

**Study programme section of the Students' Charter
with the 2021-2022 Teaching and Examination Regulations
of the Bachelor's programme**

Circus and Performance Art

Code: 30014

Full time study

Location: Tilburg

The study programme's section of the Students' Charter was adopted by the institute's director on June 9 2021, after obtaining the IPC's consent on June 8 2021 and the PC consent on May 24 2021.

The teaching and examination regulations of the study programme expand on the general section of the teaching and examination regulations of Fontys Bachelor's programmes.

This general section for the 2021-2022 academic year was established by the Executive Board on December 1 2020, following the consent of the students' section of the CPC, which was given on January 14 2021.

Table of contents

A – Teaching and Examination Regulations..... 4

Section 1 General	4
Article 1 Definitions	4
Section 2 Admission to a Bachelor's programme	7
Article 2 Required prior qualifications	7
Article 2a Study choice check and study choice advice	9
Article 3 Requirements regarding foreign diplomas/international students	9
Article 4 Professional activity requirements	9
Section 3 Intake interview, exemptions, short track and tailored study programmes	9
Article 5 Intake interview	9
Article 6 Exemptions	9
Article 7 Short-track/tailored study programmes	10
Section 4 Facilities with reference to study career counselling, functional disability, administrative activities, Elite athletes scheme, student entrepreneurship	10
Article 8 Student coaching	10
Article 9 Dutch as a second language – <i>Facilities for Dutch in English language programmes</i>	10
Article 10 Special facilities for students with a functional disability	10
Article 11 Students with board memberships	11
Article 12 Elite Athletes scheme	11
Section 5 Study programme content	12
Article 13 Study programme profile – main subjects/differentiations – occupational requirements	12
Article 14 Study programme layout	12
Article 15 Overview of units of study and credits	12
Article 16 Free part of the Bachelor	12
Article 17 Education components - learning environment	13
Article 18 - Evaluation of teaching	13
Section 6 Tests, <i>evidence</i> , assessment and study progress	13
Article 19 Types of tests - evidence	13
Article 20 Tests and assessments	13
Article 21 Content of tests, duration of the test and test aids and test timetables	14
Article 22 Registration for tests	14
Article 23 Proof of identity during tests	14
Article 24 Test marking system	14
Article 25 Test results	14
Article 26 Inability to sit tests	14
Article 27 Request for a review	15
Article 28 Resits	15
Article 29 Period of validity of results - <i>evidence</i>	15
Article 30 Final paper - Knowledge bank	16
Article 31 Study progress	16
Article 32 Advice regarding the continuation of studies	16
Article 33 Additional provisions concerning binding negative advice regarding the continuation of studies	17
Section 7 Graduation	17
Article 34 Examinations - certificates - diploma supplement	17
Article 35 Statement on departure	18
Article 36 Transfer	18
Section 8 Irregularities and fraud	18
Article 37 Irregularities and fraud	18
Section 9 Examination Board, appeal	18
Article 38 Examination Board	18
Article 39 Appeals	19
Section 10 Retention and hardship clause	19
Article 40 Retention of documentation	19
Article 41 Hardship clause	19
Section 11 Final provisions and implementation	20
Article 42 Entry into force, amendments, publication and official title	20
Article 43 Transitional provisions	20
Article 44 Unforeseen cases	20

B - Set-up of the study programme and support facilities..... 21
C - Internal complaints procedure..... 21

A – Teaching and Examination Regulations

Section 1 General

Article 1 Definitions

Academic year	The period from 1 September up to and including 31 August of the following year.
Advice regarding the continuation of studies	Advice given to students at the end of the first year of the foundation phase of a Bachelor's programme regarding the continuation of their studies either with the programme or elsewhere. This advice may entail a binding rejection (binding negative study advice).
Assessment	Generic term for tests aimed at assessing a student's competencies in a professional situation that is as authentic and realistic as possible.
Assessor	An examiner that grades the student's progress in acquiring the required competencies.
CAA	Centre for Administrative Activities. The CAA is the internal partner within Fontys of the representative and participatory bodies and their discussion partners with respect to optimising how these bodies function.
Certificate	The certificate as referred to in Section 7.11 of the Dutch Higher Education and Research Act (<i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderwijs</i> , WHW).
CPC	Central Participation Council
Cohort	The group of students who are enrolled for the first time in the foundation year of a study programme on the same reference date to which the prevailing Teaching and Examination Regulations (TER) apply. For students who enrol in a higher year, cohort membership is determined on an individual basis.
Competency	A cluster of related knowledge, skills and attitudes that influences a substantial part of a person's job, is related to the performance of the job, can be measured and tested against accepted standards and can be improved through training and development.
Competency examination	A test to assess whether a student has certain competencies.
Component test	If an interim examination consists of several tests, each of those tests is referred to as a component test.
Coordinating institute	The coordinating institute is the Fontys Institute which bears final responsibility for the development, implementation, assessment and improvement of a minor programme.
Credit	One credit equals 28 standard study-load hours. Students are awarded credits on passing the interim examination of a unit of study. The international term for credits is ECTS credits (EC's).
Education components	The courses offered to students to help their learning process.
CROHO	Central Register of Higher Education Study Programmes, which is a register of all study programmes. Students that pass the interim examinations of a study programme registered in CROHO are entitled to an official higher professional education diploma with the associated degree (Associate degree, Bachelor or Master).
Deficiency	Any required prior qualification(s) a student lacks.
Diploma supplement	Document drawn up in accordance with a European format that is added to the certificate and states the nature, level, context, content and status of the study programme.
Dual-study programme	A dual-study programme is organised in such a way that education is alternated with one or more periods of professional practice related to the study programme. The study programme therefore consists of an educational segment and a practical segment, both of which are integral parts of the study programme.
DUO	Short for Dienst Uitvoering Onderwijs, a government agency charged with implementing education legislation and regulations.
Diploma with subject combination	Former senior general secondary education (HAVO) or pre-university education (VWO) diploma based on subject combinations. These diplomas were issued before the HAVO and VWO profiles were introduced (from 1998).
ECTS	European Credit Transfer System. The system that is used to express credits in order to facilitate international comparison. See also: credits.

EVC (RPL)	Erkenning van eerder Verworven Competenties (Recognition of Prior Learning).
Examination	Assessment administered by the Examination Board to determine whether students have successfully completed the educational components of a study programme or the foundation-year phase. The final examination may also include a supplementary assessment conducted by the Examination Board.
Examination Appeals Board	The Board as referred to in Sections 7.60 up to and including 7.63 of the WHW and Articles 45 and 46 of the Students' Charter. The organisation, duties and powers of the Board are laid down in the Rules of Procedure adopted by the Examination Appeals Board and approved by the Executive Board.
Examination Board Examiner	The board of persons referred to in Section 7.12 of the WHW. Member of staff or external expert not employed by the institution who has been designated by the Examination Board to administer examinations and assess the results thereof.
Executive Board	The administrative body of Fontys University of Applied Sciences, as described in the articles of association and the WHW.
Executive institute Exemption	A Fontys institute responsible for the execution of a minor. Full or partial exemption from meeting enrolment and/or admission conditions and/or sitting interim examinations.
Exit assessment	Part of the competency examination administered at the student's request when he wishes to terminate his study programme prematurely.
Exit qualifications Fontys minor	Qualifications students must have on completing the study programme. A minor open to all Fontys students, so long as they meet any admission criteria for the minor, with a focus on overarching and distinctive themes.
Foundation year	First phase in a Bachelor's programme.
Fraud	Any act (including plagiarism) or omission that either partially or fully impairs the correct assessment of a person's knowledge, understanding, skills, competencies, professional attitude, powers of reflection, etc.
Full-time study programme	A full-time study programme is a study programme whose structure is such that students are assumed not to participate in any activities other than academic activities.
Hardship clause	A provision in a law or regulation that makes it possible to deviate from regulatory provisions in favour of the student or external student.
He/him	He / him is taken here to refer to men, women and individuals who do not identify as either of these options.
IELTS	International English Language Teaching System, a tool used to determine a student's command of the English language.
Institute	The operational unit at Fontys that is, in particular, responsible for organising Fontys's core competencies and that executes the primary processes.
Institute Director Institution	The staff member charged with running a Fontys institute. The Fontys Universities of Applied Sciences.
Intake assessment	Portfolio assessment conducted at the student's request to validate previous learning experiences prior to enrolment in the study programme. A fee covering the costs is charged for an intake assessment.
Intake interview	Interview conducted at the student's request prior to the start of the study programme if the student believes that he or she has competencies acquired previously. An intake interview comprises a general assessment from which no rights can be derived by a student.
Interim examination	An examination of the knowledge, understanding, skills and/or competencies of a student required to conclude a unit of study, including an assessment of the results of such an examination (<i>Section 7.10(1) of the WHW</i>). An interim examination may consist of one or more component tests.
IPC	Institute Participation Council
Main subject	A specific definition of the curriculum within a programme, which begins immediately from year 1 or following the foundation year.
Major	That part of the Bachelor's programme with a study load of 210 credits that contributes to the competencies associated with the programme and that is directly related to the study programme(s)'s registration in the CROHO.
Minor	Programme of optional subjects within a Bachelor's programme with a study load of 30 credits that contributes to generic or specific competencies.
Minor regulations	Regulations that describe the content, the education components, the testing and the completion of a minor. The regulations of all minors offered by Fontys can be found on the Fontys website (www.fontys.nl/minors). The regulations of

	the minors associated with a particular study programme have been included as an appendix of the study programme's TER.
Nt2 diploma	Diploma of the Nt2 official state examination in Dutch as a second language, of which programme II is considered to be the guideline for admittance to higher education.
Occupational requirements	The legal requirements to which the practice of a particular profession is subject. A study programme aimed at such an occupation will prepare students to meet the relevant requirements. (<i>Section 7.6 of the WHW</i>).
Part-time study programme	A part-time study programme is a study programme whose structure is such that the student is able to participate in supplementary activities, either work-related or educational, alongside the study programme.
Portfolio	A collection of evidence, digital or otherwise, with which students can demonstrate that they master the competencies of a particular study programme.
Post-foundation year phase	Second phase of a Bachelor's programme.
Principle	All study programmes offered are based on one of the following principles: non-denominational private education (NPE), Roman Catholic (RC), Protestant Christian (PC) or a combination of general special education, Roman Catholic and Protestant Christian (NPE, RC, PC).
Profiling Fund Board	Board charged by the Executive Board with implementing the Profiling Fund scheme, formerly known as the FSS Board.
Profiling Fund Scheme	Scheme for the granting of support to students in the form of graduate funding, committee member grants or attendance fee from the profiling fund, now known as the <u>Profiling Fund Scheme</u>
PC	Opleidingscommissie (Programme Committee, PC), a committee established for a particular study programme of an institute referred to in <i>Section 10.3c of the Act</i> (see the <u>Regulations on the Participation Councils and Degree PC's</u>).
Tailored programme	Special programme which differs from the standard programme.
Teaching period	Period in the academic year during which education components are organised. A teaching period is referred to as a study quarter in the Fontys annual calendar.
TER	Teaching and examination regulations. The TER consists of a general section for all study programmes offered by the Fontys Universities of Applied Sciences as well as information specific to individual study programmes. The TER forms a part of the study programme section of the Students' Charter.
Test	Activity used to assess whether a student has certain knowledge, insight, skills and / or competencies.
Elite athletes scheme	Scheme for elite athletes that specifies which students are eligible to benefit from it and the facilities that they may use under it.
Student	A person who is enrolled in the institution, as referred to in <i>Sections 7.32 up to and including 7.34 of the WHW</i> .
Student counsellor	Staff member appointed by the Executive Board who is responsible for looking after the students' interests, providing assistance when problems occur and providing information and advice. The student counsellor is part of the Student Facilities Service (<i>Dienst Studentenvoorzieningen</i>).
Study Career Centre	Service provided by the Student Facilities Service (<i>Dienst Studentenvoorzieningen</i>) to help students with issues involving admission, transfer to another study programme/institution or the termination of their studies.
Students' Charter	The charter containing the rights and obligations of students, divided into an institution-specific section and a study programme-specific section.
Student entrepreneur scheme	<u>Scheme</u> which is intended to help Fontys students who are deemed student entrepreneurs to combine entrepreneurship and study.
Student coach	Coach who provides guidance on issues relating to student progress, including those that stimulate a student to develop a personal and professional identity, focusing on a student's talents and personal leadership qualities.
Student coaching	System of guidance that focuses on the development of the individual student. It stimulates students to reflect on their own development as future practitioners of the profession and to take responsibility for their own development.
Study check advice	Advice provided to a prospective student who has participated in the study check with regard to his choice of Bachelor's.

Study check	The activity offered by Fontys whereby the prospective student is given advice with respect to his choice of study programme. The study check consists of at least two components: a digital questionnaire and a consultation to discuss the results of the questionnaire
Study load	The standardised time investment expressed in units of 28 study load hours related to a study programme.
Study programme	A coherent totality of education components aimed at achieving the well-defined objectives in the area of knowledge, understanding and skills which the person completing the study programme should possess. Every study programme is recorded in the CROHO.
Study programme minor	A minor which can only be taken by students from a specific domain or study programme and which highlights one particular theme.
Study programme profile	The entire set of final qualifications for which the study programme provides training or, in other words, the professional competencies expected of a beginning professional.
Unit of study	Part of a study programme that is concluded with an interim examination as referred to in <i>Section 7.3(2) of the WHW</i> or an additional assessment carried out by the Examination Board, as referred to in <i>Section 7.10(2) of the WHW</i> . Units of study may relate to the assessment of one or more competencies, a component of competencies (knowledge, understanding, skills, attitude) or a combination of competencies or of a minor. Students are awarded the relevant credits on passing the interim examination for the unit of study.
WEB	Adult and Vocational Education Act (<i>Wet Educatie en Beroepsonderwijs</i> , WEB; Bulletin of Acts and Decrees 507, 1995, and later supplements and amendments).
WHW	The Dutch Higher Education and Research Act (<i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i> , WHW; Bulletin of Acts and Decrees 593, 1992, and later supplements and amendments).

Definitions FHK

Free Choice	Curriculum at the student's choice, consisting of educational and learning activities of a total of 30 EC, to be performed within the free part of the Bachelor (art. 15 TER)
Intaker	Intaker Examiner appointed by the institute to prepare the request, together with the student, as referred to in article 7, section 2.
Learning activities	All activities that can contribute to the learning process of the student

Section 2 Admission to a Bachelor's programme

Article 2 Required prior qualifications

1. Only students with diplomas awarded on completing pre-university education (*VWO*) or senior general secondary education (*HAVO*), with profiles, or senior vocational education (*MBO*) in middle management as well as students that have completed specialist training or a vocational training programme designated by a ministerial regulation may be admitted to a Bachelor's programme (*Section 7.24 of the WHW*). Additional conditions for admission apply if a shortened programme is offered. Those conditions are set out in Article 7.
2. Students with a certificate awarded on completing a foundation year or passing the final examination of a higher professional education (*HBO*) or academic higher education (*WO*) study programme are also entitled to be admitted to a Bachelor's programme at a university of applied sciences. Students must, however, also meet any applicable requirements regarding their previous qualifications (paragraph 4) and any other additional requirements imposed (paragraph 5). (*Section 7.28 of the WHW*).

3. All citizens that have access to education offered by research universities or universities of applied sciences in a country that has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region may also be admitted to a Bachelor's programme, without prejudice to the provisions in paragraphs 4 and 5 of this article and the provisions of Article 3. This right to enrolment does not apply if the Executive Board can prove that there is a substantial difference between the general admission requirements in the territory of the country concerned and the general requirements under or pursuant to the WHW. (*Section 7.28 of the WHW.*)
4. There are no further preparatory education requirements for havo, vwo or mbo diplomas.
5. Enrolment in a Bachelor's programme is subjected to the following additional requirements
 - a. technical and physical skills, as evidenced by:
 - circus basic technical skills and development opportunities
 - physical ability and aptitude
 - natural movement coordination
 - b. artistic talent, shown by:
 - creativity, empathy and eloquence
 - authenticity and originality in improvisation and creating circus material
 - sense of style and presentation.
 - c. motivation.

These criteria are evaluated by examiners of the academy. Admission is determined by the study leader, based on this evaluation.

The decision to admit the student on the basis of the examination is valid for a maximum period of two years if the student starts the study at once and deregisters in the course of the first year due to unusual circumstances. The student has to discuss the deregistration and the unusual circumstances with the career counsellor and the Student Counsellor and report to the Examination Board.
6. Students who are 17 years or older at the start of the study programme and do not meet the requirements regarding their previous qualifications and have not been exempted from the requirements may still be eligible for exemption after taking an entrance examination. (*Section 7.29 of the WHW.*) (*Also see Article 3, paragraph 3.*)

The aim of this examination is to determine the student's suitability to take part in the Bachelor's programme as well as the student's command of the Dutch language.

The entrance examination consists of two parts.

Part 1 is evaluated on the basis of the following test components: diagrammatic reasoning, math skills, analogous reasoning, and spatial reasoning.

Students must meet the following requirements:

An average score of 4 or higher on all components and a minimum score of 3 or higher on each individual test component;

 - a recognised Nt2 degree programme level II, or
 - a certificate for the Dutch language at the MBO 4, HAVO or VWO level granted by a prior degree programme.

Students will be notified of the results of the entrance examination within two weeks. If the prospective student applies for enrolment on the basis of an experience certificate (issued by an acknowledged Recognition of Prior Learning (RPL) centre), this certificate will be used to determine the student's suitability to take part in the Bachelor's programme as well as their command of the Dutch language.
7. The Executive Board has declared that 'old' HAVO and VWO diplomas with subject combinations chosen by the pupil are at least equivalent to the 'new' diplomas with subject cluster requirements. Consequently, prospective students holding these types of diploma may be admitted. Students must, however, meet any requirements regarding previous qualifications (paragraph 4) and any further additional requirements (paragraph 5). (*Section 7.28 of the WHW.*)
8. Where a student applies for admission to a study programme based on a diploma other than one of the diplomas referred to above, the institute director will decide whether that diploma is equivalent and if it grants access to the study programme. Students must, however, meet any requirements regarding previous qualifications (paragraph 4) and any further additional requirements (paragraph 5). (*Section 7.28 of the WHW.*)
9. Students who are admitted by virtue of a diploma as referred to in paragraphs 2, 7 or 8 of this article will be subject to an additional assessment to determine whether they meet the knowledge and skills requirements as referred to in paragraph 4 and 5 of this article. (*Section 7.28 of the WHW.*) Students must meet the requirements of this assessment prior to enrolment.
10. Admission to the study programme is not subject to an admission quota in accordance with *Sections 7.53, 7.54, 7.56a and 7.57a of the WHW.*

Article 2a Study choice check and study choice advice

This article does not apply to students of FHK.

Article 3 Requirements regarding foreign diplomas/international students

1. Holders of a foreign diploma may not sit tests for which credits are awarded in the foundation year of a Dutch-taught study programme before having demonstrated to the Examination Board to have an adequate command of the Dutch language. (*Section 7.28 of the WHW.*)
2. According to the Code of Conduct regarding International Students, international students seeking admittance to an English-taught study programme must be able to prove that their command of the English language is at least equal to the following scores:

IELTS	5.5
TOEFL Paper	525
TOEFL Computer	196
TOEFL Internet	70
TOEIC	620

(provided the student has passed 'Speaking and writing' and 'Listening and Reading' components.)
Cambridge ESOL FCE-C
3. Students with a foreign diploma seeking admittance by virtue of an entrance examination as referred to in Article 2, paragraph 6, must be at least 17 years of age.
4. Foreign students from outside the EU who are 18 years of age or older on the date of their first enrolment must have a valid residence permit. (*Section 7.32 of the WHW.*)
5. Foreign students with a residence permit are required to earn at least 50% of the available credits each year. The IND will be informed if the student fails to meet this requirement, unless there are special circumstances due to which the student was unable to meet this requirement. Such a notification may be withheld once during the course of each study programme.

Article 4 Professional activity requirements

Non applicable

Section 3 Intake interview, exemptions, short track and tailored study programmes

Article 5 Intake interview

1. Students entering a study programme may be offered an intake interview if they have competencies previously acquired elsewhere. Students can include the evidence of the competencies previously acquired elsewhere in their portfolios which are to be evaluated in an assessment or may use this evidence to substantiate a request for exemption before the Examination Board.
2. Students who re-enrol after an interruption in a study programme in which they were previously enrolled will be required to take an intake interview to determine which part of the study programme still has to be completed. No intake interview is needed if agreements regarding re-enrolment in the study programme were already made with the Executive Board at the time that the student interrupted his study. If a student enters a study programme during the foundation year, agreements will be made on the period of time the student will be granted before he receives advice regarding the continuation of studies.
3. A study programme will be drawn up based on the assessment of the competencies previously acquired and will be submitted to the Examination Board for approval.

Article 6 Exemptions

1. The institute director can exempt a student from the foundation year examination if the student holds a diploma, Dutch or foreign, which is at least equivalent. (*Section 7.30 of the WHW.*)
2. Students who believe they are eligible for an exemption must submit an application to that end to the Examination Board. The Examination Board may grant an exemption from one or more interim examinations on the grounds of a review of an assessment or the holding of a diploma, certificate, accreditation of prior learning or similar document, such as proof of results achieved in a study programme taken at a research university or university of applied sciences and / or proof of administrative activities, with which the student can show that he has already met the requirements of the test in question. Exemptions are recorded in the study progress system. The period of validity of the exemption is stated in the exemption decision.

3. The Examination Board can grant an exemption from a minor based on the certificate of an accredited Associate degree, Bachelor's or Master's programme or on a document proving that the student completed a minor in an accredited Bachelor's or Master's programme, so long as this minor does not overlap substantially with the student's current Bachelor's programme. Exemptions based on study results from an accredited Associate degree, Bachelor's or Master's programme can only be granted if the student has documented proof of obtaining at least 30 credits in this study programme (for a Bachelor's programme, this requirement refers to the second and third year, or second year if it concerns an Associate Degree programme) and if these results do not overlap substantially with the student's current Bachelor's programme.
A student who has taken part in the Fontys Empower programme and has successfully completed all components of that programme may, on that basis, be granted an exemption for a minor provided the student submits a request to that effect and this possibility has been set out in Article 16(5).

Article 7 Short-track/tailored study programmes

1. Students who believe they are able to proceed with and/or complete their study programmes at an accelerated pace may submit an application requesting such to the Examination Board. The student coach's advice must be enclosed with the application. The organisation of the study programme must be able to accommodate the short-track option.
2. A request as meant in paragraph 1 is prepared in a talk between the student and intake assessor appointed by the course. On the basis of proof supplied by the student, it is determined for which units of study the student can apply for exemption, and which units of study may have to be tested in a different way than prescribed in the TER. This overview is added to the request to the Examination Board, which must give its approval.

Section 4 Facilities with reference to study career counselling, functional disability, administrative activities, Elite athletes scheme, student entrepreneurship

Article 8 Student coaching

1. Every student is coached by a study student coach.
2. In consultation with the student coach, the student decides how best to work on his development and how to shape the learning process.
3. The student consults with the student coach on the progress of the learning process.
4. The student coach conducts support and orientation interviews with the student in the foundation year. Reports are drawn up of these interviews, copies of which are given to the student. The student must sign these reports to indicate his agreement or, if applicable, with the note 'reviewed and not approved'.
5. Students may submit a request to the institute director to be assigned a different student coach if they can give arguments for this.

Article 9 Dutch as a second language – Facilities for Dutch in English language programmes

1. Students enrolled in their foundation year whose mother tongue is not Dutch can apply to the Examination Board to be allowed extra time when they sit tests in the first year of the foundation phase. Extra time to sit tests will only be granted to students who can prove that they use facilities to improve their command of the Dutch language.
2. For Dutch students who are enrolled in an English language programme, the following facilities are offered:
 - a. Courses on writing and giving presentations in Dutch;
 - b. language tests; or
 - c. individual tutoring.
 - d.

Article 10 Special facilities for students with a functional disability

1. Students with a functional disability are legally entitled to effective adjustments, unless such adjustments would burden the institution disproportionately. (*Section 7.13 of the WHW.*)

2. These adjusted facilities must be aimed at the removal or restriction of any obstacles and encourage the independence and full participation of the student as much as possible. The adjusted facilities may relate to the study programme (including internships), the timetables, and type of study programme, the tests and educational tools.
3. A student who seeks to have adjusted facilities must submit a written and substantiated application in good time to the Examination Board. If necessary, the Examination Board will seek an expert's advice (such as a student counsellor) before taking a decision. If the Examination Board deems it necessary before taking a decision, it may confidentially inspect the medical certificate that may be available with the student counsellor, unless the student objects.
The Examination Board must decide within four work weeks after receipt of the application, unless it requires further inquiry, in which case the student will be informed as to when more clarity can be given with respect to his application.
4. In the case of a protracted or chronic disability, such an application will only have to be made once for the entire study programme; in all other cases once per testing period or academic year. In its decision to grant the facilities, the Examination Board may also rule that these will apply for the entire duration of the student's study or that the student is to consult with his student coach annually to discuss whether the facilities are still adequate.
5. At the beginning of the academic year the institute will inform students regarding the possibilities for special facilities. Students will be informed of their right to consult a student counsellor.

Article 11 Students with board memberships

1. Student can include any board memberships as part of their portfolios. In order to do so, they must describe, in consultation with their student coach, how the board membership can contribute to the acquisition of one or more competencies of their Bachelor's programme.
2. Board memberships for the DPC, IPC, CPC, or for study associations, student associations and as members of committees at Fontys can be listed on the diploma supplement. The student must request the listing at least 3 weeks prior to the graduation *ceremony* via the study programme administration.
At the request of the student's study programme, the Centre for Administrative Activities (CAA) can confirm that the student has been an active board member of a CPC. In the case of board memberships of a PC or IPC, the study programme can request confirmation from the relevant IPC or PC.
Likewise, students who have served as members of the Examination Appeals Board may also request that activity to be included on their diploma supplement. The study programme can request confirmation from the secretariat of the Examination Appeals Board (see Article 34).
3. Students who believe that their board memberships demonstrate that they have the knowledge, understanding and/or skills, etc. that are assessed in particular tests for which credits are awarded may apply for an exemption from such tests from the Examination Board.
4. A student may apply to be included under the Profiling Fund Scheme on the basis of his administrative activities and submit a request to his institute for an attendance fee or for a board membership scholarship from the Profiling Fund Board.
See also Article 14 of the *Fontys Regulations on the Participation councils and degree programme committees*.

Article 12 Elite Athletes scheme

1. Students who have been granted an Elite Athletes or Talent status are entitled to facilities from the Elite Athletes Scheme. Facilities regarding the adjustment of tests or test timetables, an adjusted arrangement regarding compulsory attendance, working in groups and an adjusted internship must be sought from the Examination Board.
Advice regarding the continuation of studies may be deferred for students with an **Elite Athlete** status (see Article 32).
2. Students who are eligible for the Student Entrepreneurship Scheme may apply to the Examination Board, among others, for facilities regarding the adjustment of tests or test timetables, an adjusted arrangement regarding compulsory attendance for education components, working in groups and an adjusted internship. These facilities should be sought from the Examination Board.
Advice regarding the continuation of studies may be deferred for students with entrepreneur status (see Article 32).

Section 5 Study programme content

Article 13 Study programme profile – main subjects/differentiations – occupational requirements

1. The study programme is based on a study programme profile. The exit qualifications of the study programme are described in the study programme profile. The study programme profile can be found in appendix 1.
2. The study programme has no main subjects.
3. The study programme is based on the following principle.
non-denominational private education.
4. The study programme does not impose specific occupational requirements.

Article 14 Study programme layout

1. Each Bachelor's programme has a foundation year phase with a study load of 60 credits, which is concluded with the foundation year examination. The function of the foundation year is to orientate the student, allowing him or her to make suitable choices.
2. A Bachelor's programme has a study load of 240 credits with a nominal study load of 60 credits per academic year and consists of a major and a free part. The major has a study load of 210 credits. The free part has a study load of 30 credits.

Article 15 Overview of units of study and credits

1. Every study programme consists of a coherent set of units of study, which are components of a study programme concluded with an interim examination. Units of study cannot exceed 30 credits.
2. Only whole credits are awarded for units of study. Below you will find an overview of the distribution of credits.

Article 16 Free part of the Bachelor

1. In the main subject (second and third year) students choose their own study and learning activities for a total of 30 EC's that exist in the free part of the Bachelor, provided there is no overlap with the major programme. Students are allowed to choose from Free Choice, Fontys minor, a minor abroad or an external minor in their free part or they can make a choice from the modules on offer within FHK.
2. Students who want to take a minor abroad or an external minor, as a component of the free part of the bachelor programme, must seek the Examination Board's permission regarding their personal choices with respect to the minor prior to its start.
3. In order to start the free part, the student must have passed the propaedeutic phase, unless exception is granted by het Examination Board.
4. High-achieving students can take in their free part a program of over 30 credits.
This is subject to the following conditions:
The student has no study progress arrears. The student needs approval for their plans from their study coach.
A minor that has been passed will be mentioned on the diploma supplement.
5. The Fontys Empower reorientation programme is open to students who have hit a roadblock in their studies. The programme has a study load of 30 ECTS credits. The regulations for this reorientation programme can be found on the Pulsed portal: <https://fontys.nl/fontyshelp/Andere-studie/Empower-TEC-kickstartprogramma.htm>
A student who has taken part in the Fontys Empower programme and has successfully completed all components of that programme may, on that basis, be granted an exemption for the free part of the bachelor, provided the student requests an exemption from the Examination Board of the programme in which they are enrolled.
Note: Fontys Empower is a reorientation programme for students who drop out during their first year at Fontys. During the programme, participants develop their professional identity and work towards goals including the improvement of their study skills and gaining general skills for their professional futures. In the second half of the programme, students complete assignments in a chosen Fontys domain. They will conclude the programme with a portfolio that demonstrates their attainment of generic learning objectives. The study programme may deviate from this structure for substantive reasons.
6. This paragraph describes the alternative tracks for specific groups of students (including those whose study has incurred delay, long-term students etc.).

Article 17 Education components - learning environment

1. The education components of the minors are described in the minor regulations. The regulations governing the minors offered across Fontys can be found at www.fontys.nl/minors. The regulations governing minors specific to study programmes are included as an appendix to this TER.
2. Any entry requirements a student must meet before participating in an education component are stated in the overview as referred to in paragraph 1.
3. Participation in education components in the post-foundation year phase is allowed after passing the foundation year examination. All students with a positive study advice may participate in education components if they have met the requirements as referred to in paragraph 3. All students whose study advice has been deferred may participate in education components if they have met the requirements as referred to in paragraph 3 unless the Board of Examiners decides otherwise .
4. Enrolment in the education components is not required.
5. The timetable is announced by way of communication on the portal of the academy no later than 3 weeks prior to the start of classes.
6. Students who have registered for an education component must ensure that they meet the entry requirements of that component. The overview in Article 16, paragraph 1, indicates the education components to which requirements apply for participation as well as the nature of these requirements. If the requirements concern compulsory attendance, students who are eligible for the Elite athletes scheme or the Student entrepreneur scheme can apply to meet this requirement in a parallel group or for exemption from this obligation (see also Article 11 and 11a).

Article 18 - Evaluation of teaching

The teaching provided during the study programme is evaluated in the following way.

FHK uses an evaluation calendar and provides for quality teacher-course evaluations, the first-year evaluation, the SBA (Start Competencies Research), the final evaluation and SLB-evaluation. (*Note: the latter two in only if the program has been selected previously*). Fontys Hogescholen provides for the ESS (Employee Satisfaction Research), NSE (National Student Survey), STO (Student Satisfaction Survey) and the minor evaluation.

Section 6 Tests, evidence, assessment and study progress

Article 19 Types of tests - evidence

1. A test consists of/may consist of:
 - a. one or more mandatory tests or mandatory partial tests;
2. Tests are conducted in writing or orally or in a fashion that combines both writing and oral delivery (e.g. product and presentation/interview).
3. An oral examination, including an assessment, is conducted by at least two examiners. A report must always be drawn up of an oral test *on a specially designed evaluation form* an assessment of the quality of the evaluation afterwards. A test may be conducted by a single examiner only following the approval of the Examination Board and provided the student does not object. An oral test is held in public. Interested parties who wish to attend an oral test must submit a request to that effect to the examiner(s) at least two weeks before the test is held. The examiner must inform the student who is taking the test. If the student objects, the request to attend the oral test will in any event be rejected. Any rejection by the examiner will be substantiated. When the Examination Board offers students the possibility to sit an additional oral test by way of replacement of a regular test, it will always be conducted and assessed by two examiners.
4. If a test consists of an assessment of freely-chosen evidence, the programme should allow the student to collect such evidence and receive feedback from the examiners, external experts and/or peers. The requirements that the evidence must meet are given in the course description.

Article 20 Tests and assessments

1. The Examination Board will designate one or more examiners for each test. An examiner can also be an external expert. Each competency examination will be assessed by at least one assessor who is not involved in that student's study career counselling.

2. The assessment of minors is described in the minor regulations. The examiner of the minor determines whether a student has passed the tests. The Examination Board of the coordinating institute that offers the minor must determine whether the student has passed the minor and ensure that the student receives a certificate. The result achieved for the minor is forwarded to the programme administration of the study programme in which the student concerned is enrolled.

Article 21 Content of tests, duration of the test and test aids and test timetables

1. The content of the test, including the learning objectives, is described in **the course and test descriptions** and is made available to students at least at the start of the semester.
2. The examiner determines the period of time allowed to students to take the test as well as any aids that students may use during the test, subject to the guidelines and instructions provided by the Examination Board. This information must be stated on the examination paper.
3. The test timetable will be published through **the portal** no later than 1 week before the start of the test period in question.

Article 22 Registration for tests

1. **Registration for tests is not required.**
2. Students who have failed to act in accordance with the registration procedure cannot sit the test.

Article 23 Proof of identity during tests

Students must prove their identity at every test by showing a legally valid form of ID other than a student ID card.

Article 24 Test marking system

1. The assignments, questions, assessment norms and criteria are determined by the examiners with due regard for the guidelines and instructions provided by the Examination Board. The examiner conducts the test and determines the result on the basis of the determined assessment standards and assessment criteria.
2. If one and the same test is conducted and assessed by more than one examiner, the Examination Board will ensure that these examiners adhere to the same standards and criteria.

Article 25 Test results

1. The test results must be announced in writing to the student within ten days of the date of the test apart from the exceptions laid down in the Teaching and Examination Regulations. The study programme administration is responsible for announcing the test results. The privacy of students will be respected when test results are announced.
2. Students are entitled to inspect all assessed tests and the accompanying assessment criteria and to be given feedback on the results.
3. Inspection takes place during an evaluation with teacher/examiner(s), or at the request of the student, up until 3 weeks after receiving the test result at the latest.
4. Feedback is given during an evaluation with the teacher/examiner(s), or at the request of the student, up until 4 weeks after receiving the test result at the latest.
5. On request students will receive written notification of their results, from which the student can derive rights.

Article 26 Inability to sit tests

1. Students who have acted in accordance with the registration procedure described in Article 22 but who are unable to sit the test for reasons beyond their control, the legitimacy of which reasons is subject to assessment by the Examination Board, may apply to the Examination Board to sit the test within a period of time to be set by the Board. The student in question must have notified his/her student coach by email before the test that he/she has been prevented from sitting, including the reasons for not attending.
2. The application referred to in the previous paragraph must be submitted in writing to the chairman of the Examination Board and include the necessary evidence (see Article 38 (3)). The Examination Board will then take a decision and inform the student concerned.

If the request is granted, the Examination Board will set a date, time and place for the test. Any rejection of the request will be substantiated and the student will be informed of his right to appeal. In assessing the request, the Examination Board's primary criteria are the obstruction of the study progress and the student's personal circumstances.

3. If such a request relates to a test of a minor offered across Fontys, the student must direct the request to the coordinating institute responsible for the minor, as described in regulations governing the minor

Article 27 Request for a review

1. Students who do not agree with an assessment can submit a request for a review of the assessment to the Examination Board within 4 working weeks after the date of the assessment (see Article 38 (3) of these Teaching and Examination Regulations and Article 44 of the Students' Charter). The Examination Board must take a decision within 4 work weeks at a maximum.
2. Students may also appeal directly to the Examination Appeals Board within 6 calendar weeks after the date of the assessment via www.fontys.nl/studentenloket. (see Article 45 and Article 46 of the Students' Charter).

Article 28 Resits

1. Tests are conducted at least twice an academic year.
Students can re-sit components marked with a pass no more than once, and at least once, in which case the highest mark will count. The regular test moments are the test itself and a re-examination. After the re-examination the student can submit a well-founded request to the Examination Board for an extra chance in the same academic year, which will be honoured in exceptional cases only. For the tests referred to below, resits only take place in the following academic year:
Work placement;
Group performance;
Performance Art.
In case of special circumstances, approved by the Examination Board, an alternative assignment can be provided as a re-sit for the Group performance.
2. At least two opportunities to take tests that assess the material they have learned will be offered. Following these two test opportunities, the material to be studied for the test may be adapted to the material offered in the teaching block prior to the test. An up-to-date description of the material to be tested can be found via the portal. <https://connect.fontys.nl/instituten/fhk/Opleidingen/ACaPA-uk>
3. If a test consists of an assessment of freely-chosen evidence, then the programme should offer the student the following option of improving or supplementing the evidence.
In consultation with the student, a determination is made regarding what needs to be done, when and how the student will be able to show that he has worked on acquiring the competencies and when he will have acquired these competencies.

Article 29 Period of validity of results - evidence

1. The period of validity of successfully completed component tests is 10 years.
The validity period for evidence is 10 years.
Results achieved for interim examinations can only lapse if the understanding/knowledge/skills to which these interim examinations relate can be shown to be obsolete. Understanding, knowledge and skills that were assessed more than 10 years ago can evidently be shown to be obsolete. The period of validity of successfully completed interim examinations is: 10 years, taking into account the term following which knowledge /understanding/skills can be shown to be obsolete. The Examination Board may extend this term.
2. In the event of special circumstances as referred to in the Profiling Fund Scheme, the period of validity of interim examinations will as a minimum be extended by the duration of the support granted on the basis of that scheme.
3. If the study programme has been substantially altered, details on how this term will be restricted can be stated below, whether in the form of a written decision issued to a student or incorporation in the Teaching and Examination Regulations, if it applies to the entire cohort.

Article 30 Final paper - Knowledge bank

Students who write a final paper as part of the study programme must submit the paper digitally, as one document, to enable its filing in one or more digital knowledge bank(s). On submission of the final paper, students must also attach the signed 'Permission form for the filing and making available of a final paper in a digital knowledge bank'. With this form, students give their permission for the final paper to be entered in the knowledge bank and for it to be made available to potential users at the university of applied sciences and elsewhere.

On submission of the digital final paper, the student and/or client and/or organisation offering the internship may indicate their objection to the final paper being entered in the databank.

Article 31 Study progress

The study programme is responsible for recording the test results in the programme administration.

Article 32 Advice regarding the continuation of studies

1. During the first year of enrolment in the propaedeutic (first-year) phase of a study programme the student is given advice on his study progress before March 1. If the study progress is unsatisfactory, the student will receive a written warning and be told that if the study progress continues to be unsatisfactory, he will receive a binding negative advice regarding the continuation of his studies. A reasonable period within which the student must have improved his grade point average and the opportunities a study programme offers in that regard are stated in the warning. (*Section 7.8b of the Act.*) If possible the warning is sent before March 1. A student who has not received a warning before March 1 may yet receive one at a later point in the first year if he has fallen behind, and will be given a period within which to improve his grade point average.

The student will be given a warning in the following cases:

Insufficient result for three or more teaching units.

2. The study programme must give students advice regarding the continuation of studies in writing before the end of their first year of enrolment (12 months) in the foundation phase. Advice may be related not only to the continuation of the study programme, but also to the main subject the student may take. Advice regarding the continuation of studies can be negative (binding negative study advice), meaning that the student's enrolment in that particular study programme will be terminated and that he will not be allowed to re-enrol in the same study programme.
3. Advice regarding the continuation of studies is based on the student's results in the foundation year. The Examination Board advises the institute director on advice regarding the continuation of studies to be given. This advice must take into account the student's personal circumstances. Students must report any personal circumstances to their student coach or student counsellors the moment they occur.

If the student misses the deadline for reporting special circumstances, the Examination Board will examine whether it was excusable for the student to miss the deadline for reporting those circumstances. Engaging in top-class sports activities by students who have been granted a Top-Class Sport or Talent status are entitled is regarded as a special circumstance, on the basis of which the delivery of advice regarding the continuation of studies can be deferred.

The practice of running a business of his own by student entrepreneurs who have been awarded student entrepreneur status, as defined in the Fontys Student entrepreneur scheme, is also regarded as a special circumstance, on the basis of which the delivery of advice regarding the continuation of studies is deferred. However, a minimum number of credits which must be achieved to qualify for that deferral may be specified for student entrepreneurs (see also paragraph 4 of this article).

If credits can only be earned with a competency examination, students who have failed to sit the competency examination in the foundation year will be given binding negative advice regarding the continuation of studies, unless there are special circumstances, the legitimacy of which circumstances is subject to assessment by the director. In that case, it may be decided to defer the delivery of advice regarding the continuation of studies based on the individual student's portfolio.

4. The student will be given positive study advice regarding the continuation of studies in the following cases: The student has passed all the teaching units, or has failed a maximum of three teaching units.

The student will be given a binding negative study advice regarding the continuation of studies in the following cases: The student has failed four or more teaching units.

5. Where there are special circumstances as defined in paragraph 3 of this article which may have had an influence on the credits the student obtained, the delivery of advice regarding the continuation of studies may be deferred until the end of the second year of enrolment or until the end of a shorter period. At the end of the second year or the shorter period, there will be a further review of whether the student has met the criteria as defined in paragraph 4.
6. Students who seek the termination of their enrolment during the first year of enrolment will be given a warning from the director stating his expectation that they may not be suitable for the study programme. The director must seek the advice from the Examination Board before doing so. The number of months of enrolment students have left before being given advice regarding the continuation of studies must also be determined in the event the student should decide to enrol in the same study programme at a later date (see also Article 35).

Article 33 Additional provisions concerning binding negative advice regarding the continuation of studies

1. An institute wishing to issue binding negative advice regarding the continuation of studies must make provisions that allow for, among other things, a student's personal circumstances and which are aimed at guaranteeing a student's good progress.
2. Binding negative advice regarding the continuation of studies is valid for a period of 5 years.
3. At the student's request, the institute director change the period or give permission for a student to re-enrol in spite of the binding negative advice as referred to in *Section 7.8b(3) of the WHW*.
4. A binding negative advice regarding the continuation of studies refers to the full-time, part-time and dual forms of the study programme, unless otherwise stated.
5. Each binding negative advice regarding the continuation of studies must expressly state that the binding negative advice only refers to the study programme mentioned. Every binding negative study advice regarding the continuation of studies must include a referral, to either another study programme, the student counsellor or the study choice adviser.

Section 7 Graduation

Article 34 Examinations - certificates - diploma supplement

1. Students have passed the examination of the foundation year or the study programme if they have passed all units of study which form part of the foundation year or the study programme, as referred to in Article 15. (*Section 7.10 of the Act*.)
2. Certificates are given at the following occasions:
 - on passing the foundation year examination;
 - on passing the study programme's final examination.
3. The certificate will only be given after it has been established that the student is enrolled and has paid his tuition fees for all the enrolment years. (*Section 7.11 of the WHW*.)
4. After successful completion of the examination, the Examination Board awards the certificate. The certificate is dated on the date of the student's final academic activity (test or assessment). The certificate of a study programme comes with a diploma supplement. This diploma supplement may include mention of a student's board activities (see Article 11). Students who have served as members of the Examination Appeals Board may also request that activity to be included on their diploma supplement.
The Examination Board will determine whether a student has passed within a maximum of eight calendar weeks after the student's final academic activity (test or assessment).
If the student wishes for the certificate to be dated later, the student must postpone the completion of his final academic activity (test or assessment).
5. The certificate is signed on behalf of the Examination Board by the (deputy) chairman, the (deputy) secretary, the candidate and, if applicable, an external expert.
(*Section 7.11 of the WHW*). On behalf of the institute, the Examination Board also confers on the student the degree if the student has taken the or the study programme examination.
For the study programme's examination the **Bachelor of Arts** degree is awarded.
6. The award ceremony takes place at a time decided by the institute.
7. The certificates of students whose performance has been extraordinary will state the distinctions referred to below.
The distinction 'cum laude' is the highest degree possible.

Students will be awarded the distinction 'cum laude' if they meet the following criteria:

- a. The student has achieved a result of 8 or higher for their work placement in the graduation year and;
 - b. The student has passed the following theoretical courses: anatomy, biomechanics, circus in context, dramaturgy, management and organisation with an average result of 8 or higher and;
 - c. The student has a result of 8 or higher for their final research performance project.
8. The Executive Board reports to DUO the students that have passed the final examination of the study programme.

Article 35 Statement on departure

1. Every student who seeks to terminate his enrolment without having passed the study programme's final examination will be invited for an interview.
2. At the student's request, the student may be issued a statement listing any results achieved. Results of successful tests without credits can be converted into an equivalent of credits based on the study load. (*Section 7.11 of the WHW*).
3. The statement must specify that the interim examination test results will in principle be valid for ten years. The statement can include a reservation in the event of a substantial overhaul of the study programme. See Article 29.

Article 36 Transfer

There are no specific agreements with universities for transfer to a master's program.

Section 8 Irregularities and fraud

Article 37 Irregularities and fraud

1. If irregularities are discovered in connection with a test, as a result of which the Examination Board cannot guarantee the test's quality and any of its results, the Examination Board may forgo having the test checked, or declare a test result void. In such cases, the Examination Board must ensure that an opportunity to resit the test in the near future is offered to the affected students.
2. If a student is guilty of an irregularity committed with respect to (a component of) an examination or fraud, the Examination Board may exclude the student from sitting one or more tests of the study programme for a period to be determined by the Examination Board but which will not exceed one year. If the test has already been assessed, the result will be declared void.
Any act contrary to the rules laid down around testing will be considered an irregularity or fraud within the meaning of this article.
3. In the case of serious fraud, the Examination Board can propose to the Executive Board that the enrolment of the student involved be prematurely terminated (*Section 7.12b of the WHW*).
4. If the irregularity or fraud is only discovered after the examination, the Examination Board may withhold or claim back the certificate of the study programme or decide that the certificate will not be issued unless the student sits a new test or examination in the components to be determined by the Examination Board and in a fashion to be determined by the Examination Board.
5. Before taking a decision, the Examination Board will hear the student and any other interested parties. A report will be drawn up of this hearing, of which a copy is forwarded to the student. The Examination Board must notify the student of its decision without delay, which notification can be given orally if required but must in any event also be issued in writing. Furthermore, the student is informed of his right of appeal.
6. The Examination Board makes up a report of its decision and the facts it is based on.

Section 9 Examination Board, appeal

Article 38 Examination Board

1. The institute director establishes an Examination Board for all study programmes of the Fontys Hogeschool voor de Kunsten.

2. The Examination Board's duties and responsibilities are laid down in the WHW. (*Sections 7.12, 7.12b and 7.12c of the WHW*). These include the following duties and responsibilities:
 - responsibility for guaranteeing the quality of testing;
 - responsibility for guaranteeing the quality of the organisation of and the procedures surrounding tests and examinations;
 - to determine objectively and professionally whether a student has passed an examination;
 - to award certificates and the diploma supplement;
 - to determine alternative tracks;
 - to assess applications for exemptions and reviews and to award applications for special facilities;
 - to determine whether an examination has been conducted in a way other than that prescribed in the TER;
 - approval of the details of a foreign minor or external minor;
 - to give advice to the institute director on advice regarding the continuation of studies to be issued;
 The composition of the Examination Board can be found on [the portal of FHK](#)
3. An application to the Examination Board can be submitted to [the portal of the Examination Board](#)

Article 39 Appeals

Students who do not agree with a decision of the Examination Board can lodge an appeal against this decision within six calendar weeks after the date of the decision with the Examination Appeals Board (see Articles 45 and 46 of the [Students' Charter](#)). (*Section 7.61 of the WHW.*)

Notices of appeal should preferably be submitted in digital format via the portal of the Examination Appeals Board. See the website for more information. Students can contact the Student Counselling Office (iStudent@fontys.nl) for help on lodging an appeal.

Section 10 Retention and hardship clause

Article 40 Retention of documentation

1. The Examination Board is responsible for retaining the minutes of its meetings and its decisions for a period of seven years.
2. The Examination Board is responsible for retaining its issued statements, among others, the statement on departure of a student who terminates his enrolment without having passed the study programme's final examination, for a period of ten years.
3. The Examination Board will ensure that the following information on each student will remain in the institute's archives for 50 years:
 - information on whether each student has obtained a foundation year certificate and/or a certificate of higher professional education including the list of marks.
4. The institute director is responsible for retaining test papers/assignments, assessment criteria, marking standardisation, pass marks, test matrices and test analyses for a period of seven years.
5. The institute director is responsible for retaining the lists drawn up and signed by the examiners containing the results achieved for a period of ten years.
6. The institute director is responsible for ensuring that all final papers and other kinds of tests in which students demonstrate their command of all aspects of the final attainment level, including assessments, will be kept for a period of seven years.
7. For the purpose of the external assessment of the programme in connection with accreditation, the institute director will ensure retention of a representative set of tests, including assessments, for a period of two years after the assessment.
8. The institute director is responsible for ensuring that the work completed by the student (written and non-written, including digital work) including assessments, with the exception of the work forming part of the representative set of final papers, is either destroyed or returned to the student after the expiry of a term of at least six months following the publication of the result. This term may be extended if necessary in connection with an appeal procedure.

Article 41 Hardship clause

1. The Examination Board can make provisions for serious injustices that occur as a result of the application of these rules; it can also make decisions in cases not provided for by these rules. In order to decide whether the hardship clause must be applied, the Examination Board must weigh the interests of the student concerned and those of the study programme. Cases requiring immediate action may be heard by the chairperson of the Examination Board or his deputy after which the other members must be notified as soon as possible.

2. Students must apply in writing, stating reasons, to the Examination Board for the application of the hardship clause in accordance with Article 44 of the Students' Charter. The Examination Board decides on the student's application and communicates this decision in writing, stating reasons, to the student concerned, who is also informed of his right of appeal.

Section 11 Final provisions and implementation

Article 42 Entry into force, amendments, publication and official title

1. The TER applies to all students enrolled in the study programme in question during the 2021–2022 academic year.
2. The general section of these regulations and any amendments thereto will be established by the Executive Board, after having obtained the consent of the students' section of the Central Participation Council. PC's will be given an opportunity to issue advice to the CPC. That general section of the TER constitutes the basis on which the study programme-specific TER for each study programme will be drawn up before being submitted to the Examination Board for their advice and the (joint) PC and IPC for their advice/consent. The (joint) PC advises the institute director and sends its advice to the IPC for informational purposes. The IPC advises the institute director and sends its advice to the (joint) PC. The establishment of and amendments to the study programme-specific TER are effected following a proposal from the institute and require the consent of the students' section of the competent IPC and the (joint) PC. (see Sections 10.20 and 7.13 of the WHW.)
3. The text of the TER can be amended if warranted by changes to the organisation or organisational components with due observance of the provisions of paragraph 4. In the event of an interim change, the procedure as described in paragraph 2 applies.
4. If the interests of an individual student are prejudiced as a result of interim amendments of the regulations, the student may submit a written application to the Examination Board to protest against the amendment of the rules. The Examination Board examines the student's application and bases its decision on a weighing-up of the interest of the individual student on the one hand and the interest of the quality of the study programme on the other.
5. The institute director adopts the study programme-specific TER before 1 June of the academic year preceding the academic year that starts on 1 September. He ensures the publication of the study programme-specific component of these regulations and any amendments thereto by making them available for inspection with the secretariat of the study programme and placing them on the website.
6. The text of the TER may be adapted if required following changes in the organisation or parts of it, without prejudice to the provisions of paragraph 3.
7. The official title of the TER of the Bachelor's programme is TER Academy of Circus and Performance Art 2021-2022.

Article 43 Transitional provisions

When a study programme is subject to a substantial overhaul, the following transitional provisions will apply. After the last regular activities of the 'old' programme and the related test or examination have been completed, this test or examination will be held two more times by way of resits. After that, it will be decided which test or examination that is part of the 'new' programme the student must sit to replace the 'old' one. or transitional provisions of the individual study programme.

Article 44 Unforeseen cases

The Examination Board decides in all cases not provided for by the study programme-specific part of the TER, unless the issue is covered by the institute director's competency.

B - Set-up of the study programme and support facilities

1. Set-up, organisation and execution of the study programmes

Information on the set-up, organisation and execution of the study programmes can be found in:

- the study programme's digital prospectus
- the Teaching and Examination Regulations (see under A).
-

2. Facilities for students

Information on facilities for students can be found at:

- the institution-specific section of the Fontys Students' Charter (www.fontys.nl/regelingen)
- the website of the Students Facilities Department (<http://www.fontys.nl/studentenvoorzieningen>)
- the website of [Fontys Study Abroad](#)
- the study programme's digital prospectus
-

3. Study support

Information on study support can be found in:

- the Teaching and Examination Regulations (see under A)
- the study programme's digital prospectus
-

C - Internal complaints procedure

Students whose interests are directly affected by acts carried out by a staff member or a student against them, or who have a grievance regarding organisational matters, may lodge a complaint with the Executive Board, as described in Article 47 of the Students' Charter.

APPENDIX

Study Program Profile Circus and Performance Art	
Competence	Definition
Craftsmanship	The ability to create performances by applying skills and knowledge from the domain of circus and the performing arts.
Artistic vision	The ability to develop personal artistic ideas and concepts, to take position as an artist in circus and other performing arts and to carry out artistic research.
Entrepreneurship	The ability to develop, organize and manage his own professional career.
Communication	The ability to communicate in a clear way about artistic ideas and concepts, both verbally and in writing and the ability to contribute to a collective creative process.
Reflection	The ability to investigate developments and artistic practices in circus and the performing arts, the capacity to reflect on the role of an artist, the capacity to acquire knowledge and skills and approach learning as a life-long process of professional and personal development.

Education unit name	Study points (EC)	Name of teaching activity	Entry requirements (if any) Article 17, 3	Registration requirements (if	Name of the test	Test form	Individual / group	Assessment scale	Weighting of test within educational unit	minimum to be achieved
Research in theory & practice										
Individual performance	9				Research performance project	Skills test (physical/auditory) / participation	Individual	1-10	5	= 5,5
		Research performance project	none	none	Practice-based research	Process assessment	Individual	Pass/fail	1	= 5,5
		Practice-based research	none	none	Performance art	Participation	Individual	Pass/fail	2	= 5,5
		Performance art	none	none	Dramaturgy & choreography	Written assessment/report	Individual	Pass/fail	2	= 5,5
		Dramaturgy & choreography	none	none	Security, safety, rigging	Participation	Individual	Pass/fail	1	= 5,5
		Security, safety, rigging	none	none						
Group performance	7									
		Group performance	none	none	Group performance	Process assessment	Individual	1-10	3	= 5,5
		Group dynamics & group work	none	none	Group dynamics & group work	Participation / process assessment	Individual	Pass/fail	2	= 5,5
		Cultural Theory	none	none	Cultural Theory	Knowledge test, written exam	Individual	Pass/fail	2	= 5,5
		Security, safety, rigging	none	none	Security, safety, rigging	Participation	Individual	Pass/fail	1	= 5,5
										= 5,5
Interdisciplinarity & Themeweek	2	Interdisciplinarity & Themeweek	none	none	Interdisciplinarity & Themeweek	Participation	Individual	Pass/fail	2	= 5,5
Personal professional development										
Self-management	2									
		Entrepreneurship: showcase (identity) & career plan (reflection)	none	none	Entrepreneurship: showcase & career plan (reflection)	Written assessment/report	Individual	1-10	2	= 5,5
Portfolio competence exam	1									
		Presentation & assessment meeting	none	none	Portfolio, assessment meeting	Portfolio assessment / log book	Individual	Pass/fail	1	= 5,5

Education unit name	Study points (EC)	Name of teaching activity	Entry requirements (if any) Article 17, 3	Registration requirements (if any)	Name of the test	Test form	Individual / group	Assessment scale	Weighting of test within educational unit	minimum to be achieved
full time study program										
Graduation/shortened track										
Not applicable										
Post-foundation year (Level II and III) Year 2 (Level II) Cohort 2020										
Circus disciplines	15	Circus technique	none	none	Circus technique	Skills test	Individual	1-10	13	= 5,5
		Group work	none	none	Group work	Evaluation group work	Individual	pass/fail	2	= 5,5
Expression and interpretation	10	Dance	none	none	Dance	Skills tests and participation	Individual	1-10	4	= 5,5
		Physical theatre	none	none	Physical theatre	Skills test and participation	Individual	1-10	3	= 5,5
		Performance art	none	none	Performance art	Evaluation of work shop and participation	Individual	1-10	3	= 5,5
Basic body skills	12	General physical preparation	none	none	General physical preparation	Skills test	Individual	pass/fail	3	= 5,5
		Floor acrobatics	none	none	Floor acrobatics	Skills test	Individual	1-10	6	= 5,5
		Trampoline	none	none	Trampoline	Skills test	Individual	1-10	3	= 5,5
Theory and methods	13	Biomechanics	none	none	Biomechanics	Knowledge test and application test	Individual	1-10	2	= 5,5
		Circus in context	none	none	Circus in context	Knowledge test and application test	Individual	1-10	3	= 5,5
		Dramaturgy	none	none	Dramaturgy	Participation, essay	Individual	1-10	2	= 5,5
		Training methods and planning	none	none	Training methods and planning	Training plan	Individual	pass/fail	3	= 5,5
		Security, safety, rigging	none	none	Security, safety, rigging	Knowledge test and application test	Individual	1-10	2	= 5,5
		Portfolio	none	none	Portfolio	Portfolio	Individual	pass/fail	1	= 5,5
Laboratory and research work	6	Research performance project	none	none	Research performance project	Evaluation RPP	Individual	1-10	5	= 5,5
		Art meets Art	none	none	Art meets Art	Participation, essay	Individual	pass/fail	1	= 5,5
Performances and productions	4	Group performance	none	none	Group performance	Evaluation group performance and participation	Individual	1-10	4	= 5,5

Education unit name	Study points (EC)	Name of teaching activity	Entry requirements (if any) Article 17, 3	Registration requirements (if any)	Name of the test	Test form	Individual / group	Assessment scale	Weighting of test within educational unit	minimum to be achieved
Year 3 (Level III) Cohort 2019										
Circus disciplines	10	Circus technique	none	none	Circus technique	Skills test	Individual	1-10	10	= 5,5
Expression and interpretation	5	Dance	none	none	Dance	Evaluation and participation	Individual	1-10	2	= 5,5
		Physical theatre	none	none	Physical theatre	Skills test and participation	Individual	1-10	3	= 5,5
Basic body skills	3	General physical preparation	none	none	General physical preparation	Skills test	Individual	pass/fail	1	= 5,5
		Floor acrobatics	none	none	Floor acrobatics	Skills test	Individual	1-10	1	= 5,5
		Trampoline	none	none	Trampoline	Skills test	Individual	1-10	1	= 5,5
Theory and methods	2	Dramaturgy	none	none	Dramaturgy	Evaluation	Individual	1-10	1	= 5,5
		Portfolio, competence exam	none	none	Portfolio, competence exam	Portfolio, competence exam	Individual	pass/fail	1	= 5,5
Laboratory and research work	5	Research performance project	none	none	Research performance project	Evaluation RPP	Individual	1-10	5	= 5,5
Performances and productions	4	Group performance	none	none	Group performance	Evaluation group performance and participation	Individual	1-10	4	= 5,5
Organization and self-management	1	Management and organisation	none	none	Management and organisation	Assignment (pitch)	Individual	1-10	1	= 5,5
Free part	30	Free part	none	none	Free part	External	Individual	External	30	= 5,5
Year 4 (Level IV) Cohort 2018										
Circus disciplines	14	Circus technique	none	none	Circus technique	Skills test	Individual	1-10	14	= 5,5
Expression and interpretation	5	Dance	none	none	Dance	Evaluation and participation	Individual	1-10	2	= 5,5
		Physical theatre	none	none	Physical theatre	Skills test and participation	Individual	1-10	3	= 5,5
Basic body skills	6	General physical preparation	none	none	General physical preparation	Skills test	Individual	pass/fail	2	= 5,5
		Floor acrobatics	none	none	Floor acrobatics	Skills test	Individual	1-10	4	= 5,5
Theory and methods	3	Security, safety, rigging	none	none	Security, safety, rigging	Technical rider	Individual	1-10	1	= 5,5
		Portfolio, competence exam	none	none	Portfolio, competence exam	Portfolio, competence exam	Individual	pass/fail	2	= 5,5
Laboratory and research work	8	Research performance project	none	none	Research performance project	Evaluation RPP	Individual	1-10	8	= 5,5
Performances and productions	5	Group performance	none	none	Group performance	Evaluation group performance and participation	Individual	1-10	5	= 5,5
	10	Work placement	none	none	Work placement	Evaluation of work placement	Individual	1-10	10	= 5,5
Organization and self-management	9	Management and organisation	none	none	Management and organisation	Assignments	Individual	1-10	9	= 5,5
Total	180								180	

Toelichting

Cohort: neem voor elke cohort een overzicht op. Voor elke cohort moet het overzicht voor de volledige opleiding worden opgenomen, tenzij het gaat om een nieuwe programma. In dat geval mag in het eerste jaar worden volstaan met de propedeuse en kan jaarlijks de aanvulling voor de volgende fase toegevoegd worden. Wanneer deze OER alleen geldt voor de cohort 2020-2021 hoeft het overzicht alleen voor deze cohort opgenomen te worden. (Zie ook artikel 42, lid 1.)

Voltijd/deeltijd/duaal: geef aan voor welke variant(en) het overzicht geldt.

Afstudeerrichting: stel voor elke afstudeerrichting een overzicht op

Verkorte trajecten; doorstroomprogramma vanuit AD: neem voor verkorte trajecten (bv. bij doorstroom na een verwante mbo-opleiding, voor studenten met een vwo diploma) een overzicht op

Studiefase: neem de onderwijseenheden op per studiefase (propedeuse, postpropedeuse, afstudeerfase). Maak daarbij duidelijk wat de eindwerken van de opleiding zijn (welke toetsen behoren tot de afstudeerfase). Deze werken/toetsen dienen bij een accreditatie beschikbaar te zijn en voor deze werken/toetsen geldt een bewaartermijn van 7 jaar.

Naam onderwijseenheid

Aantal studiepunten: een onderwijseenheid bestaat uit een heel aantal studiepunten en heeft een omvang van maximaal 30.

Naam van de toets: een onderwijseenheid kan worden afgesloten via één of meerdere toetsen. Neem hier de naam van de toetsen op de behoren bij de onderwijseenheid

Toetsvorm: neem per toets de toetsvorm op: kennistoets, casustoets, overall-toets, vaardigheidstoets, arbeidsproef, presentatie, portfolio-assessment e.d

Individueel of groepstoets. Let wel, ook wanneer er sprake is van een groepstoets dient er altijd sprake te zijn van een individuele beoordeling.

Beoordelingschaal. Er zijn 5 beoordelingsschalen beschikbaar:

1. Gehele cijfers (1-10)
2. Decimale cijfers (0,1 – 10,0)
3. Woordbeoordeling ((Uitmuntend, zeer goed, goed, ruim voldoende, voldoende, twijfelachtig, onvoldoende, ruim onvoldoende, slecht, zeer slecht))
4. Behaald – Niet behaald
5. Onvoldoende aangetoond – voldoende aangetoond – goed aangetoond

Weging toets binnen onderwijseenheid: geef aan wanneer de onderwijseenheid behaald is en hoe elk van de toetsen meeweegt in het bepalen wat het resultaat is van de onderwijseenheid.

Minimaal te behalen: geef aan welke ondergrens er geldt voor elk van de deelttoetsen

Ingangseisen: neem op welke eisen er gelden voor deelname aan de onderwijseenheid (bv. een bepaalde onderwijseenheid of een bepaald aantal studiepunten)

Engels: delen van het onderwijs en de bijbehorende toetsen mogen in het Engels worden aangeboden, mits wordt voldaan aan de Gedragscode onderwijs in een vreemde taal, dan wel het Fontys Talenbeleid (o.a. waarom onderwijs in een vreemde taal, waarborging/verbetering van de kwaliteit van het onderwijs, adequate voorbereiding studenten op het volgen van dit onderwijs, waarborg dat studenten niet worden benadeeld; voldoende deficiëntieprogramma's voor studenten met onvoldoende kennis van het Engels).