



# Academy of Theatre and Dance

## Amsterdam University of the Arts

### Education and exam regulations

as specified in article 7.13 of the act governing higher education and scientific research (WHW).

#### Preface

This regulation is effective from 22 January 2018 until an updated version has been approved. It applies to all students of the Academy of Theatre and Dance regardless of which year they commenced with their studies.

#### GENERAL

##### Article 1: Scope

This regulation applies to the education, evaluations and exams of all higher vocational education study programmes and specializations connected with the Academy of Theatre and Dance, faculty for dance and theatre of the Amsterdam University of the Arts, namely:

- a) the study programme Theatre with the specializations:
  - Drama and Contemporary Music Theatre (Amsterdamse Toneelschool & Kleinkunstacademie)
  - Theatre Directing
  - Mime
  - Design & Technology
  - Production and Stage Management
  - Scenography
  - Design and Technology
- b) the two year bachelor Associate Degree programme:
  - Technical Production
- c) the bachelor study programme Dance with the specializations:
  - Ballet: (National Ballet Academy)
  - Urban Contemporary (JMD: Jazz and Musical Dance)
  - Modern Theatre Dance
  - Choreography (School for New Dance Development – SNDO)
- d) the bachelor study programme Theatre in Education with the specialization:
  - Theatre teacher (full-time and accelerated programme)
- e) the bachelor study programme Dance in Education with the specialization:
  - Dance teacher
- f) Master degree programme Theatre
  - DAS Theatre
- g) Master degree programme Choreography
  - DAS Choreography

It will be clearly specified when articles apply separately to either the bachelor or master phase. When this document refers to 'bachelor study programme', it also includes the related Ad programme Theater Technique, unless otherwise specified. All other articles apply to both bachelor and master degree programmes.

## **Article 2: Definitions**

With regard to this regulation the following definitions apply:

- a) *WHW*: the act governing higher education and scientific research (WHW Stb 1992, 593 as amended hereafter);
- b) *student*: person enrolled at the Amsterdam University of the Arts with the aim of following instruction and/or participating in assessments and exams of the study programmes and specializations as specified under article 1;
- c) *de hogeschool*: the Amsterdam University of the Arts
- d) *study programmes*: bachelor and master's degree programmes offered by the Academy of Theatre and Dance as listed under article 1;
- e) *specializations*: the specializations listed in article 1 that fall within the scope of one of the specified bachelor or master study programmes. At the Academy for Theatre & Dance, specializations are called study programmes;
- f) *associate degree (AD)*: a 2 year programme comprising 120 study credits at a higher vocational education level between 'MBO-4' and 'HBO-bachelor' i.e. HBO level 5 according to the European Qualification Framework, short cycle Dublin descriptors.
- g) *the directorate*: the artistic director of the specialization in question, thereto authorized by the directorate of the Academy of Theatre and Dance;
- h) *education unit*: a semester. Each semester is an education unit. The bachelor study programmes consist of 8 education units/semesters; the master study programmes and the AD are made up of 4 education units/semesters
- i) *subject*: In these regulations, 'subject' generally denotes a study programme component. A subject or programme component can have different work forms: work lectures, workgroups, training, workshops, projects, achievements, performances, etc.
- j) *integral assessment*: a review of the competencies of a student at the end of each semester, as well as the results of that review which if positive, will justify granting study credits for the whole semester. This review is bound to the same legal rules as the results of an examination, as specified in article 7.10, first paragraph WHW;
- k) *subject assessment*: result of the assessment of an individual subject or programme component that can take different forms: written, oral, permanent feedback, presentations, achievements, products, etc.). These subject assessments are included and weighed in the subject transcending integral assessment.
- l) *exam committee*: the exam committee as specified in article 7.12 WHW, is responsible for, among other things, appointing a (committee) of examiners, monitoring the quality of the assessments, tests and examinations, granting dispensations, countering fraud, laying down guidelines and instructing the (committee of) examiners/the term review meeting and awarding certificates;
- m) *examiner*: the artistic director, teacher or external evaluator appointed by the exam committee, in charge of assessments, tests and/or exams within a certain specialization;
- n) *term review meeting*: the artistic director, teachers and external evaluators appointed by the exam committee responsible for supervising the assessments, tests and/or

examinations within a certain specialization. Assessment meeting participants qualify as examiners in accordance with article 7.12c of the WHW;

- o) *competencies*: a set of final qualifications determined by the professional field, specifying the level of competency a student must have attained on concluding his/her study;
- p) *dispensation*: decision by the exam committee in accordance with these regulations to grant a student dispensation for (the assessment of) a certain study component/ sum of study components;
- q) *study credit*: (also EC –European Credit): unit used to denote the study load of each study programme, specialization and education unit. The study load for one academic year is sixty study credits. Sixty study credits are equivalent to 1680 study hours;
- r) *propaedeutic exam*: successful completion of the first two integral assessments;
- s) *final exam*: successful completion of the graduation phase in the final integral assessment;
- t) *Academy Council*: the Faculty Council in compliance with the co-determination regulation of the AHK.

### **Article 3: Goal of the study programmes**

1. The goal of the Academy of Theatre and Dance study programmes is to train students to become competent, capable and committed performing and creative artists, professional employees and teachers who can pursue a lifelong career in the performing arts, art education and culture. To this end, study programmes make use of nationally established competencies and other nationally defined criteria, like those for the teachers' training courses mentioned in Opleidingsprofiel KVDO 2018.
2. All specializations - known as study programmes in the ATD – use these nationally defined competencies - that have been further developed to create behavioural indicators - as criteria for the assessment of students. Where necessary, certain study programmes have expanded the behavioural indicators that serve as assessment criteria, to make them more compatible with demands that apply in a specific work field or a particular vocation for which the study programme trains students.
3. Competencies and behavioural indicators of the different specializations are listed in the study guide.

### **Article 4: Duration, structure and language of instruction**

1. The bachelor study programmes have a four-year curriculum (240 study credits) divided into a propaedeutic year and a three-year main phase. The graduation phase is part of the main phase.
2. The associate degree programme Technical Production and the master study programmes have a two-year duration (120 study credits)
3. All study programmes are offered on a full-time basis.
4. Education is divided annually into semesters or education units as specified in article 7.3 of the WHW. One semester consists of different subjects.
5. The contents of the individual subjects, including the study load in hours, the learning goals, work forms, compulsory study material and manner of assessment, is outlined in the study guide of the relevant study programme or specialization or in a formal supplementary document.

6. The language of instruction for the study programmes is Dutch. International students must be able to read, write and speak Dutch at a B2 level according to the European Reference Framework. The following study programmes are exceptions: DAS Choreography and DAS Theatre and the specializations: National Ballet Academy, Modern Theatre Dance and SNDO (School for New Dance Development), for which English is the prescribed language. For these study programmes and specializations, an aspirant student's proficiency in English will be assessed during the selection procedure. A student must be able to express him/her-self fluently in accordance with level B2 of the European Reference Framework.

## **Article 5: Exams**

The bachelor study programmes (except the associate degree programme) have two exams

- The propaedeutic exam;
- The final exam.

The master study programmes and the associate degree programme have only one final exam.

To complete either of the above exams, all integral assessments (exams according to article 7.10 paragraph 1 of the WHW) of education units that make up a study programme or propaedeutic phase must have been successfully concluded.

## **Article 6: Tests and assessments**

### *Integral assessment*

1. To assess student progress, the Academy of Theatre and Dance uses a system of integral, inter-subjective evaluations per semester. The term review meeting appraises the study progress of a student during the semester in question by assessing subjects or components of the semester (as specified in paragraph 8 & 9) and evaluating the (subject transcending) development of a student. The competencies a student must master as specified in article 3, paragraph 2 are used as criteria.
2. Study credits are only awarded on the basis of a positive integral assessment. This centres on the educational vision that subject-transcending development of a student leads to him/her mastering the required competencies. Optimal stimulation of a student's talent and the creation of opportunities are of prime importance. The results of the individual subjects will be included in the assessment of the subject-transcending development of a student.
3. An integral assessment results in a positive or negative verdict as determined by the term review meeting. It can award 30 study credits per semester as defined in article 8.
4. After the study credits have been awarded, feedback will generate a better perception of the result by giving a qualitative account of the achievements and development of the student. A written report of this feedback will be added to the student's dossier.
5. If necessary, the term review meeting can link this result to individual learning aspects or other points of interest. The following integral assessment will evaluate progress made regarding these learning aspects or points of interest (see also article 8 paragraph 3 & 4).
6. The result of the integral assessment will be discussed with students individually or in a group at the latest 15 working days or two weeks after the integral assessment has taken

place. Each student will receive an individual report of his/her integral assessment. The study guide gives further details on feedback.

7. In the master study programme and the graduation phase of the bachelor study programmes, the integral assessment can be adapted to suit the (individual) education programme of the student. An integral assessment will take place in accordance with agreements stipulated in the study- or graduation plan of the student in question.

#### *Exams and assessments of individual subjects*

8. In principle individual subjects are concluded with an assessment which gauges if a student has realized the learning goals of a particular subject. The manner of assessment is described per subject in the subject descriptions. The results of the individual subject assessments will be included in the integral assessment, as described in paragraph 2.
9. The result of an individual subject assessment is given in the form of a three- or five point scale, ranging from unsatisfactory to good/excellent, a figure on a ten point scale or a different assessment scale. On a ten point scale, 5,5 constitutes a satisfactory mark, on a five point scale, 3,0 and on a three point scale, 2,0.
10. If a written assessment has taken place, for example in the case of a factual exam, assignment or essay etc., the teacher is obliged to correct the written assessment within 10 working days/2 weeks and allow the student in question insight in his/her corrected exam. In the case of a thesis or final essay, the deadline for correcting and insight is 20 working days/4 weeks.
11. If a subject assessment is unsatisfactory, a resit generally takes the form of an extra assignment as specified in article 8, paragraph 4.
12. The study guide or subject descriptions state whether resitting a written exam in the course of an academic year is permitted.

#### **Article 7: Nonattendance and admission to assessments**

1. A student must have an attendance rate of at least 90% for all programme components. If a student fails to comply with this obligation, he/she will not be assessed for the study component in question.
2. If a student has an active attendance rate of less than 90% but more than 70%, the teacher after consulting with the artistic director, can still decide in the light of personal circumstances (like sickness, physical, sensory or other functional disorders, exceptional family circumstances or pregnancy) to admit the student to the assessment or evaluation on the basis of information supplied by the student in question. Where necessary, the term review meeting may set conditions that a student must comply with in order to continue his/her study career.
3. If during a semester a student has not complied with the attendance rate as specified in paragraph 1 for one or more subjects, the reasons and consequences of this absenteeism will be discussed during the integral assessment. In such a case the term review meeting may decide to bar the student from taking part in the integral assessment which will prevent the granting of study credits.
4. If a student has a valid reason for not being able to complete an individual subject, the term review meeting will decide how this can be resolved. Personal reasons as described in paragraph 2 and circumstances beyond one's control qualify as valid reasons.

5. If a student is prevented from taking part in one or more meetings due to the absence of a teacher, he/she will be deemed to have attended.

### **Article 8: Granting of study credits**

1. At the end of each semester the term review meeting grants study credits according to the following conditions.  
Each semester has a study load of 30 study credits, divided as follows:
  - 20 study credits based on active attendance of classes/education participation;
  - 10 study credits based on a positive result for the integral assessment.How study credits are granted and possible deviations from the above rule are explained in the study guide of the relevant study programme or specialization.
2. Per semester 20 study credits are awarded if a student complies with the attendance and participation demands as specified in article 7 and 10 study credits are given for a positive integral assessment as defined in article 6, paragraph 3.
3. If a certain study component(s) have not yet been successfully completed but the integral assessment is positive, the term review meeting may decide to award the 10 study credits for the integral assessment only when those study component(s) have been satisfactorily concluded. In consultation with the teachers in question, the student must complete one or more assignments in the following semester or work specifically on improving certain features.
4. If the result of a semester's integral assessment is negative, it means the student's development is insufficient and he/she must complete one or more extra learning assignments. These will be evaluated during the next integral assessment.
5. If, as stated in the former paragraph, extra learning assignment(s) are allotted, these must be accompanied by learning goals and conditions regarding results to be achieved. These assignments will be written down so that all teachers know what is expected of a student and what criteria need to be met in order to realize a positive assessment at the next integral assessment meeting.
6. The extra learning assignment(s) will be discussed with the student and communicated to all teachers involved.
7. The student is responsible for scheduling the execution of these extra assignment(s) and showing what progress has been made.
8. If the integral assessment of the following semester in the same academic year and the assessment of the extra learning assignment(s) yields a positive result, 10 study credits will be granted and the student will also receive 10 study credits retrospectively for the integral assessment of the first semester.
9. If the points for attention referred to in paragraph 3 & 4 are not positively reviewed at the end of the second or third academic year, the student must repeat that study year.
10. If, at the end of his/her first year of enrolment, a student has not gained the mandatory 60 study credits, he/she will be liable to receive a negative binding study recommendation (see article 13).
11. Study credits for a semester are granted only once. Participation demands specified in article 7 will apply again if a student repeats the first or subsequent year or a certain semester due to a negative assessment or for other reasons. The student must comply with attendance requirements before he/she can be assessed. The previously attained study credits for attendance must be revalidated before a student is allowed to take part in the integral assessment.

12. If a student's attendance rate during the first or second semester is insufficient, the term review meeting can, in rare cases and after permission from the exam committee, give the student one or more supplementary assignments to complete. These assignments are tied to clear agreements about the time limit within which they should be completed and assessed. The student will only receive the relevant study credits after a positive assessment has taken place. In the meantime, the student can continue his/her study.
13. If a student prematurely terminates his/her student registration, the study credits for active class attendance and study credits obtained in the integral assessment will be granted for the period he/she followed classes.

## BACHELOR STUDY PROGRAMMES: THE PROPAEDEUTIC PHASE

### **Article 9: Admission and conditions**

1. A general admission requirement for all bachelor study programmes is the successful completion of a preliminary study at havo/ vwo/ mbo4 level. Candidates who do not meet this admission requirement may be admitted on the basis of their talent if they score positively for a test (colloquium doctum). This test gauges the general development and language proficiency of the aspirant student with a view to successfully following the study programme. For this test there is no minimum age limit.  
In addition to these general preliminary study requirements, students are selected on the basis of potential/talent for the study programme. The selection committee assesses the technical and physical skills and artistic ability on the basis of criteria formulated in the nationally certified supplementary requirements (appendix D of the Ministry of Education, Culture and Sciences Regulation dated 3 April 2014, no. 540459 regarding admission to higher education, as published in the Staatscourant 11514, 24 April 2014).
2. Candidates will be informed in advance about the procedure and selection criteria.
3. Admission is valid for the following academic year.
4. Students can gain admittance to the main phase on the basis of previously attained skills. Dispensations granted to these students with a different study background, must be approved by the exam committee.
5. Students with a Associate Degree Technical Production certificate may be admitted to the third study year of the bachelor programme Design & Technology, in the specialization technical production.
6. Students with a different study background must have a previously acquired propaedeutic certificate in a similar study before being admitted or are obliged to still obtain a propaedeutic certificate. In case of possible deficiencies, agreements will be made on how best and within which time frame these can be remedied, whereby the articles 10,11,12 and 13 apply if a candidate enrolls as propaedeutic student.
7. The associate degree programme and the accelerated programme Theatre in Education does not allow lateral entrants.
8. If a student displays deficiencies in certain areas of learning, agreements will be made about how and within what timeframe these can be rectified.
9. If a candidate has been granted admission to the study programme and has registered as a student, he is obliged to follow all study programme components as listed in the study guide for the duration of the study, unless dispensations have been granted as specified in article 22.

#### **Article 10: The propaedeutic exam (not applicable to the associate degree programme)**

1. The propaedeutic exam covers all aspects of propaedeutic education as stated in the study guide of the relevant bachelor study programme or specialization.
2. If, at the end of the second semester, a student has gained 60 study credits – in a combination of 2x20 and 2x10, in accordance with article 8, paragraph 1, he/she has successfully completed the propaedeutic exam and will receive a propaedeutic certificate.
3. If the student has been promoted to the second year but still has first year obligations he needs to fulfill, the propaedeutic certificate will not be granted until these unfinished study components have been completed.
4. The exam committee is responsible for awarding the certificate.

#### **Article 11: Possibilities for repeating the propaedeutic exam and the first year of the associate degree programme.**

1. In the event a student fails to pass the propaedeutic exam or the first year of the associate degree programme in one year, he/she may be given the chance to repeat the entire first year by the term review meeting depending on the results of the integral assessment. In that case the student can no longer be given a negative binding study recommendation as stipulated in article 13, because repeating a year is seen as a positive advice.
2. Students are barred from repeating their propaedeutic exam if they fail to participate in the assessments, unless the term review meeting considers that special circumstances warrant that the student be allowed to repeat the exam (see article 8, paragraph 12).

#### **Article 12: Suspension study authorization due to personal circumstances.**

1. If a student fails to pass the propaedeutic exam within one year due to personal circumstances as specified in article 13, paragraph 4, points a through g, the director, acting on the advice of the study directorate and after hearing advice from the student counselor, can decide to suspend further study authorization. In such cases the student in question repeats the first year programme or embarks on the second year without having obtained his/her propaedeutic certificate.
2. If a student due to personal circumstances repeats the first year, study authorization is suspended till the assessment at the end of that year. If the student is admitted to the second year, the artistic director decides, as part of the imposed study suspension, if the definite study authorization will be issued at the end of the first or second semester.
3. A student who through personal circumstances is unable to follow classes sufficiently or threatens to fall behind in his/her studies must inform the artistic director and seek the help of the student counselor as soon as possible.
4. During the integral assessment in the second semester of the first year, the term review meeting discusses whether a student's unsatisfactory results are caused by personal circumstances and if the study programme should decide to suspend study authorization. If that case, the study programme will contact the student counselor as soon as possible.
5. A student who receives a letter warning him/her of a pending negative binding study recommendation, as specified in article 13, paragraph 12, can appeal this resolution if he/she can cite personal circumstances as specified in article 13, paragraph 4. If the student has not yet reported these personal circumstances to the student counselor,



he/she must do so within 6 days in order to qualify for the procedure suspension study authorization.

6. After the study programme has informed the student counselor of its intention to suspend study authorization, as specified in the fourth paragraph, the student counselor evaluates whether, on the basis of available evidence and after consulting with the student, if personal circumstances have in actual fact hindered study progress. The same procedure will be followed if the student personally appeals a 'resolution for a negative binding study recommendation' In both cases the student counselor will relay his findings to the director.
7. On the basis of a proposal by the artistic director and advice from the student counselor, the director will make a decision about whether or not to suspend study authorization. If study authorization is suspended, the artistic director will decide on the specific duration as formulated in paragraph 2. The student will be notified of this decision in writing.
8. The term review meeting will, if study authorization has been suspended, decide in consultation with the student which competencies, points of concern or specific assignments require improvement in order to obtain a propaedeutic certificate as formulated in article 8, paragraph 4. These agreements together with a deadline for obtaining the propaedeutic certificate will be appended to the written decision as specified in paragraph 7.
9. A written decision for the suspension of study authorization also serves to warn the student of an impending negative binding study recommendation. The study programme is therefore not obliged to warn the student again.
10. If a student who has been granted a suspended study authorization, is negatively assessed (at the end of the repeated first year programme or during one of the integral assessments in the second year) he/she can still incur a negative binding study recommendation, as referred to in article 13.
11. If the student counselor, as referred to in paragraph 6, advises not to suspend study authorization, the student will receive a negative binding study recommendation after all.

### **Article 13: Negative binding study recommendation**

1. At the end of the propaedeutic phase, every student receives advice concerning the continuation of his/her study.
2. If a student's study results fail to meet the requirements specified in article 10, paragraph 2 and the study directorate has insufficient confidence in the student's aptitude for the study programme, the term review meeting may decide to issue a negative binding study recommendation (nbsa). A rejection is binding for an indefinite time, which implies that a student cannot register again for the same bachelor study programme at the Hogeschool where the rejection was issued. This applies to the bachelor study programmes as listed in article 1.
3. In exceptional cases the rejection may be revoked if the student in question asks to be admitted to a different specialization than the one for which the negative binding study recommendation was issued and those in charge of this specialization, are satisfied that the student, after completing the admission procedure, will successfully conclude the course. If a student is admitted to the first year of this new specialization, he/she cannot be issued with a new negative binding study recommendation.

4. The negative binding study recommendation is issued by the faculty directorate on behalf of the Board of Directors at the instigation of the head of the relevant study programme, thereby taking into consideration the personal circumstances of the student in question. Personal circumstances are:
  - a. illness of the student in question;
  - b. physical, sensory or other functional disorders;
  - c. pregnancy of the student;
  - d. exceptional family circumstances;
  - e. membership of the Hogeschoolraad, the Faculteitsraad or the Clusterraad;
  - f. other circumstances – to be defined by the hogeschool – for which the student in question develops activities relating to the organization and administration of hogeschool affairs;
  - g. membership of the board of directors of a student organization of considerable size with complete legal capacity, or a similar large scale organization that develops activities to promote causes in the general public interest.
5. For organizations denoted in paragraph 4 under g, only the functions of chairman, treasurer or secretary or a combination thereof, will be taken into consideration.
6. If, during the first semester assessment, the study results of a student are not up to standard, he/she will be verbally informed that the attained results could lead to a negative binding study recommendation. If study results deteriorate after the assessment, a student will be verbally notified of this as soon as possible.

*Warning negative binding study recommendation*

7. If, after the first semester assessment, it becomes clear that a student's achievements are not up to standard, he/she will be informed and talks will be held about improving his/her performance.
8. A student whose achievements do not meet fixed standards, will receive a written caution from the faculty directorate forthwith, but at the latest before 1 March of the current study year, to notify him/her that he/she risks receiving a negative binding study recommendation at the end of the study year. A consultation will be held with the student to determine what he/she can do to improve his/her results. The student will be referred to the student counselor who will be notified of the written caution.
9. In exceptional cases, a written caution can be given after 1 March but not later than 8 weeks before the last integral term review meeting, to inform a student that study progress is unsatisfactory which will result in the same procedure being followed as outlined in paragraph 8.

*Decision regarding a negative binding study recommendation*

10. The negative binding study recommendation will be given at the end of the first year, preferably before 15 July but at the latest on the last working day preceding the start of the new academic year according to the education and holiday planning roster.
11. If a suspended study authorization has been issued, as specified in article 12, paragraph 1, a rejection for a negative binding study recommendation will first be given at the end of the defined period in which the student is expected to complete the educational programme of his/her propaedeuse in accordance with article 12, paragraph 8.
12. The student will be notified both verbally and in writing of the impending caution and informed of the possibility for discussing possible personal circumstances - as listed in paragraph 4 - with the student counselor within six days.

13. If a student makes use of this opportunity, the student counselor in turn, will advise the faculty directorate as quickly as possible on the basis of what has been discussed with the student.
14. The student who claims personal conditions as aggravating circumstances must provide the student counselor with the necessary supporting documents. A medical certificate must be submitted in the case of sickness, exceptional family circumstances, physical, sensory or other functional disorders or pregnancy of the student.
15. If the student counselor does not accept the personal circumstances as valid and advises the director negatively, the student will be issued with a negative binding study recommendation after all.
16. If the student counselor advises positively and the personal circumstances of the student are deemed valid in that they have impeded his/her progress, the faculty directorate can however, after consulting with the artistic director, choose to ignore this advice and decide to uphold its intention to issue a negative binding study recommendation after all. In that case the complete dossier of the student will be submitted to the Board of Directors that will decide whether or not to issue a negative binding study recommendation. The board will inform the student of its decision in writing. The faculty directorate and the student counselor will receive a copy of the written decision.
17. If the student does not make use of the possibility to consult with the student counselor as specified in paragraph 12, the directorate, on behalf of the Board of Directors, will inform the student of its decision in writing and send a copy to the student counselor. The negative binding study recommendation will be sent to the address last known to the central student administration. The ruling by the faculty directorate or the Board of Directors will explain the possibility of appealing the decision.
18. If a student abandons his study during the first year and deregisters, the study programme can issue a nbsa if it has insufficient confidence in the capacity of the student to complete the study programme and apply the training to pursue a relevant vocation in the future. The student is then barred from enrolling again the same year or in the future and may not participate in the selection procedure.
19. The study programme may grant a dispensation from a previously issued nbsa, so that a student can enroll again in the first year or participate in the selection procedure. In that case, the student cannot again be given a negative binding study recommendation.

## BACHELOR STUDY PROGRAMMES: THE MAIN PHASE

### **Article 14: Progress in the main phase**

1. A student who has successfully completed the propaedeutic exam or the first year in the case of the associate degree programme, as well as a student who has been issued with a suspended study authorization with access to the second year, as specified in article 12, first paragraph, may be admitted to the main phase.
2. For assessment of study progress in the main phase it holds that at the end of the second semester of each year, 60 study credits in a combination of 2x20 and 2x10 must be attained in accordance with article 8, first paragraph. A student who has gained 60 study credits in the first year of the main phase will be admitted to the second year of the main phase. A student who in the second year of the main phase has obtained 60 study

credits, will be admitted to the third year of the main phase. Exceptions to this rule are the same as described in article 8, paragraph 3, 4, 9 and 12.

3. In the associate degree programme the main phase consists of one year.

### **Article 15: Progress in the graduation phase**

1. Attaining a positive result in his/her last integral assessment is a condition for a student to be admitted to the graduation phase. He/she must also have completed all further assignments. The term review meeting is confident that a student who meets these criteria can successfully complete his/her study within the allocated time. A student of the associate degree programme must be assessed positively for the first semester of the second year before he/she can commence with the graduation phase. The study guide gives details of the conditions applicable to other study programmes with regard to the commencement of the graduation phase.
2. Before a student is admitted to the graduation phase, content and criteria of this phase will be individually set down in a graduation plan and/or graduation agreement. The reason for this is to monitor the progress of the student regarding the competencies he or she must master and the individual learning goals these yield, as well as what options a student chooses from a study programme that allows personal preference.
3. A fixed part of the graduation phase is an internship or an assignment as substitute for an internship.
4. With regard to possible differentiation between study programmes and specializations, extra requirements may apply for admission to the graduation phase. These requirements are listed in the study guide of the study programme or specialization in question.
5. The graduation agreement has a binding character, although amendments through consultation are possible; it is approved by the artistic director of the study programme or specialization in question and underwritten by the student and the artistic director (so-called 'green light').
6. If the artistic director, prompted by the study progress of a student, allows the student to deviate from the regular graduation path, a graduation agreement together with a well-reasoned justification, must be submitted to the exam committee for approval prior to the 'green light' moment.

### **Article 16: The final exam**

1. At the end of the graduation phase in the last integral assessment, after or during a so-called concluding talk, the term review meeting of the study programme or specialization in question will assess whether the final exam has been successfully completed.
2. Those taking part in the concluding talk are, in addition to the artistic director and the student, teachers or supervisors who have advised the student with one or more assignments during the graduation phase. Preferably one of the participants should be an external supervisor, a so-called 'outside eyes'.
3. Among other matters, the concluding talk will consider the following aspects of which a detailed outline has been given in the graduation agreement:
  - a. the internship(s) and the internship report(s) or the completed graduation programme;
  - b. a thesis, report(s) or essay(s) written by the student relating to the study programme, the internship(s) and/or professional practice;
  - c. fulfillment of the terms specified in the graduation agreement

- d. mastering of competencies, partly on the basis of individual learning goals specified in the graduation agreement.
4. If a student successfully completes the final exam, he/she receives 60 study credits. If a bachelor student has built up a total of 240 study credits in accordance with set requirements, the exam committee will award him/her a final exam certificate citing the appropriate degree: Bachelor of Arts or Bachelor of Education. On completion of the associate degree programme, the student will receive an Associate Degree certificate.
5. The exam committee will not award the certificate before it is convinced that all applicable registration requirements have been met.

#### **Article 17: Repeating the final exam**

1. If one or more components of the graduation plan are assessed and judged to be unsatisfactory, the term review meeting will decide if a student may repeat these study components or to extend the graduation phase.
2. The term review meeting determines the content of the exam the student must repeat or the extension of the graduation phase.
3. When repeating study components, students are offered the same facilities and support as during their first attempt.
4. After this second chance, a student's right to participate in projects, study or thesis assistance elapses unless the head of studies decides otherwise.

### MASTER STUDY PROGRAMMES

#### **Article 18: Admission**

1. Students can apply for admission if they have a bachelor diploma in a relevant discipline or study field or can demonstrate they possess a similar level of proficiency.
2. Admission occurs on the basis of a selection procedure and a personal study plan.

#### **Article 19: Personal study plan**

1. After a student has been admitted to the study programme, he/she will further work out a written study plan based on the competencies he/she hopes to achieve, the individual learning goals and the free options offered by the study programme.
2. The personal study plan can be amended during the course of the study.
3. Some components from the personal study plan having a binding character and at a certain time - as specified in the study guide - will be underwritten by the student and the artistic director.

#### **Article 20: Final exam**

1. At the end of the graduation phase in the last integral assessment, after or during a so-called concluding talk, the term review meeting of the study programme or specialization in question will assess whether the final exam has been successfully completed.
2. Among other issues, they will take into consideration the following aspects of which a detailed outline has been given in the study plan:

- a. observance of agreements recorded in the last version of the personal study plan;
  - b. whether the relevant competencies been mastered, partly on the basis of individual learning goals as stipulated in the study plan.
3. If the master degree student has attained 120 study credits in accordance with requirements for this ruling, he or she will be awarded the final exam certificate by the exam committee, listing the appropriate degree, Master of Arts.
  4. The exam committee will not award the certificate before it is convinced that all appropriate registration conditions have been met.
  5. If a student fails to successfully complete the final exam, the term review meeting will decide whether to extend the study programme or to allow the student to resit the exam. The applicable conditions are listed in article 17.

## OTHER CONDITIONS

### **Article 21: Results of the assessments and the final exam**

1. In principle, the results of the assessment will be made known verbally to the student directly after deliberation by the term review meeting.
2. At the latest, a student will receive written notification or confirmation of his/her results, four weeks after the last integral assessment (the final exam) has taken place.

### **Article 22: Dispensations: general, abridged Theatre in Education study programme and abridged Nationale Ballet Academie study programme**

#### *General dispensations*

1. The exam committee can decide to grant dispensations for one or more assessments or one or more components of the bachelor education programme on the basis of previously acquired competencies, if the student complies with one of the following conditions:
  - a. a successfully completed assessment of a study component, comparable with regard to content and study load, of a similar study programme in or outside the Netherlands, to be evaluated by the study directorate;
  - b. proof of activities undertaken during a number of years in a field relevant to the assessment in question and/or profession resulting in the candidate acquiring similar competencies as if he/she had followed a comparable study programme or a part thereof, to be considered by the study directorate.
2. A written proposal for dispensation will be submitted by the study directorate to the exam committee, along with supporting documents supplied by the student in question.
3. The exam committee will decide whether or not to grant a dispensation within four weeks at the latest, not including holidays.
4. A dispensation for a certain study component means that the student in question does not follow classes, does not sit exams and is not evaluated with regard to that particular study component. Nor is work from that study component added to the student's dossier. Possible study credits for the study component in question will be awarded without question unless the exam committee decides otherwise.
5. The dispensation policy is outlined in the study guide of the relevant study programme or specialization.

*Dispensation accelerated Theatre in Education study programme*

6. It is possible to follow an accelerated two-year Theatre in Education study programme on the basis of dispensations combined with specific admission requirements/completed preliminary study course.

*Dispensation National Ballet Academy*

7. National Ballet Academy students can choose to follow an abridged programme on the basis of dispensations combined with specific admission requirements/completed preliminary study course of which details are given in the study guide.

**Article 23: Study progress and study guidance**

1. The artistic director is responsible for the registration of the study results. Via the secretariat of the relevant study programme, students have access to their attained marks.
2. A dossier of each student is compiled. This 'student dossier' contains among other things, the diploma of the preparatory training the student has followed or similar evidence of the proficiency level attained, the application form, report or survey of the audition results, reports of the integral assessments and the attained study results, the assessments of individual subjects, evaluation by the exam committee regarding the student, internship plan/agreement and internship report and graduation plan/agreement.
3. The study programme is responsible for facilitating student study orientation with regard to possible study courses in and outside the study programme. As described in the study guide, artistic directors and mentors offer guidance and help students with study advice.

**Article 24: Temporary study deferment and study termination**

1. A student may submit a motivated request to the study directorate asking permission to interrupt his/her study for a certain period while retaining the right to resume his/her studies at a later date. The study directorate will decide whether or not to honour the request.
2. If the study directorate grants the request, it will draw up an agreement with the student prior to the study adjournment, defining the time schedule and conditions according to which the student is authorized to resume his or her studies. These agreements are recorded in writing and jointly signed by the study directorate and the student.
3. A student must deregister as a condition for study deferment.
4. The maximum duration of an authorized study deferment is 12 months.
5. If a student exceeds the time limit of the deferment agreed upon, also if this falls within the maximum period of 12 months, he or she must reapply for admission.
6. To preside over the admission procedure outlined in paragraph 5, the study directorate will appoint a selection committee that decides if, and at what level, the student can renew his or her studies and which study components from the previous study phase must still be finalized or repeated. This proposal will be submitted to the exam committee for approval.
7. A student who breaks off his/her study prematurely for more than 12 months without observing the conditions as listed in paragraph 1 & 2 and deregisters, is regarded as a study drop-out and has no right to resume his/her study.

8. If special, personal circumstances as described in article 13 paragraph 4 (a through d) can be shown to be the cause of a study adjournment which does not exceed 12 months, the student has the right to resume his/her study. In such a case, the study directorate and the student must make agreements about preconditions for continuing with the study programme.
9. When a student wishes to resume his/her study after an authorized interruption of longer than 12 months, it will be determined in consultation with the study directorate if previously acquired skills and know-how are still sufficiently up-to-date or if a number of supplementary assignments need to be completed to renew expertise acquired in the past.
10. The regulation for temporary study deferment does not apply to students from outside the EEA (visa compulsory). An individual solution for these students will be sought.

### **Article 25: Studying with a disability**

1. Via the student counselor, a disabled student upon presentation of a medical certificate (or similar document), may request the exam committee to adapt tests and exams to suit his/her special needs. For example, extra time to complete the exam, permission to use certain aids or being allowed to sit the exam in a modified form (i.e. oral instead of written).
2. On presentation of a medical certificate (or similar document) students with a disability can in consultation with the relevant subject teacher, obtain permission from the artistic director for adaptations as cited in 23.1, providing the exam contents remains unchanged and the evaluated competencies are the same.
3. In all other cases the exam committee will decide which adaptations are permitted.

### **Article 26: Fraud and plagiarism**

1. If, during a test or any other form of evaluation, the examiner or supervisor suspects a student of fraud, he/she must report it in writing to the exam committee as soon as possible.
2. The exam committee will decide within two weeks what action to take. The exam committee will not make a decision before hearing the student or before he/she has been summoned to explain the occurrence. A report will be made of the hearing.
3. The exam committee's decision will be set down in writing and may have as consequence that the student is barred from resitting the component connected with the fraud for a certain time. The decision may also be extended to cover components connected to the same subject.
4. Plagiarism is understood to mean appropriation of images-, sound- or text material without acknowledgements or presenting another person's images, text, information or ideas as your own work. If plagiarism is established, paragraphs 1 through 3 apply.
5. If fraud or plagiarism occurs with the permission and/or aid of a fellow student, he/she is an accessory and will be held accountable according to the same procedures and sanctions.

### **Article 27: Disruptions and possible courses of action.**



1. If a student through his behavior, comments or systematic unauthorized absenteeism disrupts the progress of his own learning process and/or that of his fellow students, he/she will be reprimanded by the study directorate, urged to improve his/her behavior and continue his/her study in an accepted manner.
2. If, after talking with the study directorate, the student's attitude and behavior does not improve within one or two weeks, or if the student is repeatedly cautioned about his/her behavior, comments or systematic unauthorized absenteeism as described in paragraph 1, the study directorate can, after seeking advice from the student counselor, ask the directorate in accordance with the house rules listed in the study guide, to take disciplinary action.
3. If the student does not keep to the conditions of the disciplinary action, the directorate acting on behalf of the Board of Directors, after hearing both sides and possibly obtaining advice from the student counselor, can refuse the student entry to the faculty for a certain time.
4. In case of serious disorder, the Board of Directors can decide to permanently refuse a student entry to the school or cancel his/her registration. Before this decision can be taken, the student in question must be heard (again) or at least invited to explain him/herself.
5. In acute situations when serious disruption occurs, it may be decided to deviate from the obligation to hear both sides and with immediate effect deny the student access to the faculty until further order. In such cases, the student will be allowed to have his/her say after initial action has been taken.
6. Implementing disciplinary action does not affect the Board of Directors' authority to hold the student responsible for any damage he/she has caused.

#### **Article 28: Use of contribution for teaching materials**

1. Although the annual contribution for teaching materials is optional, it is essential for some study programmes in order to finance specific activities that cannot be paid for out of the regular budget. In the study guide, the study programme has outlined which activities are financed with the help of the teaching materials contribution.
2. If a student does not pay the teaching materials contribution, he/she can be barred from participating in these specific activities. In that case the study programme must offer one or more substitute assignments and assess these so that the study progress of the student in question is not affected.

#### **Article 29: Evaluation of the education offered**

The manner in which the education given by the study programmes is evaluated has been set down in the Quality Assurance Plan that is periodically updated and coordinated with all relevant parties

#### **Article 30: Possibilities for appeal**

Decisions by examiners, the term review meeting or the exam committee, as well as a rejection in connection with a negative binding study recommendation, can be appealed during a period of six weeks through the Board of Appeals for exams.

### **Article 31: Filing and inspection- and property rights**

1. During his/her study the student has the right to inspect written assessments.
2. Written reports of projects, theses and assignments made within the scope of the study programme, will be kept for a period of at least seven years after date of origin. This also applies to assessments thereof.
3. Material referred to under paragraph 2 can be used by the study programme for PR purposes or within the scope of education or accreditation.

### **Article 32: Special authority exercised by the exam committee**

1. The exam committee of the faculty is authorized to draw up extra rules with regard to tests and exams as described in this Education and Exam Regulation.
2. The exam committee is authorized to make exceptions in individual cases with regard to the Education and Exam Regulation that benefit the student if there are serious reasons for doing so.

### **Article 33: Endorsement, announcement and amendment**

1. Amendments to this regulation are established through individual rulings, but not before the proposal has been passed by the Academy Council.
2. The Education and Exam Regulation that currently applies will be made known before the beginning of the academic year.
3. The faculty directorate is responsible for correct publication of this regulation and the rules and guidelines drawn up by the exam committee as well as amendments to these documents.
4. An amendment to the regulation can only apply to the current study year if, reasonably considered, it does not harm the interests of the student.

### **Article 34: Implementation**

1. This regulation is effective from 22 January 2018 taking into consideration those aspects stipulated under article 33.
2. The previous Education and Exam Regulation of the study programmes that reside under the Academy of Theatre and Dance is hereby revoked.

Thus adopted by resolution of the faculty directorate after approval by the Academy Council/ Study Programme Committee 20 January 2018.