



# Academy of Theatre and Dance

## Amsterdam University of the Arts

### **Education and exam regulations Bachelor study programmes**

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

#### **Preface**

This regulation is effective from September 1, 2020 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.

#### GENERAL

#### **Article 1: Scope**

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

- a) the 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
- b) the associate degree programme: Technical production
- c) the bachelor study programme Dance with the specializations:
  - Ballet: (National Ballet Academy)
  - Expanded Contemporary Dance
  - Urban Contemporary (JMD: Jazz and Musical Dance)
  - Modern Theatre Dance
  - Choreography (School for New Dance Development – SNDO)
- d) the bachelor study programme Theatre in Education with the specialization:
  - Theatre in Education (full-time and fast-track programme)
- e) the bachelor study programme Dance in Education with the specialization:
  - Dance in Education

When this document refers to 'bachelor study programme', it also includes the related Associate degree programme Technical production, 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*: bachelor and associate degree programmes offered by the Academy of Theatre and Dance as listed under article 1;
- e) *specializations*: the specializations listed in article 1 that fall within the scope of one of the specified bachelor 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. Each semester is an education unit. The bachelor study programmes consist of 8 education units/semesters; the AD programma is made up of 4 education units/semesters
- i) *subject*: In these regulations, 'subject' generally denotes a study programme component. A subject or programme component can have different work forms: work lectures, workgroups, training, workshops, projects, achievements, performances, etc.
- j) *integral assessment*: a review of the competencies of a student at the end of each semester, as well as the results of that review which if positive, will justify granting study credits for the whole semester. 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) *examiner*: the 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 final qualifications determined by the professional field, specifying the level of competency a student must have attained on concluding their study;
- p) *dispensation*: decision by the exam committee in accordance with these regulations to grant a student dispensation for (the assessment of) a certain study component/ sum of study components;
- q) *study credit*: (also EC –European Credit): unit used to denote the study load of each study programme, specialization and education unit. The study load for one academic year is sixty study credits. Sixty study credits are equivalent to 1680 study hours;
- r) *propaedeutic exam*: the first two integral assessments of the propaedeutic phase;
- s) *final exam*: in the final integral assessment of the graduation phase;
- t) *Academy Council, Study Programme Committees*: in compliance with the co-determination regulation of the AHK.

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

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

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

1. The bachelor study programmes have a four-year curriculum (240 study credits) divided into a propaedeutic year (60 study credits) and a three-year main phase (180 credits). The graduation phase is part of the main phase.
2. The associate degree programme Technical Production has a two-year duration (120 study credits).
3. All bachelor study programmes are offered on a full-time basis.
4. Education is divided per year into semesters. A semester consists of different subjects.
5. The contents of the individual subjects, including the study load in hours, the learning goals, work forms, compulsory study material and manner of assessment, is outlined in the study guide of the relevant study programme or specialization or in a formal supplementary document.
6. The language of instruction for the study programmes is Dutch. The following specializations are exceptions: Modern Theatre Dance and SNDO (School for New Dance Development), where, because of the international population and

the field of work, English is the the prescribed language. The specializations National Ballet Academy and Expanded Contemporary Dance are bilingual. Here the language of instruction can be Dutch as well as English (in word and in writing).

7. For non-Dutch-speaking students, language proficiency (Dutch or English) will be tested during the selection procedure. The criterion is that the students must be able to express themselves in a nuanced way using level B2 of the European Reference Framework as a guideline. For students of the bilingual programmes, the same guideline applies for one of the twee languages (Dutch or English). If students do not meet this level at the time of admission, it is agreed that they will have reached this level before the start of the academic year, at the latest - and this is a binding condition - before the Christmas holidays.

### **Article 5: Exams**

1. The bachelor study programmes have two exams:
  - The propaedeutic exam;
  - The final exam.The associate degree programme has 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 study progress of a student during the semester in question by assessing subjects or components of the semester (as specified in paragraph 8 & 9) and evaluating the (subject transcending) development of a student. The competencies a student must master as specified in article 3, paragraph 2 are used as criteria.
2. Study credits are only awarded on the basis of a positive integral assessment. This is based on the educational vision that the subject-transcending development of a student leads to them mastering the required competencies. Optimal stimulation of a student's talent and the creation of opportunities are of prime importance. The results of the individual subjects will be included in the assessment of the subject-transcending development of a student.
3. An integral assessment results in a positive or negative verdict as determined by the term review meeting on the basis of which 30 study credits may be awarded per semester as stipulated by article 8.
4. After the study credits have been awarded, feedback will generate a better perception of the result by giving a qualitative account of the achievements and development of the student. A written report of this feedback will be added to the student's dossier.
5. If necessary, the term review meeting can link this result to individual learning aspects or other points of interest. The following integral assessment will evaluate

progress made regarding these learning aspects or points of interest (see also article 8 paragraph 3 & 4).

6. The result of the integral assessment will be discussed with students individually or in a group at the latest 15 working days or 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 integral assessment will take place in accordance with agreements stipulated in the study- or graduation plan of the student in question.

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

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

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

1. All courses are subject to a student attendance requirement of 90%. How this attendance is interpreted and given shape to the study programme must be clearly described in the study guide and must be maintained. If the student has not fulfilled this attendance obligation, the student cannot be assessed and the part cannot be completed.
2. If a student has an active attendance rate of less than 90% but more than 70%, the teacher after consulting with the artistic director, can still decide in the light of personal circumstances (like sickness, physical, sensory or other functional disorders, exceptional family circumstances or pregnancy – see also article 12 paragraph 3) to admit the student to the assessment or evaluation.
3. If during a semester a student has not complied with the attendance rate as specified in paragraph 1 for one or more subjects, the reasons and consequences of this absenteeism will be discussed during the integral assessment 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. The meeting decides whether, and if so how, this backlog can be made up.

4. If a student has a valid reason for not being able to complete an individual subject, the term review meeting will decide how this can be resolved. Personal reasons as described in paragraph 2 and circumstances beyond one's control qualify as valid reasons.
5. If a student is prevented from taking part in one or more meetings due to the absence of a teacher, 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.
2. Per semester 20 study credits are awarded if a student complies with the attendance and participation demands as specified in article 7 and 10 study credits are given for a positive integral assessment as defined in article 6, paragraph 3.
3. If a certain study component(s) have not yet been successfully completed but the integral assessment is positive, the term review meeting may decide to award the 10 study credits for the integral assessment only when those study component(s) have been satisfactorily concluded. In consultation with the teachers in question, the student must complete one or more assignments in the following semester or work specifically on improving certain features.
4. If the result of a semester's integral assessment is negative, it means the student's development is insufficient and they must complete one or more extra learning assignments. These will be evaluated during the next integral assessment.
5. If, as stated in the former paragraph, extra learning assignment(s) are allotted, these must be accompanied by learning goals and conditions regarding results to be achieved. These assignments will be written down so that all teachers know what is expected of a student and what criteria need to be met in order to realize a positive assessment at the next integral assessment meeting.
6. The extra learning assignment(s) will be discussed with the student and communicated to all teachers involved.
7. The student is responsible for scheduling the execution of these extra assignment(s) and showing what progress has been made.
8. If the integral assessment of the following semester and the assessment of the extra learning assignment(s) yields a positive result, 10 study credits will be granted and the student will also receive 10 study credits retrospectively for the integral assessment of the first semester.
9. If the points for attention referred to in paragraph 3 & 4 are not positively reviewed at the end of the academic year, the student must repeat the assignments or the whole study year.
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 after permission from the exam committee, give the student one or more supplementary assignments to complete. These assignments are tied to clear agreements about the time limit within which they should be completed and assessed. The student will only receive the relevant study credits after a positive assessment has taken place. In the meantime, the student can continue 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 (colloquium doctum). This test assesses if an aspirant student can successfully complete the study programme. For this test there is no minimum age limit. If necessary a deficiency programme will be drawn up.  
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).
2. Candidates will be informed in advance about the procedure and selection criteria.
3. Admission is valid for the following academic year.
4. Transfer students with a different study background must have a previously acquired propaedeutic certificate in a similar study before being admitted or are obliged to still obtain a propaedeutic certificate. In case of possible deficiencies, agreements will be made on how best and within which time frame these can be remedied, whereby the articles 10, 11, 12 and 13 apply if a candidate enrolls as propaedeutic student.
5. The associate degree programme and the accelerated programme Theatre in Education does not allow transfer students.
6. Students can gain admittance to the main phase on the basis of previously attained skills. Dispensations granted to these so-called transfer students with a different study background, must be approved by the exam committee. See also article 19.
7. Students with a Associate Degree Technical Production certificate may be admitted to the third study year of the bachelor programme Design & Technology, in the specialization technical production.
8. If a student displays deficiencies in certain areas of learning, agreements will be made about how and within what timeframe these can be rectified.

9. If a candidate has been granted admission to the study programme and has registered as a student, he is obliged to follow all study programme components as listed in the study guide for the duration of the study, unless dispensations have been granted as specified in article 19.

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

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 and the first year of the associate degree programme.**

1. In the event a student fails to pass the propaedeutic exam or the first year of the associate degree programme in one year, they may be given the chance to repeat the entire first year by the term review meeting depending on the results of the integral assessment. In that case the student can no longer be given a negative binding study recommendation as stipulated in article 12, because repeating a year is seen as 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**

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 and the study directorate has insufficient confidence in the student's aptitude for the study programme, the term review meeting may decide to issue a negative binding study recommendation (nbsa). A rejection is binding for an indefinite time, which implies that a student cannot register again for the same bachelor study programme at the Hogeschool where the rejection was issued.
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. membership of the Hogeschoolraad (University Council), Academy Council or Study Programme Committee;
  - f. other circumstances – to be defined by the hogeschool – for which the student in question develops activities relating to the organization and administration of hogeschool affairs;
  - g. membership of the 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 seek the help of the student counselor as soon as possible.

*Warning negative binding study recommendation*

6. If, during the first semester assessment, the study results of a student are not up to standard, they will be 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. If, after the first semester assessment, it becomes clear that a student's achievements are not up to standard, they will be verbally informed that the attained results could lead to a negative binding study recommendation.
8. A student whose achievements do not meet fixed standards, 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. A consultation will be held with the student to determine what they can do to improve their results. The student will be referred to the student counselor who will be notified of the written caution.
9. In exceptional cases, a written caution can be given after 1 February but not later than 8 weeks before the last integral term review meeting, to inform a student that study progress is unsatisfactory which will result in the same procedure being followed as outlined in paragraph 8.

*Decision regarding a negative binding study recommendation*

10. The negative binding study recommendation will be given at the end of the first year, preferably before 15 July but at the latest on the last working day preceding the start of the new academic year according to the education and holiday planning roster of the Academy for Theatre and Dance.
11. The student will be notified both verbally and in writing of the impending negative binding recommendation and informed of the possibility for discussing possible personal circumstances - as listed in paragraph 3 - with the student counsellor within six days. Also if the student has previously met with the student counsellor, they must hold a new consultation with the student counsellor within 6 days.
12. 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.

13. The student counsellor in turn, will advise the directorate of the academy as quickly as possible on the basis of what has been discussed with the student.
14. If the student counsellor advises positively and the personal circumstances of the student are deemed valid in that they have impeded their progress, the academy directorate can adopt this advice and suspend the proposed negative binding study recommendation. The student will be notified in writing of the decision - see article 13, paragraph 2.
15. 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.
16. However, the directorate of the academy may, after consulting with the artistic director, choose to ignore the advice of the student counsellor as outlined in paragraph 15 and decide to uphold its intention to issue a negative binding study recommendation after all. In that case, consistent with paragraph 15, the complete dossier of the student will be submitted to the Executive Board that will decide whether or not to issue a negative binding study recommendation.
17. The board will inform the student of its decision in writing as specified in paragraph 15 & 16. The academy directorate and the student counsellor will receive a copy of the written decision.
18. If the student does not make use of the possibility to consult with the student counsellor as specified in paragraph 12, 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.
19. If a student abandons his study during the first year and deregisters, the study programme can issue a nbsa if it has insufficient confidence in the capacity of the student to complete the study programme 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.
20. 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 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 10, if a student's unsatisfactory results are caused by personal circumstances, the study recommendation can be suspended until the end of the second year of registration at the latest. A condition is that the student reports these personal circumstances to the student counsellor. The procedure as described in Article 12 paragraph 12 through 17 shall then be followed.

2. In the case of a suspended study recommendation, the student repeats the first year programme or starts the second year without having obtained their propaedeutic certificate. If a student due to personal circumstances repeats the first year, study recommendation is suspended till the assessment at the end of that year. If the student is admitted to the second year, the artistic director decides, as part of the imposed study suspension, if the definite study recommendation will be issued at the end of the first or second semester.
3. The term review meeting 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 as formulated in article 8, paragraph 4. 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.
4. The written decision for the suspension of study recommendation also serves to warn the student of an impending negative binding study recommendation. The study programme is therefore not obliged to warn the student again.
5. 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, as specified in article 13, third paragraph, may be admitted to the main phase.
2. For assessment of study progress in the main phase it holds that at the end of the second semester of each year, 60 study credits in a combination of 2x20 and 2x10 must be attained in accordance with article 8, first paragraph. A student who has gained 60 study credits in the first year of the main phase will be admitted to the second year of the main phase. A student who in the second year of the main phase has obtained 60 study credits, will be admitted to the third year of the main phase. Exceptions to this rule are the same as described in article 8, paragraph 3, 4, 9 and 12.
3. In the associate degree programme and the fast-track Theatre in Education bachelor programme 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'). A student of the associate degree programme and the short-track Theatre in Education must be assessed positively for the first semester of the second year before they can commence with the graduation phase.

2. At a time determined by the 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.
6. If the artistic director, prompted by the study progress of a student, allows the student to deviate from the regular graduation path, a graduation agreement together with a well-reasoned justification, must be submitted to the exam committee for approval.

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

1. At the end of the graduation phase in the last integral assessment, after or during a so-called concluding talk, the term review meeting of the study programme or specialization in question will assess whether the final exam has been successfully completed.
2. Those taking part in the concluding talk are, in addition to the artistic director and the student, teachers or supervisors who have advised the student with one or more assignments during the graduation phase. Preferably one of the participants should be an external supervisor, a so-called 'outside eyes'.
3. Among other matters, the concluding talk will consider the following aspects of which a detailed outline has been given in the graduation agreement:
  - a. the internship(s) and the internship report(s) or the completed graduation programme;
  - b. a thesis, report(s) or essay(s) written by the student relating to the study programme, the internship(s) and/or professional practice;
  - c. fulfillment of the terms specified in the graduation agreement
  - d. mastering of competencies, partly on the basis of individual learning goals specified in the graduation agreement.
4. If a 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 citing the appropriate degree: Bachelor of Arts or Bachelor of Education. On completion of the associate degree programme, the student will receive an Associate degree certificate.
5. The exam committee will not award the certificate before it is convinced that all applicable registration requirements have been met.

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

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

## OTHER CONDITIONS

### **Article 18: Results of the 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. At the latest, a student will receive written notification or confirmation of their results, four weeks after the last integral assessment (the final exam) has taken place.

### **Article 19: Dispensations: general, fast-track Theatre in Education study programme and Nationale Ballet Academie study programme**

#### *General dispensations*

1. The exam committee can decide to grant dispensations for one or more assessments or one or more components of the bachelor education programme on the basis of previously acquired competencies, if the student complies with one of the following conditions:
  - a. a 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 study guide of the relevant study programme or specialization.

6. The granted dispensations will be recorded on the appropriate forms and added to the student dossiers.

*Dispensation fast-track Theatre in Education study programme*

7. It is possible to follow a fast-track two-year Theatre in Education study programme on the basis of dispensations combined with specific admission requirements/completed preliminary study course. The Exam committee determines on the proposal of the artistic director of the study programme which courses and/or work experience is regarded as a comparable level.

*Dispensation National Ballet Academy*

8. National Ballet Academy students can choose to follow a fast-track programme on the basis of dispensations combined with specific admission requirements/completed preliminary study course of which details are given in the study guide.

## **Article 20: Study progress and study guidance**

1. The artistic director is responsible for the registration of the study results. Via the secretariat of the relevant study programme, students have access to their attained results.
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 21: 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 while retaining the right to resume their studies at a later date. 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 to which the student is authorized to resume his or her studies. These agreements are recorded in writing and jointly signed by the study directorate and the student 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 a student exceeds the time limit of the deferment agreed upon, also if this falls within the maximum period of 12 months, he or she must 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 his or her studies and which study components from the previous study phase must still be finalized or repeated. This proposal will be submitted to the exam committee for approval.

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

#### **Article 22: 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 as much as possible 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 23: Fraud and plagiarism**

1. If, during a test or any other form of evaluation, the examiner or supervisor suspects a student of fraud, they must report it in writing to the exam committee as soon as possible.
2. The exam committee will decide within two weeks what action to take. The exam committee will not make a decision before hearing the student or before they have been summoned to explain the occurrence. A report will be made of the hearing.
3. The exam committee's decision will be set down in writing and may have as consequence that the student is barred from resitting the component connected with the fraud for a certain time. The decision may also be extended to cover components connected to the same subject.
4. Plagiarism is understood to mean appropriation of images-, sound- or text material without acknowledgements or presenting another person's images, text,

information or ideas as your own work. If plagiarism is established, paragraphs 1 through 3 apply.

5. If fraud or plagiarism occurs with the permission and/or aid of a fellow student, they are an accessory and will be held accountable according to the same procedures and sanctions.

#### **Article 24: Disruptions and possible courses of action.**

1. If a student through his behavior, comments or systematic unauthorized absenteeism disrupts the progress of his own learning process and/or that of his fellow students, 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 one or 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 in accordance with the house rules listed in the study guide, to take disciplinary action.
3. If the student does not keep to the conditions of the disciplinary action, the directorate acting on behalf of the 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 25: Use of contribution for teaching materials**

1. The voluntary contribution, also called contribution for teaching materials, is used to fund 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. But also costs connected with academy-wide activities like Half 6, Wastelands, guest speakers, the introductory week for new students and photocopy costs of plays, sheet music and readers compiled by teachers and used in education instead of text books.
2. To meet these costs the academy has chosen the 'solidarity principle': everyone pays the same amount. Because the academy pays these expenses collectively they are not settled with individual students per project, lesson, production or assignment.
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 26: Evaluation of the education offered**

1. The instruction given is evaluated orally as part of the study programmes by the teachers and artistic directors.
2. Use is also made of a PDCA cycle (Plan-Do-Check-Act) on an academy-wide scale as written in the Quality Assurance Plan. Annually a number of subject evaluations are conducted among students while graduate students are requested to give their views in a programme evaluation. These evaluations take the form of an anonymous written survey which allows students to give their opinion of the education quality and the organization.
3. After the graduated students have filled-in the programme evaluation they have the opportunity to comment further on their estimation of the study programme and give examples during an interview held by a policy adviser. A report will be made of the interview.
4. Policy advisers make an annual analysis of all evaluative data per study programme (including the bi-annual country-wide Nationale Studenten Enquête) which is subsequently discussed with the director and artistic director resulting in a plan of action for the coming year. In turn, the effect of the action plan is discussed the following year.
5. This plan of action is discussed in the study programme by the artistic director with the teachers and students and shared on an academy-wide basis with the Academy Council and the Study Programme Committees.

#### **Article 27: Possibilities for appeal**

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

#### **Article 28: 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 29: 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 30: 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 31: Implementation**

1. This regulation is effective from September 1, 2020 taking into consideration those aspects stipulated under article 30.
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 Mai 18, 2020.