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

**RITCS ו**

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

**2019-2020**

**1. Supplementations to the education regulations (ER)**

**Article 1 Organisation of the academic year**

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

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

The timetable and examination schedules can be viewed on the RITCS website ([www.ritcs.be](http://www.ritcs.be)).

<https://www.ritcs.be/nl/studeren-aan-het-rits/student-aan-het-rits/planning-en-lesroosters>

**Article 2 Artistic admission test – Special admission requirements**

Regulations for the artistic admission test: 2019-2020

**The Audiovisual Arts programmes of study:** Academically focused Bachelor's degree in Audiovisual Arts: **Animated Film - Film - Documentary - Television - Creative Writing – Radio** and the Professional Bachelor's degree in Audiovisual Arts: **Image – Sound – Assembly – Production Management – Stage Techniques**

* + 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), takes place during the period from 15 June to 1 October and is organised twice. In exceptional cases, this may be deviated from by a decision by the Council.
	+ The Programme of Study Committees for Audiovisual Arts are charged with the organisation of the artistic acceptance 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 acceptance test before 20 June 2018. 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 Article 24 of 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 Stage Arts'.
* The artistic admission test – Drama, organised by the RITCS (EHB) department, consists of two individual selection days, each followed by a working week. This test takes place during the period from 15 June to 1 October and is organised twice. In exceptional cases, this may be deviated from by a decision by the Council.
* The Programme of Study Committee for Drama is charged with the organisation of the artistic acceptance 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 before 20 June 2018.
* 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 for 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 Article 24 of the General Education Regulations.
* An artistic admission test that one has passed is valid for one year.
* For all matters and in all cases that are not explicitly arranged by these Examination Regulations or by other regulatory decisions, the Council will decide autonomously and sovereignly.
* If, during the admission test of a non-EER student, the examination board determines that he/she shows particular artistic potential, a reduction in tuition fees may be awarded already as from the first enrolment year.

**Article 3 Study contracts**

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

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

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

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

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

**Article 6 Learning account**

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

**2. Supplementations to the Examination Regulations (ER)**

**Article 1**

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

**Article 2**

**RITCS examination office:**

Daily operation: Stefan Geldof

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

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

The student is required to report to this secretary immediately:

* Every change of address during the examination time;
* Stopping or not participating in examinations;
* Absence due to force majeure and legitimisation hereof (cf. RITCS ombudsperson's service).

**RITCS examination board:**

Chairperson of the different RITCS examination boards is the RITCS director: Ann Olaerts

Secretary: Ivan D"hondt

**Article 3 Course units without a second examination opportunity in the second examination session 2019-2020**

The non-repeatable course units (no second sessions possible) are clearly specified in the 2019-2020 RITCS degree course and in the ECTS course description ([www.ritcs.be](http://www.ritcs.be)).

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

**Article 4 Publicising examination results**

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

**Article 5 Work placements, Bachelor's and Master's thesis: requirements**

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

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

**Article 6 Inspection of written examinations**

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

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

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

**Article 7 Calculation of degree of distinction**

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

**Article 8 Publicising results of the half-yearly examinations**

The students are informed as to the results of the half-yearly examinations. These results are publicised within the four weeks after the closing of this examination time via the digital student registration office.

**Article 9 Early graduation**

Students who may graduate in their final learning path in January must submit a request to the Council before 15 October 2018 (via the learning path counsellor: katrien.fauville@ehb.be).

**Article 10 Modalities for enrolment for the 2nd examination session**

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

**Article 11 Special provisions**

The Council may supplement these regulations with special provisions.

**3. Supplementations to the Legal Position Regulations (LPR)**

**Article 1 Ombudsperson**

Jan Bulckaen is the ombudsman for the RITCS (Royal Institution for Theatre, Cinema and Sound) degree courses, excluding the DDD degree course, and can be reached at Jan.Bulckaen@ehb.be (+31 (0)2 507 14 55).

Tasks: see the provisions in the 1819 Legal Position Regulations of the Erasmus Brussels University of Applied Sciences and Arts Brussels.

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

In consultation with the lecturer, the ombudperson's service may work out new arrangements. The chairperson of the examination board will give his/her approval for this.

Accessibility: Dansaertstraat 70 1000 Brussels – +31 (0)25071411.

**Article 2 Code of conduct - Absence**

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

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

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

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

**Article 4 Regulations with respect to archiving**

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

The student agrees with the conditions of archiving described below:

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