2017-2018

Education, examination and legal position regulations for students at Hasselt University and tUL
Education, Examination and Legal Position Regulations for Students (EEL Regulations) at Hasselt University and tUL

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

Applicable to all programmes and postgraduates of Hasselt University/tUL.

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

contact moments  Each form of education where students come into contact with a member of the teaching staff or a tutor.

degree  The title of Bachelor, Master or Doctor that is awarded by means of a diploma after a student has completed a 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”, “of arts” or “of laws” 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 oriented 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/postgraduate in which the student intends to use this certificate.

primary enrolment
The lowest enrolment of a student with multiple enrolments in different programme levels within one academic year or the first enrolment of a student with multiple enrolments in equal programme level within one academic year.

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/postgraduate, and/or
- the study load of the programme/postgraduate, 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.

programme pathway
A structural unity within the educational offer that aims to broaden/expand the competencies that are obtained upon completion of a bachelor or master programme and which leads to a postgraduate certificate.

sequentially
The rules on the taking-up or passing a programme component or a programme before one can enrol for another programme component or another programme.

specialisation
The differentiation in a study programme with a study load of at least 30 ECTS credits.
<table>
<thead>
<tr>
<th>term</th>
<th>definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>standard study programme</td>
<td>Study programme with a study load of 54 to 66 ECTS credits per programme year.</td>
</tr>
<tr>
<td>student file</td>
<td>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.</td>
</tr>
<tr>
<td>study load</td>
<td>The number of ECTS credits that are awarded to a programme component or a programme.</td>
</tr>
<tr>
<td>study pathway</td>
<td>The way in which the programme is organised.</td>
</tr>
<tr>
<td>tuition fee</td>
<td>The amount of money that a student needs to pay in order to participate in the educational activities and/or examinations.</td>
</tr>
<tr>
<td>working days</td>
<td>All week days from Monday through Friday with the exception of the periods free of education and examinations as marked in the faculty’s academic calendars.</td>
</tr>
</tbody>
</table>


Education regulation

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.

5. A postgraduate is a programme pathway that aims to broaden and/or expand the competencies obtained upon completion of a bachelor or master programme. A postgraduate carries a study load of at least 20 ECTS credits.

**Article 1.2 Programme components and their study load**

The learning outcomes of the programme/postgraduate 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 faculty’s academic calendars, which can be consulted on the website of Hasselt University.

2. The education and examination periods and recesses for postgraduates are laid down in the academic calendars, which can be consulted on the website of SEE (Hasselt University – School of Expert Education).
Article 1.4 Curriculums – Education Management Team (OMT)

1. Within a general policy framework at the institutional level, the faculty 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. Within the EEL-regulations the School Board of SEE will perform the tasks of the faculty Board for the postgraduates.

2. For each programme/postgraduate, an Education Management Team (Dutch: OMT) is set up (for Bachelor’s programmes and consecutive Master programmes or a language equivalent programme, the same Education Management Team can be installed). 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.

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

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

Within a general policy framework, the Education Management Team 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 meeting for quality control

1. Each Education Management Team sets up evaluation meetings for quality control within the study programme. An evaluation meeting includes at least three students and preferably two academic staff members (of which one is a member of the Education Management Team) and one study career coach; the academic staff members may vary depending on the educational period. The ombuds person (see Legal position regulations, art.3.1) may also be a member of the evaluation committees. The evaluation meetings preferably take place in the middle of the educational period.

2. One member of the Education Management Team is also part of the evaluation meetings.

3. The evaluation meeting is authorised to carry out the following activities as part of internal quality control:
   - evaluating the education care within each education period;
   - solving urgent educational bottlenecks, in consultation with the members of staff involved.

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

Article 1.6 Information per programme/postgraduate in the study guide

1. The study guide contains at least the following information for each programme/postgraduate (Codex higher education art. II.221):
   - 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 sequentiality and learning outcomes;
   - the study programme and the subdivision into programme components;
- the organisation of the programme in standard study programmes 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/postgraduate component in the study guide**

1. The study guide contains at least the following information for each programme component *(Codex higher education art. II.221)*:
   - the study load expressed in ECTS credits;
   - the language of instruction;
   - the objectives;
   - the sequentiality and learning outcomes;
   - the information concerning the examination/evaluation, in accordance with art. 1.2 section 1, 2 and 3, art. 1.5 section 1, art. 2.2 section 2, art. 7.1 and art. 7.2 of the examination regulations;
   - the number of examination opportunities per programme component; in accordance with art. 1.3 section 2, 4 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 Language of instruction initial bachelor’s and master’s programmes** *(Codex higher education Part 2, Title 4, Chapter 8)*

1. The university’s language of instruction is Dutch. In the initial bachelor’s and master’s programmes, an instruction language other than Dutch may be used, in conformance with the stipulations in this paragraph (2. Language regulations). If a programme wishes to use this option, the guarantees concerning quality and democratisation, as stipulated in article 2.2, must be fulfilled before February 15, 2015.

2. A language other than Dutch may be used in the bachelor’s and master’s programmes in:
   a. programme components that have a foreign language as their subject and that are taught in this language;
   b. programme components that are taught by foreign-language visiting professors;
   c. foreign-language programme components that are taken in accordance with art. 9 at another institution of higher education;
   d. programme components that have an explicitly motivated decision that shows the added value for the students and the employment market and the functionality for the programme.

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

4. A foreign-language initial master’s programme is an initial master’s programme of which the study load of the programme components, expressed in ECTS credits, offered in a language of instruction other than Dutch in the standard study programme is greater than 50% of the total study load of the programme components offered in that programme, expressed in ECTS credits,
in the standard study programme. Furthermore, a non-foreign-language initial master's programme is considered a foreign-language initial master's programme if evaluation by the Flemish Government shows that more than 33% of the graduates acquired more than 50% of their ECTS credits in programme components taught in a language other than Dutch, or if evaluation by the Flemish Government shows that during two consecutive academic years at least 25% but no more than 33% of the total number of graduates in a non-foreign-language master's programme acquired more than 50% of their ECTS credits in programme components taught in a language other than Dutch. The programme components mentioned in paragraphs 2, a and c are not included in the calculation of the boundary of 50%. (Codex higher education art. II.261 §3 and art. II.268 §2)

5. The programme components that are taught in a language other than Dutch are mentioned in the study guide. The faculty will monitor the use of a foreign language.

6. An institution can only offer a foreign-language initial bachelor's or master's programme if these concern study programmes which are specifically designed for foreign students or if the added value for the students and the employment market and the functionality for the programme can be sufficiently demonstrated.

7. The institution can offer a foreign-language initial bachelor's or master's programme on the condition that an equivalent initial bachelor's or master's programme, in which the student can follow the study pathway completely in Dutch, is offered within the Flemish Community. The programme components mentioned in paragraphs 2, a and c are not taken into account in this matter.

8. Except in the cases where an exemption for the equivalence condition was granted, the students must at all times be guaranteed an equivalent initial bachelor's or master's programme within the Flemish Community. Deviating from paragraph 7, the university board can freely offer initial foreign-language bachelor's or master's programmes if and only if these are study programmes designed specifically for foreign students within the framework of the International Course Programme of developmental collaboration, or if it concerns foreign-language initial bachelor's or master's programmes selected in accordance with the stipulations of a European programme to promote international collaboration in higher education and in which the goals are multiple degrees or joint degrees. (Codex higher education art. II.265 §1)

**Article 2.2 Requirements concerning quality and democratisation**

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

1. Each member of the teaching staff and of the academic staff, burdened with an education assignment, must have adequately mastered the language of instruction in which he teaches a programme component. This means that the staff member must have a command of the language at the CEFR level C1. This required proficiency level of the language of instruction is demonstrated by qualification certificates issued by recognised institutions that show that the staff member has a command of the language of instruction at the required level. The required proficiency level will be presumed if the concerning staff member has acquired a diploma of secondary education or a bachelor's or master's degree or doctorate in the language of instruction in which he teaches, at an institution, which has this language as the language of instruction.

2. Each member of the teaching staff and of the academic staff, burdened with an education assignment, who does not teach programme components in Dutch must have a command of the Dutch language at CEFR level B2. This requirement must be met within five years after being hired or at the moment of tenure. The institution provides a mandatory integration process that ensures that each member of the teaching staff commands the Dutch language at ERK-A2 two years after he was first hired. The required proficiency level of Dutch will be presumed if the concerning staff member has acquired a bachelor's or master's degree or doctorate in Dutch at a non-foreign-language programme. Furthermore, the required Dutch proficiency level (B2) is presumed for members of the teaching staff and the academic staff, burdened with an education assignment, who:
   1° have tenure before 2013-2014;
   2° are appointed before 2013-2014 with a view to have tenure;
   3° are appointed before 2013-2014 for an indefinite period.

(Codex higher education art. II.389)
3. The institution will provide the members of the teaching staff and of the academic staff with suitable facilities, among which an accessible and satisfactory offer of Dutch and foreign-language courses and language counselling provisions.

4. Without prejudice to the stipulations of articles 3.1 and 3.2 of the Education Regulations, the institution will provide students in an initial bachelor’s or master’s programme with foreign-language programme components or in a foreign-language bachelor’s or master’s programme with the opportunity to test their language skills in this foreign language.

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

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

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

This requirement can be deviated from in the following events:

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

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

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

Article 2.3 Post-initial programmes (Codex higher education art. II.267)

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

3. Admission requirements

Article 3.1 Admission requirements concerning proficiency in Dutch (Codex higher education art. II.193)

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

2. The following students are exempted from taking a Dutch language proficiency test:
   - students who have successfully completed at least one year of secondary education in Dutch;
   - students who 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 a certificate that shows they have acquired at least CEFR level B2 (or an equivalent);
   - students who have obtained a Dutch certificate awarded by one of the partners of the Limburg Association of Higher Education.
3. In contravention to the provisions in sections 1 and 2, 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 exam type Educational Professional (Educatief Professioneel) (before, PAT).

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

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

**Article 3.3 General admission requirements for a Bachelor’s programme**
*(Codex higher education art. II.178)*

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

These general admission requirements need to be met upon enrolment.

2. The rector may admit students with a diploma or certificate from outside the European Union that has not been recognised as being equivalent (see section 1, e). However, this is only possible if the document in question grants access to a Bachelor’s 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 Deviant 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 on December 31 of the academic year of the intended enrolment, he may be admitted for a Bachelor’s programme after an investigation of admission conducted by the admission committee of the Limburg Association of Higher Education.

2. The candidate students shall file their request to the Student Administration of Hasselt University. Hasselt University investigates, on behalf of the association, if the candidate can be admitted to the deviant admission procedure.

3. There are at least 2 periods annually for the investigation of the request for admission based on deviant admission requirements. The application of the candidate should follow the procedure and deadlines as described on the website of AUHL (www.auhl.be). Candidates can only participate once in an investigation of admission for the purpose of enrolment in a particular academic year.
4. The admission committee is composed on association level, conducts the admission investigation and renders its verdict.

5. The candidates who pass the investigation of admission will receive a proof of admission. This proof of admission has, in general, unlimited validity. If the proof of admission is older than 5 years, Hasselt University reserves the right to impose an update to the candidate. The granted admission after the deviant admission procedure is a general, not programme-specific admission to higher education.

6. No cost will be charged for participation in the investigation of admission.

7. A candidate-student who obtained diplomas abroad, which are eligible for being considered as equivalent, but is unable to present his official certificates due to humanitarian reasons (refugee of candidate-refugee) can proof by all means of law that he possesses the right qualifications. If it seems impossible to submit conclusive evidence, the candidate will be referred to the deviant admission procedure, regardless of his age.

Article 3.5 Special admission requirements for the Bachelor of Medicine

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 Flemish 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 Flemish academic Bachelor’s programmes, a preparation programme may be staged. (Codex higher education art. II.182)

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 Flemish 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. (Codex higher education art. II.183).

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. (Codex higher education art. II.183).

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 (Flemish) Bachelor’s diploma, which may or may not grant direct access to a Master’s programme, can enrol 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. (Codex higher education art. II.198).

10. Students who have not yet obtained their professional bachelor diploma, can only enrol for programme components from a bridging programme or for a bachelor programme with a reduced study load (bachelor with reduced study load) if they are less than 30 credits away from obtaining their professional bachelor diploma. Students can file a request through the study career coach with the chairman of the examination committee. The chairman of the examination committee decides on the request.

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

1. Those who possess a diploma of higher education obtained outside the Flemish Community can, after the admission investigation mentioned in section 3, be exempted from the prescribed requirements with respect to the preliminary education as far as the diploma obtained and the specific programme profile of the student:
   - is of sufficient level;
   - to the control of authenticity of the diplomas and certificates concerned is met, as far as measures are ordained by the Flemish Government; in this matter the provisions and principles of the Treaty of the Council of Europe and the UNESCO concerning the recognition of diplomas of higher education in the European Region, drawn up in Lisbon as far as the country of origin also ratified the Treaty, are respected (Codex higher education art. II.192).

2. Persons who are no longer able to submit their study certificate, can be admitted to the subsequent programme based on humanitarian reasons and after an investigation of admission.

3. The investigation of admission referred to in section 1 and 2 may vary with each programme and is conducted by the Examination Board’s Office 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. If applicable, the permission for enrolment can be made dependent on the successful completion of a specifically designed preparation programme.

4. The request for admission shall be filed within the time limits mentioned on the website.

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

Article 3.6 tris Admission requirements for a postgraduate

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

Article 3.7 Admission to separate programme components

1. Both students who meet the admission requirements stipulated in art. 3.3, 3.6, 3.6bis, as students who do not meet these admission requirement are allowed to enrol for separate 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. Elements such as prerequisites and language can be decisive. The request for admission concerning separate
programme components should be filed with the chairman of the Examination Board through the 
study career coach. This investigation shall be conducted by the Examination Board’s Office 
(Codex higher education art. II.191). For programme components belonging to several 
programmes/postgraduates the chairmen involved make an arrangement.

Article 3.8 Learning account

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

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

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

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

   In some cases, departures are possible:
   - the student has insufficient learning account to enrol for at least 1 programme component;
   - a student wishes to increase its enrolment with a limited number of ECTS credits in the context of maintaining its right to child allowance;
   - a student in the year of graduation wishes to enrol for the remaining ECTS credits in the context of obtaining his diploma.

   To do so, the student shall file a substantiated request with the study career coach. Subsequently the director of education decides for how many ECTS credits the student may enrol at most.

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

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

4. Enrolment and tuition fees

Article 4.1 Enrolment and tuition fees

1. Students may enrol insofar as they meet the admission requirements that are determined by decree and the provision in art.3 of these education regulations.

2. Students may enrol for:
   - one or more programmes/postgraduates simultaneously, and/or
   - one or more programme components from one or more programmes/postgraduates, and/or
   - a bridging or preparation programme. (Codex higher education art. II.196)

3. Students should 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 by way of diploma contract/credit contract, they need to do so before the educational activities for those particular programme components start. The enrolment in separate programme components by way of exam contract must be done utterly 2 weeks before the start of the exam period of the first exam opportunity of the programme component. The enrolment period for postgraduates will be mentioned on the website of the relevant postgraduate.
For late enrolment, a formal request needs to be submitted, through the study career coach, with the chairman of the Examination Board who will decide whether the student can still enrol.

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

5. The Board of Governors annually takes note of the tuition fees for Hasselt University programmes as governed by the Codex Higher Education and lays down the tuition fees of the tUL programmes at campus Hasselt University. The Board of Governors also lays down the terms of payment for Hasselt University programmes and tUL programmes. More information can be found on the website. The Board of Governors of SEE annually sets the tuition fees for postgraduates. The terms of payment will be developed in the specific conditions for postinitial education at Hasselt University ('Dutch: specifieke voorwaarden voor postinitiële vorming aan de UHasselt'). These conditions can be consulted on the SEE-website.

5. Contracts

Article 5.1 Entry agreement

1. Upon enrolment at Hasselt University, students enter into an entry agreement. The enrolment agreement can be dissolved unilaterally by the Hasselt University if a student has not paid their tuition fees within the term stated in the 2nd reminder. This does not relieve the student from the obligation to pay the tuition fee. The student can unilaterally terminate his study contract by deregistering for the programme, possibly without repayment of the tuition fee and with loss of ECTS credits in his learning account.

2. The payment of a postgraduate tuition fee has to take place before the start date of the programme pathway, unless agreed otherwise. SEE can deny students who do not pay on time access to its seminars and if applicable, deny them the right to participate in exams. Students can choose one of the contract types below (Codex higher education art. II.199):

- A diploma contract is concluded to obtain a degree or a diploma for a programme or a bridging or preparation programme, or a postgraduate.

- 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.

- 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.

3. 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.

4. When enrolling under an exam contract, students are in theory not entitled to take part in the educational activities or to utilise the auxiliary educational facilities.

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

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

6. A student cannot combine a diploma contract and an exam contract (to obtain a diploma) for multiple programme components of the same programme in one academic year.
If a student wishes to combine a diploma contract and an exam contract (to obtain a credit) for multiple programme components of the same programme in one academic year, the credits obtained under exam contract (to obtain a credit) are withdrawn as an exemption into the diploma contract in the next academic year.

**Article 5.2 Information in the contracts**  
*(Codex higher education art. II.201)*

1. Information in the diploma contract:
   - the diploma that the student intends to obtain and the objectives of the study programme;
   - the study load of the programme/postgraduate;
   - 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. If a student wishes to alter his contract type in the course of an academic year *(Codex higher education art. II.202)* he shall submit a substantiated request, through the study career coach, with the chairman of the Examination Board who then decides.

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

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

**6. Study pathways and the composition of individual students’ year programme**

**Article 6.1 Study pathways**

1. The abovementioned contracts set down the study pathway. The study pathway determines the provisions on study load, deliberation and study progress monitoring:
   - by way of a standard study programme for a group of students;
   - by way of an individualised study programme for one particular student.
In some programmes a special study pathway for working students is available.

A student is responsible for requesting his initial study pathway before October 20 of the current academic year. If a student files his initial study pathway after this date, the chairman of the Examination Board can link consequences to the late request (for example not being able to enrol in programme components which have progressed too far).

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

2. When students deviate from a standard study programme, 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-level sportspersons);
   d. in the event of transitional measures 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/postgraduate and/or programme components.

2. A student may take a maximum of 68 ECTS credits per academic year (based on the sum of all his study contracts in one academic year at Hasselt University/tUL). In exceptional cases, the Examination Board’s Office can allow a student to take more ECTS credits, for which a student must file a substantiated request, through the study career coach, with the Chairman of the Examination Board.

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

3. For individualised study programmes, students present their year programme, though the study career coach of the 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 study programme 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, through the study career coach, with the chairman of the Examination Board who then decides. This request must be filed before the start of the educational activities of the concerned programme component(s).

3. Students may deregister from a programme component until half of the education period in which the programme component is lectured. Deregistration for a programme component which is spread over all education periods in an academic year, is possible until 15 December. If the programme component is spread out over more than one education period, students may deregister until half of the first education period of the programme component. The deregistration date of each education period is annually set in the faculty’s academic calendar.
Deregistration for programme components in a postgraduate is not possible.

4. The terms of payment and reimbursement of the tuition fee for programmes, pursuant to the increase or decrease in ECTS credits within a study contract, are reviewed annually by the Board of Governors. More information on this can be found on the website. The terms of payment and reimbursement of the tuition fee for postgraduates can be consulted on the SEE-website.

5. Any changes in the number of selected ECTS credits are processed in students' individual learning account.

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

**Article 6.4 Deregistration from a 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.

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

**Change of programme/specialisation**

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

   Students may change their specialisation in the course of the academic year. To do so, they need to submit a motivated request with the chairman of Examination Board.

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 students' 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. (Codex higher education art. II.204§2)

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

**7. Exemptions**

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

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

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

1. The authorised Examination Board’s Office grants exemptions for certified competencies. For this, it shall conduct an inquiry on the basis of the following documents:
- a credit certificate that was obtained at Hasselt University or another institution;
- a previously acquired qualification that was corroborated by means of a study certificate other than a credit certificate;
- a previously acquired competency, i.e. an aptitude certificate awarded by the validating organisation.

2. In exceptional cases, the Examination Board’s Office may decide to impose an aptitude test before it grants any exemptions on the basis of previously acquired qualifications. The Board shall justify why they believe that this test is necessary and shall refer the applicant to the validating organisation of the association.

Article 7.3 Procedure

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

   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. Alternatively, he may recommend an aptitude test in accordance with art. 7.2 section 2.

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

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

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

Article 7.4 Second enrolment for the same study programme

1. If a student wishes to enrol 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 (Codex higher education art. II.244).

8. Students in special circumstances
**Article 8.1 Students in special circumstances**

1. Students in special circumstances are students with a physical or psychological functional impairment, top-level sportspersons, working students, student artists, student representatives, student-entrepreneurs and students in other special circumstances.

2. There are institution-wide minimum facilities for students as referred to in section 1 in function of their special circumstances.

3. 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 request for examination facilities must be made no later than 15 working days before the start of the examination period concerned.

4. The Examination Board’s Office decides whether or not to grant extra facilities or to grant facilities to other students in special circumstances than the ones mentioned in section 1.

5. A student with a functional impairment may file an internal appeal against the decision of Hasselt University/tUL to refuse reasonable adjustments to his functional impairment. The student files this appeal with the internal appeals committee of the Hasselt University/tUL (Art. 1.1 Legal Position Regulation) in accordance with the procedural requirements laid down in Art. 1.3 Section 4 Legal Position Regulation, within a period of seven calendar days following the date of notification of the decision to the student. The appeal will be handled in accordance with the internal appeals procedure in Art. 1.4 Legal Position Regulation.

**9. Programme components at other institutions of higher education**

1. Students may submit a substantiated request with the Examination Board’s Office 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, an interuniversity agreement among the Flemish universities, or any agreements in the framework of the Erasmus Lifelong Learning Programme).

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

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


Examination regulation

1. Evaluation methods and organisation of examinations

   Article 1.1 Examination periods

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

   Article 1.2 Evaluation: methods and agreements

   1. An examination is any evaluation of the extent to which a student on the basis of his study has acquired the competencies that are connected with a particular 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 exam result 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 exam result;
   - if applicable, the announcement of the marks for partial evaluations;
   - 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 second examination opportunity will either be performed with a different evaluation method, or is not possible (see also art.1.3, section 4).

   In order to receive an exam result for the entire 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.

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

**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 non-existent.

2. In order to take part in an examination, students may be required to sufficiently attend certain educational and learning activities. On the advice of the Education Management Team and the coordinating lecturer, the Faculty Board shall determine to which programme components such a requirement applies and shall include this information in the study guide.

**Examination opportunities per programme component**

3. In principle, for each programme component for which they are enrolled students have the right to two examination opportunities in the course of the academic year in order to obtain a credit certificate (Codex higher education art. II.223).

4. If the nature of the 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 (Codex higher education art.II.223).

**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).

6. (abolished since 2013-2014)

**Second examination opportunity in an academic year**

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

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

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

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

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

8. Students who are able to graduate before February by taking an exam earlier, file a formal request, through the student career coach, with the chairman of the Examination Board and this before 30 October. A student can ask the chairman of the Examination Board to deviate from this deadline, based on a well-founded request. The decision of the chairman of the Examination Board is communicated to the student in question by 15 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). The student will automatically be registered for those examinations.

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

Circumstances beyond one's control

9. If a student is unable to partake in one or more exams or educational activities with mandatory presence as stipulated in art.1.3 paragraphs 5, 7 and 8, because of circumstances beyond one’s control, this must be reported to the student administration within three office days after the day of the first missed examination/mandatory educational activities, and must be supported by valid evidence. A medical certificate is considered valid evidence provided that it was written by a physician no later than the day of the illness or accident itself. A certificate that only reports the student’s testimony (dixit certificate) or a certificate written after the illness (post-factum certificate) is not accepted as evidence. The chairman of the Examination Board will inquire whether the student is able to take the exam at a later time.

Deadlines for papers/projects

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

Article 1.4 Exam schedules during the examination periods

1. The exam schedules are announced at least four education weeks before the beginning of the examination period. The exam schedules of the second examination opportunity are announced 11 July at the latest.

2. The exam schedules expressly state the names of the coordinating lecturers, the chairman of the Examination Board and the ombuds person.

3. Examiners and students are not allowed to deviate from the fixed exam schedules. An examination can only be moved because of weighty causes. Any decisions to move examinations shall be taken by the chairman of the Examination Board, in consultation with the ombuds person and the coordinating lecturer, who will then make new arrangements.

Article 1.5 Location and duration of examinations

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

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

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

**2. Examiner and exam results**

**Article 2.1 Examiner**

1. An examiner is anyone who is involved in the evaluation of the extent to which a student has acquired the competencies that are connected with (parts of) a particular 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 co-lecturer, 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 exam results**

1. The exam result 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 exam result for a programme component shall always be a whole number with a maximum value of 20 (Codex higher education art. II.225).

4. Reference points for assigning exam results are the following:
   - 0 up to and including 9: unsatisfactory (see also article 4)
   - 10 up to and including 13: satisfactory
   - 14 - 15: good
   - 16 - 17: very good
   - ≥ 18: excellent

5. Students pass a programme component if they obtain an exam result of at least 10 out of 20 or if they are assigned a non-numerical ‘pass’ mark. If this is the case, they will obtain a credit certificate for this programme component.

6. Unless another, transparent rule to round up exam results is communicated in the ECTS-description for a programme component, the final exam result for a programme component will be rounded up conform the normal rules for rounding up decimals: rounding up from 0.50 till 0.99 and rounding down from 0.01 till 0.49. A coordinating lecturer who uses a different rounding rule, delivers the rounded up final exam results to the student administration.
Article 2.3 Administrative processing of exam results

1. After every examination period following an education period, the coordinating lecturer needs to deliver the exam results to the Student Administration at the latest one working day (24 h) before the meeting of the Examination Board’s Office (guideline: 10 working days after the end of the examination period in question).

3. Examination Board: composition, operation and competences

Article 3.1 Composition of the Examination Board

1. For each programme/postgraduate, one Examination Board is composed. For a language equivalent programme the Examination Board can be identical. With the exception of the Examination Board for the bridging and preparation programme for the Master in business administration, the Examination Board for bridging and preparation programmes is identical to the one for the consecutive Master's programme. For the bridging and preparation programme for the Master of business administration, the Examination Board for the bachelor of business administration is the competent Examination Board.

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/Board of Governors of SEE on the composition of Examination Boards, including the appointment of a chairman, vice-chairman and a secretary, for the programmes that fall under their jurisdiction. However, it is the Board of Deans/Board of Governors of SEE that decides.

3. An Examination Board for a programme 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.

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

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

5. The examination Board will be assisted by the study career coach of the programme.


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

Article 3.2 Deliberation and report of the Examination Board

1. Per academic year at least two meetings of the Examination Board are scheduled: in June/July and in September.
2. Every member of the Examination Board has one vote. The ombuds person is not a member of the Examination Board, but merely attends the meetings with an advisory vote.

3. An Examination Board is in its meetings only allowed to take binding decisions with regard to students if at least half of its members are in attendance.

4. Any decisions during Examination Board meetings shall be taken unanimously if none of the members’ present demand a vote by show of hands or a secret ballot. The ombuds person is also allowed to demand a vote. If there is a vote, the Examination Board shall decide with a regular majority of votes. Any abstentions or invalid votes shall be considered as non-existent. If the votes are evenly divided, the Board shall decide in favour of the student or conform his request.

5. Members of the Examination Board are not allowed to participate in deliberations and decisions with regard to relatives in the first, second or third remove nor anyone they are living with or the relatives in the first, second or third remove of that person.

6. The members of the Examination Board and any other persons involved are bound to safeguard the confidential nature of the meeting.

7. All the decisions of the Examination Board are recorded in a report, including the motivations behind departures from general rules. This report shall be signed by the chairman and the secretary of the Examination Board (for meetings, an attendance list is also added). The vice-chairman replaces the chairman if he cannot be present due to circumstances beyond one’s control. The chairman’s absence will be motivated in the report.

Article 3.3 Competences of the Examination Board

1. With regard to students enrolled under a diploma contract or exam contract in order to obtain a diploma, the Examination Board has the competences as stipulated in art. 4.5.3 and art. 4.7.1.

2. With regard to students enrolled under a diploma contract or exam contract in order to obtain a diploma, the Examination Board may take decisions on all cases submitted by the Examination Board’s Office.

3. The Examination Board may impose binding conditions on students enrolled under a diploma contract at any Flemish institution of higher education who, after one academic year, did not obtain 60% of his selected ECTS credits (based on the sum of all selected ECTS-credits over all study contracts in that academic year). These binding conditions may in principle not be any tighter than the regulations in art. 4. (Codex higher education art. II.246)

3 bis. The Examination Board may impose binding conditions on students re-enrolled under a diploma contract for the 1st deliberation package of a bachelor programme and who enrolled for the same programme in a previous academic year at any Flemish institution for higher education and obtained less than 60% of the selected credits from the 1st bachelor year of the same programme. These binding conditions can be imposed at the earliest in the academic year 2016-2017 and can include:

- the limitation of the programme package of the student notwithstanding the provision in art. 5.1 section 3.:

  5.1 section 3.: The student who obtained less than 40% but at least 30% of the selected credits from the 1st bachelor year, may enrol for a maximum of 45 ECTS in a following academic year.

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

  and

- the student passes the 1st bachelor year and obtains a minimum of 60% success rate for the remaining programme components from this programme.

4. The Examination Board is authorized to refuse further enrolment of a student conform art. 5.3 sections 1 and 2.

5. If necessary, but at least concerning the decisions in art. 4.5.3 and 4.7.1 of the exam regulations, the Examination Board of the 1st common deliberation package BE/BEMIS decides in consensus with the Examination Board of bachelor in Applied Economics: Business Engineering (BE) or the

3bis. Examination Board’s Office: composition, operation and competences

Article 3 bis 1 Composition of the Examination Board’s Office

1. For each Examination Board an Examination Board’s Office is established.

2. The Office is formed by the chairman and vice-chairman of the Examination Board. The chairman may also invite an ombuds person and/or another expert.

3. The Office is assisted by the study career coach of the programme.

4. The Office can also request assistance from the coordinating lecturers of the programme components concerned or from other members of the Examination Board.

Article 3 bis 2 Meeting and report of the Examination Board’s Office

1. The Examination Board’s Office meets at least after each examination period.

2. The chairman and vice-chairman must be present to meet lawfully. Only one of them may be replaced by another member of the Examination Board.

3. The chairman and vice-chairman, when applicable their replacement, shall decide by consensus. If not, the power of decision-making is submitted to the Examination Board.

4. Members of the Examination Board’s Office are not allowed to participate in meetings and decisions with regard to first, second and third degree relatives nor anyone they are living with or first, second and third degree relatives of that person.

5. The Examination Board’s Office reports on its activities. This report shall be signed by the chairman and the vice-chairman and will be submitted to the Examination Board for notification. The report is filed together with the reports of the Examination Board.

6. Instead of meeting in person, the members of the Examination Board’s Office may be consulted by e-mail. However, such consultations by e-mail are not allowed for decisions with regard to the competences stipulated in art. 3 bis 3, section 3 of the examination regulation, nor for internal appeals procedures.

Article 3 bis 3 Competences of the Examination Board’s Office

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

2. Based on examination results, the Examination Board’s Office may also formulate a non-binding study advice, specifically for students who have enrolled for a Bachelor’s programme for the first time.

3. The Examination Board’s Office shall take decisions concerning irregularities in accordance with art. 9.3.

4. The Examination Board’s Office can allow a student to enrol for more than 68 ECTS credits per academic year. It can award (extra) facilities as determined in art. 8.1, section 4 of the education regulations and shall take decisions in the event of circumstances beyond one’s control, as determined in art. 1.2 section 5 and art. 1.3 section 9. In addition, in accordance with art. 8 (and art. 9 of the education regulations), the Examination Board’s Office may take decisions with regard to examinations at another institution of higher education.
5. The Examination Board’s Office may conduct an investigation of admission as determined in art. 3.6, 3.6 bis and 3.7 of the education regulations. It may also decide whether any exemptions are granted in accordance with art. 7 of the education regulations.

6. The Examinations Board’s Office may decide to end an internship or practical programme component prematurely if, by his behaviour, a student has shown inappropriateness for the practice of an occupation to which the programme he is following educates him. In this case the student has no right on a second examination opportunity in accordance with art. 1.3 section 3 and 7 of the examination regulations except when the imposed requirements in relation with this are met. This decision will have to be motivated in detail.

7. If necessary, the Examination Board’s Office of the 1st common deliberation package BE/BEMIS decides in consensus with the Examination Board’s Office of bachelor in Applied Economics: Business Engineering (BE) or the Examination Board’s Office of bachelor in Applied Economics: Business Engineering in Management Information Systems (BEMIS).

4. Assessments: ‘passing’ and degree

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

**Article 4.1 Calculation of the percentage**

1. In order to determine the obtained weighted percentage across the entire programme/postgraduate or a part of it (as in art. 4.2, 4.4, 4.5 and 4.6), the following regulations are upheld:
   - the formula that is used is:
     \[
     \text{weighed percentage} = \frac{\sum \text{of all products of (exam result} \times \text{credits))}}{20 \times \text{selected credits}} \times 100
     \]
   - the exam results 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**

0. 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 study programme 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 study programme of the programme concerned.

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

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

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

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

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

**Article 4.3 Passing a Bachelor’s programme**

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

(*)Calculation based on a deliberation package of 60 ECTS credits (one-year master) or 120 ECTS credits (two-year master). In case of exemptions or a deliberation package of more than 60 ECTS credits (one-year master) or more than 120 ECTS credits (two-year master), the permitted ECTS credits for tolerable unsatisfactory marks are calculated in proportion to the ECTS credits that are in fact selected, with a maximum of 6 respectively 12 ECTS credits respectively (the number is rounded up from 0.5 onwards, in all other cases it is rounded down). The weighted percentage is calculated as in art. 4.1.

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

3. The master diploma can only be issued if the underlying bachelor diploma, bridging or preparation programme was successfully completed.

**Article 4.5 Degree of distinction**

1. If a student has passed a programme/postgraduate, his degree of distinction is calculated as follows:
- distinction from a weighted percentage of 68 % onwards
- great distinction from a weighted percentage of 77 % onwards
- greatest distinction from a weighted percentage of 85 % onwards

The weighted percentage is calculated as in art. 4.1.

2. A student gets no degree of distinction if his actually selected study pathway amounts to less than half the total number of ECTS credits of the programme/postgraduate.

3. In exceptional cases and if there are sufficient grounds, the Examination Board is authorised to depart from the regulations in art. 4.5 section 1. Such a departure, however, may never be stricter than the rules determined in 4.5.1.

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

1. A student has passed a bridging programme or a preparation programme if he has obtained an exam result for each programme component of the programme, save exemptions, and if he meets one of the following requirements:
   - all exam results shall result in a credit certificate;
   - he has only received unsatisfactory marks of 8 or 9, and the sum of the ECTS credits that are linked to these tolerable unsatisfactory marks amounts to 10% at the most of the total number of actually selected ECTS credits; in addition, he needs to have gained at least 50% as a weighted percentage. The number is rounded up from 0.5 onwards, in all other cases it is rounded down.

2. Degrees of distinction may not be awarded to students who have passed for a bridging or a preparation programme.

**Article 4.6 bis. Passing a postgraduate**

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

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

1. In special cases and if there are sufficient grounds, the Examination Board is authorised to depart from the regulations in art. 4.2, 4.3, art. 4.4 and art. 4.6 respectively, if the Examination Board believes that the objectives of the (involved part of the) programme have been globally achieved (Codex higher education art. II.228 §1 and art. II.231). Such a departure, however, may never be stricter than the existing rules on tolerance.

2. On the advice of the Education Management Team, the Faculty may exclude a limited number of 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 has passed for a programme, this does not imply that he receives a credit certificate for the programme components which he did not pass (Codex higher education art. II.228 §2 and art. II.231).

4. If a student has passed for a programme, he gains the corresponding diploma. If a student has passed a postgraduate, he gains the corresponding certificate.

**5. Resitting examinations**

**Article 5.1 Unsatisfactory marks**

1. If a student did not obtain a credit certificate for a particular 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 exam result lower than 8 out of 20;
- the programme components for which he did not obtain a credit certificate and which are excluded from tolerance;
- the programme components for which he obtained tolerable unsatisfactory marks in order to be able to satisfy the rules on tolerance:
  • with respect to the number of unsatisfactory marks;
  • with respect to the number of ECTS credits related to the tolerable unsatisfactory marks;
  • with respect to the weighted percentage.

If the abovementioned 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 optional, the student is free to choose a different optional programme component.

A similar arrangement applies to bridging and preparation programmes.

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

If a student reregisters in the next academic year for a programme component for which he obtained a tolerable unsatisfactory mark (8 or 9), he permanently renounces the possibility to use the tolerance and needs to obtain a new exam result for the relevant programme component to be able to pass for the relevant deliberation package.

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

3. If a student has obtained credit certificates at the end of the academic year for less than 60% 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 for a programme component in one and the same academic year, 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. A student cannot renounce a credit certificate (Codex higher education art. II. 225 §1).

**Article 5.3 Study progress: refusing enrolment**

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

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

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 (Codex higher education art. II.246).

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

6. Announcement of the examination results

Article 6.1 Communicating examination results to students

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

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

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

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

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

1. Students may personally inspect their examination copy and ask the examiner(s) for feedback. In such feedback sessions, the examiner(s) need(s) to clarify the grounds for the obtained exam result.
   Students have the right to inspect their examination copy and ask for feedback within 7 calendar days after the announcement of the results for the entire programme component.

2. Before the date of the announcement of the examination results, the students are informed when the examiners, or the persons appointed by them, are available after the digital announcement or public announcement of the study results in order to give feedback on the obtained examination results, without prejudice to the right to inspection mentioned in section 1.

3. Examiners need to retain examination copies (including papers/projects that are counted towards the examination result, as described in art 1.2 section 3) until 1 February of the next academic year. For comprehensive work pieces (maquettes, plans…) it is sufficient to store photo’s, video’s or other digital copies of the work pieces on the condition that this was approved by the
Examination Board’s office. This period is extended to five years if the student filed a formal complaint or if the Examination Board deliberated on the examination in question in a special session.

Article 6.3 Validity of a credit certificate

1. A credit certificate is valid for an unlimited amount of time at the institution where the credit certificate was obtained (Codex higher education art. II.225 §3).

2. In case of curricular changes the ECTS credits already obtained are validated within the new study programme. To do so, necessary transitional measures are provided (Codex higher education art. II.225 §4).

7. Special provisions concerning specific programme components

Article 7.1 Bachelor- and Master’s dissertations and sizeable projects

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

Article 7.2 Internships

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 assessment criteria will be communicated in writing to the students, in addition to the information that has to be communicated conform art. 1.2 section 3. If a group coach is assigned to each group of students, he shall guide the students throughout the entire process. He shall regularly report to the Education Team involved and shall provide immediate feedback to the group members.

2. Every group assignment shall be evaluated afterwards by means of the given criteria. The examiner may award individual results if he can provide sufficient grounds to justify this differentiation.

8. 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’s Office, and it shall be communicated to the student before he leaves.

3. If a student failed to obtain a credit certificate for a programme component that he took at a foreign institution of higher education, the Examination Board’s Office may grant him permission to take an examination for an by the Examination Board’s Office determined equivalent 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 and/or usage of instrumentalities a student that makes or intends to make it entirely or partly impossible to form any correct judgement about his own or other students’ acquired competencies within the scope of an examination/evaluation.

2. Plagiarism is an irregularity that involves copying or translating the work of others, in either identical or slightly altered form, without crediting the source. Getting a third party to draw up a text is also considered plagiarism.

3. It is considered an irregularity to possess tools of which it was not announced beforehand, either in writing or digitally, that they could be used during an examination/evaluation.

Article 9.2 Identifying irregularities

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

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

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

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

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

Article 9.3 Dealing with irregularities

1. When an irregularity is reported, the Examination Board’s Office shall hear the student and the examiner/supervisor whether or not separately on the events, in the presence of the ombuds person. The chairman shall make a formal report on these meetings, which is added to the file mentioned in art. 9.2. The student has the right to inspect this file and may also request a copy of the report.

2. The Examination Board’s Office deliberates on the irregularity within 10 office days after it has been reported, if necessary in an extra meeting. Deviation from this term is possible in exceptional cases and this must be well-founded. The student and/or examiner are being heard by the Examination Board’s Office. The student can be joined by a counsellor. The student and/or his counsellor do not have the authority to submit any conclusions or written defences.

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

4. If the Examination Board’s Office rules that an irregularity did not occur, the student may ask to retake the examination in question. In this case, the chairman of the Examination Board’s Office shall set the date of the exam, in consultation with the student and the coordinating lecturer.
5. If the Examination Board’s Office rules that an irregularity did in fact occur, it will assess its severity. Depending on this assessment, the Examination Board’s Office may take one of the following sanctions:
- a modified exam result; in case of partial evaluations, a modified mark for the partial evaluation in which the irregularity was found;
- a score of 0 for the examination in question; in case of partial evaluations, 0 for the partial evaluation in which the irregularity was found or 0 for the entire programme component;
- no exam results 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’s Office may still decide to retain the exam result 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 exam results 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’s Office may still decide to retain the exam result for particular (parts of the) programme components.
In addition, the Examination Board’s Office may forbid the student in question to take up the second examination opportunity.

6. The Examination Board’s Office needs to provide sufficient grounds to substantiate its decision and shall inform the student within 5 calendar days after the deliberation by his student file.

7. If the irregularity in question is extremely severe in nature or has occurred repeatedly, the Examination Board’s Office may request the rector to exclude the student immediately and deny him enrolment for the following academic year(s) (for all student contracts). Such a decision shall be formally communicated to the student within 10 calendar days after the deliberation by his student file.

8. The student may file an internal appeal against the decision referred to in sections 6 and 7. However, this appeal must be filed within 7 calendar days, starting from the day after the student in question was given notice of the decision taken.

9. If the chairman of the Examination Board’s Office is personally involved in the case, he is replaced by the vice-chairman of the Examination Board’s Office. If the vice-chairman of the Examination Board is personally involved in the case, he will be replaced by another member of the Examination Board. If the chairman and the vice-chairman of the Examination Board are both personally involved in the case, then the decision in the case is taken by the competent Examination Board. The chairman and the vice-chairman of the Examination Board do not partake in the meeting of the Examination Board.

10. Material errors

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

1. If a material error is reported before the meeting of the Examination Board’s Office, the coordinating lecturer communicates the correct examination result to the Student Administration.

2. If a material error is suspected or reported during the meeting of the Examination Board’s Office, it is remedied with agreement of the coordinating lecturer during the meeting if this is possible. Otherwise, Art.10.2 applies.

Article 10.2 Material errors identified after the meeting of the Examination Board’s Office / Examination Board

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

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

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

11. **Conflicts**

**Article 11.1 Conflicts with regard to examinations**

1. If a conflict between an examiner and a student before or during an examination/evaluation might jeopardise the correct proceedings of the evaluation or the assessment, this is communicated as soon as possible to the chairman of the Examination Board, possibly through the ombuds person.

2. The chairman and the ombuds person mediate in order to resolve the conflict (or, if the chairman is personally involved in the case, the vice-chairman replaces the chairman).
Legal position regulations

1. Internal appeal

Article 1.1 Internal Appeals Committee

1. The Board of Deans sets up an Internal Appeals Committee on the advice of the Faculty Boards. Mandates last four years, but they may be renewed.

2. The Internal Appeals Committee consists of 8 voting members: per Faculty and Interfacultary School 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 and for the chairman, a replacement is appointed. A staff member of the central administrative services shall act as secretary (without the right to vote).

In the faculties currently in creation (Faculty of Engineering Technology and Faculty of Architecture and Arts) and in the Rehabilitation Sciences and Physiotherapy programme tenured assistants, lecturers, teachers or professors on the integration framework can also be delegated as member.

If certain members or replacements are personally involved in the case, the chairman may exclude them from the further internal appeal procedure. The Internal Appeal Committee can only deliberate to valid effect and make valid decisions if at least half the (voting) members are present.

Article 1.2 Study progress decisions
(Codex higher education art. 1.3)

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

Article 1.3 Filing an internal appeal

1. Any student who feels that an unfavourable study progress decision (as described in art. 1.2) was affected by a violation of his rights may file an internal appeal, on condition that this issue was not the subject of a previous appeal (Codex higher education art.II.283).

2. Any formal internal appeal needs to be filed within 7 calendar days, starting:
   - In case of an examination decision: from the day after the day of the proclamation;
   - In case of another type of study progress decision: from the day after the student was given notice of the study progress decision.

If the seventh or thirtieth day, respectively, is a Saturday, Sunday or an officially recognised holiday, the term is extended to the first office day on which the postal services operate.

3. The appeal shall be filed with the chairman of the Internal Appeals Committee. It shall be formally forwarded to the secretary of the Appeals Committee in accordance with art. 1.3 section 4.
administrative reasons, the student also needs to confirm the appeal via the e-mail address interm.beroep@uhasselt.be.

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

**Article 1.4 Internal appeal procedure**

1. The secretary of the Internal Appeals Committee starts a file for any received appeal.

2. The Internal Appeals Committee judges on the admissibility and the merits of the filed appeal. The commission can hear the student before making a decision. In that case, the chairman of the Internal Appeals Committee convokes the committee. The student will be informed of the hearing by e-mail, at the latest 24 hours before the hearing. If the student, has been duly summoned but did not show up for the hearing, the Appeals Committee may validly deliberate in the absence of the student. Students may be assisted or replaced by a person of their choice. If the student is not present at the hearing and is replaced by a representative, that representative must be authorized in writing by the student, unless the representative is a legal counsel. The Committee may also hear any other persons involved.

3. If the appeal is inadmissible, the student will receive electronically a motivated decision within 20 calendar days, starting from the day after the appeal was filed.

4. The Internal Appeals Committee takes its decisions by simple majority. In case of equality of votes, the vote of the chairman is decisive. If the appeal is found to be admissible, 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 instructs the 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 by electronic communication.
   The body that took the decision in question, communicates its decision to the student through the student file, mentioning the remedies. It shall do so within 20 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 seventh day after the day the student was given notice of the internal appeal decision. Appeals against decisions mentioned in art. 1.2 section 1 h) are filed at the Council within 30 days, starting from the day after the student was given notice of the final decision of the by decree authorized body and no later than 31 days after the day of notification of the decision involved. At the same time, a copy of this appeal needs to be delivered by registered mail to the secretary of the Internal Appeals Committee.

6. If the decision of the Internal Appeal Committee fails to occur in time according to the term mentioned in section 2 and 4, the appeal with the Council needs to be filed within 7 calendar days after the expiration of this term, unless before expiration of the term the Internal Appeal Committee has at its disposal, the Internal Appeal Committee informs the student by electronic communication on which later date she will pronounce sentence. In this case the expiration term of 7 calendar days for appeal with the Council starts the day after this date.

7. If the seventh or thirtieth day, respectively, of the in the fifth paragraph intended term is a Saturday, Sunday or an officially recognised holiday, the term is extended to the first office day on which the postal services operate.
2. Council for disputes concerning study progress decisions

Article 2.1

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

3. Ombuds persons

Article 3.1 Appointing ombuds persons

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

2. The rector shall appoint a central ombuds person.

Article 3.2 The assignment of ombuds persons

1. The ombuds persons are mediators in disputes between students and one or more staff members. These disputes may be related to the application of the education and examination regulations and/or the student’s legal position regulations or any actions or situations that may be experienced as unfair (Codex higher education art. II.279).

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

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

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

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

4. The ombuds person (of the 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 ombuds person. Likewise, student representatives who believe that their rights are not respected, may contact the central ombuds person.

4. Regulations

1. By registrating at Hasselt University/tUL the student accepts that he is subject to the regulations as stated on https://www.uhasselt.be/onderwijs-en-examenreglement. These regulations may be supplemented by regulations at the level of a faculty or a study programme.
5. Sound and visual recordings of educational activities

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

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

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

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

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

6. Legal relationship – forum selection

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

7. Miscellaneous

1. In cases not covered by the education and examination regulations, in case of dispute concerning the interpretation of the regulations or in case of mistakes made, the vice-rector education makes the final decision.
APPENDIX: Transitional measures

1. Interuniversity EELR Postgraduate innoverend ondernemen

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