

Faculty of Education, Health and Social Work

Faculty of Science and Technology

Faculty of Business and Information Management

School of Arts KASK - Royal Conservatory



# HoGent

**Education and Examination Regulations**

**2015-2016**



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# **I. Definitions and descriptions**

## ***academic year***

a period of one year, beginning on 1st September at the earliest and on 1st October at the latest, ending on the day before the following academic year begins. It is possible to deviate exceptionally from the fixed duration of one year if the Executive Board decides to bring forward or postpone the start of the academic year

## ***distance learning***

education provided almost exclusively by means of multimedia tools, meaning that the student is not bound to a specific place at which education is provided

## ***specialisation***

a differentiation within a study programme with a credit load of at least 30 credits

## ***Ghent University Association***

Ghent University Association (AUGent) is a partnership between four higher education institutions: Ghent University, University College Ghent, Artevelde University College Ghent and Howest University College West Flanders. Ghent University Association was founded on 29 April 2003 as a non-profit organisation

## ***attestation***

written declaration used as proof

## ***bachelor course***

a course of higher education that follows secondary education, with a credit load of at least 180 credits

## ***bachelor project***

the bachelor project is the final element in a professionally-oriented bachelor course. The bachelor project is based on a clear, well-supported definition of a problem or a research question that is relevant to the field of work and, where possible, is placed in an international context

## ***post-bachelor degree***

a bachelor course that follows an initial bachelor course, with a credit load of at least 60 credits

## ***proficiency test***

an investigation of a person's skills prior to the presentation of a proficiency certificate

## ***bursary student***

a student who:

- a) receives a student grant from the Flemish Community, in accordance with the conditions of the Decree of 8 June 2007 regarding student financing in the Flemish Community;
- b) meets the financial criteria to receive a student grant in the Flemish Community, or
- c) is a subject of a state belonging to the European Economic Area who meets the financial criteria to receive a student grant from the Flemish Community, or
- d) is the recipient of a grant from the General Directorate of Development Aid (DGOS), a grant from the Belgian Development Agency (BTC) or a grant within the development aid programmes of the Flemish Interuniversity Council

(see <http://www.centenvoorstudenten.be>)

## ***almost-bursary student***

a student who does not receive a grant from the Flemish Community, but whose reference income is at most 1,240 euros above the financial maximum threshold set by the regulations for student grants. The amount of 1,240 euros is indexed in accordance with article II.218 of the Higher Education Code

(see <http://www.centenvoorstudenten.be>)

**proficiency certificate**

proof based on PAS or PAQ certification that a student has acquired the skills appropriate to bachelor level in higher professional or academic education, or to master's level, or to a specific course, module, module section or cluster of modules. The proof in question is a document or registration that is recognised as valid within the institutions of Ghent University Association and within all institutions that have signed an agreement with the validating body

**Chamilo**

Ghent University College's electronic learning platform. Web-based environment where students can consult information and documentation, hand in exercises and communicate with the lecturer and/or fellow students

**credit certificate**

recognition, on the basis of an examination, of the fact that the student has acquired the skills associated with a module. This recognition is set down in a document or registration. The credits gained that are linked to this module are referred to as "credits"

**credit contract**

a contract entered into with a student who enrolls with a view to obtaining one or more credit certificates for one or more modules

**credits**

the credits gained that are linked to a course module

**dean**

a dean is the head of a faculty (Education, Health and Social Work, Business and Information Management or Science and Technology) or of the School of Arts (KASK - Royal Conservatory)

**module section**

part of a composite module included in a study programme. A module section is characterised, as a minimum, by its name, categories of education and study activities, at least one whole credit and a weighting for evaluation

**partial exemption**

exemption from the requirement to participate in the education and examination activities for the module section

**deliberation**

automated application of the deliberation rules

**deliberation rules**

the conditions that the student must meet in order to have their exam results reconsidered

**dixit attestation**

an attestation based purely on the student's word and not on an expert diagnosis

**degree certificate**

a document issued to a student who passes a bachelor course, post-bachelor course, master's course, post-master's course or a specific teacher training course

**degree contract**

the contract that the student signs upon enrolment with a view to obtaining a degree certificate in a course or with a view to obtaining a certificate in a transition programme, foundation programme or postgraduate course

**final year**

the academic year in which the student meets the conditions for obtaining a degree certificate or certificate

***previously acquired skills (PAS)***

a previously acquired skill, i.e. the entirety of knowledge, insight, skills and attitudes acquired through learning processes that are not backed up by proof of study

***previously acquired qualifications (PAQ)***

a previously acquired qualification, i.e. any domestic or foreign proof of study indicating that a formal learning pathway, whether or not in an educational context, has been successfully completed, as long as it is not a credit certificate obtained in the institution and course for which the student wishes the qualification to be taken into consideration

***examination***

any evaluation of the extent to which a student has acquired the skills related to a module or part of a module on the basis of his/her studies

***examination decision***

any decision, whether or not based on deliberation, that contains a final judgement as to whether a module, several modules of a course or an entire course has been passed

***examination contract***

a contract entered into by the executive body of an institution with a student who enrolls, under certain conditions imposed by that body, to sit examinations with a view to obtaining:

- a) a degree certificate for a course, or
- b) a credit certificate for one or more modules

***disciplinary examination decision***

any penalty imposed in response to cheating in an examination

***examiner***

the member of teaching staff entrusted with the evaluation of the student

***faculty / School of Arts regulations***

the specific supplements, approved by the Executive Board, made by a faculty / the School of Arts to the education and examination regulations

***individual learning pathway***

a learning pathway customised for a specific student

***simultaneity***

the obligation to take two or more modules together, during one academic year or one semester

***certificate***

issued to a student who successfully completes a transition programme, foundation programme or postgraduate course

***level***

indication of attaining bachelor's, master's or doctoral level at the end of a course or after completing doctoral research with the issue of a degree certificate

***degree class***

special mention expressing the extent to which the skills in a course have been acquired

***initial bachelor course***

a bachelor course of at least 180 credits

***initial master's course***

a master's course of at least 60 credits



**year programme**

consists of a module or collection of modules for which the student is enrolled in a given academic year and for which he or she has signed a contract

**learning credit**

the total package of credits that a student can use over the course of his or her studies to enrol for an initial bachelor or master's programme under a degree contract or for a module under a credit contract. This may change depending on the number of credits for which the student has enrolled and those that he or she obtains;

(see <https://studentenportaal.vlaanderen.be/dho-portaal/start.do>)

**post-master's degree**

a master's course following another master's course

**master's course**

master's courses follow bachelor courses in academic education, or follow other master's courses. The credit load of a master's course is at least 60 credits

**master's project**

a piece of work concluding a master's course. The scope of a master's project, expressed as a credit load, is equal to at least one fifth of the total number of credits in the study programme, with a minimum of 15 credits and a maximum of 30 credits. A master's project expresses a student's creative ability as an artist. The master's project reflects a problem or a research question that is relevant to the arts sector and, where possible, is placed in an international context. The piece of work reflects the student's academic attitude: it bears witness to an enquiring stance towards the development of one's own sound and visual vocabulary and dramatic expression, with an openness to innovation in technical and artistic terms

**standard learning pathway**

a learning pathway mapped out in advance by the institution for a group of students

**tutorial**

subject-specific student support relating to course content, organised individually or in a group

**non-periodic evaluation**

an evaluation of learning achievements during the periods for educational and study activities as set out in the academic calendar

**sign**

declare one's agreement in writing or by electronic means

**educational activity**

activity provided by teaching staff aimed at the transfer, processing, practicing, supported application and integration of study material

**selected credits**

credits linked to the modules for which a student has enrolled in a given academic year

**course**

the structuring unit of the education offered. Upon successful completion, a degree or certificate is awarded

**course description**

description of each course, containing the level, qualification of the level and, if appropriate, the specification of the level and aim of the course

**course characteristics**

the definition of the profile of a course, derived from the qualification and/or specification of the level attained at the end of the course, and/or the credit load of the course and/or a specific specialisation within a course and, if appropriate, other specific options

**module**

a defined collection of educational, study and evaluation activities aimed at the acquisition of specific skills in terms of knowledge, insight, skills and attitudes

**study programme**

a study programme has a credit load of 60 credits or a multiple of this, with the exception of a course in higher vocational education and master's courses, for which a multiple of 30 is possible. The executive body of the institution sets a study programme for each course consisting of a coherent collection of modules

**transfer**

transfer of examination results from modules or module sections to a subsequent opportunity to take the examination during the current academic year or to a subsequent academic year

**participation committee**

the participation committee offers a forum for students in a faculty / the School of Arts and gives them a voice. It consists of student representatives from the various courses within the faculty / School of Arts and represents student interests by advising the faculty / School of Arts

**periodic evaluation**

an evaluation of learning achievements during the examination periods as set out in the academic calendar

**lifelong learning**

short learning pathway with a view to further training and refresher courses

**plagiarism**

presenting a source or part of a source, without stating that source, as an original product under one's own name. Plagiarism can relate to various types of products, including: the appropriation, summarising and/or translation of small or large sections of text, figures, tables, numerical data, photographs, films, music, data files, ideas, text structures etc. without a clear and appropriate citation of the sources and without incorporating the quoted items into one's own work

**postgraduate degree**

a course with a credit load of at least 20 credits. This is a learning pathway that aims to extend or deepen the skills acquired upon completion of a bachelor or master's programme, in the context of further education or professional training. A postgraduate certificate is issued upon successful completion of the learning pathway

**council for disputes over study progress decisions**

hereinafter referred to as the Council. As an administrative tribunal, it rules on the items listed in article II.285 of the Higher Education Code

(see <http://onderwijs.vlaanderen.be/beroep-gaan-bij-de-raad>)

**composite module**

a module consisting of at least two module sections defined in the study programme

**transition programme**

a programme that can be imposed upon a student who wishes to enrol for a master's course on the basis of a bachelor's degree granted in professional higher education

**dissertation**

a dissertation is a module in the master's courses at the School of Arts in which a piece of writing must be submitted on a research question relating to a specific topic in a given subject area. The dissertation may be linked to the master's project, but it functions as an autonomous piece of research, demonstrating that the student is capable of developing new insights through research techniques

**student**

a person enrolled at University College Ghent

**module description**

a description of a module; a section of the prospectus. The module descriptions can be consulted at <https://www.hogent.be/studiefiches/?taal=2>

**fees**

the amount to be paid by the student for participation in educational activities and/or examinations, as determined by the Executive Board

**prospectus**

a description of all the education offered by University College Ghent

(see <https://www.hogent.be/studiefiches/?taal=2>)

**credit load**

the number of credits allocated to a module or course

**credit**

an international unit, accepted in the Flemish Community, that corresponds to at least 25 and at most 30 hours of prescribed education, learning and evaluation activities and in which the credit load of each course or module is expressed

**learning pathway**

the way a student's studies are structured

**study progress decision**

one of the following decisions:

- a) an examination decision, i.e. any decision, whether or not based on deliberation, that contains a final judgement as to whether a module, several modules of a course or an entire course has been passed;
- b) a disciplinary examination decision, i.e. a penalty imposed in response to inappropriate conduct in an examination;
- c) the granting of a proficiency certificate, indicating that a student has acquired certain skills on the basis of previously acquired skills or previously acquired qualifications;
- d) the granting of an exemption, i.e. the removal of the obligation to take an examination for a module or part of one;
- e) a decision imposing the obligation to take a transition and/or foundation programme, which also determines the credit load of this programme;
- f) the imposition of a measure to monitor study progress, as described in article II.245 of the Higher Education Code;
- g) the refusal to include a given module, for which the student has not previously enrolled, in the degree contract of a student who is following an individual learning pathway;
- h) a decision on the equivalence of a foreign degree of higher education to a Flemish degree of higher education, taken on the basis of article II.256 of the Higher Education Code

**module coordinator**

the member of the teaching staff who coordinates and is responsible for a module

**admission contract**

the agreement between University College Ghent and the student, representing the contractual relationship between the institution and the student

**expiry period**

a period expressed in calendar days, by the end of which a procedure or activity must be started in order to be valid. If the last day of an expiry period is a Saturday, Sunday or public holiday, the period will be extended until the next working day on which the post offices are open

an organ created within Ghent University Association that grants a proficiency certificate after successful completion of the proficiency test for PAS

**credits acquired**

credits linked to the modules for which a student has received a credit certificate

**Validating Body**

an organ created within Ghent University Association that grants a proficiency certificate after successful completion of the proficiency test for PAS

**continuity**

the rules set by the faculty / School of Arts concerning the requirement to have taken or passed a module or course, or to possess the associated skills, before a student is permitted to enrol for another module or another course

**foundation programme**

a programme that can be imposed upon a student who is not in possession of a degree granting direct access to the course for which s/he wishes to enrol

**exemption**

the waiver of the obligation to take an examination for a module or part of one

## **II. General**

### **Article 1. Admission contract**

§ 1. University College Ghent and the student enter into an admission contract upon enrolment.

§ 2. The admission contract consists, firstly, of generally applicable clauses including:

- the articles of the Education and Examination Regulations, as approved by the Executive Board;
- the respective rights and duties of University College Ghent and the student and the consequences of failure to observe these, as included in the articles of the Education and Examination Regulations and the faculty / School of Arts regulations;
- the faculty / School of Arts regulations containing specific additions to the Education and Examination Regulations that are directly related to the courses in the faculty / School of Arts;
- the prospectus, including:
  - the course descriptions, containing the goal of the course and its level, the qualification of the level and, if appropriate, the specification of the level;
  - the study programmes and how they fit into standard learning pathways;
  - the module descriptions with information about each module.

This information is available at <http://www.hogent.be>.

By enrolling, the student declares his or her consent to the generally applicable conditions.

Secondly, the admission contract consists of the contract that the student enters into upon enrolment and the student's agreed year programme.

§ 3. All enrolled students receive a University College Ghent account with an accompanying email address. This University College Ghent account gives access to the Chamilo electronic learning environment, the University College Ghent intranet, iBamaflex and the applications offered on it and the internet. The University College Ghent account is valid for the duration of the academic year and will be automatically extended upon re-enrolment. The University College Ghent email address is used as the official communication channel.

### **Article 2. Code of conduct**

§ 1. A student may only act in the name of University College Ghent with the permission of the dean.

§ 2. Students must conform to the general and specific safety regulations that apply at University College Ghent.

§ 3. For the use of specific infrastructure such as libraries, video libraries, media libraries, language laboratories, computer rooms, science labs, storerooms, studios etc., there are specific sub-regulations that are available on site.

§ 4. The students do not have the right to make audio or visual recordings of educational activities, unless a specific arrangement to do so has been made with the member of staff who teaches the educational activity. This recorded material can only be used for educational purposes for the benefit of the student him/herself or for a group of students with whom the lecturer has made arrangements in advance. Commercial use is prohibited in all cases, as is the recording of examinations for any purpose whatsoever.

§ 5. Students cannot refuse to allow recordings to be made of educational activities that the lecturer uses for simultaneous broadcast and/or placement on learning platforms. However they may ask not to be filmed personally.

§ 6. The student is obliged, when using and, where appropriate, copying computer programs for which University College Ghent has signed a licence contract with a third party, to respect the

content of the licence contract in question. The IT infrastructure may not be used to obtain, process, disseminate or save inappropriate information. (See <https://www.hogent.be/student/handige-links/>)

§ 7. When using and, where appropriate, copying works of literature and art that are present at and/or the property of University College Ghent, the student must observe the legal conditions relating to intellectual property (cf. Economic Law Code, particularly Book XI Intellectual Property).

§ 8. A student who breaks or loses material belonging to University College Ghent is liable for it, unless s/he can prove circumstances beyond his/her control or that a third party was at fault. In the event of a dispute, the case can be sent to court. Every student can be held jointly and severally financially liable, not only for damage caused by his/her actions, but also for damage caused by his/her neglect or lack of care. S/he remains liable even if the error occurred during educational activities. The Executive Board can call upon the student to pay for the damage s/he has caused.

§ 9. Smoking is prohibited in the University College Ghent buildings. The failure to observe the ban on smoking will lead to the disciplinary regulations being imposed.

### Article 3. **Intellectual property rights**

#### § 1. Definitions

- Intellectual property rights are
  - proprietary rights to research results;
  - copyright to works of literature or art created during study, in the sense of the legal conditions relating to intellectual property (cf. article 2, §7), such as artistic or design work or a placement, bachelor project, master's project, dissertation etc.
- Proprietary rights relate to the possibility of reproducing a placement, bachelor project, master's project, dissertation, artwork or research results or having them reproduced, in any way, state or form, wholly or partially (reproduction and communication rights, adaptation and translation rights, lease and loan rights).
- Research results are the results of research or development obtained in the context of educational activities (placement, bachelor project, master's project, dissertation etc.), with the exception of works of literature and art, but including computer programs and databases.
- Moral rights are the rights that protect the intimate link between the author and his/her placement, bachelor project, master's project, dissertation, artwork etc., including the right to display it. Copyright pertains to the exclusive moral and proprietary rights due to the maker of works of literature or art created during study, in the sense of the legal conditions relating to intellectual property (cf. article 2, §7), such as artistic or design work or a placement, bachelor project, master's project, dissertation etc.

#### § 2. Copyright

- Copyright to works of literature or art created during study, in the sense of the legal conditions relating to intellectual property (cf. article 2, §7), such as artistic or design work or a placement, bachelor project, master's project, dissertation, artwork etc. belongs to the student if s/he has created the work independently. If several persons have contributed to the creation of the work submitted, copyright is shared and the student must obtain the written permission of all the co-authors before publicly displaying the work (e.g. by participating in symposia, events, festivals, competitions etc.). This permission determines the extent to which and under what conditions the work can be made public.
- University College Ghent and the faculty involved / School of Arts shall have the right to use the student's work in the context of exhibitions, presentations, concerts, productions and communication about the school and its courses. In that context, the student shall not invoke the proprietary rights granted to the author in order to prohibit or limit possible use of the work by University College Ghent, on the condition that the student's name is mentioned in the way that is customary for scientific research.
- If the student displays artistic and/or design work created during and in the context of his/her studies in the faculty / School of Arts to third parties during an exhibition, concert, production

or in another form of presentation, the student shall always mention University College Ghent and the faculty concerned / the School of Arts.

### § 3. Proprietary rights to research results

- A distinction shall be made between research results generated within University College Ghent and research results generated in an external company.
- If, in the generation of research results, the student makes use of or invokes assets or equipment belonging to University College Ghent (e.g. specific research infrastructure, specific research licences, coaching as to content by staff of University College Ghent who contribute their specific expertise to the project / research etc.), the proprietary rights to the research results shall belong to University College Ghent.
- At the point when it becomes clear that research results are eligible for commercialisation and/or social implementation, a written agreement between University College Ghent and the student will confirm that the proprietary rights to the research results belong to University College Ghent. This agreement will include clauses relating to the process of converting the research results into commercial / social projects. In this agreement, University College Ghent may also waive its rights; arrangements may be included as to the student's share and any payment to the student.
- For research results generated in the context of a placement, bachelor project, master's project, dissertation etc. carried out at an external organisation, the allocation of proprietary rights shall be arranged by means of a written agreement between the student, University College Ghent (the faculty involved / School of Arts) and the external organisation.

### § 4. Display, archiving and reproduction

- Should the placement, bachelor project, master's project, dissertation etc. relate to research results, the proprietary rights to which belong to University College Ghent, the student may only display the work to the public with the written permission of the dean. This permission determines the extent to which and under what conditions the work can be made public.
- All interested parties have the right to oppose the reproduction of (certain parts of) a placement, bachelor project, master's project, dissertation, artwork etc., in the event that it contains confidential information about third parties or if this is necessary for the intellectual protection of the research results and/or their conversion into commercial / social projects.
- University College Ghent has the right to archive the submitted placement, bachelor project, master's project, dissertation etc. and to make the textual component of the bachelor project and the dissertation in the final master's degree project available electronically on the intranet. Its lecturers have the right to quote the submitted placement, bachelor project, master's project, dissertation etc. in the context of educational or scientific activities, as long as they state the source and the name of the author(s). Furthermore, its lecturers and students have the right to copy the submitted placement, bachelor project, master's project, dissertation etc. fully or in part, insofar as this reproduction is intended solely for private use or for educational or scientific purposes.

### III. Study regulations

#### Section I. Conditions for enrolment

##### Article 4. General conditions

The admission criteria determined in the following articles apply to enrolments for a course, a module or several modules, irrespective of the contract. If it becomes clear that someone does not meet the admission criteria, the enrolment shall be null and void.

##### Article 5. Required qualifications for enrolment in an initial bachelor course

###### § 1. General entry requirements

To enrol for a bachelor course, possession of one of the following qualifications is a general condition of admission:

1. a certificate of secondary education issued by the Flemish Community;
2. a 'short type' higher education degree [*hoger onderwijs van het korte type*] with a full-time curriculum;
3. a degree in higher education for social advancement [*hoger onderwijs voor sociale promotie*], with the exception of the Certificate of Teaching Competence [*Getuigschrift Pedagogische Bekwaamheid*];
4. a level 5 vocational education [*HBO5*] diploma;
5. a proof of study recognised as the equivalent of one of the above qualifications by virtue of a legal standard, European directive or international treaty. In the absence of such a qualification, applicant students for the university college who have obtained a diploma or certificate in a country inside or outside the European Union that grants admission to university education in that country can be admitted to enrolment for a bachelor course.

The following proofs of study are included under point 5 above:

- Belgian proofs of study:
  - a certificate of secondary education issued by the French or German-speaking Community;
  - a certificate of supplementary secondary vocational education;
  - a first prize diploma awarded by a music conservatory or the Lemmensinstituut, with the exception of a first prize certificate for music theory;
  - a technical engineering diploma;
  - a first-grade diploma of higher music education with a full-time curriculum, awarded by a conservatory;
  - a third-grade diploma of higher technical education;
  - a certificate demonstrating that the candidate has passed at least two years of study with a full-time curriculum in a course that leads to a second-grade diploma in higher arts education with a full-time curriculum, a third-grade diploma in higher arts education with a full-time curriculum, a third-grade diploma of higher technical education or a diploma in interior design;
  - a certificate demonstrating that the candidate has passed at least two years of study in the same area of study in higher education for social promotion or higher vocational education level 5, or a certificate / certificates / part certificates for modules that the candidate has passed in the same area of study in higher vocational education level 5, with a total number of contact hours of at least 2/3 of the total;
  - a bachelor's degree or the equivalent;
  - a master's degree or the equivalent;
  - a candidature degree or the equivalent.
- Foreign proofs of study:
  - a European Baccalaureate, awarded by a European School in Belgium or abroad;
  - a "Diplôme du baccalauréat international (BI)", awarded by "L'Organisation du Baccalauréat International" in Geneva (IBO);



- a Luxembourg “diplôme de Fin d’Etudes secondaires” or “diplôme de Fin d’Etudes secondaires techniques”
- a Dutch “Voorbereidend wetenschappelijk onderwijs” (VWO) diploma;
- a Dutch “Getuigschrift van met goed gevolg afgelegd propaedeutisch examen”;
- a Dutch “Middelbaar beroepsonderwijs” (MBO) diploma for a course lasting at least three to four years at qualification level 4 (only for access to professionally-oriented bachelor programmes);
- a French “Baccalauréat” diploma (minimum score 10/20);
- A German “Zeugnis der Allgemeinen Hochschulreife (Abiturprüfung)” diploma;
- a “High school diploma” (USA) with ‘record of transcript’ stating at least four 4 APs (Advanced Placements);
- a diploma awarded by the SHAPE school (NATO);
- a bachelor’s degree or the equivalent;
- a master’s degree or the equivalent.

## § 2. Different entry requirements with respect to qualifications: entrance examination

Candidate students who do not meet the entry requirements above in terms of their qualifications can obtain permission to enrol for a bachelor course if they pass an entrance examination. (See <http://www.hogent.be>)

### 1° Conditions for taking the entrance examination:

In order to take the entrance examination, the candidate must meet the entry requirements for language.

The entrance examination can be requested by:

- candidate students who do not meet the stated entry requirements in terms of their qualification, on the condition that they have reached the age of at least 21 years on 31 December of the first academic year in which they can enrol;
- refugees and displaced persons;
- virtuosi, who are people who have mastered a given discipline to an exceptional degree;
- holders of a certificate of further secondary education;
- candidate students who have passed Ghent University Association’s course for secondary school students from Zeeland (HAVO-piste).

### 2° Procedure:

The candidate should approach University College Ghent’s entrance examination coordinator at the Education Office ([toelatingsonderzoek@hogent.be](mailto:toelatingsonderzoek@hogent.be)) to discuss the conditions of participation in the entrance examination and examination procedure. The coordinator will explain:

- that the entrance examination is held in Dutch;
- that experts will be involved in the examination for virtuosi;
- what other conditions apply to the examination (how, where, when etc. it will be held).

Subsequently the candidate must submit a written application to Ghent University Association Validating Body. The applicant is personally responsible for compiling the application and for its content.

### 3° Permission to enrol:

The decision of the Validating Body, based on the result of the entrance examination, will be communicated to the candidate in writing. Permission to enrol applies to all bachelor courses at the institutions belonging to Ghent University Association. In order to be able to enrol, the candidate must also meet any extra conditions of entry to the course for which s/he wishes to enrol. As an additional condition of entry, an exploratory conversation will be held between the candidate and a learning pathway tutor or a member of the staff of the course for which the candidate wishes to enrol. This guarantees that the candidate is properly informed and that enrolment is well-considered.

## Article 6. **Required qualifications for enrolment in an initial master’s course**

Admission to a master’s course is possible by the following routes:

1. directly: proceeding to the master’s course after an academic bachelor degree with specific educational characteristics, recognised by University College Ghent;

2. a preparatory programme for the holders of academic bachelor degrees other than those described in point 1;
3. a transition programme for the holders of professionally-oriented bachelor degrees;
4. a foreign bachelor degree, declared equally valid, in which case the School of Arts determines on the basis of the supplements to the degree which route (as described in points 1, 2 and 3) the student should take to gain entry to a master's course.

## Article 7. **Required qualifications for enrolment in continuation courses**

### § 1. Post-bachelor course

Post-bachelor courses are only open to candidate students who already have a bachelor degree with specific educational characteristics. The faculty / School of Arts may make enrolment conditional upon an examination of the suitability and competence of the student to follow the course. The procedure for this examination is to be included in the faculty / School of Arts regulations.

Admission is possible by the following routes:

1. directly: at least one professionally-oriented bachelor course grants direct access;
2. a foundation programme;
3. a foreign bachelor degree, declared equally valid, in which case the faculty / School of Arts determines on the basis of the supplements to the degree which route (as described in points 1 and 2) the student should take to gain entry to a post-bachelor course.

### § 2. Post-master's programme

Post-master's courses are only open to candidate students who already have a master's degree with specific educational characteristics. The School of Arts may make enrolment conditional upon an examination of the suitability and competence of the student to follow the course. The procedure for this examination is to be included in the School of Arts regulations.

Admission is possible by the following routes:

1. directly: at least one master's course grants direct access;
2. a foundation programme;
3. a foreign master's degree, declared equally valid, in which case the School of Arts determines on the basis of the supplements to the degree which route (as described in points 1 and 2) the student should take to gain entry to a post-master's programme.

### § 3. Postgraduate degree

Depending on the nature of the course, a bachelor or master's degree is required to gain admission to a postgraduate degree programme. The faculty / School of Arts may make enrolment conditional upon an examination of the suitability and competence of the student to follow the course. The procedure for this examination is to be included in the faculty / School of Arts regulations.

### § 4. Lifelong learning

The entry requirements in terms of qualifications are determined on the basis of the contents and nature of the lifelong learning programme. The Executive Board will decide on the conditions of entry for lifelong learning.

### § 5. Transition programme

For admission to the transition programme that precedes a master's course, a professional bachelor degree is required.

### § 6. Foundation programme

For admission to the foundation programme that precedes a master's course, an academic bachelor degree is required. For admission to the foundation programme that precedes a post-bachelor programme, a bachelor degree is required.

### § 7. Specific teacher training course

Admission to the specific teacher training course is possible by the following routes:

1. holding a master's degree, a degree for a second-cycle academic course or a degree for the second cycle of an academic-level course followed at a university college;
2. holding an academic bachelor degree and also enrolling for a subsequent master's course. Successful completion of the specific teacher training course is only possible after obtaining a master's degree.

#### Article 8. **Entry requirements for language**

§ 1. When enrolling for a course taught in Dutch, the candidate student must prove that s/he has sufficient knowledge of the Dutch language:

- either by providing proof of at least one successfully completed year in Dutch-speaking secondary education;
- or by providing proof of passing a course or one or more modules with a total credit load of at least 60 credits in Dutch-speaking higher education;
- or by taking a language test. The language certificate obtained is intended to provide proof that the student has attained 'Vantage' level in the Common European Framework of Reference (hereinafter abbreviated to ERK B2).

ERK B2 level corresponds to:

- a level 5 certificate obtained from the University Language Centre in Ghent;
- or a certificate of passing level ERK B2 of the Interuniversitaire Taaltest Nederlands voor Anderstaligen (the ITNA test);
- or a third grade equivalent, level 8 certificate from a Centre for Adult Education;
- or a 'Nederlands als vreemde taal' certificate, with a 'professionele taalvaardigheid' profile from the Nederlandse Taalunie.

The following applies as an exception to the above: for enrolment in courses where an artistic entrance test or orientation test is organised, the candidate student's language level can be assessed as part of the entrance test or orientation test. Students who cannot demonstrate sufficient knowledge of Dutch in the entrance test or orientation test and who do not have a level ERK B2 certificate at the time of enrolment must enrol for studies at a language school at the same time. It is not necessarily required that the student presents certificates of the level attained at the end of the academic year. However language progress is evaluated and binding language conditions can be imposed if progress is not sufficient.

§ 2. The university college can make permission for initial enrolment for a course offered in a language other than Dutch dependent on a test of knowledge of the teaching language used.

For enrolment in English-language master's courses for which an orientation test is organised, the language level of students who speak other languages can be assessed as part of the orientation test. Students who cannot demonstrate sufficient knowledge of English in the orientation test must enrol for studies at a language school at the same time. It is not necessarily required that the student presents certificates of the level attained at the end of the academic year. However language progress is evaluated and binding language conditions can be imposed if progress is not sufficient.

§ 3. For postgraduate courses and lifelong learning, specific language requirements may be included in the faculty / School of Arts regulations.

#### Article 9. **Entry requirements with respect to learning credit**

§ 1. Admission to an initial bachelor course:

When enrolling for an initial bachelor course, the student is admitted for the amount of his or her remaining learning credit. An individual exception can be allowed, based on a substantiated application addressed to the learning pathway tutor. This written application is to be submitted by 15 October at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or

- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

A student allowed to enrol on the basis of approval of this application will pay the ordinary fees.

After the end of the first semester, the number of credits gained in the first semester will be added to the learning credit. A student may enrol again through a degree contract for the amount of newly gained learning credit for modules in the second semester.

For students who have already obtained a bachelor degree:

When enrolling for an initial bachelor course, a student who has already obtained a bachelor degree is admitted for the amount of his or her remaining learning credit. An individual exception can be allowed, based on a substantiated application addressed to the faculty / School of Arts. This written application is to be submitted by 15 October at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester. A student allowed to enrol on the basis of approval of this application will pay the ordinary fees.

§ 2. Admission to an initial master's course:

A student who meets the entry requirements in terms of qualifications for an initial master's course is admitted to the initial master's course irrespective of the status of his or her learning credit. The student pays the ordinary fees.

For students who have already obtained a master's degree:

When enrolling for an initial master's course, a student who has already obtained a master's degree is admitted for the amount of his or her remaining learning credit. An individual exception can be allowed, based on a substantiated application addressed to the faculty / School of Arts. This written application is to be submitted by 15 October at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester. A student allowed to enrol on the basis of approval of this application will pay the ordinary fees.

§ 3. Students who enrol for an initial bachelor course or an initial master's course with a credit contract can enrol for the amount of learning credit they still have.

**Article 10. Entry requirements relating to study progress: refusal of enrolment for a bachelor course, master's course, foundation programme or transition programme**

§ 1. Refusal of enrolment for the same course with a degree contract or examination contract to obtain a degree certificate

1° Binding conditions for a second enrolment within the same course:

When a student enrolled with a degree contract or examination contract to obtain a degree contract has effectively obtained less than 60% of the credits that were taken, s/he will have the following binding condition imposed when s/he re-enrols for the same course: the student must effectively obtain at least 60% of the credits taken during the second enrolment with a degree contract or examination contract to obtain a degree certificate.

The dean can also impose extra binding conditions during a second enrolment with a view to supervising study progress:

- no free choice when compiling the year programme;
- taking support measures: study skills, coaching or other forms of support;
- passing (certain) modules that need to be retaken.

2° Refusal of a third enrolment within the same course:

When it is confirmed that a student who has enrolled for a second time has not met the aforesaid binding conditions, the student will be refused permission to enrol for a third time for the same course. When a student is refused a third enrolment for the same course with a degree contract or examination contract to obtain a degree certificate, it is no longer possible either to enrol through a credit contract or examination contract to obtain a credit certificate.

In exceptional circumstances, the student may address a substantiated written application to the learning pathway tutor.

This application is to be submitted by 15 October at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

A student can only submit an application to be permitted to enrol for the same course due to exceptional circumstances once per academic year for that course. If the application is refused, this refusal shall apply for the entire academic year in question.

The dean can also impose extra binding conditions during a third enrolment with a view to supervising study progress:

- no free choice when compiling the year programme;
- taking support measures: study skills, coaching or other forms of support;
- passing (certain) modules that need to be retaken.

## § 2. Refusal to allow enrolment in any course with a degree contract or examination contract to obtain a degree certificate

A student will be refused permission to enrol, irrelevant of earlier binding conditions - whether or not they were met - if, after having enrolled for three academic years for a degree contract or examination contract to obtain a degree certificate, the student has effectively obtained less than a third of the credits for which s/he signed up during these enrolments.

If a student is refused enrolment in any course with a degree contract or examination contract to obtain a degree certificate, this student cannot enrol again either with a credit contract or examination contract to obtain a credit certificate.

In exceptional circumstances, the student may address a substantiated written application to the learning pathway tutor.

This application is to be submitted by 15 October at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

A student can only submit an application to be permitted to enrol for the same course due to exceptional circumstances once per academic year for that course. If the application is refused, this refusal shall apply for the entire academic year in question.

The dean can also impose extra binding conditions on this enrolment with a view to supervising study progress:

- no free choice when compiling the year programme;
- taking support measures: study skills, coaching or other forms of support;
- passing (certain) modules that need to be retaken.

## § 3. Refusal of enrolment with a credit contract or examination contract with a view to obtaining a credit certificate

The student will be refused permission to enrol for a third time if s/he has already enrolled twice for that module without obtaining the credit certificate, irrelevant of the type of contract.

When a student is refused enrolment with a credit contract or examination contract to obtain a credit certificate, it is no longer possible either to enrol through a degree contract or examination contract to obtain a degree certificate.

In exceptional circumstances, the student may address a substantiated written application to the learning pathway tutor.

This application is to be submitted by 15 October at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

A student can only submit an application to be permitted to enrol for the same module due to exceptional circumstances once per academic year in a given course, with a credit contract or examination contract with a view to obtaining a credit certificate. If the application is refused, this refusal shall apply for the entire academic year in question.

If the faculty / School of Arts decides that the student can be permitted after all, due to exceptional circumstances, to enrol for a module for which s/he has not yet obtained a credit certificate, the dean can also impose extra binding conditions upon this enrolment with a view to supervising study progress:

- no free choice when compiling the year programme;
- taking support measures: study skills, coaching or other forms of support;
- passing (certain) modules that need to be retaken.

§ 4. For the purposes of the conditions above, any previous enrolments at other institutions of higher education will also be taken into account.

#### **Article 11. Extra entry requirements for enrolment in the academic bachelor and master's courses at the School of Arts**

##### **§ 1. Artistic entrance examination**

Nobody is admitted to the bachelor courses, transition programmes and foundation programmes in Drama, Music, Audio-Visual or Visual Arts without having passed an artistic entrance examination specific to these courses / modules. This artistic entrance examination, organised by the School of Arts, is conducted by a committee composed of staff of the School of Arts and external experts. The rules for the organisation and evaluation of the entrance examination are included in the School of Arts regulations or in regulations issued specifically for this purpose that have been approved by the Board of the School of Arts. Passing the entrance examination does not mean that the candidate student is relieved of the obligation to meet all the other entry requirements.

##### **§ 2. Orientation test**

Students who have not obtained their academic bachelor degree at University College Ghent are not admitted to a master's or post-master's course in the arts without having taken an orientation test specific to these courses. This orientation test, organised by the School of Arts, is conducted by an orientation committee composed of members of staff. The rules for the organisation and evaluation of the orientation test are included in the School of Arts regulations or in regulations issued specifically for this purpose that have been approved by the Board of the School of Arts. Taking an orientation test does not mean that the candidate student is relieved of the obligation to meet all the other entry requirements.

#### **Article 12. Entry requirements for individual modules by means of a credit contract or examination contract in order to obtain credits**

A student who does not meet the entry requirements in terms of the qualifications s/he holds may, on the condition that s/he meets all the other entry requirements, enrol for a limited number of individual modules under a credit or examination contract in order to obtain credits, on the condition that it is proved on the basis of an examination that the person in question has the prerequisite skills for the module or modules. Candidate students must address a substantiated written request to the learning pathway tutor. For a credit contract, the application must be submitted by 15 October

at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester. For an examination contract to obtain credits, the application must be submitted by 15 February at the latest.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

### Article 13. **Admission procedure on the basis of foreign proofs of study**

§ 1. Every candidate student who wishes to study on the basis of a foreign degree certificate or certificate must submit an application file.

For the entrance examination for bachelor courses in the faculties, the candidate student should address his or her application file to the Education Office by email ([foreignstudentadmission@hogent.be](mailto:foreignstudentadmission@hogent.be)), taking into account the procedures and deadlines stated on the website (see <http://www.hogent.be/toekomstige-student/inschrijven/toelating-buitenlandse-student/>).

§ 2. For courses at the School of Arts, the candidate student should address his or her application file to the Student Affairs service at the School of Arts, taking into account the procedures and deadlines stated on the website (see <http://www.schoolofarts.be>).

§ 3. A complete application file must contain:

- 1° An application form, filled in and signed, including a declaration concerning:
  - the future student's solvency;
  - the future student's health insurance;
  - any extra requirements specific to the course.
- 2° A valid residence permit for Belgium or documents that demonstrate the student's residence status or residence procedure, or in the absence of these, an international passport. In the latter case, the candidate student will be given a document upon approval of his or her application file with which s/he can apply for a student visa through the Belgian embassy or a Belgian consulate.
- 3° A copy of the degrees, certificates or proofs of study obtained and any addenda to them (degree supplement, subject content when applying for exemptions). These copies must be authenticated or declared true copies, depending on the country of origin.
  - When applying on the basis of a foreign certificate of secondary education the equivalent status of which is not recognised in Flanders, an original declaration must be appended to the file, issued by the Ministry of Education in the country of origin, making it clear that the certificate of secondary education grants access to university-level studies in the country where it was issued;
  - When applying on the basis of a higher education degree, the application must contain a declaration stating the nature, credit load and length of studies of that foreign final higher education degree.
- 4° A summary of all uncompleted studies in higher education in Belgium and abroad with examination results.
- 5° An APS certificate (Akademische Prüfstelle) in accordance with the conditions set by the Flemish Community for candidate students from the People's Republic of China. Chinese candidate students obtain the certificate after successfully undergoing a screening of their academic level (scrutiny of documents, interview and tests) through the academic evaluation centre linked to the German embassy in Beijing (China). The APS certificate is also a requirement for obtaining a student visa.
- 6° An attestation demonstrating that the student meets the language requirements specific to the course.

§ 4. Translations, by a sworn translator at the Court of First Instance in Belgium or the Belgian embassy or consulate in the country of origin of the documents, are required if the documents in the file are not written in English, French, German or Dutch.

§ 5. After receipt and approval of the complete application, University College Ghent will issue an "Admission to the Course" attestation. This attestation, along with the file, will be sent to the faculty concerned or the School of Arts, after which the candidate can fulfil the remaining enrolment formalities at the faculty / School of Arts that offers the chosen course.



## Section II. Enrolment

### Article 14. General conditions

§ 1. A student can enrol insofar as s/he meets the admission criteria, including the language criteria. Enrolment is linked to a given academic year.

§ 2. The enrolment of a student who does not meet the admission criteria established by decrees and regulations shall be null and void.

§ 3. From the point when the student has signed his or her enrolment, s/he is enrolled and liable for fees and the exceptional costs of study. If there is another invoice related to a previous enrolment at University College Ghent that is unpaid at the time of enrolment, this must be paid first before a new enrolment can be made. It is only possible to participate in the educational activities and/or to take examinations once all the enrolment formalities (signing the admission contract, paying the enrolment fee and the exceptional costs of study) have been fulfilled.

§ 4. The student declares his/her consent to the year programme by signing. Declaring consent to the year programme is part of the admission contract and is a condition of participating in the examinations. No extra enrolment is required to participate in the examinations. The admission contract between the student and University College Ghent can be created by electronic means. The student will receive his or her enrolment details for approval and signing through <https://ibamaflex.hogent.be>. If the student notices material errors, s/he reports this in writing to the student administration:

- **by 1 December at the latest** for modules in semester 1 and year-long modules;
- **by 15 March at the latest** for modules in the second semester.

If the student does not report any material errors, the student is considered to have accepted the enrolment details sent through ibamaflex.

§ 5. A student cannot enrol more than once for a single module during one academic year, irrelevant of the type of contract.

§ 6. A student can enrol for more than one course during one academic year.

§ 7. A student who takes on extra modules alongside the obligatory or optional modules must enrol with a credit contract for the extra modules. These modules do not form part of the studies for obtaining the degree certificate, but result in a credit certificate upon successful completion.

§ 8. Provisional enrolment is not possible.

§ 9. The conditions for enrolment do not apply to incoming exchange students. A student enrolled at a foreign partner institution who participates in educational activities at University College Ghent, insofar as this forms part of an officially accredited, bilateral and/or multilateral cooperation or exchange programme or agreement, is an incoming exchange student. The incoming exchange students must enrol online at University College Ghent using moveon before 31 May of the academic year prior to their studies at University College Ghent (for educational activities in the first semester and year-long modules) or before 15 November of the current academic year (for educational activities in the second semester). The faculty / School of Arts is responsible for further follow-up of the files of incoming exchange students enrolled in moveon. When arriving at University College Ghent, the incoming exchange students must allow themselves to be enrolled as guest students in the student administration database. By enrolling, the incoming exchange student declares his or her consent, for the relevant period at University College Ghent, to the conditions of the education and examination regulations. University College Ghent provides

the student with a Transcript of Records at the end of the study period with the modules taken, examination result obtained or a statement of absence and the credits gained.

§ 10. With the exception of §1 and §2, the aforesaid conditions of enrolment are not applicable to candidate students who only possess the skills specific to a given course on the basis of a proficiency certificate and/or PAQs and enrol for the issue of a degree certificate.

#### Article 15. **Enrolment details**

##### § 1. Degree contract and credit contract

1° By 1 December at the latest:

A student who wishes to take modules in the first semester or year-long modules must enrol by 1 December at the latest. The student can enrol for modules in the second semester at the same time.

2° From 1 December until 15 March:

The student can enrol for modules in the second semester. Taking a part-time standard learning pathway in the second semester is only possible, taking into account the continuity and simultaneity of modules, as determined in the faculty / School of Arts regulations. When enrolling late, it is possible that certain modules have already been evaluated and examination grades have already been attributed. If there is no second opportunity to take the examination provided in the same academic year, the student cannot include these modules in his or her degree contract.

##### § 2. Examination contract

The student can enrol for an examination contract until 15 March.

As an exception to this rule, a student who obtains a degree certificate in the first or second examination period on the condition of deliberation of a module, can enrol in the same academic year for the deliberated module with an examination contract in order to obtain this credit certificate after all in the third examination period. To do so, the student must submit an application no more than three calendar days after the feedback session for the second examination period. For modules in which no examination can be sat in the third examination period, enrolment of this kind is not possible.

§ 3. For post-bachelor courses, post-master courses, postgraduate courses and lifelong learning, different enrolment details may be included in the faculty / School of Arts regulations.

#### Article 16. **Enrolment procedure**

##### § 1. Initial enrolment

Students enrolling at University College Ghent for the first time must present themselves for enrolment in person and demonstrate that they meet all the entry requirements. The documents they must present in order to enrol include the following:

- a valid Belgian identity document or residence permit (in the absence of this, the student should make himself or herself known to the Education Office);
- a certificate of secondary education;
- the documents referring to previous studies in higher education.

##### § 2. Re-enrolment

Persons who are already students at University College Ghent will receive instructions from the faculty / School of Arts for re-enrolment after the second or third examination period.

When enrolling, one must take into account the fact that the type of contract and year programme must be established and signed for as soon as possible.

##### § 3. Attestations of enrolment

The student receives the following attestations, depending on the contract:

1° Degree contract and credit contract:

After enrolment, students who enrol for a degree or credit contract receive a student card and proofs of enrolment for their health insurance fund and public transport companies.

Following enrolment, the enrolment details for the child benefit fund and the Ministry of the Flemish Community - Department of Student Grants will be transferred directly to the bodies concerned. The transfer of study details to the Department of Student Grants is separate from the application for a student grant, which the student makes personally.

2° Examination contract:

Students who enrol for an examination contract receive a proof of enrolment and a student card.

§ 4. In the event of loss, theft or damage to his or her student card, a student can request a new student card from the Central Student Administration at [studentenadministratie@hogent.be](mailto:studentenadministratie@hogent.be). When requesting a new student card, the student is charged an administrative cost of €15.00 unless the student card has a technical defect without external damage or if the student can present a certificate of notification of theft of the original student card.

#### Article 17. **Enrolment type**

A student enrolls for:

- a course, several courses at once and/or;
- a transition or foundation programme and/or;
- a postgraduate course and/or;
- a lifelong learning programme and/or;
- a module or several modules that belong to one or more courses. If a student has obtained a transfer for a module section or a partial exemption, s/he enrolls for the entire module.

#### Article 18. **Types of contract**

##### § 1. Degree contract

With a degree contract, the student enrolls with the intention of obtaining a degree / certificate for a specific course or programme. Enrolling with a degree contract entails the right to participate in the educational activities, to benefit from facilities providing educational support and to sit examinations for the modules that are part of the year programme for which the student has enrolled (except for any exemptions and/or previously obtained credits).

##### § 2. Credit contract

A student enrolls for one or a limited number of modules and sits examinations for these modules with the intention of obtaining a credit certificate for each module passed (at least 10 out of 20). A degree class, a certificate or the degree certificate for a course cannot be granted to a student who has enrolled with a credit contract. Enrolling with a credit contract entails the right to participate in the educational activities, to benefit from facilities providing educational support and to sit examinations for the modules that are part of the contract.

Permission from the faculty / School of Arts is required to enrol with a credit contract, even in the case of re-enrolment. Permission can only be granted for modules for which enrolment with a credit contract is possible on the basis of continuity and simultaneity, the prerequisite skills, the admission criteria and the practical, organisational feasibility of these modules. The student shall address his or her substantiated application for permission to enrol with a credit contract, in writing, to the learning pathway tutor. Upon application, the student shall transmit the list of modules to be taken, taking into account the continuity and simultaneity, prerequisite skills and admission criteria for these modules, as stated in the module description and/or the faculty / School of Arts regulations. The faculty / School of Arts will decide on the basis of all the elements whether the student will be permitted to enrol with a credit contract.

It is never possible to enrol for placements, learning in the workplace, bachelor projects or master's projects with a credit contract.

##### § 3. Examination contract

A student can enrol exclusively to sit examinations with a view to:

- obtaining a degree certificate for a course or a certificate for a transition programme / foundation programme or;
- obtaining a credit certificate for one or more modules.

It is not possible to enrol with an examination contract for a distance learning course, post-bachelor course, post-master's course, postgraduate course or lifelong learning.

It is not possible to enrol with an examination contract for modules that, by their nature, require attendance during educational activities or coaching.

Permission from the faculty / School of Arts is required to enrol with an examination contract, even in the case of re-enrolment. Permission can only be granted for modules for which enrolment with an examination contract is possible. The student shall address his or her substantiated application for permission to enrol with an examination contract, in writing, to the learning pathway tutor.

When granting permission to enrol with an examination contract, notwithstanding the admission conditions, the admission criteria of the modules concerned must be met, i.e. the prerequisite skills, the continuity and the simultaneity of the module concerned as stated in the module description and/or the faculty / School of Arts regulations.

When evaluating a request for an examination contract, the following capacities are always taken into account:

- working student;
- student with a special status;
- student with a disability;
- student who enrolls between 1 December and 15 March with a degree contract for modules in the second semester, who also wishes to take modules in the first semester and year-long modules in order to obtain credits in the academic year concerned.

A student with an examination contract cannot participate in the educational activities and cannot make any use of the facilities providing educational support or of the support offered by the university college, including personal coaching on the electronic learning platform. The student can only use the electronic learning platform to obtain learning material, not for educational coaching. S/he is only enrolled to sit examinations. If s/he does, however, wish to attend the educational activities, or wishes to make use of coaching, s/he must enrol for the modules concerned with a degree contract.

The level or degree certificate for a course cannot be granted to a student who has enrolled with an examination contract to obtain a credit certificate for one or more modules.

#### § 4. Various contracts

A student can enrol more than once, in a single academic year and within one course, with different contracts, but never for the same module. When combining an examination contract to obtain a degree certificate *and* a degree contract, the examination results obtained through the two contracts will be treated together as the examination decision for a course and the granting of the degree certificate.

### Article 19. **Types of learning pathways**

§ 1. A learning pathway refers to the way in which a student progresses through the study programme.

The type of learning pathway is determined upon enrolment:

- a standard learning pathway or;
- an individual learning pathway.

§ 2. A standard learning pathway is a learning pathway mapped out in advance by the institution for a group of students.

§ 3. An individual learning pathway is a learning pathway customised for a specific student. The opportunity to take an individual learning pathway is investigated, taking into account the continuity, simultaneity, feasibility for the student (study progress and study efficiency) and the organisation of the modules.

A student who wishes to take an individual learning pathway must address a written application to the faculty / School of Arts by 15 October at the latest, and in the event of late enrolment, within 15 calendar days of enrolment. A student who wishes to apply for an individual learning pathway will be advised on his or her application by the learning pathway tutor.

The faculty / School of Arts shall decide whether or not to allow an individual learning pathway.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

If a student is not permitted to enrol with an individual learning pathway or if the requested individual learning pathway is refused, this decision shall apply to all types of contract.

#### Article 20. **Exemptions / partial exemptions**

A student who is the holder of previously acquired qualifications (PAQ) or of a proficiency certificate based on previously acquired skills (PAS) can request exemptions or partial exemptions from the faculty / School of Arts for certain modules or module sections.

§ 1. Procedure for exemption / partial exemption on the basis of previously acquired qualifications (PAQ)

A student who wishes to obtain an exemption / partial exemption on the basis of PAQs, i.e. credit certificates / pass certificates, must send an application to the learning pathway tutor:

- by 15 October at the latest for modules in the first semester and year-long modules. For enrolments from 1 October onwards, the application is to be sent to the learning pathway tutor within 15 calendar days of enrolment;
- by 1 March for modules in the second semester. For enrolments from 15 February onwards, the application is to be sent to the learning pathway tutor within 15 calendar days of enrolment.

Along with the written application, the student should supply the necessary original documents (attestation / certificate / degree certificate / credit certificate / module description etc.).

The faculty / School of Arts will deal with the application on the basis of specific skills, the content and credit load of the module or module section. The faculty / School of Arts may judge that besides the investigation of the documents, an extra investigation is required. The faculty / School of Arts shall make a substantiated decision on whether or not to allow exemptions / partial exemptions on the basis of PAQs.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

The period of 30 calendar days only begins once the application file is complete and if no extra proficiency test is required.

If an exemption is granted on the basis of a PAQ for a module or module section, the examination grade on the credit certificate will not be taken into account upon enrolment or in the examination decision.

§ 2. Procedure for exemption / partial exemption on the basis of previously acquired skills (PAS)

A student who wishes to obtain an exemption / partial exemption on the basis of PAS, must supply a proficiency certificate with his or her application.

1° Obtaining a proficiency certificate:

A student who wishes to obtain a proficiency certificate for certain skills or all the skills in a given course must send a written application, using the standard application form, to the dean of the course in question.

Along with the application, the student shall supply a portfolio containing all the relevant pieces of evidence linked to the skills for which a certificate is requested. The application form and the portfolio must be checked by the University College Ghent PAS tutor. The PAS tutor can also be approached for help compiling the portfolio. The applicant is personally responsible for compiling

the application and for its content. The proficiency test provides that, if further information is necessary to be able to evaluate the skills, the dean can decide to organise an extra investigation.

The proficiency test begins after payment of the charge.

The student will be informed in writing of whether or not his/her skills have been recognised.

If the result of the investigation is positive, the student will receive a proficiency certificate. The proficiency certificate states the acquired skills appropriate to the level of a bachelor or master's degree or a specific course, module or module section or a cluster of modules.

2° Exemptions / partial exemptions on the basis of a proficiency certificate:

A student who has obtained a proficiency certificate may be eligible to apply for exemptions or partial exemptions. For this purpose, s/he should send an application no more than 15 calendar days after receiving the proficiency certificate, within the limits of the stipulated enrolment dates. The student will send the proficiency certificate, along with the application, to the learning pathway tutor.

The faculty / School of Arts shall make a substantiated decision on whether or not to allow exemptions / partial exemptions.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or;
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

The period of 30 calendar days only begins once the application file is complete.

If an exemption is granted on the basis of PAS for a module or module section, there will be no credit certificates and no examination grade will be used upon enrolment or for the examination decision.

§ 3. Validity period of PAQs and proficiency certificates

A PAQ and a proficiency certificate are valid indefinitely.

#### Article 21. **Transfer of module sections**

For a module section which a student has passed (at least 10 out of 20), the examination grade is retained within the same course at Ghent University College and transferred to a subsequent examination period organised for the module and/or a subsequent academic year. In principle, transfers are valid indefinitely.

#### Article 22. **Working student**

Upon enrolment, the student must state that s/he is a working student. The student can go to the Student Affairs department at the faculty / School of Arts to submit the necessary documents and/or compile an application.

A working student is someone who:

- is in possession of proof of employment with an employment contract covering at least 80 hours per month, or is in possession of proof of job-seeker status with the right to unemployment benefits and the course is part of a back-to-work pathway proposed by a regional labour mediation service, and;
- is not yet in possession of a second cycle degree or master's degree, and;
- is enrolled for a specific learning pathway for working people.

A student working under the student job scheme is not a working student. A student working under the student job scheme is not considered an employee. Under the student job scheme, the student may only work a limited number of days per year, entitling him or her to tax benefits. (See <http://www.centenvoorstudenten.be>)

### Article 23. **Student with a disability**

A student with a disability who wishes to be considered for individual education and examination measures must state upon enrolment that s/he has a disability. The student with a disability (whether or not s/he is registered with the Flemish Agency for Persons with a Handicap) can go to the learning pathway tutor to submit the necessary documents and/or compile an application.

The following disabilities are registered:

- physical disability;
- hearing impairment;
- vision impairment;
- learning difficulty;
- chronic illness;
- psychiatric disability;
- others.

### Article 24. **Special status**

Ghent University College distinguishes four categories of students who are eligible for the allocation of a special status:

- recognised athletes;
- student entrepreneurs;
- student artists, except for students who have an external artistic practice that is completely compatible with their course or specialisation at the School of Arts KASK - Royal Conservatory;
- students with a mandate in:
  - the governing bodies of University College Ghent and/or Ghent University Association;
  - the student council of University College Ghent and/or Ghent University Association;
  - the participation committees and/or education committees of University College Ghent;
  - the councils, committees and working groups of University College Ghent;
  - the councils, committees and working groups external to University College Ghent, such as VLHORA, VLOR and VVS;
  - the political arena.

A student who wishes to be considered for a 'special status' must submit an application that will be assessed by the Special Status Committee. The learning pathway tutor can support the student in the preparation of the application. An application for a 'special status' is made in writing, using the application form intended for that purpose and addressed to the contact person stated on the application form. The application is to be submitted by 15 October at the latest, and in the event of late enrolment, within 15 calendar days of enrolment. In exceptional circumstances, applications can be submitted later. It must be demonstrated that the circumstances are exceptional.

The Special Status Committee decides whether to grant 'special status' within 30 calendar days of the application being submitted to the contact person. If the status is granted, a 'special status' attestation is sent to the student and the faculty / School of Arts will be informed at the same time. Special status is only valid for one academic year and the application must be resubmitted every academic year.

### Article 25. **Individual education and examination measures**

§ 1. Individual education and examination measures can be granted to a student on the basis of an attestation showing that s/he is a working student, has a certified disability or a 'special status' attestation, or for medical reasons or in the event of exceptional social or individual circumstances.

An individual education and examination measure is a reasonable, individual adjustment to guarantee that the student has equal opportunities, with the result that s/he can participate fully in educational and examination activities. This measure meets the criteria of necessity, feasibility, defensibility and skill monitoring.

- Necessity: without this measure, the student cannot fully participate in the educational and examination activities;
- Feasibility: the measure must not result in a demonstrably disproportionate burden on the organisation;
- Defensibility: the measure can be justified towards the parties involved;
- Skill monitoring: the measure must not detract from the intended final skills. Only the process of acquiring these skills is adapted.

§ 2. Examples of individual education and examination measures that can be granted where appropriate:

- changing to a different class or group to obtain an adapted timetable, if more than one class or group is organised;
- permission for limited absence, on the understanding that this cannot be more than what is stated in the faculty / School of Arts regulations for arrangements for non-periodic evaluation;
- changing the timing of practical projects or placements;
- changing the timing of examinations during the academic year, excluding holiday periods and to the extent that this is possible;
- adapting the deadlines for handing in work;
- providing alternative assignments;
- making syllabuses available in digital form;
- adapted forms of education and evaluation;
- IT applications (including screen reader software, speech synthesis software etc.)
- etc.

§ 3. Application procedure for the granting and implementation of individual education and examination measures

The student must make an explicit and individual request to obtain individual education and examination measures. The preparation of the application is done together with the learning pathway tutor. The student bears full responsibility for the content and completeness of the file. A student applying for individual education and examination measures on the basis of a special status must append proof of this special status to the application. A student applying for individual education and examination measures on the basis of exceptional social or individual circumstances, working student status, medical reasons and/or disabilities must append the necessary attestations to the application.

To obtain these measures, the student must send a written request to the faculty / School of Arts on the application form intended for that purpose.

- The student should apply for educational measures as soon as possible;
- The student must apply for examination measures for non-periodic evaluations before the educational activities begin;
- For examination measures in the examination periods, the application must be submitted on time, at least four weeks of teaching before the beginning of the examination period as stated in the academic calendar of the faculty / School of Arts. In exceptional circumstances, applications can be submitted later. It must be demonstrated that the circumstances are exceptional.

The examination measures obtained for the first opportunity to take the examination remain valid for the second opportunity to take the examination within the current academic year.

The measures only come into effect following the decision by the faculty / School of Arts.

If a new application is submitted in subsequent academic years, the student will need to present the attestations again, except in the case of students with permanent disabilities.

§ 4. Practical implementation of the individual education and examination measures

The faculty / School of Arts decides on the individual education and examination measures to be granted, taking into account the criteria of necessity, feasibility, defensibility and skill monitoring. The student will discuss the practical implementation of the individual measures with the learning pathway tutor.



§ 5. A student who believes s/he has been refused reasonable adjustments can approach the ombudsperson for internal mediation.

§ 6. A student with a disability who believes s/he has been refused reasonable education and examination measures has access to an internal appeal procedure. The student submits a request to reconsider a 'refusal of an adjustment' within an expiry period of fifteen calendar days, beginning on the day after the one on which the substantiated decision was announced to the student. This expiry period will be suspended when the student secretaries' offices are closed during the Christmas and summer holidays. To have his/her situation reconsidered, the student must address a substantiated appeal to the Disability Adjustment Appeal Committee. On pain of non-admissibility, the appeal must be sent by registered letter to the Head of Student Affairs at the Education Office (the date of franking is considered proof) or submitted in duplicate to the secretary's office at the Education Office, where the secretary will stamp and sign one copy and return it to the student. (Address: Geraard de Duivelstraat 5 – 9000 Ghent).

The Appeal Committee is convened on an ad hoc basis and consists of:

- The Head of Student Affairs at the Education Office or the substitute s/he appointed as chair;
- A member of staff from the Student Affairs service at the Education Office;
- A head of a Student Affairs service, or a member of its staff, at another faculty / School of Arts than that attended by the student.

The Disability Adjustment Appeal Committee deals with the internal appeal against documents (the substantiated decision of the faculty / School of Arts, and the substantiated appeal by the student), if appropriate after interviewing the student and/or the dean or a substitute appointed by the dean, either at their request or the request of the committee. The Disability Adjustment Appeal Committee will make a substantiated decision that is binding for everyone within the institution. A report will be made of the action based on this appeal.

The internal appeal procedure must be completed within fifteen calendar days, beginning on the day after the one on which the appeal is made. The student is informed by registered letter of the substantiated decision. This decision period will be suspended when the student secretaries' offices are closed during the Christmas and summer holidays.

After exhausting the internal appeal procedure, a student may lodge an external appeal with the Council of State.

#### **Article 26. Simultaneous enrolments for successive courses / programmes or for one course with different specialisations.**

§ 1. A student can apply to be enrolled for successive courses / programmes in the same academic year, as an exception to the admission criteria, for example by enrolling for a professionally-oriented bachelor degree and a transition programme, a professionally-oriented bachelor degree and a post-bachelor degree, an academic bachelor degree and a master's degree, a master's degree and a post-master's degree, a foundation programme and a post-master's degree, a professionally-oriented bachelor degree and a postgraduate degree etc.

A student enrolled for the final year can simultaneously enrol for the same course with a different specialisation, without having obtained the degree certificate for the course in question.

§ 2. The student must submit a written application by 15 October at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

Whether a simultaneous enrolment is opportune is investigated, taking into account continuity and simultaneity, feasibility for the student (study progress and study efficiency) and the organisation of the modules.

§ 3. To obtain a degree certificate in a master's course, it is necessary to have successfully completed the underlying academic bachelor degree or the foundation or transition programme.

To obtain a degree certificate in a post-bachelor course, it is necessary to be in possession of a degree certificate for the underlying bachelor course.

To obtain a degree certificate in the specific teacher training course or post-master's course, it is necessary to be in possession of a degree certificate for the underlying master's course.

To obtain a postgraduate certificate, it is necessary to be in possession of a degree certificate for the underlying bachelor or master's course.

#### Article 27. **Enrolment for a course in which the degree certificate has already been obtained**

When enrolling for a bachelor or master's course in which a student has already obtained the degree certificate, the condition applies that the student must take modules with a credit load of at least 30 credits.

The student should submit a written application by 15 October at the latest for modules in the first semester and year-long modules, and by 15 February at the latest for modules in the second semester.

The faculty / School of Arts' decision will be communicated to the student:

- within 30 calendar days of the beginning of the academic year if the application was submitted before the beginning of the academic year, or
- within 30 calendar days of submitting the application and on 1 March at the latest, if the application was submitted after the beginning of the academic year.

#### Article 28. **Changing an enrolment / terminating a contract / withdrawal**

##### § 1. Changing an enrolment

1° A change of enrolment may mean:

- a change to the type of contract;
- a change of year programme;
- a change of course or specialisation (reorientation).

A student wishing to change his or her enrolment should talk about it with the learning pathway tutor. The student must meet all the entry requirements for the changed contract or the change in course or modules.

A change of enrolment may have financial consequences: the student may receive an extra bill or a refund to the student may ensue.

All the entry requirements and conditions resulting from the change of contract must be complied with.

2° Procedure for changing an enrolment:

1. Changing the type of study contract (degree contract, credit contract, examination contract) can only be done once per academic year. A change to the type of contract does not imply a transition to a new course: the student remains enrolled for the same course or modules. The modules for which an examination has been taken can no longer be the subject of a change of contract. A written request for a change can be submitted, in consultation with the learning pathway tutor, to the student secretary's office / service point. The following dates must be respected with regard to changes to an enrolment for a year programme:
  - **by 1 December at the latest** for modules in the first semester and year-long modules;
  - **by 15 March at the latest** for modules in the second semester.
2. Changing the year programme (change to the content of the contract);  
The student can include extra modules in his or her contract, have modules removed from his or her year programme or apply for extra exemptions. A written request for a change can be submitted, in consultation with the learning pathway tutor, to the student secretary's

office / service point. The following dates must be respected with regard to changes to an enrolment for a year programme:

- **by 1 December at the latest** for modules in the first semester and year-long modules;
- **by 15 March at the latest** for modules in the second semester.

3. A change of course or specialisation (reorientation).

If the student wishes to obtain credits in his or her current course or specialisation, a change of course or specialisation is only possible after the end of a semester. The termination of the initial contract does not influence any credit certificates that may have been obtained in the first semester. The credits obtained are retained and can contribute their value to the other course or other specialisation if they are listed in that course or specialisation. A written request for a change can be submitted, in consultation with the learning pathway tutor, to the student secretary's office / service point.

The following dates must be respected with regard to changes to an enrolment for a course or specialisation:

- **by 1 December at the latest** for modules in the first semester and year-long modules;
- **by 15 March at the latest** for modules in the second semester.

## § 2. Terminating a contract

A student who has entered into several contracts and wishes to terminate one of them must report this in writing to the appropriate student secretary's office / service point. The day when the request for termination of a contract is submitted is considered the date of termination. The student secretary's office / service point will process the administrative file. Unlike withdrawal (§3), termination of a contract does not imply the loss of student status. This is because the student still has another contract running.

The following dates must be respected with regard to terminating a contract:

- **by 1 December at the latest** for modules in the first semester and year-long modules;
- **by 15 March at the latest** for modules in the second semester.

There may be financial consequences attached to the termination of a contract.

## § 3. Withdrawal

A student who terminates all his or her contracts (i.e. all his or her studies) during the academic year must report his or her withdrawal in writing and return the student card. The student can use the withdrawal form for this. S/he can obtain the support of the learning pathway tutor for filling in the withdrawal form and for an advisory talk, if required. The written report is made to the student secretary's office / service point in order to process the administrative file.

The postmark or date of sending the report by email is considered to be the date of withdrawal. The student loses student status, with the associated consequences for fees, child support and the bursary.

The following dates must be respected with regard to withdrawal, in order for the student not to lose any learning credit:

- **by 1 December at the latest** for modules in the first semester and year-long modules (financial consequences from 1 November onwards);
- **by 15 March at the latest** for modules in the second semester.

There may be financial consequences attached to withdrawal.

## § 4. Financial consequences

The fees owed when withdrawing, terminating or changing a contract (only applicable to initial bachelor and master's courses, transition programmes, foundation programmes and the specific teacher training course) are as follows:

1° for a degree contract and/or credit contract:

- enrolled for modules in the first semester (including year-long modules) and the second semester:

fees to be paid upon withdrawal, termination, change to a different contract or change within a contract:

- before 1 November: only the fixed amount must be paid;
- from 1 November to 15 March inclusive: fees must be paid for the credits taken in the first semester (including year-long modules);
- after 15 March: fees are incurred for all credits taken.

▪ enrolled exclusively for modules in the second semester: fees to be paid upon withdrawal, termination, change to a different contract or change within a contract:

- up to and including 15 March: only the fixed amount must be paid;
- after 15 March: fees are incurred for all credits taken.

▪ when withdrawing before the second day of the academic year, no fees are incurred.

2° for an examination contract:

- from the second day of the academic year onwards, the fees for the modules taken must be paid;
- when withdrawing before the second day of the academic year, no fees are incurred.

For post-bachelor courses, post-master's courses, postgraduate courses and lifelong learning, other rules for termination may apply.

#### § 5. Financial incentive for changing course within Ghent University Association

If a student changes course before 1 March within Ghent University Association, and upon presentation of proof of withdrawal from one of the associated partner institutions, University College Ghent as the 'receiving institution' will grant the student a discount on their fees for the value of the fixed part of the fees. This rule only applies to initial bachelor and master's courses.

#### Article 29. Fees

§ 1. The amounts of fees are determined annually by the Executive Board.

§ 2. The fees for the academic year 2015-2016 for initial bachelor and master's courses, the specific teacher training courses following a master's course, transition programmes and foundation programmes are established as follows:

Fees 2015-2016	Degree and/or credit contract			Examination contract
	non-bursary	almost bursary	bursary	
fixed part	€ 230.00	€ 230.00	€ 105.00	€ 105.00
variable part	€ 11.00	€ 4.00		€ 4.00
<b>standard learning pathway with 60 credits</b>	<b>€ 890.00</b>	<b>€ 470.00</b>	<b>€ 105.00</b>	<b>€ 345.00</b>

§ 3. Fees consist of a fixed and variable amount per credit. For some continuation courses, special fees are also required on top of these amounts. The variable amount depends on the type of contract and the number of credits taken. The fixed amount depends on the type of contract.

§ 4. With a degree contract for an initial bachelor course and master's course, the fees also depend on whether a student is a non-bursary student, almost-bursary student or bursary student. The conditions for requesting a student grant from the Ministry of the Flemish Community - Department of Student Grants are:

- that the student is enrolled for an initial bachelor course or master's course with a degree contract and;

- that the student's learning pathway consists of at least 27 credits. This condition does not apply to students who enrol for the academic year in which they can obtain their degree certificate (only applicable once).

With a credit contract, students can request bursary student or almost-bursary student status if they meet the financial conditions set down in the regulations for student grants. Although they do not have the right to financing for their studies, they can apply for a reduced rate of fees from the Directorate of Student Affairs.

With an examination contract, it is only possible to be a non-bursary student.

§ 5. If a student is enrolled more than once, the general rule applies that the fixed part of the fees is only owed once per academic year for courses at the same institution of higher education. When calculating the fees, all a student's enrolments for one or more courses and/or one or more modules under a degree and/or credit contract are therefore also considered to be a single enrolment.

As an exception to this general rule, enrolments in post-bachelor courses or post-master courses and postgraduate courses are always considered to be separate enrolments and enrolments by bursary students are also considered separate enrolments.

§ 6. When enrolling, a distinction is made between new students and returning students for the purposes of paying fees:

1° New students presenting themselves for enrolment at University College Ghent for the first time:

- Students coming directly from secondary education:
  - The student received an education bursary in secondary education in the school year preceding his or her enrolment at University College Ghent and can present proof of allocation of a bursary upon enrolment: the student pays the bursary rate upon enrolment;
  - The student did not receive a bursary in secondary education or cannot present proof of allocation of a student grant upon enrolment: the student must pay the fees as a non-bursary student.
- Students who have already undertaken studies at an institution of higher education:
  - The student can present proof of allocation of a student grant for the academic year preceding his or her enrolment at University College Ghent: the student pays the bursary rate upon enrolment;
  - The student cannot present proof of allocation of a student grant for the previous academic year: the student must pay fees as a non-bursary student.

2° Students who have already undertaken studies at University College Ghent: the students enrol by electronic means. The amount to be paid is based on the bursary status for the previous academic year as recorded in the student administration.

The final calculation of the full fees will be made depending on the type of contract, the number of credits taken and whether or not the student has a bursary.

The student can approach the Care Department of the Directorate of Student Affairs, which offers support in applying for a student grant or for financial aid.

§ 7. Students must pay their fees. If the student, as identified at that moment with the student administration, has not paid by 1 November of the current academic year, s/he may no longer participate in educational and examination activities. Students who enrol from 15 October onwards

must have paid their fees within two weeks. If this condition is not met, the student may no longer participate in the educational and examination activities;

§ 8. Students with insufficient learning credit are not asked for higher fees for the credits for which they do not have any learning credit at the time of enrolment.

§ 9. The fees and conditions of refund for post-bachelor courses, post-master courses and postgraduate courses are determined by the Executive Board and included in the faculty / School of Arts regulations.

§ 10. The fees and conditions of refund for lifelong learning courses are determined by the Executive Board and included in the faculty / School of Arts regulations.

#### Article 30. **Exceptional costs of study**

The faculties / School of Arts can charge the student for the specific costs of the use of goods and the organisation of specific events insofar as these are directly connected to the organisation of the course (e.g. loose photocopies in small quantities, study excursions, overall purchases of material, field trips, the use of sound studios and private study rooms etc.) An estimate of the exceptional costs of study is stated in the module description; the rules for this are stated in the faculty / School of Arts regulations.

#### Article 31. **Registration costs**

A student must register to obtain a degree certificate if:

- s/he wishes to obtain a degree certificate exclusively on the basis of PAQs and/or PAS;
- s/he has enrolled for two consecutive courses and s/he does not obtain the degree certificate in the first course in the same academic year as the degree certificate for the second course. The degree certificate for the second course can only be issued once the degree certificate for the first course has been obtained. The student must register to obtain a degree certificate for the second course in the examination period in which the degree certificate for the first course is obtained.

The student will pay € 50.00 for registration with a view to the issue of a degree certificate.

## **Section III. Organisation of the educational activities**

### **Article 32. Contact learning and distance learning**

A course is offered by means of contact learning and/or distance learning. Contact learning means that the educational activities are linked to a specific place. A distance learning course (or module) is run entirely or partly independently of time and place. Suitable study and learning material is provided, and adapted coaching and evaluation will be organised for the course. Distance education has been developed specifically for working people and non-mobile or less mobile students or potential students. A distance learning course is not suitable for students coming directly from secondary education or students changing course, who benefit more from contact learning in order for their studies to progress satisfactorily. An exception can be made in the context of individual education and examination measures.

### **Article 33. Study programme**

§ 1. The Executive Board establishes a study programme for each course. This consists of a coherent collection of modules intended to accomplish specific goals in terms of the knowledge, insight, skills and attitudes that someone who completes a course must have.

In establishing the study programme, the university college takes into account the conditions set down by or by virtue of the law, the decree or the European Directive that regulate access to certain positions or professions, or other regulations that affect the course.

§ 2. For the bachelor degree with qualification as a nurse: the study programme conforms to the conditions set by European Directive 2005/36/EC, in particular article 31 on training for nurses responsible for general care. The course that leads to a bachelor degree with qualification as a nurse offering direct access to the regulated profession of nurse responsible for general care includes at least 4,600 hours of theoretical and clinical education, with the duration of the theoretical education amounting to at least a third and that of the clinical education amounting to at least half the minimum duration of the course. One credit is equal to a workload of 26 hours for an average student.

§ 3. For each course, the following elements are determined and made known by means of the course description:

1. the goals and final skills (learning outcomes) in terms of the knowledge, insight, skills and attitudes that someone who completes the course must have;
2. the study programme, divided into standard learning pathways with modules, taking continuity and simultaneity into account (as stated in the faculty / School of Arts regulations);
3. the credit load.

§ 4. The faculties / School of Arts provide transitional measures when changes are made to the programme, so that the student can validate credits s/he has already obtained for modules and the results of examinations s/he has passed within the updated study programme. The correlations between existing and updated study programmes are stated in the faculty / School of Arts regulations.

### **Article 34. Modules and credit load**

§ 1. The credit load of each module is expressed in whole credits and amounts to a minimum of three credits. The credit load of each module section is expressed in whole credits.

§ 2. One credit corresponds to 25 to 30 hours of prescribed educational, learning and evaluation activities.

§ 3. For each module, the following elements are determined and included in the module description:

- credit load;
- teaching language;
- time planning;
- goals;
- content;

- prerequisite skills;
- final skills (learning outcomes);
- organisation of teaching (didactic methods);
  - lectures (explanations, theory etc.);
  - practical classes (exercises, laboratory, workshop or training sessions, group discussions, practical sessions, simulation games etc.);
  - supervised independent learning and external learning activities (excursions, observations, placements, dissertations, case studies, projects, bachelor projects etc.);
  - independent study (preparing a presentation, going through the literature, preparing for and following up a placement, revising a syllabus etc.) and the number of hours of evaluation.
- study materials;
- supervision of studies;
- evaluation (examination and evaluation formats and examination and evaluation periods);
- costs of study;
- keywords.

The module descriptions are approved by the faculty board / board of the School of Arts.

§ 4. A module taken as an optional module that can be chosen freely always has the credit load and number of credits of the module chosen.

§ 5. The admission requirements for a module taken through a credit contract or an examination contract are included in the faculty / School of Arts regulations and/or the module description.

§ 6. A module can be a single or composite module. A composite module consists of at least two module sections. The module sections described in the study programme are characterised, as a minimum, by their name, categories of education and study activities, at least one whole credit and a weighting for evaluation. No credits can be gained for a module section.

**Article 35. Modules consisting of a placement, bachelor project, master's project, dissertation, artwork, learning in the workplace, element of practical training etc.**

§ 1. The rules for the organisation and evaluation of a placement, bachelor project, master's project, dissertation, artwork, learning in the workplace etc. are included in the faculty / School of Arts regulations or in a collection of regulations issued specifically for this purpose, approved by the faculty board / board of the School of Arts.

§ 2. Students from professionally-oriented bachelor courses must upload the textual component of their bachelor project digitally, using the application provided by University College Ghent for this purpose. Students from master's courses must upload their dissertation using this application. Confidential bachelor projects and dissertations can only be consulted by the parties concerned.

§ 3. In special cases and on an objective basis, the faculty / School of Arts can terminate the placement or another practical module ahead of time, if the student has proved through his or her conduct that s/he is unsuitable to exercise a profession for which the course s/he is taking prepares him or her.

A student whose placement or practical module is terminated ahead of time in application of the first paragraph has no right to a second opportunity to take the examinations for the module in question unless the binding conditions imposed are met.

**Article 36. Participation in educational activities**

§ 1. Students must participate in the educational activities as described in the module descriptions.

§ 2. The following rules must be respected:

1° Class times are expressed in units of 60 minutes;

2° Absent teaching staff: if a member of the teaching staff or his/her substitute has not arrived 15 minutes after the start of the class, a representative of the students will ask for information or



instructions from the student secretary's office / service point. If confirmation of the member of teaching staff's presence is not obtained, the educational activity is postponed. The students report to the student secretary's office / service point that, after having waited for 15 minutes, they left the place of the educational activity.

3° Absence of students during educational activities:

- For certain educational activities, attendance at the educational activities is compulsory, e.g. for educational activities with non-periodic evaluation, educational activities that require supervision, extramural activities etc. Where attendance is compulsory, this is stated in the faculty / School of Arts regulations or the module description, or in the Chamilo electronic learning environment.
- The student must provide justification of his or her absence from compulsory activities for well-founded reasons or in the event of factors beyond his or her control (e.g. illness) by means of an official attestation. This must be reported through the Chamilo electronic learning environment according to the faculty / School of Arts guidelines. The mere fact of reporting absence does not constitute authorised absence. An attestation provided post factum will not be accepted. Dixit attestations will not be accepted.

4° Changes to timetables or classrooms and absences by teaching staff (occasional or protracted) are announced through the Chamilo electronic learning environment and displayed on the notice boards if appropriate. Specific arrangements for educational activities between teaching staff and students are announced through the Chamilo electronic learning environment and/or displayed on the notice boards.

**Article 37. Educational activities at another faculty of University College Ghent or the School of Arts, another institution in Ghent University Association or another Flemish institution of higher education.**

§ 1. Students who wish to take modules within their course at another faculty of University College Ghent, the School of Arts or another institution in Ghent University Association must fill in the form provided for this purpose and send it to the dean after advice from the learning pathway tutor. The learning pathway tutor acts as a point of contact between the sending and receiving institution / faculty / School of Arts and offers support in determining the year programme.

§ 2. Three conditions are linked to the exchange with another faculty of University College Ghent, the School of Arts or with another institution in Ghent University Association:

1. the modules in question must not be offered in one of the study programmes at the sending institution / faculty / School of Arts. In cases of doubt, the competent education committee will decide;
2. these are modules that the student is permitted to take as an exchange student: the modules must be part of the student's year programme at the sending institution / faculty / School of Arts;
3. the consent of both the sending and receiving institution / faculty / School of Arts.

§ 3. The modules taken at another faculty of University College Ghent, the School of Arts or another institution in Ghent University Association are included by the sending faculty / School of Arts at University College Ghent in the student's year programme. In the receiving institution / faculty / School of Arts, the student is enrolled as a guest student and will be allocated the module in question.

The student him or herself will request the relevant credit certificates or an equivalent from the receiving institution.

§ 4. Students who wish to take modules at a Flemish institution of higher education that is not part of Ghent University Association must consult the learning pathway tutor for their course to deal with their request.

**Article 38. Educational activities outside the Flemish Community**

§ 1. A student enrolled at University College Ghent with a degree contract can undertake one or more educational activities outside the Flemish Community. All educational activities abroad or

in Belgium but outside the Flemish Community are referred to consistently below as 'foreign educational activities'.

§ 2. The conditions below apply to foreign educational activities.

1° Application and enrolment:

Enrolment is a criterion for inclusion in the comprehensive travel insurance policy that University College Ghent has signed:

- For foreign educational activities lasting a month or more, the student enrolls online using moveon at <http://www.hogent.be/student/buitenland/procedure/>;
- For foreign educational activities lasting less than a month, the student enrolls according to the faculty / School of Arts guidelines. The faculty / School of Arts maintains an overview of this type of foreign educational activities at all times.

One month is defined as the period of day X in month N until day X-1 in the following month, N+1.

2° Permission:

A University College Ghent enrolment with a degree contract for the academic year in which the foreign educational activity will take place *and* permission from the faculty / School of Arts are requirements for a foreign educational activity.

To obtain permission:

- for foreign educational activities lasting less than a month, the student follows the faculty / School of Arts guidelines.
- for foreign educational activities lasting a month or more, a decision must be made for each student by the faculty / School of Arts. The faculty / School of Arts informs the student of this decision before 10 July. When a student finds him or herself in exceptional circumstances (e.g. participation in the third examination period, registration of a new student etc.), the decision of the faculty / School of Arts is taken as quickly as possible and the student is always informed of this decision before going abroad.

The student commits him or herself to:

- possessing a valid visa, in accordance with the consular requirements of the country in question;
- getting the required vaccinations on time.

3° Programme of the foreign educational activity:

For foreign educational activities lasting a month or more, the programme is decided upon by the faculty / School of Arts.

If the student takes modules at a foreign partner institution, the decision by the faculty / School of Arts includes a learning agreement and a University College Ghent learning contract. A learning agreement states the modules to be taken abroad with the number of credits. The University College Ghent learning contract provides a summary of the modules to be followed abroad (including the language of the course), along with a summary of the University College Ghent modules that are not included in the student's year programme. The total number of credits for the modules taken at the partner institution corresponds, when converted, to the total number of credits for the modules that were not taken at University College Ghent.

If the student takes a module abroad (e.g. a placement etc.) in the context of a University College Ghent study programme, the content of the activity must also be determined by the faculty / School of Arts.

The faculty / School of Arts decides on the year programme before 1 December with respect to the foreign educational activity in the first semester and before 16 March with respect to the foreign educational activity in the second semester.

The faculty / School of Arts appoints a coordinator at University College Ghent for each module taken abroad.

4° Evaluation:

For examinations at the partner institution, the student accepts the evaluation system and evaluation format that apply there. The head of internationalisation at the faculties / School of Arts receives the official examination results from the partner institution for each module taken there.

The examination results obtained at the partner institution are converted using conversion tables if required. If the student does not gain any credits for a module during his or her stay at a partner institution, the student can participate in the second opportunity to take the examination at University College Ghent. In that case, ad hoc examination arrangements are made by the coordinator for these credits that the student did not obtain.

When taking modules abroad in the context of a University College Ghent study programme (e.g. a placement etc.), evaluation is done in accordance with the education and evaluation regulations of University College Ghent and the pertinent faculty / School of Arts rules (e.g. placement regulations).

The rules that apply within University College Ghent apply to the granting of the degree certificate.

5° Bursaries for foreign educational activities:

To be eligible for a bursary, the student commits him or herself to submitting a complete application file according to the guidelines given by the faculty / School of Arts.

Submitting an application file does not automatically guarantee the allocation of a mobility bursary.

## Article 39. **Ombudsperson**

### § 1. Task definition of the faculty / School of Arts regulations

The ombudsperson acts as a mediator in disputes between a student and one or more members of staff. These disputes are related to:

- the application of the education and examination regulations and/or the statutory position of the student.
- actions and judgements experienced as unfair and unreasonable.

The ombudsperson is obliged to maintain discretion on these matters.

A complaint must include a description of the facts to which it objects.

The ombudsperson receives, investigates and deals with the complaint. S/he will:

- attempt to find a solution through mediation in the interest of all parties concerned. If the mediation of the ombudsperson does not satisfy the parties' needs, the student can approach the dean;
- inform the person who submitted the complaint of the possibility of lodging an appeal with the Internal Appeal Commission.

The ombudsperson's investigation will be suspended when, and for as long as, an internal procedure, disciplinary proceedings or legal proceedings are underway with respect to the facts in question.

The ombudsperson will report annually, before 1 November, to the faculty board / board of the School of Arts on his or her activities.

§ 2. Students who have complaints can approach the ombudsperson or the dean of their own faculty / School of Arts.

§ 3. Student representatives with a mandate as described in article 24 of these education and examination regulations can approach the ombudsperson or the dean of their own or a different faculty / School of Arts if their rights are not respected.

§ 4. Appointment of the faculty / School of Arts ombudsperson

For each faculty, one or more faculty / School of Arts ombudspersons are appointed each academic year, before 1 November, by the faculty board / board of the School of Arts, after consultation with and a positive opinion from the participation committee.

The ombudsperson belongs to the teaching staff.

In the absence of candidates, the dean puts forward a candidate.

A substitute or substitutes are always provided, in case the ombudsperson is unexpectedly unable to fulfil his or her task, is acting as an examiner him or herself or cannot act with respect to students with whom s/he has consanguinity up to the fourth degree.

§ 5. Availability

The faculty / School of Arts ombudsperson is readily available to students and is obliged to be present during the feedback session.

§ 6. Right to information

In order to be able to acquit him or herself properly of his/her task, the faculty / School of Arts ombudsperson has a right to all useful information.

Article 40. **Evaluation of education**

An evaluation by students of the education they have received is one of the elements of internal quality control in education. In this evaluation, students are asked to evaluate certain aspects of the organisation of education and the educational processes in terms of their efficiency and effectiveness, with a view to functional adjustment.

## **IV. Examination Regulations**

### **Section I. Organisation of examinations and examination activities**

#### **Article 41. Application of examination rules**

The examination regulations apply to all examinations at University College Ghent, irrelevant of the nature of the enrolment.

For a bachelor course and a master's course, a degree certificate is awarded if the examinations are passed. A degree class is allocated.

For a transition programme, foundation programme or postgraduate course, a certificate is awarded if the examinations are passed. The certificate states 'passed'.

For a postgraduate course, depending on the nature and scope of the course, the faculty / School of Arts may decide to allocate a degree class. This is stated in the Faculty / School of Arts regulations.

For lifelong learning, an attestation is awarded.

#### **Article 42. Opportunities to take examinations**

§ 1. For each module for which a student is enrolled, s/he has the right to sit an examination twice in the course of the academic year in order to obtain a credit certificate for the module (with at least 10/20): the first opportunity to take the examination is in the first or second examination period and, if s/he does not pass, there is a second opportunity to take the examination in the third examination period.

§ 2. In the event that one or more module sections are passed in a composite module that the student does not pass:

A student can make use of a second opportunity to take an examination for a module section s/he has passed in a composite module s/he has not passed in order to obtain a credit certificate. The procedure when opting not to transfer the examination grade for a passed module section and to make use of a second opportunity to take an examination for the module section is as follows:

1. The student submits a request for a second opportunity to take a module section s/he has passed within an expiry period of five calendar days, beginning on the day after the one on which the examination results for the first opportunity to take the examination were announced or, upon lodging an internal appeal, within a period of two calendar days beginning on the day after the one on which the internal appeal decision was announced. In the request, the student states his/her name, course (and specialisation if appropriate), the name of the composite module and the name of the module section s/he has passed and for which s/he wishes to make use of a second opportunity to take the examination. The request is made by letter and sent to the faculty / School of Arts Student Affairs service (the date of franking is considered proof) or handed over in person to the faculty / School of Arts Student Affairs service (in return for a proof of receipt);
2. By requesting an opportunity to take an examination for the second time, the student loses the right to transfer the examination grade for the module section(s) s/he has passed.
3. The examination result obtained in the second opportunity to take the examination is considered to be the definitive result determining whether or not a credit certificate has been gained and, if appropriate, whether or not the course has been passed. If the student does not participate in the second opportunity to take the examination after all, s/he will be noted absent for the module section and will not have passed the composite module.

§ 3. Where an ordinary or composite module is deliberated:

A student who is declared to have passed the course, but who has not obtained a credit certificate for one or two (ordinary or composite) modules (deliberated examination grade), can make use of a second opportunity to take an examination.

1. The student submits a request for a second chance at a module with a deliberated examination grade within an expiry period of five calendar days, beginning on the day after

the one on which the examination results for the first opportunity to take the examination were announced or, upon lodging an internal appeal, within an expiry period of two calendar days beginning on the day after the one on which the decision on the internal appeal was announced. In the request, the student states his/her name, course (and specialisation if appropriate) and the deliberated module, as well as the module sections if appropriate, for which s/he wishes to make use of a second opportunity to take the examination. The application is made by letter and sent to the faculty / School of Arts Student Affairs service (the date of franking is considered proof) or handed over in person to the faculty / School of Arts Student Affairs service (in return for a proof of receipt).

2. Requesting an opportunity to take an examination for the second time results in the annulment of:
  - the fact of having passed the course and
  - the allocated degree class and
  - the examination grade for the deliberated module
3. The examination result obtained in the second opportunity to take the examination is considered to be the definitive result for
  - gaining or not gaining the credit certificate for the module in question and
  - passing or not passing the course and
  - any allocation of a degree class.

If the student does not participate in the second opportunity to take the examination after all, s/he will be noted absent for the module in question and will not have passed the course.

§ 4. If the nature of the module or module section is such that it does not permit a second examination, the right to a second opportunity to take an examination to obtain a credit certificate cannot be exercised during the same academic year. This is stated in the module description or in the Faculty / School of Arts regulations. In order to obtain the credit certificate, the student must enrol for the module in question again in a subsequent academic year.

§ 5. A student cannot take the same examination or part of an examination more than twice in one academic year, irrespective of his/her contract.

§ 6. A student can only be evaluated once for a single module, module section or part of an examination during a single examination period.

§ 7. Exceptionally, a student who did not pass one or more modules in the first examination period for which the module description states that there is no opportunity to take the examination in the third examination period, may possibly get a second opportunity to take the examination in the second examination period if the faculty / School of Arts believes this is justifiable and feasible in organisational terms, with a view to an examination decision. If the student does not pass, s/he will obviously not get a third opportunity to take the examination.

#### Article 43. **Examination periods**

- § 1. University College Ghent organises three examination periods in each academic year:
- a first examination period after the educational activities in the first semester;
  - a second examination period after the educational activities in the second semester;
  - a third examination period after the summer holidays.

The examination periods are set down annually in the academic calendar.

§ 2. In a semester system, modules are fully completed and examinations for them are held within one semester. Modules that are programmed in the first or second semester are evaluated in the first or second semester respectively. Exceptionally, modules for which the learning process or organisation of teaching requires a continuity or composition that cannot be accommodated within the time span of one semester can be organised as year-long modules. In that case, the evaluations of year-long modules always take place in the second examination period, unless exceptions are permitted by the faculty / School of Arts.

- § 3. Outside the fixed examination periods, examinations can only be organised upon a decision of the faculty board / board of the School of Arts:
- for valid pedagogical reasons;
  - when they relate to exercises, seminars, placements etc.

These examinations are then considered to have been organised in an examination period. The students are informed of this at the beginning of the academic year.

#### Article 44. **Examination and evaluation times: non-periodic and periodic evaluation**

§ 1. Two systems of evaluation times can be distinguished:

1° non-periodic evaluation: an evaluation of learning achievements during the periods for educational and study activities as set down in the academic calendar. Non-periodic evaluations can take various forms. If relevant, the students will be given information between evaluations so that they can improve their performance in subsequent evaluations.

2° periodic evaluation: an evaluation of learning achievements during the examination periods as set down in the academic calendar.

§ 2. Non-periodic evaluation and periodic evaluation can be combined in the evaluation of a student's performance over a given module or module section.

#### Article 45. **Forms of examination and evaluation**

§ 1. The forms of evaluation are intended to evaluate the product or process, or a combination of the two. Possible forms of evaluation include written examinations, oral examinations, papers, reports, portfolios, practical examinations, practical tasks and jury sessions. Each type of evaluation can also be organised in a combination of forms.

§ 2. The evaluation of a specific module is always done in the same way, irrespective of the type of contract a student has signed, apart from any possible exceptions granted on the basis of individual education or examination measures to guarantee equal opportunities for students.

#### Article 46. **Coordination and organisation of examinations**

§ 1. The faculty boards / board of the School of Arts is responsible for the coordination and organisation of the examinations.

§ 2. The faculty / School of Arts Student Affairs service functions as a central reporting and information point for all parties involved in the examinations. The following points are among those to be reported to the Student Affairs service:

- changes of address during the examinations;
- amendments to the examination regulations;
- absences (authorised or due to factors beyond the absentee's control);
- all factors that may jeopardise the examination regulations or obstruct the smooth progress of the examinations.

The Student Affairs service is responsible for informing all interested parties during the examination period.

#### Article 47. **Examination regulations and schedules**

§ 1. For every standard learning pathway in a course and for every examination period, a complete and detailed set of examination regulations shall be issued upon the decision of the faculty board / board of the School of Arts.

These regulations include:

- the examination schedule, the place, time (date and hour) of the examination and possibly the name of the examiner;
- the address, telephone number and opening hours of the Student Affairs service;
- the name of the dean or the substitute s/he appointed;
- the name of the Head of Student Affairs for the faculty / School of Arts;
- the name, telephone number, email address and availability of the ombudspersons and their substitutes;
- the dates on which the examination decisions are announced and when the feedback session is organised.

§ 2. The examination schedules for each standard learning pathway are designed to obtain a reasonable spread of examinations over the whole of an examination period. Prior to the creation of the examination schedules, the students concerned or participation committees concerned are consulted on the principles of their compilation.

§ 3. The Head of Student Affairs for the faculty / School of Arts will announce the examination regulations to the examiners and students concerned on Chamilo at least five weeks before the beginning of each examination period.

#### Article 48. **Compliance with the examination regulations**

§ 1. The parties involved in the examination shall conform punctually to the examination regulations issued.

§ 2. Where necessary for personal reasons (including the situation in which the examiner is the partner of, or has affinity or consanguinity up to the fourth degree with, a student), an examiner must ask the dean to appoint a substitute before the evaluation begins, who will supervise the examination and allocate marks.

§ 3. If an examiner is legitimately prevented from supervising the examination at the stated examination time, s/he must report this immediately to the dean or a substitute appointed by him/her, who will decide on new arrangements to be made or appoint another examiner as a substitute.

§ 4. Absence of a student from a periodic evaluation

1° If a student is legitimately prevented from participating or in the event of factors beyond the student's control (validated by an attestation) preventing him/her from participating in the periodic evaluation / partial evaluation, the student secretary must be informed immediately, before the beginning of the examination, unless this is impossible due to factors beyond the student's control, according to the faculty / School of Arts guidelines announced through Chamilo. The student must transmit the necessary documents providing proof of this within 24 hours following the date of the planned examination to the Student Affairs service.

2° When absence from a periodic examination is not authorised or if it is not possible to organise a retake, 'absent' will be noted for the module or module section. Anyone who is absent from a retake, whether or not with authorisation, will be noted as 'absent' for the module or module section. No second retake is organised for a planned retake.

§ 5. Absence of a student from a non-periodic evaluation

1° When a student is absent with authorisation or in the event of factors beyond the student's control (validated by an attestation) and cannot participate in the non-periodic evaluation / partial evaluation, the member of teaching staff is informed immediately, before the start of the non-periodic evaluation. The attestations of absence are transmitted by the student to the student secretary's office / service point. In this case, the student him/herself must contact the tutor by email within 8 days of his/her absence to arrange whether it is necessary and/or possible to retake the non-periodic evaluation. S/he will also make concrete arrangements at that point as to how and when the activity can be retaken if necessary.

2° If the student is absent without authorisation, the student does not have the right to a retake.

3° If the student is absent from a non-periodic evaluation within a module or module section to the extent that it can no longer be fully proven, in accordance with the evaluation method stated in the module description, that the student has acquired all the final skills within the module or module section, the student will be noted as 'absent' for the module or module section.

§ 6. If the examination of a module or module section consists of a combination of a periodic and non-periodic evaluation or of several periodic evaluations, a notation of 'absent' for one of the evaluations will be considered a notation of 'absent' for the whole module or module section.

§ 7. If a student is absent from an examination in an ordinary module or the examinations for all the module sections of a composite module, the student will be noted 'absent'. If a student is absent



from the examinations for one or more module sections of a composite module, the student will not receive an examination grade but will be noted 'absent' for the composite module.

§ 8. The faculty / School of Arts determines in the Faculty / School of Arts regulations how retakes are to be organised. Changing examination dates as an individual education and examination measure to guarantee equal opportunities for students does not come under these rules.

§ 9. On the basis of authorised absence or factors beyond the student's control, the student can obtain permission to have the examination organised in a form other than that prescribed, at another time than that prescribed or at a different location than that prescribed. The student addresses a written request for individual examination measures to the Head of Student Affairs for the faculty / School of Arts. A request for an individual examination measure does not automatically imply that the individual examination measure will be granted or that a retake can be organised. The dean or the substitute s/he appointed will decide on a new arrangement. The student will be informed of the new arrangement or the reason for refusal.

#### **Article 49. Preparation for the examinations**

§ 1. At the beginning of a module, each member of the teaching staff will provide the students with detailed information on the goals, prerequisite skills, final skills and the content and forms of evaluation with the weighting that applies to the various educational activities they entail. This information is included in the module description.

§ 2. Each member of the teaching staff indicates for each module, in due time, the study material that will be covered in the examination. Each member of the teaching staff includes questions and/or exercises in his or her teaching in a way that directly reflects how the final skills will be tested in the examination.

§ 3. The elements that form the basis of the evaluation are stated in advance. The content of the examination is spread out over the entire content of the study material.

§ 4. In oral theory examinations, the student has the opportunity to select at least three questions, exercises, tasks etc. from the collection of questions for that module.

§ 5. In written theory examinations, the examination consists of at least three questions, tasks etc.

In written examinations, the start time and maximum duration of the examination is included in the examination regulations.

#### **Article 50. Request for observer at an examination**

The student and examiner have the right to request the presence of a second member of the teaching staff as an observer. The observer may not have any personal involvement (e.g. partner relationship) or an affinity or consanguinity up to the fourth degree. An observer may not intervene in the examination in any way. The observer can only make notes on paper.

The student or examiner addresses the request for the presence of an observer to the Head of Student Affairs in the faculty / School of Arts in writing, before the start of the examination period in question.

#### **Article 51. Public nature of the examinations**

The examinations are public and taken in the rooms determined in the examination regulations or, with respect to non-periodic evaluation, in the rooms indicated by the faculty / School of Arts.

For written examinations, the fact that they are public means that the student can inspect the test papers at the feedback session organised by the faculty / School of Arts.

For oral examinations, the fact that they are public means that third parties may be present. If these are students who are enrolled for the same module, this is only possible with the permission of the faculty / School of Arts. The discussion of the evaluation is not public.

## Article 52. **Announcement of the examination results**

### § 1. Examinations in the first examination period

The examination results (the marks effectively obtained or the notation 'absent', credits and degree class) are announced by the end of the first week of classes in the second semester at the latest. The coordinators / members of teaching staff responsible for a module or module section ensure that the examination results for their module or module section are entered into the database of the deliberation / marks package as soon as possible. Entering the marks can be done at any time and must be fully completed by the end of the first week of classes in the second semester at the latest, taking into account the time when the feedback session is organised. The feedback session can be held at any time but must be fully completed by the end of the first week of classes in the second semester at the latest, with a view to rapid feedback and possible reorientation. When there is a holiday week between the two semesters, it is ensured that the arrangements are worked out to include feasible timing and respect for the holiday week for the staff.

On the day of the feedback session at the latest, the Student Affairs service makes a detailed list available to every student, by electronic means, of the examination results for each module and module section, the modules for which credits were obtained and, if applicable, the degree class awarded.

### § 2. Examinations in the second examination period

On the day of the feedback session at the latest, the Student Affairs service makes a detailed list available to every student, by electronic means, of the examination results for each module and module section, the modules for which credits were obtained and those which must be retaken and, if applicable, the degree class awarded.

### § 3. Examinations in the third examination period

On the day of the feedback session at the latest, the Student Affairs service makes a detailed list available to every student, by electronic means, of the examination results for each module and module section, the modules for which credits were obtained and those which must be retaken and, if applicable, the degree class awarded.

## Article 53. **Feedback**

§ 1. The feedback session following the first examination period must be fully completed by the end of the first week of classes in the second semester at the latest. The feedback session following the second and third examination periods is held during the relevant examination periods. Anyone who wants an explanation of the examination results must attend the planned feedback sessions.

§ 2. At the feedback sessions, the examiners are available to the students to discuss the results of the examinations taken. At this point the student receives explanations of how the examination result was compiled and recommendations are given to encourage, improve or adjust study performance with a view to participating in examinations in the future. During the discussion of the examination results at the feedback session, the student has the right to view his or her paper in the presence of the examiner or a person authorised to attend, and in the presence of the ombudsperson if desired.

§ 3. The written examinations are retained by the examiners for at least 90 days after the announcement of the examination results.

§ 4. Students can approach the learning pathway tutor for advice on their learning pathway.

## Section II. Examination decision for a module

### Article 54. Evaluation context for the allocation of an examination grade

§ 1. The evaluation of each module is expressed in an examination grade (whole number) out of a total of twenty points.

§ 2. The examination grades are defined according to the evaluation table below.

<b>19 – 20</b>	: outstanding	: achieves an outstanding performance, satisfying criteria
<b>17 – 18</b>	: excellent	: satisfies all criteria to a very large extent
<b>15 – 16</b>	: very good	: satisfies all criteria to a large extent
<b>13 – 14</b>	: good	: satisfies all criteria to a satisfactory extent
<b>10 – 11 – 12</b>	: satisfactory	: meets the minimum requirements for acceptance
<b>7 – 8 – 9</b>	: fail	: does not meet the minimum requirements for acceptance
<b>-7</b>	: fail	: unacceptable in all respects

### Article 55. Conditions for determining the examination grade

§ 1. The module coordinator confers the examination mark. As the coordinator, s/he is responsible for the module. For each module, an examination grade (whole number) is allocated out of a total of twenty points.

§ 2. The member of teaching staff responsible for a module section allocates the examination grade for his or her module section. For each module section, an examination grade (whole number) is allocated out of a total of twenty points.

§ 3. When a decimal place must be rounded in order to determine the examination grade for a module or module section, the following rule is applied: a decimal place is rounded down to a whole number if the decimal place is less than five, and rounded up if the decimal place is equal to or greater than five.

§ 4. If a module consists of module sections, the following rules are used to determine the examination grade for the composite module:

- 1° When transferring an examination grade from a module section, the examination grade transferred is used to help determine the examination grade for the composite module, taking into account the weighting factor of each module section;
- 2° When a student is partially exempted on the basis of PAQ (credit certificates) or PAS, the examination grade of the partial exemption is not taken into account in determining the examination grade for the composite module: the examination grade for the composite module is determined exclusively on the basis of the examination results obtained in the remaining module sections, taking into account the weighting factor of each module section;
- 3° If there is a shortcoming for an examined module section, the rules in the faculty / School of Arts regulations will apply to the determination of the examination grade for the composite module.

#### Article 56. **Passing a module**

§ 1. A student passes a module if s/he obtains at least 10 out of 20.

§ 2. A student obtains a credit certificate for each module s/he passes. No degree class is awarded when credit certificates are obtained. A student cannot omit to obtain a credit certificate. No credit certificates are obtained for module sections.

#### Article 57. **Not passing a module**

§ 1. A student does not pass an ordinary module if s/he obtains an examination grade of less than 10 out of 20 or if s/he is noted 'absent' from the examination. The student must repeat the module which s/he did not pass. If a student does not pass a module and takes it a second time, any previous examination decisions no longer apply.

§ 2. A student does not pass a composite module if s/he obtains an examination grade of less than 10 out of 20 or if s/he is noted 'absent' from the examination. The student must repeat all the module sections for which s/he did not obtain at least 10 out of 20. If a student does not pass a composite module and takes it a second time, any previous examination decisions relating to modules or module sections for which s/he did not obtain at least 10 out of 20 no longer apply.

#### Article 58. **Transfer of examination grade**

§ 1. When a student does not pass a composite module, an examination grade of at least 10 out of 20 for a module section is transferred to the following opportunity to take an examination in the same academic year or a subsequent academic year.

§ 2. An examination grade of less than 10 out of 20 for a module or module section is not transferred to the following opportunity to take an examination in the same academic year or a subsequent academic year.

#### Article 59. **Material error concerning the examination grade**

§ 1. The coordinators are individually responsible for the accuracy of the examination marks conferred.

§ 2. Teaching staff or students can report material errors to the Head of Student Affairs in the faculty / School of Arts until 10 calendar days after the day on which the examination result in question is announced to the student. The dean or the substitute s/he appointed will decide to correct it if required.

#### Article 60. **Disciplinary rules for examinations**

§ 1. Before the beginning of the academic year, the examination disciplinary committee will be composed and announced to the students. The examination disciplinary committee consists of at least:

- the dean of the faculty / School of Arts as chair of the examination disciplinary committee;
- two members of the teaching staff

§ 2. Findings relating to examination discipline during examinations may be:

- Irregularities:
  - any conduct by a student during an examination or part of one (periodic or non-periodic evaluation) that makes an objective judgement of his/her skills or those of other students wholly or partly impossible;
  - any form of verbal, written or electronic communication (e.g. with mobile phones, smartphones etc.) during examinations, unless this is explicitly permitted.
- Suspicion of plagiarism.

§ 3. When an irregularity is found or plagiarism is suspected:

- The student is immediately informed of this and all examination documents and any aids the student may have used inappropriately during the examination may be temporarily confiscated;
- The examination can be terminated. If it appears afterwards that no cheating can be proved, the examination will be retaken in the same examination period.

- The chair of the examination disciplinary committee is informed as quickly as possible of the irregularity, and on the day after the findings at the latest. By the beginning of the examination disciplinary committee's sitting at the latest, a written report containing all relevant documents is transmitted to all the members of the examination disciplinary committee.

§ 4. The chair of the examination disciplinary committee invites the student to a hearing within a period of ten calendar days, starting on the day after the findings.

The student attends a hearing of the examination disciplinary committee, possibly in the presence of the member of staff who discovered the irregularity and possibly in the presence of the ombudsperson. The examination disciplinary committee investigates the charges brought against the student and judges whether the irregularity or suspected plagiarism can be considered cheating.

In anticipation of a decision by the examination disciplinary committee, the student may continue to take his or her examinations.

§ 5. Disciplinary examination decision:

If the examination disciplinary committee judges that the irregularity found or the suspected plagiarism has been proved, this is considered to be cheating during an examination and the examination disciplinary committee can impose one or a combination of the following penalties:

- A grade of zero for the examination or part of it;
- A grade of zero for the module or part of it;
- A grade of zero for all the modules in the examination period in which the irregularity or plagiarism took place;
- A grade of zero for one or more modules in the following examination periods in the current academic year.

§ 6. The report of the discussion by the examination disciplinary committee states the composition of the committee, the decision taken and justification of this decision. The chair signs the report. The student concerned is informed of the examination disciplinary committee's substantiated decision by registered letter. An internal appeal can be lodged with the internal appeal committee against a disciplinary examination decision.

## **Section III. Examination decision for an entire course**

### **Article 61. Evaluation context for the awarding of a degree certificate**

§ 1. A student automatically obtains a degree or certificate for a course if s/he meets the required entry requirements and has obtained a credit certificate for each module belonging to his or her study programme for a degree or certificate (with the exception of PAQ or PAS).

§ 2. As an exception from §1, a student is automatically declared to have passed, and gains his or her bachelor or master's degree certificate or a postgraduate certificate if the following cumulative conditions are met:

- the student meets the required admission criteria and has obtained an examination grade for each module belonging to his or her study programme for a degree or certificate (with the exception of PAQ or PAS);
- the student has obtained less than 10/20 for a maximum of two modules and has taken the most recent opportunity to take an examination for the modules in question;
- the student has obtained at least 9/20 in all modules;
- the impact of a shortcoming: the shortcoming is limited to 6 weighted fail points (the credits for the module are used as the weighting factor).

For certain modules, an examination grade of less than 10/20 can never be declared a pass. These modules are stated in the module description or in the Faculty / School of Arts regulations.

The fact that a student is declared to have passed overall does not mean that s/he is eligible for a credit certificate for the modules s/he did not pass.

§ 3. A degree class is automatically allocated according to the following general principles:

- passed with greatest distinction: 82.5% or more;
- passed with great distinction: 75% or more;
- passed with distinction: 67.5% or more;
- satisfactory pass: less than 67.5%.

When determining the degree class, the examination grades of all the modules in the study programme are considered, taking into account the weighting factor of each module. The number of credits is used as the weighting factor. The total of the weighted examination grades is expressed as a percentage. A degree class cannot be allocated if a student has obtained examination results for less than 30 credits.

§ 4. University College Ghent provides a degree certificate for students who are declared to have passed their entire course. The act of awarding the degree certificate in accordance with the decree means that it is legally accredited and endorsed.

### **Article 62. Special circumstances in which a degree certificate may be awarded**

§ 1. If a student wishes to obtain a second degree certificate in the same course, only the examination results of the newly taken credits (at least 30 credits) are considered for the allocation of the degree class.

§ 2. A student can obtain a degree certificate solely on the basis of proficiency certificates and/or PAQs. The student must enrol for the awarding of the degree certificate and must pay enrolment fees. The dean or the substitute s/he appointed will decide on the awarding of the degree certificate. No degree class is allocated here.

§ 3. A student can obtain a degree certificate on the basis of proficiency certificates, PAQs and/or credit certificates for a study programme at University College Ghent obtained through a degree contract or an examination contract with a view to obtaining a level or degree certificate. A degree class is allocated if examination grades are obtained for at least 30 credits.

### **Article 63. Material error relating to an examination decision for the awarding of a degree or certificate**

Material errors discovered by teaching staff or students are reported to the dean or the Head of Student Affairs in the faculty / School of Arts until 10 calendar days after the day on which the examination result is announced to the student.

The dean judges the admissibility of the material error. S/he informs the person concerned of his or her substantiated decision immediately. If the report of the material error is found to be admissible by the dean or the substitute s/he appointed, s/he will deal with the case. The substantiated decision is made known to the person concerned immediately.

## **V. Appeal against study progress decisions**

### **Article 64. Internal appeal**

#### **§ 1. Lodging an internal appeal:**

A student who believes an unfavourable study progress decision made with respect to him or herself is in violation of the law has access to an internal appeal procedure.

A study progress decision is:

- an examination decision containing a final judgement as to whether a module section, module, or an entire course has been passed;
- a disciplinary examination decision that imposes a penalty in response to offenses related to the examinations;
- the granting of an exemption removing the obligation to take an examination for a module;
- the imposition or non-imposition of a transition or foundation programme and the credit load of such a programme;
- the imposition of a measure to monitor study progress (refusal of enrolment, no free choice when compiling the year programme etc.);
- the granting of a proficiency certificate, indicating that a student has acquired certain skills on the basis of previously acquired skills or previously acquired qualifications;

The student submits a request to reconsider a study progress decision within an expiry period of five calendar days, beginning on the day on which the decision was announced to the student.

For this purpose, the student must address a substantiated internal appeal to:

- the Internal Appeal Committee of University College Ghent with respect to an examination decision, disciplinary examination decision, exemption, transition and foundation programme, refusal of enrolment or other study progress decision;
- Ghent University Association Validating Body with respect to a proficiency certificate.

On pain of non-admissibility, the internal appeal must be sent by registered letter to the General Director (the date of franking is considered proof) or submitted in duplicate to the General Director's secretary, where the secretary will stamp and sign one copy and return it to the student. If the request is sent by the student's legal counsel, the request must - on pain of non-admissibility - be accompanied by the student's mandate to the counsel, unless this lawyer is registered as a lawyer at the bar. On pain of non-admissibility, the internal appeal states the name and signature of the student, the faculty / School of Arts and the course in which the student is enrolled, and the subject of the appeal with a description of the facts of the complaints in the appeal. Evidence / documents to support the internal appeal can be appended.

§ 2. The Internal Appeal Committee deals with the internal appeal. The Internal Appeal Committee is convened on an ad hoc basis and consists of:

- the General Director or the substitute s/he appointed as chair;
- the Director of Education or his/her representative;
- two deans or their representative from another faculty / School of Arts than that attended by the student;
- two heads of education from a course other than that of the student;

Deliberation by the Internal Appeal Committee is only valid if at least half of its members are present. Each member has one vote. If the vote is tied, the chair decides.

A secretary who is not a member of the Internal Appeal Committee takes the minutes.

#### **§ 3. Treatment of the internal appeal:**

The Internal Appeal Committee deals with the internal appeal exclusively on the basis of documents.

The internal appeal procedure runs as follows:

##### **1. Judgement of admissibility:**

The chair of the Internal Appeal Committee judges the admissibility of the internal appeal. This means an investigation of whether the internal appeal was made within the prescribed



period, in the correct format and with the correct capacity and whether it is clear against which study progress decision the appeal is being made.

If the internal appeal is not admissible, it is rejected with substantiation. The chair of the Internal Appeal Committee informs the student by registered letter of the substantiated decision.

2. Investigation of justification:

If the chair of the Internal Appeal Commission judges the internal appeal to be admissible, s/he or a person authorised to do so compiles a case by obtaining all the information about the internal appeal.

The Internal Appeal Commission takes a decision that confirms or revises the original decision with substantiation. A report will be made of the action based on this internal appeal.

§ 4. The internal appeal procedure must be completed within a set period: within a period of fifteen calendar days, beginning on the day after the one on which the appeal is made, the student is informed by registered letter of the substantiated decision.

§ 5. The appeal against irregularities in a study progress decision relating to the allocation of a proficiency certificate is detailed in the PAS procedure approved by Ghent University Association.

Article 65. **External appeal**

After exhausting the internal appeal procedure, a student may lodge an external appeal with the Council for disputes over study progress decisions, hereinafter called 'the Council', installed within the Ministry of the Flemish Community.

(see <http://www.ond.vlaanderen.be/hogeronderwijs/Raad>)

The Council judges whether study progress decisions conform to:

1. the conditions of the decrees and regulations and the education and examination regulations;
2. the general principles of administration.

The Council does not put its appreciation of a candidate's value in the place of that of the decision-making body in question.

Treatment of the appeal by the Council leads to:

1. the substantiated rejection of the appeal on the basis of its inadmissibility and/or lack of justification, or;
2. the substantiated destruction of the wrongfully taken study progress decision, whereby the Council can order the university college to take a new decision under the conditions imposed by the Council.

## **VI. Disciplinary rules**

### **Article 66. General**

§ 1. It is required of the students that they meet their obligations towards University College Ghent and society, and that their conduct and social relations, both within and outside the university college community are generally guided by respect for humanity and human rights, for animals, the environment and everyone's property, and the mission and regulations of University College Ghent.

§ 2. Cheating, fraud with degree certificates and attestations, theft, offensive behaviour, discrimination, blackmail and stalking by students will not be tolerated and will lead to disciplinary action. Any form of physical or verbal aggression, intimidation, violence or threats of violence will be subject to disciplinary proceedings.

§ 3. Independently of any legal proceedings, all criminal offences linked to the course at the university college or that occur in or around the university college buildings will lead to disciplinary action. Any damage to buildings, furniture or material on University College Ghent property or on the premises of a placement, caused deliberately or by gross negligence, will be subject to disciplinary proceedings.

§ 4. The conditions of these disciplinary regulations do not detract from the authority of all staff of University College Ghent to impose measures to safeguard the order and safety of the university college in all circumstances, including those outside the context of a disciplinary case, with immediate effect. This may mean, for example, that a student is temporarily denied access to certain rooms or denied the right to use certain facilities.

### **Article 67. Disciplinary bodies**

§ 1. The disciplinary bodies are:

1. in the first instance: the Disciplinary Committee;
2. in higher appeal: the Disciplinary Committee in appeal.

The Disciplinary Committee and the Disciplinary Committee in appeal each consist of five members. Each of the disciplinary bodies can make valid decisions if three of its members are present. They decide on the basis of a simple majority of votes. If the vote is tied, the chair decides.

§ 2. The Disciplinary Committee is composed as follows:

1. the dean of the faculty / School of Arts to which the student belongs on the basis of his or her main enrolment, as the chair of the Disciplinary Committee;
2. the Head of Student Affairs of the faculty / School of Arts to which the student belongs on the basis of his or her main enrolment;
3. two members of the teaching staff of the faculty / School of Arts to which the student belongs on the basis of his or her main enrolment;
4. a student representative with a seat in the faculty board / board of the School of Arts of the faculty / School of Arts to which the student belongs on the basis of his or her main enrolment.

The two members of the teaching staff and the student representative are appointed by the faculty board / School of Arts. The secretary of the Disciplinary Committee is a member of staff at the faculty / School of Arts to which the student belongs on the basis of his or her main enrolment.

§ 3. The Disciplinary Committee in appeal is composed as follows:

1. the General Director, as the chair of the Disciplinary Committee in appeal;
2. the Director of Education;
3. two members of the Executive Board;
4. the chair of University College Ghent Student Council, or a substitute appointed by the chair from University College Ghent Student Council.

The two members of the Executive Board are appointed by the chair of the Disciplinary Committee in appeal. The secretary of the Disciplinary Committee is a member of staff at the faculty / School of Arts to which the student belongs on the basis of his or her main enrolment.

## Article 68. **Disciplinary investigation**

§ 1. If there is cause to begin disciplinary proceedings, the dean will investigate the facts - on his/her own initiative or after receiving a complaint - that may lead to disciplinary penalties. The dean is supported in this by teaching or administrative staff that s/he appoints. They may not be (effective or substitute) members of the Disciplinary Committee or the Disciplinary Committee in appeal. As soon as possible, the dean informs the student concerned of the offenses of which s/he is accused and of the fact that a disciplinary investigation is underway.

§ 2. The investigation of the disciplinary case by the dean results in:

1. dismissal of the case;
2. referral to the Disciplinary Committee.

## Article 69. **Disciplinary penalties**

The following disciplinary penalties, or a combination of the following disciplinary penalties, can be imposed:

1. a written reprimand;
2. a temporary ban, entailing a temporary ban for a specified period on making use of certain services, on participating in certain educational activities, or on enjoying certain facilities supporting education. The temporary ban can be imposed for a period of no longer than half a year;
3. an alternative penalty in the form of an individual disciplinary measure to remedy the student's behaviour;
4. an ordinary disciplinary suspension, entailing a general ban for a specified period on making use of University College Ghent's services *and* on participating in educational activities. The student retains the right to participate in the examinations. The ordinary disciplinary suspension can be imposed for a period of no longer than one year;
5. a disciplinary suspension including suspension from examinations, entailing a general ban for a specified period on making use of University College Ghent's services, on participating in educational activities *and* on taking examinations. It can be imposed for a period of no longer than one year;
6. exclusion, leading to the immediate loss of student status and a ban on re-enrolling at University College Ghent.

## Article 70. **Disciplinary proceedings**

§ 1. The disciplinary proceedings are confidential. The members of the disciplinary bodies and the secretary are bound by secrecy in this capacity. The hearing(s) and sitting(s) of the disciplinary bodies take place behind closed doors.

§ 2. If the case is referred from the dean to the Disciplinary Committee, the student concerned, against whom a disciplinary penalty is being considered (hereinafter 'the student concerned') is subject to a hearing by the Disciplinary Committee. The person concerned must be summoned to the hearing by registered letter at least ten calendar days before the hearing by the chair of the Disciplinary Committee. The summons states:

- all the offenses of which the student is accused;
- the fact that a disciplinary penalty can be imposed and that a case has been opened;
- the place, date and time of the hearing;
- the right of the party concerned to be supported or represented by legal counsel;
- the place where and the period during which the case can be viewed;
- the right to ask for witnesses to be questioned;
- the list of witnesses called by the Disciplinary Committee;
- the list of members of the Disciplinary Committee;

§ 3. The student in question has the right to be supported by legal counsel at the hearing(s). The student concerned and/or his/her legal counsel has the right, from the time of the summons to

appear before the disciplinary body up to and including the day before the hearing, to view the case and obtain a copy of the case.

§ 4. The secretary of the disciplinary body makes a report of the hearing of the student concerned and, if appropriate, the hearing of the witnesses, which the members of the disciplinary body and the secretary sign.

§ 5. After the hearing of the student concerned and, if appropriate, the hearing of the witnesses, the Disciplinary Committee rules on the imposition of a disciplinary penalty. The decision is signed by all the members of the Disciplinary Committee. The student concerned is informed of the Disciplinary Committee's substantiated decision by the chair in a registered letter, with a copy sent to the General Director.

#### **Article 71. Disciplinary proceedings in appeal**

§ 1. Within ten calendar days of the day on which the ruling of the Disciplinary Committee is announced, the student concerned can submit a substantiated appeal to the chair of the Disciplinary Committee in appeal by registered letter.

§ 2. The substantiated appeal is dealt with by the Disciplinary Committee in appeal within a month of submission. The student concerned is brought to a hearing of the Disciplinary Committee in appeal. The student concerned must be informed at least ten calendar days before the hearing, by registered letter, of the hearing and of the list of members of the Disciplinary Committee in appeal. The student in question has the right to be supported by legal counsel at the hearing(s).

§ 3. The appeal to the Disciplinary Committee in appeal suspends the enforceability of the disputed decision.

§ 4. After the hearing of the student concerned, the Disciplinary Committee in appeal rules on the case. The decision is signed by all the members of the Disciplinary Committee in appeal. The student concerned is informed of the Disciplinary Committee in appeal's substantiated decision by the chair in a registered letter.

#### **Article 72. Preventative suspension**

§ 1. In the event of a serious disruption to the proper functioning of the faculty / School of Arts community, serious criminal prosecution or disciplinary action, the dean can impose a preventative suspension of maximum three months. This preventative suspension has immediate effect. It is imposed for a period of three months at the most, but it can be renewed for the same length of time upon a substantiated decision by the dean.

§ 2. Within five calendar days of imposing the preventative suspension, the student in question is summoned by registered letter to a hearing with the dean. The letter of summons must be sent to the person concerned at least ten calendar days before the date of the hearing. After the hearing, the dean must decide whether to maintain or withdraw the preventative suspension. The dean sends his/her decision to impose, extend, maintain or withdraw the preventative suspension to the person concerned by registered letter within five calendar days of the decision.

## **VII. Language rules**

### **Article 73. Teaching language**

#### **§ 1. Courses taught in Dutch**

The teaching language in the initial bachelor or master's courses is Dutch. The language in which a course is taught is stated in the course description in the prospectus.

The fact that Dutch is the teaching language does not mean that study material in another language cannot be used in teaching and that guest speakers who speak other languages cannot come to speak at classes.

A module in a Dutch-language initial bachelor or master's course can be taught in a language other than Dutch in the following cases:

1. the subject of the module is a foreign language and is taught in that language;
2. the module is taught by a guest professor who speaks a different language;
3. the module is taken at another institute of higher education, at the student's initiative and with the institution's consent;
4. a module where the added value to the student and the professional field of practice of using another language, and its relevance to the course, is clear from a substantiated decision.

The teaching language is stated in the module description for the module concerned.

#### **§ 2. Courses in other languages**

University College Ghent can offer initial bachelor or master's courses in another language if these are specifically designed for foreign students or if the added value of using another language to the student and the professional field of practice, and its relevance to the course, can be satisfactorily demonstrated. The language in which a course is taught is stated in the course description in the prospectus.

#### **§ 3. Continuation programmes**

University College Ghent is free to determine the language in which transitional programmes, foundation programmes, post-bachelor courses, post-master courses, postgraduate courses and lifelong learning courses are taught.

### **Article 74. Evaluation language**

§ 1. The evaluation of modules taught in Dutch is done in Dutch. A piece of work connected to a module taught in Dutch may be written and/or defended in a language other than Dutch. Students require permission for this from the coordinator of the module in question, unless the subject of the piece of work is a language other than Dutch.

When the textual component of the bachelor project for a professionally-oriented bachelor course or the dissertation for a master's course is written in a language other than Dutch, a summary in Dutch is obligatory.

§ 2. For a module taught in a different language for which no equivalent in Dutch is taught in the same course, the student can request the opportunity to take the examination in Dutch. The student concerned addresses his or her written request to the dean:

- before the first evaluation and before 1 December at the latest for examinations in the first examination period;
- before the first evaluation and before 1 May at the latest for examinations in the second and third examination periods.

This rule does not apply to evaluations of modules the subject of which is a language, evaluations of modules taken at another institution and evaluations of courses in other languages.

Evaluations within courses taught in other languages are held in the teaching language of the course.

#### Article 75. **Language support measures**

The university college provides language support measures in the study programme for initial bachelor or master's courses with modules in other languages or initial bachelor or master's courses in other languages. These language support measures may consist of:

1. language modules (including language subjects) offered within the package of compulsory modules or as an obligatory option module;
2. language support measures integrated into the modules taught in other languages. These language support measures entail active support for students and as such are clearly identifiable to students in the module. This may mean, with a view to avoiding a heavier burden of study, provisions for further explanations in Dutch, vocabulary lists with subject-specific terminology in the other language, the use of bilingual dictionaries or specialised literature in the other language.

There may be exceptions to this condition in the following cases:

1. if, in the case of a master's course following a specific bachelor course, the language support measures were already included in the preceding bachelor course;
2. if, where a student takes a master's course without having taken the preceding bachelor course, the language support measures are included in foundation or transition programme.

## **VIII. Claiming back learning credit**

### **Article 76. Claiming back learning credit due to circumstances beyond the student's control**

A student who believes an unfavourable decision relating to the confirmation of learning credit has been made in violation of the law has access to a procedure in the Council in the event of disputes over study progress decisions. The learning credit of a student in a situation beyond his or her control can be adjusted.

The student should turn to the Council in the event of disputes over study progress decisions in accordance with the procedure described at <http://www.ond.vlaanderen.be/hogeronderwijs/raad>.

<p>These Education and Examination Regulations are the translation of the original (in Dutch) that were approved by the Executive Board on 24 April 2015</p>
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#### Annexes:

- Annex1: academic calendar 2015-2016: Faculties of Education, Health and Social Work, Science and Technology and Business and Information Management
- Annex2: academic calendar 2015-2016: professionally-oriented programmes in the School of Arts KASK - Royal Conservatory
- Annex3: academic calendar 2015-2016: academic bachelor programmes in the School of Arts KASK - Royal Conservatory

**Annex 1:**

**Academic calendar 2015-2016: Faculties of Education,  
Health and Social Work, Science and Technology and  
Business and Information Management**



	Mo	Tue	We	Thu	Fri	Sat	Sun		
September 2015									
	14	15	16	17	18	19	20	Week for reorientation and welcoming new students	
1	21	22	23	24	25	26	27	21/09: start of the academic year 2015-2016 // 23/09: educational activities end at 3:00 pm	
2	28	29	30						
October 2015									
2				1	2	3	4		
3	5	6	7	8	9	10	11		
4	12	13	14	15	16	17	18		
5	19	20	21	22	23	24	25		
6	26	27	28	29	30	31			
November 2015									
6						1		01/11: All Saints' Day	
7	2	3	4	5	6	7	8	02/11: All Souls' Day	
8	9	10	11	12	13	14	15	11/11: Armistice Day; 15/11: Constitution Day	
9	16	17	18	19	20	21	22		
10	23	24	25	26	27	28	29		
11	30								
December 2015									
11		1	2	3	4	5	6		
12	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	20	(extra classes and/or catch-up activities)	
	21	22	23	24	25	26	27	21/12/2015 - 03/01/2016: Christmas holidays	
	28	29	30	31					
January 2016									
				1	2	3			
1	4	5	6	7	8	9	10	04/01 - 29/01: first examination period	
2	11	12	13	14	15	16	17		
3	18	19	20	21	22	23	24		
4	25	26	27	28	29	30	31		
February 2016									
	1	2	3	4	5	6	7	01/02 - 07/02: spring break	
1	8	9	10	11	12	13	14	08/02: no classes (spring break)	
2	15	16	17	18	19	20	21		
3	22	23	24	25	26	27	28		
4	29								
March 2016									
4		1	2	3	4	5	6		
5	7	8	9	10	11	12	13		
6	14	15	16	17	18	19	20		
7	21	22	23	24	25	26	27	27/03: Easter	
	28	29	30	31					
April 2016									
					1	2	3	28/03 - 10/04: Easter holidays	
	4	5	6	7	8	9	10		
8	11	12	13	14	15	16	17	16/04: Open day	
9	18	19	20	21	22	23	24		
10	25	26	27	28	29	30			

May 2016														
10											1	01/05: Labour Day	17	
11	2	3	4	5	6	7	8					05/05 + 06/05: Ascension Day	18	
12	9	10	11	12	13	14	15					15/05: Whit Sunday	19	
13	16	17	18	19	20	21	22					extra classes and catch-up activities; 16/05: Whit Monday;	20	
1	23	24	25	26	27	28	29					23/05- 01/07: second examination period, including revision period, announcement of the examination results and feedback	21	
2	30	31												22
June 2016														
2		1	2	3	4	5								22
3	6	7	8	9	10	11	12							23
4	13	14	15	16	17	18	19						24	
5	20	21	22	23	24	25	26						25	
6	27	28	29	30									26	
July 2016														
6				1	2	3							26	
	4	5	6	7	8	9	10					09/07: closure of the student secretary's office	27	
	11	12	13	14	15	16	17					11/07: Flemish Community Day	28	
	18	19	20	21	22	23	24					21/07: Belgian National Holiday + 22/07: holiday	29	
	25	26	27	28	29	30	31						30	
August 2016														
	1	2	3	4	5	6	7					<b>Summer holiday</b>		
	8	9	10	11	12	13	14							31
	15	16	17	18	19	20	21						08/08: opening of the student secretary's office	32
												15/08: Assumption Day	33	
1	22	23	24	25	26	27	28					22/08/2016 - 16/09/2016 third examination period (second opportunity to take examinations), announcement of the examination results and feedback	34	
2	29	30	31											35
September 2016														
2			1	2	3	4								35
3	5	6	7	8	9	10	11							36
4	12	13	14	15	16	17	18						37	
	19	20	21	22	23	24	25					19/09/2016 - 23/09/2016: Week for reorientation and welcoming new students	38	
	26	27	28	29	30							26/09: start of the academic year 2016-2017	39	

**Annex 2:**

**Academic calendar 2015-2016: professionally-oriented bachelor programmes at the School of Arts KASK - Royal Conservatory**

	Mo	Tue	We	Thu	Fri	Sat	Sun		
September 2015									
	14	15	16	17	18	19	20	Week of reorientation and welcoming new students	38
1	21	22	23	24	25	26	27	21/09: start academic year 2015-2016 // 23/09: suspension of educational activities at 3:00 pm	39
2	28	29	30						40
October 2015									
2				1	2	3	4		40
3	5	6	7	8	9	10	11		41
4	12	13	14	15	16	17	18		42
5	19	20	21	22	23	24	25		43
6	26	27	28	29	30	31			44
November 2015									
6						1		01/11: All Saints' Day	44
7	2	3	4	5	6	7	8	02/11: All Souls' Day <span style="float: right;">02/11-06/11: project week 1</span>	45
8	9	10	11	12	13	14	15	11/11: Armistice; 15/11: Constitution Day	46
9	16	17	18	19	20	21	22		47
10	23	24	25	26	27	28	29		48
11	30								49
December 2015									
11		1	2	3	4	5	6		49
12	7	8	9	10	11	12	13		50
13	14	15	16	17	18	19	20		51
	21	22	23	24	25	26	27	21/12/2015 - 03/01/2016: Christmas holidays	52
	28	29	30	31					53
January 2016									
					1	2	3		53
1	4	5	6	7	8	9	10	04/01- 29/01: first study and examination period	1
2	11	12	13	14	15	16	17		2
3	18	19	20	21	22	23	24		3
4	25	26	27	28	29	30	31		4
February 2016									
	1	2	3	4	5	6	7	01/02 - 07/02: interterm recess	5
1	8	9	10	11	12	13	14	08/02: suspension of classes	6
2	15	16	17	18	19	20	21		7
3	22	23	24	25	26	27	28		8
4	29								9
March 2016									
4		1	2	3	4	5	6		9
5	7	8	9	10	11	12	13		10
6	14	15	16	17	18	19	20	14/03-18/03: project week 2	11
7	21	22	23	24	25	26	27		27/03: Easter
	28	29	30	31					13
April 2016									
					1	2	3	28/03 - 10/04: Easter holidays	13
	4	5	6	7	8	9	10		14
8	11	12	13	14	15	16	17	17/04: Open day	15
9	18	19	20	21	22	23	24		16
10	25	26	27	28	29	30			17

May 2016												
10									1	01/05: Labour Day	17	
11	2	3	4	5	6	7	8			05/05 + 06/05: Ascension Day	18	
12	9	10	11	12	13	14	15			15/05: Whit Sunday	19	
13	16	17	18	19	20	21	22			16/05: Whit Monday;	20	
1	23	24	25	26	27	28	29			23/05- 08/07: second study and examination period, evaluation and feedback	21	
2	30	31									22	
June 2016												
2			1	2	3	4	5			23/05- 08/07: second study and examination period, evaluation and feedback	22	
3	6	7	8	9	10	11	12				23	
4	13	14	15	16	17	18	19				24	
5	20	21	22	23	24	25	26				25	
6	27	28	29	30							26	
July 2016												
6				1	2	3				09/07: closing students office	26	
	4	5	6	7	8	9	10				27	
	11	12	13	14	15	16	17			11/07: Day of the Flemish Community	28	
	18	19	20	21	22	23	24			21/07: Belgian National Holiday + 22/07: day off	29	
	25	26	27	28	29	30	31				30	
August 2016												
	1	2	3	4	5	6	7			Summer vacation	31	
	8	9	10	11	12	13	14				08/08: opening students office	32
	15	16	17	18	19	20	21				15/08: Assumption Day	33
1	22	23	24	25	26	27	28			22/08/2016 - 16/09/2016 resit, evaluation and feedback	34	
2	29	30	31								35	
September 2016												
2			1	2	3	4				22/08/2016 - 16/09/2016 resit, evaluation and feedback	35	
3	5	6	7	8	9	10	11				36	
4	12	13	14	15	16	17	18				37	
	19	20	21	22	23	24	25				19/09/2016 - 23/09/2016: week of reorientation and welcoming new students	38
	26	27	28	29	30					26/09: start academic year 2016-2017	39	

**Annex 3:**

**Academic calendar 2015-2016: academic bachelor programmes at the School of Arts KASK - Royal Conservatory**

HoGent		ACADEMIC CALENDAR 2015-2016														# Week
		School of Arts: Academic programmes														
		Mo	Tue	We	Thu	Fri	Sat	Sun								
September 2015																
		14	15	16	17	18	19	20	Week of reorientation and welcoming new students							38
1	21	22	23	24	25	26	27	21/09: start academic year 2015-2016 // 23/09: suspension of educational activities at 3:00 pm							39	
2	28	29	30												40	
October 2015																
2				1	2	3	4								40	
3	5	6	7	8	9	10	11								41	
4	12	13	14	15	16	17	18								42	
5	19	20	21	22	23	24	25								43	
6	26	27	28	29	30	31									44	
November 2015																
6						1		01/11: All Saints' Day							44	
7	2	3	4	5	6	7	8	02/11: All Souls' Day							02/11-06/11: project week 1	45
8	9	10	11	12	13	14	15	11/11: Armistice; 15/11: Constitution Day							46	
9	16	17	18	19	20	21	22								47	
10	23	24	25	26	27	28	29								48	
11	30														49	
December 2015																
11		1	2	3	4	5	6								49	
12	7	8	9	10	11	12	13								50	
13	14	15	16	17	18	19	20								51	
	21	22	23	24	25	26	27	21/12/2015 - 03/01/2016: Christmas holidays							52	
	28	29	30	31											53	
January 2016																
				1	2	3									53	
1	4	5	6	7	8	9	10	04/01 - 15/01: first study and examination period							1	
2	11	12	13	14	15	16	17								2	
1	18	19	20	21	22	23	24								3	
2	25	26	27	28	29	30	31								4	
February 2016																
3	1	2	3	4	5	6	7								5	
4	8	9	10	11	12	13	14	08/02: suspension of classes							6	
5	15	16	17	18	19	20	21								7	
6	22	23	24	25	26	27	28								8	
7	29														9	
March 2016																
7		1	2	3	4	5	6								9	
8	7	8	9	10	11	12	13								10	
9	14	15	16	17	18	19	20	14/03-18/03: project week 2							11	
10	21	22	23	24	25	26	27								27/03: Easter	12
	28	29	30	31											13	
April 2016																
					1	2	3	28/03 - 10/04: Easter holidays							13	
	4	5	6	7	8	9	10								14	
11	11	12	13	14	15	16	17	17/04: Open day							15	
12	18	19	20	21	22	23	24								16	
13	25	26	27	28	29	30									17	

May 2016														
13											1	01/05: Labour Day	17	
1	2	3	4	5	6	7	8	2/05- 08/07: second study and examination period, evaluation and feedback					05/05 + 06/05: Ascension Day	18
2	9	10	11	12	13	14	15						15/05: Whit Sunday	19
3	16	17	18	19	20	21	22						16/05: Whit Monday	20
4	23	24	25	26	27	28	29						21	
5	30	31											22	
June 2016														
5			1	2	3	4	5						22	
6	6	7	8	9	10	11	12						23	
7	13	14	15	16	17	18	19						24	
8	20	21	22	23	24	25	26						25	
9	27	28	29	30									26	
July 2016														
9				1	2	3							26	
10	4	5	6	7	8	9	10					09/07: closing students office	27	
	11	12	13	14	15	16	17	11/07: Day of the Flemish Community					28	
	18	19	20	21	22	23	24	21/07: Belgian National Holiday + 22/07: day off					29	
	25	26	27	28	29	30	31						30	
August 2016														
	1	2	3	4	5	6	7	Summer vacation					31	
	8	9	10	11	12	13	14	08/08: opening students office					32	
	15	16	17	18	19	20	21	15/08: Assumption Day					33	
1	22	23	24	25	26	27	28	22/08/2016 - 16/09/2016 resit, evaluation and feedback					34	
2	29	30	31										35	
September 2016														
2			1	2	3	4							35	
3	5	6	7	8	9	10	11						36	
4	12	13	14	15	16	17	18						37	
	19	20	21	22	23	24	25	19/09/2016 - 23/09/2016: week of reorientation and welcoming new students					38	
	26	27	28	29	30			26/09: start academic year 2016-2017					39	