



L. Education and Examination Regulations

Royal Conservatoire

September 2019

Programmes

- Music and Dance (Bachelor of Music / Master of Music / Bachelor of Dance)
- Education (Bachelor of Music in Education)
- National Opera Academy – DNOA (Master of Opera)
- Sonology (Master of Sonology)

Contents

A. General provisions

Article 1: Definitions

Article 2: Parts of the programme, exams, education units, examination elements and tests

Article 3: Study load and study credits

B. Admission requirements

Article 4: Admission requirements

Article 5: Equivalent admission requirements

Article 6: Entrance examination and general supplementary criteria

Article 7: Admission requirements and admission procedure for Master of Music

C. Structure of the programmes

Article 8: Education units

Article 9: Education units and the associated tests

Article 10: Sequence of subjects and exams

Article 11: The propaedeutic phase; study progress advice at the end of the first year

Article 12: Admission and progress with studies in the post-propaedeutic phase

D. Final qualifications of the programmes

Article 13: Mission

Article 14: Final qualifications

Article 15: Professional requirements

E. Organisation of tests and examinations

Article 16: Duties of of Exam Committee

Article 17: Procedure for deciding on and announcing tests or (final) presentations

Article 18: Absence

Article 19: Written tests

Article 20: Oral tests

Article 21: Practical tests

Article 22: Other tests (reports, theses, assignments, activities for which participation is compulsory, internships etc.)

F. Examination results

Article 23: Determination and announcement of test results

Article 24: Determination and announcement of exam results; certificates and statements

G. Exemptions

Article 25: Exemptions

H. Deregistration and restitution

I. Irregularities

Article 26: Irregularities

J. Retention of documents and appeals

Article 27: Retention of documents

Article 28: Appeals

K. Studying with a disability

Article 29: Students with a disability

L. Tutoring/coaching

Article 30: Study progress and tutoring /counselling

M. Final provisions and entry into force

Article 31: Unforeseen circumstances

Article 32: Conversion of study results from the former system

Article 33: Entry into force, official title and publication

A. General provisions

The Executive Board of the University of the Arts The Hague has resolved to adopt the following regulations concerning the content and structure of the education and the examinations for the Bachelor of Music, the Bachelor of Dance, the Bachelor of Music Education, the Master of Music, the Master of Sonology and the Master of Opera. These regulations have been adopted in accordance with Article 7.13 of the Dutch Higher Education and Research Act (further referred to as the Higher Education and Research Act). These degree programmes are provided by the Faculty of Music and Dance of the University of the Arts The Hague, further referred to as the Royal Conservatoire. Pursuant to Article 7.14 of the Higher Education and Research Act, the Executive Board is also responsible for regularly evaluating and updating these regulations.

The rights and obligations of students in connection with these Education and Examination Regulations are laid down in the Student Charter of the University of the Arts The Hague, which can be found on the university's website.

Article 1: Definitions

The following definitions are used in these regulations:

Term	Definition
Committee of Examiners	for the purpose of preparing and/or implementing parts of examinations committees of examiners can be formed as referred to in article 7.12 of the WHW. Examiners are responsible for holding and assessing examinations, final assessments and other forms of tests. Committees of examiners are appointed by the Exam committee
CROHO	Central Register of Higher Education courses
Curriculum Handbook	Curriculum Handbook (forms part of the Study Guide) with learning outcomes, curriculum overviews and assessment criteria
Course year/academic year/ university year	period from 1 September of any year up to 31 August of the subsequent year
Tests and part tests	any form of assessment (written, oral, assignments, reports) of an educational institute
Principal	the principal of the Royal Conservatoire
Final presentation	(public) presentation completing the practical and/or theory part of the course, the form this takes being based on the type of course (this applies to an exam under the terms of the Higher Education and Research Act, article 7.10, paragraph 1)
Examinations	the exam as referred to in article 7.10 paragraph 2 of the Higher Education and Research Act is completed once all educational elements have been completed satisfactorily
Examiner	a member of the committee of examiners, as referred to in article 7.12c of the Higher Education and Research Act
Exam Committee	the Exam Committee is the body that objectively determines whether students have complied with the conditions set by the education and examinations regulations regarding the knowledge, insight and skills that are necessary to obtain a degree. The members of the Exam committee are announced on the Conservatoire's intranet
IELTS and TOEFL	International English Language Testing System and Test of English as a Foreign Language
Institution	the University of the Arts The Hague
Institution's management	the Executive Board of the University of the Arts The Hague
EP NUFFIC	the expertise and service centre for internationalisation in Dutch education
Propaedeutic	the first phase of the programme as referred to in article 7.8 of the WHW
Post-propaedeutic	the part of the programme following on from the first phase
Student	the person enrolled at the University for the purpose of taking courses and/or the taking of tests and exams in accordance with the provisions of article 7.32 of the Higher Education and Research Act
Study credits	a study credit is the equivalent of 28 hours of study for an average student, in conformity with the agreements reached in Europe on the European Credit Transfer and Accumulation System (ECTS)
Student Charter	the Student Charter of the University of the Arts The Hague stipulates the rights and obligations of students and is obtainable via the website of the University
Course descriptions	Course Descriptions provide the content, entry requirements, goals and manner of tests per subject. They can be found on the website under curricula and in the Curriculum Handbooks
Full time/part-time	Programmes as referred to in article 7.7 of the Higher Education and Research Act
WHW	The Higher Education and Research Act (abbreviated to WHW, from the Dutch, Bulletin of Acts, Orders and Decrees 1992, 593 and subsequent amendments), see wetten.overheid.nl/BWBR0005682/2018-06-01

Article 2: Parts of the programme, examinations, education units, examination elements and tests

Domain	Programme	Discipline (Studierichting)	Specialisation	Language of instruction	
Music	Bachelor of Music (CROHO 34739)	Classical Music + instrument		EN	
		Jazz + instrument/vocals		EN	
		Early Music + instrument		EN	
		Vocal Studies • Classical Music • Early Music		EN	
		Conducting: • Orchestral Conducting • Choral Conducting • Wind Band/Fanfare/Brass Band Conducting		EN	
		Theory of Music		EN	
		Composition		EN	
		Sonology		EN	
		Art of Sound • Producing • Recording • Sound Reinforcement		EN	
		Bachelor of Music in Education (CROHO 39112)	Music in Education		NL
		Master of Music (CROHO 44739)	Classical Music + instrument	Orchestra Master Ensemble Academy Ensemble Percussion	EN
			Chamber Music		EN
			European Chamber Music Master (ECMAster)		EN
	Jazz + instrument/vocals			EN	
	Early Music + instrument			EN	
	Vocal Studies: • Classical Music • Early Music • Ensemble Singing			EN	
	Conducting: • Choral Conducting • Wind Band/Fanfare/Brass Band Conducting • National Master Orchestral Conducting			EN	
	Theory of Music		EN		
	Composition		EN		
	Music Education		EN		

Table continues on the next page.

		Music Education according to the Kodály Concept		EN
		ArtScience		EN
		Art of Sound		EN
		New Audiences and Innovative Practice		EN
	Master of Sonology (CROHO 49104)	<ul style="list-style-type: none"> • Sonology • Instruments and Interfaces • Audio Communication & Sonology 		EN
	Master of Opera (CROHO 49105)	Dutch National Opera Academy		EN
Dance	Bachelor of Dance (CROHO 34798)	Classical academic theatre dance		EN

2.1 The Royal Conservatoire provides the above mentioned full-time programmes in the Bachelor's-Master's structure. The structure of the programmes for the individual disciplines is described in the Study Guide, the Curriculum Handbooks and on the Royal Conservatoire's website. This Study Guide and the Curriculum Handbooks formally constitute part of these Education and Examination Regulations.

2.2 The Bachelor's programmes consist of a propaedeutic and a post-propaedeutic phase. Each phase concludes with an exam, on completion of which the Exam Committee decides whether the required study credits have been obtained for the relevant part of the course.

2.3 In accordance with Article 9 of the regulations, the programmes consist of a coherent set of education units (courses/modules), internships and practical assignments.

2.4 Each educational unit, and where applicable its constituent parts, involves a test or other form of assessment.

2.5 Students who have successfully completed all the tests and the final presentation that make up the exam shall have passed the exam.

2.6 Each academic year is divided into two semesters:
 - first semester: September to January
 - second semester: February to June

2.7 In accordance with Article 7.15 of the Higher Education and Research Act, the institution provides information to students and prospective students about the institution, the educational programmes and the names of the programmes. This information is provided in a manner that enables students and prospective students to compare the courses offered and to form a sound judgement of the content and organisation of the education and the tests and examinations that have to be taken.

2.8 The programmes are evaluated by the Quality Culture Office and are regularly updated in consultation with the relevant stakeholders within the Conservatoire as laid down in the policy document entitled 'Quality Culture 2016 and beyond'.

Article 3: Study load and study credits

3.1 The study load of a programme is expressed in study credits (European Credits – ECTS). A study credit is equal to 28 hours of study for an average student.

3.2 The study load for the propaedeutic phase is 60 credits.

3.3 The minimum study load of a complete Bachelor's programme is 240 credits.

3.4 The minimum study load of a complete Master's programme is 120 credits.

B. Admission requirements

Article 4: Admission requirements

Individuals wishing to enrol as a student in the Bachelor's programme must at least comply with the provisions of Article 7.24, Article 7.28, paragraph 1 and paragraph 2, and Article 7.29 of the Higher Education and Research Act. See also chapter 3 (Enrolment) of the Student Charter.

Article 5: Equivalent admission requirements

The principal decides on admission to the programme for students with diplomas other than those referred to in Article

7.24, paragraph 2 of the Higher Education and Research Act, if necessary having regard to the guidelines of the Dutch Organisation for Internationalisation in Education (NUFFIC) on the value of diplomas.

Article 6: Entrance examination and general supplementary criteria

- 6.1 The criteria for admission via an entrance examination as referred to in Article 7.29 of the Higher Education and Research Act are set out in the section 'Entry Requirements' on the pages of the individual programmes on the Royal Conservatoire's website.
- 6.2 The requirements referred to in the first paragraph are met by passing an entrance examination set by the admissions committee on the basis of the entry requirements.
- 6.3 The regulations governing supplementary requirements as referred to in Article 7.26a of the Higher Education and Research Act are applicable. During the entrance examination, the admissions committee determines the candidate's aptitude and suitability for music and/or dance education on the basis of his/her talents and skills.
- 6.4 Upon acceptance by the admissions committee, candidates who come from another conservatoire in the Netherlands, from the Royal Conservatoire's own Foundation Course or from a comparable programme in another country will be graded for the various parts of the study programme. Upon admission, in the first month after enrolment the student must – where applicable – apply for exemptions for the courses that have been followed and completed elsewhere.
- 6.5 Applications for exemptions can be made directly via Studielink or via the link to the Studielink website on the Royal Conservatoire's website. The application period opens on 1 October every year. In addition to registering via Studielink, students are also required to answer additional questions and, for some disciplines, submit additional material. For further information, see the Royal Conservatoire's website.
- 6.6 In exceptional cases and with the consent of the faculty's principal, if a student wishes to study another discipline/

main subject in addition to the first discipline /main subject in the programme, he/she is required to sit an entrance examination as referred to in the second paragraph for the second discipline/main subject.

6.7 Language test

As a matter of course, the Royal Conservatoire ascertains the written skills and knowledge of and proficiency in the English language of non-Dutch candidates during the entrance examination. The candidate's written skills are assessed on the basis of his/her letter of motivation or study plan and the email correspondence. The degree of fluency is determined in the course of an interview with the candidate during the entrance examination. The chair of the admissions committee then decides whether the standard is sufficient to follow the teaching in the chosen programme. The outcome of this evaluation is recorded in writing in the relevant admission form. Candidates who do not possess an adequate command of English will not be admitted to the programme. In cases where there is any doubt, candidates are advised to follow an appropriate course at their own expense.

The Royal Conservatoire adopts a minimum level of proficiency in English for Bachelor's or Master's students from non-EU/EEA countries of a score of 6.0 in the IELTS test or level 80 in the TOEFL test. Students must demonstrate that they have attained the required level before 1 September 2019 by submitting a certificate from one of the following language proficiency tests: IELTS, TOEFL, TOEIC or Cambridge English (FCE/CAE/CPE). Certificates from the Institutional TOEFL test, the TOEFL ITP test or other language proficiency tests not accepted.

International students who wish to enrol for the Music Education programme must be in possession of a NT2 diploma.

The minimum requirement for candidates for the Foundation Course of between six (6) and twelve (12) months and for the pre-Master lasting six (6) months or longer is a score of 5.0 in the IELTS test; for a Foundation Course or a pre-Master of six (6) months or less, the minimum requirement is a score of 5.5 in the IELTS test.

6.8 A positive recommendation on completion of the entrance examination is no guarantee that the candidate will automatically be accepted for the Bachelor's programme of his/her choice. Decisions on the allocation of the available places are made by the principal of the Royal Conservatoire.

Article 7: Entry requirements and entry procedure for the Master of Music

Candidates wishing to enrol in the Master of Music must meet the following requirements:

- 7.1 Candidates must write a study plan, known as the Master Plan, and submit it to the committee of examiners before the start of the practical entrance examination. The criteria to be met by the Master Plan can be found on the Royal Conservatoire's website at koncon.nl.
- 7.2 Candidates must have been awarded the Bachelor of Music degree (or the former Teaching Musician/Docerend Musicus diploma) or – in the case of the graduation profile Education – the Bachelor of Music Teaching degree (formerly School music teacher diploma) in the Netherlands or abroad.
- 7.3 If a period of a year or more will have elapsed between obtaining the Bachelor's degree and the start of the planned Master's programme, the candidate must take the entrance examination for the Master's programme. The result of the entrance examination is decisive.
- 7.4 During the entrance examination, candidates must demonstrate that they possess the artistic and professional skills required for the relevant discipline(s)/specialisation(s).
- 7.5 Candidates must also demonstrate a personal vision of their future studies, the ability to reflect on their own standard and actions, the ability to communicate and collaborate with others and an inquisitive and research-minded attitude.
- 7.6 In combination with the aforementioned Master Plan, the intake interview is also intended to test the candidate's proficiency in English, with the outcome

being recorded in the admission form. For candidates who do not sit the entrance examination live, the interview is conducted via Skype. In light of the research component, candidates with an insufficient command of English will not be admitted to the Master's programme.

- 7.7 The examiners make a recommendation to the principal of the Royal Conservatoire on the basis of the results of the entrance examination. However, a positive recommendation after sitting the entrance examination provides no guarantee that the candidate's application to study for a Master's degree will automatically be honoured. Decisions on the allocation of the available places are made by the principal of the Royal Conservatoire.
- 7.8 Different entry requirements apply for admission to the Master's programmes in Sonology and Opera and the Master's specialisations Orchestra Master, Chamber Music, Ensemble Academy, Ensemble Percussion, Ensemble Singing, Theory of Music, Music Education, according to the Kodály concept, ArtScience, New Audiences and Innovative Practices, Instruments and Interfaces and Audio Communication and Sonology. The entry requirements for these programmes can be found on the Royal Conservatoire's website.

C. Structure of the degree programmes

Article 8: Education units

As set out in Article 2.3 of these regulations, the programme consists of a coherent set of education units (courses/modules), internships and practical assignments.

Article 9: Education units and the associated tests

- 9.1 Paragraphs 2 and 3 of this article refer to the Curriculum Handbooks, which formally constitute part of this study guide and which describe the education units and the associated study load and tests in the propaedeutic

phase and the post-propaedeutic phase. The curriculum handbooks can be found on the programme pages on the Royal Conservatoire's website at koncon.nl. The conditions that determine the sequence of education units are laid down in Article 10.

- 9.2 The Curriculum Handbooks describe the education units and the associated tests and the final examination for each discipline during the propaedeutic phase, as well as the study credits that can be earned. The credits earned during the propaedeutic phase are valid for six years. The Exam Committee may decide to extend their validity at the end of that period.
- 9.3 The Curriculum Handbooks describe the education units and the tests and final examination for each discipline during the post-propaedeutic phase, as well as the study credits that can be earned. The credits earned during the post-propaedeutic phase are valid for six years. The Exam Committee may decide to extend their validity at the end of that period.

Article 10: Sequence of courses and exams

- 10.1 Entry requirements apply for some courses. These requirements must be complied with before students can take the course. The entry requirements are laid down in the course descriptions which can be found in the Curriculum & Courses section of the Programme pages on the Royal Conservatoire's website at koncon.nl.
- 10.2 At the request of a student, the Exam Committee may allow the student to take tests in higher years before all of the tests in the preceding year or years have been passed.
- 10.3 The provisions of Article 9, paragraph 2 regarding the validity of credits earned from tests during the propaedeutic phase remain fully applicable.
- 10.4 Students will only be admitted to the final presentation if all other components of the programme have been passed. The head of the department may decide to derogate from this provision if there is a realistic possibility that these components of the programme will be successfully completed within the academic year.

Article 11: The propaedeutic phase; recommendation on continuation of studies at end of first year

- 11.1 The propaedeutic examination is passed if students have obtained 60 ECTS according to the curriculum.
- 11.2 At the end of the first year of enrolment in the propaedeutic phase, students are informed of whether they can continue their studies on the basis of the progress with their studies. Students who have obtained the 60 ECTS allocated to the propaedeutic phase will receive a positive recommendation. Students who have obtained at least 45 ECTS are allowed to enter the post-propaedeutic phase and must also obtain the credits that have not yet been earned in the propaedeutic phase. Students who have obtained fewer than 45 ECTS will be given a binding negative study recommendation at the end of first year. The study recommendation is made by the principal of the faculty. Before making a binding negative recommendation, the principal will give the student the opportunity to be heard.
- 11.3 A binding negative study recommendation will be made in the event of:
- the failure to obtain adequate results in courses (at least 45 ECTS)
 - the absence of any prospect of any improvement or change in the situation
 - the absence of exceptional circumstances as laid down in or by virtue of the Higher Education and Research Act. These circumstances are exhaustive:
 - the illness of the person concerned
 - physical, sensory or other functional disability of the individual concerned
 - the pregnancy of the individual concerned
 - exceptional family circumstances
 - membership, including chairmanship, of the University Council, the Faculty Council or any other formal faculty committee or other circumstances specified by the university under which the individual concerned engages in activities relating to the organisation and management of the university's affairs
 - membership of the board of a student organisation of a reasonable size with full legal status, or a similar organisation of a reasonable size whose objective is to promote the general public interest and which actually pursues that objective. In this case, only the positions

of chair, secretary and treasurer qualify. Students must notify the head of their department and the principal of the existence of such circumstances in writing as soon as possible.

- 11.4 Every student shall receive a warning at the end of the first semester that a binding negative study recommendation will be made at the end of the first year if 45 ECTS have not been obtained in that year. This written notice will be signed by the principal.
- 11.5 A binding negative study recommendation, signed by the principal and stating the reasons, will be sent to the student by registered post and by email in week 28, including a reference to the possibility of appealing to the Board of Appeal for Examinations. Appeals may be lodged within 30 days of receipt of the binding negative study recommendation. Appeals can be lodged with the Board of Appeals for Examinations of the University of the Arts The Hague, P.O.Box 11670, 2502 AR The Hague.
- 11.6 A binding negative study recommendation results in the student's deregistration. The student may not re-enrol at the Royal Conservatoire for the programme for which the recommendation was made.

Article 12: Entry and progress with studies in the post-propaedeutic phase

- 12.1 Students who have passed the propaedeutic examination in a particular discipline can only be admitted to the post-propaedeutic phase of the same programme in the same discipline.
- 12.2 Progress with the studies in the post-propaedeutic phase is monitored through regular contact between the student and the teacher of the main subject, the teachers of the other subjects, the tutor and the head of the department. The results of the student's progress are registered in the OSIRIS student progress monitoring system.

D. Final qualifications of the degree programmes

Article 13: Mission

Art is of incalculable value, both intrinsically and in terms of the quality of life. The University of the Arts The Hague plays its part by educating artists who can play a prominent and inspiring role in the creation, development, performance and innovation in the arts in a global context.

Article 14: Final qualifications

On successful completion of the programme graduates have acquired the knowledge, insight and skills required to pursue an independent career and may also be eligible for advanced training in the arts. The final qualifications for the individual disciplines are described in the Curriculum Handbooks.

Article 15: Professional requirements

No professional requirements are prescribed for the programmes in or by virtue of the Higher Education and Research Act (Article 7.6).

E. Organisation of tests and examinations

Article 16: Duties of the Exam Committee

- 16.1 The Exam Committee performs the tasks and responsibilities laid down in Article 7.12b of the Higher Education and Research Act:
1. maintaining and assuring the quality of all tests and examinations (7.12b, paragraph 1.a);
 2. determining guidelines and instructions to assess and determine the results of tests and examinations within the framework of the Education and Examination Regulations (Article 7.12b, paragraph 1b);
 3. granting exemptions for one or more tests in accordance with the relevant articles on exemptions in the Education

- and Examination Regulations (Article 7.12b, paragraph 1.d);
4. safeguarding the quality of the organisation and the procedures for tests and examinations (Article 7.12b, paragraph 1.e);
5. ensuring that measures are taken, in consultation with the principal, in the event of irregularities or fraud (Article 7.12b, paragraph 2);
6. establishing conditions that must be met for determining that the examination has been passed when a student has not passed every test (Article 7.12b, paragraph 3, second sentence), and assessing such cases;
7. handling requests for or complaints concerning (the results of) tests and examinations and decision of the examiners, having regard to the powers and responsibilities of the Board of Appeal for Examinations and the provisions of Article 7.12b, paragraph 4;
8. appointing examiners to set examinations and determine the results (7.12c);
9. granting certificates within the meaning of Article 7.11, first paragraph of the Higher Education and Research Act (certificate that a student has successfully completed a test);
10. granting a certificate as proof that the examination has been successfully completed, after the principal has declared that the procedural requirements have been met (Article 7.11, paragraph 2);
11. granting an international Diploma Supplement relating to the certificate of successful completion of the examination (Article 7.11, paragraph 4);
12. granting declarations as referred to in Article 7.11, paragraph 5 of the Higher Education and Research Act ('the individual who has passed more than one test and to whom a certificate as referred to in the second paragraph cannot be granted shall, on request, receive a declaration from the relevant Exam Committee listing at least the tests that have been passed');
13. preparing an annual report of its activities (Article 7.12b, paragraph 5);
14. adopting and updating the Rules and Regulations of the Exam Committee laying down the working methods for the performance of the committee's duties;
15. any other duties and powers that are or shall be delegated to the Exam Committee by the Higher Education and Research Act.

- 16.2 Under the auspices of the Exam Committee, the examiner or the committee of examiners determines the content of the test, prepares assignments, establishes the grading system, sets the test and determines the results. If an education unit is taught by more than one teacher, the teachers concerned will consult on the formulation of the test assignments, the adoption of the system of grading and the assessment of the test.

Article 17: Procedure for setting and announcing tests or (final) presentations

The timetable with the date, venue and the time of the start and end of a test will be announced via Asimut a reasonable period before the start of each test.

Article 18: Absence

- 18.1 Students who are prevented from taking part in a test or (final) presentation through no fault of their own must, if there is no new opportunity to sit the test or give the final presentation within a reasonable period, submit a request to sit the test at a later date.
- 18.2 The request referred to in the first paragraph must be submitted to the principal in writing, accompanied by the necessary material evidence and with a recommendation from the head of the relevant department. The request must indicate when the test can be taken.
- 18.3 The principal will decide on the request and inform the student concerned of the decision in writing.

Article 19: Written tests

- 19.1 A written test is taken in the presence of at least one examiner.
- 19.2 On request by the examiner, the student must submit proof of enrolment as referred to in Article 7.33 of the Higher Education and Research Act.
- 19.3 The result of the written test is recorded in a test list. If the written test has been taken without any irregularities the test list needs only to be signed.

If there have been irregularities, the examiner will notify the head of the relevant department and the Exam Committee in writing.

- 19.4 No students will be admitted to the examination hall to take part in the test after the test has started.
- 19.5 Before leaving the examination hall the student must hand in the completed work and any documents that have been issued at the start of the test, including the test paper, to the examiner.
- 19.6 The examiner assesses the tests, determines the results and submits them to the student administration office within three weeks. The results are announced immediately and inserted in the student's study progress overview. For an education unit for which a pass grade has been received the student earns the number of credits prescribed for that education unit.

Article 20: Oral tests

- 20.1 An oral test is taken in the presence of at least one examiner. If the test is taken before two or more examiners, they will decide among themselves which examiner shall function as the chairperson.
- 20.2 For oral tests, no more than one student will be tested at a time, unless the Exam Committee decides otherwise.
- 20.3 A report will be made of the proceedings in the oral test. The report will include the duration of the test, a brief description of the content and the assessment of the test interview.
- 20.4 The examiner/examiners assess the test and award a grade. If the examiners are not unanimous, the decision is made by the chairperson.
- 20.5 The candidate is informed of the result of the oral test immediately after the deliberations by the examiners.

Article 21: Practical tests

- 21.1 A practical test is taken in the presence of a committee of examiners comprising at least three members. (Note: In this article, test refers to a (final) presentation).
- 21.2 Further guidelines on the duration and content of (final) presentations in the Bachelor and Master of Music programmes (jazz, early music, classical music, vocal studies, conducting and opera) can be found in the relevant course descriptions in the Curriculum Handbooks and in the document entitled 'Information on the practical organisation of (final) presentations in the Bachelor and Master of Music programmes'.
- 21.3 A report will be made of the proceedings in the practical test. The report will specify the nature of the test and give a brief description of its content and of the assessment by the committee of examiners. The student receives a written summary of the assessment by the committee of examiners.
- 21.4 The examiners assess the tests and determine the result immediately. If the examiners are not unanimous, the decision is made by the chairperson.
- 21.5 The candidate is informed of the result of the practical test in a feedback interview immediately after the deliberations of the examiners. Students of the Bachelor of Dance receive a report containing the result of the test by post within one week.
- 21.6 The final presentation of the programme is given in the presence of a committee of examiners.
- 21.7 The final presentation is public, subject to the authority of the Exam Committee to decide otherwise in exceptional cases. For the disciplines Composition and Sonology, parts of the final presentation are not public. In the case of the Bachelor of Dance, the final performance – not being a (concluding) assessment – is preceded by a final assessment in private.
- 21.8 Confidentiality
 - The feedback interview after the (final) presentation is confidential and may not be recorded.
 - The teachers and members of the university's staff

who have access to the assessment files by virtue of their position, via the faculty's digital student monitoring system or otherwise, must treat this information in confidence.

Article 22: Other forms of tests (reports, theses, papers, activities with compulsory participation, internships, etc.)

For parts of the study programme that are concluded with tests other than those described above, the method of assessment is described in the course descriptions.

F. Results of exam components

Article 23: Determination and publication of results of tests

23.1 The result of tests that constitute part of an examination is expressed numerically, with a qualifying result, pass/fail, or an attendance result. In the case of numerical assessments, a pass grade is equal to or greater than 5.5 before rounding off. Attendance is compulsory for some courses. This is specified in the course descriptions.

23.2 The examiner announces the results of every written test no later than three weeks after the date of the test in a test list, a signed and dated copy of which he/she submits to the student administration office. A signed and dated copy of the results of oral tests is submitted to the student administration office no later than two weeks after the date of the test.

23.3 The periods of three weeks and two weeks stipulated in paragraph 2 may be shorter if the result of part of the study programme is important for passing the propaedeutic phase or for meeting the requirements for admission to a part of the study programme.

23.4 For a period of thirty days commencing on the day after the disclosure of the result, the student can make a request to inspect the assessed written work or the report of the oral test and the accompanying grading scheme under the supervision of the examiner.

23.5 The head of department determines when and where the inspection can take place, having regard to the aforementioned deadline. Students who demonstrate that they are or were unable to attend at the specified time and place for reasons beyond their control will be offered a further opportunity, where possible within the period prescribed in the previous paragraph.

23.6 A minimum of one resit per academic year is allowed for all tests and final presentations. The resit can be taken at a time to be determined by the head of the department. Students will be informed of that time well in advance. Failure to appear at a test or a resit for any reason qualifies as a fail. If a student is prevented from attending for reasons beyond his/her control, the provisions of Article 18 apply. Different rules apply for the Dance and Opera departments in view of their specific method of assessment.

23.7 In highly exceptional cases and on the basis of very serious and clearly defined circumstances, the student may submit a request for the postponement of tests and (final) presentations to the head of the department, who shall submit the request for the principal's approval.

Article 24: Determination and announcement of results of examinations; certificates and declarations

24.1 The Exam Committee determines whether all of the components of a study programme have been completed on the basis of the student's Study Progress Overview. If so, the certificate can be granted as proof that the final examination has been passed.

24.2 The certificate refers to the supplement and the Study Progress Overview relating to the degree. The supplement contains a list of all education units (and parts of units) that have been completed and the results attained.

24.3 Students who have passed the Minor in Education also receive a certificate for that course.

24.4 Students who have passed at least one test but who cannot be granted a certificate as referred to in the first paragraph may, on request, receive a declaration issued by the Exam Committee with a list of the tests that have been passed.

24.5 The Exam Committee also adds an International Diploma Supplement to the certificate, the purpose of which is to describe the nature and content of the completed programme with a view to international recognition of the degree.

24.6 Master's students at the Royal Conservatoire (Master of Music and Master of Sonologie) are eligible for the designation 'cum laude' if they meet all of the following criteria:

1. was awarded a grade of at least 8.0 in the assessment of the concluding final presentation;
2. was awarded a grade of at least 8.0 (good) in the assessment of the final research presentation of the Master's curriculum;
3. passed all components of the programme at the first attempt;
4. was not granted exemptions for more than half of the study programme;
5. has been enrolled for the Master's programme for a maximum of two academic years;
6. the Exam Committee has never established fraud by the student.

Whether the student has met all the requirements is determined retrospectively by the student administration office. The designation 'cum laude' is recorded in an attachment to the certificate. Different rules apply for the DNOA programme. Those rules can be found in the DNOA's Education and Examination Regulations.

24.7 With proper motivation, the committee of examiners may also award graduating Bachelor's and Master's students the designation 'with distinction'. In contrast to 'cum laude', this designation relates exclusively to the final presentation. This designation is also recorded in an attachment to the certificate.

G. Exemptions

Article 25: Exemptions

25.1 In response to a written request by a student that is co-signed by the head of the relevant department, the Exam Committee may decide to grant an exemption for one or more parts of an examination on the grounds of the possession of a

document, diploma, certificate or assessment showing that the student has already met the requirements of that part of the examination.

25.2 The Exam Committee's procedure for granting exemptions is as follows:

- a. New students must complete in full the application form for an exemption (available from the student administration office and on the intranet (intranet.koncon.nl/esc) and submit with a statement of the reasons to the head of the department before 15 October. The form must be accompanied by all the relevant documents, such as transcripts of records and diplomas from institutions in the Netherlands or abroad. Students who are already studying at the Royal Conservatoire and wish to request an exemption for the following year must submit the application before 15 June.
- b. The head of the department endorses the application for an exemption by signing the application form; the application can be based on the documents submitted by the student regarding studies/course that have been passed previously or on an assessment performed by one or more teachers in the department. The form must be submitted to the secretary of the Exam Committee before 15 November (post box on the first floor).
- c. The application for an exemption is discussed at the next meeting of the Exam Committee, when it will be approved or rejected. The Exam Committee keeps a list of all exemptions that have been approved, which is signed by the members of the committee who attended the meeting.
- d. The Exam Committee has fixed the period of validity of an exemption at six (6) years, provided that the curriculum remains unchanged, and that period can be extended by the committee. An exemption for education units in the propaedeutic phase is also valid for six (6) years.
- e. If the exemption is granted, that part of the study programme is regarded as exempt or the prescribed number of credits is granted.
- f. After dealing with the application, the Exam Committee sends the form to the Student Administration Office. The form constitutes proof of the exemption and records the date on which the exemption was granted.
- g. The Student Administration Office notifies the student and the head of the department of the decision on the request for an exemption.

- h. If the decision is positive, the Student Administration Office enters the exemption in the study tracking system and the student's file. The Planning department revises the student's timetable accordingly. If the application is rejected, the student and the head of the department are notified.

H. Deregistration and restitution

The rules on deregistration and restitution of tuition fees can be found on the website at koncon.nl and on the intranet.

I. Irregularities

Article 26: Irregularities

- 26.1 The committee of examiners may exclude any student who is guilty of any irregularities in connection with any part of an examination (as referred to in Article 16.1.5) from further participation in the examination. The Exam Committee shall be notified in writing of any such decision.
- 26.2 If the irregularity is only discovered after the examination the Exam Committee may withhold the degree referred to in Article 7.11 of the Higher Education and Research Act from the student or decide that the student concerned can only be awarded the degree after taking a new examination in the parts designated by the Exam Committee or the principal in the manner prescribed by them.
- 26.3 The Exam Committee may decide to withdraw the right of the student concerned to take one or more tests or examinations for a period not exceeding one (1) year. In serious cases, the Exam Committee may advise the competent authority to deregister the student permanently.
- 26.4 Before making a decision pursuant to the first, second or third paragraph, the Exam Committee must hear the examiner and the student. The Exam Committee

informs the student of its decision immediately and ensure that it is recorded in writing.

- 26.5 The Exam Committee writes a report of its decision and the facts on which it is based and sends the report to the principal.

J. Retention periods and appeals

Article 27: Retention of documents

- 27.1 The examiner retains the documents referred to in Article 16, paragraph 3, Article 19, paragraph 3, Article 20, paragraph 3 and Article 21, paragraph 3, as well as the papers, the grading schemes and the assessed written work for twelve (12) months after the publication of the results of the tests.
- 27.2 The Student Administration Office maintains a file for each student containing his/her study results and written materials.
- 27.3 The Exam Committee ensures that the institution curates the recorded particulars of each student in the institution's archives in accordance with the legal requirements.
- 27.4 The final presentations are recorded for the purposes of accreditation and quality assurance and are retained for at least seven (7) years as prescribed by law. These recordings are not available for private purposes.

Article 28: Appeals

- 28.1 If a student objects to a substantive or procedural aspect of a test (in any part of the study programme), he/she will discuss the matter in first instance with the committee of examiners.
- 28.2 If this consultation does not produce a solution, the student may submit a request to the Exam Committee for an investigation of the circumstances of the test. To this end the student must submit a clear, reasoned and documented request to the secretary of the Exam

Committee two weeks in advance of the next meeting of the Exam Committee. Within that period the Exam Committee will also hear the examiners/members of the relevant committee of examiners. After handling the case, the Exam Committee will inform the student of its findings, if possible within one (1) week.

28.3 In accordance with Article 8, paragraph c of the Exam Committee's rules and regulations, any member of the Exam Committee directly involved in a matter to be dealt with does not take part in making the decision.

28.4 This procedure might result in agreement being reached on a resit. If no satisfactory solution can be found, the student can lodge an appeal with the Board of Appeal for Examinations of the University of the Arts The Hague, P.O. Box 11670, 2502 AR The Hague.

28.5 The provisions of chapter 8.2 of the Student Charter, Legal Protection, apply to appeals as referred to in the fourth paragraph.

K. Students with a functional impairment

Article 29: Students with a functional impairment

29.1 Students with a functional impairment are given the opportunity to sit tests and examinations in a manner that is adapted as far as possible to their personal needs. Students are advised to contact the student counsellor to discuss the necessary modifications. They must then submit a request to the Exam Committee. If necessary, the Exam Committee will seek expert advice before making a decision.

29.2 In appropriate cases, students may be offered the possibility of taking tests and examinations in a manner adapted to their personal situation. The decision is left to the discretion of the Exam Committee.

L. Tutoring/coaching

Article 30: Study progress and tutoring/coaching

30.1 Students have access at all times to an overview of their course results via OSIRIS Student.

30.2 Individual tutoring/coaching within the programmes is provided by a staff member designated by the faculty's principal.

M. Closing provisions and entry into force

Article 31: Unforeseen cases

31.1 In any cases not provided for in these regulations and on which an immediate decision is required, the Executive Board will make the decision in consultation with the Exam Committee.

31.2 Any decision as referred to in the first paragraph will be notified by the principal or his/her deputy as soon as possible to the members of the Exam Committee and the Executive Board.

Article 32: Conversion of study results from the former system

32.1 The Exam Committee decides on the value of study results obtained in any year by students who were enrolled for the programmes before the introduction of the Higher Education and Research Act, where applicable in the form of credits, for an examination to be taken in accordance with these Education and Examination Regulations.

32.2 For students as referred to in the first paragraph, the conditions laid down in these regulations will apply for tests that have not yet been passed on the entry into force of these regulations, unless the Exam Committee decides otherwise.

Article 33: Entry into force, official title and publication

33.1 These regulations enter into force on 1 September 2019.

33.2 These regulations can be cited as the Education and Examination Regulations of the Royal Conservatoire.

33.3 These regulations will be published on the website koncon.nl, on the Royal Conservatoire's intranet and in the Study Guide. The Curriculum Handbooks that form part of this Study Guide can be found on the Programmes pages on the website koncon.nl.

The principal of the Royal Conservatoire The Hague