

**Education and
Examination
Regulations
(EER) 2018-2019**

**Bachelor Programme
iArts**

Drawn up by the dean of the
Faculty of Arts:

Approved by the Study
Programme Committee:
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Approved by the faculty
participation board:

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Reader's guide

The EER starts with a list of definitions, defining the most important matters relating to the educational and examination programmes.

The rest of the EER comprises two parts:

Part 1 comprises rules arising from the Higher Education and Scientific Research Act (WHW), the policy of Zuyd University of Applied Sciences and the policy of the programme department and the faculty. These are rules relating to how current students should progress through the study programmes and examinations and what they can expect from the institutions in that regard. These rules have been categorised in the following chapters:

Chapter 1 General provisions. Describes the programme concerned, to whom the EER applies, when it needs to be published, and who is responsible for this.

Chapter 2 The Board of Examiners. Describes the tasks of and authorities held by the Board of Examiners as well as how students can contact the committee and for what reasons.

Chapter 3 Admission to the study programme. Indicates which regulations apply to admission and where they can be found.

Chapter 4 Structure of the study programme. Describes the regulations set and decisions made regarding the structure of the study programme. This concerns matters in which the programme department has an obligation towards students and matters in which students have an obligation towards the programme department. No description is included of the details of the study programme. That is included in part 2.

Chapter 5 Academic guidance counselling and monitoring of academic progress. Provides the guarantee that a student can access academic guidance counselling (AGC). Details of how this takes place are not given here but in part 2 of the EER. This chapter also describes how often and in what form reports are produced and communicated to the student regarding the academic progress, who has end responsibility for these reports, and how the student can lodge an objection if he/she does not agree with the content of the report.

Chapter 6 System of unit examinations and concluding examinations. Describes the regulations set and decisions made regarding unit examinations and concluding examinations within the study programme. This concerns matters in which the programme department has an obligation towards students and matters in which students have an obligation towards the programme department. No description is included of the details of the unit examination programme. That is included in part 2.

Chapter 7 Degree certificates and statement. This chapter describes the documentary evidence issued once a student has passed a unit examination or concluding examination, who this is issued by, and who signs it. It also describes the degree title and the criteria subject to which the citation 'cum laude' (distinction) is awarded.

Chapter 8 Improper conduct and fraud. This chapter defines improper conduct and fraud, and establishes the procedure applicable in such cases and the consequences.

Chapter 9 Appeals and right of complaint. This chapter relates to appeals regarding decisions made by the director/dean or the Board of Examiners on the basis of the EER. It describes the procedure and sets out with whom an appeal can be lodged. The chapter also describes the kind of complaints that can be submitted, to whom, and where the complaints regulations can be found. The complaints regulations themselves are not featured here.

Chapter 10 Special facilities and circumstances beyond the control of the student with regard to unit examinations. This chapter describes the types of cases in which students can make use of special or additional facilities when sitting unit examinations and concluding examinations. It also describes the procedure for how students can sit unit examinations at a later date, having missed them due to specified special circumstances or circumstances beyond their control.

Chapter 11 Serious nuisance and iudicium abeundi (expulsion order). This chapter describes the consequences of a student causing serious nuisance and what happens if the behaviour of a student (not the academic performance) demonstrates that he/she is not suited to the profession to which the study programme logically leads.

Chapter 12 Concluding provisions – adoption & amendment – evaluation. This chapter describes circumstances under which actions may deviate from the provisions of the EER, who decides on this, and what should happen in cases not provided for in the EER. It also sets out the procedure according to which the EER has been formulated and how changes to the EER should be dealt with. (The Higher Education and Research Act [WHW] also states that changes are not permitted during the period of validity of the EER.) The transitional measures for students who have fallen behind with their studies during a study programme that is no longer up-to-date (for instance as a result of changes to the curriculum) are also set out here. Lastly, this chapter explains who is responsible for the evaluation and any necessary adjustments.

Part 2 sets out the educational and examination programme. Chapter 1 of part 2 provides all information relating to the structure of the teaching and unit examinations, broken down by variant, final specialisation, and block. Part 2 also provides information about the academic year timetable, the block structure, the unit examination regulations, and the academic guidance counselling.

Definitions

Definitions applied in these regulations:

Academic guidance counsellor/mentor

A staff member who monitors the academic progress of the student and who mentors the student in this regard.

Academic year

The period commencing on 1 September of any year and ending on 31 August of the following year [ART. 1.1 WHW]

Accelerated variant

A track of 180 ECs within the Bachelor's-level programme and oriented towards students with a VWO (pre-university) diploma [ART. 7.9a, WHW].

Assessment

A method or set of methods for grading the competences or standardised procedures that enable assessment of competences.

Associate Degree programme

An Associate Degree programme is a separate two-year programme within the Dutch higher education system. It is defined in Article 7.8a, WHW.

Bachelor's-level programme

Initial HBO (higher vocational education) study programme [ART. 7.3 and 7.3-a WHW]. A student who has passed the final examination will be awarded a *Bachelor's* degree. For each study programme, the Board of Governors will add such information to the degree title as it decides.

Board of Examiners

The Board of Examiners is the body responsible for determining in an objective and expert manner whether a student meets the conditions laid down by the education and examination regulations regarding the knowledge, understanding, and skills required for the award of a degree. [ART. 7.12. WHW]

Board of Governors

The Board of Governors [ART. 10.2, WHW] of the Zuyd University of Applied Sciences Foundation with the tasks and authorities as set out in the most recently adopted version of the *Zuyd University of Applied Sciences Administrative and Management Regulations*.

Certificate of Experience

The certificate stating the competences the individual has demonstrated as assessed against a specific, nationally-recognised standard, the level of those competences, and how the competences have been demonstrated.

CMR

The Central Participation Council [ART. 10.17 WHW]

Competence

Competence is the capacity to apply and further develop available knowledge, understanding, skills, and attitude in order to adequately perform concrete tasks in professional life.

Concluding examinations

The *propaedeutic* (first-year phase) or *final* examinations of a study programme [ART. 7.8 and 7.10 WHW].

Contact Hour

A scheduled hour during which one or several students are physically in contact with a lecturer, supplemented by the hours that arise on the basis of arrangements between student(s) and lecturer(s), as set out in the EERs.

In this case, an 'hour' is understood to be sixty minutes.

CROHO

Central Register of Higher Education Study Programmes containing all study programmes leading to an HBO (higher vocational education) degree certificate with the degree title attached thereto, subject to passing the final examination leading thereto [ART. 6.13 WHW]

Dean

The head of the faculty as referred to in ART. 10.3 b, § 2, WHW. In accordance with Article 23, § 5 of the Executive Regulations, the dean's duties include drafting the teaching programmes and the programme-specific section of the EER.

Degree certificate

Documentary evidence issued by the Board of Examiners that the student has passed the propaedeutic examinations or the final examinations of a study programme included in the CROHO [ART. 7.11 WHW].

Diploma supplement

A standardised addition to the degree certificate/diploma containing relevant details of the study programme, based on the model developed by the European Commission, the Council of Europe, and CEPES, the educational arm of UNESCO.

Dispute Advice Committee

The committee that issues advice on payment of student fees, enrolments, and termination of enrolments, the award of degrees, etc. [ART. 7.63-A WHW]

Dual study programme

Study programme whereby one or more periods of study may be exchanged for periods of work experience related to the programme. Such a study programme will therefore contain study and work elements. The work element is a part of the study programme and can therefore qualify for course credits [ART. 7.7 WHW]

EC

European Credit, a unit that represents 28 hours of academic work. The EC is equal to a course credit [Article 7.4, § 1, WHW]. When a unit examination is taken and passed, the student is awarded the number of ECs corresponding to that study unit as listed in part 2 of this EER.

ECTS

European Credit Transfer System enables the transfer of students between countries by expressing study load in way that allows comparison (in *European Credits*).

Elective options

A group of study units from a study programme, including projects, as chosen by a student to enable him/her to emphasise his/her own competences within his/her study programme.

Enrolment year

The period of continuous enrolment of a student commencing on the date of enrolment for a study programme and ending twelve months thereafter.

Examinations Appeals Board

The Examinations Appeals Board (Appeals Board) [ART. 7.60-63 WHW].

Examiner

A person designated by the Board of Examiners (and who may or may not be an employee of the university of applied sciences) who administers the unit examinations and documents the results thereof [ART. 7.12c WHW].

Exemption

Full or partial exemption from the requirement to sit a unit examination in order to satisfy the enrolment or admissions conditions and/or to obtain course credits in respect of sitting propaedeutic or final examinations.

External assignment

A request from a legal entity other than the Zuyd University of Applied Sciences to one or more study programmes of the institution oriented towards having a student or group of students perform an assignment. The dean has the power to make a binding recommendation for the performance of this assignment, in observance of the authorities of the Board of Examiners.

External student

Someone registered as an external student at the institution [ART. 7.32 WHW] and as such is only attending for the purposes of sitting examinations [ART. 7.36 WHW]

Extra opportunity

The opportunity to take an extra unit examination that can be awarded to a student outside the standard scheduled unit examinations/resits.

Facility

Steps taken by an authorised staff member or body within the institution to provide the student with assistance with the aim of supporting and guiding his/her study progress.

Faculty participation board

The participation board of a faculty [ART. 10.25 WHW].

Final specialisation

A course programme decided by the dean consisting of a cohesive package of post-propaedeutic phase study units. The final specialisation is specified on the degree certificate.

Fraud

'Fraud' means any severe attributable act or failure to act by a student with the object of rendering the examiner partially or fully incapable of giving an accurate assessment of the acquisition of competences by that students or any other student.

Improper conduct

Any act or failure to act by a student that disrupts the effective provision of education or that prevents or restricts the ability of the examiner to form an accurate opinion as to the student's acquisition of competences.

Institution

Zuyd University of Applied Sciences as run by the Zuyd University of Applied Sciences Foundation, registered in Heerlen.

Intermediate Vocational Education programme (MBO)

A middle-management training programme, either a specialist study programme or a professional study programme designated by the minister [ART. 7.2.2 WEB].

Key project

A key project is a study unit evaluated by one or more examiners and on the basis of which the relevant competence acquisition of a programme can be demonstrated. This may be a dissertation (e.g. Bachelor's thesis), internship/work placement report, artwork(s), performance, etc.

Learning abroad agreement

Agreement between the student and the Board of Examiners in which the relevant educational institutions set out the agreements regarding his/her educational experiences abroad, in accordance with the ECTS system.

Learning path

The study units in which the student wishes to be examined, either *at the same time or in sequence*, in order to acquire the competences relevant to a study programme. A student wishing to follow a learning path not defined in this EER requires the permission of the Board of Examiners.

Major

The core study units of a study programme, in which all students must sit unit examinations to acquire the competences necessary to be awarded a degree certificate.

Master's study programme

Initial HBO (higher vocational education) study programme [ART. 7.3 WHW], upon completion of which the student is awarded a Master's degree.

Minor

Elective component of 15 ECs. See also 'Zuyd minor'.

Nominal study load

The study load excluding the time involved in resitting unit examinations and the preparation for those examinations.

Notice to terminate or continue studies

A binding recommendation issued to the student during the propaedeutic phase on whether or not to continue with the study programme. This notice may include a notice to exclude. [see: Notice to terminate or continue studies regulations of Zuyd University of Applied Sciences]

Optional course profile

Scope for a student to choose to study a maximum of 120 ECs selected from one or more Zuyd minors, other minors, or elective courses (including projects) from the student's own study programme. A study programme consists of a *major* plus an *optional course profile*.

Partial examination

An test, the grade for which contributes to the grade for the unit examination of which it is a part. The EER will specify the weighting factor of every partial examination. Partial examinations are referred to as 'tests' in Osiris.

Part-time study programme

A study programme designed so that in addition to studying, the student can also carry out other work. This work may qualify for course credits in the form of *exemption ECs* or, subject to conditions imposed by the Board of Examiners, be treated as study units.

Plagiarism

Copying the works, thoughts, and reasoning of others and presenting them as one's own work.

Post-propaedeutic phase (Post-first-year phase)

The phase of the study programme following the propaedeutic (first-year) phase and which is concluded by final examinations.

Practical exercises

Practical exercises involve one or more cohesive study units whereby the examiner is able to grade the performance of the student through observation.

Propaedeutic phase (first-year phase)

The phase concluded by the propaedeutic (first-year phase) examinations [ART. 7.8 WHW].

Student

The person registered as a student of the institution [ART. 7.32-7.34 WHW].

Student counsellor

A staff member who advises the student on matters involving study and student life. The student counsellor also assists and mediates in personal problems of any kind, material or otherwise.

Study block

A study block comprises one of the four terms making up an academic year. These blocks have comparable study loads. Before the start of an academic year, the Board of Governors shall decide upon the dates on which each new study block commences.

Study load

The standardised load in terms of time allocated to each study programme and study unit expressed as whole ECs [ART. 7.4 WHW] and as set out in the EER.

Study plan

A progression of study units agreed between the student and his/her mentor/academic guidance counsellor in order to be eligible for the final examinations. This progression may differ from the sequence of the standard programme.

Study programme

A cohesive package of study units aimed at achieving well-defined objectives as to knowledge, understanding, skills, and attitude that the student following such programme must acquire [ART. 7.3 WHW]. Study programmes may be full-time, part-time, or a dual study programme, and taught up to Bachelor's degree level.

Study Programme Committee

A Study Programme Committee is set up for each programme or group of programmes, consisting of students and lecturers. Study Programme Committees provide advice on the amelioration and safe-guarding of the quality of the programme, including the EER. The WHW gives rights to these committees, such as the right to information and the right of facilitation.

Study unit

A cohesive package of competences to be acquired, expressed as whole course credits.

Unit examination

A unit examination must be sat for each study unit which tests the knowledge, understanding, attitude, and skills of the candidate, and that evaluates the results of the examination. A unit examination may consist of multiple partial examinations. The results of unit examinations can be viewed in Osiris under the reference 'course result'. Partial examinations are referred to as 'tests' in Osiris.

WBP

The *Personal Data Protection Act* [BULLETIN OF ACTS AND DECREES 2000: 302], plus any subsequent amendments and additions.

Weekday

A day, not being a Saturday or Sunday, or any generally observed holiday or national holiday designated by the government not falling during any free time scheduled by the Board of Governors.

WHW

The *Higher Education and Scientific Research Act* [Bulletin of Acts and Decrees 1992 no. 593], plus any subsequent amendments and additions.

Work experience agreement

Agreement between the student, the dean for the study programme for which he/she is registered, and the organisation where the student undertakes the work experience element of the study programme. The work experience agreement sets out concrete terms regarding external learning activities within the student's learning path for a pre-determined length of time.

WSF 2000

The *Student Grants Act* [Bulletin of Acts and Decrees 2000 no. 571]], plus any subsequent amendments and additions.

Zuyd Minor

Minor of 15 ECs identified as such and accessible to the students of at least two study programmes.

Part 1. Rules on teaching and unit examinations

Chapter 1 General Provisions

Article 1.1. Scope

§ 1

These *Education and Examination Regulations* apply to iArts with croho study programme code 30099 for full-time study education. These regulations apply to all students registered for this study programme and to external students unless indicated to the contrary in the text.

§ 2

The student cannot derive any rights from Education and Examination Regulations (EER) that applied in previous academic years, unless these rights form part of a transitional scheme as referred to in article 12.4.

Article 1.2. Disclosure and publication

The dean will arrange for publication of the applicable EER prior to 1 September of the academic year to which the EER pertains, so the student can formulate a good opinion of the content and structure of the teaching and the examinations.

Chapter 2 The Board of Examiners

Article 2.1. Board of Examiners, tasks and authorities

§ 1

Every study programme has its own Board of Examiners or shares one with a group of other study programmes within a faculty.

§ 2

The Board of Examiners is the body responsible for determining in an objective and expert manner whether a student meets the conditions laid down by the education and examination regulations regarding the knowledge, understanding, and skills required for the award of a degree.

§ 3

Students can approach the Board of Examiners for:

- a) a request for exemption from one or more unit examinations
- b) a request for exemption from the obligation to participate in practical exercises for the purposes of permission to sit the unit examinations in question, which may or may not involve alternative requirements
- c) a request for waiver of the entrance requirements for sitting a unit examination
- d) a request for admission to variants/learning paths subject to the approval of the Board of Examiners
- e) a request for the extension of the period of validity of a successfully completed unit examination or partial examination
- f) a request for enrolment in a minor not on the list of minors available to students in the requester's study programme
- g) a request for an extra resit
- h) a request for facilities and modifications due to a disability or chronic condition
- i) a request for academic facilities in consideration of the requester's practise of competitive sports at an elite level
- j) a request to depart from the EER if its application would lead to a decidedly unreasonable situation
- k) an objection against an assessment by an examiner

§ 4

The Board of Examiners can be reached via examinationboard.iarts@zuyd.nl.

Chapter 3 Admission to the study programme

Article 3.1. Admission

Admission to the study programme takes place in observance of the provisions of the Regulations on Enrolment of Zuyd University of Applied Sciences. These regulations are available on www.zuyd.nl.

Article 3.2 Further requirements regarding previous qualifications

§ 1

Kies een item.

[fill in profiles/subjects]

§ 2

If the applicant does not meet the further requirements regarding previous qualifications, he/she may still be admitted if he/she meets the following requirements.

Klik hier als u tekst wilt invoeren.

Article 3.3 Supplementary requirements

§ 1

The study programme is subject to the following supplementary requirements regarding previous qualifications.

- artistic talent: creativity and autonomy
- ability to find one's own artistic sources
- ability to co-operate
- a flexible and open attitude
- ability for reflection
- a committed and engaged attitude
- ability for communicating in writing and orally in English
- ability for learning and growing

§ 2

The supplementary requirements regarding previous qualifications will be tested as follows: Overall assessments for the programme is done in three rounds, consisting of an assignment, an interview and an assessment. The assessment panel, consisting at least 3 people, including the programme leader and lecturers with specific expertise, will consider all elements, and will decide on whether the student is admissible for the programme or not.

Article 3.4 Requirements with respect to employment during part-time study programmes

N/A

Klik hier als u tekst wilt invoeren.

Article 3.5 21+ investigation

The investigation described in Article 2.3 of the Regulations on Enrolment of Zuyd University of Applied Sciences for applicants aged 21 years or above who do not meet the requirements regarding previous qualifications has the following contents: the student is tested on his adequate language skills in English and general knowledge. Based on the test results the Admissions Board will provide the applicant with a binding advice on whether he is allowed to start the programme or not.

Article 3.6 Admission for students holding an Associate Degree

[Not applicable]

Chapter 4 Structure of the study programme

Article 4.1. Variants and final specialisations

§ 1

The study programme iArts has the variant full-time study.

§ 2

The study programme offers the following final specialisation(s):

iArts

§ 3

The study programme has an accelerated variant of 180 EC for pre-university diploma holders, and has no shorter variants. shorter variant(s). These variants are described in part 2.

Article 4.2. Start of the study programme

The study programme starts on 1 September 2018.

Article 4.3. Language of instruction

§ 1

The language of instruction of the programme is English because of the international students and the international orientation of the workfield.

§ 2

If a study unit is offered in a language other than the language of instruction specified in § 1, this will be stated in the description of the study unit in question provided in chapter 1 of part 2.

Article 4.4. Format of the programme

§ 1

The study programme has a *propaedeutic phase* and a *post-propaedeutic phase*, each made up of study units. There is a *propaedeutic examination* for the propaedeutic phase of each study programme, and *final examinations* at the conclusion of each study programme.

§ 2

A study unit is a cohesive body of competences to be acquired. There is a unit examination for each study unit.

§ 3

Each study programme comprises a major of at least 120 ECs. The number of ECs of the major is given in chapter 1 of part 2, specified by final specialisation if applicable.

§ 4

Every study programme has an optional course profile of at least 15 and at most 120 ECs. The number of ECs of the optional course profile is given in chapter 1 of part 2, specified by final specialisation if applicable.

§ 5

The optional course profile is structured to allow the students to pursue minor and elective modules.

Article 4.5. Study load and distribution

§ 1

The study programme's total study load is 240 EC in all.

§ 2

A student who enrolls for a study programme will be offered *a nominal study load* of at least 60 ECs per academic year. This curriculum is scheduled over a minimum of 40 course weeks.

§ 3

Every academic year is divided into four study blocks. These study blocks have comparable study loads. Prior to the start of the academic year, the Board of Governors will decide on and publish the date on which each study block starts. The division of the academic year into blocks and the moment of assessment for each is set out in chapter 3 of part 2.

§ 4

No more than five *study units* and the *unit examinations* for such units may be offered per study block, including *practical exercises*.

§ 5

The dean is responsible for offering an adequate number of timetabled contact hours in order to achieve a good quality of teaching within the teaching concept and to give the student the opportunity to feel involved with the study programme personally and in terms of his/her studies. Each year the dean, the Study Programme Committee, and the Board of Examiners will evaluate, at a minimum, the number of actual contact hours.

§ 6

The propaedeutic phase will have a minimum of 504 contact hours timetabled.

§ 7

Students following a study programme to enter a profession for which *statutory requirements* have been laid down regarding the acquiring of competences for practising such a profession will be given the opportunity within the study programme to satisfy such requirements.

Article 4.6. Practical exercises

§ 1

The dean may assign one study unit or a cohesive group of study units the status of *practical exercise*. All practical exercises will be listed as such in part 2, chapter 1.

§ 2

By means of a practical exercise, the examiner shall make an assessment of the student through observation.

§ 3

If participation in a practical exercise is conditional on passing a specific unit examination or partial examination with an adequate grade, this will be described in chapter 2.

If sitting a unit examination is conditional on the successful completion of a practical exercise, this will be described in chapter 2.

Article 4.7. Specific clauses governing the part-time variant

The study programme has no part-time variant.

Article 4.8. Specific clauses governing dual variant

Not applicable, as the study programme has no dual variant.

Article 4.9. Programme structure**§ 1**

The structure of the study programme is set out in part 2, chapter 1. This § lists for all variants, including any accelerated variants of the study programme, the following information for each academic year, by study unit (including practical exercises):

1. name of the study unit
2. the competences acquired through the study unit
3. the period(s) in which the study unit is offered
4. any applicable admission requirements for the study unit
5. the work form(s) in which the study unit is offered
6. the number of ECs *expressed in whole numbers* that the study unit comprises
7. the number of contact hours timetabled for the study unit
8. the minimum number of contact hours of academic counselling to which each student is entitled
9. attendance requirement, if any, for study units or components of study units
10. the unit examination format; if partial examinations are set, the number, format, and weighting factor of the partial examinations will be stated
11. the week in which the unit examination is offered
12. the opportunities for resitting unit examinations and (insofar as applicable) partial examinations

§ 2**IF THE STUDY PROGRAMME INCLUDES PRACTICAL EXERCISES**

Additionally, for practical exercises, chapter 1 of part 2 states:

- the method of distributing and allocating places
- the method of support
- what preparation is expected of the student
- the assessment standards to be applied
- how and when the assessment is to be made
- the opportunity for resitting examinations, and for interrupting or cutting short examinations
- whether any costs are payable by the student

§ 3

Not applicable.

Article 4.10. Propaedeutic phase (first-year phase)

§ 1

The study load of the propaedeutic phase of a study programme is 60 ECs.

§ 2

The propaedeutic phase concludes with a propaedeutic examination.

§ 3

The propaedeutic phase is part of the major of a study programme.

Article 4.11. Notice to terminate or continue studies

§ 1

The propaedeutic phase of the study programme is designed to allow the student to gain insight into the content and goals of the study programme.

§ 2

The issue of the notice to terminate or continue studies in the propaedeutic phase is explained in detail in the *Notice to terminate or continue studies regulations of Zuyd University of Applied Sciences*, which are available on Zuydnet.

§ 3

For students who have not yet passed the propaedeutic examination, under the *Notice to terminate or continue studies regulations* the dean will issue a binding academic recommendation for expulsion if the academic results for the units of the propaedeutic phase are insufficient. Academic results are deemed insufficient if at the end of the first year of enrolment the student has earned fewer than 60 ECs. The recommendation will not be given earlier than the end of the first year of enrolment.

§ 4

Not applicable.

Article 4.12. Restriction of admission to final specialisations

§ 1

If a student does not meet the following conditions relating to the unit examination results earned, the dean will determine that the student cannot be admitted to the final specialisation
Graduation year: a sufficient grading of study progress at the end of the main phase, and a sufficient grading of his Graduation Strategy.

§ 2

Not applicable.

Article 4.13. Structure of the post-propaedeutic phase: Individualisation and minors

§ 1

The post-propaedeutic phase consists of a major component and an optional course profile. In the optional course profile, students may pursue Zuyd minors, other minors, or elective modules.

§ 2

Minors and elective modules comprise a study load of 15 ECs. They are published in the Minor Directory. The Minor Directory can be consulted on <https://www.zuydnet.nl/en/study/study-career/minors-options-in-your-studies>.

§ 3

For each minor and elective module, the Minor Directory sets out:

- the target group(s) of the minor/elective module
- the prerequisites
- the attainment levels
- the forms of teaching
- the method of assessment/examination and resitting
- the number of available spaces
- the method of selection in the event of over-subscription (selection on the basis of admission requirements, drawing lots, or composition by target groups, with lots drawn per target group)
- details of evaluation
- the location at which the minor is taught

§ 4

Students do not require prior permission to pursue Zuyd minors designated in the Minor Directory as open to them.

§ 5

If a student wishes to pursue a minor within or outside the institution that is not specifically designated as open to students in his/her study programme, the student must first request permission from the Board of Examiners to pursue the minor.

§ 6

A student registers the choice of minor or elective module in OSIRIS. The student will receive a confirmation of enrolment by e-mail.

§ 7

In the event that a student cannot be assigned to a particular minor or elective module because the maximum number of places has been exceeded or the minimum number of places has not been achieved, the student will have the opportunity to enrol for another minor or elective module.

Article 4.14. External assignment in the major**§ 1**

The dean may decide to invite one or more students to carry out an *external assignment* as an alternative to one or more study units of the major.

§ 2

The Board of Examiners of the study programme in which the student is enrolled will make the decision on whether the external assignment can replace one or more programme components.

This decision will be made in consideration of, at a minimum, the *content, level, scope, and organisation* of the external assignment as an adequate replacement for the proposed programme component.

Article 4.15. Study plan**§ 1**

In consultation with his/her mentor or academic guidance counsellor, a student can draft a *study plan* for the optional course profile describing his/her choices for the *learning path*.

§ 2

A student may, with the prior approval of the Board of Examiners, sit one or more unit examinations at another education institution. If a unit examination is sat at an education institute in another country, the relevant education institutes should have signed a *learning abroad agreement*.

Article 4.16. Registration for post-propaedeutic phase – continuation of studies**§ 1**

A student may only register for the post-propaedeutic phase if he/she has been awarded a certificate for the propaedeutic exams for the study programme. [Article 7.30 WHW]

§ 2

The Board of Examiners may permit a student who has not yet passed the propaedeutic exam to sit one or more unit examinations of the post-propaedeutic phase, provided that this does not impede the student's study progress.

§ 3

If a student obtains an exemption under this EER for sitting the propaedeutic exam for the study programme, then for the purposes of registration for the post-propaedeutic phase of this study programme, proof of this exemption will be treated as equivalent to the certificate referred to in the first § of this article. For these cases, a propaedeutic certificate will not be issued.

Article 4.17. Evaluation of the study programme

Section 1.3 of part 2 describes the way in which the study programme is evaluated.

Chapter 5 Academic guidance counselling and monitoring of academic progress

Article 5.1. Academic guidance counselling

§ 1

A student will be assigned a staff member or team of staff members by the study programme department who will be responsible for the academic guidance counselling or related activities.

§ 2

Chapter 3 of part 2 describes the structure of the academic guidance counselling per academic year.

Article 5.2. Monitoring of academic progress

§ 1

A student is entitled to review documentation of his/her academic progress, including a list of unit examination results, at least twice per year of enrolment, at appropriate intervals throughout the year.

At the end of the semester the student receives in paper an overview of the several unit examination results, as well as the grading of his study progress, concluded in the appraisal meeting. Osiris is used for registration of the study results. Students can view their study results online at www.zuydnet.nl

§ 2

The academic progress report in the first year of enrolment (in accordance with the Notice to terminate or continue studies regulations of Zuyd University of Applied Sciences) is arranged as follows.

As described under 1.

§ 3

The dean will ensure that the academic progress report correctly reflects the results achieved by the student.

§ 4

If the student is of the opinion that the academic progress report is incorrect or incomplete, he/she must register an objection in writing to the Board of Examiners within *20 working days*.

Chapter 6 System of unit examinations and concluding examinations

Article 6.1. Unit examinations and partial examinations

§ 1

Every study unit concludes with a unit examination.

§ 2

A unit examination may consist of multiple partial examinations. Chapter 1 of part 2 describes the individual partial examinations in the context of the larger unit examination. This includes, at a minimum, the weighting factor.

§ 3

By means of a practical exercise, the examiner shall make an assessment of the student through observation. The structure and organisation of practical exercises and their assessment are the responsibility of the Board of Examiners of a study programme.

§ 4

A unit examination – including several cohesive partial examinations – may be an *assessment*; the conditions set on assessment and the sitting of such an assessment are set out in part 2, chapter 1.

Article 6.2. Resits

§ 1

Per year of enrolment, the student may sit at least one re-sit per unit examination or partial examination.

§ 2

The Board of Examiners may make an exception to the rule of § 1 for internship/work placement projects and long-term external assignments if it is not possible to redo the internship/work placement or assignment in the same year of enrolment.

§ 3

Resits will only be offered for unit examinations or partial examinations of a study unit that the student has not passed, with a maximum of 1 resit per unit in the same academic year. Domain projects cannot be resit due to the longitudinal examination. Resits will be planned preferably within 4 weeks after the examination, and in consultation with teacher and student.

Article 6.3. Sitting extra unit examinations outside the scope of the regular programme

§ 1

A student is entitled to participate in study units and sit the corresponding unit examinations at Zuyd University of Applied Sciences provided that he or she meets the admission requirements for these study units and examinations. The admission requirements are set out in the Education and Examination Rules (EER) of which these constitute a part.

§ 2

An exception to § 1 can only be made by the dean who is responsible for a study unit, if this study unit and the associated unit examination form part of:

a study programme for which students may be selected or higher student fees may be charged

a study programme or final specialization for which the student has received a negative binding study recommendation

a Master's study programme and the student has not been awarded a Bachelor's degree

a study programme subject to an enrolment restriction for which the student has not been accepted. This applies to both a labour market-related quota and to a restriction due to capacity problems.

§ 3

Unit examinations that have been passed for study units that fall outside the scope of the study programme of 240 ECs may be included in the student's academic transcript and diploma supplement if the Board of Examiners is of the opinion that this contributes to enhancing the practice of the student's profession. To this end, the student should submit a request, stating reasons, to the Board of Examiners. The Board of Examiners will make a decision and inform the student of this decision, providing argumentation, within ten working days after receipt.

§ 4

Unit examinations passed outside the scope of the student's study programme do not count towards the results that are considered when a student is given a binding study recommendation.

Article 6.4. Attendance requirement**§ 1**

Attendance of the teaching elements is required in the following circumstances:

the examiner can only assess the student by observing his/her procedures and actions

the students' procedures/actions depend on the actual presence of their fellow students

The attendance requirements will be stipulated in part 2, chapter 1.

§ 2

Not applicable.

Article 6.5. Concluding examinations**§ 1**

The propaedeutic examination is deemed to have been completed when all unit examinations for all study units belonging to the propaedeutic phase have been successfully completed. The Board of Examiners establishes that this is the case, and makes the decision to award the certificate.

§ 2

The final examination is deemed to have been completed when all unit examinations for all study units belonging to the study programme have been successfully completed. The Board of Examiners establishes that this is the case, and makes the decision to award the certificate.

§ 3

The Board of Examiners may elect to depart from §§ 1 and 2 and assess a student's knowledge, understanding, and skills independently prior to determining the result of a concluding examination.

Article 6.6. Assessments

§ 1

Unit examination grades will only be given by the examiners on the basis of the Dutch *ten-point scale* or on the basis of the related *quality grading scale*. The following *conversion table* is used by the examiners to compare grades:

Dutch grade	Description/ beschrijving	ECTS grade	ECTS- definition	U.S.- equiva lent	OSIRIS- grade
10 ($\geq 9,5$)	excellent/ uitstekend	A+	excellent - outstanding performance with only minor errors	A+	EX (excellent)
9 ($8,5 \leq x < 9,5$)	very good/ zeer goed	A		A+	ZG (zeer goed)
8 ($7,5 \leq x < 8,5$)	good/ goed	B	very good - above the average standard but with some errors	A	GO (goed)
7 ($6,5 \leq x < 7,5$)	Satisfactory/ ruim voldoende	C	good - generally sound work with a number of notable errors	B	RV (ruim voldoende)
6 ($5,5 < x < 6,5$)	sufficient/ voldoende	D	satisfactory - fair but with significant shortcomings sufficient - performance meets the minimum criteria	C	VO/VLD (voldoende/ voldaan)
6 ($x = 5,5$)	pass/ voldoende	E		D	
5 ($4,5 \leq x < 5,5$)	almost sufficient/ bijna voldoende	FX	fail - some more work required before credit can be awarded	F	OV/NVD (onvoldoende/ niet voldaan)
4 ($3,5 \leq x < 4,5$)	fail/ onvoldoende	F	fail - considerable further work is required	F	
3 ($2,5 \leq x < 3,5$)	poor/ zeer onvoldoende	F		F	
2 ($1,5 \leq x < 2,5$)	very poor/ slecht	F		F	
1 ($0,5 \leq x < 1,5$)	very poor/ zeer slecht	F		F	

§ 2

A unit examination is passed with a grade of 5.5 or higher; equivalent, in qualitative terms, to at least *sufficient/pass* or *voldoende*. The qualitative term *voldaan* indicates a sufficient result.

§ 3

After the sitting of one or more resits for a study unit, the examiner shall register the *highest of the results obtained* as the result for this study unit.

§ 4

The Board of Examiners shall immediately allocate to the student the ECs earned by passing a unit examination or resit following registering of the assessment by the examiner(s).

§ 5

All unit examinations for study units must be passed with a satisfactory result. It is *not* possible to compensate a poor score with a good score at the level of unit examinations; however, a compensation scheme may be applied in the case of partial examinations (see part 2, chapter 2).

§ 6

Every student has the right to see the assessment of his/her unit examinations and to have an explanation of the way in which the result was determined. This right to see the assessment expires after 20 working days following the publication of the result earned.

§ 7

The validity of unit examination results or the granting of exemptions is, as a rule, unlimited.

§ 8

The Board of Examiners can decide to declare invalid any course credits that were awarded at least four years ago based on the results of a unit examination from a previous examination programme. They can only decide to do so if the knowledge, insight, or skills assessed in the unit examination prove to be outdated and no longer fulfil the requirements for graduation. The unit examinations that are no longer valid are recorded each year in part 2 of this EER.

§ 9

Each examiner is responsible for reporting to the dean in due time when the content of a unit examination for which he or she is responsible, from a previous examination programme, has become so outdated that the requirements for graduation can no longer be fulfilled. The examiner must also outline the reasons for this. Each year, the dean submits these old examinations per study programme, along with the reasons why they have become outdated, to the Board of Examiners for the decision as mentioned in § 8.

§ 10

The dean is responsible for finding alternatives to the examinations for which the period of validity has expired. These alternatives are set out in part 2 of this EER.

§ 11

In specific cases, the dean, in conjunction with the Board of Examiners, may lay down the period of validity for a unit examination in advance on the basis of substantive arguments. If the period of validity for one or more unit examinations is limited in advance, this will be stated in chapter 1 of part 2 in reference to the unit examination in question. The period of validity of the unit examination will also be stated there.

§ 12

The unit examinations from previous examination programmes for which the course credits awarded are no longer valid are specified in chapter 1 of part 2 of this EER. The reasons for their non-validity are also given, alongside the examination that needs to be passed in order to re-earn these course credits.

§ 13

Paragraph 3 does not apply to longitudinal unit examination formats. If a unit examination takes place in a longitudinal form, the result will be determined as follows: each unit examination is attended by all teachers of that specific period and project, who will reach, an overall grading of the project through interactive discussion.

Article 6.7. Exemptions and provisions concerning validation of prior learning

§ 1

The Board of Examiners may grant exemptions for sitting one or more unit examinations if the student has already met the requirements of a unit examination or concluding examination.

§ 2

Exemption may be granted based on unit or concluding examinations previously passed, or on competences acquired outside higher education.

§ 3

The Board of Examiners will exercise restraint in allowing exemptions. It will use the following guidelines:

- Examiners who are experts in the field must always be included in the decision.
- The competences acquired are at least equal to the level and the content of the competences of the study unit for which a complete or partial exemption from the unit examination is being considered.
- The examiners' judgement is based on the existence of valid documents, including the certificate of experience. The validity is to be determined on the basis of the relevance of the content of the experience gained.
- No exemption can be granted for a final project/final research project. Final projects/final research projects are defined as follows: graduation strategy, final position paper, individual graduation project, collaborative public event, evaluation & documentation.

The Board of Examiners is to draw up a report of the exemptions granted.

§ 4

The Board of Examiners shall provide the applicant with a written proof of exemption which shall specify as a minimum the *date on which the exemption is granted*, the relevant *unit examination(s)*, and the *length of validity* of the exemption.

§ 5

A student wishing to be considered for an exemption from one or more unit examinations must submit a written request, stating reasons, to the Board of Examiners, accompanied by the documentation demonstrating that he/she meets the requirements for the study unit in question.

§ 6

Exemptions can be granted on the basis of a certificate of experience if:

- the competences acquired as described in the certificate of experience are at least equal in terms of level and content to the competences of the study units being considered for exemption
- the certificate of experience gives evidence of the level and content per competence

- the certificate of experience was issued by an organisation authorised to evaluate prior competences
- the certificate of experience was issued no more than five years ago

Article 6.8. Organisation of unit examinations and concluding examinations

§ 1

Examiners and other parties involved in unit examinations shall preserve the absolute confidentiality regarding the content of a written examination until the examination paper is handed out to the students.

§ 2

A written unit examination shall be sat under the supervision of at least one examiner or an *invigilator* appointed to supervise on behalf of the examiner. All other unit examinations shall be sat under the supervision of at least one examiner.

§ 3

To sit a unit examination, a student must be able to prove his/her identity by means of his/her original and valid

- student identification,
- card driver's license,
- ID card or
- passport.

If this is not possible, the student will be immediately excluded from taking the unit examination and the examiner or invigilator must notify the chairperson of the Board of Examiners accordingly.

§ 4

A student who sits a unit examination must follow all instructions of the Board of Examiners, the examiner, or other persons designated by the Board of Examiners. Any breach by the student constitutes *improper conduct* on which grounds he/she can be excluded from further participation in the examination.

§ 5

The unit examination regulations applicable within the study programme are set out in part 2 of chapter 2. Any breach by a student constitutes *improper conduct* on which grounds the student can be excluded from further participation in the examination.

§ 6

A student is entitled to prompt notification of the assessments of the unit examinations he/she has taken. 'Prompt' is defined as: *no later than fifteen working days* following the sitting of the unit examination, unless there are good reasons for extending this period and the student is notified of this delay as soon as possible.

§ 7

The period between sitting a unit examination and a resit in the same study unit must be at least *five working days*. Before the resit, the student must have been offered the opportunity to look at a marked unit examination or resit of a unit examination previously taken.

§ 8

The Board of Examiners can declare the results of a unit examination or partial examination invalid if it has ascertained that irregularities have occurred with regard to the examination concerned.

Article 6.9. Registration for unit examinations**§ 1**

As a rule, a student can only sit or resit a unit examination if he or she has registered via OSIRIS in time. The student is responsible for registering himself or herself. If the student is not able to register via OSIRIS in time, the Board of Examiners can decide to admit a student to sit or resit a unit examination at the student's request.

§ 2

The student must register to sit unit examinations and resits for study units in the major, in accordance with a registration procedure laid down by the Board of Examiners. This procedure is set out in part 2, chapter 2.

§ 3

The student must register to take a resit for a minor and will be invited to do so by the Board of Examiners of the study programme offering the minor. In the event that only a limited number of students can sit a unit examination, the minimum stipulation is that the order of registration shall dictate who may sit the examination.

§ 4

In no eventuality may a fee be charged to students for registration for or participation in unit examinations and resits.

Article 6.10. Retention of unit examination and concluding examination papers and projects**§ 1**

- a. Written unit examination work and/or other documentary evidence shall be retained for a period of at least *60 working days* following its assessment by the Board of Examiners.
- b. The programme department is responsible for retaining the key documents. The method of retention is dependent on the nature of the key document.
- c. For the purposes of the accreditation process, key documents will be retained for a period of at least seven years.
- d. At the end of the period of storage, the work will be destroyed or returned to the student on request. Proof that a unit examination has been passed will be kept for ten years.

§ 2

Proof of the award of a *degree certificate* will be kept by the dean for a period of at least 50 years and will specify as a minimum:

- the personal details of the student
- the study programme and date on which the propaedeutic examinations were passed
- the study programme and date on which the final examinations were passed

§ 3

The dean will retain documentation for the provision of a *statement* as referred to in Article 7.2 for a period of at least ten years. This documentation includes:

- the personal details of the student
- the study programme and period of enrolment of the student
- a list of the unit examinations passed

Article 6.11. Personal contributions**§ 1**

Enrolment as a student is not dependent on any other financial contribution apart from the tuition fees.

§ 2

The purchase of certain study necessities is considered necessary for the study programme. The costs of these study necessities are estimated at

Year 1 approximately €350-500

This refers to the following course materials and other study aids:

- textbooks/reading material
- materials
- purchase of equipment
- (travel)expenses for programme units outside Maastricht

Year 2 approximately €350-500

This refers to the following course materials and other study aids:

- textbooks/reading material
- materials
- purchase of equipment
- (travel)expenses for programme units outside Maastricht

Year 3 and 4 (if applicable) approximately €750, This refers to the following course materials and other study aids:

- textbooks/reading material
- materials
- purchase of equipment
- (travel)expenses for programme units outside Maastricht

§ 3

Participation in educational activities such as excursions and work visits as part of the study programme may be subject to additional costs. A list of these activities and any associated costs can be found at the website of iArts.

§ 4

Students who cannot or do not wish to pay the costs referred to in § 3 will be offered an equivalent alternative.

§ 5

A student unable to bear the costs of study necessities or activities due to demonstrable personal and extraordinary circumstances may submit a request in writing to the dean for financial assistance or exemption from the payment obligation.

§ 6

Before making a decision on any request as referred to in § 5, the dean will obtain recommendations from the student dean.

§ 7

The dean will make a decision on the request within *20 working days*, and notify the student thereof in writing.

Chapter 7 Degree certificates and statement

Article 7.1. Degree certificates

§ 1

As evidence that a *unit examination* has been passed, the examiner will issue a document stating as such, or the result and corresponding assessment will be entered into OSIRIS.

§ 2

As evidence that the student has passed the *propaedeutic examination*, the Board of Examiners will issue a document listing at least the following details: the name of the *study programme* [as given in CROHO], the *concluding propaedeutic examination components*, and the date of the most recent *accreditation* or *new study programme review*. This is to be signed by at least the dean and the chairperson of the Board of Examiners.

§ 3

As evidence that the student has passed the *final examination*, the Board of Examiners issues a *degree certificate* listing at least the following details: the name of the *study programme* [as given in CROHO], the *concluding examination components*, and where relevant any *statutory authority* related thereto, the *degree level*, and the date of the most recent *accreditation* or *new study programme review*. This shall be signed by at least the dean and the chairperson of the Board of Examiners.

§ 4

On behalf of the Board of Governors, the dean shall award the degree and title of '*Bachelor of Arts*' to a student who has passed the final examinations of a study programme; information shall be added to the degree award specifying the subject or professional field to which the degree relates.

§ 5

The Board of Examiners shall not issue a degree certificate until the dean has confirmed that the certificate may be issued. The degree certificate is to be dated as the date on which the Board of Examiners establishes that the student has passed the final examinations. This date is deemed to be the date of graduation.

§ 6

The degree certificate will bear the citation '*cum laude*' when the student has completed the post-propaedeutic phase with a mark of good or higher for the domain projects, the graduation strategy, the position paper and the collaborative public event. The student may have maximum one mark of sufficient in the second year, not in the third or fourth year. The student may not exceed the official length of the study programme.

§ 7

The degree certificate for the study programme is to be issued with a *Diploma Supplement*, a model text of which is set out below.

Diploma Supplement

Zuyd University of Applied Sciences | Nieuw Eyckholt 300 - 6419 DJ Heerlen – The Netherlands

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data in order to improve the international “transparency” and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.) for academic and professional purposes. It is designed to provide a description of the nature, the level, the context, the contents and the status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. The supplement does not give any value judgement, statement on equivalence or suggestions as to recognition. Information is provided on all of the eight sections. If this should not be the case, the reason for not including the sections concerned will be given.

1 Information identifying the holder of the qualification

- 1.1 Family name:
- 1.2 Given birth names:
- 1.3 Date of birth:
- 1.4 Place of birth:

2 Information identifying the qualification

- 2.1 Name of qualification and title conferred:
- 2.1 Main field(s) of study for the qualification:
- 2.3 Name and status of awarding institution:
- 2.4 Language(s) of instruction/examination:

3 Information on the level of the qualification

- 3.1 Level of qualification:
- 3.2 Official length of programme:
- 3.3 Access requirement(s):

4 Information on the contents and results gained

- 4.1 Mode of study:
- 4.2 Programme requirements:
- 4.3 Programme details:
Subjects Propedeuse (first year) Dutch Credits European Credits
Subjects main phase (second year) Dutch Credits European Credits
Subjects main phase (third year) Dutch Credits European Credits
Subjects main phase (fourth year) Dutch Credits European Credits
- 4.4 Grading scheme:
- 4.5 General degree:
- 4.6 Date of latest accreditation or review:

5 Information on the function of the qualification

- 5.1 Access to further study:
- 5.2 Professional status:

Article 7.2. Statement

A student who has passed more than one unit examination but to whom no degree certificate can be issued will receive, on request, a written statement listing the unit examinations that have been passed and indicating the ECs awarded.

Chapter 8 Improper conduct and fraud

Article 8.1. Improper conduct

§ 1

Improper conduct is defined as:

- during the examination, failure to follow the instructions of the Board of Examiners, the examiner, or other persons designated by the Board of Examiners (see Article 6.8, § 4 of this EER).
- violation of the rules set out in the examination regulations (Article 6.8, § 5 of this EER).

§ 2

The Board of Examiners may exclude a student from participation or further participation in a unit examination if the student engages in any improper conduct.

Article 8.2. Fraud

§ 1

Fraud is defined as: the deliberate acts or failure to act of a student – including *plagiarism* – that make it partially or wholly impossible for an accurate assessment to be made of the student's knowledge, understanding, and skills.

§ 2

Fraud is also defined to include: serious and attributable acts or failure to act of a student that make it partially or completely impossible to obtain a correct evaluation of the knowledge, understanding, or skills of another student.

§ 3

If *fraud* is proved or suspected, the examiner or the appointed invigilator shall notify the Board of Examiners of this fact in writing, and supply the relevant proof. The Board of Examiners shall give the student the opportunity to present his/her case.

§ 4

A *first instance* of fraud will be punished by the Board of Examiners by declaring the sitting of the unit examination *invalid* and by giving the student a *reprimand*, to be recorded in OSIRIS. In the event of any *repeat* fraud, the student will be *excluded* from taking any unit examinations for any study programmes at Zuyd University of Applied Sciences for a period of six months and will be given a study recommendation advising withdrawal from the programme. These decisions extend to all Zuyd study programmes.

Chapter 9 Appeals and right of complaint

Article 9.1. Appeals

§ 1

A student can file an appeal against a decision made by the dean or Board of Examiners under this EER with the *Examinations Appeals Board*, in accordance with the *Examinations Appeals Board Regulations of the Zuyd University of Applied Sciences*. These regulations are available on Zuydnet. An appeal must be submitted to the *Legal Protection Office* (see § 4).

§ 2

A student who has submitted an appeal under the *Examinations Appeals Board Regulations of the Zuyd University of Applied Sciences* retains the right to sit unit examinations on condition that he/she is enrolled for the relevant study programme.

§ 3

A student or external student – including *prospective* or *former* students – may as an interested party submit an appeal to the *Dispute Advice Committee* concerning the payment of tuition fees, enrolment, termination of enrolment, award of degree, etc. An appeal must be submitted to the *Legal Protection Office* (see § 4)

§ 4

A student may submit an objection or appeal via the *Legal Protection Office*, which can be contacted by e-mail at: rechtsbescherming@zuyd.nl. No objection or appeal will be considered unless it has been submitted through this office.

Article 9.2. Right of complaint

§ 1

A student – either individually or as one of a group – may as an interested party submit a complaint to the Ombudsman concerning the conduct of a staff member, a student, or a body of the institution pursuant to the provisions of the *Zuyd University of Applied Sciences Ombudsman Assistance Regulations*. These regulations are available on Zuydnet.

§ 2

A student wishing to invoke and file a complaint under the *Complaints against Undesirable Conduct Regulations* or the *Ombudsman Assistance Regulations* must do so through the complaints office rechtsbescherming@zuyd.nl.

§ 3

A student submitting a complaint or objection pursuant to this article retains the right to sit unit examinations on condition that he/she is enrolled for the relevant study programme.

Chapter 10 Special facilities and circumstances beyond the control of the student with regard to unit examinations

Article 10.1. Special facilities

§ 1

Students who face extreme personal or extraordinary circumstances can make use of special or extra facilities for sitting unit examinations or concluding examinations.

§ 2

Personal and extraordinary circumstances are defined as:

- *pregnancy or long-term illness*
- *disability or chronic illness;*
- *exceptional family circumstances* such as the care for a blood relative or other close family member who is suffering from long-term illness; or the existence of a long-term mental and/or social problem whether or not combined with financial problems within the family as a result thereof
- *membership* of the CMR, faculty participation board, student committee, or study programme committee, or other activities as identified by the Board of Governors with which the student is involved within the context of the organisation and management of the institution
- *membership of the board* of a foundation aimed at continuing to provide student assistance or such tasks as the Board of Governors shall consider comparable, with the additional requirements that the student has *final management responsibility* and that the role occupies a significant part of his/her time
- *membership of the board* of a student organisation recognised by the Board of Governors or the dean having a *direct benefit* for the institution and faculties, with the additional requirement of a *significant time commitment*
- *an insufficiently achievable study programme*
- *competitive sports at an elite level* by participating in a *recognised competitive sport component* or a *comparable activity* at the highest national or international level, as set out in the *Zuyd University of Applied Sciences Elite-level Sport scheme*
- *other circumstances* regarded by the Board of Governors or the dean as exceptional circumstances

§ 3

- a. A student wishing to invoke *personal and exceptional circumstances* must submit a *written request* to the Board of Examiners. The request must give reasons and be accompanied by as much documentary evidence in support as possible, together with a recommendation from the *student counsellor*. The Board of Examiners shall make a decision within *15 working days* and notify the student of that decision in writing.
- b. A student with a disability or chronic illness can invoke the *Regulations regarding studying with a functional impairment*. These regulations can be consulted on Zuydnet.

§ 4

In the event of personal and extraordinary circumstances of a permanent or chronic nature, the Board of Examiners may allocate the facilities for the entire period of enrolment of the

student for the study programme in question, with no prejudice to the provisions in the *Regulations regarding studying with a functional impairment*.

Article 10.2. Circumstances beyond the student's control and other personal circumstances

§ 1

Any student prevented from sitting a unit examination due to *circumstances beyond his/her control and/or other personal circumstances*, and who still wishes to sit the examination in the current academic year must submit a request to do so to the Board of Examiners as soon as possible, stating the nature of the circumstances of prevention. The Board of Examiners will then make a decision on this request within *15 working days*.

Chapter 11 Serious nuisance and iudicium abeundi (expulsion order)

Article 11.1. Serious nuisance

§ 1

The enrolment of a student for a study programme will be terminated either *temporarily* or *permanently* if the conduct or expressions/language of the student causes a *serious nuisance* to staff of the institution, students enrolled on a study programme, or persons from outside with a functional relationship with the institution. 'Serious nuisance' includes a *threat to the well-being* of such persons.

§ 2

If a staff member of the institution or the dean of a faculty is of the opinion that a student is responsible for nuisance within the meaning specified in § 1, he/she shall notify the Board of Governors of this belief in writing without delay.

§ 3

The Board of Governors will then make a decision on the termination of the enrolment as referred to in § 1 of this article, but before doing so will obtain the recommendations of the dean of the faculty of the study programme for which the student is enrolled.

Article 11.2. Iudicium abeundi (expulsion order)

§ 1

The dean will terminate or reject the enrolment of a student in the study programme if the student's behaviour or expressions/language is evidence of his/her *unsuitability to practice one or more of the professions* for which his/her study programme serves as training, or for the practical training for professional practice. This refers to extreme moral and physical unsuitability for professional practice. [ARTICLE 7.42 WHW]

§ 2

Before the dean makes a decision as referred to in § 1, he/she will obtain the recommendations of the Board of Examiners and, if the student is already enrolled, from the student counsellor.

§ 3

Prior to a decision, the dean will grant the student or prospective student the opportunity to be heard.

§ 4

If a staff member of the institution or an examiner is of the opinion that the student is unsuitable as described in § 1, he/she shall notify the dean of this belief in writing without delay.

Chapter 12 Concluding provisions – adoption & amendment – evaluation

Article 12.1. Hardship clause

In the event that the *application* of this EER *disproportionately* harms the interests of an individual student during his/her enrolment, the student may submit a written objection to the Board of Examiners against the regulations being applied to him/her. The Board of Examiners shall reach a decision within *fifteen working days* in which it will weigh the individual interests of the student against the interests of the programme department, and shall notify the student of its decision in writing.

Article 12.2. Unforeseen circumstances

Cases that these regulations do not provide for and which require an immediate decision will be decided on by the body competent to do so. If the competent body is the Board of Examiners, for instance in the case of unit examinations and concluding examinations, this decision may be made by the chairperson.

Article 12.3. Adoption and amendment

§ 1

This EER is to be adopted by the dean before 1 July 2018 and requires the consent of the faculty participation board and Study Programme Committee. The dean ratifies the EER.

§ 2

During its period of validity, the EER cannot be amended.

§ 3

These *education and examination regulations* enter into force on 1 September 2018 and may be cited as: **EER iArts 2018-2019**.

Article 12.4. Transitional measures

If some study units are no longer available by a change of programme, an alternative programme will be offered. If the change affects the student, it is the student's own responsibility to contact the programme leader. The Board of Examiners should approve the new programme.

Article 12.5. Evaluation

The dean is responsible for the regular evaluation of the *EER* and – for the purposes of monitoring and, where necessary, adjusting the study load – shall take into consideration matters such as the *time requirement* for the student under the study load.

Part 2. The programme and the examination process

Chapter 1 Content of the programme and the examination process

1.1. Objective of the study programme

The iArts Bachelor's program is a four-year practice-oriented research program, with an accelerated variant of three years. It links students' artistic practice to social and scientific issues. During the program, students are confronted with various perspectives, research methods and artistic disciplines. Students are encouraged to keep developing an open and innovative attitude. This multitude of mentalities is given specific attention in project education. In these projects, students learn to work in an interdisciplinary and transdisciplinary way. Project education calls on the following competencies: problem analysis, research, planning, concept development, creation, production, project-based work, communication and evaluation. The projects will be organised in collaboration with external parties, allowing them to develop the competency of professional conduct as well.

In addition to project education, the curriculum consists of an in-depth program with attention for theory and practical education. In theory education, disciplines such as art history, art analysis, dramaturgy, philosophy, text analysis and sociology are used to explore specific themes addressed in project education in more depth. Practical education focuses on acquainting the students with the practical skills, methods and techniques of the various art disciplines and media on the one hand, and on the other it offers students the opportunity to develop their own artistic profile. Practical education is based on the various ways of working and thinking in contemporary art and in particular the socially engaged arts and critical realism. The subjects dealing with these ways of working and thinking include scenario development, creative writing, performance, film and video, drawing, design and graphic design, and presentation.

Educational profile for interdisciplinary artist in competencies

1. Creative/innovative capacity

The interdisciplinary artist is able to deal with intuitions, observations, and impressions in a creative manner by transforming these into artistic ideas and fleshing them out in products.

Can use his or her powers of imagination to create interdisciplinary concepts and products. Develops strong concepts based on research, coherence in argumentation, and chooses the most powerful artistic means to present the concept.

Is able to create own products and production at an artistic level or products related to professional art and design.

Has cultural-philosophical knowledge of current social issues and can respond to them in an innovative manner.

Has knowledge of and insight into the relationship of the arts in an historic context.

Has comparative knowledge of and insight into the historic background, implementation tradition, and artistic development of disciplines.

Has knowledge of and insight into the contemporary interdisciplinary discourse.

Is skilled at creative writing.

2. Investigative capacity

The interdisciplinary artist is able to work in an investigative and problem-solving manner in a multi-faceted art environment.

Is able to conduct artistic research for purposes of vision development and product creation.

Shows an inquisitive attitude in his or her work.

Is able to apply heuristics in order to solve problems.

Can formulate the goals of a desired study based on the problem definition; can select and obtain scientific and other literature and own/other sources of information independently in order to explore the issue in more detail and, in doing so, validate the reliability of the various information sources.

Can summarise, structure, and interpret the results and draw conclusions in relation to the research question.

Is able to report the results according to the applicable standard in the professional field.

3. Ability to collaborate

The interdisciplinary artist is able to actively contribute to a joint interdisciplinary product or process together with other involved parties.

Recognises different roles, responsibilities, and interests and can coordinate these.

Has a flexible attitude when making a production.

Contributes specific expertise to a joint artistic process.

Works productively in a team of artists and/or others in order to arrive at an end product.

4. Communicative capacity

The interdisciplinary artist is able to effectively and efficiently convey, coordinate, and justify his or her vision and actions in his or her art practice verbally, non-verbally, and in writing or via other media.

Communicates in an inspiring and convincing manner on inspirations, interpretations, ideas, and desires for the interdisciplinary product and the results of his or her investigations and experiments.

Is able to adequately present and explain his or her work in writing or verbally.

Can use different communication forms and tools to communicate effectively in English.

5. Entrepreneurial ability

The interdisciplinary artist is able to independently shape a professional existence within his or her art practice.

Can work in a systematic and project-based manner.

Has an entrepreneurial attitude characterised by daring, creativity, intuition, and flexibility.

Maintains networks with potential and existing employees, grant providers or sponsors, policymakers, mediators, and others.

Works with professional insight and can build up his or her own practice.

Is able to position the business within the entirety of cultural functions in the region, city, and professional context.

6. Ability to develop

The interdisciplinary student is able to learn, 'learn to learn,' and develop continuously.

Shows in his or her work a continuous interest in his or her own artistic and intellectual development.

Organises his or her own development: actively pursues education and training.

Can determine and carry out a learning objective and learning strategy independently and link the results to the learning objective.

Can behave flexibly in a wide range of professional situations.

7. Reflective capacity

The interdisciplinary artist is able to reflect on his or her own actions in order to perform better.

- Is able to give and receive feedback in a constructive manner and in terms of both behaviour and content.
- Deals with the giving and receiving of feedback in a professional manner and uses the feedback of others to develop further.
- Reflects on his or her own actions, thoughts, and results, clearly indicated by his or her behaviour, decisions, and development.
- Builds up a repertoire of images, ideas, diagrams, examples, actions, etc. that can be used for new actions or activities.
-

1.2. Description of the educational and examination programme

Study unit in YEAR 1	Study period	Weeks	Competencies	Contact hours p/w	Contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC total: 60
Ignition Phase									sub total: 5
Ignition Phase	1	6 Wk 36-41	1,2,3,4,5,6,7	20	120	group work, skill training, peer to peer sessions, lectures, training, workshops, case studie(s) selfstudy, expedition(s) coaching	Written reflection / position paper	Wk 41	5
Projects									sub total: 31
Project 1: Arts & Entrepreneurship	1 & 2	8 Wk 43-51	1,2,3,4,5,6,7	10	80	group work, skill training, case studies, selfstudy, peer to peer sessions, coaching	Presentation	Wk 51	6
Project 2: Arts & Society	2 & 3	8 Wk 2-9	1,2,3,4,5,6,7	16	128	group work, skill training case studies, selfstudy. peer to peer sessions, expedition(s), lectures, coaching	Presentation & Position Paper	Wk 9	7

Study unit in YEAR 1	Study period	Weeks	Competencies	Contact hours p/w	Contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC total: 60
Project 3: Arts & Culture	3 & 4	9 Wk 12-21	1,2,3,4,5,6,7	16	144	group work, skill training, case studies, selfstudy, peer to peer sessions, expedition(s), lectures, coaching	Presentation	Wk 21	10
Project 4: Arts & Science	3 & 4	5 Wk 23-27	1,2,3,4,5,6,7	16	80	group work, skill training, case studies, selfstudy, peer to peer sessions, expedition(s), lectures, coaching	Presentation	Wk 27	8

Study unit in YEAR 1	Study period	Weeks	Competencies	Contact hours p/w	Contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC
Home Based Learning:									sub total: 10
Visual Language	1,2,3,4 Wk 36-17-	22	1,2,6,7	4	88	skill training, tutorial(s), peer to peer sessions, workshop, coaching	Work + presentation	Wk 45,5,16,27	2
Writing	1,2,3,4	30	2, 4, 6, 7	3	90	skill training, tutorial(s), peer to peer sessions,, coaching	Work	Wk 8, 9 26,27	2
Singing	1,2 Wk 36 - 5	16	1,3,	2	32	skill training, coaching	Skills	Wk 9,	1
Reflection	1,2,3,4	31	4,6,7	2	62	group work, skill training, case studies, selfstudy. peer to peer sessions, expedition(s), lectures, coaching	Several	Wk 8, 9 26,27	2

Study unit in YEAR 1	Study period	Weeks	Competencies	Contact hours p/w	Contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC
Journalistic Research	1,2 Wk 36-7	15	2,4	2	30	skill training, tutorial(s), peer to peer sessions, expedition(s) coaching	Work	Wk 8-9	1
Technology	3,4 Wk 12-17	7	1,2,	3	21	skill training, tutorial(s), peer to peer sessions, workshop, coaching	Work + presentation	Wk 26, 27	1
Production	3 & 4 Wk 20-21	2	3, 4, 5	2	4	skill training, group work, coaching	Work	Wk 21	1
Research & Development Lab:									sub total: 10
Research & Development Lab:	1,2,3,4 Wk 36 - 27	20	1,2,3,4,5,6,7	2	40	skill training, tutorial(s), peer to peer sessions, workshops,	Documentation + Presentation	Wk 8,9, 26,27	10

Study unit in YEAR 1	Study period	Weeks	Competencies	Contact hours p/w	Contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC
						lectures, coaching			
Expert & Artist Exchange + Events									sub total: 4
Expert & Artist Exchange (incl. Curating Surplus, Bootcamps and Finalizing the Year events)	1,2,3,4 Wk 36-27	30	1,2,3,4,5,7	2	60	expeditions, lectures, group work, skill training, coaching, peer-to-peer sessions	Several	Wk 27,28	4

Study unit in YEAR 2	Study period	Weeks	Competencies	Contact hours p/w	contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC total: 60
Projects									sub total: 33
Project 5: Arts & Sciences	5 Wk 36 - 41	6	1,2,3,4,5,6,7	20	120	action learning, skill training, group work, case studies, selfstudy. peer to peer sessions, expedition(s), lectures, coaching	Presentation	Wk 41	6
Project 6: Arts & Society	5 & 6 Wk 44 - 9	16	1,2,3,4,5,6,7	12	192	action learning, group work, case studies, selfstudy. peer to peer sessions, expedition(s), lectures, coaching	Presentation	Wk 9	9
Project 7: Personal Project	7 Wk 11- 15	5	1,2,3,4,5,6,7	24	120	action learning, group work, case studies, selfstudy. peer to peer sessions, expedition(s), work shop(s), coaching	First draft of Graduation Strategy + Presentation	2Wk 15	6
Project 8: Project of choice	7 & 8 Wk 16 - 21	5	1,2,3,4,5,6,7	10	50	action learning,	Several	Wk 21	6

Study unit in YEAR 2	Study period	Weeks	Competencies	Contact hours p/w	contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC total: 60
						group work, case studies, selfstudy. peer to peer sessions, expedition(s), work shop(s), coaching			
Project 9: Project Arts & Culture	8 Wk 22- 25	4	1,2,3,4,5,6,7	8	32	skill training, action learning, group work, case studies, selfstudy. peer to peer sessions, expedition(s), work shop(s), coaching	Presentation	Wk 25	6
Home Based Learning									sub total: 9
Visual Language	5,6 Wk 44-48	5	1,2,6,7	4	20	skill training, tutorial(s), peer to peer sessions, workshop, coaching	Work + presentation	Wk 48	2
Writing	6,7,8 Wk 49-51 Wk 11-15 Wk 26-27	10	2, 4, 6, 7	2	20	skill training, tutorial(s), peer to peer sessions,, coaching	Final version of Graduation Strategy	Wk 27	2

Study unit in YEAR 2	Study period	Weeks	Competencies	Contact hours p/w	contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC total: 60
Creative writing	6,7,8 Wk 49-51 Wk 11-15 Wk 26-27	10	1,2,4	2	20	skill training, tutorial(s), peer to peer sessions,, coaching	Work	Wk 27	1
Singing	5,6 Wk	10	1,3,	2	20	skill training, coaching	Skills	Wk 9	1
Reflection	5,6 Wk 44-7	12	4,6,7	2	24	group work, skill training, case studies, selfstudy. peer to peer sessions, expedition(s), lectures, coaching	Several	Wk 9	1
Journalistic Research	6,7 Wk 44-47	4	2,4	4	16	skill training, tutorial(s), peer to peer sessions, expedition(s) coaching	Work	Wk 47	1

Study unit in YEAR 2	Study period	Weeks	Competencies	Contact hours p/w	contact hours p/y	forms of teaching / learning	Exam - form	Exam - week	EC total: 60
Production	6 Wk 2,3	3	3, 4, 5	4+2	16	skill training, group work, coaching	Work	Wk 9	1
Graduation Strategy Development									sub total: 6
Graduation Strategy Development	8 Wk 26-27	2	2,4,5	2	6	group work, case studies, selfstudy	Final version of Graduation Strategy + Presentation	Wk 27	6
Research & Development Lab:									sub total: 9
Research & Development Lab:	5,6,7,8 Wk 44-25	20	1,2,3,4,5,6,7,	0,5	10	skill training, tutorial(s), peer to peer sessions, workshops, lectures, coaching	Documentation + Presentation	Wk 25	9
Expert & Artist Exchange + Events									sub total: 3
Expert & Artist Exchange (incl. Curating Surplus, Bootcamps	5,6,7,8 Wk 36-25	30	1,2 ,4,5	1	30	expeditions, lectures,, coaching	Several	Wk 16,27, 28	3

Study unit in YEAR 2	Study period	Weeks	Competencies	Contact hours p/w	contact hours p/y	forms of teaching / learning	Exam - form	Exam - week	EC total: 60
and Finalizing the Year events)									

Study unit in YEAR 3	Study period	weeks	Competencies	Contact hours p/w	contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC total: 60
Minor									sub total: 30
Academic minor	9,10	20	2,4,6,7	20	400	group work, case studies, selfstudy	Several	To be determined	30
Project									sub total: 14
Personal Project	11 Wk	12	1,2,3,4,5,6,7	2	24	skill training, action learning, group work, case studies, selfstudy. peer to peer sessions, expedition(s), work shop(s), coaching	Presentation		14
Graduation Strategy Development									sub total: 8
Graduation Strategy Development	12 Wk 22-27	5	2,4,5	2	10	group work, case studies, selfstudy	Final version of Graduation Strategy + Presentation	Wk 27	8
Home Based Learning									sub total: 5
Writing	11,12	20	2, 4, 6, 7	3	60	skill training, tutorial(s),	Work	Wk 27	3

Study unit in YEAR 3	Study period	weeks	Competencies	Contact hours p/w	contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC total: 60
						peer to peer sessions,, coaching			
Reflection	11,12	10	4,6,7	3	30	group work, skill training, case studies, selfstudy. peer to peer sessions, expedition(s), lectures, coaching	Several	Wk 27	2
Expert & Artist Exchange + Events									sub total: 3
Expert & Artist Exchange (incl. Curating Surplus, Bootcamps and Finalizing the Year events)	9,10,11,12 Wk 36-25	30	1,2 ,4,5	1	30	expeditions, lectures,, coaching	Several	Wk 27,28	3

Study unit in YEAR 4	Study period	weeks	Competencies	Contact hours p/w	contact hours p/y	forms of teaching / learning	Exam – form	Exam - week	EC total: 60
Position paper	13,14	10	2,4,6,7	1	10	Writing	Paper + presentation	Wk 50	16
Graduation project	13,14,15,16	25	1,2,3,4,5,6,7	4	16	group work, skill training, case studies,, coaching	Presentation	Wk 14	18
Collaborative public event	16	9	1,2,3,4,5,6,7	8	72	skill training, action learning, group work, case studies, selfstudy. peer to peer sessions, expedition(s), work shop(s), coaching	Presentation	Wk 26	16
Come back days	13,14,15,16	30	1,2,3,4,5,6,7	8	75	group work, skill training, case studies. peer to peer sessions, lectures, coaching	--	Wk 28	4
Free space	13 or 14 or 15	9	tbd	4	36	depends	Several	To be determined	3
Finalizing iArts: Documentation & Evaluation	16	1	22,32-35	16	16	Documentation and evaluation	Presentation and work	Wk 28	3

Accelerated programme in three years

: see year 1, year 2, year 4 of above mentioned programme

1.3. Evaluation of the study programme

The study programme is evaluated in the following ways:

- *Lesson/ project bases*
Teacher and students evaluate afterwards
- *Programme development team*
The programme development team evaluates and adjusts the programme based on several evaluation instruments, such as team and student consults and developments in the workfield.
- *Study programme committee*
The study programme committee gives advice to the programme development, both on demand as unrequested for.
- *Evaluation interviews with graduating students*
The graduating students are interviewed by an independent employee of the Arts Faculty. Students give feedback on the study programme, the team of teachers and facilities

Chapter 2 Examination regulations

2.1 General exam rules

1. Students must obey the rules stated below, the instructions of the invigilator and all instructions listed on the front page of the examination.
2. Students must be present and seated in the exam location five minutes before the start of the exam, or at the time the teacher indicated.
3. Students who arrive more than thirty minutes after the start of the exam will not be allowed to sit the exam.
4. At the start of the exam, students must place their student identification card on their desk in such a way that it is visible to the invigilator.
5. A student who cannot show a **valid** student identification card may show a passport, a national identification card or a driving licence (not a public transport pass). In this case, the invigilator marks on the attendance list that the student was not carrying a student identification card. In addition, within two working days after the exam, the student must personally report to the lecturer of the exam subject in order to show her/his student ID. If the student fails to report to the lecturer in time, the lecturer will not read the exam and the student will receive a failing grade (a mark of 1 out of 10).
6. The only items which students may have on their desk during an writing exam are a pen, the exam and exam paper, and only those aids which are permitted by the exam supervisor. Mobile telephones and pocket computers are never permitted.
7. Students are responsible for checking their exam as soon as they receive it to make sure that it is correct and complete.
8. Students must write their name, student number, group and date on their exam and exam paper.
9. Students must complete their exam individually and must not copy from others or allow others to copy from them.
10. During the exam, students may not ask any questions related to the content of the exam.
11. It is forbidden to exchange information or aids with other students. If a student gives the impression in any way of disobeying this rule (fraud), the invigilator is required to talk to the student about this and to inform the Office of Educational Affairs as quickly as possible. This incident is to be noted on the attendance list.
12. It is forbidden to eat or drink anything in the exam location. Students who are permitted to eat and/or drink for medical reasons must be able to prove that they have received permission for this from the Board of Examiners.
13. Students may not leave the exam location during the first thirty minutes of the exam.
14. Students may not leave the exam location during the exam. Students who are permitted to leave the exam location for medical reasons must be able to prove that they have received permission for this from the Board of Examiners.
15. The Board of Examiners may later invalidate the exam of any student who leaves the exam location without permission.
16. In the case of a written examination, at least one opportunity will be given to leave before the end of the allowed time. The invigilator will indicate when students who wish to leave are permitted to do so.
17. Students are responsible for handing in their own work to the invigilator.

18. When handing in their work, students must take all their other property with them to the front of the room and they must then leave the room quietly.
19. If too many students are finished at the same time, students must wait for a signal from the invigilator before leaving the room.

2.2 Registration

To participate in examinations and resits, students must act in accordance with the procedure as prescribed by the Exam Board. This procedure is as follows:

- Registration for courses takes place automatically by the Office of Educational Affairs. Students need to register themselves for resits through the Office of Educational Affairs.
- At the start of the study year, the period of exams will be published.
- Non-written exams, such as presentations, research, projects etc. are obligatory as well for all participating students in the concerning study unit.

2.3 Publication of results

Students are entitled to prompt publication of the established marks for any examination they have sat. For the purpose of this section, 'prompt' means within 15 working days after the examination date, unless there are reasons to extend this deadline and any extension is communicated to students as soon as possible. In cases of project reports, the meaning of 'prompt' is within 30 days of the submission deadline.

2.5 Resits

Resits will only be offered for unit examinations or partial examinations of a study unit that the student has not passed, with a maximum of 1 resit per unit in the same academic year. Domainprojects cannot be resit due to the longitudinal examination. Resits will be planned preferably within 4 weeks after the examination, and in consultation with teacher and student.

2.5 Intake assessment

iArts selects students who apply for the bachelor-level program through an intake-assessment. This assessment aims to examine the talent and technical predisposition of the candidate-student, necessary for the program and work field

The procedure of the intake assessment can be found at the iArts website.

A positive result of the intake assessment guarantees access to the iArts program, in the study year, directly following the year in which the assessment took place. If the student wants to postpone starting the program, he needs to submit a motivated request to the program coordination, who will take a decision.

Chapter 3 Academic guidance counselling

Tutoring/coaching

There are four types of guidance offered: discipline-specific guidance, research guidance, study or career guidance, and internship supervision. The project/discipline-specific guidance is provided by a lecturer during the projects. Research guidance is offered for the research components of the projects and when preparing the final essay and final artistic product. The tutor/coach assists the student in his or her professional and personal development and in terms of the student's progress. For more specific help, the student counsellor and a psychologist affiliated with the university are available in accordance with the 'three-stage' model. The internship supervisor assists students during the short internship (the 'look-round' internship) during the second academic year and during the long internship during the third academic year. This long internship can take place abroad. Guidance is also offered from the organisation offering the internship.

In addition to the concentrated discipline-specific guidance as part of the study program, students also receive individual study guidance and coaching. The task of the tutor/coach comprises four aspects:

- Offering clear information on the program and professional practice
- Supporting the student in developing an appropriate attitude towards learning and work
- Identifying problems with the student's progress and taking action to assist the student (such as referring him or her to a student counsellor)
- Supporting the student in making decisions related to his or her study pathway

Research guidance ensures a methodological approach to research and establishing the academic thinking and working level required within the program. The tutor/coach attend the meeting that takes place after every study component in order to assess the student, making it possible to establish an integral overview of the student's development.

Chapter 4 Structure of the year

The source of the academic calendar shown here is the annual time table published on <https://www.zuydnet.nl/werken/onderwijs/jaarrooster>

ZUYD HOGESCHOOL

Jaarrooster studenten 2018 - 2019 versie: 1.0 definitief

wk.nr.	data	maandag	dinsdag	woensdag	donderdag	vrijdag	OW	bijzonderheden
35	27 augustus 2018							za 1 sep
36	3 september 2018	1	2	3	4	5	1	ma 3 sept start studiejaar
37	10 september 2018	6	7	8	9	10	2	
38	17 september 2018	11	12	13	14	15	3	
39	24 september 2018	16	17	18	19	20	4	
40	1 oktober 2018	21	22	23	24	25	5	
41	8 oktober 2018	26	27	28	29	30	6	
42	15 oktober 2018							
43	22 oktober 2018	31	32	33	34	35	7	
44	29 oktober 2018	36	37	38	39	40	8	
45	5 november 2018	41	42	43	44	45	9	
46	12 november 2018	46	47	48	49	50	10	
47	19 november 2018	1	2	3	4	5	1	
48	26 november 2018	6	7	8	9	10	2	
49	3 december 2018	11	12	13	14	15	3	
50	10 december 2018	16	17	18	19	20	4	
51	17 december 2018	21	22	23	24	25	5	
52	24 december 2018		1e Kerstdag	2e Kerstdag				
1	31 december 2018		Nieuwjaar					
2	7 januari 2019	26	27	28	29	30	6	
3	14 januari 2019	31	32	33	34	35	7	
4	21 januari 2019	36	37	38	39	40	8	
5	28 januari 2019	41	42	43	44	45	9	
6	4 februari 2019	46	47	48	49	50	10	
7	11 februari 2019	1	2	3	4	5	1	
8	18 februari 2019	6	7	8	9	10	2	
9	25 februari 2019	11	12	13	14	15	3	3e carnaval
10	4 maart 2019							
11	11 maart 2019	16	17	18	19	20	4	
12	18 maart 2019	21	22	23	24	25	5	
13	25 maart 2019	26	27	28	29	30	6	
14	1 april 2019	31	32	33	34	35	7	
15	8 april 2019	36	37	38	39	40	8	
16	15 april 2019	41	42	43	44	Goede vrijdag	9	
17	22 april 2019	2e Pasen	46	48	47	48	10	zaterdag 27 apr Koningsdag
18	29 april 2019							zondag 5 mei Bevrijdingsdag
19	6 mei 2019	1	2	3	4	5	1	
20	13 mei 2019	6	7	8	9	10	2	
21	20 mei 2019	11	12	13	14	15	3	
22	27 mei 2019	16	17	18	Herenslowart		4	
23	3 juni 2019	19	20	21	22	23	5	
24	10 juni 2019	2e Pinksterdag	24	25	26	27	6	
25	17 juni 2019	28	29	30	31	32	7	
26	24 juni 2019	33	34	35	36	37	8	
27	1 juli 2019	38	39	40	41	42	9	
28	8 juli 2019	43	44	45	46	47	10	
29	15 juli 2019							diplomauitkeringen
30	22 juli 2019							
31	29 juli 2019							
32	5 augustus 2019							
33	12 augustus 2019							
34	19 augustus 2019							
35	26 augustus 2019							

niet roostergebonden activiteit

roosterrijke periode

onderwijsactiviteit

diploma uitkeringen

Minimaal mogelijke dagen onderwijs

Blok 1: 50

Blok 2: 50

Blok 3: 47

Blok 4: 47

Totaal: 194

start studiejaar 2019/2020 2 september 2019