

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

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

**MASTER TYPE AND MEDIA**

**MASTER INTERIOR ARCHITECTURE**

**2023-2024**

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## Education and Examination Regulations Royal Academy of Art

This part of the Education and Examination Regulations, hereafter also 'EER' or 'these regulations', specifies the rules and provisions that apply to the bachelor's programmes of the Royal Academy of Art The Hague (KABK) as a whole, in conformity with art. 7.13 of the Higher Education and Scientific Research Act (Dutch: *Wet op het Hoger onderwijs en Wetenschappelijk Onderzoek 'WHW'*).

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

Please note that this EER is the 'separate section that applies to students of specific programmes' of the Royal Academy of Art The Hague, as referred to in the Student Charter of the University of the Arts The Hague. The Student Charter is applicable to every student at the university and can be consulted on [www.hogeschoolderkunsten.nl](http://www.hogeschoolderkunsten.nl).

These regulations have been adopted on 26 February 2024 by the directorate of the Royal Academy of Art and apply to all cohorts of students of the programmes and study components referred to, and to the 2023-2024 academic year. It has been approved by the Executive Board of the University of the Arts The Hague.

## Introduction

The EER (Dutch: *Onderwijs- en Examenregeling*; 'OER') describe the objectives and content of the degree programmes offered and the regulations and provisions dealing with the organization of these programmes and the assessments and examinations related to them. They are required by the Dutch Higher Education and Scientific Research Act to ensure that students are well informed about the content of their programme and the way it is organized. They are the basis for the curricula of each of the study programmes, the time schedules, the assessments and examinations, the facilities available to the students and the administrative systems and procedures. They describe the responsibilities and obligations of everyone involved: tutors, students, Heads of department, coordinators, director and legal bodies within the Royal Academy of Art, such as the Examination Board and the Study Programme Committee.

The Education and Education Regulations are evaluated each academic year for reasons of quality assurance and further improvement. They are established for the next academic year, including possible adaptations on the basis of these evaluations and/or changes in legislation. They are finally approved by the Executive Board of the University of the Arts The Hague for the academic year mentioned on the front page and therefore binding for the concerning year.

The current document mainly describes the formal and procedural aspects of the education in our Master's programmes. The specific content of the various master programmes is covered in the curricula (overview of study components and related amount of credits) and course descriptions of study components to be found on the Portal. Together, these documents constitute the EER.

- Chapter 1 of this document is an introductory and defining chapter.
- Chapters 2 and 3 list the degree programmes offered, as well as their structure.
- Chapter 4 describes the main language of the programmes.
- Chapters 5 through 8 deal with assessments and examinations. These chapters provide the formal framework for the assessments. Note: chapter 6 is intentionally left blank: in the regulations for the Bachelor's programmes, it deals with the propaedeutic assessments, which do not apply to the Master's programmes.
- Chapter 9 provides information on exemptions.
- Chapter 10 describes the provision with respect to the guidance of individual students.
- Chapters 11 and 12 deal with the information provision to the students.
- Chapter 13 describes the procedures and regulations in exceptional cases, either intended or unintended: unexpected events during assessments, fraud, misconduct, et cetera.
- Chapter 14 describes the opportunities to appeal for students who do not agree with any decisions taken in the framework of these regulations.
- Chapter 15, to conclude, contains regulations on a set of remaining subjects.

It is important to note that sometimes, the precise interpretation of these regulations may be subject to discussion. Introductory paragraphs are included in most chapters to clarify the intention of the regulations in that chapter. It is recommended that regulations are always interpreted with this intention in mind. In case of uncertainty it is recommended to consult the Examination Board.

## Chapter 1: General provisions

### Introduction

This EER deals with the Master's degree programmes offered by the Royal Academy of Art. Separate regulations are established for the bachelor's degree programmes.

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

### Effective date

These regulations will take effect on 1 September 2022 and replace any other EER ex art. 7.13 WHW effective for the programmes mentioned in article 1 from that date onward.

### Article 1.1 Applicability of the regulations

These regulations apply to the education and examinations of the following degree programmes:<sup>12</sup>

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

### Article 1.2 Definitions

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

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

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

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

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

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

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

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

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

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

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

## **Chapter 3: Study components**

### **Introduction**

A degree programme consists of a number of study components. This chapter gives the framework for the description of these study components. The complete overview of the study components is published on the Royal Academy of Art website for each master specialisation.

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

1. Each programme, as mentioned in article 1.1, consists of a number of study components.
2. All study components are described in a catalogue of study components according to the format for description of study components in appendix 3. The complete overview of study components is further elaborated in detailed course descriptions that are shared with the students on the Portal.

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

1. The studyload of each study component is expressed in an amount of European Credits. One European Credits corresponds to a studyload of 28 hours.
2. The studyload of a study component reflects the number of working hours students are expected to need on average to complete the component successfully. This includes both the contact hours and the hours of independent study and learning. The actual study load may differ to some extent dependant from the amount of selfstudy executed by the student.

### **Article 3.3 Types of working methods related to study components**

The following types of working methods can be distinguished:

- a. Studio practice
- b. Theoretical courses
- c. Thesis
- d. Study components integrating studio practice and theory



- e. Practical courses
- f. Workshops
- g. Semester projects, project weeks, and other project activities
- h. Excursions and site visits (see also article 9.3)
- i. Internships (see article 8.1)
- j. Graduation project
- k. Academy-wide and university-wide education, which may have one of the above forms or other types of study components among which Studium Generale and exchange periods (see article 8.2 and 8.3).

## **Chapter 4: Main language**

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

1. In connection with the many different nationalities of both students and teachers and the international nature of the field of work, English is used as the working language in all KABK study programmes, both during the lessons and other group meetings and during the assessments and in individual supervision.
2. All information relating to the programme, insofar as it is produced by or under the responsibility of the KABK, will in any case be made available in English.
3. Written papers will be written in English, unless the student and the tutor/examiner concerned have made other agreements about this before the writing of the paper began. One reason for such an agreement is, for example, that it is functional in view of the nature of the subject of the paper.
4. Students are expected to have a command of English at the level of Toefl 90 (online) or IELTS 6 overall score. Examination of this is part of the admission procedure as referred to in the admission regulations.
5. Tutors, examiners and support staff with teaching duties are expected to have a command of English.
6. Support staff who do not have an educational task shall be deemed to have a level of the English language that is appropriate to the nature of the position.

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

### **Introduction**

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

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

1. Assessments must support students in their individual, artistic and professional development within the framework of the curriculum in a direction that fits their individual ambitions and interests. They must encourage and enable them to take responsibility for their own learning

processes. Critical (self-)reflection from the students and feedback and feedforward from the tutors are key elements in the assessments.

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

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

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

1. Every semester, except the second semester of the final year<sup>3</sup>, concludes with a semester assessment.
2. The department will publish the applicable assessment protocol, including the assessment criteria, beforehand to students.
3. The department will publish the applicable assessment committee protocol, regulating the role and task division between the members of the assessment committee beforehand to students.
4. The semester assessments consist of a collective assessment. If reviews of individual study components take place, these are done before the collective assessments.
5. Regulations for the semester assessments are described in article 5.4 below.
6. The assessment following the second semester of the final year is known as the 'final assessment'. It follows specific regulations described in chapter 7 below.

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

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

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

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

1. A semester consists of one or more study components (sometimes briefly referred to as *courses*) as referred to in article 3.3 of these regulations. For each study component, an individual course review takes place in which the student's development and results for the relevant study component are discussed on the basis of the learning objectives of that component and the related outcomes as specified in the general course description. The general course description is further elaborated in the extended course description that is shared with the students at the beginning of the course component.
2. The individual course review is conducted by the tutor(s) responsible for that study component .
3. The individual course review is formative and provides students with substantive and qualitative feedback on their progress and results, and with suggestions for their further development during their study. Feedback and suggestions are related to the learning goals and assessment criteria as specified in the description of the specific study component.
4. Whether or not a study component has been completed satisfactorily, and with what grade or result, is assessed/established during the collective assessment (rather than the individual course review) in the context of the student's overall development. See articles 5.4, 5.5 and 5.6 of these regulations for more details.
5. The individual course reviews in the degree programme normally take place one or two weeks prior to the scheduled collective assessments, unless integral assessments take place in the relevant specialisation and academic year. If the study component is not completed at the end of the semester, the tutor will communicate the date and time of the individual course reviews in a timely manner.
6. The findings of the individual course reviews are recorded in Osiris, including extensive feedback, related to the required learning outcomes and relevant for the planning of the student's further study (cf section 3 of this article). The department responsible for the specialisation informs the students about these findings and registers them. Results and feedback are accessible through Osiris for students and anyone else with legitimate authorization.

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

1. The semester assessment committee performs an assessment at the end of each semester, known as the collective assessment.
2. The national competences have been translated back into specific criteria and learning outcomes per department and per study year, which forms the basis for the collective assessment. The collective assessment involves an investigation into the extent to which the student meets these criteria and the determination of the assessment result of that investigation.
3. In the collective assessment, the student's work from the last semester is assessed, and his/her individual course reviews and his/her overall development and progress are discussed and weighed. For this presentation, students must present their work in such a way that it provides a good impression of the performance of the student to be assessed.

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

Eventually, the semester assessment committee reaches a final, collective and integral evaluation based on the criteria formulated for the relevant department and year of the study programme according to section 2 of this article.

4. The collective assessment concerns all of the study components in the semester to be assessed. The assessment is performed on the basis of the results of practical and/or theoretical work in those study components.
5. Students must attend the collective assessment of their work in person. They are required to reflect on their work presented at the assessments and on their development. If a student does not attend the collective assessment of his/her work, the assessment will be cancelled, the result will be registered as “assessment impossible” (Dutch: *Niet beoordeelbaar/NB*), and no credits will be awarded. This will be considered a failed assessment.
6. The collective assessment concludes with a meeting of the assessment committee, in which the assessment results are formulated and registered. If necessary, the committee provides a recommendation on the student's continuation of studies or selection of specialisation.
7. The assessment committee gives a positive collective recommendation if the requirements established in advance have been met.
8. The assessment committee determines, on the basis of the findings of the individual course reviews and the collective assessment, the results and grades of individual study components, if applicable. It applies the requirements and criteria as given in the description of the study component concerned.
9. For students who receive a result of 'unsatisfactory', the assessment committee determines how they can retake the components or compensate for that result, and when and how this will be assessed. See article 5.7.
10. At the end of the first year, the assessment committee determines whether the student will be admitted to the exam year, or that a study plan needs to be made together and in agreement with the student, stating how missing study points can be gained or compensated in the coming year. The committee might advise a student to retake a course year. This is not applicable for Type and Media.<sup>5</sup>
11. The assessment committee determines how many EC the student has earned, being the sum of all EC connected to the individual study components completed successfully with no further conditions. If, for any reason, the number of EC earned is still uncertain, students are informed about the reasons for this and the term within which they will get further notice.
12. The department responsible for the specialisation informs the students about the results of the collective assessments as soon as possible, but at least *within fifteen working days* and registers them in Osiris *within thirty working days* after the assessments. Students can see their results in Osiris.
13. An updated overview of the students' study progress will be available to students in Osiris *within thirty working days* after the assessments. If they feel that there are any errors or omissions in these records, they must report these to the coordinator or Head of their department, who will take further action or advice the students on further actions if necessary.
14. Inability to participate in the collective assessment (or any part thereof) due to illness, accident or serious family circumstances must be reported to the chair of the semester assessment committee before the commencement of the final assessment.

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

Acknowledgement of these circumstances requires a statement by the student counsellor within the constraints of confidentiality. It follows that the circumstances that prevent the student from participating must be discussed with the student counsellor before the final assessment. A new date for the collective assessment will be determined in consultation with the chair of the semester assessment committee.

15. The following are considered extenuating circumstances:
- demonstrable and long-term illness, functional constraints' and 'chronic physical and/or mental-emotional health conditions of the student;
  - serious personal circumstances of the student;
  - pregnancy of the student;
  - membership on the Participation Council or Study Programme Committee;
  - membership of the board of a foundation that, by virtue of its charter, operates student amenities, as referred to in the WHW;
  - membership of the board of a sizeable student organisation or a comparable organisation that primarily serves the interests of the arts in society and that organises activities to this end.

Students should inform their student coach about any extenuating circumstances as soon as possible. The circumstances that prevent the student from participating must be discussed with the student counsellor who can establish these extenuating circumstances within a confidential framework. The student counsellor will inform the assessment committee of the circumstances in writing, if (and only if) the student gives his/her permission to do so. The information may serve no other purpose than determining participation in final assessment, and it is made available only to the assessment committee.

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

1. Each semester assessment committee appoints one of its members as the chairperson and one other member as vice-chairperson. The applicable assessment committee protocol, regulating the role and task division between the members of the assessment committee will be published beforehand to students.
2. The student must attend the collective assessment in person (see also section 5 of article 5.4 of these regulations). The chair determines whether the student to be assessed can attend the discussion about the outcomes of the assessment.
3. The chair of the assessment committee is responsible for the scheduling, organisation and coordination of the collective assessments.
4. Voting: The committee may take a vote, if the committee is unable to agree on the outcome of the assessment otherwise. The committee's decision is based on a majority vote. In case of a tie, the chair casts the deciding vote.
5. Determining the number of EC's obtained: The assessment committee determines the number of EC's obtained (see article 5.4, section 11).
6. Recording the results of the assessment: Results and recorded feedback registered in Osiris. If the chair of the assessment committee is not the Head of the department responsible for the specialisation, the chair notifies the Head of the department immediately of the results. The Head of the department is responsible for the registration of these results in Osiris for the purposes of study progress monitoring, declarations and certificates. Registration- and ratification of the registration must be done by at least two separate persons of responsibility.

7. The recorded feedback from the collective assessment is extensive and relevant in terms of content and focuses on the student's development.
8. Further procedure: The chair of the assessment committee is responsible for any further procedures arising due to the assessment results. Students whom the assessment committee has deemed to have performed unsatisfactorily in any way must be informed of the consequences of the assessment by means of a letter and/or a conference. See article 5.7. The resulting decisions must be reported on the assessment form.
9. The chair of the assessment committee informs the Examination Board regarding all matters of an exceptional and unforeseen nature and for which these regulations contain no provisions. The Examination Board must be involved in provisions made for such cases.

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

1. Assessment results can be expressed in either of two different scales:

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

If a student is not present during his/her collective assessment, as explained in section 5 of article 5.4, the result is registered as "assessment impossible". See appendix 4 for a conversion table for European, UK and US grading systems.

2. For each study component, the applicable grading scale is determined by the department. Students are notified of the applicable scales in the description of study components, which are determined and published before the start of the semester.
3. In case of graded results, grades of 6.0 and higher are acknowledged as satisfactory within the Academy. In case of qualitative results, pass and pass with distinction are considered satisfactory; all others unsatisfactory.
4. During the collective assessment, the semester assessment committee decides upon the results of each study component and grants the EC. This process includes the outcome of the assessment of the individual teacher(s) concerning the involved component(s). The committee decides when and how the student can retake specific components by for example completing (an) additional assignment(s). At the end of the academic year, the semester assessment committee decides whether the student will be admitted to the subsequent year of the study. This can also involve a continuation on the condition of preparation of a studyplan by the student to be admitted to the next year. This studyplan contains a plan how missing credits can be gained or compensated by specific action set out in time in the subsequent year. The committee might advise a student to retake a course year.
5. Clusters of study components: If a number of study components are demonstrably and strongly related in terms of content and/or learning objectives, the student's summative result can be determined for that cluster of study components as a whole instead of at the level of the separate study components. In such cases, the credit point tables demonstrate which study components make up the cluster and how the result at cluster level is calculated on the basis of the results of the individual study components. Individual course reviews will be provided for each individual study component, so students will be provided with extensive and relevant feedback per study component within clusters.

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

This principle applies to all resits/retakes: In order for a student to be allowed to participate in an resit or retake, the student must have taken part in the original assessment of that course or

collective. In order to be allowed to take part in the second opportunity of a resit/retake, the student must have participated in the first opportunity of that resit/retake. Students have the right to at least one resit opportunity per study component.

The details of this article can be found in the description of the various departmental programmes and will be announced before the start of the programme. The following are the basic principles with regard to resits/retakes and compensation.

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

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

If the backlog concerns less vital study components, the same approach as in semester 1 can be chosen. Testing of progress can take place during a resit at the end of the summer, during the midterm or during the collective assessment of semester 3.<sup>6</sup>

3. Students who do not pass the first and second semester retake the year in its entirety.
4. Semester 3 of Master Artistic Research, Master Non Linear Narrative, Master of Arts in Photography and Society and Master Industrial Design: If the collective assessment shows that not all learning objectives have yet been achieved, the same procedure as in semester 1 can be followed. If the delay in semester 3 is too large to compensate in semester 4, the student may be advised to discontinue the study for now and to enter the second year again next year

Semester 3 of Master Interior Architecture: If the collective assessment shows that not all learning objectives have yet been achieved, a plan is drawn up to determine the activities and efforts that can be used to make it up. The committee will give the student the opportunity for a resit by accomplishing certain tasks. If the resit does not result in a satisfactory assessment of the achieved learning objectives, the credits for the third semester will not be awarded and the student will restart the graduation process.

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<sup>6</sup> The Master of Interior Design only offers the opportunity for a resit during summer. Backlog may not be taken into semester 3.

5. Semester 4 of two year master programmes and semester 2 for Type and Media (final exams): All final competencies must be obtained in relation to the positioning of the student. Students are involved in formulating the learning outcomes. If the final competencies are not achieved, a plan will be drawn up to determine which activity and efforts can be used to make up the shortfall. Depending on the nature of the failure to pass the final examination the achievement of the set objectives can be determined during the resit at the end of the summer or at the end of semester 3 in the new academic year (January exams). See also article 7.3.
6. Agreements regarding resits and plans to determine the activities and efforts that can be used to make it up must be communicated in writing to the student and archived in Osiris.
7. Resits of individual theoretical course: if a student fails the assessment of a theoretical course, the student may retake the assessment for that course. Two opportunities for a retake are offered, if the first opportunity for the assessment of a course is offered no later than the end of the first semester. One opportunity for a retake is offered, if the first opportunity for the assessment of a course is offered during or at the end of the second semester. This retake/these retakes must be completed before 31 august of the academic year in question.
8. Resits of individual practical course: if a student fails the assessment of a practical course, the student may retake that assessment. The assessment committee decides about the requirements and the deadline for the resit. Two opportunities for a retake are offered, if the first opportunity for the assessment of a course is offered no later than the end of the first semester. One opportunity for a retake is offered, if the first opportunity for the assessment of a course is offered during or at the end of the second semester. This retake/these retakes must be completed before 31 August of the academic year in question. The committee can give the student the opportunity to complete the course by earning a satisfactory grade in the next semester.
9. If an attendance requirement has been stipulated for a study component and the student failed to meet this requirement, the student must either redo the study component or complete an additional assignment, unless specified otherwise in the description for that study component. The examiner of the study component determines which of these options is applicable.
10. The possible application of compensation regulations does not change the fact that the student must achieve all the final qualifications in order to obtain the diploma.

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

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



4. After the fourth semester of the study in the programmes Master of Art in Fine Art and Design and Master Interior Architecture and after the second semester of the programme Master Type and Media, the assessment takes the shape of the final assessment and graduation project. See the regulations in Chapter 7 for more details.
5. In order to be allowed to start the final semester of the study programme, students must have successfully completed all previous assessments and earned the accompanying credits. A student who has not yet earned all the previous EC can be admitted to the final semester, if and only if the semester assessment committee believes that the student is capable of catching up within the current academic year. In these cases, the assessment form must include the committee's motivation and a feasible study plan must be made in the beginning of the final semester.
6. It is the student's responsibility to keep track of his/her own study progress, possible missing courses and EC, and to discuss possible errors in the registration with the head or the coordinator of his/her department.

## Chapter 6 [Intentionally left blank]

*Note: this chapter is intentionally left blank to sustain compatibility with the regulations for the Bachelor's programmes in the structure and numbering of these regulations. This chapter discusses all regulations concerning the propedeutic phase of the bachelor studies.*

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

### Introduction

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

### Article 7.1 Green light assessment

1. Following the penultimate semester and the corresponding semester assessment, a separate green light assessment can take place.
2. The green light assessment is performed by (a majority of the members of) the final assessment committee and results in a recommendation and advice as to the student's participation in the final examination assessment (hereinafter referred to as 'the examination' in this article) based on the relevant questions and plans presented by the student for this purpose.
3. In the programmes Master Artistic Research, Master Non Linear Narrative, Master of Arts in Photography and Society and Master Industrial Design, students are not permitted to participate in the green light assessment if they have not yet earned 60 EC by the start of that assessment.

In the programme Master of Interior Architecture students are not permitted to participate in the green light assessment if they have not yet earned 90 EC by the start of that assessment.

In the programme Type and Media, students are not permitted to participate in the green light assessment if they have not yet earned 30 credits.

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

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

1. The Examination Board appoints examiners. Out of this group of examiners, the Head of the department forms the final assessment committee. The Head of the department of the specialisation serves as the chair of this committee, which is made up of (a core team of) tutors that supervise the student during the final study phase, and possibly other tutors from the department.
2. The Heads of the departments select one or more external experts for the final assessment as members of the final examination committee and communicate their names and profiles to the Examination Board who can decide whether the proposed expert(s) are qualified for the assessment. At least one of these external experts is independent from the Royal Academy of Art. Additional external experts may be related to the Royal Academy of Art, but not to the specialisation involved. In exceptional cases of force majeure, final examinations can take place in the absence of an external expert in order to avoid disproportional disadvantages for the student. The chair of the final assessment committee must report these exceptional cases to the Examination Board, in order to enable the Examination Board to verify that the independence and the validity of the final examination have not been compromised.
3. The final assessment committee appoints a secretary.
4. The final examination is attended by the student, the assessment committee, and can be attended by fellow students, members of the Examination Board, (deputy) director and staff members that are working on the assuring of the quality of examinations if agreed upon by

the student. However, this never applies to the deliberations of the final assessment committee.

5. The final assessment committee determines the result of the final examination assessment. The committee may take a vote, if the committee is unable to agree on the outcome of the assessment otherwise. The committee's decision is based on a majority vote. In case of a tie, the chair casts the deciding vote. The chair of the committee announces the final decision in the presence of the other members of the committee. The secretary of the committee keeps a written record of these decisions.
6. Without prejudice to any legal right to appeal, decisions of the final assessment committee are definitive after the closing of its meeting.

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

1. The final examination takes place in the form of a final assessment.
2. The composition of the assessment committee for the final assessment (the final assessment committee) is described in article 7.2 of these regulations.
3. The final assessment committee decides on the assessment of the final examination work in a collective assessment, in which the substance of the verdict of the external members is taken into account. The decision of the committee concerns whether the work, as a cohesive whole, demonstrates that the students meets all final qualifications for the degree programme.
4. The number, subject, technique and execution of the works are determined in consultation with the tutors involved and the Head of the study programme, and must enable the assessment committee to come to a decision as mentioned in section 3 above.
5. One of the works referred to in section 4 is a thesis, see appendix 6 for criteria. The subject and the size of which is determined in consultation with the tutor in question. The paper must be written in English or Dutch. It must be submitted in triplicate: one copy for the student, one for the tutor and one for the records in the library. The copy of the final paper submitted to the tutor and the library remain the property of the Academy. If possible, the final paper must also be submitted in digital form (preferably in PDF format). The thesis is assessed separately.
6. All papers/pieces of work submitted for assessment must have been prepared under the supervision of the tutor (or tutors) in question, and they must have been accepted as such by the tutor (or tutors).
7. All pieces of work presented must be verifiably the inalienable intellectual property of the candidate. Students must state on a cover page of the thesis that this is an original and personal work. See appendix 7 for statement.
8. The secretary of the final assessment committee notifies the candidate of the outcome as soon as possible after the final assessment, but within three days at the latest. After the data have been processed, the candidate receives a *judicium* or verdict indicating the score and the outcome. The formulation of the score comprises a final grade, a list of grades and/or a reasoned written declaration.
9. Awarding of certificates and declarations is described in article 12.3 of these regulations.
10. Resits of individual courses: If the student has not passed all of the required preceding components of the study, a decision is taken by the chair of the exam committee with regard to how and when the student will have another opportunity to pass these components. The student is informed of this decision by the chair or the secretary of the final assessment

committee. Completion (if possible) is to take place before the end of the current academic year (i.e. by 1 September); otherwise, the student will be required to re-enrol. See also article 5.7.

11. Resit of final assessments: During its meeting, the final assessment committee determines how and when a resit can be taken and might advise on the question if the candidate would be capable of passing the final assessment after taking a resit. It also determines if this resit can be taken within the same academic year, or must be taken in the following year (see article 5.7). Candidates who are eligible to take a resit must submit a request to the chair of the final assessment committee within seven days after the announcement of the outcome. The chair of the final assessment committee determines the date, time and location of the resit. It must be noted that the student needs to re-enrol in the programme for another year if the resit takes place after 1 September.
12. Students have definitively failed if:
  - a. Not all study components have been completed
  - b. They fail the final assessment and they also fail the resit opportunity offered, or
  - c. They fail the final assessment and do not make use of the opportunity for a resit.In these cases, students must redo all parts of the examination.
13. Inability to participate in the final assessment (or any part thereof) due to illness, accident or serious family circumstances or any other form of force majeure must be reported to the chair of the final assessment committee before the commencement of the final assessment. The circumstances that prevent the student from participating must be discussed with the student counsellor who can establish these extenuating circumstances within a confidential framework. A new date for the final assessment will be determined in consultation with the chair of the final assessment committee.

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

1. A compilation of all final examination work of all graduating students will be presented in a digital publication. Each student is obliged to supply material for this compilation. The Marketing and Communication department will determine and communicate the deadline for this contribution.
2. A final examination candidate may participate in this publication of the final work only once. An endeavour is made to have the date of issue of this publication coincide with the graduation ceremony.

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

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

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

#### **Introduction**

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

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

### **Article 8.1 Internships**

1. Arrangements for internships must be confirmed in an internship form, available from the International Office via the Portal, before the start of the internship. The internship form is a trilateral agreement between the student, the department responsible for the specialisation and the organisation providing the internship position.
2. The department appoints an internship coordinator who will contact the student and the organisation providing the internship position at least two times during the internship period (approximately in the middle and at the end) to monitor and evaluate the progress of the student during the internship period.
3. The organisation providing the internship position appoints a contact person who will give guidance to the student during his/her internship. The contact person gives a final evaluation of the student's performance during the internship. This evaluation is taken into consideration as a weighty advice in appropriate assessments of the student.
4. As a general rule, students cannot fulfil their mandatory internships in projects and/or organisations in which their tutors, coaches, Heads of department or any other faculty directly involved in their study programme have a significant interest. The aim of this rule is to avoid any possible conflict of interests, undesirable dependency relationships between faculty and students, unjustified inequality between students and unacceptable accumulation of roles within one faculty member with respect to the students.
5. Mandatory internships (if applicable) have to be scheduled in the academic year between 1 September and 10 July.

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

1. Students who want to participate in an (international) exchange programme can apply to one of the partner institutions, of which a list is available on the Portal. In case a student wants to apply for a non-partner institution, the student can do so upon approval of the department head.
2. Students who want to participate in an (international) exchange programme need a learning agreement. The Erasmus+ learning agreement and the non-EU exchange learning agreement are available from International Office via the Portal. The learning agreement is approved and signed in advance by the student, the Head of student's department and the host institution. The learning agreement lists the names of the study components/activities to be followed at the host institution and the number of credits for each of these study components.
3. Any amendment to the learning agreement must be approved and signed by the student, the Head of student's department and the host institution.
4. The host institution will be responsible for the assessment of these study components/activities according to its own regulations for such assessments.
5. Results and EC obtained within the framework of an exchange and formally agreed in the exchange agreement (learning agreement and any subsequently agreed changes to that agreement), will be recognised as if they were obtained within the Royal Academy of Art. A statement concerning these results and EC from the partner institute in question (transcript of records) will serve as proof.

6. The formal recognition of these results and EC will be part of the collective assessment after the semester of the exchange period, or as soon as possible thereafter if the exchange period was not finished at the moment of the collective assessment.
7. If the exchange is carried out within the framework of a grant programme (e.g. Erasmus+), the regulations for the grant programme apply. Regulations of grant programmes are available via the Portal.

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

1. Academy-wide education covers all study components and learning activities that are organised at an academy-wide level rather than by specific bachelor or master departments.
2. Academy-wide education is subject to these regulations in the same way as the study components/activities organised by each of the bachelor and master departments.
3. With respect to academy-wide education, the Deputy Director of the Royal Academy of Art takes the responsibilities that are assigned to the Heads of Department for all department-specific study components and learning activities.

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

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

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

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

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

### **Introduction**

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

incoming exchange for study. Article 9.3 deals with the provision of an alternative for students who cannot participate in compulsory study components for financial reasons.

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

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

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

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

#### **Article 9.3 Substitution of compulsory study components due to financial or other reasons**

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

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

### **Introduction**

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

### **Article 10.1 Individual coaching**

Heads of specialisations assign individual coaches to students. These coaches discuss at least once per semester the individual study progress with the student, as well as their study plan for the next semester.

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

### **Introduction**

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

### **Article 11.1 Study Guide**

The Study Guide is published before September 1<sup>st</sup> of the course year on the Portal and website of the Royal Academy of Art. It contains information that applies to the academy as a whole and a concise description of each of the programmes on offer, including the admission requirements and procedures, the tuition fee, the final qualifications of each programme, an overview of content, structure and distribution of work load of each of the specialisations' programmes, contact details and important dates and deadlines.

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

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

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

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

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

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



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

### Introduction

This chapter clarifies how and when students are notified of their results, and how and when they get official evidence of their results. It is important to note that the chair of the assessment committee must ensure that results and written feedback are registered in *Osiris*. As the chair is usually the Head of the department, it is up to them to arrange this in their department.

It must also be emphasised that students must be informed about their results and written feedback within fifteen working days after the assessment, to enable them to use the written feedback for the planning of their further study.<sup>7</sup>

### Article 12.1 Registration and announcement of assessment results

1. The assessment committee uses a form to record the assessment results and extensive feedback in writing for each student at the meeting following the collective assessment. This form is signed by the chair of the assessment committee.
2. The chair of the assessment committee ensures that the results and feedback of these forms are entered in *Osiris*.
3. Each student receives a report of the assessment after it has taken place, including the written feedback, the assessment of the performance and the outcome of the assessment, within fifteen working days<sup>8</sup> after the collective assessment. For students who have failed the assessment, the report also indicates when and how a resit is organized.
4. If it is impossible to inform students within the terms mentioned in paragraph 3 of this article due to force majeure, students are notified of the reasons and of the term in which they will receive the information concerned.

### Article 12.2 Validity of results

1. Results remain valid during an uninterrupted period of enrolment of the students of four years after the assessment for the Master Interior Architecture and the Master of Arts in Fine Art and Design, and of three years after the assessment for the Master Type and Media<sup>9</sup>. After these periods, the Examination Board can declare the results invalid if the content and/or objectives of the study component(s) concerned are demonstrably outdated.
2. For students temporarily interrupting their studies, the results obtained remain valid. Upon re-entry an evaluation will be made of activities that will help to reconnect with the programme.

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

1. After the final assessment and after the student administration has recorded the assessment results, students who have passed the final assessment receive certificates stating the outcome of the final assessment and the status of the diploma obtained.
2. The Executive Board confers the master's degree on students who have passed the examination of a programme.

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<sup>7</sup> Students must be *notified* of the outcomes of an assessment within fifteen working days. The outcomes must be *registered* in *Osiris* within thirty working days. See article 5.4 section 12 and 13.

<sup>8</sup> See note 6.

<sup>9</sup> These terms are derived from the usual duration of the programmes, plus two years.

3. The Executive Board ensures that the relevant programme name and specialisation is stated on the diploma.
4. A student who has successfully completed multiple assessments but cannot be awarded a certificate as defined in paragraphs 3 of this article, will receive a grade list from the Student Administration upon request.

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

### **Article 13.1 Irregularities**

1. If a student committed any irregularity with regard to any part of an assessment, evaluation or examination the Examination Board is informed in writing as soon as possible, but at least within five working days, by the examiner or chair of the assessment committee. Examples of irregularities include (but are not limited to): fraud/cheating/plagiarism or a clear attempt to such actions, disturbances and misconduct. The responsible Head of department and student(s) concerned will receive a copy of this report which will be filed with the students dossier.
2. The Examination Board can request the student(s), examiner and Head of department concerned to come to an appropriate measure, preferably by mutual agreement or to refrain from further measures. Such a consultation and the conclusion thereof shall be submitted in writing to the Examination Board within a term to be determined by the Examination Board. This report must be signed by the student(s) and the examiner(s).
3. If, in the opinion of the Examination Board, the consultation as referred to in section 2 is not useful or desirable, or in the opinion of the Examination Board has not led to an acceptable conclusion, the Examination Board will conduct its own investigation into the course of events. In this case at least the student(s) and examiner(s) will be heard.
4. The Examination Board will make a decision with due observance of Article 7.12b second paragraph WHW, as soon as possible, but no later than within two weeks of receipt of the report from a consultation as referred to in section 2, or as soon as possible, but no later than within two weeks after hearing the persons involved in an investigation as referred to in 3. The board will then inform the student of this decision in writing as soon as possible. The examiner and responsible department Head receive a copy of that statement.
5. If the irregularity is only discovered after the exam, the Examination Board may withhold the student of the diploma referred to in Article 7.11 of the Act, or may stipulate that the student in question can only be awarded the certificate after a renewed examination of the parts to be designated and in a manner determined by the Examination Board or management.
6. The Examination Board compiles a report of its decision and the facts on which it is based and sends this to the faculty director. In case of a decision with the verdict guilty, the report will be included in the student dossier.

### **Article 13.2 Misconduct**

The student is informed of the Code of Conduct of the University of Arts, The Hague. In this Code of Conduct is specified that work created by a student should not cause damage to the building or the facilities within the building. In case a student's work causes damage the director of the Academy will be notified and appropriate measures will be taken.

## Chapter 14: Appeal

### Article 14.1 Regulations for appeals with the Board of Appeals for Examinations

1. Students who deem that their interests have been directly damaged due to what they perceive as the improper application of the EER are entitled to file a written appeal within 30 days with the Board of Appeals for Examinations (in Dutch: *College van beroep voor de examens*, 'CBE' or 'COBEX') of the University of the Arts, The Hague.
2. The Board of Appeals rules on appeals that have been filed with regard to:
  - decisions to fail a student with a binding study recommendation, as referred to in article 6.2 of these regulations;
  - decisions regarding admission to the green light and the final assessments, as referred to in article 7 of these regulations;
  - decisions regarding the number of credits obtained;
  - other decisions by Assessment Committees, and Examination Board and examiners.
3. An appeal may be lodged if:
  - the decision is in contravention of any generally binding regulation (e.g. the Education and Examination Regulations);
  - in taking the decision, the body obviously used its power for purposes other than that for which it was originally intended;
  - upon weighing the interests in question, the body involved could not have taken the decision in all reasonableness;
  - the decision is contrary to any other principle of good administration prevailing as part of the general sense of justice;
  - the further provisions regarding the procedure, the handling and the verdict can be found in the Legal Protection chapter of the Student Charter of the University of the Arts, The Hague. See [www.hogeschoolderkunsten.nl](http://www.hogeschoolderkunsten.nl).

### Article 14.2

#### Appeals to the Administrative Jurisdiction Division of the Council of State

1. Decisions taken by any authoritative body of the University of the Arts, The Hague (including the Examination Board, the Board of Appeals for Examinations and the Executive Board) are considered decisions as mentioned in article 3.1 of the Dutch General Administrative Law Act (Dutch: *Algemene wet bestuursrecht*).
2. These decisions can be appealed to the Administrative Jurisdiction Division (in Dutch: *Afdeling Bestuursrechtspreek*) of the Council of State (in Dutch: *Raad van State*). For further information: see <https://www.raadvanstate.nl/studentenzaken/> or [https://www.raadvanstate.nl/publish/library/14/brochure\\_in\\_hoger\\_beroep\\_bij\\_de\\_raadvan\\_state.pdf](https://www.raadvanstate.nl/publish/library/14/brochure_in_hoger_beroep_bij_de_raadvan_state.pdf); both in Dutch.

### Article 14.3 Safekeeping

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

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

## **Chapter 15: Other provisions**

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

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

### **Article 15.2 Copyright**

1. All work that a student produces in the framework of his or her study at the Royal Academy of Art ('student work') remains the physical and intellectual property of the student, with the exception of the work made during collaborations with external partners or internships. Intellectual property of student work made in collaboration with external partners or during internships is determined by the respective agreement between the KABK and / or student and the external partner or internship partner.
2. All students of the Royal Academy of Art grant the Royal Academy of Art a non-exclusive and non-transferable license for the duration of the copyright to use their student work for non-commercial, educational, communication and accreditation purposes. This licence continues after graduation of the student but only relates to work made during and as part of their study. The licence granted shall take effect on the date the student work is created. When using a student work, the KABK shall use its reasonable efforts to credit the student as the creator of the work.

### **Article 15.3 Tests and examinations (assessments) for students with functional constraints and chronic health conditions**

Students with functional constraints and chronic health conditions must report these to the student counsellor in a timely way, no later than 3 months after becoming aware of them or being diagnosed. Students can then participate in tests and examinations in a way that considers their

disabilities. To this end, they may make arrangements with the Head or the coordinator of the study programme and/or submit a request to this end to the Examination Board, if necessary.

**Article 15.4 Reference title**

These regulations can be referred to as the "Education and Examination Regulations for the Master's Programmes of the Royal Academy of Art 2022–2023" or by the Dutch abbreviation "OER Master KABK 2022–2023".

## Appendix 1 - Exemption protocol

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

1. Students must submit any request for exemption to the tutor before the third meeting of the study component/seminar/studio visit series etc. at the latest (this enables students to better familiarise themselves with the content of the subject and gives them the chance to discuss the matter with the tutor). In order to apply for an exemption, students must complete a form that states at least the following information:
  - a. the subject/subjects for which the exemption is requested;
  - b. the grounds on which the exemption is requested; and
  - c. the number of credits for which the exemption is requested.
2. The request for exemption must be accompanied by supporting documentation, as well as:
  - a. the content of the activity on which the exemption is based; and
  - b. the activity must be completed with a satisfactory result.
3. The tutor will judge the request on:
  - a. the similarity to the content of the subject for which exemption has been requested; and
  - b. the actual achievement of a satisfactory result.
4. The tutor will advise the Head of the department on the request and supply the supporting documentation. The student must submit his/her request with this advice to the Head of the department. The Head of the department will ensure that the tutor has based his/her recommendation on solid arguments. If this is the case, the Head of the department will adopt the recommendation of the tutor. The recommendation will then constitute a recommendation to the Examination Board. In case of requests regarding academy-wide subjects, the deputy director of the Royal Academy of Art acts as the responsible in this and in following sections of this protocol.
5. The student must submit the request, along with the advice from the Head of the department to the secretary of the Examination Board, together with all supporting documents.
6. Only requests with a positive recommendation by the Head of department will be taken into consideration by the Examination Board. The secretary of the Examination Board checks the requests. The Examination Board will perform a marginal assessment of the positive recommendations<sup>10</sup> and check that all formal requirements have been met (including the presence of supporting documentation). As a rule, the Examination Board will adopt the recommendations made by the Head of the department. Only if formal requirements have not been met, the request is directed back to the Head of the department for reconsideration.
7. Once the Examination Board has adopted a positive recommendation, the exemption will be officially granted. The secretary of the Board will inform the student administration and the Heads of department and coordinators with the decisions made on exemption requests. The department informs the student on the decision.
8. The student administration will register the granted exemptions.

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<sup>10</sup> Marginal assessment means that the Examination Board monitors whether the procedure has been followed correctly and whether a careful assessment has been made. The board will not interfere with the substantive responsibility of the Head of the department. It will not independently deviate from the advice of the Head of the department, although it may direct the request back to the (Head of the) department in order for it to be assessed again. The same decision can be made again, although the motivation should then be argued more thoroughly.

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

## **B. Exemptions for larger parts of the programme (article 9.2 of the Education and Examination Regulations) [SECTION REVISED in 2023-24 version]**

1. Exemptions that are the logical implication of a recommendation of an Admission Committee to admit the student to a later stage of the programme need to be confirmed by the Examination Board before 1 October of the academic year.
2. In such cases, an application form must be completed by the Admission Committee, specifying the semesters and study components for which the student is requesting an exemption. The application form must be supported by documents that give evidence of the student's eligibility for the exemptions concerned.
3. The Admission Committee sends the application form with all supporting documents to the secretary of the Examination Board for a preliminary advice. This can be done anytime during the admissions process. Supporting documents could include a propaedeutic certificate or grade list from another institution. Such documentation is **not** mandatory for the Examination Board to come to a decision, but it does provide a more complete picture which will expediate the process.
4. The Examination Board gives its preliminary advice to the department head/coordinator, based on the documentation provided, and under the condition that the Examination Board receives no further relevant information. The Examination Board can only give a preliminary advice because the student in question is not a registered student at this point in time.
5. Once the student is officially enrolled in the degree programme, the Examination Board reconsiders its preliminary advice and will confirm it, unless the Examination Board received new and relevant information affecting its decision.
6. Once admission to a later stage of the programme had been confirmed, the secretary of the Examination Board informs the student administration and sends them all documentation to be archived in Osiris.
7. If the student is exempted from the propaedeutic phase, the student will be enrolled in the main phase of the study programme. Thus the propaedeutic phase will not be registered as achieved at the KABK.
8. If the student is exempted from parts of the main phase, the credits for these parts will be attributed to the student with the grade "EXEMP" ("VR" in Dutch).

## Appendix 2 - Glossary

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



Confidential counsellor	The confidential counsellor can guide and advise on complaints about undesirable behaviour, integrity issues or (social) safety. Examples are sexually intimidating behaviour, bullying, aggression, racism, discrimination, or any other kind of unacceptable behaviour. The confidential counsellor can also support in the possible case of filing an official complaint.
Competence	Competence is the integral whole of knowledge, skills, attitudes and other personal qualities that individuals possess, which enable them to carry out tasks in an adequate way, to find solutions and to put them into effect in practising their profession.
Coordinator	A coordinator is in charge of the organisational and administrative work within a department.
Council of Representatives	The Participation Council, as referred to in WHW art. 10.17: The council comprises elected representatives from various ranks within the institution: students, teaching staff from each faculty and general support and educational support staff. The University has a central council and two faculty councils, one for the Academy and one for the Conservatoire.
Course	A specific type of study component, usually involving classes taught by teaching staff. Courses may have a focus on theoretical or practical subjects, or a combination of both.
Degree programme	As referred to in WHW art. 7.3, a degree programme is a cohesive whole of educational units designed to achieve clearly defined objectives with regard to the knowledge, insight and skills that a person completing the programme is required to possess. Each degree programme concludes with an examination. (Dutch: <i>opleiding</i> )
Department	The term department refers to the organisational entity offering the curriculum for a specific specialisation.  The bachelor's programme in Autonomous Fine Arts is organised in two departments: specialisation B Fine Art and specialisation B ArtScience.  The bachelor's programme in Design is organised in five departments: specialisation B Photography, specialisation B Graphic Design, specialisation B Interior Architecture and Furniture Design, specialisation B Interactive/Media/Design and specialisation B Textile and Fashion. (Dutch: <i>afdeling</i> )  The master's programme of Arts in Fine Art and Design is organised in four departments: specialisation Artistic Research, specialisation Industrial Design, specialisation Non Linear Narrative, specialisation Photography and Society.

	<p>The master's programme Interior Architecture is organised in one department Interior Architecture.</p> <p>The master's programme Type and Media is organised in one department Type and Media.</p>
EC/Credits	A measure of the hours of study: One European Credit is equal to a study load of 28 hours (self-study and lectures). The study load of a bachelor's degree HBO programme amounts to 240 study credits: 60 in the propaedeutic phase and 180 in the main phase.
ECTS	European Credit Transfer and Accumulation System: the European system for exchanging and accumulating credits.
Education and Examination Regulations	<p>The regulations as referred to in WHW art. 7.13.</p> <p>The EER consist of two parts: One part provides a general description of the teaching at the Academy and a concise description of the curriculum of the study components at the Academy and the Interfaculty ArtScience; the other part includes the rules and provisions (with a distinction between Ba and Ma). Both of these parts are included in the Study Guide.</p> <p>(Dutch: <i>Onderwijs- en examenregeling. Abbr. OER</i>)</p>
Examination	<p>A review of the candidate's knowledge, insights and skills and the evaluation of the outcomes of this review. This review is referred to in the WHW, art. 7.10 as a 'tentamen'.</p> <p>At the Royal Academy of Art The Hague, the term <i>assessment</i> is commonly used to refer to examinations.</p>
Examination Board	<p>The body, referred to in articles 7.12, 7.12a, 7.12b and 7.12c of the WHW, which is legally responsible for:</p> <ul style="list-style-type: none"> <li>• the quality of the assessments examinations (WHW art. 7.12.b, para. 1, sub a);</li> <li>• guidelines and instructions concerning the assessment and determination of the examination result (WHW art. 7.12.b, para. 1, sub b);</li> <li>• the application of exceptional regulations, including those governing exemptions, and allows individual exceptions to the regulations in certain cases (WHW art. 7.12b, para. 1, sub d);</li> <li>• taking measures in the event that fraud is committed by a student (WHW art. 7.12b, para. 2);</li> <li>• appointing the examiners, including the chair of a an assessment committee (WHW art. 7.12c);</li> </ul> <p>The Examination Board testifies that students fulfill all final requirements upon graduation and issues the corresponding diploma once the student has taken the required examinations and once the Board of Governors has determined that the procedural</p>

	<p>requirements for issuing the diploma have been met (WHW art. 7.11).</p> <p>(Dutch: <i>Examencommissie</i>)</p>
Examiner	<p>A member of the assessment committee, as referred to in WHW art. 7.12c: Individuals who teach within the relevant degree programme may be designated as examiners, as may experts from outside the programme. Examiners are appointed by the Examination Board.</p> <p>(Dutch: <i>Examinator</i>)</p>
Executive Board	<p>The Executive Board of the University of the Arts, The Hague is the competent authority, bearing responsibility for the education, organisation and management of the institution.</p> <p>(Dutch: <i>College van Bestuur, instellingsbestuur</i>)</p>
External students	<p>Students enrolled at the University for the sole purpose of participating in the propaedeutic or final examination, or parts thereof.</p>
Faculty	<p>The University of the Arts, The Hague comprises two faculties: the Royal Conservatoire and the Royal Academy of Art. Additional units include the Interfaculty ArtScience and the Interfaculty School for Young Talent.</p> <p>(Dutch: <i>Faculteit</i>)</p>
Feedback	<p>Process whereby the outcome of the assessment is given. Feedback is a recorded constructive reflection relevant to the content of the assessment and aimed at the development of the student.</p>
Feedforward	<p>Written reflection outlining positive artistic steps or behaviours that will be beneficial to the students development. Feed forward focusses on how someone can develop in the next study phase based on insights from the past study period.</p>
Final assessment / final examination	<p>The final assessment of a programme, based on the final examination work – usually referred to as "final examination" in common parlance.</p> <p>(Dutch: <i>eindexamen</i>)</p> <p><b>NOTE: At the Royal Academy of Art, the term ‘final assessment/final examination’ is commonly used to refer to the assessment of the student’s final <u>artistic</u> work. Passing this assessment does not necessarily imply the student’s definitive graduation: it is possible that the student still has to fulfil other requirements (e.g. thesis or internship) successfully as part of his/her study programme.</b></p>
Head (of department)	<p>Official in charge of an educational unit or a study programme at the Academy.</p>

Individual course review	Each study component is usually concluded with an individual course review, in which the student's development and progress are discussed on the basis of the learning objectives of that component. The purpose of individual reviews is to give students substantive and qualitative feedback on their progress and results, and with suggestions for their further development during the course of study.
Individual Study Track	In the main phase of the bachelor's programmes (and also in the ArtScience master's programme), study load is reserved for a study component with individually determined contents approved by the department. This is known as the Individual Study Track (IST). This track allows students to further customise their programme to align it with their individual fascinations and ambitions.  IST credits from full-time internships and/or the final examination can be integrated into the internship/final examination assessment in a manner to be approved by the Head of department.
Interfaculty	An Interfaculty is a partnership between the Conservatoire and the Academy. ArtScience and the School for Young Talent are Interfaculties. The ArtScience bachelor's programme provided by the ArtScience Interfaculty falls under the Fine Art bachelor's programme in the Central Registry of Higher Education Programmes (CROHO). The ArtScience master's programme falls under the Music Master's programme in CROHO.
Main (subject) phase	The part of the bachelor's programme that follows the propaedeutic phase of the programme and is concluded with its final examination.)  (Dutch: <i>hoofdfase, postpropedeutische fase</i> )
Master's programme	A one-year or two-year advanced degree programme (as a rule, subsequent to the completion of a bachelor's programme) at an institution of higher professional education or a university.
Mentor	A counsellor for students in the propaedeutic phase of study, specifically responsible for the individual guidance of the student. A mentor is always a teacher of the department. See article 10.1 of these regulations.
Mid term reviews	An integral feedback moment in which the student's development and progress are discussed on the basis of the learning objectives of that component. The purpose of mid term reviews is to give students substantive and extensive feedback on their progress and results, and with suggestions for their further development during the course of study.
Practical exercises	Carrying out assignments or creating designs, conducting research assignments, completing internships or participating in excursions

	and other necessary educational activities, with the goal of achieving the required skills.
Propaedeutic assessment/propaedeutic examination	The examination that concludes the propaedeutic phase of a bachelor's programme: The examination takes the form of a propaedeutic assessment aimed at determining whether the student meets the requirements specified for the propaedeutic phase.
Recorded feedback	Feedback is a process whereby the outcome of the assessment is given with regard to the criteria set. Feedback is a recorded constructive reflection relevant to the content of the assessment and aimed at the development of the student. It can be written feedback or a visual representation of the outcome that can be uploaded in Osiris as pdf. Students can access the feedback themselves in Osiris within the given timeframe.
Semester	Each academic year has two semesters. A semester comprises blocks or periods.
Semester assessment	A formal assessment conducted at the conclusion of each semester: This assessment is conducted by an assessment committee.
Specialisation	A cohesive whole of educational units <u>within a degree programme</u> , focusing on a specific domain within the visual arts and/or design, as referred to in the WHW (e.g. article 7.9). Within each specialisation, curricula with specific focuses may be offered. Thus, for example, the bachelor's degree programme in Design has a specialisation in Photography. Students in the specialisation in Photography may graduate with a focus on documentary photography or fiction.  (Dutch: <i>afstudeerrichting</i> )
Student	A person who is enrolled at the University of the Arts, The Hague to pursue a degree programme.
Student counsellor	The student counsellor represents the individual interests of the students and is bound by a duty of confidentiality. The counsellor can also mediate or make referrals to agencies or individuals outside the Academy. Third parties are contacted if necessary, but only with the approval of the student.
Study component	A component of a study programme is equivalent to that which is referred to in WHW art. 7.3 as a unit of study. It is a part of the educational programme, which concludes with an assessment. A list of possible types of study components is given in article 3.3.  (Dutch: <i>onderwijseenheid</i> )
Study load	The study load of study activities is the <i>average</i> amount of time required by <i>typical</i> students to complete these activities successfully in <i>normal</i> circumstances. It is expressed in ECTS

	(European Credit Transfer System). One ECTS is equal to 28 hours of study. The study load of each study activity has been calculated based on the study hours within the Academy (excursions, internships, interviews, practical and theory classes, lectures workshops, etc.) and study hours of independent study; also referred to as study hours, and expressed in credits.
Teacher	A teaching staff member who educates students to become independent artists or designers. Teachers also supervise, coach and assesses students..
The Royal Academy of Art	The Fine Arts and Design Faculty of the University of the Arts The Hague. (Dutch: <i>Koninklijke Academie van Beeldende Kunsten; abbr. KABK</i> )
The Royal Conservatoire	The Music and Dance faculty of the University of the Arts The Hague. (Dutch: <i>Koninklijk Conservatorium; abbr. KC</i> )
The University of the Arts The Hague	On 1 January 1990, the Royal Academy of Art and the Royal Conservatoire merged to form the School of Visual Arts, Music and Dance. On 8 July 2010, the name of the institution was changed to the University of the Arts The Hague. The Excecutive Board is responsible for the daily operations of the University.
WHW	Higher Education and Scientific Research Act, Bulletin of Acts, Orders and Decrees 593, 1992; Implementing Decree 2008 Text, as in force on 1 July 2018. (Dutch: <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> )
WSF	Act on Student Grants and Loans, Student Finance. (Dutch: <i>Wet op de Studiefinanciering</i> )

**Appendix 3 - Format descriptions of study components**

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

## Appendix 4 – Conversion table

### Grading scale Europe

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

### Grading scale UK and US

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

Source: Nuffic, the Dutch organization for Internationalisation in Education



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

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

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

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

## **Appendix 6 – Expectations and Criteria for Master Thesis**

### **Expectation Master:**

- Proof that the student is able to choose from a variety of methods and articulations the approach that is relevant and conducive to the development of their own work.
- The research is conducted with awareness of and in relation to research and work that lies within the same discourse.
- The research is articulated and presented in such a way that the content, argumentation and conclusions are transferable to others and that its relevance in the discourse can be understood and discussed.

### **Criteria:**

- The research shows authenticity of the subject or of the perspective on a particular topic.
- The research has deliberateness and relevance with regard to the chosen research method or approach.
- The content has relevance in relation to the chosen discourse and is therefore discursively up to date.
- There is a clear relevance of the content in relation to the student's individual artistic or design practice.
- There is coherence in reflections, use of arguments and conclusions drawn.
- The use of sources and references is in line with academic standards.
- The articulation of the research is deliberate and makes the content accessible for others.
- There is a relevant relationship between content and form of the articulation.
- The research is publicly shared in order to allow for transference and discussion.
- Through the research and the articulation thereof the student was able to reflect on his/her own work in the chosen field of art or design.
- Through the research and articulation thereof the student is able to draw relevant conclusions for his/her artistic practice.
- The student was able to benefit from supervision and feedback by tutors and peers.

## **Appendix 7 – Statement of Originality**

Statement of originality

This is to certify that to the best of my knowledge, the content of this thesis is my own work. This thesis has not previously been submitted for any degree or other purposes.

I certify that the intellectual content of this thesis is the product of my own work and that all the assistance received in preparing this thesis and sources have been acknowledged.

Signed