

ArtEZ Education and Examination Regulation

General section: Master Degree courses

Academic year 2019-2020

Important message in advance:

This document is the English translation of the Dutch Education and Examination Regulation (OER). In case of an appeal or a lawsuit, the original Dutch text is leading at all times. The original Dutch text is published on the ArtEZ website and intranet.

Content

1	Explanation of the Education and Examination Regulation	4
1.1	Build-up of courses	4
1.2	EER terms.....	4
1.3	EER validity period.....	4
1.4	Further elaboration of the rules	4
1.5	Changing the EER during the academic year	4
2	Admission to a course	4
2.1	Preparatory courses.....	4
2.2	The normal admissions procedure	4
2.3	Language requirements	5
2.4	The decision concerning your admission	5
2.5	Refugee status	6
3	Build-up of courses.....	6
3.1	Build-up of Master's courses	6
3.2	Competences or final qualifications.....	6
3.3	The course language	6
3.4	Full-time, part-time or concurrent model	6
3.5	Main subject of study/major	6
3.6	Course programme and testing.....	6
3.7	Credits for relevant activities outside of the course programme.....	7
3.8	Arrangements for Exchange students	7
3.9	Exemptions	7
3.10	Course evaluation	7
4	Testing and assessment.....	7
4.1	Test forms	7
4.2	Assessment criteria.....	7
4.3	Assessment Standards	7
4.4	Testing and resits.....	8
4.5	Absence during tests.....	8
4.6	Obligation to be present	8
4.7	The test result, consideration of tests and complaints.....	9
4.8	Awarding credits.....	9
4.9	Fraud.....	9
5	Academic career	10
5.1	Academic counselling	10
5.2	Administration of Academic Progress	10
5.3	Studying with a study limitation	10
5.4	Study progress of foreign students with a residency permit	11
6	Examinations and testimonials	11
6.1	The course examination.....	11
6.2	Rules for the examination	11

6.3	With distinction/honours	11
6.4	Certificates	11
7	Board of Examiners	12
8	Complaint and appeal.....	12
8.1	Complaint in the case of the Board of Examiners	12
8.2	Appeals to the Examination Appeals Board	12
9	Final and implementation provisions	12
9.1	Unforeseen cases	12
9.2	Entry into force	12
Appendix: Definition.....		13

1 Explanation of the Education and Examination Regulation

The Education and Examination Regulation (EER) applies to all students of ArtEZ University of the Arts (hereafter known as ArtEZ) who are registered in one of the Master courses. The EER also applies to those who wish to study at ArtEZ. The latter applies in particular for the rules pertaining to admission.

1.1 Build-up of courses

The EER consists of two parts: A general section and a course section. The general section includes the stipulations that apply for all Master Degree students. A course section is set out for each course. In this you will find the course and test programme and what you must be able to do, be aware of, and know at the end of the course you follow. You will also find which rules and agreements apply only to your course in the course section. We refer to the course section in the general section as necessary.

1.2 EER terms

We use a number of particular terms in the EER, which are explained in the appendix.

1.3 EER validity period

The EER is valid for one academic year. This applies for both the general section and the course section. Therefore we also set out the course programme and the tests for one academic year. This enables us to make changes in the educational programme and tests for each academic year. These changes do not have a retroactive effect. Is there no EER agreed for an academic year? Then the EER for the previous academic year applies for that academic year.

1.4 Further elaboration of the rules

For some of the EER regulations, further elaboration is necessary. The Board of Examiners sets the policy for this. Further elaboration and explanations are available through the Board of Examiners Electronic Learning Environment (ELE).

1.5 Changing the EER during the academic year

It could be necessary to change the EER during the academic year. This could concern changes in the general section as well as changes in a course section of the EER. The procedure for changing the EER during the academic year is elaborated in the text below.

1. Changing the general section of the EER

Changes in the general section follow the same procedure as used in the regular construction of the EER. The intended changes, formulated by the Executive Board, will be submitted for consent to the representative council. After the consent of the representative council the Executive Board will establish the changes.

2. Changing a course section of the EER

Changes in a course section of the EER follow the same procedure as used in the regular construction of the EER, complemented with an extra obligation to provide information to all students. First of all the intended changes will be submitted for advice to the department Onderwijs & Kwaliteit and the Board of Examiners. The intended changes, formulated by the Executive Board, will then be communicated to all students who will be affected by the changes with information about the process and the possibility to react to the intended changes via their course committee. Then, the changes are submitted for consent to the course committee. After the consent of the course committee the Executive Board will establish the changes.

2 Admission to a course

2.1 Preparatory courses

Do you wish to register for an Master Degree course? Then you need to have a Bachelor Degree.

Do you have a foreign qualification that is equal to a Bachelor Degree? The Board of Examiners will assess your application to attend one of the ArtEZ courses. The Board of Examiners has a mandate for this from the ArtEZ Executive Board.

2.2 The normal admissions procedure

You may not begin a course until you receive *proof of admission*. You are required to attend an interview when you register. This is also an entrance examination. If you are successful in your interview, you receive proof of admission. Below are the general agreements for the interview.

1. Interview

The interview takes place with two or more assessors, at least one of whom is an examiner. They are course lecturers. The interview procedure and requirements are included in the course section of the EER.

2. Validity of the interview

The result of the interview applies only for the course in the location where your interview takes place. Thus you cannot start a different ArtEZ course through this interview.

The proof of admission applies only for the academic year for which your interview takes place. Have you decided not to register after all? Then you will have to do another interview for a later academic year. The Board of Examiners can make an exception to this rule.

2.3 Language requirements

1. Dutch language requirement

For some courses, proficiency in the Dutch language is required. The exact requirements are included in the course section of the individual courses.

You comply with the Dutch language requirement if you have obtained the following Dutch educational qualifications:

- VWO (Pre-university education)
- HAVO (Senior general secondary education)
- MBO Level 4 (Intermediate vocational education, level 4)
- Bachelor's (in Dutch)
- Associate Degree (in Dutch)

Included among these qualifications are diplomas obtained in the Netherlands, Bonaire, Saint-Eustace or Saba.

You also fulfil the Dutch language requirement if you have passed Dutch as a final examination subject in the Belgian secondary school system.

You also fulfil the Dutch language requirement if you have passed the State Exam Dutch as a Second Language (Nt2) or if you can handover a CNaVT certificat.

2. English language requirement

For some courses, proficiency in the English language is required. The exact requirements are included in the course section of the individual courses.

3. English language requirement exemption

You fulfil the English language requirement if any one of the following applies to you:

- You have passed the final examination at Senior General Secondary Educational level or a pre-university examination level in the subject of English in the Netherlands, Bonaire, Saint-Eustace or Saba.
- You have taken examinations in secondary education in one of the following countries: Australia, Canada (except for Quebec), New Zealand, the United Kingdom, Ireland and the United States of America.
- You have a foreign diploma for a course taught through English. The diploma can be compared with one of the qualifications named in article 2.1.
- You have a diploma that is included on the Nuffic list of diplomas¹
- You have successfully completed an English-language Bachelor or Associate Degree course.

4. Language requirement for MA DAI Art Praxis and Master Typografie

For the MA DAI and the Master Typografie paragraphs 1 through 3 of this article do not apply. These courses also form - or are part of - the admissions test as described in article 2.2, an original research project or test of the required language level of the aspiring student as described in the course section. In the event of any doubt, an IELTS 5.5 certificate can be requested by the Board overseeing the admission.

2.4 The decision concerning your admission

The Board of Examiners determine whether you fulfil the requirements described in article 2.1, 2.2 or 2.3 and 2.4. After the Board of Examiners has established you fulfil these requirements, the head of department decides if you will be admitted. The head of department has a mandate for this from the ArtEZ Executive Board. The Student

¹ <http://www.internationalstudy.nl/wp-content/uploads/2016/03/Diplomalijst.pdf>

Affairs department informs you on your admission on behalf of the Executive Board. When you are admitted onto a course, you receive proof of admission.

2.5 Refugee status

Would you like to register with ArtEZ, do you have refugee status and cannot provide all of the required documentation as meant in article 2.1? Then you can still gain admission. In this case the following procedure applies:

- a. You apply for an Indication of Educational Level (IEL) from the Nuffic EP.
- b. Does the IEL indicate you can be admitted? Then you can attend the normal (admission) interview described in article 2.2.
- c. Does the IEL indicate your admission is doubtful? Then we will carry out an extra admission interview. Through this extra entrance examination, the Board of Examiners investigates whether you are capable of completing the theoretical sections of the course programme. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this article.

3 Build-up of courses

3.1 Build-up of Master's courses

A master course consists of 60, 120 or 240 credits. In the course section of the EER it is indicated whether the course consist of 60, 120 or 240 credits.

3.2 Competences or final qualifications

The objective of the Master Degree courses is to impart knowledge, insight, skills and attitude which are aspects of the profession for which you are trained. When you graduate from one of our courses, we want 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 course is included in the EER course section. We call these the competences and final qualifications of the course.

3.3 The course language

The EER course section shows what the official language of the course is. This is the language in which lecturers present the course and carry out tests. The course can be an exception in the following situations:

- a. If a guest lecturer who speaks another language is lecturing.
- b. If it is necessary to use another language for particular reasons, for example because the course has certain specific qualities. This could be the content, the build-up or the participants.

3.4 Full-time, part-time or concurrent model

Most ArtEZ courses are full-time. Some are also possible part-time or according to the concurrent model. For every course, the EER course section describes which variant or variants are available.

3.5 Main subject of study/major

With some courses, you can study a specific subject or major. In that situation, you start with a general programme. You can later choose your main subject/major for the main phase in which you can specialise.

3.6 Course programme and testing

The course and test programme provides an overview of the course. The educational and test programme of each course are included in the course section of the EER. Exact information regarding the programme content, testing and the testing criteria are available for each subject on the ELE. The following details are included in the course and testing programme:

- the course build-up (global configuration per academic year and semester);
- per course unit from the course programme:
 - o The OSIRIS code.
 - o The number of credits (ECTS).
 - o The form of training offered. For example a theory lesson, a practical lesson, a project, etc.
 - o The number of contact hours and/or self-study.
 - o Whether it is an obligatory or an optional course unit.
 - o Whether there is an obligation to be present of 80%
 - o The manner in which tests are carried out. For example orally or in writing, practical or theoretical.

- The appraisal of tests if several tests are held.
- The moment on which you can resit if you do not pass the test.
- a competence matrix in which for every course unit is mentioned what competence(s) are developed and assessed;
- any agreements over the sequence in which you should follow particular course units in the course programme.
- any agreements on progressive course units.

3.7 Credits for relevant activities outside of the course programme

The Board of Examiners can also give credits for relevant activities which are not in the course programme. For this, you must write a letter to the Board of Examiners in advance, in which you ask for permission and substantiate these activities. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this article.

3.8 Arrangements for Exchange students

It is possible to avail of Arrangements for Exchange students during the main phase of the course. Through this arrangement you can follow a programme in an educational institute abroad for a maximum of 30 credits. Would you like to avail of this Exchange Arrangement? Then you require approval from the Board of Examiners. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this article.

3.9 Exemptions

1. Request an exemption

Do you think you could be considered for exemption from a test? Then you must submit a written request to the Board of Examiners for this. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this article.

3.10 Course evaluation

ArtEZ evaluates the course. This is done in one or more of the following manners:

- a. Students complete questionnaires.
- b. Course graduates (alumni) complete questionnaires.
- c. Evaluation meetings with students, followed by written reports.
- d. Evaluation meetings with lecturers, followed by written reports.
- e. Evaluation meetings with representatives from the professional field, followed by written reports.

4 Testing and assessment

4.1 Test forms

The course and testing programme is included in the EER course section. This state how you concluded the course units from the course programme with a test.

1. Testing 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. The subject description states how testing is done in a concrete manner.

2. Nature of oral tests

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

4.2 Assessment criteria

The assessment criteria that apply must be detailed for each test.

The assessment criteria are included in the subject descriptions in the course ELE. Before a course unit from the programme starts, the assessment criteria must be known. In this way you can properly prepare for the test or tests which are part of the course unit from the programme.

4.3 Assessment Standards

The assessment of a test leads to a result (standardisation). This can be quantitative or qualitative. What that entails is shown below. A course can also apply its own standardisation. If this is the case, then this is set out in the EER course section.

1. Assessment with a mark

In the assessment you are marked from 1 to 10, along with a maximal of one decimal. A 1 or 1.0 mark represents an extremely poor result, and a 10 or 10.0 represents an excellent result. A 5.5 or higher is a passing mark: you have passed the test.

2. Assessment with sufficient/insufficient or satisfactory/unsatisfactory

As part of the assessment, you receive an appraisal: 'satisfactory/sufficient' or 'unsatisfactory/insufficient'. A 'satisfactory' or 'sufficient' appraisal means you have passed the test.

4.4 Testing and resits

1. First chance

You complete each course unit of the programme with a test which you can take during the first examination period that comes after the course unit. This is the first (initial) chance.

2. Resit within the academic year

You can resit a test once during the academic year in which the course unit takes place according to the course and testing programme.

3. Resit after the academic year

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

4. Tests must be equal in value in resits

Does a course offer a test as a resit? Then each test must be equal in value to the previous test in terms of content, level and weight. The course can make an exception to this rule, but the Board of Examiners must agree to this. Is a test administered by a Board? Then, in the case of a resit, the configuration of this Board can differ from the first chance or previous resits. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this paragraph.

5. Extra resit in the case of study limitations

Are you studying with a study limitation? Then the Board of Examiners can give permission for extra chances within the same academic year at your request. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this paragraph.

4.5 Absence during tests

If you are absent during the test, then you will not pass the test. In this way you forfeit your first chance as described above in article 4.4 paragraph 1 and you will therefore have to resit the test as described in article 4.4, paragraphs 2 and 3. If you could not attend the test due to circumstances beyond your control, you can ask the Board of Examiners for an extra chance. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this paragraph.

4.6 Obligation to be present

Cooperation is important in ArtEZ courses. By this we mean cooperation of lecturers, educational support staff and students, as well as the cooperation of students with each other when carrying out practical exercises. Students are therefore dependent on each other's input and presence in terms of their individual learning process in many of the course units. This means that students are required to actively participate in this course units. Hence there is an obligation to be present for 80% of all course units in which there is the required cooperation and/or mutual dependency as mentioned above for carrying out practical exercises.

In course units in which there is no particular cooperation required and/or no mutual dependency, there is no obligation to be present for 80% of the course. In the course and test programme in the course section, it is explicitly stated per course which course units do not have an obligation to be present for 80% of the course.

1. Consequences of not being present for 80% of the course as required

Were you present for less than 80% of a course unit of the programme for which there was an obligation to be present? Then you may not participate in the concluding test and the next subsequent chance to resit. The Board of Examiners can make an exception to this rule. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this article.

2. Exemption for the obligation to be present

Do you have good reasons for not meeting the obligation to be present for a course unit? Then you can submit a request for exemption to the Board of Examiners. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this paragraph.

4.7 The test result, consideration of tests and complaints

1. Examination assessment

The examiner assesses the result of the test. You receive the result of the oral examinations within two weeks after the test. The result of the other examinations are available within four weeks. The Board of Examiners can deviate from this. The date on which you pass the test counts as the date on which you obtain credits.

2. Right of inspection

A written examination can be inspected for six weeks after the assessment is announced. Is there already a resit date? Then you must be able to inspect the test before this. After the inspection you must have two weeks to study for the resit. A course can deviate from these time frames when there are exceptional circumstances, but the Board of Examiners must agree to this. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this paragraph.

3. Submitting a complaint

Do you have complaints over one of the following subjects, for example? Then you can submit a complaint to the Board of Examiners.

- How the test proceeded.
- How the test corresponded with the content of the course unit.
- Lack of clarity regarding assessment criteria.

Do you wish to submit a complaint regarding an assessment? You can do this within six weeks of receiving the test assessment. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this paragraph.

4.8 Awarding credits

1. Awarding credits in the case of an individual test

Is there one test only for a course unit in the programme? And have you received a satisfactory mark for this test? Then you receive the credits accordingly and you have completed the course unit.

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

Are there two or more tests for a course unit in the programme? Then you must achieve a satisfactory mark for the total assessment of the course. Only then do you receive the credits accordingly and you have completed the course unit.

3. Granting exemption

Have you been granted exemption for a test? Then you have passed the test and receive the credits accordingly.

4.9 Fraud

By fraud, we mean the manipulation of results of an examination or section of an examination, or having results manipulated. Fraud is also: using the work of others for the course or in another manner, as if the work was your own. In all cases, this takes place in one or more of the following ways:

- deliberately
- unlawfully
- in a manner intended to mislead

Fraud is also:

- participating in fraud or defrauding someone;
- inciting fraud;
- doing something as a result of which you can expect that someone will commit fraud as a result.

1. Incident

What happens if an examiner or invigilator notices that you are committing or have committed fraud during a test? Then you may not continue with the test. The examiner or invigilator reports this to the Board of Examiners as soon as possible, in any case within fourteen days.

The Board of Examiners investigates the situation. Does the Board of Examiners establish that this is fraud? Then your work is not assessed. If it has been assessed, the assessment is revoked. In addition, the Board of Examiners can impose the following measures:

- You may not participate in the next resit examination.
- You may not sit one or more examinations for a maximum period of one year.

In the case of serious fraud, the Executive Board can decide to definitively terminate your registration for the course at the suggestion of the Board of Examiners.

The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this article.

5 Academic career

5.1 Academic counselling

Every student is entitled to academic counselling. This is also intended to help you focus on your options within and outside of the course.

1. Academic career advisor

Each student is allocated an academic career advisor. This individual guides you in your course, your study choices and your schedule. The objective of this guidance is effective progress in studies and development of competence.

2. Student counsellor

There is a university student counsellor in each city. You can go to him or her with personal problems. This can be directly connected with the course, but not necessarily.

5.2 Administration of Academic Progress

The course progress registration of every student contains the following information:

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

Do you think there are errors in your registration? If so, please report these to the Administration of Academic Progress as soon as possible. This data becomes definitive after a year and can no longer be changed.

5.3 Studying with a study limitation

By study limitations, we mean exceptional circumstances and functional limitations. What we understand by exceptional circumstances and study limitations are set out below.

1. Exceptional circumstances

By exceptional circumstances we mean:

- Illness, pregnancy or giving birth.
- Exceptional family circumstances.
- Membership of a course committee, the ArtEZ Representative Advisory Board or the management team of a student organisation. The student organisation must be of any size and must be recognised as a legal entity.
- Management or social activities other than those mentioned above, which are according to the ArtEZ Executive Board in the interest of the university or of the course the student is following.

2. Functional Limitations

By functional limitation, we mean any physical, sensory or other disorder of long duration that delays progress in the course. According to the Ministry of Education, Culture and Science, this can be:

- visual, auditory and motor handicaps;
- language disorders (dyslexia), arithmetic (dyscalculia), speech, stamina, memory/concentration capability and organ functions;
- phobias, depression, epilepsy, ME, chronic RSI and heavy migraine.

3. Obligation to report a study limitation

Do you have a study limitation? Then it is your responsibility to report this to the student counsellor as soon as possible. You cannot make an appeal on your study limitations later on if you chose not to report it. As soon as possible means:

- when you register for your course;
- before your course starts;
- or if you develop the functional limitation during the course, as soon as possible after it starts.

4. Course environment

The university directors ensure that students with a functional limitation are given a course environment as similar as possible to that of students without a functional limitation. The course environment also gives an equal opportunity for successful study.

5. Adapting tests

Do you have a study limitation? If so, you can ask the Board of Examiners if you can take your tests in such a manner that is adapted to your individual restriction as much as possible.

5.4 Study progress of foreign students with a residency permit

Are you a foreign national and need a residency permit to study? Then you must pass at least 50% of the course for each academic year. This is stated in the Modern Migration Policy Act. The course will keep you informed on your progress. ArtEZ is obliged to report insufficient progress to the Immigration and Naturalisation Service.

At the request of the student, the Board of Examiners can deviate from the standard mentioned above (a minimum of 50% achieved of the study load for the normal academic year) one time only when it is a question of a study limitation (as described in article 5.3) or when there is a question of an inability to study. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this article.

6 Examinations and testimonials

6.1 The course examination

In a Master Degree course there is an examination at the end of the course.

6.2 Rules for the examination

1. Determination by the Board of Examiners

The Board of Examiners determines the result of the examination after they have investigated whether you comply with all the requirements for the examination. As a general rule, the Board of Examiners determine the examination results by year. The Board of Examiners can determine the result of an examination in the interim, on its own initiative or at your request.

2. Master Degree certificate

Have you successfully passed the final examination for the Master Degree course? Then the Executive Board awards you your Master degree.

6.3 With distinction/honours

If your course results meet the following requirements, the Board of Examiners can decide that you graduate with distinction:

- a. Performances in all domains of competence of the course, practical and theoretical, are exceptional.
- b. It can be demonstrated that you have performed exceptionally well.

Do you meet these conditions? Then the course head can recommend you to the Board of Examiners for the distinction assessment. The Board of Examiners has specified in a regulation exactly how they will implement this procedure as set out in this article.

6.4 Certificates

Have you successfully passed the examination for the main phase of the course? Then you receive a certificate. You also receive an attachment with an overview of your course results. Another attachment contains information about the course you have followed. You also receive an English-language version of this last attachment.

1. Data of result and award presentation

At the start of each academic year, the academy director determines the data of the certificate award presentation ceremonies. A certificate award ceremony is a public event.

2. Abandoned the course without completing it?

Are you stopping without completing your course? Then you do not receive a certificate. However, you can request an overview of the subjects you have passed.

7 Board of Examiners

The tasks and responsibilities of the Board of Examiners are set out in the Board of Examiner Rule Book. This rule book and all information about contact with the Board of Examiners are available on the Board of Examiners ELE².

It is stated in various articles in this EER that a complaint or request must be submitted to the Board of Examiners. Below is a summation of these credits:

- Article 3.8 Credits for relevant activities outside of the course programme
- Article 3.10 Request to participate in an Exchange agreement (study abroad).
- Article 3.11 Request for exemption from tests.
- Article 4.4 Apply for an extra resit in the case of a study limitation.
- Article 4.6 Request for exemption of the obligation to be present.
- Article 4.7 Submit a complain about the administration of a test.
- Article 5.3 Apply for adaptations to be made in the administration of a test in the case of a study limitation.
- Article 8.1 Submit an objection to a decision or order made by the Board of Examiners.

8 Complaint and appeal

8.1 Complaint in the case of the Board of Examiners

Do you disagree with an order made by the Board of Examiners? Then you can object to this order. This is possible within six weeks after the Board of Examiners has determined the order.

8.2 Appeals to the Examination Appeals Board

Do you disagree with a decision on a complaint made by the Board of Examiners? You can appeal it with the Board of Appeals for Examinations. You can submit your appeal up to six weeks after the date of the postmark on the letter, or the date of the e-mail in which the decision is stated.

9 Final and implementation provisions

9.1 Unforeseen cases

In cases in which this rule is not foreseen, the academy director decides. Must this be decided based on the law or on this Board of Examiners rule? The Board of Examiners decides.

9.2 Entry into force

This regulation replaces the Education and Examination Regulation which previously applied for the course. Name this EER in references: Education and Examination Regulation of the Master Degree courses of the ArtEZ university of the arts. The regulation comes into effect on 1 September 2019.

² <https://elo.artez.nl/algemeen/examencommissies>

Appendix: Definition

<u>Academy</u>	ArtEZ organisational unit which services and looks after the courses.
<u>Academic Career Advisor</u>	The individual assigned to guide the student in his/her study, selection and planning process in relation to the course, with the focus on making effective progress, i.e. the development of competence.
<u>Academic year</u>	The time period of the course programme that begins on 1 September and ends on 31 August of the successive calendar year.
<u>Assessment Criteria</u>	Testing or assessment criteria which are derived for the study objectives and include the critical aspects of these. Based on these criteria, the student is assessed through taking the test.
<u>Assessor</u>	A lecturer who is entitled to administer tests under the ultimate responsibility of an examiner.
<u>Board of Appeal for Examinations</u>	The Board of Appeal for the examinations as meant in article 7.60 of the WHW (Dutch Higher Education and Scientific Research Act).
<u>Board of Examiners</u>	The organ that determines whether a student fulfils the conditions set in the Education and Examination Regulation with regard to knowledge, insight, and skills necessary for obtaining a degree.
<u>Competence</u>	And integral aggregate of knowledge, insight, skills and attitudes that an individual needs in order to be able to function adequately within relevant profession contexts.
<u>Course</u>	An Master degree course which is registered in the Central Register of Higher Education Study Programmes (CROHO). A course can include one or more disciplines, each with its own final attainment level. For a full overview of the ArtEZ courses and disciplines, see the ArtEZ intranet.
<u>Course committee</u>	The committee as meant in article 10.3c of the WHW (Dutch Higher Education and Scientific Research Act) and described in the Representative Advisory Board regulation.
<u>Course unit</u>	A section of a programme of a course as meant in article 7.3 of the WHW (Dutch Higher Education and Scientific Research Act), that is distinguished by a value of the study load in entire credits and which is associated with an examination. Also known as a study unit, and can consist of an internship, research, subject, project or short course.
<u>Credit</u>	A credit corresponds with 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 has 60 credits.
<u>Decision</u>	A written decision of a management body.
<u>Discipline</u>	A direction of an accredited course.
<u>Examination</u>	Investigation of knowledge, insight, skills and/or attitude as meant in article 7.10 of the WHW (Dutch Higher Education and Scientific Research Act), the result of which can be expressed in an assessment. A term also used for this type of research is test.
<u>Examiner</u>	An individual appointed by the Board of Examiners whose tasks it is to administer one or more tests.
<u>Executive Board</u>	The Board as meant in article 10.2 of the WHW (Dutch Higher Education and Scientific Research Act), that forms the management team of the institution, also a competent authority.
<u>External candidate</u>	Student who may sit examinations, but does not follow any course or receive any (course) guidance. Wherever the word student is used in this rule book, the term external candidate can also be understood.
<u>Final examination</u>	Conclusion of the course after all of the course examinations have been successfully taken.

<u>Fraud</u>	Actions that result in or are focused on making the formation of a correct assessment with reference to the present competences partly or completely impossible.
<u>Full-time</u>	Full-time education is higher education organised in such a manner that in principle the student puts in on average 40 hours per week.
<u>Functional limitation</u>	any physical, sensory or other disorder of long duration that delays progress in the course. These can be visual, auditory and motor handicaps, language disorders (dyslexia), arithmetic (dyscalculia), speech, stamina, memory/concentration capability and organ functions; phobias, depression, epilepsy, ME, chronic RSI and heavy migraine.
<u>Institution</u>	ArtEZ university of the arts.
<u>Nominal study load</u>	The nominal study load is determined using the European Credit Transfer System (ECTS). The nominal study load of a course is the total number of credits (ECTS) of the foundation year and main phase.
<u>Order</u>	A decision from the Board of Examiners that is not of general importance, including the rejection of the request for it.
<u>Part-time</u>	Part-time education is higher education organised in such a manner that consideration is taken that the student can also involved in activities other than educational activities.
<u>Practical exercises</u>	Exercises that are aimed at gaining a professional skill and rely on mutual dependency between students and/or between students and lecturers.
<u>Representative Advisory Board</u>	the ArtEZ Representative Advisory Board as meant in art. 10.17 of the WHW (Dutch Higher Education and Scientific Research Act) and described in the Representative Advisory Board regulation.
<u>Sequentiality</u>	The condition that the student may participate in a course unit only if a course unit previously offered has been passed.
<u>Student</u>	The individual who on the basis of the WHW (Dutch Higher Education and Scientific Research Act) is registered at the institution as a student or as an external candidate of the course.
<u>Student Counsellor</u>	The official within the institution who informs and advises students on student affairs and guides and supports them in relation to study limitations and problems of a personal nature.
<u>Study limitations</u>	Collective name for functional limitations and exceptional circumstances as set out in article 7.51 of the WHW (Dutch Higher Education and Scientific Research Act).
<u>Subject description</u>	A detailed description of a course unit that includes which competences are developed using study objectives, the methodology used, how the testing is carried out and the criteria used in tests.
<u>Test</u>	See examination.
<u>WHW</u>	The Dutch Higher Education and Scientific Research Act (Stb. 1992, 593)