



# L. Education and Examination Regulations

## Royal Conservatoire

September 2021

### 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)

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Due to the COVID-19 circumstances, our education programme and Education and Examination Regulations might differ from how these are described in the Curriculum Handbooks and in the regulations below. In the event of any regulatory changes regarding assessment, a 'Corona addendum' will be published.

## **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 in 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. *Where the Royal Conservatoire's Education and Examination Regulations diverge from the Education and Examination Regulations of the Master of Music in Opera (DNOA), the differences are set out in the addendum to that programme's Education and Examination Regulations. See [conservatoriumvanamsterdam.nl/studie/studeren-aan-het-cva/onderwijs-en-examenregeling](https://conservatoriumvanamsterdam.nl/studie/studeren-aan-het-cva/onderwijs-en-examenregeling).*

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 at [hogeschoolderkunsten.nl/en/students/student-charter](https://hogeschoolderkunsten.nl/en/students/student-charter).

## 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 in the Curriculum Handbooks and on the website.
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 <a href="http://wetten.overheid.nl/BWBR0005682/2018-06-01">wetten.overheid.nl/BWBR0005682/2018-06-01</a>

## 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	
		Organ		EN	
		Vocal Studies • Classical Music • Early Music		EN	
		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 Chamber Music Complementary Subject	EN
			European Chamber Music Master (ECMAster)		EN
	Jazz + instrument/vocals		Complementary Subject	EN	
	Early Music + instrument		Complementary Subject	EN	
	European Master of Early Music (EMEM)			EN	
	Organ		Complementary Subject	EN	
	Vocal Studies: • Classical Music • Early Music • Ensemble Singing			EN	
	Conducting: • Choral Conducting • Wind Band/Fanfare/Brass Band Conducting • National Master Orchestral Conducting		EN		

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		Theory of Music		EN
		Composition		EN
		Instrumental and Vocal Learning & Teaching		EN
		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)	• Sonology • Audio Communication & Sonology		EN
	Master of Opera (CROHO 49105)	Dutch National Opera Academy		EN
Dance	Bachelor of Dance (CROHO 34798)	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 Articles 6 and 7 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 Evaluations of the programmes are organised by Quality Culture and are regularly updated in consultation with the relevant stakeholders within the Conservatoire as laid down in the policy document entitled 'Quality Culture 2020 and beyond'. Further information can be found on the Quality Culture page on [koncon.nl](http://koncon.nl).

### 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: Entrance examination for Bachelor's programmes

- 4.1 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.

- 4.2 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.

### **Article 5: Admission requirements for the Master of Music**

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

- 5.1 Candidates must write a study plan, the Master Project Plan or Master Study 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 Project/Study Plan can be found on the Royal Conservatoire's website at [koncon.nl](http://koncon.nl).
- 5.2 Candidates must have been awarded the Bachelor of Music degree (or the former Teaching Musician/ Docerend Musicus diploma) or – in the case of the discipline Education – the Bachelor of Music in Education degree (formerly School music teacher diploma) in the Netherlands or abroad.
- 5.3 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.

## **C. Structure of the degree programmes**

### **Article 6: 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.

- 6.1 If a course curriculum is changed in a particular year with the consequence that the assessments for that course

will be revised in the succeeding academic year, students who do not complete that course in that year are required to follow the new course with the revised assessments.

### **Article 7: Education units and the associated tests**

- 7.1 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](http://koncon.nl). The conditions that determine the sequence of education units are laid down in Article 8.
- 7.2 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.
- 7.3 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 8: Sequence of courses and exams**

- 8.1 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 Handbooks on the Programmes pages on the Royal Conservatoire's website at [koncon.nl](http://koncon.nl). Entry requirements for some electives and minors can be found in the course descriptions in the Bachelor Electives & Minors Handbook and the Master Electives Handbook at [koncon.nl/electives](http://koncon.nl/electives).

- 8.2 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.
- 8.3 The provisions of Article 7.2 regarding the validity of credits earned from tests during the propaedeutic phase remain fully applicable.
- 8.4 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 current academic year, or as soon as possible in the subsequent academic year.

### **Article 9: The propaedeutic phase; recommendation on continuation of studies at end of first year**

- 9.1 The propaedeutic examination is passed if students have obtained 60 ECTS according to the curriculum.
- 9.2 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 50 ECTS<sup>1</sup> 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 50 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. Student will receive a digital copy of the binding negative study recommendation from the head of the Education Service Centre (ESC) on behalf of the directorate.

<sup>1</sup> First-year students who have suffered a study delay due to the Corona crisis and who have therefore failed to meet the BSA standard in the 2020 - 2021 academic year, will be given the possibility to meet the BSA standard in the 2021 - 2022 academic year.

- 9.3 A binding negative study recommendation will be made in the event of:
- the failure to obtain adequate results in courses (at least 50 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.
- 9.4 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 50 ECTS have not been obtained in that year. This written notice will be signed by the principal. The warning shall be sent digitally to the student by the head of the Education Service Centre (ESC) on behalf of the directorate.
- 9.5 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.

- 9.6 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.
- 9.7 If a student requests deregistration before 1 February in the first year of his/her studies, no binding negative study recommendation will be made. A student who submits a request for deregistration no later than 31 January shall be deregistered with effect from 1 February and will not receive a binding negative study recommendation. These students will be able to start the same programme in a subsequent study year, in which case they will retain any results that have already been obtained (with the proviso that the validity of those results shall lapse after a number of years).

### **Article 10: Entry and progress with studies in the post-propaedeutic phase**

- 10.1 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.
- 10.2 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 11: 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 12: 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 13: 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 14: Duties of the Exam Committee**

- 14.1 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.
- 14.2 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 15: 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 in principle be announced via ASIMUT by 1 March at the latest.

## Article 16: Absence

- 16.1 Students who are prevented by personal circumstances from taking part in a test or (final) presentation 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.
- 16.2 A request as referred to in the first paragraph must be submitted in writing to the head and the coordinator of the relevant department. The student must notify the student counsellor of any personal circumstances. The student counsellor may advise the department to take account of personal circumstances demonstrated by the student with the necessary documentary evidence. This evidence must only be submitted to the student counsellor, who shall treat the personal information in accordance with the requirements of the GDPR. The head of department will submit a proposal for approval of the request to the vice-principal. The request must indicate when the test can be taken.
- 16.3 The vice-principal will decide on the request and inform the head of the relevant department of the decision in writing.

## Article 17: Written tests

- 17.1 A written test is taken in the presence of at least one examiner.
- 17.2 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.
- 17.3 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.

- 17.4 No students will be admitted to the examination hall to take part in the test after the test has started.
- 17.5 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.
- 17.6 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 18: Oral tests

- 18.1 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.
- 18.2 For oral tests, no more than one student will be tested at a time, unless the Exam Committee decides otherwise.
- 18.3 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.
- 18.4 The examiner/examiners assess the test and award a grade. If the examiners are not unanimous, the decision is made by the chairperson.
- 18.5 The candidate is informed of the result of the oral test immediately after the deliberations by the examiners.

### Article 19: Practical tests

- 19.1 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).
- 19.2 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 'Practical Information (Final) Presentations Bachelor and Master of Music'. This document can be found at [portal.koncon.nl](http://portal.koncon.nl).

- 19.3 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.
- 19.4 The examiners assess the tests and determine the result immediately. If the examiners are not unanimous, the decision is made by the chairperson.
- 19.5 The candidate is informed of the result of the practical test in a feedback interview immediately after the deliberations of the examiners. For students of the Bachelor of Dance, the grades are entered in OSIRIS and the complete 'report' is presented and discussed during a feedback interview in the period after the test.
- 19.6 The final presentation of the programme is given in the presence of a committee of examiners.
- 19.7 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.
- 19.8 Confidentiality
- The feedback meeting 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 20: 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 and exams**

### **Article 21: Determination and publication of results of tests**

- 21.1 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.
- 21.2 The examiner announces the results of every written test no later than three weeks after the date of the test via OSIRIS. The results of oral tests are entered in OSIRIS Docent no later than two weeks after the date of the test.
- 21.3 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.
- 21.4 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.
- 21.5 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.

- 21.6 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 due to personal circumstances, the provisions of Article 16 apply. Different rules apply for the Dance and Opera departments in view of their specific method of assessment. Those rules can be found in the Curriculum Handbook Dance and the addendum to the Education and Examination Regulations for the DNOA, respectively.

### **Article 22: Determination and announcement of results of examinations; certificates and declarations**

- 22.1 The Exam Committee determines whether all of the components of a study programme have been completed on the basis of the student's results as entered in OSIRIS. If so, the certificate can be granted as proof that the final examination has been passed.
- 22.2 The Exam Committee also attaches an International Diploma Supplement to the certificate, the purpose of which is to specify the nature and content of the completed programme with a view to international recognition of the degree. The International Diploma Supplement refers to the transcript of records. The supplement contains a list of all education units that have been completed and the results attained.
- 22.3 Bachelor students who have passed a minor also receive a certificate for that course.
- 22.4 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.
- 22.5 Master's students at the Royal Conservatoire (Master of Music and Master of Sonology) 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 and the professional integration component 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.

The designation 'cum laude' can also be awarded to students of the DNOA. For the conditions, see the addendum to the DNOA's Education and Examination Regulations.

22.6 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.

22.7 Students may not obtain more than one degree per CROHO code. If a student who has completed a Bachelor's or Master's programme decides to follow a second programme in the same CROHO category, no second certificate will be granted on successful completion of the second programme, only a second diploma supplement.

## G. Exemptions

### Article 23: Exemptions

23.1 In response to a digital request by a student, 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.

- 23.2 The Exam Committee's procedure for granting exemptions is as follows:
- a. New students must complete in full the application form for an exemption (which can be downloaded at [portal.koncon.nl](http://portal.koncon.nl)) and submit it 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. Please ensure the application form and accompanying documents are merged into one PDF. 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 application form and accompanying documents (all merged into one PDF) must be submitted to the secretary of the Exam Committee at [exemptions@koncon.nl](mailto:exemptions@koncon.nl) before 15 November.
  - 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](http://koncon.nl) and on the intranet.

## I. Irregularities

### Article 24: Irregularities

- 24.1 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 14.1.5) from further participation in the examination. The Exam Committee shall be notified in writing of any such decision.
- 24.2 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.
- 24.3 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.

24.4 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.

24.5 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 25: Retention of documents

- 25.1 The examiner retains the documents referred to in Article 17, paragraph 3, Article 18, paragraph 3 and Article 19, 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.
- 25.2 The Student Administration Office maintains a file for each student containing his/her study results and written materials.
- 25.3 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.
- 25.4 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 to the students.

### Article 26: Appeals

- 26.1 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.
- 26.2 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.

- 26.3 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.
- 26.4 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.
- 26.5 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 27: Students with a functional impairment

- 27.1 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.
- 27.2 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 28: Study progress and tutoring/coaching

- 28.1 Students are personally responsible for the progress with their studies. Students have access at all times to an overview of their course results via OSIRIS Student.
- 28.2 Heads of department are responsible for monitoring the progress students are making with their studies. Teachers and tutors also play a role in the individual supervision of students.
- 28.3 Students who fall behind in their studies (or expect to do so) must notify the student counsellor and the head and the coordinator of the relevant department, who will first consider appropriate measures to prevent any study delay. If a delay actually occurs, a revised study plan will be made and submitted to the head of the department and the vice-principal for approval.

## M. Closing provisions and entry into force

### Article 29: Unforeseen cases

- 29.1 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.
- 29.2 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 30: Conversion of study results from the former system

- 30.1 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.

- 30.2 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 31: Entry into force, official title and publication**

31.1 These regulations enter into force on 1 September 2021.

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

31.3 These regulations will be published on the website [koncon.nl](http://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](http://koncon.nl).

The principal of the Royal Conservatoire The Hague

