

Student Charter
Design Academy
Eindhoven
(DAE)

2024

2025

INTRODUCTION

The Student Charter 2024-2025 of Design Academy Eindhoven (DAE) sets out students' rights and obligations, as established in the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*, WHW).

The Charter describes students' most important rights and obligations when beginning or continuing a programme of study at DAE, for example regarding enrolment, payment of tuition fees, termination of enrolment and general terms and conditions in order to be admitted to the academy and permitted to take part in DAE's educational activities.

This Student Charter enters into force on 1 September 2024 and is valid up to and including 31 August 2025; the validity of the Charter may be extended automatically.

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CHAPTER 1

GENERAL

PROVISIONS

Article 1.1 Definition of terms

Academic year	The period beginning on 1 September and ending on 31 August of the following year.
Administrative Regulations	Regulations as referred to in Section 10.3b of the WHW.
Advisory Committee for objections and complaints	The advisory committee set up by the Executive Board to examine objections and complaints directed to the Executive Board. Referred to as the 'Loket'. The advisory committee can be contacted by e-mail at loket@designacademy.nl .
Appellant	A person (i.e. a student) who appeals a decision.
Assessment (evaluation)	The process by which student performance and progress are evaluated. This evaluation process includes determining the quality of students' work, their participation in courses, examinations and other academic activities
Bachelor Course Committee (BCC)	The course committee for the bachelor's degree programme, as referred to in Sections 9.18 and 10.3c of the WHW.
Binding recommendation (BSA)	The recommendation referred to in Section 7.8b of the WHW.
Board of Appeals for the Exams (CoBEx)	The Board of Appeals for the Exams as referred to in Sections 7.60–7.63 of the WHW. See also: Regulation of the Board of Appeals for the Exams .
Candidate	A student who has been admitted to the graduation phase
Certified transcript	Evidence of participation in the education, together with the associated results. At the student's request, this transcript is produced by the student administration.
Code of Conduct	The Code of Conduct sets out the behaviour expected of all staff, teachers and students at DAE.
Code of Conduct for International Students	Regulations, signed by the Executive Board, setting out behavioural standards and actions relating to international students' application, admission and enrolment. The Code of Conduct for Higher Education is available at www.internationalstudy.nl .
Committee of Examiners	This committee is confirmed by the Examination Board and consists of a chair, a secretary and at least two teachers. An external examiner may be added to the committee.
Competence	All the knowledge, understanding, attitudes and skills that are necessary to create professional products in a professional context that comply with applicable quality requirements.
Competence profile	All competences or objectives in relation to the knowledge, understanding, attitudes and skills that a successful graduate should hold, and that are necessary to create professional products in a professional context that comply with applicable quality requirements or with the programme's graduate profile.
Course committee	The committee as referred to in Section 10.3c of the WHW (at DAE: the BCC and MCC).
Course component	A part, module or practical exercise within the study programme, as referred to in Section 7.3 of the WHW, to which an assessment is assigned and for which a certain number of ECs (determined in advance) can be gained.

Credit	The unit used to calculate the study load as referred to in Section 7.4(1) of the WHW. According to the ECTS, one credit (EC) represents 28 hours of study.
Degree certificate	The evidence issued to students who have successfully completed the propaedeutic exam (in the case of the bachelor's degree programme, the propaedeutic transcript) or final exam (in the case of the bachelor's or master's degree programme, the diploma) as referred to in Section 7.11(2) of the WHW.
Disability	A visible or invisible restriction to a person's capacity as a result of a disability, chronic or long-term illness or special circumstances. Disabilities may include diverse physical restrictions, long-term and chronic illnesses, neurodivergence and psychological problems. In this regard, DAE complies with Article 26 of the Charter of Fundamental Rights of the European Union (CFREU).
Dienst Uitvoering Onderwijs (DUO)	DUO is responsible for implementing laws and regulations that relate to education (www.duo.nl).
European Credit (EC)	ECs are credits under the ECTS (see below). The Executive Board expresses the study load required for each course component in ECs. The study load for one academic year amounts to 60 ECs (Section 7.4(1) of the WHW). ECs represent the number of hours of study; according to the ECTS, one EC represents 28 hours of study.
European Credit Transfer System (ECTS)	The framework within which study components are assigned a value within the programme and recognised in Europe.
Exam	The examination for the conclusion of the propaedeutic phase of the bachelor's program and of the bachelor's or master's program, as referred to in Sections 7.3.3, 7.8.3 and 7.10.2 of the HRA, is considered passed when the tests of the relevant units of study have been successfully completed.
Examination Board	The body that establishes whether students have met the conditions as mentioned in the TER regarding knowledge, understanding and skills required to obtain a degree (Section 7.12(2) of the WHW). Where the Examination Board has decided to delegate certain duties to the Committee of Examiners, in relation to these duties, the 'Examination Board' should in these regulations be considered to include the Committee of Examiners.
Examiner	A person appointed by the Examination Board who is responsible for conducting assessments, tests and exams and recording the results (Section 7.12c(1) of the WHW).
Executive Board	The managing administrative body of DAE, described as such in the academy's articles of association and in the WHW.
IND	Immigration and Naturalisation Service (https://ind.nl/en).
Institutional Participation Council (IPC)	A council, as referred to in Section 10.17 of the WHW, concerned with the teaching staff, other staff and the student body. Within DAE, participation is organised within an Institutional Participation Council (IPR; in Dutch: <i>Instituutsmedezeeggenschapsraad</i> or IMR) as referred to in Section 10.21(1) of the WHW.
Institutional tuition fees	The tuition fees established by the Executive Board, as referred to in Section 7.46 of the WHW.
External examiner	An expert from outside the academy who is appointed by DAE's Examination Board to be added to the Committee of Examiners for final exams.
Extraneus	A person who is enrolled at the academy and who, according to Section 7.36 of the WHW, is only entitled to sit the assessments for the course components and the exams for the programme of study and, in principle, to gain access to the academy's buildings and collections (such as workspaces and the library).

Fraud	An act or omission by a student that makes it impossible to make an accurate assessment of all or part of the student's knowledge, understanding and skills. Fraud is understood to include committing plagiarism, impersonating someone else, being impersonated by someone else.
Irregularity	An act by a student which conflicts with the rules for assessment.
Loket	See: 'Advisory Committee for objections and complaints'.
Master Course Committee (MCC)	The course committee for DAE's master's degree programme.
Osiris	Osiris is Design Academy Eindhoven's student monitoring system.
Participation Regulations	The formal participation structure within DAE, as referred to in Section 10.22 of the WHW, is established in DAE's <u>Participation Regulations</u> . The formal participation structure consists of an IPC and two course committees: the BCC (for the bachelor's degree programme) and the MCC (for the master's degree programme).
Plagiarism	A form of fraud in which all or part of the work of others, or work previously published by the person in question, is used in or presented as a person's own work without proper citation or without stating that it is another person's work or an earlier publication by the person in question.
Programme of study	The bachelor's degree programme (full-time bachelor's degree in Design: B Design – CROHO 39111) and master's degree programme (full-time master's degree programme, Design track, of the generic master's degree of Arts in Fine Art and Design: MFAD – CROHO 49114) as referred to in Section 7.3(2) of the WHW.
Propaedeuse	The propaedeutic phase of the programme, being the first year of the full-time bachelor's programme (60EC), as referred to in Article 7.8 WHW. This phase is concluded by the propaedeutic examination (Section 7.8 paragraphs 3 and 4 WHW).
Statutory tuition fees	The tuition fees established by general administrative order, as referred to in Section 7.45 of the WHW.
Institutional plan	The institutional plan describes the intended policy. It includes the plans to promote the quality of education and strengthen the design of the programs. The plan includes: <u>Mission Statement, Vision, Institutional Plan and Quality Agreements.</u>
Student	A person who is enrolled at the academy, as referred to in Sections 7.32–7.34 of the WHW.
Student card	The student identity card issued by DAE that shows, at a minimum, the student number, name and photograph. The card is not an official identity document; it grants access to the building and the facilities at DAE.
Student Council	Student Council (SC) has the role of an informal student advisory body.
Student counsellor	An independent officer who advises and supports students in exceptional circumstances, as referred to in Section 7.34(1) of the WHW.
Study guide	A description of the education and associated processes on both the bachelor's and the master's degree programme for the academic year to which this Student Charter applies.
Study load	The amount of time a student needs to spend on education in order to comprehend a certain amount of the subject matter contained in the curriculum.
Study recommendation	The recommendation provided to a student, at the end of the first year of enrolment for the propaedeutic phase or in the event that the student does not pass the propaedeutic exam, regarding the continuation of studies (Section 7.8b of the WHW). The recommendation is expressed as a positive or negative binding recommendation (see also 'Binding recommendation (BSA)').

Supervisory Board	The Supervisory Board is a legally required, independently appointed supervisory body that supervises the execution of activities and the exercise of powers by the Executive Board (Article 10.3d WHW).
Teaching and Examination Regulations (TER)	The regulation containing information about the program, as well as the applicable procedures and rights and obligations regarding education and examinations as referred to in Article 7.13(1) and (2) WHW. See chapter 4 in this charter (B-TER and M-TER).
Tuition fees	Tuition is fee is what students pay to be enrolled at Design Academy Eindhoven (DAE). This entitles them to take classes and participate in tests and/or exams at DAE. There are two types of tuition fees: the statutory tuition fee (for most students) and the institutional tuition fee (for specific situations). Regardless of the situation, tuition fees are due each year of enrolment (Section 7.45a(1) WHW).
WHW	Higher education and Research Act (WHW). Only available in Dutch.
WSF 2000	Student Finance Act (<i>Wet Studiefinanciering</i>) 2000

Article 1.2 What is included in the Student Charter

1. The Student Charter sets out the rights and responsibilities of everyone who is enrolled as a student at DAE (Section 7.59 of the WHW).
2. Students' rights and responsibilities are derived from:
 - a. all applicable legislation, in particular the Dutch Higher Education and Scientific Research Act (WHW), and
 - b. decisions made by the Executive Board, Supervisory Board and Examination Board.
3. This Student Charter consists of a section that relates to the academy as a whole and a programme-specific section (Teaching and Examination Regulations (TER) which are required by law for all programmes of study. The programme-specific section can be found in Chapter 4 of this Student Charter: one for the bachelor's degree programme (B-TER, Chapter 4A) and one for the master's degree programme (M-TER, Chapter 4B).
4. The Student Charter is available in both Dutch and English; the Dutch text (Onderwijs en Examenregeling) serves as the source document for the English translation, and in the event of a dispute the Dutch text takes precedence.

Article 1.3 Adoption and amendment

1. The Student Charter is adopted each year by the Executive Board with the consent of the Institutional Participation Council (IPC) and the relevant course committee(s) (BCC and/or MCC).
2. If the Executive Board issues decisions which result in certain elements of the Student Charter no longer aligning with the Board's decisions, the Student Charter will be amended, with the consent of the IPC and the relevant course committee(s) and following consultation with the Examination Board. Students will then be notified of these decisions. Amendments made over the course of the academic year cannot be adopted as part of the Student Charter if those amendments disadvantage students.
3. The provisions of the Student Charter are only legally valid insofar as they do not conflict with legislation or with the relevant funding conditions.
4. In the case of such a conflict, no rights may be derived from the relevant provisions of the Student Charter.
5. The Student Charter will be amended if, as a result of amendments to legislation or funding conditions, parts of the Student Charter no longer comply with applicable laws, decrees, regulations or funding conditions. Students will be notified of these amendments to the Student Charter by means to be determined by the Executive Board.
6. The Executive Board decides on all matters not provided for in this Student Charter.

Article 1.4 Scope

1. The scope of this Charter is limited to students at DAE.
2. This Charter also includes provisions relating to prospective and former students at DAE and DAE's predecessors in law; the provisions in question specify the groups to which they apply.

Article 1.5 Publication

1. The Executive Board notifies students of the Student Charter and TER by publishing them on DAE's website.
2. Amendments made to the Student Charter during the academic year are announced by the Executive Board in an appropriate manner.

Article 1.6 Organisation

1. The DAE foundation has two administrative bodies: the Supervisory Board and the Executive Board. The Executive Board runs the foundation and acts as its managing body, as referred to in the WHW.

2. The foundation has adopted Administrative Regulations, as referred to in Section 10.3b of the WHW. DAE has a Code of Conduct that governs the behaviour expected of all staff, teachers and students at DAE.

Article 1.7 Objective

DAE's objective is to provide, promote and perpetuate higher education and research in the field of design. According to DAE's mission statement, 'Design Academy Eindhoven is a platform for education and research where creative minds work together in exploring design's potential for making transformative contributions to a pluralistic, inclusive world'.

Article 1.8 Bachelor Course Committee (BCC) and Master Course Committee (MCC)

1. Each programme of study has a course committee. At DAE, those committees are the BCC for the bachelor's degree programme and the MCC for the master's degree programme. The BCC and MCC each have a duty to:
 - a. issue recommendations on the programme-specific TER, as referred to in Section 7.13 of the WHW, before the Executive Board adopts the regulations;
 - b. assess, on an annual basis, the way the programme-specific TER are implemented;
 - c. provide solicited and/or unsolicited advice to the Executive Board on all educational matters within the programme in question.
2. The course committee provides the IPC with programme-specific recommendations, as referred to in (a) and (c), for the IPC's reference (Article 3.12(4) of the Participation Regulations).
3. Insofar as the recommendations made by the relevant committee are not included when adopting, amending or implementing the TER, reasons will be provided for this decision.
4. The Administrative Regulations set out the method for appointing the committee(s).

Article 1.9 Information for students and prospective students

1. The Executive Board ensures that, before the start of the academic year, information about the following matters is accessible to students and prospective students (on DAE's online platforms):
 - a. An outline of the education provided;
 - b. An outline of the TER;
 - c. The requirements and options for admission to the various programmes of study, together with the relevant procedures;
 - d. Which programme of study can be affected by a negative binding recommendation (BSA), and based on which rules;
 - e. Which programme of study can be affected by a referral in the post-propaedeutic phase, and based on which rules;
 - f. The professional sector for which students are educated, together with the associated professional profile;
 - g. The options for horizontal and vertical progression;
 - h. The amount of the tuition fees and an indication of the costs associated with following a programme of study;
 - i. The available student facilities;
 - j. The Code of Conduct.
2. The information referred to in (1) must be published in such a way that prospective students are able to form a clear understanding of the general content and structure of the education provided.
3. DAE offers prospective students the opportunity to find out more about the enrolment procedure.

4. To provide information to international students, DAE has adopted a Code of Conduct for International Students in Dutch Higher Education (<https://www.internationalstudy.nl/>).
5. Design Academy Eindhoven (DAE) uses the DAE e-mail address ([firstnamesurname]@student.designacademy.nl) which is provided to students upon registration. From the beginning of your studies at DAE, you are obliged to use this email address rather than private email addresses.
6. Communication regarding course content will be via the electronic learning environment Canvas.

Article 1.10 Validity of the Student Charter

1. This Student Charter, which was adopted by the Executive Board on 12 July 2024 with the consent of the IPC, is a revised version of the Student Charter 2023–2024. This Student Charter enters into force on 1 September 2024 and is valid up to and including 31 August 2025; the validity of the Charter may be extended automatically.
2. The Student Charter 2024–2025 will remain in force until this Charter has been revised and the revision adopted by the Executive Board.
3. The Charter should be cited as 'DAE Student Charter 2024–2025'.

CHAPTER 2

REGISTERING AND

ADMISSION

DAE's programmes of study require prospective students to satisfy certain admissions criteria. These criteria are set out in the WHW and explained in greater detail in this chapter of the Student Charter.

Article 2.1A Bachelor programme admission requirements

Anyone wishing to enrol as a student on the bachelor's degree programme must, at a minimum, satisfy one or more of the following prior qualification requirements (Section 7.24 of the WHW):

- a. Certificate of Dutch pre-university education (VWO diploma), or
- b. Certificate of Dutch senior general secondary education (HAVO diploma), or
- c. Certificate of Dutch senior secondary vocational education, level 4 (MBO 4 diploma), or
- d. A degree certificate designated as such by the Minister, whether or not the certificate was issued in the Netherlands, which has a value equal to or higher than a certificate as referred to under (a), (b), or (c), or
- e. A degree certificate designated as such by the Executive Board, whether or not the certificate was issued in the Netherlands, which has a value equal to or higher than a certificate as referred to under (a), (b), or (c), or
- f. If none of the above prior qualification requirements (a–e) is met, a report as defined in Section 7.29 of the WHW may be considered to satisfy the requirement. For this purpose, the Executive Board has created what is known as the '21+ scheme'.

Anyone wishing to enrol as a student on the bachelor's degree programme must also:

- g. Demonstrate a good command of the English language (IELTS¹ score of 6.0 or higher, or a comparable score); and
- h. Satisfy the additional requirement: students are admitted based on their portfolio and motivation and of the admissions assessment.

Article 2.1B Master programme admission requirements

Anyone wishing to enrol as a student on a master's degree programme must, at a minimum, satisfy one or more of the following prior qualification requirements (Section 7.30b of the WHW):

- a. A bachelor's degree certificate (BA, BSc, BDes) from an institution of higher professional education or a university in Design, Art, Architecture (including Interior Architecture), Fashion or Graphic Design, or
- b. A degree certificate designated as such by the Minister, whether or not the certificate was issued in the Netherlands, which has a value equal to or higher than a certificate as referred to under (a), or
- c. A degree certificate designated as such by the Executive Board, whether or not the certificate was issued in the Netherlands, which has a value equal to or higher than a certificate as referred to under a or b.

¹ IETLS Academic. For 2023 prices, please visit:
<https://www.britishcouncil.nl/exam/ielts/dates-fees-locations>

Anyone wishing to enrol as a student on the master's degree programme must also:

- d. demonstrate a good command of the English language (IELTS² score of 7.0 or higher, or a comparable score); and
- e. Satisfy the additional requirement: students are admitted based on their portfolio and motivation and of the admissions investigation.

Article 2.2 Enrolment

To benefit from the education provided and from the use of DAE's facilities, students must re-enrol at DAE each year (Sections 7.32, 7.33 and 7.34 of the WHW) in Studielink (www.studielink.nl).

Students enrolling for the first time in the first year of study may only receive the education provided if they were enrolled on 1 September.

Students who re-enrol after the first year of study may only receive the education provided if they were enrolled on 15 August before the start of the new academic year.

Students are only considered to be enrolled once they have satisfied all the enrolment requirements.

Enrolment with a start date other than 1 September is only possible in extremely rare cases, with the express permission of the Executive Board.

Any person who takes advantage of the teaching and exam facilities without being enrolled must pay compensation for the period in question.

1. To be enrolled as a student at DAE, students must hold proof of admission. This proof is issued by the Executive Board once the additional requirements, as set out in the relevant TER, have been met. The Executive Board establishes the admissions regulations. The additional requirements are laid down by ministerial regulation.
2. Enrolment must also be conducted according to other procedural rules adopted by the Executive Board.
3. Tuition fees (Section 7.37 of the WHW) must be paid to DAE upon enrolment and re-enrolment. DAE must receive the payment, or payment authorisation, before 1 September (for the first enrolment) or 15 August (for re-enrolment). The precise amounts of the tuition fees are available at dae.wiki (www.designacademy.nl).
4. Enrolment will not take place until the digital authorisation in Studielink has been approved or the tuition fee due has been paid, as well as verification of identification and prior education requirements. Payment must be made before 1 September (in case of first enrolment) or 15 August (in case of re-enrolment). Enrolment is not subject to financial contributions other than those mentioned in HRA sections 7.43, 7.44 and 7.45. Before enrolment, the student must provide information to determine the correct tuition fee rate. If it is later found that the fee is based on incorrect information, DAE reserves the right to still charge the correct fee.
5. Students who are aged 18 or over and who are not paying their tuition fees themselves will only be enrolled once they have provided a statement, either in writing or in Studielink, that they consent to the payment of the tuition fees on their behalf by a third party named in that statement.
6. Anyone wishing to enrol as a student must enrol for a full academic year. Students must complete their enrolment in Studielink before 1 September of the academic year in question (for the first enrolment) or before 15 August (for re-enrolment). Enrolment after 1 September is only possible with the Executive Board's approval. If students enrol over the course of an academic year – which is only possible with the Executive Board's approval – their enrolment is valid for the remainder of that year.
7. The student who is enrolled will receive a confirmation of this upon enrolment in Studielink.

² IETLS Academic. For 2024 prices, please visit:
<https://www.britishcouncil.nl/exam/ielts/dates-fees-locations>

8. The Executive Board may decide that a person is not enrolled or cannot take examinations if, in the opinion of the admission or examination committee, that person has insufficient English-speaking skills (see 2.1.A.h and 2.1.B.d).
9. Enrolment as a student is only available to competent adults who demonstrate, and to other applicants whose parents, guardians or carers demonstrate, that:
 - a. the applicant holds Dutch nationality or Dutch legal status;
 - b. the applicant does not hold Dutch nationality and is aged under 18 on the first day of the programme of study on which the applicant wishes to enrol for the first time;
 - c. the applicant does not hold Dutch nationality and, on the first day of the programme of study on which the applicant wishes to enrol for the first time, is aged 18 or over and is legally resident in accordance with Section 8 of the Aliens Act 2000;
 - d. the applicant does not hold Dutch nationality and is resident outside the Netherlands on the first day of the programme of study on which the applicant wishes to enrol for the first time;
 - e. the applicant does not hold Dutch nationality, no longer satisfies the conditions set out in (b), (c), and (d) above, has previously enrolled on a programme of study at an institution in accordance with one of the above conditions, is still studying at that institution and has not completed that programme of study.
10. If, following successful enrolment, it becomes clear that, on any ground whatsoever, the enrolment was not completed in accordance with Article 2.2 of this Student Charter, the enrolment will be terminated with immediate effect.
11. Enrolment as an extraneus is only possible if the Executive Board determines that there is no objection on the grounds of the nature or interests of the programme. It is only possible to enrol at DAE as an extraneus with the express permission of the Executive Board. Permission can be granted once the Executive Board is satisfied that the applicant has completed all course components (see article 7.30 b WHW).
12. A decision on enrolment is subject to appeal to the Council of State Division of Administrative Law as indicated in H12 of this Student Charter and article 7.59a WHW.
13. Students who are already enrolled at an institute other than DAE must seek permission from the Executive Board before attempting a second enrolment at DAE. Permission may only be granted once the Executive Board is confident that the student in question can comply with all the rights and responsibilities for DAE students (see Article 2.7).
14. Placement on course components (specifically for the BA programme) is only available to students who are fully enrolled.

Article 2.3 Enrolment following a negative binding recommendation

Students who have received a negative binding recommendation (BSA) that includes a rejection are no longer eligible to enrol at DAE on the same programme of study. The Executive Board may also decide that this ineligibility includes programmes of study with which the programme in question shares the propaedeutic exam; in such cases, the Executive Board will specify the programmes in question.

Article 2.4 Limitation of enrolment

1. In accordance with the provisions contained in the WHW, the Executive Board is entitled to:
 - a. refuse a first enrolment based on DAE's available educational capacity;
 - b. refuse a first enrolment based on nationally available educational capacity;
 - c. limit enrolment for the propaedeutic phase;
 - d. limit enrolment based on a ministerial regulation that limits enrolment based on the needs of the labour market.

2. In accordance with the provisions contained in Chapter 11 of this Student Charter, the person concerned can appeal decisions referred to in (1) to the Executive Board. This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Article 12.4 of this Student Charter.

Article 2.5 Refusal and withdrawal of enrolment

1. The Executive Board is entitled to refuse or withdraw a student's enrolment for the relevant academic year if:
 - a. it is shown that the information submitted by the student in question, on which the urgent requirements for admission and enrolment are based, is inaccurate;
 - b. there is a well-founded fear, or it has been demonstrated, that the person concerned will abuse the enrolment and the associated rights by seriously damaging the purpose of DAE;
 - c. decisions based on (a) and (b) are issued in writing, giving reasons.
2. In accordance with the provisions contained in Chapter 11 of this Student Charter, the person concerned can appeal decisions referred to in (a) and (b) to the Executive Board. This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Article 12.4 of this Student Charter.
3. Non-compliance with payment obligations triggers the debtors' protocol. This protocol is provided in Annex 3 and can also be consulted through DAE's financial administration.
4. No student will be enrolled who still has unpaid instalments from one or more previous academic years.
5. Students who provide a blocked account on their authorisation form are considered not to have satisfied the payment obligation and are therefore not eligible for enrolment.
6. Students who are in arrears may not take part in the final exam until payment is made in full.

Article 2.6 Termination of enrolment

1. At the request of a student enrolled on a programme of study at DAE, the Executive Board will terminate that student's enrolment as of the month following the month in which the student deregistered. It is not possible to terminate enrolment in July and August.
2. Where students are enrolled on a programme of study but have not paid their tuition fees in full, even after one or more demands for payment (see Article 2.5(3) and the debtor protocol in Annex 3), the Executive Board is entitled to terminate these students' enrolment as of the second month following the demand for payment.
3. The Executive Board terminates enrolment as of the following month where termination of enrolment is based on a case as referred to in Section 7.8b(5), 7.12b(2), 7.37, 7.42a or 7.57h(1) or (2) of the WHW: a negative BSA; proven fraud during evaluations, assessments or exams; failure to satisfy the enrolment requirements; proven behaviour that is incompatible with that of a professional in the field; and/or violation of internal rules and disciplinary actions.
4. The Executive Board adopts procedural rules with reference to the application of this article. These rules may include, but are not limited to, a meeting with the student counsellor, requesting that the student deregister in Studielink and, where applicable, deregistration with the IND and termination of sponsorship.
5. The Executive Board informs the person concerned, DUO and, where applicable, the IND of the termination of the enrolment.

Article 2.7 Students' rights and responsibilities

1. Enrolment as a student confers certain rights, including but not limited to:

- a. eligibility to receive the education provided by the programme of study on which the student is enrolled, except where the Executive Board has set a limitation as referred to in Section 7.34(1) of the WHW, or when capacity is limited;
 - b. completion of evaluations, assessments and exams for the programme of study on which the student is enrolled (see the relevant TER in Chapter 4 of this Student Charter);
 - c. access to the academy's buildings, unless the Executive Board considers that this conflicts with the nature or the interest of the education provided;
 - d. use of educational facilities such as the library, workspaces, etc. The Executive Board determines and provides for the applicable conditions and the way these facilities are to be used;
 - e. student facilities, including the services of the student counsellor and student guidance;
 - f. access to the student's personal records as these are kept by DAE;
 - g. the right to vote in elections for the student's course committee and for the IPC.
2. When the programme of study is terminated through a decision by the Minister or by the academy, students are given the opportunity to complete the programme of study within a reasonable period at either the same or a different institution;
 3. Enrolment as a student entails the following responsibilities in all cases:
 - a. Participation in lessons, modules and practical training sessions as well as the completion of associated evaluations, assessments and exams within the programme, as set out in the TER. Students may not withdraw from the education provided without giving a valid reason; where there are exceptional circumstances, the student should report the situation to the student counsellor immediately.
 - b. Obligation to attend at least 80% of the education provided within a course component (bachelor's degree programme) or module (master's degree programme).
 - c. Good conduct within the academy's buildings and grounds, in accordance with the provisions of the Executive Board (see Chapter 8 Rules of Conduct, Article 8.2) and according to DAE's Code of Conduct.
 - d. Students must prove their identity at the request of persons appointed by the Executive Board to verify whether students are entitled to receive the education provided by DAE.
 4. Upon request, students or alumni will transfer to DAE the right to use their work created during the programme of study for educational purposes of promotion or exhibition. This does not apply to work explicitly excluded from this transfer in an agreement, such as an internship agreement. Additionally, any sale of the work will only occur with the student's approval.
 5. The Executive Board provides for the rights and responsibilities of student assistants, where such assistants are present.

Article 2.8 Unauthorised participation in education and exams

1. Persons who are not enrolled but who nevertheless receive education or sit exams provided by DAE must pay compensation. The amount that must be paid is equal to the institutional tuition fees determined by the Executive Board, namely the highest rate of tuition fees.
2. A criminal court can impose a fine on students who receive the education provided without authorisation.

Article 2.9 Change of address

1. Students who are enrolled must inform the student administration in good time through Studielink of changes of address, stating the date from which the new address should be used.

2. DAE accepts no liability for the consequences of failure to satisfy, either in full or in part, the requirement referred to in (1).

Article 2.10 Tuition fees and Graduation Fund

1. The statutory tuition fees are payable by students who:
 - a. as evidenced by the Central Register of Higher Education Enrolment (CRIHO), as referred to in Section 7.52 of the WHW, did not hold a completed bachelor's degree before enrolment on a bachelor's degree programme, or did not hold a completed master's degree before enrolment on a master's degree programme; and
 - b. belong to one of the groups referred to in Section 2.2 of the WSF 2000 or hold Surinamese or Swiss nationality.
2. Students as referred to in (1) who are enrolled in more than one programme of study and who have completed the programme of study in which they enrolled as their first enrolment are required to pay tuition fees for the incomplete programme of study for the remainder of the academic year in question. In such a case, the amount payable will be calculated based on the number of remaining months of the academic year in question (Section 7.45(6) of the WHW).
3. Students who do not meet the requirements for payment of statutory tuition fees, as referred to in Section 2.10(1) and (2) of the WHW, are required to pay institutional tuition fees.
4. The Executive Board determines the amount of the institutional tuition fees, which is equal to or greater than the amount of the statutory tuition fees.
5. The Executive Board is entitled to establish different institutional tuition fees for different programmes of study or for different groups of students.
6. The amount of the statutory tuition fees, together with the amount of the institutional tuition fees as determined by the Executive Board, is announced each year by the Executive Board, in good time before the start of the new academic year, in various publications of programme information and on DAE's online platforms. The determination of which students pay statutory tuition fees and which students pay institutional tuition fees is governed by procedural rules adopted by the Executive Board.
7. Students can pay the tuition fees in a single payment or in instalments according to a payment plan to be established by the Executive Board, providing that the student in question has a bank account with an IBAN for which authorisation has been granted. The administration costs for payment in instalments amount to €24 for the academic year 2024/2025.
8. The Graduation Fund is the financial contribution made by Design Academy Eindhoven students to the organisation of the annual Graduation Show during Dutch Design Week and the production of the Graduation Catalogue. The Graduation Fund is separate from the tuition fees that all students are obliged to pay to study at DAE.

Article 2.11 Tuition fee reduction, exemption and repayment

Students enrolled at DAE, as referred to in Article 2.10, can request a reduction in or exemption from their tuition fee payment in a few instances:

1. upon termination of enrolment at the student's own request: students can deregister at any moment during the year, after which the student will be required to repay one-twelfth of the statutory tuition fees payable for each remaining month of the academic year enrolment is terminated. Where payment is made in instalments, the financial administration makes a calculation of any amounts to be recovered; any future instalments are cancelled.
2. in the event of death: if a student dies during the academic year, one-twelfth of the statutory tuition fees will be repaid for each month following the death of the student.

3. in the event of graduation: enrolment is terminated after graduation at the request of the student. One-twelfth of the tuition fees will be repaid for each full month following the termination (Section 7.48(4) of the WHW), excluding the months of July and August.
4. in the event of a second enrolment: if a student whose first enrolment was processed at a different institution obtains explicit permission from the Executive Board for a second enrolment at DAE, the student is exempt from paying statutory tuition fees for this second enrolment, unless the amount that has been paid, or is to be paid, for the first enrolment is lower than the amount of the statutory tuition fees, as referred to in Article 2.10. In such cases, the difference is payable.
5. In the event of a termination of enrolment starting in July or August, the student cannot claim termination of payment of the instalments as referred to in Article 2.10 (7) or repayment of the tuition fees paid for those months.
6. Repayment is made according to a procedure to be established by the Executive Board.

CHAPTER 3

EDUCATION

Article 3.1 Quality of education

1. The Executive Board provides for regular assessment (visitation and accreditation), including by independent experts, of the quality of the academy's activities and programmes of study.
2. The assessment, together with the implementation of the self-evaluation in preparation for that assessment, is based in part on students' evaluation of the quality of the education provided, including the human resources policy.
3. The results of the assessment (visitation and accreditation) are publicly available.
4. Each student is given the opportunity at least once a year to provide a written evaluation of the quality of the educational components experienced by the student in question.
5. Students' evaluation of the quality and organisation of the education provided plays an important role in internal quality assurance.
6. The Executive Board provides for the manner in which the results of the evaluations of the quality of the programme of study and its components are processed.
7. The academy's annual report and institutional plan include the intended policy regarding the quality of education and research. This policy is partly determined by the results of quality assessments and other quality indicators of the academy, including the human resources policy pursues.
8. The course committees, which include student and teacher members, advise the Executive Board on the education provided and on quality-related aspects associated with that education.
9. Group agreements are used as much as possible within the education provided. These agreements are drafted jointly with students, and they ensure that there is a clear understanding of which forms and tones of communication are acceptable to everyone. They also aim to formalise acceptable practices for both students and teaching staff, and to clarify how these practices were decided.

Article 3.2 Right to an adequate programme

1. The Executive Board provides for regular and timely assessment of the TER, specifically including the time to be spent on the education as a result of the study load.
2. At least six weeks before the start of the academic year, the Executive Board publishes an outline of the programmes of study and the TER. The publication should be made in a form which enables prospective students to form a reasonable understanding of the substance and design of the programme in question and of the exams. These are:
 - a. the programmes of study themselves, including the organisation and practical provision of teaching, educational facilities, teaching departments and, where applicable, international aspects;
 - b. the main features of the TER;
 - c. the academic calendar and the holidays.
3. The above information is made available to students on DAE's online platforms upon enrolment.
4. The design of the programme of study, including the distribution of the study load, is such that the student will reasonably be able to complete the

programme within the nominal period, namely 240 EC in four years of study for the bachelor's degree programme and 120 EC in two years of study for the master's degree programme.

5. The Executive Board facilitates students to find internships (which are only applicable to the bachelor's degree programme; see the B-TER).
6. Students whose interests are directly affected by the adequacy of the programme have the right to submit a notice of objection, as provided for in Article 12.2. This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Article 12.2 of this Student Charter.

Article 3.3 Right to a consistent study load

1. The study load is expressed in credits (EC) as whole numbers; one EC represents 28 hours of study load, in accordance with the ECTS. A course component or subject represents 28 study hours, or a multiple thereof.
2. The study load of the bachelor's degree programme represents 240 EC. The study load of the master's degree programme represents 120 EC.
3. If the study load for a student's bachelor's degree programme is less than 240 EC, the student is not entitled to a degree. If the study load for a student's master's degree programme is less than 120 EC, the student is not entitled to a master's degree.
4. The TER and/or the credit tables in the annex state the study load of the programme of study as a whole and of individual course components.

Article 3.4 Right to affordable education

1. Enrolment does not depend on any financial contribution other than the tuition fees.
2. Costs for the academy that arise from legal obligations to provide education cannot be passed on to the student.
3. The cost of educational resources for personal use are to be paid by the student; these resources include but are not limited to: books, materials, a laptop and items necessary for practical classes or for the purpose of participation in the education provided, evaluations, assessments or exams for the degree programme on which the student is enrolled.
4. The amount of the student's contribution to excursions, introduction days, project weeks and internships, together with the other costs for educational resources, must be in reasonable proportion to the standard compensation of the study grant in accordance with the WSF 2000.
5. The Executive Board provides the students in question with a written overview, published on the website, of the costs for educational resources and of students' financial contributions.

Article 3.5 Educational objectives and competences

1. The final competences of a programme of study should derive from the core qualifications for universities of applied sciences, from the professional profile of the sector for which the programme prepares the student and from the programme's vision and public profile.
2. Students are informed in good time (in the study guide and on Canvas) about:
 - a. the learning objective (in relation to the competences);
 - b. the education provided;
 - c. the format(s) in which the education is provided;
 - d. the study load in the form of the EC table;
 - e. the type and content of assessment;
 - f. the assessment criteria.

Article 3.6 Internships and excursions

1. The relevant TER provides details about practice periods, including internships conducted outside DAE, excursions, and research, which are integral to the curriculum of the study program.

2. Students' rights and responsibilities, in relation to DAE and the practical work of the organisation making the offer or request, are laid down in writing in an agreement.
3. Unless otherwise agreed in writing, by signing the agreement referred to in (2), the student transfers to the organisation referred to in (2) any copyright within the scope of the activities to be conducted during the period referred to in (1).
4. Students are informed in advance if compulsory excursions are to take place outside usual teaching hours.

Article 3.7 Profiling fund (*Profileringfond*s)

The Executive Board has made provision for the financial support of students in exceptional circumstances. The conditions for eligibility for this profiling fund are contained in Chapter 7 of this Student Charter.

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

All works, of whatever nature, 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 documents) accrue to DAE, including any associated intellectual property rights either in the Netherlands or elsewhere. These works and rights automatically accrue to the student upon completion of the study or at the student's specific request to the Executive Board. DAE may not use these works in any way without the explicit permission of the graduate whose work is concerned.

Article 3.9 Regulation of collaboration between DAE and third parties

At the first request from DAE, students must cooperate fully with the implementation of assignments, including research assignments, that DAE has accepted from third parties. These assignments may form part of the regular education provided. No reimbursement can be claimed for these activities unless otherwise agreed upon with the student beforehand in writing.

CHAPTER 4 TEACHING AND EXAMINATION REGULATIONS (TER)

Each programme of study has its own specific TER: one for the bachelor's degree programme (B-TER) and one for the master's degree programme (M-TER). Taken together, these specific regulations form the TER in accordance with Section 7.13 of the WHW and, as such, they form part of this Student Charter. Chapter 4A contains the TER for the bachelor's degree programme; the TER for the master's degree programme is contained in Chapter 4B.

CHAPTER 4A TEACHING AND EXAMINATION REGULATIONS: BACHELOR'S DEGREE PROGRAMME (B- TER)

Article 4A.1 General provisions and definitions for the bachelor's degree programme

1. Relation to WHW

- a. These regulations consist of Teaching and Examination Regulations (TER) as referred to in Section 7.13 of the WHW;
- b. The provisions contained in these regulations are only legally valid if and insofar as they do not conflict with stipulations made in law or pursuant to the law;
- c. The regulations are adopted by DAE's Executive Board with the consent of the IPC and the BCC and in consultation with the Examination Board.

2. Scope

- a. The scope of these regulations is restricted to students at DAE who fall within the competence of DAE's Executive Board;
- b. The Executive Board provides for regular assessment of the TER; for the purpose of monitoring and, where necessary, adjusting the study load, the Executive Board considers the time students are required to spend on the education as a result of the study load.

3. Public access

In accordance with Section 7.13 of the WHW, the TER form part of this Student Charter and are available on [DAE's online platforms](#).

4. Definitions of terms used can be found in the list of definitions in Article 1.1. The following additional definitions apply in this chapter:

- a. Programme of study: the full-time bachelor's degree programme in Design (B Design - CROHO 39111) offered by DAE.

- b. Propaedeuse: the propaedeutic phase of the programme of study, namely the first year of the bachelor's degree programme (60 EC), as referred to in Section 7.8 of the WHW. In this phase, undergraduate students gain an understanding of the substance of the programme and the intended profession. Selection and referral are possible at the end of this phase (Section 7.8(5) of the WHW). This phase is concluded with the propaedeutic exam (Section 7.8(3) and (4) of the WHW).
 - c. Main phase / post-propaedeutic phase: The phase of the bachelor's degree programme that follows the propaedeutic phase. The main phase, namely the second, third and fourth years of study of the bachelor's degree programme. Represents a study load of 180 EC. The student monitoring system (OSIRIS) refers to this phase as the 'bachelor's phase'. In the case of the master's degree programme, this is the entire programme of study in the specific department within which the student studies.
 - d. Graduation phase: The period during which the Graduation 4B and Reflections 4B course components are offered to the student;
 - e. Cum Laude Committee: exists within the bachelor's programme. This committee consists of the Creative Director of DAE (chair) and the Studio Leaders (members) and the committee is able to award the designation "Cum Laude" to an examinee if the final grade for both graduation projects is at least an 8. See 4A.10.6.
5. Quality of the education and the students' background, the education, evaluations, assessments and exams are conducted in English, in accordance with the Code of Conduct adopted by the Executive Board.

Article 4A.2 Evaluations, assessments and exams: bachelor's degree programme

1. Each course component includes an associated evaluation or assessment. This process entails examining the knowledge, understanding, and skills acquired by the student during a specific course component, along with evaluating the outcomes of that assessment.
2. The relevant course unit heads will ensure that the student is informed of the assessment standards and requirements at the beginning of the semester.
3. The exam for the bachelor's degree programme and the propaedeutic phase has been successfully completed once all the evaluations and assessments for the programme of study or for the specific phase of that programme have been successfully completed, unless the Examination Board determines that further investigation by the Board is necessary.
4. The examination board has the authority to approve an alternative study scenario or assignment.
5. The results of an evaluation, assessment or exam are made available in the student monitoring system (Osiris) within 10 working days following the date of the test in question, and no later than the day before a redo week as scheduled in the academic calendar.
6. Students who pass the final exam will receive a certificate from the Examination Board, stating the exam mark, as evidence of this achievement. These students will also receive a diploma supplement and transcript of records. If a student is found not to have been correctly enrolled in any year, but the student in question has nevertheless received education or sat assessments, the Executive Board may determine that the degree certificate can only be awarded once the relevant tuition fees have been paid. The Examination Board will not award a degree certificate until the Executive Board declares that the certificate can be issued.
7. Students who have not passed the exam or who terminate their study at DAE prematurely may, at their own request, receive a certified transcript from the student administration of the results they have achieved.

8. The Examination Board establishes rules for the proper conduct of assessments, tests and examinations. In case of fraud, the Examination Board may prohibit the student from taking certain assessments, tests or examinations at the institution for a maximum of one year. The Examination Board may issue guidelines and instructions to examiners on the assessment of students and determining the result of assessments, tests or examinations.
9. Students are considered to have completed the propaedeutic phase of the programme of study, with a study load of 60 EC, when they satisfy the transition standards of the propaedeutic phase, as stipulated in Article 4A.6(2). Students who pass the propaedeutic exam will receive a certificate from the Examination Board as evidence of this achievement.
10. The programme of study concludes with a final exam.
11. Only persons who are fully enrolled as students at DAE are authorised to sit evaluations, assessments or exams.
12. Students only become eligible to sit the final exam once they have gained 210 EC (60 EC in the propaedeuse and 150 EC in the main phase) and satisfied all the requirements mentioned in Article 4A.7. Students must sit the final exam at the first available opportunity after gaining 210 EC.
13. Students who disagree with the decision(s) of the Examination Board and/or the Committee of Examiners can appeal to the Board of Appeals for the Exams (CoBEx), as referred to in Chapter 11. This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Article 12.4.

Article 4A.3 Exemptions/reassessment: bachelor's degree programme

Students who acquired certain qualities through study prior to admission to DAE may not, after being admitted, claim exemption from education or assessment based on those specific qualities. The Examination Board is authorised to deviate from this rule in exceptional cases.

Article 4A.4 Structure of the curriculum: bachelor's degree programme

1. The bachelor's degree curriculum consists of the propaedeutic phase and the main phase.
2. The bachelor's degree programme represents a total of 240 EC; the propaedeutic phase represents 60 EC and the main phase represents 180 EC.
3. The transitional standards and final attainment levels for the propaedeutic phase are set out in Article 4A.6(1), (2) and (3).
The transitional standards and final attainment levels for the main phase are set out in Article 4A.7(3).
The final attainment levels for the final exam are set out in the regulations governing the final exam (Article 4A.10).
4. The bachelor's degree programme establishes learning outcomes; students are required to demonstrate that they have achieved these outcomes during the assessment of the educational component in question. This forms the basis for the assessment of the educational outcomes that must be achieved in order to complete an educational component.

Article 4A.5 Study recommendation in the propaedeutic phase and student progress monitoring on the bachelor's degree programme

1. No later than at the end of each academic year, the Executive Board records by means of the Examination Board, the study progress of each student who is enrolled at the academy; students can request this record of their study progress.
2. At the end of the first year of enrolment, or for as long as the propaedeutic standard (see Article 4A.6) has not yet been met, the Executive Board issues each student in the propaedeutic phase of the bachelor's degree programme with a binding recommendation regarding the student's continuation within the

programme of study. This recommendation is issued before the end of the propaedeutic phase of the programme.

3. The Executive Board may attach a rejection to the study advice as referred to in the previous paragraph of this article. This happens if the student has not yet completed the propaedeutic phase and is not deemed suitable for the programme based on the student's study results. Before the Executive Board issues a rejection, the student is given a warning with a reasonable time limit to improve the student's study results.
4. During the first year of enrolment, for as long as the propaedeutic phase is not complete, the Executive Board is authorised to issue a negative binding recommendation (BSA) (see also Article 4A.5(4)); propaedeutic students who gain fewer than 45 EC in the first year of enrolment automatically receive a negative BSA.
5. Propaedeutic students receive advice twice regarding the progress of their studies in relation to the negative binding study advice. The second recommendation may coincide with the study recommendation as referred to in Section 7.8b of the WHW. Non-nominal students receive advice with the start or change of their individual study scenario.
6. Students who have received a negative binding recommendation that includes a rejection are no longer eligible to enrol at DAE in the same programme of study.
7. Students who are enrolled at more than one institute must meet the established standards and requirements with respect to the study progress, based on the number of credits the student has gained at DAE.

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

1. The final attainment levels for the propaedeutic are formulated as the sum of all the learning outcomes to be achieved for the educational components of the propaedeutic phase.
2. To pass the propaedeutic phase, students must meet the standard for the propaedeutic phase as laid down in the EC table of the propaedeutic phase in Annex 1: they must gain 60 EC. The propaedeutic standard is as follows:
All propaedeutic components (Fundamentals 1A, Fundamentals 1B and Studio 1B) must have been assessed as 'sufficient', 'good' or, in the case of Essentials 1A and Reflections 1A and 1B, 'yes'.
3. Students who do not meet the propaedeutic standard cannot progress to the main phase. The propaedeutic standard must be met within two years after beginning the programme of study. Students who fail to achieve the propaedeutic standard within two years will automatically receive a negative binding recommendation.
4. Where there are urgent reasons to do so, the Executive Board reserves the right to deviate from the recommendation given.
5. In case of special circumstances, the Examination Board may make different arrangements. At all times, the student must have reported special circumstances to the student counsellor as soon as possible after these circumstances are known to the student.
6. Students who disagree with the recommendation and/or the Executive Board's decision must submit a notice of objection by e-mail to loket@designacademy.nl within six weeks, in accordance with the provisions contained in Article 12.4 of this Student Charter. Only objections which raise points that were not known before the recommendation was issued will be considered. The Executive Board meets with the Head of Undergraduate Education in the week before the start of the new academic year to discuss these notices of objection.

Article 4A.7 Main phase of the bachelor's degree programme

1. The end qualifications of the final exam Bachelor degree form the framework for final level assurance. The end qualifications are formulated as follows:
At graduation,

- a. students' work demonstrates understanding of their position as designers, both in the design sector and in society;
- b. students demonstrate awareness of being part of larger ecosystems in which they, as designers, are intertwined, collaborate with others and support collective interests;
- c. students are able to navigate the different roles of a designer in relation to diverse situations, contexts and subjects;
- d. students demonstrate and document the application of research as a process of varied creation and critical thinking in the design processes;
- e. students demonstrate that they continuously challenge and interrogate themselves, and as a consequence, that they are immersed in design practice and that they broaden the possibilities and perspectives of that practice;
- f. students are able to combine conceptual approaches with refined material execution, in which they succeed in making the imaginable visible and tangible;
- g. students demonstrate a vision for applying and combining advanced and traditional technologies, and for testing the limits of these technologies;
- h. students demonstrate engagement with societal developments and contribute to both their immediate and the broader social, cultural, and natural environment;
- i. students demonstrate that they adopt points of view within the discipline and in society, and that this can publicise the work.

2. The main phase is made up of course components, with the associated study load. An overview of ECs is made available before the start of each academic year (see Annex 1 to this Student Charter for the EC table for the bachelor's degree programme).

3. Students sit an evaluation or assessment for the following course components, as laid down in the EC table for the main phase in Annex 1. Individual study scenarios have been drawn up for the cohorts who started in 2021 or earlier; all students in these cohorts have been assigned scenarios in accordance with the applicable conversion.

Participation in the Graduation 4B study unit begins at the first opportunity in the six months (i.e. the semester) after all the in Annex 1 mentioned study units, up to and including the course components in semester 1 year 4, representing 210 EC (60 EC in the propaedeuse + 150 EC in the main phase), have been satisfied.

Deviations from the above standard order of course components on the bachelor's degree programme are granted according to the existing scenarios provided in the Study Guide 2024-2025; any deviations from this standard order must take the form of an individual study scenario, which must be requested from the Examination Board.

4. The main phase is concluded once all course components referred to in Article 4A.7(3) have been successfully completed.

- a. Until the final exam, a course component is either passed or not passed. Students who do not pass a course component must redo that component during the second assessment (redo-week). Once all opportunities to redo a course component have been exhausted, the component must be restarted and completed the next time it is offered in the curriculum.

All assessment marks are expressed as 'G', 'S', 'I', 'NP', Yes or No, which have the following meanings:

- G = good
- S = sufficient
- I = insufficient
- NP = not present
- Yes = passed
- No = not passed

A course component has been passed if it is marked as 'sufficient', 'good' or 'yes'. A course component has not been passed if it is marked as 'insufficient', 'not present' or 'no'.

The assessment of Graduation 4B is expressed as a mark from 1 to 10.

Graduation 4B is passed with an assessment of 6 or higher.

- b. It is not possible to compensate for a non-passing mark with passing marks for other course components.

Article 4A.8 Sitting evaluations and assessments on the bachelor's degree programme

1. Students are offered at least two opportunities per academic year to sit evaluations and assessments for the course components referred to in Article 4A.7(3). The first opportunity is the regular assessment, which usually takes place at the end of the course component. The second opportunity takes place during the redo week (see the academic calendar). Students who do not attend on a given assessment date are considered to have forfeited their opportunity to sit the assessment. Only where there are exceptional circumstances that are known to the student counsellor is the student in question eligible for an extra assessment date. For an extra date to be granted, the student must submit a request in writing to the Examination Board, giving reasons.
2. The evaluations and assessments for the course components referred to in Article 4A.7(3) take either a written or an oral form at DAE or another designated location determined by DAE.
3. Students with disabilities are offered the opportunity to sit evaluations and assessments in an adapted manner. Students who wish to claim eligibility for adaptations must submit a request in writing to the Examination Board, giving reasons. The Examination Board issues its decision within six weeks following receipt of the request, unless the request requires further investigation, in which case the student will be notified when clarification of the request is available.
4. As a rule, no more than one student will sit an oral evaluation or assessment at the same time. It is possible to deviate from this rule in the case of a group assignment or where the Examination Board has decided otherwise.
5. As a rule, oral evaluations and assessments are not open to the public; in exceptional cases, the Examination Board or the Committee of Examiners in question may decide to deviate from this rule. It is always prohibited to record evaluations or assessments.
6. Students who are ill or who will be absent from an evaluation or assessment must inform the coordinator of the course component in question of the situation no later than 9:30 am on the date of the evaluation or assessment. These students will receive the mark 'NP'. Students will sit the evaluation or assessment at the next opportunity (redo). Students who do not pass the course component at the redo opportunity can submit a request for an extra opportunity to the Examination Board. The Examination Board determines whether the reason for the absence is valid and decides whether to offer a third assessment (extra assessment) in the same academic year.

Article 4A.9 Results of evaluations or assessments on the bachelor's degree programme

1. The Committee of Examiners or the examiner records the result of a written evaluation or assessment within 10 working days or a day before the start of the redo-week,
2. DAE ensures that the study results are recorded in such a way that students can receive information about their results.
3. The statutory validity of the successfully completed evaluations and assessments, as referred to in Article 4A.7(3) and Article 4A.6(2), is 10 years, calculated from the day on which the result in question was achieved. Students who begin the programme later, or who resume their studies following an absence, are assigned an amended study programme by the Examination

Board, taking into consideration the course components the student has already passed and the requirements of the current study programme.

Article 4A.10 Regulations for the final exam of the bachelor's degree programme

1. Definition of terms see Article 1.1 of this Student Charter.
2. Admission to the course components in the graduation phase
Students on the bachelor's degree programme who have gained 210 EC (60 EC in the propaedeuse + 150 in the main phase), as described in Article 4A.7(3), are admitted to the graduation phase, in which they are offered the opportunity to sit the final exam. Students are required to register for and sit the final exam at the first available opportunity once they have completed all the course components described in Article 4A.7(3).
3. The start and end dates of the graduation phase are determined by the Executive Board. The date on which students sit the final exam is determined by the Executive Board, based on the Examination Board's recommendation. The week in which students will sit the final exam must be announced at least five months before the date of the exam. The exact date of the final exam must be announced at least one month before the date of the exam.
4. Graduation phase
The graduation phase consists of Reflections 4B and Graduation 4B. Participation in the 4B midterm evaluation is required to take part in the final exam.
The final exam assesses the Graduation 4B course component as a whole. During the graduation phase, during the scheduled hours and guidance hours, the candidate must inform the main guiding tutor of the progress of the candidate's studies and final projects. The Executive Board is authorised to exclude students from sitting the final exam if they do not comply with this requirement.
5. Provisions with respect to Graduation 4B
 - a. Students graduate with two graduation projects. Graduation projects consist of the creation of a work and/or the execution of research that relates to the course components followed by the candidate.
 - b. The graduation projects are decided by the candidate and the main guiding tutor.
 - c. The candidate is not permitted to conclude cooperation agreements or contracts with third parties for graduation projects without written permission from the Executive Board.
 - d. Only students with written permission from the Examination Board may deviate from the number of graduation projects.
 - e. Students who wish to complete one of the two graduation projects in collaboration with one or more other candidates, and to use this project to graduate, must obtain written permission from the Examination Board. The Graduation 4B outline contains guidelines on this matter.
 - f. Candidates who stop working on the Graduation 4B course component before it is complete must, at the first available opportunity, restart the component with two new graduation projects.
6. Assessment of the graduation projects
 - a. The chair of the Committee of Examiners is authorised to require candidates to explain their graduation projects during the exam, for no longer than half an hour.
 - b. When assessing the results of the graduation projects, the Committee of Examiners assesses aligned with the learning outcomes. A detailed assessment of the projects is conditional on the availability of the portfolio. Each project is assessed by means of feedback and a mark per project. Only entire marks are to be given for individual projects – see also Article 4A.10 sub 5d. If a project is assessed with grade 5 or lower, a redo of that project will follow. If one or two projects are to be redone, the exam is not

passed, and no final mark is calculated. When both projects have been passed (assessed with a grade 6 or higher) a final assessment follows in the form of a single mark for the final exam, being the average of project mark 1 and project mark 2. The final assessment may contain half marks. The final examination is passed when this average is at least a 6.

- c. For each graduation project, the assessment is collected on an assessment form. The assessment form for each project shows the results of the assessed learning outcomes (expressed in feedback on the learning outcomes and a project mark in whole marks, - see also Article 4A.10 sub 5d). In case of a redo the description of the redo assignment, which is the case if the mark of one of the projects is grade 5 or lower, and the final assessment (expressed in one mark, ranging from 1 to 10. Half marks are allowed for the final mark.
- d. The assessment per project and the final assessment of Graduation 4B is expressed as a mark from 1 to 10 (the final assessment is the average of the assessments of project 1 and project 2 and may therefore include half marks), which will have the following meanings:

1 = poor
2 = very weak
3 = weak
4 = very insufficient
5 = insufficient
6 = sufficient
7 = more than sufficient
8 = good
9 = very good
10 = excellent

7. Awarding the degree certificate

- a. The DAE degree certificate is awarded if the final mark for Graduation 4B is at least 6 and if the candidate has successfully completed all other course components of the bachelor's degree programme (see Annex 1).
- b. The fact of whether or not the candidate has passed is confirmed a meeting of the Committee of Examiners. The candidate is informed of the result as soon as possible following the meeting.
- c. The cum laude committee is authorised to award the designation 'cum laude' if the final mark for both projects is at least 8. 'Cum laude' may only be awarded if the duration of the study does not exceed the nominal four-year duration by more than one year. In situations where a delay is beyond the control of the student, an exception to this may be requested from the Examination Board.
- d. From the time of the assessment until the moment of deregistration, the candidate can view the assessment for Graduation 4B in the student monitoring system. The candidate's transcript of records and diploma supplement are awarded together with the degree certificate.
- e. The degree certificate, the transcript of records and the diploma supplement are signed by the chair of the Examination Board.

8. Redoing the final exam

- a. Candidates who fail to meet the standard referred to in Article 4A.10(6a) will be given the opportunity to sit the final exam again. The Committee of Examiners will provide feedback intended to help the candidate prepare for the resit.
- b. Candidates must resit the exam at the first available opportunity, as determined by the Examination Board (see Article 4A.10(7e)).

- c. Candidates who still do not meet the standards set out in Article 4A.10(6) after the resit must restart the Graduation 4B course component and sit the next exam for that component with two new graduation projects.
 - d. The chair of the Examination Board approves the resit schedule. Resits are organised in the same academic year, according to the calendar.
 - e. The provisions contained in Article 4A.10.7C also apply to resits. Candidates must present both projects and the portfolio at the resit.
9. Disciplinary actions
- a. If, with regard to the provisions of Article 4A.10, of these regulations or with regard to the examination, an examinee has, in the opinion of the board of examiners, been guilty of any cheating (or fraud) or has acted contrary to the regulations in any other respect, and this is discovered before or during the examination, the chairman of the Examination Board will deny the examinee participation or further participation in the examination, after the chairman of the Examination Board has heard the examinee in question on this matter. Where irregularities are only discovered after the exam, the chair of the Examination Board will withhold the candidate's degree certificate.
 - b. If the chair of the Examination Board applies (8a) or (8b), the chair immediately sends to the examinee by registered mail the provisions contained in the paragraph in question.
 - c. In all cases not covered by these Teaching and Examination Regulations, the Executive Board will decide. The Executive Board will announce this decision as soon as possible to the chair of the Examination Board, the members of the Committee of Examiners and the external examiner(s).
10. Obligation to retain
- a. The Executive Board ensures that a copy of the description of the graduation projects and exam requirements is stored in DAE's archives for seven years.
 - b. The Executive Board ensures that the assessment of each candidate's graduation projects, and the result of each candidate's exam are stored in DAE's archives for ten years.
11. Students with disabilities
- Students with disabilities will be offered the opportunity to sit the exam in an adapted manner. Students who wish to claim eligibility for adaptations must submit a well-founded request, in writing and in a timely manner, to the Examination Board. Examination Board issues its decision within six weeks following receipt of the request, unless the request requires further investigation, in which case the student will be notified when clarification of the request is available.
12. Title
- Persons who have passed the final exam that is linked to the programme of study are entitled to use the title of 'Bachelor of Arts'.³
13. Before the end of the first month following the month in which a student, as referred to in Section 9.5(5) of the WSF2000, passes the final exam, the Executive Board informs the Education Executive Agency (DUO) of this and sends a message to the student in question.

Article 4A.11 Concluding provisions and implementing regulations for the Teaching and Examination Regulations for the bachelor's degree programme (B-TER)

1. These regulations may be cited as 'DAE bachelor's degree programme TER' (or B-TER).
2. Amendments to these regulations are adopted separately by the Executive Board.

³ In accordance with the current Regulations on Titles in Higher Education, which entered into force on 4 December 2018.

3. The present revision is an amendment to the TER dated 20 November 2023 and enters into force on 1 September 2024. These regulations were adopted by the decision of the Executive Board of DAE, dated 12 July 2024 with the consent of the IPC and the BCC and following consultation with the Examination Board.

CHAPTER 4B TEACHING AND EXAMINATION REGULATIONS FOR THE MASTER'S DEGREE PROGRAMME (M- TER)

Article 4B.1 General provisions and definitions

1. Relation to WHW

- a. These regulations consist of Teaching and Examination Regulations (TER) as referred to in Section 7.13 of the WHW;
- b. The provisions contained in these regulations are only legally valid if and insofar as they do not conflict with stipulations made in law or pursuant to the law;
- c. The regulations are adopted by DAE's Executive Board with the consent of the IPC and the MCC and in consultation with the Examination Board.

2. Scope

- a. The scope of these regulations is restricted to students at DAE who fall within the competence of DAE's Executive Board;
- b. The Executive Board provides for regular assessment of the TER; for the purpose of monitoring and, where necessary, adjusting the study load, the Executive Board considers the time students are required to spend on the education as a result of the study load.

3. Public access

In accordance with Section 7.13 of the WHW, the TER form part of this Student Charter and are available on [DAE's online platforms](#).

4. In this chapter, the following additional definitions apply:

- a. Programme of study: DAE's full-time master's degree programme, Design track, within the generic Master of Arts in Fine Art and Design (MFAD – CROHO 49114).
- b. Department: the five programmes within the master's degree programme are divided into research departments: Contextual Design, Social Design, Information Design, the Critical Inquiry Lab and Geo-Design.

- c. Exam: takes place in the last trimester of the second year of study, Module 6b, in the form of a final exam during which the final design is presented and the master's degree thesis is submitted. The green light evaluation takes place before the exam, in Module 6a. The green light is a dress rehearsal for the exam; no external examiner is present at this evaluation.
 - d. Thesis proposal: students complete this assignment in Module 3b, in preparation for the second year of study.
 - e. Master's proof: part of the exam centred around the assessment of the research and the move from research to design.
5. Due to the specific nature, structure and quality of the education and the students' background, the education, evaluations, assessments and exams are conducted in English, in accordance with the Code of Conduct adopted by the Executive Board (Section 7.2(c) of the WHW).

Article 4B.2 Evaluations, exam and resits

1. The master's degree programme is made up of modules: Modules 1–3b in year 1 and Modules 4–6b in year 2. Each module ends with an evaluation, which uses certain criteria to explore students' knowledge, understanding, professional attitude and skills. Before the evaluation, the department informs each student about these criteria and about the assessment standard.
2. Students conclude the first year and the second year once all evaluations of the modules, including the final exam, have been successfully completed.
3. Students who participate in an evaluation can view their individual completed evaluation form in the student monitoring system (OSIRIS) within 10 working days following the date of the evaluation.
4. Students who have passed a module can request a certificate, as evidence of this achievement, from the Examination Board.
5. The Examination Board adopts rules to ensure that the evaluations go smoothly.
6. Students conclude the first year of the programme, which entails a study load of 60 EC, once they have successfully completed all first-year modules. Each module offers one resit opportunity (redo), which takes place during the redo period, up to two weeks after the finals of Module 3. Students have two evaluation opportunities per module per academic year to satisfy the conditions to pass the modules.
 - a. Students may only progress to the second year once they have successfully completed all first-year modules. Students who do not pass a first-year module are entitled to one resit opportunity (redo) for each module; this resit entails a 'redo assignment'.
 - b. The standard to pass the first year (60 EC) is that students must gain at least 14 points for each module (1, 2, 3a and 3b), and they must not have received a mark of 1 for the Design criterion on any module.
 - c. Students must redo the module assessment at the first available resit opportunity, which is the redo period, up to two weeks after the finals of Module 3. Students have completed the module in question once the redo assignment is awarded a passing mark (at least 14 points, with at least 13 points per module, and the Design and has not received a mark of 1). Where one or more redo assignments are not awarded a passing mark, the student has not passed the modules in question and the standard to pass the first year has not been met. Students may only progress to the second year once they have successfully completed the first year (60 EC).
7. The second year is the final year of the two-year master's degree programme, represents a study load of 60 EC and focuses on the graduation research and the final design. The second year ends with an exam.
8. Students are entitled to sit the exam once they have obtained 100 EC (i.e., once they have successfully completed the first five modules of the master's degree programme). Students are required to sit the exam at the first available

opportunity, as soon as they obtain 100EC, unless the Examination Board has decided otherwise. Students who have not successfully completed Modules 4 and/or 5 of the second year are entitled to resit (redo) each module by means of a redo assignment. The redo assignment is formulated by the evaluation committee and is assessed during the midterms of the following module (Module 4 redo during Module 5 midterm, and Module 5 redo during Module 6 midterm).

9. Access to evaluations and exams

Everyone who is enrolled within a department as a student or (with the approval of the Executive Board) as an extraneus is entitled to sit evaluations and the exam for that department.

10. Legal protection

Students can appeal the Committee of Examiners' decisions to the Board of Appeals for the Exams (CoBEx) (see Article 12.1.6 of this Student Charter).

Article 4B.3 Exemptions

Following consultation with the head of the master's degree programme, the Examination Board is authorised to grant exemptions to students who have gained certain qualities through study or work experience before being admitted to DAE.

Article 4B.4 Final attainment levels

1. These are the final attainment levels for the first year:

- a. Students have worked sufficiently to develop an independent, inquiring, flexible attitude regarding the field of study and the relevant social context.
- b. Students have developed sufficient understanding and knowledge and use these faculties with respect to the themes researched.
- c. Students have acquired sufficient understanding of the full breadth of the chosen department (Contextual Design (CD), Social Design (SD), Information Design (ID), the Critical Inquiry Lab (CIL), GEO-Design (GEO)) to enable them to formulate a sound research theme.
- d. Students have developed an individual vision and have demonstrated the ability to translate this into a design.
- e. Students are thoroughly acquainted with relevant cultural and social aspects and can work contextually with these aspects.
- f. Students present their work appropriately, both orally and visually, to individuals and to larger groups.

2. These are the final attainment levels for the second year:

- a. Students possess the knowledge, skills, understanding and attitude to be able to conduct thorough research which results in an analysis and conclusion, and they have the knowledge, skills, understanding and attitude to draft a valid report (written thesis or alternative format) that is consistent with the substance of the project.
- b. Students are capable of transforming the research into the design of a product, tool, strategy or service, and they are able to visualise this convincingly and to communicate this to a larger audience.
- c. Students have gained significant sensitivity to the contexts that are relevant to the theme, considering economic, technological, social and cultural developments.
- d. Students have developed the attitude of an innovative, creative thinker within their department (Contextual Design, Social Design, Information Design, the Critical Inquiry Lab, Geo-Design).
- e. Students are able to use their knowledge, understanding and skills to control processes, to organise projects and to work collaboratively.
- f. Students are capable of creating and maintaining networks relating to their projects and activities, and to sustain these networks in the long term.

Article 4B.5 Programme structure

1. Students are entitled to sit the exam (in Module 6b, this is the final exam) once they have successfully completed the evaluations for the following successive educational units and thereby gained 100 EC.

The programme structure is as follows:

First year: Module 1; Module 2; Module 3a; Module 3b.

Second year: Module 4; Module 5; Module 6a; Module 6b.

2. Assessment year 1
 - a. criteria apply to each Module, 1, 2 and 3a, in the first year:
 1. RESEARCH & ANALYSIS research, reflection and analysis
 2. VISION & CONCEPT synthesis of research and design concept
 3. DESIGN design and visual presentation of the design
 4. ENGAGEMENT attitude and involvement
 5. PRESENTATION & COMMUNICATION visual and oral presentation
And communication of the research.
 - b. For each module, marks are awarded for the results of these individual components. The marks gained for the module projects are collected on an evaluation list. The list of marks consists of:
 - A mark for research & analysis;
 - A mark for vision & concept;
 - A mark for design;
 - A mark for engagement;
 - A mark for presentation & communication.
 - c. The mark is expressed as a value from 1 to 5 inclusive, which have the following meanings:
 - 1 = very insufficient
 - 2 = insufficient
 - 3 = sufficient
 - 4 = good
 - 5 = excellent
 - NP = Not present
 - d. Students pass a module once all the following conditions have been met:
 - The average of the marks for the five components is at least 2.8;
 - The total of the marks for the five components (A-E) is at least 14;
 - The mark for the design (C) is not 1.
3. A separate assessment form has been drawn up for Module 3b (thesis proposal) in the first year.

Article 4B.6 Participation in evaluations

1. At least once a year, students are offered the opportunity to take part in evaluations for each module as referred to in Article 4B.5(1).
2. The evaluations for the modules mentioned in Article 4B.5(1) are conducted orally or in writing and may include a presentation. Evaluations take place at DAE or another designated location determined by DAE.
3. Students with a disability will be offered the opportunity to take the evaluation in an adapted manner. Students who wish to claim eligibility for adaptations must submit a request in writing to the Examination Board, giving reasons. The Examination Board issues its decision within four weeks following receipt of the request, unless the request requires further investigation, in which case the student will be notified when clarification of the request is available.
4. As a rule, oral exams and evaluations are not open to the public; in exceptional cases, the Examination Board may decide to deviate from this rule.

5. Students who are ill or who will be absent from an evaluation must inform the coordinator of the course component in question of the situation no later than 9.30 am on the date of the evaluation. These students will receive the mark 'NP'. These students will sit the evaluation at the next opportunity (redo). Students who do not pass the course component at the redo opportunity can submit a request for an extra opportunity to the Examination Board. The Examination Board determines whether the reason for the absence is valid and decides whether to offer a third assessment (extra assessment) in the same academic year.

Article 4B.7 Evaluation results

1. The evaluation committee determines the result during an evaluation meeting. The results are shared with the student in question within one week following this meeting.
2. The educational organisation ensures that DAE's student administration has the information necessary to record the scores in the student monitoring system. This evidence will be made available to the student within 10 working days following the determination of the results.

Article 4B.8 Progress and student guidance

1. DAE registers study results in the student monitoring system.
2. DAE provides for student guidance that is appropriate to the nature of the programme of study, including in view of announcing possible study paths within and outside the programme.

Article 4B.9 Regulations for the second year

1. Access to the second year
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 (Modules 4 and 5) and exam module (Modules 6a and 6b). The exam module concludes with the exam.
2. Admission as extraneus
Before being allowed to sit an exam, an extraneus must complete the following actions:
 - a. Provide the Examination Board with evidence of all evaluations, assessments and exams completed at an equivalent institution or on an equivalent programme of study;
 - b. Provide the Examination Board with an explanation of the results of these evaluations;
 - c. If the Examination Board considers that the results do not provide sufficient insight into the level achieved by the extraneus, the extraneus must present the work by means of an oral and visual presentation;
 - d. Once the Executive Board's approval has been granted, an extraneus is eligible to use the exam facilities as referred to in Section 7.34(b) and (c) of the WHW.

Students who have received education at DAE on a continued programme of study that is not registered as a master's degree programme (CROHO registration) are eligible to sit the exams for the registered programme as extranei, providing that they have successfully completed the evaluations as referred to in Article 4B.5(2) and Article 4B.9(6) of this Student Charter. Extranei will only be given access to the exam once the Examination Board considers this evidence to be sufficiently equivalent to the required level of the programme whose exam the extraneus wishes to sit.

3. Provisions regarding the final exam
 - a. Exam dates
The start and end dates of Module 6b are determined by the Executive Board. The date on which the final exam takes place will be determined by the Executive Board in close consultation with the Examination Board. The week in which the final exam is to take place must be announced at least

five months in advance. The exact date of the final exam must be announced at least one month in advance.

b. Second year

The second year consists of:

1. Module 4 (20EC), during which the research is conducted and the thesis is written, and Module 5 (20EC), during which the design is completed in preparation for the final exam.
Resits for Modules 4 and 5 are offered to students who do not pass those modules. The resits are formulated by the evaluation committee and are assessed during the midterms of the subsequent module.
2. Module 6 consists of two parts:
 - The green light evaluation (Module 6a, 10EC), and
 - The final exam, Module 6b (10EC), including the presentation of:
 - the thesis;
 - the final design project.

Module 6a concludes with a green light evaluation, in which the Masterproof, the draft thesis and the concept for the design project are assessed. A red light or green light is awarded to each part of the assessment. A green light represents a positive assessment; the evaluation committee expresses its confidence in the student's ability to successfully complete the exam.

Students whose work, in one or more parts of the assessment, does not inspire that confidence in the evaluation committee receive a red light for the relevant parts of the assessment of Module 6a. The red light is a warning of the possibility that the student will not pass the exam.

- c. During the exam module, candidates are obliged to inform all teachers who guide them about the progress and process of their assignments, including their graduation assignments. The Executive Board is authorised to exclude students from sitting the exam if they do not comply with this requirement.
4. Provisions concerning the graduation topic and graduation project:
- a. The graduation topic is determined by the evaluation committee, which is chaired by the head of the relevant department, in consultation with the candidate. A graduation topic will be refined through thorough research and a thesis, together with an advanced concept of a product, tool, strategy, service.
 - b. The graduation assignment deriving from the graduation topic is formulated by the candidate.
 - c. Insofar as a graduation assignment has been completed partly under the supervision of experts who are not members of the teaching staff, these experts can be invited to provide their assessment of the part of the graduation assignment with which they were involved, if the Committee of Examiners believes this to be necessary and if these experts are appointed by the Examination Board. The experts' assessment will be taken into consideration in assessing the graduation assignment.
 - d. Candidates must obtain written permission from the head of the department before collaborating or entering into an agreement with third parties for their graduation assignment.
5. Assessment of the graduation assignment
- a. The chair of the Committee of Examiners, who is usually the head of the department, may require candidates to provide a maximum of eight minutes of explanation of their graduation assignment during the final exam, followed by questions. The following criteria are used to assess the results of the graduation assignments:

1. RESEARCH & ANALYSIS research, reflection and analysis
 2. VISION & CONCEPT synthesis of research and design concept
 3. DESIGN design and visual presentation of the design
 4. THESIS research report, conclusion, visions and design, translated into an autonomous communicative product (in writing or in an alternative format)
 5. MASTERPROOF visual and oral presentation and communication of the research and design.
- b. For each graduation assignment, marks are awarded for the results of these separate elements. The marks gained for the module projects are collected on an evaluation list. The list of marks consists of:
- A mark for research & analysis;
 - A mark for vision & concept;
 - A mark for design;
 - A mark for the thesis;
 - A mark for the Masterproof.
- c. Candidates who have been offered the opportunity to sit the final exam on the basis of Articles 4B.2(8) and 4B.5(1) of this Student Charter are considered to have passed if they meet the qualification requirements with reference to the knowledge, understanding, skills and professional attitude that a candidate should have acquired by the end of the programme and in accordance with the assessment criteria, as determined with regard to the graduation assignment.
- d. The result is expressed in marks from 1 to 5 inclusive, which have the following meaning:
- 1 = very insufficient
 - 2 = insufficient
 - 3 = sufficient
 - 4 = good
 - 5 = excellent
 - NP = Not present
6. Issuing the diploma
- a. The DAE diploma is awarded if all the following DAE conditions have been met:
 - The average of the marks for the five components is at least 2.8;
 - The total of the marks for the five criteria (A – E) is at least 14;
 - Compensation between the design (C) and thesis (D) is permitted, providing that neither of these criteria received an assessment of 1 and the average of both criteria is 3.0 or higher.
 - b. The cum laude committee is entitled to grant the designation ‘cum laude’ if the components C (design) and D (thesis), as referred to in Article 4B.9(6a), have both been assessed as good or excellent (4 or more) and a total of at least 20 points have been gained across all five criteria. Additionally, the projects must focus on new and important conditions for the design field at large.
 - c. The decision about whether the candidate has passed the exam will be taken during a meeting of the Committee of Examiners, taking into consideration the recommendations of all examiners. The Committee will inform the candidate of its decision after the meeting.
 - d. Students who pass the final exam will receive a degree certificate from the Examination Board stating the grade of the exam as evidence. If a candidate is found not to have been correctly enrolled in any year but that candidate has nevertheless benefited from education or sat assessments, the Executive Board may determine that the degree

certificate can only be awarded once the relevant tuition fee has been paid. The title of Master of Arts (MA) will be awarded, if possible, immediately following the announcement of the results, and in all cases within two weeks. This certificate is signed, at a minimum, by the chair of the Examination Board and the head of the department.

- e. Candidates also receive a diploma supplement together with the certificate referred to in 4B.9(7d), which describes the completed programme of study in greater detail. An overview of the total marks is included in the diploma supplement. The supplement is signed by the chair of the Examination Board.
7. Redoing the final exam
- a. Candidates who do not satisfy the standards referred to in Article 4B.9(7a) will be given the opportunity to resit the exam.
 - b. The resit must take place at the first available opportunity, as determined by the chair of the Examination Board (see Article 4B.9(8e)).
 - c. The statutory validity of the successfully completed evaluations and assessments, as referred to in Article 4B.5(2) and Article 4B.9(4b), is 10 years, calculated from the day on which the result in question was achieved. Students who begin the programme later, or who resume their studies following an absence, are assigned an amended study programme by the Examination Board, taking into consideration the course components the student has already passed and the requirements of the current study programme.
 - d. Candidates who do not satisfy the standards referred to in Article 4B.9(7a) after resitting the exam must sit the next exam with new graduation assignments.
 - e. The chair of Examination Board determines the schedule for the redo exams, which can take place in March and August of the academic year in question.
 - f. The provisions for the exam contained in these regulations also apply to the redo exam.
 - g. Candidates who, for reasons which the chair of the Examination Board considers to be unforeseen and compelling, are prevented from sitting the exam are offered the opportunity to sit the exam before the start of the meeting referred to in Article 4B.9(7c).
8. Disciplinary actions
- a. If, with regard to the provisions of Article 4A.9(2) of this Student Charter or with regard to the examination, a candidate has, in the opinion of the board of examiners, been guilty of any cheating (or fraud) or has acted contrary to the regulations in any other respect, and this is discovered before or during the examination, the chairman of the Examination Board will deny the examinee participation or further participation in the examination, after the chairman of the Examination Board has heard the examinee in question on this matter. Where irregularities are only discovered after the exam, the chair of the Examination Board will withhold the candidate's degree certificate.
 - b. If the deception is discovered after the exam, the chair of the Examination Board will withhold the degree certificate from the candidate. If another irregularity is discovered after the exam, the chair of the Examination Board is authorised to withhold the degree certificate from the candidate.
 - c. The chair of the Examination Board immediately notifies the Inspectorate of any deception or irregularity as referred to above. If this notification is made verbally, it is then confirmed in writing to the Inspectorate.
 - d. If the chair of the Examination Board applies (1) or (2) above, the chair immediately sends the candidate, by registered mail, a copy of the letter referred to above; at the same time the chair will specify to the candidate in writing the provisions of the subsection in question.

- e. In all cases not covered by these regulations, the chair of the Executive Board will decide. As soon as possible, the Executive Board will notify the Inspectorate, the chair of the Examination Board and the members of the Committee of Examiners of the decision.
9. Obligation to retain
 - a. The Executive Board ensures that a copy of the description of the graduation projects and exam requirements is stored in DAE's archives for seven years.
 - b. The Executive Board ensures that the assessment of each candidate's graduation projects and the result of each candidate's exam are stored in DAE's archives for ten years.
 10. Students with disabilities
Students with disabilities will be offered the opportunity to sit the evaluation in an appropriate manner. Students who wish to claim eligibility for adaptations must submit a well-founded request, in writing and in a timely manner, to the Examination Board. If necessary, the Examination Board will seek expert advice (for example from the student counsellor) before making its decision. The Examination Board issues its decision within four weeks following receipt of the request, unless the request requires further investigation, in which case the student will be notified when clarification of the request is available.
 11. Title
Persons who have passed the final exam that is linked to the generic master's degree programme MFAD CROHO 49114 are entitled to use the title of Master of Arts⁴ (MA) associated with the Master of Arts in Fine Art and Design.⁵

Article 4B.10 Concluding provisions and implementation regulations of the Teaching and Examination Regulations for the master's degree programme (M-TER)

1. These regulations may be cited as 'DAE master's degree programme TER' (or M-TER).
2. Amendments to these regulations are adopted separately by the Executive Board.
3. No amendments will be made during the ongoing study year unless those amendments are to the students' advantage.
4. The current revision is an amendment to the TER dated 12 July 2023 and enters into force on 1 September 2024. These regulations were adopted by the decision of the Executive Board of DAE, dated 12 July 2024 with the consent of the IPC and the MCC and following consultation with the Examination Board.

⁴ In accordance with the regulations published in Government Gazette no. 27438, page 3, dated 28 August 2015

⁵ In accordance with the provisions of the NVAO (the Accreditation Organisation of the Netherlands and Flanders) concerning the generic master's degree of Arts in Fine Art and Design (MFAD – CROHO 49114)

CHAPTER 5

EXAMINATION

BOARD

Article 5.1 Appointment and composition of the Examination Board

1. The Executive Board appoints an Examination Board for the bachelor's and master's degree programmes.
2. The Executive Board appoints the members of the Examination Board from among members of staff at DAE: at least one member must be associated with DAE as a teacher; at least one member must not be associated with DAE. The Examination Board has a professional secretary who is not a member.
3. The appointment is valid for a period of one year, with a maximum of two extensions for three years each; the members may be reappointed immediately.
4. An Examination Board consists of at least three members, namely a chair and two teacher members.
5. The Examination Board appoints examiners for the purpose of holding exams. Examiners must be appointed members of staff who are responsible for providing education at DAE, together with experts from outside the academy. The examiners provide the Examination Board with the requested information.
6. The Examination Board is authorised to adopt further rules regarding procedures to be followed during the assessments and regarding the associated measures to be taken. Fraud committed by a student can result in the student's right to sit one or more assessments at DAE being withdrawn for a period of time to be determined by the Examination Board.
7. The Examination Board can provide the examiners with guidelines and instructions regarding the assessment of candidates for evaluations, assessments or exams and regarding the determination of the associated results.

Article 5.2 Duties of the Examination Board

1. The Examination Board is always responsible for:
 - a. adopting guidelines and rules within the scope of the TER, as referred to in Article 7.12 of the WHW, to determine and record the results of evaluations, assessments and exams;
 - b. ensuring the organisation of the assessments and ensuring that proper procedures are followed during assessments;
 - c. granting exemptions for one or more assessments, as referred to in Section 7.12(b) and (d) of the WHW;
 - d. recording the results of the exams;
 - e. issuing degree certificates;
 - f. considering petitions relating to areas within the Examination Board's purview;
 - g. achieving an amicable settlement in response to such requests from the Board of Appeals for the Exams (CoBEx).
 - h. appointing examiners and external examiners.

2. In certain cases, where explicitly stated in the TER, the Examination Board is authorised to deviate from the TER:
 - a. If, due to exceptional circumstances, the application of these regulations would lead to serious unfairness or negligence;
 - b. If the interests of a student or of a group students could be harmed by errors committed by the academy;
 - c. If the Examination Board decides to approve an individual student's request.

Article 5.3 Retention

1. The Examination Board ensures that the minutes of its meetings and records of its decisions are retained for a period of seven years.
2. The Examination Board ensures that its statements, including statements of the results achieved by students who leave the programme of study without a degree certificate, are retained for a period of 10 years.
3. The Examination Board ensures that the following information on every student is stored in DAE's archive for 50 years: information about having gained a propaedeutic certificate and/or a certificate of higher vocational education and associated transcripts.
4. The Executive Board ensures that tests/assignments and assessment criteria are retained for a period of seven years.
5. The Executive Board ensures that images of all completed final projects, including the assessment thereof, through which students demonstrate that they have mastered all aspects of the final attainment level are retained for a period of seven years following assessment.
6. For the purpose of the external evaluation of the programme of study within the scope of the accreditation, the Executive Board ensures that a representative set of tests, including their assessments, are retained for a period of two years following assessment.
7. The Executive Board ensures that works created by students (whether or not in writing, including digital works), including their assessments, except for works included in the representative set or final projects, are destroyed or returned to the student in question no sooner than six months following publication of the assessment. This period is extended if this is necessary for an appeal procedure.

Article 5.4 Hardship clause

1. The Examination Board is authorised to deviate from these regulations in favour of a student if their application were to have seriously unfair effects, and to take decisions on matters not provided for in these regulations. In determining whether to apply the hardship clause, the Examination Board considers the interests of the student and of the programme of study. Where an immediate decision is required, the decision will be taken by the chair or deputy chair of the Examination Board. In the latter case, the chair or deputy chair will notify the members of the Examination Board as soon as possible.
2. The student in question must submit a written request, giving reasons, to the Examination Board in accordance with the provisions contained in Article 12.4 of the Student Charter. The Examination Board will issue a decision within six weeks on the request and provide the student with a reasoned written notice of the decision, informing the student of the option to appeal the decision.

CHAPTER 6

STUDENT

FACILITIES

Article 6.1 Academic guidance

1. Students are entitled to academic guidance and to take advantage of the services of a student counsellor.
2. The Executive Board provides for academic guidance during the various phases of the programme of study, such as the propaedeutic phase; the main phase, including educational projects; the internship; graduation; and any international exchange for the bachelor's degree programme, as well as the first or second year of study on and graduation from the master's degree programme.
3. The Executive Board establishes regulations governing eligibility for financial support for students who, due to exceptional circumstances, have not satisfied the standards for academic progress: the Profile Fund. See Chapter 7.
4. DAE makes academic guidance available to students, partly to assist their orientation regarding the possible study paths within the programme and elsewhere.

Article 6.2 Student counsellor

1. DAE offers a student counselling service.
2. The student counselling service provides help, information and advice to students as regards their studies and education, student life and student facilities.
3. The service engages in student advocacy in the broadest sense of the term and treats students' information as confidential.
4. Student counsellors have a duty of confidentiality with regard to what they learn from students. Student counsellors are only answerable to the Executive Board for the implementation of their duties. The student counsellor does not engage in any contact with third parties concerning a student without the express permission of the student in question.
5. The student counsellor submits an annual report to the Executive Board on the implementation and the nature of the advice given.
6. Students faced with special circumstances should contact the student counsellor about this so that, where necessary, they can advise the programme management or the Examination Board.

Article 6.3 Facilities

1. DAE provides, at a minimum, the following student facilities:
 - a. Library
 - b. Copying facilities
 - c. Canteen provisions and meeting spaces
 - d. IT provisions that are necessary for education
 - e. Workspaces

CHAPTER 7

FINANCIAL

ASSISTANCE FOR

STUDENTS

Article 7.1 The profiling fund

1. DAE's Executive Board makes provision for the financial support of students who:
 - a. are enrolled at DAE on a programme of study for which they have not yet been awarded a degree and for which statutory tuition fees are payable;
 - b. in connection with an exceptional circumstance, follow none or only part of the programme, and who are or were entitled to a performance-related grant as referred to in Chapter 5 of the WSF 2000, and
 - c. have incurred or are expected to incur a study delay as a result of exceptional circumstances, or
 - d. are enrolled at the relevant institute of higher education, as referred to in Article 1.2(1), on a programme of study whose accreditation has not been renewed and for which the students in question have not yet been awarded a degree.
2. The exceptional circumstances referred to in (b) and (c) are:
 - a. Membership of the administrative committee of a reasonably significant student organisation with full legal competence, the IPC, a course committee (BCC or MCC) or the Student Council;
 - b. Administrative or social activities which, in the view of the Executive Board, contribute to the interests of the academy or of the education received by the students in question;
 - c. Illness or pregnancy and childbirth;
 - d. Disability or chronic illness;
 - e. Exceptional family circumstances;
 - f. An inadequate programme of study;
 - g. Other circumstances that affect the students in question and that the Executive Board considers to be exceptional;
 - h. Circumstances other than those mentioned above, if the Executive Board's rejection of a request for financial support based on those circumstances would lead to considerable unfairness.
3. The Executive Board has made provision for the financial support of students who:
 - a. are enrolled at DAE on a programme of study for which they have not yet been awarded a degree and on which they are studying, and who neither belong to a group of people as referred to in Section 2.2 of the WSF 2000 nor hold Surinamese nationality;
 - b. satisfy a nationality requirement as referred to in Section 7.45(1) of the WHW.

4. The Executive Board adopts procedural regulations regarding the application of this article, in all cases including rules about the start date, duration and amount of the financial support. The duration of the financial support granted to a student as referred to in (1d) amounts to the period corresponding with the study load exceeding 60 EC. The amount of the financial support is no greater than the student finance the applicant receives under Chapter 3 of the WSF 2000 or would have received if the applicant could or should have claimed eligibility. When allocating financial support, the Executive Board sets the condition that recipients must actively be studying on the programme for which the delay has arisen. Eligibility is not transferable to another programme of study or another institution. It is a condition of the actual payment of support from the profiling fund that students actively study and make progress during the period in which the support is granted. The profiling fund support is reclaimed if students do not meet the progress requirement that may reasonably be expected, given the exceptional circumstance.
5. The Ministry of Education, Culture and Science has made provision for the financial support of students who are on the administrative committee of a reasonably significant political youth organisation considered to be a legal entity with full legal competence, or of a reasonably significant national organisation that engages in higher education-related activities, and who actually engage in activities to that end. The conditions for receipt of this financial support are established by ministerial regulation.
6. In addition to the provisions referred to above, a provision for financial support may be made that, together with the financial support covered by the above provisions, is greater than the student finance the applicant receives under Chapter 3 of the WSF 2000 or would have received if the applicant could or should have claimed eligibility. This additional provision is issued with the title of 'provision for additional support' (*voorziening voor aanvullende ondersteuning*). The Executive Board sets additional conditions to this end.
7. The Executive Board notifies the students in question in writing of the financial support referred to above, stating separately the amount of the additional support. In addition, the Executive Board makes an official internal record of the financial support granted to the student in question, stating the student's social security number (BSN) and the amount granted; the amount of the additional support referred to in (7) is stated separately.

Article 7.2 Conditions for receipt of profiling fund support

1. Students are eligible for support from the profiling fund if they meet the conditions set in Article 7.1, if they are enrolled at DAE on a programme of study for which they have not yet been awarded a degree and for which statutory tuition fees are payable and if they meet the nationality requirement as referred to in Section 7.45(1) of the WHW.
2. Where, due to exceptional circumstances (see Article 7.1(2)), students incur a study delay of such significance that they are no longer eligible for the performance-related grant as referred to in Chapter 5 of the WSF 2000, they are eligible to apply to the profiling fund.
3. Students may be eligible for support from the profiling fund if an appeal or an objection against a decision by the Executive Board regarding the inadequacy of a programme of study is upheld. Support from the profiling fund can only be granted to students who do not demonstrably have access to student finance in accordance with the WSF 2000 or other funds, student grants, etc. This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Article 12.4 of this Student Charter.

Article 7.3 Profiling fund procedure

1. The Executive Board assesses student request for profiling fund support and subsequently determines the claim, considering the amount of the financial support in such a way as to reasonably facilitate the students in question to continue their studies. The Executive Board notifies students in writing of its decision on the request.
2. It is a condition of the actual payment of support from the profiling fund that students actively study and make progress during the period in which the support is granted. The profiling fund support is reclaimed if students do not meet the progress requirement.
3. The period for which support is granted must not be longer than the actual, recorded delay that matches the exceptional circumstances referred to in Article 7.1(2).
4. When amending the regulations, the amount and the duration of a claim for financial support that was previously granted are observed if this is more favourable to the student.
5. Students who move to a different institution lose the right to a claim that was previously granted.
6. The Executive Board announces these regulations before the start of the academic year.
7. Students can appeal to the Executive Board against decisions on matters referred to in this chapter. This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Article 12.4 of this Student Charter.

Article 7.4 Decision period

1. The Executive Board issues its decision no later than six weeks after the request was submitted.
2. The Executive Board responds to the student in question within two weeks after receiving the request.
3. If the Executive Board fails to issue a decision at all or fails to issue its decision in time, without a reasoned request to suspend the decision period, the request will be considered to have been rejected, upon which the applicant can submit an appeal in accordance with Chapter 11 of this Student Charter.

Article 7.5 Amount and payment of profiling fund support

1. The financial support is made available to the student once the rights to a performance-related grant, or an extension of a performance-related grant, have expired.
2. The amount of the financial support is equal to the student finance the applicant receives under Chapter 3 of the WSF 2000 or would have received if the applicant could or should have claimed eligibility.
3. The financial support is paid in monthly instalments.
4. Payment is made after settling any debts the applicant owes to DAE.
5. The Executive Board notifies the student in a letter of the method of payment.

Article 7.6 Unforeseen circumstances

The Executive Board will decide on cases not covered by the regulations contained in this chapter and on cases of extreme unfairness.

Article 7.7 Student emergency fund

Students experiencing acute financial emergency can submit a request for a loan to the Executive Board. The student counsellor can support the student in this request. The Executive Board may ask the student counsellor for advice. The Executive Board decides whether or not to grant the loan. Once granted, a loan can be converted, in full or in part, into a gift by the Executive Board.

Article 7.8 Appeal

It is possible to appeal to the Executive Board against a decision by the Executive Board that is founded on the regulations discussed in this chapter within four weeks after the date of the decision in accordance with Chapter 11. This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Chapter 11 of this Student Charter.

CHAPTER 8 CODE OF CONDUCT AND HOUSE RULES

Article 8.1 Code of Conduct

1. Everyone at DAE is entitled to a safe and ethical workplace, therefore we use the DAE Code of Conduct; regulations concerning inappropriate intimacy and integrity.
2. Any student who believes that specific behaviours demonstrated by members of staff or fellow students may constitute inappropriate intimacy or an integrity violation can approach external confidential counsellors. The external confidential counsellors have a duty of confidentiality regarding what students tell them. If a confidential counsellor is compelled to breach the duty of confidentiality as a result of a conflict of duties or a moral dilemma, the counsellor must follow the established rules of conduct. Confidential counsellors do not engage in any contact with third parties concerning a student without the express permission of the student in question.
3. The Code of Conduct govern matters including, but not limited to:
 - a. Defining behaviour that is considered to constitute inappropriate intimacy or an integrity violation;
 - b. The procedure to be followed when submitting a complaint; see chapter 11
 - c. The measures available to the Executive Board.
4. The Executive Board appoints one or more external confidential counsellors for inappropriate intimacy or integrity violations. These counsellors can process requests concerning inappropriate intimacy directed towards students or violations of integrity, and they can also assist affected students.

Article 8.2 Regulations on safety, health and well-being

1. The regulations include the protection of students concerning safety, health and well-being within the academy, as laid down in Section 3 of the Working Conditions Act and the Working Conditions Decree (Bulletin of Acts and Decrees 1994, 181).
2. At a minimum, students have the right to:
 - a. Receive information and training on the dangers associated with the work or programme of study;
 - b. Receive information on safety precautions and protective equipment;
 - c. Talk to teachers or managers about safety risks and health risks;
 - d. Interrupt their work or study in the event of immediate danger;
 - e. Inform teachers, managers or the Working Conditions and Environment Agency (*Arbo- en Milieudienst*) of problem areas

Article 8.3 Internal rules and disciplinary actions

1. To ensure the smooth running of the academy, the Executive Board drafts regulations and takes measures, including DAE's General Regulations and Workshop Regulations.
2. Where the regulations are violated, the Executive Board can take the following measures:
 - a. Warning;
 - b. Reprimand;

- c. Denial of access to buildings and grounds, denial of the use of a facility and denial of access to certain classes for a maximum of one year.
3. The student in question can appeal to the Executive Board against the decision to deny access. This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Article 12.1 of this Student Charter.

Article 8.4 Application of measures

1. Before the Executive Board decides to apply a measure as referred to in Article 8.2(2), the Board will give the person concerned the opportunity to be heard.
2. The decision by the Executive Board to apply a measure will be issued to the person concerned in writing, giving reasons, as soon as possible and in all cases within three weeks.
3. Students can appeal to the Executive Board against a decision as referred to in Article 8.2(2b) and (2c). This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Chapter 11 of this Student Charter.

Article 8.5 Liability

1. Students acknowledge that DAE is not liable for loss, theft or damage regarding property or any other student damage.
2. The liability of DAE and of its Executive Board, teachers and employees is limited to, at most, the amount that DAE receives from the student in question in the year in which the event that caused damage took place.
3. Students who are responsible for intentionally or inadvertently damaging or losing property belonging to DAE, or of items belonging to third parties who are temporarily or permanently in the buildings, in the grounds or in other locations and which DAE has rented or for which DAE has a duty of care (rented equipment, property belonging to utility companies, etc.), are liable to pay compensation and can be held liable by DAE.

CHAPTER 9

PARTICIPATION

Article 9.1 Participation Council, course committees and Student Council

As of January 2021, participation within DAE is organised as follows:

Formal participation consists of an Institutional Participation Council (IPC) and two course committees, one for the bachelor programme (BCC) and one for the master programme (MCC). There is also an informal student advisory board: the Student Council, which includes both BA and MA students. For information on participation in decision making, students are referred to the [DAE's participation regulations](#) adopted by the Executive Board of the DAE Foundation.

CHAPTER 10

PERSONAL DATA

PROTECTION

REGULATIONS

Article 10.1 Privacy

1. The Executive Board has adopted regulations regarding the protection of personal data according to the requirements laid down in the GDPR (General Data Protection Regulation).
2. All students have the right to inspect the data on them individually and on their study progress that are stored in the student administration of the academy at which they are enrolled.
3. Apart from the student, the only people who have access to the data referred to above are those of the academy's employees who need access to these data in the course of their work.
4. Students are entitled to request that their individual data be rectified, supplemented or completely removed if these data are factually incorrect, if they are incomplete for the purpose of enrolment, if they are not relevant to the enrolment or if their inclusion in the enrolment conflicts with a legal regulation. Data stored in the personal register are only shared with a third party insofar as this sharing arises from the purpose of the enrolment for which the data were provided, if it is required due to legal regulations or if the data are shared with the consent of the owner of the data. Everyone has a duty to properly protect their own data and the data of others. Students have a duty to ensure that no one has unsolicited access to their own data or to the data of another person that are made available to them.

CHAPTER 11 LEGAL PROTECTION

Article 11.1 Legal protection of students

1. Current, prospective or former students (hereinafter: 'the person concerned') who believe that they have been treated or assessed unfairly, or not sufficiently fairly, can submit a complaint, objection or appeal to the Loket by e-mail to loket@designacademy.nl.
2. Written appeals or objections must be submitted within six weeks, as referred to in Section 1 of the General Administrative Law Act (AWB).
3. The Loket sends the person concerned written confirmation of receipt of a complaint, objection or appeal.
4. Immediately following receipt of the complaint, appeal or objection, the Loket investigates which body should examine the matter and, after having recorded the date of receipt, forwards the complaint, appeal or objection to the authorised body as soon as possible for further examination.
5. The date of receipt referred to above determines whether a complaint, appeal or objection was submitted in time.
6. Where a student sends a complaint, appeal or objection to an unauthorised body within DAE, this body returns the document concerned to the Loket as soon as possible. The authorised body will only examine complaints, appeals or objections that are submitted directly to that body following intervention by the Loket.
7. The authorised bodies are:
 - a. the Executive Board of DAE;
 - b. the dispute resolution committee as referred to in Section 7.63a of the WHW and 7.13(1-6) of the AWB;
 - c. the Board of Appeals for the Exams (CoBEx) as referred to in Section 7.60 of the WHW;
 - d. the Council of State for administrative law.

Article 11.2 Right of complaint regarding the programme of study or the curriculum

1. Complaints regarding the programme of study or the curriculum must be submitted to the Executive Board within six weeks.
2. The complaint must be submitted in writing and, to the extent possible, must be accompanied by relevant documents.
3. The Executive Board notifies the complainant of the outcome of its decision in writing within three weeks following receipt of the complaint.

Article 11.3 Right of complaint regarding actions by members of staff

1. Students whose interests are directly affected by the actions or decisions of a member of staff or of a student have the right to request the Executive Board to make relevant provision.
2. The request referred to above must be submitted to the Executive Board in writing, giving reasons, within 30 days following the actions or decisions mentioned above. Where this term exceeded due to circumstances beyond the control of the persons concerned, the Executive Board will not declare the request inadmissible for this reason.
3. All persons concerned are heard before the Executive Board issues its decision on the request.

4. The Executive Board issues its decision within 30 days following the receipt of the request by the Executive Board. The persons concerned are notified in writing of the decision regarding the request and the nature of any provision to be made. The decision must be reasoned.
5. If one of the persons concerned so wishes, the complaint will be examined in a closed meeting; in all cases, the documents associated with the examination will remain confidential.

Article 11.4 Regulations on the Board of Appeals for the Exams (CoBEx)

1. The CoBEx Regulations, as referred to in Sections 7.60, 7.61, 7.62 and 7.63 of the WHW, provide for the legal protection of students at DAE. The regulations and amendments to those regulations must be approved by the Executive Board of DAE.
2. DAE has adopted Board of Appeals for the Exams (CoBEx) Regulations.
3. The CoBEx has three or five members. The number of deputy members must not be greater than the number of members. The Board operates in full session. The Board can decide to establish divisions. If the CoBEx so decides, the CoBEx will consist of at least six and at most 15 members. The number of deputy members must not be greater than the number of members. Each division has three or five members and operates in full session.
4. The chair, the deputy chair or chairs, the other members and any deputy members are appointed by the Executive Board for a term of at least three years and at most five years, or, in the case of student members, for a term of at least one year and at most two years. They are eligible for reappointment. The members and deputy members are not members of the Executive Board or of the Inspectorate. In addition to the chair, at least half the members of the CoBEx are teachers.
5. The chair and the deputy chair or chairs must satisfy the requirements for appointment as a district court judge, as referred to in Section 48(1) of the Judiciary (Organisation) Act (Bulletin of Acts and Decrees 1972, 463). When the chair is absent, the Board of the DAE Foundation will appoint a deputy chair, if possible, in consultation with the chair. At their request, the members and deputy members of the CoBEx will be discharged. Members will be discharged as of the month following their 70th birthday. They will be discharged if, by reason of illness or disability, they are unable to fulfil their function and if they are convicted of a crime by final judgment of a court. Before discharge based on the above provisions, the person concerned is informed of the intent to discharge and offered the opportunity to be heard on this matter. Membership or deputy membership of the CoBEx ends upon termination of employment at DAE, by order of DAE's CoBEx.
6. The authority of the CoBEx:
 - a. Insofar as there is no pending appeal pursuant to Sections 7.66 or 7.68 of the WHW, the CoBEx has exclusive authority to issue a judgment on appeals submitted against:
 - decisions leading to rejection as referred to in Section 7.9(2) of the WHW;
 - decisions concerning the determination of the number of credits gained as referred to in Section 7.9a of the WHW;
 - decisions, which are not decisions of general application, that were taken pursuant to or based on the provisions contained in Article 12.2, in view of permission to sit exams;
 - decisions by Examination Boards and examiners, and decisions by committees as referred to in Section 7.29(1) of the WHW.
 - b. The appeal may be submitted by the person concerned.

- c. The appeal may be submitted if:
 - the decision is contrary to any general binding regulation;
 - the body concerned, in making the decision, appears to have used its authority for purpose other than the purposes for which the body was granted authorisation;
 - the body concerned, in considering the interests of the persons concerned, was not able to reasonably reach that decision;
 - the decision is contrary to any principle of proper administration, generally understood as a sense of justice.
 - d. Notwithstanding the provisions contained in Section 6.7 of the General Administrative Law Act, the term for submission of an appeal is four weeks.
 - e. Before examining the appeal, the CoBEx will send the appeal to the body against which the appeal was made, inviting the body to consult with the persons concerned to attempt to reach an amicable settlement. Where the appeal is submitted against a decision by an examiner, the appeal mentioned in the previous sentence will be sent to the relevant Examination Board. The body concerned informs the CoBEx of the result of the consultation within three weeks, attaching the relevant documents. If no amicable settlement has been reached, the CoBEx will examine the notice of appeal.
 - f. Notwithstanding the provisions contained in Section 7.24(2) of the General Administrative Law Act, the CoBEx issues its decision within 10 weeks following receipt of the notice of appeal from the Loket or the confidential counsellor(s).
 - g. If the CoBEx considers the appeal to be well-founded, the decision will be entirely or partially nullified. Notwithstanding the provisions contained in Section 7.25 of the General Administrative Law Act, where a decision is fully or partially nullified, the CoBEx is not authorised to issue a new decision. It is authorised to determine that the assessment, exam, admissions or any part thereof should be restarted or continued under conditions to be laid down by the CoBEx. Insofar as is necessary, the body whose decision was nullified will again facilitate the matter, in compliance with the decision by the CoBEx. The CoBEx can impose a time limit for this procedure in its judgment.
 - h. In cases in which the interest of the student who appeals demands an immediate injunction, the student may, by reasoned petition, apply to the President of the CoBEx for injunctive relief pending adjudication of the main case.

This request for an appeal must be submitted by e-mail to loket@designacademy.nl, in accordance with the provisions contained in Chapter 11 of this Student Charter. The chair issues a decision on this request once the body or examiner in question has been heard, or at least summoned.
 - i. A decision by CoBEx can be reviewed at the request of either party based on new facts or circumstances which, if these had been known earlier, could have led to a different decision.
7. Duty to inform: The bodies, members of staff and examiners at the academy provide the CoBEx with the information that the CoBEx believes to be necessary for the execution of its task.

Article 11.5 Council of State, Administrative Jurisdiction Division

1. Before submitting an appeal, the student must submit a notice of objection by e-mail to loket@designacademy.nl. The notice of objection is submitted to the Executive Board that issued the decision. The notice of objection must be submitted within six weeks following the date on which the decision in question was announced. If the student disagrees with the Executive Board's decision

regarding the notice of objection, the student can approach the Administrative Jurisdiction Division of the Council of State.

2. The authority of the Administrative Jurisdiction Division of the Council of State also includes student matters. See their [website](https://www.raadvanstate.nl/studentenzaken) (page in Dutch). (<https://www.raadvanstate.nl/studentenzaken>).
3. The appeal must be submitted in writing within six weeks following the date on which the decision on the notice of objection was announced. Appeals against decisions concerning the right to vote must be submitted within 14 days following the date on which the decision was issued, or within the period set out in the election regulations. Notices of appeal submitted after the end of this period will be examined if the person concerned can demonstrate that it was not reasonably possible to submit the appeal sooner.

ANNEX 1 BACHELOR'S DEGREE PROGRAMME CREDIT TABLE 2024-2025

YEAR 1 - Propaedeutic phase					
Semester 1		Semester 2		1 study year	
Fundamentals 1A*	15EC	Fundamentals 1B*	15EC		
Essentials 1A	10EC	Studio 1B	10EC		
Reflections 1A	5EC	Reflections 1B	5EC		
<i>Total semester 1</i>	30EC	<i>Total semester 2</i>	30EC	<i>Total Propaedeutic phase</i>	60EC

YEAR 2 - Main phase					
Semester 1		Semester 2		1 study year	
Fundamentals 2A*	10EC	Fundamentals 2B*	10EC		
Studio 2A	15EC	Studio 2B	15EC		
Reflections 2A	5EC	Reflections 2B	5EC		
<i>Total semester 1</i>	30EC	<i>Total semester 2</i>	30EC	<i>Total Main phase</i>	60EC

YEAR 3 - Main phase					
Semester 1		Semester 2		1 study year	
Fundamentals 3A*	5EC	Internship 3B	25EC		
Studio 3A	20EC				
Reflections 3A	5EC	Reflections 3B	5EC		
<i>Total semester 1</i>	30EC	<i>Total semester 2</i>	30EC	<i>Total Main phase</i>	60EC

YEAR 4 - Main phase					
Semester 1		Semester 2		1 study year	
Focus 4A	25EC	Graduation 4B	25EC		
Reflections 4A	5EC				
<i>Total semester 1</i>	30EC	<i>Total semester 2</i>	30EC		

Total Bachelor Programme
240EC

*The educational unit Fundamentals encompasses the study lines of Design Studies, Production Studies, and Contextual Studies. Study credits are only awarded for the entire educational unit, not for individual study lines. Fundamentals is either completed as a whole or not completed at all

ANNEX 2 MASTER'S DEGREE PROGRAMME CREDIT TABLE 2024-2025

FIRST YEAR							
Trimester 1		Trimester 2		Trimester 3		1 study year	
Module 1		Module 2	20EC	Module 3A	10EC		
	20EC			Module 3B (thesis proposal)	10EC		
<i>Total trimester 1</i>	20EC	<i>Total trimester 2</i>	20EC	<i>Total trimester 3</i>	20EC	<i>Total year 1</i>	60EC

SECOND YEAR							
Trimester 1		Trimester 2		Trimester 3		1 study year	
Module 4 (thesis research)		Module 5 (Design)	20EC	Module 6A (green light)	10EC		
	20EC			Module 6B (final exam)	10EC		
<i>Total trimester 1</i>	20EC	<i>Total trimester 2</i>	20EC	<i>Total trimester 3</i>	20EC	<i>Total year 2</i>	60EC

Total Master Programme
120EC

ANNEX 3 DAE DEBTORS' PROTOCOL

Debtors' Protocol for the payment of Tuition Fees 2024-2025

1. This procedure applies to both the in full payment and the payment in instalments.
2. Before September 1 (for first-time enrolment of first-year students) or August 15 (for re-enrolment students) the (digital) authorisation 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-number: NL13 RABO 0351 5461 54 BIC-code: RABONL2U in name of DAE, mentioning your first name, surname, and if known your student number.
3. The term for payment in full is due September 26, 2024. If the full tuition fee cannot be collected on that date, the Finance department sends an email to the student requesting to transfer the amount due within 7 days.
4. Instalment dates for the 9 instalments are: September 26, 2024; October 28, 2024; November 26, 2024; December 27, 2024; January 27, 2025; February 26, 2025; March 26, 2025; April 28, 2025, and May 26, 2025.
5. In case an instalment cannot be collected on the agreed dates, this has the following consequence:
 - a. **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.
 - b. **In case of 2-instalment terms delay:** The Finance department sends an email to the student and by telephone, requesting the student to transfer the due amount within 7 days. Finance reports to the head of Finance that the student has 2 instalment terms delay and requests the Head of Finance to address the student about this and to possibly make an appointment to set up a payment scheme.
 - c. **In case of 3-instalment terms delay:** The Finance department sends an email to the student and by telephone, requesting the transfer of the total amount due within 3 working days. If this does not happen, it is possible that 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 head of Finance, 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, DAE has the right to unsubscribe the student (expiration date: the first day of the month following the 3rd unsuccessful collection). Re-enrolment is only possible in exceptional cases with the permission of the student counsellor and Executive Board, which can only be completed one month after the cancellation and payment of the outstanding amount.
6. 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.

7. A student who has unpaid instalment terms of a previous academic year, cannot be re-enrolled.
8. 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.
9. In case a student lists a blocked bank account on their authorisation, it is considered as not meeting the payment obligation. The student will be given the opportunity to pay the tuition fee in full on DAE bank account in full. If this does not occur within 7 days, DAE is entitled to unsubscribe the student.
10. 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.
11. Students who are in arrears may not take part in the final exam until tuition fee payment is made in full.
12. 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.

Debtors' Protocol for the payment of the Graduation Fund 2024-2025

1. A student pays the Graduation Fund separate from the Tuition Fee.
2. Payment of the Graduation Fund guarantees participation in the photoshoot, the graduation catalogue and the graduation show.
3. Without the full contribution of the graduation fund, the student cannot take part in either one.
4. The contribution total is €420,-.
5. The deadline for the full payment is 1 April 2025.

For questions, please read the Q&A about the graduation fund on [the website](#).