

Student Handbook

edition **august 2022**



Willem de Kooning Academie

BACHELOR PROGRAMMES

overtref jezelf



Rotterdam University of Applied Sciences

Rotterdam University of Applied Sciences educates every student to become a professional who makes a valuable contribution to society. We work in an international and metropolitan setting that is the city of Rotterdam. We place equality, mutual respect, and emancipation at the core of all our activities, recognise the diversity of our students' backgrounds, and seek to create a better future for all.

OUR VISION

Every student deserves to receive the best possible higher professional education in a context in which our students are seen and recognised for who they are, given equal opportunities and challenged to exploit their full potential. That's why our motto is: "exceed expectations".

Together, our students, lecturers, researchers, and other professionals shape the education we provide.

We see education as a mutual relationship between lecturers and students that is aimed at achieving improvement and innovation. Our students and lecturers are supported in their learning and teaching activities by researchers, professionals, and other members of our staff. All of them form part of a community in which they learn, grow, and develop with and from each other.

In our education, students develop a solid knowledge base, learn how to act in professional setting and solve any issues they may encounter, while at the same time also developing their own professional identities. Rather than regarding these as separate aspects, we work on them in an integrated and coherent way. We see learning as a process.

Table of contents

Rotterdam University of Applied Sciences	2
Introduction	8
PART 1: Education and examinations	9
Chapter 1 General provisions	10
Article 1.1 Scope of the Student Handbook	10
Article 1.2 Information services	10
Article 1.3 Dean of the institute	10
Article 1.4 Exam Board	10
Article 1.5 Hardship clause and unforeseen circumstances	11
Chapter 2 The institute Willem de Kooning Academy	12
Article 2.1 Vision of the institute	12
Article 2.2 Study programmes (offer)	12
Article 2.3 Language of instruction	13
Article 2.4 Annual planning	13
Chapter 3 Study	15
Article 3.1 Credits and study load	15
Article 3.2 Study progress and student welfare	15
Article 3.3 Urgent Study Recommendation	16
Article 3.4 Progression/transferring from an AD to a Bachelor	16
Article 3.5 Switching study programmes	17
Chapter 4 Assessments and examinations	19
Article 4.1 General provisions	19
Article 4.2 Conditions for participation in assessments	19
Article 4.3 Public access to oral assessments	20
Article 4.4 Awarding credits	20
Article 4.5 Publication of the results	20
Article 4.6 Review	21
Article 4.7 Validity of study results	21
Article 4.8 Exemptions and recognition of acquired competencies (EVC)	21
Article 4.9 Final exam	22
Article 4.10 (Summa) cum laude	22
Article 4.11 Fraud and irregularities	23
Article 4.12 Invalidation of (partial) assessments	24

Chapter 5 Other education-related information	25
Article 5.1 Electives and minors	25
Article 5.2 Evaluation of education	26
Chapter 6 Organisation of the education	27
Article 6.1 Organisation	27
Article 6.2 Exam Board	27
Article 6.3 Administration office	27
Article 6.4 Student Affairs	27
Article 6.5 Advisory council	28
Chapter 7 Fine Art and Design Teacher training	29
Article 7.1 Profile	29
Article 7.2 Study programme-specific information	29
Article 7.3 Curriculum (education programme) propaedeutic phase	29
Article 7.4 Curriculum main phase	30
Article 7.5 Workplace requirement	30
Article 7.6 Internship	30
Article 7.7 Graduation	31
Article 7.8 Honours programme	32
Article 7.9 Conversion	32
Article 7.10 Compensation	32
Article 7.11 Entry requirements	32
Article 7.12 Extra assessment opportunity	33
Article 7.13 Study costs	33
Article 7.14 Internationalisation	33
Article 7.15 External experts	33
Article 7.16 Fast track	33
Chapter 8 Fine Art	34
Article 8.1 Profile	34
Article 8.2 Dual Degree	34
Article 8.3 Curriculum (education programme) propaedeutic phase	34
Article 8.4 Curriculum main phase	34
Article 8.5 Workplace requirement	35
Article 8.6 Internship	35
Article 8.7 Graduation	35
Article 8.8 Honours programme	36
Article 8.9 Conversion	36
Article 8.10 Compensation	36
Article 8.11 Entry requirements	36

Article 8.12 Extra assessment opportunity	36
Article 8.13 Study costs	36
Article 8.14 Internationalisation	37
Article 8.15 External experts	37
Article 8.16 Fast track	37
Chapter 9 Design	38
Article 9.1 Profile	38
Article 9.2 Dual Degree	38
Article 9.3 Curriculum (education programme) propaedeutic phase	38
Article 9.4 Curriculum main phase	38
Article 9.5 Workplace requirement	39
Article 9.6 Internship	39
Article 9.7 Graduation	39
Article 9.8 Honours programme	40
Article 9.9 Conversion	40
Article 9.10 Compensation	40
Article 9.11 Entry requirements	40
Article 9.12 Extra assessment opportunity	40
Article 9.13 Study costs	40
Article 9.14 Internationalisation	41
Article 9.15 External experts	41
Article 9.16 Fast track	41
Chapter 10 The Dual Degree programme	42
Article 10.1 Profile	42
Article 10.2 Specific Dual Degree information	42
Article 10.3 Curriculum (education programme) propaedeutic phase	42
Article 10.4 Curriculum main phase	43
Article 10.5 Workplace requirement	43
Article 10.6 Internship	43
Article 10.7 Graduation	43
Article 10.8 Honours programme	44
Article 10.9 Conversion	44
Article 10.10 Compensation	44
Article 10.11 Entry requirements	44
Article 10.12 Extra assessment opportunity	45
Article 10.13 Study costs	45
Article 10.14 Internationalisation	45
Article 10.15 External experts	45

Article 10.16 Fast track	45
Chapter 11 Leisure and Events Management	46
Article 11.1 Profile	46
Article 11.2 Study programme-specific information	46
Article 11.3 Curriculum (education programme) propaedeutic phase	46
Article 11.4 Curriculum main phase	47
Article 11.5 Workplace requirement	47
Article 11.6 Internship	47
Article 11.7 Graduation	48
Article 11.8 Honours programme	48
Article 11.9 Conversion	48
Article 11.10 Compensation	48
Article 11.11 Entry requirements	48
Article 11.12 Extra assessment opportunity	49
Article 11.13 Study costs	49
Article 11.14 Internationalisation	49
Article 11.15 External experts	49
Article 11.16 Fast track	50
PART 2: Rights and obligations	51
Chapter 1 Behaviour and effect	52
Article 1.1 Conduct and integrity	52
Article 1.2 House rules and disciplinary measures	52
Chapter 2 Rights	53
Article 2.1 Right to education	53
Article 2.2 Right to support and guidance	53
Article 2.3 Right to facilities	53
Article 2.4 Right to legal protection	53
Article 2.5 Right to privacy	54
Article 2.6 Intellectual property rights	54
Article 2.7 Right to participatory decision-making	54
Chapter 3 Obligations	55
Article 3.1 Obligations	55
APPENDICES	56
Appendix 1 Glossary	57
Appendix 2 Code of Conduct and Integrity	61

Appendix 3 Conduct and Measures Regulations	65
Appendix 4 Rules and Guidelines of the Exam Board	67
Appendix 5 Assessments Regulations	82
Appendix 6 Implementing Regulations for the Financial Support of Students	84
Appendix 7 Reviews / results	91
Appendix 8 Grading table	93
Appendix 9 Study Recommendation Regulations	94
Appendix 10 Curriculum Fine Art and Design Teacher Training fulltime 22-23	97
Appendix 11 Curriculum Fine Art and Design Teacher Training parttime 22-23	102
Appendix 12 Curriculum Fine Art and Design fulltime 22-23	107
Appendix 13 Study Plan WdKA-EUC 2022-2023	112
Appendix 14 Study Plan WdKA-EUC irregular track_1yearEUC	113
Appendix 15 Study Plan WdKA-EUC irregular track_1yearWdKA	114
Appendix 16 Study Plan WdKA-IBACS 2022-2023	115
Appendix 17 Study Plan WdKA-IBACS irregular track_1yearIBACS	116
Appendix 18 Study Plan WdKA-IBACS irregular track_1yearWdKA	117
Appendix 19 Transferring programme from AD Arts and Crafts 22-23	118
Appendix 20 Curriculum Leisure and Events Management 2022-2023	121
Appendix 21 Grading 2022	123

Introduction

With 40,000 students and almost 4,000 employees, Rotterdam University of Applied Sciences is a world in itself. We are a community in which we have made agreements about how education is structured and how we treat each other. There are legal guidelines for this, as defined by law (Higher Education and Research Act), but also guidelines that we have drawn up together. Guidelines that offer support and security and provide clarity on what we can and cannot expect not only from the university of applied sciences, but also from the students.

The law states that the student must be given adequate and clear information about the study programme. It's not only important to have the correct information about the study programme, but also to be familiar with the rights and obligations that are part of studying at Rotterdam University of Applied Sciences. We assume that everyone is familiar with the contents of this handbook and acts accordingly.

Many (house) rules, rights and obligations are described in this Student Handbook. Although topics such as culture, safety and integrity are not explicitly mentioned, the provisions in this student handbook reflect these standards that are highly valued by the university of applied sciences. In addition, it determines who is responsible for the implementation of these (house) rules, rights, and obligations, such as the Exam Board that guarantees the exit level, the management that oversees the day-to-day operations of the organisation and the Executive Board that administers the entire organisation. Tasks are mandated to the deans of the departments and institutes.

Many matters are described but there will always be exceptions that require a customised approach for a student. It depends on the subject whether this will involve the Exam Board, the dean of the institute or the Executive Board. These are the competent authorities to address any issues.

This Student Handbook contains not only the Education and Examination Regulations (OER), but also the Student Statute. This Student Handbook consists of two parts:

1. Education and Examinations: this contains information tailored to the student at that specific institute and study programme. Information on the content of the study programme and the corresponding examinations.
2. All other rights and obligations of the student, such as rules concerning how we treat each other at Rotterdam University of Applied Sciences and what we may expect from each other.

The texts in the handbook that relate to (the entire) Rotterdam University of Applied Sciences were adopted by the Executive Board (CVB) on March 28, 2022 after obtaining advice/consent from the Central Representative Board (CMR). The texts in the handbook that relate to the study programme/institute, in addition to the institutional texts, have been determined by the dean of Willem de Kooning Academie on June 30, 2022 after receiving advice/consent from/by the Institute Representative Board (IMR) and the Programme Advisory Committee(s) (OC).

Rotterdam University of Applied Sciences

The Executive Board

PART 1: Education and examinations

Chapter 1 General provisions

Article 1.1 Scope of the Student Handbook

1. This Student Handbook applies to the bachelor and associate degree study programmes of the Willem de Kooning Academie in the study year 2022–2023. In the event of differences of interpretation between the English and Dutch texts, the Dutch text prevails.
2. If anything changes during the study year that affects the content of this handbook, the text in the handbook will be adjusted. This will also happen when the Executive Board makes decisions that affect the contents of this handbook.
3. In some parts of the handbook, we refer to a course guideline or course description. That course guideline or description is part of the Student Handbook. The study programme will ensure that the final version of the course guideline or description is available in a timely manner. In case of a conflict between the text of a course guideline or description and the Student Handbook, the text of the Student Handbook shall prevail.
4. In this handbook, the term "student" also includes the external student ('extraneus') as far as the text is applicable to him. This does not apply to the provisions on education and study career coaching. The external student is allowed to take examinations/assessments but cannot attend courses or take classes.
5. To make it easier to read, the text was written in the masculine form. Wherever the text refers to 'he', this can also mean 'she' or 'they'.

Article 1.2 Information services

1. Upon enrolment, the student will receive an individual e-mail address from Rotterdam University of Applied Sciences. The university of applied sciences communicates with the student via this e-mail address. We therefore assume that the student checks the university of applied sciences' e-mail regularly. The university of applied sciences may also send communications to the home address or to the student's private e-mail address; it will use the contact information from Studielink for this purpose.
2. A lot of information about the institute, the study programme or the university of applied sciences can be found on Hint, the university's intranet. We refer regularly to Hint in this handbook.

Tip: make sure that any changes to your address, e-mail and telephone information are immediately and correctly updated in Studielink. This allows us to always reach you.

Article 1.3 Dean of the institute

1. The Executive Board has several authorities based on the law to carry out tasks within the institute. The institute's dean executes these on behalf of the Executive Board.

Article 1.4 Exam Board

1. The Exam Board is responsible for ensuring the quality of assessments and examinations. It does so in an objective and expert manner.
 2. The Exam Board assesses whether the graduate has achieved the required exit level and handles requests, for example, for exemptions or for an extra opportunity for a (partial) assessment. The student submits such requests via Osiris Case.
 3. Additional rules about the tasks and authority of the Exam Board and the execution of these tasks can be found in the Rules and Guidelines of the Exam Boards (appendix 4).
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Article 1.5 Hardship clause and unforeseen circumstances

1. In cases where the application of this handbook would result in significant unfairness, the Exam Board will decide, except in cases that are covered by the responsibility of the Executive Board or the institute's dean.
2. In cases where this handbook does not provide, the Executive Board will decide, except in cases that are covered by the responsibility of the institute's dean.

Tip: the hardship clause allows for an exception in a case where the application of the rule in the Student Handbook would result in an unreasonable consequence.

Chapter 2 The institute Willem de Kooning Academy

Article 2.1 Vision of the institute

1. The Willem de Kooning Academy strives for high-quality, relevant and inclusive professional art education and trains artists, designers, teachers and producers. It does so in a strong relation to social (social, technological, informational) developments and issues.
2. The primary objective of the Willem de Kooning Academy's education programme is to train students at higher professional education level and to provide them with the appropriate knowledge, skills and attitude so that they can enter and make a relevant contribution to their chosen profession, and so that they are able to present themselves as competent, driven and innovative professionals.
3. The education starts from a strong emphasis on the development of the students' own talents and interests. In the following phase(s), the students profile themselves by means of artistic research (practice research), programmatic choices and the design and realisation of works, products or services relevant to the chosen profession and their own positioning in it.

Article 2.2 Study programmes (offer)

2.2.1 Educational programmes

1. The institute Willem de Kooning Academie offers the following programmes:
 - a. bachelor programme Fine Art and Design Teachers Training (fulltime/parttime) degree: Bachelor of Education (BEd), isatcode 39100;
 - b. bachelor programme Fine Art (fulltime) degree: Bachelor of Arts (BA), isatcode 39110 with two majors:
 - i. Fine Art;
 - ii. Photography.
 - c. bachelor programme Design (fulltime) degree: Bachelor of Arts (BA), isatcode 39111 with the following 9 majors:
 - i. Advertising;
 - ii. Animation;
 - iii. Audiovisual Design;
 - iv. Graphic Design;
 - v. Illustration;
 - vi. Spatial Design;
 - vii. Transformation Design;
 - viii. Fashion;
 - ix. Product Design.
 - d. bachelor programme Leisure & Events Management (fulltime) degree: Bachelor of Arts (BA) isatcode 35521;
 - e. master programme Master of Arts in Fine Art & Design (fulltime) degree: Master of Arts (MA) isatcode 49114 with the following study paths:
 - i. Fine Art;
 - ii. Experimental Publishing;
 - iii. Lens-Based Media.
 - f. master programme Education in Arts (parttime) degree: Master of Education (MEd) isatcode 49117
 - g. master programme Interior Architecture (fulltime) degree: Master of Arts (MA) isatcode 44760
 - h. master programme Master Design (parttime) degree: Master of Arts (MA) isatcode 49098

2. For more information about the specific regulations concerning the master's programmes, please refer to the Hogeschoolgids voor de Master programmes from the Willem de Kooning Academie.

2.2.2 Dual Degree Rotterdam Arts & Sciences Lab (RASL) in cooperation with EUR and Codarts

1. A Dual Degree programme is offered within the Autonomous Fine Arts and Design study programmes, which enables students to follow the programme of Erasmus University College (EUC) or the International Bachelor Arts and Culture studies (IBACS) of Erasmus University Rotterdam (EUR) in addition to the WdKA Bachelor's programme, and to obtain two degrees in five years by exchanging programme components between programmes.

2.2.3 Teaching and learning programme

1. Within the WdKA institute, the term 'course unit' is used to refer to a course, module, project, internship, elective, etc. A course unit may consist of one or more parts. The study content can be found in the teaching and learning programme.
2. The curriculum provides a description of the content of the course units. The study programme provides at least the following information per study period:
 - a. the nature and content of the component;
 - b. the study load in credits;
 - c. the relevant competences;
 - d. the learning objectives;
 - e. the assessment criteria.
3. The learning programme gives a description of the organisation and implementation of the course or project by the educational team, within the framework of the learning programme and includes:
 - a. the assignments;
 - b. the planning;
 - c. the teaching method(s);
 - d. the assessment form(s);
 - e. other things the student needs to know in order to follow the education programme.
4. The study programme publishes the curriculum prior to the start of the academic year and the course programme prior to the relevant education period. It makes the education and course materials available to students via 2223.mywdka.nl or Kies op Maat for an external minor.

Article 2.3 Language of instruction

1. The language of instruction of the Bachelor's programme and Leisure & Events Management and Fine Arts and Design Teacher Training is Dutch. In cases where non-Dutch speaking (guest) teachers, exchange students, external experts and/or examiners are involved, this will be taken into account and the language of instruction will be English.
2. The language of instruction for the Bachelor's programmes in Fine Arts and Design is English. The international character of professional art education ensures that all study components of the curriculum are offered in English, if non-Dutch-speaking students participate, or if the study component is supervised by a foreign (guest) teacher. This will almost always be the case. Assessment of the study components is accepted in both languages.
3. The Willem de Kooning Academy will profile itself as an international art academy with an international composition of its student and teacher population. This will contribute to better knowledge sharing and better access to the international employment market of the creative industry.

Article 2.4 Annual planning

1. In principle, each study programme of Rotterdam University of Applied Sciences offers a curriculum of 1680 study hours per study year. The study year of Rotterdam University of Applied Sciences starts on 1 September and ends on 31 August.
 2. The complete timetable of the University of Applied Sciences can be found on HINT. The WdKA
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institute- and study programme-specific annual timetable (the academic calendar) is available on 2223.mywdka.nl published under 'my education'.

3. In accordance with the annual agenda, the schedule and the lesson or project agenda of the study component concerned, the student must attend the educational programme and keep appointments. Participation in the programmes or projects offered may form part of the assessment.

Chapter 3 Study

Article 3.1 Credits and study load

1. Each study programme offers a 'feasible curriculum'. The curriculum applies to students who complete their studies in 2 years (associate degree) or 4 years (bachelor). The curriculum schedule provides an overview of the structure of the study programme per study year, the courses, the study load per course and the assessment form.
2. The study load is expressed in credits (EC). This is the number of clock hours that the student spends to complete a course or obtain a certificate, under normal circumstances. One credit (1 EC) represents 28 study hours, including independent learning.
3. The study load for a study year of a full-time/dual-track study programme is sixty credits.
4. A course is at least one credit. After passing the assessment, the student receives the number of credits equal to the study load of the course.
5. The course description contains at least the following:
 - a. learning outcomes
 - b. place and alignment (structure) within the curriculum;
 - c. examination;
 - d. assessment.

Tip: via Osiris Student you can request a study progress overview (SPO) at any time to check if the obtained credits have been processed correctly. If you suspect that something is incorrect, please contact the Administration Office of your study programme immediately.

Tip: we want you to successfully complete your study programme. Sometimes this requires additional support. Within the institute of your study programme, you can contact the study career coach (SLC), student counsellor, study programme advisor, peer coach or confidential counsellor. There are various programmes within the university of applied sciences that can [support you during your studies](#).

Article 3.2 Study progress and student welfare

1. Rotterdam University of Applied Sciences offers students study career coaching during their study programme and monitors their study progress. This enables us to provide optimal support to students during their studies, such as guide them in choices offered by the study programme and help them to successfully complete their study programme. Within their study programme, students can contact study career coach of the programme.
2. If there are special circumstances (such as a [functional impairment, disability](#)) that may affect the study results, the student should contact the student counsellor and study career coach of the programme as soon as possible. If necessary, the Exam Board will give the student the opportunity to take the (partial) assessments in a way that accommodates for the student's disability.
3. The student can also contact the [student welfare employees](#). These are student counsellors, student welfare advisors and peer coaches. They are there to help the students learn and improve their study skills and support, advise, inform, and counsel on welfare issues. Our goal is for the student to successfully complete their studies in the best possible health.
4. The student counsellor helps the student with issues that are not directly related to the study programme itself, but which do affect the study progress and the student's wellness.
5. In each study phase, study career coaching (SCC) takes place, focusing on the study progress, the student's learning process, the acquisition of professional competences, study choices and career preparation. The study career coach is the one who, if necessary, refers the student to other institutions or persons who can also offer individual study guidance, for example the student dean or a PAL (Peer Assisted Learning coach). Within the study career coaching, the student also works on the composition of the different assessment portfolios that are required during the study. Within the Leisure and Event Management programme, the study career coach is referred to as PRO coach.

6. Information on SCC, PRO-coach and PALs is available at 2223.wdka.nl/my_position

Tip: if you think your studies are going to be delayed, it's important to report this to your study career coach in a timely manner. You will then discuss what is causing the study delay and what help and/or support is needed.

Article 3.3 Urgent Study Recommendation

1. The institute's dean will give the student an urgent study recommendation at the end of the first year of enrolment (no later than 31 August) for the propaedeutic phase of a bachelor's programme or the first study year for an associate degree programme. This recommendation may be positive or negative. Students who participate in the 'learning outcomes experiment' will receive the study recommendation no later than at the end of the second year of enrolment.
2. Students will receive a positive study recommendation if they have met the study progress standard. The study progress standard is 48 credits, except for the Marketing (60 credits), Entrepreneurship and Retail Management (60 credits) and Industrial Design Engineering (52 credits) study programmes. When issuing the study recommendation, only the credits of the first-year curriculum apply. More information on the study recommendation can be found in the study programme chapter.
3. Students will receive a negative study recommendation if they have not met the study progress standard. In that case, the student will be urgently advised to discontinue the study programme (or a study programme variant thereof). The student will be deemed unsuitable to successfully complete his study programme at Rotterdam University of Applied Sciences. The student may continue with the study programme.
4. When issuing the urgent study recommendation, the student's personal circumstances are taken into account if there is a causal connection between those circumstances and the failure to achieve the study progress standard. It does occur that a student does not meet the study progress standard due to personal circumstances. In this case, the institute's dean may decide to postpone the study recommendation until the next year of enrolment. In the next year of enrolment, previously acquired credits will not count towards the achievement of the study progress standard. The institute's dean shall inform the student of the requirements he needs to fulfil in order to receive a positive study recommendation after all.
5. The student must report personal circumstances to the study programme and the student counsellor in a timely manner: immediately after these circumstances have arisen. In that case the institute's dean may decide not to issue the recommendation for that study year yet.
6. If a student terminates enrolment via Studielink during the study year, he will not receive a study recommendation. In any subsequent year of enrolment, the study recommendation rules laid down for that study year shall apply.
7. More information about the binding study recommendation can be found in the [Study Recommendation Regulations](#) and on [Hint](#).

Article 3.4 Progression/transferring from an AD to a Bachelor

1. Students who have successfully completed the **Associate degree program in Arts and Crafts** are admitted to a transfer program within the Design programme. The size of the transition program depends on the student's chosen field of study within the Associate degree program and the major chosen by the student.
 2. Students enrolled in a major that is 'closely related' to the major they have completed within the Associate degree, will complete a transition program with a credit load of 120 credits.
 3. Students who enrol in a major that is 'related' to the program they completed within the Associate degree, complete a transfer program with a credit load of 150 credits.
 4. The design of the flow-through program is shown in the curriculum outline included in this chapter.
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5. Students enrolled in majors other than those listed above will follow the generic bachelor program. To apply for any exemptions, they are subject to the general provisions.
6. Students who have successfully completed the Associate degree program in Office Management or the Associate degree program in Entrepreneurship program are admitted to a transfer program within the bachelor program Leisure & Events Management. With a transition program there will be a connection to the 3rd year program by means of a program with a size of 150 credits.

<u>Closely related / enrolment possibilities:</u>	
Study path within Ad Arts & Crafts	Major within B Design
Ad Arts & Crafts; Mode	Design; Fashion
Ad Arts & Crafts; Product/Meubel	Design; Product- or Spatial Design
Ad Arts & Crafts; Interieur	Design; Spatial Design

<u>Related / enrolment possibilities:</u>	
Study path within Ad Arts & Crafts	Major within B Design
Ad Arts & Crafts; Sieraad	Design; Fashion / Product Design
Ad Arts & Crafts; Lifestyle	Design; Transformation Design
Ad Arts & Crafts; Packaging	Design; Graphic Design

Article 3.5 Switching study programmes

3.5.1 Transferring within programs

1. Under the conditions set forth below, until April 1 of the academic year in question, it is possible to transfer within the institute from one program variant (full-time, part-time) to another program variant and between programs or fields of study.
2. Transferring to the Fine Arts major is not possible due to the volume limitation applicable to that program. This does not apply to the Photography major which also falls under Autonomous.
3. The procedure to be followed is as follows:
 - a. The suitability of the student has been assessed by the Course leader of the new program or variant and the study career coach of the new and the old program or variant;
 - b. an intake is carried out to determine the extent to which it is possible to retain credits previously obtained retained;
 - c. an individual transition and progress program has been determined by the Course Leader;
 - d. possible deficiencies will be eliminated by means of an individual study program;
 - e. The transfer is recorded on a transfer form that is completed in full and approved by the parties involved.
 - f. transfer form; Management signs the transfer form for approval after it has been checked by the Lifecycle team;
 - g. If exemptions must be applied for, this is done via the regular procedure, If exemptions must be requested, this is done via the regular procedure, whereby only the Examination Board can sign for approval. The student receives the result in writing;

- h. the Course leader of the study from which the student is leaving supervises the transfer process.

3.5.2 Transferring from the bachelor program to the Ad program or vice versa

1. Transfer from the Ad program to the bachelor program and from the bachelor program to the Ad program is possible until February 1 of the academic year under the following conditions:
 - a. The student's motivation and portfolio has been assessed by the Course leader of the new program and the study career coach of the new and old program;
 - b. an individual transition and progress program has been drawn up by the Course leader of the new program and the study career coach of the old program;
 - c. possible deficiencies are eliminated;
 - d. the transition is laid down in a study contract;
 - e. The education manager or departmental lecturer of the study area to which the student is transferring supervises the transfer process.

3.5.3 General information

1. An internal transfer from one programme to another is an internal admission. The advice of the Examination Board is required. Student Service Centre (SCC) then decides.
 2. All information on transferring to a study programme of another institute or changing an enrolment during the academic year can be found in the [reglement inschrijfproces](#).
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Chapter 4 Assessments and examinations

Article 4.1 General provisions

1. The study programme concludes with an examination. A course is concluded with an assessment. If the student has successfully passed all assessments, the examination is passed.
2. Examiners administer (partial) assessments and examinations and assess (partial) assessments and examinations.
3. One assessment can consist of several partial assessments. No compensation is allowed between the results of partial assessments, unless stated otherwise in the course guideline.
4. In principle, a second assessment opportunity is offered for each assessment within a reasonable time frame. The exact arrangement is stated in the study programme chapter.
5. The curriculum schedule shows for each study year in which education period and in which form the assessments are offered.
6. The time of the (partial) assessment is published no later than 10 working days before the assessment date.
7. Each (partial) assessment is assessed with a result as listed in **appendix Reviews / results (appendix 7)**.

Tip: there are various assessment forms, such as oral, a (group) report, your graduation thesis or a written assessment.

Tip: always check your registration on time and bring a valid ID to the assessment location.

Tip: if your studies are likely to be delayed, you can ask the Exam Board for an extra assessment opportunity in special cases. The Exam Board will then review your specific situation, including matters such as participation in previous assessments.

Tip: check the course description within which reasonable timeframe the resit opportunity will be offered.

Article 4.2 Conditions for participation in assessments

1. The student who wants to participate in a (partial) assessment must comply with the assessment regulations.
 2. The student who has successfully passed a (partial) assessment may not participate in the next (partial) assessment opportunity.
 3. If the student is required to pass one or more assessments to be allowed to participate in another assessment (entry requirement), this will be described in the study programme chapter of this student handbook and in the course guideline.
 4. In the case of a course with compulsory attendance relating to practical exercises (indicated with the abbreviation 'CPE' in the curriculum schedule), it is a condition for the student's participation in assessments that he has complied with the compulsory attendance as described in the course manual.
 5. At Willem de Kooning Academie, the student in a number of pre-announced cases to participate in (partial) assessments.
1. The assessments take place in the form indicated on the curriculum, as part of the *Term* concerned, on the basis of the published and previously discussed learning objectives and assessment criteria that belong to the Term. The study programme assumes active participation in all parts of the teaching and learning programme. The teaching and learning objectives and the assessment criteria of study components may describe activities (such as workshops, guest lectures, presentations, etc.), in which the student must participate in order to be able to

complete the component with a satisfactory assessment.

2. All assessments are graded according to the qualifications listed in the appendix Grading 2022. In addition to these assessments, the student will receive written substantiation and feedback. This applies to all assessments throughout the entire study. On the basis of this, the student can make a realistic assessment of his own position and the continuation of his studies. The assessments of study components and resits are carried out by: the supervising lecturer; the team of lecturers of the study component, whose members supervise the relevant component, whether or not in a team; a separate member of this team, mandated by the team; one or more specially appointed qualified lecturers, who are not part of the teaching team. For a student who has failed an assessment, the feedback from the teaching team shows which learning objectives have been achieved and which have not, and which learning objectives and/or competences still need to be developed.
3. If the result of a study component is still insufficient after resit(s) on the last day of the academic year, the student is required to resit the study component in question in the following academic year, whereby the incompletely achieved learning objectives can be obtained. This may lead to study delay. The lecturer(s) assessing the resit will determine to what extent the student must actively follow study components (again) and will record this on the assessment form for the resit.
4. The WdKA can oblige students to enrol in advance for participation in units of study and for tests, assessments and examinations. In such cases, the study programme will mention this in the description of the education offered for the study component published on mywdka. The student can be excluded from participation in the study component, assessment or examination concerned if the obligation to register has not been fulfilled. No rights can be derived from registering in advance for a course unit with regard to participation. Based on the number of registrations, the available places and the stated preferences of the student, a planning will be made.
5. In addition to the mandatory enrolment, WdKA may oblige the student to deliver or upload documents (e.g. portfolios, papers) in advance, before a specified date and time, which are part of or connected with the assessment. Without this timely delivery or upload, the student will not have access to the examination and the registration will be cancelled.
6. There may be entry requirements for each course unit. Students who do not meet these requirements will not be admitted. Any entry requirements are mentioned in the curriculum of the study programme concerned. For each course unit, the study programme may use an option or selection procedure.

Article 4.3 Public access to oral assessments

1. Oral (partial) assessments are not public.

Article 4.4 Awarding credits

1. The student will receive the credits associated with the course if he:
 - a. has passed the assessment with a satisfactory result in accordance with the pass mark as included in the course guideline, or;
 - b. is entitled to study credits for an assessment with unsatisfactory result on the basis of a compensation scheme (as stated in the study programme's chapter), or;
 - c. has been granted an exemption by the Exam Board.

Tip: if a temporary provision is granted, you can take part in the assessments with reservations. With reservations means that the result will not (yet) be awarded until a decision has been made.

Article 4.5 Publication of the results

1. The student will receive the result via Osiris no later than 15 working days after taking the (partial) assessment, except if the Exam Board is investigating suspected fraud. If the next assessment

opportunity is sooner, the student will receive the result at least five working days before that assessment opportunity.

2. The Exam Board can correct a mistake in Osiris. This is possible up to two months after publishing the result of the (partial) assessment. After that period, correction is no longer possible, and the student is entitled to the result that is recorded in Osiris.

Tip: if you disagree with a grade that has been awarded and recorded in Osiris, contact the examiner. If there are still objections to the assessment, you can file an appeal with the Examination Appeals Board (EAB) via the Complaints & Disputes Office. Please note that the EAB will not evaluate the content of the completed assessment or the assessment taken. The Board can only evaluate if the assessment was conducted properly.

Article 4.6 Review

1. The student has the right to review the (partial) assessment. The review takes place (digital or not) at a time that allows the student to sufficiently prepare for the next assessment opportunity.
2. The student can make an appointment with the examiner for review at a different time. This is only possible if the student can demonstrate that, according to the examiner, there is a good reason for not being able to be present at the scheduled review.

Tip: you can contact the examiner concerned and indicate that you would like to review your assessment to gain insight into what the mistakes and difficulties were and to receive explanation and feedback. If you wish to resit, it is useful to ask for specific feedback about what you should focus on in preparation for the resit (via learning objectives, literature/chapters, readers, slides, etc.).

Article 4.7 Validity of study results

1. The study results are valid for at least five years and can only expire after that period if the knowledge, skill, or insight regarding the educational unit has demonstrably become outdated.

Article 4.8 Exemptions and recognition of acquired competencies (EVC)

1. If the student has relevant previously acquired knowledge, insight and skills that correspond with the learning objectives of a course from their exam programme, the Exam Board may exempt the student from taking the assessment. The student submits a request for exemption via Osiris Case. The Exam Board can grant an exemption on the following basis:
 - a. possession of a record, diploma, certificate, or other evidence (EVC-statement) of an equivalent level which proves that the student has fulfilled all the requirements of the course in question, either at the university of applied sciences, or another educational institution.
 - b. results obtained elsewhere.
2. The student will not be granted exemption from a partial assessment.
3. For Bachelor programmes, the total number of exemptions to be granted, expressed in credits, amounts to a maximum of 180 for enrolment in the propaedeutic phase of the programme and a maximum of 120 for intake in the main phase.
4. For associate degree study programmes, the total number of exemptions that can be granted is 60 credits.
5. More information on exemptions can be found in the Rules and Guidelines of the Exam Boards (appendix).

Article 4.9 Final exam

1. The examination is successfully passed when all assessments of the courses that are part of the study programme have been successfully passed. As proof of this, the Exam Board will award a certificate. This applies to both the propaedeutic examination of a Bachelor programme and the final exam (of the entire Bachelor or associate degree study programme). More information can be found in the Rules and Guidelines of the Exam Boards.
2. The Exam Board may determine that a final research project is part of the examination.
3. The associate degree study programme does not have a propaedeutic year and thus no propaedeutic examination either.
4. The Exam Board does not award a certificate based on exemptions alone.
5. The Executive Board grants the following degree and distinction to the student who has successfully completed:
 - a. bachelor programme Fine Art and Design Teacher Training: Bachelor of Education (BEd);
 - b. bachelor programme Fine Art: Bachelor of Arts (BA);
 - c. bachelor programme Design: Bachelor of Arts (BA);
 - d. bachelor programme Leisure & Events Management: Bachelor of Arts (BA)
6. A student who has not yet passed all assessments can ask the Exam Board for a statement affirming which assessments have been passed. At Willem de Kooning Academy this is mandated to the educational support office, where the student can request an authenticated study progress overview.

Tip: the official graduation date is the day the Exam Board determines that you have obtained all the required credits.

Tip: report your discontinuation of the study programme in Studielink, for example after graduation. Cancel your public transport card (OV chip card) and check whether you are entitled to a tuition fee refund. See [Regulations for the enrolment process](#).

Article 4.10 (Summa) cum laude

1. The Exam Board establishes (judicium) for both the propaedeutic examination and the final exam whether the student has passed cum laude or summa cum laude. If the student fulfils all the conditions for one of these distinctions, it will be stated on the certificate.
2. To be eligible for (summa) cum laude, the student must meet the following conditions:
 - a. the weighted average of the results obtained by the student for all courses that are part of the curriculum are at least:
 - a. 8.00 for the cum laude distinction;
 - b. 9.00 for the summa cum laude distinction, and
 - b. the student has obtained at least the following assessment for all courses that are part of the curriculum:
 - a. 7.00 or the alphanumeric equivalent for the cum laude distinction;
 - b. 8.00 or the alphanumeric equivalent for the summa cum laude distinction, and
 - c. all components of the graduating programme have been assessed with:
 - a. at least an 8.50 for the cum laude distinction;
 - b. at least a 9.00 for the summa cum laude distinction, and
 - d. the student has been granted exemptions for less than half of the curriculum, and;
 - e. the student has completed the study in no more than the nominal study duration plus one year of study, and;
 - f. the Exam Board has never determined any fraud committed by the student.
3. The conditions under 2c and 2e are no conditions for the propaedeutic examination.
4. The study programme Fine Art and the study programme Design have an alternative arrangement. To be eligible for cum laude in these programmes, the student must fulfil the following conditions:
 - a. the student has passed all study components and competency assessments at the time of the with the exception of Research Project ~OND4* (7 EC) and Practice Project ~EIND4* (7 EC);
 - b. the student has passed competency assessment 4 (14 EC) with Q (Qualified) student has

- thus qualified for the professional practice and further study at master level;
- c. the student has obtained for at least 3 out of the 4 below-mentioned components of the graduation programme listed below: Pass with merit.
 - a. Minor Research Project (13 EC);
 - b. Minor Practice Project (13 EC);
 - c. Research Project ~OND4* (7 EC);
 - d. Practice Project ~E|ND4* (7 EC).
 - d. the student has been granted exemptions for less than half of the curriculum, and;
 - e. the student has completed the study in no more than the nominal study duration plus one year of study, and;
 - f. the Exam Board has never determined any fraud committed by the student.
1. The Exam Board establishes (judicium) for both the propaedeutic examination and the final exam whether the student has passed cum laude or summa cum laude. If the student fulfils all the conditions for one of these distinctions, it will be stated on the certificate.
 2. To be eligible for (summa) cum laude, the student must meet the following conditions:
 - a. the weighted average of the results obtained by the student for all courses that are part of the curriculum are at least:
 - a. 8.0 for the cum laude distinction;
 - b. 9.0 for the summa cum laude distinction, and
 - b. the student has obtained at least the following assessment for all courses that are part of the curriculum:
 - a. 7.0 or the alphanumeric equivalent for the cum laude distinction;
 - b. 8.0 or the alphanumeric equivalent for the summa cum laude distinction, and
 - c. all components of the graduating programme have been assessed with:
 - a. at least an 8.5 for the cum laude distinction;
 - b. at least a 9.0 for the summa cum laude distinction, and
 - d. the student has been granted exemptions for less than half of the curriculum, and;
 - e. the student has completed the study in no more than the nominal study duration plus one year of study, and;
 - f. the Exam Board has never determined any fraud committed by the student.
 3. The conditions under 2c and 2e are no conditions for the propaedeutic examination. The first-year certificate must be obtained in one study year.
 4. The study programme Fine Art and the study programme Design have an alternative arrangement.

Article 4.11 Fraud and irregularities

1. The Exam Board determines if there has been a fraud or an irregularity.
2. Fraud is defined as conscious or unconscious acts, omissions, attempts or instigations to behave in a way that makes it completely or partly impossible to correctly and honestly assess someone's knowledge, insight, skills or (professional) attitude. Plagiarism is a form of fraud.
3. An irregularity occurs when a (partial) assessment does not take place in accordance with the Regulations for examinations and no proper assessment can be made of the student's acquired knowledge, insight, and skills.
4. If the Exam Board determines that fraud or an irregularity has taken place, it may impose the following sanction(s):
 - a. warning;
 - b. void the result of the assessment in question;
 - c. enter the result of fraud for the assessment in question;
 - d. exclude the student from participation in upcoming assessments;
5. In case of serious fraud, the Exam Board can submit a request to the Executive Board to permanently de-register the student from the study programme.
6. All provisions on fraud and irregularities can be found in the Rules and Guidelines of the Exam Boards (appendix).

Article 4.12 Invalidation of (partial) assessments

1. The Exam Board can declare a (partial) assessment invalid if, in the reasonable opinion of the Exam Board, it seriously impedes the formation of a correct assessment of the acquired knowledge, insight and skills in all or in a significant number of the students. This may be the case in the following situations:
 - a. a general technical interruption or failure;
 - b. suspicions of large-scale fraud;
 - c. unforeseen circumstances;
 - d. insufficient quality of the (partial) assessment.
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Chapter 5 Other education-related information

Article 5.1 Electives and minors

1. During the study programme, the student completes 12 elective credits in a full-time and dual-track Bachelor programme and 6 elective credits in an associate degree study programme. At least 2 credits are offered in the first year of study. There is a choice from a wide range of courses across the university of applied sciences/the institute/the programme. More information is available on [Hint](#).
2. The student chooses from the options within the requirements determined by the Executive Board. To take an elective, the student must check the requirements of their own study programme for including an elective in the exam programme.
3. All Bachelor programmes at Rotterdam University of Applied Sciences include a minor. For full-time and dual-track Bachelor programmes, the minor consists of 30 credits. The minor is included in the curriculum schedule. More information is available on [Hint](#).

5.1.1 Other conditions concerning minors

1. The two-year variant of the part-time DBKV programme does not have a minor.
2. It is not possible to follow a Minor programme at an institute abroad.
3. For minors from the 'Kies op Maat' (KOM) programme, the student submits a request to the Examination Board using the KOM request form.
4. For other minors (not KOM) at an institute for higher education, the student makes a request through a documented application to the Examination Board. The documentation demonstrates that it concerns a coherent programme of 30 credits that integrates research and practice at fourth-year level and prepares for a research-based graduation project.
5. All participants of the minor outside the WdKA must make arrangements with the Practice leader of the future graduating practice about the continuation of the study upon their return, prior to the start of the minor.

5.1.2 The Plus Plan and the WdKA elective programme in the Plus Weeks

1. If there are study components to be retaken, the student will work on them during this period in the framework of the Plus Plan, guided by the lecturer(s) of the original study component.
2. Other students carry out their own in-depth, design or making (Station) research of their choice in self-study within the framework of the Plus Plan and/or prepare for the coming study phase or assessment, guided by (coaching) tutor from the Major of Practice.
3. During the Plus Weeks, students can enrol in the WdKA electives, accompanied by lecturers of the electives. Students can only register once for the same elective.
4. Before the start of the Plus Weeks, the student formulates the learning objectives, depending on the contents of the Plus Plan.
5. Assessment of the various components is carried out by the relevant supervising lecturers. In the case of the self-study projects (Plus projects), the extent to which the student has been able to carry out the Plus plan will be taken into account in the assessment, as well as any criteria the student mentions in the plan itself as being possible elements of the assessment. More information on the Plus Weeks and the elective programme / Electives can be found via this link at.wdka.nl/plus
6. For elective modules outside the WdKA, the university-wide elective education, the student enrolls via Osiris Student. More information is available on [Hint](https://hint.hr.nl/nl/HR/Studie/keuzes-in-je-studie/Keuzecursussen/) <https://hint.hr.nl/nl/HR/Studie/keuzes-in-je-studie/Keuzecursussen/>

Article 5.2 Evaluation of education

1. The Dean of the institute shall evaluate the education and regularly assess the curriculum.
 2. The Dean will inform the Institute Representative Board and the Programme Advisory Committees on how and with what frequency the curriculum components are evaluated.
 3. The Dean will inform the Programme Advisory Committees of the results of the evaluation, the intended modifications as a result thereof and the effect of actual modifications.
 4. Each major program has its own Student Advisory Panel (SAP), consisting of at least two students per academic year. Students of the SAP evaluate the program or course of study, the education, the facilities and all other aspects of a program at the Willem de Kooning Academy. Leisure & Events Management (LEM) has a class representative (KV) per class.
 5. Leisure & Events Management (LEM) has a class representative (KV) for each class.
 6. Each SAP meets with the Course leader(s) and tutor(s) during the Drive and Development weeks (in the Major terms) to evaluate the ongoing Term. Additional meetings can be scheduled if necessary.
 7. Per Term, the LEM KVs meet with the annual coordinator and a quality assurance officer to evaluate the Term.
 8. The SAP members prepare the meetings by surveying the opinions and experiences of their classmates and feedback the results of the discussions to their peers in major of practice.
 9. The KVs prepare the meetings by collecting the opinions and experiences of their peers through an online survey. After the meeting, they feedback the results of the discussions to their peers.
 10. The Practice Terms are evaluated by means of an online survey at the end of the Term.
 11. At the end of the academic year, an anonymous online survey is sent out by the quality assurance staff among all students of the Bachelor's programmes. The results of the online survey are shared with the institute's management, programme managers, senior lecturers, practice coordinators and evaluation bodies. Details of the implementation are recorded on the 'Student Voice' page on MyWdKA.
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Chapter 6 Organisation of the education

Article 6.1 Organisation

1. The University of Applied Sciences is governed by the Executive Board (CVB). The Supervisory Board (RVT) supervises the policies of the Executive Board and the entire operations of Rotterdam University of Applied Sciences as a whole. Rotterdam University of Applied Sciences is divided into institutes, each with their own management. Each study programme falls under an institute.
2. The institute's management is responsible for education, staff, resources, and facilities. The course director is responsible for the day-to-day operations of a study programme.

Article 6.2 Exam Board

1. Each institute has one examination committee. The examination committee appoints the examiners after nomination by the education managers.
2. Requests to the board of examiners go to ExamenCommissie-WDKA@hr.nl. More information on the board of examiners can be found on mywdka, see board of examiners protocol. [Examination Board » MyWdKA Support](#)
3. The board of examiners shall assess applications for exemptions for units of study on the basis of demonstrable knowledge and skills acquired in the past. The board of examiners will always first have the application examined by the examiner of the course unit for which the exemption is requested. The student applies for the exemption to the board of examiners by means of the appropriate application form for exemptions. This form must be completed in full and be accompanied by relevant documentation, evidence and the examiner's signature.

Article 6.3 Administration office

1. The Administration Office provides administrative and organisational support for the study programmes. For questions, the student can go to the information desk on the first floor of the Wijnhaven (*please take note of opening hours*). The Administration Office can also be reached via telephone number 010-7944631, via e-mail wdka.informationdesk@hr.nl.
2. Operations within the WdKA supports the (prospective) students, faculty, the educational management of the WdKA. The Teams Service & Help, Admission, Communication & Recruitment, Lifecycle, Planning & Organization provide the daily support at the relevant points. These include the information desk, admissions, committee support, tours, (online) open days, trial studies study progress, internships, graduation ceremonies, assessments and exams, elective courses, planning & reservations, mywdka, website, internal and external communication, recruitment, WdKA Shop & Rental (equipment lending), finances, human resources and quality assurance. More information on operations can be found at mywdka.nl via at.wdka.nl/support. For all first-line questions, students, faculty and staff can contact the Information Desk at wdka.informationdesk@hr.nl.

Article 6.4 Student Affairs

1. Study career coaches are there to assist the student with any questions about study (success), rules and procedures, personal circumstances. Study career coaches are often the contact point for a student with a [functional impairment, disability](#).
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Article 6.5 Advisory council

1. The university of applied sciences has the Central Representative Board (CMR) at a central level. At the institute level, there are also the Institute Representatives Board (IMR) and Programme Advisory Committees (OC).
2. The Central Representative Board and Institute Representatives Boards are involved in strategic (policy) issues such as budgets, policy decisions and objectives, the programme advisory committees are involved in structuring the education of the study programmes.
3. The three advisory councils have powers that are defined in the regulations. All regulations are available on [Hint](#).
4. For more information about the Student Works Council (IMR) from the WdKA [Works Council » MyWdKA Support](#)
5. Information about the Programme Advisory Board [Programme Advisory Board » MyWdKA Support](#)

Tip: In an advisory council, students and employees exercise the right to participate; this is a formal, legal, and democratic right. Elections are held once a year and you can run as a candidate for a seat on one of the advisory councils. If vacancies occur, interim elections will be held. Would you like to participate in the development and decision-making of the Rotterdam University of Applied Sciences?

Chapter 7 Fine Art and Design Teacher training

Article 7.1 Profile

7.1.1 General

The Fine Art & Design Teacher Training bachelor programme complies with competencies defined on a national level in the education programme profile for Fine Art & Design Teacher Training programmes ('Opleidingsprofiel Docent Beeldende Kunst en Vormgeving'). The education programme gives concrete shape to the competencies as an integral aspect of the curriculum. The education programme applies the knowledge base defined on a national level for Fine Art & Design Teacher Training programmes. These specified final qualifications play a key role in determining the learning process and providing direction to the tutors. The course curricula and the learning goals are derived from the programme curriculum. Both may be consulted on the intranet.

1. **Artistic competency;** The art educator is able to realise artistic processes and products based upon a coherent artistic vision, thus inspiring and guiding individual learners and groups of learners in their own artistic development.
2. **Pedagogical and didactical competency;** The art educator disposes of a broad range of pedagogical and didactical knowledge and skills, enabling them to generate safe and powerful learning environments for individual learners and groups of learners.
3. **Interpersonal competency;** The art educator disposes of a broad range of communicative knowledge and skills, thus generating, as an ambassador for the arts, effective interactions and collaborative methods in a variety of professional contexts.
4. **Context awareness;** The art educator is able to identify and research relevant developments in the (cultural) diversity of an increasingly global society, and to make good use of opportunities for establishing connections with their own professional practice in an entrepreneurial and well-organised manner.
5. **Critical-reflective and researching competency;** The art educator is able, through reflection and research, to develop insights and knowledge relevant to their own professional performance, and applies their own research skills in order to encourage and guide individual learners and groups of learners in developing a researching attitude and in conducting research at a basic level.

Article 7.2 Study programme-specific information

The Fine Art and Design Teacher Training has no study programme-specific information.

Article 7.3 Curriculum (education programme) propaedeutic phase

1. Overarching goals of the first academic year are the positioning in the study, the development of one's own talents, the acquisition of skills in the chosen discipline and the intensive orientation on the learning process in the light of the future profession. The programme comprises 60 ECs, resulting in a total study load of 1680 hours during the academic year. In three separate teaching periods, Terms, the subjects belonging to the respective major are dealt with in project form and introduce the students to techniques and media (27 EC), to theory (12 EC) and to the Practices (9 EC). In addition, there is room for choice and guided self-study in the Plus Weeks (10 EC).
 2. The student will be supervised by a team of lecturers who have jointly prepared the programme
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and the supervision. During the 'Plus Weeks' which are included in the programme, the student can work under supervision on possible resits, which will take place within the current academic year. Every student has a Study Career Coach (SCC, 2 EC). This coach supervises the study progress. Students work in Stations, where technical support and the required equipment are available.

3. The study progress standard (for the study recommendation) is 48 credits.
4. The curriculum overview of the Fine Art and Design Teacher Training can be found in the appendix.

Article 7.4 Curriculum main phase

1. The overarching goal of the second and subsequent years of study is to position the student in relation to the profession in an interdisciplinary study environment, which enables the student to profile himself by means of the options offered. The education focuses on artistic research and professional teaching. For the structure of the curriculum, see the curriculum schedule in the appendices.
2. During the 'Plus Weeks' which are included in the programme, the student can work under supervision on possible resits, which will take place within the current academic year. Every student has a Study Career Coach (SCC, 2 EC). This coach supervises the study progress. Students work in Stations, where technical support and the required equipment are available.
3. The curriculum overview of the Fine Art and Design Teacher Training can be found in the appendix.

Article 7.5 Workplace requirement

1. There is no workplace requirement for the bachelor programme Fine Art and Design Teacher Training.

Article 7.6 Internship

7.6.1 General information

The educational program offered serves as a guideline for the content of the internship. The work field of the graduate Fine Arts and Design Teacher Training includes education from primary school up to and including higher vocational education and the field of extracurricular and professional education. The program is undivided, meaning that it trains for all visual disciplines and ungraded, meaning that it qualifies for the entirety of indoor and outdoor education. As an integral part of the curriculum, the internship occupies an important place in determining whether the student is sufficiently competent to complete the course of study with a diploma. With this diploma the teacher will be competent for the entire professional field, but start competent for that professional area in which the student has demonstrated his/her competence.

7.6.2 DBKV full-time internships

Academic year 1 / term 1.1

Orientation into the profession

During term 1.1, students are taking an orientation internship one day a week. The first-year internship is an orientation to art education in secondary education. In doing so, the student is encouraged to examine in breadth the subject in secondary school (from lower to upper school and from vmbo to vwo). The internship must be approved by the program.

Study Year 2 / Term 2.1

Micro internships-occupational perspectives

In term 2.1, the student does not do a continuous internship at one (1) place, but orientates himself broadly on the professional possibilities (inside and outside school) by doing micro-internships independently or in a small team. The internships always have a relationship with a partner in the

field. The content of the internships is partly free and in consultation with the program. The orientation internship in the first year must be completed with a pass grade to be allowed to start the micro internships.

Study year 3 / term 3.1 to 3.3

Internship

In year 3, the student chooses an internship company that is appropriate to their final career choice. The purpose of the internship is deepening. By making a conscious choice, the student specializes and thus increases his/her chances on the professional working field. The student participates as a colleague in the internship company, shows initiative and functions more and more independently during the internship. Conditions for participation in this internship is that internships from previous years have been completed satisfactorily, the propaedeutic year and 80% of the credits of the second academic year have been obtained.

Year of study 4 / term 4.2 and 4.3

Internship (part of graduation)

With this internship, the student professionalizes within the professional working field. The student commits to an internship that fits within the chosen practice and case. The internship gives the student insight into their position in the professional field and determines how the student relates to this field as a beginning teacher. The goal of the internship is to further deepen and practice the competencies necessary for the final profession and to obtain them. Prerequisite for this internship is the complete and satisfactory completion of the second and third years. Other internship conditions, obligations and requirements that a student must meet before beginning the internship are listed in the Internship Manual.

7.6.3 DBKV part-time internships

Study year 3 / term 3.1 to 3.3

Internship

In year 3, the student chooses an internship company that matches their final career choice. The internship gives the student insight into their positioning in the professional field and determines how they relate to this field as a beginning teacher. The purpose of the internship is to deepen one's understanding and to practice the competencies required for the ultimate profession to be practiced and achieved. The student participates as a colleague within the internship company, shows initiative, functions independently and is responsible for their own tasks. Within the third-year internship, the students can roughly follow the following structure:

The first weeks are exploratory and then assisting, then they soon start teaching themselves (participatory). At the end of the internship, the student is able to take responsibility for the organization and content of their own lessons themselves. The preparation of the internship starts in term 3.1, the implementation starts in 3.2 and 3.3.

Year of study 4 / term 4.2 and 4.3

Internship (part of graduation)

With this internship, the student professionalizes within the professional working field. The student commits to an internship that fits within the chosen practice and case. The internship gives the student insight into their position in the professional field and determines how the student relates to this field as a beginning teacher. The goal of the internship is to further deepen and practice the competencies necessary for the final profession and to obtain them. Prerequisite for this internship is the complete and satisfactory completion of the second and third years. Other internship conditions, obligations and requirements that a student must meet before beginning the internship are listed in the Internship Manual.

Article 7.7 Graduation

1. Admission to the **fulltime graduation phase** (the last semester of the fourth year) takes place when the student is in possession of his/her propaedeutic year and has fully and satisfactorily completed the second and third years of study. The graduation program consists of two components:

- The final and graded assessment in term 4.2 and 4.3;
- A research project, based on a project plan, in which the student delivers a final work with a pedagogical didactic component (image, product, film, etc.), connected to professional practice/internship.

2. Admission to the **parttime graduation phase** (the last semester of the fourth year) takes place when the student is in possession of his/her propaedeutic year and has fully and satisfactorily completed the second and third years of study. The graduation program consists of two components:

- The concluding and grading assessment in term 4.2 and 4.3;
- A research project, based on a project plan, in which the student delivers a final work with a pedagogical didactic component (image, product, film, etc.) connected to the professional practice/internship;

3. In special cases, the educational manager, in consultation with the study career coach, may deviate from the above admission criteria and submit the pathway to the examination board.

4. The WdKA organizes a final exam exhibition every year. The condition to participate in the final exam exhibition is that the candidate has graduated and has completed all credits obtained. The student exhibits at the graduation show work that was realized under supervision during the final study phase. In the course of the study, a student may participate only once in the final examination exhibition of the bachelor program.

See further the DBKV Graduation Project on mywdka.nl

Article 7.8 Honours programme

1. There is an Honours Programme for students that want to develop themselves into an excellent professional. More information is available at [Hint](#).

Article 7.9 Conversion

1. If a course is cancelled, the assessment will be offered two more times in the following academic year. After that, the student must attend the converted course or complete a substitute assignment.
2. The study programme is obliged to include a proper conversion table if the curriculum is changed. The study programme has made no changes to the curriculum, there is no conversion table.

Tip: if you have not yet completed a course that is no longer offered, check whether it appears in the conversion table and, if necessary, contact your study career coach.

Article 7.10 Compensation

1. Compensation is not available within the program Fine Arts and Design Teachers training

Article 7.11 Entry requirements

1. The Fine Arts and Design Teacher Training program has for the following courses entry requirements:

- a. Internship;
- b. Graduation.

2. If there are compelling reasons to deviate from the entry requirements in individual cases, the examination board (in consultation with the educational manager) will decide.

Article 7.12 Extra assessment opportunity

1. The examination board is authorized in individual cases to decide that a student is entitled to an extra, or an earlier, (partial) examination opportunity. The student must submit a request to this end to the examination board.

Article 7.13 Study costs

1. The cost of learning resources (material costs, literature, field trips, etc.) shall be borne by the student.
2. The WdKA estimates the amount of the related additional costs at approximately € 1,000 per year, but this can vary greatly with the nature of the study and the work.
3. For all projects and instruction, the basic principle is to use equipment, hardware, and software that meet the standards in the relevant professional practice and/or industry. In addition to the facilities that the WdKA itself offers in terms of digital resources and software, the student is expected to always focus on those common industry standards when studying. The use of the WdKA's equipment, except for any material costs, is free of charge. Throughout the entire program there will be courses where computers will be used. The WdKA has a limited number of fixed computers.

Article 7.14 Internationalisation

1. In order to obtain credits through Exchange activities abroad, the student must make individual arrangements with the Course leader. The programme determines the preconditions for this. The study career coach advises the Course leader. After approval, the student is obliged to register his/her exchange in Osiris student.
2. In case of an exchange abroad, the study programme to be followed and the associated study credits will be laid down in advance in a Learning Agreement in consultation with the Course leader and the study career coach. This will be submitted for approval to the Examination Board. If the Examination Board agrees, the assessment by the foreign institute will be taken over on return in one of the terms Q or NQ.
3. Exchange students who have studied at WdKA receive from WdKA after their assessment a certified statement which states which study components they have completed and how many study credits this involves.
4. Students who wish to have credits received from an institution abroad recognised as part of their study programme in the framework of an exchange, must have an authenticated document which states which units of study they have taken and the number of credits this represents. In the case of exchanges with educational institutions with a different credit system or otherwise formally deviating calculation, the student's study career coach will make a conversion based on a comparison of study load, study content and possibly a reassessment of the results obtained. This under reservation of approval by the Examination Board.

Article 7.15 External experts

1. During the course of the program, external experts may be used within the program, at least in the context of graduation. External experts may also be involved in the competency assessment. They can be used either as advisors or as designated examiners (assessors).

Article 7.16 Fast track

1. The program does not have an accelerated track for applicants with prior vwo education
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Chapter 8 Fine Art

Article 8.1 Profile

1. In the Bachelor of Fine Arts programme, which also includes Photography, students learn to create meaningful and innovative images that inspire an audience or clients to think or act, and that make a substantial contribution to cultural and social developments in an international perspective. The study programme has an extensive competency matrix, in which the 7 nationally agreed competencies and behavioral indicators are elaborated for the various levels of the study programme. The competences are: Creative ability/ Ability to reflect critically/ Ability to grow and innovate/ Organisational ability/ Communicative ability/ Environmental orientation/ Ability to cooperate.

Article 8.2 Dual Degree

1. Students who are also admitted to the Liberal Arts & Sciences programme within Erasmus University College, or to the BA Arts & Culture Studies of Erasmus University, follow a dual-degree programme. The provisions that apply additionally for students in the dual-degree programme are included in Chapter 10.

Article 8.3 Curriculum (education programme) propaedeutic phase

1. Overarching goals of the first academic year are the positioning in the study, the development of one's own talents, the acquisition of skills in the chosen discipline and the intensive orientation on the learning process in the light of the future profession. The programme comprises 60 ECs, resulting in a total study load of 1680 hours during the academic year. In three separate teaching periods, Terms, the subjects belonging to the respective major are dealt with in project form, and these familiarize the students with techniques and media (27 EC), with theoretical foundations (12 EC) and with the Practices (9 EC). In addition, there is room for choice and guided self-study in the Plus Weeks (10 EC).
2. The student will be supervised by a team of lecturers who have jointly prepared the programme and the supervision. During the 'Plus Weeks' which are included in the programme, the student can work under supervision on possible resits, which will take place within the current academic year. Every student has a Study Career Coach (SCC, 2 EC). This coach supervises the study progress. Students work in Stations, where technical support and the required equipment are available.
3. The curriculum overview of Fine Art can be found in the appendix.

Article 8.4 Curriculum main phase

1. The overarching goal of the second and subsequent study years is to position the student in relation to the profession in an interdisciplinary study environment, which enables the student to profile himself by means of the choices offered. The education focuses on artistic research and professional artistry. For the structure of the curriculum, see the curriculum schedule in the appendices.
 2. During the 'Plus Weeks' which are included in the programme, the student can work under supervision on possible resits, which will take place within the current academic year. Every student has a Study Career Coach (SCC, 2 EC). This coach supervises the study progress. Students
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work in Stations, where technical support and the required equipment are present.

3. The study progress standard (for the study recommendation) is 48 credits.
4. The curriculum overview of Fine Art can be found in the appendix.

Article 8.5 Workplace requirement

1. There is no workplace requirement for the programme Fine Art.

Article 8.6 Internship

1. The study programme includes an internship in the form of a work period in a professional situation. This may be a (group) studio, an art(istic) institution, a studio or creative practice, a non-profit or commercial institution in the field of culture, and so on. The student can also fulfil the work period in a group studio or other professional context (for example, a Station), which serves as a working environment related to professional practice. The period is supervised by SCC and/or work placement tutors.
2. At the internship location or self-chosen environment, students set up a professional working environment. They orient themselves to the profession with activities that prepare for a profession, meetings and guest lectures.
3. Prior to this internship or work period the following is required:
 - a. that all the preceding study components have been passed. Deviations from this rule are possible, to be judged by the supervising team of lecturers in Term 3.1. The study career coach has an advisory role in this. If a student chooses to start the internship or work period with outstanding study components, an agreement will be drawn up for an adjusted study route, stating when the student will complete the courses not yet completed. This trajectory is submitted to the Examination Board for approval.
 - b. in the case of external placements: a placement contract duly completed and signed by all parties.
4. For more information see the Internship Guide and the Internship Agreement for students and for companies.
5. Under circumstances in which an internship is not or hardly possible, the study programme may offer substitute assignments that allow the student to realise the learning objectives related to the internship.
6. A traineeship can also take place abroad under certain conditions. This is subject to the requirements as described in article 8.14.

Article 8.7 Graduation

1. In terms 4.2 and 4.3, the student completes the study with graduation assignments or final projects. The graduation components comprise 28 credits: 14 for CA4; 7 for the Research project and 7 for the Practice project. See also the Graduation Guide.
2. Graduation can only take place if, in addition to the two projects to be presented, all previous study components have been successfully completed.
3. The presentation shows both projects in cohesion: together, an oeuvre of realised work, which came into being as a result of the (visual/making and theoretical) research, whether or not on the basis of an external assignment. The presentation to the assessors takes place in physical or digital form.
4. During the graduation process, the student is supervised by one practical lecturer from the Major and one from the Practice, as well as by a research lecturer from the Practice.
5. In Term 4.2, Competency Assessment 4 takes place, in which two assessors, one from the student's major and one from the student's Practice, who are not the supervisors of the student at that moment, assess whether the student has the required final qualifications of the programme. At the end of term 4.3, the student presents the graduation work for assessment to two examiners, one from the major and one from the student's Practice, who are also supervisors of

the projects, or their replacements proposed by the programme. An external expert proposed by the student's Practice of Graduation acts as advisor for both graduation parts: Research project and Practice project.

6. If progress is possible, WdKA organises an annual Graduation Show. A condition for participating in this presentation platform is that the participant has obtained sufficient results for all study components belonging to the study programme. A graduate may participate only once. The programmer of the Graduation Show determines what the participation will consist of.

Article 8.8 Honours programme

1. There is an Honours Programme for students that want to develop themselves into an excellent professional. More information is available at [Hint](#).

Article 8.9 Conversion

1. If a course is cancelled, the assessment will be offered two more times in the following academic year. After that, the student must attend the converted course or complete a substitute assignment.
2. The study programme is obliged to include a proper conversion table if the curriculum is changed. The study programme has made no changes to the curriculum, there is no conversion table.

Tip: if you have not yet completed a course that is no longer offered, check whether it appears in the conversion table and, if necessary, contact your study career coach.

Article 8.10 Compensation

1. There is no possibility for compensation within the Fine Arts program.

Article 8.11 Entry requirements

The Fine Arts program has entrance requirements for the following course units:

1. Internship; All previous study components have been satisfactorily completed. Graduation;
2. all previous course units have been satisfactorily completed.

If there are compelling reasons to deviate from the entry requirements in individual cases, the examination board must give its approval to the route proposed by the program.

Article 8.12 Extra assessment opportunity

1. The examination board is authorized in individual cases to decide that a student is entitled to an extra, or an earlier, (partial) examination opportunity. The student must submit a request to this end to the examination board.

Article 8.13 Study costs

1. The cost of learning resources (material costs, literature, field trips, etc.) shall be borne by the student.
 2. The WdKA estimates the amount of the related additional costs at approximately € 1,000 per year, but this can vary greatly with the nature of the study and the work.
 3. For all projects and instruction, the basic principle is to use equipment, hardware, and software
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that meet the standards in the relevant professional practice and/or industry. In addition to the facilities that the WdKA itself offers in terms of digital resources and software, the student is expected to always focus on those common industry standards when studying. The use of the WdKA's equipment, except for any material costs, is free of charge. Throughout the entire program there will be courses where computers will be used. The WdKA has a limited number of fixed computers.

Article 8.14 Internationalisation

1. In order to obtain credits through Exchange activities abroad, the student must make individual arrangements with the Course leader. The programme determines the preconditions for this. The study career coach advises the Course leader. After approval, the student is obliged to register his/her exchange in Osiris student.
2. In case of an exchange abroad, the study programme to be followed and the associated study credits will be laid down in advance in a Learning Agreement in consultation with the Course leader and the study career coach. This will be submitted for approval to the Examination Board. If the Examination Board agrees, the assessment by the foreign institute will be taken over on return in one of the terms Q or NQ.
3. Exchange students who have studied at WdKA receive from WdKA after their assessment a certified statement which states which study components they have completed and how many study credits this involves.
4. Students who wish to have credits received from an institution abroad recognised as part of their study programme in the framework of an exchange, must have an authenticated document which states which units of study they have taken and the number of credits this represents. In the case of exchanges with educational institutions with a different credit system or otherwise formally deviating calculation, the student's study career coach will make a conversion based on a comparison of study load, study content and possibly a reassessment of the results obtained. This under reservation of approval by the Examination Board.

Article 8.15 External experts

1. During the course of the program, external experts may be used within the program, at least in the context of graduation. External experts may also be involved in the competency assessment. They can be used either as advisors or as designated examiners (assessors).

Article 8.16 Fast track

1. The program does not have an accelerated track for applicants with prior vwo education
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Chapter 9 Design

Article 9.1 Profile

The Bachelor's programme in Design comprises nine subject areas (Advertising, Transformation Design, Fashion, Graphic Design, Illustration, Animation, Spatial Design, Product Design, Audiovisual Design), offering an infinite diversity of professional roles as designers.

Students learn to create meaningful and innovative designs that inspire an audience or clients to think or act, and that make a substantial contribution to cultural and social developments in an international perspective. The study programme has an extensive competency matrix, in which the 7 nationally agreed competencies and behavioural indicators have been worked out for the various levels of the study programme. The competences are: Creative ability/ Ability to reflect critically/ Ability to grow and innovate/ Organisational ability/ Communicative ability/ Environmental orientation/ Ability to cooperate.

Article 9.2 Dual Degree

Students who are also admitted to the Liberal Arts & Sciences programme within Erasmus University College, or to the BA Arts & Culture Studies of Erasmus University, follow a dual-degree programme. The provisions that apply additionally for students in the dual-degree programme are included in Chapter 10.

Article 9.3 Curriculum (education programme) propaedeutic phase

1. Overarching goals of the first academic year are the positioning in the study, the development of one's own talents, the acquisition of skills in the chosen discipline and the intensive orientation on the learning process in the light of the future profession. The programme comprises 60 ECs, resulting in a total study load of 1680 hours during the academic year. In three separate teaching periods, Terms, the subjects belonging to the respective major are dealt with in project form, and these familiarize the students with techniques and media (27 EC), with theoretical foundations (12 EC) and with the Practices (9 EC). In addition, there is room for choice and guided self-study in the Plus Weeks (10 EC).
2. The student will be supervised by a team of lecturers who have jointly prepared the programme and the supervision. During the 'Plus Weeks' which are included in the programme, the student can work under supervision on possible resits, which will take place within the current academic year. Every student has a Study Career Coach (SCC, 2 EC). This coach supervises the study progress. Students work in Stations, where technical support and the required equipment are available.
3. The study progress standard (for the study recommendation) is 48 credits.
4. The curriculum overview of Design can be found in the appendix.

Article 9.4 Curriculum main phase

1. The overarching goal of the second and subsequent study years is to position the student in relation to the profession in an interdisciplinary study environment, which enables the student to profile himself by means of the choices offered. The education focuses on artistic research and professional artistry. For the structure of the curriculum, see the curriculum schedule in the appendices.
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2. During the 'Plus Weeks' which are included in the programme, the student can work under supervision on possible resits, which will take place within the current academic year. Every student has a Study Career Coach (SCC, 2 EC). This coach supervises the study progress. Students work in Stations, where technical support and the required equipment are present.
3. The curriculum overview of Design can be found in the appendix.

Article 9.5 Workplace requirement

There is no workplace requirement for the programme Design.

Article 9.6 Internship

1. The study programme includes an internship in the form of a work period in a professional situation. This may be a (group) studio, an art(istic) institution, a studio or creative practice, a non-profit or commercial institution in the field of culture, and so on. The student can also fulfil the work period in a group studio or other professional context (for example, a Station), which serves as a working environment related to professional practice. The period is supervised by SCC and/or work placement tutors.
2. At the internship location or self-chosen environment, students set up a professional working environment. They orient themselves to the profession with activities that prepare for a profession, meetings and guest lectures.
3. Prior to this internship or work period the following is required:
 - a. that all the preceding study components have been passed. Deviations from this rule are possible, to be judged by the supervising team of lecturers in Term 3.1. The study career coach has an advisory role in this. If a student chooses to start the internship or work period with outstanding study components, an agreement will be drawn up for an adjusted study route, stating when the student will complete the courses not yet completed. This trajectory is submitted to the Examination Board for approval.
 - b. in the case of external placements: a placement contract duly completed and signed by all parties.
4. For more information see the Internship Guide and the Internship Agreement for students and for companies.
5. Under circumstances in which an internship is not or hardly possible, the study programme may offer substitute assignments that allow the student to realise the learning objectives related to the internship.
6. A traineeship can also take place abroad under certain conditions. This is subject to the requirements as described in article 9.14.

Article 9.7 Graduation

1. In terms 4.2 and 4.3, the student completes the study with graduation assignments or final projects. The graduation components comprise 28 credits: 14 for CA4; 7 for the Research project and 7 for the Practice project. See also the Graduation Guide.
 2. Graduation can only take place if, in addition to the two projects to be presented, all previous study components have been successfully completed.
 3. The presentation shows both projects in cohesion: together, an oeuvre of realised work, which came into being as a result of the (visual/making and theoretical) research, whether or not on the basis of an external assignment. The presentation to the assessors takes place in physical or digital form.
 4. During the graduation process, the student is supervised by one practical lecturer from the Major and one from the Practice, as well as by a research lecturer from the Practice.
 5. In Term 4.2, Competency Assessment 4 takes place, in which two assessors, one from the student's major and one from the student's Practice, who are not the supervisors of the student at that moment, assess whether the student has the required final qualifications of the programme.
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At the end of term 4.3, the student presents the graduation work for assessment to two examiners, one from the major and one from the student's Practice, who are also supervisors of the projects, or their replacements proposed by the programme. An external expert proposed by the student's Practice of Graduation acts as advisor for both graduation parts: Research project and Practice project.

6. If progress is possible, WdKA organises an annual Graduation Show. A condition for participating in this presentation platform is that the participant has obtained sufficient results for all study components belonging to the study programme. A graduate may participate only once. The programmer of the Graduation Show determines what the participation will consist of.

Article 9.8 Honours programme

1. There is an Honours Programme for students that want to develop themselves into an excellent professional. More information is available at [Hint](#).

Article 9.9 Conversion

1. If a course is cancelled, the assessment will be offered two more times in the following academic year. After that, the student must attend the converted course or complete a substitute assignment.
2. The study programme is obliged to include a proper conversion table if the curriculum is changed. The study programme has made no changes to the curriculum, there is no conversion table.

Tip: if you have not yet completed a course that is no longer offered, check whether it appears in the conversion table and, if necessary, contact your study career coach.

Article 9.10 Compensation

1. There is no possibility for compensation within the Design program.

Article 9.11 Entry requirements

The Design program has entrance requirements for the following course units:

1. Internship; All previous study components have been satisfactorily completed.
2. Graduation; all previous course units have been satisfactorily completed.

If there are compelling reasons to deviate from the entry requirements in individual cases, the examination board must give its approval to the route proposed by the program.

Article 9.12 Extra assessment opportunity

1. The examination board is authorized in individual cases to decide that a student is entitled to an extra, or an earlier, (partial) examination opportunity. The student must submit a request to this end to the examination board.

Article 9.13 Study costs

1. The cost of learning resources (material costs, literature, field trips, etc.) shall be borne by the student.
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2. The WdKA estimates the amount of the related additional costs at approximately € 1,000 per year, but this can vary greatly with the nature of the study and the work.
3. For all projects and instruction, the basic principle is to use equipment, hardware, and software that meet the standards in the relevant professional practice and/or industry. In addition to the facilities that the WdKA itself offers in terms of digital resources and software, the student is expected to always focus on those common industry standards when studying. The use of the WdKA's equipment, except for any material costs, is free of charge. Throughout the entire program there will be courses where computers will be used. The WdKA has a limited number of fixed computers.

Article 9.14 Internationalisation

1. In order to obtain credits through Exchange activities abroad, the student must make individual arrangements with the Course leader. The programme determines the preconditions for this. The study career coach advises the Course leader. After approval, the student is obliged to register his/her exchange in Osiris student.
2. In case of an exchange abroad, the study programme to be followed and the associated study credits will be laid down in advance in a Learning Agreement in consultation with the Course leader and the study career coach. This will be submitted for approval to the Examination Board. If the Examination Board agrees, the assessment by the foreign institute will be taken over on return in one of the terms Q or NQ.
3. Exchange students who have studied at WdKA receive from WdKA after their assessment a certified statement which states which study components they have completed and how many study credits this involves.
4. Students who wish to have credits received from an institution abroad recognised as part of their study programme in the framework of an exchange, must have an authenticated document which states which units of study they have taken and the number of credits this represents. In the case of exchanges with educational institutions with a different credit system or otherwise formally deviating calculation, the student's study career coach will make a conversion based on a comparison of study load, study content and possibly a reassessment of the results obtained. This under reservation of approval by the Examination Board.

Article 9.15 External experts

1. During the course of the program, external experts may be used within the program, at least in the context of graduation. External experts may also be involved in the competency assessment. They can be used either as advisors or as designated examiners (assessors).

Article 9.16 Fast track

1. The program does not have an accelerated track for applicants with prior vwo education
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Chapter 10 The Dual Degree programme

Article 10.1 Profile

1. In the Dual Degree programme, students combine a Bachelor's degree in Design or Autonomous Fine Arts at WdKA with a Bachelor's degree from Erasmus University College (EUC) or IBACS at Erasmus University Rotterdam. In this programme students can obtain a total of 300 credits in 5 years, with an average study load of 60 per year. In this programme, students obtain 180 credits from WdKA; 60 obtained at EUR count towards the WdKA examination programme. Thus, the Dual Degree is broadly in line with the regular programme. The EUR course units which count towards the WdKA examination programme have been selected on the basis of their relevance to the study of Design and Autonomous Fine Arts. The structure of the Dual Degree programme can be found in the curriculum overview in the appendices.
2. The conditions in this University of Applied Sciences Guide only relate to the curriculum components of the Dual Degree programme that are followed at the WdKA. The Dual Degree is therefore not a separate programme but a service which enables students to follow two programmes of study simultaneously. These services include the following educational components:
 1. Studyability: for Dual Degree students a programme is composed of modules of the Erasmus University and the Arts Programme. This programme has an average study load of 60 EC per year.
 2. Competencies: in the Dual Degree programme, there is an overlap of competencies which must be partially acquired in both programmes. By allowing designated curriculum components from the relevant EUR bachelor's programme to count towards the curriculum of the Design or Autonomous Fine Arts programme, a sound route to acquiring the WdKA competencies is created. The competences are: Creative ability/ Ability to reflect critically/ Ability to grow and innovate/ Organizational skills/ Communicative ability/ Environmental orientation/ Ability to cooperate.

Article 10.2 Specific Dual Degree information

1. Study results obtained in one programme that count towards the results of another programme are passed on and processed between the programmes without the student's intervention.
2. If a student quits one of the two programmes, the continuation of the study programme is determined by the Examination Board on a case-by-case basis. The programme is responsible for drawing up the continuation programme.
3. There are two conditions for participation in the Dual Degree:
 - a. The student is admitted to both study programmes – at Erasmus University and WdKA. The regular admission requirements apply to both programmes.
 - b. In addition, it is possible to enrol at a later stage, but only after having fully completed the first year of one of the two programmes. It is not possible to enrol at an earlier or later stage.

Article 10.3 Curriculum (education programme) propaedeutic phase

1. Overarching goals of the first academic year are the positioning in the study, the development of one's own talents, the acquisition of skills in the chosen discipline and the intensive orientation to
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the learning process at WdKA and Erasmus University. In 4 Quarters, the subjects belonging to the relevant Major are dealt with in project form, and the students become familiar with techniques and media. Please refer to the curriculum schemes for the correct credit overview for the chosen combination and the distribution of the study load over the academic year.

2. The student is supervised by WdKA by a team of lecturers who have jointly prepared the programme and the supervision. Each student has a WdKA Study Career Coach. This coach supervises the study progress. Students work in Stations, where technical support and the required equipment are available.
 3. In addition, for the Dual Degree programme, all course units included in the WdKA curriculum that are taken in the first year at Erasmus University Rotterdam count towards the study progress standard.
3. The curriculum overview of the different Dual Degree programmes can be found in the appendix. 'may differ slightly from the published versions of 19/20, 20/21 or 21/22'.

Article 10.4 Curriculum main phase

1. The overarching goal of the second and subsequent study years is to position the student in relation to the profession in an interdisciplinary study environment, which enables the student to profile himself through the options offered. The education focuses on artistic research and professional mastery, combined with the academic education that the student follows.
 2. Every student has a WdKA Study Career Coach. He supervises the study progress. Students work in Stations, where technical support and the required equipment are present.
 3. The combination of a higher professional education and scientific study in one programme results in a complex curriculum. Please refer to the curriculum schedule.
3. The curriculum overview of the different Dual Degree programmes can be found in the appendix. 'may differ slightly from the published versions of 19/20, 20/21 or 21/22'.

Article 10.5 Workplace requirement

There is no workplace requirement for the Dual Degree variants of the Autonomous Fine Arts and Design study programmes

Article 10.6 Internship

1. The form of the traineeship and the provisions regarding the traineeship are in accordance with what is described in paragraph 8.6 for the Autonomous Fine Arts programme and paragraph 9.6 for the Design programme of the study programme for the student in which he is enrolled, on the understanding that the extent of the traineeship and the time at which it takes place are different for Dual Degree students. The curriculum outline shows the place and the extent of the work placement components for the Dual Degree programme.

Article 10.7 Graduation

1. In the fifth year of study, the student completes the study with graduation assignments or final projects. The graduation components include the WdKA Competency Assessment 4, Graduating Practice Project and Capstone Project. See also the Graduation Guide and the curriculum schedule of the Dual Degree.
2. Graduation can only take place if, in addition to the projects to be presented, all previous study components have been successfully completed.
3. The presentation shows the projects in cohesion: together an oeuvre of realised work, which was created as a result of the (visual/making and theoretical scientific) research, whether or not on

the basis of an external commission. The presentation to the assessors takes place in physical or digital form.

4. The student is supervised in the graduation process by a combined team of lecturers from Major and Practice.
5. In the fourth quarter of year 5, Competency Assessment 4 takes place, in which two assessors, one from the student's major and one from the student's practice, who at that moment are not supervisors of the student in question, assess whether the student has the required final qualifications of the programme. The student then presents the thesis for assessment to two examiners, one from the student's major and one from the student's practice, who are also supervisors of the projects, or their replacements proposed by the programme. An external expert proposed by the student's Practice of Graduation acts as advisor for the graduation components.
6. If progress is possible, WdKA organises an annual Graduation Show. A condition for participating in this presentation platform is that the participant has obtained sufficient results for all study components belonging to the study programme. A graduate may participate only once. The programmer of the Graduation Show determines what the participation will consist of.

Article 10.8 Honours programme

1. There is an Honours Programme for students that want to develop themselves into an excellent professional. More information is available at [Hint](#).

Article 10.9 Conversion

1. If a course is cancelled, the assessment will be offered two more times in the following academic year. After that, the student must attend the converted course or complete a substitute assignment.
2. The study programme is obliged to include a proper conversion table if the curriculum is changed. The study programme has made no changes to the curriculum, there is no conversion table.

Tip: if you have not yet completed a course that is no longer offered, check whether it appears in the conversion table and, if necessary, contact your study career coach.

Article 10.10 Compensation

Within the Dual Degree program, compensation is not possible, unless explicitly approval by the Examination Board and in relation to the compensation regulations of the EUR.

Article 10.11 Entry requirements

1. The Dual Degree program has as an entry requirement a minimum of a VWO preparatory education.
2. The Fine Arts and Design program has entrance requirements for the following course units:
 - a. Internship; All previous study components have been satisfactorily completed.
 - b. Graduation; all previous course units have been satisfactorily completed.
3. If there are compelling reasons to deviate from the entry requirements in individual cases, the examination board must give its approval to the route proposed by the program.

Article 10.12 Extra assessment opportunity

The examination board is authorized in individual cases to decide that a student is entitled to an extra, or an earlier, (partial) examination opportunity. The student must submit a request to this end to the examination board.

Article 10.13 Study costs

1. The cost of learning resources (material costs, literature, field trips, etc.) shall be borne by the student.
2. The WdKA estimates the amount of the related additional costs at approximately € 1,000 per year, but this can vary greatly with the nature of the study and the work.
3. For all projects and instruction, the basic principle is to use equipment, hardware, and software that meet the standards in the relevant professional practice and/or industry. In addition to the facilities that the WdKA itself offers in terms of digital resources and software, the student is expected to always focus on those common industry standards when studying. The use of the WdKA's equipment, except for any material costs, is free of charge. Throughout the entire program there will be courses where computers will be used. The WdKA has a limited number of fixed computers.

Article 10.14 Internationalisation

1. In order to obtain credits through Exchange activities abroad, the student must make individual arrangements with the Course leader. The programme determines the preconditions for this. The study career coach advises the Course leader. After approval, the student is obliged to register his/her exchange in Osiris student.
2. In case of an exchange abroad, the study programme to be followed and the associated study credits will be laid down in advance in a Learning Agreement in consultation with the Course leader and the study career coach. This will be submitted for approval to the Examination Board. If the Examination Board agrees, the assessment by the foreign institute will be taken over on return in one of the terms Q or NQ.
3. Exchange students who have studied at WdKA receive from WdKA after their assessment a certified statement which states which study components they have completed and how many study credits this involves.
4. Students who wish to have credits received from an institution abroad recognised as part of their study programme in the framework of an exchange, must have an authenticated document which states which units of study they have taken and the number of credits this represents. In the case of exchanges with educational institutions with a different credit system or otherwise formally deviating calculation, the student's study career coach will make a conversion based on a comparison of study load, study content and possibly a reassessment of the results obtained. This under reservation of approval by the Examination Board.

Article 10.15 External experts

During the course of the program, external experts may be used within the program, at least in the context of graduation. External experts may also be involved in the competency assessment. They can be used either as advisors or as designated examiners (assessors).

Article 10.16 Fast track

The Dual Degree program does not have an accelerated track for applicants with vwo prior education.

Chapter 11 Leisure and Events Management

Article 11.1 Profile

1. The Leisure & Events Management Rotterdam programme trains students to be experience producers who, through the use of leisure, have an impact on the metropolitan creative economy. The following competencies have been determined for the course:
 1. can produce experience environments where leisure is used as an end or a means;
 2. can create an independent vision of leisure in the international metropolitan environment;
 3. can develop and direct relationships, networks and value chains in the economy of creativity;
 4. can develop and implement innovative leisure policy in both the public and private sector ('pioneering', 'bringing about change');
 5. is able to independently conduct business and provide leadership in a Leisure related MKB environment.;
 6. can cooperate and communicate effectively in an international context;
 7. Has an ambitious, curious, enterprising and reflective working attitude;
2. The competences of Leisure & Events Management are derived from the national professional profile (Professional Profile Leisure Management 2014).
3. These national competences have been concretised for the Rotterdam programme in order to achieve the above mission. In addition, the Rotterdam competency profile shows where the programme distinguishes itself from other Leisure programmes.

Article 11.2 Study programme-specific information

The Leisure and Events Management programme does not have specific study programme information.

Article 11.3 Curriculum (education programme) propaedeutic phase

1. Overarching goals of the first academic year are the positioning in the study, the development of one's own talents, the acquisition of skills in the chosen discipline and the intensive orientation on the learning process in the light of the future profession. The programme comprises 60 ECs, resulting in a total study load of 1680 hours during the academic year. In three separate teaching periods, Terms, the subjects belonging to the respective major are dealt with in project form, familiarising the students with techniques, media and the basics of the field (36 EC) and providing them with a theoretical foundation (12 EC). In addition, there is room for choice and guided self-study in the Plus Weeks (10 EC).
2. The student will be supervised by a team of lecturers who have jointly prepared the programme and the supervision. During the 'Plus Weeks' which are included in the programme, the student can work under supervision on possible resits, which will take place within the current academic year. Every student has a Study Career Coach (SCC, 2 EC). This coach supervises the study progress. Students work in Stations, where technical support and the required equipment are available.
3. The study progress standard (for the study recommendation) is 48 credits.
4. The curriculum overview of the Leisure and Event Management programme can be found in the

appendix.

Article 11.4 Curriculum main phase

1. The overarching goal of the second and subsequent years of study is to position the student in relation to the profession in an interdisciplinary study environment, which enables the student to profile himself by means of the options offered. The education focuses on research and the professional producer. For the structure of the curriculum, see the curriculum scheme in the appendices.
2. During the 'Plus Weeks' which are included in the programme, the student can work under supervision on possible resits, which will take place within the current academic year. Every student has a Study Career Coach (SCC, 2 EC). This coach supervises the study progress. Students work in Stations, where technical support and the required equipment are present.
3. The curriculum overview of the Leisure and Event Management programme can be found in the appendix.

Article 11.5 Workplace requirement

1. The Leisure and Events Management programme does not have a work place requirement

Article 11.6 Internship

1. The study programme has internships in years 1, 2 and 3. In year 1 and 2, this internship is called Leisure Experience Factory (LEF). These are internships in companies approved by the programme, which can take place throughout the year. For the internship in year 3, the student independently searches for an internship placement under the supervision of the study career coach. During the internship, the student is supervised by a lecturer from the programme and by the study career coach on the internship return moments.
 2. Admission to the LEF work experience in the first and second year of the programme is possible if the workplace and assignment have been approved by the LEF coordinator.
 3. Admission to the internship in year 3 of the programme is possible if:
 - Successful completion of the LEF internship in year 2;
 - at least 48 credits have been obtained within the main phase;
 - if the internship site and assignment have been approved before the internship starts.
 4. For a traineeship abroad, specific requirements apply that are listed in the course manual.
 5. Students who receive a pass grade for their performance during the internship, but not for their accountability document and/or professional product, and who have used their first opportunity and resit within one academic year, will not be required to find a new internship during that academic year. These students may still start the minor. The student is able to work independently and in his/her own time on the professional product and/or the accountability document.
 6. The student is responsible for the necessary input from the internship company to be able to work out the professional product and/or accountability document to a sufficient level. The student is assigned an internship tutor as contact person. The student may choose to look for a new internship. These students will be allowed to start the minor, unless they choose to do the entire internship again. The regular submission dates for the internship documents apply to the 1st and 2nd chance. All three components of the internship must have been assessed as satisfactory one and a half years after the start of the internship. If there is still a fail for the professional product and/or the justification, the internship must be done all over again.
 7. For the credits linked to the internship components: see the curriculum overview.
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Article 11.7 Graduation

1. The concluding final examination consists of a competency assessment and a graduation assignment. In the competency assessment, two assessors evaluate whether the student actually has the required competencies of the programme. The competency assessment takes place in education period 4.2 or 4.3.
2. For the graduation assignment, the student independently follows a process of analysis, design, advice and realisation, which culminates in an innovative, complex professional product. During the execution of the graduation assignment, the student is supervised by an examiner from the programme.
3. The graduation project is concluded with a professional product and a justification that are defended before a graduation committee, which assesses whether the student has achieved the Bachelor's level. The Thesis Committee consists of three members: the supervising lecturer (examiner), a second lecturer from the study programme (examiner) and an external expert (advisor).
4. To be able to start the graduation project, the student must have:
 - obtained at least 140 credits in the main phase;
 - A graduation assignment approved by the study programme
5. The graduation assignment is valid for 1 (calendar) year.

Article 11.8 Honours programme

1. There is an Honours Programme for students that want to develop themselves into an excellent professional. More information is available at [Hint](#).

Article 11.9 Conversion

1. If a course is cancelled, the assessment will be offered two more times in the following academic year. After that, the student must attend the converted course or complete a substitute assignment.
2. The study programme is obliged to include a proper conversion table if the curriculum is changed. The study programme has made no changes to the curriculum, there is no conversion table.

Tip: if you have not yet completed a course that is no longer offered, check whether it appears in the conversion table and, if necessary, contact your study career coach.

Article 11.10 Compensation

There is no compensation possible within the Leisure & Events Management programme.

Article 11.11 Entry requirements

1. Admission to the internship in year 3 of the program is possible if:
 - The LEF internship from year 2 has been successfully completed;
 - at least 48 credits have been obtained within the main phase;
 - the internship workplace and assignment have been approved before the internship starts (for an internship abroad, specific requirements apply which are discussed in the course). abroad specific requirements apply which are listed in the course manual).
 2. To be allowed to start the graduation assignment, the student must have:
 - obtained at least 140 credits within the main phase;
-

- a graduation assignment approved by the program

Article 11.12 Extra assessment opportunity

The examination board is authorized in individual cases to decide that a student is entitled to an extra, or an earlier, (partial) examination opportunity. The student must submit a request to this end to the examination board.

Article 11.13 Study costs

1. The cost of learning resources (material costs, literature, field trips, etc.) shall be borne by the student.
2. The WdKA estimates the amount of the related additional costs at approximately € 1,000 per year, but this can vary greatly with the nature of the study and the work.
3. For all projects and instruction, the basic principle is to use equipment, hardware, and software that meet the standards in the relevant professional practice and/or industry. In addition to the facilities that the WdKA itself offers in terms of digital resources and software, the student is expected to always focus on those common industry standards when studying. The use of the WdKA's equipment, except for any material costs, is free of charge. Throughout the entire program there will be courses where computers will be used. The WdKA has a limited number of fixed computers.

Article 11.14 Internationalisation

1. In order to obtain credits through Exchange activities abroad, the student must make individual arrangements with the Course leader. The programme determines the preconditions for this. The study career coach advises the Course leader. After approval, the student is obliged to register his/her exchange in Osiris student.
2. In case of an exchange abroad, the study programme to be followed and the associated study credits will be laid down in advance in a Learning Agreement in consultation with the Course leader and the study career coach. This will be submitted for approval to the Examination Board. If the Examination Board agrees, the assessment by the foreign institute will be taken over on return in one of the terms Q or NQ.
3. Exchange students who have studied at WdKA receive from WdKA after their assessment a certified statement which states which study components they have completed and how many study credits this involves.
4. Students who wish to have credits received from an institution abroad recognised as part of their study programme in the framework of an exchange, must have an authenticated document which states which units of study they have taken and the number of credits this represents. In the case of exchanges with educational institutions with a different credit system or otherwise formally deviating calculation, the student's study career coach will make a conversion based on a comparison of study load, study content and possibly a reassessment of the results obtained. This under reservation of approval by the Examination Board.

Article 11.15 External experts

During the course of the program, external experts may be used within the program, at least in the context of graduation. External experts may also be involved in the competency assessment. They can be used either as advisors or as designated examiners (assessors).

Article 11.16 Fast track

The program does not have an accelerated track for applicants with prior vwo education

PART 2: Rights and obligations

Chapter 1 Behaviour and effect

Article 1.1 Conduct and integrity

1. Within Rotterdam University of Applied Sciences we treat each other with respect and we reject all forms of unacceptable behaviour. Unacceptable behaviour includes discrimination, bullying or (sexual) harassment, aggression and violence.

Tip: if you have encountered unacceptable behaviour at the university of applied sciences, such as bullying, (sexual) harassment, discrimination or aggression, you can contact a confidential counsellor. More information is available at [Hint](#).

Article 1.2 House rules and disciplinary measures

1. Anyone who is (online) in the buildings or on the grounds of the university of applied sciences or who uses its facilities must comply with these rules and the instructions given in this context.
2. The Executive Board may impose disciplinary measures on a person (including a student) if that person acts contrary to the proper course of business in and around the university of applied sciences. If serious misconduct does not cease even after a warning, the university of applied sciences can permanently deny access to the buildings and grounds or permanently terminate registration.
3. More information on these rules and measures (for "good conduct") can be found in the [Conduct and Measures Regulations](#).

Chapter 2 Rights

Article 2.1 Right to education

1. Rotterdam University of Applied Sciences offers the student education and guidance by qualified lecturers to develop knowledge and skills.
2. The study programme is structured in such a way that the 'average' student can reasonably graduate within the duration of the curriculum (nominal study duration).

Article 2.2 Right to support and guidance

1. Rotterdam University of Applied Sciences offers the student support and guidance to study successfully, such as:
 - a. support if the student needs help because there are limiting circumstances, such as dyslexia or a chronic illness;
 - b. financial support if the student is at risk of being, or has been, delayed due to special circumstances. The conditions for financial support can be found in the Implementing Regulations the Financial Support of Students (Appendix 6);
 - c. study career coaching during the study programme and monitoring of study progress. This enables us to provide optimal support to students during their studies, such as guide them in choices within the study programme and help them to successfully complete their study programme.

Tip: Take a look at [Hint](#) to see what support and guidance is available at Rotterdam University of Applied Sciences.

Tip: If you want to apply for financial support because your studies are delayed due to circumstances beyond one's control, such as an illness or special family circumstances, it's important that you report this to the student counsellor as soon as possible.

Tip: Do you have a functional impairment or disability? Please inform the student counsellor immediately. Together with the student counsellor, we will look at what you need to do study successfully. The sooner we know, the sooner we can take the desired measures. (Medical) supporting documents will be requested for the application. Also report any interim improvement or worsening of the disability or condition. Only then can we, as a university of applied sciences, adequately support you and help prevent (major) study delay or even a drop-out.

Article 2.3 Right to facilities

1. The student is entitled to access the buildings and facilities of the university of applied sciences.
2. Rotterdam University of Applied Sciences offers a variety of facilities such as workplaces, printing and copying facilities and other ICT facilities, as well as the use of the media library and laboratories.

Tip: Also take a look [here](#) for various facilities that are not only aimed at successfully completing your study programme, but also offer useful and fun leisure activities.

Article 2.4 Right to legal protection

1. Through the Complaints & Disputes Office (BKG), the student can submit a complaint, objection (to the Advisory Appeal Board) or appeal (to the Board of Appeal for the examinations). The Complaints & Disputes Office makes sure that a submitted complaint, objection, or appeal is

referred to the right body to address the complaint. The student can choose from different categories to file a complaint via [Hint](#). For questions, please contact the Complaints & Disputes Office at klacht@hr.nl. An overview of all applicable regulations can be found on [Hint](#).

2. If the student has a complaint about the university of applied sciences, the institute, or its employees, we expect the student to first present it to the employee or department concerned and ask for a response. If this does not resolve the issue, the student can contact the Complaints & Disputes Office. In accordance with the Complaints Regulations, the Complaints & Disputes Office will present the complaint to the relevant person or department with a request to address it.
3. If the student has a complaint about unacceptable behaviour, discrimination or (sexual) harassment, he/she will contact one of our counsellors for help, relief, and advice (see also Regulations on the Complaints Procedure for Unacceptable Behaviour).

Tip: do you have a complaint, objection or appeal? Then you can submit this to the Complaints and Disputes Office.

Tip: if you lodge an appeal against an assessment, the content of the exam will not be assessed again by the Examination Appeals Board. The Examination Appeals Board is only allowed to check whether the assessment has been 'carefully constructed' and grant a reassessment. If you want an extra exam opportunity, you must submit a request to the Exam Board.

Article 2.5 Right to privacy

1. Rotterdam University of Applied Sciences handles personal data with care.
2. The student has, among other things, the right to review, the right to improve, supplement, delete or block data that are incorrect, incomplete, or irrelevant. You can find more information on [Hint](#).

Article 2.6 Intellectual property rights

1. Everyone respects the original work of others.
2. In principle, the intellectual property rights of the work created by the student belong to the student.
3. The intellectual property rights of work created by the employee in the performance of his or her duties or for the benefit of the employer belong to the university of applied sciences as determined in the CAO-HBO (collective labour agreement for higher vocational education).

Article 2.7 Right to participatory decision-making

1. [Participatory decision-making](#) involves the student in the decision-making process of the university of applied sciences. The student has a say in matters that are important to students through the right to vote (actively and passively) in the Central Representative Board (CMR), the Institute Representative Board (IMR) and the Programme Advisory Committee (OC).

Tip: In an advisory council, students and employees of our university of applied sciences exercise their right to participate. This is a formal, legal, and democratic right. Elections are held once a year and every student and employee can run for a position on the advisory councils. If vacancies occur, interim elections will be held. Would you like to participate in the development and decision-making of the Rotterdam University of Applied Sciences?

Chapter 3 Obligations

Article 3.1 Obligations

1. Every student at Rotterdam University of Applied Sciences has the duty to:
 - a. actively contribute to the education of the study programme in which he/she is enrolled;
 - b. be present and actively participate when required by the study programme, as indicated in this Student Handbook or in the course guideline (especially participation in a practical exercise);
 - c. actively contribute to a viable, safe and enjoyable study environment for the student and others;
 - d. behave respectfully in accordance with the rules of Rotterdam University of Applied Sciences;
 - e. take the initiative to be informed of everything that is important to attend the study programme, such as this Student Handbook and the course guidelines;
 - f. respect the copyright of educational material. It is not allowed to make copies of educational materials, (partial) assessments and lectures, other than for the purpose of their own study. It is also not allowed to distribute the educational material, in any format whatsoever;
 - g. insure himself for third-party liability and medical expenses. If the student is not (sufficiently) insured, Rotterdam University of Applied Sciences cannot be held liable for any damages or harm suffered by the student;
 - h. to report any unfair or undesired conduct by or on behalf of the University of Applied Sciences towards the student as soon as possible;
 - i. pay tuition fee (or examination fee in the case of external students) for each study year that the student is enrolled in a study programme.
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APPENDICES

Appendix 1 Glossary

Ad, associate degree study programme

A two-year study programme in higher vocational education that prepares for level 5 of the European Qualification Framework (EQF) and the Dutch Qualification Framework (NLQF).

Bachelor programme

A four-year study programme in higher vocational education which, upon successful completion, confers the degree of Bachelor and the right to use a title.

BKG (Dutch: bureau klachten en geschillen), Complaints & Disputes Office

The office where a student, applicant or external student may submit a complaint or dispute.

Pass mark

The fail/pass limit of an assessment, the minimum number of points that must be achieved to obtain a passing grade.

Grade, assessment, result

Each course is assessed with a grade/assessment/result. This can be a grade between 1 and 10 (numerical), a description (almost satisfactory, good, etc.) or an alphanumerical assessment (VRIJ = exemption, VLD = completed, etc.).

Tuition fee

The money that is paid annually by a student to cover their enrolment for a study programme offered by the university of applied sciences.

CROHO

Central Register of Higher Education Study Programmes. The national register of all study programmes managed by the Directorate DUO, Ministry of Education, Culture, and Science.

Curriculum

The education programme of the study programme that applies to the student.

Curriculum schedule

Schematic representation of the study programme's curriculum, including the structure of the courses/units of learning outcomes, the study load and the assessment form.

Course participant

A person who is enrolled at Rotterdam university of applied sciences to pursue education and take assessments and examinations for (parts of) a post-initial Master programme.

Course

Educational unit or unit of learning outcomes, part of the curriculum, expressed in credits, which is always evaluated with an assessment.

Course description

The course description provides students with basic information on the course, including at least the following: designation of the course (name and code), number of credits, learning objective, instructional format, assessment form and, if relevant, submission dates.

Course guideline

The course guideline contains the course description, as well as lesson content/subject matter/assignments, and serves as a syllabus. The internship guidelines and graduation guidelines serve a similar function.

CVB, Executive Board of Rotterdam University of Applied Sciences

The institutional board that is in charge of administration of the university of applied sciences pursuant to the Act and the Statutes.

Study recommendation

Every student receives a study recommendation at the end of their first year of enrolment in the propaedeutic phase. This will contain an advice on whether the student should continue the study programme or not.

Ec, European credit

Also known as credit. The study load of a study programme is expressed in credits.

Examination

The total of assessments that are part of a study programme or the propaedeutic phase of the Bachelor programme. The student who passes the examination will receive a certificate (diploma).

External student (extraneus)

A person who is enrolled at a university of applied sciences solely for the purpose of taking assessments (and examinations) of a study programme.

Functional impairment, disability

The presence of one or more visible or invisible functional disabilities due to a long-term or permanent physical or psychological condition.

Dispute

An objection or appeal.

Certificate

Proof of successful completion of an examination. This is awarded upon the successful completion of the propaedeutic phase and/or the study programme.

HBO, higher vocational education

Within HBO there are: • the associate degree study programme (120 credits, no propaedeutic phase), • the Bachelor programme (240 credits), • the funded Master programme (at least 60 credits), and • the post-initial Master programme (at least 60 credits).

Initial and post-initial study programmes

Initial study programmes are funded by the government and post-initial study programmes are not. The majority of students follow an initial (associate degree, Bachelor, funded Master) study programme: a study programme that prepares the student for their start on the labour market, a post-initial (Master) study programme will build on this.

Complaint

A formal written expression of dissatisfaction about an act or behaviour towards the student by a person or body connected to Rotterdam University of Applied Sciences.

Learning outcome

The content and level of the knowledge, insight and skills required to achieve a specific number of credits. A unit of learning outcomes will carry a maximum study load of 30 credits.

OER (Dutch: Onderwijs- en examenregeling), Education and Examination Regulations

The regulation as referred to in Article 7.13 of the WHW (Higher Education and Research Act), which provides information about the content and structure of the study programme (the

courses, examination opportunities, study load, etc.). The Education and Examination Regulations are part of the student statute.

Study programme variant

The structure of the study programme: part-time, full-time or dual-track.

Osiris (Case)

The study information system where the student can enrol for courses and the corresponding assessments, and where results and schedules can be viewed. It also contains the student's personal information, as well as information relating to student progress and notes.

RIO (Dutch: Registratie Instellingen en Opleidingen)

The new (successor to CROHO) national register in which an overview of all educational programmes, organizational design and accreditations/licenses are registered.

School working day

A day which is not a Sunday or a recognised statutory or bank holiday, as well as not a school holiday. See the definition of "non-working day" in the CAO-HBO (collective labour agreement for higher vocational education).

Student

A person who is enrolled at Rotterdam University of Applied Sciences to pursue an education and take assessments and examinations as part of a funded study programme.

Study year

The period of time that commences on 1 September and ends on 31 August of the following year.

Study load

The number of hours that the student must dedicate to their study programme, under normal circumstances, to complete a course or obtain a certificate.

Credit

The study load of a study programme is expressed in credits. One credit represents 28 study hours.

Student statute

Description of the rights and obligations of the student as referred to in the WHW (Higher Education and Research Act) with due observance of the exceptions referred to in article 7.59 WHW.

SPO, study progress overview

An overview of study results that provides insight into the student's study progress.

Assessment

An examination of the knowledge, insight and skills, as well as the assessment of the results of that examination.

Assessing

All information that is collected before, during and after education to provide an assessment of the student's learning and the level achieved.

Exemption

The written, signed and dated declaration of the Exam Board stating that the student named in

this declaration has been exempted from taking the assessment of the course specified in the declaration (and the corresponding number of credits).

Week

In principle, a week will consist of five school working days, from Monday to Friday. Sometimes Saturday is designated as a day of education.

Act, WHW

The Higher Education and Research Act (Dutch: Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).

Appendix 2 Code of Conduct and Integrity

Introduction

In laying down this Code of Conduct and Integrity, Rotterdam University of Applied Sciences sets out to put in place safeguards to ensure an effective, safe and stimulating working and study climate within the organisation, in which each individual will interact with one another in a respectful manner and in which mutual acceptance and mutual trust constitute essential underpinning values. In the context of Point 10 of the Focus Programme, Rotterdam University of Applied Sciences also wants this Code of Conduct and Integrity to contribute towards the development of a strong culture of quality, in which each individual feels able to challenge another individual in an open and critical manner. Guidelines on good standards of behaviour are important if an atmosphere of this nature is to be created and maintained. This Code of Conduct and Integrity sets out the expectations of Rotterdam University of Applied Sciences where standards of behaviour are concerned. In a stimulating and safe working and study environment, collegiality, respect and attention for others all form part of a normal, good standard of behaviour and undesirable conduct is avoided.

Undesirable conduct is difficult to define. Undesirable conduct may be raised for discussion in situations where conduct is experienced as undesirable. Undesirable conduct must be prevented and combated and requires an active contribution from everyone who is employed by or studying at Rotterdam University of Applied Sciences. Individuals will be expected to consider their own conduct, but also to adopt a vigilant stance towards any form of undesirable conduct that they might observe in their own situation, as employees or students. Undesirable conduct must always be raised for discussion, either by challenging the person(s) concerned directly or by seeking the assistance of a third party.

The Code of Conduct and Integrity forms part of the overall policy in place at the university of applied sciences, of the exemplary behaviour that is expected of its managers, the professional mentality required of its staff and the attitude to studying required of its students.

This Code of Conduct and Integrity has been formulated with the greatest possible care. However, the use of legal language is unavoidable. A version of this Code of Conduct and Integrity that has been written in a more accessible style is also available.

Please see the glossary in one of the appendices to this Code of Conduct and Integrity for definitions of the various terms used in this document.

Objective

The objective of this Code of Conduct and Integrity is to explicitly draw the various starting points and expectations to the attention of all staff and students.

Founding principles

In all of its activities, Rotterdam University of Applied Sciences upholds the fundamental principle that all persons are equal. It does not make any distinction between gender, sexual orientation, religion, beliefs, cultural background or skin colour when recruiting and selecting staff and admitting students.

Rotterdam University of Applied Sciences promotes mutual respect and tolerance. Rotterdam University of Applied Sciences strives to achieve ideological multiformity and encounters and students will only be divided up into groups for educational purposes. Rotterdam University of

Applied Sciences is emancipation-oriented in its approach (in the broad sense of the term), with due observance of democratic relations.

This Code of Conduct is based upon the founding principles of Rotterdam University of Applied Sciences, as laid down in the Statutes. The Statutes are published on HINT and on the Rotterdam University of Applied Sciences website.

The Code of Conduct and Integrity includes the rules for ethical aspects¹ associated with the activities carried out by the institution. These are prescribed by Article 1.7 of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek) (WHW).

Starting points

Rotterdam University of Applied Sciences has elaborated on the above in a number of additional starting points:

1. Rotterdam University of Applied Sciences rejects all forms of undesirable conduct. Rotterdam University of Applied Sciences wishes to prevent and combat undesirable conduct by means of this Code of Conduct and Integrity, in its everyday actions and in the policy it develops.
2. Rotterdam University of Applied Sciences endeavours to enable students to resolve problems using a results-oriented approach. This means that students will work together regardless of social, religious or other views. This starting point imposes requirements on the way in which groups are put together for lectures, projects, assignments, etc. (multiform).
3. Rotterdam University of Applied Sciences allows ideological multiformity to form part of its education programmes and, by doing so, enhances knowledge of the backgrounds to different religions, beliefs and cultures.
4. In the assessment of parts of the education programmes, the professional mentality required for the profession for which students are being prepared will also play a role. Actions that are contrary to that professional attitude may result in negative assessments.

Code of Conduct and Integrity

1. As a member of staff or a student, I undertake to uphold this Code of Conduct and Integrity and to abide by it in my day-to-day actions.
2. I will interact with others in a manner that acknowledges the dignity of other people.
3. The way in which I act, dress, behave, etc. will be respectful and will take account of the viewpoints of others at the university of applied sciences. This means that I will dress in an appropriate manner for the school and profession for which I am being trained. Clothing that covers the face is not permitted at Rotterdam University of Applied Sciences.
4. I will refrain from all forms of undesirable conduct: particularly, discrimination, (sexual) intimidation, harassment, bullying, aggression and violence. I will make every effort to contribute to a safe school climate.
5. I will take care to uphold the name, interests and starting points of the university of applied sciences and will do so both at the university of applied sciences and when elsewhere (on placements, in publications, on social media, etc.).
6. I will treat the property of the university of applied sciences with care.
7. I will communicate in an honest and open manner and will refrain from any anonymous communications. I will take care when using the facilities provided by Rotterdam University of Applied Sciences. This pertains especially to Internet and telecommunications facilities. In terms of privacy, this means that I will not use personal data for any purpose other than specified.

8. The language that I will use to communicate with others at Rotterdam University of Applied Sciences will be the language used for the delivery of education. This will be the Dutch language (exceptions to this rule, namely the English learning routes and the language study programmes offered as part of teacher training, and other modules delivered in a foreign language).
9. I will act honestly and with due care and respect. I will treat all information attained confidentially as part of the study programme in a confidential manner.
10. I will refrain from any conduct that unnecessarily and/or unjustifiably brings, or could bring, the good name of Rotterdam University of Applied Sciences, one of its employees or one of its students into discredit.
11. I will carefully uphold the interests of the university of applied sciences, but will not do so in a manner that is detrimental to my own interests and/or the interests of other institutions or companies, whether or not in competition with Rotterdam University of Applied Sciences. If in doubt, I will consult my immediate line manager, especially where taking up other activities or paid activities is concerned.
12. This means that, as an employee, I will not favour any members of my family, partners or friends when granting (holiday) jobs, (paid) assignments or awarding study results. If in doubt, I will act transparently and refer decisions to my line manager.
13. In the event that an emotional relationship develops with an employee or student, I will abide by the standards of professionalism and impartiality. As an employee, this means that I will inform my line manager immediately of any relationship with a subordinate or student. This notification will be handled with the utmost discretion and lead to a solution that precludes interdependence. The agreements will be recorded in writing.
14. I am familiar with the following provisions regarding people and animals in terms of demonstrations and/or testing:
 - The involvement of individuals from the study programmes is limited to demonstrations, practice and/or treatment situations. If persons from the study programmes are involved, this always takes place with their consent and under the supervision of an authorised supervisor. This also applies to placements and study or graduation projects. If students practice on one another, this must be part of a mandatory requirement as stated in the Student Handbook (Education and Examination Regulations).
 - Insofar as persons are involved in medical research carried out under the responsibility of the university of applied sciences, this may not take place until a positive assessment has been obtained from the Medical Ethical Review Committee based on Article 16 of the Medical Research (Human Subjects) Act (Wet medisch-wetenschappelijk onderzoek, WMO).
 - The use of test animals is limited to curriculum components that form part of the specialisation of working with test animals. This use is only permitted when unavoidable, must be of a limited scope and as described in the Student Handbook (Education and Examination Regulations, EER). Compliance with the provisions of the Experiments on Animals Act (Wet op de Dierproeven) is required.
 - When providing information to prospective employees and students, attention must be devoted to ethical issues that may be of importance in the study programme concerned and, if so, whether or not they are mandatory.
15. I hereby subscribe to these starting points and rules, which I will observe and actively call others to account about, where necessary.

Scope

This Code of Conduct and Integrity is applicable to all contacts between members of staff and students at Rotterdam University of Applied Sciences, whether these contacts take place in a professional context or in relation to a course of study on the one hand, or outside this context on the other hand.

Compliance

Rotterdam University of Applied Sciences will endeavour to bring about the behaviour desired by adopting a proactive approach and displaying exemplary behaviour in work and teaching. This Code of Conduct and Integrity contains agreements and regulations that form a framework and guidelines for students and staff.

A more detailed implementation of measures that may be taken in the case of students or staff members in the event of serious contraventions of, or consistent actions contrary to these values have been included in the Student Handbook and in the Collective Labour Agreement for Professional Vocational Education, both of which have been published on HINT and on the Rotterdam University of Applied Sciences website.

Entry into force

This Code of Conduct and Integrity was incorporated into the Student Handbook on 1 September 2016. Rotterdam University of Applied Sciences will ensure that this Code of Conduct and Integrity is implemented in the education provided.

Adoption

Adopted by the Executive Board, following recommendations from the Central Representative Board.

Appendix: Definitions

Good standards of behaviour

Standards of behaviour and actions that are experienced as desirable or proper in social and economic life.

Undesirable conduct

Actions experienced as undesirable or improper in social and economic life. Undesirable conduct is in particular understood to mean discrimination, (sexual) intimidation, harassment, aggression and violence. The latter forms of undesirable conduct have been defined in detail in the Regulations on the Complaints Procedure in relation to Undesirable Conduct.

Member of staff

Any individual who is employed at Rotterdam University of Applied Sciences.

Students

Any individual who is enrolled at Rotterdam University of Applied Sciences to attend education and sit the assessments and examinations scheduled for a unit of study programme at the university of applied sciences.

Appendix 3 Conduct and Measures Regulations

Rotterdam University of Applied Sciences has created regulations to ensure order, proper conduct, and the correct use of the facilities. Anyone who is in the buildings or on the premises of the Rotterdam University of Applied Sciences or who uses its (online) facilities, must comply with these regulations and the instructions given in this context. We ask everyone to be respectful towards each other.

Article 1 Scope

1. This regulation has been derived from article 7.57h of the Higher Education and Research Act and on Rotterdam University of Applied Sciences regulations, which are available on [Hint](#).
2. For our agreements about integrity, see the Code of Conduct and Integrity (see appendix 2 of the Student Handbook).
3. For regulations on proper conduct during assessments, see the assessment regulations (appendix 5 of the Student Handbook).

Article 2 Regulations (house rules)

We expect everyone to treat each other respectfully. That means:

1. Respect for each other and demonstrate appropriate behaviour
 - a. Quiet areas: we are always quiet in a designated quiet area;
 - b. Corona regulations: we comply with the applicable measures.
 - c. Be recognisable:
 - i. don't be anonymous (including online);
 - ii. no clothing that would make someone unidentifiable;
 - iii. be able to show proof of identity upon request.
 - d. Don't make any recordings without explicit permission.
2. Use respectful communication:
 - a. during educational activities, we communicate in Dutch;
 - b. careful use of communication resources within the (online) university of applied sciences environment.
3. Respect for each other's property and the facilities at Rotterdam University of Applied Sciences:
 - a. Use the spaces and the equipment for their intended purpose;
 - b. (Electronic/vaping) smoking is not allowed inside the buildings and on the premises of the university of applied sciences.

Article 3 Consequences (disciplinary measures)

We will address anyone who does not behave respectfully. We expect that everyone complies with our instructions.

1. The dean may impose the following measures on a student: \
 - a. educational measure;
 - b. verbal warning;
 - c. written warning;
 - d. denial of access or termination of enrolment for up to a period of one year.
3. In serious cases the Executive Board may permanently deny access or terminate a student's enrolment.

4. The verbal warning may also be given by the course director involved on behalf of the dean.
5. In urgent cases a staff member of Rotterdam University of Applied Sciences may also have someone removed from the premises for safety reasons. In that case the procedure described in article 4 will be applied.

Article 4 Procedure

1. The measure, as described in article 3, paragraph 1, a, c, d, and paragraph 2, will only be applied after the person in question has been given the opportunity to be heard.
2. A decision to apply the measure as described in article 3, paragraph 1, a, c, d and paragraph 2, will be shared with the person in question in writing, with an explanation of the reason.
3. The decision to apply a measure as described in article 3, paragraph 2 (the permanent termination of enrolment or permanent denial of access) will only be used after a student has received a warning and has been given the opportunity to adjust their behaviour. If the student doesn't adjust their behaviour, the measure can be applied permanently.
4. Every decision that includes applying a measure, will be registered in Osiris.
5. A student can file an objection against a decision as described in article 3 with the Advisory Appeal Board (see the Regulations for the Advisory Appeal Board).

Appendix 4 Exam Board Rules and Guidelines

Explanation of this document:

The Student Handbook includes descriptions of the end-level qualifications and the educational content of the study programme. The Rules and Guidelines (R&R in Dutch) include the work method of the Exam Board is laid down for the student regarding assessments and examinations. Under the law, the content of the R&R falls under the authority of the Exam Board. The R&R is included as an appendix to the Student Handbook and is structured to firstly describe the formal (procedure-based) tasks, followed by the material (content-based) tasks.

The work method and implementation of the tasks are further explained in the 'Handbook for Exam Boards', written specifically for the Exam Boards. This is a separate document for internal use.

Furthermore, the Exam Board determines the guidelines and instructions for the examiners to assess and determine the results of (interim) examinations, written specifically for the examiners. This is a separate document for internal use ('Guidelines and Instructions' (R&A in Dutch)).

Table of Contents

RULES AND GUIDELINES	3
CHAPTER 1 GENERAL PROVISIONS	3
Article 1.1 Scope.....	3
CHAPTER 2 COMPOSITION AND WORK METHOD.....	3
Article 2.1 Composition of the Exam Board.....	3
Article 2.2 Tasks, authorities and responsibilities of the Exam Board	4
CHAPTER 3 ASSURING THE QUALITY OF ASSESSMENTS AND EXAMINATIONS	4
Article 3.1 Accreditation	4
Article 3.2 Quality assurance.....	4
CHAPTER 4 ASSURING THE ORGANISATION OF EXAMINATIONS (ASSESSMENTS)	5
Article 4.1 Ensuring the organisation and coordination of assessments	5
CHAPTER 5 DECISION-MAKING PROCEDURE	5
Article 5.1 Decisions, proposed decisions, views of student and time frames	5
Article 5.2 Procedure of requests or complaints	6
Article 5.3 Appeal procedure after processing a request or complaint	6
Article 5.4 Conditions for filing a request or complaint	7
CHAPTER 6 ASSESSMENTS AND EXAMINATIONS (ASSURANCE).....	7
Article 6.1 Exam programme.....	7
Article 6.2 Invalidation of (partial) assessments	7
Article 6.3 Elective courses and minors.....	8
CHAPTER 7 REQUESTS AND SPECIAL CIRCUMSTANCES	8
Article 7.1 General requests	8
Article 7.2 Compensation.....	8
Article 7.3 Exemptions.....	9
Article 7.4 External minor	9
Article 7.5 Individual arrangement.....	10
Article 7.6 Adjustments for students with a disability.....	10
CHAPTER 8 CERTIFICATE	10
Article 8.1 Procedural requirements.....	10
Article 8.2 Certificates and declarations	11
CHAPTER 9 FRAUD, PLAGIARISM AND IRREGULARITIES	11
Article 9.1 Fraud	12
Article 9.2 Plagiarism	12
Article 9.3 Irregularities.....	13
Article 9.4 Procedure	13
Article 9.5 Consequences in case of fraud and irregularities.....	14
CHAPTER 10 FINAL PROVISIONS	14
Article 10.1 Platform Exam Board Chairs	14
Article 10.2 Hardship clause.....	15

Rules and Guidelines

Chapter 1 General provisions

Article 1.1 Scope

1. The Exam Board is responsible for ensuring the quality of the examination and the certificate. Within the framework of the Student Handbook, the Exam Board is authorised to define guidelines and instructions. This is how the Exam Board assesses and determines the result of assessments and examinations. These guidelines should be seen in the context of the core function of the Exam Board.
2. The law mentions two documents that must describe the regulations for assessments: the Student Handbook (which covers assessments and other information) and the Rules and Guidelines (R&R). The Executive Board and the deans of the institutes compile the Student Handbooks. The Student Handbook includes, among other information, descriptions of the end level qualifications and the educational content of the study programme. The Rules and Guidelines document includes the work method of the Exam Board regarding assessments and examinations. According to the law, the content of the R&R falls under the authority of the Exam Board.
3. In the event of differences in the interpretation between the English and Dutch texts, the Dutch text prevails.
4. The instructions that the Exam Boards may provide, refer to the examiners.
5. In these regulations, the term 'student' also includes course participants and/or external students ('extraneus'), if the text applies to them.
6. The following articles do not (completely) apply to (post initial) Master programmes.
 - articles 5.3 (appeal procedure after a request or complaint has been handled),
 - article 6.3 (elective courses and minors),
 - article 7.4 (external minor),
 - article 7.6 (adjustments for students with a disability).
7. These R&R will go into effect as of 1 September 2022. In principle, the R&R should not change during the study year. If the text in Osiris Case contradicts the R&R, the R&R text shall prevail.

Chapter 2 Composition and work method

Article 2.1 Composition of the Exam Board

1. The Executive Board appoints the chair and the members of the Exam Board based on their expertise in the corresponding study programmes. This occurs in accordance with article 7.12 a, sub clause 1 of the Higher Education and Research Act, on the recommendation of the dean.
2. The chairperson is responsible for the day-to-day operations of the Exam Board. In the absence of the chairperson, there is a vice-chair. The (official) secretary of the Exam Board supports the chairperson.

Article 2.2 Tasks, authorities, and responsibilities of the Exam Board

1. The Exam Board determines in an objective and expert manner if a student has successfully passed their final exam. Based on the law, the Exam Board has a number of specific tasks and authorities for this purpose. The Exam Board is responsible for the following:
 - a. ensuring the expertise of the examiners,
 - b. safeguarding, monitoring, and analysing the quality of the assessment tools,
 - c. safeguarding and monitoring the assessment and certification,
 - d. overseeing the implementation of improvements in the above-mentioned tasks.
2. In addition to the previously described legal quality assurance tasks and authorities, the Exam Board is also responsible for the following:
 - a. guaranteeing the organisation of assessments (for the actual organisational process itself, see **'Instructions for assessments'**)
 - b. processing requests or complaints about the assessments and examinations (see [Requests and special circumstances](#)),
 - c. granting exemptions from taking one or more assessments,
 - d. imposing sanctions in case of proven fraud and irregularities committed by a student.

Chapter 3. Assuring the quality of assessments and examinations

Article 3.1 Accreditation

1. Every study programme is evaluated every six years by an external assessment firm. Thus, a group of independent experts evaluates the study programme. The purpose is to obtain or maintain the accreditation of the Accreditation Organisation of the Netherlands and Flanders (NVAO). The study programme receives a seal of approval when the NVAO approves the quality of the study programme. As a result, the study programme will be legally recognised. The examination process is a component of the quality of the education that is assessed in the accreditation.

Article 3.2 Quality assurance

1. The Exam Board must objectively and expertly determine if each student meets the requirements of the study programme in order to obtain their degree.
2. In the context of its quality assurance role, the Exam Board distinguishes between procedure-based and content-based tasks. A procedural task includes:
 - a. ensuring R&R compliance,
 - b. supervising the correct use of assessment forms,
 - c. overseeing the expertise of the examiners.
3. For content-based tasks, the quality assurance focuses on the required end level. Quality control is performed in the following ways:
 - a. annually determining if the examination programme covers the end level qualifications,
 - b. determining if the assessments/components of the end level work comply with quality requirements, such as validity, reliability and transparency; This is done by screening instruments and procedures, as well as conducting random checks,

- c. requesting relevant information from the study programme to conduct the quality assurance task,
 - d. giving the study programme (un)solicited advice to implement (specific) improvements which are then monitored,
 - e. thoroughly checking and determining if the required components for the final exam have been obtained by the student.
 - f. providing a transparent report about the implementation of the Exam Board's tasks in an annual report.
4. The Exam Board can authorise an Examinations Advisory Committee to investigate the quality of the exam.

Chapter 4 Assuring the organisation of examinations (assessments)

Article 4.1 Ensuring the organisation and coordination of assessments

1. The dean of the institute is responsible for ensuring the appropriate assessment organisation and conditions, and the Exam Board is responsible for safeguarding these assessment conditions.
2. If a student finds the assessment conditions to be insufficient, the student can report this to the Exam Board no later than six weeks after the event. If the Exam Board receives word about serious deficiencies in the organisation of assessments, it will bring this to the attention of the dean of the institute. A possible consequence may be that the assessment is deemed invalid.
3. The Exam Board will conduct a structural check of the assessment organisation process. It will check if the assessment and examination system is sufficiently guaranteed to prevent, detect, and address any irregularities.

Chapter 5 Decision-making procedure

Article 5.1 Decisions, proposed decisions, views of student and time frames

1. The Exam Board usually decides within six weeks after receiving a request. When calculating this period, the (study programme or institute of the) university of applied sciences will not include designated holidays. Examples of decisions include:
 - a. a decision to grant exemptions,
 - b. a decision to approve graduation; this means that a student has complied with the end level qualifications for the study programme,
 - c. a decision to grant a special distinction, such as cum laude,
 - d. a decision to allow alternative assessment forms for students with a [functional impairment or disability](#) (see also article 3.2 of the Student Handbook),
 - e. the implementation of sanctions in case of fraud (including plagiarism),
 - f. decision to grant individual arrangements, such as early or extra assessment opportunities,
 - g. approval of education still to be pursued and completed abroad.
2. The Exam Board usually communicates its decision to the students via Osiris Case.

3. If a student disagrees with a decision, the student is allowed to request a hearing within five working days after the decision has been published by submitting a motivated request via Osiris Case. The student can then explain his view to the Exam Board.
4. The Exam Board will only grant the request for a hearing if the information on which the Exam Board has based its decision differs from the information provided by the student. If the difference has very minor consequences for the student, the Exam Board may still decide to not grant a hearing.
5. If the student has not requested a hearing or if the request has been denied, as described under paragraph 4, the decision will become final after five working days. A student may appeal a final decision (this does not apply to a course participant).

Article 5.2 Procedure of requests or complaints

1. The student can submit a request or a complaint about the assessment and examination procedure to the Exam Board via Osiris Case. The student first goes through an amicable process (for example, by first talking to relevant people involved) and, when submitting a request or complaint, presents all relevant documents.
2. When processing a complaint, the Exam Board will hear the student and will ask the lecturer for information, and if necessary, also hear the lecturer. A minimum of two persons are involved in processing a complaint on behalf of the Exam Board. If the examiner involved is a member of the Exam Board, this examiner will not participate in handling the complaint.

Article 5.3 Appeal procedure after processing a request or complaint

1. The Exam Board does not deal with the issue if the student does not agree with the *content* of an assessment, only the establishment of the assessment (assessment procedure) is considered. In that case, it is preferable for the student to first review the exam or request a review and meet with the examiner before proceeding with an appeal or complaint. If a student of a bachelor or funded master programme still files an appeal against an examiner's assessment, the student can only file an (administrative) appeal with the Examinations Appeals Board on the grounds that the 'Decision conflicts with the law'. See article 2.4 of the Student Handbook for further provisions about this and see [Hint](#). If a student/course participant of post-initial education still does not agree with an examiner's assessment, despite an attempt to come to an amicable resolution, the student may submit a complaint to the dean.

Tip: The Examinations Appeals Board will not assess the student's knowledge or ability. In other words, the Examinations Appeals Board does not award the student any other assessment; there is only an assessment based on the requirements of due care and justification.

2. The Exam Board addresses requests and/or complaints by giving the student a reply via a decision. An appeal to the Examinations Appeals Board is considered closed when the decision is made or if the student decides to withdraw the appeal.

*Tip: If you no longer have an interest, for example, because the case has been resolved, and/or a settlement has been reached, it's important that **you** personally withdraw your appeal with the Examinations Appeals Board. Keep in mind that, during or after a conciliation meeting, you will be*

offered a specific timeframe (for example two days) to report to the Exam Board and the Examinations Appeals Board if you wish to pursue the appeal.

Article 5.4 Conditions for filing a request or complaint

1. The student must submit a complaint in writing about the assessment process. The complaint must be submitted, in writing and with justification, within six weeks after the incident concerning the complaint has occurred.
2. If a request to the Exam Board is incomplete, the student must complete the request within ten working days. If the student fails to do so, the Exam Board will not further handle the request, due to a lack of substantiation.

Chapter 6 Assessments and examinations (assurance)

Article 6.1 Exam programme

1. The Exam Board appoints each examiner, usually from within the study programme. The examiner creates and assesses the assessment and determines the result. Graduation components are always assessed by at least two examiners.
2. The student will pass the final exam when all the required exams (collectively also known as the exam programme) have been completed with a passing grade (or with any exemptions). After the assessment has been graded, the student will receive a result, which will be published via Osiris. The student may derive rights from the determined result, as long as the final grade in Osiris correctly reflects the reality.
3. The Exam Board may determine that a final assessment is part of the examination. The study programme chapter in the Student Handbook describes what this assessment involves and how many credits will be earned. The Exam Board may institute its own assessment in the following cases:
 - a. The Exam Board finds that the adjustments made to the assessments due to the Covid-19 pandemic do not provide enough assurance that the assessments provide a proper evaluation of the student's knowledge, insight, and skills,
 - b. a new similar pandemic occurs and adjustments to the exam methods described in the Student Handbook are necessary,
 - c. an internal accreditation or audit has resulted in an improvement plan,

Article 6.2 Invalidation of (partial) assessments

1. According to article 4.11 of the Student Handbook, the Exam Board can fully invalidate an assessment (opportunity) in the following cases:
 - a. a general technical interruption or failure,
 - b. suspicions of large-scale fraud,
 - c. insufficient quality of the (partial) assessment,
 - d. unforeseen circumstances.
2. A decision to invalidate the assessment will be made after consulting the dean and the examiner(s) involved. The study programme will immediately notify the students of the Exam Board's decision, via the regular communication channels of the university of applied sciences. The Exam Board can register the assessment in

question as Not Valid (NG). After invalidating an assessment, the Exam Board will consult with the examiner(s) as quickly as possible to determine to what extent the assessment will have to be (re)administered. Ideally, a new assessment should take place within two weeks after the original assessment date. This new assessment date will be published on Hint.

3. The Exam Board can invalidate an assessment of an *individual* student if it has become reasonably impossible for the examiner to properly grade the student's acquired knowledge, insight, and skills. The Exam Board can register the concerned assessment as Not Valid (NG). The Exam Board will ask the examiner of the study programme to enter the result as Not Valid.

Article 6.3 Elective courses and minors

1. The minor is a coherent set of educational components around a theme relevant to the chosen Bachelor or Associate Degree study programme. The student's Exam Board determines, based on the criteria described in [article 7.4 of the R&R](#), if the student can participate in their chosen minor. Participation in the minor also depends on the number of available places.

Tip: apply in time if you want to request an external minor. It could happen that your request is approved by the Exam Board, but the minor at another study programme has filled up and they can no longer admit you.

Chapter 7 Requests and special circumstances

Article 7.1 General requests

1. Students can submit the following requests or complaints to the Exam Board via Osiris Case:
 - a. an exemption request for one or more courses,
 - b. a request for an additional or rescheduled assessment opportunity,
 - c. other requests for exemptions (individual arrangements) regarding courses and examinations, if applying the Student Handbook rules and regulations would result in unreasonable hardship (an appeal to the hardship clause),
 - d. complaints about an assessment,
 - e. a request to enrol in an external minor,
 - f. a request for results that have been or will be obtained externally,
 - g. if applicable: a request for a language switch,
 - h. a file statement request (see 'Other regulations').
2. Students can submit their request for graduation or postponement of graduation via Osiris Student under 'Request Diploma.'

Tip: make sure that you submit a request for graduation (request or postponement) via Osiris Student and not via Osiris Case.

Article 7.2 Compensation

1. The Exam Board can allow the study programme to determine a compensation arrangement, according to the Exam Board's conditions. This means that not every assessment has to be passed for the student to receive credit for a course.

Article 7.3 Exemptions

1. An exemption request must contain the name of the corresponding course and a justification for the exemption request. The Exam Board will assess the exemption request based on article 4.7 of the Student Handbook.
2. To support the request for exemption, the following (authenticated) current documents must be included:
 - a. the 'Exemptions' request form in Osiris Case, completed truthfully and in full,
 - b. a description of the educational content in relation to the exemption application (e.g., course guideline), and,
 - c. recommendation from an involved examiner about the submitted documents.
3. To grant an exemption based on an EVC statement, the student, in principle together with a [recognised organisation](#) must collect all the relevant information in a structured manner. The recognised organisation will record the result in an Experience certificate, which confirms the student's knowledge and skills, and is registered with the [EVC registry](#). The student then submits the certificate to the Exam Board.
4. The student must submit the exemption request before the start date of the course in question.
5. An exemption for a minor is possible if the student can demonstrate that he has acquired the in-depth and/or broader competencies at least at a university of applied sciences bachelor end level 6.
6. No exemption can be granted for the elective course if the elective course is used for mandatory supplementary courses or because of possible other requirements set by the student's own study programme regarding electives.
7. The Exam Board will not grant an exemption for an assessment that the student has already completed. The student is also no longer allowed to sit an assessment for which an exemption has been granted.
8. If a student has completed a course at a certain level but cannot demonstrate completion of the course at a lower level, and if there is no compensation within the programme, the Exam Board will not grant an exemption for the assessment of the lower-level course.
9. The Exam Board will not grant exemption for (components of) the graduating programme.

Tip: make sure that your exemption request is clear, concise, complete and easy to understand. This is particularly important for your justification/motivation.

Article 7.4 External minor

1. Rotterdam University of Applied Sciences allows students in the Bachelor programme to complete an external minor. More information is available on [Hint](#).
2. The Exam Board uses the criteria below to determine whether the external minor is of sufficient level:
 - a. the minor has a sufficiently broadening and deepening character,

- b. the minor contributes to achieving the level that is required for the degree of this study programme, and fits within (the theme of) the profile of the study programme,
 - c. the minor relates sufficiently to the bachelor programme, but does not overlap too much,
 - d. The scope and depth of the minor is comparable to minors at the university of applied sciences level (higher education).
- 3. The external minor may consist of two components of 15 credits each, as long as these are offered in two consecutive blocks.

Article 7.5 Individual arrangement

- 1. After a course has been cancelled, the corresponding assessment will be offered two more times in the following study year. After that, the student must attend the replacement course or complete a replacement assignment. In the latter case, the student will follow a modified learning programme. In that case, the student can no longer resort to the original course.
- 2. If due to a curriculum change the student completes both the old and new courses, the old courses will be added manually to the conversion table.

Article 7.6 Adjustments for students with a disability

- 1. The Exam Board provides students with a disability, which has been recognised by a student counsellor, with the opportunity, if needed, to take assessments that have been adapted for the disability, in consultation with the study programme. See also article 3.2 of the Student Handbook
- 2. The student should contact Student Affairs with any practical or organisational requests (for example, the use of a laptop).
- 3. The student should contact the Exam Board if the request is of a more substantive nature, such as modified test formats (deviating from the regular exam method and/or the curriculum). If necessary, the Exam Board will request advice from the student counsellor about student requests of a funded master's programme.
- 4. In principle, the course participant, unlike the student, cannot make use of the advice of the student counsellor. Therefore, course participants are advised to contact the study programme to find out if there are any possible adjustments due to a disability. In consultation with the Exam Board, the study programme will, if necessary, give the course participant the opportunity to take the (partial) assessment in a way that takes the student's disability into account.

Tip: for more information, see [Hint](#). If you experience an impediment because of a disability, make this known to the student counsellor as soon as possible and provide (medical) evidence.

Chapter 8 Certificate

Article 8.1 Procedural requirements

1. In accordance with article 4.8 of the Student Handbook, the Exam Board determines the results of the examination. In principle, an examination has been passed when the student has successfully completed all the study programme's examinations. Where necessary, an additional assessment of the student's knowledge, insight and skills will take place. The Exam Board appoints examiner(s) to this end. If a student has performed with honours or with distinction, a judgement (summa) cum laude is awarded.
2. To receive a certificate, the student must submit a request to the Exam Board.
3. The official graduation date is the date on which the Exam Board confirms that all of the required credits have been obtained. The student will be notified of this decision within two days of the date on which the confirmation was made. The Student Services Centre (SSC) takes care of the registration of the certificate in the national diploma register.
4. The student who is eligible to receive a certificate can request the Exam Board to postpone this.

Tip: do not terminate your enrolment via Studielink after you have completed your final exam! For the Exam Board to confirm your graduation, you must be enrolled. After that your enrolment will automatically be terminated. For more information, see [Enrolment process regulations for the bachelor programmes and associate degree programmes](#).

Article 8.2 Certificates and declarations

1. As evidence that the student has successfully completed the examination, the Exam Board will award a certificate. The certificate will be signed by an authorised member of the Exam Board.
2. The certificate states which components have been included in the examination and, in relevant cases, which qualification has been granted. The certificate includes a grade list and a supplement (in English). The purpose of the supplement is to provide insight into the nature and content of the completed study programme, partly to facilitate the international recognisability of study programmes. See [Hint](#) for more information.
3. If a student cannot receive the certificate yet or the student needs additional information, for example for re-enrolment or for an employer (abroad), the following options are available:
 - a. A study progress overview via Osiris Student.
 - b. A statement by the Exam Board according to article 4.8 sub clause 6 of the Student Handbook: If a student has successfully completed more than one assessment but is unable to receive their certificate via the Exam Board.
 - c. DUO statement via the DUO website.
 - d. Nuffic statement for a further [description of the diploma](#) or the recognition of the profession.

Tip: would you like to know what is included in your certificate and supplement? See article 7.11 (and 7.19a) of the Higher Education and Research Act.

Chapter 9 fraud, plagiarism, and irregularities

Article 9.1 Fraud

1. Fraud, as referred to in article 7.12b of the Higher Education and Research Act (*WHW*), is understood to mean the conscious or unconscious act, omission, attempt or incitement to conduct that makes it entirely or partly impossible to form a correct and honest opinion of someone's knowledge, insight, skills or (professional) attitude. Plagiarism is a manifestation of fraud.
2. The following situations are in any case, but not exclusively, considered fraud:
 - a. gaining access to the education programme or the examinations for improper reasons,
 - b. during an examination, to have at one's disposal means of which the use during the examination is not explicitly allowed on the examination sheet, for example a (smart) watch, papers, electronic equipment (such as a phone, laptop, or headphones),
 - c. cheating during an examination or exchanging information or collaborating in any way, inside or outside the (online) examination room,
 - d. swapping or exchanging the question and/or answer sheets handed out,
 - e. giving the opportunity or inciting (a) fellow student(s) to commit fraud,
 - f. making changes to the results of the examination after the time limit within which the examination must be completed has expired and/or the results have been handed in.
3. Serious fraud, as referred to in article 7.12b, paragraph 2, of the *WHW*, is in any case understood to mean:
 - a. putting himself or one or more fellow students in possession of assignments or answers for the examination concerned prior to the examination,
 - b. impersonating another student during the examination and taking/attending the examination, or the course offered in the place of that student, or signing on behalf of another student,
 - c. allowing oneself to be represented by someone else during the examination,
 - d. falsifying, manipulating and/or forging signatures, survey or interview answers or research data,
 - e. cheating on one's work during or outside the period of inspection of an assessed paper/examination,
 - f. cheating on examination results or study progress overviews,
 - g. committing serious forms of plagiarism as referred to in article 9.2 of these Regulations.
 - h. A form of serious plagiarism as referred to in article 9.2 section 2 under f up to and including j.
4. Making one's own work available to another may encourage fraud by providing an opportunity or by inciting others to commit fraud. It is also a case of participation in fraud if, during the examination, the opportunity is given to copy or if information is exchanged. Fraud is defined as any intentional or unintentional act, omission, attempt or incitement to behaviour that renders it completely or partially impossible to appropriately form a correct and honest assessment of the knowledge, insights, skills or (professional) attitude of a person.

Tip: in group work you have a collective responsibility. That is why you are responsible for monitoring possible plagiarism by fellow students.

Article 9.2 Plagiarism

1. Plagiarism is also understood to mean in any case:

- a. the use or copying of another's texts, data, or ideas without complete and correct source reference,
 - b. presenting the structure or the central ideas from third-party sources as one's own work or own thoughts, even if a reference to other authors is included,
 - c. failing to clearly indicate in the text, for example, by means of inverted commas or a particular style, that verbatim or near verbatim quotations have been used in the work, even if the source is correctly cited,
 - d. paraphrasing the content of other people's texts without providing sufficient source references,
 - e. making use of one's own work already produced in another course without the explicit and written permission of the examiner and/or submitting a previously submitted or similar text without correct and careful acknowledgement of the source and/or citation,
 - f. making substantial use of or copying other people's texts, data, or ideas without stating the source,
 - g. presenting the structure or the central ideas from third-party sources as one's own work or thoughts
 - h. copying the work of fellow students and letting it be seen as one's own work,
 - i. copying image, sound or test material, software, and programme codes from others without reference, and letting this be considered as one's own work
 - j. the submission of papers written by someone else (whether or not for payment), including papers acquired from a commercial institution.
2. Group members are jointly responsible for submitted work. If plagiarism is found in group work, the plagiarism is attributed to each of the group members, unless the (fellow) student demonstrates that he could not or should not have known that the other person was committing plagiarism. How far a student has been able to demonstrate his unknowingness is up to the Exam Board.
 3. **Article 9.1 section 4** is applicable by analogy in case of the appearance of plagiarism.

Article 9.3 Irregularities

1. An irregularity occurs when, due to deviating circumstances, it is not or insufficiently possible to form an opinion about the acquired knowledge, insight and/or skills of the student(s). This is always the case when a partial exam is not administered according to the **instructions for assessments**. Committing irregularities may have consequences for the student if the Exam Board imposes any measures.
2. The following situations are definitely considered to be irregularities:
 - a. not providing written documentation for a (mandatory) plagiarism check,
 - b. registering for or participating in an assessment from which the person has been excluded by the Exam Board,
 - c. obtaining unauthorised access to education or assessments,
 - d. leaving the exam room without permission of the invigilator before the assignments and the answers of the assessment have been submitted.

Article 9.4 Procedure

1. If there is any suspicion of an irregularity before, during or after the assessment, the following procedure applies:
 - a. The invigilator or examiner makes a note on the work submitted or to be submitted by the student and takes any evidence,

- b. the students will be allowed to complete the assessment,
 - c. The invigilator or examiner will file an official report, in which the invigilator or examiner states what has been observed and the reason why there is a suspicion of fraud or irregularities,
 - d. The invigilator or examiner then notifies the Exam Board of their suspicion of fraud and presents the official report,
 - e. Within five working days of receiving the notification, the Exam Board will inform the student of the fraud suspicion,
 - f. Within three weeks of receiving the notification the Exam Board will provide the student with an opportunity to be heard, for which the Exam Board will send the student an invitation,
 - g. Within two weeks after the student has been given the opportunity to be heard, the Exam Board will determine if there was a case of fraud or an irregularity,
 - h. if further investigation is required, the Exam Board may extend this period. They will notify the student of this in a timely manner,
 - i. The student will be notified in writing of the decision, as well as of any measures or sanctions imposed, in principle via Osiris Case,
 - j. any case of confirmed fraud or irregularity will be registered in Osiris.
2. If an examiner or invigilator suspects any irregularity before or during an assessment, he will report this to the Exam Board. Also, if after the assessment, the examiner determines that the student did not follow the rules, the examiner will report this to the Exam Board. If there was a (possible) breach of the Rules of Conduct of Rotterdam University of Applied Sciences, the Exam Board will transfer the notification to the dean of the institute.

Article 9.5 Consequences in case of fraud and irregularities

1. If the Exam Board determines that there was a case of fraud or an irregularity with respect to the assessment, it may impose sanctions as described in the article 4.10 of the Student Handbook, or it may invalidate the exam according to article 4.11 of the Student Handbook.
2. When imposing a sanction, the Exam Board may take into consideration whether the student has been involved in an earlier case of fraud. In case of repeated fraud, the Exam Board may ask the Executive Board to permanently terminate the student's enrolment.
3. In case of suspected fraud or irregularities, the completed work will not be graded. The examiner will not provide a result or grade for the submitted work. If the Exam Board determines that no fraud or irregularities occurred, the completed work will still be graded.
4. If there is a suspicion or confirmation of fraud in an assessment, the Exam Board may decide to investigate any previously submitted work by the student for plagiarism. The student is expected to cooperate in such an investigation.
5. If fraud is discovered after the certificate has been issued, the Exam Board may decide to revoke the verdict previously passed on the examinee and, because of this verdict reclaim the issued certificate by means of the Executive Board.

Chapter 10 Final provisions

Article 10.1 Platform Exam Board Chairs

1. The Exam Board Chairs jointly form the Platform Chairs Exam Boards (PVE in Dutch) to agree on common frameworks based on the policy of Rotterdam University of Applied Sciences and to harmonise the implementation of these policies.
2. The objective of the PVE is to strengthen the position of the Exam Boards of Rotterdam University of Applied Sciences, while preserving its independence.
3. In order to further professionalise and embed quality, the PVE has further regulated her objectives and principles in the elaboration of her tasks in her own Regulations.

Article 10.2 Hardship clause

1. In cases where these Rules and Guidelines do not provide or when its application could lead to unreasonable hardship, the Exam Board will decide.

Appendix 5 Assessments Regulations

Article 1 General provisions

1. An assessment is an evaluation of the knowledge, insight, and skills, as well as the assessment of the results of that evaluation. An assessment can have various (online) formats, such as an open book assessment, an essay, a practical exam, a presentation, or a knowledge test.
2. An assessment may also include the submission of a paper.
3. This regulation describes all the rules for proper conduct during (partial) assessments at all degree programmes of Rotterdam University of Applied Sciences. The regulation is part of the Student Handbook.
4. Violating these regulations may be considered an irregularity according to article 4.10 of the Student Handbook.
5. If a student is granted a special facility due to a functional impairment associated with a disability or chronic illness, the student in question may be subject to different regulations.

Tip: graduation projects and thesis defences are also defined as assessments.

Article 2 Regulations for all assessments

1. A student must be registered for the specific assessment to be able to participate in the assessment. Article 4.2 of the Student Handbook states whether the student is automatically registered by the study programme, and in which cases a student must register for an assessment.
2. To participate in an assessment a student must also provide proof of identity. This can be done with any valid proof of identity, including:
 - a. a passport or identity card, as long as the identity card is issued by one of the EU member states, Norway, Iceland, Lichtenstein or Switzerland, or;
 - b. a Dutch driver's license, or an EU driver's license, or;
 - c. a Dutch residency permit, or;
 - d. a Dutch W card or privileged persons document.
3. The student must be present before the assessment starts. If the assessment includes the uploading of an assignment, the student is responsible for verifying that the examiner has received the assignment. Students must also save a copy of the upload confirmation.

Tip: your student ID card or a copy of your ID is not considered valid proof of ID. You will not be allowed to participate without a valid proof of ID.

Tip: please arrive on time or you will be refused entry.

Please note: registering for an assessment but not showing up or not (correctly) submitting your exam will be counted as an exam opportunity and will be registered in Osiris as 'not participated' (ND).

Article 3 Regulations for (digital) written assessments

1. The student must sign the attendance list.
2. During an assessment a student may only use the received assignment, the distributed assessment paper, and any permitted tools, as listed on the front page of the assessment. Anything except the permitted tools must be kept out of view and out of reach of the student.
3. In case of a digital assessment, only the permitted environment/software may be opened.
4. The student must keep their coat, bag, mobile phone, watch and any other non-permitted (electronic) tools out of reach and turn off their mobile phone. Wearing a watch during an assessment, including a smart watch, is not permitted.
5. As soon as the exam assignment has been distributed, the student is no longer allowed to communicate or exchange papers or any other tools with anyone else.
6. The student shall avoid any behaviour or posture that may give the impression that they are looking for information from someone else or consulting any information that is not permitted. The student shall avoid any situation that would allow a fellow student to see their work;
7. The use of toilet facilities is not allowed during an assessment.
8. During an assessment, the participants may only bring and consume water in a transparent container without a label. Any other food or drink is not permitted.
9. Students may not leave the room during the first 30 minutes and the last 15 minutes of an assessment.

TIP: when doing a digital assessment, always check that you have no other tabs open except for the permitted pages.

Article 4 Supervision and fraud or irregularities

1. Supervision during an assessment is the responsibility of the invigilator and/or the examiner(s). The student will follow the instructions of the invigilator and/or examiner at all times. The invigilator and/or examiner will write an official report for every assessment.
2. If during the assessment a student exhibits behaviour that, according to the invigilator and/or examiner disturbs the order and the student doesn't cease this behaviour after having been addressed, a decision can be made to terminate the student's participation in the assessment and this will/can be reported to the Dean.
3. If the invigilator and/or examiner suspects a case of fraud or any other irregularity, the student in question is allowed to finish the assessment. The invigilator will record the situation in the official report and will notify the Exam Board of the suspicion after the assessment, accompanied by the official report. The assessment of the student in question will not (yet) be evaluated.

Appendix 6 Implementing Regulations the Financial Support of Students

General

The rules stated below are implementation regulations arising from the stipulations of the Higher Education and Research Act (Article 7.51 et seq.) and the Student Finance Act 2000. Article 7.51 et seq. of the Higher Education and Research Act obliges the Executive Board to make provisions to provide financial support to students who have sustained a study delay as a result of special circumstances. The Act refers to students who are enrolled for a study programme that requires the payment of statutory tuition fees.

The Executive Board has given responsibility for implementing the arrangement to the Managing Committee for the Profiling Fund and has set this out in the 'Regulations for the Managing Committee for the Profiling Fund'.

Based on Articles 7.47a and 7.51e of the Higher Education and Research Act the Profiling Fund Managing Committee will also assess applications from students who would like to be eligible for tuition fee exemption due to the membership of the board of a student association.

Types of financial support

Financial support is granted to students who, due to special circumstances, are delayed or are expected to take longer to complete their studies than the normal course duration minus any previous months of enrolment in higher education. This applies to students who are enrolled for a study programme for which no degree has yet been awarded and that requires the payment of statutory tuition fees.

Statutory provisions are in place within the Student Finance Act 2000 to assist students in the event of incapacity for work or special circumstances. At the application of the student, the minister determines whether special circumstances apply within the meaning of the Student Finance Act 2000. The implementation is the responsibility of the Directorate DUO and requires a supporting statement from the educational institution. Within Rotterdam University of Applied Sciences, the student counsellors are mandated to carry this out.

There is a separate ministerial regulation in Article 7.51k of the Higher Education and Research Act that refers to financial support for various special activities.

Chapter 1 Financial Support for Students

Article 1.1 Criteria for financial support

1. A student who incurs a study delay or is expected to incur a study delay as a result of special circumstances as intended in Article 2 during the course duration, minus any previous months of enrolment in higher education, is entitled to support if:
 - a. The student owes statutory tuition fees for the study programme concerned, and;
 - b. The student is entitled or was entitled for this study programme to a performance grant for higher education as intended in the Student Finance Act 2000; this only regards dual-track and full-time students, and;
 - c. The student has sustained or is expected to sustain a study delay as a result of special circumstances, or;
 - d. is enrolled in an Associate degree program with a study load larger than 120 credits, or;
 - e. is enrolled in a master's program with a study load larger than 60 credits, or;
 - f. The student is enrolled at the relevant institution of higher education in a study programme for which accreditation has not been granted again and for which the individual is no longer entitled to student finance as a result.

Article 1.2 Special circumstances

1. The special circumstances referred to in Article 1 sub c are:
 - a. Board activities (see article 3.1),
 - b. Illness or pregnancy and childbirth on the part of the applicant in question,
 - c. A handicap or chronic illness,
 - d. Extraordinary family circumstances,
 - e. A study programme that is insufficiently feasible or realistic,
 - f. involvement in sports activities at national or international level, by which the student has applicationed and been awarded top-level sports status by Rotterdam University of Applied Sciences,
 - g. Other circumstances than those referred to in a to f, which, in the event that an application for financial support submitted on that basis were not granted by the Executive Board, would lead to an exceptional case of extreme injustice.

Chapter 2 Special Circumstances

Article 2.1 Application for financial support in the case of special circumstances

1. The application procedure in case of special circumstances referred to in article 1.2 sub 1 under paragraph b until g consists of a preliminary procedure and two subsequent phases. In the preliminary procedure, if possible considering the special circumstances, an request is first sent to the DUO for a year's extension of the grant period. The same applies for students who are not entitled to the performance grant. If the request is rejected or the special circumstances do not meet the DUO requirements, an application can be sent to the Profiling Funds managing committee at Rotterdam University of Applied Sciences.
2. After the preliminary procedure, there are two distinctive subsequent phases. The first phase starts with the application for recognition of the special circumstances and the duration of the study delay, after which phase two follows regarding the application for financial support. Financial support can only be granted after the course duration minus the previously enrolled years of higher education has expired.
3. The managing committee of the Profiling Fund will decide whether to recognise the special circumstances and the duration of the study delay, with a view to granting the financial support.

4. If circumstances are expected to cause study delays, the student is obliged to report the special circumstances directly to the student counsellor. The student counsellor will record this notification in Osiris and will treat it as confidential information. The student can request to review, inspect, examine the record made by student counsellor.
5. The application for the recognition of special circumstances and of the duration of the study delay is made by the student during or after the end of the period in which the special circumstance occurred. The application is submitted to the managing committee via the student counsellor, with a form for this purpose. This means that the student makes agreements with the university of applied sciences about financial support the moment that a special circumstance occurs or after it has occurred. Financial support can only be provided if the special circumstance caused or is expected to cause study delay.
6. The following items must be enclosed with the application for recognition:
 - a. A written recommendation from the student counsellor explaining the special circumstances;
 - b. A recommendation from the RBS Deans for the study programme in question, with an indication of the number of months in which the study delay can be made up, drawn up in consultation with the student concerned. In determining the number of months' study delay that the student has incurred with regard to their studies, account must be taken of the way in which teaching is organised; the aim is to limit as much as possible any delay caused to a student's course of study;
 - c. Proof of registration;
 - d. Proof of possible interim deregistration;
 - e. Copies of documents detailing the student's progress;
 - f. The most recent notification relating to the student finance of the student;
 - g. If applicable, a written declaration from the Dean of the institute, confirming that the study programme was unachievable.
7. The managing committee shall inform the student in writing of the decision on the application for recognition of the special circumstances and the duration of the study delay, as soon as possible but no later than 60 days after the student has notified the special circumstances by means of his application. A copy of the recognition will be sent to the relevant student counsellor.

Article 2.2 Granting and scope of financial support

1. Financial support shall be granted on grounds of the recognition of the special circumstances and the duration of the study delay. An application must be submitted separately, using a form designated for that purpose.
2. The financial support is provided to the student from the moment that the course duration has demonstrably expired minus the previous years of enrolment in higher education. Retroactive effect is generally not possible. The management committee shall take a decision on the application as soon as possible, but at the latest within 60 days.
3. The university of applied sciences pays out the financial support in monthly amounts equal to the governmental payment system of student grants). If financial support is granted, the student does not need to cancel his student grant, which allows him to continue to use his OV (public transport) card if applicable.

Article 2.3 Level of financial support

1. The amount of financial support in the event of the performance grant or in the case of the student using the loan system is equal to a basic amount determined by the Executive Board, the supplementary grant that the person concerned receives under the Student Finance Act 2000, or

would have enjoyed, if he were entitled to or would have been entitled to claim it and, if applicable, the officially established equivalent of the OV-chipkaart.

2. By virtue of Article 7.51g of the Higher Education and Research Act, the Executive Board – at Rotterdam University of Applied Sciences, this role will be carried out by the managing committee for the Profiling Fund – can determine in exceptional cases that, as a result of the additional support that will be granted the amount of the financial support to be granted will be higher than the standards indicated by the student finance scheme. This possibility can only be used in very exceptional circumstances, where an important consideration should be whether the omission of additional support would lead to unacceptable situations .

Article 2.4 Requirements for granting financial support

1. During the period of payment of financial support, it is a requirement that the student is actually studying.
2. When determining the duration of financial support, a link shall be established between the special circumstances referred to in Article 2 and the study programme. The following determining factors will apply here: the duration and significance of the special circumstances, the actual delay and the time needed in order to make up the delay.
3. In case of financial support by virtue of Article 1.2 (1) b (administrative or social activities) it shall be demonstrated that such activities contribute to the educational institution or to the study programme that the student attends. An activity calendar should show how the accumulated study delay arose or will occur. This calendar should provide clarity about the nature of the administrative or social activities, what they entail and how much time they take. The managing committee may request a statement from the Dean confirming these activities.
4. It is the student's own responsibility to limit the study delay and the possible negative financial consequences as much as possible. The student must seek advice from the student counsellor and from the responsible supervisor(s) within the School for this purpose (such as the study career coach or coordinator for student affairs).
5. Due to certain special circumstances, the student can only apply for financial support to one institution; either to Rotterdam University of Applied Sciences or another institution. If the circumstances arose during a study at an educational institution not being Rotterdam University of Applied Sciences, then an application for financial support must first be submitted to the former educational institution .
6. In the event that the student is enrolled in more than one study programme, only the first enrolment will be recognised as the basis for the application.

Article 2.5 Other regulations

Since 1 September 2000, the payment from the Student Financial Support Fund has been designated as tax-exempt, which means that Rotterdam University of Applied Sciences does not inform the Netherlands Tax and Customs Administration (Belastingdienst) of the amounts paid out.

Article 2.6 Specific stipulations

1. The issuing of a notice of default to the student by the Executive Board may lead to discontinuation or a claim for repayment of the financial support. The reason for notice of default may be the non-fulfilment of obligations.
2. An objection may be submitted to the Advisory Appeal Board against the decision by the managing committee.

Article 2.7 Transitional and introductory stipulations

1. These implementing regulations have been adopted by the Executive Board after approval by the Central Representative Board.
2. Previous recognitions and amounts granted under previous regulations (most recently published in the August 2015 edition of the Student Handbook) are respected if these are more favourable to the student than the application of the current implementing regulations.

Chapter 3 Board activities

Article 3.1 Extracurricular activities

1. Extracurricular activities as referred to in Article 1.2 paragraph 1 under a of these regulations are:
 - a. a board position at a recognized Rotterdam student organisation;
 - b. a board position at a study association of Rotterdam University of Applied Sciences.
2. In order to qualify for financial support based on this regulation, the student may not receive credits for these activities.
3. If a student holds a (board) position for which financial support is already being received in another reasonable manner, the student has no right to financial compensation from the profiling fund.
4. Students who are exempted from their tuition fee as referred to in Chapter 4 of these regulations are also entitled to financial support from the Profiling Fund for their extracurricular activities during the study year in which the activities take place.

Article 3.2 Board position at a Rotterdam student organisation

1. Each year, the Executive Board establishes a register that lists which associations and which associated board or committee positions may qualify for financial support pursuant to these regulations.
2. In order to be included in the register referred to in paragraph 1, the association must meet the following conditions:
 - a. The student organisation must have some size and full legal capacity, be accessible to students of Rotterdam University of Applied Sciences and be located in a municipality where Rotterdam University of Applied Sciences has a branch;
 - b. the student organisation does not act in violation of the applicable codes of conduct of Rotterdam University of Applied Sciences;
 - c. the student organisation does not act in violation of the KMT Code of Conduct;
 - d. the student organisation has statutes and annual reports that show that they are committed to Rotterdam students.

Article 3.3 Board position at a Rotterdam University of Applied Sciences study association

1. Each year, the Executive Board establishes a register that lists which study associations and which associated board positions may qualify for financial support pursuant to these regulations.
2. In order to be included in the register referred to in paragraph 1, the study association must meet the following conditions:
 - a. the student organisation has full legal capacity;
 - b. the study association does not act in violation of the applicable codes of conduct of Rotterdam University of Applied Sciences;
 - c. the study association must be of some size, which is defined as 5% of the active student members in the associated study programme;

- d. the course director declares that the activities of this association contribute to academic and social bonding of the associated study programme;
- e. the study association annually hands over to the Student Organisation Advisor:
 - i. the composition of the board;
 - ii. the policy plan;
 - iii. the annual report, including a statement from the audit committee.

Article 3.4 Application for financial support for a board position

1. The application for financial support is submitted to the Managing Committee by the treasurer, on behalf of the board;
2. The following shall be attached to the application, per board member:
 - a. the correct application form;
 - b. a proof of registration;
 - c. a study progress overview;
 - d. a proof of registration of the board members in the Chamber of Commerce (KvK).
3. The Managing Committee will decide as soon as possible, but no later than 60 days after receipt of the application.

Article 3.5 Limit on number of months of financial support

Students can claim financial support from the Profiling Fund for their extracurricular activities for a maximum period of twelve (12) months.

Article 3.6 Payment

1. The financial support as referred to in Article 3.2 is awarded to the individual student and paid monthly.
2. Financial support for student board members in a study association as referred to in Article 3.3 is made available in principle to the association.
3. Payment is made during the study year in which the student is registered as a board member of the association with the Chamber of Commerce (KvK). Payment is made monthly and is made within 10 days of the first day of the month.

Chapter 4 Tuition fee exemption due to board membership

Article 4.1 Conditions for the student organisation

1. In order to be eligible for an exemption of tuition fee due to board membership, the student organisation must:
 - a. not act in contravention of the Code of Conduct and Integrity of Rotterdam University of Applied Sciences,
 - b. in the case of a study association:
 - i. meet the requirements established in the guide "Student Associations at Rotterdam University of Applied Sciences",
 - ii. have a certain size, identified as 5% of active student members in the linked study programme with a minimum of 50 student members and
 - iii. have completed the preliminary procedure with the Dean of the institute.

Article 4.2 Conditions for the enrolled students

1. Students who are eligible for the 'Statutory tuition fee exemption due to board membership' scheme are those who:
 - a. are enrolled in an initial study programme at Rotterdam University of Applied Sciences that requires the payment of statutory tuition fees, and
 - b. hold a full-time board position, or hold various part-time board positions which together constitute a full-time board position, and
 - c. are willing to sign a declaration renouncing the taking of education, taking assessments, sitting examinations and receiving guidance in study and research activities at the school or any other funded institution during the entire study year that they hold a board position.

Article 4.3 Application procedure for enrolled students

1. The student applies for tuition fee exemption due to board membership by using an application form for that purpose before 1 July of the upcoming study year.
2. The application form is signed by the student and the Director of Administration, Information & Control.

Article 4.4 Start and duration for the enrolled students

1. The tuition fee exemption due to board membership of enrolled students starts in September of the study year in which the student is a full-time board member.
2. The student is entitled to statutory tuition fee exemption once and for the duration of an entire study year, which runs from 1 September to 31 August, despite his enrolment.
3. The application for the tuition fee exemption due to committee membership applies for an entire study year and may not be interrupted or extended in the interim.
4. At the end of the study year in which the enrolled student was a full-time administrator, it is checked whether he meets the conditions as stipulated in section 1.2, paragraph 2 of article 1.2 Implementing Regulations for the Financial Support of Students. If it turns out that the student has not met this condition, he is obliged to pay the statutory tuition fee for that study year.

Article 4.5 Mandate

1. The Director of Administration, Information and Control has been mandated by the Executive Board of Hogeschool Rotterdam to sign applications for tuition fee-free administration, after assessing the Management Committee of the Profiling Fund, and thereby grant exemption from the statutory tuition fees.
2. In the event that it appears that the student organisation of which a board member receives financial support in the context of the Profiling Fund does not meet the set criteria, the Executive Board may decide to end the financial support with immediate effect.
3. In the event that it appears that the student organisation of which a board member uses the possibility of tuition fee exemption does not meet the set criteria board , the Executive Board may decide to impose a measure on this student as stipulated in Article 3 of the Conduct and Measures Regulations (appendix 3 of the Student Handbook).

Article 4.6 Final provision

These regulations enter into force on 1 September 2018 and were subsequently amended on March 22, 2021.

Appendix 7 Reviews / results

The result of an (interim) examination/assessment can be expressed by both grades and as follows: Outstanding/Very Good/Good/More than Satisfactory/ Satisfactory, et cetera.

Alphanumeric results

Alphanumeric results can be awarded:

- * if a student has been registered for a course (interim) examination, but has not sat the (interim) examination, the student will receive an 'ND' (not taken part);
- * if a student has not completed all parts of a course, then the abbreviation 'NA' (not completed) is administered;
- * if there are reasonable doubts about the authenticity of the student's work or if there are doubts about the validity/quality of an interim examination, technical malfunction, et cetera, an 'NG' (not valid) is awarded. For more information, please refer to article.4.10.
- * if fraude has been established by the Exam Board, the student will receive a mention of 'FRAUDE';
- * if a student has been exempted by the Exam Board, the student will be awarded a 'VRY' (exemption).

The results Q (qualified), NQ (not qualified), C (competent) and NC (not competent) are qualifications that are used, for example, to indicate whether the student is qualified for a particular track, but also, for example, when adopting results obtained abroad.

Results Abroad

In order to make our results transparent to other countries, we use the Grading Table. This is included in the Diploma Supplement.

Beoordeling (Dutch)	Assessment (English)	Omschrijving (Dutch)	Description (English)	Numeric Equivalent
U	U	Uitstekend	Outstanding	10
ZG	ZG	Zeer goed	Very good	9
G	G	Goed	Good	8
RV	RV	Ruim voldoende	More than satisfactory	7
V	V	Voldoende	Satisfactory	6
T	T	Bijna voldoende	Almost satisfactory	5
O	O	Onvoldoende	Fail	4
ZS	ZS	Zeer slecht	Very unsatisfactory	1
VLD	VLD	Voldaan	Fulfilled	
NVL	NVL	Niet voldaan	Not fulfilled	-
Q	Q	Qualified	Qualified	
NQ	NQ	Not Qualified	Not Qualified	
CO	CO	Competent	Competent	7

NC	NC	Niet competent	Not competent	5
XP	XP	Expert	Sophisticated	9
P	P	Voldoende	Pass	5,5
F	F	Onvoldoende	Fail	3,5
VRY	VRY	Vrijstelling	Exemption	
NA	NA	Niet afgerond	Not Completed	-
ND	ND	Niet deelgenomen	Subject/examination not taken	-
NG	NG	Niet geldig	Not valid	-
FRAUDE	FRAUDE	Fraude	Violation scholastic / ethical standards	-

Appendix 8 Grading table

The Grading Table provides a comparison between grades given abroad and 'our' alphanumeric outcomes. The ECTS-credit Grading Table is a simple and reliable tool for converting and interpreting grades. The percentage of how often this grade is given (accumulated) is shown after the original grade. The conversion to the local grade (home institution) is based on the accumulated percentage for the student group at the school that is most similar to the student group at the host institution. The grade earned by the local student group with the same percentage is used as the converted grade.

Rotterdam University of Applied Sciences

[Grading table for the entire Rotterdam University of Applied Sciences](#)

Dutch final grade	Total amount of the final grade	Frequency at Hogeschool Rotterdam	Cumulative frequency	
10	14053	1.9 %	0 -	1.9
9	61139	8.1 %	2.0 -	10.0
8	172387	22.9 %	10.1 -	32.9
7	204688	27.2 %	33.0 -	60.1
6	300274	39.9 %	60.2 -	100.0
	752541	100 %		

There is a specific table for the Willem de Kooning Academy (WdKA):

[Grading table WdKA](#)

Dutch final grade	Total amount of the final grade	Frequency at Willem de Kooning Academy	Cumulative frequency	
10	251	1.5 %	0 -	1.5
9	1736	10.4 %	1.6 -	11.9
8	5260	31.5 %	12.0 -	43.4
7	4923	29.4 %	43.5 -	72.8
6	4546	27.2 %	72.9 -	100.0
	16718	100 %		

Appendix 9 Study Recommendation Regulations

Student Success is key at Rotterdam University of Applied Sciences. Student Success can be enhanced by an integrated educational approach. The recommendation instrument is regarded as the keystone of this integrated approach. At the end of the first year of enrolment, Rotterdam University of Applied Sciences provides every student with a recommendation on the continuation of their studies in the study programme or at another. This applies to all full-time, part-time, and dual bachelor and associate degree study programmes. Study programmes that participate in the learning outcomes experiment issue the study recommendation no later than at the end of the second year of enrolment.

Every study programme of Rotterdam University of Applied Sciences offers a feasible curriculum, study guidance and will timely discuss any insufficient study progress with the student. The student is expected to indicate in time any obstacles that are negatively affecting his study progress. The student can view his current study results in Osiris.

Article 1 Study recommendation

1. In accordance with article 7.8b of the law, at the end of the first year of enrolment in the propaedeutic phase of a bachelor's programme or the first year of enrolment in an associate degree programme, every student will be given written advice on the continuation of their studies in their study programme or another. The first year of enrolment runs from the moment of enrolment (1 September or later) until the end of the study year, 31 August following.
2. Study programmes participating in the learning outcomes experiment issue the study recommendation no later than at the end of the second year of enrolment.
3. Students enrolled in a programme that is part of the regular interim inflow in February will receive a negative study recommendation after six months of study if they have not achieved half of the total number of credits of the study progress standard applicable to the study programme.

Article 2 Study progress (standard)

1. The student must obtain enough credits to receive a positive study recommendation at the end of the first year of enrolment. The study progress standard is 48 credits, except for the Marketing Management (60 credits), Entrepreneurship & Retail Management and Industrial Design Engineering (52 credits) study programmes. When calculating the study progress standard, we only count the credits that are described in the first-year curriculum.
2. If the student has met the study progress standard, he will receive a positive study recommendation and be allowed to continue his studies. If the student has not met this standard, he will receive a negative study recommendation and will be urgently advised to discontinue the study programme (or a study programme variant). The student will be deemed unsuitable to successfully complete his study programme at Rotterdam University of Applied Sciences. The student may continue with the study programme.

Article 3 Conditions

1. The following conditions apply to the issuing of a negative study recommendation:
 - a. The student will be informed of the study recommendation regulation at the start of the study year.
 - b. There is a monitoring system in place for first-year study progress, partly to guarantee the student's insight into his study progress from the start of his studies.
 - c. The student is offered individual study counselling and early feedback in case of serious study performance deficits. If the student's study results give cause for concern, the study programme shall invite the student for an interview about the study results.
 - d. The student will be warned in time if he is not successful in his studies.
 - e. Any agreements and conclusions of the interviews will be recorded in writing and included in the student's file.

Article 4 Criteria

1. The study programme may designate specific courses that must be successfully completed in order to receive a positive study recommendation. This means that merely achieving the study progress standard expressed in credits is not sufficient, but that one or more specific courses must also have been completed. These specific courses are mentioned in the relevant study programme chapter of the Student Handbook.
2. If a student starts the study programme in the course of the study year, specific agreements will be made with this student regarding the study progress standard applicable to this student.

Article 5 Personal circumstances

1. When issuing an urgent study recommendation, the student's personal circumstances are taken into account if there is a causal connection between those circumstances and the failure to meet the study progress standard. These personal circumstances may include:
 - a. illness of the person concerned;
 - b. a physical, sensory or other type of functional disorder on the part of the applicant in question;
 - c. pregnancy of the person concerned;
 - d. extraordinary family circumstances;
 - e. membership, including the chairmanship, of the representative board, section thereof, student committee or Programme Advisory Committee;
 - f. other circumstances to be indicated by the Executive Board in which the student concerned carries out activities within the framework of the organisation and administration of institutional affairs;
 - g. membership of the board of a student organisation of any size with full legal capacity or of the board of a comparable organisation of any size that focuses on promoting the general interest of society and carries out activities to that end;
 - h. circumstances other than those referred to under a to g, which would lead to an exceptional case of extreme unfairness if not taken into consideration.
2. The student is responsible for promptly reporting any relevant personal circumstances to the study programme or student counsellor, so that the Dean can determine the influence of the circumstances on the study progress.

3. If the institute's dean believes that personal circumstances should be taken into account, the study recommendation will be given at the end of the next year of enrolment. The institute's dean shall notify the student of this decision.
4. Students who have not yet received a study recommendation because of personal circumstances as referred to in this article, will receive a study recommendation at the end of the next year of enrolment. In the next year of enrolment, any previously acquired credits will not count towards the achievement of the study progress standard. The institute's dean will inform the student of the requirements he must fulfil in order to receive a positive study recommendation after all.

Article 6 De-registering from a study programme during the study year

1. If a student terminates enrolment via Studielink during the study year, he will not receive a study recommendation. In any subsequent year of enrolment, the study recommendation rules laid down for that study year will apply.
2. In this next year of enrolment, previously acquired credits will also count towards the achievement of the study progress standard, in accordance with the validity of study results as provided in article 4.7 Student Handbook.

Article 7 Hardship clause

In unforeseen cases and in cases where application of these regulations leads to manifest injustice, the institute's dean shall decide.

Article 8 Entry into force

These regulations enter into force on September 1st 2022.

Docent Beeldende Kunst en Vormgeving 2022-2023 jaar 1					
Cursus / Project	Cursuscode	sp	contacttijd x 50 min.	toets	Praktische oefening
Term 1.1					
Major; Verwondering en het primair onderwijs	DBKMAJ11	18	21	O; P; M	POA
Major Theorie; <i>Kunstgeschiedenis I</i>	DBKKUG11	6	3,5	O; V	
Plusweek 1.1	DBKPLUS01	4	13,5	O; S; P	POA
Term 1.2					
Practice	WDKPRC12	9	22	O; P	POA
Term 1.3					
Major; Beeldvorming en het voortgezet onderwijs	DBKCON13	9	22	O; P	POA
Major Theorie; <i>Kunstgeschiedenis II</i>	DBKKUG13	3	3,5	O; V; S	
Practice Theorie	WDKPRT12	3	3,5	O; S	
Plusweek 1.3	DBKPLUS02	2	14	O; S; P	POA
Term 1, 2, 3 / year					
Study Career Coaching	DBKSLC1	2	3,5	PF	
Electives Program (in Plusweek period)	zie programma	4	24	P	
	totaal studiepunten	60			
<u>Assessment methods / Toetsmethode</u>					
AS= Assessment					
MC= Multiple choice					
P= Presentation / Presentatie					
M= Verbal presentation or examination / Mondeling					
S= Written exam or assessment / Schriftelijk					
V= Paper / Verslag					
O= Assignment / Opdracht					
<u>Praktische oefening</u>					
POA= Verplichte aanwezigheid bij cursussen met praktische oefening.					

Docent Beeldende Kunst en Vormgeving 2022-2023 jaar 2					
Cursus / Project	Cursuscode	sp	contacttijd x 50 min.	toets	Praktische oefening
Term 2.1					
Major; Artistiek en educatief veldonderzoek I: oefenen	DBKMAJ21	18	21	O; P; V; M	POA
Major Theorie; <i>kunsttheorie in de praktijk</i>	DBKMTH21	6	3,5	O; P; V	
<i>Plusweek 2.1</i>	DBKPLUS03	4	13,5	O; S; P	POA
Term 2.2					
Major; Artistiek en educatief veldonderzoek II: tonen	DBKMAJ22	8	22	O; P; V	POA
Major Theorie; <i>kunstkritiek</i>	DBKMTH22	3	3,5	O; P; V	
Compententie Assessment	DBKASSM2	1		AS	
Term 2.3					
Practice	WDKPRC23	9	22	O; P	POA
Practice Theorie	WDKPRT23	3	3,5	O; S	
<i>Plusweek 2.3</i>	DBKPLUS04	2	14	O; S; P	POA
Term 1, 2, 3 / year					
Study Career Coaching	DBKSLC2	2	3,5	PF	
<i>Electives Program (in Plusweek period)</i>	<i>zie programma</i>	4	24	P	POA
	totaal studiepunten	60			
<u>Assessment methods / Toetsmethode</u>					
AS= Assessment					
MC= Multiple choice					
P= Presentation / Presentatie					
M= Verbal presentation or examination / Mondeling					
S= Written exam or assessment / Schriftelijk					
V= Paper / Verslag					
O= Assignment / Opdracht					
<u>Praktische oefening</u>					
POA= Verplichte aanwezigheid bij cursussen met praktische oefening.					

Docent Beeldende Kunst en Vormgeving 2022-2023 | jaar 3

Cursus / Project	Cursuscode	sp	contacttijd x 50 min.	toets	Praktische oefening
Term 3.1					
Major					POA
<i>Ontwerpen van kunsteducatie</i>	DBKMAJOK31	9	5	O; P; M	
<i>Vak oefening: stage & intervisie</i>	DBKMAJSI31	9		O; P; M; V	
Practice	WDKP31****	9	7	O; P	POA
Practice Theory	WDKPRT31	3	2	O; S	
Term 3.2 / 3.3					
Major					POA
<i>Kunstwerkplaats: specialisatie</i>	DBKMJAKS32	10	8	O; P; M	
<i>Vak oefening: stage & intervisie</i>	DBKMAJSI32	10		O; P; M; V	
Major Framing-reframing: contextualiseren	DBKFRF32	8	6	O; P; M	
Term 1, 2, 3 / year					
Study Career Coaching	DBKSLC3	2	3,5	PF	
	totaal studiepunten	60			

Assessment methods / Toetsmethode

AS= Assessment

MC= Multiple choice

P= Presentation / Presentatie

M= Verbal presentation or examination / Mondeling

S= Written exam or assessment / Schriftelijk

V= Paper / Verslag

O= Assignment / Opdracht

Praktische oefening

POA= Verplichte aanwezigheid bij cursussen met praktische oefening.

Docent Beeldende Kunst en Vormgeving 2022-2023 | jaar 4

Cursus / Project	Cursuscode	sp	contacttijd x 50 min.	toets	Praktische oefening
Term 4.1					
Minor:	totaal 30 sp				
<i>Minor Research Project</i>		13	14	O; S; M; P	
<i>Minor Practice Project</i>		13		O; S; M; P	POA
<i>Plusweek 4.1</i>	<i>zie programma</i>	4		O; S; P	
Term 4.2 / 4.3					
Afstudeerproject	DBKAFS40	14	18	O; P; M; V	
Compententie Assessment	DBKASSM4	14		AS	
Term 1, 2, 3 / year					
Study Career Coaching	DBKSLC4	2	3,5	PF	
	totaal studiepunten	60			

Assessment methods / Toetsmethode

AS= Assessment

MC= Multiple choice

P= Presentation / Presentatie

M= Verbal presentation or examination / Mondeling

S= Written exam or assessment / Schriftelijk

V= Paper / Verslag

O= Assignment / Opdracht

Praktische oefening

POA= Verplichte aanwezigheid bij cursussen met praktische oefening.

Majors *=

ABK (Fine Art) or VGW (Design)	~
Photography	F
Advertising	AD
Animation	AN
Audiovisual Design	AV
Graphic Design	GV
Illustration	IL
Transformation Design	TD
Fashion Design	MO
Product Design	PD
Spatial Design	RO

Practices *=

Autonomous Practice	APCS	Critical Studies
	APPP	Public & Private
	APDC	Digital Craft
	APHK	Hacking
Social Practice	SPCD	Cultural Diversity
	SPNE	New Earth
	SPPA	Performative Action
	SPPP	Powerplay
Commercial Practice	CPNF	New Frontiers
	CPBR	Branding
	CPDD	Data Design
	CPND	Next Design Lab
Excellence	HONS	Honours

Assessment methods / Toetsmethode

AS= Assessment

MC= Multiple choice

P= Presentation / Presentatie

M= Verbal presentation or examination / Mondeling

S= Written exam or assessment / Schriftelijk

V= Paper / Verslag

O= Assignment / Opdracht

Praktische oefening

POA= Verplichte aanwezigheid bij cursussen met praktische oefening.

Docent Beeldende Kunst en Vormgeving deeltijd 2022-2023 jaar 1					
Cursus / Project	Cursuscode	sp	contacttijd x 50 min.	toets	Praktische oefening
Term 1.1					
Beeld en Vormgeving 1.1	DBKBVG11DT	21	8	O; P; V	POA
Theorie contextueel	DBKTHCON11DT	8	2	O; S	
Term 1.2 en 1.3					
Beeld en Vormgeving 1.2	DBKBVG12DT	21	8	O; P; V; M	POA
Theorie contextueel	DBKTHCON12DT	8	2	O; S	
Term 1.1 t/m 1.3					
Studieloopbaancoach	DBKSLC1DT	2	1	PF	POA
	totaal studiepunten	60			
<u>Assessment methods / Toetsmethode</u> AS= Assessment MC= Multiple choice P= Presentation / Presentatie M= Verbal presentation or examination / Mondeling S= Written exam or assessment / Schriftelijk V= Paper / Verslag O= Assignment / Opdracht <u>Praktische oefening</u> POA= Verplichte aanwezigheid bij cursussen met praktische oefening.					

Docent Beeldende Kunst en Vormgeving deeltijd 2022-2023 jaar 2					
Cursus / Project	Cursuscode	sp	contacttijd x 50 min.	toets	Praktische oefening
Term 2.1					
Beeld en Vormgeving 2.1	DBKBVG21DT	21	8	O; P: V	POA
Theorie contextueel	DBKTHCON21DT	8	2	S	POA
Term 2.2 en Term 2.3					
Beeld en Vormgeving 2.2	DBKBVG23DT	22	8	O; P: V: M	POA
Theorie contextueel	DBKTHCON22DT	8	2	S	POA
Term 2.1 t/m 2.3					
Studieloopbaancoaching	DBKSLC2BDT	1	1	PF	POA
	totaal studiepunten	60			
<u>Assessment methods / Toetsmethode</u> AS= Assessment MC= Multiple choice P= Presentation / Presentatie M= Verbal presentation or examination / Mondeling S= Written exam or assessment / Schriftelijk V= Paper / Verslag O= Assignment / Opdracht <u>Praktische oefening</u> POA= Verplichte aanwezigheid bij cursussen met praktische oefening.					

Docent Beeldende Kunst en Vormgeving deeltijd 2022-2023 jaar 3					
Cursus / Project	Cursuscode	sp	contacttijd x 50 min.	toets	Praktische oefening
Term 3.1					
Project Primair Onderwijs	DBKPR9DT	9	5	O, P: V	POA
Project Voorgezet Onderwijs 1	DBKPR10DT	10	6	O, P: V	POA
Practicum	DBKPRC31DT	9	2	O, V	
Term 3.2					
Project Voortgezet Onderwijs 2	DBKPR11DT	10	6	O, P, V	POA
Project Buitenschoolse Educatie	DBKPR12DT	10	6	O, P, V	POA
Practicum	DBKPRC32DT	9	2	O, V	
Term 3.1/3.2/3.3					
Compententieassessment 3	DBKASS3DT	1		AS	
Studieloopbaancoaching	DBKSLC3DT	2	1	PF	POA
	totaal studiepunten	60			
<u>Assessment methods / Toetsmethode</u> AS= Assessment MC= Multiple choice P= Presentation / Presentatie M= Verbal presentation or examination / Mondeling S= Written exam or assessment / Schriftelijk V= Paper / Verslag O= Assignment / Opdracht <u>Praktische oefening</u> POA= Verplichte aanwezigheid bij cursussen met praktische oefening.					

Docent Beeldende Kunst en Vormgeving deeltijd 2022-2023 | jaar 4

Cursus / Project	Cursuscode	sp	contacttijd x 50 min.	toets	Praktische oefening
Term 4.1					
Making in Art Education			10	O, P; V	POA
Onderzoek en stage	DBKMAERESDT	15			
Project	DBKMAEPRODT	15			
Term 4.3					
Afstudeerproject	DBKAFS43DT	14	4	O, M, P; V	
Term 4.1 en 4.2					
Competentieassessment 4	DBKASS4DT	14		AS	
Studieloopbaancoaching	DBKSLC4DT	2	1	PF	POA
	totaal studiepunten	60			

Assessment methods / Toetsmethode

AS= Assessment

MC= Multiple choice

P= Presentation / Presentatie

M= Verbal presentation or examination / Mondeling

S= Written exam or assessment / Schriftelijk

V= Paper / Verslag

O= Assignment / Opdracht

Praktische oefening

POA= Verplichte aanwezigheid bij cursussen met praktische oefening.

Majors *=

ABK (Fine Art) or VGW (Design)	~
Photography	F
Advertising	AD
Animation	AN
Audiovisual Design	AV
Graphic Design	GV
Illustration	IL
Transformation Design	TD
Fashion Design	MO
Product Design	PD
Spatial Design	RO

Practices *=

Autonomous Practice	APCS	Critical Studies
	APPP	Public & Private
	APDC	Digital Craft
	APHK	Hacking
Social Practice	SPCD	Cultural Diversity
	SPNE	New Earth
	SPPA	Performative action
	SPPW	Powerplay
Commercial Practice	CPNF	New Frontiers
	CPBR	Branding
	CPDD	Data Design
	CPND	Next Design
Excellence	HONS	Honours
Teacher training*	*PILOT	Making in Art Education

Assessment methods / Toetsmethode

AS= Assessment

MC= Multiple choice

P= Presentation / Presentatie

M= Verbal presentation or examination / Mondeling

S= Written exam or assessment / Schriftelijk

V= Paper / Verslag

O= Assignment / Opdracht

Praktische oefening

POA= Verplichte aanwezigheid bij cursussen met praktische oefening.

Fine Art and Design 2022-2023 | year 1

Course / Project	Course code	sp	contact hours x 50 min.	Ass	Practical exercise
Term 1.1					
Major 1.1	ABKMAJ01* VGWMAJ11*	18	21	O; P	
Major Theory 1.1	~MTH11*	6	3,5	O; S	
Plusweek 1.1	~PLUS01*	4	13,5	O; S; P	
Term 1.2					
Practice 1.2	WDKPRC12	9	22	O; P	
Term 1.3					
Major 1.3	~MAJ13*	9	22	O; P	
Major Theory 1.3	~MTH13*	3	3,5	O; S	
Practice Theory	WDKPRT12	3	3,5	O; S	
Plusweek 1.3	~PLUS02*	2	14	O; S; P	
Term 1, 2, 3 / year					
Study Career Coaching	~SLC1*	2	3,5	PF	
Electives	<i>t.b.d. by program</i>	4	24	P	
	total studypoints	60			

Assessment methods

AS= Assessment

MC= Multiple choice

P= Presentation

M= Verbal presentation or examination

S= Written exam or assessment

V= Paper

O= Assignment

Column 'Practical exercise':

POA= Obligatory presence with courses or projects with 'practical exercise'

Fine Art and Design 2022-2023 year 2					
Course / Project	Course code		contact hours x 50 min.	Ass	Practical exercise
Term 2.1					
Major 2.1	~MAJ21*	18	21	O; P	
Major Theory 2.1	~MTH21*	6	3,5	O; S	
<i>Plusweek 2.1</i>	~PLUS03*	4	13,5	O; S; P	POA
Term 2.2					
Major 2.2	~MAJ22*	8	22	O; P	
Major Theory 2.2	~MTH22*	3	3,5	O; S	
Competency Assessment	~ASSM2*	1		AS	
Term 2.3					
Practice 2.3	WDKPRC23	9	22	O; P	
Practice Theory 2.3	WDKPRT23	3	3,5	O; S	
<i>Plusweek 2.3</i>	~PLUS04*	2	14	O; S; P	POA
Term 1, 2, 3 / year					
Study Career Coaching	~SLC2*	2	3,5	PF	
<i>Electives Program (in Plusweek period)</i>	<i>t.b.d. by program</i>	4	24	P	
	total studypoints	60			
<u>Assessment methods</u> AS= Assessment MC= Multiple choice P= Presentation M= Verbal presentation or examination S= Written exam or assessment V= Paper O= Assignment <u>Column 'Practical exercise':</u> POA= Obligatory presence with courses or projects with 'practical exercise'					

Fine Art and Design 2022-2023 | year 3

Course / Project	Course code	sp	contact hours x 50 min.	Ass	Practical exercise
Term 3.1					
Major 3.1	~MAJ31*	12	11	O; P	
Practice 3.1	WDKP31****	9	7	O; S	
Practice Theory 3.1	WDKPRT31	3	2	O; S	
Plusweek 3.1	~PLUS05*	4	13,5	O; S; P	
Term 3.2 / 3.3					
Major 3.2 (<i>Fine Art</i>)	ABKMAJ32	28	18	O; P	
Presentation 3.2 (<i>Fine Art</i>)	ABKPRT32	2		S; P	
Internship	~ITS32*	28		O; S	
Internship report	~ITP32*	2		S; P	
Term 1, 2, 3 / year					
Study Career Coaching	~SLC3*	2	3,5	PF	
	total studypoints	60			

Assessment methods

AS= Assessment

MC= Multiple choice

P= Presentation

M= Verbal presentation or examination

S= Written exam or assessment

V= Paper

O= Assignment

Column 'Practical exercise':

POA= Obligatory presence with courses or projects with 'practical exercise'

Fine Art and Design 2022-2023 | year 4

Course / Project	Course code	sp	contact hours x 50 min.	Ass	Practical exercise
Term 4.1					
Minor		30			
<i>Minor Research Project</i>		13	7	O; S; M; P	
<i>Minor Practice Project</i>		13	7	O; S; M; P	
<i>Plusweeks 4.1</i>	<i>t.b.d. by program</i>	4	13,5	O; S; P	
Term 4.2 / 4.3					
Research Project	~OND4*	7	9	O; S; M; P	
Practice Project	~EIND4*	7	9	O; S; M; P	
Competency Assessment	~ASSM4*	14		AS	
Term 1, 2, 3 / year					
Study Career Coaching	~SLC4*	2	3,5	PF	
	total studypoints	60			

Assessment methods

AS= Assessment

MC= Multiple choice

P= Presentation

M= Verbal presentation or examination

S= Written exam or assessment

V= Paper

O= Assignment

Column 'Practical exercise':

POA= Obligatory presence with courses or projects with 'practical exercise'

Majors *=

ABK (Fine Art) or VGW (Design)	~
Photography	F
Advertising	AD
Animation	AN
Audiovisual Design	AV
Graphic Design	GV
Illustration	IL
Transformation Design	TD
Fashion Design	MO
Product Design	PD
Spatial Design	RO

Practices *=

Autonomous Practice	APCS	Critical Studies
	APPP	Public & Private
	APDC	Digital Craft
	APHK	Hacking
Social Practice	SPCD	Cultural Diversity
	SPNE	New Earth
	SPPA	Performative action
	SPPW	Powerplay
Commercial Practice	CPNF	New Frontiers
	CPBR	Branding
	CPDD	Data Design
	CPND	Next Design
Excellence	HONS	Honours

Assessment methods

AS= Assessment

MC= Multiple choice

P= Presentation

M= Verbal presentation or examination

S= Written exam or assessment

V= Paper

O= Assignment

Column 'Practical exercise':

POA= Obligatory presence with courses or projects with 'practical exercise'

Leerplan WdKA - EUC		
Academic Year:	2022-2023	
Cohort:	2022-2023	

			Quarter 1			Quarter 2			Quarter 3			Quarter 4			TOTAL	T.A.C.*	T = U + V**
year 1	WdKA	course	Major 1.1						Major 1.3			Elective					
			18						9			2					
		credits	Studietoelooaancoaching 1									2			31	30	61
	EUC	course	Academic Skills			Qualitative research	Elective		Basics of life	Quantitative research		Modernity	Basestone Research & Writing Project				
		credits	5			5	5		5	5		5	5		35	2	37
year 2	WdKA	course	Major 2.1						Major 2.2			Competentie assessment 2					
			18						8			1					
		credits	Studietoelooaancoaching 2									2			31	5	36
	EUC	course	Human & Society	Scientific practice		Major course 1	Core Economics		Major course 2			Major course 3					
		credits	5	5		5	5		5			5			30	2	32
year 3	WdKA	course	Major 3.1			Competentie assessment 3			Internship / Exchange (see explanation below)			Internship report					
			12			1			29			1					
		credits	Studietoelooaancoaching 3									2			45	10	55
	EUC	course	Course 4			Course 5											
		credits	5			5									10		10
year 4	WdKA	course	Practice 3			Practice Theory 3						RASL module / internship					
			9			3						15					
		credits	Studietoelooaancoaching 4									2			29		29
	EUC	course	EUR minor (or major course 6, 7 and 8)						Course 9	Course 10	Course 11	Course 12					
		credits	15						5	5	5	5			35	27	62
year 5	WdKA	course	Minor						Competency assessment 4			Graduation practice					
			30						14			7			51	15	66
		credits															
	EUC	course							Capstone								
		credits							15						15	30	45

LEGEND:	
courses marked in green count towards the WdKA exam program	
courses marked in purple count towards the EUR program	
Extracurricular Courses that are filed in the category 'other' in Osiris and don't count towards the WdKA exam program	
* Total Additional credits: > Credits from EUR that count towards WdKA; > Credits from WdKA that count towards EUR	
**Total of column U + column V	
New courses on the side of EUC. Course descriptions will follow shortly	
Student do either an internship or an exchange this semester. If students go on exchange, they will do an internship in the 4th quarter of year 4, instead of the RASL module. It is set-up	

Total WdKA	187	60	247
Total EUC	125	61	186

Study Plan WdKA - EUC Irregular students

Legend below study plan

Academic Year:	2022 - 2023
Cohort:	2022 - 2023

			Quarter 1			Quarter 2			Quarter 3			Quarter 4			TOTAL	T.A.C.*	T = U + V**		
year 1	WdKA	course																	
		credits																	
	EUC	course	Basestone Research & Writing Project (Q1 - Q4)											5					
			personal development track											0					
			Academic Skills	Scientific practice: an invitation	Human & Society	Qualitative research methods	Core Economics	Major Course 1	Quantitative research methods	Brain & Behaviour	Major Course 2	basestone	Modernity	Major Course 3					
credits	5	5	5	5	5	5	5	5	5	5	5	5	60		60				
year 2	WdKA	course	Major 1.1								Major 1.2		Elective						
			18								9		2						
		credits	slc 1											2			31	30	61
	EUC	course	Major Course 4			Major Course 5			qualitative research	Major Course 6	Major Course 7	Major Course 8	Major Course 9						
		credits	5			5			5	5	5	5	5			35	2	37	
year 3	WdKA	course	Major 2.1				elective	Major 2.2	CA 2		RASL module / internship								
			18				2	9	1		15								
		credits	slc 2									2			47	5	52		
	EUC	course	Major Course 10			Major Course 11			Major Course 12										
		credits	5			5			5							15	17	62	
year 4	WdKA	course	Major 3.1		Practice 3		Practice Theory		Exchange or internship / RASL module??										
			12		9		3		30										
		credits	slc 3												2			56	5
	EUC	course	Major Course 13						Major Course 14										
		credits	5						5							10	12	67	
year 5	WdKA	course	minor						graduation practice			competency assessment + slc 4							
		credits	30						7			16			53	15	68		
	EUC	course							Capstone										
		credits							15						15	30	68		

courses marked in green count towards the WdKA exam program
courses marked in purple count towards the EUR program
Extracurricular Courses that are filed in the category 'other' in Osiris and don't count towards the WdKA exam program
* Total Additional credits: > Credits from EUR that count towards WdKA; > Credits from WdKA that count towards EUR
**Total of column U + column V

Total WdKA	187	55	242
Total EUC	135	61	196

Leerplan WdKA - EUC - Irregular students		
WdKA 1st year already finished		
Academic Year:	2021-2022	
Cohort:	2021-2022	

Legend below study plan

			Quarter 1			Quarter 2			Quarter 3			Quarter 4			TOTAL		
year 1	WdKA	course												credits obtained during 1st year at WDKA			
		credits												60	60		
	EUC	course															
		credits															
year 2	WdKA	course															
		credits															
			Personal Development track											0			
	EUC	course	Academic Skills	Scientific practice: an invitation	Human & Society	Qualitative research methods & analysis	Core Economics	Major course 1	Quantitative research methods & analysis	Basics of life	major course 2	Modernity	Basestone	Major course 3			
credits		5	5	5	5	5	5	5	5	5	5	5	5	60		60	
year 3	WdKA	course	Major 2.1			elective	Competentie assessment 2	slc	major 2.2		RASL module						
		credits	18			2	1	3	8		15			47	10	57	
	EUC	course	Major course 4			Major course 5	Major course 6	Major course 7			Major course 8						
		credits	5			5	5	5			5			25	18	43	
year 4	WdKA	course	Major 3.1		Practice 3		Practice Theory		internship			internship report	slc 3				
		credits	12		9		3		28			1	2	55		55	
	EUC	course	Major course 9			Major course 10		Major course 11			Major course 12						
		credits	5			5		5			5			20	12	32	
year 5	WdKA	course	minor						slc 4	graduation practice		competency assessment					
		credits	30						2	7		14			53	15	68
	EUC	course							Capstone								
		credits							15						15	30	45

courses marked in green count towards the WdKA exam program
courses marked in purple count towards the EUR program
Extracurricular Courses that are filed in the category 'other' in Osiris and don't count towards the WdKA exam program
* Total Additional credits:
> Credits from EUR that count towards WdKA;
> Credits from WdKA that count towards EUR
**Total of column U + column V

Leerplan WdKA - IBACS		
Academic Year:	2022-2023	
Cohort:	2022-2023	

Legend below study plan

			Quarter 1			Quarter 2			Quarter 3			Quarter 4			TOTAL	T.A.C.*	T = U + V**
year 1	WdKA	course	Major 1.1									Major 1.3		Elective	31	35	66
		9										2					
		credits	18										9				
	IBACS	course	Studie-loopbaancoaching 1									2					
credits																	
course		Academic Skills (CC1008)			Sociology of Arts and Culture (CC1003)			Introduction to the Economics of Arts and Culture (CC1005)	Introduction to Cultural Policy (CC1006)		Arts, Culture, and Media (CC1021)						
credits	5			10			10	5		10							
year 2	WdKA	course	Major 2.1			Major 2.2			Competentie assessment 2			Plusweek 2.3			31	10	41
		2															
		credits	18			8			1								
	IBACS	course	Studie-loopbaancoaching 2									2					
credits																	
course		History of Western Arts and Culture (CC1001)			Introduction to Social Science Methods (CC1016)			Sociology, Culture and Modernity (CC2015)	Methods of Qualitative Research (CC2014)		Cultural & Creative Industries (CC1022)						
credits	10			5			5	5		5							
year 3	WdKA	course	Major 3.1			Internship / Exchange (see explanation below)						Internship report			44		
		12															
		credits				29						1					
	IBACS	course	Studie-loopbaancoaching 3									2					10
credits																	
course		Contemporary Approaches in Cultural Sociology (CC2005)			Introduction to Statistical Analysis (CC2010)												
credits	5			5													
year 4	WdKA	course	Practice 3			Practice Theory 3						RASL module / internship			29		29
		9			3												
		credits							15								
	IBACS	course	Studie-loopbaancoaching 4									2					
credits																	
course		Aesthetics (CC2007)			Marketing Arts and Culture (CC1017)			Future Scenarios for the Cultural and Creative Sector	Research Workshop: 1 course out of these 4 options: CC3073, CC3113, CC3072, CC3167	Advanced Economics of Arts and Culture (CC2017)							
credits	5			5			5	5	5								
year 5	WdKA	course	Minor			Competency assessment 4			Graduation practice			51	15	66			
		credits													30		
	IBACS	course							Bachelor thesis project (CC3003)			15	30	45			
credits								15									

LEGEND:

courses marked in green count towards the WdKA exam program

courses marked in purple count towards the EUR program

Extracurricular Courses that are filed in the category 'other' in Osiris and don't count towards the WdKA exam program

* Total Additional credits:
> Credits from EUR that count towards WdKA;
> Credits from WdKA that count towards EUR

**Total of column U + column V

Student do either an internship or an exchange this semester. If students go on exchange, they will do an internship in the 4th quarter of year 4, instead of the RASL module. It is set-up

Total WdKA	186	60	246
Total EUC	120	41	161

Leerplan WdKA - IBACS	
Zij instroom – jaar 1 IBACS al behaald	
Academic Year:	2022-2023
Cohort:	2022-2023

Legend below study plan

			Quarter 1			Quarter 2			Quarter 3			Quarter 4			TOTAL	T.A.C.*	T = U + V**
year 1	WdKA	course															
		credits															
	IBACS	course	Academic Skills (CC1008)	History of Western Arts and Culture (CC1001)		Introduction to Social Science Methods (CC1016)	Sociology of Arts and Culture (CC1003)		Introduction Cultural Policy (CC1006)	Introduction to the Economics of Arts and Culture (CC1005)		Arts, Culture and Media (CC1021)	Cultural and Creative Industries (CC1022)				
		credits	5	10		5	10		5	10		10	5		60		60
year 2	WdKA	course	Major 1.1				Elective	Plusweek 1.1	Practice 1	SLC1		Major 1.3	elective	plusweek 1.3			
		credits	18				2	4	9	2		9	2	2	48	10	58
	IBACS	course	Contemporary Approaches in Cultural Sociology (CC2005)			Introduction to Statistical Analysis (CC2010)			Methods of Qualitative Research (CC2014)	Sociology, Culture and Modernity (CC2015)							
		credits	5			5			5	5					20	4	22
year 3	WdKA	course	Major 2.1						Major 2.2	competentieass. 2	SLC2	internship					
		credits	18						8	1	2	15			44	10	54
	IBACS	course	Aesthetics (CC2007)						Introduction Arts Education (CC3123)	Research Workshop: 1 course out of these 4 options: CC3073, CC3113, CC3072, CC3167							
		credits	5						5	5					15	15	30
year 4	WdKA	course	Major 3.1				SLC 3		optie 1: exchange								
		credits	Practice 3		Practice Theory 3				optie 2: stage (15 EC) + RASL module (15EC)						56	5	61
	IBACS	course				Marketing Arts and Culture (CC1017)			Advanced Economics of Arts and Culture (CC2017)								
		credits				5			5						10	12	22
year 5	WdKA	course	minor						Graduation practice			Competency assessment 4		SLC4			
		credits	30						7			16		2	55	15	70
	IBACS	course							Bachelor Graduation Project (CC3003)								
		credits							15						15	30	45

NOTES
This is a study plan for students in the irregular track. These are students who had already finished their first year at either Erasmus University or WdKA before entering the Dual Degree. This study plan is for students who have already completed their first year at IBACS.

LEGEND:
courses marked in green count towards the WdKA exam program
courses marked in purple count towards the EUR program
Extracurricular Courses that are filed in the category 'other' in Usins and don't count towards the WdKA exam program
* Total Additional credits:
> Credits from EUR that count towards WdKA;
> Credits from WdKA that count towards EUR
**Total of column U + column V

Total WdKA	203	40	243
Total IBACS	120	61	181

Propedeutic Year	Main Phase	Total
58	185	243

Design 2022-2023 year 3					
Course / Project	Course code	sp	contact hours x 50 min.	Ass	Practical exercise
Term 3.1					
Major	~MAJ31*	12	11	O; P	
Practice 3.1	WDKP31****	9	7	O; S	
Practice Theory	WDKPRT31*	3	2	O; S	
Plusweek 3.1	~PLUS05*	4	13,5	O; S; P	
Electives Program (in Plusweek period t.b.d. by program)		2	24	P	
Term 2.2					
Major	~MAJ22*	8	22	O; P	
Major Theory	~MTH22*	3	3,5	O; S	
Term 3.3					
Internship	~ITS32*	15		O; S	
Internship report	~ITP32*	2		S; P	
Term 1, 2, 3 / year					
Study Career Coaching	~SLC3*	2	3,5	PF	
total studypoints		60			

Design 2022-2023 year 4					
Course / Project	Course code	sp	contact hours x 50 min.	Ass	Practical exercise
Term 4.1					
Minor Research Project		13	7	O; S; M; P	
Minor Practice Project		13	7	O; S; M; P	
Plusweeks 4.1	t.b.d. by program	4	13,5	O; S; P	
Term 4.2 / 4.3					
Research Project	~OND4*	7	9	O; S; M; P	
Practice Project	~EIND4*	7	9	O; S; M; P	
Competency Assessment	~ASS4*	14		AS	
Term 1, 2, 3 / year					
Study Career Coaching	~SLC4*	2	3,5	PF	
total studypoints		60			

Nauw verwante Majors (max.125 ecst.) *=

Fashion Design	MO
Product Design	PD
Spatial Design	RO

Design 2022-2023 year 3					
Course / Project	Course code		contact hours x 50 min.	Ass	Practical exercise
Term 2.1					
Major	~MAJ21*	18	21	O; P	
Major Theory	~MTH21*	6	3,5	O; S	
Plusweeks 2.1	~PLUS03*	4	13,5	O; S; P	POA
Electives Program (in Plusweek per	t.b.d. by program	2	24	P	
Term 2.2					
Major	~MAJ22*	8	22	O; P	
Major Theory	~MTH22*	3	3,5	O; S	
Competency Assessment	~ASSM2*	1		AS	
Term 3.3					
Internship	~ITS32*	15		O; S	
Internship report	~ITR32*	1		S; P	
Term 1, 2, 3 / year					
Study Career Coaching	~SLC2*	2	3,5	PF	
	total studypoints	60			
Design 2022-2023 year 4					
Course / Project	Course code	sp	contact hours x 50 min.	Ass	Practical exercise
Term 3.1					
Major	~MAJ31*	12	11	O; P	
Practice 3.1	WDKP31****	9	7	O; S	
Practice Theory	WDKPRT31*	3	2	O; S	
Plusweek 3.1	~PLUS05*	4	13,5	O; S; P	
Term 4.1					
Minor Research Project		13	7	O; S; M; P	
Minor Practice Project		13	7	O; S; M; P	
Plusweeks 4.1	t.b.d. by program	4	13,5	O; S; P	
Term 1, 2, 3 / year					
Study Career Coaching	~SLC3*	2	3,5	PF	
	total studypoints	60			

Design 2022-2023 year 5					
Term 4.2 / 4.3					
Research Project	~OND4*	7	9	O; S; M; P	
Practice Project	~EIND4*	7	9	O; S; M; P	
Competency Assessment	~ASS4*	14		AS	
Term 1, 2, 3 / year					
Study Career Coaching	~SLC4*	2	3,5	PF	
	total studypoints	30			

Verwante Majors (max.150 ecst.) *=-

Graphic Design	GV
Lifestyle Transformation Design	LD
Fashion Design	MO
Product Design	PD

Majors *=

ABK (Fine Art) or VGW (Design)	~
Photography	F
Advertising	AD
Animation	AN
Audiovisual Design	AV
Graphic Design	GV
Illustration	IL
Transformation Design	TD
Fashion Design	MO
Product Design	PD
Spatial Design	RO

Practices *=

Autonomous Practice	APCS	Critical Studies
	APPP	Public & Private
	APDC	Digital Craft
	APHK	Hacking
Social Practice	SPCD	Cultural Diversity
	SPNE	New Earth
	SPPA	Performative action
	SPPW	Powerplay
Commercial Practice	CPNF	New Frontiers
	CPBR	Branding
	CPDD	Data Design
	CPND	Next Design
Excellence	HONS	Honours

Assessment methods

AS= Assessment

MC= Multiple choice

P= Presentation

M= Verbal presentation or examination

S= Written exam or assessment

V= Paper

O= Assignment

Column 'Practical exercise':

POA= Obligatory presence with courses or projects with 'practical exercise'

Leisure and Events Management jaar 1 2022-2023					
Cursus / projectnaam	Cursuscode	sp			Praktische oefening
			50 min.	Toets	
Term 1					
LEMPROJECT 11	LEMMAJ11	17			POA
LEMTHEORY 11	LEMMTH11	6			
Plusplan (verdieping)	LEMPPLUS01	4			
Electives		2			
Term 2 en Term 3					
LEMPROJECT 12	LEMMAJ12	17			POA
LEMTHEORY 12	LEMMTH12	6			
Plusplan	LEMPPLUS02	2			
Electives		2			
Term 1,2,3					
Professional Identity (including practice assessment)	LEMPRO01	2			POA
Leisure Experience Factory	LEMLEF01	2			
	total studypoints	60			
	totaal jaar 1	60			

Leisure and Events Management jaar 2 2022-2023					
Cursus / projectnaam	Cursuscode	sp			Praktische oefening
			contacttijd x 50 min.	Toets	
Term 1					
LEMPROJECT21	LEMMAJ21	17			POA
LEMTHEORY 21	LEMMTH21	6			
Plusplan	LEMPPLUS03	4			
Electives (in Plusweek period)		2			
Term 2 en Term 3					
LEMPROJECT 22	LEMMAJ22	16			
LEMTHEORY 22	LEMMTH22	6			
Electives		2			
Plusplan	LEMPPLUS04	2			
Term 1,2,3					
Leisure Experience Factory	LEMLEF02	3			
Professional Identity (including assessment)	LEMPRO02	2			POA
	total studypoints	60			
	<i>totaal jaar 2</i>	60			

Leisure and Events Management jaar 3 2022-2023					
Cursus / projectnaam	Cursuscode	sp	contacttijd x 50 min.	Toets	Praktische oefening
Term 1					
Leisure Internship	LEMITS31	29			
Term 2 en 3	4 klassen		#REF!		
LEMPROJECT 31	LEMPRJ31	10			
LEMPROJECT 32	LEMPRJ32	10			
LEMTHEORY 31	LEMMTH31	8			
Term 1,2,3					

Professionele identiteit (<i>inclusief assessment</i>)	LEMPRO03	3	5	AS	POA
	total studypoints				
	<i>totaal jaar 3</i>	60			
Leisure and Events Management jaar 4 2022-2023					
Cursus / projectnaam	Cursuscode	sp	contacttijd x 50 min.	Toets	Praktische oefening
Term 1					
Minor		30			
Term 2 en 3					
Graduation Assignment	LEMALP30	28		M; V	
Term 1,2,3					
Professionele identiteit	LEMPRO04	2		AS	POA
	<i>totaal jaar 4</i>	60			

Willem de Kooning Academy Grading 2022

	KUO	DBKV	LEM
Projects	O/V/G/ZG	O/V/G/ZG	O/V/G/ZG
Theory	O/V/G/ZG	O/V/G/ZG	O/V/G/ZG
Internship & Report	O/V/G/ZG	O/V/G/ZG	O/V/G/ZG
SCC	NQ/Q	NQ/Q	NQ/Q
Minor	O/V/G/ZG	O/V/G/ZG	O/V/G/ZG
4th year Projects	O/V/G/ZG	O/V/G/ZG	O/V/G/ZG
Plus / LEMLEF	NQ/Q	NQ/Q	NQ/Q
Elective	NQ/Q	NQ/Q	NQ/Q
CA / LEMPRO	NQ/Q	NQ/Q	NQ/Q
Exchange / Elders	VLD	VLD	VLD

	NL	EN	Num
O	onvoldoende	insufficient	4
V	voldoende	sufficient	6
G	goed	good	8
ZG	zeer goed	very good	9
NQ	not qualified	not qualified	-
Q	qualified	qualified	-
VLD	voldaan	fulfilled	-