

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

**The Royal Conservatory of Brussels**

**2022-2023**

## **Supplementary Education Regulations for the Music degree course**

This is a supplementation to the General Education Regulations of the Erasmus Brussels University of Applied Sciences and Arts.

There is a separate supplementation for Musical and for the Specific Academic Teacher Program/Educational Master's degree course.

### **1. Regulations for the artistic admission test**

Admission tests take place in May and in August/September. The final date for enrolment is 14 calendar days before the examination concerned. Enrolment is done online. Participation costs 30 euros. This amount must be paid in advance.

As an exception and with substantiation, a different date may be requested for the test.

Prospective students may request an opinion prior to this, preferably via a DVD or CD recording. This procedure cannot replace the actual admission test.

The live acceptance test may be replaced by video recordings because of COVID-19 measures.

Prospective students who pass the first acceptance test (May) and have not registered and paid an advance before 1 August forfeit the guarantee of a place within the programme of study. Successful prospective students for the second admission test (August/September) who have not enrolled before 25 September also forfeit this guarantee.

The degree course of the different specialisations can be found on the website (see [www.kcb.be](http://www.kcb.be), or [tp.kcb.be](http://tp.kcb.be)).

### **Article 1.1 (Addition to article 14 General Education Regulations)**

The admission test consists of a general part and an artistic part: in the general part basic skills in music are tested whereas the artistic part assesses competence specific to one's chosen music major. Students who have already earned credit certificates in music in higher education are exempt from the general part (basic skills). The artistic test remains mandatory for everyone. Credit certificate AMV1 (General Musical Training) is required in each type of specialisation and a loge test in composition writing must be taken prior to sitting for the artistic test, to ensure that the required level in harmony has been reached. Students who have already earned a credit certificate in harmony at the required level are exempt from taking the loge test in composition writing.

Based on the results of the general part of the test, students are divided into three colour coded categories: code green = satisfactory; code orange = extra attention needed for General Musical Training (AMV); code red = insufficient basic knowledge to take the course in General Musical Training (AMV). Code red implies immediate abortion of the admission test. If the student receives a code orange, the jury of the artistic test can motivate why they would still want to admit this student.

The student may take along his/her own accompaniment (if applicable) or may, for the current repertoire, make use of accompaniment (piano, harpsichord) provided by the conservatory. The prospective students will provide the sheet music for the piano accompaniment. Prior rehearsal with the supervisor is not possible.

At the time of the test itself, the chairperson of the board will inform the prospective student as to which pieces must be played.

During this test, the language competence of students as well as their reasoning and maturity are tested, so as to realise an optimum learning path support. A student who

does not reach an A2 level is not admitted. A student who does reach A2 but not B1 is assigned an individual learning path without the very demanding theoretical and linguistic subjects in order to be able to improve the language competence via the elective "Language support" course (a supplementation to Article 5 of EhB's GEdR: there is no fixed starting level for Dutch).

For the jazz specialisation, the artistic acceptance test for the Bachelor's degree consists of a theoretical and a practical test (see [tp.kcb.be](http://tp.kcb.be) for more information).

The board will consist of at least:

- A chairperson: the director or the head of the programme of study or the person responsible for the department or delegate;
- The lecturer(s) of the course.

The jury acts as a joint body: after deliberation they reach a joint decision by mutual agreement or by vote (each member has one vote: admitted; admitted provided there is room; not admitted). The decision must be motivated in the minutes. The prospective student has the right to view that section of the minutes which pertains to him/her. The student office is in charge of communicating the results in writing.

The results of the artistic admission test is only valid for the academic year concerned. A person who is admitted and does not enrol must participate in the admission test again. In exceptional cases, the head of the programme of study may derogate from this while providing reasons (for example, visa problems).

A student who interrupts his/her studies for the chosen major (even during one academic year) must pass the admission test again.

An Erasmus student who wants to enrol as a regular student after his/her visit must also pass the admission test.

The prospective student must indicate clearly on the enrolment of the artistic admission test whether he/she is opting for a: diploma contract/credit contract/examination contract.

A student admitted with a specific contract may have his/her contract type changed continuously (in accordance with GEdR Article 30). This is only possible if the student has passed the admission test connected with this type of contract for which he/she wants to enrol (see below).

There is an appeals procedure to dispute the decisions of the committee for the artistic admission test: see the General Education Regulations of EhB (GEdR Article 14 §2).

In addition to Article 12 of the EhB's GEdR, other language prospective students who have passed the artistic acceptance test and do not meet the applicable preliminary training conditions may take an aptitude test in English. Passing this test does only grant admission to enrolment in the academic Music Bachelor's degree of the Royal Conservatory of Brussels (School of Arts of EhB).

#### Article 1.2 (Addition to article 23 General Education Regulations)

An **artistic acceptance test for individual theoretical subjects** is also possible for a credit contract in order to be able to follow and take the following theoretical subjects (as an elective subject within another programme of study, professional context, out of interest, etc.):

- Encyclopaedia and Research;
- Music History;
- Cultural History;
- Philosophy;
- Historical Music;
- Theory of the Historical Performance Practice;
- Philosophy and Aesthetics of Early Music;
- History of Jazz;
- Artistic Research Practices;
- Choir (subject to an orientation test and an opening);
- GMT (General Music Training) auditory and theory 1, 2 (subject to having taken the first test: test for general musical competences);
- GMT (General Music Training) auditory and theory 1, 2 (subject to having taken the first test: test for general musical competence);
- Orchestra/Consort (subject to an orientation test and an opening for the specific instrument);
- Middle Age praxis.

This test consists of a discussion with the prospective student where the board forms an idea of the reasoning, music background, maturity and knowledge in language in function of the chosen course unit. For active instrument/vocal activities (choir, orchestra, GMT), there is also a short musical orientation test.

The composition of the examining board, deliberations and results are subject to the same rules as those of the artistic admission test for the specialisations. Completing the subjects successfully yields credit certificates that could be valid for elective subjects within other programmes of study.

Under no condition may the artistic admission test for separate theoretical subjects give admission to the artistic specialisation itself.

## **2. Flexibility**

### Article 2.1 Enrolment

As a supplementation to Article 27 of the GEdR: each student must have enrolled for at least his/her major prior to the start of the academic year. Any enrolment after the start will be regarded as a late enrolment in accordance with Article 27 of the GEdR, which means that full enrolment can no longer be guaranteed. As soon as a student has enrolled for a major, the contract can be changed in accordance with Article 28 of the GEdR under specific conditions. After 31 October, any changes require written permission from the learning path counsellor.

The multiannual courses in the conservatory demand continuity. The study may not be interrupted because, after an interruption of a year (or more), there is the very real possibility that the student no longer has the competences/skills to reach the higher level. For this reason, a specific partial pathway may be supplemented with course units from the next partial pathway.

However, a student who must still complete more than 25% of the Bachelor's degree course may only include course units of the Master's degree in his/her programme after permission by the council of the School of Arts subject to well-founded substantiation on the basis of pedagogical reasons.

**Conditions for enrolment in credit contract** (Addition to article 28 General Education Regulations)

- Already before the admission test, the prospective students must indicate whether they will opt for a diploma or a credit contract. Diploma contracts are given priority.
- The level of a prospective credit contract must be absolutely conclusive. The opinion of the lecturer who will teach the student is subordinate to the decision by the committee.
- Enrolment in a credit contract (even for someone who passed the admission test) depends on the number of places available and there is a possibility of refusal.
- Transferring from diploma contract to a credit contract during the academic year is only possible if the prospective student has already passed the specific artistic admission test for a credit contract.

Enrolment under examination contract is not possible for:

- Orchestra;
- Choir;
- Kinematics;
- Instrumental accompaniment;
- Fugue 1.

**Article 2.2 Rules of 'sequentiality'** (Addition to article 31 General Education Regulations)

Sequentiality refers to the chronology in which courses must be completed by defining course pre- and co-requisites for each of the courses (see the sheets related to the course unit description on [www.kcb.be](http://www.kcb.be)).

Per course unit, enrolment for a higher level course is only permitted if the lower level course has been passed. On the basis of a motivated request, the institution may permit simultaneous enrolment for different levels.

For year-long courses that are part of a multi-year learning path, additional registration beyond the standard cut off date is exceptionally possible for certain students but cannot extend beyond March 15. This applies to students who made significant progress in the first semester and who are deemed capable of increasing their course load in the second semester. The assessment must be made formally and involves at least the instructor and the head of the specialisation.

For the specialisations Instrument/voice and Jazz the student cannot be years ahead in his/her course in chamber music or jazz ensemble in relation to the instrument courses.

- A student can only register for BA3 chamber music/ensemble if he/she is also registered in BA2 at the least for his/her major instrument.
- A master student can only register for MA2 chamber music/ensemble if he/she is also registered in MA1 at the least for his/her major instrument.

Course units of the Master's degree course may already be taken if 75% of the Bachelor's degree has been completed (exceptions may be made by the council of the School of Arts subject to well-founded substantiation on the basis of pedagogical reasons). However, enrolment for a Master's thesis (part 1) in instrument or chamber

music is not permitted if the courses GMT, Harmony and Music History have not been completed at a Bachelor's degree level.

To be able to enrol for course units of the Music Master's degree, the Encyclopaedia and Research course must have been passed (or been tolerated; also applies to the Jazz and Popular Music Master's degree).

To be able to enrol for the Master's thesis part II, the Artistic Research Practices course must have been passed. MA2 students orchestral instruments, HIPP and Polyphone instruments

To be able to enrol for the Master's thesis part II, the Artistic Research Practices course must have been passed. MA2 students in orchestral instruments, HIPP and polyphone instruments/voice must register for 30 ECTS in their major subject. The head of the programme can grant an occasional exception to this rule and must motivate such a decision.

### **Article 3. Application to enrol with the learning account committee**

Article 6 of the EhB General Education Regulations describes the procedure "application to enrol with the learning account committee". The complete file (as described in Article 6 of the EhB General Education Regulations) must be submitted to the director between 20 September and 15 November (given to the management secretarial office or sent by mail). The applicant may be invited by the learning account committee for a meeting and will be informed in writing of the decision.

### **Article 4. General operation**

#### Article 4.1 Welcoming period for new students

Each new student will participate in the artistic admission test and will meet with the senior lecturer and the board. Students who pass the artistic admission test will receive all relevant information in order to draw up their course programme in consultation with the head of the selected specialisation and the academic advisor.

#### Article 4.2 Chamber music education regulations

Upon enrolment, all students are referred to the chamber music guide on canvas.

Each student must register with one of the lecturers/assistants before 15/10 for semester 1 and before 15/2 for semester 2. He/she must also register his/her groups through <http://kamermuziek.kcb.be>.

#### Article 4.3 Piano and harpsichord accompaniment

Sheet music will be delivered through the personal post tray (or digitally after consulting your supervisor).

- B3 - M2 - PG deadlines: Test 1 before 01 November and test 2 before 15 February.
- B1 - B2 - M1 deadlines (Note: Supervision only provided up to the Easter break): 3 weeks before a rehearsal/class concert/Master's class/assessment (for non-standard repertoire with a high complexity, the supervisor is entitled to provide a more extensive timespan).
- If a B3 or M2 student wishes to use his/her own pianist for the examination, this must be requested by 1 November at the latest for test 1 and by 15 February at the latest for test 2 from the head of the programme of study via the 'external accompaniment' document that is available on Canvas – Intranet Music.
- The following is not part of the supervisor's remit: Recital Concert Musicians, chamber music repertoire with a greater formation than two and recordings/auditions for non-KCB-related objectives.

## **Article 5. Property rights**

The student will transfer all property rights to the Erasmus Brussels University of Applied Sciences and Arts that he/she is entitled to as performing artist as a result of his/her participation and/or cooperation in the performance of concerts organised by or within the framework of the Erasmus Brussels University of Applied Sciences and Arts.

The transferred property rights concern the right to reproduce the performance or have it reproduced via any audiovisual means whatsoever (including the right to execute or to hire out or loan its reproduction), the right to communicate the performance to the public by any process as well as the distribution right thereof.

The transfer of the aforementioned property rights is free of charge, applies throughout the entire world and for fifty years as from the performance. The Erasmus Brussels University of Applied Sciences and Arts in turn has the right to transfer the property rights transferred to it, whether or not in return for payment, and/or give them in an exclusive or non-exclusive licence to third parties.

The Erasmus Brussels University of Applied Sciences and Arts will manage the transferred property rights in accordance with professional use and will respect the inalienable moral right of the student.

## Supplementary Examination Regulations for the Music degree course

- The examination office is located at Regenschapsstraat 30, 1000 Brussels (student registration office); tel.: 02 213 41 24; mail: <mailto:examen.kcb@ehb.be>
- The responsible party of the examination office is Jan Vanderwegen, [jan.vanderwegen@ehb.be](mailto:jan.vanderwegen@ehb.be)
- The chairperson of the Examination board is Jan D'Haene, and the secretary is Jan Vanderwegen.
- The ombudsperson is Vera Van Mierlo, [vera.van.mierlo@ehb.be](mailto:vera.van.mierlo@ehb.be)

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 [examen.kcb.be](http://examen.kcb.be). 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.

### Article 1: Examination formats, catch-up examinations, calculation and partial results

The examination formats for the different course units in the different years can be found in the sheets "description of the course unit" (in the study guide on the [kcb.be](http://kcb.be) website).

In derogation from the information of the ECTS course descriptions, an assessment or examination time may be organised for courses where students can join a "blended learning" path in addition to the standard examinations. However, each student has only one examination opportunity in the first examination time. Whoever participates in the extra test set up and does not pass is automatically referred to the second examination session.

Departmental supplementation to Article 12 of the General Examination Regulations regarding catch-up examinations:

- If a force majeure situation is proven with test I of instrument, this degree course can be played during test II and test II may be delayed until September.
- If a force majeure situation is proven with test I of chamber music, the programme can be added to test II and test II can be postponed until September.
- For theory subjects, the student may submit a substantiated request to the head of the programme of study.
- No catch-up examinations are organised in the second session.

In accordance with Article 12 of the GER, an investigation will be carried out as to whether a catch-up examination is possible in consultation with the student and the examiner under the responsibility of the director.

For the examinations of the main instrument (Ba3 and Ma2), chamber music, the major subjects of script, conducting, composition and jazz ensemble, the board will consist of at least three members. The chairperson is the director or the head of the programme of study or the person responsible for the department or his/her representative.

The assessment for main instrument in Ba1, Ba2 and Ma1 entails a "performance time" at least twice a year, where the person responsible for the department or his/her representative is present at least once.



In Ba3 and Ma2, the annual examination consists of two tests for the main instrument, the first test being right after the winter holiday, the second test at the end of the academic year. Participation is mandatory. Students in the shortened Bachelor's degree perform only 1 test at the end of the academic year.

For students enrolled "part-time" (for half of the credits of the main instrument):

- the examination part 1 is, in principle, at the end of the year (this may be deviated from at the student's request), thus at the second test for the full-time students (except for Jazz, where part 1 is always the same as test 1);
- part 1 of the Master's thesis does not contain a research report or an interview (except for Vocal Studies).

In Ba 3, both tests count for 50% of the final grade: the two parts are added up before the final grade is rounded off. For the Jazz specialisation, however, the first test counts for 25% and the second test for 75%.

### **Master's thesis**

The Master's thesis script, orchestral instruments, polyphone instruments, historic instruments, voice, jazz instrument/voice and jazz/composition consist of two parts, which are quoted separately. Part 1 yields 12 credits and consists of the first examination. Part 2 yields 18 credits and consists of the second examination plus the research report and the interview. The research report and the interview count for a third of the grade of part 2.

Exception: the Master's thesis script consists of two equal parts of 15 credits. Part 1 entails the Fugue I examination (home test school fugue). Part 2 entails the Fugue II examination (lodge test of a free fugue) plus the research report and the interview.

The canvas intranet has a manual for the Master's thesis with all modalities per specialisation.

The deadlines for submitting the research report are announced on canvas (intranet music – Master's thesis).

Whoever does not pass part 1 of the Master's thesis may not participate in part 2 in the same academic year. Since part 1 and part 2 together make up one single course unit, the results achieved for part 1 will not be transferred to a next academic year if the student does not pass part 2.

- An interim examination board may deliberate after the first semester so that final year or SLO students who need to complete only a part of the degree course may graduate at that time.
- Students doing the shortened Instrument/Vocal Studies and Jazz Bachelor's degree course may only participate in the second public examination of third Bachelor's degree with a 30-minute degree course for their instrument (except for Vocal Studies, where the degree course must be at least 20 minutes). For Jazz, this test is not open to the public.

### **Article 2: half-yearly examinations**

Participation in half-yearly examinations is mandatory. Half-yearly examinations are included in the sheets "description of the course unit".

The study activities in the conservatory are not suspended during examinations.

### **Article 3: Tolerance rules**

As a supplementation to the EhB's General Examination Regulations, a fail is never tolerated for any course unit of 12 credits or more (main subject) and, in addition, for a number of courses with less than 12 credits (see the sheets "description course unit").

Course units that span several years and with regard to which the content continuous can only be tolerated for the final level.

#### Article 4: Recognition and calculation of a degree of distinction

Degrees of distinction (cum laude, magna cum laude and summa cum laude) are only awarded in the years in which a diploma is achieved (Ba3 and Ma2). The percentage is calculated based on the results of the final study degree course (60 credits) of the standard learning path. With a flexible learning path, it is therefore possible for certain course units to be included for the degree of distinction even though they do not belong to the specific study course of the student in that academic year (and vice versa).

#### Article 5: Publicising results

Students are informed as to the exact credits of midterm examinations, interim examinations and half-yearly examinations. Codes are not used.

All notifications of results prior to the graduation ceremony are always conditional.

#### Article 6: Right of inspection

Each student may inspect his/her written examinations and improvements thereof up to one week after the closing of the examination session. The student must make an appointment with the relevant lecturer.

Upon request, each student may receive a copy of an extract of the official report of the examination board that applies only to the student concerned at the latest until 4 days after receiving the examination results. He/she must approach the responsible department representative, the secretary or the ombudsperson.

#### Article 7: board operation

Examining boards act as a committee. Each examining board member will examine and mark individually and provide his/her marks to the chairperson after the examination and before any deliberations take place. After deliberations on the average, the results will be determined by committee decision. The board members may not provide information to students about the deliberations under any conditions.

#### Article 8: No second examination session possible

Many course units do not have a second examination opportunity: see the sheets "description of the course unit" in the study guide (on the kcb.be website) or canvas.

#### Article 9: Submitting examination degree course for instrument/voice major

At least 14 calendar days before an instrument/voice major examination, the student must submit his/her degree course electronically on <http://examen.kcb.be>.

Students who submit their degree course late cannot be included in the examination schedule.

The student is responsible for this degree course fulfilling the requirements for his/her academic year. The examination degree courses are on Canvas–Intranet Music.

It is not permitted to present the same work for the instrument and chamber music course in the same year, or in the same course for different academic years. This means that a work already programmed for a performance in Ba1, Ba2 or Ma1 (continuous assessment, see Article 1) cannot be played again for the examination in Ba3 or Ma2. For a repeat year of a course, the same works may be performed wholly or in part.

#### Article 10: Examinations for chamber music course

The Chamber Music Guide available on Canvas, contains instructions regarding the exam in chamber music.

### Article 11: Accompaniment

The student is personally responsible for the accompaniment receiving all sheet music of examination works before 1 November (test I) and before 15 February (test II) for the current academic year. If these deadlines are not kept, the student may no longer request accompaniment.

### Article 12: Attendance

The student is responsible for being present at the examination on time. The standard is set to be present 1 hour before the start of the scheduled examination time (except at the starting time) in order to compensate for gaps in the examination protocol. The student must also take into account that a delay may occur in the examination protocol and, if necessary, must be available beyond the scheduled time.

### Article 13: Examinations in the lodge

With examinations in the lodge (Music Theory), the possession of a mobile phone or computer is prohibited and these devices must be given to the supervisor of the examination before the start of the examination. Workbooks, notes, realisations, guides, etc., in connection with harmony/counterpoint/fugue are not permitted. Non-compliance with this article will be regarded as cheating and automatically becomes subjected to an examination disciplinary committee.

### Article 14: Recording

The Master tests are recorded by the conservatory and the sound carrier will be archived.

One's own electronic recording equipment is permitted at public examinations for instrument/voice or chamber music. However, this may not affect the course of the examination in any way whatsoever.

Sound recordings at non-public examinations are prohibited.

### Article 15: Copyrights

At all public examinations the students must conform to the laws and obligations with respect to copyright and publication rights.

### Article 16: Erasmus exchange

The Master's thesis of Master's degree 2 must always be done in your own institution and will only be included in an exchange programme with the explicit permission of the head of the programme of study. If permitted, all units of the major examinations will take place at one's own institution.

- For incoming Erasmus students that include in their study course a major that is a part of the Bachelor's or Master's degree thesis – regardless of whether they are coming to study at the KCB for a semester or a full academic year -, will be given an adjusted assessment by the lecturer. They do not need to take part of the regular examination session for the major with a board of examiners. They will, after all, attain their diploma at the home institution.
- Outgoing B3 Erasmus students can expand the exchange programme with a second semester with the express permission from the head of the programme of study.

### Article 17: Master's thesis

The Master's thesis includes the final examination of the major as established for the different specialisations (see "manual for Master's thesis" on canvas).

In addition, there is a short oral test (approximately 15 minutes per student), following the Ma2 final examination that is related to the entire degree course played. For this test, the student will have a written preparation (no minimum volume is established, see manual). This preparation will be submitted to the student registration office at the latest 2 weeks prior to the examination, in an electronic version and in paper

version in accordance with the direction in the manual. When examinations (such as piano, violin, etc.) take place over several days, the date of the first examination day applies for all parties.

The oral test will take place after the public examination (behind closed doors) because the past interpretation may then be involved. The test must fit in with the concert degree course closely enough so that both form one whole. The oral test will determine whether the student has done research at a sufficiently deep level to benefit his/her artistic performance. The student may use notes at the examination (open book). For the marking, the board will base itself on the oral test and on the preparatory documents.

Asking the "research question" is essential, which research takes places before the performance.

There is no second examination opportunity for a Master's thesis, which means that a second opportunity for the oral test is not possible.

**The board will draw up a report about the Master's thesis for which the following questions will serve as a guideline:**

1. The degree course and its performance rest on thorough and methodical artistic research. The sources used must be of a satisfactory level, sufficiently broad and contain recent information (international as well).
2. The student may reflect on and communicate about his/her artistic starting principles, choices and objectives. Research, artistic performance and interview are coherent, forming a comprehensive whole.
3. Profession-specific competences per specialisation:
  - Instrument: podium presence, technical control, artistic expression, knowledge of style and instrument-specific competences (for example, knowledge of type of voice in Voice).
  - Music Theory: technical mastery and insight, knowledge of style, originality, artistic expression and awareness of quality.
  - Composition: technical mastery, own language, originality, knowledge of style and artistic expression.
  - Conducting: technical mastery, knowledge of style, artistic expression, knowledge of sheet music, contact with orchestra.
  - Jazz: podium presence, technical mastery, artistic expression, knowledge of style, group integration, quality and originality in improvisation.

Article 18: Study progress provisions – refusal to enrol.

In addition to Article 38 of the General Examination Regulations, a new student to the Music programme of study who has passed less than 25% of the included credits after the first enrolment year, may be refused when enrolling again.

## **Supplementary Legal Position Regulations for the Music degree course**

Information about the ombudsperson and his/her contact details will be notified upon commencement of the academic year via the intranet.

The ombudsperson Vera Van Mierlo can be reached via [vera.van.mierlo@ehb.be](mailto:vera.van.mierlo@ehb.be).

Explanation with Article 25 §4 of EhB Legal Position Regulations

- Participation in the course units of orchestra, choir, consort of instruments and jazz ensemble that are included in the student's study course is always mandatory. If the student does not participate, he/she will not pass the course unit concerned. The examination board will assess the absence. With absence due to proven force majeure, a different study course may be imposed by the head of the programme of study.
- For an instrument major, participation in both presentations in the framework of continuous assessment is mandatory. With absence due to proven force majeure, the presentation must be done on another date.
- With other course units with continuous assessment, a minimum attendance of 75% in relation to the course units is required to make an assessment by the lecturer possible unless explicit written and prior agreement is given by the lecturer. The modalities are included in the ECTS course description (can be consulted via canvas).



## **Supplement to the General Educational Regulations specific to the Postgraduate Certificate Programme in Music**

This text represents a supplement to the General Education Regulations of the Erasmushogeschool Brussel. The BAMA programmes in Music and Musical, the Educational Master/ SLO and the Postgraduate Certificate Programme in Music each have their own separate supplement to the General Educational Regulations of the Erasmushogeschool Brussel.

### Article 1: Rules governing the artistic admission test

In order to be admitted to the Postgraduate Certificate Programme in Music, the student must hold a Master's degree and successfully pass an artistic admission test in his/her chosen discipline.

Admission tests are held in April/May. Prospective students must register online for the tests at the latest 14 calendar days prior to the date of the examination. The test fee is 30 euros and must be paid in full in advance. Very exceptionally a different testing date can be granted upon request.

The artistic admission test consists of (1) a project proposal drawn up by the prospective candidate in consultation with an instructor/academic supervisor and (2) an artistic programme of at least 20 minutes performed by the candidate and related to the project proposal submitted. The required discipline specific programmes can be consulted online through <http://tp.kcb.be/>.

Candidates for the Postgraduate Certificate Programme will only be accepted if there are seats remaining after all successful candidates for the Bachelor and Master in Music have been admitted.

### Article 2 Proceedings

The Postgraduate Certificate Programme can be taken on a semester or an annual basis (2 semesters). Students who sign up for one semester cannot spread the programme throughout both semesters of the year. A maximum of 4 semesters can be taken within the same discipline.

Welcoming new students:

All prospective student must take the artistic test and can meet the instructors and members of the jury at that time. Subsequently a conference will be scheduled between the head of the selected specialisation and each candidate who successfully passed the admission test. All necessary information about the study programme will be provided at that time.

### Article 3. Property rights

The student will transfer all property rights to the Erasmushogeschool Brussel that he/she is entitled to as performing artist and as a result of his/her collaboration on and/or participation in the performance of concerts organised by or in the context of the Erasmushogeschool Brussel.

The transferred property rights concern the right to reproduce the performance or have it reproduced by any audiovisual means whatsoever (including the right to loan or lease its execution or reproduction), the right to communicate the performance to the public by any means as well as the right to distribute it.

Transfer of the aforementioned property rights is free of charge, applies throughout the entire world and for a period of fifty years from the date of performance. The Erasmushogeschool Brussel in turn has the right to transfer the property rights transferred to it, whether or not in return for payment, and/or give them in an exclusive or non-exclusive licence to third parties.

The Erasmushogeschool Brussel wil manage these transferred property rights in accordance with honest professional practices and respectful of the student's inalienable moral right.

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| <b>Supplement to the General Examination Regulations specific to the Postgraduate Certificate Programme in Music</b> |
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The office of examinations is located at Regentschapsstraat 30, 1000 Brussel (student office)

Tel: 02 213 41 24 mail: [examen.kcb@ehb.be](mailto:examen.kcb@ehb.be)

Administrator of the Office of Examinations: Janoika Degroote

Chair of the Examination Committee: Jan D'Haene

Ombuds: Vera Van Mierlo [vera.van.mierlo@ehb.be](mailto:vera.van.mierlo@ehb.be)

Enrolment for the academic year includes automatic registration for **the first exam session**.

Students who wish to participate in the **second exam session** must register for it online before August 1 through [examen.kcb.be](http://examen.kcb.be). Upon registering they must list the courses for which they intend to take exams in the second session. Students will be informed about the registration procedure through their Ehb e-mail after the exam deliberations of the first exam session have been concluded.

#### Article 1. Exam formats

After having successfully passed the admission test, the jury will determine the exam format based on the project proposal submitted. Possible formats are for instance a CD-recording, participation in auditions, a recital.

Each student must be evaluated at least once per academic year. A student who enrolls for both semesters in the academic year, can choose to be evaluated at the end of the academic year for the entire course or at the end of each semester.

#### Article 2: Jury proceedings

The jury counts at least 3 members. The jury can be chaired by the director of the school or the head of the programme or the head of the specialisation or a designated delegate. The jury acts as a body. Each member of the jury evaluates and grades the students independently and submits his/her grades to the chair before any deliberation has taken place. After deliberating about the average of the score, the commission decides on the final grade. Jury members cannot disclose information to students about these deliberations.

#### Article 3: No second session

Retake exams are not possible in the Postgraduate Certificate Programme in Music.

#### Article 4: Presence

It is the students' responsibility to present themselves punctually for examinations. They should be present one hour before their allotted exam starting time, so possible gaps in the exam schedule can be filled. Students should also take possible delays into account and must therefore schedule to be available beyond their allotted timeslot.

#### Article 5: Recordings

Personal electronic recording material is allowed during public examinations. It should not, however, interfere with the course of the exam in any way.

Audiorecordings are not allowed during exams that are not public.

#### Article 6: Copyright

For public examinations students must observe the law and obligations with regard to copy- and publication rights.

|  |
|--|
| <b>Supplement to the General Regulations on Legal Position specific to the Postgraduate Certificate Programme in Music</b> |
|--|

Information and contact information about the ombuds is available through the Intranet at the start of the academic year. The ombuds is Vera Van Mierlo ([Vera.van.mierlo@ehb.be](mailto:Vera.van.mierlo@ehb.be)).



## **Supplementary Education Regulations for the Musical degree course**

### Article 1. Regulations for artistic admission test

Admission tests take place in April/May and in September. In the first period, the tests are spread over 3 days.

Candidates must submit a video recording for the vocal section of the test. A first selection will be made on that basis. They will subsequently be invited to continue the admission test in person on one of the audition days.

The submission of a video recording for the vocal section is also required for the admission test in September. In the second period in September all parts of the test must be completed in one day as there are fewer candidates for that session.

The dates are posted on the website or can be obtained from the student registration office.

The final date for enrolment for the first period is at the latest one week before the first examination day in May; for the second period, at the latest one week before the first examination day in September. As an exception and with substantiation, a different date may be requested for the test. Enrolling for the admission test is done online.

Prospective students may request an opinion prior to this and can take a non-binding singing test during the open house. This procedure may not replace the actual admission test.

Artistic admission test for the Musical degree course

See information at [www.kcb.be](http://www.kcb.be).

The board will consist of at least:

- the chairperson: the director or head of the programme of study or their representative;
- section heads for the disciplines Voice, Acting and Dance;
- at least one external expert.

The board acts as a committee arriving at a joint decision after deliberations in consultation and in consensus. The board will announce its decision: accepted or not accepted and possibly will also determine to which pathway the prospective student is accepted. The reasoning of this decision is part of the minutes, of which the prospective student may request to see the passage that relates to him/her.

The results of the artistic admission test is only valid for the academic year concerned. A person who is admitted and does not enrol must participate in the admission test again.

A student who interrupts his/her study for a period of more than one academic year must pass the admission test again.

An Erasmus student who wants to enrol as a regular student after his/her visit must also pass the admission test.

The prospective student must indicate clearly on the enrolment form of the artistic admission test whether he/she is opting for a:

- diploma contract;
- credit contract.

Students admitted for a specific contract may change his/her contract type up to and including 31 October or in the period described in Article 48 §5 of the General Education Regulations. This is only possible if the student has passed the admission test connected with this type of contract for which he/she wants to enrol (see below).

There is an appeals procedure to dispute the decisions of the committee for the artistic admission test: see the General Education Regulations of EHB (GEr Article 24).

The acceptance test to be accepted for the Master's degree course will be sat before the transfer programme starts.

Candidates will be asked to write a personal file (must be submitted by 31 August at the latest) and to defend it during an intake interview that continues during the 2<sup>nd</sup> week of September.

## Article 2. Flexibility

### Enrolment

The multiannual courses in the conservatory demand continuity. The study may not be interrupted because, after an interruption of a year (or more), there is the very real possibility that the student no longer has the competences/skills to reach the higher level.

### Conditions for enrolment under a credit contract

- Already before the admission test, the prospective students must indicate whether they will opt for a diploma or a credit contract. Diploma contracts are given priority.
- The level of a prospective credit contract must be absolutely conclusive. The opinion of the lecturer is subordinate to the decision by the committee.
- Enrolment in a credit contract (even for someone who passed the admission test) depends on the number of places available and there is a possibility of refusal.
- Transferring from diploma contract to a credit contract during the academic year is only possible if the prospective student has already passed the specific artistic admission test for a credit contract.

Enrolment under an examination contract is not possible for the Musical course units.

*For prospective students who show more than average talent or virtuosity in a specific field, by admission under deviant admission requirements, the age limit may be deviated from.*

Rules of 'sequentiality': the chronology with which courses must be completed within the flexibility framework (see the sheets regarding the description of the course unit).

### General

Per course unit, enrolment for a higher level is only permitted if the lower level has been passed.

The Musical programme of study has separate regulations: the entire programme of study is based on group work. All courses are related to one another and to the projects. For this reason, it is absolutely necessary that each student belongs to a clear-cut group and that the study activities of that group be geared to one another. Students who want to follow courses with another group (a different year, in the old terminology) will immediately encounter conflict with the overfull timetable.

Sequentiality of the course units in Musical: A student who enrolls in the course Project & Production at a certain level must also take the following related courses: Dance, Voice, Acting, Diction & Phonetics, Scenography, Elective, Song & Dance, Audition training, History of Musical, Expression & Creation

#### Article 3. Application to enrol with the learning account committee

Article 6 of EhB's General Education Regulations describes the procedure "application to enrol with the learning account committee". The complete file must be submitted to the director between 20 September and 15 November (given to the management secretarial office or sent by mail). The applicant may be invited by the learning account committee for a meeting and will be informed in writing of the decision.

The academic advisor and the head of the programme confer on whether an exception is warranted and establish a study programme if applicable.

#### Article 4. General proceedings

Welcoming period for new students:

Each prospective student will participate in the artistic admission test and will meet with the lecturers and board members. After the acceptance test, the successful students will have an interview with the head of the programme of study. They will receive all information about their degree course.

#### Article 5. Property rights

The student will transfer all property rights to the Erasmus Brussels University of Applied Sciences and Arts that he/she is entitled to as performing artist as a result of his/her participation and/or cooperation in the performance of concerts organised by or within the framework of the Erasmus Brussels University of Applied Sciences and Arts.

The transferred property rights concern the right to reproduce the performance or have it reproduced via any audiovisual means whatsoever (including the right to execute or to hire out or loan its reproduction), the right to communicate the performance to the public by any process as well as the distribution right thereof.

The transfer of the aforementioned property rights is free of charge, applies throughout the entire world and for fifty years as from the performance. The Erasmus Brussels University of Applied Sciences and Arts in turn has the right to transfer the property rights transferred to it, whether or not in return for payment, and/or give them in an exclusive or non-exclusive licence to third parties.

The Erasmus Brussels University of Applied Sciences and Arts will manage the transferred property rights in accordance with professional use and will respect the inalienable moral right of the student.

## **Supplementary Examination Regulations for the Musical degree course**

The examination office is located at Regentschapsstraat 30, 1000 Brussels (student registration office). Tel.: 02 213 41 24 and mail: [examen.kcb@ehb.be](mailto:examen.kcb@ehb.be)

The responsible party of the examination office is Jan Vanderwegen, [jan.vanderwegen@ehb.be](mailto:jan.vanderwegen@ehb.be)

The chairperson of the examination board is Jan D'Haene, the secretary is Jan Vanderwegen.

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 before 1 August, in person with the secretary or by e-mail/letter. When enrolling, they must indicate the course units for which they want to sit the examination in the second examination session.

### Article 1: Examination formats, calculation and partial results

For the different course units in the different years both continuous assessments and examinations are set up: see the sheets "description of the course unit" on <http://www.erasmushogeschool.be/ECTSinfo>.

For the examinations of Musical Project & Production, the board will consist of at least three members.

### Article 2: Tolerance rules

A fail is never tolerated for any course unit of 12 credits or more (main subject) and, in addition, for a number of courses with less than 12 credits (see the sheets "description of the course unit").

Each grade lower than 8 out of 20 is not tolerable.

The tolerance rule is applied in accordance with the "all or nothing" principle: if the sum of all failures weighed exceeds the tolerance value, no failure at all is tolerated.

The tolerance rule applies to both examination sessions.

In exceptional cases, the application of the tolerance rule in its entirety may be deviated from subject to detailed justification.

### Article 3: Recognition and calculation of a degree of distinction

Degrees of distinction (cum laude, magna cum laude and summa cum laude) are only awarded in the diploma year. The percentage is calculated based on the results of 60 credits:

- All credits from the 4th year of the standard study track;
- Plus credits from Project/Production in the 3<sup>rd</sup> year of the standard study track;
- Plus credits from Song & Dance 3.

### Article 4: Publicising results

Students are informed as to the exact score of midterm examinations and interim examinations. Letter codes are not used for any course.

The student is not informed of the final results of a course unit before the final official administrative validation of the results.

#### Article 5: Right of inspection

Each student may inspect his/her written examinations and improvements thereof up to four weeks after the closing of the examination session (not including the holiday periods), at the examination office in the presence of the examination secretary or his/her representative.

Upon request, each student may receive a copy of an extract of the official report of the examination board that applies only to the student concerned at the latest until 4 days after receiving the examination results. He/she will address the head of the programme of study, the secretary or the ombudsperson.

For the appeals procedures with respect to material errors (GER Article 45), examination decisions (GER Article 46), and examination disciplinary decision (GER Article 24): see General Examination Regulations of the Erasmus Brussels University of Applied Sciences and Arts Brussels.

#### Article 6: Board of examination operation

Examining boards act as a committee. Each board member will examine and mark individually and provide his/her marks to the secretary after the examination. After deliberations on the average, the results will be determined by committee decision. The board members may not provide information to students about the deliberations under any conditions.

#### Article 7: No second examination session possible

There is no second examination opportunity for Project & Production: see the sheets "description of the course unit" at <http://www.erasmushogeschool.be/ECTSinfo>

#### Article 8: Attendance

The student is responsible for being present at the examination on time. The standard is set to be present 1 hour before the start of the scheduled examination time in order to compensate for gaps in the examination protocol. The student must also take into account that a delay may occur in the examination protocol and, if necessary, must be available beyond the scheduled time.

#### Article 9: Copyrights

At all public examinations the students must conform to the laws and obligations with respect to copyright and publication rights.

#### Article 10: Erasmus exchange

The final examination of the main subject in the final year (Project & Production) must always take place at the institution of the student (i.e. before a board composed of members of the Education Staff of the Conservatory). The results that students acquire in an Erasmus exchange serve only as an indication here.

#### Article 11

An internship organised by the programme of study in collaboration with a professional partner, with a public performance as a final phase, will be assessed as a part-time examination and included in the final assessment Production.

With the assessment, the artistic team of the partner will fill an advisory function. A board composed of lecturers of the programme of study, at least 1 from Voice, 1 from Drama, 1 from Dance, will award the points.

During the entire period, the students must follow the regulations of the receiving institution.

## **Supplementary Legal Position Regulations for the Musical degree course**

Information about the ombudsperson and his/her contact details will be notified upon commencement of the academic year via the intranet.

Explanation of Article 25 §4 of the General Legal Position Regulations:

- Participation in all rehearsals and services of the "Project & Production" course unit that is included in the student's study course is always mandatory. If the student does not participate, he/she will not pass the course unit concerned. The examination board will assess the absence.

## **Supplementary Education Regulations: Shortened Educational Bachelor of Musical and Educational Master in Music and Performing Arts**

### Article 1. Admission requirements:

- for the Shortened Educational Bachelor of Musical
  - o Bachelor's Diploma in Musical;
  - o Minimum required starting level in Dutch language skills: B2;
  - o Every student who wants to enrol in the shortened educational Bachelor of Musical 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. The student must be able to submit proof of participation during enrolment.
  - o A student who achieved his/her Musical Bachelor's degree diploma at a different institution and not the EhB, must sit a required (non-binding) orientation test in solfège at the beginning of the academic year. If the student does not pass, we recommend including the solfège basic subject (Musical programme of study) in a credit contract.
- For the Educational Master in Music
  - o Master's Diploma in Music;
  - o Under very specific circumstances listed below, the School's director can admit a student to the consecutive track of the educational master in Music even though the student does not yet hold the required master's degree to gain access to that study track:
    - The prospective student must motivate his/her request in writing and submit it to the director through the head of the programme and the academic advisor;
    - The course load the student intends to register for, must be realistic and feasible for that student in light of that student's overall study progress;
    - The student must have successfully completed at least half of the credits necessary to earn the initial master's degree and must have successfully completed Master 1 of his/her major subject.

The master's degree in Music must have been earned and the student must have successfully completed the course work for the educational master before he/she can receive a teacher's diploma. The student can meet both of these requirements during the same exam period.

- o 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 academic year in Dutch secondary education; or who has been declared as having passed with a total course load of at least 60 credits in Dutch 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).
- For the Educational Master in Drama
  - Master's Diploma in Drama;
  - Under very specific circumstances listed below, the School's director can admit a student to the consecutive track of the educational master in Drama even though the student does not yet hold the required master's degree to gain access to that study track:
    - The prospective student must motivate his/her request in writing and submit it to the director through the head of the programme and the academic advisor;
    - The course load the student intends to register for, must be realistic and feasible for that student in light of that student's overall study progress;
    - The student must have successfully completed at least half of the credits necessary to earn the initial master's degree.

The master's degree in Drama must have been earned and the student must have successfully completed the course work for the educational master before he/she can receive a teacher's diploma. The student can meet both of these requirements during the same exam period.

- 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 academic year in Dutch secondary education; or who has been declared as having passed with a total course load of at least 60 credits in Dutch 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).

#### Article 2. Regulations and guidelines with respect to an internship and Master's thesis (as a supplementation to the General Regulations: EdR 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.

#### Article 3. Code of conduct – activities with external partners (as a supplementation to the General Regulations: EdR Art. 61-62)



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.

### **Supplementary Examination Regulations: shortened Educational Bachelor of Musical and Educational Master in Music and Performing Arts**

#### Article 1. Examination office (as a supplementation to the General Regulations: ER-Art.3)

The examination office is located at Regenschapsstraat 30, 1000 Brussels (student registration office). Tel.: 02 213 41 24 and mail: [examen.kcb@ehb.be](mailto:examen.kcb@ehb.be)

The responsible party of the examination office is Jan Vanderwegen, [jan.vanderwegen@ehb.be](mailto:jan.vanderwegen@ehb.be)

The chairperson of the examination board is Jan D'Haene, the secretary is Jan Vanderwegen.

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.

#### Article 2. 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.

#### Article 3. 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 internal board on the basis of established assessment criteria (which the student is given in the manual) where the recommendations of the external subject mentors are taken into consideration.

#### Article 4. Assessment of internship and Master's thesis (as a supplementation to the General Regulations: ER-Art. 17)

All conditions 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 digitally on the CANVAS online learning platform.

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.

Article 5. 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.

Article 6. 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.

Article 7. 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 and ask for feedback. This applies to all examination sessions.

## **Supplementary Legal Position Regulations: shortened Educational Bachelor of Musical and Educational Master in Music and Performing Arts**

Information about the ombudsperson and his/her contact details will be notified upon commencement of the academic year via the intranet.

### Article 1. Code of conduct (as a supplementation to the General Regulations: LP-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 nevertheless participates 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.