

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

**RITCS I
Royal Institution for Theatre, Cinema & Sound**

2022-2023

1. Supplementations to the Education Regulations (GEaR)

Chapter 2: Organisation of the academic year

Article 3

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 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://login.ehb.be/login>).

Chapter 3: Admission requirements

3.1. General

Article 5 Language requirements

Level B1 is minimally required for admission into the bachelor programme in drama.

There is no minimal language requirement for admission into the master programme in drama.

All other degree programmes at Ritcs minimally require level B2 for admission.

Article 6 Learning account

The application must be submitted electronically to the director and the academic advisor katrien.fauville@ehb.be

3.4 Special admission requirements

Article 14 Artistic admission test

Regulations for the artistic admission test: 2022-2023
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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
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- 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.

3.5 Master programmes

Article 16 Admission

In order to enrol in a particular specialisation of the Master in Audiovisual Arts or Drama, RITCS students must hold a Bachelor degree in Audiovisual Arts or Drama with the corresponding specialisation. Exceptions to this rule are very rare and must be decided on by the RITCS Council.

Article 20 Simultaneous enrolments

Provided certain specific conditions apply, students can be allowed to register for a master programme and/or a preparatory or bridging programme even though they do not yet hold the bachelor degree required for admittance to these programmes. To qualify for this exception students must have completed at least 70% of the required bachelor, preparatory or bridging programme and can only register for the master thesis if all remaining courses from the bachelor programme have successfully been completed by January of the same academic year. Applications for simultaneous enrolment must be submitted to the academic advisor katrien.fauville@ehb.be

3.8. Enrolment in individual courses with a credit or examination contract

Article 23

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

Chapter 6: Tuition and fees

6.1. Tuition

Article 47 Tuition for students from outside of the European Economic Area (non-EEA students)

Prospective students from outside the European Economic Area can be granted a reduction in tuition fees if they show exceptional artistic potential. Applications should be submitted to the academic advisor katrien.fauville@ehb.be

2. Supplementations to the Examination Regulations (GER)

Chapter 2: Exam organisation

Article 3 Examination office

Examination office: Stefan Geldof
02/507.14.62 – stefan.geldof@ehb.be
Office of the Ombuds: Jan Bulckaen
02/507.14.59 – jan.bulckaen@ehb.be

Article 7 Exam schedule

Under the Council's supervision comprehensive and detailed exam schedules are drawn up for each study track and course. The schedules for both the first and second exam session will be announced to the students through the RITCS-website.

Article 9 Examination opportunities

Course units that cannot be retaken (= no second exam session possible) are clearly marked as such in the ECTS course description and in the programme (www.ritcs.be).

For courses that are evaluated through a combination of continuous assessment and a final written or oral exam, only the final exam can be retaken during the second exam session; the score for continuous assessment remains.

Article 10 Participation in exams

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

Article 12 Make-up exam

For excused absences a make-up exam period is scheduled in both the first and second exam session; make-up exams can be scheduled in consultation with programme management and the student counsellor.

Chapter 3: Evaluation formats

Article 17

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 through e-mail or through the digital learning platform Canvas.

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 18 Database of Graduation projects

All students must enter a digital copy of their final work into the database of graduation projects by the deadline imposed by their programme management.

Chapter 5: Grading

5.3. Examination decision for the whole of a degree course

Students who are sufficiently advanced in their programme to graduate in January, must submit an application thereto with the Council before November 1 (through the academic advisor katrien.fauville@ehb.be)

Article 34 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.

Chapter 7: Announcement of examination results

Article 40: Freedom of information on examinations

Freedom of information grants students the right to view the corrected copies of their written examinations after results have officially been announced and/or posted. To that end written examinations will be available on feedback day with their lecturers. In the presence of the examiner they can review and discuss their exam and can request the assistance of the ombuds in this process. Students must submit requests for feedback to their lecturers.

3. Supplementations to the Legal Position Regulations (LPR)

Chapter 4: Grievance procedure against educational provisions

Article 10 Ombudsperson

Jan Bulckaen is the ombudsman for the degree courses of the RITCS.
Jan.Bulckaen@ehb.be (+32 (0)2 507 14 55).

Chapter 7: Code of conduct and disciplinary procedure

7.1 Code of conduct

Article 2 Code of conduct - Absences

If a student is lawfully 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 ombudsperson to make an arrangement.

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.

Supplementation to the General Education Regulations (GEdR): 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 degree in Audiovisual Arts
- Under very specific circumstances listed below, the School's director can admit a student to the consecutive track of the educational master in the Audiovisual Arts 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 by way of 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 Audiovisual Arts 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 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: GEdR 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 Regentschapsstraat 30, 1000 Brussel (student registration office). Tel.: 02 213 41 24 and mail: examen.kcb@ehb.be

The responsible party of the examination office is Janoika Degroote, Janoika.degroote@ehb.be

The chairperson of the examination board is Jan d'Haene.

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 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.

Exam results will be posted in iBamaflex. After the official publication of examination results, students may view their examinations. This applies to both exam sessions.

Supplementary Legal Position Regulations (LPR): Shortened Educational Bachelor and Educational Master in Audiovisual Arts

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.