

# **ArtEZ**

# **Course & Examination Regulation**

Institute section for bachelor and associate degree  
courses

2022 - 2023 academic year

Approved by the Executive Board on:  
Consent of Participation Council on: 12 May 2022

## Table of contents

1.	Notes to the Course & Examination Regulation.....	4
1.1	Structure of the OER.....	4
1.2	Terms in the OER .....	4
1.3	Period of validity of the OER .....	4
1.4	Further elaboration of the rules.....	4
1.5	Changes to the OER.....	4
1.6	Changes to the general section of the OER .....	4
2.	Admission to the course .....	5
2.1	Prior education .....	5
2.2	The normal admission procedure .....	5
2.3	Extra admission procedure.....	5
2.4	Language requirements.....	5
2.5	The decision concerning your admission .....	6
2.6	Refugee status .....	6
3.	Structure of the courses .....	7
3.1	Structure of the bachelor courses.....	7
3.2	Structure of associate degree courses.....	7
3.3	Competencies or final qualifications .....	7
3.4	The course language.....	7
3.5	Full-time or part-time.....	7
3.6	Specialisations.....	7
3.7	Education and testing programme.....	7
3.8	Credits for relevant activities outside the education programme .....	8
3.9	Honours Lab .....	8
3.10	Exchange scheme.....	8
3.11	Exemptions .....	8
3.12	Evaluating the education .....	8
4.	Testing and assessment .....	9
4.1	Test forms .....	9
4.2	Assessment criteria.....	9
4.3	Assessment standards .....	9
4.4	Testing and resits .....	10
4.5	Absence during tests .....	10
4.6	Attendance requirement .....	10
4.7	The test result, inspecting tests and complaints.....	11
4.8	Awarding credits.....	11
4.9	Fraud .....	12
5.	Study career .....	13

5.1	Study career counselling .....	13
5.2	Study progress administration.....	13
5.3	Studying with a study impediment .....	13
5.4	Official assessment at the end of the first academic year .....	14
5.5	Starting the main phase of a bachelor course having not completed the propaedeutic year without negative binding advice .....	15
5.6	Study progress of foreign students with a residence permit.....	15
5.7	Disciplinary measures.....	15
6.	Exams and certificates .....	15
6.1	The course exams.....	15
6.2	Rules for the foundation year exam on bachelor courses .....	16
6.3	Rules for the main phase exam .....	16
6.4	With distinction/honours.....	16
6.5	Certificates .....	17
7.	Exam Board.....	17
8.	Appeals.....	17
8.1	Appeals to the Examination Appeals Board (Cobex) .....	17
9.	Final and implementing provisions.....	18
9.1	Unforeseen circumstances .....	18
9.2	Entry into force .....	18
	Appendix: Definition of terms.....	19

# 1. Notes to the Course & Examination Regulation

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

## 1.1 Structure of the OER

The OER consists of two sections: an institution section and a course section. The institution section sets out the provisions that apply to all bachelor students and associate degree students. An institution section has been drawn up for each course. It contains the education and testing programme and the competencies/final qualifications of the course you are following, plus the rules and arrangements which apply only to your course. In the institution section, we refer to the course section where necessary.

## 1.2 Terms in the OER

In the OER, we use a number of terms, which are explained in the appendix.

## 1.3 Period of validity of the OER

The OER applies for one academic year. This is true for both the institution section and the course section. We are therefore also fixing the education programme and tests for one academic year. This allows us to make changes to the education programme and tests per academic year. These changes are not implemented with retroactive effect. If ArtEZ does not issue an OER for an academic year, the OER from the previous academic year will apply to that academic year.

## 1.4 Further elaboration of the rules

Further elaboration is required for some of the rules in the OER. The Exam Board sets the policy for this. You can find the further elaboration in the Exam Board's Electronic Learning Environment (ELE).

## 1.5 Changes to the OER

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

## 1.6 Changes to the general section of the OER

Changes to the general section of the OER are subject to the same procedure as the regular establishment of the OER. A provisional 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. Admission to the course

### 2.1 Prior education

If you want to enrol in an associate degree course or a bachelor course, you need to have one of the following qualifications:

- 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

If you have a foreign qualification which is equivalent to one of these diplomas, the Exam Board will decide whether you are eligible for admission to one of the ArtEZ courses. You can also obtain an international diploma (Internationaal Diploma Waardering – IDW) from Nuffic yourself.

### 2.2 The normal admission procedure

You can only start a course if you have received a proof of admission. When you apply, you must complete an entrance assessment. This is also known as the entrance examination. If you pass the entrance assessment, you will receive a proof of admission. The general arrangements for the entrance assessment are as follows.

#### 1. Entrance assessment

The entrance examination is administered by two or more assessors, at least one of whom is an examiner. They are lecturers from the course. 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 for the course at the location for which you did the admission examination. You cannot use it to commence a different ArtEZ course. The proof of admission is only valid for the academic year in which you sat the entrance assessment. If you decide not to enrol after all, you will have to take a new entrance assessment in a subsequent academic year. The Exam Board can make an exception to this rule.

### 2.3 Extra admission procedure

If you are not in possession of one of the diplomas listed in article 2.1 and you are eligible for admission, under certain conditions the option is available of sitting a Colloquium Doctum. The procedure and the conditions are shown on the ArtEZ website on the [enrolment and re-enrolment page](#).

### 2.4 Language requirements

#### 1. Dutch language requirement

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

- B2

You comply with the Dutch language requirement if you have been awarded one of the following Dutch educational qualifications:

- Pre-university education (VWO)
- Senior general secondary education (HAVO)

- Intermediate vocational education (MBO) level 4
- Bachelor degree (in Dutch)
- Associate degree (in Dutch)

The qualifications referred to may have been awarded in the Netherlands, Bonaire, Sint-Eustatius or Saba.

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

You also fulfil the Dutch language requirement if you have passed the Dutch as a Second Language State Examination (Nt2 Programme II) or if your Dutch language skills are CNaVT certified.

## 2. English language requirement

The English language requirement for all our bachelor 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.

## 2.5 The decision concerning your admission

The Exam Board determines whether you meet the requirements described in articles 2.1, 2.2 or 2.3 and 2.4. After the Exam Board has decided that you fulfil these requirements, the director of the academy decides whether you will be admitted. The director of the academy is authorised to take this decision by the ArtEZ Executive Board. The Student Affairs department will inform you about your admission on behalf of the Executive Board. If you have been admitted, you will receive a proof of admission.

## 2.6 Refugee status

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

- 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.

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

- c. If the ION indicates doubt as to whether you are eligible for admission, we will hold an extra admission interview as described in article 2.3, paragraph 1.

## 3. Structure of the courses

### 3.1 Structure of the bachelor courses

A bachelor course consists of 240 credits (ECs). The propaedeutic year consists of 60 credits and the main phase consists of 180 credits.

#### 1. Accelerated pathway for students with a pre-university (VWO) qualification

An accelerated pathway is a three-year course for those in possession of a VWO qualification. During that time, the student must obtain 180 credits. The course section of the OER specifies whether the course has an accelerated pathway.

### 3.2 Structure of associate degree courses

An associate degree course consists of 120 credits.

### 3.3 Competencies or final qualifications

The objective of the bachelor courses and associate degree courses is to impart knowledge, insight, skills and attitudes appropriate to the profession for which you are being trained. When you graduate from one of these courses, we want you to be an independent, critical professional practitioner. The course section of the OER specifies exactly what you need to know or be capable of by the end of your course. We call these the competencies and final qualifications of the course.

### 3.4 The course language

The course section of the OER specifies 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 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 it is necessary to use a different language for particular reasons. For instance, because the course has particular characteristics – for example in terms of its content, structure or participants.

### 3.5 Full-time or part-time

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

### 3.6 Specialisations

The course section of the OER describes whether the course has specialisations and what they are.

### 3.7 Education and testing programme

The education and testing programme provides an overview of the course. The education and testing programme of each course is set out in the course section of the OER. You can find precise information about the content of the programme, the testing and the criteria for the tests for each subject in the Electronic Learning Environment/Learning Management System of the course.

The education and testing programme contains the following information:

- the structure of the course (roughly broken down by academic year and semester);

- for each course unit in the education 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 the course unit is compulsory or optional.
  - o Whether the course unit is subject to an 80% attendance requirement.
  - o The method of testing used. For example, written or verbal, practical or theoretical.
  - o The weighting of tests if multiple tests are held.
  - o The point at which you are able to resit if you do not pass a test.
- A competency matrix indicating which competencies are developed and assessed in each course unit;
- Any arrangements about the order in which you must take particular course units of the education programme;
- Any arrangements about progressive subjects.

### **3.8 Credits for relevant activities outside the education programme**

The Exam Board can also award credits for relevant activities which are not part of the education programme. In this case, you must write a letter to the Exam Board in advance, in which you ask permission and provide supporting evidence with regard to those activities.

The Exam Board has specified the procedure with regard to credits outside the education programme in a regulation.

### **3.9 Honours Lab**

The [Honours Lab](#) offers different 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.

### **3.10 Exchange scheme**

In the main phase of the course, you can take advantage of the Exchange scheme ([Exchange on intranet](#)). This scheme allows you to follow a programme at an educational institute abroad. If you would like to take advantage of the Exchange scheme, you need the approval of the Exam Board. The Exam Board has specified the procedure with regard to the Exchange scheme in a regulation.

### **3.11 Exemptions**

#### **1. Requesting exemptions**

If you believe you are eligible for an exemption from a test, you must submit a written request to the Exam Board. The Exam Board has specified the procedure with regard to exemptions in a regulation.

### **3.12 Evaluating the education**

ArtEZ evaluates the education it provides. 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 OER.

## 4. Testing and assessment

### 4.1 Test forms

The course section of the OER refers to the education and testing programme. It explains how you conclude the course units of the education programme with a test and what form that test takes. If necessary, you can contact the Exam Board via the Electronic Learning Environment. [Exam Boards \(sharepoint.com\)](#)

#### 1. Testing of group assignments

If you are carrying out an assignment with a group of students, each student receives an individual assessment. There may also be a group assessment. The details of the testing are set out in the subject description.

#### 2. Oral tests

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

### 4.2 Assessment criteria

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

The assessment criteria are set out in the subject descriptions in the course ELE/LMS. Before a course unit of the education programme commences, the assessment criteria must be known. This allows you to properly prepare for tests that belong to the course unit of the education programme.

### 4.3 Assessment standards

The assessment of a test leads to a result (grading scales), which may be quantitative or qualitative. What this involves is explained below. A course may also apply its own standardisation. If this is the case, it is set out in the course section of the OER.

#### 1. Assessment with a grade

You are assessed by being given a grade from 1 to 10, followed by up to one decimal place. The grade 1 or 1.0 represents a very poor result and the grade 10 or 10.0 represents an excellent result. A grade of 5.5 or above is a pass.

#### 2. Assessment with sufficient/insufficient or satisfactory/unsatisfactory

The assessment involves you being graded 'sufficient/satisfactory' or 'insufficient/unsatisfactory'. 'Satisfactory' or 'sufficient' means you have passed the test.

### **3. Assessment with unsatisfactory/satisfactory/more than satisfactory/good/very good/excellent**

The assessment involves you being given a rating. If your rating is 'satisfactory' or better, you have passed the test.

#### **4.4 Testing and resits**

##### **1. First opportunity**

Every course unit of the education programme concludes with a test which you can sit in the first examination period following the course unit. This is the first (initial) opportunity.

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

You can resit a test one time during the academic year within which the course unit falls according to the education and testing programme. The education and testing programme of the course states when resits can be taken.

##### **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 course unit of the education programme.

##### **4. A resit must be equivalent to the original test**

If the course offers a test as a resit, each test must be equivalent to the preceding test in terms of content and level. The course can make an exception to this rule with the agreement of the Exam Board. If a test is administered by a committee, in the event of a resit the composition of the committee may differ from the first opportunity or previous resits.

The Exam Board has specified the procedure with regard to resits in a regulation.

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

If you are studying with a study impediment, the Exam Board may at your request give permission for extra opportunities within the same academic year.

The Exam Board has specified the procedure with regard to extra resits in the case of study impediments in a regulation.

#### **4.5 Absence during tests**

If you are absent during a test, you will not pass it. 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. If you are unable to attend the test due to circumstances beyond your control, can you ask the Exam Board for an extra opportunity.

The Exam Board has specified the procedure with regard to extra opportunities in a regulation.

#### **4.6 Attendance requirement**

Cooperation is an important part of 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 course units students are dependent on each other's input and presence for their individual learning process. This requires that students actively participate in these course units. For this reason, an 80% attendance requirement has been established for all course units characterised by essential cooperation and/or mutual dependence with regard to practical exercises as referred to above.

The 80% attendance requirement does not apply to course units not characterised by essential cooperation and/or mutual dependence. The education and testing programme in the course section expressly states which course units are not subject to the 80% attendance requirement.

### **1. Consequences of failure to comply with the 80% attendance requirement**

If your attendance is lower than 80% for a course unit of the education programme subject to the attendance requirement, you may not sit the concluding test or the first resit. The Exam Board can make an exception to this rule.

The Exam Board has specified the procedure with regard to exceptions to the 80% attendance requirement in a regulation.

### **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 Exam Board.

The Exam Board has specified the procedure with regard to exemptions from the attendance requirement in a regulation.

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

### **1. Determining the result**

The examiner determines the result of the test. You will receive the result of oral tests within two working weeks of the test. You will receive the result of the other tests within four working weeks. The Exam Board may deviate from the specified time periods. 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. If a date has already been set for a resit, 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 may deviate from the specified time periods in the event of exceptional circumstances, with the agreement of the Exam Board.

The Exam Board has specified the procedure with regard to deviations from the inspection time periods in a regulation.

### **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 Exam Board.

- The administration of the test.
- How well the test corresponded with the content of the course 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.

The Exam Board has specified the procedure with regard to complaints about assessments in a regulation.

## **4.8 Awarding credits**

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

If there is only one test for a course unit, and you are awarded a pass for that test, you will be awarded the corresponding credits for that course unit and you will have completed that course unit.

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

If there are two or more tests for a course unit, you must achieve a pass mark for the overall assessment of the course unit in order to pass the course unit. Only then will you be awarded the corresponding credits for that course unit and will you have completed that course unit.

## **3. Awarding credits in the case of an exemption**

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

### **4.9 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 ArtEZ to admit that person as a student. An applicant may not mislead ArtEZ or cause others to mislead ArtEZ with regard to any element of their application for admission.

By fraud, we mean manipulating or causing others to manipulate the result of an entrance assessment, test or component of a test.

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:

- deliberately
- unlawfully
- in a misleading manner.

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.

### **1. Incident**

If an examiner or invigilator notices that you are committing or have committed fraud during a test, the examiner or invigilator will report this to the relevant student(s) and the student will be permitted to complete the test in the agreed time. The examiner or invigilator must report the incident to the Exam Board as soon as possible, but in any event within 14 days. The Exam Board will investigate the situation. If the Exam Board decides that fraud has been committed, your test will not be assessed. If it has already been assessed, the assessment will be withdrawn. In addition, the Exam Board can impose the following measures:

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

In the event of serious fraud, the Executive Board may decide to permanently terminate your enrolment on the course at the instigation of the Exam Board. If the fraud claim is deemed to be unfounded, the work will be assessed.

The Exam Board has specified the procedure with regard to fraud in a regulation.

# 5. Study career

## 5.1 Study career counselling

Every student is entitled to study career 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. Study career coach

Every student is assigned a study career coach. This person coaches you with regard to your course, your course choices and your planning. 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 talk to them about personal problems. These may be directly connected with your course, but they don't have to be.

## 5.2 Study progress administration

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

- The course units of the education programme you have followed.
- The assessment of each course unit of the education programme.
- The number of credits (ECs) you have been awarded.

If you believe there are errors in your records, 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.

## 5.3 Studying with a study impediment

By study impediments we mean exceptional circumstances and functional impairments. Below we describe what we mean by this.

### 1. Exceptional circumstances

- Illness, pregnancy or childbirth.
- Exceptional family circumstances.
- Membership of a Course Committee, the ArtEZ Participation Council, the Sub-Council or the administrative body of a student organisation. The student organisation must be of a reasonable size and have legal competence.
- Administrative or social activities other than those described above which, in the opinion of the ArtEZ Executive Board, are in the interests of ArtEZ or the education that the student is following.

### 2. Functional impairment

A long-term physical, sensory or other disorder that delays study progress. According to the Ministry of Education, Culture and Science, these may be:

- visual, auditory or motor impairments;
- disorders affecting language (dyslexia), arithmetic (dyscalculia), speech, endurance, memory and concentration capacities and organ functions;

- phobias, depression, epilepsy, ME, chronic RSI and severe migraine.

### **3. 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.

### **4. Educational environment**

The director of the academy ensures that students with a functional impairment are able to enjoy an educational environment which is as close as possible to that enjoyed by students without functional impairments. This educational environment also offers equal opportunities for study success.

### **5. Adaptations to testing**

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

#### **5.4 Official assessment at the end of the first academic year**

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

##### **1. Negative binding advice (BAS)**

If you have attained fewer than 45 credits in the first year of enrolment, you will receive negative binding advice.

You will also receive negative binding advice if you have not passed particular subjects of the course, even if you have attained 45 credits. These are the so-called 'BAS-critical subjects' of the course. The course section of the OER specifies which subjects these are.

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

You can only be given negative binding advice if you have received a warning during the academic year. This involves the Exam Board warning you that you are at risk of being given negative binding advice if your study results do not improve. The Exam Board will also tell you what the consequences of the negative binding advice are. The Exam Board must issue you with this warning in writing and in good time.

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

If you have been issued negative binding advice, you cannot enrol as a student for the same track at ArtEZ in the next academic year. This also applies to the different variants, tracks and locations of the same course. If you were previously enrolled on a bachelor course which shares a propaedeutic year with other bachelor courses, the negative binding advice also applies to those bachelor courses.

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

If you have been issued 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 Exam Board.

## **5. Special conditions for negative binding advice in the event of study impediments**

When issuing the negative binding advice, the Exam Board can take a student's study impediments into account. By this we mean study impediments as detailed in article 5.3.

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

The Exam Board has specified the procedure with regard to negative binding advice in the event of study impediments in a regulation.

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

If you did not pass the foundation phase examination of the bachelor course in the first year of enrolment but you have not been issued negative binding advice, from the second year of enrolment you can take course units from the education programme of the main phase. You can also sit the associated tests if the order in which you do particular subjects does not matter and if sitting the tests does not conflict with the course units from the propaedeutic year which you have yet to pass.

### **5.6 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 achieve at least 50% of the nominal study load in each academic year. This is laid down in the Modern Migration Policy Act. The course will inform you about your progress. ArteZ is required to report insufficient study progress to the Immigration and Naturalisation Service (IND).

At the student's request, the Exam Board may deviate from the above rule (at least 50% of the nominal study load achieved in an academic year) in the event of a study impediment (as described in article 5.3) or in the event of incapacity to study.

The Exam Board has specified the procedure with regard to deviations from the rule in question in a regulation.

### **5.7 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.

## **6. Exams and certificates**

### **6.1 The course exams**

The following exams can be taken on the bachelor 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.

## **6.2 Rules for the foundation year exam on bachelor courses**

If you have passed all the course units of the propaedeutic year of a bachelor course, you have passed the foundation year exam.

### **1. Determination by the Exam Board**

The Exam Board determines the result of the exam after it has established that you have fulfilled all the requirements that apply to the exam. As a rule, the Exam Board determines the results of exams once per year. The Exam Board can also determine the result of an exam in the interim, either at its own initiative or at your request.

### **2. Propaedeutic year certificate**

If you have passed the final course unit of the propaedeutic year exam, you will receive a signed certificate from the Exam Board within twelve weeks.

## **6.3 Rules for the main phase exam**

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 Exam Board.

### **1. Determination by the Exam Board**

The Exam Board determines the result of the exam after it has established that you have fulfilled all the requirements for the exam. As a rule, the Exam Board determines the results of exams once per year. The Exam Board 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 certificate**

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

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

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

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

## **6.4 With distinction/honours**

If your study results meet the following general requirements, the Exam Board 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.

The specific requirements for with distinction/honours are set out in the course section of the OER. If you meet these conditions, the head of course can recommend you to the Exam Board for the with distinction/honours assessment. The Exam Board has specified the procedure with regard to with distinction/honours in a regulation.



## 6.5 Certificates

If you have passed the exam for the main phase of the course and you have fulfilled all the payment obligations, you will be issued a certificate. You will also receive an appendix with a summary of your study results, along with an appendix containing information about the course you have followed. You will also receive an English language version of the latter appendix.

### 1. Dates of results and presentations

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

### 2. Leaving the course without completing the course

If you leave the course without completing it, you will not be issued a certificate. However, you can request a summary of the subjects you have passed.

# 7. Exam Board

The tasks and responsibilities of the Exam Board are set out in the Exam Boards Regulation. This regulation and all information about contacting the Exam Board may be found in the Exam Board's Electronic Learning Environment<sup>2</sup>.

Various articles of this OER specify that complaints or requests must be submitted to the Exam Board.

Below is a summary of these points:

- Article 3.8 Credits (ECs) for relevant activities outside the education programme.
- Article 3.10 Request to participate in the Exchange scheme (studying abroad).
- Article 3.11 Request for exemption from tests.
- Article 4.4 Requesting an extra resit in the case of a study impediment.
- Article 4.6 Request for exemption from attendance requirement.
- Article 4.7 Submitting a complaint about the administration of a test.
- Article 5.3 Requesting modifications to the administration of a test in the case of a study impediment.
- Article 8.1 Submitting an objection against a decision or order of the Exam Board.

# 8. Appeals

## 8.1 Appeals to the Examination Appeals Board (Cobex)

If you disagree with an order by the Exam Board, you can appeal to the Examination Appeals Board (Cobex). 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 Exam Board has specified the procedure in a flowchart. Flowchart: "Appealing against a decision by the ArtEZ Exam Board".

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

## 9. Final and implementing provisions

### 9.1 Unforeseen circumstances

In cases not provided for by this regulation, the director of the academy will decide. If the Exam Board is required take the decision under the law or this regulation, the Exam Board will decide.

### 9.2 Entry into force

This regulation supersedes 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 2022.

## Appendix: Definition of terms

<u>Academy</u>	Organisational unit of ArtEZ that provides courses.
<u>Final exam</u>	Conclusion of the course after all course tests have been successfully completed.
<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 derived from the learning objectives and containing the critical aspects of those learning objectives. Based on these criteria, the student is assessed by sitting the exam.
<u>Order</u>	A decision by the Exam Board that is not of general scope, including the rejection of the request for a decision.
<u>Decision</u>	A written decision by an administrative body.
<u>Examination Appeals Board (Cobex)</u>	The appeals board for examinations as referred to in article 7.60 of the WHW (Dutch Higher Education and Scientific Research Act).
<u>Executive Board</u>	The Board as referred to in article 10.2 of the WHW (Dutch Higher Education and Scientific Research Act), which forms the management of the institution as well as the competent authority.
<u>Competency</u>	An integrated aggregate of knowledge, insight, skills and attitudes which a person needs in order to be able to function adequately within relevant professional contexts.
<u>Sub-Council</u>	ArtEZ participatory body, as referred to in article 10.25 of the WHW (Dutch Higher Education and Scientific Research Act) and described in the Student-staff Participation Regulations.
<u>Part-time</u>	Part-time education is higher education organised in such a way as to make allowance for the fact that the student may also be involved in activities other than educational activities.
<u>Final qualification</u>	The integrated aggregate of knowledge, insight, skills and attitudes which a person needs in order to be able to function adequately within relevant professional contexts.
<u>ELO/LMS</u>	Learning management system in which all information relating to a course's education and tests are published.
<u>Exam Board</u>	The body as referred to in article 7.12 of the WHW (Dutch Higher Education and Scientific Research Act) which determines whether a student complies with the conditions set out in the OER with regard to the knowledge, insight and skills necessary for obtaining a degree.
<u>Examiner</u>	A person appointed by the Exam Board who is charged with administering one or more tests.
<u>External candidate</u>	A student who is permitted to sit exams but does not receive any education or (course) supervision. As referred

	to in this regulation, 'student' may also be read to mean 'external candidate'.
<u>Fraud</u>	Actions that result in or are aimed at making it impossible to reach an accurate judgement regarding the competencies present, either completely or in part.
<u>Functional impairment</u>	Any long-term physical, sensory or other disorder that delays study progress. These may be visual, auditory or motor handicaps, disorders affecting language (dyslexia), arithmetic (dyscalculia), speech, endurance, memory/concentration and organ functions but also phobias, depression, epilepsy, ME, chronic RSI and severe migraine.
<u>Main phase</u>	The phase of the bachelor course which immediately follows the propaedeutic year.
<u>Institution</u>	ArtEZ University of the Arts.
<u>Participation Council</u>	ArtEZ participatory body, as referred to in article 10.17 of the WHW (Dutch Higher Education and Scientific Research Act) 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 (ECs) of the propaedeutic year and the main phase.
<u>Course unit</u>	A part of the programme of the course as referred to in article 7.3 of the WHW (Dutch Higher Education and Scientific Research Act) 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 course which is listed in the Dutch Central Register of Courses in Higher Education (CROHO). A course may comprise one or several tracks, each with their own final attainment levels. For a complete summary of ArtEZ courses and tracks, see the ArtEZ intranet site.
<u>Course committee</u>	The committee as referred to in article 10.3c of the WHW (Dutch Higher Education and Scientific Research Act) and described in the Student-staff Participation Regulations.
<u>Practical exercises</u>	Exercises which are aimed at acquiring a practical professional skill and which are characterised by mutual dependence between students and/or between the students and a lecturer for their execution.
<u>Progressive subjects</u>	Subjects for which the curriculum is structured and tested cumulatively per academic year.
<u>Propaedeutic year</u>	The first phase of a bachelor course as referred to in article 7.8 of the WHW (Dutch Higher Education and Scientific Research Act).
<u>Student</u>	A person who is enrolled at the institution as a student or as an external candidate of the course under the WHW (Dutch Higher Education and Scientific Research Act).
<u>Student counsellor</u>	The official within the institution who informs and advises students on student affairs and supervises and supports them in relation to study impediments and problems of a personal nature.
<u>Academic year</u>	The time period bounding the education programme 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 article 7.51 of the WHW (Dutch Higher Education and Scientific Research Act).
<u>Study career coach</u>	An individual assigned by the course to guide the student in his/her course, selection and planning processes, aimed at achieving effective study progress, i.e. development of competencies.
<u>Credit (EC)</u>	A credit (EC) corresponds to a study load of 28 course hours for an average student. For individual students, the study load may be greater or less, depending on their knowledge and skills. An academic year comprises 60 credits.
<u>Track</u>	A direction of study of an accredited course.
<u>Test</u>	Evaluation of knowledge, insight, skills and/or attitude as referred to in article 7.10 of the WHW (Dutch Higher Education and Scientific Research Act), the result of which may be expressed in an assessment. A term which is also used for this type of evaluation is test.
<u>Subject description</u>	A detailed description of a course unit, setting out which competencies are to be developed based on the learning objectives, which teaching activities are used, how the testing is organised and which criteria are used for testing.
<u>Sequentiality</u>	The condition that the student may participate in the course unit only if he/she has passed a course unit offered previously (see the Course & Examination Regulation of the course).
<u>Full-time</u>	Full-time education is higher education that is organised in such a way that in principle an average time commitment of 40 hours per week is required of the student.
<u>WHW</u>	The Dutch Higher Education and Scientific Research Act (Netherlands Government Gazette 1992, 593).