

EDUCATION AND EXAMINATION REGULATIONS

Amsterdam Academy of Architecture



Education and Examination Regulations

**for the Master's programmes in
Architecture, Urbanism and Landscape Architecture.
Amsterdam Academy of Architecture.**

In accordance with Article 7.13 of the Dutch Higher Education and Research Act
Publication August 2018

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SECTION 1 GENERAL

Article 1 Applicability of the regulations

These regulations are applicable to the study programmes and the examinations of the Master's programme in Architecture, the Master's programme in Urbanism and the Master's programme in Landscape Architecture, which are offered by the Amsterdam Academy of Architecture, unless it is explicitly stated, or is evident from the context, that the passage in question refers to only one or two of these study programmes. Where these regulations mention the study programme or study programmes without further specification, they should be taken to refer to all three study programmes.

The study programmes are offered within the Academy of Architecture of the Amsterdam University of the Arts, hereinafter referred to as: the Academy.

These regulations will take effect as of 1 September 2016 until an updated version is adopted and are applicable to all students of the study programme irrespective of the year in which they started the study programme.

Article 2 Definition of terms

In these regulations, the following terms shall mean:

- A the Act, or WHW:** the Dutch Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW);
- B WAT:** Dutch Architects' Title Act (Wet op de Architectentitel) protects the title of architect, urbanist, landscape architect and interior architect;
- C Further Regulations:** the ministerial regulations for the structure of the training of architects, urbanists, landscape architects and interior architects;
- D Bureau Architectenregister:** the implementing body of the Dutch Architects' Title Act;
- E University:** the Amsterdam **University of the Arts**;
- F student:** he or she who is enrolled as a student at the Amsterdam University of the Arts in order to participate in the educational programme and/or sit the examinations and the final examinations of the study programme;
- G study programme:** a coherent whole of course units aimed at achieving the objectives in the fields of knowledge, insight and skills which anyone completing the study programme is required to possess, as described in Article 3;
- H course component:** (in the study guide: theoretical component), the components or subcomponents organised by the Academy of Architecture. These are described in the study guide;
- I professional experience component:** the work a student carries out as part of his or her professional experience, insofar as relevant to his training as an architect, urbanist or landscape architect;
- J component:** a unit of study of the study programme, within the meaning of the Act;
- K subcomponent:** a practical or theoretical research that is part of a component of the study programme, in one of the following forms:
 - participating in projects (P);
 - following a lecture series (C);
 - participating in research (O);
 - participating in Form Studies (V);
 - working on a project or making a (technical) design;
 - carrying out a research assignment;
 - participating in fieldwork or an excursion;

- participation in another educational activity, which is aimed at obtaining certain skills;
 - creating practice records;
 - participating in practice modules.
- L EC / ECTS:** European Credit / European Credit Transfer and Accumulation System, European system for the standardised value assignment of the acquired course components, one EC stands for 28 study hours;
- M examination:** a examination of the knowledge, insight and skills of the examinee, as well as the result of that examination, to conclude a component;
- N final examination:** final examination in which the examination committee determines whether all of the conditions for the conferral of the degree have been met;
- O board of studies:** the director, the heads of the three programmes, the education manager and the professional experience coordinator.
- P examination board:** board as defined in Article 7.12 of the WHW, among whose responsibilities is giving guidelines and directives to the (committees of) examiners, safeguarding the quality of assessments, examinations and final examinations, granting exemptions, taking action against fraud, and issuing degree certificates.
- Q examiner:** person designated by the examination board to conduct examinations;
- R examination committee:** committee of examiners composed to conduct examinations;
- S COBEX,** Examinations Appeal Board as defined in Article 7.60 of the Act.
- T director,** the director of the Amsterdam Academy of Architecture

Article 3 Objective of the study programme

The objective of the study programme is to train students to the level of independent practitioners as architects, urbanists or landscape architects, as specified in the learning outcomes. The exit qualifications fulfil the prerequisites of the various registers of architects, as formulated in the Dutch Architects' Title Act.

Article 4 Type of study programme

1. The study programmes comprise 240 study credits. The four-year curriculum comprises a full-time study load, consisting of a part-time course component at the Academy and a part-time practice component. This educational model is known as: concurrent education.
2. Admission requirements and a selection procedure apply for the study programmes, these are described in the study guide.
3. The study programme is bilingual. The language of instruction for the education and the examinations is English.

The teaching materials are in principle offered in English, unless this is not possible.

4. Students are expected to have a command of the English language at senior general secondary education/pre-university education level (Dutch havo) or a similar level in accordance with TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System).

Article 5 Final examination of the study programme

The following final examination can be taken as part of the study programme: the final examination, as described in Article 18.1

SECTION 2 EDUCATION

Article 6 Components of the study programme

The study programme contains the following components with the corresponding study load expressed in credits (EC):

1. Year 1: Development of professional practice (semester 1 and 2)
 - a. Course component 30 EC
 - b. Professional experience component 30 EC
 Year 1 is concluded with Examination 1
2. Year 2: Deepening of professional practice (semester 3 and 4)
 - a. Course component 30 EC
 - b. Professional experience component 30 EC
 Year 2 is concluded with Examination 2
3. Year 3: Positioning of professional practice (semester 5 and 6)
 - a. Course component 30 EC
 - b. Professional experience component 30 EC
 Year 3 is concluded with Examination 3
4. Year 4: Graduation/'Master's test' (semester 7 and 8)
 - a. Course component 30 EC
 - b. Professional experience component 30 EC
 Year 4 is concluded with Examination 4

An examination is linked to all components. The structure of the education (programme components, teaching methods, method of assessment) is described in the study guide. Please refer to the Kwaliteitszorgplan Onderwijs (Educational Quality Assurance Plan).

With each of the units of study specified in the study guide, it is stated which practical exercises they include, what is the nature and scope of the student's work, as well as whether participation in those practical exercises is compulsory with a view to admission to taking the examination concerned, notwithstanding the authority of the examination board to grant exemption from that obligations, whether under imposition of replacement requirements or not.

Article 7 Admissibility to examinations

1. Before admission to the examination of the component specified in Article 6 subsection 1, the student must have completed the corresponding subcomponents, as described in the study guide, with a pass.
2. Before admission to the examination of a component specified in Article 6 subsections 2, 3 or 4, the student must have successfully completed the corresponding subcomponents, as described in the study guide, with a pass.
3. Before being allowed to take part in subcomponents corresponding to the examination of an academic year, the student must have successfully passed the examination of the previous year.
4. Contrary to subsection 1 and 2, after having consulted the board of studies, the Examination Board may, at the request of a student, give the student written permission to sit the examination as specified in article 6 subsection 1, 2, 3 and 4 if the student has taken one subcomponent corresponding to the examination, but completed it with a fail. This does not apply to the projects P4, P5 and P6 and the research O5 and O6. These must be completed with a pass in order to be eligible for participation in the examination. If the student successfully passes the examination, the subcomponent in question is considered to have been successfully completed.

5. In application of subsection 4, the examination board, after having consulted the board of studies, may set additional requirements when granting the permission.
6. Contrary to subsections 1, 2 and 3, after having consulted the board of studies, the examination board may, at the request of a student, give the student written permission in exceptional cases, and under conditions stipulated by the committee itself, to sit the examination as specified in Article 6 subsections 1, 2, 3 or 4, if the student has not yet completed all of the subcomponents corresponding to the examination.
7. If a student fails the examination of a component as specified in Article 6 under point 1, the examination committee may, after having consulted the board of studies, demand that the student retakes and successfully completes all or a part of the subcomponents corresponding to that examination before being once again permitted to sit the examination.
8. If a student fails the examination of a component as specified in Articles 6 subsections 2, 3 or 4, the examination committee may demand, after having consulted the board of studies, that the student successfully completes one or more of the subcomponents, tailored to the individual learning trajectory of the student, before being once again permitted to sit the examination.

Article 8 **Job requirements**

The course components, as specified in Article 6 subsections 1b, 2b, 3b and 4b, are related to the professional experience period described in the Dutch Architects' Title Act. The aim, the content of and the requirements and conditions that are applied to the professional experience are described in 'The External Curriculum concerning professional experience as a component of the study programmes at the Academies of Architecture' and the corresponding appendices: 1. Exit qualifications and 2. Transition table.

The professional experience component is part of the compulsory curriculum of the study programme.

SECTION 3 SITTING EXAMINATIONS

Article 9

The examination board

1. The examination board is appointed by the Executive Board on the recommendation of the academy director. The examination board operates parallel to the management team (MT) and the board of studies; each of the three bodies has its own responsibilities.
2. The examination board is responsible for:
 - determining whether the student meets the conditions set by Education and Examination Regulations with regard to the knowledge, insight and skills that are required to obtain a degree;
 - issuing the degree certificate and awarding the relevant degree on behalf of the Executive Board;
 - granting the designation 'cum laude' in accordance with the conditions of the Education and Examination Regulations;
 - granting exemptions;
 - granting permission for a non-standard personal study path;
 - granting specific amendments to the curriculum or the method of assessment in connection with studying with a functional impairment or chronic illness;
 - appointing examiners;
 - dealing with complaints related to testing and assessment;
 - issuing statements to students who leave the study programme early;
 - imposing sanctions if fraud and/or plagiarism are detected;
3. The examination board is authorised to set further regulations with regard to the examinations, as described in these Education and Examination Regulations.
4. The examination board is authorised in individual cases to make an exception to the Education and Examination Regulations in favour of the student.
5. All matters concerning the examinations that are not described in these Regulations will be decided by the examination board

Article 10

Order of examinations

Participation in the examinations is not permitted before all examinations of previous academic years have been passed and all the subcomponents related to the examinations have been completed, as described in article 7.

Article 11

Time periods, frequency and resitting examinations

1. The opportunity to sit the examination of the components described in article 6 subsection 1 is given once a year.
2. The opportunity to take the examination of the components described in article 6 subsections 2 and 3 is given twice a year.
3. The opportunity to take the examination of the components described in article 6 subsection 4 is given four times per year.
4. After having taken an examination twice, the right to participate in programme components or graduation supervision will cease to apply.
5. A resit for the component, as described in article 6 subsection 4, must take place within a period determined by the examination board no more than 12 weeks after the examination result has been determined.

Article 12a Form of the examinations

1. The examinations of the course components as described in article 6 are conducted orally.
2. Students are examined individually, unless the examination board decides otherwise.
3. The student will be assessed on all the subcomponents connected to the examination, as indicated specifically for each examination in the chapter Examinations of the study guide.
4. Staff, lecturers and students of the study programme are allowed to be present as observers when the examination committee conducts an examination. The deliberations of the examination committees and examination board are closed.
5. The examination committee will look at the interrelationship and internal consistency of the work shown during the assessment, which will include the oral explanation and the reflection on this work by the student, as well as his or her vision on the professional field; all in light of the learning outcomes of the study programme and related to the learning objectives of the course component that is intended to be completed with the examination.
6. Students with a functional impairment or chronic illness are offered the opportunity to sit the examinations in a manner that is adapted to their individual functional impairment as much as possible. The student must submit a written request beforehand for this to the examination board via the study adviser. The examination board will seek expert advice, if necessary, before reaching a decision.

Article 12b Overall assessment

1. The Academy of Architecture applies a system of overall, intersubjective assessment per academic year for the assessment of the students' performance. The Examination Committee assesses the student's study programme during the year concerned on the basis of the assessments of the courses, including the assessment of the external curriculum and the assessment of the (cross-disciplinary) development that the student has undergone.
2. Credits will only be awarded, in the case of a positive result, on the basis of the overall assessment. This based on the educational vision that cross-disciplinary development of the student serves as a guide for the achievement of the required skills in which the optimal possible stimulation of the talent and possibilities of the student are paramount. The result of the separate courses, including the assessment of the external curriculum will be included in the assessment of the cross-disciplinary development that the student.
3. The outcome of an overall assessment is a positive or negative result, a decision of the Examination Committee, and confirmed by the board of studies, on the basis of which 60 credits may be awarded per academic year.
4. The result will - in addition to the awarding of credits - be expressed in feedback: qualitative statements about the performance and development of the student. This feedback will be recorded in writing and added to the student records of the student.
5. The result of the overall assessment will be discussed individually or in groups on the assessment evening after the overall assessment has taken place. The feedback from the overall assessment will be specified by the examiners on the assessment form and must be submitted to the student secretariat within two weeks after the assessment has taken place.

SECTION 4 EXAMINATION RESULT

Article 13 **Determination and announcement of result**

1. The examiners will determine the result immediately after conducting the oral examination. The result of the examination will subsequently be communicated to the student, including an explanation.
2. Within two weeks after the examination, as described in article 6 subsections 1, 2, 3 and 4, the examiners will provide the administration of the Academy with the necessary details for the purpose of issuing the written proof of the result to student.
3. In the written statement concerning the result of the examination, the student is notified of the possibilities of appeal, as described in article 15 and 16.

Article 14 **Validity period**

The validity period of an examination that has been passed can only be annulled if assessed knowledge, insight and skills have become demonstrably out-of-date. The examination board may in this case decide that one or more course components have to be taken again, or that a supplementary assignment has to be completed, in order to raise the knowledge or skills in question to an up-to-date level.

Article 15 **Reassessment**

Notwithstanding the provisions in article 16, a student can appeal to the board of studies after an assessment and can, in conjunction with the board, ask the examiner or examiners for further explanation or justification. In the event of a difference of opinion about the assessment of an examination, the student can lodge a substantiated objection to the examination result with the examination committee, within two weeks after issuance of the written evidence of the result, and ask for a reassessment. The examination board will decide within four weeks (excluding days on which the Academy is closed) if they see grounds for a reassessment. If the examination board sees grounds for reassessment in the arguments, it will declare the examination in question invalid and instruct the board of studies to put together a new committee of examiners, who will carry out a reassessment on the basis of the same work within four weeks.

Article 16 **Appeal**

Notwithstanding the provisions in article 15, a student can appeal against a decision taken by or on behalf of the examination board. In that case, the student can appeal against the decision to the Examination Appeals Board (COBEX) within six weeks of the announcement of the decision.

For information on this Appeals Board, one must consult the Service Bureau of the University

SECTION 5 EXEMPTION

Article 17

Exemption

At the request of a student and on the recommendation of the board of studies, the examination board can grant exemption from a (sub)component of the course component and/or the professional experience component and the related examination, provided one of the following conditions is satisfied:

1. An examination has been passed in a component of a comparable higher professional degree course in the Netherlands that is similar in terms of content and study load, at the discretion of the examination board;
2. An examination has been passed in a component of a comparable university degree programme in the Netherlands that is similar in terms of content and study load, at the discretion of the examination board;
3. An examination has been passed in a component of a comparable study programme abroad that is similar in terms of content and study load, at the discretion of the examination board;
4. Proof of at least a number of years of work, to be determined by the examination committee, in a field or profession of relevance to the examination concerned, at the discretion of the examination board;

For a request for exemption, the board of studies must submit a written dossier, supplemented by pieces of evidence from the student, to the examination board.

The examination board will reach a decision on the requested exemption within a period of 8 weeks after submission of the written dossier.

SECTION 6 FINAL EXAMINATION

Article 18 Determination of result and designation 'cum laude'

1. The final examination consists of an assessment of the oral presentation of the graduation project and the written documentation of it, the Examination 4. In addition, it consists of a final verification of the study components taken and examinations completed with a pass.
2. As soon it has been verified that the student has met all conditions for the awarding of a degree, the examination board will determine if the student can receive the degree certificate.
3. Contrary to the provisions in the first subsection, the examination board can itself, prior to the awarding of the degree certificate, conduct an investigation or have an investigation conducted into the into the knowledge, insight and skills of the student with regard to one or more components of the study programme, if and insofar as the results of the corresponding examinations give cause for that, before deciding on the result of the final examination.
4. The examination board can, on the recommendation of the committee of examiners, confer the designation 'cum laude' if the student has excelled in every aspect of the field of study, if the graduation project has an unusual and pioneering character and constitutes an exceptional graduation project, and if the student has demonstrated an exceptional level of reflection on his or her graduation work and position within the field of study.
5. The conferral of the designation 'cum laude' requires the unanimous recommendation of the committee of examiners to the examination board. The recommendation must be supported in the report of Examination 4 with arguments referring to the above-mentioned criteria. On the assessment form of Examination 4, all assessment categories must be assessed as good or excellent.
6. The student is not informed of the recommendation of the examination board with regard to the conferral of the designation 'cum laude' with the issuance of the written evidence of the examination result. The conferral and announcement of the designation 'cum laude' takes place during the degree ceremony.

Article 18a Degree certificate

1. As proof that the final examination, as specified in Article 18, has been successfully taken, the examination committee confers the degree certificate as specified in Article 7.11 of the WHW, but not before it has been determined that the student has satisfied all of the other applicable conditions imposed by or by virtue of the Act.
2. A diploma supplement (in English if so desired) is attached to the degree certificate. In addition to the standard information, information on the specific composition of the curriculum can be included with the diploma supplement.
3. The examination board ensures that the degree title corresponding to the completed study programme is indicated on the degree certificate.
The degree titles are:
for the Architecture programme: Architect, Master of Science
for the Urbanism programme: Urbanist, Master of Science.
for the Landscape Architecture programme: Landscape Architect, Master of Science,
4. Where applicable the designation 'cum laude' will appear on the degree certificate.

SECTION 7 CONDITIONS FOR ENROLMENT, RE-ENROLMENT AND TERMINATION OF ENROLMENT

Article 19 enrolment and re-enrolment following temporary interruption of studies

1. The procedure for enrolment and re-enrolment is described on the website of the Amsterdam University of the Arts. The admissions requirements are described in Chapter 9 of the Study Guide.
2. Notwithstanding Article 19 subsection 1, additional demands can be set for re-enrolment after an interruption of study or termination of enrolment on the basis of Article 7.26a subsection 1 of the WHW.
3. A student is entitled to re-enrol after an interruption of study if agreements have been made and recorded in that regard in accordance with Article 20 Temporary interruption of study and termination of study.
4. If at the moment of re-enrolment, a student has not yet passed the examination as specified in Article 6 subsection 1, he or she must go through the normal selection procedure for new students. Students who have to resit the examination, as specified in Article 6 subsection 1, are exempt from this.
5. Article 20 applies in all other cases.

Article 20 Temporary interruption of studies and termination of studies

1. A student can submit a reasoned written request to the study adviser and the director in order to interrupt the study for a specific period of time. The board of studies decides the conditions on the basis of which re-enrolment can occur.
2. Prior to the period of interruption of study, agreements are made between the board of studies and the student prior to the period of interruption of study regarding the moment when, and conditions under which, the student is entitled to continue the course.
3. The study is only interrupted if the student terminates enrolment him or herself.
4. The maximum duration of an interruption of study is 12 months.
5. If the student extends the period of interruption of study that has been agreed upon without the permission of the board of studies, even if this falls within the maximal period of 12 months, the right to re-enrolment is repealed. The board of studies may require the student to go through the admission procedure again.
6. A student who interrupts the study without the application of the provisions under subsections 1 to 4 is regarded as a dropout and has no automatic right to return. In this case, a request for an admission procedure with a view to re-enrolment may be turned down by the board of studies.
7. The agreements are recorded in the student dossier.
8. A temporary interruption of study has no suspensive effect for the period of validity of the examinations. In accordance with article 14, the validity of examinations, components and subcomponents passed longer than six years ago will be checked upon re-enrolment.
9. This article does not apply to students from outside the EEA; they lose their visa in the event of interruption of study or dropping out of a study.

Article 21 Termination of enrolment

1. Termination of enrolment and the reimbursement of tuition fees are covered on the website of the Amsterdam University of the Arts.

SECTION 8 STUDENT COUNSELLING

Article 22 Study progress and student counselling

1. The Academy management is responsible for the registration of the study results. Students have access to the results they have obtained via intranet.
2. A dossier is kept for each student. This 'student dossier' includes, among other things, the diploma of the preparatory course, the registration form, the proof of the study results obtained and the decisions of the examination board regarding the student.
3. The Academy management is responsible for giving students advice with regard to their orientation towards possible courses of study both in and outside the study programme. The study advice and supervision is designed by the heads of the Master's programmes, the study adviser and the professional experience coordinator, as described in the study guide.

SECTION 9 FRAUD AND PLAGIARISM

Article 23 Fraud

1. If the examiner suspects fraud on the part of the student during any test or other form of assessment, he or she informs the examination board of this in writing as soon as possible.
2. The examination board will conduct an investigation into the report of fraud and, upon establishing fraud, will decide within four weeks on the measures to be taken. The examination board does not decide until the student in question has been allowed to state his or her case, or at least has been given ample opportunity to do so. A report of the hearing is made.
3. If a student commits fraud, the examination committee can, in accordance with article 7.12b subsection 2 of the WHW, take away the right of the person concerned to sit one or more examinations or final examinations designated by the examination board, for a period not exceeding one year to be determined by the examination board. In the case of extensive fraud, the university board can permanently terminate the enrolment in the study programme of the person concerned, on the recommendation of the examination board.
The decision of the examination committee is put down in writing.
4. If fraud occurs with the consent and/or cooperation of a fellow student, the latter is an accessory. Corresponding procedures and sanctions apply in this case.
5. Students will be informed about the rules regarding fraud and plagiarism, and the way in which they can act correctly.

Article 24 Plagiarism

1. Plagiarism is understood to include passing off somebody else's visual material, texts, data or ideas as one's own work. Articles 23.1 to 23.3 is applied by analogy if plagiarism is detected.
2. If plagiarism takes place with the consent and/or cooperation of a fellow student, the latter is an accessory. Corresponding procedures and sanctions apply in this case.

SECTION 10 FINAL AND IMPLEMENTATION PROVISIONS

Article 25 General hardship clause

1. The examination board is authorised in individual cases to make exceptions to the Education and Examination Regulations in favour of the student, if there are compelling reasons to do so.
2. The management decides in cases that are not covered by the Education and Examination Regulations, unless it concerns the authority of the examination board.

Article 26 Amendments and announcement

1. Amendments to the Education and Examination Regulations apply without prejudice to all students of the relevant study programme, regardless of the year in which they started the study programme.
2. If in the case of amendments, no transitional arrangement is specified for earlier starting cohorts and students of these earlier starting cohorts are adversely affected by this, the examination board will take previous regulations, which were applicable at the time of its decisions, into consideration.
3. These regulations will be announced to all students at the start of the academic year via the intranet.

Article 27 Entry into force

These Education and Examination Regulations will take effect as of 1 September 2022 until an updated version is adopted and replaces all previous versions of the Education and Examination Regulations for the Master's degree programmes of the Academy of Architecture

As laid down on behalf of the Executive Board of the Amsterdam University of the Arts on 31 August 2022, after having obtained the approval of the Academy Council on 31 August 2022.

Signed

M. Maaskant
Director
Academy of Architecture

