



# Student Charter Design Academy Eindhoven(DAE)

# 2017

The rights and obligations with regard to the enrolment, payment, termination of enrolment and the general terms and conditions to be allowed to take part in the educational activities of DAE as student or as *extraneus* (students who takes examinations but do not attend lectures) are entered into this Student Charter DAE (DAE) 2017.

The Education and Examination Regulations of the Bachelor's degree programme (B-OER) and the Master's degree programme (M-OER) of DAE are part of this Student Charter.

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## INTRODUCTION

### Student Charter

The rights and obligations with regard to the enrolment, payment, termination of enrolment and the general terms and conditions to be allowed to take part in the educational activities of Design Academy Eindhoven (DAE) as student or as *extraneus* (student who takes examinations but does not attend lectures) are entered into this Student Charter 2017.

The conditions of enrolment as well as the general terms and conditions and regulations as mentioned in the bachelor study manual 2017-2018) and the masters study manual 2017-2018 are part of this charter.

Changes in the Higher Education and Research Act (WHW) and the Student Finance Act (WSF2000) have led to alterations in this charter and the mentioned conditions of enrolment. Furthermore, the introduction of *Studielink*, the national online enrolment application, has led to a digital enrolment form.

This charter and also the conditions of enrolment, apply subject to change as a consequence of alterations in the current legislation and regulations.

### Education and Examination Regulations

In the Netherlands every degree programme is statutorily required to have an Education and Examination Regulations (OER). Such an OER contains proper and clear information on the degree programme and on the applicable proceedings and rights and obligations with regard to the education and the exams.

DAE has an individual, specific Education and Examination Regulations for each degree programme available at DAE . There are individual Education and Examination Regulations for the bachelor's degree programme (B-OER) in chapter 4A, and one for the master's degree programme (M-OER) in chapter 4B. These specific regulations together form Education and Examination Regulations of DAE in accordance with Article 7.13 WHW and are, as such, part of this charter. The specific Education and Examination Regulations are digitally available and can be found on the DAE website as well as on DAE intranet.

The Student Charter, with in it the B-OER and the M\_OER, is annually determined by the Executive Board of the DAE and is valid for the duration of one academic year. An OER of a previous academic year is therefore not valid in a new academic year. If regulations are altered for current students, then transitional measures will be provided for and included in the OER concerned.

The OER is written from a student's perspective. For the sake of readability the student in this charter is referred to as 'he'. Where 'he' is written, also 'she' is intended.

## Chapter 1 GENERAL

### Article 1.1 Glossary

In this charter the following lemmas have the following description or explanation:

Lemma	Description
Academic year	The period that starts on September 01 and ends on August 31 of the following calendar year.
Administrative regulations	Regulations as referred to in Article 10.3b of the Higher Education and Research Act (WHW).
Appellant	Person who appeals
Basics programme	The Basics programme, is a programme offered in year two of the bachelor course, consisting of Design Grammar, Humanities and Electives (Crafts & Sci Tech).
Binding Recommendation (BSA)	Recommendation / Study Advice as referred to in Article 7.8b WHW, in particular sub 3.
Board of Appeals for the Exams - CBE	Board of Appeals for the Exams of Design Academy Eindhoven as referred to in Article 7.60 WHW and also the Special Education Board of Appeals for the Exams as referred to in Article 7.68 WHW.
Board of Directors	The Board of Directors of Design Academy Eindhoven, i.e. the Executive Board
Certificate	Proof of participation including results gained, if applicable, issued by student administration. A certificate is not the same as a degree certificate or diploma, as referred to in Article 7.11, sub 1, of the Higher Education and Research Act (WHW).
C (C1, C2....C 13)	Chapter (chapter1, chapter 2....chapter 13) of this Student Charter
Coach	The coach (Propaedeuse, Bachelor course) supports the process in which the student directs the contents of his degree programme by means of activities aimed at gaining insight in his own motivation, drive, talent and vision.
Committee of Examiners	The committee determined by the Examination Board, usually one per department, consisting of a chairman (usually the head of the department), a secretary (usually the co-ordinator of the department), and teachers of the department, with an additional external examiner.
Competence	An integrated description of knowledge, insight, attitudes and skills that are necessary to create professional products in a professional context that comply with the current quality requirement.
Competence profile	A profile, consisting of the necessary competences or goals in the area of knowledge, insight, attitudes and skills that upon completion of the course the student must have gained to be able to create professional products in a professional context that comply with the current quality requirements e.g. the end profile of the education.
Complaints Desk	Complaints Desk set up by the Executive Board at the student counsellor
Credit	Unit used to calculate the study load as referred to in Article 7.4 WHW ; one credit equals 28 hours of study according to the ECTS.
DAE	Design Academy Eindhoven
Degree programme	Bachelor's degree programme or master's degree programme as referred to in Article 7.3 WHW, paragraph 2.
Degree Programme Committee	Committee as referred to in Article 7.32 WHW
Department	The design department (Bachelor course) or master department.
DUO	Dienst Uitvoering Onderwijs (Education Executive Agency of the Netherlands, formerly CFI and IB-Group, mentioned in the Dutch Database Office Act.
EC	European Credit, according to the ECTS (see ECTS). Both EC and ECTS can be used as acronym for European Credit. A European Credit stands for the number of hours of study, where 1 EC is an equivalent of 28 hours study load.
ECTS	European Credit Transfer System; also used for European Credit.
Education and Examination Regulations (OER)	Onderwijs en Examenregeling or OER: The regulations that include proper and clear information about the degree programme as well as the current proceedings and rights and obligations regarding the education and the exams, as referred to in Article 7.13 WHW, paragraph 1 and 2.
Evaluation committee	The committee determined by the Examination Board, usually one per department, consisting of a chairman (usually the head of the department), a secretary (usually the co-ordinator of the department), and teachers of the department.
Evaluation criteria	Criteria as described in the learning outcomes or end criteria in C 4.A and C 4.B.
Exam	Meaning the final exam: period within the degree programme for which the Executive board sets dates, and which the student enters as soon as all obligatory evaluations and tests that belong to the degree programme are

	passed. The Examination Board can award the appropriate certificate, unless the Examination Board decides to carry out an investigation into the knowledge, the insight and the skills of the examinee (Article 7.10 WHW, paragraph 2). There are two types of exams: the propaedeutic examination that finalises the propaedeutic phase and the final exam that finalises the degree programme as a whole.
Examination Board	The body that determines objectively and professionally whether a student complies with the terms and conditions that the Education and Examination Regulations sets to the level and type of knowledge, insight and skills that are necessary for obtaining a degree as referred to article 7.12 WHW, paragraph 2. In cases where the Examination Board decides to mandate the committee of examiners to execute certain tasks on its behalf, then, as far as these tasks are concerned, where it is written 'the committee of examiners' it is to be understood as 'the Examination Board'.
Examiner	Person, appointed by the Examination Board responsible for the evaluation and determination of the evaluation results of the study unit, interim exam or exam concerned.
Executive Board (CvB)	The general management or administration of the University of Applied Sciences as referred to in Articles 1.1j and 10.2 WHW.
Expert	Person recommended by the committee of examiners to the DAE Examination Board who – partially or totally – is involved in guidance and or consultation during the exams of one or more candidates.
Extraneus	The person as referred to in Article 7.32 WHW who is enrolled as extraneus at DAE and who, according to Article 7.36 WHW solely has the right to sit tests of study units and the exams belonging to the degree programme and who in principle has the right for access to the space and the facilities of the academy (such as the workshops and the library).
Force majeure	A situation of force majeure occurs in a situation where it is impossible to meet an obligation that cannot be contributed to the (failing) person concerned.
Fraud	Academic fraud is defined as any act or omission on the part of a student which is intended to wholly or partly obstruct the assessment of the students' knowledge, understanding or skills. This includes cheating at an examination.
Functional impairment	A visible or invisible limitation of the functioning of the student as the consequence of a handicap or chronic illness. This may concern amongst other things various physical limitations, chronic illnesses and mental problems.
Higher Education and Research Act (WHW)	Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek), to be consulted via <a href="http://www.wetten.nl">www.wetten.nl</a>
institutional tuition fee	Tuition fee determined by the Executive Board.
Interim exam	A research into the knowledge, the insight and the skills of the student with regard to a study unit and also the assessment of the results of that research.
Irregularity	The actions of a student deviating from the test rules or the provisions about fraud in the Education and Examination Regulations.
Major	Part of the programma a student chooses as main studies
Mentor	The mentor can help a student with personal study problems. The mentor looks together with the student to see how the student can tackle these challenges and supports the student in the process. The mentor can also refer a student to the counsellor.
Minor	A study unit offered within the minor space within the Bachelor's degree programme. There are two kinds of minor, with a different study load: a half minor with 15 EC and a full minor with 30 EC. A student can take either one full minor or two half ones.
Minor space	Part of the Bachelor's degree programme where a student can choose for general broadening or for indepth knowledge of competences of his major. The minor space is 30 EC and can be taken in study year 3.
Plagiarism	A form of fraud with regard to which (parts of) work of others or previously published work is used in work of one's own or as work of one's own, without a correct listing of one's sources or announcement that this concerns work of others/ work of a previous moment.
Propaedeutic phase	The first period of the bachelor's degree programme, prior to the main phase, in which students gain insight into the contents of the degree programme and the future profession. At the end of this phase selection and referral is possible (article 7.8 WHW, paragraph 5).
Special Focus	In case a student does not fully pass the competencies and requirements of passing design module 1, 2 and or the minor in the bachelor degree programme, the student can be given a Special Focus. The student can proceed in a following trimester or semester or minor, but will have to take the Special Focus into account. Only after passing the module or minor will the Special Focus be dropped. A student cannot take part in the final exam if a Special Focus has not yet been dropped.

Statutory tuition fee	The tuition fee as determined by OCW
Student	The person as referred to in Article 7.32 WHW who is enrolled at DAE. Student also has the following meaning: an extraneous as referred to in Article 7.32 WHW, unless explicitly determined otherwise.
Student card	The student identity card issued by DAE, with a student number, name and photo
Student council (SC)	Students' participation council as referred to in Article 10.17 WHW, with reference to the student section or in other words the Student Council (SC).
Student counsellor	The independent officer who advises students and guides them in case of personal problems of material and immaterial nature and who mediates when necessary, as referred to in Article 7.34 WHW
Student council regulations	Regulations as referred to in Article 10.17 WHW, with reference to the students section or in other words the Student Council (SC).
Study advice	Advice to the student about the continuation of the study within or outside the degree programme that is issued at the end of the first year of enrolment in the propaedeutic phase (in the bachelor's degree programme) or as long as the student has not passed the propaedeutic exam (Article 7.8b WHW). The study advice can be distinguished between a positive continued study advice and a binding recommendation not to continue one's studies or a Negative Binding Recommendation (BSA).
Study guide	The study guide (post-Propaedeuse) supports the process in which the students directs the contents of his degree programme by means of activities aimed at gaining insight in his own motivation, drive, talent and vision.
Study manual	The study manual of the bachelor or the master course.
Student Finance Act (WSF 2000)	Student Finance Act (Wet Studiefinanciering), to be consulted via <a href="http://www.wetten.nl">www.wetten.nl</a>
Tuition fee	The yearly payment, as referred to in Article 7.37 WHW, of students to the institute to allow enrolment and study at DAE. There are two kinds of tuition fee: statutory tuition fee and institutional tuition fee (further explanation on the specific lemma can be found in this glossary). Tuition fee payment is needed for each year of enrolment at DAE.
University (of Applied Sciences)	This University, i.e. Design Academy Eindhoven
Works Council (Dutch OR)	Participation Council as referred to in Article 10.17 WHW with reference to the teachers section and members of the organisation.

#### Article 1.2 Contents

1. The Student Charter regulates the legal status of the students that is connected to the enrolment at DAE (Article 7.59 WHW). The legal status is described in the Student Charter in terms of the rights and responsibilities that apply to all students enrolled at DAE.
2. The rights and obligations of the students arise from:
  - a. the legislation and regulations that apply to them, especially the Higher Education and Research Act (WHW),
  - b. the decisions of the Executive Board, among which this Student Charter.
3. This Student Charter consists of a part pertaining to the institution as a whole and a part pertaining to the various degree programmes. The latter, containing the degree programme and the OER of each course can be found in C4 of this charter.
4. This Student Charter is a translation of the formal Dutch version, named Studentenstatuut. In case of deviations between the Dutch and the English version, the Dutch version prevails.

#### Article 1.3 Adoption and alteration

1. The Student Charter, as far as this relates to the rights and obligations of all students that are enrolled at DAE, is annually ratified by the Executive Board after acceptance by the Works Council and the Student Council.
2. If, as a consequence of the decisions of the Executive Board, parts of the Student Charter are no longer in accordance with these decisions, then the Student Charter will be altered. The students are informed of these decisions and alterations of the Student Charter. The Executive Board ensures that the alterations are announced in an appropriate manner. Alterations made during the academic year can only be entered into the Student Charter if these do not result in a disadvantage to the student.
3. The regulations of the Student Charter are only valid, if and to the extent that they are not in conflict with higher legislation or with the funding conditions concerned. In that case no rights can be derived from the regulations of the Student Charter concerned.
4. If, as a consequence of the alterations of higher regulations or of the funding conditions parts of the Student Charter are no longer in agreement with the law, decision, regulation or funding condition concerned, then the Student Charter will be altered. The students are informed of these alterations. The Executive Board ensures that the alterations are announced in an appropriate manner.

#### Article 1.4 Scope

1. With the exception of other provisions of this article, the scope of this charter is limited to students of DAE.
2. Only when it is stated in this charter, do the provisions serve for the prospective student and the former student of DAE and its legal predecessors.



#### **Article 1.5           Announcement**

1. The Executive Board announces the Student Charter by placing the text on the DAE web-site and on DAE's intranet. The charter can also be found at the student administration and the student counsellor.
2. The Executive Board ensures to announce to students who have enrolled for the first time at DAE where to find the overall text of the Student Charter.
3. The Executive Board provides access for students to the part of the Student Charter pertaining to the various degree programmes.
4. Alterations of the Student Charter during the academic year will be announced by the Executive Board in an appropriate manner.

#### **Article 1.6           Organisation**

1. DAE is a foundation. Together with the College van Bestuur (the Executive Board), the Raad van Bestuur (Advisory Board) is one of the two bodies that administer the foundation DAE. The Executive Board is the management and the institutional administration of the foundation as referred to in the Higher Education and Research Act.
2. The foundation has set up management regulations as referred to in Article 10.3b WHW.

#### **Article 1.7           Goal**

##### Principles and Mission Statement

DAE is a specialised university of applied sciences: a university of the arts, that focuses on bachelor and master education in one clearly recognizable field of study. The main focus is on educating designers who are capable of developing and shaping new product concepts in their professional practice. With regard to this, the emphasis is on the relation between product, the person and its entire context. The way how people experience a product is highly valued. By focussing the attention on the cultural-philosophical and ethical aspects of the relation between person – product, the academy wants to educate people who are capable of giving a new meaning to the profession of designing. The academy is open for new developments in society and the field of study of designing. The academy inquires which adaptations are required of the education. In addition to this, the academy constantly adjusts the strategic policy plans and it adapts the educational programme to the adjusted philosophy. The bachelor's degree programme and the master's degree programme aim at acquiring the necessary knowledge, skills and insight in the area of designing in such a way that the graduate should be considered to be capable of being an independent professional, each person at the accompanying bachelor or master graduates level.

#### **Article 1.8           Degree Programme committee**

1. A degree programme committee is connected to a specific degree programme. The committees each have the following task:
  - a. giving advice concerning the OER, as referred to in Article 7.13 Higher Education and Research Act, before the Executive Board determines the regulations.
  - b. annually assessing the manner of implementation of the OER, and
  - c. when asked or by own initiative advise the Executive Board on all other matters concerning education of the degree programme concerned.
2. The committee sends the advice, referred to under a. and c. as notification to the Works Council and Student Council.
3. If at the determination, further regulation or implementation of the OER the advice of the committee concerned is not followed by the Executive Board, then the decision concerned will be reasoned.
4. The manner of appointing the committee and of composing the committee is provided in the management regulations.

#### **Article 1.9           Information to students and future students**

1. The Executive Board ensures that before the start of the academic year that data concerning the following topics are assessable (via website and/ or study manuals) to students and future students:
  - a. an outline of the degree programmes;
  - b. an outline of the OER;
  - c. the requirements and means for admission to the degree programmes as well as the procedures;
  - d. to which degree programme a negative binding recommendation (BSA) can be connected and based on which rules;
  - e. to which degree programme a reference in the post-propaedeutic phase can be connected and based on which rules;
  - f. the professional area for which the students are educated and also the professional profile connected to that;
  - g. the possibilities of students moving on or up to another type of education;
  - h. the amount of the tuition fees and an indication of the costs that are connected to attending the specific degree programme;
  - i. the available students' provisions.
2. The data referred to in Article 1.9, sub 1, here above, are made public in such a way that the future student will be able to form a proper judgment regarding the contents in main features and regarding the organisation of the education.
3. DAE offers future students the possibility to gain knowledge of the enrolment procedure.
4. For the benefit of provision of information to the international students, DAE follows the Code of Conduct for International Students in Higher Education in The Netherlands. (please check [here](#)).



## Chapter 2 ENROLMENT AND ADMISSION

Admission requirements apply to the degree programmes of DAE. These are laid down in the Higher Education and Research Act (WHW) and are detailed in this chapter.

### Article 2.1.A Requirements previous education bachelor's degree programme

The person who wishes to enrol as a student in the bachelor's degree programme in HBO (Higher Professional Education in the Netherlands) should at least meet one or more of the following educational entry requirements (7.24 WHW):

- a. possess a VWO Diploma (pre-university education),
- b. possess a HAVO Diploma (senior general secondary education) or
- c. possess a MBO-4 Diploma (secondary vocational education level 4) or
- d. possess a certificate appointed by the minister, whether or not issued in the Netherlands that is at least equal to a diploma as referred to under a, b or c.
- e. possess a certificate appointed by the Executive Board, whether or not issued in the Netherlands that – according to the judgement of that Board – is at least equal to a diploma referred to under a, b or c.
- f. If the educational entry requirements of the abovementioned (a up to and including e) are not met, then a report, as referred to in Article 7.29 WHW, can apply as having met the educational entry requirements. The Executive Board has established the so-called 21+ regulation for this. This 21+ regulation is an exceptional situation that the Executive Board can apply if the board considers it appropriate, based on Competences Acquired Elsewhere. This report has to meet the standard established by the Executive Board, in order to meet the educational entry requirements, as described above.
- g. Furthermore, each student should have sufficient knowledge of the English language (level: IELTS<sup>1</sup> score 6.0 or higher or equivalent)
- h. Additional requirement: selection for admission is based on portfolio and motivation of the student and occurs only after having passed the admission selection test.

### Article 2.1.B Requirements previous education masters' degree programme

The person who wishes to enrol as a student in the masters' degree programme should at least meet one or more of the following educational entry requirements (Article 7.30b WHW):

- a. possess a university (WO) or university of applied sciences (HBO) bachelor diploma (BA, BSc, BDes) for design, art, (interior) architecture, fashion or graphic design or
- b. possess a certificate appointed by the minister, whether or not issued in the Netherlands that is at least equal to a diploma as referred to under a. or
- c. possess a certificate appointed by the Executive Board, whether or not issued in the Netherlands that – according to the judgement of that Board – is at least equal to a diploma referred to under a or b.
- d. Furthermore, each student should have a sufficient knowledge of the English language (level: IELTS<sup>2</sup> score 7.0 or higher or equivalent)
- e. Additional requirement: selection for admission is based on portfolio and motivation of the student and occurs only after having passed the admission selection test.

### Article 2.2 Enrolment

In order to take part in DAE educational programmes and to make use of the provisions of DAE, a student annually has to ensure full enrolment (Article 7.32, 7.33 WHW) at DAE via Studielink ([www.studielink.nl](http://www.studielink.nl)). A student can only take part in the degree programme in a certain academic year if he is registered on September 1 of the academic year concerned.

A student is fully enrolled and registered only if he has met all conditions of enrolment and registration. Enrolment with a different commencement date than September 1 is only possible with the explicable permission of the Executive Board.

1. Enrolment as a student at DAE is solely open to those persons for whom the Executive Board has decided that they can be admitted to the institution. After application the candidate receives an invitation in writing to partake in the admission procedure and test. In order to enrol the student should have a proof of admission. This proof of admission will be issued by the Executive Board. The Executive Board determines the admission regulations. Additional requirements, as mentioned in Article 2.1.A sub h and 2.1.B sub e, are determined by ministerial regulation.
2. The enrolment should also occur in accordance with other procedural rules determined by the Executive Board.

For enrolment (or re-enrolment) tuition fees (Article 7.37 WHW) apply to be paid to DAE. Payment or the authorization for the payment (to ensure payment in instalments) of the applicable tuition fee is due before the September 1 of the academic year concerned. The precise amounts of the tuition fees and the manner on which the tuition fees need to be paid can be found on: <https://www.designacademy.nl/Study/Bachelor/PracticalInformation/TuitionFee> for the bachelor's degree programme and <https://www.designacademy.nl/Study/Master/PracticalInformation/TuitionFee> for the master's degree programme.

3. Enrolment will only occur after the proof has been submitted that the tuition fees due for the academic year concerned are paid or will be paid in full or in instalments (via Studielink/DIGID or the signed authorization form

<sup>1</sup> IELTS Academic, costs in 2017: €215

<sup>2</sup> IELTS Academic, costs in 2017: €215



- for tuition fee payment), after identification has occurred and the additional entry requirements have been checked. The payment should be made before September 1 of the academic year concerned or sooner as may be indicated on the authorization drawn up for that purpose for the academic year concerned (tuition fee payment form). The provision concerning the tuition fees in the previous sentence applies equally to the person who has authorized DAE in writing to debit the amount due of his bank account. The enrolment will not depend on any other financial contribution than the one referred to in Article 7.43, sub 1 and 2, 7.44 WHW, sub 1 and 7.45 WHW, sub 1.
4. Before the student can be enrolled in the degree programme, the student should provide the necessary information to DAE (such as proof of having at least 12 months of funding for the study or proof of a student loan, nationality of the student, proof of previous education through copies of diplomas and/or degrees, age of the student, residency status and place of residence of the student during the degree programme, etc.), in such a way that DAE is able to determine the amount of the tuition fees for the student concerned and the academic year concerned in accordance with the Student Finance Act (WSF2000).
  5. If an adult student (18+ years of age) does not pay for the tuition fees himself, enrolment will only occur if the student states in writing that he agrees that a third party mentioned in that statement will pay the tuition fees on his behalf.
  6. The person who wishes to enrol as a student will enrol for the entire academic year concerned. Enrolment will occur via *Studielink* before September 1 of the academic year concerned. The enrolment should also occur by means of the digital authorization in *Studielink*, which replaces the enrolment form of the institute. Enrolment after September 1 is only possible with the explicit permission of the Executive Board. If with the permission of the Executive Board, enrolment occurs during the academic year, then this applies for the remainder of the academic year.
  7. The student who is enrolled receives a confirmation of the enrolment; at the request of the student it is possible that the Executive Board issues a written statement as proof of enrolment. The proof of enrolment states the Student Charter to be applicable to the legal relationship between the student and the institute and that the student also has access to the proper study information concerning the degree programme for which the student is enrolled.
  8. The Executive Board can determine that the person concerned is not enrolled as long as – according to the judgement of the admission committee – the person concerned does not show that he has enough knowledge of the English language (see 2.1.A. sub g and 2.1.B. sub d). The Executive Board can also determine that the person concerned is not allowed to sit an exam or to sit parts of the exam, but is only allowed to do this after the person concerned shows, according to the judgment of the Examination Board, to have enough knowledge of the English language.
  9. The enrolment as student is only available for those persons whose parents, guardians or caretakers are able to show, or - in case the person is an adult (18+ years of age) and legally competent - can show that he:
    - a. holds the Dutch nationality or is treated as a Netherlands citizen based on a legal provision,
    - b. is non-Dutch and is younger than 18 years old on the first day of the start of the degree programme for which for the first time enrolment is required.
    - c. is non-Dutch and is 18 years or older on the first day of the start of the degree programme for which for the first time enrolment is required and on that day legally resides as referred to in Article 8 of the Aliens Act 2000.
    - d. is non-Dutch and resides outside the Netherlands on the first day of the start of the degree programme for which for the first time enrolment is required or
    - e. is non-Dutch and no longer meets one or the requirements, mentioned under b, c or d of this sub section though previously has been enrolled, in accordance with above mentioned requirements in this sub section, for a degree programme of the institute, which the student still attends and which has not yet been completed.
  10. If after enrolment it appears that this has not occurred in accordance with C2 Article 2.2 for whatever reason, then the enrolment of this student is terminated immediately.
  11. Enrolment as *extraneus* is solely possible if according to the judgement of the Executive Board the nature or the interest of the education does not dictate otherwise.
  12. If a student, already enrolled at a different institute than DAE, wishes to enrol at DAE with a so-called 'second enrolment' (tweede inschrijving), this is only possible with the explicit permission of the Executive Board. Permission can be given after the Executive Board is assured that the student in question can abide by the rights and obligations as set in Article 2.7.

### **Article 2.3 Enrolment after a Binding Recommendation (BSA).**

The student that has received a binding recommendation to which a rejection is connected, a so-called BSA, is no longer able to enrol as student at DAE for the same degree programme. The Executive Board also includes degree programmes with which the degree programme concerned shares the propaedeutic exam. As far as the latter is applicable, the Executive Board states the degree programmes concerned.

### **Article 2.4 Limitation of enrolment**

1. The Executive Board is entitled to – in accordance with the provisions in the WHW:
  - a. refuse a first enrolment based on the available educational capacity of DAE;
  - b. refuse a first enrolment based on nationally available educational capacity;
  - c. limit the enrolment for the post-propaedeutic phase

- d. limit the enrolment based on a ministerial regulation that limits enrolment based on the need of the labour market.
2. Decisions as referred to Article 2.4. sub 1 can be appealed to the Board of Appeals of the Exams by the interested party. The student submits the request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions in C12 Article 12.4.

#### **Article 2.5 Refusal and withdrawal of enrolment**

1. The Executive Board is entitled to refuse or to withdraw the enrolment of a student for the academic year concerned if:
  - a. it appears that the information submitted by the requesting student based on which the urgent requirements for admission and enrolment are shown, are incorrect;
  - b. if there is a well-founded fear or if it has appeared that the person concerned will abuse the enrolment and the rights connected to it, by seriously damaging the goal of DAE.
  - c. decisions based on sub section 1.a and 1. b are reasoned in writing,
2. Decisions as referred to in Article 2.5. sub 1 can be appealed to the Board of Appeals of the Exams by the interested party – in accordance with the provisions in C12, at the Board of Appeals. The student submits the request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions in C12 Article 12.4.
3. If the payment obligations are not met then the debtor protocol (see Annex 3) becomes effective. This protocol can also be consulted at the financial administration.
4. A student who has not paid instalment payments or payments of a previous academic year cannot be enrolled.
5. If a student communicates a blocked account on his authorization form, then this is process as not meeting the payment obligation. In this case enrolment is not possible.
6. In case of payments in arrears it is not possible to award a diploma for the particular student, until payment is fulfilled.

#### **Article 2.6 Termination of enrolment**

1. At the request of the person who is enrolled as a student in a degree programme at DAE the Executive Board terminates enrolment of that particular student starting the month following the month in which the student was enrolled. In the months of July and August termination of enrolment is not possible.
2. If payment of tuition fees is not duly fulfilled, after one or more demands for payment, then the Executive Board is entitled to terminate the enrolment, starting on the second month following the demand for payment.
3. If an enrolment is terminated in a case as referred to in Article 7.8b, sub 5, Article 7.12b, sub 2, Article 7.37, Article 7.42a or Article 7.57 h, sub 1 or 2 WHW; in case of Binding Recommendation (BSA), in case of proven fraud during evaluations, assessments or exams, in case the enrolment requirements were not met, in case of proven behaviour of the student not suitable for performing the profession, in case of violation of the internal rules and disciplinary actions, the Executive Board will terminate the enrolment at the start of the following month.
4. The Executive Board determines procedural rules with reference to the application of this article; such as a meeting with the student counsellor, a request to the student to disenroll via *Studielink* and if applicable, recovery of the IND residence permit.
5. The Executive Board informs the person concerned, DUO and possibly the IND about the termination of the enrolment.

#### **Article 2.7 Rights and obligations of a student**

1. The enrolment as student provides at least the following rights:
  - a. Participation in the classes of the degree programme; for which the student is enrolled, except in those cases that the Executive Board has set a limitation as referred to in 7.34, sub 1 WHW, or in case of limited capacity.
  - b. Participation in evaluations, assessments and exams of the degree programme for which the student is enrolled (see the OER concerned);
  - c. Access to the building(s) of the institute, unless according to the judgment of the Executive Board the nature or the interest of the education dictates otherwise;
  - d. Use of the educational facilities such as the library, workshops, and such like; The Executive Board determines and provides for the conditions for and the manner of use of these provisions;
  - e. Student provisions, among which included the services of the student counsellor and student guidance;
  - f. Access on request to the personal records of the student concerned on file and kept by DAE;
  - g. Right to vote in order to elect members for the Student Council.
2. In case of a decision for termination of the degree programme by the minister or the institution, students of the degree programme concerned are given the possibility to be able to finish the degree programme within a reasonable amount of time at the same or a different institution;
3. The enrolment as student gives at least the following obligations:
  - a. Participation in classes, design subjects, modules and practical trainings, as entered in the OER and also contiguous evaluations, assessments and exams of the degree programme as stated in the OER. A student is not allowed to withdraw from education without a valid reason; and in case of

- special circumstances the student should report this immediately to the student counsellor, his study guide or mentor.
- b. Obligation to attend of at least 80% of the classes, design subjects, modules and practical trainings, as entered in the OER.
  - c. Maintain good conduct within the building(s) and the areas of the institution, in accordance with the provisions of the Executive Board (see C8, Rules of Conduct, Article 8.2).
  - d. Obligation to identify himself at request towards persons appointed by the Executive Board in order to check whether he is entitled to take part in the classes, design subjects, modules and practical trainings, as entered in the OER, provided for by DAE.
4. The student transfers the right of use of the work that was made by the student(s) during the degree programme concerned for the benefit of DAE promotional purposes or exhibitions to DAE. This does not apply for work that was explicitly excluded from this transfer by an (Internship) agreement.
  5. The Executive Board provides for the rights and obligations of student assistants as far as they are present.

**Article 2.8 Non-entitled participation to educational provisions and examination provisions**

1. A person who is not enrolled and nevertheless makes use of educational provisions and examination provisions is due to the payment of compensation. The amount that has to be paid is the tuition fees to be determined by the Executive Board. This is the highest amount of (institution) tuition fees.
2. The criminal court is entitled to impose a fine to the student in case of non-entitled participation to education.

**Article 2.9 Change of address**

1. Students who are enrolled have to promptly and in time inform the student administration of changes of address – stating the date of commencement – via *Studielink*.
2. DAE does not accept any liability or responsibility for the consequences of whether or not correctly meeting the requirements as referred to in the first sub section.

**Article 2.10 Tuition fees and examination fees**

1. The statutory tuition fees are due by a student who:
  - a. as evidenced by the Central Register of Higher Education Enrolment (CRIHO), as referred to in Article 7. 52 WHW for enrolment in a bachelor's degree programme did not have a completed bachelor degree before enrolment or for enrolment in a master's degree programme did not have a completed master's degree before enrolment; and
  - b. article stricken
  - c. belongs to one of the groups of people, as referred to in Article 2.2 WSF2000, or has Surinam nationality.
2. If a student as referred to in the first sub section attends more than one degree programme (one with a second enrolment at DAE) and if he has completed the degree programmes for which he has enrolled as a first enrolment, then this student is due to the payment of tuition fees for the degree programme that has not yet been completed yet for the remaining part of the academic year concerned (meaning a second enrolment, upon completion of the first enrolment in a different degree programme, automatically becomes a first enrolment and therefore is due to payment of the tuition fees for the remaining part of the academic year). The amount due will be calculated, in that case, pro rata of the number of remaining months of the academic year concerned (Article 7.45 WHW, sub 6).
3. The institution tuition fees is due by a student who does not meet the requirements for payment of the statutory tuition fees, as referred to in Article 2.10 WHW, sub 1 and 2.
4. The Executive Board determines the amount of the tuition fees that is at least the amount of the statutory tuition fees.
5. The Executive Board is entitled to establish different institution tuition fees for the various degree programmes or for different groups of students or for a group of students.
6. The amount of the statutory tuition fees and the institution tuition fees (to be determined by the Executive Board) are annually – and in time before the start of the new academic year – announced by the Executive Board in various forms of study information. Rules of procedural nature, to be determined by the Executive Board, apply for the determination which students are due the statutory tuition fees and which students are due the institution tuition fees.
7. The student is entitled to pay the tuition fees by lump sum payment or in instalments in accordance with a payment arrangement made by the Executive Board. A condition for payment is that the student has an IBAN bank account for which authorisation was granted.  
The administration costs for payment in instalments are €24.00 for the academic year 2017/2018; the contribution for the Academy Fund for the academic year 2017/2018 is €105.00.

### **Article 2.11 Reduction, exemption and repayment of tuition fees**

A student enrolled at DAE as referred to in C2 Article 2.10 can request reduction or exemption of payment of the tuition fees:

1. In case of disenrollment at the students' own request: At any moment during the year the student is able to disenroll after which repayment of a twelfth part of the statutory tuition fees due by the student will follow for each month that the academic year lasts after termination of his enrolment. In case of payment in instalments, the financial administration makes an appropriate calculation of the possibly to be received amount back; possible follow-up instalments will be cancelled.
2. in case of death: If a student dies in the course of the academic year, then for each month following the death of the student a twelfth part of the statutory tuition fees will be paid back.
3. in case of graduation: The enrolment is terminated after graduation at the request of the student. For each entire month from the termination one, a twelfth part of the tuition fees will be paid back. The months of July and August are not included.
4. in case of termination of the enrolment starting July or August the student is not able to claim termination of payment of the instalments as referred to in C2 Article 2.10, paragraph 3 or repayment of the tuition fees that was paid for those months.
5. If case of a second enrolment: If a student, whose first enrolment has occurred at a different institution, and is explicitly granted permission of the Executive Board for a second enrolment at DAE, then the statutory tuition fees for this second enrolment is exempted, unless the paid, or the, to be paid amount for the first enrolment is lower than the statutory tuition fees, as referred to in C2, Article 2.10. In that case the difference is owed.
6. With regard to the repayment a procedure applies which is determined by the Executive Board.

## **Chapter 3 EDUCATION**

### **Article 3.1 Quality of education**

1. The Executive Board provides for a regular assessment (visitation and accreditation) partly by independent experts – of the quality of the activities of the institute and her degree programmes.
2. The assessment and the implementation of the self-evaluation as a preparation of that assessment occur partly based on the judgement of the students about the quality of the education, including the personnel policy.
3. The results of the assessment (visitation and accreditation) are public, as far as the assessment will partly occur by independent experts.
4. Each student is given the opportunity at least once a year to give a judgment in writing about the quality of the parts of education that the student has participated to.
5. The judgement of the students on the quality and organisation of the education plays an important part in the internal quality assurance.
6. The Executive Board provides for the manner in which the results of the evaluations of the quality (of parts of) the degree programme are dealt with.
7. In the annual report, the institutional plan of the institute respectively, is entered the intended policy with regard to the quality of the education and research, partly within the scope of the results of the quality assessment and other data concerning the quality of the institution, among which is included the personnel policy that is conducted.
8. The degree programme committee(s) in which students and teachers of each degree programmes hold a seat, advises the Executive Board about the education and the quality aspects connected to it.

### **Article 3.2 Right to a feasible programme**

1. The Executive Board provides for a regular and in time assessment of the OER and specifically the time required arising from the study load.
2. The Executive Board announces, in time before the start of the academic year, the basic features of the degree programmes and of the OER. The form should be such that the future student is able to get a proper idea concerning the contents of the respective programme and the exams. This concerns:
  - a. the degree programmes themselves, among which are included the organisation and the execution of education, the educational provisions, the educational departments and as far as applicable the international aspects;
  - b. the main features of the OER;
  - c. the annual layout and the holidays;
3. Abovementioned information is entered into the bachelor or master study manual that is made available to the student at the moment of enrolment by – or on behalf of – the Executive Board.
4. The structure of the degree programme, among which is included the spread of the study load, is as such that the student will be able to complete the degree programme within reason within the nominal period of time, being 240 EC in 4 study years for the bachelor's degree programme and 120 EC in 2 study years for the master's degree programme.
5. The Executive Board provides for the Internship parts of the degree programme concerned, as described in the OER concerned.
6. The student who is directly affected in his interest with regard to the feasibility has the right to submit a request for appeal, as provided for in C12 Article 12.2. The student submits a request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions in C12 Article 12.2.

### **Article 3.3 Right to a uniform study load**

1. The study load is expressed in credits (ECs), in entire points; one EC represents 28 hours of study load, in accordance with the ECTS. A study unit or subject consists of 28 study hours or multiple study hours.
2. The study load of the bachelor's degree programme is 240 EC.  
The study load of the master's degree programme is 120 EC.
3. If the study load for the bachelor's degree programme is less than 240 EC, then the student is not entitled to a degree; If the study load for the master's degree programme is less than 120 EC then the student is not entitled to a degree.
4. In the OER the study load of the degree programme is stated as a whole and in separate study units.

### **Article 3.4 Right to affordable education**

1. The enrolment does not depend on any other financial contribution than the tuition fees.
2. Costs for the institute that arise from legal obligations to provide for the education, cannot be charged on to the student.
3. The costs for the educational provisions for personal use, such as books, material and things necessary for practical classes, for the benefit of participation to education, the evaluations, assessments or exams of the degree programme for which a student is enrolled, are at the expense of the student.

4. The size of the amounts for excursions, introduction days, project weeks and internships together with the other costs for educational means have to be in reasonable proportion to the standard compensation of the student finance in accordance with WSF2000. The Executive Board provides for a further arrangement regarding this.
5. The Executive Board announces in time and before the start of the academic year in writing to the students concerned a global insight in the size of the costs for the educational requirements and of the financial contributions.
6. The Executive Board is entitled to ask for additional financial contributions for the costs of the institute that do not arise from legal obligations, but that support the nature of the education; such as the Academy Fund. Rate and description are entered into the bachelor and master study manuals annually. If a person wishes not to contribute to the Academy fund, then this should be announced in writing to the Executive Board before the start of the academic year (bachelor and master study manuals). Refund of the Academy fund is not possible.
7. If the costs are not any longer in a reasonable proportion to the standard compensation and the student no longer wishes to pay the contribution, while it can be said that an activity or provision is part of an obliged part of the degree programme, then the student is offered an equal alternative.

**Article 3.5 Educational purposes and competences**

1. The final competences of a degree programme should derive from the core qualifications of the University of Applied Sciences, of the professional profile of the profession that the degree programme prepares the student for and of the vision and the identity that the organisation projects to the outside world.
2. In the bachelor and master study manuals it is stated:
  - a. the learning purpose (related to the competences);
  - b. the educational contents;
  - c. the educational formats;
  - d. the study load;
  - e. the type of assessment and the contents of the assessments;
  - f. the assessment criteria;

**Article 3.6 Internships and excursions**

1. Information on the practice periods – among which are included the Internships that are performed outside DAE, excursions and also research – that are part of the programme of the degree programme, are entered in the OER concerned.
2. The rights and obligations of the student with regard to DAE and the practical practice offering and demanding organisation are laid down in writing in an agreement.
3. By signing the agreement as referred to in the second paragraph the student transfers the possible copyright within the scope of the, to be executed activities during the period as referred to in the first paragraph to the organisation as referred to in the second paragraph, unless parties agree otherwise in writing.
4. Students are informed in advance if obliged excursions take place outside the common educational hours.

**Article 3.7 Profiling fund (Profileringsfonds)**

The institutional administration has made a provision for the financial support of students with special circumstances; Conditions to qualify for the profiling fund are entered into C7.

**Article 3.8 Clause in the study agreement with reference to intellectual property laws**

All works, of whatever nature, that have been created by the student during the study period (such as inventions, designs, models, brands, scale-models, prototypes, dummies, drawings, calculations, methods, software (in source and object code) and writings, and the like) including with regard to this the possible intellectual property laws established on works in the Netherlands or elsewhere accrue to DAE.

**Article 3.9 Regulation cooperation DAE/ third parties**

The student will, at the first request of DAE, grant full cooperation to the execution of research assignments which DAE has accepted from third parties.

For such activities no reimbursement will be owed, unless otherwise agreed upon in writing with the student, before the beginning of the activities mentioned.

## Chapter 4 EDUCATION AND EXAMINATION REGULATIONS (OER)

Each degree programme has a specific OER; one for the bachelor's degree programme (B-OER) and one for the master's degree programme (M-OER). These specific regulations together form the OER in accordance with Article 7.13 WHW and are as such part of this charter. The specific OER can be found on the DAE website and intranet.

### Chapter 4A BACHELOR'S DEGREE PROGRAMME EDUCATION AND EXAMINATION REGULATIONS (B-OER)

#### Article 4.A1 General provisions Bachelor's degree programme

1. Relation to WHW
  - a. this regulation is an Education and Examination regulation as referred to in Article 7.13 WHW.
  - b. the provisions of this regulation are only temporarily valid if and as far as they do no conflict with the stipulations of the law or pursuant to the law.
  - c. the regulation is determined by the Executive Board of DAE.
2. Scope
  - a. the scope of this regulation is limited to students of DAE, falling immediately under the Executive Board of DAE.
  - b. the Executive Board provides for a regular assessment of the OER and weighs, with respect to this, for the benefit of monitoring and if necessary adjustment of the study load, the time required for the student that arises from this.
3. Public access  
The OER in accordance with Article 7.13 WHW is part of this charter and can be found on the DAE website and intranet.
4. Definitions of terms used can be found in the glossary, C1, Article 1.1

#### Article 4.A.2 Evaluations, Assessments and Exams Bachelor's degree programme

1. An evaluation, assessment or exam is connected to each study unit. An evaluation, assessment or exam contains an inquiry to the knowledge, the insight and the skills that the student has gained concerning a certain study unit and also the assessment of the results of that inquiry.
2. With regard to assessments (which are written assessments, for example for the subject History of Art) the opportunity to redo the assessment the following applies: a redo is only offered if the result of the regular assessment that was offered to the student was *insufficient*. Redo's are conducted in the same academic year in which the assessment initially was offered to the student concerned.
3. Each standard assessment, including the final exam has one redo in the academic year concerned. If a student only takes part in the redo (of this particular assessment), then this student does not have the right to resit this interim exam in this same academic year. Redo's should be completed before the end of the academic year concerned. If a student has not taken part in the offered possibility for a redo, then the student needs to take part in the subject concerned again in the following academic year and take part in the assessment of this subject during that academic year. The student will have to be enrolled in that particular academic year in order to redo the assessment.
4. If the student, due of unpredicted circumstances, misses the regular assessment or the redo possibility of this assessment, then he should make a request for a redo at the student counsellor. This request, addressed to the Examination Board, should be accompanied by proof of these unpredicted circumstances. The Examination Board will decide with regard to the advice received by the student counsellor.
5. The heads of the departments concerned (design department/ basics programme/minors) make sure that the student is informed in time of the questions and assignments for the benefit of an evaluation, assessment or exam and also of the assessment standards.
6. The final exam, i.e. of the total degree programme or of a phase of the degree programme, is passed, if all evaluations, assessments and interim exams that belong to the degree programme or to a certain phase of the degree programme were passed, unless the Examination Board determines that an inquiry – yet to be held by the Board itself – should be connected to the exam. For this see C4.A, article 4.A.8.
7. The Examination Board is entitled to determine that not every evaluation, assessment or interim exam has to be passed.
8. The results of the evaluation, assessment or exam are open for inspection by the student concerned who has at the student administration. At the request of the student, a copy of his results can be obtained by the student administration.
9. The student who passes the final exam will receive as proof of this a graduate certificate, issued by the Examination Board, on which the parts of the exam and possibly the authorities connected to it, are mentioned. The student will also receive a diploma supplement in which the degree programme that was attended is described in more detail.
10. The student who did not pass the final exam or the student who ends his degree programme at DAE before it actually is completed, is able to receive – at the personal request of the student – a certificate of the results of the evaluation, assessments and exams the student participated in at the student administration.

11. The Examination Board determines the rules with reference to the proper procedure during the evaluation, assessments and exams with reference to the necessary measures to be taken with regard to this. These measures may include that in case of fraud by a student the Examination Board may take away the right to sit one or more appointed evaluations, assessments or exams during a period, determined by the Examination Board, of at the most one year. The Examination Board is entitled to hand guidelines and directions to the examiners with regard to the evaluations, assessments or exams and with regard to the determination of the result of the evaluations, assessments or exams.
12. The propaedeutic phase of the degree programme, with a study load of 60 EC, is completed when the student complies with the transition standards of the propaedeutic phase, according to the provisions of C4.A, Article 4.A.6 sub 2.
13. The bachelor's degree programme has one exam to conclude the bachelor's degree programme: this is the final exam.
14. The student is entitled to take part in the final exam after having gained 210 EC, after all the obligations as mentioned under C4.A. Articles 4.A.7 have been complied with.

**Access to the evaluations, assessments and exams**

15. Only those persons are authorized to take part in evaluations, assessments or exams who comply with the admission requirements of DAE and who are enrolled as a student at DAE.
16. The student who wishes to receive proof of an exam that was sat by means of a certificate, in a certain academic year, has to make a request for this to the Executive Board. With the request the certificates of enrolment over the course of the years that use was made of educational provisions and examination provisions should be added. If it is concluded that the student was not enrolled (correctly) in any year and that this student nevertheless attended classes or has sat evaluations, assessments or exams, then the Executive Board is entitled to determine that the certificate can only be issued after the tuition fees concerned are paid. The Examination Board does not issue a graduate certificate only after the Executive Board has stated that the graduate certificate can be issued.
17. The student who does not agree with the decision(s) of the Examination Board and/or the committee of examiners can appeal at the Board of Appeals for the Exams, as referred to in C12. The student submits this request for appeal at [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions of C12, Article 12.4.

**Article 4.A.3 Exemptions/ reassessment Bachelor's degree programme**

A student who has gained particular qualities before the admission to DAE, cannot be granted exemption regarding these particular qualities.

**Article 4.A.4 Structure educational programme Bachelor's degree programme**

1. The educational programme of the bachelor's degree programme consists of the Propaedeutic phase and the post-propaedeutic phase of the programme.
2. The Bachelor's degree programme contains in total 240 EC; the Propaedeutic phase contains 60 EC and the post-propaedeutic phase contains 180 EC.
3. The transitional standards and exit qualifications for the Propaedeutic phase are entered into the grading system of the Propaedeutic phase; C4.A, Article 4.A.6 paragraph 2; the transitional standards and exit qualifications for the post-propaedeutic phase are entered into the grading system of the post-propaedeutic phase, C4.A, Article 4.A.7 sub 3. These grading systems are entered, together with the EC credit tables in Appendix 1, into the bachelor study manual of the academic year concerned. The bachelor study manual can be found on the DAE internet and intranet. The exit qualifications of the final exam are entered into the regulation final exam, C4.A, Article 4.A.10. This regulation is sent to the student before the phase of graduation.

**Article 4.A.5 Study advice Propaedeutic phase and student progress monitoring of the Bachelor's degree programme**

1. In the OER the monitoring of the individual student counselling and the monitoring of the study progress is provided for.
2. The Executive Board determines at the end of each academic year the study progress of each student who is enrolled at the institution; the student has access to this study progress before November 1 of the calendar year in which the academic year concerned has ended.
3. Each student of the Propaedeutic phase of the Bachelor's degree programme receives at the end of his first year of enrolment – or as long as the Propaedeutic standard has not yet been fulfilled – a binding recommendation whether or not to continue their studies by the institute and this is given before the Propaedeutic phase has been completed. This binding recommendation whether or not to continue their study is granted by the Executive Board about the progress of the study within the degree programme.
4. A rejection can be linked to this study advice by the Executive Board in accordance with rules further determined further by this Board. A rejection is given when the student has not yet completed the Propaedeutic phase and – with due regard to his personal circumstances, is be considered not suitable for the degree programme, since his study results do not meet the requirements that the Executive Board has determined.



5. As long as the Propaedeutic phase has not been completed, the Executive Board has the right to make a binding recommendation not to continue one's studies. If a student in the Propaedeutic phase has gained less than 30 EC during the first year of enrolment, then a binding recommendation not to continue one's studies follows automatically.
6. The student receives in the Propaedeutic phase of the Bachelor's degree programme during the assessment of each term a preliminary advice in writing. If there is doubt or when one or more negative advices have been given, then this holds as a warning that the study results may indicate that it is possible that a Negative Binding Recommendation (BSA) will follow regarding the continuation of the degree programme.
7. The student who was given a binding study advice to which a rejection is connected (the so-called Negative Binding Recommendation or BSA) is no longer able to be enrolled as a student in this degree programme at the institute.
8. Within the scope of the study progress monitoring the student will receive at least twice per academic year an advice on the progress of the study. For a student of the Propaedeutic phase of a full-time degree programme the second advice can coincide with the study advice as referred to in Article 7.8b WHW.
9. Students who are enrolled at more than one institute have to meet the determined standards and requirements with respect to the study progress, based on the amount of credits gained by the student concerned at DAE.
10. The Executive Board announces, before the end of the second month following the month in which a student, as referred to in Article 9.5 sub 5 of the WSF2000, has passed the final exam this to the Implementation Education Department and sends the person concerned a message regarding this.

#### Article 4.A.6 Propaedeutic phase of the Bachelor's degree programme

1. The end qualifications of the Propaedeutic phase are formulated in the following competencies<sup>3</sup>:
  - The student has shown to have sufficient expressive capacity in relation to his imagination.
  - The student shows that he has an inquiring nature with regard to which he sees possibilities instead of boundaries and shows inventiveness regarding dealing with the design process in a flexible manner.
  - The student shows to have a reflecting ability in which he can regard himself as a developing designer within a broader cultural and social-societal context
  - The student has shown to have sufficient communicative ability: susceptibility for others, being open to the environment, having empathy and the ability to express himself and to have an understanding of networking
  - The student shows that he has a personal attitude: passion, inquisitiveness, enthusiasm, openness and individuality/ originality.
2. In order to complete the Propaedeutic phase the student needs to meet the standard for completing the Propaedeutic phase as recorded in the credit table of the Propaedeutic phase in the bachelor study manual of the academic year concerned, which are 60 ECTS.  
The transitional standard for a Propaedeutic period (term) is as follows:
 

A period (trimester) is completed if the average is higher or equal 6.0 of which the following (joint) parts (average) are higher or equal to 6.0;

  - Attitude  $\geq 6.0$
  - Progress/ cognition, affection, realization and outcome, joint average  $\geq 6.0$
  - Creative translations  $\geq 6.0$

The standard to complete the Propaedeutic phase (the Propaedeutic standard) is as follows:  
All Propaedeutic parts have to be assessed, with regard to which

  - All trimester have to be completed and passed,
  - and
  - For each trimester the process book has to be positively assessed.
3. If a student does not meet the Propaedeutic standards, but if the student nevertheless was able to gain 30 or more ECTS credits, then the student will be discussed in the Propaedeuse final meeting/Jaarschouw (the year presentation). During this re-evaluation meeting the representatives of the Propaedeutic programme will decide, by a majority vote, which study advice will be given to the Executive Board. The study advice can be:
  - Propaedeutic phase is completed
  - A Negative Binding Recommendation (BSA), meaning an advice **not to continue** one's studies; a BSA follows automatically at less than 30 EC.

For the Propaedeuse final meeting a committee is set up consisting of an equal representation of teachers of each trimester, and the relevant coach. In the situation that a student is in the re-evaluation zone (30-60 EC), the study advice for the Executive Board results from the result of a voting. The basis for the voting is the following question given to the committee: "Does the committee believe, based on the overall picture that a Negative Binding Recommendation should not be issued to this particular student?". If 75% or more of the representatives in the committee agrees not to issue a BSA the committee will advise to grant the particular student the Propedeuse certificate; if not, the advice will be a BSA.

<sup>3</sup> In academic year 2017/2018 a pilot 'bachelor competencies' has been set up. Check the bachelor study guide for further information.

- The Executive Board accordingly determines whether the study advice will actually be given.
4. The Executive Board holds the right, because of compelling reasons, to deviate from the proposed study advices.
  5. In case of special circumstances, with the intervention of the student counsellor, different agreements can be made. For example in case of illness, with regard to which an entire term or part of the term could not be attended, it can be determined that this part still may be attended and completed. The student counsellor advises the Executive Board in such cases.
  6. If the student does not agree with the study advice and/ or the decision of the Executive Board then the student should make a request for objection at the [loket@designacademy.nl](mailto:loket@designacademy.nl), within 6 weeks after the study advice was given and/ or the decision of the Executive Board was made. The final objection has to be received by the [loket@designacademy.nl](mailto:loket@designacademy.nl) in writing and reasoned for the attention of the Executive Board in order for them to judge, at least before August 21 of the academic year concerned. In this notice of objection points have to be made that were not known during the Propaedeuse final meeting, in order to be treated. The Executive Board will have a meeting with the Bachelor Programme Manager about these notices of objection the week before the start of the new academic year. The student will submit this request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions of C12, Article 12.4.

#### **Article 4.A.7 Post- Propaedeutic phase of the Bachelor's degree programme**

1. The end qualifications of the final exam Bachelor's degree programme are formulated in the following competencies<sup>4</sup>:
  - a. the student will have build-up a major sensibility for the background of human actions and human well-fare;
  - b. the student will have developed an attitude of a problem-solver, especially regarding those aspects that are important with respect to improving (optimising) the human-product relationship with the emphasis on the aspect of experience.
  - c. the student will have acquired such knowledge, skills and insight in the area of designing that he should be considered to be capable of being an independent professional as designer.
2. The Post- Propaedeutic phase contains study units with the accompanying study load. An overview of the ECs is made available in the bachelor study manual (see also Appendix 1) of the academic year concerned before the start of each academic year. The bachelor study manual can be found on the DAE internet and intranet.
3. The student is evaluated, assessed or examined for the following study units, as were recorded in the EC credit table of the Post- Propaedeutic phase in the bachelor study manual of the academic year concerned:
  - a. Design modules 1 and 2 and in the second study year and Studio in the third study year of:
    - man and Activity
    - man and Communication
    - man and Identity
    - man and Leisure
    - man and Mobility
    - Public/ Private
    - man and Well Being
    - Food/ Non Food
  - b. The Basics programme, consisting of Design Grammar, Humanities and Electives (Crafts and SciTech).
  - c. Study guidance in the 2<sup>nd</sup> study year
  - d. Individual study activities (in total 4 EC in the 2<sup>nd</sup> study year)
  - e. One Minor in the 3<sup>rd</sup> study year, as offered.
  - f. Internship in the 4<sup>th</sup> study year. Internship takes place within the scope of the design department of graduation.
4. It is not possible to take part in the assessments of the study units, to be named hereafter, before the assessments of the parts mentioned with regard to them were completed:
  - Design module 2 after completing Design module 1
  - Minor, after Design module 2
  - One of the following situations:
    - i. Students of the cohort 2014/15 (first year of enrolment September 2014) or later, do their internship after completing the minor; in academic year 2017/2018 they will continue with a Studio within their own department
    - ii. Students of the cohort 2013/14 (first year of enrolment September 2013) or earlier, do their internship after completing all Design modules and Compass modules.
  - Final exam after meeting the Internship requirements and after completing all Design modules, the Basics programme consisting of Design Grammar, Humanities and Electives (Crafts and SciTech), the Minor and individual study activities, etc.

<sup>4</sup> In academic year 2017/2018 a pilot 'bachelor competencies' has been set up. Check the bachelor study guide for further information.

The student is obliged to take part in the first available possibility offered of the final exam, as soon as alle required study units are passed.

5. In the 2<sup>nd</sup> and 3<sup>rd</sup> study year a student who did not meet a certain competence within their Design Module 1,2 or the Minor, can receive a so-called Special Focus. The student can continue his study in the following term (trimester or minor), but will have to address the Special Focus within that term.
6. The post-propaedeutic phase is completed after all study units mentioned in Article 4A.7.3 are completed and passed.
  - a. Until the final exam a study unit can be passed (the result is a 'pass') or not (the result is a 'fail'). If a module was not passed, then the entire module has to be redone.
  - b. It is not possible to compensate one module with another module.

If grades are given for a (partial) assessment, then the assessment concerned will be expressed by the grades 1 up to and including 10. The grades have the following meaning

0 = NB (not assessed)	
1 = bad	( = 5 minus points)
2 = very weak	( = 4 minus points)
3 = weak	(= 3 minus points)
4 = very insufficient	(= 2 minus points)
5 = insufficient	( = 1 minus points)
6 = sufficient	
7 = more than sufficient	
8 = good	
9 = very good	
10 = excellent	

In case grades are given, then an average of 6 results in the module assessment to be passed. An NB (not assessed) automatically means not passed.

#### **Article 4.A.8 Participation evaluations, assessments and exams Bachelor's degree programme**

1. At least once per academic year the student has the opportunity to have an evaluation, assessment or exams of the study units mentioned under C4.A, Article 4A.7 paragraph 3, and to have one redo during the mandatory redo day every March and August.
2. The evaluation, assessments and exams of the study units mentioned under C4.A. Article 4.A.7 paragraph 3 are either written evaluations, assessments or exams or oral evaluations, assessments or exams.
3. Physically and sensory handicapped students are offered the opportunity to have the evaluation, assessment or exam in a manner as adapted to their individual handicap as possible. The Examination Board will seek professional advice when necessary, before they make a decision regarding this.
4. As a rule not more than one student at the time will have an oral evaluation, assessment or exam. In case of a group assignment or in other cases the Examination Board can determine otherwise.
5. An oral evaluation, assessment or exam is not open to the public, unless – in a special case – the Examination Board or the examiner concerned has determined otherwise.

#### **Article 4.A.9 Evaluation, Assessment or Exam results Bachelor's degree programme**

1. The examiner(s) determine the result immediately after the oral evaluation, assessment or exam as far as the they do not belong to a design modules and/ or the Basics programme; the examiner(s) will provide the student administration of the degree programme the necessary data for the benefit of granting the results of the evaluation, assessment or exam to the student.
2. The examiner(s) determine the result of an oral evaluations, assessment or exam of the design modules and/ or Basics programme in the evaluation meeting and will provide the student administration of the degree programme the necessary data for the benefit of granting the results of the evaluation, assessment or exam to the student. Immediately after the end of the evaluation meeting the results of the students' assessment or interim exam will be communicated to the student.
3. The examiner(s) determine the results of a written assessment or exam within thirty days after the day on which the assessment or the exam took place; the examiner(s) will provide the student administration of the degree programme the necessary data for the benefit of granting the results of the assessment or exam to the student. Immediately after the end of the evaluation meeting the results of the students' assessment or exam will be communicated to the student.
4. During at least thirty days after the announcement of the results of the written assessment or exam the student – at his personal request – will have permission to inspect the assessed work. The Examination Board is entitled to decide whether the inspection takes place at a fixed place and on at least two moments in time.
5. DAE provides for registration of the study results in such a way that at least, depending on the academic year, once every semester students can be given information on the results gained by him.
6. The term of validity of the completed parts, as mentioned in C 4.A Article 4.A.7 paragraph 3 is limited to 5 years, calculated from the day on which the result concerned was gained. The Examination Board is able to impose additional or replacement assignments after a period of 5 years.

#### **Article 4.A.10 Regulation final exam Bachelor's degree programme**

1. Definition of terms: see the glossary C1, Article 1.1
2. Admission to the final exam

The student of the Bachelor's degree programme who, after completing the Propaedeutic phase, has completed the study units mentioned in C4.A, Article 4.A.7 sub 3, is admissible to the final study phase in which the opportunity is offered to take part in the final exam.
3. Provisions regarding the final study phase
  - a. Exam dates

The starting date and final date of the final study phase parts are determined by the Executive Board.  
The date on which the final exam is conducted is determined by the Executive Board as recommended by the Examination Board.  
The week in which the final exam will be conducted has to be announced at least 5 months before the exam.  
The exact date of the final exam will be announced at least one month before the actual exam will take place.
  - b. The final study phase

The final study phase consists of two parts: the final exam module and the final exam.  
The final exam module will be concluded with a green light evaluation that provides access to the final exam.  
After the final exam module evaluation the examinee continues with the final exam. The assessment of the final exam module and the final exam as a whole occur during the final exam.
  - c. During the final exam phase the examinee is obliged to – i.e. during the schedule hours and the guidance hours – update the members of the committee of examiners and all teachers and experts that guide him of the progress and the advancement of his final projects. The student who does not comply with this can be excluded from sitting the exam by the Executive Board.
4. Stipulations with regard to the final projects
  - a. The final projects are, after consultation with the examinee, determined by the committee of examiners and should be approved of by the head of the (home) design department. A final project consists of a project and/ or research, connected to the design department that the examinee has attended.
  - b. A student graduates with two final projects and the portfolio. In case of a green light evaluation the committee of examiners communicate their trust in a successful examination by means of a green light. A red light means there is doubt. A student may, however, proceed with 'red light'.  
After the agreement of the Examination Board, the examinee may choose a final project at a different design department, alongside his final project within the home design department, if the student has completed at least one module at this particular department.
  - c. If an examinee executes a final project for a different design department, such as is described under the previous point, then the guiding teacher(s) of that design department assesses the assignment of that department.
  - d. As far as a final project is executed – partly under supervision of experts who are not a member of the staff that is responsible for the care of the education – then these experts, if the committee of examiners believe that this is necessary and if the Executive Board agrees to this, can be asked to give their judgement on the part of the final project that they were involved with (In that case the Examination Board appoints the expert as an examiner). This judgement will be taken into consideration at the assessment of that final project.
  - e. Except for permission in writing of the Executive Board the student or the examinee is not allowed to enter into cooperation agreements with third parties or to enter into contracts for the benefit of final projects with third parties.
  - f. Only after written approval of the Examination Board can the required number of final projects for a student be adjusted.
5. Assessment of the final projects
  - a. The chairman of the committee of examiners is entitled to assign the examinee to explain the executed final project during the exam for the duration of at the most one hour.
  - b. Regarding the assessments of the results of the final projects the following parts of the design process are observed: the analytical phase, the creative phase and the executive phase.
  - c. Per final project partial grades and final grades are assigned to the results of those separate parts. The final grades for the final projects are gathered on an assessment list. The list of grades is composed as follows:
    - For the analytical phase one final grade is calculated as average of the partial grades granted per final project;
    - For the creative phase and for the executive phase one grade is granted per final project;
    - One final grade is granted for the portfolio and the presentation and is calculated as average of the partial grades granted to each project during the final exam.
  - d. An examinee who, based on C4.A, Article 4.A.10, sub 2 of this regulation is offered the opportunity to sit the exam, has passed if he meets the requirements of quality in the area of knowledge, insight and

skills that a student should have acquired at the end of the degree programme and he should meet the assessment criteria as they were determined with reference to the final projects.

- e. The final assessment is expressed in the grades 1 up to and including 10, which have the following meaning:
- |                          |                     |
|--------------------------|---------------------|
| 1 = bad                  | ( = 5 minus points) |
| 2 = very weak            | ( = 4 minus points) |
| 3 = weak                 | (= 3 minus points)  |
| 4 = very insufficient    | (= 2 minus points)  |
| 5 = insufficient         | ( = 1 minus points) |
| 6 = sufficient           |                     |
| 7 = more than sufficient |                     |
| 8 = good                 |                     |
| 9 = very good            |                     |
| 10 = excellent           |                     |
6. Awarding of the certificate
- the certificate of DAE will be awarded when: the total of the final grades for the exams is at least 36, provided that for the separate final grades for the creative phase are at least 6,0 (= sufficient) and the list of marks with reference to the analytical phase, the executive phase and for the presentation/ portfolio does not contain more than two minus points, as indicated under C4.A, Article 4.A.10 sub 5e.
  - the committee of examiners is entitled to grant the designation *cum laude* if the average of the of the final grades is at least 8,0 and if not any of the final grades is lower than 7,0. *Cum laude* can only be granted if the duration of study does not exceed one year above the nominal duration.
  - the determination whether or not the examinee has passed the exam will occur in the meeting of the committee of examiners. At this determination an advice of the external examiner is considered. As soon as possible after the meeting the result is announced to the examinee.
  - a list of grades is issued to the examinee as soon as possible, immediately after the announcement of the result or at least within one week. This list of grades is signed at least by the chairman of the committee of examiners.
7. Redo the final exam
- An examinee who does not comply with the standards, as referred to in C4.A, Article 4.A.10, sub 6 will be given the opportunity to redo one or both final projects, if this concerns the final project(s) of the home design department.
  - The redo of the final exam will have to take part at the first available possibility, as determined by the Examination Board.
  - The term of validity of the parts that were completed in the final exam are limited to 5 years, calculated from the day on which the exam was conducted. The Examination Board is able to impose an additional final project or a replacement final project after a period of 5 years.
  - An examinee who does not comply with the standards mentioned in C4.A, Article 4.A.10 sub 6 after the redo exam and has to sit the next exam with new final projects.
  - The chairman of the Examination Board determines the schedule for the redo exam, which can take place in March and August of each academic year.
  - During a redo exam the provisions of this regulation are equally applicable.
  - A candidate who – for compelling reasons – according to the opinion of the chairman of the Examination Board is prevented to sit the exam or to give an oral explanation as referred to under C4.A, Article 4.A.10 sub 5a, is given the opportunity to nevertheless sit the exam before the start of the meeting referred to in C4.A, Article 4.A.10 sub 6c.
8. Disciplinary actions
- If an examinee with regard to the provisions in C4.A, Article 4.A.10, sub 2 of this regulation or with regard to the exam, in the opinion of the committee of examiners, was guilty of any deceit and if this was discovered before or during the exam, then the chairman of the Examination Board will deny this examinee the opportunity or the further opportunity to sit the exam. If a student or examinee has acted in conflict with the regulations and if this is discovered before or during the exam, then the chairman of the Examination Board is allowed to deny the student or the examinee the opportunity or the further opportunity to sit the exam.
  - If the deceit is discovered after the exam, then the chairman of the Examination Board will deny the student the graduate certificate. If other irregularities are being discovered after the exam, then the chairman of the Examination Board is allowed to deny the examinee the graduate certificate.
  - The chairman of the Examination Board will immediately report to the Inspection of any deceit or irregularity as referred to in the previous sub sections. If this announcement has occurred orally, then this will be confirmed in writing to the Inspection.

- d. If the chairman of the Examination Board applies the first or second sub section, then he immediately sends the examinee by registered mail a copy of the letter, as referred to in the previous point and he will point out to the examinee at the same time in writing what is provided in the item concerned.
  - e. In the cases not covered by this regulation, the chairman of the Executive Board will decide. He will announce this decision as soon as possible to the Inspection, the chairman of the Examination Board, the members of the committee of examiners and the external examiner(s).
9. **Obligation to retain**
- a. The Executive Board provides for storing a copy of the description of the final projects and examination requirements in the archives of DAE for ten years.
  - b. The Executive Board provides for storing of the assessment of the final projects and the results of the exam of each examinee in the archives of DAE for ten years.
10. **Handicapped students**  
Physically and sensory handicapped students are given the opportunity to sit the exam in a manner as adapted as possible to their individual handicap. The Examination Board will seek for professional advice – if necessary – for they will make a decision.
11. **Title**  
The person who has passed the final exam, connected to the degree programme Bachelor of Design 39111 is entitled to use the title of Bachelor of Arts<sup>5</sup>.

**Article 4.A.11 Concluding provisions Bachelor's degree programme Education and Examination regulations (B-OER)**

- 1. This regulation can be cited as DAE Bachelor's degree programme OER (B-OER).
- 2. Alterations of this regulation are determined separately by the Executive Board.
- 3. No alterations will be made during the current study year, unless they are for the students' advantage.
- 4. The present revision is an alteration to the OER of September 18, 2016 and becomes effective as from September 1, 2017. Thus laid down by order of the Executive Board of DAE, dated August 31, 2017.

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<sup>5</sup> In accordance with the regulation as published in the Government Gazette no 27438 page 3 dated August 28, 2015.

## Chapter 4B MASTER'S DEGREE PROGRAMME EDUCATION AND EXAMINATION REGULATIONS (M-OER)

These regulations can be cited as the Master Education and Examination Regulations Master Education DAE, or in short M-OER. This regulation become effective on September 1, 2017 and was laid down by order of the Executive Board of DAE on August 31, 2017, after the consent of the Works Council and the Student Council.

This OER concerns the graduate profile Design of the generic master Fine Art and Design (MFAD – CROHO 49114) and consists of four different programmes: Contextual Design, Social Design, Information Design and Design Curating and Writing.

### Article 4.B.1 General Provisions and Definitions, see C1, Article 1.1

#### Article 4.B.2 Evaluations and Exams

1. The master course is set up in modules: module 1 – 3 in year 1 and module 4 – 6 in year 2. Each module ends with an evaluation, which consists of an inquiry into the knowledge, the insight and the professional attitude and skills of the student. Before evaluation the heads of the programme will make known the assessment criteria and the assessment standard by which the assignments will be assessed during the module evaluation.
2. The two year programme is completed after all evaluations of that particular programme have been assessed with a 'pass', including the final exam.
3. The student who has participated in and completed an evaluation, will receive a proof of the result in writing by the evaluation committee concerned.
4. The student who passes an evaluation will - at his request - receive a certificate as proof of that by the Examination Board. The student who has participated in at least two evaluations in the first year, but who has not successfully completed all evaluations, will - at his own request - receive a certificate as proof of that by the Examination Board in which it is stated which evaluations the student has passed or failed.
5. The Examination Board draws up rules and measures that need to be taken for the smooth running of events during the evaluations.
6. The first year of the programme, which has a study load of 60 credits (to be gained in 3 modules of 20 credits per module; the 3<sup>rd</sup> module consists of two parts of 10 credits each), is completed after all modules of the first year have successfully been completed with a 'pass'.
  - Access to the second study year is only possible if the first year is completed, meaning: all modules are passed.
  - In case a student has failed a module of the first year, then he is entitled to one module redo during the first year.
  - A student is obliged to take part in the first available possibility offered by the examination committee for a module redo, which is at least within the running academic year (ending on August 31 of the academic year concerned).
  - If the module redo is passed, the module has successfully been redone.
  - In case the module redo is failed, the requirement for the module is not met and the first year cannot successfully be completed. In that case the entire first year has to be redone.
  - Deviations to these rules, for example giving a student permission to have a redo in the first week of September, can only be given by the head of the department, after consultation with the Examination Board.
7. The second year is the last year of the two-year degree programme and has a study load of 60 credits (to be gained in 3 modules of 20 credits per module; the 6<sup>th</sup> module consists of two parts of 10 credits each). It is focused on the graduation research and the final design. The programme is completed with the final exam.
8. The student has the right to take part in the final exam if he has gained 110 credits (completed modules 1 – 6a). The student is obliged to sit the first available possibility for a final exam offered by the Examination Board, after obtaining the required 110 credits, unless otherwise agreed upon with the Executive Board.
9. Access to the interim exams and exams  
Everyone who meets the criteria of DAE and who is enrolled as a student or extraneus is entitled to sit evaluations, assessments and exams of the degree programme concerned of enrolment.
10. Legal protection  
The student is able to appeal against the decisions of the committee of examiners at the Board of Appeals for the Exams (see Article 12.1.6).

### Article 4.B.3 Exemptions / Resits

Students, who have gained certain qualities by study or work experience, can be granted exemptions by the Examination Board after consultation of the head of the programme, before being admitted to DAE,

### Article 4.B.4 Exit qualifications

The exit qualifications of the first year are:

- a. The student has worked appropriately on the development of an independent, inquiring, flexible attitude with regard to the field of study and the social context thereof;
- b. The student has developed his intuition and knowledge sufficiently and uses this with respect to the themes that he has researched;



- c. The student has acquired sufficient insight in the full scale of the chosen specialisation that enables him to formulate a proper and sound research theme;
- d. With regard to this, he has developed his own vision and has shown that he is able to transfer this into a design;
- e. The student will have made himself thoroughly acquainted with the cultural and social aspects and has enabled himself to work contextually with these data;
- f. The student is able to present himself appropriately, both orally and visually, to individuals and larger groups.

The exit qualifications of the second year are:

- a. The student has knowledge, skills, insight and an attitude to be able to perform a profound research which results in an analysis and conclusion, and has the knowledge, skills, insight and attitude to draw up a valid report (written thesis or alternative format) that is consistent with the contents of the project.
- b. The student is able to transfer the research into the design of a product, tool, strategy or service and is able to visualise this convincingly and to communicate this to a larger audience.
- c. The student has acquired a major sensitivity for the contexts that are relevant for the theme, taking the economic, technological, social and cultural developments into account.
- d. The student has developed the attitude of an innovative creative thinker in the studied specialisation.
- e. The student knows how to use his or her knowledge, insight and skills to control processes, to organise projects and to enterprise cooperation.
- f. The student is able to create networks and to maintain them concerning his or her projects and activities and to maintain and sustain this network.

#### **Article 4.B.5 Structure of the degree programme**

1. The student is able to sit the exam after the evaluations of the successive following educational units have been completed:
  - Year One
    - a. Module 1;
    - b. Module 2;
    - c. Module 3 a and
    - d. Module 3b: Groundwork assignment
  - Year Two
    - e. Module 4: (thesis research);
    - f. Module 5: (design);
    - g. Module 6 a (pre-exam) and
    - h. Module 6 b (public research presentation, final thesis and final design).
2. Students are not allowed to take part in the evaluations of the following educational units before the prior evaluations of the mentioned components were completed: the student will only have access to module 4 if he has completed module 1, 2, 3 a and 3 b (meaning all passed (see also Article 4.B.2.8). In the second year, a module redo is offered for modules 4 and 5, in case the module is failed. This module redo will be formulated by the evaluation committee and will be assessed during midterms of the following module. Students are not allowed to take part in module 6b until modules 4, 5 and 6a are passed: the student can only proceed towards the final exam if modules 1, 2, 3a and 3b, 4, 5 and the pre-exam module 6a are passed, meaning having received a total of 110 credits (see also Article 4.B.2.10).

#### **Article 4.B.6 Participation in evaluations**

- a. The students are offered the possibility at least once a year to take part in evaluations of each module as mentioned in Article 4.B.5.2.
- b. The evaluations of the modules mentioned in Article 4.B.5.2 are taken orally or in writing; a presentation is part of the evaluation.
- c. Physical or sensory handicapped students are offered the opportunity to take part in an evaluation in an appropriate manner. If necessary, the evaluation committee/ committee of examiners will seek professional advice before they make their decision.
- d. Oral exams and evaluations are not public, unless in the exceptional case that the Examination Board or the evaluation committee has decided otherwise.

#### **Article 4.B.7 Evaluation Results**

- a. The evaluation committee determines the result during an evaluation meeting. Immediately after this meeting the results are announced orally to the student.
- b. The evaluation committee provides student administration with the necessary data for the benefit of issuing written proof of the results. This written proof will be issued to the student within ten days after the assessment results were determined.



#### **Article 4.B.8 Progress and Student guidance**

1. Registration of the study results  
DAE provides that registration of the study results can be announced to the student at least once per module.
2. Student guidance  
DAE is responsible for student guidance; also in view of announcing possible study paths within and outside the degree programme.
3. Concluding provisions and implementation
  - a. Alterations of this regulation will be laid down by the Executive Board in a separate decision.
  - b. No alterations will be made to the current regulation (M-OER) during the current study year, unless sticking to the regulation may damage the interest of the students.

#### **Article 4.B.9 Regulations final exam**

1. Definitions: see C1, Article 1.1.
2. Access to Year Two

Students who have successfully completed the first year will be admitted to the second year, in which they are offered the chance to take part in the preparatory research phase (module 4 and 5) and the pre-exam module (module 6a). This module will be finalised with the final exam (module 6b).

3. Admission to final exam as 'extraneus'  
Before a student is allowed to sit the final exam, the extraneus has to:
  - a. give proof to the Examination Board of all completed evaluations, assessments and exams that have been gained at an equal institution or in an equal degree programme;
  - b. to give an explanation to the results of these results;
  - c. in case the Examination Board finds that the results give insufficient insight into the level of the extraneus, then he will have to present himself by means of an oral and visual presentation;
  - d. after admission, the extraneus has the right to make use of the examination facilities as referred to in Article 7.34.b and c WHW;

Students who attend lectures at DAE in a not-registered (Central Registration of Higher Education Degree programmes - CROHO) Master's degree programme have the right to sit exams of the registered programme as extraneus, providing that they have passed the evaluations as referred to under Article 4.B.9.4 of these regulations. Only if the Examination Board believes that this evidence is sufficiently equal to the required level of the programme, of which the extraneus wants to sit the final exam, will the extraneus be admitted to the exam.

4. Stipulations regarding the final exam

- a. Examination dates

The start and end date of module 6b is determined by the Executive Board. The date on which the final exam takes place will be determined by the Executive Board after close consultation with the Examination Board. The week in which the final exam will take place should be announced at least 5 months prior to this exam. The exact date on which the final exam will take place should be announced at least one month prior to this exam.

- b. Second year

The second year consists of:

1. Modules 4, in which mainly the research is executed and the thesis is written, and 5, in which mainly the design is executed to prepare for the final exam (20 EC per module),
2. Module 6, consists of two parts: the pre-exam, module 6a, and the final exam, module 6b (10 EC per part). The final exam consists of
  - Public research presentation;
  - Final design project (or curatorial project in case of DC&W);

A module redo is offered for modules 4 and 5, in case the module is failed. This module redo will be formulated by the evaluation committee and will be assessed during midterms of the following module.

Module 6a, the pre-exam module, is a 'green light evaluation' and will assess the concept research presentation, the concept thesis and the concept design (or curatorial concept in case of DC&W). 'Green light' or 'red light' will be granted for each part of the assessment. Green light means a positive assessment; the evaluation committee says that they have faith in the ability of the student to pass his exam. After the pre-exam the examinee can continue the preparations for the final exam.

Students who receive a 'red light' for module 6a for one or more parts of the assessment, are not sufficiently able yet to show with their results that they are capable of passing the final exam, according to the evaluation committee. The student is therefore granted 'red light' for one or more parts of the assessment. This student will not receive his credits for module 6a.

This red light is as a warning: the student will first need to gain 110 credits to be able to proceed to the final exam. Only after module 6a is passed can the student take part in the final exam at first available possibility.

- c. During the last module (module 6a and 6b) the examinee is obliged to well inform the experts and mentors that guide him about the progress and the process of his (graduate) assignments. The student, who does not meet this requirement, can be excluded from the final exam by the Executive Board.

5. Regulations concerning the final projects
  - a. The final project is determined by the evaluation committee, chaired by the head of the programme, after consultation with the examinee. A final project will be worked out by means of a profound research and a thesis and a worked out concept of a product, tool, strategy or service or curatorial concept (in case of DC&W).
  - b. The final assignment, that derives from the final project, to be formulated by the student himself. At the end of module 5 and at the pre-exam (module 6a) the feasibility of the final project will be definitely be assessed. During module 6b, up to and including the final exam the final project will be developed further for final examination.
  - c. As far as a final project – partly under supervision of experts who are not a member of the teaching staff – has been executed, these experts can be invited to pass their judgment on the part of the final project they were involved in, if the committee of examiners believes this is necessary; if so, these experts will have to be appointed by the Examination Board. The judgement of these experts will be taken into account during the assessment of the final project.
  - d. Except for written consent of the Executive Board, the student / examinee is not allowed to enter into a cooperation or agreement with third parties for his final project.
6. Assessment of the final projects
  - a. The chairman of the committee of examiners, often being the head of the programme, may demand that the examinee explains his final project for at least 10 minutes during the final exam, followed by questions.
 

For the assessment of the results of the final projects, the following applies:

    - A. RESEARCH AND/OR ANALYSIS: research, reflection and analysis
    - B. VISION AND/OR CONCEPT: synthesis of research and design concept (or curatorial concept in case of DC&W)
    - C. THESIS: research report, conclusion, visions and design (or curatorial concept in case of DC&W) transferred into an autonomous communicative product (in writing or in an alternative format)
    - D. DESIGN AND/OR CURATORIAL PROJECT: design and visual presentation of the design (or curatorial concept in case of DC&W)
    - E. PUBLIC RESEARCH PRESENTATION: visual and oral presentation and communication of the research (or curatorial project in case of DC&W)

For each final project grades are granted to the results of these separate parts. These grades that are obtained for the final projects are gathered on an evaluation list. The list of marks consists of:

    - A final grade for the research and/or analysis;
    - A final grade for vision and/or concept;
    - A final grade for the thesis;
    - A final grade for the design (or curatorial project in case of CD&W);
    - A final grade for the public research presentation;
  - b. An examinee who has been offered the opportunity take part in the final exam based on Article 5.9.2 and Article 5.9.3 of these regulations is passed, if he meets the qualification requirements with reference to knowledge, insight, skills and professional attitude that a student should have acquired at the end of the programme and in accordance with the assessment criteria, as provided for with regard to the final project.
  - c. The result is expressed in grades 1 up to and including 5, which have the following meaning:
    - 1 = very weak
    - 2 = weak
    - 3 = normal
    - 4 = good
    - 5 = very good
7. Awarding the diploma
  - a. The DAE master's degree programme diploma will be awarded if:
    - The general average of the grades of the five parts is at least 2.8.
    - The total of the grades for the 5 parts (A – E) is at least 14.
    - Compensation between design / curatorial project (D) and thesis (C) is allowed, if:
      - One of them is not assessed with a 1, i.e. very weak and
      - The average of both parts is not lower than 3, i.e. normal
  - b. The committee of examiners is entitled to grant the designation 'cum laude' if the components C (thesis) and D (design/curatorial project) as referred to in Article 4.B.9.6.a. have both been assessed with good or very good (4 or more) and a total of at least 20 EC has been gained.
  - c. The decision about the question whether or not the examinee has passed the exam will be taken during a meeting of the committee of examiners, with regard to the recommendations of the external examiner(s). As soon as possible after the meeting, the committee will inform the examinee of the decision.

- d. The title of Master of Arts (MA) will be granted, if possible, immediately after the announcement of the results, but at least within two weeks. This diploma will be signed by the chairman of the Examination Board.
- e. On his request, a list of grades of the final exam will be given to the examinee. This list of grades will be signed by the chairman of the Examination Board.

**Article 4.B.10 Disciplinary Actions**

- a. If an examinee with regard to the provisions in C4.A, Article 4.A.10, paragraph 2 of this regulation or with regard to the exam, in the opinion of the committee of examiners, was guilty of any deceit and if this was discovered before or during the exam, then the chairman of the Examination Board will deny this examinee the opportunity or the further opportunity to sit the exam. If a student or examinee has acted in conflict with the regulations and if this is discovered before or during the exam, then the chairman of the Examination Board is allowed to deny the student or the examinee the opportunity or the further opportunity to sit the exam.
- b. If the deceit is discovered after the exam, then the chairman of the Examination Board will deny the student the graduate certificate (diploma). If other irregularities are discovered after the exam, then the chairman of the Examination Board is allowed to deny the examinee the graduate certificate (diploma).
- c. The chairman of the Examination Board will immediately report to the Inspection of any deceit or irregularity as referred to in the previous paragraphs. If this announcement has occurred orally, then this will be confirmed in writing to the Inspection.
- d. If the chairman of the Examination Board applies the first or second sub section of this Article, then he immediately sends the examinee a copy of the letter by registered mail, as referred to in the previous sub section; at the same time he will point out to the examinee in writing what is provided in the sub section concerned.
- e. In the cases not covered by this regulation, the Executive Board will decide. He will announce this decision as soon as possible to the Inspection, the chairman of the Examination Board, the members of the committee of examiners and the external examiner(s).

**Article 4.B.11 Obligation to retain**

- a. The Executive Board provides for storing a copy of the description of the final projects and examination requirements in the archives of DAE for ten years.
- b. The Executive Board provides for storing of the assessment of the final projects and the results of the exam of each examinee in the archives of DAE for ten years.

**Article 4.B.12 Handicapped students**

Physically and sensory handicapped students are given the opportunity to sit the exam in a manner as adapted as possible to their individual handicap. The Examination Board will seek for professional advice – if necessary – for they will make a decision.

**Article 4.B.13 Title**

The person who has passed the final exam, connected to the degree programme Bachelor of Design 39111 is entitled to use the title of Master of Arts<sup>6</sup>.

**Article 4.B.14 Concluding provisions and Implementation regulations  
Master's degree programme Educational and Examination Regulations (M-OER)**

- a. This regulation can be cited as Master's degree programme Educational Regulations and Examination Regulations DAE (M-OER).
- b. Alterations of this regulation are determined separately by the Executive Board.
- c. No alterations will be made during the current study year, unless they are for the students' advantage.
- d. The current revision is an alteration to the M-OER of September 1, 2016 and becomes effective starting September 1, 2017. Thus laid down by order of the Executive Board of DAE, with the consent of the Works Council and Student Council dated August 31, 2017.

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<sup>6</sup> In accordance with the regulation as published in the Government Gazette no 27438 page 3 dated August 28, 2015.

## Chapter 5 EXAMINATION BOARD

### Article 5.1 Institute and composition of the Examination Board

1. The Executive Board sets up an Examination Board for the benefit of the Bachelor's degree programme and the Master's degree programme.
2. The Executive Board appoints the members of the Examination Board from the members of the personnel of DAE, at least one member is a teacher of DAE; at least one member is an external member, not connected to DAE. The Examination Board has a secretary, who is not a member of the Examination Board.
3. The appointment applies for two years; the members can be renamed immediately.
4. The Examination Board consists of at least two members
5. For the benefit of conducting the exams, the Examination Board appoints the examiners. The only persons who can be appointed as examiners are members of the personnel that are responsible for the education of DAE and also experts outside the institute.  
The Examiners will provide the Examination Board with the requested information.
6. The Examination Board is entitled to determine further rules with reference to a smooth running of events during the interim exams and with reference to the, in that case, to be taken measures. In case of fraud by a student, the student can be denied the right to sit one or more interim exams at DAE for a period of time to be determined by the Examination Board.
7. The Examination Board is entitled to give directions and guidelines to the examiners with regard to the assessment of the person who is sitting the exam and with regard to the determination of the results of the exam.

### Article 5.2 Tasks of the Examination Board

1. The Examination Board is at least responsible for:
  - a. Determining the rules within the scope of the OER, as referred to in Article 7.12 WHW, to determine the results of the assessments and exams
  - b. the care for the organisation of evaluations, assessments and exams and for the smooth running of events during those evaluations, assessments and exams
  - c. granting exemption for sitting one or more evaluations, assessments or exams, such as referred to in Article 7.12 WHW, sub b and d
  - d. determining the results of the exams
  - e. awarding graduate certificates and diploma supplements
  - f. dealing with appeals concerning topics that concern the Examination Board
  - g. to secure the settlement of a matter as a results of requests for that by the Board of Appeals for the Exams
2. The Examination Board is authorized to deviate from the OER, in cases where the OER has explicitly stated, if:
  - a. as a consequence of special circumstances, the application of this regulation would lead to serious unfairness or to careless action,
  - b. or if the interests of a student or of a group of students as a consequence of errors made by the institute are in danger of being harmed,
  - c. or if the Examination Board decides to grant to request of an individual student.

## Chapter 6 STUDENT PROVISIONS

### Article 6.1 Student guidance

1. Students have a right to study guidance and to services provided by the student counsellor.
2. The Executive Board provides for student guidance during the various phases of their studies, such as the propaedeutic phase, the post-propaedeutic degree programme, including the educational projects, the Internship, graduation and possible international exchange, all with reference to the Bachelor's degree programme or during the first or second study year and graduating from the Master's degree programme.
3. The Executive Board has an arrangement for claiming financial support for students who – because of special circumstances – were not able to meet the standards of the student progress.
4. DAE provides for study guidance of the student also for the benefit of his orientation to the possible studies in and outside the degree programme.

### Article 6.2 Student counsellor

1. A student counsellor is connected to DAE.
2. The student counsellor provides for help, information and advice to students in the area of study and education, of being a student and concerning student provisions.
3. The student counsellor represents the student interests in the broadest sense of the word and occupies in the institute a position of trust for the students.
4. The student counsellor has a duty of confidentiality with reference to what a student tells him in his position as student counsellor. With regard to the execution of his tasks the student counsellor is only answerable to the Executive Board. The student counsellor does not have contact with third parties about a student, without the explicit permission of the person concerned.
5. The student counsellor annually issues a report on the execution of his tasks and the number and nature of his advice, to the Executive Board.

### Article 6.3 Provisions

1. The following student provisions are the minimum that DAE provides for:
  - a. a library
  - b. reproduction provisions
  - c. canteen provisions and space
  - d. IT provisions necessary for education
2. For the use of certain provisions or services the Executive Board can ask for a voluntary student contribution. If student contributions are requested, then the students will have to be informed in the bachelor and master study manuals on:
  - a. the provision or activity wherefore the contribution is required;
  - b. the fact that one is not able – without making this contribution – to make use of the provision or respective activity concerned
  - c. the Executive Board annually determines the student contribution (activity and costs) of the coming academic year.

## Chapter 7 FINANCIAL REGULATIONS FOR STUDENTS

### Article 7.0 The profiling fund

1. The DAE Executive Board made provisions for the financial support of a student who:
  - a. is enrolled at DAE for a degree programme for who he has not yet been granted a degree and for which he is owed statutory tuition fees.
  - b. with regard to the presence of a special circumstance, does not attend or does not completely attend the degree programme and who has had a claim to the performance-linked student grant as referred to in C5 of WSF2000,
  - c. and has had a delay in studies or will probably have a delay in studies as a consequence of special circumstances, or
  - d. is enrolled at DAE for a degree programme to which accreditation was not again granted and for which, as a consequence, he has not been granted a degree.
2. The special circumstances, as referred to in the first sub section, points b and c are:
  - a. the membership of the board of a student's organisation of size with complete legal capacity, a degree programme committee or the Student Council.
  - b. activities in the area of management or society that, according to the opinion of the institutional administration, are also in the best interest of the institute or the education that the student is attending.
  - c. illness or pregnancy and delivery
  - d. a physical disorder, sensory disorder or another function disorder
  - e. special family circumstances
  - f. delay in studies that are the consequence of the manner in which the institute provides for the education
  - g. other special circumstances that a student may find himself in, to be determined by DAE with due observance of the third sub section,
  - h. other circumstances referred to in parts a up to and including g that – if a financial request based on this would not be remunerated by DAE – would lead to an exceptional case of extreme unfairness.
3. DAE has made provisions for the financial support of a student who:
  - a. is enrolled at the institute concerned and for which he has not been granted a degree and at which the student is actually attending his studies,
  - b. meets the nationality requirement as referred to in the Higher Education and Research Act Article 7. 45, first paragraph and
  - c. resides in the Netherlands, Belgium, Luxembourg or one of the federal states of North Rhine-Westphalia, Lower Saxony and Bremen of the Federal Republic of Germany.
4. DAE determines rules of procedural nature with reference to the application of this article, to which are at least included the rules about the start, the duration and the amount of the financial support. The duration of the financial support to a student as referred to in the first sub section, part d, is the period that is in agreement with the study load that exceeds 60 EC. The financial support is not higher than the student finance that the person concerned receives by reason of C3 of WSF2000, or should receive, if he could claim that or should have claimed that. DAE links the condition that the student actually is attending his studies at the institute where the delay in studies came into being to the grant of financial support. The claim is not transferable while transferring to a different degree programme or institute. To the actual distribution of graduation performance-linked student grant are conditions connected that the student actually studies and during the duration of the graduation performance-linked student grant makes progress. The graduation performance-linked student grant will be reclaimed if the student does not meet the progress requirement.
5. OCW provides for provision for financial support to a student who is a member of the board of a legal entity with full legal capacity political youth organisation of some size or of a national organisation of some size that develops relevant activities for Higher Education and that with regard to this really develops actual activities. The conditions are set by ministerial regulation under which this financial support will occur.
6. In addition to the provisions, as referred to in the first up to and including the sixth paragraph, a provision for financial support can be made that together with the financial support in accordance with the provisions, as referred to in first up to and including the sixth paragraph, is higher than the student finance that the person concerned is receiving by reason of the WSF2000, or should receive, if he could claim that or should have claimed that. This addition is strengthened by the denomination: provision for additional support. The Executive Board draws up additional conditions for that.
7. DAE informs the student in writing of the financial support, as referred to in the first up to and including the seventh paragraph, with respect to which the amount of the additional support, as referred to in the seventh paragraph is mentioned separately. Furthermore, DAE records the financial support granted to the student in its administration, quoting the citizen service number of the student and the size of the granted amount with respect to which the amount of the additional support as referred to in the seventh paragraph is mentioned separately.

#### **Article 7.1 Conditions profiling fund support**

1. The student is able to call on the profiling fund if he
  - a. is enrolled at DAE in a degree programme for which he has not been granted a degree and for which he is owed the statutory tuition fees.
  - b. meets the nationality requirement as referred to in the Higher Education and Research Act Article 7. 45, first paragraph and
  - c. resides in the Netherlands, Belgium, Luxembourg or one of the federal states of North Rhine-Westphalia, Lower Saxony and Bremen of the Federal Republic of Germany.
2. In case he because of special circumstances has such a delay in studies that he is no longer able to claim the performance-linked student grant as referred to in C5 of the WSF2000. Special circumstances are considered to be the following:
  - a. Illness of the person concerned
  - b. a physical disorder, sensory disorder or another function disorder
  - c. pregnancy and delivery of the person concerned
  - d. special family circumstances;
  - e. being a member of the student council or a member of the educational committee;
  - f. other circumstances to be indicated by the Executive Board in which the person concerned develops activities within the scope of the organisation and the board of matters of the institute;
  - g. being a member of the board of a student organisation of any size with full legal capacity, or a similar organisation of some size, in which organisation the representation of general social interests is the main focus and that develops actual activities with regard to that.
  - h. the circumstances that the degree programme is organized in such a way that it would be unreasonable to expect a student to pass the final exam within the period that he could claim the performance-related student grant
  - i. the circumstance that the degree programme is organized in such a way that it would be unreasonable to expect a student to meet the student progress standards or the diploma term that are required for the performance-related student grant
3. Or if he does not meet the study progress standard or does not graduate within the diploma term.
4. The student can qualify for support from the profiling fund, if an appeal or an objection – that is aimed against a decision of the Executive Board with regard to the study feasibility is allowed. Support from the profiling fund can only be granted if a student does not demonstrably have at his disposal student finance in accordance with the WSF2000 or other funds, or student grants and such like. The student submits a request for appeal or a request for objection at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions of C12, Article 12.4.

#### **Article 7.2 Procedure profiling fund**

1. The Executive Board judges the request of the student for profiling fund support and accordingly determines the claim of the student with regard to this taking the amount of the financial support into account in such a way that the student is therefore enabled within reasonableness to continue his studies. The Executive Board informs the student in writing about the decision of the request.
2. To the actual distribution of profiling fund support the conditions are connected that the student actually studies and makes progress during the duration of the profiling fund support. The profiling fund support will be reclaimed if the student does not meet the progress requirements.
3. The period on which support will be granted will not be longer than the actual and determined delay which meets the special circumstances mentioned under C6, Article 6.1 a up to and including l.
4. In case of alteration of the regulation the size and the duration of the former granted claim to a financial support is observed, if this is more favourable for the student.
5. In case of change of the institute the student loses the right to a former granted claim.
6. The Executive Board announces this regulation before the start of the academic year.
7. The student is able to make an appeal against decisions that were mentioned in this chapter at the Board of Appeals for the Exams. The student should submit this request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions of C12, Article 12.4.

#### **Article 7.3 Decision period**

1. The Executive Board decides at the latest six weeks after the request was submitted.
2. The Executive Board will respond to the student at the latest within two weeks after receiving the request.
3. If the Executive Board does not decide or does not decide in time, without a reasoned request for suspension of the decision period, the request will be considered to be rejected, wherefore the applicant is able to make an appeal in accordance with C12 of this charter.

#### **Article 7.4 Amount and payment of the Profiling fund**

1. The financial support is put at the disposal of the student after the rights to (extended) performance-linked student grant has been expired.
2. The amount of the financial support is equal to the student finance that the applicant receives by reason of C3 of the WSF2000 or should receive, if he could claim that or should have claimed that;

3. The financial support will be granted in monthly instalments;
4. The payment will occur after settlement of possible debts that the person concerned has at DAE.
5. The student is informed by letter about the manner of payment by the Executive Board.

**Article 7.5 Unpredictable cases**

In cases not covered by the regulations of this chapter and in exceptional cases of extreme unfairness, the Executive Board will decide.

**Article 7.6 Student emergency fund**

Students who are in immediate financial need, can turn to the DAE student counsellor with a request for a loan. The student counsellor will give advice to the Executive Board concerning this matter. The Executive Board will decide whether or not the loan will be granted. An awarded loan can be transferred partly or wholly into a gift by the Executive Board.

**Article 7.7 Appeal**

An appeal against a decision of the Executive Board founded on the regulations discussed in this chapter lies to the Board of Appeals for the Exams within four weeks after the date of the decision in accordance with C12. The student will submit this request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions of C12 Article 12.4



## Chapter 8 HOUSE RULES AND MEASURES

### Article 8.1 House rules and disciplinary actions

1. The Executive Board has set up regulations and takes measures for the smooth running of events in the institute, among which is included the General Regulations of DAE and the Workshop Regulations of DAE.
2. In case of violation of these regulations the student can be denied access to the buildings and the areas entirely or partly, for the duration of at the most one year.
3. The student is able to make an appeal against the decision in which access was denied at The Appeals Tribunal for Higher Education. The student has to submit this request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions of C12 Article 12.5

### Article 8.2 Rules of conduct

1. In order to maintain the smooth running of events in DAE the following applies for students as far as this concerns them and/ or is of interest to them that the following regulations have to be completed further:
  - a. Regulations with respect to the use of buildings and provisions, for example in and outside the period of education (library, zBar, etc)
  - b. Regulations concerning signing oneself out because of illness by the student and rules with regard to presence and absence.
  - c. The running of events regarding alterations of the class schedule etc, disciplinary actions
  - d. Possible other regulations
2. In case of violation the Executive Board is able to take the following measures:
  - a. Warning
  - b. Reprimand
  - c. Denying the access to buildings and areas, denying the use of a provision and denying access to certain classes for the duration of at the most one year.

### Article 8.3 Application of measures

1. Before the Executive Board decides to apply a measure as referred to in C8, Article 2 paragraph 2, the Board will give the person concerned the opportunity to be heard about this.
2. The decision of the Executive Board for the application of a measure will be reasoned by writing and will be announced as soon as possible, but at least within three weeks to the person concerned.
3. The student is able to make an appeal against the decision as referred to in C8, Article 2 paragraph 2b and c at the Board of Appeals for the Exams. The student has to submit this request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl), in accordance with the provisions of C12 Article 12.4

### Article 8.4 Liability

1. The student accepts that the DAE is not liable for missing items, theft or damage to property or any other damages of students.
2. The liability of DAE and also of its board, teachers and employers is limited to at most the amount that DAE receives from the student in the year in which the event that caused damage took place.
3. The student who is responsible for damaging or causing items or property of DAE to get lost or of items of third parties who (temporarily or permanent) are in the buildings or on the areas and where DAE is responsible for (rented equipment, property of utility companies and suchlike), whether or not on purpose, is liable for compensation and DAE can hold the student liable for this.

## **Chapter 9 PARTICIPATION IN DECISION-MAKING**

### **Article 9.1 Works Council and Student Council**

DAE has a Works Council and a Student Council.

For Participation in decision-making the students are referred to the Student Council regulations DAE that is determined by the Board of the Foundation DAE. These regulations can be found on the intranet of DAE under 'organisation'.

## Chapter 10 REGULATIONS PROTECTION OF PERSONAL DATA

### Article 10.1 Privacy

1. The Executive Board has established a regulation concerning the protection of personal data.
2. Each student has a right of inspection to the data that concern that person and/ or his study progress which are laid down at the studentadministration if the institute at which the person concerned is enrolled.
3. The data mentioned in the second sub section apart from the student, are only accessible for those employees of the institute that by reason of their job need access of these data.
4. The student is entitled to request to improve the data of the person concerned, or to complete them or to remove them, if these are actually incorrect or for the purpose of the administration incomplete or if they are not relevant or if they appear in the enrolment and are in conflict with a legal regulation.
5. Personal data are only provided to a third party as far as this arises from the purpose of the enrolment for which the data were provided or is demanded as a consequence of legal regulations or if it occurs with the consent of the person to which the data is concerned.

## Chapter 11 REGULATIONS UNDESIRABLE BEHAVIOUR AND INTEGRITY

### Article 11.1 Confidential advisers undesirable behaviour and integrity

1. The Executive Board has a regulation concerning undesirable behaviour and integrity.
2. Each student who believes that certain behaviour of members of the personnel or fellow students can be said to be undesirable behaviour or that violates integrity can contact one of DAE's confidential advisers. The student can submit a so-called request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl) in accordance with the provisions of C12 Article 12.5 or at the confidential adviser(s).
3. In the regulation against undesirable behaviour and integrity at least the following is provided for:
  - a. what kind of behaviour is said to be undesirable behaviour or that is said to be violating integrity;
  - b. the procedure that has to be taken into account regarding submitting an appeal;
  - c. the measure that the Executive Board can take;
4. The Executive Board appoints among the personnel of DAE one or more confidential advisers who will be able to deal with the requests concerning undesirable behaviour towards students or violation of integrity and who can also assist the student concerned regarding the filing of the requests referred to at the [loket@designacademy.nl](mailto:loket@designacademy.nl) or at the confidential adviser.
5. The procedure 'Undesirable behaviour and integrity' is available for inspection at the confidential adviser(s).

### Article 11.2 Regulations in the area of safety, the health and the well-being

1. The Executive Board establishes a regulation in which is included the protection of students that concern the safety, the health and the well-being in the institute, such as is provided for in the Working Conditions Act, Article 3 and the Working Conditions Decree Education (Bulletin of Acts and Decrees 1994, 181) based on this.
2. The student has at least the following rights:
  - a. the right to information and education concerning the dangers that are connected to the work or the study;
  - b. the right to information on the safety precautions and the protection means;
  - c. the right to a discussion with the teachers or the managers about safety risks and health risks;
  - d. the right to interruption of work or interruption of study when there is an immediate danger;  
the right to announcing problem areas with teachers, managerial staff or the Working Conditions and Environment Agency (ARBO- en Milieudienst).

## Chapter 12 LEGAL PROTECTION

### Article 12.1 Legal protection of students

1. If the student, the future student or a former student (to be named hereafter 'the person concerned') believes that he has been treated insufficiently correct or incorrect or has been assessed or judged insufficiently correct or incorrect, then he can file a complaint, make a request for objection or a request for appeal at the point of contact (via [loket@designacademy.nl](mailto:loket@designacademy.nl)), for students being the student counsellor, who will make sure that the legal proceedings of objection and appeal can be set in motion. A complaint, objection or appeal can also be filed or made at the confidential adviser; he will make sure that the complaint, objection or appeal is announced and enrolled at the point of contact.
2. The term for filing a complaint, submitting an appeal or an objection in writing as referred to in Article 1 is six weeks.
3. The point of contact confirms the receipt of a complaint, objection or appeal in writing to the person concerned.
4. The point of contact will find out immediately after the receipt of a complaint, objection or appeal where the processing will have to take place and will send this – after which the date of receipt is noted down – as soon as possible to the authorized body for further processing.
5. The date of receipt, as referred to in the third sub section is determining for the question whether a complaint, appeal or objection was filed or made in time.
6. If the student has sent a complaint, objection or appeal to an unauthorized body within DAE, then this body sends the document concerned back as soon as possible to the point of contact. The authorized body processes a complaint, objection or appeal that was directly filed or made at this body, only after intervention by the point of contact.
7. The bodies as mentioned in C12, Article 1.4 and 1.5 are:
  - a. the Executive Board of DAE;
  - b. the disputes committee as referred to in Article 7.631 WHW and 7.13, sub 1 up to and including 6 of the General Administrative Law Act (AWB)
  - c. The Board of Appeals for the Exams (CBE) as referred to in Article 7.60 WHW;
  - d. The Appeals Tribunal for Higher Education as referred to in Article 7.64 WHW.  
The Appeals Tribunal for Higher Education judges exclusively as far as – based on Article 7.61 WHW – there is no appeal against the Appeals Tribunal for Higher Education.

### Article 12.2 Right of complaint for study or the degree programme

1. The term for filing a complaint with reference to the study or the degree programme at the Executive Board is six weeks.
2. The complaint should be filed in writing and as far as possible on submission of the documents referring to it.
3. The Executive Board announces – within three weeks after the receipt of the complaint – to the student, in writing, to which result her decision will lead.

### Article 12.3 Right of complaint with reference to actions of the personnel

1. The student who was directly hurt in his interests by actions or decisions taken by a member of the personnel or by a student, has the right to request the Executive Board to take measures concerning this.
2. The request for a measure as referred to in the previous paragraph will be reasoned in writing and submitted to the Executive Board within thirty days after the actions or decisions were taken mentioned in the previous paragraph. In case the term will be exceeded as a consequence for which the interested parties cannot be blamed, then the Executive Board will leave out the decision on inadmissibility of the request based on that.
3. Before the Executive Board takes a decision about the request for a measure, the persons concerned are heard.
4. Within thirty days after the request for a measure was received by the Executive Board, the board will take a decision. The parties concerned will be informed in writing about the decision regarding the request and the nature of the possible measure. The decision has to be motivated.
5. The processing of complaints will, if one of the parties concerned wishes it, occur in a closed meeting. In any case the documents belonging to the processing will be confidential.

### Article 12.4 Regulations Board of Appeals for the Exams (CBE)

1. The Regulations Board of Appeals for the Exams as referred to in Articles 7.60, 7.61, 7.62 and 7.63 WHW provides for the legal protection of students at DAE. The regulations and also its alterations need the approval of the Executive Board of DAE.
2. The DAE has established a Board of Appeals for the Exams (CBE).
3. The CBE has three or five members. The number of deputy members is not bigger than the number of members. The Board operates in full session. The Board can decide to establish divisions. If the Board decides this then the Board will consist of at least six and at the most fifteen members. The number of deputy members is not bigger than the number of members. Each division has three or five members. They operate in full session.

4. The chairman, the deputy chairman or chairmen and the other members and the possible deputy members are appointed by the Executive Board for a period of at least three years and at the most five years, or, as far as this concerns students, for a period of at least one year and at the most two years. They are again eligible for appointment. The members and deputy members are not a part of the institutional administration or of the Inspection. Besides the chairman the Board consists of at least for fifty percent of teachers.
5. The chairman and the deputy chairman or chairmen have to meet the requirements for appointment as a district court judge, as referred to in Article 48, first paragraph of the Judiciary Organisation Act (bulletin of Acts and Decrees 1972, 463). In case of absence of the chairman the Board of the Foundation DAE will appoint, as soon as possible after consultation with the chairman, a deputy chairman.
6. At their personal request, the members and the deputy members of the CBE will be granted discharge. When a member becomes seventy years old then this member is granted discharge as from the first following month. They will be discharged if they appear to be unsuitable, by reason of illness or disability, to execute their job and also if they were convicted by final judgment of a court of law for a crime. Before the discharge is granted based on the provisions of the third sentence, the person concerned of the intention for discharge is told about this and he is offered the opportunity to be heard concerning this matter. The membership or the deputy membership of the CBE ends at the termination of the employment with DAE, by order of the Executive Board of DAE.
7. The authority of the CBE
  - a. As far as there is no appeal pursuant to Article 7.66 WHW, the CBE judges by exclusion on the appeal against:
    - decisions leading to rejection as referred to in Article 7.9, second paragraph, of the Higher Education and Research Act
    - decisions concerning the determination of the number of credits as referred to in Article 7.9a WHW,
    - decisions, not being general decisions, taken based on the provisions of heading 2 of this chapter or pursuant to heading 2 of this chapter, in view of the admission to the exams,
    - decisions of Examination Boards and examiners, and
    - decisions of committees as referred to in article 7.29, sub 1 WHW.
  - b. Appeal can be taken by the interested party.
  - c. Appeal can be taken concerning:
    - The fact that the decision is in conflict with any general binding regulation
    - The fact that the body concerned while taking the decision has apparently used its authority for a different purpose than for the purposes for which the body was granted authorisation,
    - The fact that the body concerned while weighing the interests of the persons concerned was not able to take that decision reasonably, or
    - The fact that the decision is contrary to any, in the general sense of justice, principle of sound administration.
  - d. Deviating to Article 6.7 of the General Administrative Law Act the term for filing an appeal is four weeks.
  - e. Before processing the appeal the CBE will send the appeal to the body against which the appeal was made inviting them to see, after consultation with the persons concerned whether a settlement of the dispute is possible. In case the appeal is against a decision of an examiner, then the appeal mentioned in the previous sentence will be sent to the Examination Board concerned. The body concerned announces to the Board of Appeals for the Exams, within three weeks, under submission of the documents regarding to this case, what the result of the consultation is. If a settlement turned out to be not possible, then the Board will process the appeal.
  - f. Deviating from Article 7.24, paragraph two of the General Administrative Law Act the Board of Appeals for the Exams decides within ten weeks after the receipt of the appeal by the point of contact or the person or the confidential adviser(s).
  - g. If the CBE believes that the appeal is valid, then this will wholly or partly nullify the decision. Deviating from Article 7.25 of the General Administrative Law Act the Board is not authorized – in case of a wholly or partly nullified decision – to make a new decision. It is allowed to determine that again, or if the decision was refused, at a later date the matter is decided, then that the interim exam, the exam, the admission research, the additional research or any part of that will be conducted again under conditions to be set by the CBE. The body of which the decision was nullified, will provide again in this case, as far as this is necessary, with due observance of the decision of the CBE. The Board is able, with regard to this, to set a time limit for this in its decision.
  - h. Regarding matters in which the interest of the appellant claims an injunctive relief, then he is able to ask for a preliminary injunction – pending a decision of the merits - by means of a reasoned application to the chairman of the CBE. The student will submit this request for appeal at the [loket@designacademy.nl](mailto:loket@designacademy.nl) in accordance with the provisions of C12. The chairman decides after this request, after having heard – or at least has summoned them to be heard – the body concerned or the examiner concerned.

- i. Review of a decision of the CBE can occur at the request of either party, based on more specific facts or circumstances that – if they would have been known before – may have led to a different decision.  
Obligation to provide information. The bodies and members of staff and also the examiners of the institute will provide the CBE with data that this Board believes it necessary for the execution of its task.

#### **Article 12.5 Appeals Tribunal for Higher Education**

1. Before making an appeal, the (future) student lodges a notice of objection at the student counsellor, in accordance with the provisions of C12 Article 1
2. The notice of objection can also include a request for an amount in compensation. The notice of objection is aimed against a decision of the Executive Board. The notice of objection will be lodged at the board that has made that decision. It has to be lodged within six weeks after the day of announcement of the decision concerned.
3. The authority of the Appeals Tribunal for Higher Education extends to decisions that were taken in view of matters concerning the enrolment, the payment of the tuition fees, the profiling fund and the internal measures and disciplinary actions (Article 7.66 paragraph 1 under a and b; Article 9.8 paragraph 2, Article 10.4 paragraph 2).
4. The appeal has to be made in writing and within six weeks after the day of announcement of the decision to the notice of objection. Against decisions concerning the right to vote appeal has to be made within fourteen days after the decision was taken or within the term that is determined by the electoral regulations (Article 9.3 paragraph 3). If a notice of appeal after the termination of this term is lodged then it will still be processed, if the person concerned is able to show that an earlier lodging of the notice of appeal was reasonably not possible.
5. The decision of the Board can be as follows (department 8.2.6 General Administrative Law Act):
  - The appeal is valid: the decision concerned is nullified partly or wholly. If a claim with regard to this was submitted, then an amount in compensation can be granted. The CBE is also able to handle the consequences of the nullifying. The Board is able to order the respondent to take a new decision with due observance of the decision of the board. Sometimes a term is set for this in the decision. It is also possible to impose a penalty. The Board is also able to make their own arrangement in this matter.
  - The appeal is dismissed: the contested decision continues to exist.
  - The appeal is inadmissible: this means also that the appeal is rejected. The CBE does not get around to a substantive assessment.
6. In urgent cases the student, who has lodged a notice of objection or a notice of appeal, is able to ask the chairman of the CBE for an injunctive relief. This request has to be made in writing and reasoned. The chairman decides, after he has heard the board concerned. The chairman is able to decide in his decision when the injunctive relief expires (Article 8.81 General Administrative Law Act)
7. The costs for the proceedings for the person who makes the appeal are at least:
  - the court fees (€50)
  - possibly be ordered to pay the costs of the proceedings (manifestly unreasonable use of process provisions).

#### **Chapter 13 EFFECTIVE DATE AND REFERENCE TITLE**

This charter enters into effect on September 1, 2017 and applies up to and including the 31<sup>st</sup> of August 2018; the validity of the charter can be extended automatically. The charter will be cited as 'Student Charter DAE 2017'.

## APPENDIX 1 BACHELOR'S CREDIT TABLE

EC's overview 2017-2018 Cohort 2017-2018  
1 EC (European Credit) = 28 SBU (studiebelastingsuren / course hours)

YEAR 1 - Propaedeutic phase						
Crafts & Industry theme	Study guidance	Body & Mind theme	Study guidance	Society & Change theme	Study guidance	TOTAL
Green		Orange		Blue		
19 EC	1 EC	19 EC	1 EC	19 EC	1 EC	60 EC
1 trimester	1 trimester	1 trimester	1 trimester	1 trimester	1 trimester	1 study year
<b>Crafts &amp; Industry</b> consists of: - Monday: Image, Form, Colour - Tuesday: Composition, Aesthetics - Wednesday: Form Studies, Ceramics - Thursday: Metal, 3D - Friday: Project Crafts & Industry  minimum average score ATTITUDE, PROCESS, CREATIVE TRANSLATION: 6	Study guidance  minimum average score PARTICIPATION & REFLECTION	<b>Body &amp; Mind</b> consists of: - Monday: Writing & Drawing - Tuesday: Contextualize/Analyse - Wednesday: Verbal & Visual Communication/ Self Analysis - Thursday: Material Experimenting - Friday: Project Body & Mind  minimum average score ATTITUDE, PROCESS, CREATIVE TRANSLATION: 6	Study guidance  minimum average score PARTICIPATION & REFLECTION	<b>Society &amp; Change</b> consists of: - Monday: Tinkering - Tuesday: Mapping - Wednesday: Architecture, Design & Art History - Thursday: Project Society & Change  minimum average score ATTITUDE, PROCESS, CREATIVE TRANSLATION: 6	Study guidance  minimum average score PARTICIPATION & REFLECTION	

EC's overview 2017-2018 Cohort 2016-2017  
1 EC (European Credit) = 28 SBU (studiebelastingsuren / course hours)

YEAR 2					
Semester 1	Study guidance	Semester 2	Study guidance	Individual credits	TOTAL
26 EC	2 EC	26 EC	2 EC	4 EC	60 EC
1 semester	1 study year	1 semester	1 study year	during year 2	1 study year
<b>Design Departments Classes:</b> - Man & Activity 1 - Man & Communication 1 - Man & Identity 1 - Man & Leisure 1 - Man & Motion 1 - Man & Well Being 1 - Food Non Food 1 - Public Private 1  <b>Basics:</b> - Design Grammar - Humanities - Electives (Crafts & Sci-Tech) In case of a Special Focus -10 EC	Study guidance  minimum average score PARTICIPATION & REFLECTION	<b>Design Departments Classes:</b> - Man & Activity 2 - Man & Communication 2 - Man & Identity 2 - Man & Leisure 2 - Man & Motion 2 - Man & Well Being 2 - Food Non Food 2 - Public Private 2  <b>Basics:</b> - Design Grammar - Humanities - Electives (Crafts & Sci-Tech) In case of a Special Focus -10 EC	Study guidance  minimum average score PARTICIPATION & REFLECTION	can be earned with: - member student council (4 EC per year) - presentation at former secondary school - project with industry - student representative - school paper - intro camp - to organize exchange (2 EC) - classes at other institute - extra Elective (Crafts & SciTech) (4 EC) ...	

EC's overview 2017-2018 Cohort 2015-2016  
1 EC (European Credit) = 28 SBU (studiebelastingsuren / course hours)

YEAR 3		
Minor Programme	Studio	TOTAL
30 EC	30 EC	60 EC
1 semester	1 semester	1 study year
<b>Minors:</b> - Ceramic Properties & Potentials - Reframing Textiles - Radical Ecologies - Science-friction - Choreographic Narratives - Lost & Found - Collective Minor Or the possibility to go on an exchange In case of a Special Focus -10 EC	<b>Design Departments:</b> - Man & Activity - Man & Communication - Man & Identity - Man & Leisure - Man & Motion - Man & Well Being - Food Non Food - Public Private In case of a Special Focus -10 EC	

EC's overview 2017-2018 Cohort 2014-2015  
1 EC (European Credit) = 28 SBU (studiebelastingsuren / course hours)

YEAR 4				
Studio	Exam module	Final exam	End Presentation	TOTAL
30 EC	13 EC	13 EC	4 EC	60 EC
1 semester	1 semester			1 study year
<b>Design Departments:</b> - Man & Activity - Man & Communication - Man & Identity - Man & Leisure - Man & Motion - Man & Well Being - Food Non Food - Public Private In case of a Special Focus -10 EC	passing green light			



**APPENDIX 2 MASTER'S CREDIT TABLE**

	Total number of ECTS credits/subjects or category
<b>Year 1</b>	
Module 1	20
Module 2	20
Module a.	10
b. (Groundwork assignment)	10
<b>SUB-TOTAL Year 1</b>	<b>60</b>
<b>Year 2</b>	
Module 4 (thesis research)	20
Module 5 (design and/or curatorial concept)	20
Module 6	
a. Pre-exam (Red/Green light)	10
b. Final exam (Public research presentation, final thesis, final design/curatorial project)	10
<b>SUB-TOTAL Year 2</b>	<b>60</b>
<b>TOTAL 2 year master of arts programme</b>	<b>120</b>

## APPENDIX 3 DEBITOR PROTOCOL

### Debtors' Protocol for the payment of tuition fees and Academy fund 2017-2018

Determined by the Executive Board on August 31, 2017

- This procedure applies to both the in full payment and the payment in instalments.
- Before September 1 the (digital) authorization for collecting the tuition fee must be provided to the DAE student administration or via Studielink. After this date, it is only possible to pay the tuition fees by transferring the full amount to DAE's bank account. The DAE bank account details are:  
IBAN-nummer: NL40RABO0113767919, BIC-code: RABONL2U in name of DAE, mentioning your first name, surname, and if known your student number.
- The term for payment in full is due September 28, 2017. If the full tuition fee can not be collected on that date, the Finance department sends an email to the student requesting to transfer the amount due within 7 days. If the tuition fee is not met, it will be reinstated for debit on October 26, 2017. If by that date the tuition fee also cannot be collected, the authorization will be converted to a direct debit and increased by € 24, - administration fee.
- Instalment dates for the nine instalments are: September 28, 2017, October 26, 2017, November 27, 2017, December 27, 2017, January 26, 2018, February 26, 2018, March 26, 2018, April 26, 2018 and May 28, 2018.
- On 26 October 2017, 26 January 2018, 26 March 2018 and 28 May 2018, both the monthly and overdue instalments will be collected.
- In case an instalment cannot be collected on the agreed dates, this has the following consequence:
  - **In case of 1 instalment terms delay:** The Finance department sends an email to the student requesting to transfer the amount due within 7 days.
  - **In case of 2 instalment terms delay:** The Finance department sends an e-mail to the student and by telephone, requesting the student to transfer the due amount within 7 days. Finance reports to the student counsellor that the student has 2 instalment terms delay and requests the student counsellor to address the student about this and to possibly make an appointment to set up a payment scheme.
  - **In case of 3 instalment terms delay:** The Finance department sends an e-mail to the student and by telephone, requesting the transfer of the total amount due within 3 working days. If this does not happen, the student will no longer have access to DAE's education and facilities (badge and student pass will be blocked). The student still has the opportunity to contact the student counsellor and the coordinator of the department to find a solution. The student is entitled to education and facilities once again as soon as the total debt is settled. If within one month the full debt is not settled, the DAE has the right to unsubscribe the student (expiration date: the first day of the month following after the 3rd failed collection). Re-enrollment is only possible in exceptional cases with the permission of the student counsellor and CvB, which can only be completed one month after the cancellation and the outstanding amount.
- The Finance department has the option to charge additional collection costs of € 24, - in the case of suspicion of (a) improper conduct (s) by the student or bankruptcy in case of insufficient account balance.

#### General:

- A student who has unpaid instalment terms of a previous academic year, cannot be re-enrolled.
- A student who has had multiple storno's (not paid term incidents) in the previous academic year, will not be given the option of paying in instalments and will have to pay the tuition fee in full.
- In case a student lists a blocked bank account on his authorization, it is considered as not meeting the payment obligation. The student will be given the opportunity to pay the tuition fee in full on the DAE bank account in full. If this does not occur within 7 days, DAE is entitled to unsubscribe the student.
- In case a student has submitted a reimbursement form for expenses made, this can only be paid after outstanding tuition fee payments have been met.

In case the student has a delay outstanding or a loan from DAE, the student will only receive the awarded graduate certificate in case of graduation, after all payment obligations are met.