

# ArtEZ Education and Examination Regulation

Institute section for bachelor and associate degree  
courses

2023-2024 academic year

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# 1. Definition

<u>Academy</u>	Organisational unit of ArtEZ that provides courses.
<u>Final examination</u>	Conclusion of the course after all of the course tests have been passed.
<u>Specialisation</u>	A specialisation as listed in the course overview.
<u>Assessor</u>	A lecturer who is entitled to administer tests under the ultimate responsibility of an examiner.
<u>Assessment Criteria</u>	Testing or assessment criteria which are derived for the study objectives and include their critical aspects. Based on these criteria, the student is assessed by sitting the test.
<u>Professional field</u>	Professional field also includes field of work and work practice.
<u>Order</u>	A decision of the Board of Examiners that is not of a general nature.
<u>Decision</u>	A written decision by an administrative body.
<u>Board of Appeal for Examinations in</u>	The Board of Appeal for the examinations as referred to in WHW (Higher Education and Research Act) Article 7.60.
<u>Executive Board</u>	The Board as referred to in WHW Article 10.2, which forms the management team of the institute; also a competent authority.
<u>Competence</u>	An integral aggregate of knowledge, insight, skills and attitudes that an individual needs in order to be able to function adequately within relevant profession contexts. Also called final qualifications.
<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>The Board of Examiners</u>	The body that determines in an objective and expert manner whether a student meets the conditions set in the Course & Examination Regulation with regard to the knowledge, understanding and skills that are necessary for obtaining a degree as referred to in <a href="#">Article 7.10a</a> .
<u>Examiner</u>	A person appointed by the Board of Examiners, charged with administering one or more tests.
<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>Fraud</u>	<p>By fraud, we mean manipulating or allowing others to manipulate the result of an entrance assessment, test or test component.</p> <p>Fraud is also using the work of others for the course or otherwise as if it were your own. To qualify as fraud, the above actions must have been taken:</p> <ul style="list-style-type: none"><li>- deliberately</li><li>- unlawfully</li><li>- in a misleading manner.</li></ul> <p>Fraud is also:</p> <ul style="list-style-type: none"><li>- participating in or committing fraud;</li><li>- inciting others to commit fraud;</li></ul>

	- doing something which may reasonably be expected to enable another person to commit fraud.
<u>Main phase</u>	The phase of the bachelor's course immediately following the propaedeutic year.
<u>Institute</u>	ArtEZ University of the Arts.
<u>LMS</u>	'Leerpodium' is ArtEZ's Learning Management System. LMS is a central environment in which learning content and educational information is provided. Where students and lecturers can collaborate on a subject or course section. Where students hand in their formative assignments and lecturers provide feedback on them. In addition, the student portfolio is built and made available in the LMS.
<u>Participation Council</u>	the ArtEZ Participation body as referred to in WHW Art. 10.17 and described in the Student-Staff Participation Regulations.
<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>Course unit</u>	A part of the programme of the course as referred to in WHW Article 7.3, which is characterised by a study load expressed in whole credits (ECs) and which concludes with a test. May consist of internship, research, subject, project or programme.
<u>Course</u>	An associate degree or bachelor's course which is listed in the Dutch Central Register of Higher Education Courses (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 referred to in WHW Article 10.3c and described in the Student-Staff Participation Regulations.
<u>Practical exercises</u>	Exercises which are aimed at acquiring a practical professional skill and whose execution is characterised by mutual dependence between students and/or between the students and a lecturer.
<u>Progressive courses</u>	Course units in the curriculum that test skills and competencies at a higher level, allowing modules that test the same competencies at a lower level to be completed.
<u>Propaedeutic year</u>	The first phase of a bachelor's course as referred to in WHW (Higher Education and Research Act) Article 7.8.
<u>Internship</u>	A course unit in which the student gains practical work experience in the field of study of the course
<u>Student</u>	A person who is enrolled at the institute as a student or as an external candidate of the course under the WHW.
<u>Student Counsellor</u>	The official within the institute who informs and advises students on student affairs and guides and supports them in relation to study impediments and problems of a personal nature.
<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>Course section</u>	See educational unit
<u>Study impediment</u>	Collective term for functional impairments and exceptional circumstances as referred to in <a href="#">WHW Article 7.51</a> .

<u>Academic Career Advisor</u>	The individual assigned on behalf of the course to guide the student in their study, selection and planning process, aimed at making effective progress and development of competence.
<u>Credit</u>	A credit corresponds to a study load of 28 course hours for an average student. The study load can be greater or less for individual students, depending on their knowledge and skills. An academic year has 60 credits.
<u>Specialisation</u>	A programme offered by an accredited course.
<u>Test</u>	Examination of knowledge, insight, skills and/or attitude as referred to in WHW (Higher Education and Scientific Research Act) Article 7.10, the result of which can be expressed in an assessment. Terms that are also used for this type of evaluation are exam, assessment and assessment moment.
<u>Test</u>	See test.
<u>Subject description</u>	A detailed description of an educational unit that includes the competences that are developed using study objectives, the methodology used, how the testing is organised and which testing criteria are used. A term also used is module description.
<u>Sequentiality</u>	The condition that the student may participate in an educational unit only if an educational unit previously offered has been passed.
<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>WHW</u>	The Dutch Higher Education and Scientific Research Act (Bulletin of Acts and Decrees 1992, 593).

## 2. Explanation of the Course & Examination Regulation

The Course & Examination Regulation (Course & Examination Regulation) applies to all students of ArtEZ University of the Arts (hereinafter referred to as ArtEZ) who are enrolled on one of the bachelor's courses or associate degree courses. The Course & Examination Regulation also applies to those who wish to study at ArtEZ. The latter applies primarily to the rules governing admission.

### 2.1 Structure of Course & Examination Regulation

The Course & Examination Regulation consists of two sections: an institute section and a course section. The institute section sets out the provisions that apply to all bachelor students and associate degree students. A course section is set out for each course. They contain the education and test programme and the competencies/final qualifications of the course you are taking. You will also find which rules and agreements apply only to your course in the course section. In the institute section, we refer to the course section where necessary.

## **2.2 Course & Examination Regulation terms**

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

## **2.3 Course & Examination Regulation validity period**

The Course & Examination Regulation is valid for one academic year. This is true for both the institute section and the course section. ArtEZ also adopts the course programme and the tests for one academic year. If ArtEZ does not agree upon a Course & Examination Regulation for an academic year, the Course & Examination Regulation from the previous academic year will apply to that academic year.

## **2.4 Further elaboration of the rules**

For some of the rules of the Course & Examination Regulation, further explanation is necessary. You can find these details on the Board of Examiners page on the intranet under policy rules.

## **2.5 Changes to the Course & Examination Regulation**

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

### **1. Changes to the institute section of the Course & Examination Regulation**

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

### **2. Changes to the course section of the Course & Examination Regulation**

Changes to the course section of the Course & Examination Regulation are subject to the same procedure as the regular establishment of the course section of the Course & Examination Regulation. A proposed decision by a head of course is to be submitted to the Board of Examiners and the Course Committee. The Executive Board decides based on the advice of the Board of Examiners and the consent of the Course Committee.

# **3. Admission to the course**

## **3.1 Prior education**

If you want to enrol in an associate degree course or a bachelor's course, you must hold one of the following diplomas:

- Pre-university education (VWO)
- Senior general secondary education (HAVO)
- Intermediate vocational education (MBO) to level 4
- University/university of applied sciences propaedeutic year
- Associate degree

Do you have a foreign qualification that is equal to one of these diplomas? the Board of Examiners will decide whether you are eligible for admission to one of the ArtEZ courses. If the Board of Examiners has doubts about the valuation of the diploma it can have an International Diploma Valuation (IDW) conducted by Nuffic.

### **3.2 The normal admission procedure**

In addition to these general prior education requirements, selection is made based on potential/talent and expected study success for the course with a view to a predetermined specialisation. When you apply, you must complete an entrance assessment. If you pass the entrance assessment, you will receive a certificate of admission. You may not start a course until you have received a certificate of admission. The general arrangements for the entrance assessment are stated below.

#### **1. Entrance assessment**

The entrance assessment is made by two or more assessors who are affiliated with the course as lecturers and at least one of whom is a qualified examiner as laid down in this Course & Examination Regulation. The entrance assessment procedure and the requirements are set out in more detail in the course section of the Course & Examination Regulation.

#### **2. Validity of the entrance assessment**

The result of the entrance assessment applies only to the course and the location for which you took the entrance assessment.

The certificate of admission is only valid for the academic year in which you took the entrance assessment. If you decide not to register after all, you will have to take a new entrance assessment in a subsequent academic year. The Board of Examiners can make an exception to this rule.

### **3.3 Extra admission procedure**

If you have none of the diplomas described in Article 3.1 and are over 21 years old, you can still be admitted under WHW Article 7.29 if you demonstrate suitability for the education in question in an entrance assessment (the so-called colloquium doctum). The procedure and the conditions for the [colloquium doctum](#) are shown on the ArtEZ website on the enrolment and re-enrolment page. The cost of the entrance examination is payable by the student.

### **3.4 Language requirements**

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

The Dutch language requirement for all our bachelor's courses and associate degree courses with Dutch as their official language is:

- Dutch B2 according to the Common European Framework of Reference for Languages (CEFR)

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

- Pre-university education (VWO)
- Senior general secondary education (HAVO)
- Intermediate vocational education (MBO) level 4
- Bachelor degree (in Dutch)
- Associate degree (in Dutch)

You also meet the Dutch language requirement if

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



## 2. English language requirement

The English language requirement for all our bachelor's courses and associate degree courses that have English as their official language is:

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

You fulfil the English language requirement if any of the following apply:

- English is your mother tongue and the official language of the country in which you went to secondary school, *or*
- you have successfully completed prior education taught in English at at least HAVO or VWO level, *or*
- you have completed the propaedeutic year of a course taught in English in the Netherlands, *or*
- you have passed English as a final examination subject at HAVO or VWO level in the Netherlands, Bonaire, Sint Eustatius or Saba (English at MBO level 4 is not sufficient), *or*
- your course is shown on the [List of Diplomas](#)<sup>1</sup> *or*
- you have been awarded a bachelor degree or associate degree taught in English.

You only have to meet the language requirement of the language of instruction.

### 3.5 The decision concerning your admission

The admission committee of the course decides on artistic admission. The Board of Examiners determines whether you meet the prior education and language requirements. If you meet these requirements and pass the entrance assessment, you will receive a letter from the Department of Student Affairs.

### 3.6 Refugee status

Would you like to register with ArteZ, do you have refugee status and cannot provide all of the required documentation as referred to in Article 2.1? Then you can still gain admission. The following procedure applies:

- a. You apply for an Indication of Educational Level (Indicatie Onderwijsniveau – ION) from EP-Nuffic.
- b. If the ION demonstrates that you are eligible for admission, you can take the regular entrance assessment as described in Article 3.2.
- c. If the ION indicates your admission is doubtful, we will conduct an additional entrance assessment as described in Article 3.3.

## 4. Structure of the courses

### 4.1 Structure of the bachelor's courses

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

### 4.2 Structure of associate degree courses

An associate degree course consists of 120 credits.

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

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

The objective of the bachelor's courses and associate degree courses is to impart knowledge, insight, skills and attitudes appropriate to the professional field for which you are being 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 Course & Examination Regulation course section. We call these the competencies and final qualifications of the course.

### **4.4 The course language**

The Course & Examination Regulation course section shows what the official language of the course is. This is the language in which lecturers deliver the education, present the course material and administer tests. The course can make an exception for a specific education component in the following cases:

- a. If a lecture is given by a guest lecturer whose first language is different from the course language.
- b. If, for certain reasons, it is necessary to use another language, either Dutch or English. This is stated in the course section of the Course & Examination Regulation.

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

Most ArtEZ courses are full-time. Some can also be taken part-time. For each course, the course section of the Course & Examination Regulation describes which variant or variants are available.

### **4.6 Main subject of study/major**

The course section of the Course & Examination Regulation describes whether the course has specialisations and what they are.

### **4.7 Course programme and testing**

The course and examination programme provides an overview of the course. The educational and test programme of each course are included in the course section of the Course & Examination Regulation. You can find precise information about the content of the programme, testing and the assessment criteria for each educational unit in the course LMS.

The education and examination programme contains the following information:

- the structure of the education (roughly broken down by academic year and semester) ;
- for each educational unit in the curriculum:
  - o The OSIRIS code.
  - o The number of credits (ECs).
  - o The form of education offered – for example, theory class, practical class, project, etc.
  - o Whether the educational unit is compulsory or optional.
  - o Whether an attendance requirement is in place.
  - o The method of testing used. For example, written or verbal, practical or theoretical.
  - o The weighting of tests if multiple tests are administered.
  - o The point at which you are able to resit if you have failed a test.
  - o A competency matrix indicating which competencies are covered in each educational unit.
- Any arrangements about the order in which you must take particular educational units of the curriculum;
- Any arrangements about progressive subjects.

### **4.8 Credits for relevant activities outside of the course programme**

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

#### 4.9 Honours Lab

The [Honours Lab](#) offers various tracks throughout the year, which you can follow alongside your regular curriculum. For each track you want to follow, you need to write a short motivational letter. The decision on whether you will be admitted is based on the content of your letter and the composition of the group. The different tracks of the Honours Lab are expressed in ECs (2.5, 5 or 7.5 ECs) in order to indicate their size. These credits do not count towards your current course, but they are valid after your course. If you successfully complete the Honours track, you will be added to the student registration system (Osiris). If you have achieved a total of 30 ECs, alongside registration of the Honours tracks you will also receive a certificate with your diploma.

#### 4.10 Exchange scheme

If the course offers the opportunity to take a programme at an educational institute abroad in the main phase, you can use the Exchange scheme.

You need permission from the Board of Examiners for this.

#### 4.11 Exemptions

##### 1. Request an exemption

If you believe you are eligible for an exemption from a test, you must submit a written request to the [Board of Examiners for this](#).

#### 4.12 Evaluation of education

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

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

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

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

The methods of evaluation used for the course are set out in the course section of the Course & Examination Regulation.

## 5. Assessment and evaluation

### 5.1 Test forms

The course section of the Course & Examination Regulation refers to the education and examination programme. It explains how you conclude the educational units of the curriculum with a test and what form that test takes.

#### 1. Testing assignments that were carried out in a group

If you carried out an assignment with a group of students, each student receives an individual assessment. In addition, a group assessment is also possible. The details of the testing are set out in the subject description.

#### 2. Oral exams

An oral exam is a theory test which you take orally. Oral exams are not normally held in public. The Board of Examiners can make an exception to this rule.

## **5.2 Assessment criteria**

The assessment criteria which apply must be specified for each test.

You can view the assessment criteria prior to the start of the educational unit.

## **5.3 Rating scales**

The assessment of a test leads to a result. This information is laid down in the course section of the Course & Examination Regulation.

## **5.4 Testing and resits**

### **1. First chance**

You conclude each educational unit of the curriculum to which ECs are assigned with a test. This test is taken in the first test period following the educational unit. This is the first (initial) opportunity.

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

You can resit a test once during the academic year in which the educational unit is offered according to the education and examination programme. The education and examination programme of the course also indicates when in which period the component can be resat. Resits will take place within six weeks of the first regular test moment. If a course deviates from this, this is laid down in the Course & Examination Regulation. All resits are to be taken within the academic year, i.e. by 31 August of the academic year.

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

You can resit the test again every academic year, once per academic year, after the year in which you initially followed the educational unit of the curriculum.

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

If the course offers a test as a resit, each test should be equivalent to the previous test. If this is deviated from, the course must request permission from the Board of Examiners for this.

## **5.5 Absence during tests**

If you are absent during a test, it will count as not met and will be indicated in Osiris. As such, you will have forfeited your opportunity as described 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 were unable to attend the test due to circumstances beyond your control, you can ask the Board of Examiners for an extra opportunity.

## **5.6 Attendance requirement**

Cooperation is important in ArtEZ courses. By this we mean cooperation between lecturers, educational support staff and students, as well as cooperation between students when performing practical exercises. For this reason, in many educational units students are dependent on each other's input and presence for their individual learning process. This means that students are required to actively participate in these educational units.

There is an 80% attendance requirement for these units. Courses are allowed to deviate from this and adopt an attendance requirement between 60% and 80. Whether and what percentage of attendance applies is determined by the course in the course section of the Course & Examination Regulation. If an attendance requirement is in place, the course is responsible for recording attendance. If the course fails to do this, there will be no consequences for the student if their attendance is below the requirement.

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

If your attendance at an educational unit of the curriculum for which there was an attendance requirement was below 80%, you may not sit the concluding test or the first resit. You can repeat the educational unit the following academic year.

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

If you have good reasons why you are not able to fulfil the attendance requirement for a course section, you can submit a request for exemption from the attendance requirement to the Board of Examiners. A student may submit a reasoned petition for a waiver of the attendance requirement in advance. The petition should accurately describe the classes and or practicals for which exemption from the attendance requirement is requested. This should accurately specify Osiris code(s), dates and class times. A petition is accompanied by a written recommendation from the head of course.

## **5.7 The test result, inspecting tests and complaints**

### **1. Examination assessment**

The examiner determines the result of the test. You will receive the result of oral exams within two working weeks of the test. You will receive the result of the other exams within four working weeks. The date on which you pass the test counts as the date on which you obtain credits.

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

A written test may be inspected up to six working weeks after the assessment is announced. Is there already a resit date? you must be able to inspect the test before then. After inspecting the test, you must have a further two working 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.

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

If you have a complaint about one of the following matters, for example, you can submit a complaint about the test to the Board of Examiners.

- The administration of the test.
- How well the test corresponded with the content of the educational unit.
- Lack of clarity regarding assessment criteria.

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

## **5.8 Awarding credits**

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

If an educational unit includes one test and you pass that test, you will be awarded the corresponding credits and you will have completed that educational unit.

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

If there are two or more exams for an educational unit, you must pass the overall assessment of the educational unit in order to pass the educational unit. Only then will you be awarded the corresponding credits for that educational unit and will you have completed that educational unit.

### **3. Granting exemption**

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

## **5.9 Fraud**

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

### **1. Incident**

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

If the Board of Examiners decides that fraud has been committed, your test will not be assessed. In addition, the Board of Examiners can impose the following measures:

- You may not participate in the next resit.
- You may not sit one or more exams for a period of up to 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.

## **6. Academic career**

### **6.1 Academic counselling**

Every student is entitled to academic counselling.

#### **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 the coaching is effective study progress and development of competencies.

#### **2. Student counsellor**

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

### **6.2 Study progress administration**

The study progress records contain the following details for every student:

- The educational units of the curriculum you have followed.
- The assessment of each educational unit of the curriculum.
- The number of credits (ECs) you have been awarded.

Do you think there are errors in your registration? you should report this to the study progress administration as soon as possible. After a year, the details are finalised and changes are no longer possible.

### **6.3 Studying with a study impediment**

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

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

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

## **2. Educational environment**

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

## **3. Adapting exams**

If you have a study impediment, you can ask the Board of Examiners to allow you to sit your exams in a way that is adapted to your individual capacities as far as possible.

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

In case of a study impediment, the Board of Examiners may grant an exception to the number of resits. You have to submit a request to this effect to the Board of Examiners.

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

At the end of the first academic year in which you are enrolled on the course, the Board of Examiners will make an official assessment as to whether you can continue on this course.

#### **1. Binding negative assessment**

Have you attained less than 45 credits in your first year of registration? you will receive negative binding advice.

You also receive obligatory adverse study advice when you do not pass certain subject in the course, even if you do attain 45 credits. This concerns the BAS critical subjects of the course. The course section of the Course & Examination Regulation specifies which subjects these are.

#### **2. Warning from the Board of Examiners prior to official assessment / negative binding advice**

You can only receive official assessment / negative binding advice if you have received a warning during the academic year. This means that the Board of Examiners warns you that you receive official assessment / negative binding advice if your course results do not improve. The Board of Examiners also sets out the consequences of official assessment / negative binding advice. The Board of Examiners must issue you with this warning in writing and in good time.

#### **3. Consequences of official assessment / negative binding advice**

Have you received official assessment / negative binding advice? you cannot enrol as a student for the same specialisation at ArtEZ in the next academic year. This also applies for different variants, disciplines and locations of the course in question. Are you registered for a Bachelor's course which has a foundation year in common with other Bachelor's courses? the negative binding advice also applies to those bachelor's courses.

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

Have you received official assessment / negative binding advice? and you want to enrol again for one of the courses to which the negative binding advice applies after the next academic year, you must submit a request to that effect to the Board of Examiners.

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

In the case of official assessment / negative binding advice, the Board of Examiners can take the student's study impediments into consideration.

Did you not receive official assessment / negative binding advice after your first academic year because of your study impediment, but would have received it without a study impediment? Then the same standards for official assessment / negative binding advice apply at the end of the second academic year as in the first year. This means that you may still be issued negative binding advice by the Board of Examiners at the end of the second academic year.

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

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

### **6.5 Starting the main phase of a bachelor's course having not completed the propaedeutic year without negative binding advice**

If you did not pass the foundation phase examination of the bachelor's course in the first year of enrolment but you have not been issued negative binding advice, Then you are entitled to follow educational units from the programme from your second year of registration. You can also sit the associated exams if the order in which you take particular subjects does not matter and if sitting the exams does not conflict with the educational units from the propaedeutic year which you have yet to pass.

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

If you are a foreign student and you need a residence permit for your course, you must pass at least 50% of the nominal study load for each academic year. This is stipulated in the Modern Migration Policy Act. The course will keep you informed on your progress. ArtEZ is required to report insufficient study progress to the Immigration and Naturalisation Service (IND). At the request of the student, Student Affairs can deviate from the standard mentioned above (a minimum of 50% achieved of the study load for the normal academic year) once only in case of a study impediment (as described in Article 5.3) or inability to study.

### **6.7 Study break**

A student may submit a reasoned request to the study management to interrupt studies for a specified period of time. The head of course decides whether to grant this request. A study break is possible until the end of the academic year, being 31-08. If the student wishes to take a longer study break without being deregistered from the course, permission must be requested from the Board of Examiners.

### **6.8 Disciplinary measures**

In the event of behaviour which is regarded as not being in line with the Student Charter and the values of the course, and which is also regarded as being deliberately disruptive and as undermining the professional integrity of staff, the student will be invited to discuss their behaviour in the company of a student counsellor and relevant members of the course. The student may bring a friend or fellow student with them to this meeting for support.

## **7. Exams and diplomas**

### **7.1 The course exams**

The following exams can be taken on the bachelor's course:

- a. The foundation year exam. This marks the end of the propaedeutic year.
- b. The exam at the end of the main phase.

Only the exam at the end of the main phase can be taken on associate degree courses.

### **7.2 Rules for the foundation year examination of bachelor degree courses**

Have you completed all foundation year educational units of a bachelor's course with a passing mark? you have passed the foundation year exam.

#### **1. Determination by the Board of Examiners**

The Board of Examiners determines the result of the examination after they have investigated that you have fulfilled all of the obligations that apply for the examination. As a general rule, the



Board of Examiners determine the examination results by year. The Board of Examiners can also determine the result of an exam in the interim, either at its own initiative or at your request.

## **2. Propaedeutic diploma**

If you have passed the final educational unit of the foundation year examination, you will receive a signed diploma from the Board of Examiners within twelve weeks.

### **7.3 Rules for the examination of the main phase**

You may only sit the final exam of the main phase once you have passed the foundation year exam, unless you have an exemption from the Board of Examiners.

#### **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 also determine the result of an exam in the interim, either at its own initiative or at your request.

#### **2. Bachelor or associate degree diploma**

If you have passed the final examination of the bachelor's course, the Executive Board will award you a bachelor degree.

If you have passed the final examination of the associate degree course, the Executive Board will award you an associate degree.

#### **3. Progressing to a bachelor's course after obtaining an associate degree**

The course section of associate degree courses states which bachelor's course(s) you are entitled to progress to.

### **7.4 With distinction**

The course section of the Course & Examination Regulation specifies whether the course has a 'with distinction' scheme in place. If the course has this, then the specific requirements therefor are described there.

If your study results meet the following general requirements, the Board of Examiners may decide that you should graduate with distinction/honours:

- a. Your performance has been exceptional in all competence domains of the course, in both practical and theory subjects.
- b. You have demonstrably performed exceptionally.
- c. In principle, with distinction/honours is only awarded to students who have completed the course within the initial course period.

Do you meet the above conditions and the requirements set forth in the course section of the Course & Examination Regulation? Then the course head can recommend you to the Board of Examiners for the distinction assessment.

### **7.5 Diplomas**

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

#### **1. Data of result and award presentation**

At the start of each academic year, the director of the academy determines the dates of diploma awards. A certificate presentation is a public event.

## **2. Dropping out of the course?**

Are you stopping without completing your course? Then you will not receive a diploma. However, you can request a summary of the subjects you have passed.

# **8. Board of Examiners**

The tasks and responsibilities of the Board of Examiners are set out in the Board of Examiners Regulations. This regulation and all information about contacting the Board of Examiners can be found on the Board of Examiners' intranet page.

Various articles of this Course & Examination Regulation specify that complaints or requests must be submitted to the Board of Examiners. Below is a summary of these points:

- Article 4.8 Credits for relevant activities outside the curriculum.
- Article 4.10 Request to participate in the Exchange scheme (studying abroad).
- Article 4.11 Request for exemption from tests.
- Article 6.3.4 Requesting an extra resit in the case of a study impediment.
- Article 5.6 Request for exemption from attendance requirement.
- Article 5.7 Submitting a complaint about the administration of a test.
- Article 6.3 Requesting modifications to the administration of a test in the case of a study impediment.
- Article 9.1 Submitting an objection against a decision or order of the Board of Examiners.

# **9. Complaint and appeal**

## **9.1 Complaint about the Board of Examiners**

Do you disagree with an order of 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 email in which the decision is communicated.

The Board of Examiners has specified the procedure in a flowchart. Flowchart: "Appealing against a decision by the ArtEZ Board of Examiners".

# **10. Final and implementation provisions**

## **10.1 Unforeseen cases**

In cases not provided for by this regulation, the director of the academy decides. If the Board of Examiners has to decide based on the law or this regulation, the Board of Examiners will decide.

## **10.2 Entry into force**

This regulation replaces the Course & Examination Regulation which previously applied to the course. When referring to this Course & Examination Regulation, it should be described as: the Course & Examination Regulation of the bachelor and associate degree courses of ArtEZ University of the Arts. The regulation enters into force on 1 September 2023.