

# ArtEZ Education and Examination Regulations

Institutional section for Bachelor's and Associate  
Degree programmes  
2025 - 2026 academic year

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# 1. Definitions

<b>Academy</b>	Organisational unit of ArtEZ that offers programmes.
<b>Academy management</b>	Directors of an Academy (Higher Education and Research Act, Article 10.3)
<b>Associate Degree programme</b>	A programme as defined in the Higher Education and Research Act, Article 7.3a.
<b>Bachelor's programme</b>	A higher vocational education programme as defined in the Higher Education and Research Act, Article 7.3a.
<b>Assessor</b>	A teacher who, under the final responsibility of an examiner, is allowed to take part in the test and assessment process.
<b>Assessment criteria</b>	Criteria derived from the competencies of a course component and which contain its essential aspects. Tests by students are assessed according to these criteria.
<b>Professional field</b>	Professional field is also defined as the working field and working practice.
<b>Description of a course component</b>	A description of a course component that includes what competencies are developed with the help of the learning objectives, what teaching methods are used, how the tests are structured, and what criteria are used for assessing tests.
<b>Decision</b>	A written decision by an administrative body.
<b>Administrative body</b>	A public authority body. ArtEZ has three bodies: the Executive Board,, the Board of Governors, and the Exam Board.
<b>Binding recommendation for students to discontinue their studies (<i>Bindend afwijzend studieadvies</i>, BAS)</b>	A decision by the Executive Board taken at the end of the first year of study of the Bachelor's programme, whereby a student may not progress to the second year. This decision is taken in the case of students who have obtained too few credits or who have not successfully completed BAS-critical course components.
<b>BAS-critical course components</b>	Course components that students must have successfully completed in order to progress to their second year of study.
<b>Examination Appeals Board</b>	A body established by the Executive Board (Higher Education and Research Act, Articles 7.60 and 7.61) to which students may lodge an appeal against decisions by the Exam Board and examiners.
<b>Executive Board</b>	The board and the governing body of ArtEZ (Higher Education and Research Act, Article 10.2).
<b>University admissions test (<i>colloquium doctum</i>)</b>	Exemption based on an admissions test (Higher Education and Research Act, Article 7.29, paragraph 4).
<b>Competency</b>	An integral whole of knowledge, insights, skills, and attitudinal aspects that a person needs to be able to function properly in certain professional contexts.
<b>Cum laude</b>	In the case where a student attains a level of exceptional achievement, a programme may propose to the Exam Board that the student in question should graduate cum laude.
<b>Part-time education</b>	Higher education is structured to allow for the fact that students may have commitments outside their educational activities.
<b>Digital learning environment</b>	The digital learning environment used at ArtEZ that contains the descriptions of the course components and the learning content.

<b>Diploma</b>	Document issued by the Executive Board to students who successfully complete their first year of study ('propedeuse') on their Bachelor's programme, to those who pass the final exam of the main phase of their Bachelor's programme, or the final exam of their Associate Degree.
<b>Unit of learning outcomes</b>	Course component that includes a cohesive whole of knowledge, insights and skills that students are able to acquire regardless of their learning path, and the mastery of which students are able to demonstrate, regardless of their learning path (Higher Education and Research Act, Article 1.1).
<b>Final qualifications</b>	The qualities relating to the knowledge, insights, and skills that students should have acquired upon completing their programme (Higher Education and Research Act, Article 7.13, 2c). The final qualifications in higher vocational education are derived from programme profiles drawn up at national level.
<b>Exam Board</b>	The body that determines in an objective and expert manner whether a student has fulfilled the conditions set by the Education and Examination Regulations with regard to knowledge, insights and skills needed for obtaining a degree (Higher Education and Research Act, Article 7.12)
<b>Final exam</b>	Conclusion of the programme, once all the examinations that form part of the programme have been completed successfully.
<b>Examiner</b>	An ArtEZ teacher appointed by the Exam Board who administers examinations, who is authorised to be in charge of the examination process, and who sets the examinations (Higher Education and Research Act, Article 7.12c, paragraph 1).
<b>European Credit (EC)</b>	European credit based on the European Credit Transfer System (ECTS). International credit system for diploma evaluations. 1 EC is equivalent to 1 credit and represents 28 hours of study.
<b>External student</b>	Enrolling as an external student confers the right to take examinations but not to receive any teaching or supervision (Higher Education and Research Act, Article 7.36). All references to 'student' in these regulations may, where relevant, also be read as 'external student'.
<b>Fraud</b>	<p>The Exam Board (Policy Decision 410415) defines exam-fraud as deliberately, unlawfully, and misleadingly:</p> <ul style="list-style-type: none"> <li>- Manipulating the result of an admissions assessment or exam;</li> <li>- Using the work of others as if it is your own;</li> <li>- Participating in fraud or fraudulent behaviour;</li> <li>- Inciting fraud or fraudulent behaviour;</li> <li>- Doing something from which it may be expected that someone is going to commit fraud.</li> </ul> <p>This is a list of examples and is not exhaustive.</p>
<b>Functional impairment</b>	A student's physical, sensory, psychological or other functional impairment that may be designated as a special circumstance regarding the BSA (Higher Education and Research Act, Article 2.1b Implementation Decree 2008) and requiring special facilities.
<b>Restricted electives</b>	Part of the curriculum for which students must select from a range of course components contained in the programme's Education and Examination Regulations.
<b>Resit</b>	An attempt at taking a test after the student in question has failed their first test.

<b>Main phase</b>	The phase of the Bachelor's programme that immediately follows the first year of study ('propedeuse').
<b>Institution</b>	ArtEZ University of the Arts.
<b>First test</b>	The first time a student takes a test in the year in which the course component is first taught.
<b>Electives</b>	Part of the curriculum laid down in the programme in the Education and Examination Regulations for which students have the freedom (within certain limits) to select course components.
<b>Learning outcome</b>	What a student must know, understand, and apply after a period of learning (the Accreditation Organisation of the Netherlands and Flanders, 2019).
<b>Participation Council</b>	The highest-ranking ArtEZ participation body (Higher Education and Research Act, Article 10.17).
<b>Nominal study load</b>	The standard study load of a programme, expressed in credits or EC.
<b>Educational Support Office</b>	Department in an Academy that supports the teaching of the programmes.
<b>Course component</b>	Part of a programme or course of study (Higher Education and Research Act, Article 7.3 paragraph 2). Each course component has a unique code, a study load expressed in credits, objectives, and is concluded with an examination. It may consist of an internship, research, particular subject, project, or course.
<b>Education and Examination Regulations (EER)</b>	A document for each programme or group of programmes setting out the prevailing procedures, rights, and obligations relating to the teaching and examinations (Higher Education and Research Act, Article 7.13).
<b>Curriculum</b>	The way in which the course components in a programme or course of study are organised (Higher Education and Research Act, Article 7.3 paragraphs 2 and 3)
<b>Programme</b>	An Associate Degree programme or Bachelor's programme registered in the Institutions and Programmes Register (RIO). A programme may consist of one or more courses of study, each with its own final attainment levels. For a full overview of the ArtEZ programmes and courses of study, please see the ArtEZ intranet.
<b>Programme committee</b>	A Programme committee is established for each programme or group of programmes. The committee advises on improving and safeguarding the quality of the programme, has the right of approval relating to parts of the EER and the right to advise on those parts for which it has no right of approval. Programme committees are made up of students and staff, in equal numbers. (Higher Education and Research Act, Article 10.3c).
<b>Programme head</b>	The head of a programme or course of study, appointed by the Executive Board.
<b>Osiris</b>	The system designated by the Executive Board for the registration and information on all relevant data of students and the programmes.
<b>Force majeure</b>	A provable circumstance which a student is or was unable to prevent, but which has led to the student's inability to meet an obligation relating to their studies. Examples of force majeure include illness, a family bereavement, and psychological problems.
<b>Practical components</b>	A practical component (Higher Education and Research Act, Article 7.13 paragraph 2d) is a course component or part thereof, aimed at acquiring certain skills.
<b>First year ('propedeuse')</b>	The first phase of a Bachelor's programme (Higher Education and Research Act, Article 7.8).

<b>Internship</b>	A course component in which a student gains practical work experience in the field of the programme.
<b>Student</b>	A person enrolled at ArtEZ as a student or external student on a programme (Higher Education and Research Act, Articles 7.34 and 7.37).
<b>Student counsellor</b>	The official at ArtEZ who informs and advises students on student-related matters and assists and supports those facing impediments to their studies or problems of a personal nature.
<b>Student Affairs</b>	The department in which the student administration of a programme is run and which students with any questions on this matter may contact.
<b>Academic year</b>	The period governing the curriculum that starts on 1 September and ends on 31 August of the following calendar year.
<b>Study impediment</b>	Collective term for functional impairments and special circumstances (Higher Education and Research Act, Article 7.51). This could be a handicap, a chronic illness, serious family circumstances, or competing as a top-level athlete.
<b>Study career coach</b>	The person appointed on behalf of the programme to supervise students in the processes relating to their studies, their options, and their planning, with the aim of helping them achieve effective study progress and competency development.
<b>Credit</b>	A credit is equivalent to a study load (for an average student) of 28 hours of study. The study loads for individual students may be greater or less than this, depending on their knowledge and skills. An academic year accounts for 60 credits. 1 credit is equivalent to 1 European Credit (EC), in accordance with the European Credit Transfer System (ECTS).
<b>Course of study</b>	A course of study in a programme with its own final qualifications and its own teaching and assessment programme.
<b>Examination</b>	An examination at the conclusion of a course component of the knowledge, insights, skills, and/or attitude (Higher Education and Research Act, Article 7.10), the outcome of which is expressed in an assessment. An examination may consist of a number of tests.
<b>Admissions assessment</b>	An assessment of a student to determine whether they may be admitted to a programme.
<b>Admissions committee</b>	The committee that decides whether a student may be admitted to a programme, chaired by an examiner.
<b>Test</b>	An examination of the knowledge, insights, and skills of the student, as well as the assessment of the results of this examination. A test is part of an examination. If the examination for a course component consists of one test, the result of the test is also the result of the examination.
<b>Assessment programme</b>	An overview of what type of tests are given in a programme or course of study for each course component.
<b>Language of instruction</b>	The language that is used as standard in the programme or course of study.
<b>Sequentiality</b>	The condition whereby a student may only join a course component provided a preceding course component has been completed successfully.
<b>Full-time education</b>	Higher education whereby students are expected in principle to study for an average of 40 hours per week (Higher Education and Research Act, Government Gazette 1992, 593).

<b>Free electives</b>	Part of the programme that does not count towards attainment of the final qualifications of the programme, and which students use – subject to certain conditions – to join course components of their own choosing, and which are offered by either their own or another programme.
<b>Exemption</b>	The granting of an exemption from one or more examinations by the Exam Board (Higher Education and Research Act, Article 7.12b, paragraph d).
<b>Higher Education and Research Act (WHW)</b>	The legislation governing higher education and academic research in the Netherlands.



## **2. Notes on the Education and Examination Regulations**

The Education and Examination Regulations (EER) apply to every student at ArtEZ University of the Arts (hereinafter referred to as ArtEZ) who is enrolled on one of its Bachelor's or Associate Degree programmes. The EER also apply to anyone seeking to be a student at ArtEZ. The latter applies in particular in relation to the rules governing admissions.

### **2.1. The structure of the EER**

The EER consist of two parts, an institutional section and a programme section. The former contains the provisions that apply to all Bachelor's and Associate Degree students. There are programme sections for each programme. They contain the teaching and assessment programme and the competencies and final qualifications for the programme you are taking. The programme sections also include the rules and agreements that apply only to your programme. If necessary, reference is made in the institutional section to the relevant programme section.

### **2.2. Terms in the EER**

The definitions of the terms used in this document are shown in Chapter 1.

### **2.3. Period of validity of the EER**

The EER are valid for one academic year. This applies to the both the institutional and the programme sections. In other words, ArtEZ sets the curriculum and the tests for one academic year. If ArtEZ does not set new EER for an academic year, then the EER from the preceding academic year shall continue to apply.

### **2.4. Further explanation of the rules**

Some rules in the EER require further explanation. This can be found on the Exam Board's page on the intranet, under 'policy rules'.

### **2.5. Amendments to the EER**

It may sometimes be necessary to make amendments to the EER during an academic year. This could refer to amendments to the institutional section and to a programme section. The procedure for making amendments to the EER is detailed below.

#### **1. Amendments to the institutional section of the EER**

Amendments to the institutional section of the EER must follow the same procedure as that for the regular creation of the EER. A proposed decision by the Executive Board on amendments must be presented to the Participation Council for its approval. After the approval of the Participation Council has been obtained, the amendments are adopted by the Executive Board.

#### **2. Amendments to the programme section of the EER**

Amendments to the programme section of the EER must follow the same procedure as that for the regular creation of the programme section of the EER. A proposed decision by a programme head is presented to the Exam Board and the Programme committee. The Executive Board makes its decision based on the recommendation of the Exam Board and the Programme committee.

## 3. Admission to a programme

### 3.1. Previous educational qualifications

If you are looking to enrol on a Bachelor's or Associate Degree programme, you must be in possession of one of the following diplomas (Higher Education and Research Act, Article 7.24 paragraph 2)

- VWO (pre-university education)
- HAVO (higher general secondary education)
- Senior secondary vocational education (MBO) level 4
- 'Propedeuse' obtained from a university of applied sciences (HBO) or a research university
- an Associate Degree programme

If you have a foreign diploma that is equivalent to any of these diplomas, then the Exam Board will advise the Executive Board as to whether you should be admitted to one of the programmes at ArtEZ. If the Exam Board has any doubts about the value of your diploma, it may arrange for Nuffic to carry out an International Credential Evaluation.<sup>1</sup>

### 3.2. The normal admissions procedure

As well as these general admissions requirements, candidates are selected according to their potential/talent and expected study success on the programme, with a view to following a predetermined course of study. To be admitted to a programme, you must carry out an admissions assessment. If you succeed in your admissions assessment, you will be given your proof of admission. You may only embark on a programme if you have received proof of admission. The general agreements on the admissions assessment are shown below.

#### 1. Admissions assessment

The admissions assessment is carried out by two or more assessors who are also teachers on the programme, and at least one of whom is an authorised examiner, as laid down in these EER. The procedure and the requirements of the admissions assessment are set out in more detail in the programme section of the EER.

#### 2. Validity of the admissions assessment

The result of an admissions assessment applies only to the programme and the location for which the admissions assessment is carried out. Your proof of admission applies only to the academic year for which you did your admissions assessment. If you subsequently decide not to enrol, then you will have to do another admissions assessment for a future academic year. The Exam Board may allow an exception to this, however.

### 3.3. Additional admissions procedure

If you have none of the diplomas listed in Article 3.1 and you are older than 21 years of age, you may nonetheless be admitted, in accordance with the Higher Education and Research Act, Article 7.29, if you have demonstrated your suitability for the relevant programme in an admissions test (the 'colloquium doctum'). In special cases, an exception may be made to the 21 age limit. The procedure and the preconditions for the colloquium doctum are shown on the ArtEZ website, on the 'Application and admission' page under point 3 (enrolment after admission). The costs of the admissions test shall be borne by the prospective student.

### 3.4. Language requirements

ArtEZ provides programmes in Dutch and English. If the language of instruction on your programme is Dutch, you must meet the Dutch-language requirements. The equivalent is true for English. The language requirements for both languages must be met in the case of programmes given in both. The language of instruction is laid down in the programme section of the EER.

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<sup>1</sup> If you are an asylum seeker with a residence permit and are in possession of an education pathway diploma that is recognised by the Inspectorate of Education and has the correct profile, you also meet the prior education qualifications requirements of the Bachelor's and Associate Degree programmes.

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

The Dutch language requirement for all our Bachelor's and Associate Degree programmes in which Dutch is the language of instruction is Dutch B2, according to the Common European Framework of Reference for Languages (CEFR).

You meet the Dutch language requirement if you are in possession of any of the following diplomas:

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

You also meet the Dutch language requirement if:

- you have gained a certificate for all four parts of the State Exam Dutch as a Second Language (NT2), programme II, or
- you have gained an 'Educatief Startbekwaam (STRT) - B2' CNaVT certificate, or
- Dutch is your mother tongue and Dutch is the national language of the country where you went to secondary school, or
- you have attended a Dutch-language secondary school from where you have gained a certificate, or you have gained a secondary school diploma with a pass for the final exam in Dutch.

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

The minimum language requirement for all our Bachelor's and Associate Degree programmes whose language of instruction is English can be demonstrated by means of a score on any of the following certificates:

- IELTS 5.5
- TOEFL iBT Internet 70
- TOEIC 785/310 (listening and reading / speaking and writing)
- Cambridge First (FCE) – Grade C (scale 162-168).
- Language Cert 60
- Pearson 58

For the assessment of language tests, a pass must have been achieved for each of the individual components (reading, writing, speaking, and listening). Programmes may deviate from the language requirements with the permission of the Executive Board. They may also impose a language test of their own. If this is the case, it is shown in the programme section of the EER.

You also meet the English language requirement if:

- English is your mother tongue and English is the national language of the country where you went to secondary school, or
- you have attended an English-language secondary school from where you have gained a certificate equivalent to at least HAVO or VWO level, or
- you have obtained a first-year diploma ('propedeuse') of an English-language programme in the Netherlands, or
- you have obtained a pass in the Netherlands, Bonaire, Sint Eustatius, or Saba for the final exam in English at HAVO or VWO level (English at MBO 4 level is not sufficient), or
- your programme is on the diploma list<sup>2</sup>, or
- you have successfully completed an English-language Bachelor's degree or Associate Degree programme.

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

The admissions committee of the programme decides on your artistic potential. The Exam Board

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

establishes whether you meet the requirements relating to previous educational qualifications and language. If you do, and if you have successfully come through the admissions assessment, you will receive a letter from the Student Affairs department on behalf of the Executive Board.

### **3.6. Refugee status**

If you are looking to enrol at ArtEZ and you have refugee status and are unable to show all the documents referred to under Article 2.1, you may still be admitted. In such cases, the following procedure applies:

- You must apply for an *Indicatie Onderwijsniveau* (ION) from the EP Nuffic.
- If the ION shows that you are eligible for admission, you can take part in the regular admissions assessment described in Article 3.2.

If the ION raises doubts as to whether you are eligible for admission, then you may be required to undergo an additional admissions test, as described in Article 3.3.

## **4. Structure of the programmes**

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

A Bachelor's programme consists of 240 credits. The first year ('propedeuse') consists of 60 credits and the main phase of 180 credits.

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

An Associate Degree programme consists of 120 credits.

### **4.3. Competencies or final qualifications**

The purpose of the Bachelor's and Associate Degree programmes is to teach you knowledge, insights, skills, and attitudinal aspects that go with the professional field for which you are trained. Once you have graduated from one of our programmes, ArtEZ would like to see you become an independent and critical professional practitioner. What exactly you should know or be capable of at the end of your programme is contained in the programme section of the EER. These are referred to as the final qualifications or competencies of the programme.

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

The programme section of the EER states what the language of instruction of your programme is. This could be Dutch, English, or a combination of the two. One or both of these languages will be used for communicating during the lessons, the course material will be in one or both of these languages, and the tests will be held in one or both of these languages. During one-to-one teaching moments where no-one else is present, such as an interview between a student and a teacher, there is no obligation to use the language of instruction of the programme; the participants may use Dutch, English, or any other language they agree upon. The programme may make an exception for a course component in the following situations:

- If a guest lecturer who speaks another language is teaching;
- If it is necessary to use a different language, provided it is Dutch or English. This is contained in the programme section of the EER.

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

Most programmes at ArtEZ are full-time programmes. Some can also be done part-time. The programme section of the EER states what variants are possible for each programme.

### **4.6. Teaching and assessment programme**

The teaching and assessment programme gives an overview of the programme. The teaching and assessment programme for each programme is shown in the programme section of the EER. More detailed information about the content of the programmes, the testing, and the criteria used for assessing tests for each course component are shown in the digital learning environment. The teaching and assessment programme shows the following information:

- the structure of the teaching (an outline description for each academic year and semester);

- for each course component in the curriculum:
  - The Osiris code.
  - The number of credits (EC).
  - The teaching methods used. This could be a theory lesson, a practical lesson, a project, etc.
  - Whether a course component is obligatory or optional.
  - Whether there is an attendance requirement and what percentage applies.
  - The testing method used. This could be written, oral, practical, or theoretical.
  - The weighting of tests if more than one is held.
  - When you may take a resit if you have not passed a test.
  - An overview for each course component of what competencies or final qualifications can be attained.
  - Any deviations from the language of instruction of the programme (see Article 4.4).
- Any agreements about the sequence in which you must take certain course components in the curriculum;

#### 4.7. Units of learning outcomes

A programme may decide, with the permission of the Executive Board and the teachers associated with the programme, instead of the regular teaching and assessment programme, to shape the curriculum (or part of it) according to the course components based on units of learning outcomes, as meant in the Higher Education and Research Act. If the programme operates this way, the programme section of the EER states how the statutory requirements are met.

#### 4.8. Electives

A curriculum may include both compulsory and optional courses. The programme can structure its optional courses in two ways:

1. Restricted electives: students may select one or more course components from a range of options set out in the programme EER. The programme may set additional requirements in its EER.
2. Free electives: part of the programme may include the opportunity to take components that do not count towards the final qualifications of the programme. You are free to choose what course components you take during this time. They may be offered by your own or another programme and they may be offered at ArtEZ or elsewhere. It is important, however, that the components you choose are given at least at the Bachelor's level. The programme may set additional requirements in its EER.

If you would like to do components offered by another programme at ArtEZ, then you must obtain the permission of the Exam Board in relation to level, scope, and procedure (marginal review). Permission from the 'host' programme is also needed.

For a number of optional choices, the process you need to go through can be found on the ArtEZ website or the intranet; this applies to:

1. Internships in the Netherlands ([Internships in the Netherlands](#))
2. Internships outside the Netherlands ([Internship outside the Netherlands](#))
3. Exchanges with partner schools outside the Netherlands ([Exchanges](#))
4. Range of educational options at other Dutch educational institutions via Kies-op-Maat ([www.kiesopmaat.nl](http://www.kiesopmaat.nl))

If you would like to explore alternative options, such as taking courses at another accredited institution of education in the Netherlands, but without using Kies-op-Maat, then you must first obtain the permission of the Exam Board in relation to level, scope, and procedure (marginal review). You also require the prior permission of the programme head from your own programme, in connection with the possible costs that this may entail. Finally, you need the permission of the 'host' programme/institution.

Bear in mind that this procedure takes some time.

#### **4.9. Credits for relevant activities away from the curriculum**

In exceptional cases, the Exam Board may award credits for relevant activities that do not form part of the regular curriculum. For this, you must write a letter beforehand to the Exam Board, asking for their permission and stating your justification for the activities and indicating how the programme evaluates them.

#### **4.10. Honours Lab**

The Honours Lab offers various tracks throughout the year that you can take alongside your regular programme. You should write a brief motivational letter for each track you would like to take. Whether or not you are admitted depends on the substance of your letter and the composition of the group. The Honours Lab tracks are expressed in credits (2.5, 5 or 7.5) in order to illustrate their scope. These credits do not count towards your regular programme, but they are valid thereafter. If you obtain a total of 30 credits from the Honours Lab programme, you will receive an Honours certificate with your diploma.

#### **4.11. Exchange scheme**

If your programme provides the opportunity to study at an institution of education abroad during the main phase, you can use the Exchange scheme. You require the permission of the Exam Board for this.

#### **4.12. Applying for an exemption**

If you believe you qualify for an exemption from an examination, you should submit a written request to that effect to the Exam Board.

#### **4.13. Evaluation of teaching**

ArtEZ evaluates its teaching. We do this in the following ways:

- a. Students are asked to evaluate teaching by completing the annual National Student Survey (in Dutch: Nationale Studenten Enquete, NSE).
- b. Graduates are asked to evaluate teaching by completing the Fine Arts Monitor (Kunsten Monitor).

In addition, programmes themselves evaluate teaching in one or more of the following ways:

- c. Students complete surveys.
- d. Graduates (alumni) complete surveys.
- e. Evaluation interviews with students, with written reports of the interviews.
- f. Evaluation interviews with Programme committees
- g. Evaluation interviews with teachers, with written reports of the interviews.
- h. Evaluation interviews with representatives from the professional field, with written reports of the interviews.

The programme section of the EER describes the evaluation methods used in each programme.

## **5. Testing and assessment**

### **5.1. Modes of assessment**

The programme section of the EER refers to the teaching and assessment programme. It states how you conclude the course components from the curriculum with an examination and what form that examination takes.

#### **1. Testing assignments performed jointly**

If you are part of a group of students jointly performing an assignment, then each student will be assessed individually. The group itself may also be assessed. The description of the course component sets out the specifics of the testing method.

#### **2. Public access to oral tests**

An oral test is a theory test that you do orally. Oral tests are not public. The Exam Board may

allow an exception to this, however.

## **5.2. Assessment criteria**

The assessment criteria for each test must be detailed. Before the start of a course component, you may view the assessment criteria in the digital learning environment.

## **5.3. Assessment scales**

The assessment of a test leads to a result on a particular assessment scale. This information is in the test plan of the programme section of the EER.

## **5.4. Tests and resits**

### **1. First opportunity**

Every course component in the curriculum for which credits are awarded is concluded with an examination, consisting of one or more tests. The tests are held during the first examination period that follows the end of the course component. This is the first opportunity.

### **2. Resits in the same academic year**

You may resit a test once during the academic year in which the course component was given in accordance with the teaching and assessment programme. The teaching and assessment programme for each programme shows when and in what period resits for the component may be taken. Resits take place within six weeks of the first test opportunity. If a programme deviates from this, it is stated in the teaching and assessment programme. All resits must be taken during the current academic year. For the rules governing BAS-critical subjects, see Article 6.4)

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

Following the year in which you first took part in a course component in the curriculum, you may take a resit each academic year, once per academic year.

### **4. Equivalence of resits**

If a programme offers a test as a resit, then each test should be equal to the previous test. Any deviation from this requires the permission of the Exam Board.

## **5.5. Absence during a test**

If you are absent during a test, or if you have not registered for a test (if this is required by the programme in question), you will be deemed not to have passed it, and this will be recorded in Osiris. This will count as your first opportunity, as described above in Article 5.4 paragraph 1, and you should take the resit, as described in Article 5.4, paragraphs 2 and 3. If you are unable to attend a test due to circumstances beyond your control, you may apply to the Exam Board for an extra opportunity.

## **5.6. Attendance requirement**

Collaboration is an important part of ArtEZ programmes. We refer here to collaboration between teachers, education support staff, and students, and also to collaboration among students when performing practical exercises. This means that, for many course components, students depend on each other's commitment and presence for their own individual learning process. This requires students to take an active part in these components. In principle, students are required to have an attendance record of at least 80% for all course components in which students collaborate or can learn from each other. Programmes may deviate from this and apply a required attendance rate of between 60% and 80%. This is contained in the programme section of the EER. Each programme is responsible for keeping records of students' attendance. If a programme fails to do so, there will be no consequences for any student whose attendance percentage is below the compulsory level.

### **1. Consequences of failing to meet attendance requirements**

If your attendance rate for a course component has been lower than the compulsory level set by the programme, then you may not take the tests associated with the component in question. However, you can take and conclude the course component in the following academic year.

### **2. Exemption from compulsory attendance**

If you have valid reasons as to why you cannot meet the attendance requirements of one your course components, you may, no later than in the first week of the course component, submit a request for an exemption from these obligations to the Exam Board. The request should state

specifically the lessons or practical classes for which the exemption is being sought. It should include the Osiris codes, the dates, and the times of the lessons. It should also be accompanied by a written recommendation from the programme head. To obtain this written recommendation, students should contact their study career coach.

## **5.7. Test and examination results, inspecting tests, and complaints**

### **1. Confirmation of results**

The examiner confirms the results of the examination based on the test results. You will receive the results from any oral tests within two working weeks of the test itself. You will receive the results from other tests within four working weeks. The date on which you passed your examination counts as the date on which you acquire your credits.

### **2. Right to inspection**

You may inspect a written test up to six working weeks after the announcement of the assessment. If a date for a resit has been set, then you have the right to view the test beforehand. After the inspection, you must be given at least two working weeks in which to study for your resit. A programme may deviate from this period in the event of exceptional circumstances. However, this does require the permission of the Exam Board.

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

If you have a complaint about any of the following, you may submit it to the Exam Board.

- The course of the test;
- The relevance of the test to the content of the course component;
- Lack of clarity regarding the assessment criteria;
- The test result.

If you do not agree with the assessment, you may lodge a written and reasoned objection with the Exam Board no later than six weeks after receiving the test assessment. For all complaints and appeals procedures, please refer to the Student Charter.

## **5.8. The awarding of credits**

### **1. The awarding of credits in the case of a single test**

If a course component involves just one single test and you have passed it, you will be awarded the credits that go with it and you will have completed the component.

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

If a course component involves two or more tests, then the overall assessment for the component must be at least at pass level for you to have successfully completed it. Only then will you be awarded the credits that go with it.

### **3. The awarding of credits in the event of an exemption**

If you have been granted an exemption from an examination, you have passed the examination and you will receive the credits that go with it.

## **5.9. Fraud**

### **1. Admission**

Every applicant seeking to enrol on a programme at ArtEZ shall act in good faith and make all available information available that is relevant or of interest to the Executive Board to enable it to decide whether the applicant in question should be accepted as a student. Applicants may not mislead the Executive Board or cause it to be misled in relation to any part of their application for admission.

### **2. Testing**

If an examiner or invigilator notices you committing fraud or has noticed that you have done so, they will notify you, but you will be allowed to complete the test in the designated time. They will also immediately notify the programme head and the Exam Board by email. The Exam Board will launch an investigation and inform you and the programme head in question of its progress within ten working days.

If the Exam Board rules that fraud has been committed, your test will not be assessed. In addition, the Exam Board may impose the following measures:

- You will not be allowed to take the next resit;



- You will not be allowed to take any more tests for up to one year.

In cases of serious fraud, the Executive Board may, if the Exam Board so proposes, terminate your enrolment on the programme permanently.

## 6. Study career

### 6.1. Study career counselling

Every student has the right to study career counselling.

#### 1. Study career coach

Every student is allocated a study career coach, who will advise you in relation to your studies, your study choices, and your time planning. The purpose of the counselling is to help ensure effective progress in your studies and in the development of your competencies.

#### 2. Student counsellor

All teaching locations have an ArtEZ student counsellor. You can contact them with any personal problems that are affecting your studies or your study progress. The intranet has information on the matters about which you can contact the student counsellor and on how to make an appointment.

### 6.2. Registration of study progress

For each student, Osiris lists the following details:

- The course components of the curriculum you have taken;
- The assessment for each course component;
- The number of credits you have gained.

If you believe the information about you is incorrect, you should inform the Educational Support Office as soon as possible. The information listed becomes definitive after one year, after which it can no longer be altered.

### 6.3. Studying with an impediment

#### 1. Obligation to give notice of an impediment

If you have an impediment to your studies, then it is your responsibility to notify the student counsellor as soon as possible. If you decide not to mention the fact, you may not subsequently invoke it retrospectively. As soon as possible means:

- at the time of your enrolment;
- before embarking on your studies;
- or if you get a functional impairment during the course of your studies, you should report the fact as soon as possible.

#### 2. Educational environment

The Master's management ensures that students with an impediment are given an educational environment that is as identical as possible to that of students without such an impediment. This educational environment creates equal opportunities for successful study.

#### 3. Modifications to testing

If you have an impediment to your studies, you may ask the Exam Board if your tests can be adapted as much as possible to your personal impediment.

#### 4. Extra resit for those with an impediment to their studies

In the case of students with an impediment to their studies, the Exam Board may make an exception regarding the number of possible resits. You should submit a request to this end to the Exam Board.

### 6.4. Study recommendation at the end of your first year of study

At the end of the first year of your enrolment on your programme, the Exam Board recommends to the Executive Board whether or not you may proceed with your studies.

### **1. Binding recommendation for students to discontinue their studies (BAS)**

If you have obtained fewer than 45 credits in your first year of enrolment, you will receive a binding recommendation to discontinue your studies. You will also receive a similar negative binding recommendation if you have not successfully completed certain course components in your programme, even if you have obtained 45 credits. This concerns BAS-critical components. The specific components are listed in the programme section of the EER.

### **2. Warning from the Exam Board in advance of a negative binding recommendation**

You can receive a binding recommendation to discontinue your studies only if you have been sent a warning to that effect during the academic year. This means that the Exam Board will warn you that you may receive a negative binding recommendation if your study results do not improve. The Exam Board will also inform you of the consequences of receiving a negative binding recommendation. Any such warning must be given in writing by the Exam Board before 1 February – this is due to the rule of the Education Executive Agency on first-year students and to allow a reasonable period of time for the student in question to improve their results (Higher Education and Research Act, Article 7.8b paragraph 4).

### **3. Consequences of a binding recommendation to discontinue your studies**

If you have received a binding recommendation to discontinue your studies, you may not enrol as a student on the same programme at ArtEZ in the subsequent academic year. This also applies to the different variants, tracks, and locations of the same programme. If you were enrolled on a Bachelor's programme that shares a 'propedeuse' with other Bachelor's programmes, the binding recommendation to discontinue your studies also applies to the other Bachelor's programme.

### **4. Enrolling after the following academic year**

If you have received a binding recommendation to discontinue your studies, but you would like to re-enrol after the following academic year on one of the programmes for which you received your negative binding recommendation, you should submit a request to that effect to the Exam Board.

### **5. Special conditions relating to binding recommendations for students with an impediment to their studies to discontinue their studies**

When issuing a negative binding recommendation to a student, the Exam Board takes account of any impediments to a student's ability to study. If you have not received a binding recommendation to discontinue your studies because you have an impediment to your studies, but would have received one if you did not have your impediment, then the same norms apply at the end of your second year of study as would have applied at the end of your first year. In other words, you may still receive a negative binding recommendation at the end of your second year of study from the Exam Board.

### **6. Deferment of recommendation on continuation of studies**

Under certain circumstances, the Exam Board may, in individual cases in which there are exceptional circumstances, defer a negative recommendation on whether a student should continue their studies until the end of the student's second year of enrolment.

## **6.5. Start of main phase of Bachelor's programmes without successfully completing first year but without a BAS**

If you have not successfully completed your first year of study ('propedeuse') for your Bachelor's programme but not received a binding recommendation to discontinue your studies, you may, from the second year of your enrolment, take course components from the curriculum in the main phase. You may also take the relevant tests, providing the sequence in which you take certain course components does not matter, and if the taking of the tests is not in conflict with the components from your first year that you have yet to successfully complete.

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

If you are a foreign student who requires a residence permit to be able to study, you must successfully complete at least 50% of your nominal study load, under the terms of the Modern Migration Policy Act. Your programme will keep you informed of your study progress. ArtEZ is obliged to report any shortfalls in study progress to the Immigration and Naturalisation Service (IND). The Student Affairs department may, at the request of the student, deviate from the aforementioned norm (once only) if the student has an impediment to their studies (as described in Article 6.3) or in the event of circumstances beyond the student's control.

## 6.7. Suspension of studies

A student may submit a reasoned request to the programme head for a suspension of their studies for a certain period of time. Studies may be suspended until the end of the academic year. Any student seeking a longer period of suspension of their studies without being unenrolled from the programme, must ask the Exam Board for its permission.

## 6.8. Disciplinary measures

The Student Charter sets out how students are expected to conduct themselves and the disciplinary measures that may be taken against any student who does not comply with these rules.

# 7. Final exams and diplomas

## 7.1. Examinations within the programme

In the Bachelor's programme, the following exams may be taken:

- The first-year examination. This is the final assessment of the first year of a course ('propedeuse').
- The final exam from the main phase. This is the final assessment of the main phase and of the whole programme.

Associate Degree programmes only have an examination at the end of the main phase.

## 7.2. Rules for the first-year examination for Bachelor's programmes

If you have passed all of the first-year course components of your Bachelor's programme, then you have obtained your first-year diploma ('propedeuse').

### 1. Official confirmation by the Exam Board

The Exam Board officially confirms your examination result, having assessed whether you have met all of the examination requirements. As a rule, the Exam Board confirms examination results once a year. The Exam Board may also confirm an examination result at an interim stage, either at its own initiative or at your request.

### 2. First-year diploma ('propedeuse')

Once you have passed the final course component that counts towards the first-year examination, you will receive a 'propedeuse' diploma within twelve weeks, signed by the Exam Board.

## 7.3. Rules for the final examination in the main phase

You are only eligible for the final examination of the main phase of your programme if you have obtained your 'propedeuse' or have been exempted from this requirement by the Exam Board.

### 1. Official confirmation by the Exam Board

The Exam Board officially confirms your examination result, having assessed whether you have met all of the examination requirements. As a rule, the Exam Board confirms examination results once a year. The Exam Board may also confirm an examination result at an interim stage, either at its own initiative or at your request.

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

Once you have passed the final examination of the main phase, the Executive Board will award you a Bachelor's diploma. Once you have passed the final examination of your Associate Degree programme, the Executive Board will award you an Associate Degree diploma. Diplomas are signed by the Exam Board.

### 3. Transferring to a Bachelor's programme after obtaining an Associate Degree

The degree programme section of the EER that governs Associate Degree programmes lists the Bachelor's programmes to which you are entitled to transfer.

## 7.4. Cum laude

The programme section of the EER states whether your programme operates a cum laude arrangement. If it does, the specific cum laude requirements are set out in the EER. If your study results meet the following general requirements, the Exam Board may decide that you may graduate

cum laude:

- Your achievements in every competency domain of the programme have been exceptional, in practical and theoretical components alike.
- It is demonstrably clear that you have fulfilled these exceptional achievements.
- Cum laude is generally only awarded to students who have completed the programme within the initial designated period.

If you meet the above conditions and requirements set out in the programme section of the EER, then the programme head may propose to the Exam Board that you be awarded a cum laude.

## **7.5. Diplomas**

Once you have passed the final examination of the main phase of your programme and you have met all your financial obligations, you will receive a diploma. You will also receive an appendix bearing an overview of your study results. Another appendix will list information about the programme you have taken. You will also be given an English-language version of this latter document.

### **1. Dates of results and awards**

At the start of every academic year, the Academy management sets the dates of the graduation ceremonies, when the diplomas are awarded. Graduation ceremonies are open to the public.

### **2. Leaving a programme before finishing it**

If you leave a programme before finishing it, you will not receive a diploma. However, you may request an overview of the course components that you have successfully completed.

# **8. Exam Board**

The duties and responsibilities of the Exam Board are contained in the Exam Board regulations. These regulations, 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. Objections and appeals**

If you do not agree with a decision by the Exam Board, you may submit a written and reasoned objection to the ArtEZ Examination Appeals Board. You should submit your objection up to six weeks after the date of the postal date stamp of the letter, or the date of the email, informing you of the ruling.

You may submit a written and reasoned appeal against the ruling by the appeals board no later than six weeks after the ruling is issued, to the Council of State (student affairs section).

The Student Charter and the Exam Board regulations lists all the information and the options open to you. ArtEZ has one point of contact for complaints.

# **10. Final and implementation provisions**

## **10.1. Unforeseen circumstances**

In cases that are not provided for by the EER, the decision of the Academy management is final. If the Exam Board has to take a decision based on legislation or these regulations, then the Exam Board shall have the final decision.

## **10.2. Entry into force**

These regulations replace the Education and Examination Regulations that previously applied to the programme. The official name of these EER in references: Education and Examination Regulations of the Bachelor's and Associate Degree programmes at ArtEZ University of the Arts. These regulations will enter into force on 1 September 2025.