

2020-2021

**Education, Examination  
and Legal Position  
Regulations for Students  
(EEL Regulations)  
at Hasselt University and  
tUL**



**UHASSELT**

**KNOWLEDGE IN ACTION**



**Education, Examination and Legal  
Position Regulations for Students (EEL  
Regulations)  
at Hasselt University and tUL**

*The Dutch version is approved by the Board of Governors of Hasselt University in June 2010, July 2011, June 2013 (correction in October 2013), July 2014 and June/July 2015, June 2016, June 2017, May 2018, May 2019, April and May 2020*

*Applicable to all programs and postgraduates of Hasselt University/tUL.*

*This English translation is strictly for reference and cannot be used for legal purposes. In the event of discrepancies in interpretation, the Dutch text will be binding.*



# Education, Examination and Legal Position Regulations for Students at Hasselt University and tUL

*The Dutch version is approved by the Board of Governors of Hasselt University in June 2010 and July 2011, June 2013 (correction in October 2013), July 2014, June/July 2015, June 2016, June 2017, May 2018, May 2019, April and May 2020*

## TABLE OF CONTENTS:

<b>Glossary</b> .....	4
<b>Education regulation</b> .....	7
1. Programs .....	7
2. Language regulations.....	9
3. Admission requirements.....	11
4. Enrolment and tuition fees .....	15
5. Contracts.....	16
6. Study pathways and the composition of individual students' year program .....	18
7. Exemptions .....	20
8. Students in special circumstances .....	21
9. Program components at other institutions of higher education .....	21
10. Fraud with respect to submitted documents .....	21
<b>Examination regulation</b> .....	22
1. Evaluation methods and organisation of examinations .....	22
2. Examiner and exam results.....	25
3. Examination Board: composition, operation and competences.....	26
3bis. Examination Board's Office: composition, operation and competences .....	28
4. Assessments: 'passing' and degree .....	29
5. Resitting examinations .....	32
6. Announcement of the examination results.....	34
7. Special provisions concerning specific program components.....	35
8. Program components taken at another institution of higher education or taken from another program at UHasselt and consequences for the examination opportunities .....	35
9. Irregularities.....	35
10. Material errors .....	37
11. Conflicts .....	38
<b>Legal position regulations</b> .....	39
1. Internal appeal.....	39
2. Council for disputes concerning study progress decisions.....	40
3. Ombuds persons .....	41
4. Regulations .....	41
5. Sound and visual recordings of educational activities .....	41
6. Legal relationship – forum selection .....	42
7. Miscellaneous .....	42
<b>APPENDIX 1: Interuniversity EELR Postgraduate innovierend ondernemen</b> .....	43
<b>APPENDIX 2: Regulations concerning the rights to research results and rights to copyright works of bachelor's and master's students at Hasselt University, tUL and the partner institutions in a joint study program</b> .....	43
<b>APPENDIX 3 Transitional measures for the conversion of the Academic Teacher Education Program that was previously organized at a Centre for adult education to the Educational Master programs</b> .....	46

## Glossary

academic year	A one-year period which starts on 1 September at the earliest and 1 October at the latest, and which ends on the day before the start of the next academic year. An academic year can exceptionally be longer or shorter than one year if the university board decides to advance or delay the start of the academic year.
aptitude certificate	Proof in the form of a document or certificate of registration that, on the basis of previously acquired competencies or qualifications, a student has mastered the competencies that are inherent to one of the following: <ul style="list-style-type: none"><li>- a Graduaat level in higher professional education;</li><li>- a Bachelor's level in higher professional education or academic education;</li><li>- a Master's level;</li></ul> a well-defined program, program component or cluster of program components.
aptitude test	An evaluation of a person's competencies, before an aptitude certificate is awarded.
credit certificate	A document or another form of registration which states that a particular student has taken an examination and that he has acquired the competencies that are linked to a program component. The obtained credits that are linked to the program component in question are called "credits".
contact moments	Each form of education where students come into contact with a member of the teaching staff or a tutor.
degree	The title of Bachelor, Master or Doctor that is awarded by means of a diploma after a student has completed a program or has taken a doctoral examination.
→ <i>qualification of a degree</i>	Additional information that refers to the completed program or, for the doctorate, to the discipline.
→ <i>specification of a degree</i>	The words "of science", "of arts" or "of laws" that are added to a degree.
(ECTS) credits	
→ <i>obtained credits</i>	ECTS credits that are linked to a program component for which a student has obtained a credit certificate.
→ <i>selected ECTS credits</i>	ECTS credits that are linked to a program component for which a student has enrolled in a particular academic year.
first-time student	A student who is enrolling for the first time in a particular academic year, by way of a diploma contract for a professional or academic oriented Bachelor in Flemish higher education. This status is valid for an entire academic year.
force majeure	An event that has nothing to do with the applicant and that could not be foreseen, prevented or overcome.

learning account	The total set of ECTS credits that a student can use in his student career for an enrolment under a diploma contract in an initial Bachelor's or Master's program or a program component under credit contract. This number may vary, depending on the number of ECTS credits for which the student enrolls and how many he obtains.
Master's dissertation	Dissertation that completes a Master's program. The student should demonstrate the ability to analyse and synthesise information, to solve problems independently at an academic level, or to create art. The dissertation is to reflect the student's critical, reflective attitude or his disposition towards research.
previously acquired competency	A previously acquired competency ( <i>Dutch: Eerder Verworven Competentie, EVC</i> ), i.e. a collection of knowledge, insight, skills and attitudes that has been acquired by means of learning processes that were not authenticated with a certificate.
previously acquired qualification	A previously acquired qualification ( <i>Dutch: Eerder Verworven Kwalificaties, EVK</i> ), i.e. each domestic or foreign certificate that proves that a formal study pathway was successfully completed, whether or not within an educational context. This does not include any certificates that were obtained within the institution and the program/postgraduate in which the student intends to use this certificate.
primary enrolment	The lowest enrolment of a student with multiple enrolments in different program levels within one academic year or the first enrolment of a student with multiple enrolments in equal program level within one academic year.
profile of the program	Distinctive features of a program, which are the result of the following factors: - the qualification and/or specification of the degree awarded upon completion of the program/postgraduate, and/or - the study load of the program/postgraduate, and/or the institution that stages the program - the specific specialisation within a given program can also be considered a distinctive feature of the program.
program	A unit within the selection of available courses. When it is successfully completed, it is authenticated with a diploma.
program component	A clear-cut whole of educational, learning and evaluation activities aimed at acquiring some well-defined competencies with regard to knowledge, insight, skills and attitudes.
program pathway	A structural unity within the educational offer that aims to broaden/expand the competencies that are obtained upon completion of a bachelor or master program and which leads to a postgraduate certificate.
sequentiality	The rules on the taking-up or passing a program component or a program before one can enrol for another program component or another program.
specialisation	The differentiation in a study program with a study load between (min) 30 and (max) 120 ECTS credits.

standard study program	Study program with a study load of 54 to 66 ECTS credits per program year.
student file	This is a student's personal electronic file on the Hasselt University website, which contains among other things the student's personal education-related records. These records may contain the number of selected ECTS credits per academic year, the obtained examination results per academic year, an overview of all of the student's obtained examination results, or recommendations on study progress.
study load	The number of ECTS credits that are awarded to a program component or a program.
study pathway	The way in which the program is organised.
tuition fee	The amount of money that a student needs to pay in order to participate in the educational activities and/or examinations.
working days	All week days from Monday through Friday with the exception of the periods free of education and examinations as marked in the faculty's academic calendars.

## **Education regulation**

### **1. Programs**

#### **Article 1.1 Available study programs and their study load**

1. Hasselt University/tUL stages Bachelor's programs, Master's programs, preparation and bridging programs, Academic Teacher Education Programs, the doctorate, postgraduate programs and permanent training programs.
2. The study load of a Bachelor's program amounts to at least 180 ECTS credits. For a Master's program, the study load is at least 60 ECTS credits. Within the study program, a distinction may be made between different specialisations (which is determined by decree as a differentiation in program with a study load of at least 30 ECTS credits). The learning outcomes are written out for each program.
3. Preparation programs are organised for graduates from particular academic Bachelor's programs, in order to grant these students access to a Master's program. The study load for such preparation programs depends on the prior education.

Bridging programs are organised for graduates from particular Bachelor's programs from higher professional education, in order to grant these students access to a Master's program. The study load for such bridging programs amounts to at least 45 and maximum 90 ECTS credits.

4. A Academic Teacher Education Program carries a study load of 60 ECTS credits.
5. A postgraduate is a program pathway that aims to broaden and/or expand the competencies obtained upon completion of a bachelor or master program. A postgraduate carries a study load of at least 20 ECTS credits.

#### **Article 1.2 Program components and their study load**

The learning outcomes of the program/postgraduate are achieved through the program components.

1. The study load for each program component, expressed in whole ECTS credits, cannot be less than 3. The number of ECTS credits per program component is stated in the study guide.
2. The number of ECTS credits for a program component represents the study time that is required to achieve the learning outcomes of the program component. One ECTS credit corresponds to 27 hours of study time on average (tuition hours included).

By conducting evaluations and measuring study time, it is verified whether the estimated study time corresponds with the actual study time and whether the study load is divided equally throughout the education periods.

3. Each Master's program is concluded by way of a Master's dissertation. The study load of this dissertation amounts to at least one fifth of the total number of ECTS credits in the study program, with a minimum of 15 and a maximum of 30 ECTS credits.
4. The learning outcomes of programs leading to professions that fall within the scope of the European Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications meet the conditions with regard to the acquisition of knowledge and skills as laid down in the aforementioned Directive.

#### **Article 1.3 Academic calendar**

1. The education and examination periods and recesses are laid down in the faculty's academic calendars, which can be consulted on the website of Hasselt University.
2. The education and examination periods and recesses for postgraduates are laid down in the academic calendars, which can be consulted on the website of SEE (Hasselt University – School of Expert Education).



## **Article 1.4 Curriculums – Education Management Team (OMT)**

1. Within a general policy framework at the institutional level, the faculty/School is responsible for the development and implementation of the educational strategy that includes full quality control. The Faculty Board/Inter faculty School formulates a substantiated advice to the Education Board and the University Board concerning the education curriculums of the programs for which the Faculty Board is responsible. Within the EEL-regulations the School Board of SEE will perform the tasks of the faculty Board for the postgraduates.
2. For each program/postgraduate, an Education Management Team (*Dutch: OMT*) is set up (for Bachelor's programs and consecutive Master programs or a language equivalent program, the same Education Management Team can be installed). At the dean's/chairman's request, the Faculty Board/ Inter faculty School formulates a substantiated advice to the Board of Deans concerning the composition and chairmanship of the Education Management Teams of the study programs for which the Faculty Board is responsible.

At the faculty of Law the competences of the OMT are executed by the Program Board (*Dutch: Opleidingsbestuur*) of the law study programs, conform the rules as laid down in the interuniversity cooperation agreement.

At the request of the academic director of SEE, the School Board of SEE formulates a substantiated advice to the Board of Governors of SEE concerning the composition and chairmanship of the Education Management Teams of the postgraduates for which the School Board of See is responsible.

Within a general policy framework, the Education Management Team has at least the following powers and responsibilities:

- a) drawing up a strategy plan for the program in accordance with the (educational) policy plan at institution level;
- b) quality control and improvement of the program. This includes completing VISIO-O, preparing for self-evaluation in the context of accreditation and drawing up and following up improvement policy annually;
- c) mapping out the needs for educational professionalization / support;
- d) drawing the profile of the program;
- e) preparing curriculum developments and changes. This includes, among other things, preparing the training-specific competence profile taking into account the validated domain-specific learning outcomes (DLR);
- f) follow-up of the practical organization of the curriculum (including exams);
- g) mapping out the desired pavement to realize the intended curriculum;
- h) consult with the professional field at least once a year.

The OMT reports and advises to the competent faculty council or the competent school board.

## **Article 1.5 Evaluation meeting for quality control**

1. Each Education Management Team sets up evaluation meetings for quality control within the study program. An evaluation meeting includes at least three students and preferably two academic staff members (of which one is a member of the Education Management Team) and one study career coach; the academic staff members may vary depending on the educational period. The ombuds person (see Legal position regulations, art.3.1) may also be a member of the evaluation committees. The evaluation meetings preferably take place once every education period, preferably in the middle of the education period.
2. One member of the Education Management Team is also part of the evaluation meetings.
3. The evaluation meeting is authorised to carry out the following activities as part of internal quality control:
  - evaluating the education care within each education period;
  - solving urgent educational bottlenecks, in consultation with the members of staff involved.
4. The Education Management Team ensures a smooth operation of the evaluation meetings and looks for appropriate solutions to problems that cannot be solved by the evaluation meetings.
5. The evaluation meetings of a program taught in a foreign language may be held in a language other than Dutch with a view to collecting input from students who speak another language.

6. Students who attend an evaluation meeting will be regarded as student representatives in accordance with the student attendance regulations. These define the rights and obligations of student representatives, including the obligation to provide adequate feedback to the wider student group that they represent. To facilitate this task, a report on the evaluation meeting will be prepared. The report will be made available to student representatives who attended the evaluation meeting.

#### **Article 1.6 Information per program/postgraduate in the study guide**

1. The study guide contains at least the following information for each program/postgraduate (*Codex higher education art. II.221*):
  - the degree that the student will obtain upon completion of the program, the qualification of this degree and, if required, its specifications;
  - the study load expressed in ECTS credits;
  - should the occasion arise, the specialisations;
  - the language of instruction that is used in the program;
  - the contents and objectives of the study program;
  - the sequentiality and learning outcomes;
  - the study program and the subdivision into program components;
  - the organisation of the program in standard study programs and individualised study programs;
  - the successiveness of the separate program components;
  - the preceding programs that grant access to the program, as well as its consecutive programs.

#### **Article 1.7 Information per program/postgraduate component in the study guide**

1. The study guide contains at least the following information for each program component (*Codex higher education art. II.221*):
  - the study load expressed in ECTS credits;
  - the language of instruction;
  - the objectives;
  - the sequentiality and learning outcomes;
  - the information concerning the examination/evaluation, in accordance with art. 1.2 section 1, 2 and 3, art. 1.5 section 1, art. 2.2 section 2, art. 7.1 and art. 7.2 of the examination regulations. Should the evaluation form in the context of an exam contract deviate from the evaluation form under diploma or credit contract, this is explicitly stated.
  - the number of examination opportunities per program component; in accordance with art. 1.3 section 2, 4 and 10 of the examination regulations;
  - if applicable, stating that the program component is excluded from tolerance in accordance with art. 4.7 section 2 of the examination regulations;
  - if the program component is excluded from an exam contract due to its inherent qualities.

## **2. Language regulations**

### **Article 2.1 Language of instruction initial bachelor's and master's programs**

(*Codex higher education Part 2, Title 4, Chapter 8*)

1. The university's language of instruction is Dutch. In the initial bachelor's and master's programs, an instruction language other than Dutch may be used, in conformance with the stipulations in this paragraph (2. Language regulations).
2. A language other than Dutch may be used in the bachelor's and master's programs in:
  - a. program components that have a foreign language as their subject and that are taught in this language;
  - b. program components that are taught by foreign-language visiting professors;
  - c. foreign-language program components that are taken in accordance with art. 9 at another institution of higher education;
  - d. program components that have an explicitly motivated decision that shows the added value for the students and the employment market and the functionality for the program.
3. A foreign-language bachelor's program is an initial bachelor's program of which the study load of the program components, expressed in ECTS credits, offered in a language of instruction other than Dutch in the standard study program is greater than 18.33% of the total study load of the program components offered in that program, expressed in ECTS credits, in the standard study

program. Furthermore, a non-foreign-language initial bachelor's program is considered a foreign-language initial bachelor's program if evaluation by the Flemish Government shows that more than 33% of the graduates acquired more than 18.33% of their ECTS credits in program components taught in a language other than Dutch, or if evaluation by the Flemish Government shows that during two consecutive academic years at least 25% but no more than 33% of the total number of graduates in a non-foreign-language bachelor's program acquired more than 18.33% of their ECTS credits in program components taught in a language other than Dutch. The program components mentioned in paragraphs 2, a and c are not included in the calculation of the boundary of 18.33%. (*Codex higher education art. II.261 §3 and art. II.268 §2*)

4. A foreign-language initial master's program is an initial master's program of which the study load of the program components, expressed in ECTS credits, offered in a language of instruction other than Dutch in the standard study program is greater than 50% of the total study load of the program components offered in that program, expressed in ECTS credits, in the standard study program. Furthermore, a non-foreign-language initial master's program is considered a foreign-language initial master's program if evaluation by the Flemish Government shows that more than 33% of the graduates acquired more than 50% of their ECTS credits in program components taught in a language other than Dutch, or if evaluation by the Flemish Government shows that during two consecutive academic years at least 25% but no more than 33% of the total number of graduates in a non-foreign-language master's program acquired more than 50% of their ECTS credits in program components taught in a language other than Dutch. The program components mentioned in paragraphs 2, a and c are not included in the calculation of the boundary of 50%. (*Codex higher education art. II.261 §3 and art. II.268 §2*)
5. The program components that are taught in a language other than Dutch are mentioned in the study guide. The faculty will monitor the use of a foreign language.
6. An institution can only offer a foreign-language initial bachelor's or master's program if these concern study programs which are specifically designed for foreign students or if the added value for the students and the employment market and the functionality for the program can be sufficiently demonstrated.
7. The institution can offer a foreign-language initial bachelor's or master's program on the condition that an equivalent initial bachelor's or master's program, in which the student can follow the study pathway completely in Dutch, is offered within the Flemish Community. The program components mentioned in paragraphs 2, a and c are not taken into account in this matter.
8. Except in the cases where an exemption for the equivalence condition was granted, the students must at all times be guaranteed an equivalent initial bachelor's or master's program within the Flemish Community. Deviating from paragraph 7, the university board can freely offer initial foreign-language bachelor's or master's programs if and only if these are study programs designed specifically for foreign students within the framework of the International Course Program of developmental collaboration, or if it concerns foreign-language initial bachelor's or master's programs selected in accordance with the stipulations of a European program to promote international collaboration in higher education and in which the goals are multiple degrees or joint degrees. (*Codex higher education art. II.265 §1*)

## **Article 2.2 Requirements concerning quality and democratisation**

(*Codex higher education art. II.270 and art. II.271*)

1. Each member of the teaching staff and of the academic staff, burdened with an education assignment, must have adequately mastered the language of instruction in which he teaches a program component. This means that the staff member must have a command of the language at the CEFR level C1. This required proficiency level of the language of instruction is demonstrated by qualification certificates issued by recognised institutions that show that the staff member has a command of the language of instruction at the required level. The required proficiency level will be presumed if the concerning staff member has acquired a diploma of secondary education or a bachelor's or master's degree or doctorate in the language of instruction in which he teaches, at an institution, which has this language as the language of instruction.
2. Each member of the teaching staff and of the academic staff, burdened with an education assignment, who does not teach program components in Dutch must have a command of the Dutch language at CEFR level B2. This requirement must be met within five years after being hired or at the moment of tenure. The institution provides a mandatory integration process that

ensures that each member of the teaching staff commands the Dutch language at ERK-A2 two years after he was first hired. The required proficiency level of Dutch will be presumed if the concerning staff member has acquired a bachelor's or master's degree or doctorate in Dutch at a non-foreign-language program. Furthermore, the required Dutch proficiency level (B2) is presumed for members of the teaching staff and the academic staff, burdened with an education assignment, who:

1° have tenure before 2013-2014;

2° are appointed before 2013-2014 with a view to have tenure;

3° are appointed before 2013-2014 for an indefinite period.

*(Codex higher education art. II.389)*

3. The institution will provide the members of the teaching staff and of the academic staff with suitable facilities, among which an accessible and satisfactory offer of Dutch and foreign-language courses and language counselling provisions.
4. Without prejudice to the stipulations of articles 3.1 and 3.2 of the Education Regulations, the institution will provide students in an initial bachelor's or master's program with foreign-language program components or in a foreign-language bachelor's or master's program with the opportunity to test their language skills in this foreign language.

The institution will provide language counselling provisions in the study program of initial bachelor's or master's programs with foreign-language program components or in the study program of foreign-language bachelor's or master's programs. These language counselling provisions may comprise:

1° language program components (including language courses) offered within the package of mandatory program components or as a mandatory optional program component;

2° language counselling provisions which are integrated in the foreign-language program components. These language counselling provisions provide an active counselling for the students and are to the students clearly recognisable as such within the program component.

This requirement can be deviated from in the following events:

1° if, in case of a consecutive master's program, the language counselling provisions are included in the preceding bachelor's program;

2° if, in case of a non-consecutive master's program, the language counselling provisions are included in the preparatory program or in the bridging program.

In case of a program component in which the language of instruction is another language than Dutch and for which there is no Dutch equivalent taught within the same program, the students are entitled to take the exam in Dutch, with exception of the program components mentioned in article 2.1 paragraph 2, a and c. This regulation does not apply to foreign-language initial bachelor's and master's programs.

### **Article 2.3 Post-initial programs** *(Codex higher education art. II.267)*

1. The institution freely decides the language of instruction in the bachelor-after-bachelor programs, the master-after-master programs, the postgraduate programs and in education and other study activities organised in the framework of permanent education as refresher courses or additional training.

## **3. Admission requirements**

### **Article 3.1 Admission requirements concerning proficiency in Dutch**

*(Codex higher education art. II.193)*

1. Only students with a sufficient knowledge of Dutch are allowed to enrol for the first time for a program/postgraduate with Dutch as a language of instruction. Their knowledge of Dutch shall be tested; this test may be administered by the university itself or by an institution or organisation that is recognised for this by the university.

2. The following students are exempted from taking a Dutch language proficiency test:
  - students who have successfully completed at least one year of secondary education in Dutch;
  - students who have passed a program or one or more program components with a total study load of at least 60 ECTS credits from Dutch-language program components in higher education;
  - students who have a certificate that shows they have acquired at least CEFR level B2 (or an equivalent);
  - students who have obtained a Dutch certificate awarded by one of the partners of the Limburg Association of Higher Education.
  
3. In contravention to the provisions in sections 1 and 2 of this article, students who wish to enrol under a diploma contract in a Academic Teacher Education Program or a master of teaching program must master the Dutch language at a level ERK-C1 before they can enrol in the program.

The following students are exempted from taking a Dutch language proficiency test:

- students who have passed a program or one or more program components with a total study load of at least 60 ECTS credits from Dutch-language program components in higher education;
- students who have obtained a certificate of a Level 6 Dutch course (equivalent to a C1 level of the Common European Framework) at a university language centre;
- students who have obtained a certificate from the Dutch Language Union (Nederlandse Taalunie): the Dutch as a Foreign Language Certificate (Certificaat Nederlands als Vreemde Taal, CNaVT) of the exam type Educational Professional (Educatief Professioneel) (before, PAT).

### **Article 3.2 Admission requirements concerning proficiency in a language other than Dutch**

1. If a program/postgraduate is offered in a language other than Dutch, students are only allowed to enrol for this program/postgraduate for the first time if they pass a language proficiency test for the language in which this study program is taught (*Codex higher education art. II.194*).

### **Article 3.3 General admission requirements for a Bachelor's program**

(*Codex higher education art. II.178*)

1. To enrol for a Bachelor's program, students need to have obtained one of the following diplomas/certificates:
  - a. a diploma of secondary education;
  - b. a short-type higher education diploma with a full curriculum;
  - c. a higher education diploma for social promotion, with the exception of the Certificate of Teaching Competence;
  - d. a diploma or certificate, awarded in higher vocational education;
  - e. a certificate which, pursuant to a statutory standard, a European Directive or an international convention, is recognised as being equivalent to one of the diplomas listed above.

These general admission requirements need to be met upon enrolment.

2. The rector may admit students with a diploma or certificate from outside the European Union that has not been recognised as being equivalent (see section 1, e). However, this is only possible if the document in question grants access to a Bachelor's program in the country where it was awarded that is equivalent to a Flemish Bachelor (in which case an authenticity check of these diplomas or certificates is required, insofar as the Flemish government has issued any measures to this end).

### **Article 3.4 Deviant admission requirements for a Bachelor's program**

1. If a student does not meet the general admission requirements in art. 3.3 and has reached or will reach the age of 21 on December 31 of the academic year of the intended enrolment, he may be admitted for a Bachelor's program after an investigation of admission conducted by the admission committee of the Limburg Association of Higher Education.
2. The candidate students shall file their request to the Student Administration of Hasselt University. Hasselt University investigates, on behalf of the association, if the candidate can be admitted to the deviant admission procedure.

3. There are at least 2 periods annually for the investigation of the request for admission based on deviant admission requirements. The application of the candidate should follow the procedure and deadlines as described on the website of AUHL ([www.auhl.be](http://www.auhl.be)). Candidates can only participate once in an investigation of admission for the purpose of enrolment in a particular academic year.
4. The admission committee is composed on association level, conducts the admission investigation and renders its verdict.
5. The candidates who pass the investigation of admission will receive a proof of admission. This proof of admission has, in general, unlimited validity. If the proof of admission is older than 5 years, Hasselt University reserves the right to impose an update to the candidate. The granted admission after the deviant admission procedure is a general, not program-specific admission to higher education.
6. No cost will be charged for participation in the investigation of admission.
7. A candidate-student who obtained diplomas abroad, which are eligible for being considered as equivalent, but is unable to present his official certificates due to humanitarian reasons (refugee of candidate-refugee) can prove by all means of law that he possesses the right qualifications. If it seems impossible to submit conclusive evidence, the candidate will be referred to the deviant admission procedure, regardless of his age.

### **Article 3.5 Special admission requirements for the Bachelor of Medicine and the Bachelor of Engineering Technology**

1. To enrol for the Bachelor's program of Medicine, students need to be favourably ranked in the medical admission examination of the Flemish Community. This additional admission requirement is determined by decree.
2. To enrol for the Bachelor of Engineering Technology program, as well as the general admission requirements there is the additional admission requirement that students must have first taken a non-binding admission test (calibration test) as set out in the Codex for Higher Education. The faculty concerned will determine in a supplementary faculty regulation the specific arrangements for and possible derogations from the requirement to take this test for the program concerned. The program's examination board may impose remedial measures on students who fail to achieve the pass mark for the non-binding admission test.

### **Article 3.6 Admission requirements for a Master's program on the basis of a diploma of higher education obtained in the Flemish Community**

3. The Examination Board of a Master's program may conduct an investigation of admission.

#### *Academic Bachelors and Masters*

4. Graduates from Flemish academic Bachelor's programs with the specific profile of the program may be directly admitted to a particular initial Master's program.  
For graduates from (certain) other Flemish academic Bachelor's programs, a preparation program may be staged. (*Codex higher education art. II.182*)
5. The study guide contains at least the following information for each Master's program:
  - the academic Bachelor and Master programs that grant students direct access;
  - if applicable, the preparation programs for commonly occurring transitions.
6. Students may enrol for a preparation program and its consecutive Master's program simultaneously (subject to the conditions set by the Examination Board).  
The diploma for the following Master's program can only be obtained if the preparation program is successfully completed.

#### *Professional Bachelors*

7. Graduates from a Bachelor's program in Flemish higher professional education can only obtain a diploma for an initial Master's program if they successfully complete a bridging program with a study load of at least 45 and at the most 90 ECTS credits. (*Codex higher education art. II.183*).

8. Prior to enrolment, the Examination Board of the Master's program in question may impose an aptitude test. Based on previously acquired qualifications or the results of the aptitude test, the minimum study load of a bridging program may be differentiated or, for a bridging program of less than 45 ECTS credits, the minimum study load may be fixed. Finally, students may also be exempted from taking a bridging program. (*Codex higher education art. II.183*).
9. The study guide specifies what bridging programs are available for each Master's program.
10. Students may enrol for a bridging program and its consecutive Master's program simultaneously (subject to the conditions set by the Examination Board).

*Simultaneous enrolment with the Bachelor's program*

11. Students who have not yet obtained a (Flemish) Bachelor's diploma, which may or may not grant direct access to a Master's program, can enrol for a Master's program and/or the preceding preparation or bridging program under the conditions set by the Examination Board of the Master's program in question. (*Codex higher education art. II.198*).
12. Students who have not yet obtained their professional bachelor diploma, can only enrol for program components from a bridging program or for a bachelor program with a reduced study load (bachelor with reduced study load) if they are less than 30 credits away from obtaining their professional bachelor diploma. Students can file a request through the study career coach with the chairman of the examination committee. The chairman of the examination committee decides on the request.

**Article 3.6 bis Admission based on a diploma of higher education obtained outside the Flemish Community** (*Codex higher education art. II.192*)

1. Those who possess a diploma of higher education obtained outside the Flemish Community can, after the admission investigation mentioned in section 3, be exempted from the prescribed requirements with respect to the preliminary education as far as the diploma obtained and the specific program profile of the student:
  - is of sufficient level;
  - to the control of authenticity of the diplomas and certificates concerned is met, as far as measures are ordained by the Flemish Government; in this matter the provisions and principles of the Treaty of the Council of Europe and the UNESCO concerning the recognition of diplomas of higher education in the European Region, drawn up in Lisbon as far as the country of origin also ratified the Treaty, are respected (*Codex higher education art. II.192*).
2. Persons who are no longer able to submit their study certificate, can be admitted to the subsequent program based on humanitarian reasons and after an investigation of admission.
3. The investigation of admission referred to in section 1 and 2 may vary with each program and is conducted by the Examination Board's Office of the program involved, which can request assistance from in-house or outside experts. The investigation of admission examines whether the prospective student's knowledge, insight and skills meet the entry requirements of the program. This investigation of admission may also cause an admission examination to be organised. If applicable, the permission for enrolment can be made dependent on the successful completion of a specifically designed preparation program.
4. The request for admission shall be filed within the time limits mentioned on the website.

Students who are admitted through this procedure receive a written confirmation that they are admitted to a particular Master's program. A copy of this document is sent to the Student Administration and is included in the student file.

**Article 3.6 tris Admission requirements for a postgraduate**

1. Admission to a postgraduate may depend upon specific admission requirements concerning foreknowledge, experience or motivation necessary to complete the postgraduate successfully. The specific admission requirements will be specified by postgraduate and will be announced on the websites of the postgraduates.

### **Article 3.7 Admission to separate program components**

1. Both students who meet the admission requirements stipulated in art. 3.3, 3.6, 3.6bis, as students who do not meet these admission requirement are allowed to enrol for separate program components with a credit contract or an exam contract (to obtain a credit certificate for one or more program components), on condition that an inquiry confirms that they have the necessary competences to be able to attend the program component(s) well. Elements such as prerequisites and language can be decisive. The request for admission concerning separate program components should be filed with the chairman of the Examination Board through the study career coach. This investigation shall be conducted by the Examination Board's Office (*Codex higher education art. II.191*). For program components belonging to several programs/postgraduates the chairmen involved make an arrangement.

### **Article 3.8 Learning account**

1. Students whose learning account is less than or equal to zero may not enrol at Hasselt University/tUL for a program or program components, whatever the type of contract is the student wishes to use.

In exceptional cases the student can be admitted based on a file. If the student lost his learning account due to circumstances beyond his control, this file should at least include a decision of the Council for Disputes concerning study progress decisions on the recovery of his learning account.

The student shall file his substantiated request with the study career coach. Subsequently the vice rector of education decides on the admission.

2. Students whose learning account is positive but insufficient for the program for which they wish to enrol, can enrol for not more than the number of ECTS credits according to their remaining learning account.

In some cases, departures are possible:

- the student has insufficient learning account to enrol for at least 1 program component;
- a student wishes to increase its enrolment with a limited number of ECTS credits in the context of maintaining its right to child allowance;
- a student in the year of graduation wishes to enrol for the remaining ECTS credits in the context of obtaining his diploma.

To do so, the student shall file a substantiated request with the study career coach. The Director of Educational Coordination and Student Affairs will then decide for how many ECTS credits the student may enrol at most.

3. Students whose learning account is less than or equal to zero cannot be withheld from an initial Master's program if they meet the admission requirements and if they haven't obtained a Master's diploma yet.

A student with learning credit of less than or equal to zero may not be refused enrolment on an educational Master's program if the student already has a Master's degree.

4. If students are unable to partake in one or more exams/evaluations of program components for which they enrolled, because of circumstances beyond one's control and they cannot use another exam opportunity in the same academic year, they can file a request with the Council for Disputes concerning Study Progress Decisions for the restitution of the lost learning account. More information on the procedure can be found at: <http://onderwijs.vlaanderen.be/zo-dien-je-een-verzoekschrift-in> (this procedure is conducted in Dutch).

## **4. Enrolment and tuition fees**

### **Article 4.1 Enrolment and tuition fees**

1. Students may enrol insofar as they meet the admission requirements that are determined by decree and the provision in art.3 of these education regulations.
2. Students may enrol for:
  - one or more programs/postgraduates simultaneously, and/or



- one or more program components from one or more programs/postgraduates, and/or
  - a bridging or preparation program. (*Codex higher education art. II.196*)
3. Registration for a program will take place before the start of the academic year. Enrolment for one or more program components by way of diploma contract/ credit contract will take place before the educational activities for the program components concerned start. The enrolment in separate program components by way of exam contract must be done no later than 2 weeks before the start of the exam period of the first exam opportunity of the program component. The enrolment period for postgraduates will be mentioned on the website of the relevant postgraduate.
- For late enrolment, a formal request needs to be submitted, through the study career coach, with the chairman of the Examination Board who will decide whether the student can still enrol.
4. Prospective students shall enrol according to the procedures for enrolment that are stated on the website.
5. The Board of Governors annually takes note of the tuition fees for Hasselt University programs as governed by the Codex Higher Education and lays down the tuition fees of the tUL programs at campus Hasselt University. The Board of Governors also lays down the terms of payment for Hasselt University programs and tUL programs. More information can be found on the website. The Board of Governors of SEE annually sets the tuition fees for postgraduates. The terms of payment will be developed in the specific conditions for postinitial education at Hasselt University ('Dutch: specifieke voorwaarden voor postinitiële vorming aan de UHasselt'). These conditions can be consulted on the SEE-website.

## **5. Contracts**

### **Article 5.1 Entry agreement**

1. Upon enrolment at Hasselt University, students enter into an entry agreement. The enrolment agreement can be dissolved unilaterally by the Hasselt University if a student has not paid their tuition fees within the term stated in the 2<sup>nd</sup> reminder. This does not relieve the student from the obligation to pay the tuition fee. The student can unilaterally terminate his study contract by deregistering for the program, possibly without repayment of the tuition fee and with loss of ECTS credits in his learning account.
2. The payment of a postgraduate tuition fee has to take place before the start date of the program pathway, unless agreed otherwise. SEE can deny students who do not pay on time access to its seminars and if applicable, deny them the right to participate in exams. Students can choose one of the contract types below (*Codex higher education art. II.199*):
- A diploma contract is concluded to obtain a degree or a diploma for a program or a bridging or preparation program, or a postgraduate.
  - A credit contract is concluded to obtain a credit certificate for one or more program components.
- For enrolment under a credit contract, particular conditions with regard to successiveness may be imposed.
- An exam contract is concluded subject to the conditions that are set by the University Board for taking exams in order to obtain the following:
    - a degree or diploma for a program, or
    - a credit certificate for one or more program components.
3. Some program components can be excluded from an exam contract, due to their inherent qualities. The Faculty Board decides on this exclusion, after having received a recommendation from the Education Management Team involved and the coordinating lecturer. Excluded program components are mentioned in the study guide.
4. When enrolling under an exam contract, students are in theory not entitled to take part in the educational activities or to utilise the auxiliary educational facilities.

5. It is not possible for students to simultaneously combine a diploma contract, exam contract and/or credit contract for one program component in one academic year and within one program or postgraduate.

It is not possible for students to enrol more than once per academic year for one program component that belongs to two different programs or postgraduates.

6. A student cannot combine a diploma contract and an exam contract (to obtain a diploma) for multiple program components of the same program in one academic year.

If a student wishes to combine a diploma contract and an exam contract (to obtain a credit) for multiple program components of the same program in one academic year, the credits obtained under exam contract (to obtain a credit) are withdrawn as an exemption into the diploma contract in the next academic year.

### **Article 5.2 Information in the contracts**

*(Codex higher education art. II.201)*

1. Information in the diploma contract:
  - the diploma that the student intends to obtain and the objectives of the study program;
  - the study load of the program/postgraduate;
  - the program components that should or may be taken up in the study pathway and their respective study load and successiveness;
  - the time period to which the enrolment applies;
  - the conditions to obtain a credit certificate per program component;
  - if applicable, the study load reduction acquired through one or more exemptions;
  - the number of examination opportunities per program component;
  - the regulations concerning evaluation and deliberation;
  - the possible measures taken after study progress monitoring;
  - if applicable, the binding conditions concerning study progress.
2. Information in the credit contract:
  - the program component(s) for which the student is enrolling;
  - the study load per program component;
  - if applicable, the admission requirements to enrol for the program component in question;
  - the time period to which the enrolment applies;
  - the conditions to obtain a credit certificate per program component;
  - if applicable, the study load reduction acquired through one or more exemptions;
  - the number of examination opportunities;
  - the regulations concerning evaluation;
  - the possible measures taken after study progress monitoring;
  - the binding conditions concerning study progress.
3. Information in the exam contract:

If students with an exam contract are enrolling to obtain a diploma, the provisions in Art. 5.2 section 1 apply. If they are enrolling to obtain a credit certificate for one or more program components, however, the provisions in Art. 5.2 section 2 need to be taken into account.

### **Article 5.3 Change of contract type**

1. If a student wishes to alter his contract type in the course of an academic year (*Codex higher education art. II.202*) he shall submit a substantiated request, through the study career coach, with the chairman of the Examination Board who then decides.

A student can no longer change the contract type for a specific program component after an exam opportunity for the program component took place.

2. In some cases, a change of contract type has financial repercussions. More information about this can be found on the website. In addition, a change of contract type may have an effect on the learning account.

## **6. Study pathways and the composition of individual students' year program**

### **Article 6.1 Study pathways**

1. The abovementioned contracts set down the study pathway.  
The study pathway determines the provisions on study load, deliberation and study progress monitoring:
  - by way of a standard study program for a group of students;
  - by way of an individualised study program for one particular student.

In some programs a special study pathway for working students is available.

A student is responsible for requesting his initial study pathway before October 1 of the current academic year. If a student files his initial study pathway after this date, the chairman of the Examination Board can link consequences to the late request (for example not being able to enrol in program components which have progressed too far).

Students who do not request their initial study pathway within 2 months after their enrolment will be automatically deregistered by the student administration.

2. When students deviate from a standard study program, they are given an individualised study program. This may be assigned in the following cases:
  - a. to students who have fallen behind within the standard learning pathway;
  - b. to students with exemptions;
  - c. to students with a special medical or social background (for example, working students or top-level sportspersons);
  - d. in the event of transitional measures for changes in the curriculum.

### **Article 6.2 Composition of an individual student's year program**

1. Depending on the contract type and study pathway, individual students may compose their year program, in accordance with (a) the general regulations in this education and examination regulations and (b) the specific provisions in the study guide that apply to the selected program/postgraduate and/or program components.
2. A student may take a maximum of 68 ECTS credits per academic year (based on the sum of all his study contracts in one academic year at Hasselt University/tUL). In exceptional cases, the Examination Board's Office can allow a student to take more ECTS credits, for which a student must file a substantiated request, through the study career coach, with the Chairman of the Examination Board.

If a student wishes to take up more than 68 ECTS credits from two or more study programs in one academic year, he files a substantiated request through his study career coach, with the chairman of the Examination Board of the study program of his primary enrolment. The Chairman of the Examination Board of the study program for which the student takes his primary enrolment, decides on the request after consulting all other stakeholder-chairmen's of the Examination Boards.

3. For individualised study programs, students present their year program, through the study career coach of the program, to the chairman of the Examination Board for approval (see art. 8 for the assignment on facilities).

### **Article 6.3 Changing the contents of a contract**

1. Students may petition for a change in the contents of their contract. This alteration may involve one of the following:
  - the transition from a standard study program to an individualised study program;
  - a change in the composition of their set of program components.
2. If students intend to take other or extra program components within their contract, they need to submit a substantiated request, through the study career coach, with the chairman of the Examination Board who then decides. This request must be filed before the start of the educational activities of the concerned program component(s).

3. Students may deregister from program components in the model pathway of the first Bachelor's year that start in the first education period (quartile 1) no later than seven calendar days before the start of the exam period concerned, as determined in the program's academic calendar.

Students may deregister from a program component until half of the education period in which the program component is lectured. Deregistration for a program component which is spread over all education periods in an academic year, is possible until 15 December.

If the program component is spread out over more than one education period, students may deregister until half of the first education period of the program component. The deregistration date of each education period is annually set in the faculty's academic calendar.

Deregistration for program components in a postgraduate is not possible.

4. The terms of payment and reimbursement of the tuition fee for programs, pursuant to the increase or decrease in ECTS credits within a study contract, are reviewed annually by the Board of Governors. More information on this can be found on the website. The terms of payment and reimbursement of the tuition fee for postgraduates can be consulted on the SEE-website.
5. Any changes in the number of selected ECTS credits are processed in students' individual learning account.

On the other hand, when students with a credit contract deregister from program components, this does not have any repercussions on the number of selected ECTS credits (*Codex higher education art. III.4*).

#### **Article 6.4 Deregistration from a program and/or change of program**

##### *Deregistration from a program: termination of study contract*

1. When a student deregisters from a program, this implies that his study contract is terminated. As far as the repercussions for the tuition fee and the learning account are concerned, this termination is regarded as a decrease in the number of ECTS credits for a student with a diploma contract.

The conditions for deregistration from a postgraduate will be settled by the specific conditions which can be consulted on the SEE-website.

##### *Change of program/specialisation*

2. Students may change programs in the course of the academic year. To do so, one submits a request with the student career coach of the program, addressed to the chairman of the Examination Board of the new program. Students will also have to enter into a new study contract.

Students may change their specialisation in the course of the academic year. To do so, one submits a request with the student career coach of the program, addressed to the chairman of the Examination Board.

3. If a first-time student changes program in the course of the academic year, the following applies:
  - the number of selected ECTS credits are again added to the students' individual learning account if he changes program before 1 December of the academic year in question;
  - half of the number of the selected ECTS credits, rounded up to the nearest whole number, are again added to the student's individual learning account if he changes program between 1 December and 15 March of the academic year in question;
  - the number of selected ECTS credits are deducted from the student's learning account if he changes program after 15 March of the academic year in question. (*Codex higher education art. II.204§2*)

A first-time student may never recover study credit for program components for which he/she has taken and failed the exam.

If a (non-) first-time student changes programs in the course of the academic year, the number of selected credits for program components for which the deregistration deadline has not expired, is added back to his individual learning credit (art. 6.3, lid 3).

## **7. Exemptions**

### **Article 7.1 Definition of the notion "exemption" (Codex higher education art. I.3)**

1. If a student is exempted, he is relieved from the obligation to take an exam for a program component.

### **Article 7.2 Competent authority (Codex higher education art. II.241)**

1. The authorised Examination Board's Office grants exemptions for certified competencies. For this, it shall conduct an inquiry on the basis of the following documents:
  - a credit certificate that was obtained at Hasselt University or another institution;
  - a previously acquired qualification that was corroborated by means of a study certificate other than a credit certificate;
  - a previously acquired competency, i.e. an aptitude certificate awarded by the validating organisation.
2. In exceptional cases, the Examination Board's Office may decide to impose an aptitude test before it grants any exemptions on the basis of previously acquired qualifications. The Board shall justify why they believe that this test is necessary and shall refer the applicant to the validating organisation of the association.

### **Article 7.3 Procedure**

1. Students who believe they are eligible for an exemption for a program component on the basis of certified competencies shall submit a request with the chairman of the Examination Board, through his study career coach. The request will be submitted at the latest at enrolment through 'My student file'. For program components that do not commence in the first education period a request can furthermore be submitted with the chairman of the Examination Board, through his study career coach, until the education period, in which the program component commences, starts. The chairman of the Examination Board can, with motivation, deviate positively from these request terms.

This request needs to specify the program component(s) for which the student wants to obtain an exemption and shall also contain the required documents in accordance with art. 7.2 section 1.

2. The chairman of the Examination Board shall seek the substantiated advice of the coordinating lecturer(s) that are responsible for the program component(s) in question.
3. The coordinating lecturer shall determine on the basis of the file whether the certified competencies correspond with those that are connected with the program component. He may also ask the student to add extra study material to his file.  
If the competencies correspond sufficiently, the coordinating lecturer recommends an exemption for the entire program component. Alternatively, he may recommend an aptitude test in accordance with art. 7.2 section 2.

If the competencies correspond insufficiently, he can recommend not to give exemptions. Elements such as learning outcomes and the course content of a program component might be, among others decisive.

4. After reading the advice of the coordinating person(s) responsible, the Examination Board's Office shall decide whether or not to grant any exemptions. It shall inform the student in question of its well-founded decision, and shall also communicate this decision to the Student Administration.

If an aptitude test is deemed necessary, the Examination Board's Office shall give the applicant all the required information concerning the procedure of the association for previously acquired competencies. The Examination Board's Office keeps a list of all these decisions and their corresponding recommendations.

#### **Article 7.4 Second enrolment for the same study program**

1. If a student wishes to enrol for the second time for a Bachelor or Master's program for which he has already obtained a diploma, he can do so on condition that the total study load amounts to at least 30 ECTS credits (*Codex higher education art. II.244*). This condition does not apply to a student who already has an educational Master's degree and who wishes to take this educational Master's program in order to learn additional subject didactics.

#### **8. Students in special circumstances**

##### **Article 8.1 Students in special circumstances**

1. Students in special circumstances are students with a physical or psychological functional impairment, top-level sportspersons, working students, student artists, student representatives, student-entrepreneurs and students in other special circumstances.
2. There are institution-wide minimum facilities for students as referred to in section 1 in function of their special circumstances.
3. The criteria, application procedure for facilities, necessary attestations and possible facilities are all indicated on the website. Applications for exam facilities supported by the necessary attestations must be submitted no later than 15 working days before the start of the exam period concerned. Other than in cases of force majeure, exam facilities must be requested no later than 15 working days before the start of the final period in the academic year in which the exam may be taken for the first time.
4. The Examination Board's Office decides whether or not to grant extra facilities or to grant facilities to other students in special circumstances than the ones mentioned in section 1.
5. A student with a functional impairment may file an internal appeal against the decision of Hasselt University/tUL to refuse reasonable adjustments to his functional impairment. The student files this appeal with the internal appeals committee of the Hasselt University/tUL (Art. 1.1 Legal Position Regulation) in accordance with the procedural requirements laid down in Art. 1.3 Section 4 Legal Position Regulation, within a period of seven calendar days following the date of notification of the decision to the student. The appeal will be handled in accordance with the internal appeals procedure in Art. 1.4 Legal Position Regulation.

#### **9. Program components at other institutions of higher education**

1. Students may submit a substantiated request with the Examination Board's Office to replace program components from their program with other program components that can be taken at another (Belgian or foreign) institution of higher education. The student submits his/her request with the student career coach. In order for this request to be granted, the institutions in question need to have concluded an agreement providing this kind of mobility that is signed by the rector (for example, an interuniversity agreement among the Flemish universities, or any agreements in the framework of the Erasmus Lifelong Learning Program).

#### **10. Fraud with respect to submitted documents**

1. If fraud is detected with respect to submitted documents on which decisions were made with regard to the student, the decisions based on such documents will be annulled. The use of forged evidence, certificates or diplomas for the purpose of registration at Hasselt University/tUL for a study program or a program component is considered to be a disciplinary offence that could lead to disciplinary actions as set out in the Disciplinary Regulations for Students.

# Examination regulation

## 1. Evaluation methods and organisation of examinations

### Article 1.1 Examination periods

1. During the academic year the University of Hasselt/tUL organises examination periods after each education period, as well as one examination period in August/September before the start of the new academic year. These examination periods are specified in the faculty's academic calendars.

### Article 1.2 Evaluation: methods and agreements

1. An examination is any evaluation of the extent to which a student on the basis of his study has acquired the competencies that are connected with a particular program component. This evaluation needs to be staged within the examination periods, except for the cases that are mentioned in art 1.2 sections 3 and 5.

The precise evaluation method depends on the competencies that are evaluated in each program component and is always announced in the study guide. If necessary, a different evaluation method may be applied in the second examination opportunity of the academic year; however, this also needs to be expressly stipulated in the study guide. The evaluation methods are monitored by the Education Management Team concerned, as well as the Faculty.

2. Program components that are taught in more than one education period are evaluated as a whole. However, on the advice of the Education Management Team and the coordinating lecturer, the Faculty Board may decide to allow partial examinations after several education periods.

In order to receive an exam result for the entire program component, it is necessary for the student to take part in all the partial examinations. The proportional value of each partial examination is determined in advance and specified in the study guide. The study guide should also state whether the marks obtained for partial examinations can be transferred to a second (and possibly following) examination opportunity and, if so, under what conditions.

3. On the advice of the Education Management Team and the coordinating lecturer, the Faculty Board may decide to allow evaluations of (parts of) program components outside the examination periods.

In such cases, the following information should be communicated to the students:

- a description of the educational and learning activities;
- the evaluation methods and evaluation moments;
- the proportional value of each partial evaluation in the final exam result;
- if applicable, the announcement of the marks for partial evaluations;
- Results of parts of evaluations cannot be transferred to a second (and possibly subsequent) examination opportunity, unless stated otherwise in the study guide of the program component.;
- that if applicable, a second examination opportunity will either be performed with a different evaluation method, or is not possible (see also art.1.3, section 4).

In order to receive an exam result for the entire program component, it is necessary for the student to take part in all the partial evaluations.

The abovementioned information is included in the study guide. The Education Management Team concerned, as well as the Faculty, shall see to it that these evaluations outside the examination periods are spread evenly.

4. At the request of the coordinating lecturer, an evaluation method other than the one mentioned in the study guide may be used. However, such a request needs to be well-founded and shall be assessed by the chairman of the Education Management Team, no later than the start of the education period of the program component in question. In case of circumstances beyond one's control, the evaluation method may be altered during the education period.
5. At the student's request or if applicable at the request of the coordination lecturer, the Examination Board's Office may permit departures from a particular evaluation method and/or allow an evaluation/examination to occur outside the examination periods. This applies to students that are eligible for facilities (see education regulations, Art. 8), to working students with

a special study pathway, to any other students who are affected by circumstances beyond one's control or in case of justifiable structural problems.

6. Participation in an exam opportunity and/or the submission of an exam script will be registered. Each faculty/interfaculty school will make arrangements for this registration for exams in the faculty/interfaculty school concerned.

If an exam script is lost and the student is able to demonstrate on the basis of the registration that he/she submitted the exam script, the student will be entitled to a new exam opportunity.

### **Article 1.3 Taking examinations and examination opportunities**

#### *Requirements*

1. Students are only allowed to take an examination for a program component if they are enrolled for this program component by means of his study contract. Without any legitimate enrolment, any obtained examination result shall be considered to be non-existent.
2. In order to take part in an examination, students may be required to sufficiently attend certain educational and learning activities. On the advice of the Education Management Team and the coordinating lecturer, the Faculty Board shall determine to which program components such a requirement applies and shall include this information in the study guide.
- 2 bis. During an evaluation, students must always be able to identify themselves on the basis of their student card, identity card or any other official proof of identity. They must present this proof to the examiner or supervisor at their first request.

#### *Examination opportunities per program component*

3. In principle, for each program component for which they are enrolled students have the right to two examination opportunities in the course of the academic year in order to obtain a credit certificate (*Codex higher education art. II.223*).
4. If the nature of the program component precludes two examinations within one academic year, the right referred to in section 3 cannot be exercised within the same academic year. In this case, the student has to enrol for this program component in a later academic year. On the advice of the Education Management Team and the coordinating lecturer, the Faculty Board shall decide to which (parts of) program components this applies and shall include this information in the study guide (*Codex higher education art.II.223*).

Results of parts of examinations cannot be transferred to a second (and possibly subsequent) examination opportunity, unless stated otherwise in the study guide of the program component.

#### *First examination opportunity in an academic year*

5. Students that are enrolled for a program component shall take their exam in the examination period immediately after the period that concludes the education period (or, during the education period in the event of art. 1.2 section 3).
6. (abolished since 2013-2014)

#### *Second examination opportunity in an academic year*

7. Second examination opportunities may only be taken up in August/September (last examination period). Art.1.3 section 4 shall be observed at all times.

Second examination opportunities for postgraduates may take place at another moment. Student will be informed in a timely manner.

If a student does not pass for a deliberation package/study program after the first examination opportunity, he is automatically enrolled for the second examination opportunity of program components for which he received a non-tolerated unsatisfactory mark during the first examination opportunity. A student can deregister for the second examination opportunity from July, 11 to August, 11.



A student needs to deregister for the second examination opportunities for postgraduates at the latest 10 working days before the exam.

If a student wants to use a second examination opportunity for program components for which he obtained a tolerated unsatisfactory mark in the first examination opportunity, he must inform, through the study career coach, the chairman of the Examination Board of this in writing no later than 10 working days after the announcement of the fulfilment of the rules on tolerance. The student will automatically be registered for the second examination opportunity for the program components in question. If there are sufficient grounds, the Examination Board's Office may deviate from the term of 10 office days in favour of the student.

#### *Students who are able to graduate before February by taking an exam earlier*

8. Students who are able to graduate before February by taking an exam earlier, file a formal request, through the student career coach, with the chairman of the Examination Board and this before 30 November. A student can ask the chairman of the Examination Board to deviate from this deadline, based on a well-founded request. The decision of the chairman of the Examination Board is communicated to the student in question by 15 December at the latest.

If necessary and after consulting the coordinating lecturer, examinations can also be organised for program components that have not been evaluated regularly in the previous examination period(s). The student will automatically be registered for those examinations..

The chairman of the Examination Board may allow students who did not pass the program in its entirety in January/February at the latest to take up their second examination opportunity within the examination periods in June/July. The student files a request before 15 April with the chairman of the Examination Board, through the study career coach. If approved, students will automatically be registered for these examinations.

#### *Circumstances beyond one's control*

9. If a student is prevented from participating in an exam/compulsory educational activity due to circumstances beyond one's control, the student can submit an application to make up for the exam/compulsory educational activity, provided that he/she submits a valid and correctly filled out application form in due time, supported by valid piece of proof/supporting documents and in accordance with the following rules:
  - a student reports his absence through his online student file, at the latest on the day of the first missed exam/compulsory educational activity; and
  - a student must submit an original and valid piece of proof/supporting document to the student administration, legitimating his absence due to circumstances beyond one's control, within three working days after the first missed exam/compulsory educational activity (and -if applicable- no later than the day of the planned catch-up exam). The student receives a receipt.

A medical certificate is considered valid evidence provided that it was written by a physician no later than the day of the illness or accident itself. A certificate that only reports the student's testimony (dixit certificate) or a certificate written after the illness (post-factum certificate) is not accepted as evidence.

The chairman of the Examination Board will verify whether the student is able to take the exam at a later time.

If a student remains absent from an offered catch-up exam opportunity without a legitimate excuse, he loses the right to apply for a catch-up exam opportunity for all following exam periods of the current academic year.

#### *Deadlines for papers/projects*

10. A student is quoted with a 0 (zero) if he hands in a paper/project after the set deadline unless the coordinating lecturer communicates a different sanction in writing/electronically. If students have good cause not to submit a paper/project on time, they need to contact the coordinating lecturer before the agreed deadline, who may then set a new date for submission.

#### **Article 1.4 Exam schedules during the examination periods**

1. The exam schedules are announced at least four education weeks before the beginning of the examination period. The exam schedules of the second examination opportunity are announced 11 July at the latest.
2. The exam schedules expressly state the names of the coordinating lecturers, the chairman of the Examination Board and the ombuds person.
3. Examiners and students are not allowed to deviate from the fixed exam schedules. An examination can only be moved because of weighty causes. Any decisions to move examinations shall be taken by the chairman of the Examination Board, in consultation with the ombuds person and the coordinating lecturer, who will then make new arrangements.

#### **Article 1.5 Location and duration of examinations**

1. All examinations shall be taken on the premises of the university, except for the following cases:
  - in case of circumstances beyond one's control, as determined by the chairman of the Examination Board.
  - if the Faculty Board, at the request of the Education Management Team and the coordinating lecturer, has allowed the examination in question to be administered at a different location. If this is the case, it shall be indicated in the study guide.
  - exams for students who have been granted facilities that may be taken at a different location with the permission of the examination board office.
2. Examinations that consist of an assessment at one particular moment should not take more than half a day (ca 4 hours). Any departures from this rule need to be approved by the Faculty Board, on the advice of the Education Management Team and the coordinating lecturer. Examinations for students with granted facilities can take longer than half a day (ca 4 hours).

#### **Article 1.6 The public nature of oral examinations**

1. Students may request the presence of an ombuds person at an oral examination (not necessarily the ombuds person of the program involved). However, the ombuds person is in no way allowed to affect the course of the examination. In order to be granted such a request, students shall file a formal application with the chairman of the Examination Board no later than 7 calendar days prior to the examination in question. The chairman will then inform the examiner and the appointed ombuds person and shall see to it that the student and the ombuds person are impartial to each other.

### **2. Examiner and exam results**

#### **Article 2.1 Examiner**

1. An examiner is anyone who is involved in the evaluation of the extent to which a student has acquired the competencies that are connected with (parts of) a particular program component.
2. The coordinating lecturer coordinates the evaluation for the program components that have been appointed to him. He may request assistance from several examiners, such as a co-lecturer, a member of the education team or an expert involved in the program component.
3. Examiners shall not in any way take part in the assessment of relatives in the first, second or third remove, nor anyone they are living with or the relatives in the first, second or third remove of that person. If the examiner is responsible for coordinating the program component concerned, the chair of the examination board will appoint a substitute to assess the evaluation/exam of the examiner's relative.

#### **Article 2.2 Awarding exam results**

1. The exam result for a program component (one mark per program component) is determined by the coordinating lecturer for that program component, unless stated otherwise in the study guide.

2. On the advice of the Education Management Team and the coordinating lecturer, the Faculty Board may decide to assign a pass or fail mark instead of a numerical value. However, this shall always be expressly stated in the study guide.
3. Except for cases in which a pass or fail mark is assigned instead of a numerical value, the exam result for a program component shall always be a whole number with a maximum value of 20 (*Codex higher education art. II.225*).
4. Reference points for assigning exam results are the following:
  - 0 up to and including 9: unsatisfactory (see also article 4)
  - 10 up to and including 13: satisfactory
  - 14 - 15: good
  - 16 - 17: very good
  - $\geq 18$ : excellent
5. Students pass a program component if they obtain an exam result of at least 10 out of 20 or if they are assigned a non-numerical 'pass' mark. If this is the case, they will obtain a credit certificate for this program component.
6. The final exam result for a program component will be rounded up conform the normal rules for rounding up decimals: rounding up from 0.50 till 0.99 and rounding down from 0.01 till 0.49.

### **Article 2.3 Administrative processing of exam results**

1. After every examination period following an education period, the coordinating lecturer needs to deliver the exam results to the Student Administration at the latest one working day (24 h) before the meeting of the Examination Board's Office (guideline: 10 working days after the end of the examination period in question. For the calculation of this period, the Easter holidays as defined in the academic calendar of the program will be regarded as days of holiday).

### **3. Examination Board: composition, operation and competences**

#### **Article 3.1 Composition of the Examination Board**

1. For each program/postgraduate, one Examination Board is composed. For a language equivalent program the Examination Board can be identical. The Examination Board for bridging and preparation programs is identical to the one for the consecutive Master's program.
2. At the suggestion of the relevant Education Management Team and the dean/chairman of the Interfaculty School Board concerned, the Faculty Board/ Interfaculty School Board gives substantiated advice to the Board of Deans/Board of Governors of SEE on the composition of Examination Boards, including the appointment of a chairman, vice-chairman and a secretary, for the programs that fall under their jurisdiction. However, it is the Board of Deans/Board of Governors of SEE that decides.
3. An Examination Board for a program consists of at least five members. A maximum of ten members is proposed as a guideline. The Examination Board is composed in accordance with the applicable provisions in the Academic Structure Regulations.

An Examination Board for a postgraduate has at least 3 members. The chairman is a coordinating lecturer of at least 1 program component in the relevant postgraduate. The secretary and the vice-chairman are at least burdened with an education assignment in the postgraduate. In exceptional cases, the Board of Governors of SEE may grant departures from this rule.

4. The ombuds person has an advisory vote in the Examination Board meetings. If there is more than one ombuds person, the Faculty Board shall appoint one of them to attend Examination Board meetings, in consultation with the ombuds persons themselves.
5. The examination Board will be assisted by the study career coach of the program.
6. For the common 1<sup>st</sup> deliberation package of the study programs bachelor in Applied Economics: Business Engineering (BE) and bachelor in Applied Economics: Business Engineering in Management Information Systems (BEMIS) a separate Examination Board is installed, consisting of the Examination Board of the study program bachelor in Applied Economics: Business

Engineering and the Examination Board of the study program bachelor in Applied Economics: Business Engineering in Management Information Systems.

The Chairman of the Examination Board of the common 1<sup>st</sup> deliberation package BE/BEMIS is the Chairman of the Examination Board bachelor in Applied Economics: Business Engineering. The Vice-Chairman of the Examination Board of the common 1<sup>st</sup> deliberation package BE/BEMIS is the Chairman of the Examination Board bachelor in Applied Economics: Business Engineering in Management Information Systems.

### **Article 3.2 Deliberation and report of the Examination Board**

1. Per academic year at least two meetings of the Examination Board are scheduled: in June/July and in September.  
Meetings of the Examination Board can take place physically or via electronic consultation.
2. Every member of the Examination Board has one vote. The ombuds person is not a member of the Examination Board, but merely attends the meetings with an advisory vote.
3. An Examination Board is in its meetings only allowed to take binding decisions with regard to students if at least half of its members are in attendance.
4. Any decisions during Examination Board meetings shall be taken unanimously if none of the members' present demand a vote by show of hands or a secret ballot. The ombuds person is also allowed to demand a vote. If there is a vote, the Examination Board shall decide with a regular majority of votes. Any abstentions or invalid votes shall be considered as non-existent. If the votes are evenly divided, the Board shall decide in favour of the student or conform his request.
5. Members of the Examination Board are not allowed to participate in deliberations and decisions with regard to relatives in the first, second or third remove nor anyone they are living with or the relatives in the first, second or third remove of that person.
6. The members of the Examination Board and any other persons involved are bound to safeguard the confidential nature of the meeting.
7. All the decisions of the Examination Board are recorded in a report, including the motivations behind departures from general rules. This report shall be signed by the chairman and the secretary of the Examination Board (for meetings, an attendance list is also added). The vice-chairman replaces the chairman if he cannot be present due to circumstances beyond one's control. The chairman's absence will be motivated in the report.

### **Article 3.3 Competences of the Examination Board**

1. With regard to students enrolled under a diploma contract or exam contract in order to obtain a diploma, the Examination Board has the competences as stipulated in art. 4.5.3 and art. 4.7.1.
2. With regard to students enrolled under a diploma contract or exam contract in order to obtain a diploma, the Examination Board may take decisions on all cases submitted by the Examination Board's Office.
3. The Examination Board may impose binding conditions on students enrolled under a diploma contract at any institution of higher education who, after one academic year, did not obtain 60% of his selected ECTS credits (based on the sum of all selected ECTS-credits over all study contracts in that academic year). These binding conditions may in principle not be any tighter than the regulations in art. 4. (*Codex higher education art. II.246*)
- 3 bis. The Examination Board may impose binding conditions on students re-enrolled under a diploma contract for the 1<sup>st</sup> deliberation package of a bachelor program and who enrolled for the same program in a previous academic year at any institution for higher education and obtained less than 60% of the selected credits from the 1<sup>st</sup> bachelor year of the same program. These binding conditions include:
  - the limitation of the program package of the student notwithstanding the provision in art. 5.1 section 3.:

The student who obtained less than 40% but at least 30% of the selected credits from the 1st bachelor standard study program, may enrol for a maximum of 45 ECTS in a following academic year.

The student who obtained less than 60% but at least 40% of the selected credits from the 1st standard study program, may enrol for a maximum of 60 ECTS in a following academic year.

and

- the student passes the 1st bachelor standard study program and obtains a minimum of 60% success rate for the remaining program components from this program.
4. The Examination Board is authorized to refuse further enrolment of a student conform art. 5.3 sections 1 and 2.
  5. If necessary, but at least concerning the decisions in art. 4.5.3 and 4.7.1 of the exam regulations, the Examination Board of the 1st common deliberation package BE/BEMIS decides in consensus with the Examination Board of bachelor in Applied Economics: Business Engineering (BE) or the Examination Board of bachelor in Applied Economics: Business Engineering in Management Information Systems (BEMIS).

### **3bis. Examination Board's Office: composition, operation and competences**

#### **Article 3 bis 1 Composition of the Examination Board's Office**

1. For each Examination Board an Examination Board's Office is established.
2. The Office is formed by the chairman and vice-chairman of the Examination Board. The chairman may also invite an ombuds person and/or another expert.
3. The Office is assisted by the study career coach of the program.
4. The Office can also request assistance from the coordinating lecturers of the program components concerned or from other members of the Examination Board.

#### **Article 3 bis 2 Meeting and report of the Examination Board's Office**

1. The Examination Board's Office meets at least after each examination period.
2. The chair and vice-chair must be present for the meeting to be legally valid. With the exception of the procedure for dealing with exam irregularities as set out in Article 9.3 of the Examination Regulations, only one of the two may be replaced by another member of the examination board.
3. The chairman and vice-chairman, when applicable their replacement, shall decide by consensus. If not, the power of decision-making is submitted to the Examination Board.
4. Members of the Examination Board's Office are not allowed to participate in meetings and decisions with regard to first, second and third degree relatives nor anyone they are living with or first, second and third degree relatives of that person.
5. The Examination Board's Office reports on its activities. This report shall be signed by the chairman and the vice-chairman and will be submitted to the Examination Board for notification. The report is filed together with the reports of the Examination Board.
6. Instead of meeting in person, the members of the Examination Board's Office may be consulted by e-mail. However, such consultations by e-mail are not allowed for decisions with regard to the competences stipulated in art. 3 bis 3, section 3 of the examination regulation, nor for internal appeals procedures.

#### **Article 3 bis 3 Competences of the Examination Board's Office**

1. After every examination period the Examination Board's Office takes notice of the exam results as communicated by the coordinating lecturers; and controls:
  - the correct application of the rules on tolerance;
  - the correct application of the rules with respect to the degree of distinction.

2. Based on examination results, the Examination Board's Office may also formulate a non-binding study advice, specifically for students who have enrolled for a Bachelor's program for the first time.
3. The Examination Board's Office shall take decisions concerning irregularities in accordance with art. 9.3.
4. The Examination Board's Office can allow a student to enrol for more than 68 ECTS credits per academic year. It can award (extra) facilities as determined in art. 8.1, section 4 of the education regulations and shall take decisions in the event of circumstances beyond one's control, as determined in art. 1.2 section 5. In addition, in accordance with art. 8 (and art. 9 of the education regulations), the Examination Board's Office may take decisions with regard to examinations at another institution of higher education.
5. The Examination Board's Office may conduct an investigation of admission as determined in art. 3.6, 3.6 bis and 3.7 of the education regulations. It may also decide whether any exemptions are granted in accordance with art. 7 of the education regulations.
6. The Examinations Board's Office may decide to end an internship or practical program component prematurely if, by his behaviour, a student has shown inappropriateness for the practice of an occupation to which the program he is following educates him.  
In this case the student has no right on a second examination opportunity in accordance with art. 1.3 section 3 and 7 of the examination regulations except when the imposed requirements in relation with this are met. This decision will have to be motivated in detail.
7. In case of undecidedness or if desirable, the Examination Board's Office may submit the power of decision-making to the Examination Board.
8. If necessary, the Examination Board's Office of the 1<sup>st</sup> common deliberation package BE/BEMIS decides in consensus with the Examination Board's Office of bachelor in Applied Economics: Business Engineering (BE) or the Examination Board's Office of bachelor in Applied Economics: Business Engineering in Management Information Systems (BEMIS).

#### **4. Assessments: 'passing' and degree**

Articles 4.2, 4.3, 4.4, 4.5, 4.6 and 4.7 section 1 relate to students who are enrolled under a diploma contract or an exam contract to obtain a diploma or a certificate.  
For integrating programs transitional measures apply (see appendix).

##### **Article 4.1 Calculation of the percentage**

1. In order to determine the obtained weighted percentage across the entire program/postgraduate or a part of it (as in art. 4.2, 4.4, 4.5 and 4.6), the following regulations are upheld:
  - the formula that is used is:

$$\text{weighed percentage} = \frac{\sum \text{of all products of (exam result * credits)}}{20 * \text{selected credits}} \times 100$$

- the exam results obtained for each program component are weighted according to the number of ECTS credits that are connected with this program component;
- the weighted percentage is expressed as a whole number; it is rounded up if the first number after the decimal point is at least 5, in all other cases it is rounded down;
- exemptions, as well as non-numerical examination results, are not counted in the calculation of the percentage.

##### **Article 4.2 Passing a deliberation package of a Bachelor's program**

0. In a Bachelor's program, the study pathway of a student (enrolled under a diploma contract or an exam contract in order to obtain a diploma) may give rise to two deliberation packages:
  - a first deliberation package, consisting of the relevant program components of the first-Bachelor of the full-time standard study program of the program concerned;

- a second deliberation package, consisting of the relevant program components of the second- and Third-Bachelor of the full-time standard study program of the program concerned. The two deliberation packages together make up the full study program (at least 180 ECTS credits).

1. A student has passed the first deliberation package of a Bachelor's program (as described in section 0) if he has obtained an exam result for each program component that belongs to the deliberation package, save any exemptions, and if he meets one of the following requirements:
  - all exam results shall result in credit certificates;
  - he has received maximum 2 unsatisfactory marks of 8 or 9 out of 20, and the sum of the ECTS credits that are linked to these tolerable unsatisfactory marks amounts to 12 ECTS credits at the most (\*); furthermore, he needs to have gained at least 54% (weighted) if there is one unsatisfactory mark, and at least 58% (weighted) if there are two unsatisfactory marks (*i.e. rule on tolerance*).

(\*)Calculation based on a deliberation package of 60 ECTS credits. In case of exemptions or a deliberation package of less or more than ECTS 60 credits, the permitted ECTS credits for tolerable unsatisfactory marks are calculated in proportion to the ECTS credits that are in fact selected (the number is rounded up from 0.5 onwards, in all other cases it is rounded down).  
The weighted percentage is calculated as in art. 4.1.

2. A student has passed the second deliberation package of a Bachelor's program (as described in section 0) if he has obtained an exam result for each program component that belongs to the deliberation package, save any exemptions, and if he meets one of the following requirements:
  - all exam results shall result in a credit certificate;
  - he has only received unsatisfactory marks of 8 or 9, and the sum of the ECTS credits that are linked to these tolerable unsatisfactory marks amounts to 12 ECTS credits at the most (\*); furthermore, he needs to have gained at least 50% as a weighted percentage (*i.e. rule on tolerance*).

(\*)Calculation based on a deliberation package of 120 ECTS credits. In case of exemptions or a deliberation package of more or less than 120 ECTS credits, the permitted ECTS credits for tolerable unsatisfactory marks are calculated in proportion to the ECTS credits that are in fact selected, with a maximum of 12 ECTS credits (the number is rounded up from 0.5 onwards, in all other cases it is rounded down).  
The weighted percentage is calculated as in art. 4.1.

### **Article 4.3 Passing a Bachelor's program**

1. A student has passed a Bachelor's program if he has passed for the first and second deliberation package of the Bachelor's program, as indicated in art. 4.2.

### **Article 4.4 Passing a Master's program**

#### **New rule on tolerance for students who take a first enrolment in a master's program at UHasselt the academic year 2019-2020 or later**

1. A student has passed a Master's program if he has obtained an exam result for each program component of the Master's program, save exemptions, and if he meets one of the following requirements:
  - the student obtains credit certificates for all program components in his diploma contract;
  - he has only received unsatisfactory marks of 8 or 9 for all program components in his diploma contract, and the sum of the ECTS credits that are linked to these tolerable unsatisfactory marks amounts to 6 ECTS credits at the most and, he needs to have gained at least 50% as a weighted percentage for the programme(*i.e. rule on tolerance*).

The tolerance credit in a master's program, regardless of whether it is a one-year or two-year program, never exceeds 6 credits.

The weighted percentage is calculated as in art. 4.1.

## **Transitional measure: tolerance rules for students who already had an enrolment in the master's program at UHasselt before the academic year 2019-2020**

- 1 bis. A student has passed a Master's program if he has obtained an exam result for each program component of the Master's program, save exemptions, and if he meets one of the following requirements:
  - the student obtains credit certificates for all program components in his diploma contract;
  - he has only received unsatisfactory marks of 8 or 9 for all program components in his diploma contract, and the sum of the ECTS credits that are linked to these tolerable unsatisfactory marks amounts to 6 ECTS credits at the most (\*) (one-year Master's program) respectively 12 ECTS-credits (\*) (two-year Master's program); furthermore, he needs to have gained at least 50% as a weighted percentage (i.e. rule on tolerance).

(\*)Calculation based on a deliberation package of 60 ECTS credits (one-year master) or 120 ECTS credits (two-year master). In case of exemptions or a deliberation package of more than 60 ECTS credits (one-year master) or more than 120 ECTS credits (two-year master), the permitted ECTS credits for tolerable unsatisfactory marks are calculated in proportion to the ECTS credits that are in fact selected, with a maximum of 6 respectively 12 ECTS credits respectively (the number is rounded up from 0.5 onwards, in all other cases it is rounded down).

The weighted percentage is calculated as in art. 4.1.

This transitional tolerance rule applies up and to the end of the academic year 2020-2021 (including the second exam period). Students who are not declared graduated for the relevant Master's program after the second examination period of the 2020-2021 academic year, must meet the new tolerance conditions as described in 1. of this article.

2. For the Academic Teacher Education Program, the above mentioned provisions for the Master's program apply.
3. The master diploma can only be issued if the underlying bachelor diploma, bridging or preparation program was successfully completed.

### **Article 4.5 Degree of distinction**

1. If a student has passed a program/postgraduate, his degree of distinction is calculated as follows:
  - distinction from a weighted percentage of 68 % onwards
  - great distinction from a weighted percentage of 77 % onwards
  - greatest distinction from a weighted percentage of 85 % onwardsThe weighted percentage is calculated as in art. 4.1.
2. A student gets no degree of distinction if his actually selected study pathway amounts to less than half the total number of ECTS credits of the program/postgraduate.
3. In exceptional cases and if there are sufficient grounds, the Examination Board is authorised to depart from the regulations in art. 4.5 section 1. Such a departure, however, may never be stricter than the rules determined in 4.5.1.

### **Article 4.6 Passing a bridging program or a preparation program**

1. A student has passed a bridging program or a preparation program if he has obtained an exam result for each program component of the program, save exemptions, and if he meets one of the following requirements:
  - all exam results shall result in a credit certificate;
  - he has only received unsatisfactory marks of 8 or 9, and the sum of the ECTS credits that are linked to these tolerable unsatisfactory marks amounts to 10% at the most of the total number of actually selected ECTS credits; in addition, he needs to have gained at least 50% as a weighted percentage. The number is rounded up from 0.5 onwards, in all other cases it is rounded down.
2. Degrees of distinction may not be awarded to students who have passed for a bridging or a preparation program.



## **Article 4.6 bis. Passing a postgraduate**

A student has passed a postgraduate if he passes all program components in the postgraduate, save exemptions. In exceptional cases the Examination Board of a postgraduate can deviate positively from this zero-tolerance.

## **Article 4.7 General provisions concerning 'passing'**

1. In special cases and if there are sufficient grounds, the Examination Board is authorised to depart from the regulations in art. 4.2, 4.3, art. 4.4 and art. 4.6 respectively, if the Examination Board believes that the objectives of the (involved part of the) program have been globally achieved (*Codex higher education art. II.228 §1 and art. II.231*). Such a departure, however, may never be stricter than the existing rules on tolerance.
2. On the advice of the Education Management Team, the Faculty may exclude a limited number of program components from tolerance; students need to pass such program components under all circumstances. However, this is expressly stated in the study guide.
3. If a student has passed for a program, this does not imply that he receives a credit certificate for the program components which he did not pass (*Codex higher education art. II.228 §2 and art. II.231*).
4. If a student has passed for a program, he gains the corresponding diploma. If a student has passed a postgraduate, he gains the corresponding certificate.

## **5. Resitting examinations**

### **Article 5.1 Unsatisfactory marks**

1. If a student did not obtain a credit certificate for a particular program component in the first examination opportunity, it is not necessary for him to take an examination for that component in the second examination opportunity within an academic year.
2. If, at the end of an academic year, a student has not yet passed the first/second deliberation package of the Bachelor's program (and has not been declared passed for the study program) or respectively has not yet passed the Master's program in question, then he needs to sit examinations in the next academic year for at least the following program components:
  - the program components for which he gained an exam result lower than 8 out of 20;
  - the program components for which he did not obtain a credit certificate and which are excluded from tolerance;
  - the program components for which he obtained tolerable unsatisfactory marks in order to be able to satisfy the rules on tolerance:
    - with respect to the number of unsatisfactory marks;
    - with respect to the number of ECTS credits related to the tolerable unsatisfactory marks;
    - with respect to the weighted percentage.

If the abovementioned program component is not available in the next academic year, the student shall sit examinations for this program component in the next academic year in which it is again available. If the student in question is about to graduate, the chairman of the Examination Board may take appropriate measures.

If the program component in question is optional, the student is free to choose a different optional program component.

A similar arrangement applies to bridging and preparation programs.

If a student in the next academic year does not enrol for the program components for which he obtained a tolerable unsatisfactory mark (8 or 9), this decision will be final. The tolerable unsatisfactory marks concerned will be retained for the remaining of his study career.

If a student reregisters in the next academic year for a program component for which he obtained a tolerable unsatisfactory mark (8 or 9), he permanently renounces the possibility to use the

tolerance and needs to obtain a new exam result for the relevant program component to be able to pass for the relevant deliberation package.

In exceptional cases the Examination Board's Office may revoke the final nature of the decision as meant in section 2 paragraph 5 of this article, made by a student. To that end, a student shall submit a substantiated request to the chairman of the Examination Board, through the study career coach.

3. Contrary to the provisions of art. 5.1 paragraph 2, a student with an enrolment in program components from the first deliberation package of a bachelor's degree must retake in his subsequent enrolment in the same programme all program components from the first deliberation package for which he did not obtain a credit certificate if his study success rate in his previous enrolment in the program was less than 60% (calculated over all study contracts in that academic year).
4. If a student resits an examination for a program component in one and the same academic year, the highest mark that he has gained shall be validated (the final result for the program component). However, if a student resits the examination in another academic year, the examination result of that year shall replace the preceding one.

### **Article 5.2 Credits**

1. A student cannot renounce a credit certificate (*Codex higher education art. II. 225 §1*).

### **Article 5.3 Study progress: refusing enrolment**

1. If a student is enrolled under a diploma contract or an exam contract to obtain a diploma, he may be refused further enrolment, whether or not followed immediately, if binding conditions were previously imposed to no avail or if it becomes manifest from the student file that imposing such conditions shall not lead to a positive result at this moment either (*Codex higher education art. II.246*). A refusal of enrolment based on art. 5.3 §1 will have effect for 2 academic years.
- 1 bis. A student who obtained less than 30% of his selected ECTS credits during the previous year of enrolment at Hasselt University/tUL or another Flemish institute of higher education (based on the sum of all his study contracts in this academic year) cannot reregister in the same study program at Hasselt University/tUL. This rule does not apply to students who's study contract at Hasselt University/tUL only relates to the final year of a master's program. In exceptional cases a student can be accepted based on a substantiated request filed through the study career coach with the Chairman of the Examination Board. The Chairman of the Examination Board then decides on the admission. Students can be refused enrolment on the basis of this rule at the earliest in the academic year 2017-2018.

A decision to refuse enrolment based on art. 5.3 section 1 bis is for 2 academic years.

2. A student who did not obtain a credit for a program component from a program after two enrollments (no matter the type of contract), will be refused further enrollment for the programs in which this program component must be taken, unless:
  - the student received an unsatisfactory mark for the program component that he tolerates in accordance with the rules in art. 4.2, 4.3 and 4.4 of the examination regulations;
  - the student obtained at least 70% from his selected ECTS credits during the academic year of his second enrollment for the concerning program component, based on the total of the credits of all his study contracts at UHasselt/tUL in that academic year;
  - the student was in a situation of force majeure. He submits all relevant pieces of proof together with a motivated request to the chairman of the Examination Board.A student can only be refused enrolment based on this rule as from the academic year 2020-2021.

In the case of curriculum changes in which the program component that gave rise to the refusal has been canceled and is not replaced by program components with comparable learning outcomes, the student can submit a motivated request with the Examination Board to lift the refusal. If the program component is replaced by another program component or program components with comparable learning outcomes, the refusal also applies for this program component(s) and all programs in which it/they are compulsory.

A decision to refuse enrolment based on art. 5.3 section 2 is for 2 academic years.

10. If a student is refused further enrolment by a Flemish university in a study program that Hasselt University/tUL jointly offers with this Flemish university, then the student will also be refused for registration at Hasselt University/tUL for this joint program.

## **6. Announcement of the examination results**

### **Article 6.1 Communicating examination results to students**

1. After every examination period and after notification to the Examination Board's Office the Student Administration shall inform every student as soon as possible (see art. 2.3 section 1) by means of 'my student file' about:
  - the examination results obtained including the results of partial examinations described in art. 1.2 section 2;
  - if students have passed the program, including the degree of distinction obtained;
  - if students meet the requirements of passing a deliberation package;
  - a communication on the applicable appeals procedure.

These exam results are final at the moment of announcement by means of 'my student file' and cannot be modified, except for material error or internal appeal.

Internal appeal is not possible against exam results assessing only a part of the program component.

The results concerning the decision (i.e. passed and degree of distinction) for the entire program/postgraduate are publicly announced by the chairman of the Examination Board in the public hearing.

### **Article 6.2 Right to inspection of the examination copies and feedback on the examination results**

1. Students may personally inspect their examination copy/evaluation copy and ask the examiner(s) for feedback. The examiner allows the student to inspect the question sheet, the student's answer sheet and where necessary the answer key of the exam. In such feedback sessions, the examiner(s) need(s) to clarify the grounds for the obtained exam result. Students have the right to inspect their examination copy in the buildings of UHasselt or in another location where the education activities of the program component took place, and ask for feedback within 7 calendar days after the announcement of the results for the entire program component.
2. Before the date of the announcement of the examination results, the students are informed when the examiners, or the persons appointed by them, are available after the digital announcement or public announcement of the study results in order to give feedback on the obtained examination results, without prejudice to the right to inspection mentioned in section 1.
3. Examiners need to retain examination copies (including papers/projects that are counted towards the examination result, as described in art 1.2 section 3) until 1 February of the next academic year. For comprehensive work pieces (maquettes, plans...) it is sufficient to store photo's, video's or other digital copies of the work pieces on the condition that this was approved by the Examination Board's office. This period is extended to five years if the student filed a formal complaint or if the Examination Board deliberated on the examination in question in a special session.

### **Article 6.3 Validity of a credit certificate**

1. A credit certificate is valid for an unlimited amount of time at the institution where the credit certificate was obtained (*Codex higher education art. II.225 §3*).
2. In case of curricular changes the ECTS credits already obtained are validated within the new study program. To do so, necessary transitional measures are provided (*Codex higher education art. II.225 §4*).

## **7. Special provisions concerning specific program components**

### **Article 7.1 Bachelor- and Master's dissertations and sizeable projects**

The regulations and specifically the assessment criteria are mentioned in the study guide, together with the other information per program component.

### **Article 7.2 Internships**

The regulations and specifically the assessment criteria are mentioned in the study guide, together with the other information per program component.

### **Article 7.3 Group assignments**

1. If the evaluation of a program component involves a group assignment, the assessment criteria will be communicated in writing to the students, in addition to the information that has to be communicated conform art. 1.2 section 3.  
If a group coach is assigned to each group of students, he shall guide the students throughout the entire process. He shall regularly report to the Education Team involved and shall provide immediate feedback to the group members.
2. Every group assignment shall be evaluated afterwards by means of the given criteria. The examiner may award individual results if he can provide sufficient grounds to justify this differentiation.

## **8. Program components taken at another institution of higher education or taken from another program at UHasselt and consequences for the examination opportunities**

### **Article 8.1 Examination opportunities for programme components organized by another programme than the programme the student is enrolled for**

1. If a student takes program components that are organized by a different program than the program for which he is enrolled, this program component follows the academic calendar, and in particular the exam periods indicated therein, of the organizing program.

### **Article 8.2 Modalities, examination results and second examination opportunity for program components taken at another institution of higher education**

1. If a student is taking program components at another domestic or foreign institution of higher education, in accordance with the conditions stipulated in the education regulations, the examination for these program components is taken at the time, location and under the conditions determined by the institution involved.
2. The result of an examination taken at another institution of higher education may be converted according to the point scale mentioned in art. 2.2 section 4. Such a conversion needs to occur under the supervision of the Examination Board's Office, and it shall be communicated to the student before he leaves.
3. If a student failed to obtain a credit certificate for a program component that he took at a foreign institution of higher education, the Examination Board's Office may grant him permission to take an examination for an by the Examination Board's Office determined equivalent program component at Hasselt University in the following examination period of the same academic year.

## **9. Irregularities**

### **Article 9.1 Definition of the concept 'irregularity'**

1. Irregularities are defined as any kind of behaviour and/or usage of instrumentalities a student that makes or intends to make it entirely or partly impossible to form any correct judgement about his own or other students' acquired competencies within the scope of an examination/evaluation.

2. Plagiarism is an irregularity that involves copying or translating the work of others, in either identical or slightly altered form, without crediting the source. Getting a third party to draw up a text is also considered plagiarism.
3. It is considered an irregularity to possess tools of which it was not announced beforehand, either in writing or digitally, that they could be used during an examination/evaluation.

### **Article 9.2 Identifying irregularities**

1. When an irregularity is found during an examination, the examiner/supervisor shall confiscate any contestable items and/or instrumentalities and shall record all the questions that have already been answered. Pending the outcome of the further proceedings, the student is allowed to finish the examination in question, as well as any examinations/evaluations that follow.

If a student refuses to cooperate in the seizure of the disputed documents/instrumentalities, the examiner/supervisor can decide that the student is immediately disqualified from the examination.

The examiner/supervisor shall provide the chairman of the Examination Board with a formal report of the events, as well as any documents/instrumentalities that have been confiscated no later than five working days after the irregularity has been established. The chairman shall notify the authorised ombuds person.

2. If the examiner establishes an irregularity (including plagiarism) while assessing an exam copy or educational and learning activities (e.g. Bachelor's or Master's dissertations, internships, projects or papers), he shall provide the chairman of the Examination Board with a formal report of the events, as well as any relevant documents.

The chairman shall notify the authorised ombuds person and the student involved. Pending the outcome of the further proceedings, the student is allowed to finish any further examinations/evaluations.

### **Article 9.3 Dealing with irregularities**

1. When an irregularity is reported, the Examination Board's Office shall hear the student and the examiner/supervisor whether or not separately on the events, in the presence of the ombuds person. The chairman shall make a formal report on these meetings, which is added to the file mentioned in art. 9.2. The student has the right to inspect this file and may also request a copy of the report.
2. The Examination Board's Office deliberates on the irregularity within 10 office days after it has been reported, if necessary in an extra meeting. Deviation from this term is possible in exceptional cases and this must be well-founded. The student and/or examiner are being heard by the Examination Board's Office. The student can be joined by a counsellor. The student and/or his counsellor do not have the authority to submit any conclusions or written defences.
3. The Examination Board's Office shall decide whether an irregularity in fact did take place, or not.
4. If the Examination Board's Office rules that an irregularity did not occur, the student may ask to retake the examination in question. In this case, the chairman of the Examination Board's Office shall set the date of the exam, in consultation with the student and the coordinating lecturer.
5. If the Examination Board's Office rules that an irregularity did in fact occur, it will assess its severity. Depending on this assessment, the Examination Board's Office may take one of the following sanctions:
  - a modified exam result; in case of partial evaluations, a modified mark for the partial evaluation in which the irregularity was found;
  - a score of 0 for the examination in question; in case of partial evaluations, 0 for the partial evaluation in which the irregularity was found or 0 for the entire program component;
  - no exam results for all the program components in the period involved, which in this case means that the examination opportunity has been used up for these particular program components; however, if it is the first examination opportunity, the Examination Board's Office may still decide to retain the exam result for particular (parts of the) program components;

- if it is the first examination opportunity of an academic year, the Examination Board may declare the obtained exam results invalid and may forbid the student to take up the first examination opportunity for the program components belonging to the enrolment of that academic year; yet, the Examination Board's Office may still decide to retain the exam result for particular (parts of the) program components.  
In addition, the Examination Board's Office may forbid the student in question to take up the second examination opportunity.
6. The Examination Board's Office needs to provide sufficient grounds to substantiate its decision and shall inform the student within 5 calendar days after the deliberation by his student file.
  7. If the irregularity in question is extremely severe in nature or has occurred repeatedly, the Examination Board's Office may request the rector to exclude the student immediately and deny him enrolment for the following academic year(s) (for all student contracts). Such a decision shall be formally communicated to the student within 10 calendar days after the deliberation by his student file.
  8. The student may file an internal appeal against the decision referred to in sections 6 and 7. However, this appeal must be filed within 7 calendar days, starting from the day after the student in question was given notice of the decision taken.
  9. If the chairman of the Examination Board's Office is personally involved in the case, he is replaced by the vice-chairman of the Examination Board's Office. If the vice-chairman of the Examination Board is personally involved in the case, he will be replaced by another member of the Examination Board. If the chairman and the vice-chairman of the Examination Board's Office are both personally involved in the case, then the decision in the case is taken by the competent Examination Board. The chairman and the vice-chairman of the Examination Board do not partake in the meeting of the Examination Board.

## **10. Material errors**

### **Article 10.1 Material errors identified before or during the meeting of the Examination Board's Office / Examination Board**

1. If a material error is reported before the meeting of the Examination Board's Office, the coordinating lecturer communicates the correct examination result to the Student Administration.
2. If a material error is suspected or reported during the meeting of the Examination Board's Office, it is remedied with agreement of the coordinating lecturer during the meeting if this is possible. Otherwise, Art.10.2 applies.

### **Article 10.2 Material errors identified after the meeting of the Examination Board's Office / Examination Board**

1. If a material error is suspected or reported after a meeting of the Examination Board's Office or where applicable the Examination Board, this needs to be formally announced to the chairman of the Examination Board within 10 calendar days, starting from the day after the decision of the Examination Board's Office or the Examination Board was taken (*Codex higher education art. II.282*). Material errors that put students at a disadvantage can always be rectified.
2. If an error does not affect a decision made by the Examination Board, it is remedied by the Examination Board's Office with agreement of the coordinating lecturer when necessary.

If the study progress decision concerns exam results which have already been announced to the student, the coordinating lecturer informs the chairman of the Examination Board of the proposed changes and motivates these changes. The Student Administration hereafter formally notifies the student of the corrected exam results and all results subsequent to that through his student file. For other types of study progress decisions, the Examination Board will formally notify the student through his student file. The Examination Board's Office shall formally inform the Examination Board of these events (by means of the report of the Office).

If, however, an error might affect a decision made by the Examination Board, the Examination Board needs to take a decision within 10 calendar days after the formal complaint of a material error conform section 1 was filed.

## **11. Conflicts**

### **Article 11.1 Conflicts with regard to examinations**

1. If a conflict between an examiner and a student before or during an examination/evaluation might jeopardise the correct proceedings of the evaluation or the assessment, this is communicated as soon as possible to the chairman of the Examination Board, possibly through the ombuds person.
2. The chairman and the ombuds person mediate in order to resolve the conflict (or, if the chairman is personally involved in the case, the vice-chairman replaces the chairman).

## Legal position regulations

### 1. Internal appeal

#### Article 1.1 Internal Appeals Committee

1. The Board of Deans sets up an Internal Appeals Committee on the advice of the Faculty Boards. Mandates last four years, but they may be renewed.
2. The Internal Appeals Committee consists of a pool of 17 voting members: two tenured autonomous academic staff members with an academic assignment of at least 50% per Faculty and Interfaculty School (with the exception of SES) and one external jurist to chair the Committee. If the chairman is not available, the oldest member of the committee acts as the acting chairman. A staff member of the central administrative services shall act as secretary (without the right to vote).  
In the faculties currently in creation (Faculty of Engineering Technology and Faculty of Architecture and Arts and the Faculty of Rehabilitation Sciences) tenured assistants, lecturers, teachers or professors on the integration framework can also be delegated as member.  
If certain members or replacements are personally involved in the case, the chairman may exclude them from the further internal appeal procedure. The Internal Appeal Committee can only deliberate to valid effect and make valid decisions if at least 4 (voting) members and a chairman or his substitute are present.

#### Article 1.2 Study progress decisions

(Codex higher education art. I.3)

1. A study progress decision is one of the following decisions:
  - a. an examination decision, i.e. any decision (whether or not based on a deliberation) that involves a final judgement on whether or not one or several program components or an entire program/postgraduate should be passed;
  - b. an examination disciplinary decision, i.e. a sanction that has been imposed as a result of certain events during an examination;
  - c. granting a certificate of proficiency, indicating that a student on the basis of previously acquired competences or previously acquired qualifications acquired certain competencies;
  - d. granting an exemption, i.e. removing the obligation to take an examination for a program component;
  - e. a decision imposing a bridging and/or preparation program and establishing the study load of such a program;
  - f. imposing a measure of study progress monitoring;
  - g. refusing a student with an individualised study program to take up a particular program component in the study contract for which he has not registered before;
  - h. a decision concerning the equivalence of a foreign diploma of higher education with a Flemish diploma of higher education, taken pursuant to article II.256 of the Codex higher education;
  - i. an individual decision concerning the refusal of enrolment based on the insufficient or negative learning account (below 0) of a student.

#### Article 1.3 Filing an internal appeal

1. Any student who feels that an unfavourable study progress decision (as described in art. 1.2) was affected by a violation of his rights may file an internal appeal, on condition that this issue was not the subject of a previous appeal (Codex higher education art.II.283).
2. Any formal internal appeal needs to be filed within 7 calendar days, starting:
  - In case of an examination decision: from the day after the day of the proclamation;
  - In case of another type of study progress decision: from the day after the student was given notice of the study progress decision.If the seventh or thirtieth day, respectively, is a Saturday, Sunday or an officially recognised holiday, the term is extended to the first office day on which the postal services operate.
3. The appeal shall be filed with the chairman of the Internal Appeals Committee. It shall be formally forwarded to the secretary of the Appeals Committee in accordance with art. 1.3 section 4. For administrative reasons, the student also needs to confirm the appeal via the e-mail address [intern.beroep@uhasselt.be](mailto:intern.beroep@uhasselt.be).



4. Under penalty of inadmissibility the appeal is filed by registered mail. The date of the appeal is the date of the postmark of the recorded delivery. Under penalty of inadmissibility the appeal shall contain at least the following information:
  - Name, postal address and signature (autograph) of the student filing the appeal or his legal counsel;
  - a description of the decision against which the appeal is directed, possibly together with the relevant documents;
  - a description of the grievances.

#### **Article 1.4 Internal appeal procedure**

1. The secretary of the Internal Appeals Committee starts a file for any received appeal.
2. The Internal Appeals Committee judges on the admissibility and the merits of the filed appeal. The commission can hear the student before making a decision. In that case, the chairman of the Internal Appeals Committee convokes the committee. The student will be informed of the hearing by e-mail, at the latest 24 hours before the hearing. If the student, has been duly summoned but did not show up for the hearing, the Appeals Committee may validly deliberate in the absence of the student. Students may be assisted or replaced by a person of their choice. If the student is not present at the hearing and is replaced by a representative, that representative must be authorized in writing by the student, unless the representative is a legal counsel. The Committee may also hear any other persons involved.
3. If the appeal is inadmissible, the student will receive electronically a motivated decision within 20 calendar days, starting from the day after the appeal was filed.
4. The Internal Appeals Committee takes its decisions by simple majority. In case of equality of votes, the vote of the chairman is decisive. The internal appeals procedure leads to:
  - a motivated dismissal of the appeal based on the inadmissibility of the appeal or because the appeal is ill-founded.
  - a new study progress decision from the Internal Appeals Committee.

The Internal Appeals Committee communicates its decision to the student via electronic means, mentioning the remedies. It shall do so within 20 calendar days, starting from the day after the appeal was filed.

5. If the possibility to file an internal appeal has been exhausted, a student may still file an appeal with the Council for disputes about study progress decisions. This appeal needs to be sent by registered mail, no later than the seventh day after the day the student was given notice of the internal appeal decision. Appeals against decisions mentioned in art. 1.2 section 1 h) are filed at the Council within 30 days, starting from the day after the student was given notice of the final decision of the by decree authorized body and no later than 31 days after the day of notification of the decision involved. At the same time, a copy of this appeal needs to be delivered by registered mail to the secretary of the Internal Appeals Committee.
6. If the decision of the Internal Appeal Committee fails to occur in time according to the term mentioned in section 2 and 4, the appeal with the Council needs to be filed within 7 calendar days after the expiration of this term, unless before expiration of the term the Internal Appeal Committee has at its disposal, the Internal Appeal Committee informs the student by electronic communication on which later date she will pronounce sentence. In this case the expiration term of 7 calendar days for appeal with the Council starts the day after this date.
7. If the seventh or thirtieth day, respectively, of the in the fifth paragraph intended term is a Saturday, Sunday or an officially recognised holiday, the term is extended to the first office day on which the postal services operate.

## **2. Council for disputes concerning study progress decisions**

### **Article 2.1**

1. As an administrative court of law specifically established for education, the Council rules on appeals against study progress decisions. (This procedure is conducted in Dutch) Before a student files an appeal with the Council, he needs to file an internal appeal first.

### **3. Ombuds persons**

#### **Article 3.1 Appointing ombuds persons**

1. On the advice of the relevant Education Management Team, the Faculty Board shall appoint at least one ombuds person per study program at the start of the academic year (one and the same ombuds for several programs/postgraduates is possible). Academic staff members or staff members with relevant experience in educational matters may act as ombuds persons. For each ombuds person, a replacement is appointed.
2. The rector shall appoint a central ombuds person.

#### **Article 3.2 The assignment of ombuds persons**

1. The ombuds persons are mediators in disputes between students and one or more staff members. These disputes may be related to the application of the education and examination regulations and/or the student's legal position regulations or any actions or situations that may be experienced as unfair (*Codex higher education art. II.279*).
2. The ombuds person is bound to safeguard the confidential nature of all meetings and conversations.
3. The ombuds person of the program/postgraduate acts as a contact person and mediator in issues related to education and examinations.

The specific assignments of the ombuds person (of the program) concerning examinations and study progress decisions are listed in the examination regulations (see art. 1.6, art 3.1, art. 3.2 and art. 9.2, art. 9.3 and art. 11.1).

Initially, it is the evaluation meeting that evaluates the educational care and eliminates any critical education-related bottlenecks (see art. 1.5 of the education regulations). The ombuds person may attend the meetings of the evaluation meeting.

4. The ombuds person (of the program) is not allowed to act as a mediator in disputes concerning program components in which he is personally involved. Neither may he mediate in cases where one of the parties is a relative (i.e. relatives in the first, second or third remove or anyone he is living with and their relatives in the first, second or third remove). In such cases, the appointed replacement shall mediate, or anyone else appointed by the dean.
5. For any other disputes within the scope of section 1 or for additional advice, students may turn to the central ombuds person.  
Likewise, student representatives who believe that their rights are not respected, may contact the central ombuds person.

### **4. Regulations**

1. By registering at Hasselt University/tUL the student accepts that he is subject to the regulations as stated on <https://www.uhasselt.be/onderwijs-en-examenreglement>. These regulations may be supplemented by regulations at the level of a faculty or a study program.

### **5. Sound and visual recordings of educational activities**

1. A student has no right to make sound or visual recordings of educational activities or examinations unless he has a written agreement with the coordinating lecturer of the relevant course prior to this recording. The recording material can only be used for educational purposes for the student or, if permitted by the written agreement, for all students of the program component of the current academic year. Commercial use of sound or visual recordings of educational activities is forbidden, as is the recording of examinations or evaluations.

A student who violates this provision may be sanctioned by the disciplinary regulations.

2. Students cannot gain commercial advantage themselves or for third parties by multiplying or spreading teaching materials (course texts, exercises, slides, ... ) that were made available to them by Hasselt University/tUL as part of their study program whether or not free of charge.

Students can neither use for other than personal purposes, multiply or spread examination materials that were put at their disposal by Hasselt /tUL as part of their study program whether or not free of charge.

A student who violates this provision may be sanctioned by the disciplinary regulations.

3. A lecturer may make an audio and/or video recording of a student's digital evaluation/exam. The lecturer's decision to make an audio/video recording is binding for the student. This audio/video recording may only be used for the purpose of organising invigilation during the evaluation/exam as well as for evaluating the student.

The lecturer will inform the student no later than the start of the exam that an audio and/or video recording will be made. If an audio/video recording is made of a digital exam/evaluation, this will be kept by the lecturer during the retention period for an exam script as determined by Art. 6.2 para. 3 of the Examination Regulations. After this period, any audio/video recording of a digital exam/evaluation will be permanently deleted.

The absence of an audio/image recording or an incomplete recording will not mean that the digital evaluation/exam that has been taken is invalid.

## **6. Legal relationship – forum selection**

1. The legal relationship between the student and the Hasselt University/tUL is subjected to Belgian law. In case of disputes of students against Hasselt University/tUL only the courts of the judicial district of Limburg (Hasselt- Tongeren), with the exception of the Council for disputes concerning study progress decisions, have competence.

## **7. Miscellaneous**

1. In cases not provided for by these Education and Examination Regulations, with the exception of cases as referred to in paragraph 2 of this article, in the event of a dispute about the interpretation thereof or in the event of mistakes, a decision will be made by the vice rector for education.
2. After a decision by the Hasselt University Board of Governors that classifies a given situation as an 'institution-wide situation of force majeure with an impact on education and/or evaluations', the Hasselt University Executive Board will be authorised – after consulting with the Board of Deans – to announce the necessary institution-wide measures and/or guidelines with regard to education and evaluation matters in the interest of the functioning of the institution and the equal treatment of students. This paragraph will cease to apply when the Hasselt University Board of Governors decides that the 'institution-wide situation of force majeure' has come to an end.

## **APPENDIX 1: Interuniversity EELR Postgraduate innovierend ondernemen**

1. Students who are enrolled in the postgraduate 'innovierend ondernemen' fall within the scope of the regulations: "Examenreglement ten behoeve van de interuniversitaire masteropleidingen waarvoor inschrijving kan worden genomen aan meer dan één universiteit". These regulations are communicated to the students on the website of the postgraduate.

---

## **APPENDIX 2: Regulations concerning the rights to research results and rights to copyright works of bachelor's and master's students at Hasselt University, tUL and the partner institutions in a joint study program**

### **CHAPTER 1 Common provisions**

#### **Article 1 Scope**

1. Creative work produced by the student in the context of a study program at Hasselt University or at the transnational University of Limburg – Hasselt campus (hereinafter jointly referred to as 'The University') may take the form of (i) results from research and development, such as but not limited to a technical invention (hereinafter referred to as 'Research Results'), or (ii) works of literature or art within the meaning of Belgian copyright law, such as but not limited to the bachelor's thesis and master's thesis (hereinafter referred to as 'Copyright Work'). In the event that the student produces creative work in the context of a joint study program of Hasselt University and a partner institution, 'The University' should be understood as referring to Hasselt University/tUL and the partner institution.
2. These regulations are subject to applicable Belgian intellectual property legislation and govern the rights to Research Results and Copyright Work of students at The University in bachelor's and master's programs and the associated bridging and preparation programs.
3. These regulations do not apply to PhD students.

#### **Article 2 Dispute resolution**

1. Disputes concerning the application of these regulations, including disputes concerning the holding of the rights to Research Results or Copyright Work and publications thereof, will be submitted to the dean, who will obtain legal advice from the Education Office in all cases. If the matter is extremely urgent, the dean may take provisional measures without obtaining prior advice, such as the suspension of a publication by The University. In such cases, a final decision will be taken within a period of fourteen days at the most. This period starts on the day after the dean has been informed in writing about the dispute.
2. If the student or The University does not agree with the dean's decision, an appeal period applies of seven calendar days from the day after written notification of the dean's decision. One of the two vice-rectors of Hasselt University will hear the appeal and issue a decision within a period of fourteen days, starting from the written notification of the appeal.

#### **Article 3 Alternative arrangements**

1. Chapters 2 and 3 of these regulations apply as general rules for the determination of rights to Research Results and Copyright Work for students of The University. The University and the student may always, in agreement with an external organisation or otherwise, determine alternative arrangements provided this is done in writing. In such cases, a student may not derive any rights from these regulations.

2. The alternative arrangements will be provided by the faculty concerned to the Education Office for information.
3. The specific templates will be used for internships and/or a master's thesis.

## **CHAPTER 2 Rights to Copyright Work**

### **Article 4 Property rights**

1. The University applies the general principle that the rights to Copyright Work belong to the student who has produced the work.
2. If an external organisation or employee of The University is involved in financing or producing Copyright Work, a deviating allocation of the rights must be recorded in writing between the student, The University and the external organisation or employee, and details of this allocation must be provided to the Education Office in accordance with Article 3. In connection with internships and/or a master's thesis, reference is made to the specific templates that must be used for this purpose.

### **Article 5 Rights of use**

1. The student grants The University a free, inalienable, non-exclusive right of use of the Copyright Work for education and research for the entire duration of the rights. This right of use commences as soon as the student submits his/her Copyright Work to The University, and includes at least the following rights:
  - The right to record and archive the Copyright Work for educational and research purposes in whole or in part on any media, including but not limited to digital online media, mentioning the name of the student;
  - The right to reproduce, publish and distribute the Copyright Work for educational and research purposes, including verification purposes, by electronic or other means, in whole or in part, in an unlimited number of copies and in any possible way, including – though not limited to – the use of the Copyright Work as teaching materials, the inclusion of the Copyright Work in a digital or non-digital database and the holding of a copy of the Copyright Work in the Hasselt University library and the library of the partner institution, mentioning the name of the student.
2. The aforementioned right of use for The University is always guaranteed by the student, even if the student proceeds to exploit his/her Copyright Work.
3. If the University wishes to publish a student's Copyright Work, he/she will be informed of this and may expressly oppose it, indicating the reasons for doing so.
4. If an external organisation or employee of The University is involved in financing or producing Copyright Work, a deviating allocation of this right of use must be recorded in writing between the student, The University and the external organisation or employee. In connection with internships and/or a master's thesis, reference is made to the specific templates that must be used for this purpose.

### **Article 6 Publication conditions**

1. The student may publish his/her Copyright Work or submit it for competitions, in whole or in part, provided he/she makes a prior agreement with the study program's coordinating lecturer on whether or not to mention the affiliation with The University, as well as the statement that the Copyright Work originated under the supervision of the coordinating lecturer/supervisor.
2. The student will comply in the event of publication with the regulations that apply within the subject field concerned.

3. The University has the right to oppose the full or partial publication, publication or other use by the student if (i) the Copyright Work concerned contains confidential information, or (ii) it may reasonably be described as necessary to do so in order to protect the rights of The University or of external organisations or employees involved within the meaning of Article 4 of this chapter, in particular with respect to – but not limited to – intellectual rights. In such cases, the student has the right to publish or arrange for the publication of a summary of the Copyright Work without mentioning any confidential information.
4. If an external organisation or employee of The University is involved in financing or producing Copyright Work, the publication conditions must be recorded in writing between the student, The University and the external organisation or employee. In connection with internships and/or a master's thesis, reference is made to the specific templates that must be used for this purpose.

## **CHAPTER 3 Rights to Research Results**

### **Article 7 Property rights**

1. The University applies the general principle that the rights to Research Results that the student produces in the context of his/her study program belong to the student.
2. The student will inform his/her supervisor spontaneously and immediately, at the latest before any form of publication, of any Research Results that he/she produces, and will provide The University with full details thereof via the study program's coordinating lecturer, including all reliable documentation and all necessary technical, additional and substantive explanations.
3. If an external organisation or employee of The University is involved in financing or producing Research Results, a deviating allocation of these rights must be recorded in writing between the student, The University and the external organisation or employee. In connection with internships and/or a master's thesis, reference is made to the specific templates that must be used for this purpose.

### **Article 8 Rights of use**

1. The student grants The University a free, inalienable, non-exclusive right of use for education and research from the moment of production of the Research Results and for the entire duration of the rights.
2. The aforementioned right of use for The University is always guaranteed by the student, even if the student proceeds to exploit his/her Research Results.
3. If an external organisation or employee of The University is involved in financing or producing Research Results, a deviating allocation of this right of use must be recorded in writing between the student, The University and the external organisation or employee. In connection with internships and/or a master's thesis, reference is made to the specific templates that must be used for this purpose.

### **Article 9 Exploitation rights**

1. The student may exploit his/her Research Results that originate in the context of a study program at The University. In such cases, the student must seek permission prior to such exploitation, via the study program's coordinating lecturer, to mention the affiliation with The University and/or the statement that the Research Results came about under the supervision of the coordinating lecturer.

The student will comply with the regulations that apply within the subject field concerned.

2. The University has the right to oppose exploitation, if (i) the Research Results concerned contain confidential information, or (ii) it may reasonably be described as necessary to do so in order to protect the rights of The University or of external organisations or employees involved, in particular with respect to – but not limited to – protection of intellectual rights.
3. If an external organisation or employee of The University is involved in financing or producing Research Results, the exploitation conditions must be recorded in writing between the student, The University and the external organisation or employee.
4. In connection with internships and/or a master's thesis, reference is made to the specific templates that must be used for this purpose.

## **CHAPTER 4 Entry into force and termination clause**

### **Article 10 Entering into force**

1. These regulations enter into force with effect from the academic year 2018-2019.
2. These regulations replace all existing faculty provisions regarding copyright and rights to Research Results.

---

## **APPENDIX 3 Transitional measures for the conversion of the Academic Teacher Education Program that was previously organized at a Centre for adult education to the Educational Master programs**

### **CHAPTER 1. Enrolment and diploma**

#### **Article 1.1 Enrolment if one obtained more than 15 credits at a Centre for adult education**

As from the academic year 2019-2020, the Academic Teacher Education Program organized at a centre for adult education (CVO) will be transferred to a college or university. Transitional measures are therefore made for students who have obtained more than 15 credits at the start of the academic year 2019-2020 in an Academic Teacher Education Program at a CVO. These students have the right to complete their program at UHasselt/tUL up and to the end of the academic year 2020-2021. The Education, Examination and Legal Status Regulations for UHasselt/tUL students, together with the transitional rules set out in this appendix, apply to students who enrol in the transitional trajectory of these Academic Teacher Education Programs at UHasselt/tUL.

The diploma of the Academic Teacher Education Program that is awarded in the academic years 2019-2020 or 2020-2021, does not mention a level, but do mention the title of "teacher".

#### **Article 1.2 Enrolment if one obtained less than 15 credits at a Centre for adult education**

Students who, at the start of the academic year 2019-2020, have earned less than 15 credits in an Academic Teacher Education Program, need to enrol in a (shortened path of an) master of teaching program at UHasselt/tUL and obtain the degree of master after successful completion of the program. All rules from the Education, Examination and Legal Position Regulations for UHasselt/tUL students apply to these students.

## **CHAPTER 2. Transitional provisions with regard to the training program**

### **Article 2.1 Individualized study program**

For each student, an individualized study program is proposed with program components tailored to and necessary to meet the basic competences of a teacher.

The individualized study program for students in a situation as described in 1.1 of this appendix consists of a program with a study load of at least 60-X credits, where X represents the number of credits for which the student has already obtained a credit certificate (and exemptions).

### **Article 2.3 Retention of acquired credits**

Credits acquired by students at a CVO within the framework of their Academic Teacher Education Program are retained as credits obtained (with grades) at UHasselt within the Academic Teacher Education Program.

### **Article 2.4 Retention of exemptions**

Exemptions acquired by students at a CVO within the framework of their Academic Teacher Education Program are retained as an exemption at UHasselt within the Academic Teacher Education Program.

## **CHAPTER 3. Transitional provisions regarding the deliberation of students in the transition path of the specific teacher training course**

### **Article 3.1 deliberation by the Examination Board**

The UHasselt examination Board of the Academic Teacher Education Program will deliberate on the complete set of exam results obtained by a student both at a CVO and at UHasselt in the Academic Teacher Education Program. This deliberation is based on the UHasselt rules as described in art. 4.4. of the exam regulations.

---





Campus Hasselt | Martelarenlaan 42 | BE 3500 Hasselt  
Campus Diepenbeek | Agoralaan Gebouw D | BE 3590 Diepenbeek  
Tel. 011 26 81 00  
[studentensecretariaat@uhasselt.be](mailto:studentensecretariaat@uhasselt.be)  
[www.uhasselt.be](http://www.uhasselt.be)