

Adjustments to the Education and Examination Code 2020-2021

In view of article 104 of the Education and Examination Code: The provisions of the present Education and Examination Code may only be amended by the Board of Governors, after the recommendation of the Educational Council. In contravention of this, in the event of force majeure, the rector can immediately take the necessary measures and decisions to safeguard the functioning of the institution, its students and staff.

The rector decides on cases which have not been mentioned in the present Education and Examination Code, for disputes relating to the interpretation of the present code or in case of material errors. Any such decisions are publicly announced.

ARTICLE 2 THE ACADEMIC CALENDAR

§1. The academic calendar is compiled annually and publicized by the Board of Governors, before 1 January preceding the start of the academic year concerned. The Faculties are free to complement the academic calendar with specific provisions of their own.

In view of the impact of the coronavirus on the organization of the education and exam periods, the Rector can decide on deviations/departures from the academic calendar. Such deviations will be communicated via Ufora as soon as possible.

The following deviations from the academic calendar are hereby recorded:

- The second-term examination period will start on May 24th 2021. Evaluations are not suspended on Whit Monday.
- Adjustment resit examination period:

Mon. 16/08/2021 through Sat. 18/09/2021	4 weeks of resit examination period, including: <ul style="list-style-type: none">– deliberations– examination results announcements
Mon. 13/09/2021 through Sat. 18/09/2021	1 week of feedback on all examination periods and reorientations
Mon. 20/09/2021 through Sat. 25/09/2021	1 week recess

In the event that an evaluation or the deliberation of a student cannot take place within the periods of evaluation/deliberation determined in these regulations, due to the impact of COVID-19, this evaluation or deliberation may exceptionally be postponed until a later moment for the student concerned, which may also fall on a date after the end of the 2020-21 academic year if necessary. This possibility may only be used after prior consultation with the students concerned, the student representation in the study program committee of the study program concerned, or the student council.

Students whose evaluation or deliberation is thus postponed to a later time, will be proclaimed on the established proclamation date of the examination period concerned. Where appropriate, their diploma is also awarded on the date of the proclamation of the examination period concerned.

§5. The following activities may be held during the periods listed under §4, with the exception of the closing days:

- student reception and preparation activities
- admission procedures
- coached educational activities for postgraduate programmes, permanent training programmes, predoctoral training programmes and the doctoral training programmes

- work placements, clinics and multi-day study visits, after approval by the Faculty Council; these may take place on closing days. **The approval by the faculty council is not required if it concerns mandatory work placement, clinics and multi-day excursions that could not take place in the foreseen period due to the measures aimed at preventing the spread of the coronavirus. In that case, consultation must be held with the student(s) involved or with the student representatives**
- educational activities and evaluation moments within the context of the summer schools (see article 44)
- **in consultation with the student representatives: practicals that cannot take place as planned due to the impact of the corona measures.**

§6. Exceptionally – except on the closing dates mentioned in §4 – examinations may be organized outside the examination periods in the following cases:

- for students at other institutions, as well as incoming and outgoing exchange students, in execution of the Learning Agreement signed by all parties.
- for examinations on practical classes or exercises. These may be organized in the periods that are reserved for catch-up activities and the summer recess.
- for examinations on preparatory programmes, linking programmes, Erasmus Mundus programmes, postgraduate programmes, and summer schools (see article 44).
- students who, in accordance with article 25, can request to "move one or more exams to another time within the same academic year, if necessary in a different exam form."

The decision should be taken by the Faculty Council, on the recommendation of the study programme committee, and the students should be informed of this decision at the start of the academic year.

Exams that cannot take place partly or completely due to the impact of the corona measures on the organization of the education, can be organized outside the examination period. The decision is made by the responsible lecturer, after consultation with the study programme committee. The amended arrangement will be announced via Ufora as soon as possible.

ARTICLE 38 ELEMENTS OF A STUDY PROGRAMME

For each study programme, the elements below are determined and announced in the course catalogue. This is done in accordance with the deadlines, procedures, guidelines and advisory authorities stipulated in the Handbook for Study Programmes. Except in case of force majeure the course catalogue cannot be adjusted after the start of the academic year.

Adjustments after the start of the academic year are possible if they are the result of measurements taken to deal with the impact of the coronavirus on the organisation of the education and evaluation activities.

ARTICLE 41 ELEMENTS OF A COURSE UNIT – COURSE SHEET

The following elements are determined and announced through the course sheet in the course catalogue for each course unit, in accordance with the deadlines, procedures, guidelines and advisory authorities stipulated in the Handbook for Study Programmes.

Except in case of force majeure, the course sheet can no longer be changed after the start of the academic year.

Adjustments to the course sheet after the start of the academic year are possible if they are reasonably necessary to deal with the impact of the coronavirus on the organisation of the education and evaluation activities. These adjustments will be posted on Ufora as soon as possible.

ARTICLE 44 ORGANIZATION OF COURSE UNITS WITHIN THE SEMESTER SYSTEM

§1. Course units are taught and evaluated within one term (cf. article 2).

§2. In contravention of §1, course units may be organized as full-year course units in the following cases:

- If they are organized in the first year of the standard learning track of a Bachelor's programme.
- If they are integration course units.
- If the learning process or the organization of the educational activities requires a level of continuity or development that cannot be accomplished within the time span that is laid down for the educational activities in one term.

Any such departures are granted by a decision by the COP. Such a decision shall be based on the comprehensively substantiated recommendation of the relevant Faculty Council regarding the proposal made by the relevant study programme committee (with the exception of the course units organized by the Doctoral Schools). Once such a departure has been granted for a course unit, the departure remains in force until the Faculty Council concerned decides to organize the course unit again and evaluate within one term. This departure does not need to be requested for the Master's dissertation and the work placement.

The educational activities of a full-year course unit cannot continue in the examination periods, the catch-up week or the periods in which educational activities and evaluations are suspended (cf. article 2), barring exceptions approved by the COP.

§2bis. Different from §1, due to the impact of the coronavirus on the organization of education and assessment activities, certain educational activities within specific course units that are normally organized and assessed within one semester, may be partly organized in the other semester than the one in which it was initially planned, in the following cases:

- If the learning process or the educational organization of a subject from the first semester requires a continuity or structure that cannot be realized within the timeframe set for educational activities in one semester due to the impact of the coronavirus on the organization of education. In that case, the course in question becomes a year course, keeping in mind that in exceptional cases it can be opted to allow students to take an examination for the entire course during the first semester examination period. For those students, the course remains a first semester course.
- If certain crucial practicals within a study programme cannot be organized within the first semester as a result of the corona measures and must be postponed to the second semester. In that case, lectures of other courses that are programmed in the second semester can already be partly given in the first semester, in the time that has become available due to those practicals that cannot take place.

These deviations are permitted by decision of the relevant study programme committee after consultation with the Director of Studies. They will be communicated as soon as possible via Ufora.

§2ter. If a compulsory work placement is part of a first semester course and this work placement cannot be completed during that semester due to the measures that have been taken to prevent the spread of the coronavirus, the work placement for the students concerned can be continued in the second semester. The work placement is then evaluated for the students involved in the second semester examination period. Where possible, a replacement assignment can be provided so that the work placement can still be completed in the first semester. The same applies to compulsory clinics or field trips within semester courses.

§3. In contravention of §1, regular course units may be organized as a summer school, if the following cumulative conditions are met:

- the course unit in question is an elective course unit;
- the elective course unit only contains continuous assessment;
- a second examination opportunity is not obligatory.

These departures are allowed by a decision by the COP on the basis of an extensively substantiated recommendation of the relevant Faculty Council concerning the proposal of the study programme

committee involved. As soon as such a departure is granted for a course unit, this decision will remain valid until the Faculty Council in question takes another decision.

ARTICLE 49 PREPARING EVALUATIONS

§1. Prior to the start of educational activities for each course unit, each lecturer needs to determine the subject matter for the evaluation in appropriate learning materials.

§2. All lecturers need to use questions and/or exercises in their educational activities, which reflect the concrete requirements of the evaluation.

§3. Each teacher provides the necessary instructions for the conduct of the assessment in a timely manner. The students adhere to the guidelines that are given for taking an assessment.

ARTICLE 50 EVALUATION MOMENTS

§1. Prior to the start of enrolments, students are provided with detailed information regarding the evaluation moment(s) for each course unit in the course sheet, in accordance with article 41. Irrespective of the type of contract that the students concluded, evaluations are required to take place in accordance with the evaluation moment(s) mentioned in the course sheet. Adjustments to evaluation moments as stipulated in the course sheet are possible if they are reasonably necessary to deal with the impact of the coronavirus on the organisation of the education and evaluation activities. These adjustments will be posted on Ufora as soon as possible.

§2. There are two types of evaluation moments: continuous assessment and end-of-term assessment (i.e. examinations).

These two types of evaluation moments may be combined to evaluate a student's performance for a specific course unit.

§3. End-of-term assessment (i.e. 'examination/exam')

With the provisions of Article 2§6 remaining valid, the examinations of the first examination opportunity are taken in the first-term examination period or in the second-term examination period in accordance with the term in which the course unit has been scheduled; the examinations of the second examination opportunity of all course units are administered in the resit examination period (cf. article 2).

Examinations can either be oral and/or written.

§4. Continuous assessment

The dates and nature of the continuous assessment are announced beforehand. Continuous assessment can occur both during and outside of the examination periods, but not in the recess periods (with the exception of summer recess) and uniform closing days of Ghent University (cf. article 2).

Continuous assessment also includes practicals, projects, portfolios, participation in seminars, work placements, exercises, practical projects, clinics, etc imposed on students as part of their study programme overview, the results of which are factored in as part of the examination mark.

At the start of the academic year, the course sheet specifies which course units apply continuous assessment.

The results of the continuous assessment are to be announced as quickly as possible to students. If applicable, students will receive mid-term feedback, so that they can still adjust and improve their performance. It is the responsibility of the study programme committee to ensure equitable evaluation methods and study load in accordance with the [testing concept](#) of Ghent University.

§5. Partial examinations

Partial examinations are mandatory for full-year course units of the first year of the standard learning track of a Bachelor's programme (cf. article 44 §2), except for integration courses and/or if a system of continuous assessment is used. They are not allowed in any other cases, unless a full-year course unit is also organized at the same time in the first year of the standard learning track of a Bachelor's programme.

Partial examinations are organized in the first-term examination period.

The marks obtained for a partial examination are communicated to the students as soon as possible and only count for a part of the examination mark of the first examination opportunity if the student has passed it. Neither the mere participation in a partial examination, nor the mark obtained for such an examination may be regarded as a precondition to pass the entire course unit (which is possible for non-continuous assessment). If partial examinations are organized, it is possible that a part of the content or skills that are to be learned are no longer tested in the next examination in the second-term examination period.

Students who passed a partial examination may choose to retake an examination on this specific content or these skills in the second-term examination period. In this case, the last mark that was obtained is assumed to be the final mark for that part of the exam.

Marks for partial examinations can never be transferred to the resit examination period or the following academic year (exceptions are possible). 57 Exceptions to these stipulations may be granted by the COP, after the recommendation of the Faculty Council, at the request of the study programme committee involved.

§5bis. Different from §5, paragraph 2, partial exams are possible if a first-semester course is exceptionally converted into a year course due to the impact of the coronavirus on the organization of educational activities in accordance with Article 44 §2bis. These partial exams are programmed during the first semester examination period. The result of the partial exam will be communicated to the students as soon as possible. Participation in or a result of a partial assessment may not be the only condition for passing the course unit.

The partial exam means that the part of the learning content to be acquired that belonged to the subject matter of the partial exam is no longer evaluated during the second semester. Students can no longer take an exam on this part in the second semester, and the partial mark they obtained on the partial exam is final.

ARTICLE 51 EVALUATION METHODS

§1. Prior to the enrolment period, students are provided with detailed information regarding the evaluation method(s) for each course unit in the course sheet, in accordance with article 41.

Adjustments to evaluation method(s) as stipulated in the course sheet are possible if they are reasonably necessary to deal with the impact of the coronavirus on the organisation of the education and evaluation activities. These adjustments will be posted on Ufora as soon as possible.

§2. Irrespective of the type of contract that the student has concluded, evaluations occur in a uniform manner. However, students may be given permission by the Dean to be examined in a manner that is different from the prescribed method, provided that they have acute and good reasons to request this and the dean has consulted the lecturer-in-charge involved. In order to get this permission, students are to address a prior request to the Dean in writing and send a copy of this request to the lecturer-in-charge.

§3. If an evaluation cannot take place at the scheduled time (cf. article 25§5 and article 75), another type of evaluation method may be used, on condition that both the lecturer-in-charge and the student in question agree to this.

§4. If a replacement examiner is appointed in application of Article 76, another form of evaluation may be used, subject to the approval of the director of the Department of Educational Policy and subject to the agreement of the student(s) involved. However, the agreement of the student(s) concerned is not required if the examiner is unable to take examinations for a substantial part of the examination period due to force majeure (e.g. long-term illness, pregnancy, maternity leave).

ARTICLE 53 PROVISIONS FOR ASSESSMENT

§1. Examinations take place between 8:00 AM and 8:30 PM and cannot take more than four consecutive hours, unless, pursuant to the application of Article 25, additional time may be granted (one fourth or a maximum of one hour extra). Examinations cannot be held on Sundays or official holidays. They take place in the location(s) specified by the Faculty.

§2. Regardless of the number of lecturers per course unit, only two examinations may be staged for one course unit, for example one theoretical examination and one examination on practicals or exercises. If one of these examinations is both oral and written, both its components are required to be contiguous, without any interruptions of examinations on other course units.

§3. The lecturer-in-charge is responsible for the examination and may appoint co-lecturer(s) and other academic staff members to assist him/her, for example to invigilate during an exam. The lecturer-in-charge or co-lecturer always needs to be available at every examination. For other forms of end-of-term assessment, the lecturer-in-charge or co-lecturer needs to be available in any case. If this is not possible, article 76 applies. In any case, someone always needs to be present to provide explanations, if necessary.

§4. All means of image and/or sound recording of **examinations assessments** by students, observers or third parties is not allowed. Recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

§5. Recording an assessment by the examiner and/or the observer by means of audio and/or video recordings **for the evaluation of the assessment, feedback and the prevention and investigation of irregularities or fraud is permitted for the performance of the teaching assignment of Ghent University in the public interest**, provided that the student is informed of this before the start of the assessment. To prevent and investigate **irregularities or fraud** in online assessments, the student can also be asked to provide a 360° view of the room they are in **and proctoring software can be used. The student must also be informed of this** prior to the online assessment. **Said sound and/or video recordings can only be used for the above-mentioned purposes and must be destroyed after one year after the academic year in question. ~~If the involved student agrees, the recording can also be used for other purposes (e.g., as teaching material) and kept longer.~~**

§6. Unless expressly communicated otherwise to students, it is not allowed to use any tools or resources during examinations.

§7. The wilful disruption of an end-of-term assessment will be sanctioned in accordance with article 78.

ARTICLE 67 PASSING A DELIBERATION SET

§2 3°. If a student does not pass according to the criteria stipulated in §2, 1° and 2°, the Examination Board per deliberation set can decide that the student has passed after all – possibly after a secret ballot. Such a decision is only possible in special circumstances, and can only be taken on condition that

the objectives of the study programme have broadly been met. ~~For each case,~~ Such a decision needs to be substantiated ~~separately and~~ concretely. ~~The director of studies monitors the application of a deliberation policy within the faculty.~~

ARTICLE 71 PASSING A STUDY PROGRAM

§3. If a student does not pass according to the criteria stipulated in §1 and §2, the Examination Board per study programme can decide that the student has passed after all – possibly after a secret ballot. Such a decision is only possible in special circumstances, and can only be taken on condition that the objectives of the study programme have broadly been met. ~~For each case,~~ Such a decision needs to be substantiated ~~separately and~~ concretely. ~~The director of studies monitors the application of a deliberation policy within the faculty.~~

ARTICLE 75 COMPLIANCE WITH EXAMINATION REGULATIONS

§2. End-of-term assessment

1° the examination regulations is cancelled if a student is not present when an evaluation is scheduled to start.

- a. if the examiner considers the absence to be unjustified, the student is registered as absent for this evaluation.
- b. if the examiner finds that the student had good cause to be absent, whether or not after an intervention by the ombudsperson, the student may take a catch-up examination in the same examination period. The examiner cannot refuse to organize a catch-up examination; unless it is materially impossible to organize a catch-up examination within the same examination period.

Legitimate reasons to be absent are the following:

- illness or an accident that prevents a student from taking an exam;
- the death, during the examination period concerned, of a relative by blood or marriage in the first degree (i.e. parents or children) or in the second degree (i.e. grandparents, grandchildren, brother, sister) or of a person living with the student;
- judicial reasons (e.g. summons before a court of law);
- an overlap with other examinations, other than catch-up examinations, within a personalised learning track. Overlapping means that two or more examinations take place on the same day. ~~The student must give priority to the course unit from the lowest standard learning track year.~~
- ~~the student has a written examination, other than a catch-up examination, in the evening examination block of one day and a written examination, other than a catch-up examination, in the morning examination block of the following calendar day. Where appropriate, the student must give priority to the course unit from the lowest standard learning track year.~~
- other forms of force majeure (i.e. an event which has nothing to do with the student and which could not have been reasonably foreseen, prevented or overcome).

For the catch-up exam, a different evaluation method may exceptionally be used, with the consent of the lecturer-in-charge and the student concerned. This needs to be discussed in joint consultation and the Examination Office is to be notified of this new arrangement.

After the student has contacted the examiner, the examiner determines the day of the catch-up exam. The catch-up exam may not be held on a day on which the student in question has another examination according to the examination regulations of the year of the standard learning track to which the course belongs. The student will immediately inform the examiner whether he or she will participate in this catch-up exam.

If the examination regulations referred to in article 54 provide for more than one examination date for the same course unit, the examiner may allow the student to take the examination on one of these other dates.

An examiner cannot be obliged to organize more than one catch-up exam within the same examination period.