

ArtEZ Education and Examination Regulation

Institute section: master's courses
2023-2024 academic year

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1. Definition

Academy

Final examination

Specialisation

Assessment

Assessor

Assessment Criteria

Professional field

Order

Decision

Board of Appeal for Examinations

Executive Board

Competence

Sub-council

Part-time

Board of Examiners

Examiner

External candidate

Fraud

Organisational unit of ArtEZ that provides courses. Conclusion of the course after all of the course assessments have been successfully taken.

A specialisation as listed in the course overview.

Evaluation 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 may be expressed in an assessment. A term that is also used for this type of evaluation is test.

A lecturer who is entitled to administer exams under the ultimate responsibility of an examiner.

Testing or assessment criteria which are derived for the study objectives and include their critical aspects. Based on these criteria, the student is evaluated by undergoing the assessment.

Professional field also includes field of work and work practice.

An order by the Board of Examiners that is not of general application.

A written decision by an administrative body.

The Board of Appeal for the examinations as referred to in WHW Article 7.60

The Board as referred to in WHW Article 10.2, which forms the management team of the institute; also a competent authority.

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.

the ArtEZ Participation body as referred to in Art.

10.25 and described in the Student-Staff

Participation Regulations.

Part-time education is higher education organised in such a manner that account is taken of the fact that the student may also be involved in activities other than educational activities.

The body that must determine 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 [Article 7.10a](#).

A person appointed by the Board of Examiners who is charged with administering one or more assessments.

Student who may sit examinations, but does not follow any course or receive any (course) guidance. Any reference to 'student' in this regulation may also be understood to mean 'external candidate'.

By fraud, we mean manipulating or allowing others

to manipulate the result of an assessment, entrance assessment or assessment component. Fraud is also using the work of others for the course or otherwise as if it were your own. In all cases, this takes place in one or more of the following ways:

- deliberately
 - unlawfully
 - in a manner intended to mislead
- Fraud is also:
- participating in fraud;
 - inciting others to commit fraud;
 - doing something which may reasonably be expected to enable another person to commit fraud.

Institute
LMS

ArtEZ University of the Arts
Leerpodium is the Learning Management System of ArtEZ. 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.

Participation Council

ArtEZ's participation body as referred to in WHW Art. 10.17 and described in the Student-Staff Participation Regulations.

Nominal study load

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 (ECs) of the course.

Educational unit

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 is subject to an assessment. May consist of internship, research, subject, project or programme.

Course

A master's course which is listed in the Dutch Central Register of Courses in Higher Education (CROHO).
A course may include one or more specialisations, each with its own final attainment level. For a complete list of ArtEZ courses and specialisations, see the ArtEZ intranet site.

Course committee

The committee as referred to in WHW Article 10.3c and described in the Student-Staff Participation Regulations.

Practical exercises

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 the lecturer.

Progressive courses

Educational 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 obtained.

Internship

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>Course section</u>	See educational unit
<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 curriculum that begins on 1 September and ends on 31 August of the following calendar year.
<u>Study impediment</u>	Collective term for functional impairments and exceptional circumstances as referred to in WHW Article 7.51 .
<u>Study career coach</u>	The individual assigned on behalf of the course to guide the student in their study, selection and planning processes, aimed at effective progress and development of competence.
<u>Credit</u>	A credit corresponds with a study load of 28 course hours for an average student. The study load can be greater or less for individual students, depending on their knowledge and skills. An academic year comprises 60 credits.
<u>Specialisation</u>	A programme offered by an accredited course.
<u>Test</u>	See assessment.
<u>Test</u>	See assessment.
<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. (see Course & Examination Regulation).
<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. Notes to 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 master's 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 courses

The Course & Examination Regulation consists of two sections: an institute section and a course section. The institute section sets out the provisions which apply to all master 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. Is there no Course & Examination Regulation agreed 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.

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 & Examination Regulation. A proposed decision of a head of course is submitted to the board of examiners and 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 a course

3.1 Preparatory courses

If you want to be enrolled on a master's course, you need to have a bachelor certificate.

If you have a foreign certificate that is equivalent to a bachelor certificate, The Board of Examiners will assess your application to attend one of the ArtEZ courses. The Board of Examiners is authorised to take this decision by the ArtEZ Executive Board.

3.2 The normal admission procedure

In addition to the general prior education and language requirements, selection takes place on the basis of potential/talent and expected study success for the course with a view to a predetermined field of study. When you apply, you must complete an entrance assessment. If you pass the entrance assessment, you will receive a certificate of admission. The general arrangements for the entrance assessment are as follows.

1. Entrance assessment

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

2. Validity of the entrance assessment

The result of the entrance assessment only applies to the course and the location for which you took the admission assessment. Hence you cannot start a different ArtEZ course with this. The certificate of admission is only valid for the academic year in which you sat the entrance assessment. Have you decided 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 Language requirements

1. Dutch language requirement

The Dutch language requirement for all our master's courses with Dutch as their official language is:

- Dutch B2 according to the Common Reference Framework for Languages (CERF).

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 have attended a Dutch-language secondary school and obtained a diploma,
- or you have obtained a secondary school diploma with a pass for the Dutch final examination

2. English language requirement

The English language requirement for all our master's courses with English as their official language is:

- IELTS Academic 6.0
- TOEFL INTERNET 80
- TOEIC 670/290 (listening & reading / speaking & writing)
- Cambridge B2 First - Grade B (scale 173 - 175) / Cambridge B2 First - Grade C (scale 169 - 172)

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

- English is your mother tongue and the national language of the country in which you went to secondary school, *or*
- you have completed and been awarded a diploma for English-language prior education at at least HAVO or VWO level, *or*
- you have completed the propaedeutic year of an English-language course in the Netherlands, *or*
- in the Netherlands, Bonaire, St. Eustatius or Saba, you have passed the
- final examination subject English at HAVO or VWO level (English at MBO-4 level is not sufficient*), *or*
- your course is on the [List of Diplomas¹](#) *or*
- you have been awarded an English-language bachelor degree or associate degree.

The Typography Workshop and DAI courses have their own test to assess language level.

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

3.4 The decision concerning your 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, the director of the academy will decide on whether to admit you. The director of the academy has a mandate for this from the ArtEZ Executive Board. The Student Affairs department informs you on your admission on behalf of the Executive Board. If you have been admitted, you will receive a certificate of admission.

3.5 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 sit the regular entrance assessment as described in Article 2.2.
- c. Does the IEL indicate your admission is doubtful? we will conduct an additional admission review. In the additional admission review, the Board of Examiners investigates whether you are capable of completing the theoretical components of the curriculum.

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

4. Structure of courses

4.1 Structure of the master's courses

A master's course consists of 60, 120 or 240 credits (ECs). Whether the course consists of 60, 120 or 240 credits is laid down in the course section.

4.2 Competences or final qualifications

The goal of the master's courses is to impart the knowledge, insight, skills and attitudes appropriate to the practice you are developing. 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.

4.3 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 the assessments. The course can make an exception for a specific education component in the following cases:

- a. If a lecture is being 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.

4.4 Full-time, part-time or concurrent model

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

4.5 Main subject of study/major

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

4.6 Course programme and testing

The course and examination programme provides an overview of the course. The course section of the Course & Examination Regulation refers to the education and examination programme. You can find precise information about the content of the programme, testing and the assessment criteria for each subject in the course ELO/LMS.

The education and examination programme contains the following information:

- the course structure (general configuration per academic year and semester);
- per educational unit from the course programme:
 - 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 it is an obligatory or an optional educational unit.
 - o Whether an attendance requirement is in place.
 - o The manner in which exams are administered. For example, written or oral, practical or theoretical.
 - o The weighting of assessments if multiple assessments are held.
 - o The point at which you are able to resit if you do not pass an assessment.
 - o A competency matrix indicating the competencies you need to master for each educational unit;
- Any arrangements about the order in which you must take particular educational units of the curriculum;
- Any arrangements about progressive subjects.

4.7 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 demonstrate how the course rates them.

4.8 Exchange scheme

If the course offers the opportunity to participate in the Exchange scheme in order to follow (a part of) the course abroad and you want to participate in the Exchange scheme, you need permission from the Board of Examiners.

4.9 Exemptions

1. Request an exemption

If you believe you are eligible for an exemption from an assessment, Then you must submit a written request to the Board of Examiners for this.

4.10 Course evaluation

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

- 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 annual 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 used to evaluate the education delivered are set out in the evaluation 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 sets out how you complete the educational units of the curriculum with an assessment. If necessary, you can contact the Board of Examiners via the ELE. [Board of Examiners \(sharepoint.com\)](#)

1. Testing assignments that were carried out in a group

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

In addition, a group assessment is also possible. The details of the testing are set out in the subject description.

2. Nature of oral exams

An oral test 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 Evaluation criteria

The assessment criteria are stated in the course descriptions on the course LMS and can be viewed prior to the start of the module.

5.3 Rating scales

An assessment 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 an assessment one time during the academic year within which the educational unit falls according to the education and examination programme. The education and examination programme of the course states when resits can be taken. The resits take place within six weeks after the first regular examination moment. If a course deviates from this, this is stipulated in the education and examination programme. 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 assessment again after the year in which you took the educational unit from the curriculum for the first time. You can do so once per academic year.

4. Equivalency of resits

If the course offers an assessment as a resit, Then each assessment should be equivalent to the prior assessment. If this is deviated from, the course must request permission from the Board of Examiners.

5.5 Absence during assessments

If you are absent during an assessment, you will not pass the assessment. As such, you will have forfeited your first 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. Only if you are unable to attend the assessment due to circumstances beyond your control can you request an extra opportunity from the Board of Examiners.

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 you if your attendance is below the requirement.

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

If your attendance at an educational unit of the curriculum for which there was an attendance requirement was below 80%, you may take part in the concluding assessment or the first resit. You can retake 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. You can ask, in a reasoned petition, beforehand for a waiver of the attendance requirement. 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 result of the assessment, inspecting assessments and complaints

1. Examination assessment

The examiner determines the result of the assessment. You will receive the result of the assessment within four working weeks. The date on which you pass the assessment counts as the date on which you obtain credits.

2. Right of inspection

You can inspect an assessment up to six working weeks after the result is announced. Is there already a resit date? you must be able to inspect the assessment 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, for example, you have complaints about one of the following subjects, you can submit a complaint about the assessment to the [Board of Examiners](#).

- The way in which the assessment was administered.
- How well the assessment corresponded with the content of the educational unit.
- Lack of clarity regarding assessment criteria.

Do you wish to submit a complaint regarding an assessment? you can do so within six weeks of receiving the result of the assessment.

5.8 Awarding credits

1. Awarding credits in the case of a single assessment

If an educational unit includes one assessment and you are awarded a pass for this assessment, you will be awarded the corresponding credits for that educational unit and you will have completed that educational unit.

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

If there are two or more assessments, you must achieve a pass mark for 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 given an exemption from an assessment, you have passed the assessment and you will be awarded the corresponding credits for that assessment.

5.9 Fraud

An applicant who requests admission to an ArtEZ course shall act in good faith and disclose all available facts which are relevant to the decision of the university to admit that person 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 an assessment, they will report this to the relevant student(s) and the student will be permitted to complete the assessment in the agreed time. The examiner or invigilator reports this immediately to the course management (head of course) and to the Board of Examiners. The Board of Examiners will instigate 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 establishes fraud, your work 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 participate in one or more assessments for a period of up to a 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. This is also intended to familiarise you with the options within and outside the course. Information about study career counselling may be found in the course ELO/LMS.

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 an ArtEZ student counsellor in every city. You can go to him or her with personal problems. These may be directly connected with your course, but they don't have to be.

6.2 Study progress administration

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

- 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? If so, please report these to the Administration of Academic Progress 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 develops.

2. Course 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 take your assessments 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 should submit a request for this to the Board of Examiners.

6.4 Study progress of foreign students with a residence permit

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

At the request of the student, the Board of Examiners can deviate from the standard mentioned above (a minimum of 50% achieved of the study load for the normal academic year) one time only when it is a question of a study impediment (as described in Article 5.3) or when there is a question of an inability to study.

6.5 Study break

You can submit a reasoned request to the study management to interrupt your studies for a certain period of time. The study management will decide whether to grant this request. A study break is possible until the end of the academic year, being 31-08. If you wish to take a longer study break without being deregistered from the course, permission must be requested from the Board of Examiners.

6.6 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, you will be invited to discuss your behaviour in the company of a student counsellor and relevant members of the course. You may bring a friend or fellow student to this meeting for support.

7. Examinations and testimonials

7.1 Course exams

On a master's course, an examination is sat at the end of the course.

7.2 Rules for the examination

1. Determination by the Board of Examiners

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

2. Master degree certificate

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

7.3 With distinction/honours

The course section of the Course & Examination Regulation specifies whether the course has a 'with distinction' scheme in place. If the course maintains it, then the specific requirements for 'with distinction' 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. With distinction/honours is in principle 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.

7.4 Certificates

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

1. Dates of result and diploma award

The head of course sets the dates for the certificate presentations at the start of every academic year. A certificate presentation is a public event.

2. Abandoned the course without completing it?

Are you stopping without completing your course? Then you do not receive a certificate. However, you can request 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 Examiner Rule Book. 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 4.7 | Credits for relevant activities outside the curriculum. |
| Article 4.8 | Request to participate in the Exchange scheme (studying abroad). |
| Article 4.9 | Request for exemption from assessments. |
| Article 5.4 | Requesting an extra resit in the case of a study impediment. |
| Article 6.3.4 | Request for exemption from attendance requirement. |
| Article 5.7 | Submitting a complaint about the administration of an assessment. |
| Article 6.3 | Requesting modifications to the administration of an assessment in the case of a study impediment. |
| Article 9.1 | Submitting an objection against a decision or order of the Board of Examiners. |

9. Appeal

9.1 Appeals to the Examination Appeals Board

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

The Board of Examiners has specified the procedure in a regulation. "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 member of the Executive Board with the education portfolio will decide. 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 for the course. When referring to this Course & Examination Regulation, it should be described as: Course & Examination Regulation of the master degree courses of ArtEZ University of the Arts. The regulation enters into force on 1 September 2023.