

## 6.6 Final Examination

### 6.6.1 Status of the Final Examination

The Final Examination concludes the entire Master's programmes in Architecture, Urbanism or Landscape Architecture.

As a rule, the student is given the opportunity to take Final Examination four times per year.

Staff, lecturers and students of the study programme are allowed to be present as observers when the Examination Committee conducts a Final Examination. The deliberations of the Examination Committees and Examination Board are closed.

### 6.6.2 Conditions for taking the Final Examination

The Final Examination may only be taken if the Comprehensive Annual Assessments 1, 2 and 3 have been passed and all course components from the first, second and third year, with respect to both the internal curriculum and the professional experience component are successfully completed and the 840 hours professional experience of the fourth years have been completed and the fourth and also final assessment of the professional experience has been successfully completed.

By way of derogation, the examination board of the Academy of Architecture can, at the request of the student, grant written permission, in exceptional cases and under conditions to be stipulated by the board, to take the examination, also if all parts of the internal curriculum and the professional experience component have not yet been successfully completed.

In order to be able to make use of this exception rule, the student must address an application to the examination board for this at least three weeks prior to the examination.

A 4th year student can have the professional experience assessed two times per year, during the regular assessment evenings in April and, on request, in December.

The assessment of the professional experience of a 4th year student is an integral assessment of the professional experience gained during the study. During this fourth and final assessment of the professional experience, the student presents relevant work from all four years of professional experience and thus demonstrates that the professional qualifications as described in the external curriculum have been acquired.

In principle, the Final Examination follows on from a positive recommendation from the graduation committee in relation to the completeness of the graduation work shown at the fourth committee meeting. However, the student is entitled to request this examination on their own authority. For other types of exceptions and the consequences of not passing the examination, please refer to the Education and Examination Regulations of the Academy of Architecture.

### 6.6.3 Composition and role of the Examination Committee

The examination board puts together a committee of examiners: the examination committee. The examination committee consists of the graduation mentor and two 'additional' members to be appointed by the study programme. The committee is chaired by one of these 'additional' members; the mentor is secretary and arranges the final report. The examination committee assesses one student per session.

The two other members of the graduation committee are also invited for Examination 4, but are not entitled to vote with respect to the final assessment.

It is the role of the examination committee to assess, on the basis of the oral presentation of the graduation project and the written record thereof, if the student has satisfied the learning outcomes of the study programme and is ready to practice the profession completely independently.

A precondition for the examination is that there may not be a employer-employee relationship with one of the committee members. If this turns out to be the case following announcement of the grouping, the committee member or the student must report this to the study secretariat and a different grouping will be made.

### 6.6.4 Final Examination result

On the evening of the examination, the student is informed orally by the committee of the provisional result.

Two possibilities exist for the result:

1. **Positive:** the examination committee is of the opinion that the student has satisfied the learning outcomes.
2. **Negative:** the examination committee is of the opinion that the student has not satisfied the learning outcomes.

If the examination committee assesses the project negatively based on content-related grounds, the student can submit a request for re-examination to the examination board. One condition is that the available study time and the validity of examinations already passed permit this and any further requirements set by the board of studies or examination board are met. This in accordance with the Education and Examination Regulations of the Academy of Architecture.

If the student believes that a procedural error was made during the examination by virtue of which the result is negative, the student can submit a reasoned request for a reassessment to the examination board. The appeals procedure as laid down in the Education and Examination Regulations of the Academy of Architecture apply to this.

Following agreement on the examination form, the report of the graduation mentor and the graduation report (booklet) of the student by the board of studies, the provisional result of the examination will be definitively recorded by the examination board.

The final result will be communicated in writing to the student.

### 6.6.5 Form of the examination

The Final Examination consists of an oral explanation of the work produced during the fourth year: 'the graduation project'.

During a discussion between the student and the examination committee, whether the student satisfied the learning outcomes of the study programme is verified. The subjects and lines of approach of the discussion are indicated on the 'Final Examination Assessment Form' and the overview of the learning outcomes for the Master's programmes in Architecture, Urbanism or Landscape Architecture respectively.

The Final Examination always takes place individually. The examination committee consists of three members.

The definitive assignment of members will only be announced on the day of the examination. The student must check in which room and by which committee the student is expected before the start of the session and the hanging up of the material.

It is customary for the student to send information in advance to the 'additional' examiners. The student record is available for inspection at the examination.

The programme of the examination session has four main components:

1. Preparation for the session and/or hanging up and arranging the work.
2. Presentation of the study results and answering the questions of the committee (60 minutes per student).
3. The deliberations of the committee in which the committee records its final assessment by filling in the examination forms.
4. Feedback from the final assessment and a detailed explanation thereof to the student.

The student only receives a provisional oral explanation of the result at the end of the session. The student does not yet receive a copy of the written assessment during the session. The assessment will be shared with the student after the Examination Board has definitively determined the examination.

After the examination session, the mentor arranges the final report, for the purpose of processing by the board of studies and recording the result by the examination board. This report consists of:

- the graduation book;
- the completed and signed examination form;
- a personal report in which the relevance of the work, the notable aspects thereof and the process of graduations are described by the graduation mentor.

The graduation booklet must be present during the Final Examination and handed in to the study secretariat together with the examination form on the evening of the examination session itself. The mentor has a maximum of two weeks time after the examination for the written report. This report is made available via the secretariat to the members of the board of studies and the examination board. The student is subsequently informed of the final result.

At the time of the oral announcement of the result of the Final Examination and the presentation of the written proof of the result of the examination, the student is not yet informed of the recommendation of the examination committee in relation to the awarding of the designation 'cum laude'. The awarding and announcement of this only take place at the graduation ceremony.

### 6.6.6 The graduation booklet

During the Final Examination, the student is required to hand in printed booklets of the graduation project to both the examination committee and the study secretariat. The booklet consists of, at least, a substantiation of the subject choice, the statement of a problem, the design assignment and a presentation of the design. The board of studies and the examination board only accepts reports from the Final Examination in conjunction with this booklet. The booklet is entered into the educational archive of the Academy and made accessible in the library. A digital version of the booklet is published on the Academy page on ISSUU (<https://issuu.com/bouwkunst>).

### 6.6.7 The designation 'cum laude'

The examination committee can recommend to the examination board to the designation 'cum laude' to the student if there is evidence of excellence in all areas of the field of study, if the graduation project has a unique and pioneering character, there is evidence of an

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exceptional graduation project and if there is evidence of an exceptional level of reflection from the student on their own graduation work and their position in the field of study.

For the conferral of the designation 'cum laude' a unanimous recommendation from the Examination Committee is necessary. This recommendation will be explained by one or both 'additional' examiners to the head of department concerned who will report that to the board of studies. The recommendation must be substantiated on the Cum Laude Proposal Form with arguments referring to the above-mentioned criteria. All assessment categories must be assessed as good or excellent on the assessment form of the Final Examination.

The Examination Board decides definitively if the student is awarded the designation on the basis of the documents and after having consulted the relevant head of department. The student is not informed of the recommendation of the Examination Committee and the final decision of the Examination Board after the Final Examination, or prior to the public graduation presentation. The awarding and announcement of this only take place at the graduation ceremony. A form is available at the study secretariat with which a student can be nominated for the designation 'cum laude'. This request must be handed in together with the examination form.

### 6.6.8 Exception clause

The examination board decides in cases not described in these regulations.