

# Teaching and Examination regulations 2021 – 2022

Master of Film  
**Netherlands Film Academy**

Croho 44733

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**Netherlands Film Academy**  
Amsterdam University of the Arts

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# Master of Film Programme: Artistic Research in and through Cinema 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 23 August 2021 and approved by the Academy Council on 24 August 2021.

The Teaching & Examination Regulations are communicated to all students/researchers of the Master of Film programme via the digital study guide and the website.

These regulations are applicable as of 1 September 2021 and will remain so until an updated version is adopted; the regulations apply to all students enrolled in the programme, regardless of the year in which they started the programme. Earlier versions of the Teaching and Examination Regulations are no longer valid.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 University of the Arts.
- 1.2 The programme is full time and takes two years to complete. The study load is 120 EC.
- 1.3 The programme is taught in English.

## Article 2

### Definition of key terms

- \* Academy Council: The participation body in which elected employees and students are represented.
- \* Executive Board: competent authority of the Amsterdam University of the Arts
- \* Exams: final assessment of the competencies and development of the students/researchers at the conclusion of a semester, in accordance with the rules of the MA or Film programme
- \* Examination Board, in the sense of Article 7.12 of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW) responsible among others for appointing the examiners, supervising and ensuring the quality of the exams, taking steps to combat fraud and imposing sanctions in the event of fraud/plagiarism, issuing the degree/diploma and awarding Cum Laude status in accordance with the guidelines of the TER, approving a Personalized Study Programme, and handling complaints regarding testing and assessment
- \* Student counsellor: student advisor for study conditions and circumstances, personal and financial questions, and help with applying for student funding
- \* Student/researcher: a person who is enrolled in the Amsterdam University of the Arts for the purpose of attending education and sitting exams in accordance with the rules and structure of the MA or Film programme

## Article 3

### Purpose of the programme

31. The purpose of the programme is to enable professional film and media makers to acquire competences that will allow them to continue their development in a professional context. Students/researchers develop their competencies by means of an study trajectory that is based on artistic research in and through cinema. The personal research and project plan serves as the educational guideline.
32. The goal of the programme, more specifically, is to empower the students/researchers 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.
33. The final qualifications of the occupational profile are included in the digital study guide and relate to:
  - 3.3.1 Subjective identity and positioning
  - 3.3.2 Methods and methodology
  - 3.3.3 Exploration and experimentation
  - 3.3.4 Conceptualization and communication.

#### Article 4

### Selection and intake requirements; proof of admission

- 4.1 Prospective students/researchers apply by completing a registration form and submitting a portfolio of existing work. The admissions committee decides on the basis of the registration form, the research proposal, motivation and the portfolio which candidates to invite for an interview. The selection process may, if necessary, consist of multiple interviews and/or multiple assignments.
- 4.2 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.
- 4.3 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 professional experience (in their artistic field).
- 4.4 The students/researchers level 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 and on a level suitable for this MA. In case of doubt about the level of English, a candidate may be asked to pass a TOEFL/IELT test before being accepted to the programme.
- 4.5 Successful candidates receive proof of admission to the programme. This admission is only valid for the academic year in question.
- 4.6 If a candidate is admitted to the programme and is enrolled as a student, he/she makes a commitment to follow the goals and schedule of the programme and undertakes to be present and participate actively in the programme components.

#### Article 5

### Structure of the programme

- 5.1 The programme consists of four semesters; each has its own focus, related to the four sets of final qualifications mentioned in article 3. Each semester is concluded by an examination. When passing an exam, the student/researcher is granted 30 EC.
- 5.2 In the first year, the programme consists of seminars, workshops, lectures, individual tutoring, group sessions and individual work, which lead to the definition or redefinition of the research and project plan. In the second year, students/researchers execute their plans individually, supported by the educational programme of seminars, workshops and lectures, individual tutoring, group sessions and individual work.
- 5.3 Students/researchers cannot be exempted from any part of the programme.

#### Article 6

### Curriculum and spread of study load; sequence of components

- 6.1 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/researchers 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/researchers 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/researchers research and project plans that they presented at the end of year 1. Students/researchers 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/researchers 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/researchers further execute and complete their research and their projects, and prepare for the final exam and the public presentation. Towards the end of this period, another three or four weeks are reserved for a seminar on the conceptualization of the students/researchers 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.

- 6.2 Students/researchers must attend and 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.
- 6.3 The educational methodologies used are workshops, peer learning (feedback sessions) and self study. The programme offers teaching and a budget for research and external coaching.

**Article 7****Time out and withdrawal from studies**

- 7.1 Students/researchers 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 via the head of the programme. 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 but a student/researcher can ignore this advice and decide to continue the study. 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/researcher.
- 7.2 A condition of taking time out is that the student/researcher must deregister.
- 7.3 During time out, the student/researcher cannot use the budget, make use of any Film Academy facilities, participate in the programme or (re) take an exam.
- 7.4 The duration of a permitted time out is 12 months, commencing in semester 3 or semester 4 only.
- 7.5 The above does not apply to non-EU students/researchers, due to supplementary regulations drawn up by the Immigration and Naturalization Service. If a non-EU student/researcher requests for a time out, this will mean that their student/researcher visum is no longer valid and they will have to leave the country. Before coming back, the student/researcher visum request procedure needs to be completed again (via the AHK central student administration).
- 7.6 If a student/researcher/researcher needs to take a time out for personal reasons/illness before the end of year 1 and after passing exam 1 and 2 he/she needs to meet the student/researcher counsellor to support the request.
- 7.7 Before the time out commences, the student/researcher and the educational team set the agreements as to when, and subject to which conditions, the student/researcher will return to studying. Coming back to the programme after a time out will mean starting again at the beginning of the semester that the student/researcher has left (if he/she has stopped in the middle of a semester) unless clearly stated otherwise, or at the beginning of the remaining semester(s). Starting again at the beginning of a semester also means that all study components of that semester need to be taken/ followed again, including assignments.
- 7.8 In situations as described here, the term of validity of awarded credits as referred to in Article 16 is extended by a period equal to the time out.
- 7.9 If the student/researcher extends the agreed time out without the permission of the head of the department, the student/researcher must reapply for admission to the programme.
- 7.10 A student/researcher who interrupts his/her studies without complying with the provisions of paragraphs 1 to 6 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.
- 7.11 If a student/researcher 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/researcher needs to complete additional assignments in order to bring his/her

- knowledge up to date. This proposal must be approved by the Examination Board.
- 7.12 At the end of year 1 a student/researcher 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/researcher, provided that he/she has passed exam 2.
- 7.13 If a student/researcher does not take part in the education provided, or does not do so to a sufficient extent, and provides no information or insufficient information about that failure to participate, even when explicitly asked to do so by the programme, and therefore adopted an unsupervisable position, appropriate measures may be imposed in consultation with the Examination Board. This may mean that it will no longer be possible to take part in the current semester. Before returning to the same semester in the next academic year, specific arrangements will need to be made, which will have to be approved by the Examination Board.

### Article 8

## Conditions for participation in education and examinations

- 8.1 Unless the examination board having heard the MA team decides otherwise in exceptional cases, students/researchers 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.

### Article 9

## Monitoring the development of qualifications during the programme

- 9.1 Without prejudice to the other provisions of these regulations relating to examinations 1-3 and the final examination of the programme, the core curriculum team constantly monitors the development of qualifications by the students/researchers on the basis of their participation, presentations, performance and in mentor meetings. These findings are discussed regularly in the MA team, that also includes the head of the programme.
- 9.2 Monitoring as referred to in this article is intended to provide the students/researchers and the programme staff with further insight into the level of development and progress as regards the applicable final qualifications.
- 9.3 Monitoring as referred to in this article is not regarded as an examination in the sense of the law.

### Article 10

## Examinations

- 10.1 Each of the four semesters is concluded with an examination. Students/researchers who pass an examination are awarded the relevant credits (30EC).
- 10.2 As the Masters students/researchers 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/researchers and their research and project plans.
- 10.3 Each of the four examinations assesses the students/researchers 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 in article 3. For details of the content and structure of the exams, see article 14 and in the digital study guide.
- 10.4 The examinations must be taken in the sequence in which they are scheduled
- 10.5 Exams are closed. The exam presentations are semi-public, i.e. open to a select group of individuals from outside the programme by invitation only, or as invited by the programme or by the student/researcher in consultation with the programme.
- 10.6 It is not possible to get an exemption for any of the four exams.

## Article 11

### Right to inspect and filing

- 11.1 The student/researcher is informed about the examination requirements prior to the examination.
- 11.2 All examination work submitted, including visual work, website, blog and including all materials shown in the Artistic Research Week, final projects and their assessments are stored in the student's digital file and saved by the programme for a minimum of five years after submission by the student/researcher.
- 11.3 The student/researchers are responsible for the accessibility of and delivering of all these materials to the programme.
- 11.4 The materials mentioned above may be used by the programme in communications on the programme or as part of the education or accreditation.

## Article 12

### Taking examinations; external experts

Examinations are taken, in accordance with a schedule, by a committee of examiners appointed by the head of the Master and approved by the examination board. One or more external experts may be appointed as supplementary members of the committee of examiners for all 4 exams if a specific research (project) requires this.

## Article 13

### Examination results

- 13.1 The head of the MA programme 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/researchers are given the opportunity to view the exam report and express their comments within six weeks after the date on which the results were sent, after which the results are made definitive and filed.
- 13.2 The results may be:
  - a. passed
  - b. not passed, supplementary assignment
  - c. not passed, retake the examination completely (written material, oral presentation and Q&A with exam committee).
- 13.3 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" and the student/researcher will need to retake the complete exam. If the supplementary assignment is completed satisfactorily and on time, the examination result will be "passed".
- 13.4 Participation in examinations 2, 3 and 4 is only possible after the student/researcher has passed all previous examination(s).
- 13.5 If a student/researcher fails an examination, he/she is given the opportunity to re-sit it within a period to be determined by the head of the programme. In the case of absence due to circumstances that are demonstrably beyond the student/researcher's control, and recognized as such by the MA team, the student/researcher is entitled to an additional opportunity for the examination or resit.
- 13.6 If the student/researcher does not pass the re-sit examination, he/she must repeat the complete semester, with amendments. The MA 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. If a student/researcher is allowed to already start the next semester while still having to retake an exam, he/she will need to leave the programme and needs to de-enrol before the 1st of the upcoming month, when failing the re-sit examination. Then the time out rules as mentioned in article 7 apply.
- 13.7 If the student/researcher fails the final examination, examination 4, he/she cannot participate in that year's Artistic Research Week (public presentations).
- 13.8 Students/researchers can participate no more than twice in a semester/study component or exam. If the student/researcher has still not completed the study component with a satisfactory grade, the student/researcher is no longer entitled to follow teaching and/or receive personal supervision and will have to leave the programme.
- 13.9 The exam committee will not award the diploma before it is convinced that all appropriate registration conditions have been, the student/researcher has no tuition fee or budget debts to the AHK and all equipment or other materials belonging to the Netherlands Film Academy has been returned and signed for.

## Article 14

### Contents of the examination

- 14.1 Every examination comprises an investigation of the student/researcher's progress as regards compliance with the final qualifications of the programme. Every examination consists of a (semi public) presentation and a private consultation between the student/researcher and the committee of examiners plus the student/researcher's critical friend about the presentation and the material (written and visual) the student/researcher submitted beforehand. What is assessed through judgment of the material, the presentation and the student/researchers' defense of it during the consultation/ Q&A with the committee of examiners, is the manner in and level at which the student/researcher 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, the examination requirements and qualifications and the assessment see the digital study guide.
- 14.2 The assessment cycle is structured as follows.
- 14.2.1 Examination 1  
Period: Semester 1, year 1 (December): Introduction, thematic programme around subjectivity and positioning, mentor sessions and self-directed work and study. The focus of the examination is on subjectivity and positioning.
- 14.2.2. Examination 2.  
Period: Semester 2, year 1 (June): Thematic programme around methods and methodology of artistic research, mentor sessions and self-directed work and research. The focus of the examination is on process and methodology but also includes the plan for year 2.
- 14.2.3 Examination 3.  
Period: Semester 3, year 2 (December): 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 exploration.
- 14.2.4 Examination 4 (final exam)  
Period: Semester 4, year 2 (May): 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 conceptualization and communication.

At the end of the programme, when awarded the diploma, all MA students/researchers have acquired and/or developed all final MA qualifications.

#### 1. *Subjectivity and positioning*

- a. The graduate understands the importance of subjectivity for artistic research and can relate it to his/ her artistic research process and practice,
- b. The graduate is aware of the need to contextualize and position his/her artistic research and practice

#### 2. *Method and methodology*

- a. The graduate has mastered his or her own method(s) of research after reviewing existing methods
- b. The graduate is able to initiate and steer a process of research in and through cinema

#### 3. *Exploration and experimentation*

- a. The graduate is able to explore by creative experimentation
- b. The graduate can open up possibilities of innovation through experimentation

#### 4. *Conceptualization and communication*

- a. The graduate can reflect on and present his/her process and its outcome(s)
- b. The graduate has the ability to conceptualize his/her point of view on artistic research in and through cinema with respect to his/her research project

## Article 15

### Award of credits and term of validity

- 15.1 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.
- 15.2 The head of the Master's programme issues an exam report as proof that the student/researcher has



passed the examination and ensures that the results and the awarded credits are recorded in the study progress register.

- 15.3 The examination board issues a diploma as proof that the student/researcher has passed the final examination and ensures that the results and the awarded credits are recorded in the study progress register.
- 15.4 In individual cases, the examination board can take a motivated decision granting an extension of the maximum term of registration.
- 15.5 In the event of special circumstances, the validity period of examinations with a “passed” result is extended for the duration of the study extension granted (at a minimum).

#### Article 16

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

- 16.1 If a study result was obtained longer than 24 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/researcher must repeat the relevant study component(s) or retake the semester (including the exam) and/or complete an additional assignment.

#### Article 17

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

- 17.1 A student/researcher who fails to take an examination without good reason will receive the result “not passed”. The student/researcher will be offered a single opportunity to retake the examination.
- 17.2 A student/researcher who fails or refuses to deliver the required exam materials, without good reason will receive the result “not passed”. The student/researcher will be offered a single opportunity to retake the examination.
- 17.3 A student/researcher 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, having heard the head of the programme. Based on the submitted documentary evidence, the examination board may decide that the student/researcher can take the examination at another time. If the student/researcher subsequently fails the rescheduled examination, he/she has the right to a single opportunity to retake the examination.
- 17.4 In exceptional cases (i.e. in the case of accidents etc.), the examination board can allow students/researchers more time to provide documentary evidence.
- 17.5 Without prejudice to the provisions of Article 5.3 and Article 7, failure to take or retake an examination disqualifies the student/researcher from taking the subsequent examination.

#### Article 18

### Personalized Study Programme

- 18.1 If a student/researcher’s artistic development or personal circumstances warrant it, the decision may be made by the head of the programme in exceptional cases to offer an alternative, partly individual learning route, either in full or in part but no sooner than year #2. The alternative route must be of an equivalent scope and academic standard and relevant for the nature and structure of the programme as a whole.
- 18.2 The head of the programme, the MA team and the student/researcher concerned together determine which components can be replaced by an alternative and how.
- 18.3 The head of the programme will request the examination board’s formal approval on behalf of this student/researcher for the alternative learning route. This request must be accompanied by a positive recommendations from the head of the programme.

- 18.4 In exceptional cases, a personalized study programme may also take the form of an extended semester 3 or 4; in such cases, it is possible to return to the regular educational activities of the programme a year later, and to work on personal and/or artistic development in the intervening period. During an extended semester the student/researcher must stay enrolled and is permitted/enabled to make use budget and other Academy facilities, but does not take part in educational activities or exams.
- 18.5 During the period of the Personalized Study Programme, it is not possible to change the Personalized Study Programme and return to the regular educational activities earlier than planned.
- 18.6 Any request for a Personalized Study Programme must be accompanied by a detailed letter explaining the reasons, as well as any relevant and related (medical) information.

## Article 19

# Graduation

To graduate, students/researchers 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 20

# The Examination Board

- 20.1 The examination board is appointed by the Executive Board on the recommendation of the faculty director.
- 20.2 The examination board is responsible for:
- a. establishing whether a student/researcher meets the conditions set in the Teaching and Examination Regulations (TER) with regard to the knowledge, insight and skills required to obtain a degree.
  - b. presenting the degree certificate on behalf of the Executive Board and conferring the relevant degree
  - c. awarding the designation "cum laude" in accordance with the TER
  - d. granting exemptions
  - e. granting permission for an alternative personalized study programme
  - f. allowing specific adjustments to the teaching programme or assessment method for students/researchers who have an impairment, in accordance with the Health & Safety protocol
  - g. approving examiners suggested by the MA programme
  - h. dealing with complaints relating to testing and assessment
  - i. issuing declarations for students/researchers who withdraw from their studies
  - j. imposing penalties if cheating and/or plagiarism/fraude are discovered.
- 20.3 the committees of examiners are responsible for assessing students/researchers. In addition, the committees of examiners are responsible for ensuring that matters proceed satisfactorily during the examinations. The dates and times of examinations and exercises, as determined by the MA programme, shall be published in the digital study guide, and additional information shall be provided in memos if necessary. All students/researchers are expected to be aware of this information.
- 20.4 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/researcher.
- 20.5 The examination board shall decide on all examination-related matters that are not covered in these Regulations.

## Article 21

# Students/researchers with a disability

Students/researchers with a disability can request via the head of the programme and supported by the student counsellor, the examination board to adjust the examinations, for example to extend of the duration of the examination, or grant permission to use specific aids, work within another time table or take the examination in an alternative form. The examination board decides which changes are permitted.

## Article 22

### Award of certificate and degree

- 22.1 The "final" work for the degree programme comprises of a project or project proposal (or work in progress), a research publication and a 'visual abstract'. Also required is a semi-public presentation about the outcomes of the research/project
- 22.2 The "final work" is assessed in the fourth examination.
- 22.3 When the student/researcher has obtained the required 120 credits, the examination board awards the diploma, provided the student/researcher has fulfilled all other requirements.
- 22.4 The diploma confers upon the graduate the right to use the title Master of Film. The degree is stated on the diploma.

## Article 23

### Appeal

- 23.1 Decisions by the committee of examiners and the examination board are communicated to students/researchers in writing.
- 23.2 Students/researchers can file an appeal with the examination appeals board against a decision by the committee of examiners and the examination board within six weeks of the decision being communicated.

## Article 24

### Authority to draw up further rules; unforeseen circumstances

- 24.1 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/researchers, the examination board is authorized to take such measures that are permitted by law.
- 24.2 The examination board will decide in those cases that are not provided for in these regulations.

## Article 25

### Term of retention of student/researcher work

- 25.1 Students/researchers 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.
- 25.2 Students/researchers must allow their portfolios to be inspected during the programme.
- 25.3 Students/researchers 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 26

### Fraud

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

- 26.1 Fraud and plagiarism are taken to mean actions or omissions by a student/researcher which make it completely or partly impossible to carry out a proper assessment of his/her knowledge, insight and skills.
- 26.2 Fraud includes, among other things, manipulating (changing, falsifying, omitting, adding, deleting) data in documents and digital resources.
- 26.3 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.

- 26.4 If a lecturer or examiner suspects fraud or plagiarism on the part of the student/researcher 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.
- 26.5 The examination board will decide on the measures to be taken within two weeks.
- 26.6 The examination board will not decide until after the student/researcher involved has been heard or, at least, has been officially invited to be heard. A report will be made of the hearing.
- 26.7 The decision by the examination board will be committed to paper and may imply that the student/researcher 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.
- 26.8 Expulsion can be imposed as a sanction in the event of fraud or plagiarism.
- 26.9 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.
- 26.10 If fraud or plagiarism occurs in collaboration with another student/researcher and the student/researcher in question is complicit, similar procedures and sanctions will apply.
- 26.11 In the event of repeated fraud, the institution's board can definitively terminate the student/researcher's enrolment (Higher Education and Research Act 7.12b). An example is if a student/researcher presents a complete document or paper by someone else as his or her own work.

#### Article 27

### Disruptions and measures

- 27.1 If the behavior, remarks or systematic unauthorized absence of a student/researcher disrupts the progress of his or her own learning process and/or that of fellow students/researchers, the head of the programme will confront the student/researcher about this, with an urgent request to change this behavior or take part in the study programme in an appropriate manner.
- 27.2 If this request does not lead to the necessary changes within a foreseeable period of time (one to two weeks) or if the student/researcher must be confronted repeatedly regarding the behavior stated above, the programme management, following the recommendations of the dean, will ask the director to take disciplinary measures in keeping with the house rules stated in the study guide.
- 27.3 If the student/researcher does not comply with these measures, the institution's board can hear both sides of the case and, if relevant, request advice from the director and dean and deny the student/researcher access to the programme for a specific period of time.
- 27.4 In the event of a serious disturbance, the AHK Executive Board can deny the student/researcher access to the programme on a permanent basis or terminate enrolment. Before taking this decision, the student/researcher involved must once again be heard or at least be invited to a meeting on the matter.
- 27.5 In urgent situations involving serious disturbances, the right to be heard in advance may not apply. In these cases, the student/researcher will be given the opportunity to be heard following the decision.
- 27.6 Taking disciplinary measures does not affect the right of the AHK Executive Board to hold the student/researcher liable for any damage.
- 27.7 Within the framework of the AHK and in addition to the AHK Code of Conduct and the NFA House rules, MA student/researchers comply with the Code of Conduct / Manifesto as agreed by them and the MA team at the start of their studies.

#### Article 28

### Evaluation of the programme

Student/researcher 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 29

### General hardship clause

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 and a specific request is made by the head of the MA programme.

#### Article 30

### Interim changes

- 31.1 The applicable Teaching & Examination Regulations will be published before the start of the programme year.
- 31.2 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/researchers.

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