

**Education and Examination Regulations  
Royal Academy of Art**

**MASTER OF ARTS IN FINE ART AND  
DESIGN**

**MASTER TYPE AND MEDIA**

**MASTER INTERIOR ARCHITECTURE**

**2019-2020**



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## **Education and Examination Regulations Royal Academy of Art**

This part of the Education and Examination Regulations specifies the rules and provisions that apply to the master programmes of the Royal Academy of Art The Hague (KABK) as a whole, in conformity with art. 7.13 of the Higher Education and Scientific Research Act (Wet op het Hoger onderwijs en Wetenschappelijk Onderzoek (WHW)). It has been approved by the Executive Board of the University of the Arts The Hague.

The general description of the education provided at the Academy and the concise description of the curriculum for the programmes and specialisations in the Study Guide are an integral part of these regulations.

These regulations have been established on 8 July, 2019 by the director of the Royal Academy of Art and apply to all cohorts of students of the programmes and study components referred to, and to the 2019–2020 academic year. The English version of the Education and Examination Regulations is binding.



## Introduction

The Education and Examination Regulations (Dutch: *onderwijs- en examenregeling; OER*) describe the objectives and content of the degree programmes offered and the regulations and provisions dealing with the organization of these programmes and the assessments and examinations related to them. They are required by the Dutch Higher Education and Scientific Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk Onderzoek (WHW)*) to ensure that students are well informed about the content of their programme and the way it is organized. They are the basis for the curricula of each of the study programmes, the time schedules, the assessments and examinations, the facilities available to the students and the administrative systems and procedures. They describe the responsibilities of everyone involved: tutors, students, Heads of department, coordinators, director and legal bodies within the Royal Academy of Art.

The Education and Education Regulations are evaluated each academic year. They are established for the next academic year, including possible adaptations on the basis of these evaluations and/or changes in legislation. In this sense, they are always 'work in progress', but they also define the framework in which the programmes are carried out.

The current document mainly describes the formal and procedural aspects of the education in our Master programmes. The content of the programmes is covered in the curricula and description of study components in the Study Guide. Together, these documents constitute the Education and Examination Regulations.

- Chapter 1 of this document is an introductory and defining chapter.
- Chapters 2 and 3 list the degree programmes offered, as well as their structure.
- Chapter 4 describes the main language of the programmes.
- Chapters 5, 7, 8 and 9 deal with assessments and examinations. Assessments are crucial moments in our education. They give insight in the development of the students, and provide them with feedback and guidance for the next stages of their study through feedforward. Therefore, assessments can have serious consequences for the students and must be carried out with great care. These chapters provide the formal framework for the assessments. Note: chapter 6 is intentionally left blank: in the regulations for the Bachelor's programmes, it deals with the propaedeutic assessments, which do not apply to the Master's programmes.
- Chapter 10 describes the provision with respect to the guidance of individual students.
- Chapters 11 and 12 basically deal with the information provision to the students.
- Chapter 13 describes the procedures and regulations in (hopefully) exceptional cases, either intended or unintended: unexpected events during assessments, fraud, misconduct, et cetera.
- Chapter 14 describes the opportunities to appeal for students who do not agree with any decisions taken in the framework of these regulations.
- Chapter 15, to conclude, contains regulations on a set of remaining subjects.

It is important to note that sometimes, the precise interpretation of these regulations may be subject to discussion. Introductory paragraphs are included in most chapters to clarify the

intention of the regulations in that chapter. It is recommended that regulations are always interpreted with this intention in mind: not just in letter, but also (and maybe more importantly) in spirit.

## Chapter 1: General provisions

### Introduction

These regulations deal with the master's degree programmes offered by the Royal Academy of Art. Separate regulations are established for the Bachelor degree programmes.

To enter one of the master programmes, students must have a Bachelor degree as referred to in article 7.30b of the [WHW]. If a candidate does not have the requested certificate, then in exceptional cases a possible admission can still take place in accordance with the procedure in appendix 5.

### Article 1.1 Applicability of the regulations

These regulations apply to the education and examinations of the following degree programmes<sup>1</sup> from the date mentioned in article 15.5 onward<sup>2</sup>:

- Master's programme 'Master of Art in Fine Art and Design' (CROHO 49114), comprising the specialisations:
  - Master Artistic Research;
  - Master Non-Linear Narrative;
  - Master Industrial Design and
  - Master Photography and Society;
- Master Type and Media (CROHO 49106);
- Master Interior Architecture (CROHO 49238).

### Article 1.2 Definitions

A glossary of terms, definitions and translations in these regulations is given in (appendix 2).

Terms that are included in the appendix are used as defined there throughout these regulations, unless explicitly stated otherwise.

*NOTE: To ensure compliance with legislation and formal regulations, the glossary is in agreement as much as possible with the terms, definitions and translations used by formal and judicial authorities like the NVAO and the Ministry of Education, Culture and Science. Thus, there may be differences with the common understanding of these words in everyday language, or their common use in the Royal Academy of Art.*

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<sup>1</sup> The following terms are defined in the Glossary, but the following clarification is given here for the purpose of readability of this text:

- A degree programme (Dutch: *opleiding*) is a cohesive whole of study components designed to achieve clearly defined objectives with regard to the knowledge, insight and skills that a person completing the programme is required to possess. Degree programmes are the official curricular units that are accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO) and registered in the Dutch Register of Degree Programmes in Higher Education (Croho).
- A specialisation (Dutch: *afstudeerrichting*) is an implementation of a degree programme with a focus on a specific profile within the objectives of the programme, e.g. on a specific artistic discipline. All specialisations within a degree programme share the same final qualifications/learning objectives.
- A department (Dutch: *afdeling*) is the organisational unit within the Royal Academy of Art that is responsible for the curriculum of a specialisation.
- A study component (Dutch: *onderwijseenheid*) is a unit focusing on the achievement of specific learning objectives that contribute to the final qualifications of the programme. Study components include theoretical and practical courses, internships, projects, et cetera (see chapter 3).

<sup>2</sup> The Royal Academy of Art also offers a Master degree programme in ArtScience in cooperation with the Royal Conservatoire. This programme is part of the Master of Music and therefore regulated by the Education and Examination Regulations of the degree programma Master of Music.

## **Chapter 2: Duration of the programmes**

### **Article 2.1 Duration of the programmes**

The master's programmes Master of Art in Fine Art and Design and Master Interior Architecture amount to 120 EC. The master's programme Master Type and Media amounts to 60 EC.

### **Article 2.2 Full-time/part-time**

All master's programmes are offered as full-time programmes only.

## **Chapter 3: Study components**

### **Introduction**

A degree programme consists of a number of study components (Dutch: *onderwijseenheden*). We often refer to these study components with the term *courses*, but in fact, courses are only one of many possible types of study components. This chapter gives the framework for the description of these study components. The content of the study components is given in the Study Guide.

### **Article 3.1 Description of study components**

1. Each programme, as mentioned in article 1.1, consists of a number of study components.
2. All study components are described in a catalog of study components according to the format for description of study components in appendix 3. The general course descriptions are further elaborated in the lesson letters that is shared with the students at the beginning of the course components.
3. The catalogue of study components is published on the Royal Academy of Art website.

### **Article 3.2 Work load of study component**

1. The work load of each study component is expressed in an integer number of European Credits (EC's). One European Credit corresponds to a work load of 28 hours.
2. The work load of a study component reflects the number of working hours students are expected to need on average to complete the component successfully. It includes both the contact hours and the hours of independent study and learning. The actual work load may differ to some extent for individual students.

### **Article 3.3 Types of study components**

The following types of study components can be distinguished:

- a. Studio practice
- b. Theoretical courses
- c. Thesis
- d. Study components integrating studio practice and theory
- e. Practical courses
- f. Workshops
- g. Semester projects, project weeks, and other project activities
- h. Excursions and site visits (see also article 9.3)
- i. Internships (see article 8.1)
- j. Graduation project

- k. Academy-wide and university-wide education, which may have one of the above forms or other types of study components among which Studium Generale and exchange periods (see article 8.2 and 8.3).

## **Chapter 4: Main language**

### **Introduction**

The University of the Arts has a code of conduct on main language. See [www.hogeschoolderkunsten.nl](http://www.hogeschoolderkunsten.nl) for this document. The main principles are described underneath.

### **Article 4.1 Rules on language**

1. In connection with the international composition of the student and tutor database and the international nature of the field of work, English is used as the working language in all KABK study programmes, both during the lessons and other group meetings and during the assessments and in individual supervision.
2. All information relating to the programme, insofar as it is produced by or under the responsibility of the KABK, will in any case be made available in English.
3. Written papers will be written in English, unless the student and the tutor/examiner concerned have made other agreements about this before the writing of the paper began. One reason for such an agreement is, for example, that it is functional in view of the nature of the subject of the paper.
4. Students are expected to have a command of English at the level of Toefl 80 internet-based or IELTS 6 overall score. Examination of this is part of the admission procedure as referred to in the admission regulations.
5. Tutors, examiners and support staff with teaching duties are expected to have a command of English. If necessary, the director will take measures to ensure that this requirement is met.
6. Support staff who do not have an educational task shall be deemed to have a level of English that is appropriate to the nature of the position. If necessary, the director will take measures to ensure that this requirement is met.

## **Chapter 5: General provisions on assessments**

### **Introduction**

Assessments are important learning opportunities for students, and therefore play a significant role in our education. We expect students to be able to gradually shape their individual artistic and professional positions and to grow as artists and designers who make a relevant contribution to their disciplines with their chosen (professional) profiles. This requires critical (self-)reflection, an increasingly pro-active and independent attitude and contextual awareness.

This chapter stipulates the regulations for the assessments throughout the programme of each of the specialisations. They serve to ensure the following purposes:

1. Assessments must support students in their individual, artistic and professional development in a direction that fits their individual ambitions and interests. They must encourage and enable them to take responsibility for their own learning processes. Critical (self-)reflection from the students and feedback and feedforward from the tutors are key elements in the assessments.

2. Assessments must relate to both the students' development and the final requirements of the programme.
3. Assessments are competence-based and integral in nature. Feedback on individual study components must be given in their mutual context.
4. Assessments are aligned with the study programme in terms of content, learning objectives and teaching methods and in correspondence with the master's degree level.
5. Assessment methods and assessment criteria reflect the professional artistic practice as much as possible.
6. Students must be informed timely about assessment criteria and assessment methods.
7. Assessments are carried out by teams of assessors/examiners, to ensure the reliability on the basis of an intersubjective approach.

The articles focusses on the two-year master's programmes. In principle, the principles are also valid for the one-year master's programme Type and Media.

#### **Article 5.1 Semester assessments and final assessment**

1. Every semester, except the second semester of the final year<sup>3</sup>, concludes with a semester assessment.
2. The semester assessments consist of a collective assessment. If reviews of individual study components take place, these are done before the collective assessments.
3. Regulations for the semester assessments are described in article 5.4 below.
4. The assessment following the second semester of the final year is known as the 'final assessment'. It follows specific regulations described in chapter 7 below.

#### **Article 5.2 Examiners and assessment committees**

1. The Examination Board appoints examiners as referred to in article 7.12c of the [WHW]. The Examination Board appoints examiners in committee, meaning that examiners assess together.
2. Out of the selection of examiners the department establishes assessment committees for each of the semester collective assessments.
3. Semester assessment committees have at least three members.
4. The assessment committees must be established according to the rules indicated in the procedure Appointing Assessment Committees and Examiners.

#### **Article 5.3 Regulations for individual course reviews<sup>4</sup>**

1. A semester consists of one or more study components (sometimes briefly referred to as *courses*) as referred to in article 3.3 of these regulations. For each study component, an individual course review takes place in which the student's development and results for the relevant study component are discussed on the basis of the learning objectives of that component and the related outcomes as specified in the course description and lesson letter. The general course description is further elaborated in the lesson letter that is shared with the students at the beginning of the course component.

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<sup>3</sup> I.e. the fourth semester of the Master Interior Architecture and the Master of Arts in Fine Art and Design, and the second semester of the Master Type and Media.

<sup>4</sup> Please note that in this context, for the purpose of readability, the term *course* is used as a shorthand reference to any type of study component.

2. The individual course review is conducted by the tutor(s) responsible for that study component .
3. The individual course review is formative and provides students with substantive and qualitative feedback on their progress and results, and with suggestions for their further development during their study. Feedback and suggestions are related to the learning goals and assessment criteria as specified in the description of the specific study component.
4. Whether or not a study component has been completed satisfactorily, and with what grade or result, is assessed/established during the collective assessment (rather than the individual course review) in the context of the student's overall development. See articles 5.4, 5.5 and 5.6 of these regulations for more details.
5. The individual course reviews in the degree programme normally take place one or two weeks prior to the scheduled collective assessments, unless integral assessments take place in the relevant specialisation and academic year. If the study component is not completed at the end of the semester, the tutor will communicate the date and time of the individual course reviews in a timely manner.
6. The findings of the individual course reviews are recorded in writing. The department responsible for the specialisation informs the students about these findings and registers them in Osiris. Students can see their results in Osiris.

#### **Article 5.4 Regulations for collective assessments**

1. The semester assessment committee performs an assessment at the end of each semester, known as the collective assessment.
2. The national competences have been translated back into workable criteria per department and per study year, which form the basis for the collective assessment. The collective assessment involves an investigation into the extent to which the student meets these criteria and the determination of the assessment result of that investigation.
3. In the collective assessment, the student's work from the last semester is assessed, and his/her individual course reviews and his/her overall development and progress is discussed and weighed. For this presentation, students must present their work in such a way that it provides a good impression of the performance of the student to be assessed. Eventually, the semester assessment committee reaches a final, collective and integral evaluation based on the competencies formulated for the relevant department and year of the study programme.
4. The collective assessment concerns all of the study components in the semester to be assessed. The assessment is performed on the basis of the results of practical and/or theoretical work in those study components.
5. Students must attend the collective assessment of their work in person. They are required to reflect on their work presented at the assessments and on their development. If a student does not attend the collective assessment of his/her work, the assessment will be cancelled, the result will be registered as "assessment impossible" (Dutch: *Niet beoordeelbaar/NB*), and no credits will be awarded. This will be considered a failed assessment.
6. The collective assessment concludes with a meeting of the assessment committee, in which the assessment results are formulated and registered. If necessary, the committee provides a recommendation on the student's continuation of studies or selection of specialisation.
7. The assessment committee gives a positive collective assessment if the requirements established in advance have been met.

8. The assessment committee determines, on the basis of the findings of the individual course reviews and the collective assessment, the results and grades of individual study components, if applicable. It applies the requirements and criteria as given in the description of the study component concerned.
9. For students who receive a result of 'unsatisfactory', the assessment committee determines how they can retake the components or compensate for that result, and when and how this will be assessed. See article 5.7.
10. At the end of the first year, the assessment committee determines whether the student will be admitted to the exam year, if applicable.<sup>5</sup>
11. The chair of the assessment committee announces how many credits the student has earned, being the sum of all credits connected to the individual study components completed successfully with no further conditions. If, for any reason, the number of credits earned is still uncertain, the student is informed about the reasons for this and the term within which he will get further notice.
12. The department responsible for the specialisation informs the students about the results of the collective assessments as soon as possible, but at least *within fifteen working days* and registers them in Osiris *within thirty working days* after the assessments. Students can see their results in Osiris.
13. An updated overview of the students' study progress will be available to students in Osiris *within thirty working days* after the assessments. If they feel that there are any errors or omissions in these records, they must report these to the coordinator or Head of their department, who will take further action or advice the students on further actions if necessary.
14. Inability to participate in the collective assessment (or any part thereof) due to illness, accident or serious family circumstances must be reported to the chair of the semester assessment committee before the commencement of the final assessment. Acknowledgement of these circumstances requires written proof of the student's inability to participate. A new date for the collective assessment can be determined in consultation with the chair of the semester assessment committee.

#### **Article 5.5 Proceedings of the collective assessment committees**

1. Each semester assessment committee appoints one of its members as the chairperson and one other member as vice-chairperson.
2. The student must attend the collective assessment in person (see also section 5 of article 5.4 of these regulations). The chair determines whether the student to be assessed can attend the discussion about the outcomes of the assessment.
3. The chair of the assessment committee is responsible for the scheduling, organisation and coordination of the collective assessments.
4. Voting: The committee may take a vote, if the committee is unable to agree on the outcome of the assessment otherwise. The committee's decision is based on a majority vote. In case of a tie, the chair casts the deciding vote.
5. Determining the number of EC's obtained: The chair of the assessment committee determines the number of EC's obtained (see article 5.4, section 11).

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<sup>5</sup> The Master Type and Media only lasts one year.

6. Recording the results of the assessment: Results and written feedback are recorded on an assessment form. The chair dates and signs the form indicating the results of the assessment. After the form has been signed, the results are officially ratified in Osiris. If the chair of the assessment committee is not the Head of the department responsible for the specialisation, the chair notifies the Head of the department immediately of the results. The Head of the department is responsible for the registration of these results in Osiris for the purposes of study progress monitoring, declarations and certificates.
7. The written feedback from the collective assessment is relevant in terms of content and focuses on the student's development.
8. Further procedure: The chair of the assessment committee is responsible for any further procedures arising due to the assessment results. Students whom the assessment committee has deemed to have performed unsatisfactorily in any way must be informed of the consequences of the assessment by means of a letter and/or a conference. See article 5.7. The resulting decisions must be reported on the assessment form.
9. The chair of the assessment committee informs the Examination Board regarding all matters of a problematic nature that can not be addressed by the assessment committee, as well as with regard to matters for which these regulations contain no provisions.

#### **Article 5.6 Determining the result and awarding credits**

1. Assessment results can be expressed:
  - a. in grades, ranging from 1 to 10, with a maximum of one decimal or
  - b. on a three-point scale: fail/pass/pass with distinction

If a student is not present during his/her collective assessment, as explained in section 5 of article 5.4, the result is registered as "assessment impossible". See appendix 4 for a conversion table for European, UK and US grading systems.
2. For each study component, the applicable grading scale is determined by the department. Students are notified of the applicable scales in the description of study components, which are determined and published before the start of the semester.
3. In case of graded results, grades of 6.0 and higher are acknowledged as satisfactory within the Academy. In case of qualitative results, pass and pass with distinction are considered satisfactory; all others unsatisfactory.
4. During the collective assessment, the semester assessment committee determines the result of each study component and the number of credits earned. In addition to the evaluation of the individual tutor(s) concerning that component, the assessment based on the student's total development also plays a role. The committee also determines whether, when and how the student can retake specific components or complete additional assignments. Finally, at the end of the first year, the semester assessment committee determines whether or not the student will be admitted to the final year.
5. Clusters of study components: If a number of study components are demonstrably and strongly related in terms of content and/or learning objectives, the student's summative result can be determined for that cluster of study components as a whole instead of at the level of the separate study components. In such cases, the credit point tables demonstrate which study components make up the cluster and how the result at cluster level is calculated on the basis of the results of the individual study components. Individual course reviews will be provided for each individual study component, so students will be provided with written feedback per study component within clusters.

## **Article 5.7 Resits/retakes and compensation**

1. The details of this article can be found in the description of the various departmental programmes and will be announced before the start of the programme. The following are the basic principles with regard to resits/retakes and compensation.
2. Semester 1: If the collective assessment of the first semester (if applicable) shows that not all learning objectives have yet been achieved, a plan is drawn up to determine the activities and efforts that can be used to make it up. The committee can give the student the opportunity for a resit by accomplishing certain tasks or by earning a satisfactory grade during the next semester. Depending on the severity of the agreements, the achievement of the set objectives can be determined in the mid-term or the collective assessment of semester 2.
3. Semester 2 of two year master programmes: If it is established during the collective assessment that the learning objectives that are conditional for successful study in year 2 have not been achieved, a plan of action is drawn up with the student. The student is given the opportunity to enter again in year 1, but has an adapted study plan for the first semester that can consist of:
  - a. following the regular programme of the first semester, possibly from a specific focus;
  - b. doing an internship for part of the semester;
  - c. following courses in other programmes for part of the semester;
  - d. doing a specific assignment designed for him/her for part of the semester;
  - e. a combination of the above, or a tailor-made plan.

If the Head of department can't reach agreement with the student, the student follows the regular programme of the first semester.

If the backlog concerns less vital study components, the same approach as in semester 1 can be chosen. Testing of progress can take place during a resit at the end of the summer, during the midterm or during the collective assessment of semester 3.

4. Students who do not pass the first and second semester take over the year in its entirety.
5. Semester 3 of two year master programmes: If the collective assessment shows that not all learning objectives have yet been achieved, the same procedure as in semester 1 can be followed. If the delay in semester 3 is too large to compensate in semester 4, the student may be advised to discontinue the study for now and to enter the second year again next year.
6. Semester 4 of two year master programmes and semester 2 for Type and Media (final exams): All final competencies must be obtained in relation to the positioning of the student. Students are involved in formulating the learning outcomes. If the final competencies are not achieved, a plan will be drawn up to determine which activity and efforts can be used to make up the shortfall. Depending on the nature of the failure to pass the final examination the achievement of the set objectives can be determined during the resit at the end of the summer or at the end of semester 3 in the new academic year (January exams). See also article 7.3.
7. Agreements regarding resits and plans to determine the activities and efforts that can be used to make it up must be communicated in writing to the student and archived in Osiris.
8. Resits of individual theoretical course: if a student fails the assessment of a theoretical course, he/she may retake the assessment for that course. Two opportunities for a retake are offered, if the first opportunity for the assessment of a course is offered no later than the

end of the first semester. One opportunity for a retake is offered, if the first opportunity for the assessment of a course is offered during or at the end of the second semester. This retake/these retakes must be completed before 1 September of the academic year in question.

9. Resits of individual practical course: if a student fails the assessment of a practical course, he/she may retake that assessment. The assessment committee decides about the requirements and the deadline for the resit. Two opportunities for a retake are offered, if the first opportunity for the assessment of a course is offered no later than the end of the first semester. One opportunity for a retake is offered, if the first opportunity for the assessment of a course is offered during or at the end of the second semester. This retake/these retakes must be completed before 1 September of the academic year in question. The committee can give the student the opportunity to complete the course by earning a satisfactory grade in the next semester.
10. If an attendance requirement has been stipulated for a study component and the student failed to meet this requirement, the student must either redo the study component or complete an additional assignment, unless specified otherwise in the description for that study component. The examiner of the study component determines which of these options is applicable.
11. In order to encourage students to avoid undesirable delays in their studies, the following rules apply:
  - a. A student is only entitled to take part in a resit if he/she has done a serious attempt to pass the assessments for the courses in his/her programme and the collective assessments at the first opportunity offered, unless agreed otherwise with the assessment committee in advance.
  - b. If a student is unable to participate in the first opportunity for an assessment, he/she must report this to the chair of the assessment committee, stating the reasons and submitting any supporting documents.
  - c. Students who do not seriously participate in an opportunity for an assessment without prior consent of the assessment committee nor a valid reason as stipulated under b. will not be entitled to participate in the following resit of that assessment.
12. The possible application of compensation regulations does not change the fact that the student must achieve all the final qualifications in order to earn the diploma.

#### **Article 5.8 Nature and sequence of the assessments**

1. All assessments have a strong focus on their formative purpose. Students get written feedback and recommendations, supporting them in their further development and to plan their study process for the next semesters.
2. After the first and third (if applicable) semester of the study, students with unsatisfactory results get written feedback and advice to enable them to catch up with the expectations. See article 5.7.
3. After the second semester of the study in the programmes Master of Art in Fine Art and Design and Master Interior Architecture, assessments are both formative and summative in nature. Apart from the feedback and recommendations as mentioned in section 1 of this article, students can be denied access to the programme of the next year of study if they have unsatisfactory results.

4. After the fourth semester of the study in the programmes Master of Art in Fine Art and Design and Master Interior Architecture and after the second semester of the programme Master Type and Media, the assessment takes the shape of the final assessment and graduation project. See the regulations in Chapter 7 for more details.
5. In order to be allowed to start the final semester of the study programme, students must have successfully completed all previous assessments and earned the accompanying credits. A student who has not yet earned all the previous credits can be admitted to the final semester, if and only if the semester assessment committee believes that the student is capable of catching up within the current academic year. In these cases, the assessment form must include the committee's motivation and a feasible study plan must be made in the beginning of the final semester.

## Chapter 6 [Intentionally left blank]

*Note: this chapter is intentionally left blank to sustain compatibility with the regulations for the Bachelor's programmes in the structure and numbering of these regulations.*

## Chapter 7: Final assessment, green light assessment, graduation

### Introduction

Examination is a review of a student's knowledge, insights and skills and the evaluation of the outcomes of this review. At the Royal Academy of Art The Hague, the term *assessment* is commonly used to refer to (final) examinations. At the Royal Academy of Art, the term 'final assessment/final examination' is commonly used to refer to the assessment of the student's final *artistic* work. Passing this assessment does not necessarily imply the student's definitive graduation: it is possible that the student still has to fulfil other requirements (e.g. thesis or internship) successfully as part of his/her study programme. Please note that the student can only graduate and receive his/her diploma if **all final requirements** have been met. This does not only include the artistic graduation project, but also any other educational and administrative requirements.

### Article 7.1 Green light assessment

1. Following the penultimate semester and the corresponding semester assessment, a separate green light assessment takes place.
2. The green light assessment is performed by (a majority of the members of) the final assessment committee and results in a recommendation and advice as to the student's participation in the final examination assessment (hereinafter referred to as 'the examination' in this article) based on the relevant questions and plans presented by the student for this purpose.
3. In the programmes Master of Art in Fine Art and Design and Master Interior Architecture, students are not permitted to participate in the green light assessment if they have not yet earned 60 credits by the start of that assessment. For Type and Media, students are not permitted to participate in the green light assessment if they have not yet earned 30 credits.
4. The following terms and deadlines apply:
  - a. Green light assessments can be split in several phases to give students and examiners better insight in the status and progress of their work.

- b. The assessment committee can decide to offer the student the opportunity to retake or postpone the green light assessment if the result would initially be an orange or red light recommendation. In such cases, the assessment committee determines the period in which the assessment or resit examination will take place.
  - c. The final decision on the green light assessment is taken no later than four weeks prior to the scheduled final examination.
- 5. A positive recommendation (green light) is given if, based on the student's objectives and approach for the final examination, the assessment committee is confident that the student is able to pass the final examination. If there is some doubt over the student's ability to successfully complete the examination, an orange light recommendation is given. A red light recommendation is given where the committee lacks sufficient confidence; but the student will be admitted to the examination if he/she insists.
- 6. If the student does not present any work at the green light assessment, he/she cannot participate in the final assessment.

### **Article 7.2 Final assessment committee: Composition and working method**

1. The Examination Board appoints examiners after which the department forms the final assessment committee. The Head of the department of the specialisation serves as the chair of this committee, which is made up of (a core team of) tutors that supervise the student during the final study phase, and possibly other tutors from the department.
2. The Examination Board adds one or more external experts to the final assessment committee as members of the final examination committee after a proposition by and consultation with the Head of department. At least one of these external experts is independent from the Royal Academy of Art. Additional external experts may be related to the Royal Academy of Art, but not to the specialisation involved. In exceptional cases of force majeure, final examinations can take place in the absence of an external expert in order to avoid disproportional disadvantages for the student. The chair of the final assessment committee must report these exceptional cases to the Examination Board, in order to enable the Examination Board to verify that the independence and the validity of the final examination have not been scrutinized.
3. The final assessment committee appoints a secretary.
4. The final examination is attended by the student, the assessment committee, fellow students, members of the Examination Board, (deputy) director and staff members that are working on the assuring of the quality of examinations if agreed upon by the student. However, this never applies to the deliberations of the final assessment committee.
5. The final assessment committee determines the result of the final examination assessment. The committee may take a vote, if the committee is unable to agree on the outcome of the assessment otherwise. The committee's decision is based on a majority vote. In case of a tie, the chair casts the deciding vote. The chair of the committee announces the final decision in the presence of the other members of the committee. The secretary of the committee keeps a written record of these decisions.
6. Without prejudice to any legal right to appeal, decisions of the final assessment committee are definitive after the closing of its meeting.

### **Article 7.3 Final assessment regulations for the Royal Academy of Art The Hague**

1. The final examination takes place in the form of a final assessment.

2. The composition of the assessment committee for the final assessment (the final assessment committee) is described in article 7.2 of these regulations.
3. The final assessment committee decides on the assessment of the final examination work in a collective assessment, in which the substance of the verdict of the external members is taken into account. The decision of the committee concerns whether the work, as a cohesive whole, demonstrates that the students meets all final qualifications for the degree programme.
4. The number, subject, technique and execution of the works are determined in consultation with the tutors involved and the Head of the study programme, and must enable the assessment committee to come to a decision as mentioned in section 3 above.
5. One of the works referred to in section 4 is a written thesis, the subject and the size of which is determined in consultation with the tutor in question. The paper must be written in English or Dutch. It must be submitted in triplicate: one copy for the student, one for the tutor and one for the records in the library. The copy of the final paper submitted to the tutor and the library remain the property of the Academy. If possible, the final paper must also be submitted in digital form (preferably in PDF format). The thesis is assessed separately.
6. All papers/pieces of work submitted for assessment must have been prepared under the supervision of the tutor (or tutors) in question, and they must have been accepted as such by the tutor (or tutors).
7. All pieces of work presented must be verifiably the inalienable intellectual property of the candidate. Students must state on a cover page of the thesis that this is an original and personal work.
8. The secretary of the final assessment committee notifies the candidate of the outcome as soon as possible after the final assessment, but within three days at the latest. After the data have been processed, the candidate receives a judgement or verdict indicating the score and the outcome. The formulation of the score comprises a final grade, a list of grades and/or a reasoned written declaration.
9. Awarding of certificates and declarations is described in article 12.3 of these regulations.
10. Resits of individual courses: If the student has not passed all of the required preceding components of the study, a decision is taken with regard to how and when the student will have another opportunity to pass these components. The student is informed of this decision by the chair or the secretary of the final assessment committee. Completion (if possible) is to take place before the end of the current academic year (i.e. by 1 September); otherwise, the student will be required to re-enrol. See also article 5.7.
11. Resit of final assessments: During its meeting, the final assessment committee determines whether a resit can be taken, if it deems that the candidate would be capable of passing the final assessment after taking a resit. It also determines if this resit can be taken within the same academic year, or must be taken in the following year (see article 5.7). Candidates who are eligible to take a resit must submit a request to the chair of the final assessment committee within seven days after the announcement of the outcome. The chair of the final assessment committee determines the date, time and location of the resit. It must be noted that the student needs to re-enrol in the programme for another year if the resit takes place after 1 September.
12. Students have definitively failed if:
  - a. they fail the final assessment and they also fail the resit opportunity offered, or
  - b. they fail the final assessment and do not make use of the opportunity for a resit.

In these cases, students must redo all parts of the examination.

13. Inability to participate in the final assessment (or any part thereof) due to illness, accident or serious family circumstances must be reported to the chair of the final assessment committee before the commencement of the final assessment. Acknowledgement of these circumstances requires written proof of the student's inability to participate. A new date for the final assessment can be determined in consultation with the chair of the final assessment committee.

#### **Article 7.4 Graduation exhibition and graduation publication**

1. A compilation of all final examination work of all graduating students will be presented in a printed and/or digital publication. Each student is obliged to supply material for this compilation. The Marketing and Communication department will determine and communicate the deadline for this contribution.
2. A final examination candidate may participate in this publication of the final work only once. An endeavour is made to have the date of issue of this publication coincide with the graduation ceremony.
3. An exhibition of all final work will be organised simultaneously with the graduation ceremony. Participation in this exhibition is a one-off event and subject to conditions. If the final assessment committee or the coordinator of the final examination exhibition (commissioned by the director) is of the opinion that a student's presentation is incomplete, the student may be excluded from participating in the final examination exhibition.

#### **Article 7.5 Other provisions**

The Examination Board decides in cases for which these regulations contain no provisions.

### **Chapter 8: Internships, (international) exchange, academy-wide education, external educational activities**

#### **Introduction**

The Royal Academy of Art encourages, and sometimes requires, students to participate in several kinds of educational activities that are not organized by their own department.

*Important note: Due to the relatively short duration of the master's programmes, these activities are not normally included as parts of the curriculum. This chapter describes how these activities can be integrated by students on the basis of individual agreements.*

#### **Article 8.1 Internships**

1. Arrangements for internships must be confirmed in an internship form, available from the student administration office, before the start of the internship. The internship form is a trilateral agreement between the student, the department responsible for the specialisation and the organisation providing the internship position.
2. The department appoints an internship coordinator who will contact the organisation providing the internship position at least two times during the internship period (approximately in the middle and at the end) to monitor and evaluate the progress of the internship.
3. The organisation providing the internship position appoints a contact person who will give guidance to the student during his/her internship. The contact person gives a final evaluation

of the student's performance during the internship. This evaluation is taken into consideration as a weighty advice in appropriate assessments of the student.

4. As a general rule, students cannot fulfil their mandatory internships in projects and/or organisations in which their tutors, coaches, Heads of department or any other faculty directly involved in their study programme have a significant interest. The aim of this rule is to avoid any possible conflict of interests, undesirable dependency relationships between faculty and students, unjustified inequality between students and unacceptable accumulation of roles within one faculty member with respect to the students.
5. In rare occasions, an exception to the general rule mentioned in section 2 can be made under the following conditions:
  - The faculty member(s) involved will not participate in any assessment of the student's progress and results, other than the assessment of the internship, from the start of the internship onward until and including the student's graduation.
  - The Examination Board is informed of this exception by the Head of the department before the start of the internship period and will monitor compliance to the condition mentioned above.
6. Mandatory internships (if applicable) have to be scheduled in the academic year between 1 September and 10 July.

#### **Article 8.2 (International) exchange**

1. Students who want to participate in an (international) exchange programme need a learning agreement, which is approved and signed in advance by the student, the Head of his/her department and the host institution. The learning agreement lists the names of the study components/activities to be followed at the host institution and the number of credits for each of these study components.
2. Any amendment to the learning agreement must be approved and signed by the student, the Head of his/her department and the host institution.
3. The host institution will be responsible for the assessment of these study components/activities according to its own regulations for such assessments.
4. Results and credits obtained within the framework of an exchange and formally agreed in the exchange agreement (learning agreement and any subsequently agreed changes to that agreement), will be recognised as if they were obtained within the Royal Academy of Art. A statement concerning these results and credits from the partner institute in question (transcript of records) will serve as proof.
5. The formal recognition of these results and credits will be part of the collective assessment after the semester of the exchange period, or as soon as possible thereafter if the exchange period was not finished at the moment of the collective assessment.
6. If the exchange is carried out within the framework of a grant programme (e.g. Erasmus+), the regulations for the grant programme apply.

#### **Article 8.3 Academy-wide education**

1. For study components and learning activities that are organised at an academy-wide level, the Deputy Director of the Royal Academy of Art takes the responsibilities that are assigned to the Heads of department for the study components/activities organised by the departments.
2. These study components and learning activities are subject to these regulations in all other respects.

#### **Article 8.4 Educational activities within other departments**

1. Students who want to follow course components at another department of the KABK must have permission from the Head of department. In addition, there must be permission from the department where the student wants to follow a course component after the coordinator/Head of department of the student's own department has made a recommendation.
2. An agreement must be made between the two departments in recognising the credits. The status of the credits (extra-curricular, instead of an elective course, etc.) should also be indicated here.
3. The department in which the student joins a course component is responsible for the assessment of this course. The result can be part of the presentation of the collective assessment of the own department.

#### **Article 8.5 External educational activities**

1. Students who want to include educational activities in their programme that are not offered by the Royal Academy of Art (other than exchange programmes, which are regulated by article 8.2) need written approval from or on behalf of the Head of his/her department in advance. The approval statement must include a brief description of the activities, the method of assessment and the number of credits to be obtained upon successful completion.
2. The assessment of these activities will be carried out as mentioned in the approval statement and will be part of the collective assessment after the semester of the activity, or as soon as possible thereafter if the activity was not completed before the collective assessment.

### **Chapter 9: Exemptions and substitute activities**

#### **Introduction**

The provisions in this chapter deal with exemptions or other reasons for students not to follow all mandatory study components. Article 9.1 focuses on exemptions for individual study components. Article 9.2 deals with exemptions for larger parts of the programme, for example because students are admitted to a later stage of the degree programme, or switch from their original home institution to continue their studies at the Royal Academy of Art after a period of incoming exchange for study. Article 9.3 deals with the provision of an alternative for students who cannot participate in compulsory study components for financial reasons.

#### **Article 9.1 Exemptions for individual study components**

1. At the request of a student and on the recommendation of the Head of department, the Examination Board can grant an exemption for one or more study components on the basis of a certificate, diploma, testimonial or other document that proves that the student has already reached the learning outcomes.
2. The procedure for requesting an exemption is described in the "Exemption Protocol for study components" (appendix 1) attached to these regulations.
3. The period of validity of any exemption granted is unlimited, unless the content of the relevant study component is altered due to changes to the Education and Examination Regulations. If an exemption is granted, the student will receive proof of the exemption.

### **Article 9.2 Exemptions for larger parts of the programme**

1. Students who want to start their studies in a later stage of the programme must be exempted from all study components in the preceding semesters.
2. Students who want to enrol at the Royal Academy of Art as regular students after a period of incoming exchange need to be exempted from all study components in the preceding semesters, including the exchange period (which is formally part of the programme followed at the student's original home institution).
3. Exemptions as referred to in sections 1 and 2 of this article, must and can only be formally granted after the acceptance and enrolment of the student in the degree programme. Therefore, special provisions apply, which are described in section B of the Exemption Protocol in appendix 1.

### **Article 9.3 Students who cannot participate in compulsory study components due to financial or other reasons**

Students who cannot participate in certain compulsory study components (such as excursions) for financial reasons, visa obligations or any other extenuating reason will be given the opportunity to fulfil their obligations by means of a substitute activity. The Royal Academy of Art is committed to undertake serious efforts to avoid such situations.

## **Chapter 10: Individual study guidance**

### **Introduction**

The individual development of the student, according to his/her own ambitions, interests and capabilities, is essential to the education at the Royal Academy of Art. Therefore, the Academy attaches great value to the individual guidance students receive during their study and to the opportunity to put individual accents in their study. This chapter describes the provisions for individual coaching.

### **Article 10.1 Individual coaching**

Students are assigned individual coaches. These coaches discuss at least once per semester the individual study progress with the student, as well as their study plan for the next semester.

## **Chapter 11: Administration and information provision**

### **Introduction**

This chapter describes the way in which the study progress of the students is administered, and the ways in which they are informed about any information relevant to them in the context of their study.

### **Article 11.1 Study Guide**

The Study Guide is published annually on the website of the Royal Academy of Art. It contains information that applies to the academy as a whole and a concise description of each of the programmes on offer, including the admission requirements and procedures, the tuition fee, the final qualifications of each programme, an overview of content, structure and distribution of work load of each of the specialisations' programmes, contact details and important dates and deadlines.

### **Article 11.2 Description of study components**

Description of study components as mentioned in article 3.1 are made available for students digitally well in time before the start of the semester. They follow the format in appendix 3. More detailed descriptions of activities and requirements for specific study components is handed out at the beginning of the study component.

### **Article 11.3 Student Administration and Student Monitoring System - Osiris**

1. For the purpose of administration of students' personal data and registration of their study progress, the Royal Academy uses a digital system called *Osiris*.
2. *Osiris* is subject to all applicable national and international legal provisions with respect to data security and privacy protection.
3. The departments are responsible for the accuracy and completeness of data registered in *Osiris* with respect to the study progress of the students.
4. Students are responsible for the accuracy and completeness of their own personal data (e.g. address, full names, place and date of birth, et cetera) registered in *Osiris*.
5. *Osiris* is the authoritative source of information for bodies with legal power like the Examination Board and the Executive Board in taking their decisions.
6. *Osiris* is the authoritative source of information for generating management information and quality assurance data.
7. The Director of the Royal Academy ensures that procedures are in place to verify on a regular basis and to correct the data in *Osiris* if necessary. These procedures are agreed between the Student Administration Office, Examination Board, the Heads of department and the functional management *Osiris*.

### **Article 11.4 Information provision by e-mail**

1. All students receive an e-mail address in the domain *kabk.nl* on the first day of their enrolment until their last day of enrolment.
2. Students must be familiar with all information provided by the Royal Academy of Art via the e-mail address mentioned in section 1.

## **Chapter 12: Announcement and registration of results; statements and certificates**

### **Introduction**

This chapter clarifies how and when students are notified of their results, and how and when they get official evidence of their results. It is important to note that the chair of the assessment committee must ensure that results and written feedback are registered in *Osiris*. As the chair is usually the Head of the department, it is upto him/her to arrange this in his/her department. It must also be emphasised that students must be informed about their results and written feedback withing fifteen working days after the assessment, to enable them to use the written feedback for the planning of their further study.<sup>6</sup>

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<sup>6</sup> Students must be *notified* of the outcomes of an assessment within fifteen working days. The outcomes must be *registered* in *Osiris* within thirty working days. See article 5.4 section 12 and 13.

### **Article 12.1 Registration and announcement of assessment results**

1. The assessment committee uses a form to record the assessment results and qualitative feedback in writing for each student at the meeting following the collective assessment. This form is signed by the chair of the assessment committee.
2. The chair of the assessment committee ensures that the results and feedback of these forms are entered in Osiris.
3. Each student receives a report of the assessment after it has taken place, including the written feedback, the assessment of the performance and the outcome of the assessment, within fifteen working days<sup>7</sup> after the collective assessment. For students who have failed the assessment, the report also indicates whether a resit is possible.
4. If it is impossible to inform students within the terms mentioned in paragraph 3 of this article due to force majeure, students are notified of the reasons and of the term in which they will receive the information concerned.

### **Article 12.2 Validity of results**

1. Results remain valid during an uninterrupted period of enrolment of the students of four years after the assessment for the Master Interior Architecture and the Master of Arts in Fine Art and Design, and of three years after the assessment for the Master Type and Media<sup>8</sup>. After these periods, the Examination Board can declare the results invalid if the content and/or objectives of the study component(s) concerned are demonstrably outdated.
2. For students temporarily interrupting their studies, the results obtained remain valid for one year. As a rule, after this period, students are required to go through a new admissions procedure. The admissions committee also formulates recommendations with regard to the validity of credits obtained earlier.

### **Article 12.3 Declarations and certificates (WHW art. 7.11)**

1. After the final assessment and after the student administration has recorded the assessment results, students who have passed the final assessment receive certificates stating the outcome of the final assessment and the status of the diploma obtained.
2. The Executive Board confers the master's degree on students who have passed the examination of a programme.
3. The Executive Board ensures that the relevant programme name and specialisation is stated on the diploma.
4. A student who has successfully completed multiple assessments but cannot be awarded a certificate as defined in paragraphs 3 of this article, will receive on request a written statement listing the successfully completed assessments from the Royal Academy of Arts. The student must submit the request in writing to the Director.

## **Chapter 13: Irregularities during assessments/examinations**

### **Article 13.1 Irregularities**

1. If a student is guilty of any irregularity with regard to any part of an assessment, the Examination Board is informed in writing as soon as possible, but at least within five working days, by the examiner or chair of the assessment committee. Examples of irregularities

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<sup>7</sup> See note 6.

<sup>8</sup> These terms are derived from the usual duration of the programmes, plus two years.

include (but are not limited to): fraud/cheating/plagiarism or a clear attempt to such actions, disturbances and misconduct. The responsible Head of department and student(s) concerned will receive a copy of this report.

2. The Examination Board can request the student(s), examiner and Head of department concerned to come to an appropriate measure by mutual agreement or to refrain from further measures. Such a consultation and the conclusion thereof shall be submitted in writing to the Examination Board within a term to be determined by the Examination Board. This report must be signed by the student(s) and the examiner(s).
3. If, in the opinion of the Examination Board, the consultation as referred to in section 2 is not useful or desirable, or in the opinion of the Examination Board has not led to an acceptable conclusion, the Examination Board will conduct its own investigation into the course of events. In this case at least the student(s) and examiner(s) will be heard.
4. The Examination Board will make a decision with due observance of Article 7.12b second paragraph WHW, as soon as possible, but no later than within two weeks of receipt of the report from a consultation as referred to in section 2, or as soon as possible, but no later than within two weeks after hearing the persons involved in an investigation as referred to in 3. The board will then inform the student of this decision in writing as soon as possible. The examiner and responsible department Head receive a copy of that statement.
5. If the irregularity is only discovered after the exam, the Examination Board may withhold the student of the certificate referred to in Article 7.11 of the Act, or may stipulate that the student in question can only be awarded the certificate after a renewed examination of the parts to be designated and in a manner determined by the Examination Board or management.
6. The Examination Board compiles a report of its decision and the facts on which it is based and sends this to the faculty director.

### **Article 13.2 Misconduct**

The director of the Academy will be notified of any misconduct, including damage caused to the building and/or aggression towards others, who will subsequently take appropriate measures.

Possible measures include:

- demanding the immediate repair of any damage or ordering the repair costs to be borne by the person responsible;
- suspension or restriction of access to the buildings and grounds.

## **Chapter 14: Objection and appeal**

### **Article 14.1 Regulations for objections and appeals**

1. Students who deem that their interests have been directly damaged due to what they perceive as the improper application of the Education and Examination Regulations are entitled to file a written appeal within 30 days with the Board of Appeals for Examinations of the University of the Arts, The Hague.
2. The Board of Appeals rules on appeals that have been filed with regard to:
  - decisions regarding admission to the green light and the final assessments, as referred to in Article 7 of these regulations;
  - decisions regarding the number of credits obtained;
  - other decisions by Assessment Committees, and Examination Board and examiners.
  - other decisions by Assessment Committees, and Examination Board and examiners.

3. An appeal may be lodged if:
  - the decision is in contravention of any generally binding regulation (e.g. the Education and Examination Regulations);
  - in taking the decision, the body obviously used its power for purposes other than that for which it was originally intended;
  - upon weighing the interests in question, the body involved could not have taken the decision in all reasonableness;
  - the decision is contrary to any other principle of good administration prevailing as part of the general sense of justice;
  - the further provisions regarding the procedure, the handling and the verdict can be found in the Legal Protection chapter of the Student Charter of the University of the Arts, The Hague. See [www.hogeschoolderkunst.nl](http://www.hogeschoolderkunst.nl).

#### **Article 14.2 Safekeeping**

1. All relevant theoretical and practical work must be retained for the duration of any appeals procedure initiated by a student. The student is responsible for the safekeeping of these items.
2. All relevant theoretical and practical assignments must be retained for the duration of any appeals procedure initiated by a student. The Academy is responsible for the safekeeping of these items.

### **Chapter 15: Other provisions**

#### **Article 15.1 Confidentiality of educational situations**

1. Recordings of educational situations, including (but not exclusively) assessments, coaching sessions, performances, concerts, group and individual lessons and feedback sessions should only be made with restraint.
2. Before any recording is made it must be clear for what purpose it is intended and that anyone may object to the recordings.
3. An objection by anyone present must always be respected.
4. It is not permitted to bring recordings of final assessments or fragments of these into the public domain outside the educational context unless permission has been granted for this by the student being assessed, the person(s) who has/have made the assessment, others involved who are visibly present (in so far as they can be traced) and the director of the faculty.
5. The tutors and university staff who have access to the assessment files because of their post, either through Osiris or otherwise, must treat this information as confidential.
6. Recordings of exam work will be archived by the KABK for accreditation and quality assurance purposes. This is in compliance with national legislation and regulations of the Ministry of Education, Culture and Science.
7. No rights whatsoever may be derived from the recordings made notwithstanding permission having been granted in conformity with paragraphs 2 to 4 inclusive of this article.

#### **Article 15.2 Copyright**

1. All work that a student produces in the framework of his or her study at the Royal Academy of Art ('student work') remains the physical and intellectual property of the student, with the exception of the work made during collaborations with external partners or internships.

Intellectual property of student work made in collaboration with external partners or during internships is determined by the respective agreement between the KABK and / or student and the external partner or internship partner.

2. All students of the Royal Academy of Art grant the Royal Academy of Art a non-exclusive and non-transferable license for the duration of the copyright to use their student work for non-commercial, educational, communication and accreditation purposes. The licence granted shall take effect on the date the student work is created. When using a student work, the KABK shall use its reasonable efforts to credit the student as the creator of the work.

### **Article 15.3 Tests and examinations (assessments) for students with disabilities**

Students with disabilities can participate in tests and examinations in a way that considers their disabilities. To this end, they may make arrangements with the Head or the coordinator of the study programme and/or submit a request to this end to the Examination Board, if necessary.

### **Article 15.4 Reference title**

These regulations can be referred to as the "Education and Examination Regulations for the Master's Programmes of the Royal Academy of Art 2019–2020" or by the Dutch abbreviation "OER Master KABK 2019–2020".

### **Article 15.5 Effective date**

These regulations will take effect on 1 September 2019 and replace any other Education and Examination Regulations ex art. 7.13 WHW effective for the programmes mentioned in article 1 from that date onward.

## Appendix 1 - Exemption protocol

### A. Exemptions for individual study components (article 9.1 of the Education and Examination Regulations)

1. Students must submit any request for exemption to the tutor before the third meeting of the study component/seminar/studio visit series etc. at the latest (this enables students to better familiarise themselves with the content of the subject and gives them the chance to discuss the matter with the tutor). In order to apply for an exemption, students must complete a form that states at least the following information:
  - a. the subject/subjects for which the exemption is requested;
  - b. the grounds on which the exemption is requested; and
  - c. the number of credits for which the exemption is requested.
2. The request for exemption must be accompanied by supporting documentation, as well as:
  - a. the content of the activity on which the exemption is based; and
  - b. the activity must be completed with a satisfactory result.
3. The tutor will judge the request on:
  - a. the similarity to the content of the subject for which exemption has been requested; and
  - b. the actual achievement of a satisfactory result.
4. The tutor will advise the Head of the department on the request and supply the supporting documentation. The student must submit his/her request with this advise to the Head of the department. The Head of the department will ensure that the tutor has based his/her recommendation on solid arguments. If this is the case, the Head of the department will adopt the recommendation of the tutor. The recommendation will then constitute a recommendation to the Examination Board. In case of requests regarding academy-wide subjects, the deputy director of the Royal Academy of Art acts as the responsible in this and in following sections of this protocol.
5. The student must submit his/her request, along with the advise from the Head of the department to the secretary of the Examination Board, together with all supporting documents.
6. Only requests with a positive recommendation by the Head of department will be taken into consideration by the Examination Board. The secretary of the Examination Board checks the requests. The Examination Board will perform a marginal assessment of the positive recommendations<sup>9</sup> and check that all formal requirements have been met (including the presence of supporting documentation). As a rule, the Examination Board will adopt the recommendations made by the Head of the department. Only if formal requirements have not been met, the request is directed back to the Head of the department for reconsideration.
7. Once the Examination Board has adopted a positive recommendation, the exemption will be officially granted. The secretary of the Board will inform the student administration and the Heads of department and coordinators with the decisions made on exemption requests. The department informs the student on the decision.

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<sup>9</sup> Marginal assessment means that the Examination Board monitors whether the procedure has been followed correctly and whether a careful assessment has been made. The board will not interfere with the substantive responsibility of the Head of the department. It will not independently deviate from the advice of the Head of the department, although it may direct the request back to the (Head of the) department in order for it to be assessed again. The same decision can be made again, although the motivation should then be argued more thoroughly.

8. The student administration will register the granted exemptions.
9. If a request for exemption is rejected by the Examination Board, the secretary of the Examination Board will duly inform the relevant Head of the department and coordinator, stating the reasons for the rejection and requesting the Head of the department to assess the exemption request once again. The department will inform the student about the rejection and the further procedure.

#### **B. Exemptions for larger parts of the programme (article 9.2 of the Education and Examination Regulations)**

1. Exemptions that are the logical implication of a recommendation of an Admission Committee to admit the student to a later stage of the programme need to be confirmed by the Examination Board before 1 October of the academic year.
2. In such cases, an application form must be completed by the Admission Committee, specifying the semesters and study components for which the student must receive an exemption. The application form, must be supported by documents that give evidence of the student's eligibility for the exemptions concerned.
3. The Admission Committee sends the application form with all supporting documents to the secretary of the Examination Board for a preliminary advice. The Examination Board gives its preliminary advice to the Director of the Royal Academy of Art, based on the documentation provided, and under the condition that the Examination Board receives no further relevant information.
4. The Director takes a decision on the admission of the student on the basis of the advice of the Admission Committee and the preliminary advice of the Examination Board.
5. Once the student is formally enrolled in the degree programme, the Examination Board reconsiders its preliminary advice and will confirm it, unless the Examination Board received new and relevant information affecting its decision.

## Appendix 2 - Glossary

Term	Explanation
(The) Academy	Shorthand reference for the Royal Academy of Art.
Academic year	The period beginning on 1 September and terminating on 31 August of the subsequent calendar year. An academic year has two semesters.
Academy for Creative and Performing Arts	This is a collaborative partnership between the University of the Arts, The Hague and the University of Leiden.
Admissions review	A review of the suitability of prospective students.
Admissions committee	A committee established by the Executive Board, represented by the faculty director, to bear responsibility for assessing the attitude and suitability of prospective students for specific study programmes (WHW art. 7.26a). The faculty director may mandate this task to the Head of department who establishes this admissions committee.
Assessment	Assessments involve an investigation into the knowledge, insights and skills of the examinee, as well as the evaluation of the results of that investigation, as referred to in WHW art. 7.3, para. 3 and art. 7.10, para. 1. See chapters 5, 6 and 7 of these regulations. (Dutch: <i>tentamen</i> , at the Royal Academy of Art commonly referred to as <i>beoordeling</i> )
Assessment committee	Committees of examiners (or assessment committees) are established for the purpose of preparing and/or implementing examinations and parts of examinations, as referred to in WHW art. 7.12c, para. 1. The examiners are responsible for setting and assessing tests and examinations.  These assessment committees have different powers, depending on their tasks. See chapters 5, 6 and 7 of these regulations.
Bachelor's degree	Degree that can be earned after completing a four-year higher professional education (HBO) programme (or after completing a three-year university level (WO) programme).
Block/Period	This is half of a semester, with a maximum of four blocks/periods per academic year.
Board of Appeals for Examinations	The Board of Appeals for Examinations, as referred to in WHW art. 7.60, can be reached through the Central Office of the University of the Arts. (Dutch: <i>College van Beroep voor de Examens</i> ; <i>abbr. CoBEx</i> )
Coach	A counsellor for students in the main phase of study, specifically responsible for the individual guidance of the student. A coach is always a tutor of the department. See article 10.1 of these regulations.

Confidant	A confidential advisor advises students with personal problems of a material and immaterial nature, refers them elsewhere or acts as intermediary. (Dutch: <i>vertrouwenspersoon</i> )
Competence	Competence is the integral whole of knowledge, skills, attitudes and other personal qualities that individuals possess, which enable them to carry out tasks in an adequate way, to find solutions and to put them into effect in practising their profession.
Coordinator	A coordinator is in charge of the organisational and administrative work within a department.
Course	A specific type of study component, usually involving classes taught by teaching staff. Courses may have a focus on theoretical or practical subjects, or a combination of both.
Degree programme	As referred to in WHW art. 7.3, a degree programme is a cohesive whole of educational units designed to achieve clearly defined objectives with regard to the knowledge, insight and skills that a person completing the programme is required to possess. Each degree programme concludes with an examination. (Dutch: <i>opleiding</i> )
Department	The term department refers to the organisational entity offering the curriculum for a specific specialisation.  The master's programme Master of Art in Fine Art and Design is offered in four departments: M Artistic Research, M Non-Linear Narrative, M Industrial Design and M Photography and Society. (Dutch: <i>afdeling</i> )
EC/Credits	A measure of the hours of study: One European Credit is equal to a study load of 28 hours (self-study and lectures). The study load of a two year master's degree hbo programme amounts to 120 study credits; a one year master degree to 60 study credits.
ECTS	European Credit Transfer and Accumulation System: the European system for exchanging and accumulating credits.
Education and Examination Regulations	The regulations as referred to in WHW art. 7.13.  The Education and Examination Regulations consist of two parts: One part provides a general description of the teaching at the Academy and a concise description of the curriculum of the study components at the Academy and the Interfaculty ArtScience; the other part includes the rules and provisions (with a distinction between Ba and Ma). Both of these parts are included in the Study Guide. (Dutch: <i>Onderwijs- en examenregeling. Abbr. OER</i> )

Examination	<p>A review of the candidate's knowledge, insights and skills and the evaluation of the outcomes of this review. This review is referred to in the WHW, art. 7.10 as a 'tentamen'.</p> <p>At the Royal Academy of Art The Hague, the term <i>assessment</i> is commonly used to refer to examinations.</p>
Examination Board	<p>The body, referred to in articles 7.12, 7.12a, 7.12b and 7.12c of the WHW, which is legally responsible for:</p> <ul style="list-style-type: none"> <li>• the quality of the assessments examinations (WHW art. 7.12.b, para. 1, sub a);</li> <li>• guidelines and instructions concerning the assessment and determination of the examination result (WHW art. 7.12.b, para. 1, sub b);</li> <li>• the application of exceptional regulations, including those governing exemptions, and allows individual exceptions to the regulations in certain cases (WHW art. 7.12b, para. 1, sub d);</li> <li>• taking measures in the event that fraud is committed by a student (WHW art. 7.12b, para. 2);</li> <li>• appointing the examiners, including the chair of a an assessment committee (WHW art. 7.12c);</li> </ul> <p>The Examination Board testifies that students fulfil all final requirements upon graduation and issues the corresponding diploma once the student has taken the required examinations and once the Board of Governors has determined that the procedural requirements for issuing the diploma have been met (WHW art. 7.11).</p> <p>(Dutch: <i>Examencommissie</i>)</p>
Examiner	<p>A member of the assessment committee, as referred to in WHW art. 7.12c: Individuals who teach within the relevant degree programme may be designated as examiners, as may experts from outside the programme. Examiners are appointed by the Examination Board.</p> <p>(Dutch: <i>Examinator</i>)</p>
Executive Board	<p>The Executive Board of the University of the Arts, The Hague is the competent authority, bearing responsibility for the education, organisation and management of the institution.</p> <p>(Dutch: <i>College van Bestuur, instellingsbestuur</i>)</p>
External students	<p>Students enrolled at the University for the sole purpose of participating in the propaedeutic or final examination, or parts thereof.</p>
Faculty	<p>The University of the Arts, The Hague comprises two faculties: the Royal Conservatoire and the Royal Academy of Art. Additional</p>

	<p>units include the Interfaculty ArtScience and the Interfaculty School for Young Talent.</p> <p>(Dutch: <i>Faculteit</i>)</p>
Feedback	<p>Process whereby the outcome of the assessment is given.</p> <p>Feedback is a written constructive reflection relevant to the content of the assessment and aimed at the development of the student.</p>
Feedforward	<p>Written reflection outlining positive artistic steps or behaviours that will be beneficial to the students development. Feed forward focusses on how someone can develop in the next study phase based on insights from the past study period.</p>
Final assessment / final examination	<p>The final assessment of a programme, based on the final examination work – usually referred to as "final examination" in common parlance.</p> <p>(Dutch: <i>eindexamen</i>)</p> <p><b>NOTE: At the Royal Academy of Art, the term ‘final assessment/final examination’ is commonly used to refer to the assessment of the student’s final <u>artistic</u> work. Passing this assessment does not necessarily imply the student’s definitive graduation: it is possible that the student still has to fulfil other requirements (e.g. thesis or internship) successfully as part of his/her study programme.</b></p>
Head (of department)	<p>Official in charge of an educational unit or a study programme at the Academy.</p>
Individual course review	<p>Each study component is usually concluded with an individual course review, in which the student’s development and progress are discussed on the basis of the learning objectives of that component. The purpose of individual reviews is to give students substantive and qualitative feedback on their progress and results, and with suggestions for their further development during the course of study.</p>
Master’s programme	<p>A one-year or two-year advanced degree programme (as a rule, subsequent to the completion of a bachelor’s programme) at an institution of higher professional education or a university.</p>
Mentor	<p>A counsellor for students in the first phase of study, specifically responsible for the individual guidance of the student. A mentor is always a tutor of the department. See article 10.1 of these regulations.</p>
Mid term reviews	<p>An integral feedback moment in which the student’s development and progress are discussed on the basis of the learning objectives of that component. The purpose of mid term reviews is to give students substantive and qualitative feedback on their progress and results, and with suggestions for their further development during the course of study.</p>

Participation Council	The Participation Council, as referred to in WHW art. 10.17: The council comprises elected representatives from various ranks within the institution: students, teaching staff from each faculty and general support and educational support staff. The University has a central council and two faculty councils, one for the Academy and one for the Conservatoire.
Practical exercises	Carrying out assignments or creating designs, conducting research assignments, completing internships or participating in excursions and other necessary educational activities, with the goal of achieving the required skills.
Semester	Each academic year has two semesters. A semester comprises blocks or periods.
Semester assessment	A formal assessment conducted at the conclusion of each semester: This assessment is conducted by an assessment committee.
Specialisation	A cohesive whole of educational units <u>within a degree programme</u> , focusing on a specific domain within the visual arts and/or design, as referred to in the WHW (e.g. article 7.9). Within each specialisation, curricula with specific focuses may be offered. Thus, for example, the Master's programme 'Master of Art in Fine Art and Design' has a specialisation in Industrial Design. (Dutch: <i>afstudeerrichting</i> )
Student	A person who is enrolled at the University of the Arts, The Hague (full-time or part-time) to pursue a degree programme.
Student counsellor	A confidential advisor who, if necessary and as a supplement to the mentor, coach or tutor, provides advice and information to students with regard to matters relating to their studies: The student counsellor also helps students with personal problems of a material and immaterial nature, refers them elsewhere or acts as intermediary. (Dutch: <i>studentendecaan</i> )
Study component	A component of a study programme is equivalent to that which is referred to in WHW art. 7.3 as a unit of study. It is a part of the educational programme, which concludes with an assessment. A list of possible types of study components is given in article 3.3. (Dutch: <i>onderwijseenheid</i> )
Study load	All supervised and unsupervised study activities: excursions, internships, interviews, practical and theory classes, lectures, workshops and independent study within and outside the Academy; also referred to as study hours, and expressed in credits.
The Royal Academy of Art	The Fine Arts and Design Faculty of the University of the Arts The Hague.

	(Dutch: <i>Koninklijke Academie van Beeldende Kunsten; abbr. KABK</i> )
The Royal Conservatoire	The Music and Dance faculty of the University of the Arts The Hague. (Dutch: <i>Koninklijk Conservatorium; abbr. KC</i> )
The University of the Arts The Hague	On 1 January 1990, the Royal Academy of Art and the Royal Conservatoire merged to form the School of Visual Arts, Music and Dance. On 8 July 2010, the name of the institution was changed to the University of the Arts The Hague. The Executive Board is responsible for the daily operations of the University.
Tutor	An educational staff member who supervises the learning and growth process of students, tries to increase the independent learning and professionalism of the students and monitors the productivity of the students. He or she tutors students in enhancing their artistic practice with relevance to the professional field, supervises students and assesses students.
WHW	Higher Education and Scientific Research Act The Act on Higher Education and Scientific Research, Bulletin of Acts, Orders and Decrees 593, 1992; Implementing Decree 2008 Text, as in force on 1 July 2018. (Dutch: <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> )
WSF	Act on Student Grants and Loans, Student Finance. (Dutch: <i>Wet op de Studiefinanciering</i> )

### Appendix 3 - Format descriptions of study components

<b>Course Title</b>	
<b>Tutor</b>	
<b>Course Code</b>	
<b>Class(es)</b>	
<b>Brief description</b>	
Study load	
Contact hours	
Independent study	
<b>Assessment</b>	
<b>Reassessment</b>	
<b>Compensation regulation</b>	
<b>Attendance requirements</b>	80%
<b>Main Competencies</b>	

## Appendix 4 – Conversion table

### Grading scale Europe

Grade	Grade	Definition
10	A	<b>Excellent</b> – outstanding performance with only minor errors
9	B	<b>Very good</b> – above the average standard but with some errors
7,5 - 8	C	<b>Good</b> – generally sound work with a number of notable errors
6,5 - 7	D	<b>Satisfactory</b> – fair but with some shortcomings
6	E	<b>Sufficient</b> – performance meets the minimum criteria
5	FX	<b>Fail</b> – some more work required before the credit can be awarded
1-4	F	<b>Fail</b> – considerable further works is required

### Grading scale UK and US

NL	UK	US
10	A+	A+
9,5	A+	A+
9	A+	A+
8,5	A+	A+
8	A	A
7,5	A-	A
7	B	B+
6,5	C	B
6	D	C
5,5	E	D
5	F	F
4	F	F
3	F	F
2	F	F
1	F	F

Source: Nuffic, the Dutch organization for Internationalisation in Education

## **Appendix 5 – Procedure admission without Ba certificate**

If candidates do not have a bachelor's degree, it is in exceptional cases possible for the candidate to be accepted. In such cases, the Director shall decide whether to grant an authorisation on the basis of the following information:

1. there is a convincing justification by the admissions committee concerned; and
2. a positive recommendation from the Head of the most related Bachelor's department about the alleged Bachelor's level of the candidate. In principle, this concerns the Head of Fine Arts with exceptions for the MAR, the Head of Graphic Design at NLN and Type and Media, the Head of Interior Architecture and Furniture Design at MIA and Industrial Design and in due course the Head of Photography for the Master Photography & Society) and
3. a positive recommendation on the level shown in relation to the bachelor's final qualifications given by an independent Head of the bachelor's programme.

The reasons given by the Admissions Board and the advice given by two Head of Bachelor departments are added to the advice given to the director of the KABK to admit the candidate. The director weighs up these recommendations and then decides on the basis of her own competence with regard to the admission of students.