

Education and
Examination
Regulations
2019-2020

This EER is the study programme component of the Student Charter

Master programme
MA Fine Art and Design

Drawn up by the director of MA Fine Art and Design on 16/05/2019

Approved by the programme committee on 15/05/2019

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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 lists the 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. The contents of part 1 specify how the study programme is structured, list rules concerning examinations and final examinations, and detail what you can expect of the institution in such matters. In each chapter, these rules must answer the following questions:

Chapter 1 General provisions.

- Who does the EER apply to?
- For which purposes and how can you contact the Board of Examiners?
- What can you do if you have an objection or complaint?
- What can you do if you wish to appeal a decision based on the EER?

Chapter 2 The study programme.

- What are you studying to become (educational profile) and which objectives are part of that?
- Where can you read whether you are eligible for the study programme?
- Which tracks and final specializations does the study programme have?
- Which language is used during the study programme?
- Which costs, regular or extra, are related to the study programme and what are your rights if you are unable to pay these costs?

Chapter 3 Education.

- When do the educational activities start?
- Which rules apply external assignments?
- What are practical exercises and which rules apply to them?
- What must you do if components from a previous study programme are no longer offered when you have not yet obtained the course credits?
- Which specific rules apply for dual or part-time tracks?

Chapter 4 System of examinations and final examinations.

- How often can you resit an examination and when are you entitled to a resit?
- Which rules apply if you want to sit examinations that are not included in your study programme?
- When does an attendance requirement apply?
- When have you passed an examination and how are assessments determined?
- When can you be granted exemptions and what must you do for them?
- How are examinations scheduled and what are the rules when registering for examinations?
- What are your rights concerning looking at marked examinations?
- What about the storage of examination results?
- When are you entitled to special facilities and what must you do to make use of them?
- What are the rules concerning instances of fraud and irregularities?
- What are considered circumstances beyond students' control?

Chapter 5 Academic guidance counselling and study progress.

- What has been arranged for academic guidance counselling?
- How is your study progress monitored and how do you view this?

Chapter 6 Degree certificates and statement.

- When do you receive degree certificates or statements?
- What is included in a degree certificate or statement?
- When do degree certificates bear the citation 'cum laude'?

Chapter 7 Concluding provisions – adoption & amendment – evaluation.

- What should you do if your interests are disproportionately harmed through the application of the EER or in the event of unforeseen circumstances?
- What are the arrangements concerning determining, changing, and evaluating the EER?

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 examinations, broken down by variant, final specialization, and block. Part 2 also provides information about the academic year timetable, the block structure, the examination regulations, and the academic guidance counselling.

Term list

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 track

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 standardized procedures that enable assessment of competences.

Bachelor's programme

Initial HBO (higher vocational education) study programme [ART. 7.3 and 7.3-a WHW]. A student who has passed the final assessment 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 recognized 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.

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 assessment leading thereto [ART. 6.13 WHW].

Degree certificate

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

Diploma supplement

A standardized 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.

Director

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

Dispute Advice Committee

The committee that issues advice on payment of tuition 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 a 28-hour study load. The EC is equal to a course credit [ART. 7.4 (1), WHW]. When an examination is taken and passed, the student is awarded the number of ECs corresponding to that unit of study as listed in part 2 of this EER.

ECTS

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

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.

Examination

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

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 examinations and documents the results thereof [ART. 7.12c WHW].

Exemption

Full or partial exemption from the requirement to sit an examination in order to satisfy the enrolment or admission conditions and/or to obtain course credits in respect of sitting propaedeutic (foundation year) or final assessment.

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 director 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 final examinations [ART. 7.36, WHW].

Extra opportunity

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

Facility

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

Faculty participation board

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

Final assessments

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

Final specialization

A course programme decided by the director consisting of a cohesive package of units of study. The final specialization is specified on the degree certificate.

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 unit of study 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 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 the student's educational activities abroad, in accordance with the ECTS system.

Learning path

The units of study 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 units of study of a study programme, in which all students must sit 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.

Nominal study load

The study load excluding the time involved in preparing for resitting examinations.

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

A test, the grade for which contributes to the grade for the 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 *exemptions* or, subject to conditions imposed by the Board of Examiners, be treated as units of study.

Practical exercises

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

Programme

A cohesive package of units of study 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.

Student

The person registered as a student at 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 decides upon the dates on which each new study block commences.

Study load

The standardized load in terms of time allocated to each study programme and unit of study expressed as whole European Credits (ECs) [ART. 7.4, WHW] and as set out in the EER.

Study plan

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

Study Programme Committee

A programme committee, consisting of students and lecturers, is established for each programme or group of programmes. This programme committee is tasked with providing advice on improving and assuring the quality of the study programme. Furthermore, the programme committee has the right to prior consultation and the right of assent regarding a number of topics related to education, including the EER, as described in ART. 9.18, WHW.

Unit of study

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

WBP

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

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 director for the study programme for which he/she is registered, and the organization in which 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.

Working day

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.

WSF 2000

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

Part 1. Rules on teaching and unit examinations

Chapter 1: General Provisions

Article 1.1 Scope

§1

These education and examination regulations apply to all students and external students who were registered for the study programme MA Fine Art and Design with CROHO study programme code 70095.

§2

No rights can be derived from education and examination regulations (EERs) from previous years. Exceptions to this apply for specific rules and regulations such as those listed in the transitional measures in [Article 3.4](#).

Article 1.2 Board of Examiners, tasks and authorities

§1

The Board of Examiners determines whether you possess the knowledge, insights, and skills as specified in these education and examination regulations (EERs) required to receive the degree that applies to this study programme.

§2

You can contact the Board of Examiners to request the following:

- a) obtain an exemption for one or more examinations;
- b) obtain an exemption for participation in practical exercises while retaining permission to take the accompanying examination. The Board of Examiners then has the option to set the following requirements;
- c) take an examination for which you do not meet the entry criteria
- d) gain admission to tracks/learning paths subject to the approval of the Board of Examiners;
- e) extend the period of validity of an examination or partial examination that you have successfully completed;
- f) a request to sit an extra resit;
- g) facilities and adaptations for students with a disability or chronic disease;
- h) study facilities because of students' participation in competitive sports at an elite level;
- i) deviating from these Education and Examination regulations, if you can demonstrate that their application would have an unreasonable effect.

§3

The Board of Examiners can be reached via the following e-mail address: examencommissie.mafad.dbkv@zuyd.nl (track Artistic Matters) and examencommissie.mamdt@zuyd.nl (track Scientific Illustration).

Article 1.3 Appeal, objection, and right of complaint

§1

The Zuyd University of Applied Sciences has a Loket Rechtsbescherming (Legal Protection Office). This office can be contacted by sending an e-mail to rechtsbescherming@zuyd.nl. To see the topics you can contact the Legal Protection Office for and what your rights are in such cases, please refer to paragraphs two to five inclusive.

§2

If you do not agree with a decision made by the director or the Board of Examiners based on the EER, you can file an appeal with the Legal Protection Office (see paragraph 1). Your appeal will be reviewed by the Examinations Appeals Board. In such cases, the rules from the

Examinations Appeals Board Regulations of the Zuyd University of Applied Sciences apply. You can find these regulations on Zuydnet.

§3

If they have an interest in doing so, incoming students, students, or external students can contact the Legal Protection Office (see paragraph 1) to file with the Dispute Advice Committee an appeal against payment of tuition fees, enrolments, termination of enrolments, award of degree, etc.

§4

You can submit a complaint under the Complaints against Undesirable Conduct Regulations through the complaints office rechtsbescherming@zuyd.nl. These regulations are available on Zuydnet.

§5

You can file complaints such as on other behaviour or procedures originating from or enacted by an employee, a student, or a body of the University of Applied Sciences based on the Zuyd University of Applied Sciences Ombudsman Assistance Regulations. You can do so by contacting the Legal Protection Office (see paragraph 1) at the Ombudsman. The eligible complaints are listed in the Zuyd University of Applied Sciences Ombudsman Assistance Regulations. These regulations are available on Zuydnet.

§6

If students submit an appeal, objection, or complaint based on this article and the regulations noted in such cases, they maintain the right to take examinations for the study programme provided they are enrolled for the study programme in question.

Chapter 2 Programme

Article 2.1 Objective of the study programme

Track Scientific Illustration: The core activity of the Scientific Illustration is the visualization of medical and biomedical scientific subject matter. The track Scientific Illustration is a collaboration between Zuyd Hogeschool - Maastricht Academy of Media Design and Technology and the Maastricht University department of Anatomy and Embryology. The teaching program is structured in three themes (Man, Animal and Surgery). Each of the themes consists of three to five components and each component involves one or more assignments, which deal with various aspects of scientific illustration and in which various visualisation techniques are practised and applied. The assignments are gradually build up in complexity, leading up to the level required for professional practice.

Track Artistic Matters: The program of Artistic Matters is divided in two phases: widening and personification with the focus on one's own specialization within the field of art, design(jewellery) and media. The program starts with 4 generic learning trajectories: artistic research, artistic craftsmanship, entrepreneurship and intermediality. These trajectories consist of workshops and 10-week courses where dialogues take place and assignments are given in order for the students to work towards the level required for a professional practice. Parallel an elective program of the three specializations art, design(jewellery) and media is provided. The student integrates the gained knowledge from the trajectories in his/her body of work and or research question in order to present an authentic perspective of their own positioning within the field of art and design.

Article 2.2 Educational profile

The track SI is based on the international competencies for the Scientific illustration. The track AM is based on the National Profile of the Master of Arts in Fine Arts and Design, vocational and training profile Visual Arts and Design (2014)'. The tracks have developed a conversion matrix, which shows the corresponding competencies.

Article 2.3 Requirements for practising the profession

Students following a study programme to enter a profession for which statutory requirements have been laid down regarding the acquiring of competencies for practicing such a profession, will be given the opportunity to satisfy such requirements within the nominal study load of the study programme.

Article 2.4 Admission

§1

Requests for admission are to be submitted to the Dean via a form that can be found on <http://www.zuyd.nl/studeren/masters/scientific-illustration/admission/> enrollment for the track Artistic Matters is not possible in the study year 2019/2020. You must address this request to the admissions committee. When submitting this request, you must submit the evidence required to assess whether you are eligible for the Master's study programme. Ultimate responsibility for admission lies with the Dean.

§2

On the www.zuyd.nl website, you can find a referral to your own study programme which lists all information on which requirements you must meet to be admitted to your study programme. It also lists what your possibilities are and what you can do if you do not meet the admission requirements but still want to be admitted to the study programme.

Article 2.5 Variants

§1

You can only follow the full-time educational variant of the study programme.

Article 2.6 Final specializations

§1

Students can follow the following final specialization(s) of the study programme:

1. Scientific Illustration.

Biomedical illustration: students are trained to make accurate visualization of topics from the clinical, medical and biological domain.

2. Artistic Matters.

- Polis: Debating laboratories
- Design: Contexting Jewellery
- Media: Intercultural Media and Innovation

§2

To be eligible for admission to the final specialization of Scientific Illustration students must obtain the following examination results: passed the 'admission procedure of Scientific Illustration'. To be eligible for admission to the final specialization of Artistic Matters students must obtain the following examination results 'admission procedure of Artistic Matters'. The director decides on admission to the aforementioned final specialisations.

§3

In their decision, the director will take the personal and exceptional circumstances of students into account. The director must give students the opportunity to present their cases before making a decision. Furthermore, the director will also request advice from the student counsellor.

Article 2.7 Language of instruction

§1

The language of instruction of the study programme is English. The reason for the use of this language of instruction is to prepare students for an international field of work or career.

§2

In some cases, units of study may be offered in a language other than the study programme's language of instruction as the origins of the lecturer or guest lecturer may necessitate this. If a language other than the language of instruction is used, this will always be noted in the description of the unit of study in this EER together with the reason for the use of this other language.

§3

The code of conduct regarding the language of instruction applies for all education given in languages other than Dutch. This code of conduct is available on Zuydnet.

Article 2.8 Extra costs

§1

For your enrolment as a student, you can only be charged tuition fees.

§2

To follow the study programme, you must be able to purchase the following study necessities.

We expect the following costs to be your responsibility:

The costs of these study necessities are estimated at €450 to €1000(average) per study year based on fulltime study.

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

- textbooks/reading material
- study trips
- compulsory education supplies (for example software licenses)

Information will be provided in the study guide or manuals.

§3

Educational facilities, such as excursions and work visits, may be part of your study programme and therefore involve costs for you. In the study guide / manuals – handed out at the start of each semester - you can find which activities it concerns and what the costs of them are. Students who cannot or do not wish to pay the costs for these activities will be offered an equivalent alternative.

§4

If students can demonstrate that personal and exceptional circumstances apply, which prevent them from being able to bear the costs of study necessities or activities, then they may submit a request in writing to the director for financial assistance or exemption from the payment obligation. The director will make a decision on this within twenty working days. When considering this decision, the director will obtain recommendations from the student counsellor. This decision will be made known to students in writing within twenty working days.

§5

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

Chapter 3 Teaching

Article 3.1 Start of the study programme

The study programme starts on 1 September 2019.

Article 3.2 Practical exercises and attendance requirement

§1

Within the study programme, one or more units of study may be designated the status of 'practical exercise'. Practical exercises include seminars. Internships are not classed as practical exercises. All practical exercises will be listed as such in part 2, chapter 1. At a practical exercises an examiner can make an evaluation by observing the student in action during the exercise.

The director decides which units of study are practical exercises.

§2

In a practical exercise, attendance requirement applies in the following cases:

- the examiner can only come to an assessment by observing the students' learning process or progress of the learning activity;
- the students' learning process or progress of the learning activity relies on the attendance of their fellow students and vice versa.

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

§3

If the assessment of a practical exercise is based in part on an attendance requirement, then the attendance requirement will be equivalent to a partial examination.

Article 3.3 External assignment

§1

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

§2

The Board of Examiners of your specific study programme will decide whether the external assignment can replace these units of study. In doing so, the Board of Examiners assesses whether the contents, level, scope, and organization of the external assignment give reason to judge the external assignment is an adequate replacement for the proposed programme component.

Article 3.4 Transitional measures

- Resits of assignments from previous years can be scheduled in consultation with the Examination Committee.
- If parts of the program do no longer exist, due to curriculum changes, an alternative assignment is offered. It is the responsibility of the student to communicate this with the Examination Committee. The Examination Committee has to approve the changed programme.

Article 3.5 Specific clauses governing part-time variant

Not applicable

Article 3.6 Specific clauses governing dual variant

§1
Not applicable

§2
Not applicable

§3
Not applicable

Chapter 4 System of testing and examination

Article 4.1 Examinations and partial examinations

An examination may consist of multiple partial examinations. Course credits will only be awarded to students who have completed the entire examination.

Article 4.2 Resits

§1

Per year of enrolment, students may sit at least one resit per examination or partial examination.

§2

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

§3

Students can only sit a resit examination if the first examination or partial examination was not successfully completed.

Article 4.3 Sitting extra examinations outside of regular programme

§1

You are entitled to participate in units of study and sit the corresponding examinations at Zuyd University of Applied Sciences provided that they meet the admission requirements for these units of study 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 paragraph 1 can only be made by the director who is responsible for a unit of study, if this unit of study and the associated examination form part of:

- a) a study programme for which students may be selected or higher tuition fees may be charged
- b) a study programme or final specialization for which the student has received a notice to terminate studies,
- c) a Master's study programme and the student has not been awarded a Bachelor's degree
- d) 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

Passed examinations of units of study that are not part of the regular study programme can be included in your results overview. The Board of Examiners will decide on this matter and assess whether it contributes to enhancing the practice of your field. To this end, students 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

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 notice to terminate or continue studies.

Article 4.4 Assessments

§1

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:

Numeric grade / description	Alphanumeric grade	
10 ($\geq 9,5$) Excellent / excellent	EX / EX	A - Excellent – outstanding performance with only minor errors
9 ($8,5 \leq x < 9,5$) Very good / zeer goed	VG / ZG	B - Very good – above the average standard but with some errors
8 ($7,5 \leq x < 8,5$) Good / goed	GO / GO	C - Good – generally sound work with a number of notable errors
7 ($6,5 \leq x < 7,5$) Satisfactory / ruim voldoende	SAT / RV	D - Satisfactory – fair but with significant shortcomings
6 ($5,5 \leq x < 6,5$) Sufficient / voldoende	SUF / VO	E - Sufficient – performance meets the minimum criteria
$0,5 \leq x < 5,5$ Fail / onvoldoende	FAIL / OV	F - Fail – further work is required

§2

A test is passed with a grade of 5.5 or higher; equivalent, in qualitative terms, to at least sufficient/pass or 'voldoende' and above. The term 'voldaan' (pass) is understood to mean 'satisfied the assessment criteria of an examination, with no qualitative judgement such as sufficient, satisfactory, good, very good, or excellent'.

§3

After students complete one or more resits of examinations for a unit of study, the examiner will register the highest of the results as the final result for this unit of study.

§4

The Board of Examiners will immediately allocate ECs to students when examiners have assessed and registered that students passed an examination or resit of an examination.

§5

Students must pass the examinations of all units of study. It is not possible to compensate a poor score with a good score at the level of examinations; however, a compensation scheme may be applied in the case of partial examinations.

§6

Every student has the right to see the assessment of their examinations and to have an explanation of the way in which the result was determined. This right to see the assessment expires twenty working days after the result awarded is published.

§7

As a rule, the validity of examination results or the granting of exemptions is unlimited.

§8

The Board of Examiners can decide to declare invalid any course credits that were awarded at least 3 years, based on the results of an examination from a previous examination programme. They can only decide to do so if the knowledge, insight, or skills assessed in the examination prove to be outdated and no longer fulfil the requirements for graduation. The 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 director in due time when the content of an examination for which they are 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 director 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 paragraph 8.

§10

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

§12

The 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.

Article 4.5 Exemptions and provisions concerning validation of prior learning

§1

Exemptions must always be applied for by submitting a written request to the Board of Examiners. [Article 1.2](#) paragraph 3 specifies how you can contact the Board of Examiners, which will decide the units of study you will be granted exemptions for. This request must be motivated in writing. Furthermore, the request must include documentary evidence that shows you meet the requirements of the unit of study in question.

§2

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

§3

Exemption may be granted based on examinations or final examinations previously passed or on competences acquired outside higher education. The Board of Examiners can grant such exemptions and gives reasons when it grants exemptions.

§4

You cannot be granted an exemption for final projects or final research projects. Final projects/final research projects are defined as: Graduation.

§5

The Board of Examiners will provide students with a written proof of exemption that at least specifies the date the exemption is granted, the relevant examination(s), and the exemption's length of validity.

§6

Exemptions can be granted on the basis of certificates of experience such as:

- a) 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 examinations of the units of study being considered for exemption;
- b) the certificate of experience gives evidence of the level and content of each competence
- c) the certificate of experience was issued by an organization authorized to evaluate prior competences
- d) the certificate of experience was issued no more than five years ago.

Article 4.6 Organization of examinations

§1

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

§2

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

§3

To sit an examination, students must be able to prove their identity by means of one of the following identity documents: a Zuyd student identification card, an original and valid driver's license, an ID card, or a passport. If this is not possible, the student will be immediately excluded from taking the examination and the examiner or invigilator must notify the chairperson of the Board of Examiners accordingly.

§4

Students who sit an examination must follow all instructions of the Board of Examiners, the examiner, or other persons designated by the Board of Examiners. Any breach by students constitutes improper conduct, on which grounds they can be excluded from further participation in the tests.

§5

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

§6

Students have the right to be notified of the assessment outcomes of the examinations within fifteen working days of completing the examinations. The study programme may exceed this period if there are good reasons for doing so. In such cases, students must be informed as quickly as possible.

§7

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

§8

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

Article 4.7 Registration for examinations**§1**

In principle, students can only take part in examinations or resits if they have enrolled for them via Osiris. Students are responsible for registering themselves. If students are unable to register via OSIRIS in time, the Board of Examiners can decide to admit a student to sit or resit an examination at the students' request.

§2

Students must register to sit examinations and resits for units of study 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.

Article 4.8 Retention of examination papers**§1**

Written examination work and other documentary evidence are stored for a period of at least 60 working days following the assessment by the Board of Examiners.

§2

The programme department is responsible for retaining the key documents. The method of retention is dependent on the nature of the key document.

§3

For the purposes of the accreditation process of the study programme, key documents will be retained for a period of at least seven years. At the end of the period of storage, the work will be destroyed or returned to students at their own request.

§4

Evidence of the students passing tests will be kept for ten years.

§5

Proof of the award of a degree certificate will be kept by the director for a period of at least 50 years and will specify as a minimum: the student's personal data; the study programme and date on which the final assessment was successfully completed.

§6

The director will retain documentation for the provision of a statement as referred to in [Article 6.4](#) for a period of at least ten years. This concerns students' personal data, the study programme and the period of enrolment, and an overview of the successfully completed examinations.

Article 4.9 Fraud and Improper conduct

The Fraud Policy specifies what is understood to mean fraud and improper conduct as well as the consequences thereof. The Fraud Policy can be accessed on Zuydnet.

Article 4.10 Special facilities

§1

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

§2

Personal and extraordinary circumstances are defined as:

- a) pregnancy or long-term illness
- b) disability or chronic illness;
- c) exceptional family circumstances such as the care for a blood relative or other close family member who is suffering from long-term sickness; 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;
- d) membership of the Central Representative Advisory Council (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 organization and management of the institution;
- e) membership of the board of a foundation aimed at continuing to provide student assistance or such tasks as the Board of Governors considers comparable, with the additional requirements that the student has final management responsibility and that the role occupies a significant part of their time;
- f) membership of the board of a student organization that has a direct benefit for the institution and faculties as recognized by the Board of Governors or the director, with the additional requirement of a significant time commitment;
- g) an insufficiently achievable study programme;
- h) competitive sports by participating in a recognized 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;
- i) other circumstances regarded by the Board of Governors or the director as exceptional circumstances.

§3

If students want to invoke personal and exceptional circumstances, they can check the Regulations Regarding Studying with a Disability to see how to do so and which rules apply. You can find these regulations 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. The provisions in the Regulations Regarding Studying with a Disability also apply in such cases.

Article 4.11 Circumstances beyond the student's control, other personal circumstances

If circumstances beyond students' control or other personal circumstances prevent students from taking part in an examination and they still wish to take it within the current academic year, then they must submit a request to do so to the Board of Examiners as soon as possible. In doing so, students must indicate the nature of the circumstances beyond their control or personal circumstances. The Board of Examiners will then make a decision on this request within fifteen working days.

Chapter 5 Academic guidance counselling and study progress

Article 5.1 Academic guidance counselling

The programme department will assign one or more academic guidance counsellors to you. These are employees of the programme department. Part 2 of this EER describes how the programme department's academic guidance counselling is structured.

Article 5.2 Monitoring of academic progress

§1

At least twice per year of enrolment, students can view documentation of their study progress. In doing so, students will also be granted access to an overview of their examination results. The students have access to their personal 'dropbox' folder in which the final artworks and study results are stored. They can read their assessment forms but not change or delete them. Whenever a curriculum part is finished they have to upload the final artwork in the appropriate folder with a link that is provided to them at the start of the study. The teacher will then assess the work and place the assessment form in their folder.

§2

If students are of the opinion that the academic progress report is incorrect or incomplete, they must register an objection in writing to the Board of Examiners within twenty working days.

Chapter 6: Degree certificates and statement

Article 6.1 Examinations

§1

Students are assessed to have passed the final assessment when they have successfully completed all examinations within it. The Board of Examiners establishes that this is the case and makes the decision to award the certificate for the propaedeutic phase.

§2

The Board of Examiners can deviate from paragraph 1 and then independently assess a student's knowledge, understanding, and skills.

Article 6.2 Degree certificates

§1

Students who have passed an examination will be given documentation of this by the examiner, or the examiner will enter the result and corresponding assessment into Osiris.

§2

Students who have passed the final assessment will be given a degree certificate of this by the Board of Examiners. This degree certificate will state at least the following: 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. At least the faculty board and the chairperson of the Board of Examiners will sign this degree certificate.

§3

On behalf of the Board of Governors, the director awards the degree of 'Master of Arts' to a student who has passed the final assessment of a study programme. The subject or professional field for which the degree has been awarded will be added to the certificate.

§4

The degree certificate is to be dated as the date on which the Board of Examiners establishes that the student has passed the final assessment. This date is deemed to be the date of graduation. The Board of Examiners only awards the degree certificate after the director has confirmed it may do so.

§5

The degree certificate will 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:
- 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 6.3 Cum laude

The degree certificate will bear the designation ‘cum laude’ when:

- The minimal grade of the graduation project is an ‘A’ to be awarded with ‘Cum Laude’ or the minimal grade of the graduation project is an ‘A+’ to be awarded with ‘Summa cum Laude’
- The student has achieved 90 EC within two years and has started graduation with the maximum delay of six months.

Article 6.4 Statement

Students who have passed more than one examination but cannot receive a degree certificate can contact the Board of Examiners to request a written statement listing the examinations that they have passed and indicating the ECs awarded. This written statement will then be issued to such students. [Article 1.2](#) paragraph 3 specifies how you can contact the Board of Examiners.

Chapter 7: Concluding provisions – drawing up and amendment – evaluation

Article 7.1 Deviation from the EER (the hardship clause)

In the event that the application of this EER disproportionately harms the interests of an individual student during their enrolment, the student may submit a written objection to the Board of Examiners against the regulations being applied to them. The Board of Examiners will reach a decision within fifteen working days and weigh the interests of the student against the interests of the study programme, after which it will inform you in writing.

Article 7.2 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 examinations and final examinations, this decision may be made by the chairperson.

Article 7.3 Adoption and amendment

§1

This EER is to be adopted by the director before 1 July 2019. The adoption requires the approval of the faculty participation board and, for certain aspects, of the study programme committee. The aspects over which the study programme committee has the right to prior consultation are listed in the Regulations for the Programme Committees of Zuyd University of Applied Sciences. These regulations are available on Zuydnet.

§2

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

§3

These education and examination regulations enter into force on 1 September 2019 and may be cited as: MA Fine Art and Design 2019-2020.

Article 7.4 Evaluation

The director is responsible for regular evaluation of the EER to ensure its quality and to adjust the study load if necessary. During such evaluations the director at least assesses the time commitment of students resulting from this EER.

Part 2 The educational and examination programme

Chapter 1 Content of the programme and the examination process

- This full-time course has a duration of two years.
- A student who enrolls for a study programme will be offered a 60 ECs nominal study load per academic year.
- The education is divided into two semesters, in accordance with the annual timetable provided at the academy at the start of the study year. The study is equally divided. As a rule, the EC's are for passed examinations and are awarded at the end of each semester.

1.1. Description of the educational and examination programme

The Master Fine Arts and Design has two tracks: Scientific Illustration and Artistic Matters.

1.1.1 Track Scientific Illustration

The track Scientific Illustration is a master programme that is a collaboration between ZUYD University of Applied Sciences and the Faculty of Health, Medicine and Life Sciences of Maastricht University.

Key components of the programme

The teaching programme is built up in three themes (Man, Animal, Human and Animal Surgery). Each of the themes consists of three to five components and each component involves one or more assignments, which deal with various aspects of scientific illustration and in which various visualization techniques are practised and applied. The assignments are gradually built up in complexity, leading up to the level required for professional practice.

1.1.2 Track Artistic Matters

Based on our vision, the programme is divided into two phases: widening and personification.

The programme consists out of 2 major learning trajectories:

1. The 4 generic learning trajectories:
 1. artistic research
 2. artistic craftsmanship
 3. cultural entrepreneurship/'pro-activity'
 4. intermediality
2. The specific learning trajectories of the specializations (par 1.1.2.1)

1.1.2.1 The specializations

The master manifests itself explicitly as the environment in which debate takes place, without taking an art political position itself. This is done in order to give optimally the floor to the participants and guarantee an optimal freedom of expression of ideas and work practices.

Art, Polis

POLIS, considers contemporary art as a dynamic network of debating practices. Artists are not problem solvers; on the contrary, they pose questions by establishing by making things. They visualize complexity, and they generate ideas in order to open up new perspectives. They are not isolated, but instead constantly relate to the social context by means of debate. The artistic practice as a debating laboratory is a strong instrument that can be used to show the intrinsic value of pluriform humanity. According to Hannah Arendt, 'POLIS' stands for: 'the

organization of the people as it arises out of acting and speaking together, and its true space lies between people living together for this purpose, no matter where they happen to be.' Professionals come in with their own practice, which then becomes the subject of discussion and critical questioning. By conducting critical debate and contextualization, the social positioning of the artist is sharpened. The context (artistic, design, cultural or social) is not given; the master student must become aware of this himself. The master students graduate with an exhibition.

Design, Jewellery

Maastricht places jewellery in the context of the human dimension seeking the tension between the intimacy and the different context of jewellery. The relevance of jewellery as an outstanding and interesting field of art is not a question. The limited size invites to precision and excels, to the highest craftsmanship but also to impulsiveness. Art historians and anthropologists show more interest in the topic and makers have managed to break open the hermetic world of contemporary jewellery. This specialization will engage collaborations with fashion designers, artists, photographers, magazines and other relevant parties who will enable the student to create new contexts and stronger position in order to reach a wider public. It will challenge them to stretch the boundaries of the field from within. Not only research the importance of skills, craftsmanship and new technology but also apply them in traditional and innovative ways. What can the field gain from collaborations and most of all, is it possible to acquire new attitudes for this domain? The AM programme will conclude with an exhibition or showcase where the students will present their reflective process and final work.

Media, Intercultural Media & Innovation:

The world today is connected, interdisciplinary, intercultural and always in transition. Mutual connection through communication is indispensable. The individual profiling space IMI is moving in this new world, with the focus on the interaction between artistry and technology. Designers and artists are challenged to establish connections and dialogue through the experiment with images and through combinations of different media (analogue and digital). Starting from his own case, the master student positions himself in this world, giving his vision and product the right to exist. He comes to authorship by redefining and combining his own medium into a hybrid media form.

In addition to carrying out artistic research and experimenting with communication tools, the master student reflects his findings in an intercultural perspective and through creative entrepreneurship he will give his thoughts and/or product a stage.

1.1.3 Master Fine Art and Design

Education Qualifications

Upon completion of the course, a student will have acquired a number of relevant qualities in terms of knowledge, understanding, skills, and competencies. The Maastricht Master of Arts for Fine Art & Design is based on the academic qualifications in the areas listed in the provided yearly schedule.

Working method:

- **Atelier/Studio model:** The central teaching method is that the students work independently on the realization of their proposals and assignments in the academy or external designated studios. All assignments are explained in an introduction and/or lecture. The central learning experience for the student is created here and supported by individual assistance, which the student receives during the work, directed by the core lecturers or as required by the students. Fellow students play an important role by debating the content with each other and exchanging ideas. Throughout the curriculum,

the AM team works with students to develop and refine their problem-solving and visual storytelling skills.

- Self-study: At the master level, students should be able to gain a large part of their necessary knowledge and insight by working on their assignments.
- Practical at the different partners from this track and specialisations such as JVE, Maastricht University, OCE/Canon, CODA.
- Workshops: The 4 trajectories and specific skills are introduced in workshops. Some trajectories are explained to a more advanced level than others and it is up to the student whether he/ she will integrate the skills and knowledge of the offered content.
- Guest Lectures: In addition to formal classes and lectures, guest speakers are invited to give presentations about their profession, sometimes followed by workshops related to their professional field.

1.2 Year plan of units of study

Study programme and components (Curriculum parts), study load and contact hours

1.2.1 Track Scientific Illustration

Code	Theme	Assignments – all finished assignments (completed visualisations) will be discussed during semester evaluations	EC: 1 EC = 28h	Access requirements	Competencies	Working method	Assessment method	Contact hours total	Week evaluation	Week resit
A	HUMAN									
A1		The skeleton of the torso	5	no	I-IV	Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	5	47	50
A2		The anatomical model	5	no	I-IV	Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	7	47	50
A3 a,b		The anatomical specimen	12	A1 A2	I-IX / XI	Dissection practical, Atelier model and Self-study	Oral examination, art-critiques, assessment form and semester evaluation	14	a13 b40(2 nd y)	43(2 nd y)
B	ANIMAL									
B1		Musculoskeletal system of a mammal	5	no	I-IV	Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	7	46	49
B2		Animal life drawing	1	no	I-IV / VII-IX	Atelier model	assessment form, semester evaluation	28	41	-
B3 a,b		Dissection of the laboratory rat	8	B1 B2	I-IX / XI	Dissection practical, Atelier model and Self-study	Oral examination, art-critiques, assessment form and semester evaluation	74	a49 b12	15
B4		Animal skull	4	B1 B2	I-V	Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	4	20	23
B5		Second animal	6	B3	I-IX / XI	Dissection practical, Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	5	a21 b40(2 nd y)	43(2 nd y)
C	SURGERY									
C1 a,b		Instruments, hands, perspective	7	no	I-VI	Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	7	a43 b46	49
C2		Composition rat model	5	no	I-VI	Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	5	3	6
C3		Microsurgery lab. rat	7	C1 and C2	I-XI	Role-play, Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	15	15	18
C4		Surgery in the university hospital	7	A1-A3a C1-C3	I-XI	Surgical practical, Atelier model and Self-study	Art-critiques, assessment form, semester evaluation	10	26	29
D	SUPPORTING COURSES									
D1		Life drawing and portrait	7	no	I-IV	Atelier model	assessment form, semester evaluation	196	49	-
D2		Life drawing with anatomical structures	5	D1	I-IX	Atelier model and Self-study	assessment form, semester evaluation	20	49	52
E	WORKSHOP/GUEST LECTURES		6					168		
F	GRADUATION		30	A t/m E have to be completed at least a sufficient level	See chapter 1.1.2			250	GO/NO-GO week 17	Before week 33
		Graduation project				Atelier model and Self-study	Oral examination, assessment form			
		Oral exam							24	
		Graduation exhibition							25	
		Total	120							
	TOTAL STUDY							871		
	TOTAL STUDY YEAR							435,5		

Legend competencies: I Competencies to make a visual investigation / II Object Investigative (research) skills / III Visually interpretive abilities / IV Technical capabilities / V Problem solving and transfer / VI Biomedical science / VII Human and Anatomy and life functions / VIII Dealing with ethical issues / IX Biomedical knowledge / X Professional practice / XI Personal professional capabilities.

1.2.2 Track Artistic Matters

YEAR 2

Code	Theme	Assignments – all finished assignments (completed visualisations) will be discussed during semester evaluations	Assignments – all finished assignments (completed visualisations) will be discussed during semester evaluations	Assignments – all finished assignments (completed visualisations) will be discussed during semester evaluations	EC: 1 EC = 28h	Entrance	Competencies	Working method	Assessment method	Periode of the programme part (approx)	Contact hours total	Week evaluation	Week resit
A	Programme Semester 1 Generic	IMI	POLIS	JEWELLERY	15					02 09 19/19 01 19	(40)	03 02 /07 02 2020	20 04/24 04 2020
A5	Artistic Research	Artistic Writing/Thesis	Artistic Writing/Thesis	Artistic Writing/Thesis			I-IV	Workshops, lectures, selfstudy	Presentation, practical assignments, portfolio, paper		1 pw		
A6	Graduation project Proposal	Proposal Graduation project	Proposal Graduation project	Proposal Graduation project			I-IV	Workshops, selfstudy	Presentation, paper		1 pw		
A7	Thesis	Coaching & dialogues master thesis	Coaching & dialogues master thesis	Coaching & dialogues master thesis			I-VII	Workshops, lectures, selfstudy	Presentation, paper		1 pw		
A8	Masterpiece	Masterpiece	Masterpiece	Masterpiece			I-VII	Workshops, lectures, selfstudy	Practical assignment, presentation, paper, portfolio		1 pw		
B	Programme Semester 1 Profile specific electives	IMI (I)	POLIS (P)	JEWELLERY (J)	15	A1, A2, A3, A4				20 01 20/12 06 20	(40)	20 04/24 04 2020	15 06/27 06 2020
B5	Profile specific elective	Dialogues / intern I-III en V-VII	Inside I-VI	Reflection (conversations) I-VII			See profile specific electives	I: atelier / studio, selfstudy, workshops P: workshops, atelier / studio, selfstudy J: lectures, workhops, selfstudy	I: practical assignment, presentation P: practical assignment, presentation J: practical assignment, presentation		1 pw		
B6	Profile specific elective	Promotion I-II en VI-VII	Outside I-VII	Outsource (external project) I-VII			See profile specific electives	I: atelier / studio, selfstudy, lectures, workshops P: workshops, atelier / studio, selfstudy J: workshops, atelier / studio, selfstudy	I: practical assignment, presentation P: practical assignment, presentation J: practical assignment		1 pw		
B7	Profile specific elective	Dialogues /extern II-VII	Inside Outside I-VI	Showcase-Presentation I-VII			See profile specific electives	I: atelier / studio, selfstudy, workshops P: workshops, atelier / studio, selfstudy J: atelier / studio, selfstudy	I: practical assignment, presentation P: tasks, presentation J: presentation		1 pw		
B8	Profile specific elective	Interactive Atelier/external practice I en III-VII		Studio programme/ Atelier I-VII			See profile specific electives	I: atelier / studio, selfstudy P: - J: atelier / studio, selfstudy	I: practical assignment, presentation, paper, portfolio P: - J: practical assignment, presentation, paper		1 pw		
C	GRADUATION semester 2	IMI	POLIS	JEWELLERY	30	A1 t/m B4 have to be completed at least a sufficient level	I-VII	Atelier / workshop, selfstudy	Practical assignment, presentation, portfolio, paper	15 06 20/06 07 20	(60)	15 06/27 06 2020	17 08/21 08 2020
	TOTAL STUDY												
	TOTAL STUDY YEAR				60						140		

Legend competencies: I Creative ability / II Investigative capacity / III Capacity for growth and innovation / IV Organisational ability / V Communicative capacity / VI External orientation / VII Ability to collaborate

1.3 Description of units of study

Not applicable.

1.4 Practical exercises

Not applicable.

1.5 Attendance requirement

Attendance during evaluation meeting

Teachers (examiners) can only assess students if they have a complete overview of their artistic process. Students must therefore demonstrate their involvement in this process at all times. Assessment is based on the overall picture instead of single components.

The research and design assignments will be evaluated through various assessment methods, such as the practical assignment, smaller assignments, tasks, presentations and portfolio assessments. These academic products (assignments, reports, papers, etc.) will be included in the portfolio to demonstrate the student's progress.

All of these assignments will be examined individually by the teaching staff. The semester evaluations will demonstrate how the results of these examination contribute to achieving the competency-specific.

Attendance during Graduation period

In the Master thesis, a large part of all the previously learned, will come together and is tested on an individual level. The product and process of graduation will give a picture of the final level of the student.

1.6 Resits

Students who failed the assessment according to their supervising teacher can use the period up to the next evaluation meeting to improve their work.

Good results of some assignments cannot compensate for inadequate results of other assignments. Each assignment must be completed successfully.

1.7 Evaluation of the teaching

Evaluation of the teaching takes place in accordance with the PDCA cycle and the following actors:

-Curriculum commission: curriculum development (P+A) in consultation with the work field commission (C)

-Teaching staff, develop education (P), educate (D), on the basis of surveys and or reflective conversations (C) conducted by the quality assurance employee, remedial plans will be drawn up (A) who will be submitted to the education commission(C).

-After the education commission has reflected on the remedial plan it can be amended and will then be ascertained by the curriculum commission and or management team (A).

1.8 Examinations from previous study programmes that no longer apply (where applicable)

Not applicable.

Chapter 2 Examination regulations

2.1 Examination

Examinations include:

- a) all written examinations for the full-time programme
- b) all other examinations, such as oral exams, individual design assignments and group assignments

Examinations of the core curriculum will be assessed using the competences and learning objectives outlined in the specific manual(s).

2.2 Access to and the opportunity to discuss the completed examination papers

The students have access to their 'dropbox' in which the final artworks and assessment forms are stored. They can read their assessment forms but not change or delete them. Whenever a curriculum part is finished they have to upload the final artwork in the appropriate dropbox folder with a link that is provided to them at the start of the study.

The teacher will assess the work and place the assessment form in their folder within 15 working days.

During the review period, students can review their exams and the assessment. They can also make an appointment with the examiner to discuss assessment criteria. After reviewing the exam, the student has the right to appeal against the examiner's decision addressed to the Examination Board within twenty working days from the date of examination or date of the feedback provided by the examiner.

Students who are unable to review their exam due to absence (i.e. studying abroad) can find their results on dropbox and are able to plan an internet feedback meeting.

2.3 Registering for examinations and the terms involved

Students are automatically registered for examinations. Students don't have to register for examinations. They deliver their finished assignments before the deadlines, which can be found in the study guide (SI) / manuals (AM).

2.4 Withdrawal from examinations

Should a student choose not to appear at the examination he must explain this to the Board of Examiners. In the event of a valid reason for providing access to the exam, the Examination Board will approach the teacher to discuss the options

2.5 Grading Regulations for academic components

Exam results are graded in A t / m F.

Each assignment is examined and assessed by the supervising teacher. The skills of the candidate are examined as well as the outcome of the research. There is no subdivision in partial exams within the study unit.

2.6 Order and procedures during examinations

Examiners are appointed by the Board of Examiners.

Examiners determine how programme components are tested and how assignments are assessed.

Examiners assess the tests and record the result.

Examiners determine the length of time for the test or exam is available and which aids the student may use.

Chapter 3 Academic guidance counselling

The Study Career Counselling (SCC (or SLB)) supervises students and prepares them for the professional labour market.

SCC is a targeted and dynamic process whereby:

- students become increasingly responsible for identifying and formulating their learning needs with respect to their study and their profession, based on their personal and professional qualities
- students reflect on the experiences gained
- students learn to steer their own development process
- students optimize their study and career progress
- students lay the foundations for their continued development as professional practitioners

The university supports this process and offers students the space and support to excel. More information can be found in the Academic and Career Counselling Guides for the Scientific Illustration Programme and the Artistic Matters programme (SLB), which is available from the academic secretary.

Chapter 4 Structure of the year

Semester	Week numbers	Dates
1	36 to 51	2-9-2019 until 20-12-2019
2	01 to 27	6-1-2020 until 3-7-2020