

**SUPPLEMENT TO THE GENERAL REGULATIONS
ON EDUCATION AND EXAMINATIONS**

RITCS

Royal Institute for Theatre, Cinema & Sound

2025-2026

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Chapter 1 – BA and MA programs in audiovisual arts

Part 1 Supplement to the general rules on education (ED)

Article 1. Artistic admission test (ED Art. 21)

Rules governing the artistic admission test:

Prospective students wishing to enroll in a study program at RITCS are required by law to take an artistic admission test. This requirement does not apply to students who wish to enroll in the associate degree program in Live performance & event techniques.

Artistic admission tests organized by the School of Arts RITCS (EhB) are held once or twice a year depending on the study program. Modalities to register for the test, test registration deadlines and test dates can be consulted on the RITCS website <https://www.ritcs.be/nl/toelatingsproeven>.

- The study program's advisory committees are responsible for organizing the artistic admission tests. A different test can be developed for each specialization within a study program.
- To participate in the artistic admission test prospective students must register ahead of time through the RITCS website. Registration is only valid after the test fee of 30 euros has been paid to the EhB account.
- The artistic admission test can include a written and/or oral and/or practical part.
- The artistic admissions commission includes:
 - The head of the study program
 - Minimally 4 members from the specialization concerned
 - Minimally 1 external expert
- The head of the study program chairs the commission ex officio and is responsible for the commission's overall operation. Different commissions can be created for each specialization.
- The commission decides sovereignly and autonomously.
- No one can administer a test or participate in deliberations regarding a spouse, blood or other relative up to and including the fourth degree.
- Decisions are announced after deliberations either as "admitted" or "not admitted". The decision "not admitted" is substantiated in the minutes and candidates can request to review the passage in the minutes that applies to them.
- Internal appeal is possible against the commission's decisions in accordance with provisions in the general regulations on education and examinations.
- Enrollment is reserved for candidates who have been admitted and is limited to the study program or specialization for which they successfully passed the artistic admission test.
- Admission based on a successful admission test is only valid for enrollment in the academic year immediately subsequent to the time the admission test was taken.
- The artistic admission test can not be retaken.
- The commission can decide autonomously and sovereignly in all matters and in all cases that are not explicitly regulated by these regulations on education and examinations or by any other legal provisions or orders.

Article 2. Admission requirements for master programs (ED Art. 14)

RITCS Students who want to enroll in a master program in audiovisual arts or drama at RITCS must hold an initial bachelor degree in the same specialization as the master program. The Council of the School of Arts RITCS can decide to diverge from this rule in exceptional circumstances.

Article 3. Simultaneous enrollments (ED Art. 18)

A student who does not yet hold a bachelor degree which is required to enroll in a master program, can nevertheless be allowed to enroll in that master program and/or the preceding preparatory or bridge program if certain conditions are met. The student must have completed at least 70% of the required bachelor, bridge or preparatory program and will only be allowed to enroll in the master thesis when all remaining courses of the bachelor program will have been earned by January of the same academic year. The student must submit an application with the academic advisor katrien.fauville@ehb.be to request such special admission.

Article 4. Tuition fees for non EEA-students¹ (ED Art. 49)

Reduced tuition fees are possible for non-EEA students based on an investigation of financial capacity. A substantiated request thereto must be submitted to the academic advisor katrien.fauville@ehb.be.

Part 2 Supplement to the general rules on examinations (EX)

Article 5. Examination decision on the entire degree program (GER Art. 100)

Students who are finishing their program and are ready to graduate in January, must submit a graduation application to the Council before November 1 (through the academic advisor katrien.fauville@ehb.be).

Part 3. Supplement to the general rules on legal position (LP)

Article 6. Code of conduct – Absences (LP Art. 135)

Students who are absent from a practice based course, must promptly contact the student office, the course's lead instructor, the adjunct head of the specialization and the ombudsperson to make an arrangement. Students who do not contact the persons mentioned above, will get an absence code.

¹ Non EEA-students = students from countries outside of the European Economic Area

Chapter 2 - Abridged educational BA Arts and educational MA in Audiovisual Arts

Part 1. Supplement to the general rules on education (ED)

Article 1. Admission requirements

For the abridged educational bachelor Arts

- Professional bachelor degree in Arts;
- Minimally required starting level of Dutch language proficiency: B2.

For the educational master in audiovisual arts

- Master degree in audiovisual arts;
- Under very specific circumstances listed below, the director of the School of Arts RITCS can admit a student to the consecutive track of the educational master in audiovisual arts 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 audiovisual arts 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.

Part 2. Supplement to the general rules on examinations (EX)

Article 2. Registration for the 2nd exam session (EX Art. 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 3. Internship supervision

Mentors in a particular subject matter of from the internship school will supervise students during their internship at the internship location. They will write assessment reports which EhB internship supervisors will take into account in their final evaluation. A jury will determine the final grade based on set evaluation criteria (about which the student has been informed since they are included in the manual).

Article 4. Early graduation (ED Art. 100)

Students who failed an internship or artistic pedagogical 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 educational study program's advisory committee.

Part 3. Supplement to the general rules on legal position (LP)

Article 5. Code of conduct (LP Art. 135)

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 chair of the examination board.
- If approved, the student will be informed when the (preliminary) exam or permanent 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 on the make up exam

Consequences of an absence during educational activities in which permanent 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.
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- 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 for the part to which the absence applies.

Examiners can refuse students who arrive late for an assessment. 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 illegitimate absence in combination with an exam not taken, automatically entails the student's referral to the next exam session.