

EDUCATION AND EXAMINATION REGULATIONS

Abbey Road Institute is part of Abbey Road Studios, an icon in the music industry since 1931. Abbey Road Studios' reputation for excellence in recorded music for more than 80 years has provided the foundations for a unique vocational approach to audio education.

We are committed to teaching at the highest educational standard.

Article 1 – Definitions

For the purposes of these regulations, the following definitions shall apply:

Academic year: The term that starts either in September or March and lasts for 48 weeks.

ARI: Abbey Road Institute Amsterdam;

EER: Education and Examination Regulations;

Exam: An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation;

Examination Board: The examination board is the body that establishes objectively and expertly whether a student meets the criteria set in the Education and Examination Regulations regarding knowledge, insight and skills needed for obtaining his or her diploma;

Examiner: The individual who has been appointed by the Examination Board to hold examinations and tests and determine their results;

Director of Education: The individual charged by the Institution to organize the module;

Institution: Abbey Road Institute Amsterdam;

LMS: Learning Management System (Canvas);

Student: Anyone currently registered with a programme within the Institution;

Student Counselor: Person appointed by the Director who acts as contact between the student and the programme, and in this role represents the interests of the students, as well as fulfilling an advisory role;

Term: unit of study. Similar to a combination of modules. There are 3 terms within the full programme

Test: part of an exam. If a unit of study has only one test, this coincides with the exam for the unit in question;

Test result: A result that contributes to the final result for the unit of study;

Article 2 – Admission

Art. 2.1 – Prerequisites

- Successful completion of the registration agreement and interview;
- Minimum age of 18;
- For Dutch students: In possession of at least a HAVO-,VWO- or MBO 4-diploma;
For German students: Mittlerer Bildungsabschluss (Abitur preferred);
For British students: Completion of a minimum of four grade C - GCSEs or equivalent;
For French students: the French Baccalaureat;
For students of other nationalities: senior high school diploma/ GCE or equivalent e.g. the British GCE A-levels or GCSE grades A, B or C, or the American High School;

- Music education or sufficient knowledge of Music Theory;
- Demonstrated competence in English (at least B2-level).

Art. 2.2 – Intake Interview

A personal intake interview with the Managing Director. In the interview the applicant can be asked to supply an overview of his/her music-related activities, and support this with basic proof. Also the interviewee has to demonstrate sufficient knowledge of music theory and experience within the music-sector. He or she also needs to show ambition and dedication.

Article 3 – Content and structure of the programme marking

Art. 3.1 – Information about the programme

The programme is divided into 3 terms. Advanced Diploma students must achieve an average of 80% or higher in order to successfully complete each of the three modules of the programme. There are provisions in place to help learners compensate for failed exams or exercises, allowing for the continuation of studies without the necessity of full term retakes. The latter will only be required in cases where students fail to achieve a pass mark after resubmitting work or retaking exams.

Students will have completed a term successfully, without the need for resubmissions or retakes when:

- They achieve a term average of 80%, without failing any of the assessment components of a given module;
- They achieve a term average of 80%, while failing one or more components with grades no lower than 70%.

Students must resubmit any assignments for which they have received a grade lower than 70% (even in cases where an 80% term average is achieved). The same rule applies to written theoretical exams.

In cases where a term average of 80% is not achieved, students will be required to resubmit failed assignments and/or retake tests. One retake or resubmission opportunity is provided per assessment component. In the case of in-class practical exams and theory tests, new materials will be used, while students may refine or improve already submitted progressive DAW-related production assignments.

Students can achieve a maximum mark of 80(C) when retaking module components, i.e. any result above of 80% will be entered into transcripts as the 'compensated' grade of 80(C).

Art. 3.2 – Exemption

There is no possibility to receive an exemption for any of the terms or topics.

Article 4 – Education and Examination

Art. 4.1 – General

- The Director of Education is responsible for the practical organization of exams and examinations/tests.
- There are 3 types of exams, written multiple-choice exams, practical assignments and practical exams.
- Exam results are expressed in percentage (from 0 to 100).
- If a student receives more than one valid mark for the same assignment or exam, the highest result will apply.
- An exam has a maximum duration of three hours.
- The weighting of each exam or assignment towards the final grade per term is stated in the Study Guide under Assessment.
- The final percentage (grade) for a term is calculated by multiplying the weighting of each assignment/exam by their mark of that particular assignment/exam and summing them together.

Art. 4.2 – Written Exam

- Each written exam contains 50 multiple-choice questions.
- Each question is good for 2 percentage points.
- There is only one right answer per question
- Students have 2 hours to complete all questions.

Art. 4.3 – Practical Assignments

- Students are given Practical Assignment guidelines
- These guidelines will contain assessment criteria
- Assignments will be submitted via the LMS and marks will be given within 2 weeks after the submission.
- The examiner is responsible for giving a mark per assessment criteria
- Should an examiner not be able to meet the deadline due to special circumstances, he or she will report this with reasons to the Local Board of Examination. The students involved will be informed of the delay as soon as possible while stating the new deadline by which the result will be announced as yet. If the Examination Board feels that the examiner is in default, they can upon request of the Director of Education, order a different examiner to determine the mark.
- If a second test opportunity is planned shortly after the first, the results of the first test will be published at a time that provides the student with at least 3 working days to prepare for the second opportunity

Art 4.4 – Practical Exams

- Students also receive Practical Exam guidelines
- These guidelines will contain assessment criteria
- Practical exams are one-on-one with the examiner, who is responsible for giving a mark per assessment criteria.

- The examiner will inform the student of the result within at most 1 working day after conducting the oral test.
- Should an examiner not be able to meet the deadline due to special circumstances, he or she will report this with reasons to the Local Examination Board. The students involved will be informed of the delay as soon as possible while stating the new deadline by which the result will be announced as yet. If the Examination Board feels that the examiner is in default, they can upon request of the Director of Education order a different examiner to determine the mark.
- If a second test opportunity is planned shortly after the first, the results of the first test will be published at a time that provides the student with at least 3 working days to prepare for the second opportunity

Art. 4.5 – Period of Validity

- Test results are only valid in the academic year in which they were obtained. The Examination Board can extend this period in individual cases at the request of the student.

Art. 4.6 – Right of Justification and Inspection

- The student is entitled to a justification of the results of a test from the examiner, whereby the examiner substantiates the assessment that was given. If no collective discussion of the results is held, the student may submit a request for an individual discussion of the results to the examiner within ten working days of publication of the test results. The discussion must take place at the latest five weeks after the publication of the test results, in the presence of the examiner or an authorized replacement.
- The student has the right to inspect his or her work for a period of two years after the assessment.
- The student may not make duplicates or copies of the test materials in any way during the inspection of his work, unless specified differently by the responsible examiner.

Art. 4.7 – Complaints about test results

If during the inspection, there is a disagreement between the student and the examiner, the student has the possibility to submit a formal complaint to the Managing Director. This can be done via email to amsstudentcomplaints@abbeyroadinstitute.com.

The Managing Director will then consult with the Examination Board to investigate the matter. Complaints will be handled within 20 working days after the receipt of the complaint. The final decision rests with the Managing Director.

Art. 4.8 – Retention period for tests

- The questions, elaborations and the assessed work of written tests will be retained for a period of two years.
- Final results will be retained for a period of 7 years.

Art. 4.9 – Retakes

If at the end of each term, students don't get the required 80% to pass, they will get one retake for each exam/assignment within that term. For all these exams/assignments, the highest grade will count towards the final grade. If after the retake, the student still doesn't pass, they will have to redo the whole term with the next intake.

Art. 4.10 – Plagiarism

The Institute recognizes that the open exchange of ideas plays a vital role in the academic endeavor, as often it is only through discussion with others that one is fully able to process information or to crystallize an elusive concept. Therefore, students generally are encouraged to engage in conversations with their teachers and classmates about their courses, their research, and even their assignments. These kinds of discussions and debates in some ways represent the essence of life in an academic community.

And yet, it is important for all students to acknowledge clearly when they have relied upon or incorporated the work of others. To ensure the proper use of sources while at the same time recognizing and preserving the importance of the academic dialogue, the Institute adopted the following policy:

It is expected that all homework assignments, projects, and examinations and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only primary and secondary material published in print or online, but also information and opinions gained directly from other people. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely. Whenever ideas or facts are derived from a student's reading and research or from a student's own writings, the sources must be indicated.

Students who, for whatever reason, submit work either not their own or without clear attribution to its sources will be subject to disciplinary action, up to and including requirement to withdraw from the Institute. Students who have been found responsible for any violation of these standards will not be permitted to submit a satisfaction survey of the term in which the infraction occurred.

Article 5 – Examination

Art. 5.1 – Examination Board

- The Managing Director is responsible for electing the Examination Board
- The Examination Board will consist of at least 3 members:
 - o Managing Director
 - o Director of Education
 - o One or more lecturers of the programme
- The Examination Board has the following tasks and qualifications:

- Guaranteeing the quality of the practical assignments and exams
- Determining the guidelines and instructions within the framework of the Education and Examination Regulations
- If a student files a request or complaint with the Examination Board involving an examiner who is a member of the Examination Board, that examiner will not take part in the handling of the request or complaint.

Art. 5.2 – Examination

- The Advanced Diploma examination is deemed successfully completed if the student receives an average of at least 80% between the 3 terms.
- In evidence of the fact that the exam has been completed successfully, the Examination Board awards an Advanced Diploma, after the institutional administration has declared that the procedural requirements for delivery have been met.

Article 6 – Studying with a disability

- A disability is a physical, sensory or other impairment that might limit the student's academic progress.
- It is explored in consultation with the student and on the basis of an interview with the study adviser what adjustments are considered most effective for this student.
- Adjustments are intended to remove specific obstructions when following the programme and/or sitting examinations. Where necessary, these may concern facilities pertaining to the accessibility of infrastructure (buildings, classrooms and teaching facilities) and study material, changes to examinations, alternative courses or a custom study plan. Realizing the attainment targets must be guaranteed when implementing changes.
- On the basis of the intake interview, the student submits a written application for the facilities in consultation with the student counselor. The application is submitted to the Managing Director, preferably three months before the student is to participate in classes, exams and tests for which the facilities are required.
- The application is supported by documents that can reasonably be requested to assess the application (such as a doctor's or psychologist's letter or, in case of dyslexia for example, a report by a testing bureau registered with BIF, NIB or NVO).
- The Managing Director makes a decision, within twenty working days of receipt of the application or earlier if the urgency of the application necessitates it, on the validity of the application, and informs the student and the study adviser of his decision.
- The study advisor ensures that the relevant parties involved are informed in due time of the facilities granted to the student with a disability.
- Should the Managing Director turn down the application in full or in part, the Managing Director will inform the student of the reason at the basis of this rejection and the possibilities for lodging an objection or an appeal. Objections must be submitted in writing within six weeks, of the decision being announced to the relevant party, addressed to the student counselor.

- Should extra facilities be granted, it will be stated for what term this grant will apply. The applicant and the study adviser will evaluate the facilities before the end of this term. During this evaluation, the parties will discuss the effectiveness of the facilities provided and whether they should be continued.
- In the case of dyslexia, an additional period of 15 minutes for every hour is granted in the event additional time for a test is granted.