Education and examination 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. 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.
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**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**
A certificate proving that, on the basis of previously acquired competencies or qualifications, a student has mastered the competencies that are inherent to one of the following:
- a Bachelor's level in higher professional or academic education, or
- a Master's level, or
- a well-defined programme, programme component or cluster of programme components.
The certificate in question can be either a document or a registration.

**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 programme component. The obtained credits that are linked to the programme component in question are called "credits".

**degree**
The title of Bachelor, Master or Doctor that is awarded by means of a diploma after a student has completed a programme or has taken a doctoral examination.

- **qualification of a degree**
  Additional information that refers to the completed programme or, for the doctorate, to the discipline.

- **specification of a degree**
  The words "of science" or "of arts" that are added to a degree.

**(ECTS) credits**

- **obtained credits**
  ECTS credits that are linked to a programme component for which a student has obtained a credit certificate.

- **selected ECTS credits**
  ECTS credits that are linked to a programme 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 Bachelor in Flemish higher education. This status is valid for an entire academic year.

**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 programme or a programme component under credit contract. This number may vary, depending on the number of ECTS credits for which the student enrols and how many he obtains.

**Master's dissertation**
Dissertation that completes a Master's programme. 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 (Dutch: Eerder Verworven Competentie, EVC), 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 (Dutch: Eerder Verworven Kwalificaties, EVK), 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 programme in which the student intends to use this certificate. |
| **profile of the programme** | Distinctive features of a programme, which are the result of the following factors:  
- the qualification and/or specification of the degree awarded upon completion of the programme, and/or  
- the study load of the programme, and/or the institution that stages the programme  
- the specific specialisation within a given programme can also be considered a distinctive feature of the programme. |
| **programme** | A unit within the selection of available courses. When it is successfully completed, it is authenticated with a diploma. |
| **programme 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. |
| **refresher courses** | Courses that can be mandatory for students who wish to move on in higher education based on a credit certificate, previously acquired qualifications or an aptitude certificate obtained at least 5 calendar years before |
| **specialisation** | The differentiation in a study programme with a study load of at least 30 ECTS credits. |
| **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 programme component or a programme. |
| **study pathway** | The way in which the programme 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. |
Education regulations

1. Programmes

Article 1.1 Available study programmes and their study load

1. Hasselt University/tUL stages Bachelor’s programmes, Master’s programmes, preparation and bridging programmes, specific teacher training programmes, the doctorate, postgraduate programmes and permanent training programmes.

2. The study load of a Bachelor’s programme amounts to at least 180 ECTS credits. For a Master’s programme, the study load is at least 60 ECTS credits or a multiple of 60. Within the study programme, a distinction may be made between different specialisations (which is determined by decree as a differentiation in programme with a study load of at least 30 ECTS credits). The learning outcomes are written out for each programme.

3. Preparation programmes are organised for graduates from particular academic Bachelor’s programmes, in order to grant these students access to a Master’s programme. The study load for such preparation programmes depends on the prior education.

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

4. A specific teacher training programme carries a study load of 60 ECTS credits.

Article 1.2 Programme components and their study load

The learning outcomes of the programme are achieved through the programme components.

1. The study load for each programme component, expressed in whole ECTS credits, cannot be less than 3. The number of ECTS credits per programme component is stated in the study guide.

2. The number of ECTS credits for a programme component represents the study time that is required to achieve the learning outcomes of the programme 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 programme 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 programme, with a minimum of 15 and a maximum of 30 ECTS credits.

Article 1.3 Academic calendar

1. The education and examination periods and recesses are laid down in the academic calendar, which can be consulted on the website of Hasselt University.

Article 1.4 Curriculums – Education Management Team (OMT)

1. Within a general policy framework at the institutional level, the faculty is responsible for the development and implementation of the educational strategy that includes full quality control. The Faculty Board formulates a substantiated advice to the Education Board and the University Board concerning the education curriculums of the programmes for which the Faculty Board is responsible.
2. For each programme, an Education Management Team (Dutch: OMT) is set up (for Bachelor’s programmes and consecutive Master’s programmes, the same Education Management Team can be used). At the dean’s request, the Faculty Board formulates a substantiated advice to the Board of deans concerning the composition and chairmanship of the Education Management Teams of the study programmes for which the Faculty Board is responsible.

Within a general policy framework, the Education Management Team prepares developments and changes in the curriculum. The Education Management Team is also in charge of the practical organisation of the curriculum, including examinations. It also ensures the quality of the programme components and the programme on a daily basis.

**Article 1.5 Evaluation committees for quality control**

1. Each Education Management Team sets up evaluation committees for quality control within the study programme. These evaluation committees each contain at least two academic staff members, three students and one educational expert; the number of academic staff members may vary depending on the educational period. The student representatives are in principle appointed by the student council. The ombudsperson (see Legal position regulations, Art. 3.1) may also be a member of the evaluation committees. One member of the Education Management Team is also part of the evaluation committees.

2. The evaluation committee 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.

3. The Education Management Team ensures a smooth operation of the evaluation committees and looks for appropriate solutions to problems that cannot be solved by the evaluation committees.

**Article 1.6 Information per programme in the study guide**

1. The study guide contains at least the following information for each programme (*Structure decree, Art. 77*):
   - the degree that the student will obtain upon completion of the programme, 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 programme;
   - the contents and objectives of the study programme;
   - the prerequisites and learning outcomes.
   - the study programme and the subdivision into programme components;
   - the organisation of the programme in standard learning pathways and individualised study programmes;
   - the successiveness of the separate programme components;
   - the preceding programmes that grant access to the programme, as well as its consecutive programmes.

**Article 1.7 Information per programme component in the study guide**

1. The study guide contains at least the following information for each programme component (*Structure decree, Art. 77*):
   - the study load expressed in ECTS credits;
   - the language of instruction;
   - the objectives and level of the programme component;
   - the prerequisites and learning outcomes;
   - the information concerning the examination/evaluation, in accordance with Art. 1.2 section 1, 2 en 3, Art. 1.5 section 1, Art. 2.2 section 2, Art. 7.1 and Art. 7.2 of the examination regulations;
the number of examination opportunities per programme component; in accordance with Art. 1.3 section 2, 4, 6 and 10 of the examination regulations;
if applicable, stating that the programme component is excluded from tolerance in accordance with Art. 4.7 section 2 of the examination regulations;
the specific regulations that apply to a student with an exam contract if he does not take part in the educational activities;
if the programme component is excluded from an exam contract due to its inherent qualities.

2. Language regulations

Article 2.1 General provisions

1. The language of instruction at the university is Dutch. However, if required, other languages may be used, provided that all applicable regulations are still observed. This decision will be accounted for and explicitly mentioned in the study guide.

Article 2.2 Programme components in another language
(Structure decree, Art. 91)

1. For the Bachelor’s and Master’s programmes, a language other than Dutch may be used for the following programme components:
a. programme components with a foreign language as their subject that are taught in that language;
b. programme components that are taught by foreign visiting professors;
c. programme components in a foreign language that are taken at another institution of higher education in accordance with Art. 9.

2. For Bachelor’s and Master’s programmes, a language other than Dutch may be used, albeit to a limited extent, when a substantiated decision of the University Board explicitly states that the use of this language generates an added value for the students and is functional for the programme at hand. Naturally, an important condition is that the appointed lecturer is proficient in this language.

Except in the cases mentioned in sections 1 a, b and c, programme components cannot be offered exclusively in another language.

The study guide specifies which parts of the programme components are taught in a language other than Dutch. The faculty monitors the use of a foreign language.

3. For the Bachelor’s programmes, languages other than Dutch can only be used for 10% of the entire programme; for determining this limit programme components referred to in sections 1, a and c are not included.

4. With due regard for the above provisions, students have the right to request an exam in Dutch for programme components in a language other than Dutch, with the exception of the programme components referred to in sections 1, a and c.

Article 2.3 Study programmes in another language
(Structure decree, Art. 91)

1. In contravention to the provisions in Art. 2.2, the University Board may offer entire Bachelor’s and Master’s programmes in a language other than Dutch if these study programmes are specifically intended for foreign students, on condition that a counterpart is available in Dutch.

2. In contravention to the provisions in Art. 2.2 and Art. 2.3 section 1, the University Board may offer Master’s programmes in a language other than Dutch if (a) these study programmes were specifically designed as part of the International Course Programme of development cooperation for the benefit of foreign students, if (b) these study programmes are Erasmus
Mundus Master’s programmes, or if (c) they were set up in association with foreign universities.

3. In contravention to Art. 2.2 and Art. 2.3 section 1, the University Board will determine the language of instruction in the educational and other study activities that are organised as refresher courses or extra training (postgraduate programmes and permanent training).

4. For study programmes that are taught exclusively in a language other than Dutch, the diploma and diploma supplement shall also be drawn up in that language, as well as in Dutch.

3. Admission requirements

Article 3.1 Admission requirements concerning proficiency in Dutch
(degree on flexibility, Art. 19)

1. Only students with a sufficient knowledge of Dutch are allowed to enroll for the first time for a Bachelor’s programme 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 passed a programme or one or more programme components with a total study load of at least 60 ECTS credits in higher education in Dutch;
   - students who have obtained a certificate of a Level 5 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 either the Higher Education Language Proficiency Profile (Profiel Taalvaardigheid Hoger Onderwijs, PTHO) or the Academic Language Proficiency Profile (Profiel Academische Taalvaardigheid, PAT);
   - 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, the Dutch proficiency test for the specific teacher training programme in Applied Economic Sciences (Dutch: Toegepaste Economische Wetenschappen, TEW) is organised by the Education Management Team of the specific teacher training programme in question. The Education Management Team may request assistance for administering this test.

   The following students are exempted from taking a Dutch language proficiency test:
   - students who passed a programme or one or more programme components with a total study load of at least 60 ECTS credits in higher education in Dutch;
   - 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 Academic Language Proficiency Profile (Profiel Academische Taalvaardigheid, PAT).

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

1. If a programme is offered in a language other than Dutch, students are only allowed to enrol for this study programme for the first time if they pass a language proficiency test for the language in which this study programme is taught (degree on flexibility, Art. 20).
Article 3.3 General admission requirements for a Bachelor’s programme
(decree on flexibility, Art. 9)

1. To enrol for a Bachelor’s programme, students need to have obtained one of the following diplomas/certificates:
   a. a diploma for 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 programme 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 Special admission requirements for a Bachelor’s programme

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 in the academic year in which he is enrolling, he may be admitted after an investigation of admission.

   Deviation on the age limit may be allowed for humanitarian, social, medical or psychological reasons, as well as for exceptionally gifted students.

2. The investigation of admission referred to in section 1 may vary with each programme and is conducted by the Examination Board of the programme 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 programme. This investigation of admission may also cause an admission examination to be organised.

3. The request for admission shall be filed with the chairman of the Examination Board concerned before 1 September or 1 December respectively (deviations on these dates may be made in special cases). The Examination Board shall decide whether to grant this request before 1 October or 1 January respectively.

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

Article 3.5 Special admission requirements for the Bachelor of Medicine

To enrol for the Bachelor’s programme of Medicine, students need to pass the medical admission examination of the Flemish Community. This additional admission requirement is determined by decree.

Article 3.6 Admission requirements for a Master’s programme

1. The Examination Board of a Master’s programme may conduct an investigation of admission.
Academic Bachelors

2. Graduates from academic Bachelor’s programmes with the specific profile of the programme may be directly admitted to a particular initial Master’s programme. For graduates from (certain) other academic Bachelor’s programmes, a preparation programme may be staged. (decree on flexibility, Art. 12).

3. The study guide contains at least the following information for each Master’s programme:
   - the academic Bachelor’s programmes that grant students direct access;
   - if applicable, the preparation programmes for commonly occurring transitions.

4. Students may enrol for a preparation programme and its consecutive Master’s programme simultaneously (subject to the conditions set by the Examination Board). The diploma for the following Master’s programme can only be obtained if the preparation programme is successfully completed.

Professional Bachelors

5. Graduates from a Bachelor’s programme in higher professional education can only obtain a diploma for an initial Master’s programme if they successfully complete a bridging programme with a study load of at least 45 and at the most 90 ECTS credits (decree on flexibility, Art. 13).

6. Prior to enrolment, the Examination Board of the Master’s programme 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 programme may be differentiated or, for a bridging programme of less than 45 ECTS credits, the minimum study load may be fixed. Finally, students may also be exempted from taking a bridging programme (decree on flexibility, Art. 13).

7. The study guide specifies what bridging programmes are available for each Master’s programme.

8. Students may enrol for a bridging programme and its consecutive Master’s programme simultaneously (subject to the conditions set by the Examination Board).

Simultaneous enrolment with the Bachelor’s programme

9. Students who have not yet obtained a Bachelor’s diploma, which may or may not grant direct access to a Master’s programme, can enroll for a Master’s programme and/or the preceding preparation or bridging programme under the conditions set by the Examination Board of the Master’s programme in question (decree on flexibility, Art. 24).

   To obtain the diploma of a Master’s programme, however, students need to have a Bachelor’s diploma. The authorised Examination Boards may consecutively deliberate on this matter.

Article 3.6 bis Special admission requirements for a Master’s programme

1. If a student does not meet the general admission requirements in Art. 3.6, he may be admitted after an investigation of admission. The special admission requirements may only take into account humanitarian, social, medical or psychological reasons.

2. The investigation of admission referred to in section 1 may vary with each programme and is conducted by the Examination Board of the programme 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 programme. This investigation of admission may also cause an admission examination to be organised.

3. The request for admission shall be filed with the chairman of the Examination Board concerned before 1 September or 1 December respectively (deviations on these dates may be made in
special cases). The Examination Board shall decide whether to grant this request before 1 October or 1 January respectively.

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

Article 3.7 Admission to separate programme components

1. Students who do not meet the admission requirements stipulated in Art. 3.3 or 3.6 are allowed to enrol for separate programme components with a credit contract or an exam contract (to obtain a credit certificate for one or more programme components), on condition that an inquiry confirms that they have the necessary competences to be able to attend the programme component(s) well. This inquiry shall be conducted by the Examination Board (decree on flexibility, Art. 18bis). For programme components belonging to several programmes the chairmen involved make an arrangement.

Article 3.8 Learning account

1. Students whose learning account is less than or equal to zero shall file a substantiated request for enrolment with the rector. Important factors that may affect the rector’s decision are the study history and the possible measures imposed after study progress monitoring.

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

4. 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 programmes simultaneously, and/or
   - one or more programme components from one or more programmes, and/or
   - a bridging or preparation programme.
   (decree on flexibility, Art. 22)

3. In theory, students need to enrol before the start of the academic year and no later than 15 October. If they want to enrol for one or more programme components, they need to do so before the educational activities for those particular programme components start.

For late enrolment, a formal request needs to be submitted with the chairman of the Examination Board.

4. Prospective students shall enrol according to the procedures for enrolment that are stated on the website.

5. The Board of Governors annually sets the tuition fees and terms of payment, subject to the provisions in the decree on flexibility. More information can be found on the website.

Students can only take an examination for a particular programme component if the owed tuition fee has been paid or if arrangements have been made with the Office of Student Facilities to that end.
5. Contracts

Article 5.1 Entry agreement
Upon enrolment at Hasselt University, students enter into an entry agreement. They can choose one of the contract types below (decree on flexibility, Art. 25).

1. A diploma contract is concluded to obtain a degree or a diploma for a programme or a bridging or preparation programme.

2. A credit contract is concluded to obtain a credit certificate for one or more programme components.

   For enrolment under a credit contract, particular conditions with regard to successiveness may be imposed.

3. 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 programme, or
   - a credit certificate for one or more programme components.

   Some programme 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 programme components are mentioned in the study guide.

   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.

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

5. It is not possible for students to enrol more than once per academic year for one programme component that belongs to two different programmes.

Article 5.2 Information in the contracts
(decree on flexibility, Art. 27)

1. Information in the diploma contract:
   - the diploma that the student intends to obtain and the objectives of the study programme;
   - the study load of the programme;
   - the programme 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 programme component;
   - if applicable, the study load reduction acquired through one or more exemptions;
   - the number of examination opportunities per programme 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 programme component(s) for which the student is enrolling;
   - the study load per programme component;
   - if applicable, the admission requirements to enrol for the programme component in question;
   - the time period to which the enrolment applies;
   - the conditions to obtain a credit certificate per programme 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 programme
components, however, the provisions in Art. 5.2 section 2 need to be taken into account.

Article 5.3 Change of contract type
1. In the course of an academic year, a contract type may only be altered at the end of a
particular semester (decree on flexibility, Art 28). To do so, students shall submit a
substantiated request with the chairman of the Examination Board.
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 programme

Article 6.1 Study pathways
1. The abovementioned contracts sets down the study pathway.
The study pathway determines the provisions on study load, deliberation and study progress
monitoring:
- by way of a standard learning pathway for a group of students;
- by way of an individualised study programme for one particular student.

At least two different standard learning pathways in terms of study load are provided each
academic year (decree on flexibility, Art. 26). In the programme Transportation Sciences, a
special study pathway is available for working students.
2. When students deviate from a standard learning pathway, they are given an individualised
study programme. 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-class sportspersons);
d. in the event of transitional arrangements for changes in the curriculum.

Article 6.2 Composition of an individual student’s year programme
1. Depending on the contract type and study pathway, individual students may compose their
year programme, 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 programme and/or programme components.

For individualised study programmes, students present their year programme 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 learning pathway to an individualised study programme;
- a change in the composition of their set of programme components.
2. If students intend to take other or extra programme components within their contract, they
need to submit a substantiated request with the chairman of the Examination Board.
3. Students may deregister from a programme component until one day before the start of the examination period in which the exam of the programme component takes place (first examination opportunity).

4. The terms of payment and reimbursement of the tuition fee, 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.

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 programme components, this does not have any repercussions on the number of selected ECTS credits (financing decree, Art. 8).

**Article 6.4 Deregistration from a programme and/or change of programme**

*Deregistration from a programme: termination of study contract*

1. When a student deregisters from a programme, 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.

*Change of programme*

2. Students may change programmes in the course of the academic year. To do so, they need to submit a request with the chairman of Examination Board of the new programme. They will also have to enter into a new contract.

3. If a first-time student changes programme in the course of the academic year, the following applies:
   - the number of selected ECTS credits are again added to the student's individual learning account if he changes programme 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 programme 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 programme after 15 March of the academic year in question.

   *(financing decree, Art. 47, §2)*

**7. Exemptions**

**Article 7.1 Definition of the notion “exemption” (decree on flexibility, Art. 2)**

1. If a student is exempted, he is relieved from the obligation to take an exam for a (part of a) programme component.

   If the student only needs to take an exam for part of a programme component, he needs to enroll for the entire programme component and the examination mark that he obtains will be assigned to the entire programme component.

**Article 7.2 Competent authority (decree on flexibility, Art 46)**

1. The authorised Examination Board 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 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 (part of) a programme component on the basis of certified competencies shall submit a request with the chairman of the Examination Board.

   This request needs to specify the programme 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 programme 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 programme 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 programme component. If they only match to a certain degree, he may advise to grant an exemption for taking the exam of only part of the programme component. Alternatively, he may recommend an aptitude test in accordance with Art. 7.2 section 2.

4. After reading the advice of the coordinating person(s) responsible, the Examination Board 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 shall give the applicant all the required information concerning the procedure of the association for previously acquired competencies.

   The Examination Board keeps a list of all these decisions and their corresponding recommendations.

**Article 7.4 Second enrolment for the same study programme**

1. If a student wishes to enroll for the second time for a Bachelor or Master's programme 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 (*decree on flexibility, Art. 50*).

**8. Students in special circumstances**

1. Students in special circumstances are, among others, students with a physical or psychological functional impairment, top-class sportspersons, or working students. These students can consult the website for an overview of all the possible facilities and the criteria and application procedure required to obtain the facilities.

   The Examination Board decides whether or not to grant the facilities.
9. Programme components at other institutions of higher education

1. Students may submit a substantiated request with the Examination Board to replace programme components from their programme with other programme components that can be taken at another (Belgian or foreign) institution of higher education. 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, a interuniversity agreement among the Flemish universities, or any agreements in the framework of the Erasmus Lifelong Learning Programme).
Examination regulations

1. Evaluation methods and organisation of examinations

Article 1.1 Examination periods

1. During the academic year the University of Hasselt organises examination periods year 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 academic calendar.

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 programme 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 programme 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. Programme 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 examination mark for the entire programme 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) programme 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 examination mark;
- if applicable, the announcement of the marks for partial evaluations;
- (if applicable) the marks of partial evaluations are not transferred to a deferred first examination opportunity;
- whether the marks obtained for partial evaluations can be transferred to a second (and possibly following) examination opportunity and, if so, under what conditions;
- that if applicable, a postponed first or second examination opportunity will either be performed with a different evaluation method, or is not possible (see also Art. 1.3, sections 4 and 6).

In order to receive an examination mark for the entire programme 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.

1In the following, these authorised evaluations shall also be considered as (partial) examinations.
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 in consultation with the dean, no later than the start of the education period of the programme 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, the Examination Board 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, and to any other students who are affected by circumstances beyond one’s control.

Article 1.3 Taking examinations and examination opportunities

Requirements

1. Students are only allowed to take an examination for a programme component if they are enrolled for this programme component by means of his study contract. Without any legitimate enrolment, any obtained examination result shall be considered to be nonexistent.

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 programme components such a requirement applies and shall include this information in the study guide.

Examination opportunities per programme component

3. In principle, students have the right to two examination opportunities in the course of the academic year for each programme component for which they are enrolled (decree on flexibility, Art. 29).

4. If the nature of the programme 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 programme 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) programme components this applies and shall include this information in the study guide (decree on flexibility, Art. 29).

First examination opportunity in an academic year

5. Students that are enrolled for a programme 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), unless they deregister from this exam before the deadline that is set in the Faculty’s academic calendar. The same regulation applies if examination is taken from only a part of the programme component, as is stipulated in Art.1.2 section 2.

6. If a student did not take up the first examination opportunity in accordance with section 5 and is able to justify formally why he was absent from the examination, he can still take up the first examination opportunity at the following moments:
   - at the end of the last education period for programme components in study programmes at the Faculty of Science, the Faculty of Medicine and the Faculty of Law (in formation). The foregoing is not applicable for (parts of) programma components from the last education period.
   - at the end of the education period following immediately for programme components in study programmes at the Faculty of Business Economics.

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2 In this matter, broadening programme components in principle follow the regulations of the programme by which will be linked up.
In order to take up the first examination opportunity at one of these moments, students need to enrol for the examination in question. Enrolments (as well as deregistrations) shall take place within the periods indicated in the Faculty’s academic calendar.

This arrangement excludes (parts of) programme components for which a second examination opportunity is not possible. On the advice of the Education Management Team and the coordinating lecturer, the Faculty Board may decide to exclude other (parts of) programme components too; such decisions shall be communicated in the study guide, however.

**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.

Students who wish to take up the second examination opportunity need to enrol for the examination in question. Enrolments (as well as deregistrations) shall take place within the periods indicated in the Faculty’s academic calendar.

**Graduation**

8. As a rule, students graduate after the deliberation in June/July or September. In exceptional cases, an extra deliberation may be organised in January/February for students who are able to complete their programme at that time. Students who wish to do so need to submit a formal request with the chairman of the Examination Board before 15 October. The decision of the Examination Board is communicated to the student in question by 1 November at the latest. If necessary and after consulting the coordinating lecturer, examinations can also be organised for programme components that have not been evaluated regularly in the previous examination period(s); however, students need to enrol for such examinations.

The chairman of the Examination Board may allow students who did not pass the programme in its entirety to take up their second examination opportunity within the examination periods prior to the deliberation in June/July. For such examinations, students need to enrol within the periods indicated in the academic calendar.

**Circumstances beyond one’s control**

9. Students may request to still take an examination if they are able to justify with weighty reasons why they did not take part in the first examination in accordance with Art. 1.3 sections 5, 6, 7 and 8. Whether or not their request is justified shall be determined by the Examination Board, after the advice of the ombudsperson and the coordinating lecturer. Subsequently, they shall make a substantiated decision and, if necessary, they shall take appropriate measures. In any case, the chairman of the Examination Board may allow students to take up their first examination opportunity in accordance with section 6 if they have a doctor’s note to justify their absence.

**Deadlines for papers/projects**

10. The coordinating lecturer shall inform the students in advance of any repercussions for submitting a paper/project after the deadline. 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 weeks before the beginning of the examination period.

2. The exam schedules expressly state the names of the coordinating lecturers, the chairman of the Examination Board and the ombudsperson, as well as the deliberation date (if applicable).

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 ombudsperson 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.

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.

Article 1.6 The public nature of oral examinations

1. Students may request the presence of an ombudsperson at an oral examination (not necessarily the ombudsperson of the programme involved). However, the ombudsperson 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 ombudsperson and shall see to it that the student and the ombudsperson are impartial to each other.

2. Examiner and examination marks

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 programme component.

2. The coordinating lecturer coordinates the evaluation for the programme components that have been appointed to him. He may request assistance from several examiners, such as a cotitular, a member of the education team or an expert involved in the programme 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.

Article 2.2 Awarding examination marks

1. The examination mark for a programme component (one mark per programme component) is determined by the coordinating lecturer for that programme 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 examination mark for a programme component shall always be a whole number with a maximum value of 20 (decree on flexibility, Art. 31).

4. Reference points for assigning examination marks 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
- ≥ 18: excellent

5. Students pass a programme component if they obtain an examination mark 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 programme component.

Article 2.3 Administrative processing of examination marks

1. If an examination period is not immediately followed by a deliberation, the coordinating lecturer needs to deliver the examination marks to the Student Administration as soon as poqqible (guideline: 10 working days after the examination period in question).

2. If, however, a deliberation takes place immediately after an examination period, the coordinating lecturer shall forward the examination marks to the Student Administration no later than one working day before the deliberation.

3. Examination Board: composition, operation and competence

Article 3.1 Composition of the Examination Board

1. For each programme, one Examination Board is composed. For bridging and preparation programmes, this Board is identical to the one for the consecutive Master’s programme.

2. At the suggestion of the relevant Education Management Team and the dean concerned, the Faculty Board gives substantiated advice to the Board of deans on the composition of Examination Boards, including the appointment of a chairman and a secretary, for the programmes that fall under their jurisdiction. However, it is the Board of deans that decides.

3. An Examination Board has at least 5 and preferably maximum 10 members. Only coordinating lecturers with a teaching assignment in the programme can be appointed as members of an Examination Board. Ideally, at least one member of the Examination Board is also a member of the Education Management Team for the programme in question. The chairman is an autonomous, tenured academic staff member with an academic assignment of at least 80%. In exceptional cases, the Board of deans may grant departures from this rule.

4. The ombudsperson has an advisory vote in the Examination Board meetings. If there is more than one ombudsperson, the Faculty Board shall appoint one of them to attend Examination Board meetings, in consultation with the ombudspersons themselves.

Article 3.2 Deliberation and report

1. Examination Boards shall deliberate at least twice per academic year: in June/July and in September (in accordance with the competences listed in Art. 3.3 sections 2, 3, 4, 5 and 6).

   If necessary, the Examination Board shall deliberate in January/February on students who are able to complete their programme at that time, in accordance with Art. 1.3 section 8. In January/February, it may also formulate a non-binding study advice with regard to students who have enrolled for a Bachelor’s programme for the first time.

2. Every member of the Examination Board has one vote. The ombudsperson 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 ombudsperson 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.

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).

8. Instead of meeting in person, the members of the Examination Board 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. 3.3 sections 2, 3, 4, 5, 6, 7 and 10 of the examination regulations, nor for internal appeals procedures.

The decisions taken after consultations by e-mail are valid if they are taken with a regular majority of votes.

**Article 3.3 Competences of the Examination Board**

1. In a Bachelor’s programme, 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 programme components of the first-Bachelor of the full-time standard learning pathway of the programme concerned;
   - a second deliberation package, consisting of the relevant programme components of the second- and third-Bachelor of the full-time standard learning pathway of the programme concerned.

The two deliberation packages together make up the full study programme (at least 180 ECTS credits).

2. For students who are enrolled under a diploma contract or an exam contract in order to obtain diploma, the Examination Board lays down the examination results per academic year (after the examination period in June/July and/or the examination period in August/September, and in January/February in the event of Art 1.3 section 8).

In exceptional cases, when the examination result proposed by the coordinating lecturer is clearly unreasonable, the Examination Board may modify the proposed examination result; this decision requires a two-thirds majority of the members in attendance and needs to be carefully motivated. Examination results cannot be modified at the student's disadvantage, though.

3. Based on the examination results, the Examination Board may also formulate a non-binding study advice, specifically for students who have enrolled for a Bachelor's programme for the first time (*decree on flexibility, Art. 34 en 35*).

4. The Examination Board may impose binding conditions on students enrolled under a diploma contract who, after one academic year, have not yet obtained 50% of the ECTS credits to which the diploma contract refers. These binding conditions may in principle not be any tighter than the regulations in Art. 4. (*decree on flexibility, Art. 52*).

5. With regard to students that are qualified to pass the first or second deliberation package of a Bachelor’s programme (in accordance with Art. 3.3 section 1), the Examination Board has the following competences:
   - the Board may declare that the student in question has passed or failed the relevant programme components of the deliberation package in their entirety;
   - it may determine the programme components that need to be retaken in order for the student to obtain a diploma afterwards. (*decree on flexibility, Art. 35, §2*)
6. With regard to students that are qualified to pass a programme in its entirety, the Examination Board has the following competences:
   - it may declare that the student in question has passed or failed the programme in its entirety;
   - it may determine the programme components that have to be retaken in order for the student to obtain a diploma;
   - it may determine the degree of distinction with which the diploma is awarded.
   (decree on flexibility, Art. 32, §2)

7. The Examination Board shall take decisions concerning irregularities in accordance with Art. 9.3.

8. The Examination Board is authorised to award facilities and shall take decisions in the event of circumstances beyond one's control, as determined in Art. 1.2 section 5 and Art. 1.3 section 9. In addition, in accordance with Art. 8 (and Art. 9 of the education regulations), the Examination Board may take decisions with regard to examinations at another institution of higher education.

9. The Examination Board may conduct an investigation of admission as determined in Art. 3.4 and Art. 3.6 of the education regulations. It may also decide whether any exemptions are granted and whether a refresher course is imposed in accordance with Art. 6.3.

10. For students enrolled under a credit contract or an exam contract to obtain individual credit certificates, the Examination Board is authorised to lay down the examination results (in accordance with section 2) before it decides to award a credit certificate (for programme components that are part of several programmes, the chairmen involved shall make the necessary arrangements).

11. The Examination Board is authorized to refuse further enrollment of a student conform Art. 5.3 part 1 and 2.

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.

Article 4.1 Calculation of the percentage

1. In order to determine the obtained weighted percentage across the entire programme or a part of it (as in Art. 4.2, 4.4, 4.5 and 4.6), the following regulations are upheld:
   - the examination marks obtained for each programme component are weighted according to the number of ECTS credits that are connected with this programme 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 programme

1. The Examination Board shall declare that a student has passed the first deliberation package of a Bachelor’s programme (as described in Art. 3.3 section 1) if he has obtained an examination mark for each programme component that belongs to the deliberation package, save any exemptions, and if he meets one of the following requirements:
   - all examination marks shall result in credit certificates;
   - he has received maximum 2 unsatisfactory marks of 8 and/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(1); 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).
(*) For exemptions, 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. The Examination Board shall declare that a student has passed the second deliberation package of a Bachelor’s programme (as described in Art. 3.3 section 1) if he has obtained an examination mark for each programme component that belongs to the deliberation package, save any exemptions, and if he meets one of the following requirements:
   - all examination marks shall result in a credit certificate;
   - he has only received unsatisfactory marks of 8 and/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\(^\dag\); furthermore, he needs to have gained at least 50% as a weighted percentage (i.e. rule on tolerance).

(*) For exemptions, 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 programme

1. The Examination Board shall declare that a student has passed a Bachelor’s programme if he has been declared passed for the first and second deliberation package of the Bachelor’s programme, as indicated in Art. 4.2.

Article 4.4 Passing a Master’s programme

1. The Examination Board shall declare that a student has passed a Master’s programme if he has obtained an examination mark for each programme component of the Master’s programme, save exemptions, and if he meets one of the following requirements:
   - all examination marks shall result in a credit certificate;
   - he has only received unsatisfactory marks of 8 and/or 9, and the sum of the ECTS credits that are linked to these tolerable unsatisfactory marks amounts to 6 ECTS credits at the most\(^\dag\) (one-year Master’s programme) respectively 12 SP\(^\dag\) (two-year Master’s programme); furthermore, he needs to have gained at least 50% as a weighted percentage (i.e. rule on tolerance).

(*) For exemptions, 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.

2. For the specific teacher training programme, the abovementioned provisions for the Master’s programme apply.

Article 4.5 Degree of distinction

1. If an Examination Board declares that a student has passed a programme, a degree of distinction is awarded according to the following rules:
   - 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 % onwards.
   The weighted percentage is calculated as in Art. 4.1.

2. Degrees of distinction may not be awarded to students whose actually selected study pathway amounts to less than half the total number of ECTS credits of the programme.
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.

**Article 4.6 Passing a bridging programme or a preparation programme**

1. The Examination Board declares that a student has passed a bridging programme or a preparation programme if he has obtained an examination mark for each programme component of the programme, save exemptions, and if he meets one of the following requirements:
   - all examination marks shall result in a credit certificate;
   - he has only received unsatisfactory marks of 8 and/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 been declared passed for a bridging or a preparation programme.

**Article 4.7 General provisions concerning ‘passing’**

1. In exceptional 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) programme have been globally achieved (**decree on flexibility, Art. 33 §1 and 36**). 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 programme components from tolerance; students need to pass such programme components under all circumstances. However, this is expressly stated in the study guide.

3. If a student is declared globally passed for a programme, this does not imply that he receives a credit certificate for the programme components which he did not pass (**decree on flexibility, Art. 33 §2 en 36**).

4. If a student has been declared passed for a programme, he gains the corresponding diploma.

**5. Resitting examinations**

**Article 5.1 Unsatisfactory marks**

1. If a student did not obtain a credit certificate for a particular programme 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 programme (and has not been declared passed for the study programme) or respectively has not yet passed the Master’s programme in question, then he needs to sit examinations in the next academic year for at least the following programme components:
   - the programme components for which he gained an examination mark lower than 8 out of 20;
   - the programme components for which he did not obtain a credit certificate and which are excluded from tolerance;
   - at least one of the programme components for which he obtained a tolerable unsatisfactory mark (i.e. 8 or 9), as long as the total number of ECTS credits that are allowed for tolerable unsatisfactory marks has not been reached.

   If the abovementioned programme component is not available in the next academic year, the student shall sit examinations for this programme 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 programme component in question is elective, the student is free to chose a different elective programme component.

A similar arrangement applies to bridging and preparation programmes.

3. If a student has obtained credit certificates at the end of the academic year for less than 50% of the in that academic year selected ECTS credits from the first deliberation package of the Bachelor’s programme in question, he needs to resit examinations in the following academic year for all the programme components for which he did not obtain a credit certificate. This arrangement is in contravention to the provisions in Art. 5.1 section 2.

4. If a student resits an examination in one and the same academic year for a programme component for which he did not obtain a credit certificate, the highest mark that he has gained shall be validated. 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. If a student obtained a credit certificate for a particular programme component, he may not resit an examination for this programme component (decree on flexibility, Art. 31 §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 only be refused further enrolment 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 (decree on flexibility, Art 52).

2. If a student is enrolled under a credit contract or an exam contract to obtain individual credits, he may be refused further enrolment if he has already registered for a particular programme component twice (i.e. four examination opportunities) without having obtained a credit certificate (decree on flexibility, Art 52).

6. Announcement of the examination results

Article 6.1 Communicating examination results to students

1. The examination marks are not communicated to the students until after the examination period. However, in accordance with Art. 1.2 section 3, the results of partial evaluations may be announced. The examination marks are not final until the Examination Board has fixed them in accordance with Art. 3.3 lid 2.

The examination marks that have been laid down by the Examination Board cannot be modified, except for material errors or disputes.

2. If an examination period is not immediately followed by a deliberation, the Student Administration shall inform every student of the examination marks that they obtained in the preceding examination period (including the results of the partial examinations described in Art. 1.2 section 2). They shall do this as soon as possible by means of ‘my student file’ (see Art. 2.3 section 1).

3. If an examination period is followed by a deliberation, the examination marks shall be included in ‘my student file’ no later than the day after the deliberation or, if necessary, after the public announcement of the results. If applicable, ‘my student file’ shall also contain the decision of the Examination Board with regard to passing a deliberation package or a programme.
4. The decision of an Examination Board for the entire programme (i.e. passed and degree of distinction) is 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 inspect their examination copy and ask the examiner(s) for feedback. In such feedback sessions, the examiner(s) need(s) to clarify the grounds for the obtained examination mark. A request for inspection may be submitted after the announcement of the (provisional) examination results and until the end of the academic year in question.

After a deliberation, students have the right to inspect their examination copy and ask for feedback within 5 calendar days after the deliberation.

2. Before the date of the deliberation, the students are informed when the examiners, or the persons appointed by them, are available after the deliberation or public announcement of the results in order to give feedback on the 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) for at least three months after the deliberation on the involved package. 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 fundamentally valid for an unlimited amount of time at the institution where the credit certificate was obtained (*decree on flexibility, Art. 31, §3*).

2. The Examination Board may impose a refresher course on students who obtained a credit certificate more than 5 calendar years ago and now wish to obtain the diploma of the programme. The period of 5 calendar years is calculated starting from the first day of October after the month in which the credit certificate was obtained (*decree on flexibility, Art. 31, §3*).

7. Special provisions concerning specific programme components

**Article 7.1 Bachelor- en 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 programme component.

**Article 7.2 Work placements**

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

**Article 7.3 Group assignments**

1. If the evaluation of a programme component involves a group assignment, the following information needs to be communicated to the students, in addition to the provisions in Art. 1.2 section 3:
   - the assessment criteria;
   - the different stages of the assignment;
   - the tasks and role of the different group members;
   - the extent to which attendance of the group members is required;
the measures that will be taken if a student fails to fulfil the stated obligations.

If a group counselor 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. Examinations taken at another institution of higher education

Article 8.1 Modalities, examination results and second examination opportunity

1. If a student is taking programme components at another domestic or foreign institution of higher education, in accordance with the conditions stipulated in the education regulations, the examination for these programme 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, and it shall be communicated to the student before he leaves.

3. If a student failed to obtain a credit certificate for a programme component that he took at a foreign institution of higher education, the Examination Board may grant him permission to take an examination for an by the Examination Board determined equivalent programme 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 of 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 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.

The examiner/supervisor shall provide the chairman of the Examination Board with a formal report of the events, as well as any items that have been confiscated. The chairman shall notify the authorised ombudsperson.

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, work
placements, 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 ombudsperson 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 chairman of the Examination Board shall hear the student and the examiner/supervisor separately on the events, in the presence of the ombudsperson. 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 deliberates on the irregularity within 10 calendar 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 may request to be heard by the Examination Board and may also seek legal counsel. The student and/or his legal counsel do not have the authority to submit any conclusions or written defences.

3. The Examination Board shall decide whether an irregularity in fact did take place, or not.

4. If the Examination Board 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 shall set the date of the exam, in consultation with the student and the coordinating lecturer.

5. If the Examination Board rules that an irregularity did in fact occur, it will assess its severity. Depending on this assessment, the Examination Board may take one of the following sanctions:
   - a modified examination mark; 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 programme component;
   - no examination marks for all the programme components in the period involved, which in this case means that the examination opportunity has been used up for these particular programme components; however, if it is the first examination opportunity, the Examination Board may still decide to retain the examination mark for particular (parts of the) programme components;
   - if it is the first examination opportunity of an academic year, the Examination Board may declare the obtained examination marks invalid and may forbid the student to take up the first examination opportunity for the programme components belonging to the enrolment of that academic year; yet, the Examination Board may still decide to retain the examination mark for particular (parts of the) programme components. In addition, the Examination Board may forbid the student in question to take up the second examination opportunity.

6. The Examination Board needs to provide sufficient grounds to substantiate its decision and shall inform the student within 5 calendar days after the deliberation (by registered mail).

7. If the irregularity in question is extremely severe in nature or has occurred repeatedly, the Examination Board may request the rector to deny the student 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 registered mail).

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 5 calendar days, starting from the day after the student in question was informed of the decision.

9. If the chairman of the Examination Board is personally involved in the case, he is replaced by the secretary of the Examination Board.
10. Material errors

Article 10.1 Material errors identified before or during a deliberation

1. If a material error is reported before a deliberation of the Examination Board, the coordinating lecturer communicates the correct examination result to the Student Administration. If the examination results have already been announced to the student, the Student Administration notifies the student of the corrected examination result through ‘my student file’.

2. If a material error is suspected or reported during the deliberation, it is remedied during the deliberation if this is possible. Otherwise, Art.10.2 applies.

Article 10.2 Material errors identified after a deliberation

1. If a material error is suspected or reported after a deliberation, this needs to be formally announced to the chairman of the Examination Board within 10 calendar days, starting from the day after the decision was taken (decree on legal position, Art. II.12).

2. If an error does not affect whether or not a student passes a programme component, a deliberation package or the programme, and does not influence the degree of distinction either, it shall be remedied by the chairman and the secretary of the Examination Board. If the examination results have already been announced to the student, the Student Administration notifies the student of the corrected examination result. The chairman shall formally inform the Examination Board of these events.

3. If, however, an error might affect the obtained result as described in section 2, the Examination Board needs to take a decision within 10 calendar days after the complaint 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 ombudsperson.

2. The chairman and the ombudsperson mediate in order to resolve the conflict (or, if the chairman is personally involved in the case, the secretary 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 5 voting members: per Faculty one tenured autonomous academic staff member with an academic assignment of at least 50%, and one outside jurist to preside the Committee. In addition, for every autonomous academic staff member, a replacement is appointed. A staff member of education shall act as secretary (without the right to vote).

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 half the (voting) members are present.

3. The Internal Appeals Committee draws up its own regulations.

Article 1.2 Study progress decisions
(decree on legal position regulations, Art II.1)

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 programme components or an entire study programme should be passed;
   b. an examination disciplinary decision, i.e. an sanction that has been imposed as a result of certain events during an examination;
   c. granting an exemption, i.e. removing the obligation to take an examination for a (part of a) programme component;
   d. a decision imposing a bridging and/or preparation programme and establishing the study load of such a programme;
   e. imposing a measure of study progress monitoring;
   f. refusing a student with an individualised study programme to take up a particular programme component in the diploma contract for which he has not registered before.
   g. a decision from a university board about the equivalence of a foreign diploma, taken by implementation of article 69, section 3 of the Structure decree
   h. a decision concerning the equivalence of a foreign diploma of higher education with a Flemish diploma of higher education, taken pursuant to article 88 of the Structure decree
   i. a decision at which in case of circumstances beyond one's control no specially adapted Examination Regulations are possible because of organizational raisons.

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 (decree on legal position regulations, Art II.13).

2. Any formal internal appeal needs to be filed within 5 calendar days, starting from the following days:
   - if an examination decision is concerned, as mentioned in Art. 1.2 section a, the day after the student could have gained knowledge of the decision (through 'my student file') after the deliberation in June/July or September (or in January/February if Art. 1.3 section 8 of the Examination Regulations applies);
   - if another study progress decision is concerned, the day after the student could have gained knowledge of the decision.
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 indicated on the website.

4. The appeal is filed by registered mail. The date of the appeal is the date of the postmark of the recorded delivery. The appeal shall contain at least the following information:
   - name and postal address of the student filing the appeal;
   - 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 chairman of the Internal Appeals Committee decides whether the filed appeal is admitted or dismissed. If the appeal is dismissed, the student is notified by registered mail within 15 calendar days, starting from the day after the appeal was filed.

3. If an appeal is admitted, the chairman immediately calls a meeting of the Appeals Committee. The Appeals Committee then hears the student, who may seek legal counsel. The Committee may also hear any other persons involved.

4. The Internal Appeals Committee shall make a well-founded decision to dismiss the internal appeal or reverse the study progress decision. If the Appeals Committee reverses a study progress decision, it may instruct the Examination Board, or any other body that took the decision in question, to take a new decision that fulfills the conditions set by the Appeals Committee. The Appeals Committee shall inform the student of its decision.

   The Examination Board, or any other body that took the decision in question, communicates its decision to the student by registered mail. It shall do so within 15 calendar days, starting from the day after the appeal was filed. In addition, it shall deliver a copy of this decision to the chairman of the Appeals Committee.

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 fifth day after the day the student was notified of the internal decision. Appeals against decisions mentioned in Art. 1.2 section 1 g and h are filed at the Council within 30 days, starting from the day after cognizance 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 5 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 on which later date she will pronounce sentence. In this case the expiration term of 5 calendar days for appeal with the Council starts the day after this date.

**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. Before a student files an appeal with the Council, he needs to file an internal appeal first.
3. Ombudspersons

Article 3.1 Appointing ombudspersons

1. On the advice of the relevant Education Management Team, the Faculty Board shall appoint at least one ombudsperson per study programme at the start of the academic year (one and the same ombuds for several programmes is possible). Academic staff members or staff members with relevant experience in educational matters may act as ombudspersons. For each ombudsperson, a replacement is appointed.

2. The rector shall appoint a central ombudsperson.

Article 3.2 The assignment of ombudspersons

1. The ombudspersons 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 (decree on legal position regulations, Art.II 9).

2. The ombudsperson is bound to safeguard the confidential nature of all meetings and conversations.

3. The ombudsperson of the programme acts as a contact person and mediator in issues related to education and examinations.

   The specific assignments of the ombudsperson (of the programme) concerning examinations and study progress decisions are listed in the examination regulations (see Art 1.3 section 9, 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 committee that evaluates the educational care and eliminates any critical education-related bottlenecks (see Art. 1.5 of the education regulations). The ombudsperson may attend the meetings of the evaluation committee.

4. The ombudsperson (of the programme) is not allowed to act as a mediator in disputes concerning programme 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 ombudsperson.
Appendix: Admission tests

Admission test Bachelor of Mathematics, Physics, Chemistry or Biology

For those who do not meet the general admission requirements, the admission test for the Bachelor's programme of Mathematics, Physics, Chemistry or Biology contains the following subjects: mathematics, physics, chemistry, biology, Dutch and English at the general secondary school level. A more detailed description of the study material is available on demand.

Admission test Bachelor of Information Sciences

For those who do not meet the general admission requirements, the admission test for the Bachelor's programme of Information Sciences contains the following subjects: mathematics, Dutch and English at the general secondary school level. A more detailed description of the study material is available on demand.

Admission test Bachelor of Biomedical Sciences

For those who do not meet the general admission requirements, the admission test for the Bachelor's programme of Biomedical Sciences contains the following subjects: mathematics, physics, chemistry, biology, Dutch and English at the general secondary school level. A more detailed description of the study material is available on demand.

Admission test Bachelor of Applied Economic Sciences, Business Engineering and Business Engineering in Management Information Systems

For those who do not meet the general admission requirements, the admission test for the Bachelor's programme of Applied Economic Sciences, Business Engineering and Business Engineer in Management Information Systems contains the following subjects: mathematics, Dutch, English, French and informatics at the general secondary school level. A more detailed description of the study material is available on demand.

Admission test Bachelor of Transportation Sciences

For those who do not meet the general admission requirements, the admission test for the Bachelor's programme of Transportation Sciences contains the following subjects: mathematics, Dutch, English and informatics at the general secondary school level. A more detailed description of the study material is available on demand.

Admission test Bachelor of Law

For those who do not meet the general admission requirements, the admission test for the Bachelor's programme of Law is determined by the board for the study programme in Law.