

**SUPPLEMENT TO THE GENERAL  
EDUCATION AND EXAMINATION  
REGULATIONS**

**Koninklijk Conservatorium Brussel  
(KCB)**

**The Royal Conservatory of Brussels**

**2025-2026**

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The present document is a supplement to the General Education and Examination Regulations of the Erasmushogeschool Brussel.

There are separate supplements for each of the following study programs: (1) the bachelor & master programs in music; (2) the postgraduate certificate program in music; (3) the bachelor and master program in musical, (4) the postgraduate certificate program in musical and (5) the abridged educational bachelor program in musical & educational master program in music and performing arts.

## Study program in music

### 1.1. Supplement to the general rules on education

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

Admission tests take place in April/May. Deadline for registration is 14 calendar days prior to the examination date. Registration must be done online. The charge for participation is 30 euros which must be paid in advance. As an exception and with substantiation, a different test date can be requested.

Prospective students can request an opinion prior to the exam date, preferably by means of a DVD or CD recording. This trial cannot replace the actual admission test. If exceptional circumstances seriously hamper the possibility for travel, a video recording can be substituted for a live admission test.

Prospective students who successfully passed the admission test, will forfeit their guaranteed spot in the study program if they fail to enroll and pay the deposit by August 1.

The curricula of all specializations can be found on the website (see [www.kcb.be](http://www.kcb.be), or <http://tp.kcb.be>).

#### Article 1.1. (supplement to ED Art. 5,12,21)

##### *Specialization Composition and Conducting*

The artistic admission test for the specializations Composition and Conducting includes a placement and an artistic test. The placement test covers general musical training (Algemene Muzikale Vorming AMV) and harmony and must be completed prior to sitting for the artistic test. The artistic test is aimed at evaluating competency in one's chosen major.

1. The artistic test is mandatory for all candidates.
2. Succeeding in the placement test requires successful performance in both general musical training and harmony. These tests must be taken in a fixed order: participation in the test "in loge" for harmony is conditioned upon successful completion of the test in general musical training.

If a credit certificate shows that the required level for General Musical Training and/or Harmony has already been reached in previous studies, an exemption can be given for one or both parts of the test.

Candidates who sign up for the Master Composition or Conducting and hold a corresponding bachelor diploma, are also exempt from the placement test.

Results on the placement test are classified in three color-coded categories: code green (satisfactory); code orange (extra attention needed to General Musical Training (AMV) and/or Harmony); code red (insufficient basic knowledge). Code red on the placement test implies immediate termination of the admission test. For code orange the jury of the artistic test can motivate why they would still want to admit a student in some cases.

### *Specialization Jazz*

The artistic admission test for the bachelor program in the specialization jazz includes a theoretical and a practical test (see <http://tp.kcb.be/> for more information).

### *All other specializations*

The **admission test** for all other specializations consists of a general part and an artistic part: in the general part basic skills in music are evaluated 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. A credit certificate in AMV1 (General Musical Training 1) is required for the specializations Composition and Conducting. In addition, a test in music writing must be taken "in loge"<sup>1</sup> 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 test in music writing.

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

### *All specializations*

Candidates can bring their own accompaniment (if applicable) or – for standard repertoire - they can make use of accompaniment (piano, harpsichord) provided by the conservatory. Candidates must provide sheet music for the piano accompaniment. They will not be able to rehearse with the accompanist prior to the test. At the time of the test itself, the jury's chairperson will inform the candidate which pieces to play.

In addition to motivation and maturity, language proficiency is also evaluated during the test as this is key to ensuring optimal support to students during their study program.

Language proficiency at level A2 is recommended for a study program in English.

Students who do not reach level B1, will be given an individualized study track which does not include linguistically demanding courses or theoretical courses. In the mean time, these students are required to improve their language proficiency (Specification of ED article 5: Dutch language proficiency at the B2 level is required for study programs in Dutch).

The artistic admission test for the specialization Jazz in the bachelor program includes a theoretical and a practical test (see <http://tp.kcb.be/> for more information).

The jury will consist of at least:

- The director or his/her delegate as chairperson;
- Course lecturer(s).

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). Decisions must be substantiated in the minutes. Candidates are entitled to view that section of the minutes which pertains to them. The student office is in charge of communicating the results in writing.

The result of the artistic admission test is only valid for the academic year concerned.

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<sup>1</sup> Taking a test "in loge" means that the student is sequestered in a room (=“loge”) to take the test. This isolation guarantees that the student cannot use any outside information during the test.

Candidates who have been admitted but do not enroll, must - in future - participate in the admission test again. In exceptional cases, the head of the study program can make a substantiated decision to deviate from this rule (e.g. in case of visa problems).

Students who interrupt study of their major subject for an entire academic year or longer, must retake and pass the admission test again.

Erasmus students who want to enroll as regular students after finishing their exchange program, must also successfully pass the admission test.

On the registration form of the artistic admission test candidates must indicate clearly which enrollment contract they intend to take: a diploma contract, a credit contract or an examination contract.

Students who have been admitted within a specific contract type can change this contract type at any time in accordance with the provisions of article 30 of the general rules on education. However, this is only possible if the student has successfully passed the admission test within the alternate contract type (see infra).

An appeal can be lodged against decisions made by the artistic admissions commission. See the general rules on education, article 21.

Foreign language candidates who successfully passed the artistic admission test but cannot enroll because they do not meet all requirements regarding prior education, can take an aptitude assessment in English. Successfully passing this aptitude assessment only entitles the candidate to enroll in the bachelor program in music at the Royal Conservatory of Brussels (School of Arts, Erasmushogeschool Brussel).

#### Article 1.2. (supplement to ED Art. 21)

An **artistic admission test for individual theoretical subjects** is also possible. It allows students to enroll in a credit contract and take classes and exams in the following subjects (as an elective in another study program, in a professional context, out of interest, etc.):

- Encyclopedia and research;
- Music history;
- Cultural history;
- Introduction to philosophy;
- Historical music;
- Historical documentation;
- Philosophy and aesthetics of early music;
- History of jazz;
- Musician in Society;
- Music management;
- Artistic research practices;
- Choir (subject to an orientation test and availability of spots);
- GMT (General Musical Training) ear training and theory 1, 2 (subject to having taken the first test: test basic musical competence);
- GMT (General Musical Training) rhythm and intonation 1, 2 (subject to having taken the first test: test basic musical competence)
- Orchestra/Consort (subject to an orientation test and availability of spots for the candidate's instrument).

The format of this test is an interview with the candidate during which the jury assesses the candidate's motivation, maturity, background and language knowledge in relation to the course the candidate would like to enroll in. A brief orientation test in music is also required for courses which involve active use of instruments and vocals (choir, orchestra, general musical training (AMV)).

The artistic admissions commission for theoretical subjects operates in the same manner as the artistic admissions commission for the different specializations within the bachelor program with respect to its composition and ways of deliberating and making decisions.

Students will earn credit certificates upon successful completion of these theoretical courses in a credit contract. They might be able to validate these credit certificates as electives in other study programs.

The artistic admission test for separate theoretical subjects can never grant admission to the artistic specializations themselves.

## Article 2. Flexibility

### Article 2.1. Enrollment (supplement to ED Article 28)

All students must minimally be enrolled in their major subject by the start of the academic year. Any enrollment after this date is considered a late enrollment in accordance with Article 28 of the general regulations on education and entails that a full enrollment program can no longer be guaranteed.

Once a student is enrolled in the major subject, the study contract can still be modified in some circumstances in accordance with Article 33 of the general regulations on education. All changes beyond 31 October require the academic advisor's consent in writing.

Music conservatory courses on subjects which span across several academic years require continuity. The study cannot be interrupted since chances are real that the student will no longer master all necessary competencies /skills to start in a higher level after a break of one year (or more). Enrollment in one tier of the study program can therefore be supplemented with courses from the following tier of the study program.

However, students who still need to complete more than 30% of the bachelor's degree program, are only allowed to add courses from the master program to their course schedule if the council of the school of arts grants them permission to do so on well substantiated pedagogical grounds.

### Conditions for enrollment with a credit contract (supplement to ED Art. 31)

- Before taking the artistic admission test, students must already have indicated whether they will opt for a diploma or a credit contract.
- A balanced composition in instrumental disciplines within the various teaching teams is crucial to a successful teaching process given the specific nature of music education.
- Switching from a diploma contract to a credit contract during the academic year is only possible if the candidate has already successfully passed the artistic admission test for that credit contract.

Enrollment with an examination contract is not possible for:

- Orchestra;
- Choir;
- Posture and movement;
- Instrument accompaniment;
- Fugue 1.

### Article 2.2. Course sequence rules (supplement to ED Art. 27)

Students who are not first-time freshmen and enroll for the first time in Flanders, must put together a threshold package of courses in consultation with the academic advisor that enables them to align their subsequent study trajectory with the standard study track as soon as possible.

The course Encyclopedia and research must at the latest be taken simultaneously with BA3 for the major subject.

Students can only enroll in BA3 chamber music/ensemble if their enrollment for their main instrument is minimally in BA2.



Master students must minimally be enrolled in their main instrument in MA1 before being allowed to enroll in MA 2 chamber music/ensemble.

MA1 main instrument must at the latest be taken simultaneously with Ear training and Theory 2, Rhythm and Intonation 2, Harmony and Analysis 2, Harmony and Analysis 3 (if part of the curriculum) and Music History 3.

The major subject in MA 1 must be taken simultaneously with Artistic research practices.

MA2 students in orchestral instruments, HIPH and polyphone instruments/voice must take 30 ECTS credits in their major subject. In special circumstances, the head of the program can grant a well substantiated exception to this rule.

Prerequisites for each course are listed in the ECTS-course descriptions which can be accessed through <https://ects.ehb.be>

#### Article 3 Enrollment deadlines (supplement to ED Art.28 & 33 )

Given the logistic complexity of organizing several examination rounds per year, the study program in music only offers courses which run throughout an entire academic year. However, due to practical scheduling issues in the annual calendar, some courses might have to start later in the academic year even though they are full-year courses. Students who want to make changes in their course schedule in accordance with article 33 of the general regulations on education, might still be able to join classes that start later. In that case, students are allowed to make changes to their study contract beyond November 30 provided they submit a substantiated application thereto with the academic advisor. In accordance with article 28 of the general rules on education, this exception does not apply to students who have not yet enrolled by November 30.

Additional enrollment after the enrollment deadline has passed is occasionally possible until March 15 for year-long courses that are part of a multi-year learning sequence. To qualify for such an enrollment in the 2<sup>nd</sup> semester, students must have made great progress in the 1<sup>st</sup> semester and must have demonstrated their suitability for such an additional enrollment in a formally defined evaluation process involving at least the instructor and head of the program.

#### Article 4. Request to the learning account commission for permission to enroll

Article 6 of the general rules on education describes the procedure for filing a request with the learning account commission for permission to enroll and also specifies the content of the application.

The complete application must be submitted to the director between 20 September and 15 November (submitted in person to the director's executive office). The commission may invite applicants to an interview and will inform them of the decision in writing.

#### Article 5. Class format

All classes take place in the School's facilities. All students are entitled to a weekly class in their main discipline in the School's facilities. Classes are scheduled at a rate of once a week unless other arrangements have been made with the head of the study program.

Some courses are offered in a blended learning format. This means that they can partially or completely be taken online. The ECTS-course descriptions specify which courses use this teaching format.

#### Article 6. Welcoming period for new students

Each new student will have participated in the artistic admission test and will have had the opportunity to meet with the senior lecturer and the jury at that time. Students who are admitted on the basis of the artistic admission test, will receive all relevant information to put together their course schedule in consultation with the head of their specialization and the academic advisor, if needed.

#### Article 7. Rules on education for chamber music

Upon enrollment all students will be referred to the chamber music guide on canvas.

All students must register with one of the lecturers/assistants before 15 October for semester 1 and before 15 February for semester 2. They must also register their groups through <http://kamermuziek.kcb.be>.

#### Article 8. Piano and harpsichord accompaniment

Sheet music must be deposited in the accompanist's personal mail box (or digitally after consulting with the accompanist).

- Deadline B3 - M2 - PG: Test 1 before 1 November and test 2 before 15 February.
- Deadline B1 - B2 - M1: (Note: accompaniment can only be provided until the start of the easter break): 3 weeks before a rehearsal/class concert/master class/ assessment. The accompanist is entitled to a longer period for highly complex non-standard repertoire.
- B3 or M2 students who wish to use their own pianist for the examination, must file a request to do so with the head of the study program. The request must be filed by 1 November at the latest for test 1 and by 15 February at the latest for test 2 using the form "external accompaniment" which is available on Canvas – Intranet Music.
- The accompanist's duties do not include the following: chamber music repertoire using a greater formation than a duo and recordings/auditions for non KCB-related purposes.

#### Article 9. Property rights

Students will transfer all property rights to the Erasmushogeschool Brussel that they are entitled to as performing artists as a result of their participation and/or collaboration in the performance of concerts organized by or within the framework of the Erasmushogeschool Brussel.

Transferred property rights concern the right to reproduce the performance or have it reproduced through any audiovisual means (including the right to lease or loan the performance or its reproduction), the right to communicate the performance to the public using any possible method and the right to distribute it.

The transfer of the aforementioned property rights is free of charge, applies worldwide for a duration of fifty years from the performance date. 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 will manage the transferred property rights in accordance with honest business practices and will respect the student's inalienable moral right.

## Study program in music

### 1.2. Supplement to the general examination rules

#### Article 1. Inschrijving voor de 2e examenzitting (AER artikel 73)

Enrollment for the academic year automatically includes registration for the **first examination session**. Participation in the second exam session requires an online registration by August 1 through [examen.kcb.be](https://examen.kcb.be). When registering, students must indicate which courses they plan to take exams in during the second exam session. Students will be informed about this registration procedure through their Ehb e-mail after deliberations about the first exam session have been concluded.

#### Article 2. Exam formats

Exam formats used in each course are described in the ECTS course description (in the study guide on the website <https://ects.ehb.be/#/>).

It is possible to schedule an extra assessment and evaluation moment in addition to the regular exams for courses which are offered in a blended learning track. This is an exception to the information in the ECTS-course description. The fact remains, however, that each student only has one exam opportunity in the first exam session. Students who fail the extra test will automatically be referred to the second exam session.

#### Article 2.1. Make up exams

Supplement to Article 75 of the general rules on regulations on make up exams:

- If force majeure can be demonstrated during the first exam session for test I - Instrument, the program can be performed during test II and test II can be postponed to September.
- If force majeure can be demonstrated during the first exam session for test I - Chamber music, the program can be added to test II and test II can be postponed to September.
- For theoretical subjects, the student can submit a substantiated request to the head of the study program for each of the exam sessions.

The feasibility of a make up exam will be verified in consultation with the student and the examiner under the director's responsibility and in accordance with article 75 of the general rules on examinations.

#### Article 2.2. Evaluation modalities main instrument

The jury must include at least three members for the following exams: main instrument (Ba3 and Ma2), chamber music, the major subjects in music writing, conducting, composition and jazz ensemble. The jury is chaired by the director or his/her delegate.

The annual exam for the main instrument in BA3 and MA2 includes two tests. The first test will be scheduled shortly after the winter break, the second one at the end of the academic year. For logistic reasons, the first test for percussion will be held in April/May and the second one in June. Participation is mandatory. Students in the abridged bachelor program only have one test at the end of the academic year.

Part-time students (i.e. students who are enrolled for half of the credits for the main instrument):

- Part-time students take part 1 of the exam at the end of the year (but exceptions can be made at the student's request). So their exam for part 1 coincides with the exam time for part 2 for full-time students (except for Jazz where part 1 always coincides with test 1).
- Part 1 of the master thesis does not include a research report or an interview for part-time students.

Except for the specialization Jazz, both tests make up 50% of the grade in BA3. The grades for both parts are added up before rounding is applied to the final grade. For Jazz the first part counts for 25% in the final grade and the second part for 75%.

### Article 2.3. Master thesis

The master thesis in music writing, orchestra instruments, polyphone instruments, historical instruments, voice, jazz instrument/voice, jazz/composition includes two parts which will be graded separately. Except for the master thesis in music writing these parts include the following: Part 1 comprises the first test and stands for 12 credits; part 2 stands for 18 credits and comprises the second test, a research report and an interview. The research report and the interview make up one third of the grade in part 2. In the master thesis music writing both parts are weighed equally and stand for 15 credits each. Part 1 includes the exam Fugue I (take home test / school fugue). Part 2 includes the exam Fugue II (test "in loge", free fugue) and a research report and interview. The weight assigned to each part in the final grade is equal to their ratio in credits.

A Master thesis manual listing can be found on Canvas – Intranet Muziek.

A manual for the master thesis listing all requirements per specialization, can be found on Canvas – Intranet Muziek.

Submission deadlines for the research report are published on Canvas (Intranet Muziek - Master Thesis).

Students who fail part 1 of the master thesis can not participate in part 2 in the same academic year. Since part 1 and part 2 make up a single course, results on part 1 cannot be carried over to the next academic year if the student fails part 2.

- An intermediate examination board can be convened after the first semester to deliberate about senior students and students in the educational master who are only taking a limited course program and can graduate at that moment.
- Students in the abridged bachelor program instrumental/vocal studies and jazz are only required to take part in the second public BA3 exam for their instrument. The program for Voice must minimally be 20 minutes long while the other programs must be 30 minutes. For jazz this test is not open to the public.

### Article 3. Mid-year exams

Participation in mid-year exams is mandatory. The ECTS-course descriptions contain information about mid-year exams. Classes are not suspended during examinations at KCB.

### Article 4. Tolerance rule

Supplement to articles 97, 98 and 99 of the general regulations on examinations.

Grade deficits in courses of 12 credits and more (main subject) can never be tolerated. There are some other courses with course loads smaller than 12 credits in which grade deficits are also never tolerated (see ECTS-course descriptions for details).

Grade deficits in courses on subjects which span across several academic years can only be tolerated at the final level.

### Article 5. Calculating and awarding graduation honors

Graduation honors (cum laude, magna cum laude and summa cum laude) are only awarded in the years when a degree (Ba3 and Ma2) is earned. They are calculated on the basis of final grades received in courses from the last tier (60 credits) of the standard study track of a study program. Students in an individualized study track can therefore have courses that are not part of their course schedule in their final enrollment year but which do count in calculating graduation honors (and vice versa).

Grades for courses which involve playing music in large groups such as Orchestra, Choir, Consort and Ensemble jazz, do not count in calculating graduation honors. These exceptions are noted in the ECTS course descriptions (<https://ects.ehb.be/#/>).

Students must have taken at least 60 credits in EhB for graduation honors to be assigned in the bachelor program.

#### Article 6. Announcement of exam results

The exact grades on partial exams, mid-terms and mid-year exams will be communicated to students. No codes are used. All results communicated prior to their official proclamation are always conditional.

#### Article 7. Jury

A jury act as a joint body. Members of the jury assess and grade the student independently of each other and submit their grades to the chairperson after the exam and before deliberations have started. After deliberating on the average, the jury establishes the final grade by means of a jury decision. Under no circumstances are jury members allowed to disclose any information to students about jury deliberations.

#### Article 8. No second examination opportunity

Quite a number of courses do not allow for a second exam opportunity. See the ECTS course descriptions in the study guide for details (<https://ects.ehb.be/#/> or through Canvas).

#### Article 9. Submitting the exam program for the major in instrumental/vocal studies

Students must submit their exam program electronically through <http://examen.kcb.be> at least 14 calendar days prior to the date of the exam for their main instrument/voice. Students who submit their program late cannot be included in the exam schedule. It is the students' responsibility to make sure their program meets the requirements of the course level they are enrolled in. The exam programs are available on Canvas – Intranet Music.

Students are not allowed to perform the same pieces for the courses instrument and chamber music in the same academic year, nor are they allowed to use the same pieces for the same course across different academic years. A piece that was already performed during a "performance time" in Ba1, Ba2 or Ma1 (continuous assessment, see article 1) cannot be used any more for Ba3 and Ma2. Students are allowed to use the same pieces in part or in full if they have to retake the course in a following academic year.

#### Article 10. Examinations for the course in chamber music

The guide on chamber music which is available on Canvas, contains all instructions on the exam in chamber music.

#### Article 11. Accompaniment

It is the student's personal responsibility to make sure the accompanist is in possession of all sheet music for the exam program before 1 November (test I) and before 15 February (test II) of the ongoing academic year. If these deadlines are not met, the student is no longer entitled to accompaniment.

#### Article 12. Attendance

It is the student's responsibility to be on time for the examination. Students need to be present one hour before the start of their scheduled exam time to absorb potential gaps in the exam schedule. As delays can accrue in the exam planning, students must also make sure they are available beyond the scheduled exam time, should that be necessary.

#### Article 13. Examinations "in loge"

Mobile phones and computers are prohibited during exams "in loge" (music theory and music writing). These devices must be handed to the exam's proctor before the start of the exam. Workbooks, notes, realizations, textbooks, etc. on harmony /counterpoint/fugue are prohibited. Non-compliance with this article will be considered cheating and will automatically lead to a examination disciplinary procedure.

#### Article 14. Recording

The conservatory will record the master thesis and archive the recording. A student can use their own electronic recording devices during public exams for instrument/voice or chamber music but this may not interfere with the exam in any way. Audio recordings are prohibited during exams that are not open to the public.

#### Article 15. Copyright

Students must abide by all laws and obligations with respect to copyright and publication rights

during all public examinations.

#### Article 16. Erasmus exchange

The master thesis in master year 2 must always be done at the student's home institution. Explicit permission from the head of the program is required to include it in an exchange program. If allowed, all parts of the exam for the major subject must still be done in the student's home institution.

- Regardless of whether incoming Erasmus exchange students are studying at the conservatory KCB for one semester or for an entire year, they will receive a different type of assessment for the major subject if that is part of their course schedule and if it is part of their bachelor or master thesis. For the major subject these students will not participate in the regular exam sessions with a jury since they will earn their degree at their home institution.
- Ordinarily Ba3 students are only allowed to go on an Erasmus exchange program in the first semester. Extensions to the second semester require the explicit consent of the head of the study program. The evaluation of the main subject will then take place in semester 2 at the home institution, i.e. in June or September. In exceptional circumstances the coordinator for internationalization can propose an alternative arrangement in consultation with the head of the study program.

### Study program in music

#### 1.3. Supplement to the general rules on legal position

Contact details and information about the ombudsperson will be published on the intranet by the start of the academic year.

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

#### Article 1. Deelname aan onderwijsactiviteiten

Supplement to Article 135 §4 of the rules on legal position

- Attendance is always mandatory in the courses orchestra, choir, consort and jazz ensemble if they are part of the student's course schedule. Students will fail the course for non-attendance. Absences will be evaluated by the examination board. If force majeure can be demonstrated for the absence, the head of the study program can impose an alternate course schedule.
- Because continuous assessment is part of the evaluation format for the main instrument, participation in both of its presentation moments is mandatory. The presentation will be rescheduled if force majeure can be demonstrated for an absence.
- For lecturers to be able to assess a student's performance, a minimal attendance of 75% is required in all courses which use continuous assessment as a format of evaluation. Deviations from this rule are only possible if the lecturer has explicitly given prior consent in writing. All modalities are included in the ECTS-course descriptions which can be consulted through the learning platform Canvas.

## Postgraduate certificate program in music

### 2.1. Supplement to the general rules on education

The present document is a supplement to the general rules on education and examinations of the Erasmushogeschool Brussel. The study programs in Music, Musical, the Educational master and the Postgraduate certificate program in music, each have separate supplements.

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

Admission to the postgraduate certificate program requires a master degree and successful completion of the artistic admission test in the candidate's discipline.

Admission tests take place in April/May. Deadline for registration is 14 calendar days prior to the examination date. Registration must be done online. The charge for participation is 30 euros which must be paid in advance. As an exception and with substantiation, a different test date can be requested.

The artistic admission test consists of a project proposal written by the candidate in consultation with the instructor/academic supervisor and an artistic program of at least 20 minutes that is related to the project proposal and which must be performed by the candidate. Details on the programs for each of the specializations can be found online through <http://tp.kcb.be/>.

Candidates for the postgraduate certificate program can only be accepted if there are any spots available after all successful candidates for the bachelor and master programs in music have been admitted.

#### Article 2. Organization

The postgraduate certificate program can be taken on a semester or annual basis (2 semesters). Students who sign up for one semester cannot spread the program throughout both semesters of the academic year. A maximum of 4 semesters can be taken within the same discipline.

#### Welcoming new students:

Each new student will have participated in the artistic admission test and will have had the opportunity to meet with the lecturers and the jury at that time. Students who are successful in the artistic admission test, will subsequently have an interview with the head of their specialization to receive all necessary information on their course schedule.

#### Article 3. Property rights

Students will transfer all property rights to the Erasmushogeschool Brussel that they are entitled to as performing artists as a result of their participation and/or collaboration in the performance of concerts organized by or within the framework of the Erasmushogeschool Brussel.

Transferred property rights concern the right to reproduce the performance or have it reproduced through any audiovisual means (including the right to lease or loan the performance or its reproduction), the right to communicate the performance to the public using any possible method and the right to distribute it.

The transfer of the aforementioned property rights is free of charge, applies worldwide for a duration of fifty years from the performance date. 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 will manage the transferred property rights in accordance with honest business practices and will respect the student's inalienable moral right.

## Postgraduate certificate program in music

### 2.2. Supplement to the general rules on examinations

#### Article 1. Exam formats

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

Each student must be evaluated at least once per academic year. A student who enrolls for both semesters in one 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

The jury consists of at least 3 members and is chaired by either the director, the head of the study program, the head of the specialization or their delegate. A jury acts as a joint body. Members of the jury assess and grade the student independently of each other and submit their grades to the chairperson after the exam and before deliberations have started. After deliberating on the average, the jury establishes the final grade by means of a jury decision. Under no circumstances are jury members allowed to disclose any information to students about jury deliberations.

#### Article 3. No second exam opportunity

There is no second exam opportunity for courses in the postgraduate certificate program in music.

#### Article 4. Attendance

It is the student's responsibility to be on time for the examinations. Students need to be present one hour before the start of their scheduled exam time to absorb potential gaps in the exam schedule. As delays can accrue in the exam planning, students must also make sure they are available beyond the scheduled exam time, should that be necessary.

#### Article 5. Recording

Students are allowed to bring their own electronic recording devices during public exams but they may not interfere with the exam in any way. Audio recordings are prohibited during exams that are not open to the public.

#### Article 6. Copyright

Students must abide by all laws and obligations with respect to copyright and publication rights during all public examinations.



## Study program in musical

### 3.1. Supplement to the general rules on education

#### Article 1. Regulations governing the artistic admission test

Admission tests take place in April/May and in September. In the first period, the tests are spread over 2 days. A video recording must be submitted for Voice and Dance which will be used to make a first selection. Candidates will subsequently be invited to one of the audition days to complete the admission test live.

In the 2<sup>nd</sup> period in September, all parts of the test are scheduled on one day. A video recording for Voice and Dance will still have to be submitted ahead of time. Admission test dates are available through the student office and the website.

The registration deadline for the first period in April/May is two weeks before the first test date; for the second period in September the registration deadline is two weeks before the test date in September. Exceptionally a registration can be allowed a few days before the test. A different test date can be requested if there are valid reasons for it. Registration must be done online.

Candidates can request an opinion prior to the exam date and take a non binding voice test during Open House. This trial cannot replace the actual admission test.

The program for the artistic admission test in musical: see information at [www.kcb.be](http://www.kcb.be).

The artistic admissions commission will consist of at least:

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

The jury acts as a joint body: after deliberation they reach a joint decision by mutual agreement. The jury communicates its decisions as "admitted" or "not admitted". In some cases a candidate can be asked to return in September with new audition material or with the same audition material in which the jury's recommendations must be incorporated. Decisions must be substantiated in the minutes and candidates are entitled to view that section of the minutes which pertains to them.

The result of the artistic admission test is only valid for the academic year concerned. Candidates who have been admitted but do not enroll, must - in future - participate in the admission test again.

Students who interrupt their studies for more than one academic year, must successfully pass the admission test again.

On the registration form of the artistic admission test, candidates must indicate clearly which enrollment contract they intend to take: a diploma contract or a credit contract.

Students who have been admitted within a specific contract type can change this contract type until October 31 or within the term specified in article 32 of the general rules on education. However, this is only possible if the student has successfully passed the admission test within the alternate contract type (see infra).

An appeal can be lodged against decisions made by the artistic admissions commission. See the general rules on education, article 21.

The admission test granting access to the master program is organized as follows:

- New students who hold an artistic bachelor degree are required to take the admission test prior to enrolling in the bridge program. They will also be required to submit a personal portfolio (to be submitted by August 31 at the latest) and defend it during an intake interview that will take place in the second week of September.

- New students who already hold an artistic master degree, will be asked to take the admission test by performing a solo program (15 minutes) in which the three pillars of musical (voice, dance and acting) have been integrated. Their course program will be customized in view of possible course exemptions through certificates of prior experiential or formal learning (EVC/EVK).
- Students in the professional bachelor program in musical who, concurrent with their bachelor studies, earned course credits in a diploma or credit contract for all or up to 70% of the courses from the bridge program, will be asked to submit a personal portfolio before starting the master program, (to be submitted by August 31 at the latest) and to defend it during an intake interview that will take place in the second week of September.

#### Article 2. Enrollment (GER, article 28,31 and 33)

Music conservatory courses on subjects which span across several academic years, require continuity. The study cannot be interrupted since students might no longer master all necessary competencies /skills to start in a higher level after a break of one year (or more).

Conditions for enrollment with a credit contract (Supplement to ED Art. 31)

- Before taking the artistic admission test students must already have indicated whether they will opt for a diploma or a credit contract.
- Given the specific nature of music education, the various disciplines to be practiced must be well-balanced within each teaching team to ensure a successful teaching process.
- Switching from a diploma contract to a credit contract during the academic year is only possible if the candidate has already successfully passed the artistic admission test for that credit contract.

#### Article 3. Welcoming new students

Each new student will have participated in the artistic admission test and will have had the opportunity to meet with the lecturers and the jury at that time. Students who are successful in the artistic admission test, will subsequently have an interview with the head of the study program. They will receive all necessary information on their course schedule.

#### Article 4. Property rights

Students will transfer all property rights to the Erasmushogeschool Brussel that they are entitled to as performing artists as a result of their participation and/or collaboration in the performance of concerts or performances organized by or within the framework of the Erasmushogeschool Brussel.

Transferred property rights concern the right to reproduce the performance or have it reproduced through any audiovisual means (including the right to lease or loan the performance or its reproduction), the right to communicate the performance to the public using any possible method and the right to distribute it.

The transfer of the aforementioned property rights is free of charge, applies worldwide for a duration of fifty years from the performance date. 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 will manage the transferred property rights in accordance with honest business practices and will respect the student's inalienable moral right.

## Study program in musical

### 3.2. Supplement to the general rules on examinations

#### Article 1. Registration for the 2nd exam session (GER article 73)

Enrollment for the academic year automatically includes registration for the first examination session. Participation in the **second exam session** requires registration **by August 1** by e-mail addressed to the student office. When registering, students must indicate which courses they plan to take exams in during the second exam session.

#### Article 2. Jury

A jury acts as a joint body and decides in consensus on the basis of evaluation criteria published on Canvas. Under no circumstances are jury members allowed to disclose any information to students about jury deliberations. Examinations for project & production and for all other practice based courses require juries of at least three members.

#### Article 3. Attendance

The entire study program is predicated upon group work. All courses and projects are interrelated. Each student must therefore belong to a well defined group and participate in all interconnected educational activities. Absences must be substantiated with a valid reason of illness or force majeure. Unsubstantiated and repeated absences will be sanctioned in scores on the continuous observational assessment section of the evaluation.

It is the student's responsibility to be on time for the examinations. Students need to be present one hour before the start of their scheduled exam time to absorb potential gaps in the exam schedule. As delays can accrue in the exam planning, students must also make sure they are available beyond the scheduled exam time, should that be necessary.

#### Article 4. Copyright

Students must abide by all laws and obligations with respect to copyright and publication rights during all public examinations. They must also ask their piano accompanists ahead of time whether they agree to be on camera when rehearsals or exams are being recorded.

#### Article 5. Erasmus exchange

The final examination of the main subject in the final year (Project & Production) must always be done at the student's home institution (i.e. before a jury composed of faculty members from KCB conservatory). The grades students earn in their Erasmus exchange program are only indicative.

#### Article 6. Internship

An internship which includes a public performance and is organized by the study program in collaboration with a professional partner, will be assessed as a partial exam and can be taken into consideration along with the other internship assignments. The partner's artistic team will contribute to the assessment in an advisory capacity but it is KCB's internship faculty who will decide on the final grade. Students must abide by the partner's regulations during the entire internship.

## Study program in musical

### 3.3. Supplement to the rules on legal position

#### Article 1. Participation in learning activities

Supplement to Article 135 §4 of the regulations on legal position:

Participation is mandatory in all rehearsals and performances of the course "Project & Production" and in all related practice-based courses (Voice, Dance and Acting) that are part of a student's course schedule. Students will fail the course in case of non-attendance.

## Postgraduate certificate program in musical

### 4.1. Supplement to the general rules on education

#### Article 1. Regulations governing the artistic admission test

A bachelor degree in musical is required to be admitted to the postgraduate certificate program in musical.

#### Article 2. Organization

All courses in the postgraduate certificate program in musical run throughout the entire academic year.

#### Article 3. Property rights

Students will transfer all property rights to the Erasmushogeschool Brussel that they are entitled to as performing artists as a result of their participation and/or collaboration in the performance of concerts organized by or within the framework of the Erasmushogeschool Brussel.

Transferred property rights concern the right to reproduce the performance or have it reproduced through any audiovisual means (including the right to lease or loan the performance or its reproduction), the right to communicate the performance to the public using any possible method and the right to distribute it.

The transfer of the aforementioned property rights is free of charge, applies worldwide for a duration of fifty years from the performance date. 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 will manage the transferred property rights in accordance with honest business practices and will respect the student's inalienable moral right.

## Postgraduate certificate program in musical

### 4.2. Supplement to the general rules on examinations

#### Article 1. Registration for the 2nd exam session (GER, Article 73)

Enrollment for the academic year automatically includes registration for the first examination session. Participation in the **second exam session** requires an online registration **by August 1** through examen.kcb.be. When registering, students must indicate which courses they plan to take exams in during the second exam session. All students will be informed about this registration procedure through their EhB e-mail after deliberations on the 1<sup>st</sup> examination sessions have been concluded.

#### Article 2. Jury

A jury acts as a joint body and decides in consensus on the basis of evaluation criteria published on Canvas. Under no circumstances are jury members allowed to disclose any information to students about jury deliberations. Examinations for project & production require a jury of at least three members.

#### Article 3. Erasmus exchange

The final examination of the main subject in the final year (Project & Production) must always be done at the student's home institution (i.e. before a jury composed of KCB faculty members). Exchange is therefore impossible.

#### Article 4. Internship

An internship which includes a final public performance and is organized by the study program in collaboration with a professional partner, will be assessed as a partial exam. The partner's artistic team will contribute to the assessment in an advisory capacity but it is the team of KCB's internship faculty members who will determine the final grade. Students must abide by the partner's regulations during the entire internship.

#### Article 5. Copyright

Students must abide by all laws and obligations with respect to copyright and publication rights during all public examinations.

### Postgraduate certificate program in musical

#### 4.3. Supplement to the rules on legal position

##### Article 1. Participation in learning activities

Supplement to article 135 §4 of the regulations on legal position:

Participation is mandatory in all rehearsals and performances of the course "Project & Production" and in all related practice-based courses (Voice, Dance and Acting) that are part of a student's course schedule. Students will fail the course in case of non-attendance.

# Abridged Educational Bachelor in Arts and Educational Master in Music and Performing Arts

## 5.1. Supplement to the general rules on education

### Article 1. Admission requirements

#### For the abridged educational bachelor in Arts

- Bachelor degree in the Arts;
- Students who earned a bachelor degree in musical from an institution other than EhB, must take a (non-binding) orientation test in solfège at the beginning of the academic year. We advise students who fail this test, to add the basic course in solfège (from the bachelor's curriculum in musical) to their course schedule with a credit contract.

#### For the educational master in music

- Master degree in music;
- Under very specific conditions listed below, the director of the school of arts 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 degree to gain access to that study track:
  - The prospective student must motivate the request in writing and submit it to the director by way of the head of the program and the academic advisor;
  - The course load the student intends to enroll in, 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 degree + must have successfully passed the major subject from Master 1.

A teacher's diploma can only be awarded after the master degree in music has been earned and after the student has successfully completed the course work for the educational master. The student can meet both of these requirements during the same examination period.

#### For the educational master in musical

- Master degree in musical;
- Under very specific conditions listed below, the director of the school of arts can admit a student to the consecutive track of the educational master in musical even though the student does not yet hold the required master degree to gain access to that study track:
  - The prospective student must motivate the request in writing and submit it to the director by way of the head of the program and the academic advisor;
  - The course load the student intends to enroll in, 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 degree.

A teacher's diploma can only be awarded after the master degree in musical has been earned and after the student has successfully completed the course work for the educational master. The student can meet both of these requirements during the same examination period.

#### For the educational master in drama

- Master degree in drama;
- Under very specific conditions listed below, the director of the school of arts 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 degree to gain access to that study track:
  - The prospective student must motivate the request in writing and submit it to the director by way of the head of the program and the academic advisor;
  - The course load the student intends to enroll in, 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 degree.

A teacher's diploma can only be awarded after the master degree in drama has been earned and after the student has successfully completed the course work for the educational master. The student can meet both of these requirements during the same examination period.

### Abridged Educational Bachelor in Arts and Educational Master in Music and Performing Arts

#### 5.2. Supplement to the general rules on examinations

##### Article 1. Registration for the 2nd exam session (EX Article 73)

Enrollment for the academic year automatically includes registration for the first examination session. Participation in the **second exam session** requires an online registration **by August 1** through IBamaflex. When registering, students must indicate which courses they plan to take exams in during the second exam session. Students will be informed about this registration procedure through their EhB e-mail after deliberations about the first exam session have been concluded.

##### Article 2. Internship supervision

Mentors on a certain subject matter or from the internship school supervise students during their internship at the internship location. They write assessment reports which the EhB internship supervisors take into account in their final evaluation. An internal jury determines the final grade on the basis of set evaluation criteria (the evaluation criteria are specified in the manual the students will have received).

##### Article 3. Early graduation (EX Article 100)

Students who failed an internship or master thesis can re-enroll in the first semester of the following academic year and possibly graduate early in January. To graduate early students must submit an application by November 1 to the academic advisor. The request must be approved by the study program's advisory committee.



## Abridged Educational Bachelor in Arts and Educational Master in Music and Performing Arts

### 5.3. Supplement to the general rules on legal position

#### Article 1. Code of conduct (LP Art. 135§4)

##### Mandatory learning activities:

Participation is mandatory in every educational activity in which continuous assessment is used as an assessment format during classes. The ECTS-course descriptions provide information on assessment times and formats for each course.

##### Consequences of an absence during an exam or preliminary exam:

The following procedure can only be activated when the student can prove force majeure as cause for the absence.

- The student must submit an application to reschedule the (preliminary) exam or continuous assessment during the current examination session.
- The organizational feasibility of rescheduling the exam or continuous assessment is verified in consultation with the examiner and under the responsibility of the chairperson of the examination board.
- If approved, the student will be informed when the (preliminary) exam or continuous assessment can take place. The same exam format can however not always be guaranteed in these cases.
- One day will be reserved for make up exams in each exam session: one day in June (as part of the first exam opportunity) and one day in September (as part of the second exam opportunity). No alternate make up session is possible if absent at the make up exam.

##### Consequences of an absence during educational activities in which continuous assessment is used during class

- If the (partial) exam result is based on a single assessment: an absence code will be assigned as examination result for the entire course.
- If the (partial) exam result is based on multiple assessments:
  - o **and** the student did not participate in any of the assessments: an absence code will be assigned as examination result for the entire course;
  - o **and** the student took part in at least one of the assessments: an absence code will be assigned to the part to which the absence applies.

Examiners can refuse students who do not show up for an assessment or arrive late. Students who arrive late can no longer take part in the assessment if there are other students who have already left the room. This will be marked with an absence code on the assignment. Students who are allowed to participate in the assessment in spite of being late, are not entitled to an extension of the assessment's duration.

An unexcused absence combined with a missed exam automatically entails the student's referral to the next exam session.