



# **Academy of Theatre and Dance**

## **Amsterdam University of the Arts**

**Education and exam regulations Bachelor and Associate degree study programmes** as specified in article 7.13 of the act governing higher education and scientific research (WHW).

### **Preface**

This regulation is effective from June 12th 2023 until an updated version has been approved. It applies to all bachelor and associate degree students of the Academy of Theatre and Dance regardless of which year they commenced with their studies.

The student's rights and obligations associated with these education and examination regulations are formulated in the Student Charter of the Amsterdam University of the Arts. This is available via the intranet of the Academy for Theatre and Dance and the website of the University of the Arts.

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## GENERAL

### **Article 1: Scope**

This regulation applies to the education, evaluations and exams of all higher vocational education and associate degree study programme and specializations connected with the Academy of Theatre and Dance of the Amsterdam University of the Arts, namely:

- a) the bachelor study programme Theatre with the specializations:
  - Drama and Contemporary Music Theatre (Amsterdamse Toneelschool & Kleinkunstacademie)
  - Theatre Directing
  - Mime
  - Design & Technology
  - Production and Stage Management
  - Scenography
  - Design and Technology
- c) the bachelor study programme Dance with the specializations:
  - National Ballet Academy, Teacher Classical Ballet (fast-track programme)
  - Expanded Contemporary Dance
  - School for New Dance Development (SNDO: Choreography)
- d) the associate degree programme: National Ballet Academy, Classical Ballet
- e) the bachelor study programme: Theatre in Education: (a full-time and fast-track programme)
- f) the bachelor study programme Dance in Education: Dance in Education

When this document refers to programme, bachelor or bachelor study programmes, it also includes the related associate degree programme Classical Ballet, unless otherwise specified.

### **Article 2: Definitions**

With regard to this regulation the following definitions apply:

- a) *WHW*: the act governing higher education and scientific research (WHW Stb 1992, 593 as amended hereafter);
- b) *student*: person enrolled at the Amsterdam University of the Arts with the aim of following instruction and/or participating in assessments and exams of the study programmes and specializations as specified under article 1;
- c) *Executive Board*: board of the Amsterdam University of the Arts
- d) *study programmes*: a coherent set of education units, aimed at the realisation of objectives defined in the study guide in terms of competences (integrated knowledge, insight and skills) that the person completing the programme should possess.
- e) *specializations*: the specializations listed in article 1 that fall within the scope of one of the specified bachelor study programmes. At the Academy for Theatre & Dance, specializations are called study programmes;

- f) *associate degree (AD)*: a 2 year programme comprising 120 study credits at a higher vocational education level between MBO-4 and HBO-bachelor i.e. level 5 according to the European Qualification Framework, short cycle Dublin descriptors.
- g) *the artistic director*: the director of the specialization in question, thereto authorized by the directorate of the Academy of Theatre and Dance;
- h) *education unit*: a semester, unless the study guide of the programme or graduation subject clearly indicates otherwise. Where these regulations state semester, this applies everywhere.
- i) *subject*: In these regulations, 'subject' generally denotes a study programme component. A subject or programme component can have different work forms: work lectures, workgroups, training, workshops, projects, achievements, performances, etc.
- j) *integral assessment*: a review of the competencies of a student at the end of each semester, as well as the results of that review which if positive, will justify granting study credits for the whole semester. The results of the integral assessment are subject to the same legal rules as the results of an examination, as specified in article 7.10, first paragraph WHW;
- k) *subject assessment*: result of the assessment of an individual subject or programme component that can take different forms: written, oral, permanent feedback, presentations, achievements, products, etc.). These subject assessments are included and weighed in the subject transcending integral assessment.
- l) *exam committee*: the exam committee as specified in article 7.12 WHW, is responsible for, among other things, appointing a (committee) of examiners, monitoring the quality of the assessments, tests and examinations, granting dispensations, countering fraud, laying down guidelines and instructing the (committee of) examiners/the term review meeting and awarding certificates;
- m) *examiners*: the by the exam committee appointed artistic director, teacher or external evaluator responsible for one or more integral assessments and finalizing the results thereof;
- n) *term review meeting*: the artistic director, teachers and external evaluators appointed by the exam committee responsible for the assessments, tests and/or examinations within a certain specialization. Assessment meeting participants qualify as examiners in accordance with article 7.12c of the WHW;
- o) *competencies*: a set of qualifications validated for a programme by the professional field, integrating knowledge, skills and attitudes. In the study guide, the competences are listed per programme/ graduation track and further detailed in behavioural indicators;
- p) *dispensation*: decision by the exam committee in accordance with these regulations to grant a student dispensation for (the assessment of) a certain study component/ sum of study components;
- q) *alternative learning route*: an individual learning route that deviates from the programme described in the study guide, but which is aimed at the same competencies and learning outcomes of equal size and gravity. An alternative learning route is only used if the ambition(s) or development of an individual student gives cause to do so and must be approved by the exam committee.
- r) *study credit*: (also EC –European Credit): unit used to denote the study load of each study programme, specialization and education unit. The study load for one

academic year is sixty study credits. Sixty study credits are equivalent to 1680 hours study load (contact and self-study hours);

- s) *study guide*: the digital guide Theatre and the digital guide Dance with specific information, consisting of a general part and specific parts per study programme, published on the intranet of the academy;
- t) *previously acquired competences*: competences acquired prior to the study programme by means of other study programmes or activities, which may lead to dispensation from units of study within a study programme;
- u) *propaedeutic exam*: the first two integral assessments of the propaedeutic phase;
- v) *final exam*: in the final integral assessment of the graduation phase;
- w) *Academy Council, Study Programme Committees*: in compliance with the co-determination regulation of the AHK;
- x) *croho*: centraal register opleidingen hoger onderwijs.

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

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

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

1. The bachelor study programmes are full time with a four-year curriculum (240 study credits) divided into a propaedeutic year (60 study credits) and a three-year main phase (180 credits). The graduation phase is part of the main phase.
2. Exceptions on paragraph 1 are:
  - a. is the one-year fast-track graduation programme NBA Teacher Classical Ballet (60 study credits main phase). Students receive dispensation based on the AD Classical Ballet degree or previously acquired competences.
  - b. The fast-track Theatre in Education programme (60 credits propaedeutic phase and 60 credits main phase). Students receive dispensation on the basis of the Theatre diploma or previously acquired competences.
3. The associate degree programme has a two-year duration (120 study credits main phase).
4. Education is divided per year into education units (semesters).

5. The contents of the individual subjects, including the study load in hours, the learning goals, work forms, compulsory study material and manner of assessment, is outlined in the study guide of the relevant study programme or specialization.
6. The language of instruction for the study programmes is Dutch. Exceptions are the SNDO (School for New Dance Development), where, because of the international population and the field of work, English is the prescribed language. The Expanded Contemporary Dance and the associate degree Classical Ballet are bilingual. Here the language of instruction can be Dutch as well as English (in word and in writing).
7. Candidates with a mother language other than Dutch/Flemish or students with a mother language other than English who apply for one of the study programmes mentioned in section 6 must demonstrate sufficient language proficiency during the selection procedure, depending on the language of instruction of the study programme they are applying for, as described in paragraphs 8 and 9 of this article.
8. The language requirement is that students must have a command of the language of instruction of the study programme - or in case of a bilingual study programme: one of the two instruction languages - with as guidelines level B2 of the European reference framework: IELTS 5.5, TOEFL or Cambridge B2 First.
9. The minimum language level required to commence study is A2 of the European Reference Framework. Or comparable IELTS 4.0, TOEFL or Cambridge B1 First.
10. If, during the admission procedure, it appears that a candidate does not meet the minimum language requirement of the programme, as referred to in paragraph 9, the student must follow a language course and submit a test result showing that the minimum language level of A2 or comparable has been achieved before mid-August of that year. If not, the student cannot be enrolled.
11. Students who have reached level A2 and B1 at the start of their studies will take a language course offered by the academy during the first year of enrolment to improve their language skills in the working language of the programme. This course ends with a language test to determine the level achieved and whether follow-up courses are necessary.
12. If a student has not or insufficiently (less than 90%) participated in the language lessons, his language proficiency at the end of the first year is not higher than level A2, and furthermore this demonstrably hinders the student's study progress, this student may receive a negative binding study advice, in accordance with article 12.

## **Article 5: Exams**

1. The bachelor study programmes have two exams:
  - The propaedeutic exam;
  - The final exam.
 The associate degree programme and the fast-track graduate programme NBA Teacher Classical Ballet have only one final exam.
2. To complete either of the above exams, all integral assessments (exams according to article 7.10 paragraph 1 of the WHW) of education units that make up a study programme or propaedeutic phase must have been successfully concluded.

## Article 6: Tests and assessments

### *Integral assessment*

1. To assess student progress, the Academy of Theatre and Dance uses a system of integral, inter-subjective evaluations per semester. The term review meeting appraises the development of the study progress of a student during the semester in question by assessing subjects or components of the semester (as specified in paragraph 8 & 9) and evaluating the (subject transcending) development of a student. The competencies a student must master as specified in article 3, paragraph 2 are used as criteria. Any additions or specifications to the integral assessment are described in the study guide of the programme.
2. Study credits are only awarded on the basis of a positive integral assessment, upon satisfactory development of a student's study progress. This is based on the educational vision that the subject-transcending development of a student leads to them mastering the required competencies. Optimal development of a student's talent and the creation of opportunities are of prime importance. The results of the individual subjects will be included in the assessment of the subject-transcending development of a student.
3. An integral assessment results in a positive or negative verdict as determined by the term review meeting on the basis of which 30 study credits may be awarded per semester as stipulated by article 8, paragraph 1.
4. The result is expressed - in addition to the awarding of credits - in feedback: qualitative statements and recommendations in response to the student's performance and development. A written report of this feedback will be added to the student's dossier.
5. If necessary, the term review meeting can link this result to individual learning aspects or other points of interest. The following integral assessment will evaluate progress made regarding these learning aspects or points of interest, unless otherwise stated in the assignment.
6. The result of the integral assessment will be discussed with students individually or in a group at the latest 15 working days or three weeks after the integral assessment has taken place. Each student will receive an individual report of their integral assessment.
7. In the graduation phase, the integral assessment can be adapted to suit the (individual) education programme of the student. An assessment will take place in accordance with the agreements stipulated in the graduation- of individual study plan of the student in question.

### *Exams and assessments of individual subjects*

8. In principle individual subjects are concluded with an assessment which gauges if a student has realized the learning goals of a particular subject. The results of the individual subject assessments will be included in the integral assessment, as described in paragraph 1.
9. The result of an individual subject assessment is given in the form of a three- or five point scale, ranging from unsatisfactory to good/excellent, a figure on a ten point scale or as a formative, descriptive assessment. On a ten point scale, 5,5 constitutes a satisfactory mark, on a five point scale, 3,0 and on a three point scale, 2,0. Or the rating is expressed as 'met'/'fulfilled' or similar.
10. If a written assessment has taken place, for example in the case of a factual exam, assignment or essay etc., the teacher is obliged to correct the written

assessment within 10 working days/2 weeks and allow the student in question insight in their corrected exam. In the case of a thesis or final essay, the deadline for correcting and insight is 20 working days/4 weeks, after which the student is obliged to make an appointment for insight within 2 weeks.

11. If a subject assessment of is unsatisfactory, a resit generally takes the form of an extra assignment as specified in article 8. However, other arrangements for this can be made with the relevant teacher(s) in consultation with the programme's artistic director.
12. The study guide or subject descriptions state whether resitting a written test in the course of an academic year is permitted.

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

1. All courses are subject to a student attendance requirement of 90%. If this attendance is interpreted and shaped in a certain way by the study programme, this is described in the study guide. This also applies to the rules regarding systematically arriving late.
2. If the student has not fulfilled this attendance obligation, the student cannot be assessed, and the part cannot be completed.
3. If a student has an active attendance rate of less than 90% but more than 70%, the teacher after consulting with the artistic director, can still decide in the light of personal circumstances (see article 12 paragraph 3) to admit the student to the assessment or evaluation.
4. If during a semester a student has not complied with the attendance rate as specified in paragraph 1 for one or more subjects, the reasons and consequences of this absenteeism will be discussed during the integral assessment and recorded in the report. In such a case the term review meeting may decide to bar the student from taking part in the integral assessment. which will prevent the granting of study credits.
5. The meeting decides whether, and if so how, this backlog can be made up.
6. If a student has a valid reason for not being able to complete an individual subject, the teacher in consultation with the artistic leader will decide how this can be resolved. Personal reasons as described in article 12, paragraph 3 and circumstances beyond one's control qualify as valid reasons.
7. If a student is prevented from taking part in one or more meetings due to the absence of a teacher, they will be deemed to have attended.

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

1. At the end of each semester the term review meeting grants study credits according to the following conditions.  
Each semester has a study load of 30 study credits, divided as follows:
  - 20 study credits based on attendance of classes/education participation;
  - 10 study credits based on a positive result for the integral assessment based on the development of the student's study progress.
2. Per semester 20 study credits are awarded if a student complies with the attendance and participation demands as specified in article 7 and 10 study



credits are given for a positive integral assessment as defined in article 6, paragraph 3.

3. If a certain study component(s) has not yet been successfully completed but the integral assessment is positive, the 10 study credits for the integral assessment are only awarded when those study component(s) have been satisfactorily concluded.
4. If the development the student has shown is assessed as insufficient, the integral assessment of a semester has a negative result. The student will not yet receive the 10 credits for the integral assessment. One or more additional learning assignments are formulated as a resit. In principle, these are assessed in the next integral assessment or agreements are made on how and when this assessment will take place in another way.
5. If, as stated in the former paragraph, extra learning assignment(s) are allotted, these must be accompanied by learning goals and conditions regarding results to be achieved and agreements on assessment. These assignments will be written down so that is clear what is expected of a student and what criteria need to be met in order to realize a positive assessment.
6. The extra learning assignment(s) will be discussed with the student and communicated to all teachers involved.
7. The student is responsible for scheduling the execution of these extra assignment(s) and showing what progress has been made.
8. If the integral assessment of the following semester and the assessment of the extra learning assignment(s) yields a positive result, 10 study credits will be granted and the student will also receive 10 study credits retrospectively for the integral assessment of the first semester.
9. If the assignments referred to in paragraph 4 are not positively reviewed at the end of the academic year, the student must repeat the whole study year. If the student only receives these extra learning assignments in the integral assessment of the second semester of an academic year in the main phase, specific arrangements will be made with the student on how to catch up and when and how they will be assessed.
10. If, at the end of their first year of enrolment in one of the bachelor programmes, a student has not gained the mandatory 60 study credits, they will be liable to receive a negative binding study recommendation (see article 12).
11. Study credits for a semester are granted only once. Participation demands specified in article 7 will apply again if a student repeats the first or subsequent year or a certain semester due to a negative assessment or for other reasons. The student must comply with attendance requirements before they can be assessed.
12. If a student's attendance rate during the first or second semester is insufficient, the term review meeting can, in rare cases and in consultation with the exam committee, give the student one or more supplementary assignments to complete. These assignments are tied to clear agreements about the time limit within which they should be completed and assessed. The student will only receive the relevant study credits after a positive assessment of the assignments has taken place. In the meantime, the student can continue their study.
13. If a student prematurely terminates their student registration, the study credits for active class attendance and study credits obtained in the integral assessment will be granted for the period they followed classes.

## THE FIRST YEAR (PROPAEDEUTIC PHASE)

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

1. A general admission requirement for all bachelor study programmes is the successful completion of a preliminary study at havo/ vwo/ mbo4 level. Candidates who do not meet this admission requirement may be admitted on the basis of their talent if they score positively for a test. This test assesses if an aspirant student can successfully complete the study programme. For this test there is no minimum age limit.
2. In addition to these general preliminary study requirements, students are selected on the basis of potential/talent for the study programme. The selection committee, composed of a panel of teachers, assesses the technical and physical skills and artistic ability on the basis of criteria formulated in the nationally certified supplementary requirements (appendix D of the Ministry of Education, Culture and Sciences Regulation dated 3 April 2014, no. 540459 regarding admission to higher education, as published in the Staatscourant 11514, 24 April 2014).
3. Admission to the Theatre in Education fast-track programme is based on a previously obtained diploma from the Theatre programme or on competencies acquired earlier. Candidates must also at the start of and during the study have practice workplaces. Selection is based on potential/talent for the programme and the student's theoretical frame of reference. After admission, students are granted dispensations on this, so that they can complete the programme in two years.
4. Admission to the graduate programme NBA Teacher Classical Ballet takes place on the basis of a previously obtained diploma AD or BA Classical Ballet or on the basis of previously acquired competences: 10 years of experience in the professional classical ballet field.
5. Candidates will be informed in advance about the procedure and selection criteria.
6. Admission is valid for the following academic year.
7. Transfer students must have a previously acquired propaedeutic certificate in a similar study before being admitted or may also be admitted to the main phase on the basis of previously acquired competences. Dispensations granted to these transfer students require the approval of the examination board. See also article 19.
8. The associate degree programme and the accelerated programmes Theatre in Education and the NBA Teacher Classical Ballet do not allow transfer students.
9. If a student displays deficiencies in certain areas of learning, agreements will be made about how and within what timeframe these can be rectified.
10. If a candidate has been granted admission to the study programme and has registered as a student, they are obliged to follow all study programme components as listed in the study guide for the duration of the study, unless dispensations have been granted as specified in article 19 or in case of an alternative learning route (article 20).

### **Article 10: The propaedeutic exam (not applicable to the associate degree programme and the bachelor fast-track NBA programme Teacher Classical Ballet)**

1. If, at the end of the second semester of the first year a student has gained 60 study credits – in a combination of 2x20 and 2x10, in accordance with article 8, paragraph 1, they have successfully completed the propaedeutic exam and will receive a propaedeutic certificate.
2. The propaedeutic certificate will not be granted until these unfinished study components have been completed and positively assessed.
3. The exam committee is responsible for awarding the certificate.

### **Article 11: Possibilities for repeating the propaedeutic exam**

1. In the event a student fails to pass the propaedeutic exam in one year, they may be given the chance to repeat the entire or part of the first year by the term review meeting depending on the results of the integral assessment. This consists of retaking all or part of the first year or additional assignments may be given for the second year. In both cases, the student (because no suspended recommendation based on personal circumstances has been given) is no longer eligible for a negative binding study recommendation as referred to in article 12. The offer to retake the first year or progress to the second year with additional assignments is considered a positive study recommendation.
2. Students are barred from repeating their propaedeutic exam if they fail to participate in the assessments, unless the term review meeting considers that special circumstances warrant that the student be allowed to repeat the exam (see article 8 paragraph 12).

### **Article 12: Negative binding study recommendation (nbsa)**

1. At the end of the first year of registration in the propaedeutic phase, every student receives advice concerning the continuation of their study.
2. If a student's study results fail to meet the requirements specified in article 10, paragraph 1 (60 study credits) and the study directorate has insufficient confidence in the student's aptitude for the study programme, see article 4, paragraph 12, the term review meeting may decide to issue a negative binding study recommendation (nbsa). A rejection is binding for an indefinite time, which implies that a student cannot register again for the same bachelor study programme at the Hogeschool where the rejection was issued.
3. The negative binding study recommendation is issued by the directorate of the academy on behalf of the Executive Board at the instigation of the head of the relevant study programme, thereby taking into consideration the personal circumstances of the student in question, as cited in WHW, article 7.8b.  
Personal circumstances are:
  - a. illness of the student in question;
  - b. physical, sensory or other functional disorders;
  - c. pregnancy of the student;

- d. exceptional family circumstances;
  - e. other circumstances that affect the student's performance, as a result of which it is not reasonably possible to assess the student's suitability to complete the study programme with a view to issuing a study advice as referred to in Article 12.1.
  - f. membership of the Hogeschoolraad (University Council), Academy Council or Study Programme Committee;
  - g. membership of the Executive Board of a student organization of considerable size with complete legal capacity, or a similar large scale organization that develops activities to promote causes in the general public interest.
4. For organizations denoted in paragraph 3 under g, only the functions of chairman, treasurer or secretary or a combination thereof, will be taken into consideration.
  5. A student who through personal circumstances is unable to follow classes sufficiently or threatens to fall behind in their studies must as soon as possible inform the artistic director and can seek the help of the student counselor.

*Warning negative binding study recommendation*

6. If, at the end of the first semester, after the first assessment, the study results of a student are not up to standard, less than 30 study credits have been obtained, they will be if possible, verbally informed that the attained results could lead to a negative binding study recommendation and talks will be held to determine what they can do to improve their performance.
7. A student whose achievements do not meet fixed standards (30 study credits), will receive a written caution from the directorate of the academy forthwith, but at the latest before 1 February of the current study year, to notify them that they risk receiving a negative binding study recommendation at the end of the study year.
8. A written caution can also be given after 1 February but not later than mid-April, to inform a student that study progress is unsatisfactory. A consultation will be held with the student to determine what they can do to improve their results.

*Decision regarding a negative binding study recommendation*

9. The negative binding study recommendation will be given at the end of the first year, preferably before 15 July but at the latest on the last working day preceding the start of the new academic year according to the education and holiday planning roster of the Academy for Theatre and Dance.
10. The student will be notified in writing (and if possible also verbally) of the impending negative binding recommendation and given the opportunity within five working days to discuss with the dean any personal circumstances referred to in paragraph 3 that may affect study results.
11. If a student makes use of this opportunity, he must provide the student counsellor with the necessary supporting documents. A medical certificate or similar proof must be submitted in the case of sickness, exceptional family circumstances, physical, sensory or other functional disorders or pregnancy of the student.
12. Where a student has reported personal circumstances to the student counsellor, the student counsellor shall make a recommendation to the academy directorate on the basis of these circumstances as soon as possible.
13. The academy directorate may suspend the binding study advice until no later than the end of the second year of enrolment, if personal circumstances have

- hindered the student's view of his suitability to successfully complete the programme. The student will be informed of this in writing.
14. If the student counselor does not accept the personal circumstances as valid and advises the director negatively, the advice and the student's dossier will be submitted for inspection to the Executive Board. The Board will weigh the student's personal circumstances anew and decide whether to endorse or suspend the proposed negative binding study recommendation.
  15. The directorate of the academy may, after consulting with the artistic director, choose to ignore a positive advice of the student counsellor as outlined in paragraph 12 and decide to uphold its intention to issue a negative binding study recommendation after all. In that case, consistent with paragraph 14, the dossier of the student will be submitted to the Executive Board that will decide whether or not to issue a negative binding study recommendation.
  16. The board will inform the student of its decision in writing as specified in paragraph 14 & 15. The academy directorate and the student counsellor will receive a copy of the written decision.
  17. If the student does not make use of the possibility to consult with the student counsellor as specified in paragraph 11, the directorate, on behalf of the Executive Board, will inform the student of its decision to issue a negative binding study recommendation in writing and send a copy to the student counsellor. The negative binding study recommendation will be sent to the address last known to the central student administration. The ruling by the academy directorate or the Executive Board will explain the possibility of appealing the decision.
  18. If a student abandons the study during the first year and deregisters, the study programme can issue a nbsa if it has insufficient confidence in the capacity of the student to complete the study programme or to succeed in vocation for which they are being trained. The student is then barred from enrolling again the same year or in the future and may not participate in the selection procedure.
  19. In exceptional cases the rejection may be revoked if the student in question asks to be admitted to a different specialization than the one for which the negative binding study recommendation was issued and those in charge of this specialization, are satisfied that the student, after completing the admission procedure, will successfully conclude the course. However, if this specialization is part of the same study programme (croho) for which the student has been rejected, this student cannot be given a negative binding study recommendation again.

### **Article 13: Suspension study recommendation due to personal circumstances.**

1. In deviation from article 12, paragraph 13, the study programme c.q. the artistic director may, if personal circumstances play a role in the student's study delay during the first year of enrolment, suspend the study advice until no later than the end of the second year of enrolment.
2. The term review meeting c.q. the artistic leader will, if study recommendation has been suspended, decide in consultation with the student which competencies, points of concern or specific assignments require improvement in order to obtain a propaedeutic certificate. These agreements together with a deadline for obtaining the propaedeutic certificate will be appended to a written decision that will be sent to the student.

3. The written decision for the suspension of study recommendation also serves to warn the student of an impending negative binding study recommendation.
4. If a student who has been granted a suspended study recommendation, is assessed negatively at the end of the period specified in the written decision, they can still incur a negative binding study recommendation.

## **BACHELOR STUDY PROGRAMMES: THE MAIN PHASE**

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

1. A student who has successfully completed the propaedeutic exam or the first year in the case of the associate degree programme, as well as a student who has been issued with a suspended study recommendation with access to the second year, may be admitted to the main phase.
2. For assessment of study progress in the main phase it holds that at the end of the second semester of each year, 60 study credits in a combination of 2x20 and 2x10 must be attained in accordance with article 8, first paragraph. A student who has gained 60 study credits in the first year of the main phase will be admitted to the second year of the main phase. A student who in the second year of the main phase has obtained 60 study credits, will be admitted to the third year of the main phase. Exceptions to this rule are the same as described in article 8, paragraph 3, 4, 9 and 12.
3. In the associate degree programme, the fast-track programmes Theatre in Education and NBA Teacher Classical Ballet the main phase consists of one year.

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

1. Attaining a positive result in their last integral assessment is a condition for a student to be admitted to the graduation phase. They must also have completed all further assignments. The term review meeting is confident that a student who meets these criteria can successfully complete their study within the allocated time (so- called 'green light').
2. At a time determined by the programme or specialization, as indicated in the study guide, content and criteria of this phase will be individually set down in a graduation plan and/or graduation agreement. The reason for this is to monitor the progress of the student regarding the competencies he or she must master and the individual learning goals these yield, as well as what options a student chooses from a study programme that allows personal preference.
3. A fixed part of the graduation phase is an internship or an assignment as substitute for an internship.
4. With regard to possible differentiation between study programmes and specializations, extra requirements may apply for admission to the graduation phase. These requirements are listed in the study guide of the study programme or specialization in question.

5. The graduation agreement has a binding character, although amendments through consultation are possible; it is approved by the artistic director of the study programme or specialization in question and underwritten by the student and the artistic director.

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

1. At the end of the graduation phase in the last integral assessment, or so-called concluding talk, the examiners will assess whether the final exam has been successfully completed.
2. The final concluding talk takes place only when all parts of the graduation agreement have been completed and positively assessed.
3. Those taking part in the concluding talk are, in addition to the artistic director and the student, teachers or supervisors who have advised the student with one or more assignments during the graduation phase. Preferably one of the participants should be an external supervisor, a so-called 'outside eyes'.
4. Among other matters, the concluding talk will consider the following aspects of which a detailed outline has been given in the graduation agreement:
  - a. the internship(s) and the internship report(s) or the completed graduation programme;
  - b. a thesis, report(s) or essay(s) written by the student relating to the study programme, the internship(s) and/or professional practice; mastering of competencies, partly on the basis of individual learning goals specified in the graduation agreement.
5. If a bachelor student has built up a total of 240 study credits in accordance with set requirements, the exam committee will award them a final exam certificate. The certificate will state the applicable corresponding degree: Bachelor of Arts or Bachelor of Education. On completion of the associate degree programme, the student will receive an Associate degree certificate.
6. The exam committee only proceeds to award the certificate if it is convinced that all applicable registration requirements have been met.

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

1. If one or more components of the graduation plan are assessed to be unsatisfactory, the artistic leader will decide, in consultation with the examiners, on how and when the resit(s) of these part(s) should take place, or to extend the graduation phase.
2. When repeating study components, students are offered the same facilities and support as during their first attempt.
3. After this second chance, a student's right to participate in projects, study or thesis assistance elapses unless the head of studies decides otherwise.

## OTHER CONDITIONS

### **Article 18: Results of assessments and the final exam**

1. In principle, the results of the assessments are announced to the student no later than one week after the term review meeting in question.
2. No later than four weeks after the completion of a part of the graduation plan (as part of the final examination) has taken place, the result will be announced or confirmed in writing.

### **Article 19: Dispensations: general, and for Nationale Ballet Academie**

#### *General dispensations*

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

### **Article 20: Alternative learning route**

1. If a student's development gives cause to do so, the student may, with the approval of the artistic director, design an alternative learning route that deviates from the study programme described in the study guide. The alternative route focuses on the same competencies and learning results and has an equal scope



and weight which fits in with the nature and set-up of the study programme as a whole.

2. Based on the study guide, the artistic director and the student in question draw up an alternative programme with specific agreements on deadlines, the manner of assessment and the conclusion of the alternative programme components, in the form of a 'study agreements' document.
3. The exam committee must give its approval for the alternative study route as described in the study agreements. To this end, the student may submit a request according to the procedure: 'Applying for and granting exemption from an alternative learning route' as described in the general section of the study guide and on the academy's intranet. The request must be accompanied by a positive recommendation from the artistic director in question and submitted prior to the start of the alternative learning route.
4. The exam committee shall decide within four weeks whether the alternative route will be granted, not counting the holiday periods.
5. For the replacement of one or more programme components by components that are part of programmes of study within the ATD, permission from the exam committee is not required if the artistic director of the student in question agrees with the replacement of the programme components.
6. The allocated alternative learning route is added to the student file of the student in question on the designated form, together with the document study agreements.

## **Article 21: Study progress and study guidance**

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

## **Article 22: Temporary study deferment and study termination**

1. A student may submit a motivated request to the study directorate asking permission to interrupt their study for a certain period. The study directorate will decide whether or not to grant the request.
2. If the study directorate grants the request, it will draw up an agreement with the student prior to the study adjournment, defining the time schedule and conditions according which and the moment when the student is authorized to resume the

study. These agreements are recorded in writing and jointly signed by the study directorate and the student and added to the student's dossier.

3. A student must deregister as a condition for study deferment.
4. The maximum duration of an authorized study deferment is 12 months.
5. If students exceeds the time limit of the deferment agreed upon, also if this falls within the maximum period of 12 months, they must apply for readmission.
6. To preside over the admission procedure outlined in paragraph 5, the study directorate will appoint a selection committee that decides if, and at what level, the student can renew the study and which study components from the previous study phase must still be finalized or repeated.
7. A student who breaks off their study prematurely for more than 12 months without observing the conditions as listed in paragraph 1 & 2 and deregisters, is regarded as a study drop-out.
8. If special, personal circumstances as described in article 12 paragraph 3 can be shown to be the cause of a study adjournment which does not exceed 12 months, the student has the right to resume their study. In such a case, the study directorate and the student must make agreements about preconditions for continuing with the study programme.
9. If a student wishes to interrupt their studies for more than 12 months with the permission of the study director, it will be determined in consultation with the study director upon resumption of studies, if previously acquired skills and know-how are still sufficiently up-to-date or if a number of supplementary assignments need to be completed to renew expertise acquired in the past.
10. The regulation for temporary study deferment does not apply to students from outside the EEA (visa compulsory). An individual solution for these students will be sought in consultation with the student counsellor.

### **Article 23: Studying with a disability**

1. A student with a disability may submit a written request to the examination board via the student counsellor for adjustments in assessment or examination that are adjusted to their individual disability, as long as the content of the examination remains unchanged and the competences tested are the same.
2. In the case of a request for the most common adjustments, the dean decides on behalf of the examination committee. Such as: extending the duration of the test/task/examination, allowing the use of certain aids, or doing the test/task/examination in an adapted form (such as orally instead of in writing).
3. In all other cases, in case of doubt or disagreement, the exam committee will decide which adjustments will be allowed. Before deciding, the exam committee may seek professional advice or request a medical certificate (or similar).

### **Article 24: Fraud and plagiarism**

1. Students are informed about the rules around fraud and plagiarism and how to act correctly.
2. If the examiner, teacher or supervisor suspects any form of fraud in the preparatory phase of an examination or any other form of assessment, they shall give the student a chance to improve.

3. If, after this opportunity for improvement, the examiner still suspects fraud on the part of the student in any examination or any other form of assessment, they shall notify the exam committee in writing as soon as possible.
4. The exam committee will decide within two weeks what action to take. The exam committee will not make a decision before hearing the student or before they have been summoned to explain the occurrence. A report will be made of the hearing.
5. The exam committee's decision will be set down in writing and may have as consequence that the student is barred from resitting the component connected with the fraud for a certain time. The decision may also be extended to cover components connected to the same subject.
6. Plagiarism is understood to mean appropriation of images-, sound- or text material without acknowledgements or presenting another person's images, text, information or ideas as your own work. If plagiarism is established, paragraphs 1 through 3 apply.

#### **Article 25: Disruptions and possible courses of action.**

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

#### **Article 26: Use of contribution for teaching materials**

1. A programme can ask students for a voluntary contribution also called contribution for teaching materials. Of this contribution, the programme pays part

of the material expenses for activities, productions and projects. These are expenses not covered by the regular budget, like material and production costs: the renting of theatres/locations, travel and accommodation expenses, insurance and publicity costs, and photocopy costs of plays, sheet music and readers compiled by teachers and used in education instead of text books.

2. If a program decides to levy the contribution for teaching materials, the students will be informed on request of what it will be spent on. The choice when collecting this contribution is based on a 'solidarity principle' per program: everyone pays the same amount. Therefore, these expenses are not settled per project, lesson, performance or assignment with the individual student.
3. If a student does not pay the teaching materials contribution, they can be denied the use of materials specified in paragraph 1 and barred from participating in specific activities. If, as a result a student's study progress is affected, the study programme must offer them one or more substitute assignments that they must complete with a positive result.
4. Next to the learning materials contribution, a voluntary payment may be asked for travel and accommodation costs during excursions and study trips. If a student does not pay, paragraph 3 applies.

#### **Article 27: Evaluation of the education offered**

1. The academy makes use of a PDCA cycle (Plan-Do-Check-Act) to safeguard the quality of education.
2. Education is evaluated orally within the programmes by the teachers and artistic directors.
3. In addition, education is also evaluated within the programmes with the students mostly orally per subject or semester by the teachers and artistic directors.

#### **Article 28: Possibilities for appeal**

Decisions by examiners, the term review meeting or the exam committee, as well as a rejection in connection with a negative binding study recommendation, can be appealed during a period of six weeks through the Board of Appeals for exams. The appeal procedures are listed on the intranet and in the general section of the academy's study guide.

#### **Article 29: Filing and inspection- and property rights**

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

### **Article 30: Special authority exercised by the exam committee**

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

### **Article 31: Endorsement, announcement and amendment**

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

### **Article 32: Implementation**

1. This regulation is effective from June 12<sup>th</sup> 2023 taking into consideration those aspects stipulated under article 31.
2. The previous Education and Exam Regulation of the study programmes that reside under the Academy of Theatre and Dance is hereby revoked.

Thus adopted by resolution of the directorate of the academy after approval by the Academy Council and Study Programme Committees June 5<sup>th</sup> 2023.