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A. About this study guide

This study guide contains important information about the Royal Conservatoire and its educational programme. The guide is divided into five sections:

1. Information about the organisational structure of the Conservatoire and the University of the Arts The Hague (Chapter C)
2. Practical information for students and teachers (D)
3. Information about the study programmes and research (E-J)
4. Contact details for the departments (K)
5. The Education and Examination Regulations and Admissions Regulations Royal Conservatoire (L-M)

The Royal Conservatoire offers a wide range of programmes. Given the diversity of courses and the volume of relevant information, we have chosen to publish part of the information in this study guide and other information on the Royal Conservatoire's website and its the KC portal. You will therefore find frequent references in this study guide to other sources on the website or the KC portal. For example, the study guide does not contain details of the curricula or descriptions of the subjects taught in each course, but provides a general description of the programmes with references to the programme overviews and course descriptions that can be found in the Curriculum Handbooks, which are compiled by each department and can be found on the Royal Conservatoire's website. This method allows us to revise the overviews and the course descriptions immediately, thus ensuring that the information in them is always up to date.

The Conservatoire is also an important cultural centre with a local, regional and national profile. Throughout the year the Conservatoire hosts an extensive programme of festivals, workshops, dance performances, operas, concerts and presentations. You will find the programme of events in the quarterly brochures that are published on the website.

The study guide is updated every year. We would warmly welcome any suggestions you may have for improvements in its content or design.



B. Foreword

The Royal Conservatoire will be celebrating one of the most momentous events in its long history during this academic year: the move to its new premises in 'Amare'. We will be sharing the building in the centre of The Hague with Nederlands Dans Theater and the Residentie Orkest and our productions will be part of Amare's extensive cultural programme. The Sonology and Art of Sound departments have already moved to Amare, while the other departments will be moving during the Christmas holiday. The Royal Conservatoire can look forward to a great future and has great hopes for its collaboration with the professional companies with which it will be sharing its new home. A notable feature of this exciting landmark is that Amare is, to the best of our knowledge, the only venue in the world where students following music (and regular) education at every level (from PI – Music for Pre-school Children and primary and secondary education at the School for Young Talent to the Bachelor's, Masters' programmes and a PhD programme in association with Leiden University) and professional music and dance companies work together under the same roof in this way. It goes without saying that this move will create unique opportunities for the education at the Conservatoire.

In the meantime, there have also been developments in the education itself. We have learned a great deal about e-Learning during the pandemic. Although we have found that e-Learning has its limitations (and is even impractical in some respects), it is a tool we will continue to employ to improve our teaching model. Further changes have also been made in the Master's curriculum. During a recent assessment of the Master of Music and the Master of Sonology by a visitation committee, the international experts were full of praise for the manner in which the Royal Conservatoire integrates the three elements Artistic Development– Research – Professional Integration in the programmes, how research is incorporated into the teaching and the fact that our approach to preparation for professional practice and 'student-centred learning' in the curriculum is more than mere rhetoric. Naturally, the visitation committee also made a number of recommendations, for example in relation to internationalisation and diversity

and to examination and assessment. The latter topic in particular is still repeatedly referred to in student surveys and other evaluations as an issue that requires attention. In the year ahead, we will intensify efforts to enhance the examination and assessment process in order to ensure that students can get the best out of themselves in a safe learning environment. An essential aspect of that is to clearly communicate to students what is expected of them and precisely how they will be assessed.

The last eighteen months have been enormously stressful for all of us. The pandemic has had a huge impact, not only on the education and the cultural sector in general, but also on our private lives, and for many people, on their health. It is remarkable how well we have managed this all together: despite all the restrictions and the enormous challenges, the education, but above all the 'spirit' of the Royal Conservatoire, have survived intact. I would like to take this opportunity to express my admiration for all the teachers, students, heads of department, coordinators and the entire staff, whose hard work in these very difficult circumstances ensured that the teaching and learning could continue. Looking ahead, I have every confidence in the coming academic year. The vaccination programme gives us hope that we will bring the pandemic under control and that it will soon be possible to meet again in person to learn and to enjoy live (new) music and dance together.

This is going to be a special year for all of us! I invite you all to play an active part in this exciting new episode in the history of the Royal Conservatoire.

Martin Prchal, vice-principal Education



LEARN





C. Organisation

C.1 The University of the Arts The Hague

The University of the Arts The Hague is the overarching organisation of the Royal Academy of Art and the Royal Conservatoire. Each of the faculties has its own director, who are the members of the university's Executive Board. There are also two interfaculty programmes: ArtScience and the School for Young Talent. The university's mission is as follows:

'Art is of incalculable value, both intrinsically and in terms of the quality of life. The University of the Arts The Hague plays its part by educating artists who can play a prominent and inspiring role in the creation, development, performance and innovation in the arts in a global context.'

The university carries out this mission with a wide range of educational and artistic activities. It provides education, organises projects, performances and exhibitions, is active in international collaborative and exchange programmes, promotes interdisciplinary education and has made research one of its core activities. The university's core values are excellence, a critical and inquisitive attitude, innovation, tradition, an international orientation, diversity, responsibility and cooperation.

You will find a link to the institutional plan 2019-2024, which describes the university's identity, educational vision and approach, at koncon.nl/en/about-kc/university-of-the-arts.

The members of the Executive Board are:

- Henk van der Meulen, president

The Executive Board manages the university's affairs and is responsible for achieving the university's objectives and for its strategy, funding and policy. The Executive Board is accountable to the Supervisory Board. It reports on its activities in the annual report.

In association with Leiden University, the University of the Arts has established the Academy of Creative and Performing Arts (ACPA), in which both universities offer courses and research

projects (including a doctoral programme) for each other's students. The director of the ACPA is appointed by the Executive Board of Leiden University's Faculty of Humanities on the nomination of the Executive Board of the University of the Arts.

Information for students, teachers and other staff members about the university's regulations, protocols and articles of association can be found on its website.

Further information can be found at hogeschoolderkunsten.nl

C.2 Interfaculty School for Young Talent

At the School for Young Talent, promising young students with artistic talent can combine an intensive preparatory course in dance, music, art or design with regular primary and secondary education in a single institution. The course meets high international standards. The students are of course very different, but they share the pleasure and passion of exploring and expanding their creative boundaries. Every student develops the personal 'tools' needed to deepen and enhance his or her own particular talent, including craftsmanship, discipline and dedication, but equally importantly the capacity to share that talent with others.

Further information about the School for Young Talent can be found at svjt.nl

C.3 The Royal Conservatoire's Exam Committee

The Executive Board has appointed an Exam Committee, whose task is to ensure that exams, presentations and final presentations are organised properly. The Exam Committee's responsibilities include appointing the committees of examiners, awarding diplomas, granting exemptions and monitoring compliance with the Education and Examination Regulations. Its mandate is laid down in the University of the Arts' Exam Committee Regulations. The Exam Committee's Rules of Procedure lay down the rules and regulations on how the committee functions. The rules of procedure can be found at portal.koncon.nl. Students can apply to the Exam Committee for an exemption from a subject in the curriculum on the basis of previous studies or previously acquired competences. The procedure

for granting exemptions is laid down in the Education and Examination Regulations. See Article 23 of the Education and Examination Regulations in chapter L of this study guide, or go to portal.koncon.nl.

The members of the Exam Committee are:

- Yvonne Smeets (Jazz) – chair
- Johan van Kreijl (Sonology) – vice-chair
- Mirjam van den Broek (staff) – secretary
- Ernst Bergmans (external expert)
- Catharina Boon (Dance department)
- Phyllis Ferwerda (Vocal Studies)
- Jasper Grijpink (Music Theory)
- Theun van Nieuwburg (Classical department)
- Suzan Overmeer (Bachelor of Music in Education)
- Lotte Sprengers (Royal Academy of Art)

Meetings of the Exam Committee are generally held once a month. The Exam Committee has its own page on the KC portal, where the agendas and minutes of the meetings can be found. See portal.koncon.nl.

The Exam Committee can be contacted at examencommissie.kc@koncon.nl

C.4 Royal Conservatoire's Study Programme Committee

The Study Programme Committee has the right of approval with respect to some of the articles in the Education and Examination Regulations and monitors compliance with them. The committee also provides solicited and unsolicited advice on all matters relating to the education. The committee's members include representatives of the teaching staff and students from various programmes. The Committee's statutory duties and the rules governing its composition and procedures are laid down in the Charter of the Study Programme Committees of the University of the Arts (see hogeschoolderkunsten.nl).

The members of the Study Programme Committee are:

- Sander van Dorst (student) – chair
- Mirjam van den Broek (staff) – secretary
- Justin Bennett (teacher)
- Birk Beukenhorst (student)
- Iris Fetter (student)
- Sàmanja Flos (student)

- Eva van Ingen (student)
- Felix Schlarmann (teacher)
- Julia Stegeman (teacher)
- Aart Strootman (teacher)

The meetings of the Study Programme Committee are open to the public and are generally held on the second Tuesday of the month. The Study Programme Committee has its own page on the KC portal, where the agendas and minutes of its meetings can be found. See portal.koncon.nl.

The Study Programme Committee can be contacted at oc@koncon.nl

C.5 Conservatoire Council

The University of the Arts has two Faculty Councils of Representatives: one for the Royal Academy of Art (DMR-KABK/Academy Council) and one for the Royal Conservatoire (DMR-KC/Conservatoire Council). The Faculty Councils include representatives of staff and students. In addition, the School for Young Talent has formed their own Faculty Council in 2019/20. The University Council is chosen from the KABK and KC councils and supplemented by one representative each from the interfaculty ArtScience and the interfaculty School for Young Talent. The rules governing participation by staff and students in the formulation of the university's policy can be found in the Regulations on Participation of the University of the Arts The Hague, see hogeschoolderkunsten.nl. The regulations provide a framework for the communication between the Executive Board and the University Council and between the principals of the faculties and the respective faculty councils.

The members of the Conservatoire Council are elected. Staff members are elected for three years, student members for two years. There will be elections for the student members in November 2022 (for the period 2023-2024).

The members of the Conservatoire Council are:

- Ruth Fraser (staff) – chair
- Ilze de Ridder (staff) – vice-chair
- Mar Pino Charlez (student) – secretary
- Alba Garcia (student)
- Renee Jonker (teacher)
- Anka Koziel (teacher)

- Julien Palluel (student)
- Ron Veprik (student)
- Kolja Meeuwssen (teacher, School for Young Talent) – observer

The Conservatoire Council has its own page on the KC portal where you will find news and information about its activities, as well as the agendas and minutes of its meetings: portal.koncon.nl.

The Conservatoire Council can be contacted by email at dmr@koncon.nl

The members of the University Council are:

- Beleke den Hartog (teacher, Royal Academy of Art) – chair
- Steef Eman (teacher, Royal Academy of Art) – vice-chair
- Kolja Meeuwssen (teacher and chair of DMR-SvJT) – secretary
- Nabila Abu Aviani (student, Royal Academy of Art)
- Julien Palluel (student, Royal Conservatoire)
- Anka Koziel (teacher, Royal Conservatoire)
- Marcos Kueh Shenh Pang (student and chair of DMR-KABK)
- Ron Veprik (student, Royal Conservatoire)
- Piet Verkleij (student, ArtScience)
- Ilze de Ridder (staff, Royal Conservatoire)
- Ruth Fraser (staff and chair of DMR-KC) – observer

The University Council can be contacted by email at cmr@hdkdenhaag.nl

C.6 Student Counsellor

The student counsellor is the contact person with whom students can discuss a variety of issues, including practical matters such as study financing and the possibility of obtaining financial support from funds, but also personal problems. Students can approach the student counsellor themselves. The student counsellor also maintains close contact with the tutors, coordinators and main subject teachers, who can often provide initial assistance and can refer a student to the student counsellor if further help is needed. The student counsellor's assistance can also extend to exploring with the student what help might be available outside the school. Naturally, in every case the final decision on what further action should be taken lies with the student. The meetings with the student counsellor are confidential. Practical issues can usually be resolved in one or two half-hour sessions. A longer series of meetings can sometimes be arranged, particularly

for students with a handicap such as ADHD, Asperger and dyslexia, who are entitled to special assistance by virtue of the Dutch Equal Treatment Act.

Further information is available from Elke de Roos at e.deroos@koncon.nl or at koncon.nl/en/facilities/studentcounselor

C.7 Quality Culture

The Royal Conservatoire has formulated a transparent vision of quality in which artistic standards and educational quality are integrated and constantly monitored. With this vision, we have shifted the focus from implementing a system of quality assurance to creating a quality culture in the Royal Conservatoire.

The fundamental idea behind the new concept of quality is to establish a close link between internal and external perceptions of quality. The results of internal quality assessments provide input for external reviews and vice versa.

This is illustrated in the image on the next page.

The results of all the surveys we conduct are published on the Quality Culture KC portal page at portal.koncon.nl and are regularly reported in the Royal Conservatoire's internal newsletter.

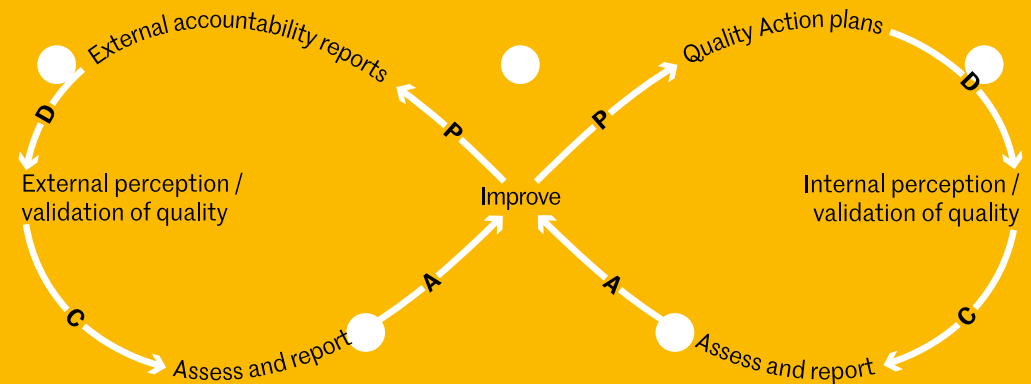
Further information is available from the Quality Culture Office: Janneke Ravenhorst, Frederique Luijten and Renée Wink.
qualityculture@koncon.nl

C.8 Safe study and working environment

The university endeavours to provide the safest possible environment for study and work. A safe environment is a prerequisite for studying successfully. We therefore continually strive to create a climate that prevents transgressive behaviour and to promptly recognise and address any signs of it occurring. However, despite the priority we give to integrity and openness, it is unfortunately impossible to rule out incidents entirely. Experiences with undesirable or inappropriate behaviour by teachers or staff of the University of the Arts or by students can create a sense of insecurity among other students. This

Quality Culture at the Royal Conservatoire

Lemniscate of Continuous Improvement



External

- Professional Stakeholders Meetings
- Alumni surveys
- Accreditation visits
- Critical Friends
- International External Committee Members
- International Benchmarking

Internal

- Student surveys
- Course, Project and Semester Evaluations
- Employee surveys
- Faculty / Department Plans
- Student Panels
- Other QA sessions
- Feedback Education / Exam Committees
- Management information

Royal
Conservatoire
The Hague

Plan
What to do?
How to do it?

Do
Do what was
planned

Act
How to improve
next time

Check
Did things happen
according to plan

can give rise to complaints, particularly if there is insufficient opportunity to broach the issue of undesirable behaviour with each other.

Experience has shown that the majority of complaints arise from poor communication. The risk of transgressive behaviour is significantly reduced in a culture where students, teachers and staff are accustomed to discussing their attitudes and behaviour with one another.

Should you unfortunately find yourself in a situation that has a detrimental effect on your performance at the university, there are various ways of raising the matter. The most appropriate course of action depends on the nature of the situation.

We distinguish between three categories of complaints:

- those concerning the content and structure of the education, assessment, supervision, the organisation and the general state of affairs;
- those concerning undesirable behaviour such as (sexual) intimidation, aggression and violence, bullying, racism and discrimination;
- those concerning a lack of integrity in terms of abuse of power, negligence, fraud, theft, embezzlement, corruption, etc.

What you should do

1. First, talk to others about it:

- Students can speak to the coordinator of their department or the head of the department;
- teachers and staff members can discuss it with their manager;
- students who wish to practice or prepare for a meeting or would like advice on how to proceed, can consult the student counsellor.

and/or

2. Contact one of the confidential advisers to explore the options or for advice on whether or not to proceed with the complaint in a formal procedure or to give formal notice of an alleged abuse;

and/or

3. Submit a complaint to one of the digital complaint desks (klachtenloket@kabk.nl; klachtenloket@koncon.nl;

klachtenloket@hdkdenhaag.nl). However, you should consult the applicable regulation before taking this step. The student counsellor is also able to advise you on this.

C.9 Health & Well-being

C.9.1 Health & well-being in the curriculum

The Royal Conservatoire devotes attention to the health and well-being of its students. We offer various electives relating to health and well-being in both the Bachelor's and Master's programmes, including courses such as Alexander Technique, Yoga for Musicians and Bodywork – Dance. In addition to these physical courses, which are designed to help musicians to move, breathe and play more freely, there are theory courses that provide advice on healthy and effective methods of studying. Since musicians face an above-average risk of damage to their hearing, the subject of how to protect your hearing is covered during Start-Up! (the introductory week for first-year students).

Considerable attention is devoted to the students' well-being in the Dance curriculum, with courses in subjects such as yoga, pilates, body conditioning, nutrition and injury prevention. The Dance department also has its own medical staff, comprising specialists, physiotherapists and dieticians.

C.9.2 Health complaints

It is important for students with health problems to seek help in good time. The student counsellor (see C.6) can help in this. Other contact persons are Lidwien Ruigrok, the Mensendieck exercise therapist, and Dr. Liesbeth Lim at the Sport Medical Advice Centre.

Mensendieck Exercise Therapy

Lidwien Ruigrok is an experienced Mensendieck remedial therapist who specialises in treating and preventing complaints suffered by musicians. An incorrect posture, technique or breathing, strain and stress can cause various complaints which prevent you from playing at your best. Lidwien looks for the best treatment in connection with your instrument and teaches you how to avoid further complaints. The treatments are reimbursed under the supplementary insurance.

**Lidwien Ruigrok – Mensendieck exercise therapist,
specialising in musicians**

Address of practice:

Alexander Flemingstraat 26-28

2035 ED, Haarlem

+31(0)6 3368 1864

[oefentherapieruigrok.nl](mailto: oefentherapieruigrok.nl)

**Sports Medical Advice Centre – Aalsmeer
& Bronovolaan**

With a referral from their GP, dancers

and musicians can make an appointment with

Liesbeth Lim. Dr. Lim provides specialist treatment

for dancers and musicians and is continuing

the activities of the Medical

Centre for Dancers & Musicians, which was part of the

Haaglanden Medisch Centrum but was recently closed

down. Dr. Lim holds office hours in The Hague on Tuesdays,

at the Hand and Wrist Centre at Bronovolaan 50, 2597 AZ.

The doctor's office includes a Harlequin dance floor with

barre and mirror, keyboard, guitar, and music stand.

The contact details are: +31(0)297-230960

[info@paca.nu](mailto: info@paca.nu)

C.9.3 Sports facilities

Students of the Royal Conservatoire can make use of the Sports
Centre at The Hague University of Applied Sciences (THUAS) at a

reduced student rate. The Sports Centre offers various indoor

sports and group fitness classes, and has a brand new gym

for individual work-outs. It is located near the centre of The

Hague, close to Hollands Spoor train station. Further information:

thehagueuniversity.com/practical-matters/facilities/sports

C.10 Student Charter of the University of the Arts The Hague

The University of the Arts The Hague has a Student Charter

setting out the rights and obligations of the students.

The Student Charter contains information about enrolment,

education and research, exams, student facilities, house rules

and legal protection. The Student Charter is published on the

university's website at hogeschoolderkunsten.nl/en/students/

[student-charter](#).

C.11 The Diversity Committee

The Diversity Committee is made up of students,
teachers, and staff, and works closely with the directorate

of the Royal Conservatoire to help promote a culture

of diversity. The areas of focus include gender, LGBTQ+,

cultural awareness, and diversity in education contents

and methods. The chair of the committee is Nicole Jordan

([n.jordan@koncon.nl](mailto: n.jordan@koncon.nl)). Recently, there is also a Diversity

Officer working for the University of the Arts The Hague: Siela

Ardjosemito ([s.ardjosemito@hdkdenhaag.nl](mailto: s.ardjosemito@hdkdenhaag.nl)).

C.12 The Sustainability Committee

The Sustainability Committee is made up of students, teachers,
and staff and works closely with the directorate of the Royal

Conservatoire. The aim of the committee is to promote a

culture of sustainability and raise awareness amongst students,

teachers and staff. The committee actively works on reducing

the environmental impact of activities of the conservatoire.

Secretary of the Committee is Sjoerd Roodenburg

([s.roodenburg@koncon.nl](mailto: s.roodenburg@koncon.nl)).



D.

Practical information

D.1 Library

We have a library with an extensive collection of sheet music, books, reference works and magazines. The collection can be consulted via the library's online catalogue. The library also has subscriptions to a number of databases (medici.tv, JSTOR, Oxford Music Online (New Grove), RILM, Donemus (a publisher of scores) and BabelScores). These databases can be consulted on the library's KC portal page, where you can also find the details for registering with Nkoda, an online platform that provides access to a huge collection of sheet music (scores and parts) from many music publishers. You can access the sheet music on various devices with the Nkoda app, add remarks to the music and create your own profile. The library's website also contains a wealth of other useful and interesting information that could be useful for your studies and research. The library has study booths and PCs for general use and students and staff of the Royal Conservatoire can borrow publications.

Library

Martie Severt
Netty Baarslag
Ria Warmerdam
Thijs van Kempen
Gregor Verwijmeren

+31(0)70 315 1572
library.kc@koncon.nl
koncon.nl/en/facilities/library
portal.koncon.nl

From January 2022, the library will be housed on the fifth floor of The Hague's central library on Spui. From September 2021, every student and staff member of the Royal Conservatoire will be entitled to a free pass to use the central library.

D.2 Education Service Centre

The staff of the Education Service Centre (ESC) manage the practical aspects of the enrolment and admission of new students, draw up programme timetables, and ensure that students can keep track of their progress in OSIRIS Student and receive their degree once they have obtained the requisite credits.

The ESC assists international students in applying for a visa and a residence permit and in registering with the local authority. For more information about the possibility of studying abroad on a temporary exchange, see section D.2.1.

Communication with students occurs in various ways. The ESC sends information about matters relating to enrolment, registration, re-registration, deregistration and the awarding of degrees to the email address that the student has registered in Studielink. Information from the school, the head of the department and teachers is also sent to the assigned email address ending in @koncon. You should therefore read the messages in this inbox regularly. See page 43 for more information.

D.2.1 Team International

International students coming to the Netherlands

The Royal Conservatoire has an International Students Adviser who can be contacted for information about visas, residence permits, scholarships, international study programmes, medical care, insurance and language courses.

Students from outside the European Union (EU) / European Economic Area (EEA) must have a valid residence permit for the duration of their studies, and possibly also an entry visa. For more information, visit the website koncon.nl/international.

Every new student is required to register their address in the Netherlands with the municipality. See page 31 for more information about the compulsory registration of your address.

Residence permit (VVR)

International students from Australia, Canada, Japan, New Zealand, United States of America, United Kingdom of Great Britain or South Korea do not require an entry visa to come to the Netherlands, but must have a residence permit if they are staying in the country for longer than three months.

Once you have been admitted to the Royal Conservatoire, during the enrolment process you will receive information and instructions on the VVR application procedure. You will have to upload all the documents required for the application to OSIRIS Online Application, preferably before you come to the Netherlands. The Royal Conservatoire's International Students Adviser will then submit your application online.

Provisional Residence Permit (MVV)

Students from outside the European Union who are NOT a national of Australia, Canada, Japan, New Zealand, South Korea, United Kingdom of Great Britain or the United States of America must obtain a Provisional Residence Permit (MVV) before they travel to the Netherlands; this is an entry visa. Once you have been admitted to the Royal Conservatoire, you will receive information and instructions on the application procedure for a MVV, and later a VVR, during the enrolment process. You must upload all the necessary documents for the application to OSIRIS Online Application well before you plan to travel to the Netherlands.

The International Students Adviser will then submit your application online. Please report to the International Students Adviser, with your passport containing the MVV sticker, as soon as possible after you have arrived in the Netherlands.

Note: if you need a MVV by virtue of your nationality and you arrive in the Netherlands without one, you cannot be enrolled as a student and you will have to return to your own country! In that case, you will not be permitted to use the Royal Conservatoire's facilities for students.

Registration with the municipality

In principle, every student at the Royal Conservatoire must be registered at a valid address in the Netherlands. The address is registered in the municipal personal records database of the municipality where you are living. A convenient opportunity for all new international students at the Royal Conservatoire who will be living in The Hague to register with the municipality will be organised in mid-September 2021. You must remember to bring all of the necessary documents with you. You will receive an invitation by email well in advance. N.B. If you will be living in a municipality other than The Hague, you will not be able to join the group registration process in September 2021 and will have to make your own appointment to register with the municipality where you will be living.

Language courses Dutch and English

In addition to a good command of English, students should also have a basic knowledge of Dutch. International first-year students of the Royal Conservatoire are therefore offered the possibility to follow a course in the Dutch language during the first semester of the first year of their studies. These Dutch courses are offered to every student in the university, and are also open to exchange students. The central contact person is Femke de Haan (f.dehaan@kabk.nl). The contact person in the Royal Conservatoire is Eugène Eijken (e.eijken@koncon.nl).

English language courses are also offered for all of the university's students. Information about these courses is available from Femke de Haan (f.dehaan@kabk.nl) or Eugène Eijken (e.eijken@koncon.nl).

Temporary visits abroad (to study or for a traineeship)

Students at the Royal Conservatoire can do part of their studies abroad. ERASMUS+ is a programme established by the European Commission which is primarily intended to promote cooperation between the participating countries in the field of education. Under the programme, students can also do a traineeship in another country. There are also scholarships available, such as the 'Holland Scholarship', for students who wish to study at a partner institution of the Royal Conservatoire in a country outside the EU. For a list of all the partner institutions, go to koncon.nl/en/international/partner-institutions.

ERASMUS+ Study abroad

For students who wish to follow part of their studies in another country under the ERASMUS+ programme, there are grants available to cover some of the additional costs of spending a period living and studying abroad.

Under the ERASMUS+ programme, you can study at educational institutions in the EU with which the Royal Conservatoire has an Inter-Institutional Agreement (IIA). The Royal Conservatoire currently has IIAs with institutions of higher music education in numerous European countries. The complete list of countries can be found at koncon.nl/en/international/partner-institutions.

An ERASMUS+ study period offers students the following benefits:

- A place at one of the participating music institutes without payment of additional fees; students only pay fees at their own institution (in your case, the Royal Conservatoire).
- Full recognition of the period spent studying abroad as an integral part of their course. On completion of the

period of study, the host institution provides a Transcript of Records (a list of grades for the subjects taken) confirming the student's attendance.

- An ERASMUS+ scholarship towards the additional costs of studying abroad, such as travel expenses and the higher cost of living in the host country.
- Assistance in applying for and securing a place at the institution abroad.
- The host institution will usually provide assistance in finding accommodation.
- A unique experience and an opportunity to broaden your knowledge and enhance your intercultural communication skills.

ERASMUS+ Traineeship

A traineeship under the ERASMUS+ programme offers an opportunity to broaden your horizons and expand your professional network. You can choose the type of internship you want to do and with which organisation, subject to the prior approval of your department. In contrast to a period of study abroad, it is not necessary for the organisation to have an Inter-Institutional Agreement with the Royal Conservatoire. You can apply for an ERASMUS+ grant for a traineeship. Depending on your situation and the agreements made with your department, course credits may be awarded for the traineeship. It is also possible to follow a traineeship under the ERASMUS+ programme after graduating.

Other scholarships and grants for periods of study abroad

In addition to grants for an exchange under the ERASMUS+ programme (a period of study in another EU country), there are other grants available for studying abroad:

- The VSB Fund scholarship: a scholarship for motivated Dutch students who wish to continue their studies abroad after completing their Bachelor's or Master's studies. N.B. This scholarship is only for Dutch students.
- Holland Scholarship: the Royal Conservatoire offers a limited number of scholarships for students interested in spending a brief period studying at an educational institution in a country outside the EEA with which it has concluded an IIA. A list of these institutions can be found at koncon.nl/en/international/partner-institutions.

There are many other specific grants. You will find more information about them on the website of the Dutch organisation for internationalisation in education (Nuffic): wilweg.nl/english-information/funding.

Students at the Royal Conservatoire who experience financial difficulties due to unforeseen circumstances can also apply for financial support from various funds in the Netherlands. Further information about these funds is available from the Student Counsellor, Elke de Roos (e.deroos@koncon.nl).

Team International

International Relations Coordinator
(outgoing students, teachers and international projects):
Elsa Ferreira
erasmus@koncon.nl

Erasmus Student Mobility (incoming
ERASMUS+ students):
Jennifer de Bruin
erasmus@koncon.nl

International Students Adviser: Eugène Eijken
international@koncon.nl
+31(0)70 315 1407

D.2.2 Planning Team

The Planning department coordinates the use of classrooms and study rooms, concert halls and studios and compiles the timetables and exam schedules.

Planning Team

Saskia van Daalhoff (coordinator)
Diederieke van Herwijnen
Ilze de Ridder
Sander de Wit

+31(0)70 315 1545
planning@koncon.nl

Timetables

At the beginning of each academic year every student enrolled at the Royal Conservatoire receives log-in codes for ASIMUT, the program that contains details of the timetables for the group classes, such as theory lessons or electives. Individual lessons, including the lessons in your main subject and sessions with a coach pianist, are scheduled by the teachers in consultation with you.

Reservation of rooms by students

We use the ASIMUT program for reserving rooms and for compiling the timetable. The program is integrated in the KC portal, so that when you log on to the KC portal you can reserve a study room directly in ASIMUT.

The rules for making a reservation are:

- A study room can be reserved 48 hours in advance.
- Every student is allotted a quota for reserving rooms, which is usually three hours. Different quotas and rules for reserving rooms apply for particular instruments.
- You only have access to rooms that are appropriate to your main subject and course year.
- Study rooms can be reserved for a minimum of 15 minutes and a maximum of 90 minutes at a time.
- Last-minute reservations can be made at any time via ASIMUT or at the kiosks near the student post boxes or in the upper foyer, where you will be able to see whether there are any rooms available. A last-minute reservation can be made up to two hours in advance. The duration of a last-minute reservation is not deducted from your quota.

For more information about the rules for reservations, see portal.koncon.nl

Exams and (final) presentations are scheduled in ASIMUT. As soon as the date and time have been finalised, students receive confirmation in an email from the Exam Planning office. The date and time cannot be changed. To arrange your final presentation, you must complete a form in which you can mention any specific requirements, for example with a drawing of a stage plan or a request for baroque instruments. For more information, see portal.koncon.nl.

Students who wish to reserve a concert hall for a special event or to rehearse for a final presentation can do so via the Planning department.

For more information about the rules for teachers who wish to reserve a room and the forms to use, see portal.koncon.nl

D.2.3 Student Administration Team

The Student Administration Office can help you with questions connected with the administrative aspects of your studies.

The contact person for questions about educational matters is the head of your department.

Student Administration Team

Kenrick Peterson (coordinator)
Jennifer de Bruin
Lisette de Lignie
Eline van Hees

studentadministration@koncon.nl

Address

Every student enrolled at the Royal Conservatoire must be registered at a valid address in the municipal personal records database. It must be the same address as the one you have registered with DUO (Dienst Uitvoering Onderwijs, the government's executive organisation for education). You can change the address you have given us with Studielink.

Studielink

Studielink is the online enrolment system for higher education in the Netherlands. It is the central system for all administrative matters relating to the studies. Bachelor or Master students can enrol (or re-enrol or deregister) at a Dutch university or university of applied sciences and manage their own student data (such as their place of residence or correspondence address) on the Studielink website (studielink.nl). They can use the system to enrol (for one place of study only) or to notify a change of address and to verify, update or delete the information in the system at any time. Changes in the information are automatically passed on to the educational institution and DUO.

OSIRIS Student

OSIRIS is the Royal Conservatoire's online study monitoring system for third-level students and course participants. In OSIRIS Student, you can find the grades you have received and your personal details, as well as information about the availability of the head of your department and your tutor. Study results are presented in the form of Study Progress Reviews.

How it works:

- Go to the KC portal: portal.koncon.nl. Log on with your personal koncon account number (student number and password).

- On the homepage of the KC portal, click on the OSIRIS Student link on the right of the screen and then log on again with your koncon account number.
- Your personal OSIRIS page will open.
- You can find a manual in the OSIRIS Student folder on the Student Administration Office's KC portal page.

If you find an error in OSIRIS Student regarding progress with your studies or that a grade is missing, consult the relevant teacher.

Student card and other information

Every student receives a student card on commencing his or her studies, for which you must submit a passport photo. You need the student card to use the following facilities:

- to reserve study rooms
- to receive keys to rooms
- to borrow equipment
- to borrow books/music in the library
- to use printers or photocopiers
- for discounts on the price of music, professional literature and tickets to concerts and museums.

If you lose the student card, you will be charged € 11 for a replacement. The Student Administration Office will issue a new student card on submission of a receipt from the accounts department. Student cards found in the building are handed in to the reception desk.

Student accommodation

As a student at the Royal Conservatoire, you are responsible for arranging your own accommodation. Go to studyinthehague.com for an overview of the options. You are advised to start looking for accommodation well before the start of your studies. Bear in mind, there is a lot of competition and long waiting lists.

The largest housing association for students is DUWO. They have a building on Wolterbeekstraat, also known as the 'DUWO House of Music', with 43 well-insulated residential studios for musicians. You will find information about available living space at room.nl.

DUWO

+31(0)70 305 1400
denhaag@duwo.nl
duwo.nl

D.3 Public Services

The Royal Conservatoire's Public Services department comprises the reception, ticket shop/telephone switchboard and reprographic service.

D.3.1 Reception

The staff at the reception desk are the first point of contact for everyone entering the Royal Conservatoire. Teachers and students also go to the reception desk to collect the key for a classroom or study room they have reserved. Students have to hand in their student pass as security.

Information about when rooms will be available is displayed on the information screens and the kiosk monitors (or with your mobile phone: koncon.asimut.net).

Public Services Team

Elisa Eilander (interim head)
Diederick Hees (coordinator)
Zack Abdelmoula
Meriam Huberts
Belinda Langelaan
Arne Lindhout
Elisha Peerwijk
Anchela Rajbalsing
Marija Voitenkova
Connie Bruin (catering)

+31(0)70 315 1506
receptie@koncon.nl

The Royal Conservatoire's opening times can be found at koncon.nl/en/contact

D.3.2 Ticket Shop

The Ticket Shop, the right-hand counter at the reception desk, is the place to go to reserve and collect tickets for concerts and performances. Credit for photocopying can also be purchased there. Cash payments are not accepted.

+31(0)70 315 1510
ticketshop@koncon.nl

Monday to Friday from 11.00 a.m. to 5.00 p.m.

D.3.3 Reprography and photocopying

You can pay for copying with your student pass, but the pass first has to be registered (instructions can be found at portal.koncon.nl). The photocopiers are located opposite the reception desk in the foyer and in the library. Credit for photocopying and printing can be purchased from the Ticket Shop.

You can only visit the reprography department for specific enquiries/orders. Binding, cutting, etc. must be paid for in cash (not with the student/copying pass). Orders should be submitted in good time, preferably a week in advance.

+31(0)70 315 1551

reprografie@koncon.nl

Open every day from 9.30 a.m. to 3.30 p.m.

D.3.4 In-house emergency service and first aid

The Royal Conservatoire has an in-house emergency service. In the event of an emergency, the public address system will instruct you to leave the building. Everyone who is in the building (students, teachers, staff and visitors) must follow the instructions of the emergency service team, who can be recognised by their special vests. The following members of the Royal Conservatoire's staff have been trained in providing first aid in the event of an accident:

- Netty Baarslag (library)
- Paul Schenkels (Electronic Workshop)
- Anchela Moennasing-Rajbalsing (reception)
- Ilze de Ridder (planning)
- Belinda Langelaan (reception)
- Elisha Peerwijk (reception)

D.3.5 Safety regulations

There are floor plans throughout the building showing the nearest emergency exit routes and safety devices. They also list the most important safety regulations. Leaflets with safety rules can also be found at the reception desk.

In the event of an evacuation:

- An alarm is sounded in the form of a slow whoop or an announcement is made on the public address system.
- Leave the space you are in and close the door (do not lock it).
- Take your personal belongings with you, provided it will not cause a delay.

- Leave the building immediately by means of the (emergency) exits.
- Follow the instructions given by the emergency services officer on duty.
- Use the stairs, never use the lifts.
- Report to the assembly point and await further instructions.

Familiarise yourself with:

- The number of the Royal Conservatoire's central switchboard (+31(0)70 315 1515) and the emergency number 508 (only through internal telephones).
- The evacuation plan of the building with the instructions "What to do when ..."
- The locations of fire extinguishers and manual fire alarms.
- Escape routes and emergency exits.

In an emergency, proceed as follows:

- Where help will probably be needed (accidents, fire etc.), immediately report the situation to the reception desk or call +31(0)70 315 1515 or the internal alarm number 508. Give your name and the location of the emergency and any particulars about the nature of the situation.
- You should NOT call 112 yourself.
- If there is a victim, remain with the victim until help arrives.

D.4 Logistics Service Centre

The Logistics Service Centre (LSC) comprises the Electronics Workshop, the Theatre Technical Services and Educational Logistics. The LSC provides support services for all educational activities.

Logistics Service Centre

Fabienne Kramer (head)
f.kramer@koncon.nl

Diederick Hees (coordinator)
d.hees@koncon.nl

D.4.1 Electronics Workshop (EWP)

The workshop is the audiovisual and electronic heart of the school. With a team of four student assistants and six technicians in permanent employment, the Electronics Workshop is an important mainstay for all the technical aspects of arts education. It provides technical support for the many concerts

and presentations both inside and outside the Conservatoire, including music amplification, video projection and the production of audio and video recordings and online streams. The members of the team also provide guidance and coaching for students and teachers during concerts and projects.

The Electronics Workshop also has an extensive range of equipment that it can lend to students and teachers to help with the study programme, from cables, microphones and recorders up to and including complete sound systems. The workshop maintains the audio-visual equipment in all the studios, concert halls and classrooms and buys new equipment for all the departments, as well as repairing, modifying, designing and building electronic equipment. The department's small workshop also provides a space where students can work on a project of their own under the guidance of experienced technicians.

Electronics Workshop

Lex van den Broek (head)
 Siamak Anvaritutunchi
 Jos Diergaarde
 Simone Sacchi
 Paul Schenkels
 Marko Uzunovski

+31(0)70 315 1594
ewp@koncon.nl
ewp.koncon.nl

The Electronics Workshop is open from 1.00 to 5.00 p.m. on Monday and from 10.00 a.m. to 5.00 p.m. on Tuesday to Friday.

Theatre Technical Services

Joep de Jong (head)
 Tom van Hooff
 Bart Vliex

Educational Logistics

Detlev Boenders (deputy coordinator)
 Bram van Heijningen
 Robert van Heijningen
 Kevin Heseltine

lsc@koncon.nl

D.5 Financial Administration

If you lose your student card, you can pay for a replacement at the Financial Administration office. You can only pay for the new card with a bank card with the Maestro logo or a Eurocard or Visa card.

You can also submit expenses claims to the Financial Administration office. Expenses claim forms, accompanied by receipts or a print-out of your use of your student travel card, must be submitted as a PDF file in an email to facturenkc@hdkdenhaag.nl.

Information about travel expenses for students can be found at portal.koncon.nl.

For enquiries about your direct debit, the method of payment or the debiting of your tuition fees from your bank account, contact studyfees@hdkdenhaag.nl. Any other enquiries should be addressed to the ESC (see section D2).

Financial Administration Accounts Payable

Anja Bakker
+31(0)70 315 1583

Financial Administration Other Financial Affairs

Madeleine Belinfante
+31(0)70 315 1581
boekhouding@koncon.nl

D.6 Instrument fund

Under certain circumstances, students at the Royal Conservatoire may qualify for an interest-free loan to buy an instrument. The maximum amount of the loan is € 6,000,- and it must be repaid within 60 months.

For more information, go to koncon.nl/instrumentfund. For the conditions and procedures, go to portal.koncon.nl.

D.7 Loan of instruments

Students can borrow instruments from the Royal Conservatoire for short periods for school projects or curriculum-related activities. If you wish to borrow an instrument, you should contact the relevant department's project manager.

In exceptional cases, an instrument can be hired from the Royal Conservatoire for a longer period. The maximum hire

period is one year of study and the purpose of the arrangement is to give you time to acquire your own instrument (with the help of an external fund or otherwise). Applications must be submitted, together with a statement of the reason for the request, to your own department's coordinator.

D.8 External Bookings Office

The Royal Conservatoire's External Bookings Office is a service-oriented office that administers student activities outside the institute. It organises coffee, lunch and afternoon concerts at various locations. Students looking for a venue for a 'try-out' of their concert programmes can contact the office to explore the possibilities.

The office can also help students who are seeking opportunities to gain professional stage experience by arranging performances at gala events, receptions and social events for companies, institutions or individuals. For more information or to register for possible performances via the External Bookings Office, send an email to Dominy Clements: podium@koncon.nl

D.9 IT department

The IT department of the University of the Arts The Hague manages the IT infrastructure for the Royal Conservatoire and the Royal Academy of Art. The department provides technical support for students, teachers and other staff members in the use of IT equipment and the various applications. An account is created for everyone in the Conservatoire which allows them to log on to the IT infrastructure and to use the @koncon.nl email address.

D.9.1 User account

Every student is given a user account at the start of the first year of their studies. You will receive the account details as soon as the tuition fee has been received. We send this information to the email address you provided via Studielink. Students who have not paid the fees by 31 August will be denied access to the KC portal, emails, computers and printers in the school. The user account also allows you to use the Microsoft 365 environment, including Outlook for email and Teams for file sharing and video calls.

On deregistration, you will no longer have access to your account. It is the responsibility of the user to ensure that all email messages and data have been saved. The data in the student's mailbox and digital storage devices is deleted after three months.

D.9.2 KC portal

Additional information about subjects such as Surfspot (an IT web shop where hardware and software can be purchased at a discount), the use of WiFi, transmitting large files via Surf Filesender, and the use of the email and forwarding your emails to a private email address can be found on the IT service page of the KC portal. Go to start.hdk.nl.

If you have any questions, the IT department can be contacted at ict@hdkdenhaag.nl. The team members will be happy to help you: Sander Beenen, Bas Kalle, Daphne Martens, Henny Mulder and Dik van Rhijn (head).

D.10 E-learning

The Royal Conservatoire has a support desk for everything to do with e-learning (ICT & Education): e-learning@koncon.nl. The support desk can assist teachers and students in the use of digital learning tools, for example by organising workshops on Microsoft Teams (a virtual learning environment), by explaining how to produce short educational videos (knowledge clips) and/or by providing advice on Blended Learning (the integration of offline and online learning). The team can also provide support for international collaborative projects. It is important to realise that because of the current situation a large part of the curriculum is being taught online. Current and future students are therefore expected to possess at least the following resources:

PC/Laptop

- Windows 10, version 1709 / MacOS 10.13.6
- i5 processor
- 8 GB internal (RAM) memory
- 256 GB SSD for storage

Peripherals

- Webcam
- USB microphone (audio only from your webcam is not enough)

- Keyboard: 4-5 octaves with weighted keys, sustaining pedal and stand

Do you have questions about a specific educational application or Blended Learning? Or would you like to let us know what the KC should develop in the context of e-learning? Do not hesitate to contact e-learning@koncon.nl. Further information and news about developments in e-learning at the Royal Conservatoire can be found at koncon.nl/e-learning.

E-learning coordinator

Frédérique Pel

e-learning@koncon.nl

D.11 Marketing and Communication / Fundraising and Partnerships

The Marketing and Communication department publicises the unique environment and talent that exists within the Royal Conservatoire and promotes its projects and other activities. The department also manages the smooth flow of internal communication. The objectives of the communication are to recruit new students, to enhance the Royal Conservatoire's good reputation, to increase the size of audiences at concerts and performances and to maintain and intensify contacts with the cultural community, the municipality, partners and other interested parties in The Hague and elsewhere. The Marketing and Communication department handles the communication and publicity for projects; internal and external communication; online communication; corporate communication; PR and media relations; and fundraising.

D.11.1 Photography and filming

The Marketing and Communication department actively seeks the written consent of pupils, students, teachers and staff members, as well as visitors to concerts and other events, for their image to be captured in a photograph or film. All photographic and film material produced for the Royal Conservatoire is used exclusively for its own promotional purposes. In the event of external requests to use these media, the owners of the rights are separately requested to give their explicit consent.

Visitors and persons connected with the Conservatoire are not permitted to make recordings or take photographs of concerts, performances, lessons, master classes or other activities in the

concert halls, study rooms, classrooms or public spaces without the consent of the students, teachers or staff members concerned.

Journalists, photographers or other media partners who wish to record images within the Royal Conservatoire's premises must first submit a request and receive approval via communicatie@koncon.nl.

D.11.2 Press requests

Any students, teachers or staff members who are going to be interviewed, filmed or photographed in the school by journalists, camera teams and/or photographers must notify the Marketing and Communication department in advance at communicatie@koncon.nl. The press can only be admitted to the Conservatoire with permission from the Marketing and Communication department. The member of the press must then wait at the reception desk until he or she is collected by the person with whom the appointment has been made.

Marketing and Communication, Fundraising and Partnerships

Head of Marketing and Communication: Mark Borneman
+31(0)70 315 1582 / +31(0)6 2635 8519
m.borneman@koncon.nl

Adviser Marketing and Communication:
Sanne van den Bosch
+31(0)70 315 1582
s.vdbosch@koncon.nl

Adviser Internal communication and Press: Eline de Wit
+31(0)70 315 1582
e.dewit@koncon.nl

Alumni and relationship management: Amber Rap
+31(0)70 315 1528
a.rap@koncon.nl

Online marketer: Iris Venema
+31(0)70 315 1528
i.venema@koncon.nl

Graphic designer: Roos Laan
+31(0)70 315 1582
r.laan@koncon.nl

Partnerships and Fundraising: Jaurana Verschuren
+31(0)70 315 1440
j.verschuren@koncon.nl

Partnerships and Fundraising: Christine Philips
+31(0)70 315 1440
c.philips@koncon.nl

D.12 Education coordinators and Project managers

In addition to the main subject lessons and group lessons, you will also participate in various activities such as orchestral projects, chamber music, master classes, etc. The annual schedule of activities is compiled by the head of your department, who then assigns you to specific projects in consultation with the teachers. For every project, a project manager is designated to coordinate the production process and is your main contact person for information about the project. In some departments the project managers are also education coordinators.

Education coordinators and project managers

Project Manager, Classical Music department:
Daniele Zamboni
d.zamboni@koncon.nl

Project Manager, Classical Music department:
Blanca Sánchez
b.sanchez@koncon.nl

Education Coordinator and Project Manager, Early Music department: Brigitte Rebel
+31(0)70 315 1521
b.rebel@koncon.nl
Monday, Tuesday from 9.00 a.m. to 4.30 p.m., Thursday and Friday from 9.00 a.m. to 2.30 p.m.
Wednesday: by appointment only.

Education Coordinator and Project Manager, Creative departments: Erika Bordon
+31(0)70 315 1520
e.bordon@koncon.nl
Monday, Tuesday, Wednesday and Thursday:
by appointment only.

Education Coordinator, Vocal Studies
department: Ruth Fraser
+31(0)70 315 1495
r.fraser@koncon.nl
Monday, Tuesday, Wednesday and Thursday

Coordinator Education Jazz a.i.: Milda Mačiulaitytė
m.maciulaityte@koncon.nl

Project Manager, Young KC: Matteo Costanzi
+31(0)70 315 1520
m.costanzi@koncon.nl
Thursday and Friday: by appointment only

Travel & Accommodation: Miranda Lodewijk-van Malssen
+31(0)70 315 1522
m.lodewijk@koncon.nl
Monday, Tuesday, Wednesday, Thursday and Friday

D.13 Holidays in 2021/22

Autumn holiday 2021

Monday 18 – Sunday 24 October

Christmas holiday 2021

Monday 27 December – Sunday 9 January

Spring holiday 2022

Monday 28 February – Sunday 6 March

Easter weekend 2022

Friday 15 – Monday 18 April

King's Day 2022

Wednesday 27 April

May holiday 2022 (Only for School for Young Talent)

Primary school: Monday 25 April – Sunday 8 May

Secondary school: Monday 25 April – Sunday 8 May

Liberation Day 2022

Thursday 5 May

Ascension Thursday 2022

Thursday 26 May

Whit 2022

Sunday 5 – Monday 6 June

Summer holiday 2022

Monday 11 July – Sunday 21 August

(School for Young Talent)

Monday 11 July – Sunday 28 August

(Bachelor and Master)

Start of school year, School for Young Talent 2022/23

Monday 22 August

Start of academic year, 2022/23

Monday 29 August



E. The study programmes and glossary of educational terms

The Royal Conservatoire offers Bachelor's and Master's programmes. The Bachelor's programmes include the Bachelor of Music and the Bachelor of Music in Education, which are listed separately in the Central Register of Higher Education Programmes (CROHO). These programmes offer a variety of disciplines.

The Royal Conservatoire also offers a Bachelor of Dance programme, which is also registered with CROHO. The Dance programme is integrated in the curriculum of the School for Young Talent, with most students starting in the penultimate year of primary school and, after completing their secondary education (with a HAVO or VWO diploma), continuing for two years for a Bachelor's degree at higher vocational education (HBO) level. The Dance programme has exchange programmes with schools in other countries for both teachers and students and there are partnerships with Leiden University and Codarts Rotterdam.

At Master's level, the Royal Conservatoire offers three programmes: the Master of Music, the Master of Opera (Dutch National Opera Academy) and the Master of Sonology. All of these programmes are also separately registered with CROHO. The Master of Music also encompasses various disciplines and specialisations, which can be found in chapter H.

E.1 Preparatory Year

Students who cannot be admitted to the Bachelor's or Master's programme because they do not meet the admission criteria (or for any other reason) can follow a Preparatory Year. During this course, the student can follow a study programme generally

consisting of a number of main subject lessons and theory lessons. For more information about the preparatory course, go to koncon.nl/opleidingen/vooropleiding or contact the head of the relevant department. Information about course fees can be found at koncon.nl/en/application-process/tuitionfees.

E.2 Contract education

In addition to full-time programmes, the Conservatoire offers contract education. This involves occasional lessons at the level of the regular programme. However, no diploma is awarded for these lessons. Contract education is intended for alumni and other musicians, but students enrolled at the Royal Conservatoire who wish to take subjects that are not part of their regular curriculum can also sign up.

If you are interested in contract education, send an email to the head of the relevant department, who will refer you to a teacher for a trial lesson to assess whether you are suitable for the course. If so, you can sign a contract with the head of the department for a specific number of lessons. Information about course fees can be found at koncon.nl/en/application-process/tuitionfees. There are two categories of fees: one for internal contract students and one for external contract students. An internal student is a student who is currently following a Bachelor's or Master's programme at the Royal Conservatoire or an alumnus who graduated from the Royal Conservatoire with a Bachelor's or Master's diploma within the last year. Candidates from outside the institute or who obtained a Bachelor's or Master's diploma from the Royal Conservatoire more than a year ago are external students. For more information about contract education go to koncon.nl/en/programmes/other/contractonderwijs/various-contractededucation.

E.3 Artist Certificate

Students with a Master's degree can follow a one-year course to deepen their artistic and professional skills. Course participants can focus on specific repertoire or expand their knowledge in a particular subject. The study programme can be tailored to the student's needs. The programme leads to an Artist Certificate, which will be awarded if the candidate successfully passes a final public presentation, which is assessed by a committee of examiners. Further information about the Artist Certificate can be provided by the heads of the various departments.

E.4 Glossary of educational terms

Most of the teaching at the Conservatoire is in English. Some of the terms you will frequently encounter are explained below.

Assessment

In the course descriptions (see 'course description' below) in the Curriculum Handbook, you will find the method of assessment adopted for each course, for example the type and number of assignments on which you will be assessed.

Assessment criteria

You will find the assessment criteria (*beoordelingscriteria*) for every course, including your main subject, in the Curriculum Handbook. These are the factors that the teacher or the committee of examiners uses as the basis for assessing exams. The head of your department can provide more information about precisely how the criteria are applied.

Course

The term 'course' is used to designate a subject (*vak*), for example 'First Year Choir'. All courses (*vakken*) together constitute a study programme (*studieprogramma*), successful completion of which leads to a degree.

Course description

A course description (*vakbeschrijving*) is a concise description of the subjects covered in the course (*vakinhoud*), what the learning objectives (*leerdoelen*) are, the number of credits (*studiepunten*) you have to obtain, who the teachers are, how and on what you will be assessed, and what grading scale (*resultaatschaal*) will be used.. You will find the course descriptions in the Curriculum Handbook.

Credits

See EC/ECTS.

Curriculum

The curriculum is the content of your programme, i.e. the set of courses which together make up your study programme.

Curriculum Handbook

Every department has a Curriculum Handbook, for both the Bachelor's and (where applicable) the Master's programme. The Curriculum Handbook contains an overview of the programmes offered by the department concerned and all the accompanying course descriptions. The assessment criteria

for the main subject are also published in the Curriculum Handbook. You will find the Curriculum Handbook on the Programmes pages on the website and at portal.koncon.nl.

Curriculum overview

An overview of the curriculum for your programme. A curriculum overview contains the title and OSIRIS code of the courses, the year of the study programme in which you are required to follow a course and the number of credits you can earn with it. You will find the curriculum overview on the Programmes pages on the website and in the Curriculum Handbook.

Degree

You will find an overview of all *programmes* that lead to a *degree* on page 117 of this study guide.

Discipline

Our Bachelor's and Master's programmes embrace various disciplines (*studierichtingen*). Each discipline has its own curriculum and programme objectives (*eindtermen*).

EC/ECTS

An ECTS (sometimes abbreviated to EC) is a study credit (*studiepunt*). Study credits are used to express the study load of a course or programme: 1 ECTS represents 28 hours of study. A four-year Bachelor's programme at the Royal Conservatoire represents 240 ECTS; a two-year Master's programme represents 120 ECTS. The annual study load is therefore $60 \times 28 = 1680$ hours of study. This can be self-study, but lessons, rehearsals and the like also count towards the study load. ECTS is the abbreviation of European Credit Transfer and Accumulation System. The system is used by all European institutions of higher education so that the study load of programmes can be compared.

Grading scale

The results you earn for a course are expressed by means of a grading scale (*resultaatschaal*). We adopt four grading scales:

- qualifying result: extremely poor, very poor, poor, very unsatisfactory, unsatisfactory, satisfactory, more than satisfactory, good, very good, excellent
- numeric grade: from 0 to 10, with a maximum of one figure after the decimal point
- attendance results (*presentieresultat*): participation sufficient / participation insufficient
- pass/fail

The grading scale can differ from one course and study year to another – you will find the grading scale in the course description.

OSIRIS

OSIRIS is the educational registration system used by the Conservatoire to track a student's results (see also section D.2.3 of this study guide).

OSIRIS code

Every course has a unique code in OSIRIS. You can find this code in your curriculum overview, in the course description and in your Study Progress Overview.

OSIRIS Student

OSIRIS Student is a system that allows you to monitor your progress with the study programme, register for electives and minors and keep track of your study results, all online.

PM & pm

'PM' is short for Practicum Musicae, a study programme for students from Leiden University. In your curriculum overview you might find the term 'pm' attached to a course. This stands for 'pro memorie' and means that while that particular course is a part of your curriculum, there are no credits attached to it.

Programme objectives

Every programme has programme objectives, or learning outcomes (*eindtermen*): a description of the minimum that you must know and be able to do by the time you complete the programme. The Conservatoire has formulated programme objectives at Bachelor's and Master's level for each department, based on the European Learning Outcomes of the European Association of Conservatoires (AEC); you will find them in the Curriculum Handbook, where you will also see which courses contribute to which of the programme's objectives. Individual courses have their own objectives (course objectives), which you will find in the course descriptions.

Semesters

The academic year is divided into two semesters: one runs from September to January and the other from February to June. The academic year comprises 34 weeks of individual lessons in the main subject and 36 weeks of group lessons.

Specialisation

A specialisation is an additional component that is offered in some disciplines within a programme. Students wishing to follow a specialisation are required to do a separate audition.

Study programme

Your study programme is the complete set of courses that constitutes the curriculum of your programme. On successful completion of the entire study programme, you will be awarded a degree.

Study Progress Overview (known by the Dutch abbreviation svo)

The Study Progress Overview shows the courses you have completed and how many credits you have obtained, as well as the courses that you still have to complete. You will find your Study Progress Overview in OSIRIS Student.



MUSIC





F. The Bachelor of Music and the Bachelor of Music in Education

I. Introduction

The Bachelor of Music and the Bachelor of Music in Education are four-year programmes culminating in a Bachelor's qualification as a musician and/or a music teacher. The Bachelor's programme offers students plenty of opportunity to fully develop their personal strengths on the basis of traditional qualities such as craftsmanship, artistic vision and knowledge of the repertoire. From the second year, the curriculum is expanded with a range of elective subjects and minors to allow students to develop additional skills and explore new areas.

The structure of the Bachelor of Music programme is different to that of the Bachelor of Music in Education and the Bachelor of Dance programmes. More information about the latter programmes can be found in the Study Guide and the Curriculum Handbook Dance and the Curriculum Handbook Music in Education.

Every department publishes a Curriculum Handbook with programme objectives, curriculum overviews, course descriptions and assessment criteria. The Curriculum Handbooks can be downloaded from the Programmes pages on the website and from portal.koncon.nl.

This chapter explains the structure and the domains of the Bachelor of Music curriculum and some specific aspects of the curriculum, and provides information about exams and exemptions.

II. The structure of the Bachelor of Music curriculum

The Bachelor of Music curriculum is divided into two phases: the propaedeutic (year I) and the post-propaedeutic (years II, III, IV) phase.

The subjects covered are divided into five domains:

1. Artistic Development
2. Musicianship Skills
3. Academic Skills
4. Professional Preparation
5. Electives and Minors

F.1 Artistic Development

F.1.1 Performing departments

The Royal Conservatoire's Performing departments are Classical Music, Jazz, Early Music, Vocal Studies and Art of Sound.

The Artistic Development domain encompasses all lessons and courses directly related to playing music and composing: the main subject lessons, the various ensemble lessons, group lessons, master classes, student recitals, etc. Students in the Jazz department also work with ASPIRE teachers, a team of external, international teachers from the professional field.

F.1.2 Creative departments

The Royal Conservatoire's Creative departments are Composition, Sonology and ArtScience. For Composition students, the Artistic Development domain includes, in addition to the main subject lessons, the annual Spring Festival. Sonology students work on a personal project under the guidance of a mentor and also follow courses in a sixth domain: Technological Skills and Knowledge.

Workshop weeks

Every year the Creative departments organise a number of workshop weeks with guest teachers. The workshops cover a range of subjects that supplement the curricula and promote the exchange of knowledge between the students of ArtScience, Composition and Sonology. Students can register for the workshops with Erika Bordon (for contact details, see chapter K - page 107). Two of the workshop

weeks are organised after the autumn holiday and two more after the spring holiday. In all, there are 12 workshops every year. Each workshop lasts 5 days and is normally for 2 ECTS.

F.2 Musicianship Skills

The teaching of theory focuses on the development of practical and cognitive skills, also known as 'musicianship skills'. These skills, in which improvisation plays an important role, are important for the professional musician and music teacher.

The Musicianship Skills domain includes a series of courses on theory. The structure of this part of the programme is as follows:

- A compulsory syllabus in the first to third years of the study programme.
- In the third year, the option to choose to follow an elective in theory to deepen your knowledge and skills in a particular direction.
- Jazz students conclude the music theory studies with a course in Arranging in the fourth year.

Each department's theory programme is jointly compiled by the head of the theory department, the theory teachers and the main subject teachers. Because the specific objectives of each department are different, the content and structure of the compulsory theory courses can vary. There are also some joint courses. Singing in the First Year Choir is compulsory for all first-year students, who are informed of the times and venues of the choir's rehearsals in their timetables.

F.3 Academic Skills

This domain encompasses courses in research skills, such as the ability to read articles critically and to write a paper. The courses include Historical Development and Critical Music Studies. The lessons prepare you for writing Programme Notes for your own final presentation (see F.10).

F.4 Professional Preparation

F.4.1 Professional Preparation - an integrated learning path

In the course of the Bachelor's programme we prepare you for professional practice with practical courses such as Training Orchestral Parts and courses in didactics such as Educational Skills. But you will also gradually follow more courses

specifically designed to prepare you for your future career, the **Career Skills** courses:

- **Bachelor I: Start-Up!**

In the first year there is Start-Up!, a week of events introducing you to every facet of the Conservatoire's activities. The aim of the Start-Up! week is to provide students with an early introduction to the inspiring environment at the Royal Conservatoire. During the week there are numerous workshops, as well as opportunities to get to know the teachers, your fellow students and staff members. The week-long event also marks the first step in the preparation for your future career, for example through meetings with alumni.

New students admitted to a higher year of the Bachelor of Music programme are also expected to participate in Start-Up! New Master of Music students are also permitted to participate in the event, but it is not compulsory. In 2021, Start-Up! will be held from 30 August until 3 September.

- **Bachelor II: Entrepreneurial Bootcamp**

Students in the Classical Music, Jazz, Early Music, Vocal Studies and Conducting departments participate in the Entrepreneurial Bootcamp, an intensive week of projects outside the Conservatoire. Students are required to organise a project for a new audience, often at an unusual location in The Hague.

- **Bachelor III: Meet the Professionals**

The curriculum for Classical Music, Jazz and Early Music students includes the course Meet the Professionals. The course provides a further opportunity to meet alumni and discuss themes such as online reputation management, networking and business development.

- **Bachelor IV: Preparation for Professional Practice**

In Bachelor IV, you consolidate the experiences and skills you have acquired and further develop your entrepreneurial potential and personal initiative in the course Preparation for Professional Practice. Students in some departments are required to write a Personal Activities Plan (PAP), a document setting out what you plan to do immediately after you complete your studies and describing your personal goals and how you intend to achieve them.

For students in the Vocal Studies department there are two additional Career Skills courses: Working Group Voice and The Business of Music. The curriculum for singers also includes various Stage Skills courses which prepare you for professional practice.

F.5 Elective space: Electives or Minor

There is a fundamental change in the curriculum in the second year, when the core curriculum is supplemented by an elective component. You then get to determine part of the content of your own study programme.

This elective component consists of a menu of electives and minors. In consultation with your main subject teacher and your tutor, you can choose a number of electives or a minor. The chosen course(s) must represent at least the total number of credits required, as specified in the relevant curriculum overview. Students who choose a minor continue to follow that course in the fourth year. (Further information about the minors is provided below.)

Students at the Royal Conservatoire are also able to follow elective courses ('minors') at Codarts in Rotterdam and at Leiden University. Further information about all electives and minors and details of how to register for the courses can be found in the annual Bachelor Electives and Minors Handbook. For more information about minors at Leiden University, see section J1 in this study guide.

You will find the Bachelor Electives and Minors Handbook for the 2021/22 academic year at koncon.nl/electives.

F.5.1 The minor as part of the elective options

A minor is an independent study programme that can be chosen in addition to the main study. The total course load of a minor (contact time and self-study) is usually 18 ECTS (6 ECTS per year) and it usually takes three years. Students who pass a complete three-year minor in addition to their main study receive a certificate. Students who complete a minor in the fourth year are automatically granted an exemption from External Activities - Career Development Office (CDO) (see F.5.4), a compulsory component of the fourth-year curriculum.

For some minors, there is an entrance exam. The following minors will be offered in the 2021/22 academic year:

Minors without an entrance exam:

- Minor Education
- Minor Education for Creative Artists
- Minor Voice Basic
- Minor Sonology

Minors with an entrance exam:

- Minor Academic Music Studies (30 ECTS)
- Minor ArtScience (30 ECTS)
- Minor Chamber Music
- Minor Choral Conducting
- Minor Orchestral Conducting (30 ECTS)
- Minor Wind Band Conducting (30 ECTS)
- Minor Collaborative Music Creation
- Minor Composition
- Minor Music Theory
- Minor Classical Music
- Minor Early Music
- Minor Early Music - Related Instrument
- Minor Jazz
- Minor Jazz - Second Instrument
- Minor Voice
- Minor Voice Classical Music
- Minor Voice Early Music

Further information about all the minors can be found at koncon.nl/electives. The Minor Education and the instrumental minors are briefly described below.

F.5.2 The instrumental minors

Students who choose an instrumental minor must sit an entrance exam. There are five options, all with an instrumental and a theoretical component:

- Minor Classical Music
- Minor Early Music
- Minor Jazz
- Minor Early Music - Related Instrument
- Minor Jazz - Second Instrument

The contact time in the minor is not deducted from the one-on-one instruction in the main subject. Students are also only allowed to follow one minor at a time. Students who are considering following one of these minors should consult the teacher of their main subject and the head of the relevant department in good time.

F.5.3 Minor Education

A number of educational courses in didactic skills in the compulsory part of the curriculum have recently been revised. These courses are intended to provide an introduction

to aspects of teaching that students might be confronted with in their future professional career.

Students who wish to improve their teaching skills can follow the new Minor Education from the second semester of Bachelor III. Bachelor's students who successfully complete the course are awarded a certificate.

The objective of the Minor Education is to provide students with the skills needed to teach independently in a private practice or in a music school, a cultural institution or elsewhere. The subjects covered relate to the practical aspects of teaching.

F.5.4 The Career Development Office (CDO) and your external activities

In the course External Activities – Career Development Office (CDO) you earn study credits for professional activities outside the Conservatoire. You can organise the activities yourself, but also with the help of the Career Development Office (CDO), a key contact point within the Conservatoire for students who wish to take part in concerts and other activities outside the school. The CDO's External Bookings Office can help to arrange activities such as participating in master classes or ensemble projects, organising concerts or festivals and recording a CD, but also in finding work and internships and arranging venues for concerts outside the Conservatoire.

Students can choose External Activities – Career Development Office as an elective in the second and third years of the Bachelor's programme (for a minimum of 2 and a maximum of 4 ECTS per year - see the Bachelor Electives and Minors Handbook at koncon.nl/electives). In the fourth year, the course is a compulsory component of the curriculum (for a minimum of 6 ECTS) for students who are not completing a minor. For more information about External Activities – CDO, see the course description in the Curriculum Handbook.

Career Development Office (CDO)

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F.6 Study progress and reflection

Various methods are used during the course to help the students become more independent and to counsel them when they face important choices or need to reflect.

F.6.1 Personal contact between student and teacher

The individual lessons are an important feature of the transfer of knowledge from teacher to student in music education. Students will often consciously choose a particular teacher for their main subject. The one-to-one contact also provides the student with a guarantee of personal supervision. Students who wish to change teachers during their studies should contact the head of their department.

F.6.2 Tutors

Students are assigned a tutor at the start of the first year of the course and will continue to have a tutor for the first three years of the Bachelor's programme (for four years in Art of Sound) under the Tutoring component of the curriculum. The tutor's role is to help the students to reflect on their studies and to monitor their progress. They do this in two ways:

- By assigning projects or activities that you choose from the 'tutoring toolbox' in consultation with your tutor. The toolbox covers four stages of the learning process (foundation, intention, attention and reflection) and help students to develop their study skills.
- By holding discussions with students, individually or in small groups. During these meetings, the tutor can help to resolve problems students are encountering in their studies by clarifying the factors they need to consider and the choices and dilemmas they face and by encouraging them to take appropriate action themselves. Students can approach their tutor of their own accord, but twice a year – in November/December and in March/April – the tutor personally arranges meetings with their students to discuss the progress they are making with their studies on the basis of the activities they have chosen from the tutoring toolbox and the Study Progress Overview. Students will find the name of their tutor in the lecture timetable. Group meetings are organised at the beginning of the academic year (during Start-Up!) to give the tutors an opportunity to get to know the students assigned to them. Consultations with the tutor are confidential.

The **tutoring toolbox** is an instrument we use to encourage students to reflect on their progress with their studies. It contains information and assignments designed to improve your study skills, divided into four categories:

1. Foundation (e.g. motivation, health & well-being)
2. Intention (e.g. identifying goals and planning)
3. Attention (e.g. focus while studying)
4. Reflection (e.g. gathering feedback, reflection)

Every year, in consultation with their tutor students select at least one activity or theme in each category to work on for that year. In this way, they gradually acquire more insight into their habits and their strengths and weaknesses. Self-reflection is not only helpful during the Bachelor's programme, but is also preparation for following a Master's programme at the Conservatoire, since the capacity for self-reflection is an important criterion for the Master Project / Study Plan that students have to write when enrolling for a Master's study.

For further information about tutoring, please contact Yvonne Smeets at y.smeets@koncon.nl. See also the course description in the Curriculum Handbook.

III. Admission, presentations and assessment

F.7 The Education and Examination Regulations of the Royal Conservatoire

The rules governing exams are laid down in the Education and Examination Regulations of the Royal Conservatoire. The regulations are revised every year in consultation with the Study Programme Committee, the Exam Committee, the directorate and all of the departments.

The full text of the Education and Examination Regulations of the Royal Conservatoire can be found in chapter L of this study guide, on the website at koncon.nl/en/oer and at portal.koncon.nl.

The following sections briefly describe the main rules relating to exams.

F.8 The admissions procedure

To be admitted to the Royal Conservatoire, students must pass an entrance exam and must have completed secondary education (HAVO, VWO or a diploma for an MBO course lasting at least three years) or possess a diploma of at least an equivalent level.

Candidates are examined on at least four aspects in the entrance exam:

- musical ability and aptitude
- knowledge of elementary music theory and aural skills
- motivation/attitude and development potential
- proficiency in English (except for the Bachelor of Music in Education)

The admission criteria are different for each discipline.

Further information about admission procedures and criteria can be found on the Programmes pages on the website and at [koncon.nl/en/apply](https://portal.koncon.nl/en/apply).

F.9 The propaedeutic exam

The propaedeutic phase concludes with the propaedeutic exam. This exam covers all of the subjects in the first-year curriculum, not just the main subject, and contains 60 ECTS. Students who have obtained at least 50 ECTS in their first year advance to the main phase, but are still required to earn the outstanding study credits from the propaedeutic phase.

F.10 Presentations

Bachelor III: At the end of the third year, students in the Classical Music, Early Music, Jazz, Vocal Studies and Conducting departments have to give a public presentation in preparation for the Bachelor's exam. Further information about the requirements for this presentation can be found in the course description of the main subject in the Curriculum Handbook on the Programmes pages on the website.

Bachelor IV: To give their Bachelor's final presentation, students must have successfully completed every course in their curriculum. Students who have, in addition to the main subject, followed a minor related to their main subject may be allowed to complete the main subject and the minor with a single 'dual' programme. This programme must be approved

in advance by the heads of the relevant departments. Further information about the requirements for the final presentation can be found in the course description of the main subject. See the Curriculum Handbook on the Programmes pages on the website. The Bachelor of Music in Education, Composition, Sonology and Art of Sound programmes all have their own forms of conclusion of the main phase.

As part of their final presentation of the Bachelor's programme, students are required to write programme notes for their concert. This element, which will also be assessed during the final presentation, is treated as a separate course in the curriculum. Further information can be found in the course descriptions Extended Programme Notes Final Presentation (Classical Music), Writing Programme Notes and Sleeve Notes (Early Music) and Production Final Presentation (Jazz) in the Curriculum Handbooks for the respective programmes on the Programmes pages on the website and at portal.koncon.nl.

Students who wish to study for a Master's immediately after completing their Bachelor's programme must submit a Master Project / Study Plan before 1 March in the fourth year. They must also demonstrate a high level of artistic and instrumental/vocal quality during the final presentation.

F.11 Final Presentation (Bachelor)

Article 21.6 of the Education and Examination Regulations lays down the rules on re-sits of exams and final presentations. Students who have not successfully completed all of the elements of the study programme and obtained the minimum number of credits required will not be awarded a Bachelor's or Master's degree. This rule applies for all subjects in the relevant curriculum. It is also important to remain abreast of the current entrance requirements. For example, in some years students cannot follow certain subjects if they did not pass in those subjects in the preceding year.

The entrance requirements for the main subject are more stringent in the fourth year: students must have passed all the subjects in the first- and second-year curriculum before they will be allowed to start studying the main subject in the fourth year. Students who fail to meet this entrance requirement will not receive any lessons in the main subject until they have passed those subjects. See also the course descriptions in the Curriculum Handbooks on the Programmes pages on the website.

F.12 Exemptions

Students who have already followed at least part of a Bachelor's programme elsewhere can apply to the head of the department for an exemption for courses completed elsewhere. For theory subjects, we will first test the extent of your knowledge of theory to determine whether you can be granted an exemption for the music theory subjects.

A request for an exemption must be signed by the head of your department or other relevant head/coordinator and approved by the Exam Committee. To request an exemption, you should submit an application form to the Exam Committee. The form can be downloaded at portal.koncon.nl.

Note: there are strict deadlines for submitting forms.

The complete procedure for requesting exemptions is laid down in chapter G of the Education and Examination Regulations.



DANCE





G. The Bachelor of Dance programme

The Dance programme at the Royal Conservatoire trains talented dancers as creative and independent artists who have mastered the techniques of academic ballet and modern dance and combine an open mind with musicality, craftsmanship, passion and ambition. The worldwide dance profession is constantly evolving and calls for self-assured dancers with a broad training, who practise their craft with dedication and discipline.

Our students train full-time in classical ballet, pointe technique for women, jump technique for men, physical training, modern dance and improvisation. It is also important for them to have a thorough grounding in the styles and visions of leading choreographers (knowledge of the repertoire) and to learn to collaborate actively with répétiteurs and choreographers. The contribution of ideas, reflection and co-creation are all inseparable components of the work process, which is based on a strong foundation of academic dance.

The Netherlands owes its prominent position in the dance world to the world-famous dancers, choreographers and designers the country has produced. Thanks to the programme's close association with celebrated figures such as Jiří Kylián, Nils Christie, Hans van Manen and others, the curriculum combines mastery of the technique of academic ballet with repertoire of the 'Dutch School', which is famous for its unique idiom in terms of movement and musicality, and of Nederlands Dans Theater (NDT). This combination enhances the programme's international appeal.

The annual Young Talent Project, a joint production with NDT, is an established feature of the programme. It introduces our students to the methods of NDT, where, under the guidance of répétiteurs and dancers, students study a wide range of pieces from NDT's repertoire, as well as new works and solos created under the supervision of choreographers. This partnership offers dancers a wonderful opportunity to take major steps towards a professional career and is intensified

because of the move to Amare, the complex where NDT, the Royal Conservatoire, the Residentie Orkest and the Dance and Music Centre The Hague are housed under the same roof.

Information about the Dance programme is available in the Dance Study Guide and Curriculum Handbook, which can be found at koncon.nl/dance-department.

Royal Conservatoire Dance

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Auditions coordinator: Sacha Steenks
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H. The Master's programmes

I. Introduction

The Royal Conservatoire's ambition is to train students who can play a prominent role in their profession, nationally and internationally. In the Master's programmes, students further develop their personal musical vision and their ambition on the way to becoming an enterprising musician with artistic awareness and the ability to reflect on and communicate about their work. In addition to classes dedicated to your artistic development, the programmes contain a range of subjects relating to research and professional integration. Students have the opportunity to participate in productions inside and outside the Royal Conservatoire and carry out their own projects.

The Royal Conservatoire offers three Master's programmes with a wide range of disciplines and specialisations: the Master of Music, the Master of Sonology and the Master in Opera (Dutch National Opera Academy). The Master of Music and the Master of Sonology embrace the following disciplines and specialisations:

- Classical Music + instrument (including the specialisations Orchestra Master, Ensemble Academy, Ensemble Percussion, Chamber Music and Complementary Subject)
- European Chamber Music Master (ECMAster)
- Jazz + instrument/vocals (including the specialisation Complementary Subject)
- Early Music + instrument (including the specialisation Complementary Subject)
- Organ (including the specialisation Complementary Subject)
- European Master of Early Music (EMEM)
- Vocal Studies:
 - Classical Music
 - Early Music
 - Ensemble Singing
- Conducting:
 - Choral Conducting

- Wind Band Conducting
- National Master Orchestral Conducting
- Theory of Music
- Composition
- Instrumental and Vocal Learning & Teaching
- Music Education according to the Kodály Concept
- ArtScience
- Art of Sound
- New Audiences and Innovative Practice
- Sonology
- Audio Communication & Sonology

Further information about the programmes, disciplines, Master specialisations and the various curricula can be found on the website at koncon.nl/en/programmes

II. Structure of the Master of Music

The information in this chapter relates mainly to the Master of Music. Further information about the Master of Sonology and the Dutch National Opera Academy can be found on our website.

A Master's programme at the Royal Conservatoire is a two-year course. The total annual course load is 60 ECTS, but can be higher depending on your personal choices and participation in projects or your own productions.

The educational philosophy of the Master of Music programme at the Royal Conservatoire is dedicated to developing your individual artistic vision, personal growth, inquisitive and entrepreneurial attitude and independence, and your instrumental and technical skills to a high standard. We want our alumni to be excellent performers and composers, but also professionals who can reflect on their role in society and navigate the complex realities of today's music profession. To guide your development, the curriculum is designed in three domains:

- artistic development
- research
- professional integration

The programme is aimed at helping you to find your place in the professional practice. Therefore, you are constantly encouraged to make your own choices and develop and carry out your

own ideas and plans. We challenge you to connect all three domains in a way that is meaningful and relevant to you, so that you can find your 'niche' and prepare yourself for the professional practice after you have finished your studies. To support you, you will receive intensive guidance from your research supervisor, professional integration coach, main subject teacher and Master Circle leader.

H.1 Master Project

The main goal of the Master of Music programme is to develop and complete a Master Project of your own that integrates the three domains. Examples of such a Master Project could be:

- Organising your own external performance, event, festival, concert series or tour for which you have researched the repertoire to be presented during these events and which ideally has a connection to your final Master's recital or can even take the place of your final recital.
- Working together with a Master of Composition student to create your own new repertoire, researching the creative process and presenting the composition at the end of your studies.
- Designing a new interdisciplinary artwork/performance in association with partners from the Royal Academy of Art and/or the Royal Conservatoire, for example in the field of visual art, art science, dance or sonology.
- Developing an edition of repertoire that you will present at your final recital or a method book that you will use in your teaching practice.

This is just a non-exhaustive list of examples, as there are many possibilities you can explore.

H.1.1 Artistic Development

There are two aspects to the guidance students are offered in support of their artistic development in the Master of Music:

- Personal tuition by the teachers of your main subject: Master's students are allocated a fixed number of minutes of one-to-one contact with their teachers. In consultation with the head of the department, the allotted time can be used as you see fit for tuition in your main subject. The allotted time can be divided among one or more teachers of your choice and varies from one department to another (see the Curriculum Handbooks on the Programmes pages at koncon.nl).

- Instruction by a coach pianist, ensemble coaching, group lessons, combo lessons, ensemble classes, orchestral projects, Big Band projects or composition projects.

For any questions you may have regarding your artistic development, you should contact the head of your department.

H.1.2 Research

H.1.2.1 Introduction

We attach great importance to your development as an independent musician who is able to survive in the constantly evolving music profession. During the Master's programme, you will therefore also conduct research into a subject of particular interest to you. The topic may be directly connected with your instrument/main subject (for example a study relating to improvisation, interpretation, the history of particular repertoire or producing your own instrument), but can also be more didactic or theoretical in nature. In addition to their relevance for your own artistic and intellectual development, the results of your research also provide inspiration for your peers. See chapter I for more information about the research element of the Master's programme.

The criteria for the assessment of research at the Royal Conservatoire are based on international standards and encompass aspects such as the relevance of the research, its structure and content, and the argumentation, documentation and presentation. You can find more information in the assessment criteria rubrics in the Curriculum Handbook and in the Master of Music Handbook.

H.1.2.2 Structure and content

Every student of Classical Music, Early Music, Organ, Jazz, Vocal Studies, Composition, Conducting, Art of Sound, New Audiences and Innovative Practice (NAIP), European Chamber Music Master (ECMAster), European Master of Early Music (EMEM), Theory of Music and the Music Education according to the Kodály Concept follows the research programme described below. Students of the National Master in Orchestral Conducting (NMO) and Instrumental and Vocal Learning & Teaching only follow certain parts of the programme. More information about the curricula of these departments and disciplines can be found at koncon.nl/programmes.

At the beginning of the first year of the Master's programme you will formulate a research question and commence your research. You will be assigned a personal research supervisor, with whom you will be able to work for a total of 15 hours. You will choose the appropriate research method in consultation with your study supervisors (the Head of Master Research, the leader of your Master Circle, your research supervisor and the teacher of your main subject). At various times during the year, you will be required to submit and/or give a presentation on a specific part of your research, in English. More information about the deadlines can be found in the Master of Music Handbook.

In addition to personal supervision, we organise a number of courses and other activities to help you to plan and carry out your research:

- **Introduction to Research in the Arts**

During the first semester of the first year of the course you will attend a series of lectures (in English) on the subject of conducting (artistic) research. The course includes a workshop on the use of the Research Catalogue.

- **Master Circles and research areas**

Meetings of Master Circles are held every month throughout the Master's programme. The Master Circles are organised by research area and are led by an expert in the specific domain. The circles also encourage 'peer-to-peer learning' with other students in the first and second year. The participants share their experiences and discuss solutions for problems they are encountering in their research. There is also room for discussion and to practice giving a presentation. Guest lecturers, speakers from the profession and/or alumni are also occasionally invited to address meetings.

The nine research areas are:

1. Art of Interpretation: historically/contextually informed performance practice
2. Instruments & Techniques: instrumental design/ techniques/acoustics
3. Music in Public Space: diversity/interculturality/ social engagement
4. Creative Practice: improvisation/composition/ experimental practice
5. Beyond Discipline: multi-inter-transdisciplinarity/ collaborative practice
6. Musical Training, Performance & Cognition
7. Aesthetics & Cultural Discourse

- 8. Educational Settings
- 9. Music Theory & Aural Skills

- **Master elective**

In the first semester of the first year of your course you will enrol via OSIRIS for an elective, which will be given in the second semester of that year. Electives are clustered according to research area. The elective you choose should preferably support and deepen your research. The Master electives cover subjects such as a review of the leading literature in your main subject and the use of various research methods. The range of electives also includes subjects in other disciplines, such as New Audiences and Innovative Practice (NAIP) and Instrumental and Vocal Learning & Teaching, as well as courses at Leiden University's Academy of Creative and Performing Arts (ACPA) (see chapter J).

H.1.2.3 The Research Catalogue

During the Master's programme you will use the Royal Conservatoire's online Research portal to find documentation and for presentations relating to your research project. The portal uses the Research Catalogue, an international database of artistic research (see: researchcatalogue.net), where you will find materials in various media, including audio files, images, videos, texts, slideshows and PDFs, which can be combined to produce an exhibit. Every year the best research projects are published in the Research Catalogue: koncon.nl/en/research/researchresults.

H.1.2.4 Collaboration between the Royal Conservatoire and Leiden University

Master students at the Royal Conservatoire have a unique opportunity to combine their artistic studies with academic subjects at a high level. Many of the subjects that are taught at Leiden University are open to you. More information about the range of available courses can be found in chapter J of this study guide.

H.1.2.5 Research Prize

Every year a prize of € 500 is awarded to the student who has presented the best research project. The winning projects are also used as models for future students.

If you have any questions about research in the Master of Music, contact the Master Research Team.

H.1.2.6 Contact details Master Research Team

There is further information about the research component of the Master of Music in the Master of Music Handbook, which can be found at portal.koncon.nl and at koncon.nl.

Master Research Team

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Casper Schipper
Research Catalogue support
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H.1.3 Professional Integration

An important question facing students is how to promote their practice in a professional environment and incorporate developments in the profession in their own practice? You will be given the opportunity to develop your own Professional Integration Activities and carry them out, under supervision, during the course. This component applies for the disciplines Classical Music (including the related specialisations), Vocal Studies, Early Music, European Master of Early Music (EMEM), Organ, Jazz, Conducting, Art of Sound, European Chamber Music Master (ECMAster) and New Audiences and Innovative Practice (NAIP). Alternative forms of professional integration are offered for students in the other disciplines.

In this model, professional integration in the Master's programme contains the following elements:

- **'Introduction to Project Management'**
During the first semester you will attend a number of intensive sessions in which you will be taught skills and principles of project management. By the end of the course you will have produced a project plan, which you will carry out during the rest of your Master's programme.
- **'Professional Integration Trajectory'**
You will receive coaching from professionals, individually

or in small groups, to help you flesh out and implement your own Professional Integration Activities.

- **CDO credits**

Besides developing your own Professional Integration Activities, we ask you to engage in different ways to the field of professional work by doing external activities. The Master's curriculum offers the possibility to earn additional credits for professional activities outside the Royal Conservatoire, such as rehearsing with a professional orchestra or ensemble, working for a festival or multimedia production, or putting on your own projects or productions. Naturally, the number of hours devoted to practical work each week and by each student will vary. These activities cannot be part of your Professional Integration Activities. The Career Development Office (CDO) can help you to find activities outside the Royal Conservatoire. The CDO keeps records of the credits you earn.

Professional Integration Team

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Isa Goldschmeding
Coordinator Professional Integration
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Dominy Clements
Career Development Office
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III. Admissions, presentations and assessment

H.2 The admissions procedure

A Master's programme at the Royal Conservatoire is a specialised advanced degree programme. You have to meet the following requirements to be admitted to a Master's programme.

Requirements for students progressing from a Bachelor programme at the Royal Conservatoire:

- You must have submitted a realistic study plan, referred to as the Master Project / Study Plan.

- You must have displayed a high level of artistic and instrumental/vocal ability during your Bachelor's final presentation.

Requirements for students from outside the Royal Conservatoire:

- Prospective students from outside the Royal Conservatoire will have an intake interview, in which they must give a convincing (online) performance and demonstrate their understanding of and motivation for the chosen programme and the components of the curriculum. They must also show that they are aware of the study load during the coming two years and are willing to devote sufficient time to their studies. These students must also submit a Master Project / Study Plan.

More information about the admissions procedure can be found at koncon.nl/en/application-process.

H.3 Interim presentations

The curriculum includes the following interim presentations during the course:

- A public presentation designed to demonstrate the progress you have made in terms of artistic development. Where applicable, this recital should be connected with your Master Project, for example in the choice of repertoire or form of presentation;
- A test in performing orchestral parts (only for students of orchestral instruments);
- Evaluations and trial presentations of your Master Project/ research in the Master Circles and via the Research Catalogue. The leader of your Master Circle performs an interim assessment of your Master Project/research at the end of the first year.

H.4 Final presentations

The Master of Music concludes with:

- A public final presentation (in English) of your research during the annual Master Research Symposium in the spring, with the help of the Research Catalogue and a live performance and/or audio and video fragments, for the Exam Committee and members of the public;
- The writing of a self-reflective report on the process and results of your Professional Integration Activities;

- A public presentation on your main subject at the end of the year, at which we recommend that you also present (part of) your Master Project in a form of your own choice.

Further information about all the compulsory subjects in the curriculum can be found in the Curriculum Handbook for your discipline and in the Master of Music Handbook, which can be found at koncon.nl.

H.5 The Education and Examination Regulations of the Royal Conservatoire

The rules governing exams are laid down in the Education and Examination Regulations of the Royal Conservatoire. The regulations are revised every year in consultation with the Study Programme Committee, the Exam Committee, the directorate and all of the departments.

The full text of the Education and Examination Regulations of the Royal Conservatoire can be found in chapter L of this study guide, on the website at koncon.nl/oer and at portal.koncon.nl.



A photograph of a wooden xylophone with mallets and glasses resting on it. The word "Focus" is overlaid in a large, white, sans-serif font. The background is a close-up of the xylophone's wooden bars, which are arranged in a descending staircase pattern. Several mallets with red heads and light-colored wooden shafts are lying across the bars. A pair of round, black-rimmed glasses is also resting on the xylophone. The lighting is warm and focused on the instruments, creating a sense of concentration and precision.

Focus



I. Research at the Royal Conservatoire

I.1 Research at the Royal Conservatoire: mission and vision

Conducting research is essential for gaining a better understanding of your artistic practice and thereby constantly improving. Research is therefore one of the pillars of the Royal Conservatoire's curriculum, in addition to education and production. Because we feel it is important that artistic practice is central to the research, we refer to it as artistic research. This form of research yields knowledge that cannot be captured in text alone, but can also be expressed in a composition or a performance.

Our vision of research is encapsulated in four points:

1. **Artistic identity**

Conducting research arises from curiosity and is therefore an important tool for creating awareness of your personal motivation, intuition and implicit knowledge. By deepening your knowledge and acquiring expertise, you give direction to the process of creating a strong artistic identity.

2. **Practical development**

Conducting research creates a platform that enables you to critically review and evaluate existing practices. Where research is conducted, there is room for experiment and for taking risks.

3. **Cooperation**

Research promotes collaboration between students and their teachers and between students themselves. Research encourages a dialogue between departments, making us aware of our relationship to others. This dialogue can lead to joint projects and a shared research agenda.

4. **Development of the Conservatoire**

Research can keep us in touch with the history of the Royal Conservatoire as an institute and the knowledge it embodies. Students can build on that history to make the connection with the issues facing society today in their research. The research carried out at the Royal Conservatoire enables it to make its mark in a changing world.

I.2 Research at the Royal Conservatoire: embodiment in the education

We are convinced that conducting research is very important, both for students and for staff members. Accordingly, the Bachelor's and Master's curricula both contain a substantial research component, while teachers are also encouraged to engage in research projects.

Students in the **Bachelor's programme** learn the research skills that they will need later in their career as a musician. These skills include the ability to reflect critically on their own work and the work of others, to review articles rigorously, to write papers and to present their research to an audience. Further information about research in the Bachelor's programme can be found in chapter F.

Research occupies a prominent position in the **Master's programme**. For two years you will carry out research in your own area of interest, as a part of your Master Project. The students present the results of their research every year during a symposium. Further information about research in the Master's programme can be found in chapter H.

Students who to continue their research after completing the Master's programme can enrol for a **doctoral programme** geared to their artistic practice. The Royal Conservatoire's doctoral programme is offered in association with the Academy of Creative and Performing Arts (ACPA) at Leiden University and the docARTES programme. You can read more about the possibilities of studying for a PhD in the arts in section J.4 of this study guide.

I.3 Lectorate

A research group has been formed to strengthen the role of research in the Royal Conservatoire. It is chaired by the lector, Paul Craenen, who pulls together the research conducted in the Bachelor's, Master's and doctoral programmes, supervises research projects carried out by teachers and organises events relating to research. The purpose of the lectorate is to create a lively research culture within the Royal Conservatoire and to promote an inquisitive attitude among both students and teachers.

Paul Craenen's lectorate is devoted to the theme of **Music, Education & Society** and focuses on the role of music and music education in a changing society. How can a programme of professional music education prepare students for a constantly evolving musical culture? What cultural developments are essential to incorporate in music programmes? What are the values and the added value of musical traditions, niches and specialisations in a globalising world? How can the creators of music contribute to collaboration and integrity and help to provide answers for the complex issues of our time?

I.4 Research group and Master's programme for teachers

Research is not only an important aspect of the training of the musicians of the future, but can also enhance the professional practice of teachers at the Royal Conservatoire. The Conservatoire therefore encourages its teachers to engage in research.

Every year the lectorate issues a Call for Proposals from teachers with ideas for research. The selected projects ideally have a direct connection with the theme of the lectorate and/or promote collaboration within the Royal Conservatoire or with other institutions.

Teachers who do not yet have a Master's degree are offered the possibility of following a two-year Master's programme in which research is a key element. Teachers are also encouraged to study for a PhD, for example through the docARTES doctoral programme.

Research results: The Research Catalogue

The results of research conducted at the Royal Conservatoire are archived and disseminated through an international platform for artistic research: the Research Catalogue. This online multimedia database is a platform on which research can be presented and enhanced with visual and audio fragments. This tool reflects our vision of artistic research, which assigns equal value to artistic and written material. The Research Catalogue is used for all Master's research projects and for research by teachers. More information about the use of the Research Catalogue in the Master's programme can be found in chapter H.

The best research projects by teachers and students are published on the Royal Conservatoire's website at koncon.nl/en/research.

Teachers and students are regularly invited to present their research at conferences and symposia in the Netherlands and abroad, thus extending the reach of our research beyond the walls of the institution.

I.5 A PhD in the arts

On completion of the Master's programme, you can continue your artistic research in the doctoral programme at Leiden University. See section J.4 for more information about doctoral programmes at Leiden University.





J.

Collaboration with Leiden University

Since 2001, the University of the Arts The Hague and Leiden University have formed a partnership in the field of education and artistic research. The collaboration is embodied in the Academy of Creative and Performing Arts (ACPA), which is part of Leiden University's Faculty of Humanities.

J.1 Academic electives via ACPA

If you are looking for a further challenge in addition to your Bachelor's or Master's studies at the Royal Conservatoire, the ACPA electives might be something for you. Courses such as Music Cognition, Music x Technology and Values in Music are some of the academic electives offered at Leiden University in association with the Royal Conservatoire. For a complete list of the academic electives, see Leiden University's study guide at studiegids.leidenuniv.nl/s/0993.

Students at the Royal Conservatoire can also follow other electives and minors at Leiden University through the ACPA. There are more than 1,300 electives offered by the various faculties of Leiden University to choose from. Bachelor students can also choose a Minor Academic Music Studies, which has a curriculum that includes three ACPA courses. For the complete list of academic electives, go to Leiden University's study guide at studiegids.leidenuniv.nl and type 'elective' in the search bar.

On successful completion of an academic elective, your results will be entered in OSIRIS and, on request, you will receive a certificate with the study results from ACPA.

To enrol for electives, you should contact Rogier Schneemann, the ACPA's Education Coordinator (see chapter K for contact details). To follow an elective course, you must have completed the propaedeutic phase of the Bachelor's programme or have a secondary school diploma at pre-university (VWO) level.

J.2 Practicum Musicae (PM)

If you are caught in two minds about following a programme at the Conservatoire or an academic programme, the Practicum Musicae might be an option.

Practicum Musicae is a programme for students of Leiden University with musical aspirations. The programme allows students to follow all of their elective subjects at the Royal Conservatoire and so broaden their academic education with training in music.

Students in the Practicum Musicae receive 50 minutes of lessons in their main subject every week, as well as 100 minutes of lessons in Elementary Music Theory and 25 minutes of lessons in ensemble playing every fortnight. Every year the programme organises a number of concerts at the Royal Conservatoire and in Leiden which will afford an opportunity to gain stage experience. The regular Practicum Musicae programme takes three years, but the course can also be followed for one or two years. You will receive a certificate on successful completion of the course.

Students wishing to join the programme must do a theory test and an audition to demonstrate that they will be able to attain the level required for admission to the Bachelor's programme after three years.

PRE-Class

If you are in group 5 or 6 of pre-university secondary education (VWO) and would like to learn more about Practicum Musicae, you can sign up for the Practicum Musicae PRE-Class, a course of eight lessons that provide an introduction to Practicum Musicae, the Royal Conservatoire and Leiden University.

For more information and to register for the PM PRE-Class, contact the Practicum Musicae Coordinator, Caroline Cartens, at pm@koncon.nl.

J.3 Honours Programmes / Music Honours College for students at Leiden University

The ACPA and the HumanitiesLab of Leiden University's Faculty of Humanities offer Honours Programmes in music:

- **Music Honours College**

The programme consists of:

- Elementary Music Theory, at the Royal Conservatoire
- 2 ACPA electives

- 1 honours class
- The Capstone programme
- **Practicum Musicae Honours College**

This programme consists of:

- 2 years of the Practicum Musicae programme
- 1 honours class
- The Capstone programme

You will find more information on the website universiteitleiden.nl/en/humanities/academy-of-creative-and-performing-arts, or contact the coordinator of the Music Honours College, Caroline Cartens at pm@koncon.nl.

J.4 Research in the arts at the ACPA

After completing your Master's, in which the final presentation of your artistic research plays an important part, you can continue your research by following a doctoral programme at Leiden University. By studying for a PhD, you will add an academic dimension to your musical practice through reflection and theoretical underpinning as you analyse your professional activities both academically and artistically. The aim of the programme is to provide you with knowledge that broadens and deepens your professional career.

At ACPA you can follow a doctoral course, normally through the docARTES programme, which is offered jointly by the universities of Leiden and Louvain, the conservatories of The Hague, Amsterdam and Antwerp, the Lemmens Institute in Louvain and the Orpheus Institute in Ghent. The docARTES programme begins with a two-year doctoral course, in which PhD candidates improve their research skills, academic knowledge and methods. They then continue their research individually for a few more years. Every PhD candidate is advised by a team of supervisors throughout the programme. The PhD graduation ceremony is held in Leiden and consists of a public defence and an artistic presentation. More information about the programme, enrolment and admission can be found at docartes.be. More information about doctoral programmes in the arts at Leiden University can be found at universiteitleiden.nl/en/humanities/academy-of-creative-and-performing-arts/research. You can also use this link to find earlier research projects.

SOUND





K. Contact details for each department

Go to portal.koncon.nl for a recent overview of contact details and room numbers.

K.1 Directorate

Principal: Henk van der Meulen
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Vice-principal education: Martin Prchal
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Vice-principal facilities and resources:
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K.2 Secretariat

Annelique Offers
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Nazima Rodjan
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K.3 Management staff

Principal of School for Young Talent: Jan van Bilsen
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Director of Dance department: Jan Linkens
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Assistant Director of Dance department: Catharina Boon
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Personnel & Organisation: vacancy

Finance and Control: Gerard Zanoni
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IT/System Administration: Dik van Rhijn
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Head of Quality Culture:
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Head of Education Service Centre:
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Head of Marketing and Communication: Mark Borneman
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Education Policy Officer: Marijn Abbink
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Staff member Curriculum development:
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Secretary to Consultative Bodies:
Mirjam van den Broek
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Secretary to Consultative Bodies:
Sjoerd Roodenburg
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K.4 Departments

K.4.1 Classical Music department (including Conducting)

Head of department: Marlon Titre
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Coordinator: Else van Ommen
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Project manager: Daniele Zamboni
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Project manager: Blanca Sánchez
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Coordinator Wind Band conducting
and National Master Orchestral
Conducting: Jaïke Bakker
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K.4.2 Vocal Studies Department and Choral conducting

Head of department: Monica Damen
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Education coordinator: Ruth Fraser
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Coordinator Choral Conducting:
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K.4.3 Early Music department (including Organ)

Head of department:
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Education coordinator and project
manager: Brigitte Rebel
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K.4.4 Jazz department

Head of department: Susanne Abbuehl
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Education coordinator a.i.:
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K.4.5 Theory of Music department

Head of department: Suzanne Konings
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Education coordinator: Jasper Grijpink
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K.4.6 Composition department

Head of department: Martijn Padding
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K.4.7 Institute of Sonology

Head of department: Kees Tazelaar
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Education coordinator: Erika Bordon
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K.4.8 Art of Sound department

Head of department: Paul Jeukendrup
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Project coordinator: Lilita Dunska
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Education coordinator: Ernst Coutinho
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K.4.9 Royal Conservatoire Dance

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Assistant director: Catharina Boon
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Auditions coordinator: Sacha Steenks
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Coordinator Royal Conservatoire Dance
Ensemble, Dance Intensives & Social
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K.4.10 Education Department

Head of department:
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Coordinator Music in Education
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Coordinator Educational Skills & Minor
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Coordinator Master Instrumental
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Music as a Subject (Muziek als Vak)
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K.5 Dutch National Opera Academy

Artistic director: Paul McNamara
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Production manager: Manfred Kokmeijer
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K.6 Master's specialisations

Orchestra Master and Percussion
Ensemble in association with Slagwerk
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Ensemble Academy: Caterina Bevegni
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K.7 Other disciplines

Master New Audiences and Innovative Practice: Renee Jonker
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Coordinator Master New Audiences and Innovative Practice: Isa Goldschmeding
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Master Instrumental and Vocal Learning & Teaching: Adri de Vugt
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Music Education (Muziek als Vak) and Master Music Education according to the Kodály concept: Suzanne Konings
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Theory of Music: Suzanne Konings
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K.8 Master Research Team

Head of Master Research: Kathryn Cok
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Master Research
Coordinator: Roos Leeftang
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Research Catalogue support:
Casper Schipper
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K.9 Lectorate

Lector 'Music, Education & Society': Paul Craenen
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Lectorate coordinator: Roos Leeftang
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K.10 Academy of Creative and Performing Arts (ACPA), Leiden University

Academic director: dr. E. Viskil

Institute Manager: R.H.M. van der Poel

Education coordinator:
Rogier Schneemann
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Coordinator – Practicum Musicae (PM), Music Honours College, PM PRE-Class:
Caroline Cartens
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K.11 Interfaculty School for Young Talent

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Director of Dance department: Jan Linkens
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Deputy director of Dance department: Catharina Boon
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Young KC: Annick van Gennip
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Coordinator Young KC: Anneke Keen
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Coordinator Visual Arts and Design: Zanne Zwart
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K.12 Interfaculty ArtScience

Head of department: Taconis Stolk
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Education coordinator: Marisa Manck
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L. Education and Examination Regulations

Royal Conservatoire

September 2021

Programmes

- Music and Dance (Bachelor of Music/Master of Music/ Bachelor of Dance)
- Education (Bachelor of Music in Education)
- National Opera Academy – DNOA (Master of Opera)
- Sonology (Master of Sonology)

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Due to the COVID-19 circumstances, our education programme and Education and Examination Regulations might differ from how these are described in the Curriculum Handbooks and in the regulations below. In the event of any regulatory changes regarding assessment, a 'Corona addendum' will be published.

A. General provisions

The Executive Board of the University of the Arts The Hague has resolved to adopt the following regulations concerning the content and structure of the education and the examinations for the Bachelor of Music, the Bachelor of Dance, the Bachelor of Music in Education, the Master of Music, the Master of Sonology and the Master of Opera. These regulations have been adopted in accordance with Article 7.13 of the Dutch Higher Education and Research Act (further referred to as the Higher Education and Research Act). These degree programmes are provided by the Faculty of Music and Dance of the University of the Arts The Hague, further referred to as the Royal Conservatoire. Pursuant to Article 7.14 of the Higher Education and Research Act, the Executive Board is also responsible for regularly evaluating and updating these regulations. *Where the Royal Conservatoire's Education and Examination Regulations diverge from the Education and Examination Regulations of the Master of Music in Opera (DNOA), the differences are set out in the addendum to that programme's Education and Examination Regulations.*

The rights and obligations of students in connection with these Education and Examination Regulations are laid down in the Student Charter of the University of the Arts The Hague, which can be found on the university's website at hogeschoolderkunsten.nl/en/students/student-charter.

Article 1: Definitions

The following definitions are used in these regulations:

Term	Definition
Committee of Examiners	for the purpose of preparing and/or implementing parts of examinations committees of examiners can be formed as referred to in article 7.12 of the WHW. Examiners are responsible for holding and assessing examinations, final assessments and other forms of tests. Committees of examiners are appointed by the Exam committee
CROHO	Central Register of Higher Education courses
Curriculum Handbook	Curriculum Handbook (forms part of the Study Guide) with learning outcomes, curriculum overviews and assessment criteria
Course year/academic year/university year	period from 1 September of any year up to 31 August of the subsequent year
Tests and part tests	any form of assessment (written, oral, assignments, reports) of an educational institute
Principal	the principal of the Royal Conservatoire
Final presentation	(public) presentation completing the practical and/or theory part of the course, the form this takes being based on the type of course (this applies to an exam under the terms of the Higher Education and Research Act, article 7.10, paragraph 1)
Examinations	the exam as referred to in article 7.10 paragraph 2 of the Higher Education and Research Act is completed once all educational elements have been completed satisfactorily
Examiner	a member of the committee of examiners, as referred to in article 7.12c of the Higher Education and Research Act
Exam Committee	the Exam Committee is the body that objectively determines whether students have complied with the conditions set by the education and examinations regulations regarding the knowledge, insight and skills that are necessary to obtain a degree. The members of the Exam committee are announced on the KC portal
IELTS and TOEFL	International English Language Testing System and Test of English as a Foreign Language
Institution	the University of the Arts The Hague
Institution's management	the Executive Board of the University of the Arts The Hague
EP NUFFIC	the expertise and service centre for internationalisation in Dutch education
Propaedeutic	the first phase of the programme as referred to in article 7.8 of the WHW
Post-propaedeutic	the part of the programme following on from the first phase
Student	the person enrolled at the University for the purpose of taking courses and/or the taking of tests and exams in accordance with the provisions of article 7.32 of the Higher Education and Research Act
Study credits	a study credit is the equivalent of 28 hours of study for an average student, in conformity with the agreements reached in Europe on the European Credit Transfer and Accumulation System (ECTS)
Student Charter	the Student Charter of the University of the Arts The Hague stipulates the rights and obligations of students and is obtainable via the website of the University
Course descriptions	Course Descriptions provide the content, entry requirements, goals and manner of tests per subject. They can be found in the Curriculum Handbooks and on the website.
Full time/part-time	Programmes as referred to in article 7.7 of the Higher Education and Research Act
WHW	The Higher Education and Research Act (abbreviated to WHW, from the Dutch, Bulletin of Acts, Orders and Decrees 1992, 593 and subsequent amendments), see wetten.overheid.nl/BWBR0005682/2018-06-01

Article 2: Parts of the programme, examinations, education units, examination elements and tests

Domain	Programme	Discipline (Studierichting)	Specialisation	Language of instruction
Music	Bachelor of Music (CROHO 34739)	Classical Music + instrument		EN
		Jazz + instrument/vocals		EN
		Early Music + instrument		EN
		Organ		EN
		Vocal Studies • Classical Music • Early Music		EN
		Conducting: • Choral Conducting • Wind Band/Fanfare/Brass Band Conducting		EN
		Theory of Music		EN
		Composition		EN
		Sonology		EN
		Art of Sound • Producing • Recording • Sound Reinforcement		EN
	Bachelor of Music in Education (CROHO 39112)	Music in Education		NL
	Master of Music (CROHO 44739)	Classical Music + instrument	Orchestra Master Ensemble Academy Ensemble Percussion Chamber Music Complementary Subject	EN
		European Chamber Music Master (ECMAster)		EN
		Jazz + instrument/vocals	Complementary Subject	EN
		Early Music + instrument	Complementary Subject	EN
		European Master of Early Music (EMEM)		EN
		Organ	Complementary Subject	EN
		Vocal Studies: • Classical Music • Early Music • Ensemble Singing		EN
		Conducting: • Choral Conducting • Wind Band/Fanfare/Brass Band Conducting • National Master Orchestral Conducting		EN

Table continues on the next page.

		Theory of Music		EN
		Composition		EN
		Instrumental and Vocal Learning & Teaching		EN
		Music Education according to the Kodály Concept		EN
		ArtScience		EN
		Art of Sound		EN
		New Audiences and Innovative Practice		EN
	Master of Sonology (CROHO 49104)	• Sonology • Audio Communication & Sonology		EN
	Master of Opera (CROHO 49105)	Dutch National Opera Academy		EN
Dance	Bachelor of Dance (CROHO 34798)	Academic theatre dance		EN

- 2.1 The Royal Conservatoire provides the above-mentioned full-time programmes in the Bachelor's-Master's structure. The structure of the programmes for the individual disciplines is described in the Study Guide, the Curriculum Handbooks and on the Royal Conservatoire's website. This Study Guide and the Curriculum Handbooks formally constitute part of these Education and Examination Regulations.
- 2.2 The Bachelor's programmes consist of a propaedeutic and a post-propaedeutic phase. Each phase concludes with an exam, on completion of which the Exam Committee decides whether the required study credits have been obtained for the relevant part of the course.
- 2.3 In accordance with Articles 6 and 7 of the regulations, the programmes consist of a coherent set of education units (courses/modules), internships and practical assignments.
- 2.4 Each educational unit, and where applicable its constituent parts, involves a test or other form of assessment.
- 2.5 Students who have successfully completed all the tests and the final presentation that make up the exam shall have passed the exam.

- 2.6 Each academic year is divided into two semesters:
- first semester: September to January
- second semester: February to June
- 2.7 In accordance with Article 7.15 of the Higher Education and Research Act, the institution provides information to students and prospective students about the institution, the educational programmes and the names of the programmes. This information is provided in a manner that enables students and prospective students to compare the courses offered and to form a sound judgement of the content and organisation of the education and the tests and examinations that have to be taken.
- 2.8 Evaluations of the programmes are organised by Quality Culture and are regularly updated in consultation with the relevant stakeholders within the Conservatoire as laid down in the policy document entitled 'Quality Culture 2020 and beyond'. Further information can be found on the Quality Culture page on koncon.nl.

Article 3: Study load and study credits

- 3.1 The study load of a programme is expressed in study credits (European Credits – ECTS). A study credit is equal to 28 hours of study for an average student.
- 3.2 The study load for the propaedeutic phase is 60 credits.
- 3.3 The minimum study load of a complete Bachelor's programme is 240 credits.
- 3.4 The minimum study load of a complete Master's programme is 120 credits.

B. Admission requirements

Article 4: Entrance examination for Bachelor's programmes

- 4.1 The criteria for admission via an entrance examination as referred to in Article 7.29 of the Higher Education and Research Act are set out in the section 'Entry Requirements' on the pages of the individual programmes on the Royal Conservatoire's website.

- 4.2 The requirements referred to in the first paragraph are met by passing an entrance examination set by the admissions committee on the basis of the entry requirements.

Article 5: Admission requirements for the Master of Music

Candidates wishing to enrol in the Master of Music must meet the following requirements:

- 5.1 Candidates must write a study plan, the Master Project Plan or Master Study Plan, and submit it to the committee of examiners before the start of the practical entrance examination. The criteria to be met by the Master Project/Study Plan can be found on the Royal Conservatoire's website at koncon.nl.
- 5.2 Candidates must have been awarded the Bachelor of Music degree (or the former Teaching Musician/Docerend Musicus diploma) or – in the case of the discipline Education – the Bachelor of Music in Education degree (formerly School music teacher diploma) in the Netherlands or abroad.
- 5.3 If a period of a year or more will have elapsed between obtaining the Bachelor's degree and the start of the planned Master's programme, the candidate must take the entrance examination for the Master's programme. The result of the entrance examination is decisive.

C. Structure of the degree programmes

Article 6: Education units

As set out in Article 2.3 of these regulations, the programme consists of a coherent set of education units (courses/modules), internships and practical assignments.

- 6.1 If a course curriculum is changed in a particular year with the consequence that the assessments for that course

will be revised in the succeeding academic year, students who do not complete that course in that year are required to follow the new course with the revised assessments.

Article 7: Education units and the associated tests

- 7.1 Paragraphs 2 and 3 of this article refer to the Curriculum Handbooks, which formally constitute part of this study guide and which describe the education units and the associated study load and tests in the propaedeutic phase and the post-propaedeutic phase. The curriculum handbooks can be found on the programme pages on the Royal Conservatoire's website at koncon.nl. The conditions that determine the sequence of education units are laid down in Article 8.
- 7.2 The Curriculum Handbooks describe the education units and the associated tests and the final examination for each discipline during the propaedeutic phase, as well as the study credits that can be earned. The credits earned during the propaedeutic phase are valid for six years. The Exam Committee may decide to extend their validity at the end of that period.
- 7.3 The Curriculum Handbooks describe the education units and the tests and final examination for each discipline during the post-propaedeutic phase, as well as the study credits that can be earned. The credits earned during the post-propaedeutic phase are valid for six years. The Exam Committee may decide to extend their validity at the end of that period.

Article 8: Sequence of courses and exams

- 8.1 Entry requirements apply for some courses. These requirements must be complied with before students can take the course. The entry requirements are laid down in the course descriptions which can be found in the Curriculum Handbooks on the Programmes pages on the Royal Conservatoire's website at koncon.nl. Entry requirements for some electives and minors can be found in the course descriptions in the Bachelor Electives & Minors Handbook and the Master Electives Handbook at koncon.nl/electives.

- 8.2 At the request of a student, the Exam Committee may allow the student to take tests in higher years before all of the tests in the preceding year or years have been passed.
- 8.3 The provisions of Article 7.2 regarding the validity of credits earned from tests during the propaedeutic phase remain fully applicable.
- 8.4 Students will only be admitted to the final presentation if all other components of the programme have been passed. The head of the department may decide to derogate from this provision if there is a realistic possibility that these components of the programme will be successfully completed within the current academic year, or as soon as possible in the subsequent academic year.

Article 9: The propaedeutic phase; recommendation on continuation of studies at end of first year

- 9.1 The propaedeutic examination is passed if students have obtained 60 ECTS according to the curriculum.
- 9.2 At the end of the first year of enrolment in the propaedeutic phase, students are informed of whether they can continue their studies on the basis of the progress with their studies. Students who have obtained the 60 ECTS allocated to the propaedeutic phase will receive a positive recommendation. Students who have obtained at least 50 ECTS¹ are allowed to enter the post-propaedeutic phase and must also obtain the credits that have not yet been earned in the propaedeutic phase. Students who have obtained fewer than 50 ECTS will be given a binding negative study recommendation at the end of first year. The study recommendation is made by the principal of the faculty. Before making a binding negative recommendation, the principal will give the student the opportunity to be heard. Student will receive a digital copy of the binding negative study recommendation from the head of the Education Service Centre (ESC) on behalf of the directorate.

¹ First-year students who have suffered a study delay due to the Corona crisis and who have therefore failed to meet the BSA standard in the 2020 - 2021 academic year, will be given the possibility to meet the BSA standard in the 2021 - 2022 academic year.

- 9.3 A binding negative study recommendation will be made in the event of:
- the failure to obtain adequate results in courses (at least 50 ECTS)
 - the absence of any prospect of any improvement or change in the situation
 - the absence of exceptional circumstances as laid down in or by virtue of the Higher Education and Research Act. These circumstances are exhaustive:
 - the illness of the person concerned
 - physical, sensory or other functional disability of the individual concerned
 - the pregnancy of the individual concerned
 - exceptional family circumstances
 - membership, including chairmanship, of the University Council, the Faculty Council or any other formal faculty committee or other circumstances specified by the university under which the individual concerned engages in activities relating to the organisation and management of the university's affairs
 - membership of the board of a student organisation of a reasonable size with full legal status, or a similar organisation of a reasonable size whose objective is to promote the general public interest and which actually pursues that objective. In this case, only the positions of chair, secretary and treasurer qualify. Students must notify the head of their department and the principal of the existence of such circumstances in writing as soon as possible.
- 9.4 Every student shall receive a warning at the end of the first semester that a binding negative study recommendation will be made at the end of the first year if 50 ECTS have not been obtained in that year. This written notice will be signed by the principal. The warning shall be sent digitally to the student by the head of the Education Service Centre (ESC) on behalf of the directorate.
- 9.5 A binding negative study recommendation, signed by the principal and stating the reasons, will be sent to the student by registered post and by email in week 28, including a reference to the possibility of appealing to the Board of Appeal for Examinations. Appeals may be lodged within 30 days of receipt of the binding negative study recommendation. Appeals can be

lodged with the Board of Appeals for Examinations of the University of the Arts The Hague, P.O.Box 11670, 2502 AR The Hague.

- 9.6 A binding negative study recommendation results in the student's deregistration. The student may not re-enrol at the Royal Conservatoire for the programme for which the recommendation was made.
- 9.7 If a student requests deregistration before 1 February in the first year of his/her studies, no binding negative study recommendation will be made. A student who submits a request for deregistration no later than 31 January shall be deregistered with effect from 1 February and will not receive a binding negative study recommendation. These students will be able to start the same programme in a subsequent study year, in which case they will retain any results that have already been obtained (with the proviso that the validity of those results shall lapse after a number of years).

Article 10: Entry and progress with studies in the post-propaedeutic phase

- 10.1 Students who have passed the propaedeutic examination in a particular discipline can only be admitted to the post-propaedeutic phase of the same programme in the same discipline.
- 10.2 Progress with the studies in the post-propaedeutic phase is monitored through regular contact between the student and the teacher of the main subject, the teachers of the other subjects, the tutor and the head of the department. The results of the student's progress are registered in the OSIRIS student progress monitoring system.

D. Final qualifications of the degree programmes

Article 11: Mission

Art is of incalculable value, both intrinsically and in terms of the quality of life. The University of the Arts The Hague plays its part

by educating artists who can play a prominent and inspiring role in the creation, development, performance and innovation in the arts in a global context.

Article 12: Final qualifications

On successful completion of the programme graduates have acquired the knowledge, insight and skills required to pursue an independent career and may also be eligible for advanced training in the arts. The final qualifications for the individual disciplines are described in the Curriculum Handbooks.

Article 13: Professional requirements

No professional requirements are prescribed for the programmes in or by virtue of the Higher Education and Research Act (Article 7.6).

E. Organisation of tests and examinations

Article 14: Duties of the Exam Committee

- 14.1 The Exam Committee performs the tasks and responsibilities laid down in Article 7.12b of the Higher Education and Research Act:
1. maintaining and assuring the quality of all tests and examinations (7.12b, paragraph 1.a);
 2. determining guidelines and instructions to assess and determine the results of tests and examinations within the framework of the Education and Examination Regulations (Article 7.12b, paragraph 1b);
 3. granting exemptions for one or more tests in accordance with the relevant articles on exemptions in the Education and Examination Regulations (Article 7.12b, paragraph 1.d);
 4. safeguarding the quality of the organisation and the procedures for tests and examinations (Article 7.12b, paragraph 1.e);
 5. ensuring that measures are taken, in consultation with the principal, in the event of irregularities or fraud (Article 7.12b, paragraph 2);
 6. establishing conditions that must be met for determining that the examination has been passed when a student

- has not passed every test (Article 7.12b, paragraph 3, second sentence), and assessing such cases;
 - 7. handling requests for or complaints concerning (the results of) tests and examinations and decision of the examiners, having regard to the powers and responsibilities of the Board of Appeal for Examinations and the provisions of Article 7.12b, paragraph 4;
 - 8. appointing examiners to set examinations and determine the results (7.12c);
 - 9. granting certificates within the meaning of Article 7.11, first paragraph of the Higher Education and Research Act (certificate that a student has successfully completed a test);
 - 10. granting a certificate as proof that the examination has been successfully completed, after the principal has declared that the procedural requirements have been met (Article 7.11, paragraph 2);
 - 11. granting an international Diploma Supplement relating to the certificate of successful completion of the examination (Article 7.11, paragraph 4);
 - 12. granting declarations as referred to in Article 7.11, paragraph 5 of the Higher Education and Research Act ('the individual who has passed more than one test and to whom a certificate as referred to in the second paragraph cannot be granted shall, on request, receive a declaration from the relevant Exam Committee listing at least the tests that have been passed');
 - 13. preparing an annual report of its activities (Article 7.12b, paragraph 5);
 - 14. adopting and updating the Rules and Regulations of the Exam Committee laying down the working methods for the performance of the committee's duties;
 - 15. any other duties and powers that are or shall be delegated to the Exam Committee by the Higher Education and Research Act.
- 14.2 Under the auspices of the Exam Committee, the examiner or the committee of examiners determines the content of the test, prepares assignments, establishes the grading system, sets the test and determines the results. If an education unit is taught by more than one teacher, the teachers concerned will consult on the formulation of the test assignments, the adoption of the system of grading and the assessment of the test.

Article 15: Procedure for setting and announcing tests or (final) presentations

The timetable with the date, venue and the time of the start and end of a test will in principle be announced via ASIMUT by 1 March at the latest.

Article 16: Absence

- 16.1 Students who are prevented by personal circumstances from taking part in a test or (final) presentation must, if there is no new opportunity to sit the test or give the final presentation within a reasonable period, submit a request to sit the test at a later date.
- 16.2 A request as referred to in the first paragraph must be submitted in writing to the head and the coordinator of the relevant department. The student must notify the student counsellor of any personal circumstances. The student counsellor may advise the department to take account of personal circumstances demonstrated by the student with the necessary documentary evidence. This evidence must only be submitted to the student counsellor, who shall treat the personal information in accordance with the requirements of the GDPR. The head of department will submit a proposal for approval of the request to the vice-principal. The request must indicate when the test can be taken.
- 16.3 The vice-principal will decide on the request and inform the head of the relevant department of the decision in writing.

Article 17: Written tests

- 17.1 A written test is taken in the presence of at least one examiner.
- 17.2 On request by the examiner, the student must submit proof of enrolment as referred to in Article 7.33 of the Higher Education and Research Act.
- 17.3 The result of the written test is recorded in a test list. If the written test has been taken without any irregularities the test list needs only to be signed. If there have been irregularities, the examiner will notify the head of the relevant department and the Exam Committee in writing.

- 17.4 No students will be admitted to the examination hall to take part in the test after the test has started.
- 17.5 Before leaving the examination hall the student must hand in the completed work and any documents that have been issued at the start of the test, including the test paper, to the examiner.
- 17.6 The examiner assesses the tests, determines the results and submits them to the student administration office within three weeks. The results are announced immediately and inserted in the student's study progress overview. For an education unit for which a pass grade has been received the student earns the number of credits prescribed for that education unit.

Article 18: Oral tests

- 18.1 An oral test is taken in the presence of at least one examiner. If the test is taken before two or more examiners, they will decide among themselves which examiner shall function as the chairperson.
- 18.2 For oral tests, no more than one student will be tested at a time, unless the Exam Committee decides otherwise.
- 18.3 A report will be made of the proceedings in the oral test. The report will include the duration of the test, a brief description of the content and the assessment of the test interview.
- 18.4 The examiner/examiners assess the test and award a grade. If the examiners are not unanimous, the decision is made by the chairperson.
- 18.5 The candidate is informed of the result of the oral test immediately after the deliberations by the examiners.

Article 19: Practical tests

- 19.1 A practical test is taken in the presence of a committee of examiners comprising at least three members. (Note: In this article, test refers to a (final) presentation).
- 19.2 Further guidelines on the duration and content of (final) presentations in the Bachelor and Master of Music

programmes (jazz, early music, classical music, vocal studies, conducting and opera) can be found in the relevant course descriptions in the Curriculum Handbooks and in the document entitled 'Practical Information (Final) Presentations Bachelor and Master of Music'. This document can be found at portal.koncon.nl.

- 19.3 A report will be made of the proceedings in the practical test. The report will specify the nature of the test and give a brief description of its content and of the assessment by the committee of examiners. The student receives a written summary of the assessment by the committee of examiners.
- 19.4 The examiners assess the tests and determine the result immediately. If the examiners are not unanimous, the decision is made by the chairperson.
- 19.5 The candidate is informed of the result of the practical test in a feedback interview immediately after the deliberations of the examiners. For students of the Bachelor of Dance, the grades are entered in OSIRIS and the complete 'report' is presented and discussed during a feedback interview in the period after the test.
- 19.6 The final presentation of the programme is given in the presence of a committee of examiners.
- 19.7 The final presentation is public, subject to the authority of the Exam Committee to decide otherwise in exceptional cases. For the disciplines Composition and Sonology, parts of the final presentation are not public. In the case of the Bachelor of Dance, the final performance – not being a (concluding) assessment – is preceded by a final assessment in private.
- 19.8 Confidentiality
 - The feedback meeting after the (final) presentation is confidential and may not be recorded.
 - The teachers and members of the university's staff who have access to the assessment files by virtue of their position, via the faculty's digital student monitoring system or otherwise, must treat this information in confidence.

Article 20: Other forms of tests (reports, theses, papers, activities with compulsory participation, internships, etc.)

For parts of the study programme that are concluded with tests other than those described above, the method of assessment is described in the course descriptions.

F. Results of exam components and exams

Article 21: Determination and publication of results of tests

- 21.1 The result of tests that constitute part of an examination is expressed numerically, with a qualifying result, pass/fail, or an attendance result. In the case of numerical assessments, a pass grade is equal to or greater than 5.5 before rounding off. Attendance is compulsory for some courses. This is specified in the course descriptions.
- 21.2 The examiner announces the results of every written test no later than three weeks after the date of the test via OSIRIS. The results of oral tests are entered in OSIRIS Docent no later than two weeks after the date of the test.
- 21.3 The periods of three weeks and two weeks stipulated in paragraph 2 may be shorter if the result of part of the study programme is important for passing the propaedeutic phase or for meeting the requirements for admission to a part of the study programme.
- 21.4 For a period of thirty days commencing on the day after the disclosure of the result, the student can make a request to inspect the assessed written work or the report of the oral test and the accompanying grading scheme under the supervision of the examiner.
- 21.5 The head of department determines when and where the inspection can take place, having regard to the aforementioned deadline. Students who demonstrate that they are or were unable to attend at the specified time and place for reasons beyond their control will be offered a further opportunity, where possible within the period prescribed in the previous paragraph.

- 21.6 A minimum of one resit per academic year is allowed for all tests and final presentations. The resit can be taken at a time to be determined by the head of the department. Students will be informed of that time well in advance. Failure to appear at a test or a resit for any reason qualifies as a fail. If a student is prevented from attending due to personal circumstances, the provisions of Article 16 apply. Different rules apply for the Dance and Opera departments in view of their specific method of assessment. Those rules can be found in the Curriculum Handbook Dance and the addendum to the Education and Examination Regulations for the DNOA, respectively.

Article 22: Determination and announcement of results of examinations; certificates and declarations

- 22.1 The Exam Committee determines whether all of the components of a study programme have been completed on the basis of the student's results as entered in OSIRIS. If so, the certificate can be granted as proof that the final examination has been passed.
- 22.2 The Exam Committee also attaches an International Diploma Supplement to the certificate, the purpose of which is to specify the nature and content of the completed programme with a view to international recognition of the degree. The International Diploma Supplement refers to the transcript of records. The supplement contains a list of all education units that have been completed and the results attained.
- 22.3 Bachelor students who have passed a minor also receive a certificate for that course.
- 22.4 Students who have passed at least one test but who cannot be granted a certificate as referred to in the first paragraph may, on request, receive a declaration issued by the Exam Committee with a list of the tests that have been passed.
- 22.5 Master's students at the Royal Conservatoire (Master of Music and Master of Sonology) are eligible for the designation 'cum laude' if they meet all of the following criteria:
 - 1. was awarded a grade of at least 8.0 in the assessment of the concluding final presentation;

2. was awarded a grade of at least 8.0 (good) in the assessment of the final research presentation and the professional integration component of the Master's curriculum;
3. passed all components of the programme at the first attempt;
4. was not granted exemptions for more than half of the study programme;
5. has been enrolled for the Master's programme for a maximum of two academic years;
6. the Exam Committee has never established fraud by the student.

Whether the student has met all the requirements is determined retrospectively by the student administration office. The designation 'cum laude' is recorded in an attachment to the certificate. Different rules apply for the DNOA programme. Those rules can be found in the DNOA's Education and Examination Regulations.

The designation 'cum laude' can also be awarded to students of the DNOA. For the conditions, see the addendum to the DNOA's Education and Examination Regulations.

22.6 With proper motivation, the committee of examiners may also award graduating Bachelor's and Master's students the designation 'with distinction'. In contrast to 'cum laude', this designation relates exclusively to the final presentation. This designation is also recorded in an attachment to the certificate.

22.7 Students may not obtain more than one degree per CROHO code. If a student who has completed a Bachelor's or Master's programme decides to follow a second programme in the same CROHO category, no second certificate will be granted on successful completion of the second programme, only a second diploma supplement.

G. Exemptions

Article 23: Exemptions

23.1 In response to a digital request by a student, co-signed by the head of the relevant department,

the Exam Committee may decide to grant an exemption for one or more parts of an examination on the grounds of the possession of a document, diploma, certificate or assessment showing that the student has already met the requirements of that part of the examination.

23.2 The Exam Committee's procedure for granting exemptions is as follows:

- a. New students must complete in full the application form for an exemption (which can be downloaded at portal.koncon.nl) and submit it with a statement of the reasons to the head of the department before 15 October. The form must be accompanied by all the relevant documents, such as transcripts of records and diplomas from institutions in the Netherlands or abroad. Please ensure the application form and accompanying documents are merged into one PDF. Students who are already studying at the Royal Conservatoire and wish to request an exemption for the following year must submit the application before 15 June.
- b. The head of the department endorses the application for an exemption by signing the application form; the application can be based on the documents submitted by the student regarding studies/course that have been passed previously or on an assessment performed by one or more teachers in the department. The application form and accompanying documents (all merged into one PDF) must be submitted to the secretary of the Exam Committee at exemptions@koncon.nl before 15 November.
- c. The application for an exemption is discussed at the next meeting of the Exam Committee, when it will be approved or rejected. The Exam Committee keeps a list of all exemptions that have been approved, which is signed by the members of the committee who attended the meeting.
- d. The Exam Committee has fixed the period of validity of an exemption at six (6) years, provided that the curriculum remains unchanged, and that period can be extended by the committee. An exemption for education units in the propaedeutic phase is also valid for six (6) years.
- e. If the exemption is granted, that part of the study programme is regarded as exempt or the prescribed number of credits is granted.
- f. After dealing with the application, the Exam Committee sends the form to the Student Administration Office.

The form constitutes proof of the exemption and records the date on which the exemption was granted.

- g. The Student Administration Office notifies the student and the head of the department of the decision on the request for an exemption.
- h. If the decision is positive, the Student Administration Office enters the exemption in the study tracking system and the student's file. The Planning department revises the student's timetable accordingly. If the application is rejected, the student and the head of the department are notified.

H. Deregistration and restitution

The rules on deregistration and restitution of tuition fees can be found on the website at koncon.nl and on the KC portal.

I. Irregularities

Article 24: Irregularities

- 24.1 The committee of examiners may exclude any student who is guilty of any irregularities in connection with any part of an examination (as referred to in Article 14.1.5) from further participation in the examination. The Exam Committee shall be notified in writing of any such decision.
- 24.2 If the irregularity is only discovered after the examination the Exam Committee may withhold the degree referred to in Article 7.11 of the Higher Education and Research Act from the student or decide that the student concerned can only be awarded the degree after taking a new examination in the parts designated by the Exam Committee or the principal in the manner prescribed by them.
- 24.3 The Exam Committee may decide to withdraw the right of the student concerned to take one or more tests or examinations for a period not exceeding one (1) year. In serious cases, the Exam Committee may advise the competent authority to deregister the student permanently.

- 24.4 Before making a decision pursuant to the first, second or third paragraph, the Exam Committee must hear the examiner and the student. The Exam Committee informs the student of its decision immediately and ensure that it is recorded in writing.
- 24.5 The Exam Committee writes a report of its decision and the facts on which it is based and sends the report to the principal.

J. Retention periods and appeals

Article 25: Retention of documents

- 25.1 The examiner retains the documents referred to in Article 17, paragraph 3, Article 18, paragraph 3 and Article 19, paragraph 3, as well as the papers, the grading schemes and the assessed written work for twelve (12) months after the publication of the results of the tests.
- 25.2 The Student Administration Office maintains a file for each student containing his/her study results and written materials.
- 25.3 The Exam Committee ensures that the institution curates the recorded particulars of each student in the institution's archives in accordance with the legal requirements.
- 25.4 The final presentations are recorded for the purposes of accreditation and quality assurance and are retained for at least seven (7) years as prescribed by law. These recordings are not available to the students.

Article 26: Appeals

- 26.1 If a student objects to a substantive or procedural aspect of a test (in any part of the study programme), he/she will discuss the matter in first instance with the committee of examiners.
- 26.2 If this consultation does not produce a solution, the student may submit a request to the Exam Committee for an investigation of the circumstances of the test.

To this end the student must submit a clear, reasoned and documented request to the secretary of the Exam Committee two weeks in advance of the next meeting of the Exam Committee. Within that period the Exam Committee will also hear the examiners/members of the relevant committee of examiners. After handling the case, the Exam Committee will inform the student of its findings, if possible, within one (1) week.

26.3 In accordance with Article 8, paragraph c of the Exam Committee's rules and regulations, any member of the Exam Committee directly involved in a matter to be dealt with does not take part in making the decision.

26.4 This procedure might result in agreement being reached on a resit. If no satisfactory solution can be found, the student can lodge an appeal with the Board of Appeal for Examinations of the University of the Arts The Hague, P.O. Box 11670, 2502 AR The Hague.

26.5 The provisions of chapter 8.2 of the Student Charter, Legal Protection, apply to appeals as referred to in the fourth paragraph.

K. Students with a functional impairment

Article 27: Students with a functional impairment

27.1 Students with a functional impairment are given the opportunity to sit tests and examinations in a manner that is adapted as far as possible to their personal needs. Students are advised to contact the student counsellor to discuss the necessary modifications. They must then submit a request to the Exam Committee. If necessary, the Exam Committee will seek expert advice before making a decision.

27.2 In appropriate cases, students may be offered the possibility of taking tests and examinations in a manner adapted to their personal situation. The decision is left to the discretion of the Exam Committee.

L. Tutoring/coaching

Article 28: Study progress and tutoring/coaching

28.1 Students are personally responsible for the progress with their studies. Students have access at all times to an overview of their course results via OSIRIS Student.

28.2 Heads of department are responsible for monitoring the progress students are making with their studies. Teachers and tutors also play a role in the individual supervision of students.

28.3 Students who fall behind in their studies (or expect to do so) must notify the student counsellor and the head and the coordinator of the relevant department, who will first consider appropriate measures to prevent any study delay. If a delay actually occurs, a revised study plan will be made and submitted to the head of the department and the vice-principal for approval.

M. Closing provisions and entry into force

Article 29: Unforeseen cases

29.1 In any cases not provided for in these regulations and on which an immediate decision is required, the Executive Board will make the decision in consultation with the Exam Committee.

29.2 Any decision as referred to in the first paragraph will be notified by the principal or his/her deputy as soon as possible to the members of the Exam Committee and the Executive Board.

Article 30: Conversion of study results from the former system

30.1 The Exam Committee decides on the value of study results obtained in any year by students who were enrolled for the programmes before the introduction of the Higher Education and Research Act, where

applicable in the form of credits, for an examination to be taken in accordance with these Education and Examination Regulations.

- 30.2 For students as referred to in the first paragraph, the conditions laid down in these regulations will apply for tests that have not yet been passed on the entry into force of these regulations, unless the Exam Committee decides otherwise.

Article 31: Entry into force, official title and publication

- 31.1 These regulations enter into force on 1 September 2021.

- 31.2 These regulations can be cited as the Education and Examination Regulations of the Royal Conservatoire.

- 31.3 These regulations will be published on the website koncon.nl, on the Royal Conservatoire's KC portal and in the Study Guide. The Curriculum Handbooks that form part of this Study Guide can be found on the Programmes pages on the website koncon.nl.

The principal of the Royal Conservatoire The Hague

M.

Admissions Regulations Royal Conservatoire

1 Admission requirements for Bachelor's programmes*

- 1.1 Individuals wishing to enrol as a student in the Bachelor's programme must at least comply with the provisions of Article 7.24, Article 7.28, paragraph 1 and paragraph 2, and Article 7.29 of the Dutch Higher Education and Research Act. See also chapter 3 (Enrolment) of the Student Charter.
- 1.2 Equivalent prior education: The principal decides on admission to the programme for students with diplomas other than those referred to in Article 7.24, paragraph 2 of the Higher Education and Research Act, if necessary having regard to the guidelines of the Dutch Organisation for Internationalisation in Education (NUFFIC) on the value of diplomas.

2 Admission requirements and entrance examination for Bachelor's programmes

- 2.1 The criteria for admission via an entrance examination as referred to in Article 7.26a of the Higher Education and Research Act are set out in the section 'Entry Requirements' on the pages of the individual programmes on the Royal Conservatoire's website
- 2.2 The requirements referred to in the first paragraph are met by passing an entrance examination set by the admissions committee on the basis of the entry requirements.
- 2.3 The rules governing supplementary requirements as referred to in Article 7.26a of the Higher Education and Research Act are applicable. During the entrance examination, the admissions committee determines the candidate's aptitude and suitability for music and/

or dance education on the basis of his/her talents and skill. There are four assessment criteria for the music education: musical aptitude and suitability, knowledge of elementary music theory and aural skills, motivation/ attitude and development potential and proficiency in English (with the exception of the Bachelor of Music in Education programme). The admission criteria are different for each discipline. Further information can be found on the Programmes pages on the website and at koncon.nl/en/application-process.

- 2.4 Upon acceptance by the admissions committee, candidates who come from another conservatoire in the Netherlands, from the Royal Conservatoire's own Preparatory Year or from the School for Young Talent, or from a comparable programme in another country will be graded for the various parts of the study programme. Upon admission, in the first month after enrolment the student must – where applicable – apply for exemptions for the courses that have been followed and completed elsewhere.

3 Admission requirements for the Master of Music programme*

- 3.1 Candidates must have been awarded the Bachelor of Music degree (or the former Teaching Musician/ Docerend Musicus diploma) or – in the case of the discipline Education – the Bachelor of Music in Education degree (formerly School music teacher diploma) in the Netherlands or abroad.
- 3.2 If a period of a year or more will have elapsed between obtaining the Bachelor's degree and the start of the planned Master's programme, the candidate must take the entrance examination for the Master's programme. The result of that entrance examination is decisive.
- 3.3 Candidates must write a study plan, the Master Project Plan or Master Study Plan, and submit it to the committee of examiners before the start of the practical entrance examination. The criteria to be met by the Master Project/ Study Plan can be found on the Royal Conservatoire's website at koncon.nl.

- 3.4 During the entrance examination, candidates must demonstrate that they possess the artistic and professional skills required for the relevant discipline(s)/specialisation(s).
- 3.5 Candidates must also demonstrate a personal vision of their future studies, the ability to reflect on their own standard and actions, the ability to communicate and collaborate with others and an inquisitive and research-minded attitude.
- 3.6 The intake interview is also intended (in combination with the aforementioned Master Project/Study Plan) to test the candidate's proficiency in English, with the outcome being recorded in the admission form. For candidates who do not sit the entrance examination live, the interview is conducted online. In light of the research component, candidates with insufficient command of English will not be admitted to the Master's programme. See also article 4.5 of these regulations regarding language tests.
- 3.7 The examiners make a recommendation to the principal of the Royal Conservatoire on the basis of the results of the entrance examination. However, a positive recommendation after sitting the entrance examination provides no guarantee that the candidate's application to study for a Master's degree will automatically be honoured. Decisions on the allocation of the available places are made by the principal of the Royal Conservatoire. Candidates will be notified of the decision by the head of the Education Service Centre (ESC) on behalf of the principal.
- 3.8 Different entry requirements apply for admission to the Master's programmes in Sonology and Opera, the Master's specialisations Orchestra Master, Ensemble Academy, Ensemble Percussion, Chamber Music and Complementary Subject, as well as the Master's programmes with the disciplines Ensemble Singing, Theory of Music, Instrumental and Vocal Learning & Teaching, Music Education according to the Kodály concept, ArtScience, New Audiences and Innovative Practice (NAIP) and Audio Communication and Sonology. The entry requirements for these programmes can be found on the Royal Conservatoire's website.

4 General provisions relating to admission to the Bachelor's and Master's programmes

- 4.1 Candidates can enrol directly via StudieLink or via the link to the StudieLink website on the Royal Conservatoire's website. The admissions procedure opens on 1 October every year. In addition to registering via StudieLink, candidates must submit additional materials. For details, see the Royal Conservatoire's website.
- 4.2 In exceptional circumstances and with the consent of the faculty's principal, students who wish to follow another discipline/main subject in the programme in addition to the first discipline/main subject are required to sit an entrance examination as referred to in the second paragraph of Article 2 for the second discipline/main subject. On successful completion of the study programme, the student may not receive more than one degree for the relevant CROHO.
- 4.3 A positive recommendation after sitting the entrance examination means that the candidate is eligible for admission, but does not automatically guarantee that the candidate will be able to follow the programme of his/her choice. The principal of the Royal Conservatoire decides on the allocation of the available places. Students are notified of the decision by the head of the Education Service Centre (ESC) on behalf of the principal.
- 4.4 Validity of enrolment:
- Admission to a programme is only valid for the academic year for which the student is enrolled.
 - Students who cancel their registration in the course of an academic year remain enrolled and retain the results they have obtained provided they enrol again to continue their studies in the next academic year.
 - If a full year has elapsed since deregistration, on reregistration the student is required to sit another entrance examination. Studies may only be interrupted in exceptional circumstances.
 - The principal is mandated by the institution's management to allow exceptions.
- 4.5 Language proficiency
- As a matter of course, the Royal Conservatoire ascertains the written skills and knowledge of and proficiency in the English language of non-Dutch candidates during

the entrance examination. The candidate's written skills are assessed on the basis of his/her letter of motivation or study plan and the email correspondence. The level of fluency is determined in the course of an interview with the candidate during the entrance examination. The chair of the admissions committee then decides whether the standard is sufficient to follow the teaching in the chosen programme. The outcome of this evaluation is recorded in writing in the relevant admission form.

Candidates who do not possess an adequate command of English will not be admitted to the programme. In cases where there is any doubt, candidates are advised to follow an appropriate course at their own expense.

- The minimum level of proficiency in English prescribed by the Royal Conservatoire for students from non-EU/EEA countries is a score of 6.0 in the IELTS test or level 80 in the TOEFL test. This applies for all students who are nationals of non-EU/EEA countries (with the exception of the United Kingdom, Canada, New Zealand, Australia and the United States of America), regardless of their residence status. These students must demonstrate when applying for a residence permit that they have attained the required level by submitting a certificate for one of the following language proficiency tests: IELTS, TOEFL, TOEIC, or Cambridge English (FCE/CAE/CPE). Certificates of the Institutional TOEFL test, the TOEFL ITP test or other language tests are not accepted.
 - International students who wish to enrol for the Music in Education programme must be in possession of a NT2 diploma.
 - The minimum requirements for candidates for the Preparatory Year of between six (6) and twelve (12) months and for the pre-Master's lasting six (6) months or longer is a score of 5.0 in the IELTS test; for a Preparatory Year or a pre-Master's of six (6) months or shorter, the minimum requirement is a score of 5.5 in the IELTS test.
- 4.6 Entrance examinations are administered by an admissions committee, a committee appointed by the institution's Executive Board in accordance with Article 7.26a, paragraph 3 of the Higher Education and Research Act. The Executive Board has delegated its mandate to the faculty's director, who has in turn delegated the composition/appointment of admission committees to the heads of the teaching departments.

- 4.7 No appeal is possible against a negative result of an entrance examination or a negative decision on admission. However, candidates may contact the institution for a personal explanation of the decision.

These regulations were established by the Executive Board on 28 June 2021, after approval by the principal with the consent of the Royal Conservatoire's Study Programme Committee and Council of Representatives.

*Due to the corona crisis, some (aspiring) students will be unable to meet the criteria for prior education or the admission requirements at the time of enrolment in 2021 because, due to the corona measures, the education could not be provided or followed, an internship could not be completed or one or more examinations, tests or assessments could not be set or taken. The Minister of Education, Culture and Science therefore intends to amend the law so that in certain circumstances institutions will again have the possibility to provisionally admit aspiring students to a succeeding programme in the 2021-2022 academic year. For the complete text of this amendment and the applicable conditions, see chapter 2.4 of the Higher Education Service Document (only in Dutch): rijksoverheid.nl/documenten/publicaties/2020/07/10/servicedocument-ho---aanpak-coronavirus-covid-19.

