued by the Executive Board upon passing the propaedeutic year exam of the Bachelor's programme, the final exam of the Bachelor's programme or the Associate degree final exam.   |
| <b>Education and Examination Regulations</b> | A document in which the applicable procedures and rights and obligations with regard to education and examinations are laid down for each programme or track (WHW Article 7.13).   |
| <b>Educational Support Office</b>            | Department within an Academy that supports the programmes' education.  |
| <b>Electronic learning environment</b>       | The electronic education environment used at ArtEZ containing the descriptions of the study units and the curriculum content.  |
| <b>Entrance exam</b>                         | An assessment of the student for admission to a programme.   |

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| <b>European Credit (EC)</b>                    | European credit based on the European Credit Transfer System. International credit accumulation system for credential evaluation. 1 EC equals 1 credit and comes with a study load of 28 hours.  |
| <b>Exam Board</b>                              | The body that determines in an objective and expert manner whether a student meets the conditions set in the Course and Examination Regulations with regard to the knowledge, understanding and skills that are necessary for obtaining a degree (WHW Article 7.12).   |
| <b>Examination Appeals Board</b>               | A board established by the Executive Board (WHW Articles 7.60 and 7.61) where students can appeal against decisions of the Exam Board and Examiners.   |
| <b>Examiner</b>                                | An ArtEZ teacher appointed by the Exam Board who conducts tests, is authorised to manage the assessment process and determines the interim exam (WHW Article 7.12c paragraph 1).   |
| <b>Exemption</b>                               | Granting an exemption from taking one or more interim exams by the Exam Board (WHW Article 7.12b paragraph d)  |
| <b>External student</b>                        | Enrolling as an external student gives the right to take exams, but not to receive education or (study) counselling (WHW Article 7.36). As referred to in this regulation, 'student' may also be read to mean 'external student'.  |
| <b>Final exam</b>                              | Conclusion of the programme after all the interim exams have been passed.  |
| <b>Final qualifications</b>                    | The qualities in the field of knowledge, understanding and skills that a student must have acquired upon completion of the programme (WHW Article 7.13 2c). In higher professional education, the final qualifications are derived from nationally formulated educational profiles.  |
| <b>Force majeure</b>                           | A demonstrable circumstance that the student cannot or could not have done anything about, but which does lead to the student not being able to meet an education-related obligation. Examples of force majeure are illness, a death in the family and psychological problems.   |
| <b>Fraud</b>                                   | The Exam Board (Policy Decision 410415) defines test fraud as the intentional, unlawful and misleading: <ul style="list-style-type: none"> <li>- Manipulation by the student themselves or a third party of the result of an entrance exam;</li> <li>- Use of other's work as if it were their own;</li> <li>- Participating in fraud or defrauding someone;</li> <li>- Inciting fraud;</li> <li>- Doing something as a result of which you can expect that someone will commit fraud as a result.</li> </ul> This list is intended to give examples only and is not exhaustive. |
| <b>Full-time education</b>                     | Higher education organised in such a manner that in principle the student puts in on average 40 hours per week (WHW Bulletin of Acts and Decrees 1992, 593).   |
| <b>Functional impairment</b>                   | A physical, sensory, psychological or other functional impairment of the student that can be regarded as a special circumstance for the negative binding advice (BAS) (WHW Article 2.1b Implementation Decree 2008) and for requests for special provisions in the event of a study impediment.  |
| <b>Head of Programme</b>                       | The head of a programme or track appointed by the Executive Board.   |
| <b>Higher Education and Research Act (WHW)</b> | The legislation within which higher education and research operate in the Netherlands.   |
| <b>Initial opportunity</b>                     | Taking a test for the first time in the year in which the study unit is initially offered.   |
| <b>Institution</b>                             | ArtEZ University of the Arts.  |

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| <b>Interim exam</b>                  | An investigation concluding a study unit into knowledge, understanding, skills and/or attitude (WHW Article 7.10), the outcome of which is expressed in an assessment. An interim exam may consist of multiple tests.  |
| <b>Internship</b>                    | A study unit in which the student gains practical work experience in the field of study of the programme.  |
| <b>Language of instruction</b>       | The language used as a standard in the programme or track.   |
| <b>Main phase</b>                    | The phase of the Bachelor's programme immediately following the propaedeutic phase.  |
| <b>Negative binding advice (BAS)</b> | A decision by the Executive Board, at the end of the first academic year of the Bachelor's programme, stating that the student cannot progress to the second academic year. This decision is taken if the student has too few credits and/or not obtained BAS-critical study units.  |
| <b>Nominal study load</b>            | The standard study load of a study unit expressed in credits or EC.  |
| <b>Osiris</b>                        | The system designated by the Executive Board for registration and information of all relevant student and programme data.  |
| <b>Participation Council</b>         | The highest participation body of ArtEZ (WHW Article 10.17).   |
| <b>Part-time education</b>           | Higher education organised in such a manner that the student can also be involved in activities other than study.  |
| <b>Practical exercises</b>           | A practical exercise (WHW Article 7.13 paragraph 2d) is a study unit (component) aimed at acquiring certain skills.  |
| <b>Professional field</b>            | Professional field also refers to work field and work practice.  |
| <b>Programme</b>                     | An Associate degree or Bachelor's programme listed in the Centraal Register Opleidingen Hoger Onderwijs (Central Register of Higher Education Study Programmes, CROHO) and in the Registratie Instellingen en Opleidingen (Institutions and Programmes Register, RIO). A programme can include one or more tracks, each with its own final qualifications. For a complete summary of ArtEZ programmes and tracks, see the ArtEZ intranet site. |
| <b>Programme Committee</b>           | A Programme Committee is set up for each programme or track. It advises on promoting and safeguarding the quality of the programme, has the right of consent for parts of the Education and Examination Regulations and the right to prior consultation on parts for which it has no right of consent. The Programme Committee consists half of staff members and half of student members. (WHW Article 10.3c).                                |
| <b>Propaedeutic phase</b>            | The first phase of a Bachelor's programme (WHW Article 7.8).   |
| <b>Resit</b>                         | Test attempt after the student has failed the initial test.  |
| <b>Sequentiality</b>                 | The condition that the student may participate in a study unit only if a study unit previously offered has been passed.  |
| <b>Student</b>                       | The person enrolled as a student or external student of the programme at ArtEZ (WHW Articles 7.34 and 7.37).   |
| <b>Student Affairs department</b>    | The department where the student administration of the programme is managed and where students can go with questions about it.   |
| <b>Student counsellor</b>            | The official within ArtEZ who informs and advises students on student affairs and guides and supports them in relation to study impediments and problems of a personal nature.   |

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| <b>Study career coach</b> | The individual assigned on behalf of the programme to guide the student in their study, selection and planning process, aimed at making effective progress and development of competence.   |
| <b>Study impediment</b>   | Collective name for functional impairments and exceptional circumstances (WHW Article 7.51). This could be, for example, a disability, chronic illness, serious family circumstances, or top-level sport.   |
| <b>Study unit</b>         | A part of a programme or track (WHW Article 7.3, paragraph 2). Every study unit has a unique code, a study load in the form of credits, and is concluded with an interim exam. In terms of content, it may comprise an internship, research, a subject, project or training course. |
| <b>Study programme</b>    | The organisation of the study units in a programme or track. (WHW Article 7.3 paragraphs 2 and 3)   |
| <b>Test</b>               | A review of the student's knowledge, understanding and skills and the assessment of the results of that review. A test is a part of an interim exam. When the interim exam of a study unit consists of a single test, the test result is the interim exam result when determined.   |
| <b>Executive Board</b>    | The board and competent authority of ArtEZ (WHW Article 10.2).  |
| <b>Track</b>              | A track within a programme with its own final qualifications and its own education and assessment programme.  |

## 2. Notes to the Education and Examination Regulations

The Education and Examination Regulations (in Dutch: Onderwijs- en Examenregeling, OER) applies to all students of ArtEZ University of the Arts (hereinafter referred to as ArtEZ) who are enrolled in one of the Bachelor's programmes or Associate degree programmes. The Education and Examination Regulations also apply to those who wish to study at ArtEZ. The latter applies primarily to the rules governing admission.

### 2.1. Structure of programmes

The Education and Examination Regulations consists of two sections: an institution section and a programme section. The institution section sets out the provisions that apply to all Bachelor's students and Associate degree students. A programme section is set out for each programme . They contain the education and assessment programme and the competencies/final qualifications of the programme you are taking. You will also find which rules and agreements apply only to your programme in the programme section. In the institute section, we refer to the programme section where necessary.

### 2.2. Education and Examination Regulations terms

The terms used in this document are defined in Section 1.

### 2.3. Education and Examination Regulations validity period

The Education and Examination Regulations are valid for one academic year. This is true for both the institution section and the programme section. ArtEZ also adopts the study programme and the tests for one academic year. If ArtEZ does not issue new Education and Examination Regulations for an academic year, the Education and Examination Regulations from the previous academic year will apply to that academic year.

### 2.4. Further elaboration of the rules

For some of the rules of the Education and Examination Regulations, further explanation is necessary. You can find these details on the Exam Board page on the intranet under Policy Rules.

### 2.5. Changes to the Education and Examination Regulations

In some cases, changes to the Education and Examination Regulations may have to be implemented during the academic year. This may involve changes to the institute section and/or a programme section. The procedure for interim changes to the Education and Examination Regulations is elaborated below.

#### 1. Changes to the institution section of the Education and Examination Regulations

Changes to the institute section of the Education and Examination Regulations are subject to the same procedure as the regular establishment of the Education and Examination Regulations. A proposed decision by the Executive Board about changes is presented to the Participation Council for its consent. Following consent from the Participation Council, the changes are approved by the Executive Board.

#### 2. Changes to the programme section of the Education and Examination Regulations

Changes to the programme section of the Education and Examination Regulations are subject to the same procedure as the regular establishment of the Education and Examination Regulations. A proposed decision by a head of programme is submitted to the Exam Board and the Programme Committee. The Executive Board decides based on the advice of the Exam Board and the consent of the Programme Committee.

## 3. Admission to a programme

### 3.1. Prior education

Do you want to enrol for an Associate degree or Bachelor's programme? Then you must hold one of the following diplomas (Article 7.24 paragraph 2 WHW)

- VWO (pre-university education)
- HAVO (senior general secondary education)
- MBO (intermediate vocational education), level 4
- Higher education/higher professional education propaedeutic year
- An Associate degree programme

Do you have a foreign qualification that is equal to one of these diplomas? Then the Exam Board advises the Executive Board whether you are eligible for an ArtEZ programme. If the Exam Board has doubts about the valuation of the diploma, it can have an International Diploma Valuation (IDW) conducted by Nuffic.<sup>1</sup>

### 3.2. The normal admission procedure

In addition to these general prior education requirements, selection is made based on potential/talent and expected study success for the programme with a view to a predetermined track. To be admitted to a programme, you must complete an entrance exam. If you pass the entrance exam, you will receive a certificate of admission. You may not begin a programme until you receive proof of admission. The general arrangements for the entrance exam are as follows.

#### 1. Entrance exam

The entrance exam is made by two or more assessors who are affiliated with the programme as teachers and at least one of whom is a qualified Examiner as laid down in these Education and Examination Regulations. The procedure and the requirements for the entrance exam are set out in more detail in the programme section of the Education and Examination Regulations.

#### 2. Validity of the entrance exam

The result of the entrance exam only applies to the programme and the location for which you completed the entrance exam. The certificate of admission is only valid for the academic year in which you sat the entrance exam. Have you decided not to register after all? Then you will have to take a new entrance exam in a subsequent academic year. The Exam Board can make an exception to this rule.

### 3.3. Extra admission procedure

If you have none of the diplomas described in Article 3.1 and are over 21 years old, you can still be admitted under WHW Article 7.29 if you demonstrate suitability for the programme in question in an entrance exam (the so-called colloquium doctum). The age limit of 21 may be deviated from in exceptional cases. The procedure and conditions of the Colloquium Doctum are set out on the ArtEZ website on the page "Registration and admission" under point 3 (enrolment after admission). The cost of the entrance exam is payable by the student.

### 3.4. Language requirements

ArtEZ offers courses in Dutch and in English. If the language of instruction of your programme is Dutch, you must meet the Dutch language requirements. If the language of instruction is English, you must meet the English language requirements. For a bilingual programme, the language requirements of both languages apply. The language of instruction is set out in the programme section of the Education and Examination Regulations.

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<sup>1</sup> If you are a person with refugee status in possession of an educational route diploma (recognised by the Inspectorate of Education and with the correct profile), you also meet the prior education requirement for Bachelor's and Ad programmes.



### **1. Dutch language requirement**

The Dutch language requirement for all our Bachelor's and Associate degree programmes with Dutch as the language of instruction is Dutch B2 according to the Common European Framework of Reference for Languages (CEFR)

You comply with the Dutch language requirement if you have obtained one of the following diplomas:

- VWO (pre-university education)
- HAVO (senior general secondary education)
- MBO (intermediate vocational education) level 4
- Bachelor's (in Dutch)
- Associate Degree (in Dutch)

You also meet the Dutch language requirement if:

- you have completed the State Exam in Dutch as a Second Language (NT2) Course II in all four sections with a certificate, or
- you have obtained the CNaVT certificate "Qualified to Start Education (STRT) - B2", or
- Dutch is your mother tongue and Dutch is the national language of the country where you completed your secondary education, or
- you attended and obtained your diploma at a Dutch-language secondary school, or you obtained your secondary school diploma with a pass in the Dutch language final examination subject.

### **2. English language requirement**

The minimum English language requirement for all our Bachelor's and Associate degree programmes with English as the language of instruction can be demonstrated by a score on one of the following certificates:

- IELTS 5.5
- TOEFL Paper 525
- TOEFL Internet 70
- TOEIC 620/260 (speaking and writing/listening and reading)
- Cambridge First (FCE) - Grade C (scale 162-168).

In the assessment of language tests, a satisfactory result must have been achieved for all separate parts of reading, writing, speaking and listening. Programmes may deviate from the language requirements with the consent of the Executive Board. They may also add their own language test. If they do, this is mentioned in the course section of the Education and Examination Regulations.

You also meet the English language requirement if:

- English is your mother tongue and the official language of the country in which you went to secondary school, *or*
- you have successfully completed prior education taught in English at least HAVO or VWO level, *or*
- you have completed the propaedeutic year of a programme taught in English in the Netherlands, *or*
- you have passed English as a final examination subject at HAVO or VWO level in the Netherlands, Bonaire, Sint Eustatius or Saba (English at MBO level 4 is not sufficient), *or*
- your course is on the <sup>2</sup>List of Diplomas *or*
- you have been awarded a Bachelor's degree or Associate degree taught in English.

### **3.5. The decision concerning your admission**

The Admissions Board of the programme decides on artistic admission. The Exam Board determines whether you meet the prior education and language requirements. If you meet these requirements and pass the entrance exam, you will receive a letter from the Student Affairs department on behalf of the Executive Board.

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<sup>2</sup> <http://www.internationalstudy.nl/wp-content/uploads/2016/03/Diplomaliist.pdf>

### **3.6. Refugee status**

If you would like to enrol at ArtEZ, but you have refugee status and you are not able to produce all the required documentation as referred to in article 2.1, you can still gain admission. The following procedure applies:

- You apply for an Indication of Educational Level (Indicatie Onderwijsniveau – ION) from EP-Nuffic.
- If the ION demonstrates that you are eligible for admission, you can take the regular entrance exam as described in Article 3.2.

Does the ION indicate your admission is doubtful? Then you must take an extra entrance exam as described in Article 3.3.

## **4. Structure of programmes**

### **4.1. Structure of Bachelor's programmes**

A Bachelor's programme consists of 240 credits. The propaedeutic year consists of 60 credits and the main phase consists of 180 credits.

### **4.2. Structure of Associate degree programmes**

An Associate degree programme consists of 120 credits.

### **4.3. Final qualifications**

The objective of the Bachelor's programmes and Associate degree programmes is to impart knowledge, understanding, skills and attitudes appropriate to the professional field for which you are being trained. When you graduate from one of these programmes, ArtEZ wants you to be an independent, critical professional practitioner. What exactly you need to know, be aware of, or be able to do at the end of your programme is included in the programme section of the Education and Examination Regulations. These are called the final qualifications of the programme.

### **4.4. The language of instruction of the programme**

The programme section of the Education and Examination Regulations show what the language of instruction of the programme is. This may be Dutch, English, or a combination of Dutch and English. This is the language or languages that are used for communication during lessons, in study materials and tests. During one-to-one teaching moments where no other person is present, such as a discussion between a student and a tutor, it is permissible by mutual agreement to deviate from the language of instruction of the programme and hold the conversation in English and/or Dutch and/or another language. The programme can make an exception for a specific study unit in the following cases:

- If a lecture is being given by a guest lecturer whose first language is different from the programme language;
- If, for certain reasons, it is necessary to use another language, either Dutch or English. This is stated in the programme section of the Education and Examination Regulations.

### **4.5. Full-time or part-time**

Most ArtEZ programmes are full-time. Some can also be taken part-time. For each programme, the programme section of the Education and Examination Regulations describe which variant or variants are available.

### **4.6. Study programme and assessment**

The study and assessment programme provide an overview of the programme. The study and assessment programme of each programme is included in the programme section of the Education and Examination Regulations. Further information on the content of the programme, assessment and assessment criteria can be found in the electronic learning environment of each study unit. The study and assessment programme contains the following information:

- the programme structure (general configuration per academic year and semester);
- per study unit from the study programme:
  - The OSIRIS code.
  - The number of credits (in EC).
  - The form of education offered – for example, theory class, practical class, project, etc.

- Whether the study unit is compulsory or optional.
- Whether an attendance requirement is in place and the relevant percentage.
- The assessment method used. For example, written or oral, practical or theoretical.
- The weighting of tests if multiple tests are held.
- The point at which you are able to resit if you have failed a test.
- An overview of competencies covered in each study unit.
- Any deviating language of instruction of the programme (also see Article 4.4).
- Any arrangements about the order in which you must take particular study units of the study programme;

#### **4.7. Credits for relevant activities outside of the study programme**

In exceptional cases, the Exam Board may also award credits for relevant activities not included in the regular study programme. For this, you must write a letter to the Exam Board in advance, in which you ask for permission, substantiate these activities and state how the programme rates them.

#### **4.8. Honours Lab**

The Honours Lab offers different routes throughout the year which you can follow alongside your regular education programme. For each route you want to follow, you need to write a short motivational letter. The decision on whether you will be admitted is based on the content of your letter and the composition of the group. The different routes of the Honours Lab are expressed in EC (2.5, 5 or 7.5 EC) in order to indicate their size. These credits do not count towards your current programme, but they are valid after your programme. If you have completed a total of 30 EC within the Honours Lab programme, you will receive an Honours certificate with your diploma.

#### **4.9. Exchange scheme**

If the programme offers the opportunity to take a programme at an educational institute abroad in the main phase, you can use the Exchange scheme. You need permission from the Exam Board for this.

#### **4.10. Applying for exemptions**

If you believe you are eligible for an exemption from an interim exam, you must submit a written request to the Exam Board.

#### **4.11. Programme evaluation**

ArtEZ evaluates education. We do so in the following ways:

- a. Students are asked to evaluate their programme by completing the annual National Student Survey.
- b. Graduates are asked to evaluate their programme by completing the Arts Monitor.

In addition, programmes evaluate the education they provide in one or more of the following ways:

- c. Surveys completed by students.
- d. Surveys completed by graduates (alumni).
- e. Evaluation interviews with students, followed by written reports.
- f. Evaluation interviews with programme Committees.
- g. Evaluation interviews with teachers, followed by written reports.
- h. Evaluation interviews with representatives of the professional field, followed by written reports.

The methods of evaluation used for the programme are set out in the programme section of the Education and Examination Regulations.

## **5. Testing and assessment**

### **5.1. Test forms**

The programme section of the Education and Examination Regulations refers to the study and assessment programme. It explains how you conclude the study units of the study programme with an interim exam and what form that exam takes.

#### **1. Assessment of assignments that were carried out in a group**

Did you carry out an assignment with a group of students? If so, each student receives an

individual assessment. In addition, a group assessment is also possible. How assessment will be carried out is set out in detail in the description of the study unit.

## **2. Nature of oral exams**

An oral test is a theory test you take orally. Oral tests are not public in nature. The Exam Board can make an exception to this rule.

## **5.2. Assessment criteria**

The assessment criteria that apply must be detailed for each test. You can view the assessment criteria in the electronic learning environment prior to the start of the study unit.

## **5.3. Rating scales**

The rating of a test leads to a result on a specific rating scale. This information is laid down in the Assessment programme of the programme section of the Education and Examination Regulations.

## **5.4. Testing and resits**

### **1. First opportunity**

Every study unit of the study programme for which EC are awarded is concluded with an interim exam comprising one or more tests. The test(s) will be administered in the first exam period following the study unit. This is the first (initial) opportunity.

### **2. Resit within the academic year**

You can resit a test once during the academic year in which the study unit is offered according to the study and assessment programme. The study and assessment programme of the programme also indicates when in which period the component can be resat. Resits will take place within six weeks of the first regular test moment. If a programme deviates from this, this is laid down in the study and assessment programme. All resits must be taken within the current academic year. (See Article 6.4 for rules concerning BAS-critical subjects).

### **3. Resits after the academic year**

After the year in which you initially participated in a study unit from the study programme, you can resit a test every academic year, once per academic year.

### **4. Equivalency of resits**

Does a programme offer a test as a resit? Then every test must be equivalent to the initial test. If this is deviated from, the programme must request permission from the Exam Board.

## **5.5. Absence during tests**

If you are absent during a test, and/or (if applicable to the relevant programme) you have not registered for the test, this will be considered as not having been passed and will be indicated as such in Osiris. This means that this opportunity will lapse, as described above in Article 5.4, paragraph 1, and you must participate in the resit as described in Article 5.4, paragraphs 2 and 3. Only if you were unable to attend the test due to force majeure, you can request an extra opportunity from the Exam Board.

## **5.6. Attendance requirement**

Cooperation is important in ArtEZ programmes. By this we mean cooperation between teachers, educational support staff and students, as well as cooperation between students when performing practical exercises. For this reason, in many study units students are dependent on each other's input and presence for their individual learning process. This means that students are required to actively participate in these study units. In principle, an attendance requirement of 80% applies to all study units in which students work together and/or can learn from each other. Programmes are allowed to deviate from this and adopt an attendance requirement between 60% and 80. This is stated in the programme section of the Education and Examination Regulations. The programme is responsible for keeping track of attendance. If the programme fails to do this, there will be no consequences for the student if their attendance is below the requirement.

### **1. Consequences of not meeting the set attendance requirement**

If you have attended a study unit of the study programme for less than the attendance requirement determined by the programme, you will not be allowed to take the tests in the study unit. You can repeat and complete the study unit the following academic year.

## **2. Exemption from attendance requirement**

If you have good reasons why you are not able to fulfil the attendance requirement for a study unit, you can submit a request for exemption from the attendance requirement to the Exam Board no later than the first week of the study unit. The petition should accurately describe the classes and/or practicals for which exemption from the attendance requirement is requested. This should accurately specify Osiris code(s), dates and class times. A petition is accompanied by a written recommendation from the head of programme. The student must contact the study career coach for this written recommendation.

## **5.7. The results of the tests and the interim exam, inspecting tests and complaints**

### **1. Interim exam assessment**

The Examiner determines the result of the interim exam based on the result of the test(s). You will receive the result of an oral test within two working weeks after the test. You will receive the result of the other tests within four working weeks. The date on which you pass the test counts as the date on which you obtain credits.

### **2. Right of inspection**

A written test may be inspected up to six working weeks after the result is announced. Is there already a resit date? Then you must be able to inspect the test before this. After inspecting the test, you must have a further two working weeks to study for the resit. A programme can deviate from these time frames when there are exceptional circumstances, but the Exam Board must agree to this.

### **3. Submitting a complaint**

If you have a complaint about one of the following matters, you can submit a complaint to the Exam Board.

- How the test proceeded;
- How the test corresponded with the content of the study unit;
- Lack of clarity regarding assessment criteria.
- The result of the test

If you want to submit a complaint about an assessment, you can do so within six weeks of receiving the test result.

## **5.8. Awarding credits**

### **1. Awarding credits in the case of an individual test**

If a study unit includes one test and you have received a satisfactory mark for this test, you will be awarded the corresponding credits for that study unit and you will have completed that study unit.

### **2. Awarding credits in the case of two or more tests**

If a study unit includes two or more tests, the overall result of the study unit must be sufficient in order to pass the study unit. Only then will you be awarded the corresponding credits for that study unit and will you have completed that study unit.

### **3. Granting exemption**

If you have been granted an exemption from a test, you have passed the test and you will be awarded the corresponding credits.

## **5.9. Fraud**

### **1. Admission**

An applicant who requests admission to an ArtEZ programme must act in good faith and disclose all available facts that are relevant to the decision of the Executive Board to admit that person as a student. An applicant may not mislead the Executive Board or cause others to mislead the Executive Board with regard to any element of their application for admission.

### **2. Testing**

If an Examiner or invigilator notices that you are committing or have committed fraud during a test, the Examiner or invigilator will report this to the relevant student(s) and the student will be permitted to complete the test in the agreed time. The Examiner or invigilator will immediately report this to the head of programme and to the Exam Board by email. The Exam Board will carry out an investigation and feed back the further course of action to the student involved and the head of programme within 10 working days.

If the Exam Board decides that fraud has been committed, your test will not be rated. In addition,

the Exam Board may impose the following measures:

- You are not allowed to participate in the next resit;
- You are not allowed to sit one or more tests for a period of up to one year.

In the event of serious fraud, the Executive Board may decide to permanently terminate your enrolment in the programme at the instigation of the Exam Board.

## 6. Study career

### 6.1. Academic counselling

Every student is entitled to academic counselling.

#### 1. Study career coach

Each student is allocated a study career coach. This individual guides you in your programme, your study choices and your schedule. The objective of this counselling is effective study progress and development of competencies.

#### 2. Student counsellors

There is an ArtEZ student counsellor in every study location. You can go to them with personal problems that affect your studies or study progress. The intranet lists what you can contact the student counsellor for and how to make an appointment.

### 6.2. Study progress administration

Osiris contains the following details for every student:

- The study units of the study programme you have followed;
- The assessment of each study unit of the study programme;
- The number of credits you have obtained.

If you believe there are errors in your records, report this to the Educational Support Office as soon as possible. After a year, the details are finalised and changes are no longer possible.

### 6.3. Studying with a study impediment

#### 1. Obligation to report a study impediment

If you have a study impediment, it is your responsibility to report it to the student counsellor as soon as possible. If you choose not to report it, you cannot invoke it at a later date with retroactive effect. As soon as possible means:

- when you enrol;
- before the start of your programme;
- or, if you develop the functional impairment during your programme, as soon as possible after it arises or has been diagnosed.

#### 2. Educational environment

The academy management ensures that students with a study impediment are provided with an educational environment as similar as possible to that of students without a study impediment. This educational environment also offers equal opportunities for study success.

#### 3. Adapting tests

If you have a study impediment, you can ask the Exam Board to allow you to sit your tests in a way that is adapted to your study impediment as far as possible.

#### 4. Extra resit in the case of study impediments

In case of a study impediment, the Exam Board may grant an exception to the number of resits. You should submit a request for this to the Exam Board.

### 6.4. Study advice at the end of the first year of study

At the end of the first year of study in which you are registered for your programme, the Exam Board advises whether you can continue to follow this programme.

#### 1. Negative binding advice

Have you attained less than 45 credits in the first year of your study programme you will receive negative binding advice. You will also receive negative binding advice if you have not passed particular study units of the programme, even if you have attained 45 credits. This concerns the BAS-critical study units of the programme. The programme section of the Education and

Examination Regulations specifies which study units these are.

## **2. Warning from the Exam Board prior to negative binding advice**

You can only receive official assessment / negative binding advice if you have received a warning during the academic year. This means that the Exam Board warns you that you receive official assessment / negative binding advice if your programme results do not improve. The Exam Board also sets out the consequences of negative binding advice. The Exam Board must give you this warning in writing before 1 February, in connection with the first-year rule of the Education Executive Agency, setting a reasonable period within which the study results must have improved (WHW Article 7.8b paragraph 4).

## **3. Consequences of the negative binding advice**

Have you received a negative binding advice? Then you may not register as a student with ArtEZ for the same programme in the following academic year. This also applies for different variants, tracks and locations of the programme in question. If you were previously enrolled in a Bachelor's programme that shares a propaedeutic year with other Bachelor's programmes, the negative binding advice also applies to those Bachelor's programmes.

## **4. Registration after the successive academic year**

If you have been issued negative binding advice and you want to enrol again for one of the programmes to which the negative binding advice applies after the next academic year, you must submit a request to that effect to the Exam Board.

## **5. Exceptional conditions for official assessment / negative binding advice with study impediments**

In the case of negative binding advice, the Exam Board can take the student's study impediments into consideration. If, due to your study impediment, you are not issued negative binding advice after the first academic year but you would have been were it not for your study impediment, the same standards for negative binding advice apply at the end of the second academic year as in the first year. This means that you may still be issued negative binding advice by the Exam Board at the end of the second academic year.

## **6. Deferral of negative binding advice**

In individual cases and if there are special circumstances, the Exam Board may, under conditions to be specified, postpone the binding negative study advice until the end of the second year of registration.

### **6.5. Start of main phase of Bachelor's programmes in the case of uncompleted propaedeutic year without negative binding advice**

If you did not pass the propaedeutic exam of the Bachelor's programme in the first year of enrolment but you have not been issued negative binding advice, you are entitled to follow study units from the study programme of the main phase from your second year of registration onwards. You can also sit the associated tests if the order in which you follow particular study units does not matter and if sitting the tests does not conflict with the study units from the propaedeutic year which you have yet to pass.

### **6.6. Study progress of foreign students with a residence permit**

If you are a foreign student and you need a residence permit for your programme, the Modern Migration Policy Act states how much of the nominal study load you must complete for your residence permit: at least 50%. The programme will inform you about your study progress. ArtEZ is obliged to report insufficient progress to the Immigration and Naturalisation Service (IND). The Student Affairs department may, at the student's request, deviate from this standard once in the event of a study impediment (as set out in Article 6.3) or in the event of force majeure.

### **6.7. Study break**

A student may submit a reasoned request to the head of programme to interrupt their studies for a specified period of time. A study break is possible until the end of the academic year. If the student wishes to take a longer study break without being deregistered from the programme, permission must be requested from the Exam Board.

### **6.8. Disciplinary measures**

The Student Charter describes the behaviour expected of students and the disciplinary measures that can be taken if the student does not comply.

## 7. Exams and diplomas

### 7.1. The programme exams

The following exams can be taken on the Bachelor's programme:

- The propaedeutic exam. This is the completion of the propaedeutic year;
- The main phase exam: This is the completion of the main phase and the programme.

On Associate degree programmes, only the exam at the end of the main phase can be taken.

### 7.2. Rules for the propaedeutic exam of Bachelor's programmes

If you have passed all the study units of the propaedeutic year of a Bachelor's programme, you have passed the propaedeutic exam.

#### 1. Determination by the Exam Board

The Exam Board determines the result of the final exam after they have investigated that you have fulfilled all of the obligations that apply for the exam. As a general rule, the Exam Board determines the exam results once a year. The Exam Board can determine the result of an exam in the interim, on its own initiative or at your request.

#### 2. Propaedeutic diploma

If you have passed the final study unit of the propaedeutic exam, you will receive a Propaedeutic diploma signed by the Exam Board within twelve weeks.

### 7.3. Rules for the main phase exam

You cannot sit the final exam of the main phase until you have passed the propaedeutic exam, or unless you have been granted exemption from sitting the exam by the Exam Board.

#### 1. Final exam assessment by the Exam Board

The Exam Board determines the result of the final exam after it has established that you have fulfilled all the requirements for the final exam. As a general rule, the Exam Board determine the final exam results once a year. The Exam Board can determine the result of an exam in the interim, on its own initiative or at your request.

#### 2. Bachelor's or Associate degree diploma

If you have passed the main phase exam, the Executive Board awards you your Bachelor's degree on your diploma. If you have passed the final exam of the Associate degree course, the Executive Board awards you your Associate degree on your diploma. The diplomas are signed by the Exam Board.

#### 3. Progressing to a Bachelor's programme after obtaining an Associate degree

The programme section of the Education and Examination Regulations of Associate degree programmes states which Bachelor's programme(s) you are entitled to progress to.

### 7.4. Cum Laude

The programme section of the Education and Examination Regulations specifies whether the programme has a Cum Laude scheme in place. If the programme has such a scheme, the specific requirements for Cum Laude are described there. If your study results meet the following general requirements, the Exam Board may decide that you should graduate Cum Laude:

- Performances in all domains of competence of the programme, practical and theoretical, are exceptional.
- You have demonstrably performed exceptionally.
- In principle, Cum Laude is only awarded to students who have completed the programme within the initial study programme period.

Do you meet the above conditions and the requirements set forth in the programme section of the Education and Examination Regulations? Then the programme head can recommend you to the Exam Board for the Cum Laude assessment.

### 7.5. Diplomas

If you have passed the exam for the main phase of the programme and you have fulfilled all the payment obligations, then you receive a diploma. You also receive an attachment with an overview of your study programme results. Another attachment contains information about the programme you have followed. You will also receive an English-language version of the latter appendix.



**1. Dates of result and diploma award**

The Academy Management sets the dates for the diploma presentations at the start of every academic year. Diploma presentations are public events.

**2. Abandoning the programme without completing it**

Are you stopping without completing your programme? you will not receive a diploma. However, you can request a summary of the study units you have passed.

## **8. Exam Board**

The tasks and responsibilities of the Exam Board are set out in the Exam Board Regulation. This regulation, the policy rules of the Exam Board and information about the composition of and contact with the Exam Board can be found on the Exam Board page on the intranet.

## **9. Complaint and appeal**

If you disagree with a decision of the Exam Board, You can appeal it with the Board of Appeals for Exams. You can submit your appeal up to six weeks after the date of the postmark on the letter or the date of the email in which the decision is communicated. The Exam Board has elaborated the procedure in a flowchart: Flowchart "Taking legal action against a decision of the ArtEZ Board of Examiners". You can find it in the overview of their Policy Rules on the intranet.

## **10. Final and implementation provisions**

### **10.1. Unforeseen cases**

In cases not provided for by this Education and Examination Regulations, the Academy Management will decide. If the Exam Board has to decide based on the law or this regulation, the Exam Board will decide.

### **10.2. Entry into force**

These regulations replace the Education and Examination Regulations which previously applied for the programme. When referring to this Education and Examination Regulations, it should be described as: the Education and Examination Regulations of the Bachelor's and Associate degree programmes of ArtEZ University of the Arts. The effective date of the regulations is 1 September 2024.