

**SUPPLEMENTATION TO THE GENERAL
EDUCATION AND EXAMINATION REGULATIONS
AND THE GENERAL LEGAL POSITION
REGULATIONS**

RITCS I

Royal Institution for Theatre, Cinema & Sound

2021-2022

1. Supplementations to the Education Regulations (GEr)

Article 1 Organisation of the academic year

The academic year runs in accordance with the approved academic year calendar. The lectures are organised in accordance with an annual schedule. At the RITCS, this organisation is done via weekly timetables.

Under the responsibility of the Council of the School of Arts (hereinafter called the Council), examination and assessment regulations are drawn up per standard learning path/study degree course and for each course unit that are as complete and detailed as possible.

The timetable and examination schedules can be viewed on the RITCS website (<https://planning.ritcs.be/u>).

Article 2 Artistic admission test – Special admission requirements

Regulations for the artistic admission test: 2021-2022

The Audiovisual Arts programmes of study: Academically focused Bachelor's degree in Audiovisual Arts: **Animation Film - Radio - Scriptwriting – Direction – Production - Cinematography – Sound Design- Editing** and the Professional Bachelor's degree in Audiovisual Arts: **Audiovisual Media - Stage Management**

- The artistic admission test is legally mandatory for all prospective students who enrol for the Bachelor's degree in the "Audiovisual and Visual Arts" field of study.
The artistic admission test - Audiovisual Arts, which is organised by the Schools of Arts RITCS (EhB), is organised once or twice depending on the programme of study. In exceptional cases, this may be deviated from by a decision by the Council. The admission test dates can be consulted on the RITCS website, <https://www.ritcs.be/nl/toelatingsproeven>
- The Programme of Study Committees for Audiovisual Arts are charged with the organisation of the artistic admission tests – Audiovisual Arts. Per specialisation, individual choices can be made.
- To take part in the artistic admission test, the prospective student must enrol beforehand via the RITCS website. This enrolment will only be valid once the amount of 25 euros has been transferred to the EhB bank account.
- The artistic admission test may entail a written and/or oral and/or practical section.
- The examination board for the artistic admission test consists of:
 - ✓ A chairperson: director or his/her replacement;
 - ✓ A secretary;
 - ✓ At least 4 members of the specialisation concerned;
 - ✓ At least 1 external expert.
- The director, who by virtue of his/her office is chairperson of this committee, will regulate the general operation of this committee. He/she appoints a secretary, who is not entitled to vote.
- At the proposal of the Programme of Study Committee for Audiovisual Arts, the Council will appoint the members of the examination board charged with the artistic admission test. For the different specialisations, individual committees may be established.
- The committee will decide sovereignly and autonomously. The decisions are taken by a simple majority. If the votes are tied, the voice of the chairperson is decisive.
- No party may take the test nor participate in deliberations about a partner, a blood relative or an in-law up to the fourth degree.
- After deliberations, the decisions regarding "admitted" or "not admitted" are publicised. The motivations for the decision "not admitted" are part of the

minutes. The prospective student may request to view the passage relevant to him/her.

- Only the admitted prospective students may enrol for the academic and professional Bachelor's degree in the Audiovisual Arts.
- An appeal is possible against the decision by the committee in accordance with the General Education Regulations.
- An artistic admission test that one has passed is valid for one year.
- Per academic year, the same committee may assess a person only 1 time.
- For all matters and in all cases that are not explicitly arranged by these Examination Regulations or by other regulatory decisions, the Council will decide autonomously and sovereignly.
- If, during the admission test of a non-EER student, the examination board determines that he/she shows particular artistic potential, a reduction in tuition fees may be awarded already as from the first enrolment year.

Fields of study: Drama: Bachelor's degree in Drama: Acting-Directing

- The artistic admission test is legally mandatory for all prospective students who enrol for the field of study 'Music and Performing Arts'.
The artistic admission test – Drama, organised by the RITCS (EhB) department, consists of two individual selection days, each followed by a working week. In exceptional cases, this may be deviated from by a decision by the Council. The admission test dates can be consulted on the RITCS website, <https://www.ritcs.be/nl/toelatingsproeven>
- The Programme of Study Committee for Drama is charged with the organisation of the artistic admission test – Drama. To take part in the artistic admission test, the prospective student must enrol beforehand via the RITCS website. This enrolment will only be valid once the amount of 25 euros has been transferred to the EhB bank account.
- The artistic admission test may entail a written and/or oral and/or practical section.
- The examination board for the artistic admission test consists of:
 - ✓ A chairperson: director or his/her replacement;
 - ✓ A secretary;
 - ✓ At least 4 members of the specialisation concerned;
 - ✓ At least 1 external expert.
- The director, who by virtue of his/her office is chairperson of this committee, will regulate the general operation of this committee. He/she appoints a secretary, who is not entitled to vote.
- At the proposal of the Programme of Study Committee for Drama, the Council will appoint the members of the committee charged with the artistic acceptance test.
- The committee will decide sovereignly and autonomously. The decisions are taken by a simple majority. If the votes are tied, the voice of the chairperson is decisive.
- No party may take the test nor participate in deliberations about a partner, a blood relative or an in-law up to the fourth degree.
- After deliberations, the decisions regarding "admitted" or "not admitted" are publicised. The motivations for the decision "not admitted" are part of the minutes. The prospective student may request to view the passage relevant to him/her.
- Only the admitted prospective students from the working week may enrol for the academic Bachelor's degree in Performing Arts.
- An appeal is possible against the decision by the committee in accordance with the General Education Regulations.
- An artistic admission test that one has passed is valid for one year.

- For all matters and in all cases that are not explicitly arranged by these Examination Regulations or by other regulatory decisions, the Council will decide autonomously and sovereignly.
- If, during the admission test of a non-EER student, the examination board determines that he/she shows particular artistic potential, a reduction in tuition fees may be awarded already as from the first enrolment year.

Article 3 Study contracts

If a course unit is not open to an examination contract/credit contract, this is specified in the ECTS course description available via the RITCS website (www.ritcs.be).

Article 4 Admission to the Master in Audiovisual Arts and the Master in Drama

A student at the RITCS may only enrol for a Master's degree course at the RITCS if he/she has achieved the initial Bachelor's degree with the corresponding specialisation for that programme of study. In exceptional cases, this may be deviated from by a decision by the Council.

Article 5 The minimum requirement of language level in Dutch for non-native speaker prospective students

For the programmes of study at the RITCS, a minimum level of B2 is required with the exception of the Bachelor's degree course in Drama where the minimum level is B1 and the Master's degree course where there is no minimum language level.

Article 6 Learning account

The complete file must be delivered electronically to the attention of the director and to the attention of the learning path counsellor katrien.fauville@ehb.be.

2. Supplementations to the Examination Regulations (GER)

Article 1

Under the responsibility of the Council, examination and assessment regulations are drawn up per standard learning path/study degree course and for each course unit that are as complete and detailed as possible. The students are informed of these schedules (first examination session - second examination session) via the RITCS website.

Article 2

RITCS examination office:

Daily operation: Stefan Geldof

Registered office: Antoine Dansaertstraat 70, 1000 Brussel – 02/507.14.62 – stefan.geldof@ehb.be

Tasks: Drawing up lists of marks – collecting lists of marks – administrative preparation and processing of the examination boards.

The student is required to report to this secretary immediately:

- every change of address during the examination time;
- stopping or not participating in examinations;
- absence due to force majeure and legitimisation hereof (cf. RITCS ombudsperson's service).

RITCS examination board:

Chairperson of the different RITCS examination boards is the RITCS director

Secretary: Ivan D'hondt

Article 3 Course units without a second examination opportunity in the second examination session 2021-2022

The non-repeatable course units (no second sessions possible) are clearly specified in the 2021-2022 RITCS degree course and in the ECTS course description (www.ritcs.be).

For the course units assessed by continuous assessment with a closing examination (oral or written), the student can only resit the examination part in the second examination session. The results of the continuous assessment will be retained.

Article 4 Publicising examination results

The results of a numerical grading is expressed only in whole numbers and are **not** given to the examinee at the end of the examination.

Article 5 Internships, Bachelor's and Master's thesis: requirements

After receiving advice from the different programme of study committees/departments, the Council will determine the **last submission date** or date of presentation of the Bachelor's thesis, Master's thesis and/or internship report. The students are informed of these specific dates by the heads of the department via e-mail.

A student who does not submit his/her Bachelor's thesis or Master's thesis before the first examination session may submit an application to the examination board concerned for deferment from the first examination session, subject to thorough reasoning and agreement by this examination board.

Article 6 Inspection of written examinations

With written examinations, the public access assumes that, after the announcement, the tests and corrections may be viewed by the student concerned.

During the feedback day, copies of the written examinations will be available at the different lecturers. The student will be given the opportunity to look at his/her copy and to discuss it with the concerned lecturer. This will always take place in the presence of the examiner concerned. Students may be assisted by the ombudsperson.

The student submits a request for feedback with the concerned lecturer.

Article 7 Calculation of degree of distinction

The degree of distinction with which the diploma is awarded is calculated in the following manner: only results for course units of the last 60 credits from the standard learning path of the Bachelor's degree course or the 60 credits of the Master's degree course are eligible for the calculation of the degree of distinction.

Article 8 Publicising results of the half-yearly examinations

The students are informed as to the results of the half-yearly examinations. These results are publicised via the digital student registration office.

Article 9 Early graduation

Students who may graduate in their final learning path in January must submit a request to the Council before 15 October 2021 (via the learning path counsellor: katrien.fauville@ehb.be).

Article 10 Modalities for enrolment for the 2nd examination session

Enrolment for the first and second examination sessions is automatic as soon as a student has enrolled for a specific course unit.

Article 11 Special provisions

The Council may supplement these regulations with special provisions.

3. Supplementations to the Legal Position Regulations (LPR)

Article 1 Ombudsperson

Jan Bulckaen is the ombudsman for the RITCS (Royal Institution for Theatre, Cinema and Sound) degree courses, excluding the DDD degree course, and can be reached at Jan.Bulckaen@ehb.be (+32 (0)2 507 14 55).

Tasks: see the provisions in the 21-22 Legal Position Regulations of the Erasmus Brussels University of Applied Sciences and Arts.

If ill or in the event of force majeure, the student must inform the ombudperson's service and the student registration office at Dansaertstraat immediately **by telephone**. Any evidence must be provided thereafter to the RITCS ombudperson's service. In the event of force majeure, the student must report this force majeure and its corroboration to the student registration office or the ombudperson's service within four working days after the force majeure has ceased.

In consultation with the lecturer, the ombudperson's service may work out new arrangements. The chairperson of the examination board will give his/her approval for this. Accessibility: Dansaertstraat 70, 1000 Brussels – +32 (0)2 507 14 11.

Article 2 Code of conduct - Absences

If a student is absent from a course unit that is assessed via continuous assessment without examination and cannot be repeated (no 2nd examination session possible), he/she must immediately contact the student registration office, the course holder concerned, the department assistant and the ombudperson to make new arrangements to make up for this course unit.

The student who is unlawfully absent from continuous assessments in study activities (seminars, workshops, final papers, internships, etc.) will be given an absence code for the continuous assessment.

Article 3 Regulations with respect to lending warehouse - Regulations with respect to use of technical rooms

These regulations can be viewed on the RITCS website. The regulations of the lending service are attached as an appendix.

Article 4 Regulations with respect to archiving

The archiving of audiovisual and written works, live final papers (texts, photos, videos, plans, drawings, etc.), etc. created in the framework of the degree course at RITCS must take place with the best of intentions.

The student agrees with the conditions of archiving described below:

- Per course unit, the course holder will indicate whether this is desirable, and ALWAYS for Master's theses.
- The student will receive an invitation to archive and be provided with the archiving procedure at the latest on the day of the vision and/or assessment moment as indicated on the RITCS schedule.
- The student is given a maximum of 1 week to archive the work in accordance with the received procedure.
- This work can then be used by the RITCS in the framework of education, research or for communication about the programme of study and for accreditation purposes.
- In exceptional cases (due to sensitive, personal content), the student may request the course holder of the course unit to make the work and its metadata invisible in the archive.

Supplementation to the General Education Regulations (GEeR): Shortened Educational Bachelor and Educational Master in Audiovisual Arts

§ 1. Admission requirements:

For the Shortened Educational Bachelor in Audiovisual Arts

- Professional Audiovisual Arts Bachelor's degree diploma;
- Minimum required starting level in Dutch language skills: B2;
- Every student who wants to enrol in the shortened educational Bachelor in Audiovisual Arts must take an intake test via the website of Vlhora. The test is NOT an acceptance test; everyone may begin the degree course regardless of the results of the test.

For the Educational Master in Audiovisual Arts

- Master's diploma in Audiovisual Arts
- If the student has not yet achieved a Master's diploma and wants to follow the shortened educational Master's, he/she must at the same time enrol for one of both Master's degree courses. (The teacher's diploma can only be awarded if the student has achieved the Master's diploma in Audiovisual Arts and has been declared to have passed the educational Master's degree. Both conditions may be fulfilled in the same examination time.);
- Language requirements: a student who at the time of enrolment has an educational Master's from a Master's in another language will be admitted to the programme of study if he/she meets the language requirements: Common European Framework of Reference for Languages (CEFR) language level B2 – "vantage". As proof suffices:
 - that the student has successfully completed at least one year in Dutch secondary or higher education;
 - a B2 or NT2 level 5 certificate from a university language centre;
 - A certificate from the Interuniversity Dutch Language Test for Non-Native Speakers (Interuniversitaire Taaltest Nederlands voor Anderstaligen, ITNA);
 - A Certificate of Dutch as Foreign Language (Nederlands als Vreemde Taal, CNaVT) – "Profile Higher Educational Language Skills" or "Educational Starting-Level Qualification";
 - A successful State examination in NT2 degree course 2 (the Netherlands);
 - A certificate from the Adult Education Centre NT2 "Vantage" (levels 3.1 and 3.2).

§2 Regulations and guidelines with respect to an internship and Master's thesis (as a supplementation to the General Regulations: GEeR Art. 1): the students can find the manuals for the internships and the Master's thesis on the online learning platform. Specific agreements are explained in these manuals with respect to organisation, procedures, output, assessment criteria and deadlines. These documents are binding. The student is expected to have read and understood them.

§3 Code of conduct – activities with external partners: the code of conduct with regard to course units organised in cooperation with external partners is outlined in the manuals for the course units.

The conduct enforcement committee may – in special cases and on objective grounds – terminate the internship, the project, the Master's thesis or another practice-focused course unit prematurely if the student has demonstrated by his/her conduct that he/she is unsuitable as an artist-teacher. In such a case, the conduct enforcement committee must give detailed justification for the decision. This student has no right to a second examination opportunity unless the imposed binding requirement is fulfilled.

§4 Examination office

The examination office is located at Dansaertstraat 70, 1000 Brussel (student registration office). Tel.: 02 507 14 62 and mail: Stefan.geldof@ehb.be

The responsible party of the examination office is Stefan Geldhof. In his absence, Katrien Fauville may be addressed.

The chairperson of the examination board is the director of RITCS, the secretary is Ivan D'hondt.

Enrolment for the first examination session is included in the enrolment for the academic year.

Students who want to participate in the second examination session must enrol online before 1 August via IBamaflex. When enrolling, they must indicate the course units for which they want to sit the examination in the second examination session. After the deliberations for the first session, all students are informed of the enrolment procedure via their EhB e-mail.

§5 Sequentiality (as a supplementation to the General Regulations: ER-Art. 2): the educational Bachelor's and Master's degrees are sequential. The student may only start specific course units if he/she has already passed or been tolerated for another course unit (credit certificate) or is following the course unit simultaneously. The ECTS course descriptions indicate the sequentiality of the course units.

§6 Internship supervision: during the internship, the students are supervised by school or subject mentors at the internship locations. These mentors draw up assessment reports with which the internship supervisor of the educational Bachelor's/Master's must take into account with the assessment. The final grade is determined by the board on the basis of established assessment criteria (which the student is given in the manual).

§7 Assessment of internship and Master's thesis (as a supplementation to the General Regulations: ER-Art. 17): All requirements pertaining to the internship and the Master's thesis, including the deadline, are included in the internship manual and Master's thesis guidelines and are publicised at the start of the academic year (guidelines for the 2nd examination session must be publicised together with the examination schedule for the 2nd examination session).

Students who do not submit their internship file or Master's thesis during the first examination time must inform their supervisor of this at the latest on the day of the examination session. Please refer to the regulations in the corresponding manuals.

Students must submit their Master's thesis to the student registration office on the proposed date, place and time, in exchange for an acknowledgement of receipt.

The student must redo the work either completely or in part if the student does not pass the Master's thesis. The supervisor must provide him/her with specific guidelines during the feedback.

§8. Graduate early (ER-Art. 9)

If a student has failed with regard to his/her work placement and/or the Master's degree thesis, he/she can enrol again in the first semester of the next year and graduate early in January. To graduate early, the student must submit an application before 1 November 2021 through the study track counsellor. The application must then be approved by the Educational Programmes of Study committee.

§9 Additional regulations with regard to referencing and plagiarism (as a supplementation to the General Regulations: ER-Art. 19): For correct referencing in reports, assignments, projects, the Master's thesis or written tasks, the guidelines regarding referencing and plagiarism apply. These guidelines are distributed via the relevant manuals. Proven cases of plagiarism will be treated as breaches and can lead to a disciplinary ruling by the board of examiners as described in Article 20 of the General Examination Regulations of the Erasmus Brussels University of Applied Sciences and Arts leading to a grade of 0/20 for the respective course unit.

§10 Non-tolerated course units (as a supplementation to the General Regulations: ER-Art. 29)

Throughout the programme of study certain shortfalls in credits may be waived on the basis of the tolerance rule. The course units and combinations in course units for which a shortfall in credits can never be tolerated are specified in the ECTS course description. The minimum grade for tolerance is 8/20; the tolerance rule is in force for both the first and the second examination sessions.

§11 Public access to examination and feedback sessions regarding examination results (as a supplementation to the General Regulations: ER-Art. 40-41)

The degree course advocates a pedagogic approach based on transparency of test and examination results coupled with feedback. Receiving feedback immediately is essential in a learning process and offers the student the possibility of honing knowledge, skills, attitudes and study method. Together with the lecturer concerned, the student may view his/her copy; for this, he/she must make an appointment with the lecturer concerned within seven calendar days and may request the presence of the ombudsperson if desired.

After deliberation, the results are made known on iBamaflex. After the announcement of examination results, the student may view his/her examinations. This applies to all examination sessions.

Supplementary Legal Position Regulations (LPR): Shortened Educational Bachelor and Educational Master in Audiovisual Arts
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The ombudsperson is Jan Bulckaen (Jan.Bulckaen@ehb.be).

§8 Code of conduct (as a supplementation to the General Regulations: LPR-Art. 25.4)

- Mandatory study activities: Participation in every educational activity that is continuously assessed during the lesson is mandatory. An overview of the manner and the time of assessment is given in the ECTS course descriptions.
- Consequences of absence during an examination/test:
 - o The student proves absence due to force majeure; only then may the following steps be taken:
 - The student must submit an application to be able to take an exam/test or to undergo the continuous assessment during the current examination session.
 - In consultation with the examiner, under the responsibility of the chairperson of the examination board, the practical feasibility of taking the examination/test or undergoing the continuous assessment is worked out.
 - When permitted to make up the examination/test or the continuous assessment, the student is informed of the new regulation. If moved, it is not always possible to guarantee the same assessment format.
 - One catch-up day is given per examination opportunity. This will be one day in June (EP1) and one day in September (EP2). Not attending a catch-up examination cannot result in an additional catch-up moment.
- Consequences of absence during study activities continuously assessed during the lesson:
 - o If the examination (module) is based on a single assessment: absence code as examination result for the complete course unit.
 - o If the (modular) examination comes about via several assessments:
 - And there was no participation in any assessment at all: an absence code as examination results for the entire course unit;
 - And there was participation in at least one assessment: the part to which the assessment relates is marked with an absence code.

The student who arrives too late or not at all at an assessment may be refused by the examiner. Students who are too late may not participate in the assessment if other students have already left the room. This will be indicated on the report with an absence code. If a student who is too late may nevertheless participate in the assessment, this does not entitle him/her to an extension of the duration of the assessment.

An examination not taken in combination with unlawful absence means that the student is automatically referred to the following examination session.