



Teaching and Examination regulations 2017 – 2018

Master of Film Programme

August 2017



Netherlands Film Academy
Amsterdam University of the Arts

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Master of Film Programme Netherlands Film Academy

Teaching and Examination Regulations: Master of Film programme as referred to in Article 7.13 of the Netherlands Higher Education and Research Act (WHW) Preamble:

These Teaching and Examination Regulations (TER) were adopted by the Director Of the Film Academy 8 May 2017 and approved by the Faculty Council on 11 May 2017. Earlier versions of the Teaching and Examination Regulations are no longer valid.

Article 1

Nature and study load of the programme

- 1.1 The Master of Film programme is provided by the Amsterdam School of the Arts.
- 1.2 The programme is full time and takes two years to complete. The study load is 120 credits.
- 1.3 The programme is taught in English.

Article 2

Purpose of the programme

- 2.1 The purpose of the programme is to enable professional film and media makers to acquire competencies that will allow them to continue their development in a professional context. Students develop their competencies by means of an individual study trajectory that is based on artistic research in and through film. The personal research and project plan serves as the educational guideline.
- 2.2 The goal of the programme, more specifically, is to empower the students subjectivity, allowing them to develop and master their own methodology, innovate their practice through experimentation and be able to conceptualize and communicate their artistic work.
- 2.3 The final qualifications of the occupational profile are included in the digital study guide and relate to:
 - 2.3.1 Subjective identity and positioning
 - 2.3.2 Creative process and methods
 - 2.3.3 Exploration, experimentation and innovation
 - 2.3.4 Conceptualization and communication.

Article 3

Selection and intake requirements; proof of admission

- 3.1 Prospective students register by completing a registration form and submitting a portfolio of existing work. The admissions committee decides on the basis of the registration form and the portfolio which candidates to invite for an interview. The selection process may, if necessary, consist of multiple interviews and/or multiple assignments.
- 3.2 The programme applies the following selection criteria: current or potential talent, as reflected by the portfolio and the registration form; the quality and artistic and/or social significance of the proposed research question and related project; current qualifications (i.e. unique identity, reflection and communication capacity) and the capacity for the further development of these; the ability to function both autonomously and in a group.
- 3.3 Candidates must hold a Bachelor degree in the field of film or a related field, such as visual arts, digital media or performing arts. In exceptional cases, candidates who do not hold a Bachelor degree but show a comparable level of attainment are accepted. Candidates are also expected to have at least a few years of practical experience.
- 3.4 The students command of English is tested during the selection process by means of an interview and the submitted material. Candidates must be able to express themselves in a nuanced manner both verbally and in writing.
- 3.5 Successful candidates receive proof of admission to the programme. This admission is only valid for the academic year in question.

Article 4

Structure of the programme

- 4.1 The programme consists of four semesters; each has its own focus, related to the four sets of final qualifications mentioned under 2.3. Each semester is concluded by an examination.
- 4.2 In the first year, the programme consists of seminars, workshops, lectures, individual mentoring sessions and individual work, which lead to the definition or redefinition of the research and project plan. In the second year, students execute their plans individually.
- 4.3 Students cannot be exempted from any part of the programme.

Article 5

Curriculum and spread of study load; sequence of components

- 5.1 The structure, study load and sequence of the programme are set out below.

Year 1

Semester 1:

The focus is on subjective identity and positioning. The semester consists of an introduction, various thematic workshops and individual mentor sessions, all of which invite the students to critically look back at their earlier work and examine their intentions with respect to both their own professional practice and the programme (30 credits).

Semester 2:

The focus is on process and methodology. The semester consists of seminars and workshops on various methods of artistic research, individual mentoring and self-guided research. All elements are geared towards helping the students prepare their research and project dossiers, which form the basis for year 2 (30 credits).

Year 2

Semester 3:

The focus is on experimentation and innovation through the execution of the students research and project plans that they presented at the end of year 1. Students are required to have external advisors to help them conduct their research and execute their projects. Three or four weeks towards the end of the semester are reserved for workshops that prepare the students for the last phase of the programme and the research and project work (30 credits).

Semester 4:

The focus is on conceptualization and communication. The students further execute and complete their research and their projects, and prepare for the final exam and the public presentation. Around the middle of the semester, students submit a last update, allowing the staff to give feedback and, if necessary, issue a warning. Towards the end of this period, another three or four weeks are reserved for a seminar on the conceptualization of the students results and practical preparation for the presentation of these results. The public presentation of the result, which is part and parcel of the programme, takes place after the final exam (30 credits). For further information about the programme, see the digital study guide.

- 5.2 Students must participate in all the aforementioned study components and associated exams, as well as in all other components that form part of the programme, such as assignments and practical exercises, in the sequence in which these are given or taken, respectively.
- 5.3 Student must comply with regular agreements made with their mentors and (in the second year) their external advisors to demonstrate sufficient efforts in the development and execution of the research and project plan, as reflected by documentation on their progress provided by the students.

Article 6

Time out and withdrawal from studies

- 6.1 Students who wish to take time out from their studies for a specified period of time can submit a timely request, stating reasons, to the educational team. The educational team decides whether to grant the request. The initiative for a timeout can also be taken by the education team if such, in the opinion of the education team, is of significant importance to the progress of the individual study process and the successful completion of the programme. A time out can only be proposed after successful completion of all first-year preliminary examinations. The decision on a timeout can only be taken with the concurrence of the student.
- 6.2 Before the time out commences, the student and the educational team make agreements as to when, and subject to which conditions, the student will return to studying.
- 6.3 A condition of taking time out is that the student must deregister.
- 6.4 During time out, the student cannot use the budget, make use of any Film Academy facilities, or (re) take an exam.
- 6.5 The duration of a permitted time out is 12 months, commencing in semester 3 or semester 4 only.
- 6.6 The above does not apply to non-EU students, due to supplementary regulations drawn up by the Immigration and Naturalisation Service. Individual solutions will be sought for these students.
- 6.7 In situations as described in Article 5.1, the term of validity of awarded credits as referred to in Article 14 is extended by a period equal to the time out.
- 6.8 If the student extends the agreed time out without the permission of the head of the department, the student must reapply for admission to the programme.
- 6.9 For the purpose of the admission procedure, the educational team will appoint a selection committee to determine whether the student can re-enter the programme (and if so, at what level) and which study components from the previous phase of the programme must be followed or repeated. This proposal is submitted to the examination board for approval.
- 6.10 A student who interrupts his/her studies without complying with the provisions of paragraphs 1 to 5 shall be deemed to have withdrawn from the programme and shall not be entitled to return to it. In such cases, the educational team can reject a request for an admission procedure with a view to re-entering the degree programme.
- 6.11 If a student wishes to take time out for longer than 12 months with the permission of the educational team, when he/she returns to studying the decision will be taken, in consultation with the educational team, as to whether the previously acquired knowledge and skills are still current, or whether the student needs to complete additional assignments in order to bring his/her knowledge up to date.
- 6.12 At the end of year 1 a student can be strongly advised by the staff not to continue with his/her study at the Master's. The final decision to continue to year 2 however lies with the student, provided that he/she has passed exam 2.

Article 7

Conditions for participation in education and examinations

- 7.1 Unless the examination board decides otherwise in exceptional cases, students may participate in the education and examinations of the next end-of-semester examination only after successfully completing the previous examinations and the accompanying components (such as assignments and practical exercises).

Article 8

Monitoring the development of qualifications during the programme

- 8.1 Without prejudice to the other provisions of these regulations relating to examinations 1D3 and the final examination of the programme, the education team constantly monitors the development of qualifications by the students on the basis of their participation, presentations and performance.
- 8.2 Monitoring as referred to in this article is intended to provide the students and the programme staff with further insight into the level of development and progress as regards the applicable final qualifications.
- 8.3 Monitoring as referred to in this article is not regarded as an examination in the sense of the law.

Article 9

Examinations

- 9.1 Each of the four semesters is concluded with an examination. Students who pass an examination are awarded the relevant credits.
- 9.2 As the Masters students are already professionals and the focus of the programme is on artistic research, these examinations are predominantly process oriented: examinations are in the form of interviews that allow reflection on and the adjustment of the development of the students and their research and project plans.
- 9.3 Each of the four examinations assesses the students process and progress in relation to the specific goals of the semester that the examination concludes. These goals themselves relate to a particular phase in or element of the artistic research process, which itself coincides with one of the four sets of final qualifications, as mentioned under 2.3. For details of the content and structure of the exams, see under 12 and the digital study guide.
- 9.4 The examinations must be taken in the sequence in which they are scheduled. Article 5.2 applies *mutatis mutandis* to participation in examinations.

Article 10

Taking examinations; external experts

Examinations are taken, in accordance with a schedule, by a committee of examiners appointed by the examination board. One or more external experts may be appointed as supplementary members of the committee of examiners.

Article 11

Examination results

- 11.1 The committee of examiners communicates the written result of an examination as soon as possible, but in any case no later than six weeks after the last component of the examination is taken. Students are given the opportunity to view the exam report and express their comments within four weeks after the date on which the results were sent, after which the results are made definitive and filed.
- 11.2 The results may be:
 - a. passed with distinction
 - b. passed
 - c. not passed, supplementary assignment
 - d. not passed, retake the examination.
- 11.3 In the case of a supplementary assignment as referred to under item c above, a term is set within which the assignment must be satisfactorily completed. If the supplementary assignment is not completed satisfactorily, the examination result will be “not passed”. If the supplementary assignment is completed satisfactorily and on time, the examination result will be “passed”.
- 11.4 Participation in examinations 2, 3 and 4 is only possible after the student has passed the previous examination(s).
- 11.5 If a student fails an examination, he/she is given the opportunity to re-sit it within a period to be determined by the head of the department. In the case of absence due to circumstances that are demonstrably beyond the student’s control, and recognized as such by the educational team, the student is entitled to an additional opportunity for the examination or resit.
- 11.6 If the student does not pass the re-sit examination, he/she must repeat the semester, with amendments. The educational team determines which requirements and (additional) assignments apply to the personalized study programme, the supervision to be provided and the resources that are available for this purpose.
- 11.7 If the student fails the final examination, examination 4, he/she cannot participate in that year’s Graduation Show.
- 11.8 Students can participate no more than twice in a semester/study component. If the student has still not completed the study component with a satisfactory grade, the student is no longer entitled to follow teaching and/or receive personal supervision; however, in consultation with the educational team, the student does have the right independently to acquire the relevant competences with a view to taking the examination.

Article 12

Contents of the assessment

- 12.1 Every examination comprises an investigation of the student's progress as regards compliance with the final qualifications of the programme. Every examination consists of a presentation and a private consultation between the student and the committee of examiners about the presentation and the material the student submitted beforehand. What is assessed through judgment of the material, the presentation and the student's defense of it during the consultation, is the manner in and level at which the student has realized the goals of the semester, within the general context of acquiring the final qualifications of the programme. In its written justification of the examination result, the committee of examiners states which of the qualifications referred to in the digital study guide are leading for the result. For further information about the examination and the assessment criteria, see the digital study guide.
- 12.2 The assessment cycle is structured as follows.
- 12.2.1 **Examination 1**
Period: Semester 1 of year 1: Introduction, thematic programme around subjective identity and positioning, mentor sessions and self-directed work and study. The focus of the examination is on subjective identity and positioning.
- 12.2.2 **Examination 2**
Period: Semester 2 of year 1: Thematic programme around methods of artistic research, mentor sessions and self-directed work and research. The focus of the examination is on process and methods.
- 12.2.3 **Examination 3.**
Period: Semester 1 of year 2: Self-directed experimentation by execution of research and project plan; sessions with mentor and external advisors; brief thematic programme preparing for last semester. The focus of the examination is on experimentation and innovation.
- 12.2.4 **Examination 4 (final exam)**
Period: Semester 2, year 2: self-guided execution and finalization of research and project; sessions with mentor and external advisors; brief thematic programme on conceptualization and communication as preparation for exam and public presentation. The focus of the examination is on conceptualisation and communication.

Article 13

13. Award of credits and term of validity

- 13.1 If the examination result is "passed", the credits referred to in Article 5.1 are awarded. If the examination result is "not passed, supplementary assignment", the accompanying credits are awarded only after satisfactory completion of the supplementary assignment within the set term.
- 13.2 The head of the Master's programme issues a certificate as proof that the student has passed the examination and ensures that the results and the awarded credits are recorded in the study progress register.
- 13.3 The examination board issues a certificate as proof that the student has passed the final examination and ensures that the results and the awarded credits are recorded in the study progress register.
- 13.4 The maximum term of registration is three years.
- 13.5 In individual cases, the examination board can deviate from the provisions of Article 13.4 and take a motivated decision granting an extension of the maximum term of registration.

Article 14

Period of validity of study results in the event of study delay

- 14.1 If a study result was obtained longer than 42 months ago and the previously tested knowledge and skills are no longer current, the examination board can decide that the result is no longer valid and, on the suggestion of the educational team, decide that the student must repeat the relevant study component(s) or complete an additional assignment.

Article 15

Students lose their right to retake an examination in the case of a “no show”; no participation in subsequent examination

- 15.1 A student who fails to take an examination without good reason will receive the result “not passed”. The student will be offered a single opportunity to retake the examination.
- 15.2 A student who fails or refuses to deliver the required exam materials, without good reason will receive the result ‘not passed’. The student will be offered a single opportunity to retake the examination.
- 15.3 A student who, due to force majeure or personal circumstances, has been unable to take an examination must provide documentary evidence of such within five working days of the date of the examination. The evaluation of such documentary evidence is at the discretion of the examination board. Based on the submitted documentary evidence, the examination board may decide that the student can take the examination at another time. If the student subsequently fails the rescheduled examination, he/she has the right to a single opportunity to retake the examination.
- 15.4 In exceptional cases (i.e. in the case of accidents etc.), the examination board can allow students more time to provide documentary evidence.
- 15.5 Without prejudice to the provisions of Article 5.3 and Article 7, failure to take or retake an examination disqualifies the student from taking the subsequent examination.

Article 16

Graduation

To graduate, students must have passed all four examinations referred to in these regulations and been awarded the required total of 120 credits by the examination board.

Article 17

The Examination Board

- 17.1 The examination board is appointed by the Executive Board on the recommendation of the faculty director.
- 17.2 The examination board is responsible for:
- 17.3 establishing whether a student meets the conditions set in the Teaching and Examination Regulations (TER) with regard to the knowledge, insight and skills required to obtain a degree.
- 17.4 presenting the degree certificate on behalf of the Executive Board and conferring the relevant degree
- 17.5 awarding the designation “cum laude” (“with distinction”) in accordance with the TER
- 17.6 granting exemptions
- 17.7 granting permission for an alternative personalized study programme
- 17.8 allowing specific adjustments to the teaching programme or assessment method for students who have an impairment, in accordance with the H&S protocol.
- 17.9 appointing examiners
- 17.10 dealing with complaints relating to testing and assessment
- 17.11 issuing declarations for students who withdraw from their studies
- 17.12 imposing penalties if cheating and/or plagiarism are discovered.
- 17.13 the committees of examiners are responsible for assessing students. In addition, the committees of examiners are responsible for organizing the specified examinations and for ensuring that matters proceed satisfactorily during the examinations. The dates and times of examinations and exercises, as determined by the committees, shall be published in the digital study guide, and additional information shall be provided in memos if necessary. All students are expected to be aware of this information.
- 17.14 The examination board of the faculty has the right to set additional regulations for tests and examinations, as set out in these Teaching and Examination Regulations. In individual cases, if there is sufficient reason for doing so, the examination board has the right to allow exceptions to these Teaching and Examination Regulations in favor of the student. The examination board shall decide on all examination-related matters that are not covered in these Regulations.

Article 18

Students with a disability

Students with a disability can request the student dean or the examination board to adjust the examinations, for example to extend of the duration of the examination, or grant permission to use specific aids or take the examination in an alternative form (e.g. orally instead of in writing). The examination board decides which changes are permitted.

Article 19

Award of certificate and degree

- 19.1 The final work for the degree programme comprises: a project or project proposal and a presentation of the research and project results. The following are also required (but are not publicly presented): an artists or director's statement, a final report on the research and the project, and a critical review of the process of the entire two years of the programme.
- 19.2 The final work is assessed in the fourth examination.
- 19.3 When the student has obtained the required 120 credits, the examination board awards the degree certificate, provided the student has fulfilled all other requirements.
- 19.4 The degree certificate confers upon the graduate the right to use the title Master of Film1. The degree is stated on the degree certificate. An supplement in English is issued with the degree certificate.
- 19.5 Cum laude: this predicate is awarded if the student has obtained the grading of "With distinction" for at least three examinations (one of which must be the fourth/final examination); the committee of examiners can also decide to include the predicate on the degree certificate if the student has obtained the grade of "With distinction" for the fourth (final) examination and the committee is of the unanimous opinion that the student's achievements have been outstanding (innovative, original, groundbreaking, etc.).

Article 20

Appeal

- 20.1 Decisions by the committee of examiners and the examination board are communicated to students in writing.
- 20.2 Students can file an appeal with the examinations appeals board against a decision by the committee of examiners and the examination board within six weeks of the decision being communicated. After the report of the accreditation committee is in (fall 2014), this will be: Master of Arts

Article 21

Authority to draw up further rules; unforeseen circumstances

- 21.1 The examination board is authorized to draw up further rules on teaching and examinations. In the case of fraud, including plagiarism or the knowledge of fraud or plagiarism by other students, the examination board is authorized to take such measures that are permitted by law.
- 21.2 The examination board will decide in those cases that are not provided for in these regulations.

Article 22

Term of retention of student work

- 22.1 Students must maintain a portfolio of their work during the programme and retain it for a period of at least five years after completion of the programme.
- 22.2 Students must allow their portfolios to be inspected during the programme.
- 22.3 Students must, on request, make work from their portfolios available to the programme after graduation for the purpose of communication about and accreditation of the programme.

Article 23

Fraud

In the case of serious fraud, the institution's board can definitively terminate a student's enrolment (Higher Education and Research Act 7.12b).

- 23.1 Fraud and plagiarism are taken to mean actions or omissions by a student which make it completely or partly impossible to carry out a proper assessment of his/her knowledge, insight and skills.
- 23.2 Fraud includes, among other things, manipulating (changing, falsifying, omitting, adding, deleting) data in documents and digital resources.
- 23.3 Plagiarism includes, among other things, using image material, sound or text material without acknowledging the source, or presenting other parties' image material, texts, data or ideas as one's own work.
- 23.4 If a lecturer or examiner suspects fraud or plagiarism on the part of the student in the context of the execution of an assignment or another form of assessment, they will report this in writing as soon as possible to the examination board.
- 23.5 The examination board will decide on the measures to be taken within two weeks.
- 23.6 The examination board will not decide until after the student involved has been heard or, at least, has been officially invited to be heard. A report will be made of the hearing.
- 23.7 The decision by the examination board will be committed to paper and may imply that the student will not be entitled, for a period of time determined by the examination board, to participate in the part of the study programme in which fraud or plagiarism has been established.
- 23.8 Expulsion can be imposed as a sanction in the event of fraud or plagiarism.
- 23.9 In the event of fraud in the context of an examination, this examination will be assessed as 'not passed, retake the exam'. The decision will state the possibilities for objection or appeal as well as the applicable deadlines, as referred to in Article 11.
- 23.10 If fraud or plagiarism occurs in collaboration with another student and the student in question is complicit, similar procedures and sanctions will apply.
- 23.11 In the event of serious or repeated fraud, the institution's board can definitively terminate the student's enrolment (Higher Education and Research Act 7.12b). An example of serious fraud is if a student presents a complete document or paper by someone else as his or her own work.

Article 24

Evaluation of the programme

Student satisfaction with the quality of the education given will be assessed by means of regular internal evaluations with the group and online evaluations of all elements of the lessons. The outcomes will be systematically discussed in the team meetings and, wherever relevant and possible, implemented into the programme at the earliest opportunity.

Article 25

General hardship clause

- 25.1 In individual cases, the examination board is authorized to make an exception to these Teaching & Examination Regulations if there are compelling reasons to do so.

Article 26

Coming into effect and publication

- 26.1 These Teaching & Examination Regulations come into effect upon the commencement of the 2014/15 programme year.
- 26.2 The Teaching & Examination Regulations are communicated to all students of the Master of Film programme via the digital study guide and the website.

Article 27

Interim changes

- 27.1 The applicable Teaching & Examination Regulations will be published before the start of the programme year.
- 27.2 An amendment to these regulations shall not apply to the current academic year unless it may be reasonably assumed that the amendment will not harm the interests of students.

The director of the Netherlands Film Academy,
Bart Römer



Netherlands Film Academy

Amsterdam University of the Arts