

# EDUCATION AND EXAMINATION CODE

Academic Year 2017-2018



GHENT  
UNIVERSITY

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# PART I

## PREAMBLE

§1. On the date of approval of the Education and Examination Code 2017-2018 by the Board of Governors, the education and examination regulations at Ghent University - in addition to the aforementioned Code - are also governed by:

- The [2017-2018 electronic course catalogue](#);
- The regulations pertaining to the [appropriate use of the network and the computers](#) that are managed by the IT Department (DICT) of Ghent University as approved by the Computer Committee on 25 August 1994;
- The regulations pertaining to the appointment of the lecturers and co-lecturers for the course units and their temporary replacement, as approved by the Board of Governors (See Part XII);
- The regulations concerning research and collaboration at Ghent University ("[Valorisatiereglement](#)"), as approved by the Board of Governors at its meeting on 19 April 2002;
- The higher education admissions policy, as approved by the Board of Governors at its meeting on 15 April 2005;
- The procedure on [previously acquired competencies](#), as approved by the Board of Governors of Ghent University Association on 7 June 2005;
- The resolution pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together (['Gezamenlijk doctoraat' / 'Jointly Supervised PhD' / 'Cotutelle'](#)), as approved by the Executive Board at its meeting on 20 February 2014;
- The resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates (['Interdisciplinary Doctorate'](#)) as approved by the Executive Board at its meeting on 29 April 2016;
- The [examination code pertaining to interuniversity Master's programmes](#) for which students can enrol at multiple universities, as approved by the Board of Governors on 21 september 2012;
- The [Disciplinary Regulations for Students](#), as approved by the Board of Governors at its meeting on 19 september 2008;
- [Ghent University Association regulations on the special access requirements](#), as approved by Ghent University Association's Management Committee on 25 April 2007;
- The [resolution pertaining to the organization of Continuing Professional Development and postgraduate programmes](#) (including predoctoral training programmes), as approved by the Executive Board at its meeting on 25 February 2010;
- The [resolution pertaining to the organization of the doctoral training programme at Ghent University](#), as approved by the Executive Board at its meeting on 16 December 2010;
- The [Regulations concerning the Doctoral Schools](#), as approved by the Executive Board at its meeting on 17 february 2017;
- The [resolution pertaining to the access requirements for the academic teacher training programme](#), as approved by the Executive Board at its meeting on 25 May 2017;
- The [General Research and Collaboration Regulations](#), as approved by the Board of Governors of the Ghent University Association at its meeting on 10 October 2016.
- The [Regulations pertaining to the procedure to investigate breaches of academic integrity](#), as approved by the Executive Board at its meeting on 4 May 2015.

§2. The Education and Examination Code is subject to the Codex of 11 October 2013 concerning Higher Education, ratified by the decree of 20 December 2013 ([Codex Higher Education](#)), and to the following decrees adopted by the Flemish Parliament and resolutions adopted by the Flemish Government:

- The [special decree pertaining to Ghent University and Antwerp University Centre](#), as approved on 26 June 1991;
- The [resolution of the Flemish Government establishing the list of the Bachelor's and Master's programmes for each institution in Flemish higher education](#), as approved on 17 February 2017;
- The [resolution of the Flemish Government establishing the form of the higher education diploma and the contents of the accompanying diploma supplement that is awarded by higher education institutions in Flanders](#), as approved on 12 December 2014.

§3. The Education and Examination Code follows the recommendations on student mobility as described in the [ECTS User's Guide 2015 of the European Commission](#), approved by the European Ministers of Education at the conference of Yerevan in May 2015.

§4. The Education and Examination Code is supplemented by the [Faculty regulations](#).

§5. By requesting (re-) enrolment, students declare themselves to be in agreement with the stipulations of the current education and examination code.

# SECTION I

## ACRONYMS AND ABBREVIATIONS (IN DUTCH)

### ASSISTANT ACADEMIC STAFF

Assisterend academisch personeel  
(AAP)

### ADVANCED MASTER'S PROGRAMME

Master opleiding die volgt op een master-na-bacheloropleiding  
(MANAMA)

### BACHELOR'S PROGRAMME

Bachelor  
(Ba)

### CONTINUING PROFESSIONAL DEVELOPMENT

Permanente vorming  
(PEV)

### COP

Commissie Programma's

### ECTS

European Credit Transfer and Accumulation System  
Educational Quality Control Unit

### COMMISSIE KWALITEITZORG ONDERWIJS

(CKO)

### ELECTRONIC LEARNING ENVIRONMENT (ELE)

Elektronische leeromgeving  
(ELO)

### FACULTY OFFICE OF EDUCATIONAL SUPPORT

Facultaire Dienst Onderwijsondersteuning  
(FDO)

### FACULTY STUDENT ADMINISTRATION

Facultaire Studentenadministratie  
(FSA)

### GHENT UNIVERSITY ASSOCIATION

Associatie Universiteit Gent  
(AUGent)

### HIGHER EDUCATION DATABASE

Databank Hoger Onderwijs  
(DHO)

### HIGHER EDUCATION REGISTER

Hogeronderwijsregister  
(HOR)

### ICP

International Course Programme

### MASTER'S PROGRAMME

Master  
(MA)

### MASTER'S PROGRAMME

Masteropleiding die aansluit bij een academische  
bacheloropleiding  
(MANABA)

### OTHER ACADEMIC STAFF

Overig academisch personeel  
(OAP)

### PERSONALIZED LEARNING TRACK

Geïndividualiseerd traject  
(GIT)

### POSTGRADUATE PROGRAMME

Postgraduaatsopleiding  
(PGOP)

### PREVIOUSLY ACQUIRED COMPETENCIES

Eerder verworven competenties  
(EVC)

### PREVIOUSLY ACQUIRED QUALIFICATIONS

Eerder verworven kwalificaties  
(EVK)

### ACADEMIC TEACHER TRAINING PROGRAMME

Specifieke Lerarenopleiding  
(SLO)

### STANDARD LEARNING TRACK

Modeltraject  
(MOT)

### PROFESSORIAL STAFF

Zelfstandig academisch personeel  
(ZAP)

### UNIVERSITY LANGUAGE CENTRE

Universitair Centrum voor Talenonderwijs  
(UCT)



## SECTION II

# LIST OF DEFINITIONS

### A

#### ACADEMIC STUDY PROGRAMMES (ACADEMISCH GERICHTE OPLEIDINGEN)

Higher education programmes based on scientific research, designed to offer students the required general training, as well as academic knowledge and competencies that are inherent to operating within a specific scientific domain.

#### ACCREDITING BODY (VALIDERENDE INSTANTIE)

The body of Ghent University Association that is assigned with the task of conducting aptitude and admission tests and awarding the corresponding aptitude and admission certificates (for the latter, see article 5 §6).

#### ADVANCED MASTER'S PROGRAMME (MANAMA)

Master's programme subsequent to another Master's programme.

#### ALTERNATING COURSE UNIT (ALTERNEREND OPLEIDINGSONDERDEEL)

Course unit which is not taught on an annual basis.

#### ALTERNATING STUDY PROGRAMME (ALTERNERENDE OPLEIDING)

A study programme which is not taught on an annual basis or a study programme with a standard learning track involving alternating courses.

#### APTITUDE CERTIFICATE (BEWIJS VAN BEKWAAMHEID)

The certificate that a student has acquired, on the grounds of previously acquired competencies or qualifications, the competencies that are attached to the Bachelor's level in higher professional or academic education, or to the Master's level, or to a well-defined study programme, course unit or cluster of course units.

#### APTITUDE TEST (BEKWAAMHEIDSONDERZOEK)

The examination of a person's competencies, prior to awarding him/her with an aptitude certificate.

### B

#### BACHELOR'S PROGRAMME (BACHELOROPLEIDING, BA)

A study programme in higher education that is subsequent to secondary education and contains 180 ECTS credits.

#### BRIDGING PROGRAMME/COURSE (BRUGPROGRAMMA)

A standard personalized learning track of a specific study programme for students who have been granted exemptions and a reduction in study load on the basis of (a) previously acquired degree(s).

### C

#### CATCH-UP ACTIVITIES (INHAALACTIVITEITEN)

Educational activities which could not take place during the scheduled time period.

#### CATCH-UP WEEK (INHAALWEEK)

A week in the academic calendar in which catch-up activities may be held.

#### CERTIFICATE (GETUIGSCHRIFT)

The document that is awarded upon completion of a postgraduate study programme, a doctoral training programme, a preparatory course, a linking course or a Continuing Professional Development programme approved by the University Board.

#### CERTIFICATE SUPPLEMENT (GETUIGSCHRIFTSUPPLEMENT)

Supplement to the certificate which describes the nature, level, context, contents and status of a postgraduate study programme, a doctoral training programme, a preparatory course or a linking course.

#### CO-LECTURER (MEDELESGEVER)

Lecturer appointed by the Faculty Board, who does not have the ultimate responsibility for the course unit concerned.

#### COMPLEMENTARY STUDY PROGRAMMES (AANSLUITENDE OPLEIDINGEN)

Study programmes for which the resulting degree meets the degree requirements to be admitted to another programme.

#### CONTINUING PROFESSIONAL DEVELOPMENT (PERMANENTE VORMING, PEV)

Permanent training consists of short learning tracks or seminars for extra training, retraining or postgraduate courses, which are organized outside of the context of Bachelor's and Master's programmes, the academic teacher training programmes, postgraduate programmes and doctoral training programmes. No credit certificates are awarded for course units offered that are part of a PEV programme.

#### **CONTINUOUS ASSESSMENT (NIET-PERIODEGEBONDEN EVALUATIE)**

(Usually several) evaluation(s) of the students' study performance throughout the term or the academic year (cf. article 2).

#### **CONTRACT TO OBTAIN CREDITS (CREDITDOELCONTRACT)**

A contract to obtain a credit certificate for a particular course unit. There are two types of contracts to obtain credits: a credit contract and an exam contract to obtain a credit certificate.

#### **CONTRACT TO OBTAIN A DIPLOMA (DIPLOMADOELCONTRACT)**

A contract to obtain a diploma or certificate for a particular study programme. There are two types of contracts to obtain a diploma: a degree contract and an exam contract to obtain a diploma.

#### **COURSE SHEET (STUDIEFICHE)**

The description of a course unit in the course catalogue in accordance with the classification under article 41.

#### **COURSE UNIT (OPLEIDINGSONDERDEEL/VAK)**

A clear-cut set of educational, study and evaluation activities, aimed at acquiring well-defined competencies in terms of knowledge, insight, competencies and attitudes. Each course unit is identified by a code listed in the course catalogue.

#### **CREDITS**

The acquired ECTS credits that are linked to a particular course unit.

#### **CREDIT CERTIFICATE (CREDITBEWIJS)**

An acknowledgement that, after an evaluation, a student has proven to master the competencies of a particular course unit. This acknowledgement is recorded in a document or is established by means of an electronic registration.

#### **CREDIT CONTRACT (CREDITCONTRACT)**

A contract which the university board enters into with a student who enrolls in order to obtain a credit certificate for a course unit by means of full participation in the educational activities.

#### **CURRICULUM**

A list of course units per student per academic year. Curriculum Committee (Curriculumcommissie) Committee with decision-making authority with regard to awarding exemptions, elective course units and contracts to obtain credits (cf. article 32).

## **D**

#### **DEGREE (GRAAD)**

The specification of 'Bachelor', 'Master' or 'Doctor', awarded when obtaining a diploma.

#### **DELIBERATION (DELIBERATIE)**

A formal discussion by an Examination Board per deliberation set or by an Examination Board per study programme.

#### **DELIBERATION SET (DELIBERATIEPAKKET)**

A cluster of course units, credits and exemptions of in principle 60 ECTS credits, determined for each student and each study programme. These course units have been grouped within the framework of a contract to obtain a diploma, and the Examination Board per deliberation set can make study progress decisions on them.

#### **DIPLOMA**

The document that is awarded to students upon the successful completion of a Bachelor's programme, a Master's programme, a teacher training programme or a doctorate.

#### **DEGREE CONTRACT (DIPLOMACONTRACT)**

A contract which the university board enters into with a student who enrolls in order to obtain a diploma, degree or certificate for a particular study programme or who enrolls for a linking or preparatory course, with the intent to fully participate in the educational activities.

#### **DIPLOMA SUPPLEMENT (DIPLOMASUPPLEMENT)**

Supplement to the diploma describing the nature, level, context, contents and status of a study programme, in accordance with the relevant [resolution of the Flemish Government](#).

#### **DISCIPLINE (VAKGEBIED)**

A branch of science on which the academic staff provide education, conduct scientific research or provide scientific services.

#### **DISTANCE LEARNING (AFSTANDSONDERWIJS)**

Mode of study in which students go through a learning process for a comprehensive self-contained course or study programme. Distance learning allows the student and the supervisor/organizer of the learning process to be in different locations, and it can involve a very considerable or very small degree of individual guidance, as well as extensive communication with fellow students. Distance learning often requires using an electronic learning environment.

#### **DOCTORAL ADVISORY COMMITTEE (DOCTORAATSBEGELEIDINGSCOMMISSIE)**

Committee that was created by the Faculty Board and is in charge of the support, follow-up and assessment of doctoral students throughout the course of their study and research period.

#### **DOCTORAL DISSERTATION (DOCTORAATSPROEFSCHRIFT)**

The dissertation is a text document that demonstrates the doctoral student's ability to generate scientific knowledge on the basis of independent scientific research, either in one specific discipline (the Arts included) or across various disciplines. It is submitted in the number of copies required by the Faculty (cf. article 93) in a text file, in which at least the research question, the theoretical framework, the methodology and the obtained results are presented. The doctoral dissertation should be able to lead to scientific publications. Preparing a doctoral dissertation is part of the doctoral examination.

## DOCTORAL SCHOOL

A Doctoral School is an interdisciplinary facilitating body that offers a clear-cut framework for all matters related to doctoral studies. Within the doctoral training programme of Ghent University, the Doctoral Schools provide a variety of programmes aimed at developing more in-depth knowledge and broadening existing competencies. They organize several workshops in transferable skills, set up international co-operation schemes and partnerships with third parties, and offer a wide range of other activities, which are all aimed at coaching doctoral students during their research period, ensuring quality care and lending international appeal to their doctoral research. Ghent University has five [Doctoral Schools](#), each with their own director.

## DOCTORAL TRAINING PROGRAMME (DOCTORAATSOPLEIDING)

The doctoral training programme is designed to prepare students for a doctoral dissertation. It is a programme type which aims to provide more in-depth knowledge and broaden the competencies that have been acquired upon completion of a Master's programme. The details of the study programme are determined by the university board.

# E

## ECTS CREDIT (STUDIEPUNT)

An international unit, accepted within the Flemish Community, which corresponds to a minimum of 25 and a maximum of 30 hours of prescribed educational, study and evaluation activities and which is used to express the study load of each study programme or each course unit.

## EDUCATIONAL ACTIVITIES (ONDERWIJSACTIVITEITEN)

Activities provided by the academic staff that are aimed at the transfer, processing, practice, assisted application and integration of subject matter.

## ELECTIVE COURSE UNIT (KEUZEVAK)

Course unit that students select according to their own personal interpretation of their study programme overview.

## ELECTRONIC LEARNING ENVIRONMENT (ELEKTRONISCHE LEEROMGEVING, ELO)

Web-based environment that students may consult for information, and that allows them to do exercises and communicate with lecturers and/or fellow students. The electronic learning environment for Ghent University is called Minerva.

## END-OF-TERM ASSESSMENT (PERIODEGEBONDEN EVALUATIE)

Any evaluation during the examination periods, as scheduled in the academic calendar, of the extent to which students, based on their studies, have acquired the competencies related to a course unit.

Enrol (Inschrijven)

To enter into a contract to obtain a diploma or credits that is renewable every year.

## EVALUATION (EVALUATIE)

Testing the extent to which students, based on their studies, have acquired the competencies that are set out in a course unit.

## EVALUATION MOMENT (EVALUATIEMOMENT)

Specification of the period in which students can be evaluated for a particular course unit.

## EXAM CONTRACT (EXAMENCONTRACT)

A contract which the university board enters into with a student who, under the terms and conditions laid down by the university board, enrolls for exams, in order to obtain a diploma or certificate for a programme or a credit certificate for a course unit.

## EXAMINATION BOARD PER DELIBERATION SET (EXAMENCOMMISSIE PER DELIBERATIEPAKKET)

A body composed by the Faculty Board which is authorized to take exam decisions regarding a deliberation set and to formulate study advice.

## EXAMINATION BOARD PER STUDY PROGRAMME (EXAMENCOMMISSIE PER OPLEIDING)

A body composed by the Faculty Board which is authorized to take examination-related disciplinary decisions and exam decisions on the whole of the study programme with a view to awarding diplomas and grades of merit.

## EXAMINATION DECISION (EXAMENBESLISSING)

All decisions which, whether on the grounds of a deliberation round or not, involve a final judgement as to whether a student meets the requirements to pass a course unit, several course units of a study programme, or a study programme as a whole.

## EXAMINATION MARK (EXAMENCIJFER)

The assessment of a student's study performance as tested per course unit. This examination mark is expressed as a whole number from 0 up to and including 20.

## EXAMINATION OFFICE (EXAMENSECRETARIAAT)

Notification, registration and information cell per Faculty open to all parties involved in the end-of-term assessment.

## EXAMINATION-RELATED DISCIPLINARY DECISION (EXAMENTUCHTBESLISSING)

Decision that is imposed due to fraud or other irregularities during (continuous or end-of-term) assessment.

## EXAMINATION-RELATED DISCIPLINARY MEASURE (EXAMENTUCHTSANCTIE)

Penalty that is imposed as a result of an examination-related disciplinary decision.

## EXAMINATION RESULTS ANNOUNCEMENT (PROCLAMATIE)

The public announcement of exam results and/or deliberation decisions, either publicly or electronically by means of the transcript of records in Oasis.

## EXAMINER (EXAMINATOR)

A lecturer-in-charge or a co-lecturer who is responsible for the evaluation of a particular course unit. Alternatively, in

accordance with article 76, an examiner could be any other professorial staff member and/or an post-doctoral assistant or visiting professor or a research fellow who is employed at Ghent University or the Research Foundation Flanders on a temporary or permanent basis.

#### **EXEMPTION (VRIJSTELLING)**

Lifting the obligation to sit an exam for a particular course unit.

## **F**

#### **FEEDBACK**

Feedback involves a review and explanation of students' evaluation(s). As part of this process, students are also provided with recommendations intended to advance, improve or adjust study performance in view of future evaluations.

#### **FIELD OF STUDY (STUDIEGEBIED)**

A field of study as defined by decree in which study programmes that are related in terms of contents are assembled.

#### **FIRST-TERM COURSE UNIT (EERSTESEMESTERVAK)**

Course unit that is scheduled in the first term of the academic year.

#### **FULL-TIME STANDARD LEARNING TRACK YEAR (VOLTUJDS MODELTRAJECTJAAR)**

A standard learning track year of in principle 60 ECTS credits.

#### **FULL-YEAR COURSE UNIT (JAARVAK)**

Course unit which is scheduled over the two terms of one academic year, interrupted by a catch-up week and the examination period of the first term.

## **G**

#### **GRADE OF MERIT (GRAAD VAN VERDIENSTE)**

Special citation (passed cum fructu, cum laude, magna cum laude, summa cum laude) awarded by the Examination Board per study programme upon completion of a second-cycle study programme, a Bachelor's or Master's programme, or a academic teacher training programme.

#### **GUEST STUDENT (GASTSTUDENT)**

A student who is enrolled at a different institute of higher education while taking a number of course units at Ghent University or enjoying educational guidance at Ghent University, as part of an interuniversity study programme or another type of interuniversity co-operation or as part of a co-operation scheme with university colleges. Guest students are registered at Ghent University.

## **H**

#### **HIGHER EDUCATION DATABASE (DATABANK HOGER ONDERWIJS)**

The database managed by the Flemish government that is aimed at collecting and processing data - or coordinating data streams - in order to follow up on study careers in different ways (e.g. by means of the learning account, by implementing the funding of Higher Education, by gathering statistical data, and by preparing, monitoring and assessing government policies.

#### **HORIZONTAL INTAKE (HORIZONTALE INSTROOM)**

The direct intake of students in a study programme without them holding the degree which is normally required under applicable access requirements. They enter the study programme via a degree for which they can be granted exemptions and study load reduction.

## **I**

#### **INCOMING EXCHANGE STUDENT (INKOMENDE UITWISSELINGSSTUDENT)**

A student enrolled at an institute of higher education abroad or in a different Community who takes course units at Ghent University as part of his/her studies at the institution in question, within a previously determined framework (cf. Learning Agreement) between the institution, the student and Ghent University.

#### **INTEGRATION COURSE UNIT (INTEGRATIEVAK)**

Course unit in which the students apply and further develop the knowledge, insight, competencies and attitudes that they acquired in other course units. Examples of integration course units include the Master's dissertation, projects, seminar projects and work placements.

#### **INTERDISCIPLINARY DOCTORATE (INTERDISCIPLINAIR DOCTORAAT)**

Doctorate that is interdisciplinary in nature and that is taken under the joint supervision of two or more supervisors from different fields at Ghent University, resulting in a combined doctoral degree in accordance with the [resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates](#) as approved by the Executive Board.

## **J**

#### **JOINT DOCTORATE (GEZAMENLIJK DOCTORAAT)**

A doctorate that is completed under the joint supervision of Ghent University and one or several other partner institutions

in accordance with the [resolution of the Executive Board of Ghent University pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together](#) ('Gezamenlijk doctoraat' / 'Jointly Supervised PhD' / 'Cotutelle').

## L

### LANGUAGE COACHING MEASURES (TAALBEGELEIDINGSMAATREGELEN)

These include the following:

- General language course units, for example the university-wide elective course unit Academic English.
- Specific language courses, for example Economic English, which focus mainly on the knowledge of jargon.
- "Supportive sessions" embedded in the foreign-language course units. These may focus on language skills in a specific context (e.g. a number of sessions aimed at reading legal texts in French for law students). These sessions are best integrated into the first course that requires these specific skills.
- Monolingual, explanatory vocabulary lists of standard terminology, both for specific course units and for the entire study programme. This will enable students to learn specific jargon, in Dutch as well as the standard language of the discipline concerned.

### LEARNING ACCOUNT (LEERKREDIET)

The total set of ECTS credits a student can take up during his/her student career to enrol for an initial Bachelor or Master's programme under a degree contract or for a course unit under a credit contract. This set of credits may develop depending on the number of credits for which the student is enrolling and how many credits are obtained. The learning account is managed by the Higher Education Database and can be consulted by the student via the [student portal of the Ministry of Education and Training](#).

### LEARNING AGREEMENT

A formal agreement between the three parties involved in student mobility (i.e. the students, the sending institution and the receiving institution (or organisation or company)), who facilitate the organisation of student mobility and the recognition of credits obtained in this context. The Learning Agreement stipulates all the course units and other educational or research activities associated with student mobility. As such, it provides students with legal certainty that the credits they obtained at the receiving institution will also be acknowledged at the sending institution.

### LEARNING TRACK (STUDIETRAJECT)

The way in which the study is arranged for a student, i.e. the terms and conditions governing study progress (the order and the number of course units within a particular time span) of a curriculum. A learning track can be organized according to a standard learning track or a personalized learning track.

### LEARNING TRACK COUNSELLOR (TRAJECTBEGELEIDER)

A member of the Faculty Student Counselling Service within the Faculty Office of Educational Support who provides students with information, advice, and assistance with regard to the various aspects of their study career: study progress, selection processes, reorientation and personalized learning tracks. S/he also acts as contact persons between students and academic staff and, if necessary, can refer students to the appropriate services or bodies.

### LECTURER-IN-CHARGE (VERANTWOORDELIJK LESGEVER)

The lecturer appointed by the Faculty Board who is ultimately responsible for a course unit.

### LINKING COURSE (SCHAKELPROGRAMMA)

Study programme that is imposed as an admission requirement on holders of a professional Bachelor's degree.

## M

### MAIN SUBJECT (AFSTUDEERRICHTING)

A differentiation of at least 30 ECTS credits in a study programme which may include the Master's dissertation or any final projects.

### MAJOR

A cluster of course units to develop more in-depth knowledge within a given study programme. Students can choose among a variety of different majors (if available). The official name of the major is stated in the diploma supplement.

### MANDATORY COURSE UNIT (VERPLICHT OPLEIDINGSONDERDEEL)

Course unit that needs to be taken by all students who have enrolled under a contract to obtain a diploma, with the exception of students who have been awarded an exemption or a study load reduction.

### MASTER'S DISSERTATION (MASTERPROEF)

Final paper completing a Master's programme. The study load of a Master's dissertation expressed in ECTS credits equals at least one fifth of the total number of ECTS credits of the study programme, with a minimum of 15 ECTS credits and a maximum of 30 ECTS credits. In the Master's dissertation, the student should demonstrate the ability to analyse and synthesize information, to solve problems independently at an academic level, or to create art. The project is to reflect the student's critical, reflective attitude or his/her disposition towards research.

### MASTER'S PROGRAMME (MASTEROPLEIDING)

Study programme subsequent to an academic Bachelor's programme or another Master's programme, with a study load of 60 ECTS credits or a multiple of 60. A Master's programme is concluded with a Master's dissertation and is authenticated with a Master's degree.

### MASTER'S PROGRAMME (MANABA)

Master's programme subsequent to an academic Bachelor's programme.

### MINERVA

The official electronic learning environment (ELO) of Ghent University.

### MINOR

Cluster of course units to develop broader knowledge within a given study programme. Students can choose among a variety of different minors (if available). The official name of the minor is stated in the diploma supplement.

### STUDENT COUNSELLING SERVICE (MONITORAAT)

Central contact within the Faculty Office of Educational Support where student counsellors and learning track counsellors work together to provide maximum support to students for a wide range of study and learning track-related issues.

## O

### OASIS (OPEN ACADEMIC STUDENT INFORMATION SYSTEM)

The IT-system that supports the processes and activities concerning the education and student administration. By means of this web application (available at <http://oasis.UGent.be>), students can consult information on their enrolment(s) and curriculum and upload data themselves.

### OUTGOING EXCHANGE STUDENT (UITGAANDE UITWISSELINGSSTUDENT)

A student who spends a period of time abroad or in another Community within the context of his/her study programme. This period is acknowledged within the student's total curriculum at Ghent University.

## P

### PARTIAL EXAMINATION (DEELEXAMEN)

An examination dealing with only part of the study material.

### PART-TIME STANDARD LEARNING TRACK YEAR (DEELTIJDS MODELTRAJECTJAAR)

A standard learning track year of less than 54 ECTS credits.

### PERSONALIZED LEARNING TRACK (GEÏNDIVIDUALISEERD TRAJECT, GIT)

Learning track which deviates from the standard learning track.

### PLAGIARISM (PLAGIAAT)

Plagiarism is considered to be a form of fraud and an irregularity at Ghent University. To commit plagiarism is to present (parts of) a source as original and your own, without adding any acknowledgements. It can relate to different

forms of production, such as texts (written, oral), images (photographs, film, graphs, diagrams, figures, etc), music, databases, a structure, a line of reasoning, or ideas.

### POSTGRADUATE PROGRAMMES (POSTGRADUATSOPLEIDING, PGOP)

A study programme involving a study load of at least 20 ECTS credits. It is a learning track devised to provide more in-depth knowledge and broaden the competencies that have been acquired upon completion of a Bachelor's or Master's programme, as part of the students' further professional training. Postgraduate programmes are authenticated with a postgraduate certificate or a diploma conferring a legally recognized occupational title.

### PREDOCTORAL TRAINING PROGRAMME (PREDOCTORALE OPLEIDING)

A study programme that the Faculty can or is required to impose on prospective doctoral students who hold a foreign diploma or who do not hold a Master's degree, respectively, after an evaluation of their file. This predoctoral programme is an additional admission requirement to enrol for the doctorate, as determined in article 8 [and the resolution concerned](#). The programme is authenticated with a postgraduate certificate.

### PREPARATORY COURSE (VOORBEREIDINGSPROGRAMMA)

A programme that may be imposed on students who do not hold any of the required diplomas that would entitle them to be admitted directly to the study programme for which they wish to enrol.

### PREVIOUSLY ACQUIRED COMPETENCIES (EERDER VERWORVEN COMPETENTIES, EVC)

Knowledge, competencies and attitudes acquired by (prospective) students outside of university as part of their profession, voluntary work, hobbies or social life. This kind of experience is not authenticated by any formal study qualifications but may correspond with particular competencies from a Bachelor's and/or Master's programme, in which case it can be recognized as a "previously acquired competency". If (prospective students) with such competencies pass an aptitude test, they may be awarded exemptions for specific course units.

### PREVIOUSLY ACQUIRED QUALIFICATIONS (EERDER VERWORVEN KWALIFICATIES, EVK)

Every domestic or foreign study certificate which shows that the student has successfully completed a formal learning track, whether as part of an educational programme or otherwise, insofar as it is not a credit certificate obtained within the institution or programme where the (prospective) student wishes to assert this qualification.

### PROFESSIONAL STUDY PROGRAMMES (PROFESSIONEEL GERICHTE OPLEIDINGEN)

Study programmes designed to offer students the required general training, as well as professional knowledge and competencies, based on the application of scientific or artistic knowledge, creativity and practical knowledge.



### **PUBLIC ANNOUNCEMENT OF EXAM RESULTS (OPENBARE BEKENDMAKING VAN STUDIERESULTATEN)**

Announcement that makes it possible for all the parties concerned to inspect their individual examination results, for example by calling out the results publicly, through Oasis or Minerva.

## **R**

### **RECESS (RECES)**

Time period in which educational activities and evaluations organized by University are suspended, cf. the time spans specified in the academic calendar (see article 2).

### **REGISTER (REGISTREREN)**

Individuals who are enrolled at a different higher education institution (guest students) are registered at Ghent University. Registrations only serve administrative purposes, as it allows Ghent University to know the identity of the individuals in question, while also allowing these individuals to use a number of facilities that are available to Ghent University students.

### **REGULAR COURSE UNIT (REGULIER OPLEIDINGSONDERDEEL)**

Course unit approved by the Executive Board (or by the Doctoral School Board, if the course unit is taught by a Doctoral School) and for which the student is awarded a credit certificate upon successful completion.

### **RESEARCH RESULTS (ONDERZOEKSRESULTATEN)**

The results of research or development efforts, accomplished by the researchers as part of their relation with Ghent University and/or by means of Ghent University resources or equipment. These do not comprise literary works or works of art as intended under the Law on Copyright and Neighbouring Rights of 30 June 1994 ('Copyright Act'). However, they are considered to comprise computer software or databases which are protected under the Copyright Act and/or the Act of 31 August 1998 which transposed into Belgian law the European Directive of 11 March 1996 on the Legal Protection of Databases ('Database Act').

### **RESEARCH RESULTS THAT CAN CREATE VALUE (VALORISEERBARE ONDERZOEKSRESULTATEN)**

The research results that at first sight appear to offer viable prospects for exploitation, commercialization and/or social implementation and which are the property of Ghent University or to which Ghent University can assert certain rights.

## **S**

### **SECOND-TERM COURSE UNIT (TWEDESEMESTERVAK)**

Course unit that is scheduled in the second term of the academic year.

### **SPECIAL TUITION FEE (BIJZONDER STUDIEGELD)**

Increased tuition fee for some of the Master's programmes.

### **ACADEMIC TEACHER TRAINING PROGRAMME (SPECIFIEKE LERARENOPLEIDING)**

Study programme offered by a university which results in a teacher qualification. This teacher training programme contains a theoretical and a practical component and has a study load of 60 ECTS credits.

### **STANDARD LEARNING TRACK (MODELTRAJECT, MOT)**

Standard learning track within a given study programme, as determined by the provisions of article 38, 4°, in which the optimal succession, feasibility and organization of the education offered in this programme is pursued.

### **STANDARD LEARNING TRACK YEAR (MODELTRAJECTJAAR)**

Part of a standard learning track that is offered within one academic year, as determined in the course catalogue.

### **STUDENT**

An individual who is enrolled at Ghent University for the current academic year.

### **STUDENT COUNSELLOR (STUDIEBEGELEIDER)**

A member of the Faculty Student Counselling Service within the Faculty Office of Educational Support who coaches students to ensure a smooth study process. A student counsellor offers content-specific and/or general coaching about the relevant study programme. S/he works together with lecturers and teaching assistants to set up new coaching schemes and offers feedback with regard to recurrent field-related problems.

### **STUDY LOAD (STUDIEOMVANG)**

The number of ECTS credits that are assigned to a course unit or a study programme.

### **STUDY PROGRAMME (OPLEIDING)**

The structuring unit of higher education, i.e. a set of coherent educational, study and evaluation activities that are authenticated with a diploma or certificate upon successful completion.

### **STUDY PROGRAMME CHARACTERISTICS (OPLEIDINGSKENMERKEN)**

The defining characteristics of a study programme, arising from (a) the qualification and/or specification of the degree that is awarded upon completion of the study programme, and/or (b) the study load of the study programme, and/or (c) a specific main subject within a study programme.

### **STUDY PROGRAMME OVERVIEW (OPLEIDINGSPROGRAMMA)**

The full set of course units that make up a study programme.

### **STUDY TIME (STUDIETIJD)**

The amount of time, expressed in hours, that an average student needs in order to successfully complete the prescribed educational and evaluation activities of a course unit or study programme.

#### **SUCCESS RATE (STUDIERENEMENT)**

The proportion between the number of acquired credits and the number of ECTS-credits in the personal enrolment curriculum.

#### **SUCCESSION (VOLGTIJDDELIJKHEID)**

The regulations determined by the university board on whether or not students need to have followed or passed a particular course unit before they can enrol for another course unit. Optimal succession is offered under the form of a standard learning track. The order in which course units are best taken within the context of a degree contract, taking into account the initial competencies for each course unit. Succession may be advisory as well as mandatory in nature. It is important to note here that obtaining a credit for the successive course unit does not mean that the learning outcomes of the preceding course unit have been acquired.

#### **SUMMER SCHOOL (ZOMERPROGRAMMA)**

(Group of) course unit(s) that may be offered from the summer recess to the end of the academic year.

This may be the case for regular course units (as part of Master's programmes or postgraduate programmes) and for independent initiatives in the form of Continuing Professional Development.

#### **SUPERVISOR (PROMOTOR)**

Person in charge of steering and guiding Master's and doctoral students.

#### **SUPERVISOR OF STUDIES (MENTOR)**

(Outside) student counsellor who monitors students during their academic teacher training programme, extramural work placement or predoctoral training programme.

#### **SUPERNUMERARY COURSE UNIT (SURNUMERAIR OPLEIDINGSONDERDEEL)**

Course unit taken under a contract to obtain a diploma which is added to the regular study load of the study programme as part of the student's curriculum.

## **T**

#### **TEACHING METHOD (DIDACTISCHE WERKVORM)**

The way in which the educational activities are given shape, so that students can acquire the envisaged competencies as efficiently as possible. Examples of teaching methods include lectures, practicals, the Master's dissertation, guided self-study, online discussion forums, independent work, etc (see Section III).

#### **TECHNOLOGY TRANSFER OFFICE (VALORISATIECEL)**

The body charged with the protection and exploitation of Ghent University research results, for the benefit of and under the authority of Ghent University.

#### **TRANSCRIPT OF RECORDS (PUNTENLIJST)**

An enumeration of the examination marks obtained by an individual student for the course units that are listed on this report.

#### **TUITION FEE (STUDIEGELD)**

The amount in Euros that the student is to pay upon enrolment in order to take part in educational activities and/or exams. The tuition fee consists of a fixed amount and a variable amount, depending on the number of ECTS credits for which the student is enrolling.

## **V**

#### **VERTICAL AND HORIZONTAL CONSISTENCY (VERTICALE EN HORIZONTALE COHERENTIE)**

Synchronizing the contents of the course units within a specific learning track (horizontally) and across the various learning tracks (vertically), aimed at preventing gaps in the initial competencies of students and overlap between course units.



# PART II

# EDUCATION REGULATIONS

## SECTION I

## THE ORGANIZATION OF THE ACADEMIC YEAR

### ARTICLE 1 START AND CLOSE OF THE ACADEMIC YEAR

The 2017-2018 academic year starts on 25 September 2017 and closes on 22 September 2018.

### 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.

§2. The academic year is divided into two terms.

Mon. 25/09/2017	Start of the academic year 2017-2018
Mon. 09/10/2017	Inauguration of the academic year 2017-2018
Mon. 25/09/2017 through Sat. 16/12/2017	12 weeks of first-term educational activities
Mon. 18/12/2017 through Sat. 23/12/2017	1 week of catch-up activities
Mon. 25/12/2017 through Sat. 06/01/2018	2 weeks of Christmas recess
Mon. 08/01/2018 through Sat. 03/02/2018	4 weeks of first-term examination period, including: <ul style="list-style-type: none"><li>- preparation time for the exams</li><li>- deliberations and examination results announcements up to and including Sat. 17/02/2018 (cf. article 69)</li><li>- feedback on first-term first examination period</li></ul>
Mon. 05/02/2018 through Sat. 10/02/2018	1 week inter-term recess
Mon. 12/02/2018 through Sat. 31/03/2018	7 weeks of second-term educational activities, including feedback on first-term examination period up to and including 23/02/2018
Mon. 02/04/2018 through Sat. 14/04/2018	2 weeks of Easter recess
Mon. 16/04/2018 through Sat. 19/05/2018	5 weeks of second-term educational activities
Mon. 21/05/2018 through Sat. 26/05/2018	1 week of catch-up activities
Mon. 28/05/2018 through Sat. 07/07/2018	6 weeks of second-term examination period, including: <ul style="list-style-type: none"><li>- preparation time for the exams</li><li>- deliberations</li><li>- examination results announcements up to and including 05/07/2017 and for the academic teacher training programme up to and including Friday 06/07/2018 (cf. article 69)</li><li>- feedback on the second-term examination period</li></ul>
Mon. 09/07/2018 through Sat. 18/08/2018	6 weeks of summer recess

Mon. 20/08/2018 through Sat. 15/09/2018	4 weeks of resit examination period, including: <ul style="list-style-type: none"> <li>- deliberations</li> <li>- examination results announcements</li> <li>- feedback on all examination periods</li> </ul>
Mon. 17/09/2018 through Sat. 22/09/2018	1 week of feedback on all examination periods and reorientations
Mon. 24/09/2018	Start of the academic year 2018-2019

§3. During catch-up week, the following activities may be organized:

- educational activities, if they were unable to be held in the scheduled period due to force majeure;
- revision lessons and/or extra exercises, provided that no new subject matter is taught;
- the evaluations intended under articles 51§4.

§4. Educational activities and evaluations are suspended during Christmas recess, inter-term recess, Easter recess, summer recess, from 17/09/2018 through 22/09/2018, as well as on the following closing days:

- Wednesday 1 November 2017 (All Saints' Day, bank holiday)
- Thursday 2 and Friday 3 November 2017 (All Souls' Day, holiday determined by decree, and additional fixed day of leave)
- Saturday 11 November 2017 (Armistice Day, bank holiday)
- Wednesday 15 November 2017 (King's Feast, holiday determined by decree)
- Monday 25 December 2017 up to and including Monday 1 January 2018: Christmas Day and New Year's Day (bank holidays) and fixed days of leave (subject to approval by negotiation committee for staff)
- Friday 23 March 2018 (Dies Natalis)
- Monday 2 April 2018 (Easter Monday, bank holiday)
- Tuesday 1 May 2018 (May Day, bank holiday)
- Thursday 10 May 2018 (Ascension, bank holiday)
- Friday 11 May 2018 (fixed day of leave, subject to approval by negotiation committee for staff)
- Monday 21 May 2018 (Whit Monday, bank holiday)
- Wednesday 11 July 2018 (Day of the Flemish Community, holiday determined by decree)
- Monday 16 July 2018 up to and including Friday 20 July 2018 (working days of the Ghent Festival, fixed days of leave)
- Saturday 21 July 2018 (National Holiday, bank holiday)
- Wednesday 15 August 2018 (Assumption, bank holiday)
- Any additional fixed days of leave in 2018, [to be determined by the negotiation committee for staff](#).

§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, Continuing Professional Development, predoctoral training programmes and the doctoral training programmes
- work placements and clinics, after approval by the Faculty Board; these may also take place on closing days;
- educational activities and evaluation moments within the context of the summer schools (see article 44).

§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).

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

§7. Prior to the academic year in which they are to be included as part of the student's curriculum, work placements and clinics may be held during the summer recess, the resit examination period and feedback week (i.e. from 9 July 2018 through 22 September 2018), after Faculty approval and provided the student is enrolled at Ghent University. The Faculty is to notify the Director of Educational Policy of this arrangement before 1 April preceding the academic year concerned, by sending an e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be).

### **ARTICLE 3** INFORMATION SESSIONS

Before the start of the academic year, the Faculties stage their own specific information and introductory sessions, intended first and foremost for prospective students seeking to enrol at Ghent University for the first time.

### **ARTICLE 4** DEPARTURES FROM THE SCHEDULED ACADEMIC CALENDAR

Departures from the provisions set out under articles 1 through 3 can only be granted by the director of the Department of Educational Policy in response to a substantiated request from a Faculty Board, after the recommendation of the Director of Studies. Any such requests are to be submitted with the Department of Educational Policy (by e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 April of the preceding academic year. The director of the Department of Educational Policy is to explicitly determine the term of validity of any departures granted.

# SECTION II

## ACCESS REQUIREMENTS

### SUBSECTION I

#### DEGREE ACCESS REQUIREMENTS

#### ARTICLE 5 ACCESS REQUIREMENTS FOR BACHELOR'S PROGRAMMES

§1. Holders of a diploma awarded by an educational institution that is recognized by the Flemish Community:

- As an admission requirement, students who intend to enrol for a Bachelor's programme with a contract to obtain a diploma need to hold one of the following degrees:
- a secondary school diploma awarded by (an educational institution that is recognized by) the Flemish Community;
- an Associate degree short cycle programme (HBOS) awarded by an educational institution that is recognized by the Flemish Community
- a short-type higher education diploma with a full curriculum;
- a higher education diploma for social promotion, with the exception of the Certificate of Teaching Competence
- a certificate which, pursuant to a statutory standard, a European Directive or an international convention, is recognized as being equivalent at a minimum to one of the diplomas listed above. This applies to the following certificates, among others:
  - a certificate of complementary secondary vocational education;
  - a First Prize diploma, awarded by a school of music or the Lemmens Institute, with the exception of a First Prize diploma in music theory;
  - a technical engineering diploma;
  - a diploma of first-grade higher music education with full curriculum, awarded by a school of music;
  - a diploma of higher technical education of the third grade;
  - a certificate showing that the student has successfully passed at least 2 study years in one and the same subject in higher vocational education, or (a) (partial) certificate(s) of modules from one and the same subject in higher vocational education which the candidate successfully completed with a total number of contact hours of at least two-thirds of the total;
  - a certificate showing that the student has successfully passed at least 2 study years with a full curriculum of a study programme resulting in the diploma of higher art education with a full curriculum of the second grade, a diploma of higher art education with a full curriculum of the third grade, a diploma of higher technical education of the third grade or an interior design diploma;
  - a degree of candidature (or equivalent);
  - a Bachelor's degree (or equivalent);
  - a Master's degree (or equivalent).

§2. Holders of a degree awarded by an educational institution that is recognized by the French or German Community

As an admission requirement, students who intend to enrol for a Bachelor's programme with a contract to obtain a diploma need to hold one of the following degrees:

- a secondary school diploma awarded by an educational institution that is recognized by the French or German Community;
- a degree of candidature (or equivalent);
- a Bachelor's degree (or equivalent);
- a Master's degree (or equivalent).

§3. Holders of a degree awarded by a foreign educational institution:

As an admission requirement, students who intend to enrol for a Bachelor's programme with a contract to obtain a diploma need to hold one of the following degrees:

- a "European Baccalaureate" awarded by the European Schools in Belgium or abroad;
- a "Diplôme du Baccalauréat international" awarded by the Office du Baccalauréat International in Geneva;
- a diploma awarded by the SHAPE school (NATO);
- a Luxembourg "diplôme de Fin d'Etudes secondaires" or a "diplôme de Fin d'Etudes secondaires techniques";
- a Dutch or Surinamese "Voorbereidend Wetenschappelijk Onderwijs (VWO)" diploma;

- a Dutch "Getuigschrift van met goed gevolg afgelegd propedeutisch examen" certificate;
- a Dutch "Getuigschrift Propedeuse Hoger Beroepsonderwijs" certificate;
- a French "Baccalauréat Général", "Baccalauréat Technologique" or "Baccalauréat Professionnel" diploma;
- a German "Zeugnis der allgemeinen Hochschulreife/Abitur" diploma;
- a true and [certified](#) "High School Diploma" (USA) with a "transcript of records", listing at least 4 Advanced Placements (APs);
- a foreign diploma declared equivalent by [NARIC](#);
- a true and [certified](#) foreign Bachelor's or Master's degree;
- a diploma with an accompanying certificate stating that, on the grounds of said diploma, the student is to be admitted to university studies of the country in which said diploma was awarded, if said country has ratified the Lisbon Recognition Convention (LRC).

§4. The Vice-Chancellor may grant permission to enrol for a Bachelor's programme to people who have obtained a diploma or an educational certificate in a country which has not ratified the Lisbon Recognition Convention (LRC). These people need to present a true and [certified](#) diploma or a certificate that grants them access to university education in that country, but it is not necessary for them to obtain a recognition of the equivalency of their diploma.

#### §5. Access requirements for the Dentistry/Medicine study programmes

For students wishing to enrol for a Bachelor's programme in Medicine or Dentistry, an additional admission requirement applies. These students are required to pass an [entrance exam](#), organized by the Examination Board 'Medical School and Dentistry Entrance Exams'. Holders of a foreign diploma may be [exempted from this requirement by the Flemish Interuniversity Council](#) (Vlaamse Interuniversitaire Raad, VLIR).

#### §6. Special access requirements for Bachelor's programmes

Prospective students who fail to comply with the conditions specified under §1 and §2 may be allowed to enrol for a Bachelor's programme after an [admission enquiry](#). This type of enquiry is governed by a specific procedure. Provided that the applicable language requirements are met, an admission enquiry may be requested by:

- prospective students who fail to meet the aforesaid access requirements: on condition that they have reached the minimum age of 21.
- prodigies (people with an exceptional command of a specific discipline): without any age restrictions;
- refugees and displaced persons: without any age restriction.

## ARTICLE 6 ACCESS REQUIREMENTS FOR MASTER'S PROGRAMMES

§1. For holders of a diploma awarded by an institute of higher education that is recognized by the Flemish Community, the following applies: Students who wish to enrol for a Master's programme (both Master's programmes subsequent to a Bachelor's programme and Advanced Master's programmes) are to meet the access requirements as approved by the COP and stipulated in the course catalogue. This implies that they may be required to attend a preparatory or linking course. Students may file an appeal against any such decision with the Institutional Appeals Committee (Interne Beroepscommissie), as specified under article 100.

§2. For holders of a diploma awarded by another educational institution, the following applies:

1<sup>o</sup> Master's Programme (not an International Course Programme, [ICP](#); not [Erasmus Mundus](#)):

The general admission requirement is for students to hold a Bachelor's degree. After a favourable [admission procedure](#), these prospective students are granted admission to a Master's programme or a preparatory course.

Students who intend to enrol for the Flemish Master of Medicine or Master of Dentistry study programmes are also required to pass an [entrance exam](#). They may be [exempted from this requirement by the Flemish Interuniversity Council](#) (VLIR).

2<sup>o</sup> Advanced Master's Programme (ManaMa) (not [ICP](#), not [Erasmus Mundus](#)):

These students are to hold a Master's degree or, in special cases, a Bachelor's degree. After an admission procedure, these students may be granted admission to an Advanced Master's programme or a preparatory course. If students are required to take a preparatory course to be admitted to an English-language Advanced Master's programme, the preparatory programme is to be taught in English.

§3. Prospective students who do not meet the requirements mentioned in §1 and §2 (they cannot present any certificates) may be admitted to the continuation course by the Vice-Chancellor for humanitarian reasons, after an investigation into their aptitude to follow this course. The prospective student in question is required to submit a substantiated request with the institutional ombudsperson.

## ARTICLE 7 ACCESS REQUIREMENTS FOR POSTGRADUATE PROGRAMMES

§1. Prospective students who want to enrol for postgraduate programmes need to meet the access requirements as approved by the COP and stipulated in the course catalogue.

§2. Holders of a non-Belgian diploma may be admitted to postgraduate programmes after an [admission procedure](#).

## ARTICLE 8 ACCESS REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT

§1. Prospective students seeking to enrol for Continuing Professional Development need to meet the access requirements as approved by the Faculty Board concerned ("autonomous initiatives") and the COP ("approved initiatives").

§2. Holders of a non-Belgian diploma may be admitted to a Continuing Professional Development programme after an [admission procedure](#).

## ARTICLE 9 ACCESS REQUIREMENTS FOR THE ACADEMIC TEACHER TRAINING PROGRAMME

§1. The following students may be admitted to the academic teacher training programme:

- holders of a Master's degree, an academic second-cycle diploma or a diploma of the second cycle of two-cycle higher education (H02C) may enrol for the academic teacher training programme;
- holders of a Master's degree, an academic second-cycle diploma or a diploma of the second cycle of two-cycle higher education (H02C) who have enrolled for a consecutive Advanced Master's programme, with the resulting Advanced Master's degree admitting them to the relevant section of the academic teacher training programme; or students who
  - by means of a personalized learning track – are already taking some course units in this Advanced Master's programme. However, students are first required to obtain their Advanced Master's degree before they can pass the academic teacher training programme;
- holders of an academic Bachelor's degree who are also enrolling for a consecutive Master's programme. However, students are first required to obtain their Master's degree before they can pass the teacher training programme;
- students who, in accordance with article 23 of the Curriculum Committee, are allowed to simultaneously enrol for an academic Bachelor's programme and the consecutive Master's programme. However, students are first required to obtain their Bachelor's and their Master's degree before they can pass the teacher training programme;
- holders of a professional Bachelor's degree who have enrolled for a linking course which admits them to one of the consecutive Master's programmes, or who – in accordance with article 23 – have been given permission by the Curriculum Committee to simultaneously enrol for the linking course and said Master's programme, or who are already in possession of the certificate for the aforesaid linking course and who are enrolling for the consecutive Master's programme. However, students are first required to obtain both their linking course certificate as well as their Master's degree concerned before they can pass the teacher training programme.

§2. Holders of a non-Belgian diploma may be admitted to the academic teacher training programme after an [admission procedure](#).

## SUBSECTION II

### LANGUAGE ACCESS REQUIREMENTS

#### ARTICLE 10 LANGUAGE REQUIREMENTS

##### §1. Exemption from applicable language requirements:

1° Prospective students are exempted from the language requirements for Dutch, if they hold any of the following certificates:

- a secondary education diploma awarded by (an educational institution that is recognized by) the Flemish Community;
- a higher education diploma of a Dutch-language study programme, awarded by an institute of higher education that is recognized by the Flemish Community;
- a certificate confirming that the student passed one year of study in secondary education;
- a certificate confirming that the student has already obtained 60 credits for Dutch-language course units at an institute of higher education.

2° Prospective students are exempted from the language requirements for English, if they hold any of the following certificates:

- a diploma of secondary education awarded by (an educational institution that is recognized by) the Flemish Community;
- a higher education diploma awarded by an institute of higher education that is recognized by the Flemish Community;
- if the prospective student has already passed an English-language study programme, either in secondary education or at an institute of higher education (i.e. the student needs to have obtained 60 credits, whether it be in one academic year or several);
- a certificate establishing that the student has taken the predoctoral training programme at Ghent University, provided that this programme primarily consisted of course units taught in English;
- only applicable to students enrolling for the doctorate and the (pre)doctoral training programme: a written statement from the supervisor or mentor, respectively, confirming that the prospective doctoral student has a sufficient command of English.

3° Prospective students are exempted from the language requirements for Dutch and/or English, if they are admitted to a study programme on the basis of a selection procedure within the framework of an Erasmus Mundus Action 1 or Action 2, International Course Programmes, EU-US Atlantis, EU-Canada, which take language proficiency as one of the selection criteria.

##### §2. Language requirements for Bachelor's programmes:

1° Prospective students for a Dutch-language Bachelor's programme are required to show that they have reached the B2 level for Dutch (cf. §9).

2° In contravention of the first section of this paragraph, prospective students for the Bachelor's programme Bachelor of Arts in Applied Linguistics are required to show that they have reached the C1 level for Dutch (cf. §9).

3° Under no circumstances can prospective students enrol for a Bachelor's programme if they do not have the required language skills.

##### §3. Language requirements for preparatory and linking programmes:

- for a preparatory or linking programme with Dutch as the language of instruction:
  - required level of Dutch: B2. In contravention of this rule, prospective students for the preparatory or linking programme to the Master's programmes in Applied Linguistics are required to show that they have reached the C1 level of Dutch (cf. §9).
  - required level of English: 0
- for a preparatory or linking programme with English as the language of instruction:
  - required level of Dutch: 0
  - required level of English: B2

##### §4. Language requirements for Master's programmes:

At the recommendation of the study programme committee, the Faculty lays down which [level of proficiency](#) (cf. §9) in Dutch and English is required upon enrolment for each Master's programme. For an interuniversity co-operation, which has included specific language requirements in the agreement concerned, the Faculty may use these requirements instead of a level of proficiency.

Any amendments must be reported to the Department of Educational Policy (by e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 January preceding the academic year concerned.

If the Faculty fails to specify the language requirements for the Master's programme, the following applies:

- for Master's programmes with Dutch as the language of instruction:

- required level of proficiency in Dutch: B2
- required level of proficiency in English: O
- for Master's programmes with English as the language of instruction:
  - required level of proficiency in Dutch: O
  - required level of proficiency in English: B2

**§5. Language requirements for the academic teacher training programme:**

The academic teacher training programme is subject to the same language requirements as the Bachelor's programmes (cf. §2).

**§6. Language requirements for postgraduate programmes and approved Continuing Professional Development:**

For postgraduate programmes and approved Continuing Professional Development, the coordinator/person in charge of the study programme specifies which level of proficiency (cf. §9) in Dutch and English is required upon enrolment. Any amendments must be reported to the Registrar's Office of the Department of Educational Policy (by e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 April preceding the academic year concerned. If the language requirements fail to be specified, the B2 level is the required level of proficiency in English and Dutch, for the postgraduate programmes and for the approved Continuing Professional Development, depending on the language(s) of instruction.

**§7. Language requirements for the predoctoral training programme:**

For the predoctoral training programmes, the supervisor of the prospective doctoral student is to confirm that the latter has sufficient communication skills in the languages in which the course units are taught.

**§8. Language requirements for the doctorate and the doctoral training programme:**

For the doctorate and the doctoral training programme, the Faculty specifies which level of proficiency (cf. §9) in English is required upon enrolment. Any amendments must be reported to the Registrar's Office of the Department of Educational Policy (by e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 April preceding the academic year concerned. If the language requirements fail to be specified, the B2 level is the required level of proficiency in English for the doctoral training programme and the doctorate.

**§9. Levels of proficiency:**

All certificates mentioned below need to be valid at the time of the first enrolment for a study programme: this means that, if a term of validity is specified, it should not have lapsed and that language certificates without term of validity should not be older than 4 academic years (counting from the academic year after the certificate was obtained).

LEVEL	ADEQUATE PROOF OF DUTCH PROFICIENCY
0	Everyone is accepted
B2	<ul style="list-style-type: none"> <li>- the NVA5 certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT)</li> <li>- a B2 certificate for the Interuniversity Language Test of Dutch (Interuniversitaire Taaltest Nederlands voor Anderstaligen, ITNA), awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>- a B2 certificate from another university language centre or a Centre for Adult Education</li> <li>- the Educatief Startbekwaam certificate (formerly known as the Higher Education Language Proficiency Profile or Profiel Taalvaardigheid Hoger Onderwijs, PTHO) under the Dutch as a Foreign Language Certificate (Certificaat Nederlands als Vreemde Taal, CnaVT), awarded by the Language Union (Taalunie)</li> <li>- passing the entrance exam for the Dentistry/Medicine study programmes</li> <li>- passing the <a href="#">NT2 State exam Programme II</a> (awarded by the Board of Examinations (CvTE) in the Netherlands)</li> </ul>
C1	<ul style="list-style-type: none"> <li>- the Educatief Professioneel certificate (formerly known as the Academic Language Proficiency Profile or Profiel Academische Taalvaardigheid, PAT) under the Dutch as a Foreign Language Certificate, awarded by the Language Union</li> <li>- an NVA6 certificate awarded by the Ghent University Language Centre</li> <li>- a C1 certificate for the Interuniversity Language Test of Dutch (Interuniversitaire Taaltest Nederlands voor Anderstaligen, ITNA), awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>- a C1 certificate from a university language centre or a Centre for Adult Education</li> </ul>
C2	a C2 certificate from a university language centre



LEVEL	ADEQUATE PROOF OF ENGLISH PROFICIENCY
0	Everyone is accepted
B2	<ul style="list-style-type: none"> <li>- a TOEFL TEST, with a score ranging from at least 510 up to and including 559 (paper-based), or ranging from at least 72 up to and including 94 (Internet-based) or above. Participants are to specify "institution code" 2643 if they want the test results to be communicated directly to Ghent University</li> <li>- an original 'Academic Test Report Form' (TRF) from IELTS, with a score of at least 6.0</li> <li>- a B2 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>- a B2 certificate awarded by a university language centre or a Centre for Adult Education</li> <li>- the final test certificate for the course Practical English 5, Upper-intermediate Academic English or Preparing for an English test, issued by the Ghent University Language Centre</li> <li>- First certificate in English (FCE)</li> </ul>
C1	<ul style="list-style-type: none"> <li>- a TOEFL TEST, with a score ranging from at least 560 up to and including 676 (paper-based), or ranging from at least 95 up to and including 119 (Internet-based) or above. Test participants are to specify "institution code" 2643, if they want the test results to be communicated directly to Ghent University</li> <li>- an original 'Academic Test Report Form' (TRF) from IELTS, with a score of 7.0 or above</li> <li>- an C1 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>- a certificate for Advanced Practical English, Practical English 6 or Advanced Academic English issued by the Ghent University Language Centre</li> <li>- a C1 certificate from a university language centre or a Centre for Adult Education</li> <li>- Certificate in Advanced English (CAE)</li> </ul>
C2	<ul style="list-style-type: none"> <li>- a TOEFL TEST, with the highest score of 677 (paper-based), or 120 (Internet-based). Test participants are to specify "institution code" 2643 if they want the test results to be communicated directly to Ghent University</li> <li>- an original 'Academic Test Report Form' (TRF) from IELTS, with a score of 7.5 or above (maximum score = 9.0)</li> <li>- certificate of Proficiency in English (CPE)</li> <li>- an ITACE certificate for students with a CEF C2 score, awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>- a C2 certificate from a university language centre</li> </ul>

## SUBSECTION III

### ACCESS REQUIREMENTS IN TERMS OF THE LEARNING ACCOUNT

#### **ARTICLE 11 ACCESS REQUIREMENTS IN TERMS OF THE LEARNING ACCOUNT**

§1. Students can enrol for the remaining learning account if they enrol under a degree contract or an exam contract to obtain a diploma in a Bachelor's programme or Master's programme (subsequent to a Bachelor's programme) and if they enrol under a credit contract or an exam contract to obtain a credit certificate. This is not applicable to students who have not yet passed the first deliberation set of the Bachelor's programme for which they want to enrol: they can only enrol for the Bachelor's programme in question if their learning account still allows them to take up all remaining ECTS-credits of the first standard learning track year.

Students who have obtained a Bachelor's degree can enrol for the consecutive Master's programme (whether or not preceded by a linking or preparatory programme), regardless of the condition of their learning account.

Students who have obtained a Master's degree can enrol regardless of the condition of their learning account.

## §2. Exceptional permission to enrol in case of an insufficient learning account

If a student has an insufficient learning account, individual exceptions may be granted by the director of the Department of Educational Activities. The student in question is required to submit a substantiated request with the Department of Educational Policy, Registrar's Office, by e-mail to [leerkrediet@ugent.be](mailto:leerkrediet@ugent.be). The student is required to pay the regular tuition fee. Students may file an internal appeal against the decision of the director of the Department of Educational Activities with the Institutional Appeals Committee in accordance with article 100.

## §3. Reclamation of learning account due to force majeure

For students who believe that they could not participate in (part of) the examinations for which they were enrolled due to force majeure, and who cannot make use of any more examination opportunities within the academic year at hand, may submit a [request to reclaim their lost learning account](#) with the Council for Disputes concerning Decisions on Study Progress ([Raad voor Betwistingen inzake Studievoortgangsbepalingen](#)).

## SUBSECTION IV ADMISSION PROCEDURE

### ARTICLE 12 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY AN EDUCATIONAL INSTITUTION RECOGNIZED BY THE FLEMISH COMMUNITY

The admission procedure for holders of a diploma awarded by an educational institution that is recognized by the Flemish Community consists of reporting via [prospect.ugent.be](http://prospect.ugent.be) and following the enrolment procedure. For some study programmes, the prior permission of the faculty is required (after an examination of the student's file). For the actual enrolment, all required diplomas and certificates need to be presented. Final enrolment date: in accordance with the regular period of enrolment, cf. article 15.

### ARTICLE 13 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY AN EDUCATIONAL INSTITUTION RECOGNIZED BY THE FRENCH OR GERMAN COMMUNITY

#### §1. Enrolling for a Bachelor's programme

The admission procedure for holders of a diploma awarded by an educational institution that is recognized by the Flemish Community consists of reporting via [prospect.ugent.be](http://prospect.ugent.be) and following the [enrolment procedure](#). For the actual enrolment, all required diplomas and certificates need to be presented. Final enrolment date: in accordance with the regular period of enrolment, cf. article 15.

#### §2. Enrolling for another study programme

If holders of a diploma awarded by an educational institution that is recognized by the French or German Community wish to enrol for a Master's programme (whether or not preceded by a preparatory programme), a postgraduate programme, or the doctorate and the doctoral training programme, they need to report via [prospect.ugent.be](http://prospect.ugent.be) and follow the [enrolment procedure](#). In addition, these prospective students need to request the faculty involved for permission to enrol. To this end, they will contact the [learning track counsellor](#). For the actual enrolment, all required diplomas and certificates need to be presented. Final enrolment date: in accordance with the regular period of enrolment, cf. article 15.

### ARTICLE 14 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY A FOREIGN EDUCATIONAL INSTITUTION

§1. If holders of a diploma awarded by a foreign educational institution wish to enrol for a Bachelor's programme, a Master's programme (whether or not preceded by a preparatory programme), a postgraduate programme, a Continuing Professional Development programme, or the doctorate and the doctoral training programme, they need to report via the procedure outlined on [www.ugent.be/admission](http://www.ugent.be/admission) and follow the enrolment procedure.

All requests based on a foreign diploma need to be accompanied by a legalized copy of this diploma, except diplomas awarded in a country which has not ratified the Lisbon Recognition Convention (LRC).

§2. Final enrolment date for full admission file to enrol from the academic year 2018-2019 onwards:

- Prospective students subject to a visa requirement need to submit their admission file before 1 March 2018.
- Prospective students who are not subject to a visa requirement need to submit their admission file before 1 June 2018.
- For the enrolment for the doctorate and the doctoral training programme, there is no final enrolment date.

§3. The Registrar's Office of the Department of Educational Policy is in charge of investigating whether the submitted file is complete and the prospective student is admissible. To this end, they will follow the guidelines of the Lisbon Recognition Convention (LRC) for admission requests based on a diploma awarded in a country that has ratified the LRC.

After they have confirmed that the file is complete, they will proceed as follows:

- If the prospective student is admitted based on the similar level of the diploma in question and holds a diploma awarded in a country which has ratified the LRC, then s/he is admitted;
- If the prospective student's file corresponds with an entry in the database of precedents from the Registrar's Office, then the decision that was taken in the precedent is upheld;
- In all other cases, the file is transferred to the study programme committee in question.
  - If students can only be admitted to the study programme after an individual aptitude test, the study programme committee will formulate a positive/negative recommendation with a six-week period.
  - If this is not the case, the study programme committee may advise against admitting the prospective student on the grounds of substantial differences between the prospective student's diploma and the access requirements that are in place for holders of a degree awarded by an educational institution recognized by the Flemish Community. In case of a negative recommendation, the study programme committee will indicate clearly what these substantial differences are (in terms of the level of the foreign certificate, the learning results of the study programme, study load, the quality of the study programme) and it will describe why the diploma at hand cannot be regarded as equivalent to one of the diplomas listed in the access requirements. This negative recommendation is to be given as soon as possible, and if this is not done within six weeks, the student will be admitted.

Taking into account the recommendations of the study programme committee, the head of the Registrar's Office will then decide whether or not to admit the prospective student to Ghent University.

Any admissions and refusals, except for those that were preceded by an individual aptitude test, will be added to a database of precedents.

For cases that do not fall under the LRC, the decision is only added to the database of precedents if the study programme committee at hand agrees to this. At regular intervals, the Registrar's Office will submit the contents of this database to the study programmes, which may then suggest any amendments.

§4. If prospective students have been denied admission by the head of the Registrar's Office, they cannot request admission to the same study programme again, unless they can add new and substantial information to their file.

§5. Ghent University will not check the (prospective) students' solvency and never assumes any financial liability with respect to (prospective) students. Through their request, all (prospective) students formally declare that they will not turn to Ghent University for any material or financial aid during their stay in Belgium.

# SECTION III

## ENROLMENT

### ARTICLE 15 (RE-)ENROLMENT PERIOD [\(more info\)](#)

§1. For contracts to obtain a diploma:

For Bachelor's programmes, Master's programmes, the academic teacher training programmes, preparatory programmes and linking programmes: The enrolment period runs from 1 July 2017 through 30 September 2017. All practical guidelines and closing days for first enrolments are announced [on the Ghent University portal site](#).

In exceptional cases, late enrolments are allowed:

1° for Bachelor's programmes, Master's programmes, preparatory programmes and linking programmes:

- As from 1 October 2017, (prospective) students are to request the Curriculum Committee for permission to enrol late through the Faculty Student Administration. The Curriculum Committee may prohibit students from taking up particular course units in their curriculum.
- As from 15 November 2017, (prospective) students are to request the Curriculum Committee for permission to enrol late through the Faculty Student Administration, in consideration of the restrictive condition – except if the student in question intends to change study programmes within Ghent University – that the curriculum cannot under any circumstances contain first-term course units. Moreover, the Curriculum Committee may prohibit students from taking up particular course units in their curriculum.
- After 1 March 2018, no enrolments are accepted.

2° for Advanced Master's programmes and the academic teacher training programmes:

- As from 1 October 2017, (prospective) students are to request the Curriculum Committee for permission to enrol late through the Faculty Student Administration. The Curriculum Committee may prohibit students from taking up particular course units in their curriculum.
- After 1 March 2018, no enrolments are accepted.

§2. For contracts to obtain a credit certificate:

1° For first-term course units, students may enrol from 1 July 2017 through 30 September 2017.

In exceptional cases, late enrolments are allowed:

- As from 1 October 2017, (prospective) students are to request the curriculum committee for permission to enrol late.
- After 15 November 2017, no enrolments are accepted.

2° For full-year course units, students may enrol from 1 July 2017 through 30 September 2017.

In exceptional cases, late enrolments are allowed:

- As from 1 October 2017, (prospective) students are to request the curriculum committee for permission to enrol late.
- After 1 March 2018, no enrolments are accepted.

3° For second-term course units, students may enrol from 1 July 2017 through 28 February 2018. After 1 March 2018, no enrolments are accepted.

§3. The enrolment period for postgraduate study programmes, predoctoral training programmes and Continuing Professional Development is determined by the Faculty. After 1 March 2018, no enrolments are accepted for postgraduate programmes and predoctoral training programmes.

§4. Timeliness: the timeliness of (prospective) students' requests to (re-)enrol is determined by the date on which they report to the Registrar's Office of the Department of Educational Policy with the required permissions and authorizations (either in person, or electronically, or by means of a re-enrolment form (cf. article 16)).

### ARTICLE 16 FIRST ENROLMENT AND RE-ENROLMENT

§1. First enrolment at Ghent University

Prospective students seeking to enrol for the first time at Ghent University must report in person (after a possible pre-enrolment). All practical guidelines are announced through the [Ghent University portal site](#).

Tuition fees (cf. article 21) can be paid on site, by bank or credit card, or afterwards by bank transfer. Cash is not accepted.

Required documents:

- identity card;
- a diploma on the merit of which the prospective students may be admitted (or a clear copy or a certificate of successful completion with the required signatures and stamps);
- a document detailing their National Registration Number (rijksregisternummer) (e.g. identity card, SIS card, etc);
- students seeking to enrol for the Medicine/Dentistry study programmes should also bring the certificate confirming that they passed the entrance exam;
- if required, a language proficiency certificate;
- if required, a letter or form of admission

## §2. Re-enrolment

Students already enrolled at Ghent University during the 2016-2017 academic year will be sent electronic instructions concerning re-enrolment by the Registrar's Office of the Department of Educational Policy.

Students are to submit their application for re-enrolment as soon as possible, preferably before the start of the 2017-2018 academic year, by logging on to the web page designed for that purpose: [oasis.ugent.be](http://oasis.ugent.be). Students who did not acquire credits or exemptions for all the course units in their curriculum are automatically registered for the resit examination period (cf. article 55) and cannot re-enrol until the end of this examination period.

In application of articles 11 and 24, any re-enrolment may automatically be rejected.

Tuition fees are to be paid by bank transfer. Requests for re-enrolment are denied to students who have not or who have only partially paid the tuition fees for earlier enrolments (cf. article 21).

## ARTICLE 17 FRAUD AT ENROLMENT

§1. If a prospective student makes use of forged certificates or diplomas in order to enrol for a study programme or course unit, any admission procedures that have been started will be aborted and the student will be denied admission.

§2. It is considered a disciplinary offence to use forged certificates or diplomas in order to (re-)enrol at Ghent University for a study programme or course unit or within the context of an exemption procedure or a procedure on previously acquired competencies. Therefore, it may lead to a disciplinary measure as provided in the Disciplinary Regulations for Students. The disciplinary measure is imposed in application of the procedure described in the Disciplinary Regulations for Students by the disciplinary bodies referred to in those regulations.

In anticipation of the completion of the disciplinary procedure, a disciplinary measure may be imposed in application of the Disciplinary Regulations for Students.

If the disciplinary measure involves the dismissal of the party involved, the tuition fee still needs to be paid, and any amount that has already been paid will not be reimbursed.

§3. If the fraud in question is not discovered until after the student has obtained a credit certificate for one or several course units, these may be declared null and void by the disciplinary measure and may be re-claimed. If appropriate, the diploma or certificate that was awarded for the study programme involved may also be declared null and void and re-claimed.

## ARTICLE 18 REGISTRATION

The following students who are enrolled at their educational institution of origin, are required to register at Ghent University:

- [incoming exchange students](#);
- [students who are enrolled at a different university](#) or university college that is recognized by the Flemish or French Community, and who are taking course units under a co-operation agreement or as part of an interuniversity study programme.

Through their registration, the students declare themselves to be in agreement with the provisions that are laid down in the present Education and Examination Code for the registration period concerned.

## ARTICLE 19 VALIDITY OF THE ENROLMENT, STUDENT CARD AND CERTIFICATES

§1. Students are enrolled as soon as their electronic or written application for (re-)enrolment has been processed by the student information system. Students are sent a(n) electronic confirmation of enrolment specifying their enrolment date. This confirmation serves as proof of the contract between the student and Ghent University on the enrolment date.

The enrolment takes force from the enrolment date to the end of the academic year, unless the student decides to invoke article 34.

§2. After the enrolment has been processed and as soon as Ghent University has a digital photograph of the student<sup>56</sup>, students (with the exception of those who have enrolled by way of an exam contract) will receive a student card (valid for 6 academic years). In the event of loss or theft, students can apply for a duplicate with the Registrar's Office (by e-mail to [studentenadministratie@ugent.be](mailto:studentenadministratie@ugent.be)). Unless the student can present a police report in which s/he has reported the theft, a 10-euro administrative fee will be charged (to be paid on site by bank card).

§3. Following payment of the initial tuition fee, and if applicable, students can print out their own certificate of enrolment to present to third parties and a certificate to purchase a School Train card at the Belgian National Railways (SNCB/NMBS) by logging on to [oasis.ugent.be](http://oasis.ugent.be).

## ARTICLE 20 PERSONAL DETAILS UPDATE

Students commit themselves to immediately notifying the Registrar's Office of the Department of Educational Policy or the Faculty Students Administration of any changes to their personal details. Students can change their address, contact details or bank account number themselves through [oasis.ugent.be](http://oasis.ugent.be).

Name changes can only be processed if the student in question contacts the Student Administration by e-mail ([studentadministration@ugent.be](mailto:studentadministration@ugent.be)).

## ARTICLE 21 TUITION FEES

§1. The enrolment makes it mandatory upon students to pay the owed tuition fee.

§2. Upon enrolment, an initial tuition fee needs to be paid, which may be recalculated afterwards based on the data available at the time. The [tuition fee](#) is calculated in accordance with the relevant decision of the director of the Department of Educational Policy, which is taken every year before 1 December preceding the academic year concerned. For the variable surplus amount of the special tuition fees of Advanced Master's programmes and postgraduate programmes, a decision is taken by the Executive Board for each course unit before 1 May preceding the academic year concerned, at the request of the authorized study programme committee and after the recommendation of the Director of Studies and the Faculty Board.

The tuition fee consists of a fixed and a variable amount that is calculated for each study programme in proportion to the number of ECTS credits involved in the curriculum, with the exception of any exemptions and previously acquired credits. For some study programmes, the tuition fee can also be affected by the students' scholarship status.

§3. If a student fails to pay the owed tuition fee or only pays part of it, s/he will not be allowed to re-enrol in a following academic year (cf. article 16), and any credit certificates, diplomas and other certificates (including their supplements) will be withheld as long as the full amount has not been paid (cf. articles 57 and 74).

§4. See also articles 16, 19, 30 and 34 for additional provisions concerning tuition fees.

## ARTICLE 22 GHENT UNIVERSITY ACCOUNT

### §1. Degree contract and credit contract

All students who are enrolled under a diploma or a credit contract are given a Ghent University account with matching e-mail address. This account offers access to the electronic learning environment (Minerva), the Internet and the Ghent University intranet and all the applications that are available there. Ghent University accounts are valid for the duration of the enrolment and lapse on 15 October of the subsequent academic year.

### §2. Exam contract

Students enrolled under an exam contract and, after payment of a non-refundable sum of € 200 for educational support facilities, are given access to Minerva for the course units for which they are enrolled. In exceptional and substantiated cases, students may apply for a discharge by addressing a letter to the Vice-Chancellor.

§3. The login and password are sent to the student after enrolment. Ghent University e-mail addresses ending in @ugent.be are used as an official channel of communication. Students are required to read the official e-mails sent to their Ghent University e-mail address on a regular basis.

Students are required to register on Minerva for each course unit for which they are enrolled in the academic year at hand. The lecturer-in-charge may refuse access to the website of the course unit taught by him to students who are unable to demonstrate they are enrolled at Ghent University under a contract that includes the course unit concerned. Students are also expected to register on Minerva for the information sites that are relevant to them and consult these sites on a regular basis. All information that is disseminated on these sites with regard to the study programme or course units taken by students is considered to have been legitimately announced.

## ARTICLE 23 ENROLLING FOR MULTIPLE STUDY PROGRAMMES

§1. Students may enrol for more than one study programme during one and the same academic year provided they meet the access requirements of each of these study programmes.

§2. Students may enrol for two (or more) consecutive study programmes, or for a Bachelor's programme and a consecutive preparatory programme, or for a linking or preparatory programme and a consecutive Master's programme. However, they do need to obtain the approval of the Curriculum Committee(s) concerned. Awaiting this approval, students may still enrol in a consecutive programme under a resolutive condition. This means that the enrolment for the consecutive programme is rescinded if the curriculum committee does not give its approval for this enrolment.

§3. Students who are enrolled at an institution other than Ghent University can enrol at Ghent University for one or more consecutive programmes, or for a consecutive linking or preparatory programme in one and the same academic year. Without prejudice to the provisions in article 9, students do need to have the approval of the Curriculum Committee(s) concerned and are to present this Committee with proof of enrolment at the other institution, proof of the study results already obtained as part of the first programme and the course sheet of the course units concerned.

## ARTICLE 24 ENROLMENT AND STUDY PROGRESS MONITORING

§1. Binding conditions and refusal to enrol for contracts to obtain a diploma:

1° If a student has obtained credits for less than 50% of the personal enrolment curriculum (i.e. a success rate below 50%), a binding condition will be imposed upon the next enrolment for the same study programme (regardless of the language variety).

2° The contents of the binding condition referred to in 1° will be determined in the Education and Examination Code of the academic year in which the student enrolls again for the same study programme (regardless of the language variety). For the academic year 2016-2017 the student needs to have obtained credits for at least 50% of the personal enrolment curriculum. Moreover, if the student has obtained credits for less than 50% of the ECTS-credits of the first deliberation set, s/he is required to obtain credits for at least 75% of the personal enrolment curriculum belonging to the first deliberation set of the Bachelor's programme.

3° If the student does not meet the above-mentioned condition, s/he is not allowed to enrol with a contract to obtain a diploma for the same study programme again (regardless of the language variety), nor is s/he allowed to enrol for the general introduction preparing students for different study programmes.

§2. Regardless of the contract type and any previously imposed binding conditions and whether or not these conditions were met, enrolment for the study programmes at Ghent University will be refused for students who, after 3 years of enrolment, have acquired less than one third of the ECTS credits that they took up during those enrolments.

§3. For contracts to obtain credits, enrolment is refused for students who have enrolled twice for said course unit without obtaining the credit certificate. This provision is valid irrespective of whether or not the previous enrolment was under a contract to obtain credits or a contract to obtain a diploma.

§4. For students who are terminating their contract (cf. article 34) or are removing course units from an established curriculum (cf. article 30), the following applies:

In case of a request to revise the curriculum before 15 November or a termination of contract before 1 December, the relevant course units are not taken into account for the calculation;

In case of a request to revise the curriculum after 15 November or a termination of contract before 15 March, the second-term and full-year course units are not given any weight in the calculation; first-term course units do count, though;

In case of a termination of contract after 15 March, all course units are given weight in the calculation.

§5. Ghent University acknowledges any decisions to refuse enrolment that are taken by partnering institutions, within the context of study progress monitoring for an interuniversity Master's programme that is subject to the "[Examination Code for the benefit of the interuniversity Master's programmes for which students can enrol at multiple universities](#)".

§6. Ghent University acknowledges any decisions to impose a binding condition or to refuse enrolment that are taken by a university college within the context of study progress monitoring for the study programmes that were integrated into Ghent University as from the academic year 2013-2014.

§7. Ghent University may impose the same binding conditions in accordance with §1 or even refuse enrolment on the basis of prospective students' history at other educational Institutions.

§8. When binding conditions are imposed or an enrolment is refused, students are notified through their transcript of records, in accordance with the provisions in article 69.

§9. Students may annually file an appeal against the decision to impose binding conditions as well against the decision to refuse enrolment, by means of a substantiated request with the Institutional Appeals Committee (as specified under article 100). In exceptional circumstances, enrolment may still be granted.

§10. In special cases and on objective grounds, the Examination Board per study programme may terminate the work placement or another practical course unit early, if the student involved has exhibited behaviour that makes him/her unqualified to execute the profession for which the study programme is training him/her.

In application of this previous statement, any student whose work placement or practical course unit has been terminated early, will not have the right to a second examination opportunity. This decision needs to be extensively substantiated by the Examination Board per study programme. The student in question may file an appeal against this decision with the Institutional Appeals Committee (as specified under article 100).

§11. The provisions of §1 up to and including §8 of this article apply to Bachelor's and Master's programmes, preparatory and linking courses and postgraduate programmes.

## ARTICLE 25 SPECIAL STATUS FOR STUDENTS

§1. Students may be granted a [special status](#) on the grounds of a functional impairment (cf. §2), approved top-level sports activities (cf. §3), professional artistry (cf. §4), holding office (cf. §5), exceptional social or personal circumstances (cf. §6), student entrepreneurship (cf. §7), or being a foreign-language speaker (cf. §8).

In accordance with the provisions of the present article, one or more facilities may be granted, depending on the grounds on which the special status was given.

### §2. Special status on the grounds of a functional impairment

1° Requirements: Students registered with the Flemish Agency of Persons with a Disability (Vlaams Agentschap voor Personen met een Handicap - [VAPH](#)) or students afflicted by permanent or long-term loss of one or several bodily functions as listed in the International Classification of Functioning (ICF) (e.g. learning disorders, chronic medical disorders, motor, visual, hearing, psychiatric, and other or multiple functional impairments).

2° Application procedure:

- Deadlines:
  - No later than 10 November 2017 for the first-term examination period
  - No later than 30 March 2018 for the second-term examination period
  - No later than 6 July 2018 for the resit examination period
  - Exceptions may be allowed if the functional impairment occurs suddenly and/or was not diagnosed until after the deadline.
- Students who believe that they are eligible for a special status on the grounds of a functional impairment are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](#). The request needs to be supplemented with the required documentation and official certificates.
- The contact point Students & Functional Impairment (Aanspreekpunt Student & Functiebeperking, Department of Educational Policy) arranges all follow-up and communicates its advice to the director of the Department of Educational Policy. This document also mentions whether the special status is granted for one or more academic years or for the entire student career at Ghent University.
- The director of the Department of Educational Policy takes a decision based on the advice of the contact point Students & Functional Impairment, the submitted documentation and the official certificates.



- The decision is electronically communicated to the student applicant. The special status is only granted for the academic year in which it was awarded and starting from the decision date, unless decided otherwise by the director of the Department of Educational Policy.

3° Facilities: The contact point Students & Functional Impairment (Department of Educational Policy) grants particular education and examination facilities to students who have been given special status. In this process, the contact point applies the principle of equal treatment and guarantees students the right to fair adjustments that respect the requirements of the study programme. In accordance with the deadlines mentioned in §9, the student in question needs to inform the lecturer(s) in charge via [oasis.ugent.be](http://oasis.ugent.be) which of the awarded education and/or examination facilities s/he wishes to invoke for the course unit at hand. In dialogue with the faculty director of studies or the chair of the study programme committee, the lecturer in charge may refuse a facility if duly justified. S/he may do so if the essential programme competences are impaired as a result of the facility or if it is practically not feasible to grant the facility. The contact point Students & Functional Impairment may mediate in this procedure if necessary. Medical diagnoses will not be provided, in order to guarantee the student's privacy.

### §3. Special status on the grounds of [approved top-level sports activities](#)

1° Requirements: Regardless of the sports discipline involved, students qualify for special status if they first and foremost meet one of the following requirements:

- the student in question can prove that s/he received the special status as a student athlete at another institution of the Ghent University Association;
- the student is recognized as a top athlete by the Belgian Olympic and Interfederal Committee (BOIC) or the Flemish sports agency (BLOSO);
- s/he is considered as a top athlete or as a promising young athlete by their own sport federation;
- s/he meets the standards held out for taking part in the Universiade or the University World Championships.

Moreover, these students are required to complete at least 5 training or competition sessions on a weekly basis. There are additional minimum requirements for each individual sports discipline.

2° Application procedure:

- Unless this is impossible due to exceptional circumstances, the application needs to be submitted to the chair of the Study Group Top Sports and Studies via [oasis.ugent.be](http://oasis.ugent.be) before 15 October 2017 and needs to be supplemented with the required documentation and official certificates. After consultation with the club or federation in question, the Study Group will communicate its advice to the director of the Department of Educational Policy.
- The director of the Department of Educational Policy takes a decision based on the advice of the Study Group, the submitted documentation and the official certificates.
- The decision is electronically communicated to the student applicant. The special status is only granted for the academic year in which it was awarded and starting from the decision date.

3° Facilities: In accordance with the provisions of §9 and on condition that the education and examination activities do directly conflict with the grounds for this special status, students with a special status on the grounds of approved top-level sports activities may request the following facilities on the grounds of their special status:

- being exempted from educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method;
- being given an alternative time for feedback.

Lecturers in charge may consult the Study Group Top Sports and Studies for additional advice.

### §4. Special status on the grounds of professional artistry

1° Requirements: Students need to be able to demonstrate that they are professional artists.

2° Application procedure:

- Unless this is impossible due to exceptional circumstances, students who believe that they are eligible for a special status on the grounds of professional artistry are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](http://oasis.ugent.be) before 15 October 2017. The request needs to be supplemented with the required documentation and official certificates.
- The director of the Department of Educational Policy takes a decision based on the advice of the submitted documentation and the official certificates.
- The decision is electronically communicated to the student applicant. The special status is only granted for the academic year in which it was awarded and starting from the decision date.

3° Facilities: In accordance with the provisions of §9 and on condition that the education and examination activities do not directly

conflict with the grounds for this special status, students with a special status on the grounds of professional artistry may request the following facilities on the grounds of their special status:

- being exempted from educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method;
- being given an alternative time for feedback.

#### **§5. Special status on the grounds of holding office**

1° Requirements: Students need to hold at least one of the following offices:

- in a Faculty Board at Ghent University (elected office);
- in a central administration or advisory body of Ghent University: the Board of Governors, Executive Board, Educational Council, Social Council;
- in a central administration or advisory body of Ghent University Association;
- in student associations as specified in the [decree pertaining to the subsidization of student and pupil associations](#) dated 30 March 1999 and/or the [student council as determined in the Codex Higher Education](#);
- as the chair of a collection of student organizations recognized by the Student Activities Office;
- as a member of the peer-learning committee.

2° Application procedure:

- Unless this is impossible due to exceptional circumstances, students who believe that they are eligible for a special status on the grounds of holding office are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](http://oasis.ugent.be) before 15 October 2017. The request needs to be supplemented with the required documentation and official certificates. This is not required if the request pertains to an office in a Faculty Board or a central administration or advisory body of Ghent University or if the student in question is a member of the peer-learning committee.
- The director of the Department of Educational Policy takes a decision based on the advice of the submitted documentation and the official certificates.
- The decision is electronically communicated to the student applicant. The special status is only granted for the academic year in which it was awarded and starting from the decision date.

3° Facilities: In accordance with the provisions of §9, students with a special status on the grounds of holding office may request the following facilities on the grounds of their special status, exclusively in order to attend official meetings of the administration bodies of which they are a member:

- being exempted from educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method;
- being given an alternative time for feedback.

#### **§6. Special status on the grounds of exceptional social or personal circumstances**

1° Requirements: Students can demonstrate that they face exceptional social or individual circumstances.

2° Application procedure:

- Unless this is impossible due to exceptional circumstances, students who believe that they are eligible for a special status on the grounds of exceptional social or personal circumstances are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](http://oasis.ugent.be) before 15 October 2017. The request needs to be supplemented with the required documentation and official certificates.
- The director of the Department of Educational Policy takes a decision based on the advice of the submitted documentation and the official certificates. S/he cannot make a negative decision without having gained the prior advice of a faculty director of studies and a student representative from the Educational Council.
- The decision is electronically communicated to the student applicant. The special status is only granted for the academic year in which it was awarded and starting from the decision date.

3° Facilities: In accordance with the provisions of §9, students with a special status on the grounds of exceptional social or personal circumstances may request the following facilities on the grounds of their special status:

- being exempted from educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a

- different evaluation method;
- being given an alternative time for feedback.

### §7. Special status on the grounds of [student entrepreneurship](#)

1° Requirements: Students need to meet the following cumulative requirements:

- S/he needs to have acquired credit certificates of at least 60 ECTS credits from an academic programme or needs to run an existing enterprise.
- The student needs to have acquired credit certificates for at least half of the personal enrolment curriculum in the academic year preceding the year for which the special status is requested, unless s/he is enrolling for the first time in higher education.
- The student needs to submit a description of his/her current business activity or a plan showing that s/he intends to offer a product or service that can create value within 12 months. This should demonstrate that the activity has a clear growth perspective.

2° Application procedure:

- Unless this is impossible due to exceptional circumstances, students who believe that they are eligible for a special status on the grounds of student entrepreneurship are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](http://oasis.ugent.be) before 15 October 2017. The request needs to be supplemented with the required documentation and official certificates.
- The director of the Department of Educational Policy takes a decision based on the advice of the submitted documentation, the official certificates and the substantiated advice of the Research Department (Ghent University Tech Transfer).
- The decision is electronically communicated to the student applicant. The special status is only granted for the academic year in which it was awarded and starting from the decision date.

3° Facilities: In accordance with the provisions of §9 and on condition that the education and examination activities do not directly conflict with the grounds for this special status, students with a special status on the grounds of student entrepreneurship may request the following facilities on the grounds of their special status:

- being exempted from educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method;
- being given an alternative time for feedback.

### §8. Special status on the grounds of being a foreign-language speaker

1° Requirements: Students have enrolled in Flemish higher education for the first time in a Dutch-language study programme and have followed less than two years of Dutch-language education.

2° Application procedure:

- Unless this is impossible due to exceptional circumstances, students who believe that they are eligible for a special status on the grounds of being a foreign-language speaker are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](http://oasis.ugent.be) before 15 October 2017. The request needs to be supplemented with the required documentation and official certificates.
- The director of the Department of Educational Policy takes a decision based on the advice of the submitted documentation and the official certificates.
- The decision is electronically communicated to the student applicant. The special status is only granted for the academic year in which it was awarded and starting from the decision date, and it can be granted for no more than one academic year.

3° Facilities: In accordance with the provisions of §9, students with a special status on the grounds of being a foreign-language speaker may request the following facilities on the grounds of their special status:

- 25% more time for an evaluation;
- using a translating dictionary during an evaluation.

§9. The student in question needs to inform the lecturer(s) in charge via [oasis.ugent.be](http://oasis.ugent.be) which of the awarded education and/or examination facilities s/he wishes to invoke for the course unit at hand:

- No later than 15 December 2017 for the first-term examination period
- No later than 18 May 2018 for the second-term examination period
- No later than 10 August 2018 for the resit examination period

If the special status is awarded later than the above-mentioned deadlines, the student in question needs to inform the lecturer(s) in charge as soon as possible via [oasis.ugent.be](mailto: oasis.ugent.be) which of the awarded education and/or examination facilities s/he wishes to invoke for the course unit at hand.

Facilities are always granted in joint consultation with the lecturer in charge. In dialogue with the faculty director of studies or the chair of the study programme committee, the lecturer in charge may refuse a facility if duly justified. S/he may do so if the essential programme competences are impaired as a result of the facility or if it is practically not feasible to grant the facility. The faculty and/or institutional ombudspersons may mediate in this procedure if necessary.

§10. Special status students who are denied any education or examination facilities may appeal against this decision with the Institutional Appeals Committee, as stipulated in article 100.

§11. If the special status is awarded, the student's name and the grounds on which the special status was awarded (i.e. the category of the special status, as listed in §2 and §3), will be made available to the relevant lecturers in charge and the Faculty Education Service (FDO) that is responsible for organising the study programme (or course units) taken by the student. Moreover, the lecturers in charge will be given access to an overview of the requested and awarded facilities for each student. The complete personal files, however, may only be consulted by the advisory parties, the director of the Department of educational Policy and the account managers.

## ARTICLE 26 WORKING STUDENT STATUS

For each academic year, students can be registered as working students with the Registrar's Office of the Department of Educational Policy, via [oasis.ugent.be](mailto: oasis.ugent.be). In doing so, they need to present a supporting document or certificate confirming that they are employed for at least 80 hours per month or at least half-time (i.e. 50% of what counts as full-time employment within their sector) or that they are self-employed and work at least 80 hours per month. They are to submit their request at the start of the academic year, unless exceptional circumstances prevent them from doing so.

Under the Faculty regulations, the Faculties specify which facilities may be awarded to students who have working student status. The Faculty may choose to do so for each individual study programme or they may make the same arrangements for the Faculty as a whole.

The Faculties inform the director of the Department of Educational Policy of any amendments to their regulations in this respect by sending an e-mail to [onderwijs@ugent.be](mailto: onderwijs@ugent.be) before 1 April prior to the academic year concerned.

# SECTION IV

## CONTRACTS

### ARTICLE 27 GENERAL REGULATIONS

Students may simultaneously take out several enrolments under various contracts which may be different types of contracts. However, students cannot enrol more than once for one and the same course unit per academic year.

### ARTICLE 28 CONTRACTS TO OBTAIN A DIPLOMA

#### §1. Degree contract:

When opting for a degree contract, students enrol to obtain a diploma or a certificate for a specific study programme, linking programme or preparatory programme. Enrolling under a degree contract involves the right to take part in the regular educational activities, to enjoy educational support facilities and to sit examinations for course units that are part of the curriculum described in article 30, with the exception of any exemptions and/or previously obtained credits.

The following enrolments are only available under a degree contract:

- doctorate and doctoral training programme;
- Continuing Professional Development;
- predoctoral training programme;

#### §2. Exam contract to obtain a diploma:

With an exam contract to obtain a diploma for a specific study programme, students only have the right to sit examinations for course units that are part of the curriculum described in article 30, with the exception of any exemptions and/or previously obtained credits. It does not allow students to take part in educational activities or to enjoy educational support facilities. Subject to payment of an extra fee, however, students may acquire access to Minerva, as specified in article 22, §2.

If the study programme involves course units which, by their very nature (e.g. for reasons of continuous assessment, collective and/or individual coaching), require the students' attendance at the educational activities, or if the study programme involves integration course units, students are required to enrol for said course unit(s) by way of a degree contract.

The following types of enrolment are not possible by way of an exam contract:

- a postgraduate programme;
- the doctorate and doctoral training programme;
- Continuing Professional Development;
- the predoctoral training programme.

#### §3. Specifications of contracts to obtain a diploma

The terms and contents of the contract consist of the curriculum awarded to the student on the basis of his enrolment for a particular study programme, which is laid down in accordance with the terms and conditions specified in article 30.

### ARTICLE 29 EXEMPTIONS AND STUDY LOAD REDUCTION

§1. Holders of credit certificates, of previously acquired qualifications (Eerder Verworven Kwalificaties, EVK) or of an aptitude certificate on the grounds of previously acquired competencies (Eerder Verworven Competenties, [EVC](#)), may request the Curriculum Committee to be exempted from certain course units of the study programme in question, in accordance with the procedures and rules determined by the Faculty Board. The following dates need to be taken into account, however:

For first-term course units: students need to apply for the exemption before 15 November 2017.

For second-term or full-year course units: students need to apply for the exemption before 1 March 2018.

§2. The number of ECTS credits for which the student is exempted is equal to the study load of the course unit for which the exemption was awarded.

§3. Students may file an appeal against the decision to refuse an exemption with the Institutional Appeals Committee, as specified in article 100.

§4. If a student enrolls under a contract to obtain a diploma for a Bachelor's or Master's programme for which s/he already holds a diploma (e.g. for another main subject), the Faculty sees to it that s/he still takes up course units with a study load of at least 30 ECTS credits. In this case, no exemptions will be awarded on the basis of previously acquired qualifications, but the previously acquired credits within the same study programme at Ghent University will remain valid. The acquired examination marks will be included when the grade of merit is determined (cf. article 73).

## ARTICLE 30 THE STUDENT'S CURRICULUM

§1. The curriculum is an integral part of the contract concluded between the university board and the student. The curriculum is awarded and approved by the Curriculum Committee (cf. article 32) per academic year. Students are expected to take cognizance of the determined curriculum.

§2. Curriculum in the event of a contract to obtain a diploma

The student's curriculum may be established on the basis of the standard learning track (modeltraject, MOT) specified in the course catalogue or as a personalized learning track (geïndividualiseerd traject, GIT), insofar as the Curriculum Committee agrees to this (cf. §4). The curriculum comprises the course units for which ECTS credits are taken up, the student's exemptions and any previously obtained credits.

(Part of the curriculum may consist of exchange courses, which are determined in the Learning Agreement prior to the period of student mobility. An entire set of course units may be taken up, in combination with a work placement and/or (part of) the Master's dissertation or not.

§3. Curriculum in the event of a contract to obtain credits

1° The curriculum is determined per academic year and per Faculty by the Curriculum Committee, on the basis of the provisions of article 31.

2° The curriculum comprises the course units for which ECTS credits are taken up.

§4. Establishing the curriculum

Students submit a curriculum proposal via OASIS according to the Faculty guidelines and deadlines.

When composing the curriculum, the Curriculum Committee will take the following stipulations into account:

1° Students who have enrolled in a Bachelor's programme always need to take up all the course units of the first year of the standard learning track (BA1).

The Curriculum Committee is obliged to grant exceptions to students with a special status or a working student status. In addition, substantiated exceptions may be granted on an individual basis by the director of the Department of Educational Policy. If such a request is dismissed, the director of the Department of Educational Policy is first required to seek the substantiated recommendation of the Faculty Director of Studies as well as a student representative from the Educational Council. If students wish to reduce their curriculum for the second term, the Curriculum Committee decides whether this request may be granted, taking into account the [general guidelines concerning study progress](#).

2° Students who have not yet passed all the course units of the first year of the standard learning track of a Bachelor's programme are required to take up all remaining course units of that first year when they enrol for the same programme again. This will guarantee that they may still pass the first deliberation set of the Bachelor's programme.

The Curriculum Committee is obliged to grant exceptions to students with a special status or a working student status. In addition, substantiated exceptions may be granted on an individual basis by the director of the Department of Educational Policy. If such a request is dismissed, the director of the Department of Educational Policy is first required to seek the substantiated recommendation of the Faculty Director of Studies as well as a student representative from the Educational Council.

3° Students can only get a personalized learning track combining course units from the first and second (or later) year of the standard learning track of the Bachelor's programme, if they have acquired at least 30 ECTS-credits (or have been exempted) in the first year of the standard learning track. If sufficient study progress has been made in the first term, or in exceptional cases that have been sufficiently substantiated, the Curriculum Committee may add course units to the curriculum if the student so desires.

4° Students can only get a personalized learning track combining the Bachelor's programme and consecutive Master's programme (or linking or preparatory programme) if they have acquired credits for all course units from the first year of the standard learning track, if they have been declared to have passed course units (cf. art. 67) or if they have obtained exemptions.

5° The Curriculum Committee will take any strict sequentiality into account (In accordance with the stipulations of article 41, 10°) governing the course units in the suggested learning track, as well as its expediency and suitability.

6° All students are allowed to compose a curriculum consisting of at least 50 ECTS-credits, unless they have not yet passed for 30 ECTS-credits of the first year of the standard learning track of the Bachelor's programme, unless they cannot yet take up a personalized learning track combining a Bachelor's programme and a consecutive Master's programme (or a consecutive linking or preparatory programme) because they have not yet acquired credits for all course units from the first year of the standard learning track, or unless a binding sequentiality is in place (cf. article 41, 10°).

7° For students taking a consecutive programme based on a diploma from another educational institution, the Curriculum Committee may adjust the personalized learning track depending on how similar the contents of the study programmes at Ghent University and the other institution are. However, the total study load must not be altered.

8° Unless there are exceptional circumstances, which need to be assessed by the curriculum committee, supernumerary course units are not allowed. The total number of ECTS-credits of the obtained credit certificates, exemptions and tolerated fail marks that are shown in the diploma supplement may only deviate from the total study load of the programme as a consequence of

- the impact of the ECTS-credits from elective courses that were taken up within the study programme,
- study programme revisions, and
- exchange.

9° For outgoing students, the curriculum committee will determine the exchange courses based on the content of the Learning Agreement. In this process, the committee aims to substitute a set of course units from the study programme at Ghent University for another set of exchange courses offered at the receiving institution, instead of substituting separate course units.

10° If an outgoing exchange student has not passed a particular exchange course from such a set at the end of the academic year, the curriculum committee will decide which course unit taught at Ghent University the student should add to his/her curriculum instead in one of the following academic years. This will allow the student to still acquire the programme competences that s/he has not yet acquired.

The Curriculum Committee then notifies them of their fixed curriculum before 15 November at the latest via OASIS. If a student has not submitted a curriculum proposal before 15 November, the Curriculum Committee will determine one itself. In accordance with §6, s/he is then entitled to appeal against this decision of the Curriculum Committee.

#### **§5. Changing an established curriculum**

Any requests to change an established curriculum (i.e. adding and/or removing course units) need to be submitted by the students to the Curriculum Committee before 15 November for first-term course units and before 1 March for second-term and full-year course units, respectively. If students wish to change their main subject, they may submit such requests past this final submission date for first-term courses.

These changes will be executed by the Curriculum Committee – if it has agreed to do so – before 1 December for first-term course units and before 15 March for second-term and full-year course units, respectively.

Under no circumstances do changes to a curriculum established by the Faculty and the student permit a student to switch to a different study programme. If students wish to switch to a different study programme, article 33 applies.

Changes to an established curriculum usually have an impact on the following:

1° the tuition fee:

- If the volume of the student's curriculum is increased, the student will be sent an additional claim or reimbursement, in accordance with the provisions of article 34.
- If the volume is reduced, the claim will be adjusted accordingly and the student will get a refund in accordance with the following stipulations:
  - For all course units involved, the tuition fee will be refunded if the request was made before 15 November.
  - For second-term course units, the tuition fee will be refunded if the request was made after 15 November and before 1 March. For full-year course units, the tuition fee will remain payable.
- The above refund policy
  - only applies to degree contracts and credit contracts. Upon changes to the curriculum of an exam contract to obtain a diploma or an exam contract to obtain a credit certificate, the tuition fee remains owed in full: there cannot be any discharge of tuition fees under any circumstances.
  - does not apply to the surplus amount of some Advanced Master's programmes and postgraduate programmes for which a special tuition fee is charged: here too, the surplus amount remains owed in full, unless the Faculty concerned decides to allow a partial discharge in specific cases.
  - does not apply to Continuing Professional Development and postgraduate programmes.

2° the learning account (if this is applicable to the programme in question and/or the course units and the contract type):  
For all course units involved, the learning account will be returned if the request was made before 15 November.

For second-term course units, the learning account will be returned if the request was made after 15 November and before 1 March. For full-year course units, the tuition fee will remain payable.

3° the calculation of the study progress measures in accordance with article 24 §4.

#### §6. Possibility of appeal:

Students may file an appeal against an unfavourable decision on their application for the composition of a curriculum. They may file this appeal with the appeals body designated for this purpose by the Faculty Board. The composition of said appeals body shall differ from that of the Curriculum Committee, is presided by the dean, contains professorial staff members who are not members of the Curriculum Committee, and is mentioned together with its contact details in the supplementary faculty regulations.

Students may seek the advice of a legal adviser, who is to hold a written power of attorney on pain of inadmissibility of the appeal, except if s/he is registered with the Bar or on the list of trainee lawyers.

The appeal is to be filed with the Dean by means of a dated and signed petition that is sent by registered post on pain of inadmissibility of the appeal. At a minimum, this document is to specify the student's identity, the disputed decision(s) and a description of the facts and arguments, on pain of inadmissibility. At the same time, the student should inform the Dean by sending him an electronic version of this letter by e-mail.

The appeal is to be filed within a peremptory time limit of 7 calendar days, counting from the calendar day after the one on which the student was informed of the decision concerned.

The appeals body deals with the appeal based on documentary evidence. However, it may also invite anyone whom they may need to hear and whose testimony may be useful for the further development of the case.

The decision of the appeals body is to be communicated to the student (and, if appropriate, to his/her legal adviser) within 20 calendar days, counting from the day after the one on which the appeal was filed. This notification is to be made by e-mail and by registered post. If the competent faculty body cannot reach a decision on the petition on time, this will be reported to the student and his/her legal adviser within the same term of 20 calendar days, in which case a date is set by which the student must be given notice of the decision.

## ARTICLE 31 CONTRACTS TO OBTAIN CREDITS

### §1. Credit contract:

1° Enrolling under a credit contract involves the right to take part in educational activities, to enjoy educational support facilities and to sit examinations for the course unit to which the contract applies.

2° A credit contract enables students to take the course units that are taught at Ghent University (except Bachelor's dissertations and Master's dissertations) from the Bachelor's and Master's programmes and the academic teacher training programme. Work placements may only be taken through a credit contract, complementary to a (prior) enrolment via a contract to obtain a diploma for the study programme organizing the work placement.

For Ghent University course units from the postgraduate, preparatory or linking programmes, the Faculty itself can determine which course units can be taken under a credit contract, cf. article 41, 12°.

Course units from the predoctoral, doctoral and Continuing Professional Development programmes cannot be taken under a credit contract.

### §2. Exam contract to obtain credits:

1° Enrolling under an exam contract involves the right to sit exams. It does not allow students to take part in educational activities or to enjoy educational support facilities for the course unit to which the contract applies. By paying an extra fee, however, students may acquire access to Minerva, as specified in article 22, §2.

2° The Ghent University course units (except integration course units) of the Bachelor's and Master's programmes and the academic teacher training programme can be taken under an exam contract to obtain credits. However, this does not apply to the course units which, by their very nature (e.g., for reasons of continuous assessment, collective and/or individual coaching), require the students' attendance at the educational activities: the faculty needs to substantiate why these course units cannot be taken under an exam contract to obtain credits, cf. article 41, 13°.

For Ghent University course units of the preparatory and linking programmes, the faculty itself can determine which course units can or cannot be taken under an exam contract to obtain credits, cf. article 41, 13°.

Course units of the postgraduate, predoctoral, doctoral and Continuing Professional Development programmes cannot be taken under an exam contract to obtain credits.

### §3. Requirements to enrol for contracts to obtain credits

In order for (prospective) students to be able to enrol under a contract to obtain credits, they need to meet the following requirements:

- the access requirements for the study programme which the course units belong to. With the exception of the Master's dissertation, (prospective) students that fail to meet the access requirements (incl. the language requirements) may still



be admitted for maximum 24 ECTS credits per academic year if an inquiry indicates that they are qualified to follow the course unit. This will be evaluated by the Curriculum Committee (cf. article 32), after it has consulted the lecturer-in-charge and the learning track counsellor, on the basis of a test, an interview or records.

- possible specific access requirements for the course unit. The course sheet (cf. article 41, 12° and 13°) specifies whether admission to the course unit is open, or if students are required to meet specific access requirements. In the latter event, the required starting competencies are tested by the Curriculum Committee after it has consulted the learning track counsellor and the lecturer-in-charge.

If permission of the Curriculum Committee is required, the (prospective) student can enrol under a resolutive condition. This means that the enrolment for a contract to obtain credits is rescinded if the Curriculum Committee decides not to grant permission for the enrolment.

Students can take out several contracts to obtain credits for an unlimited number of ECTS credits. The course units do not have to belong to the same study programme. The contract always mentions the relevant course unit.

A student who has enrolled under contract to obtain a diploma, may additionally enrol under a contract to obtain credits, provided that this does not detract from the provisions in article 27. Such a request for enrolment in a course unit through a contract to obtain credits may be refused if the Curriculum Committee has already decided that the course unit in question cannot be taken up in the student's curriculum.

Students cannot take up a course unit for which they have already obtained a credit certificate for a period of 5 academic years, counting from the academic year after the one in which the credits were obtained.

## ARTICLE 32 CURRICULUM COMMITTEE

The Faculty Board establishes (a) Curriculum Committee(s) with the authority to award exemptions, personalized learning tracks, elective course units and contracts to obtain credits. The Curriculum Committee may be set up per study programme, per cluster of study programmes or per faculty. It is presided by the Director of Studies and contains at least the chair(s) of the study programme committee(s) involved, as well as the learning track counsellor(s), with the right to vote or not. The learning track counsellor(s) is/are also responsible for counselling students on how to put together a file. The Curriculum Committee may consult any person, council or committee that it deems relevant.

## ARTICLE 33 NEW CONTRACTS AND CHANGE OF STUDY

Students are free to conclude several (different types of) contracts, provided that this does not detract from the provisions in article 27.

Students may change their study programme during the enrolment period (cf. article 15) and during the course of the academic year, provided that they comply with the regulations for late enrolment. In order to change study programme, students are required to terminate the first contract in accordance with article 34 and conclude a new contract.

When concluding this new contract, the University administration ensures that course units are not charged twice in terms of tuition fee and learning account when they feature in both the curriculum of the terminated contract and the curriculum in the new contract.

Changing the main subject of one's study programme does not constitute a change of study. If the student wishes to change his/her main subject, article 30 §5 applies.

The termination of a contract has no impact on any results which may have been obtained under this contract. Any examination that a student took for a course unit still counts as a used exam opportunity, even when the student is changing contracts.

Students are not entitled to any additional exam opportunities for course units within the same academic year merely because they entered into a new contract or changed studies.

## ARTICLE 34 CONTRACT TERMINATION

§1. Students who wish to terminate a contract are to notify the Department of Educational Policy, the Registrar's Office, Sint-Pietersnieuwstraat 33, 9000 Ghent – preferably after they have first spoken to the learning track counsellor. They are to do so either in person or by letter sent by registered post. In doing so, they are required to hand in their student card.

Former students are free to conclude a new contract at a later stage in the same academic year – whether it be for the same course units in the form of a contract type change – provided that they comply with the regulations for late enrolments that are stipulated in article 15 and without prejudice to the provisions of articles 27 and 55.

Contract termination does not absolve the student from paying the tuition fee owed. Non-payment does not constitute contract termination. When the student has not paid anything yet or has only paid a partial amount of the tuition fee owed, Ghent University will continue to claim payment for the owed tuition fees upon termination of the contract.

Failing to sit the exams (in part or in full) does not constitute contract termination. When a student discontinues a series of examinations, s/he is to report this to the Examination Office. This does not necessarily mean that the student is terminating his contract permanently.

Failing to complete the curriculum does not constitute contract termination either. When the contract is terminated from 15 November onwards, and if no curriculum was fixed, a lump sum is charged amounting to the fixed amount and the tuition fee for 30 ECTS credits.

§2. In certain cases, students may get a refund for part of the tuition fee if they are taking a Bachelor's programme, a Master's programme, a academic teacher training programme, a preparatory course or a linking course under a degree contract or course units under a credit contract:

- students who terminate their contract before the start of the academic year (no later than 22 September 2017), get a tuition fee refund, including the fixed amount
- students who terminate their contract before 1 December at the latest get a tuition fee refund, except for the fixed amount.
- students who terminate their contract after 1 December and before 15 March at the latest do not get a tuition fee refund for first-term and full-year course units. They do, however, get a tuition fee refund for second-term course units. The fixed amount is not refunded.
- students who terminate their contract after 15 March owe the tuition fee in full for the study programme or for the credit contract concerned.

The above arrangements:

- only apply to degree contracts and credit contracts. Upon termination of an exam contract to obtain a diploma or an exam contract to obtain credits, the tuition fee remains owed in full: there cannot be any discharge of tuition fees under any circumstances;
- do not apply to the surplus amount of some Advanced Master's programmes and postgraduate programmes for which a special tuition fee is charged: here too, the surplus amount remains owed in full, unless the Faculty concerned decides to allow a partial discharge in specific cases;
- do not apply to Continuing Professional Development and postgraduate programmes.

§3. Students who are enrolled for the doctorate, the doctoral training programme or the predoctoral training programme will have their tuition fee refunded, except for the fixed amount, if they terminate their contract within 4 months following the date of their enrolment.

# SECTION V

## STUDY PROGRAMME COMMITTEE, STUDY PROGRAMME AND COURSE UNIT

### SUBSECTION I

#### STUDY PROGRAMME COMMITTEE

#### **ARTICLE 35** COMPOSITION AND OPERATION OF THE STUDY PROGRAMME COMMITTEE

§1. For each study programme or group of related study programmes, each Faculty is to establish a study programme committee, which may also include professorial or assistant academic staff from other Faculties who are involved in educational activities (with the inclusion of temporary research staff).

A study programme committee has a chair and a secretary, assigned by the Faculty Board. The chair is required to be a professorial staff member. The secretary does not need to be a member of the study programme committee.

At least half of each study programme committee is to be made up of professorial staff involved in educational activities. For the application of this article, the lecturers-in-charge and co-lecturers within the integrated university college programmes who belong to the integration staff are considered as professorial staff members if they were already appointed as lecturers-in-charge or co-lecturers before 1 February 2013 (within the programme involved).

At least one third of each study programme committee is to be made up of students. The assistant academic staff and other academic staff involved in educational activities together are to be represented by at least one member of the study programme committee.

For postgraduate programmes and continuing professional development programmes, the faculty may appoint a steering committee or a person responsible, if they cannot join in with a study programme committee of a related Bachelor's or Master's programme. Every Faculty is at liberty to issue additional general guidelines that need to be observed by all its study programme committees.

§2. The study programme committees act as permanent advisory bodies to the Faculties with regard to general policy and the organization of the way in which the study programme(s) are to be taught. They are in charge of setting the objectives, overseeing the way in which the educational and learning activities are organized and given shape, supervising the guidance during and smooth working of the educational learning processes, and they are responsible for the results of these learning processes. In addition, they are responsible for the continuous optimization of the quality of the education on offer, as well as documenting this optimization in the programme portfolios. They are charged with the task of developing, implementing and evaluating the entire study programme overview for one or several study programmes.

## SUBSECTION II

### STUDY PROGRAMME

#### ARTICLE 36 AVAILABLE STUDY PROGRAMMES

The university organizes:

- Bachelor's programmes;
- Master's programmes subsequent to Bachelor's programmes (ManaBa);
- Master's programmes subsequent to other Master's programmes (Advanced Master's programmes);
- Preparatory courses;
- Linking courses;
- Postgraduate programmes;
- Academic teacher training programmes;
- Predoctoral training programmes;
- The doctoral training programme;
- The doctorate;
- Continuing Professional Development and summer schools.

#### ARTICLE 37 COMPOSITION OF DELIBERATION SETS

§1. The faculty determines the deliberation sets per student and per study programme as follows: the deliberation sets are composed in a chronological manner, preferably as closely following the full-time standard learning track of the study programme (also for students on a part-time standard learning track).

§2. If, in addition to his enrolment for a study programme under a contract to obtain a diploma, the student also enrolls for a course unit featured in the same study programme under a contract to obtain credits in the same academic year, this course unit is not part of the student's curriculum to obtain a diploma and cannot be part of the deliberation set.

§3. If the Curriculum Committee allows a supernumerary course unit in accordance with the provisions of article 30 §4, 8°, this course unit will not be a part of the student's deliberation set. An exception to this are the supernumerary course units that are allowed by the Curriculum Committee as a result of a change in the choice of Minor.

#### 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.

**1° Study load expressed in terms of ECTS credits**

**2° Language of instruction**

**3° Study programme overview and the pertaining course units**

**4° Manner in which the study programme is offered: through full-time and/or part-time standard learning tracks**

The learning track of a Bachelor's programme and a Master's programme subsequent to a Bachelor's has to be available at least as a full-time standard learning track. This is not the case for Advanced Master's programmes.

**5° Vertical and horizontal consistency of course units**, which also includes the succession of some course units; the standard learning tracks as laid down in the course catalogue are the learning tracks for which the vertical and horizontal consistency of the course units has been taken into consideration to optimum effect.

**6° Access requirements for the study programme**, stipulated in articles 5 up to and including 9

**7° Special language requirements** (cf. article 10)

**8° Objectives and attainment targets of the study programme**

**9° Programme competencies**

The programme competencies are objectives and attainment targets formulated in terms of competencies and are specified in the student's diploma supplement.

#### **10° Other organizational aspects of the study programme**

#### **11° Profile of the study programme**

The position of the study programme within the course catalogue.

#### **12° Practical information**

Practical information, for example about student mobility, websites and arrangements for work placements.

#### **13° Law, decree or European resolution that are met by the study programme.**

#### **14° Legal professional requirements that are met by the study programme.**

#### **15° Information about the co-operation agreement that organizes the study programme**

#### **16° Information on the alternating nature of the study programme**

The terms and arrangements under which alternating study programmes are organized are communicated in the course catalogue. In order to organize alternating study programme, all of the conditions below need to be met:

- the programme is an Advanced Master's or a postgraduate.
- the higher number of students enrolled does not detract from the quality of the educational activities involved.
- each academic year, the Faculty Board decides to which study programmes the alternating arrangements apply. It does so at the recommendation of the study programme committees concerned and after the recommendation of the Director of Studies.

if the arrangement changes, the Faculty requests a programme modification in accordance with the appropriate procedure.

In all cases where study programmes are offered on an alternating basis, the Faculties are required to make the necessary arrangements that will enable students who are re-enrolling for the study programmes concerned to sit the examinations for all course units involved.

For interuniversity Master's programmes, Ghent University does not impose any unilateral restrictions: the arrangements for these programmes are contrived within the interuniversity steering committees concerned.

#### **17° Departures from the academic calendar (cf. article 4)**

#### **18° Work placements and clinics that are organized in the summer recess preceding the start of the academic year (cf. article 2)**

## **ARTICLE 39 FOREIGN-LANGUAGE STUDY PROGRAMMES**

**§1.** A study programme may be taught in a language other than Dutch in the following cases:

1° a Master's programme subsequent to another Master's programme (Advanced Master's programme - ManaMa);

2° a postgraduate study programme;

3° Continuing Professional Development;

4° an initial Bachelor's or initial Master's programme designed specifically for foreign students, or if there is sufficient proof of the added value of using a different language for the students and the target audience, as well as the functionality for the study programme;

5° a Master's programme subsequent to a Bachelor's programme (ManaBa) as part of an International Course Programme ([ICP](#)) or a Bachelor's or Master's programme that is organized jointly with one or several foreign institutions as part of a European education programme (e.g. Erasmus Mundus);

6° a doctoral training programme.

As far as cases 1, 2, 3, 5 and 6 are concerned, no restrictions are determined by decree. In case 4, an equivalent Dutch-language study programme needs to be available within the Flemish Community, which allows the student to follow a full curriculum in Dutch, unless the Flemish Government granted an exemption for the equivalency condition.

**§2.** Language coaching measures need to be included in the study programme overview of foreign-language Bachelor's and Masters' (ManaBa) programmes.

**§3.** Together with the study programme overview, the language of instruction of a study programme is determined by the Executive Board, after the recommendation of the Faculty Board, and is specified in the course catalogue.

## **SUBSECTION III**

### **COURSE UNIT**

#### **ARTICLE 40 CLASS TIME SLOTS AND CLASS SCHEDULES**

##### **§1. Class time slots**

The educational activities of one particular course unit are organized in (consecutive) class time slots. One time slot comprises 90 minutes, of which 75 minutes are reserved for the actual lesson, followed by 15 minutes for a break or to allow students to go to the next class.

##### **§2. Class schedules**

1° The date, time and place of a class time slot are announced to the students in a class schedule before the start of the term concerned. Class time slots may be scheduled from Monday through Saturday, according to fixed time spans of 90 minutes, starting from 8:30 AM.

2° Classes may be scheduled after 7:00 PM:

- For the academic teacher training programme, Advanced Master's programmes, postgraduate programmes and Continuing Professional Development programmes
- For Bachelor's and Master-after-Bachelor's programmes and linking and preparatory programmes:
  - for classes or sessions scheduled for groups of 200 students or more
  - for classes or sessions scheduled for groups of less than 200 students, pending the approval of the director of the Department of Educational Policy, based on a substantiated request submitted by the Director of Studies of the faculty in question (via [onderwijs@ugent.be](mailto:onderwijs@ugent.be))

Course units whose classes are scheduled after 7:00PM are evaluated each year and a question regarding the late hour is included in the course evaluations by students.

§3. For the academic study programmes that are integrated in 2013, departures from §1 and §2, 1° are possible because of practical concerns. However, these departures are only possible if they are requested by the Faculty before the start of the academic year (through [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) and are approved by the director of the Department of Educational Policy.

#### **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.

(The present article does not apply to regular course units organized by the Doctoral Schools, for which the elements of the course sheet are established by the Doctoral School Board on the recommendation of the lecturer and which are announced to the students before the start of the course unit.)

##### **1° Study load expressed in terms of study time and ECTS credits**

The Faculty is under obligation to stage surveys into actual study time amongst its students on a regular basis in order to accurately align estimated study time and the amount of study time that is actually spent by students.

##### **2° Term in which the course unit is scheduled**

##### **3° Contact hours and teaching methods**

Contact hours are determined by the average number of hours for which each student is coached and taught by a Ghent University lecturer.

##### **4° Lecturers: lecturers in charge and co-lecturers**

The lecturers in charge and co-lecturers of the various course units of the study programmes are appointed in accordance with the regulations pertaining to the appointment of the lecturers and co-lecturers for the course units and their temporary replacement (cf. part XII)

As specified in the relevant regulations, the Faculty may – in exceptional cases – after the recommendation of the study programme committee and the Director of Studies, decide to replace the lecturer-in-charge during the course of the academic year. If this step requires an adjustment of the course sheet, this is to be done in accordance with the fixed procedure and students should be notified of in timely fashion.

**5° The department of the lecturer-in-charge**

**6° Language(s) of instruction**

**7° Keywords**

**8° Position of the course**

This involves a short description of the place and purpose of the course unit (within the study programme).

**9° Contents**

This is a description of the subject matter from the starting competencies to the learning outcomes.

**10° Starting competencies**

These are the competencies needed to embark on a course unit. This information is binding within the context of a contract to obtain credits and non-binding within the context of the sequentiality within a contract to obtain a diploma. A binding sequentiality may be allowed by the COP, after the substantiated recommendation of the study programme committee involved.

**11° Learning outcomes**

These are the competencies that are aspired within the course unit concerned.

**12° Admissibility under a contract to obtain credits** (cf. the provisions in article 31)

- yes
- yes, after aptitude tests
- no

**13° Admissibility under an exam contract** (cf. the provisions in article 30)

- yes
- no

**14° Learning materials and additional costs**

This is an enumeration of the learning materials (specifying the exact or estimated price) and the additional costs involved in the course unit (e.g. laboratory materials, study visits, etc).

The learning materials may be in a language different from Dutch. If this is the case, this needs to be specified in this section.

**15° References to scientific publications marked as recommended reading**

**16° Course content-related student counselling**

Counselling is offered to help students process the subject matter and attain the learning outcomes.

**17° Evaluation moment(s)**

These are the moments at which study performance is evaluated by means of continuous or end-of-term assessment. For continuous assessment, the frequency and method of evaluation need to be expressly specified.

**18° Evaluation methods**

These are the methods and contents of the evaluation(s) and the way these relate to the learning outcomes (oral, written, open book, multiple choice, etc).

Per examination opportunity, a different evaluation method may be planned in response to substantiated exceptions.

**19° Second exam opportunities for continuous assessment**

- yes
- no
- possible in modified form

**20° Calculation of the final marks and the terms and conditions to pass a course unit**

If the evaluation consists of both continuous and end-of-term assessment and/or partial examinations (cf. article 50§5), then these marks are all factored in as part of the examination mark according to a fixed calculation that is determined in the course sheet.

If there are any repercussions for students who are absent without any good reason or who do not participate in (part of) the evaluation, this should also be specified in the course sheet.

All the students that are enrolled for the relevant course unit are subject to these provisions.

**21° Facilities for students with working student status** (cf. article 25)

The Faculty Board decides which study programmes will use these facilities.

**22° Alternating course units**

The course sheet specifies in which academic year alternating course units are taught.

Whenever course units are taught on an alternating basis, the Faculties are required to make sure that students who are re-enrolling for the course units concerned are able to sit the examinations for these course units.

## ARTICLE 42 OPTIONS WITHIN STUDY PROGRAMME OVERVIEWS

§1. The first year of a standard learning track of a Bachelor's programme does not include any elective course units. Departures from this rule are possible for language-specific elective courses.

§2. The inclusion of an elective course unit or a specific minor or major in the student's curriculum is to be approved by the Curriculum Committee on the basis of the student's choices within the study programme overview.

With an open list from which non-nominally listed course units may be chosen, the Curriculum Committee cannot refuse any course units that appear on the list of university-wide elective course units, as approved by the Executive Board, if the following cumulative conditions are met:

The student in question has not yet taken up another university-wide elective course unit within the study programme concerned; There is no overlap of learning outcomes with course units in the study programme overview concerned.

§3. When an exemption is granted for a(n) (elective) course unit in application of article 29, the Faculty cannot impose an alternate course unit. There is one exception to this rule, in which case the Curriculum Committee can impose (an) alternate course unit(s) amounting to at least as many ECTS credits: in an initial Master's programme, if the student in question has already taken up the elective course unit in a Bachelor's programme that directly precedes the Master's programme or in the linking or preparatory programme for that Master's programme.

§4. The lecturer-in-charge needs to formulate a recommendation if students choose an elective course unit that is part of another study programme than the one for which they are enrolled and special access requirements are in place for this course unit. If no message to the contrary is received from the lecturer-in-charge within 7 calendar days, this recommendation is assumed to be positive. Prior to this, students may also obtain advice from the Faculty learning track counsellor regarding the extent to which they hold the starting competencies that are required for the course unit concerned. If no specific starting competencies are formulated for a particular course unit, this advice is assumed to be positive, if no message to the contrary is received from the lecturer-in-charge involved within 14 calendar days.

Students may not take up any course units as elective courses, for which a departure was granted in application of article 56 §1, if they are not enrolled in the study programme involved.

§5. Students can appeal against an unfavourable decision on a request concerning the composition of a curriculum. They may file this appeal with the appeals body designated for this purpose by the Faculty Board (cf. article 30§6).

§6. The present article does not apply to the doctoral training programme.

## ARTICLE 43 MASTER'S DISSERTATION COURSE UNIT

As a course unit, the Master's dissertation is scheduled during the final year of the standard learning track of the Master's programme. Exceptions may be granted in response to a substantiated request, after a positive recommendation from the Educational Council and the approval of the Executive Board.

With the approval of the Executive Board, the Master's dissertation may be spread across several years of the standard learning track of a specific study programme.

## 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 Board 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 Board 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.



§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 Board 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 Board in question takes another decision.

## ARTICLE 45 LANGUAGE IN WHICH THE COURSE UNITS ARE TAUGHT

§1. Course units from Dutch-language Bachelor's programmes and Master's programmes subsequent to a Bachelor's programme (ManaBa) may be taught in a language other than Dutch, in the following cases:

- 1° if the course unit has this language as its subject;
- 2° if the course unit is taken at a different institute of higher education with the approval of the Faculty;
- 3° if the course unit is taught by a visiting professor who speaks a foreign language;
- 4° if using a foreign language for the course unit is an added value for students and is considered to be functional for the study programme.

Cases 1 and 2 are allowed without any restrictions.

Cases 3 and 4 are not allowed to jointly amount to more than 18.33% of the study programme concerned, if the study programme is a Bachelor's programme, and no more than 50% if it is a Master's programme subsequent to a Bachelor's programme.

The language of instruction of a course unit is determined by the Faculty Board, after the recommendation of the Director of Studies. If the Faculty considers the use of a foreign language to be an added value for students and a functional element of the study programme, this is to be expressly and comprehensively substantiated.

§2. Language coaching measures need to be taken in the study programme overview of a Bachelor's programme in Dutch and a Master's programme subsequent to a Bachelor's programme (ManaBa) with foreign-language course units.

§3. For Advanced Master's programmes, foreign-language course units are allowed without any restrictions.

§4. Assignments of course units that are taught in Dutch can be drawn up and/or defended in a language other than Dutch. To do so, students need permission from the Faculty, except if the subject of the assignment is the language other than Dutch itself. If the Master's dissertation within a Dutch-language study programme is drawn up in a language other than Dutch, students shall be required to provide a summary in Dutch (see also article 59, §1, 3° on the language of the Master's dissertation).

## ARTICLE 46 COURSE UNITS AT A DIFFERENT INSTITUTION

§1. Elective course units at a different university recognized by the Flemish Community

In application of an agreement between the various universities recognized by the Flemish Community, students may take a course unit as an elective course unit within their personal curriculum at a different institution with the approval of both institutions. This arrangement only applies to students who are enrolled under a degree contract for a Bachelor's programme, a Master's programme, or a doctoral training programme.

§2. Course units at the institutions of Ghent University Association (AUGent)

In application of the agreement between Ghent University, University College Ghent, University College West Flanders and Artevelde University College Ghent, students who are enrolled under a degree contract may take a course unit within their study programme overview at one of the above university colleges, provided that the course unit concerned is not taught within a study programme at Ghent University.

§3. In application of an agreement (and in compliance with the applicable education and examination code), students may take part in educational activities and evaluations at another Belgian university college or university, in another institute of higher education that is officially registered, in a registered institute of higher education, at the Royal Military School in Brussels or a foreign institute of higher education, insofar as these institutions offer a study programme of at least 3 years.

For study programmes involving mandatory student mobility, the volume of this obligation is specified in the course catalogue.

## ARTICLE 47 PROVISIONS FOR EDUCATIONAL ACTIVITIES

§1. Anyone who takes part in the educational activities (including continuous assessment) – both lecturers and students – are expected to show mutual respect. Among other things, this means that these activities are not to be wilfully disrupted. Students who wish to take part in educational activities, including continuous assessment, are assumed to be present from the announced start to the announced end of these activities.

As far as the lecturers are concerned, the educational activities are expected to take place as announced, including continuous assessment. This means that the time at which the activities start, as well as the time when they end is respected. Any amendments need to be communicated beforehand.

§2. The lecturer or counsellor can prohibit students who wilfully disrupt the educational activities, including continuous assessment, from taking further part in these activities as a disciplinary measure. This measure only concerns the activities where the disruptive behaviour occurred and is effective immediately.

§3. Students who repeatedly and wilfully disrupt educational activities, including continuous assessment, may be denied access to all the remaining educational activities of the same course unit. This measure is only possible if the lecturer or counsellor cautioned the student in question at a previous occasion, informed him/her that the behaviour is not tolerated and pointed out the possible consequences.

After the student has had the opportunity to be heard, the Dean may decide to take the above-mentioned measure. This decision is reported to the director of the Department of Educational Policy.

Students who, because of this measure, are denied access to the further educational activities are allowed to participate in the continuous and end-of-term assessment, except if the continuous assessment takes place during the educational activities.

§4. During the educational activities, including continuous assessment, students need to be able to identify themselves by means of their student card, identity card or any other official proof of identity. At the first request of the lecturer or counsellor, they are required to present this card or proof.

§5. Students are not allowed to use any means of image and/or sound recording to register the educational activities (including continuous assessment and feedback) and projected teaching materials without prior consent. This is regarded as disrupting the educational activities. Furthermore, the recording is inadmissible as evidence in administrative or legal proceedings and is to be destroyed at the first request.

Students may ask the lecturer in question for permission to use means of image and/or sound recording to register the educational activities and teaching materials. They are required to specify what, how, when and for what purpose they will record.

The recording must not be used for any other purposes than for what the lecturer in question has granted permission.

In the context of distance learning and for educational purposes, Ghent University reserves the right to integrate classes and put them at the students' and the teaching staff's disposal – later on or simultaneously through the electronic learning environment.

When students participate in these classes, they automatically grant their permission to be filmed and for this recording to be spread within the electronic learning environment, if they should appear on screen. They shall be informed by the lecturer at the start of the classes if the classes are recorded.

§6. If students or third parties disseminate and multiply any kind of course and examination material (e.g. syllabuses, exercises, presentations, exam questions, class notes) in exchange for payment and/or in the pursuit of profit and without the permission of the authorized lecturer and, if applicable, the author, a disciplinary procedure may be initiated against the students involved in accordance with the Disciplinary Regulations for Students.

# PART III

## EXAMINATION CODE

### ARTICLE 48 SCOPE

§1. The present examination code is intended as a minimal framework for all evaluations at Ghent University and may be complemented with specific provisions by the Faculties.

Departures from the examination code and the specific examination code can only be granted by the Board of Governors in response to a substantiated request from a Faculty Board and after the recommendation of the Educational Council. The Board of Governors expressly determines the period of validity of the granted departures. The examination code, the Faculty supplements, and any departures approved by the Board of Governors are to be communicated to students in electronic format.

§2. The general examination code for evaluations at Ghent University comprises parts I up to and including V.

§3. Evaluations as part of the predoctoral training programme, the doctoral training programme and the doctorate are governed by section VI.

§4. Evaluations as part of Continuing Professional Development shall be in accordance with the terms and conditions that apply for obtaining the certificate that are established for each respective Continuing Professional Development programme pursuant to article 2 §2.a. of the [Resolution by the Executive Board dated 10 May 2007 pertaining to the organization of postgraduate programmes \(with the exception of predoctoral training programmes\) and of Continuing Professional Development](#).

§5. Evaluations as part of interuniversity Master's programmes for which students can enrol at more than one university are governed by the [examination code for the interuniversity study programmes for which students can enrol at more than one university](#).

§6. Study programmes organized with other institutes of higher education from the Flemish or French Community or abroad may be subject to the specific examination code agreed between the institutions and approved by a separate decision of the Board of Governors at Ghent University.

# SECTION I

## ASSESSMENT PER COURSE UNIT

### 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 that students need to meet at the evaluation.

### 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.

§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')

The examinations of the first examination opportunity are administered 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). 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 (cf. article 56 §3).

Transitional measure: for full-year course units which were already taught before the academic year 2014-2015, the organization of partial examinations is mandatory in the first year of the standard learning track of a Bachelor's programme, unless they are integration course units and/or a system of non-continuous assessment is already used.

Exceptions to these stipulations may be granted by the COP, after the recommendation of the Faculty Board, at the request of the study programme committee involved.

## 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.

§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.

## ARTICLE 52 ORGANIZATION OF EXAMINATIONS

§1. The Faculty Boards are in charge of coordinating and organizing the examinations.

§2. There are three examination periods in each academic year, which are laid down in the academic calendar. First- and second-term course units are evaluated in the first- or second-term examination period respectively. End-of-term assessments of full-year course units always take place in the second-term examination period, unless departures from this rule have been granted pursuant to article 48 §1. All course units may be evaluated in the resit examination period, without prejudice to the provisions of article 55 §2.

## ARTICLE 53 PROVISIONS FOR THE END-OF-TERM ASSESSMENT

§1. Examinations take place between 8:00 AM and 8:30 PM and cannot take more than five consecutive hours. 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 seek assistance from the co-lecturer(s) and other academic staff members.

The lecturer-in-charge or co-lecturer always needs to be present at an oral 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 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. Unless expressly communicated otherwise to students, it is not allowed to use any tools or resources during examinations.

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

## ARTICLE 54 EXAMINATION REGULATIONS

§1. For each year of a standard learning track and for each examination period, a set of comprehensive and detailed examination regulations are compiled under the responsibility of the Faculty Board.

These regulations comprise:

- the schedule, the location and the time of the start of the examinations;
- the contact details of the Examination Office, the chair and secretary of the Examination Board, the Faculty ombudsperson and the Student Counselling Service.

§2. The dates are established in joint consultation with the student representatives in such a way that each student in a standard learning track is given a reasonable amount of time to prepare for the exams and an equitable spread of examinations of mandatory course units across the examination period as a whole. If the exam schedule is deemed unreasonable for a specific group of students, a second examination day can be staged for this group.

§3. Exam schedules are sent by the Faculties in electronic format by 2 December 2017 at the latest for the first-term examination period, by 23 March 2018 at the latest for the second-term examination period and by 18 July 2018 at the latest for the resit examination period.

§4. The Faculties may require students to confirm ahead of time that they will be taking an exam.

§5. All Faculties are required to set up a permanent Examination Office during each examination period, if necessary for each separate study programme. The Examination Office is where, amongst other things, the following is to be reported:

- changes of address during the examinations;
- changes to the exam schedule;
- certified absences;
- all events which may jeopardize the exam schedule or prejudice the smooth course of examination proceedings.

## ARTICLE 55 EXAMINATION OPPORTUNITIES

§1. Without prejudice to the provisions of article 24 §9, in the third section of this paragraph and in §3 and §6 of the present article, and with the exception of exemptions and previously obtained credits, students are entitled to two exam opportunities per academic year for each course unit of the curriculum: one in the first-term examination period or the second-term examination period, respectively, and one in the resit examination period. Students who fail are automatically registered to take part in the second exam opportunity.

Students have the right to make use of the examination opportunities provided for each course unit, regardless of their participation in any continuous assessment.

For continuous assessment purposes of course units however, either the second exam opportunity may be made available by way of a compensating activity between the first and the second examination opportunity or there may just be one examination opportunity available to students. The Faculty decision on this matter is detailed in the course unit's course sheet.

§2. Students are entitled to avail themselves of the resit examination opportunity for each course unit for which they were unable to obtain a credit certificate in the first- or second-term examination period.

§3. Students cannot retake an examination in the second examination opportunity for a course unit for which they have already obtained a credit certificate.

§4. Students can no longer include in their curriculum a course unit for which they have already obtained credits for a period of 5 academic years, counting from the academic year after the one in which the credits were obtained.

§5. Students who are no longer enrolled for a course unit (in application of article 30§5 or article 34) lose the right to all accompanying examination opportunities from the registered date of these changes to the curriculum or the enrolment onwards.

§6. Outgoing exchange students have a right to the number of examination opportunities that the receiving institution is offering them per academic year per course unit. Additional examination opportunities at Ghent University are not possible.

## ARTICLE 56 EXAMINATION MARK

§1. The result of the evaluation is expressed as a single examination mark per course unit.

The final examination mark is determined by the lecturer-in-charge of the course unit concerned. This examination mark is a whole number, ranging from 0 up to and including 20, calculated as specified in the course sheet (cf. article 41, 20°). Marks are rounded off according to the generally accepted principles, unless there are serious grounds to depart from these: 0.5 and higher are rounded up, whereas anything less than 0.5 is rounded down.

If a student is absent from an evaluation, his/her examination result can only be "absent" if s/he was absent from all parts of the evaluation.

In exceptional cases, the examination results for Advanced Master's and postgraduate programmes and the doctoral training programme may be formulated as "passed" or "not passed". For Advanced Master's and postgraduate programmes, such departures may only be approved by the director of the Department of Educational Policy, on the basis of a comprehensively substantiated recommendation of the Faculty Board on the relevant proposal of the study programme committee involved. The faculty application file needs to be submitted to the Department of Educational Policy through [onderwijs@ugent.be](mailto:onderwijs@ugent.be) (see also article 73§3). The course units in question may not be taken up in the curricula of students who are enrolled for another study programme than the one for which the departure was allowed.

An examination mark can only be recorded for the course units that are included in the student's curriculum (see also article 55 §5), with the exception of exemptions and previously obtained credits, as specified under article 30.

§2. Within one and the same examination period, students can only be evaluated once for the same course unit.

§3. Examination marks below 10 out of 20 are not transferred to another examination period or academic year.

Exceptions to this rule includes the continuous assessment for which there is no second examination opportunity (cf. article 41, 19°). In this case, the examination mark is transferred to the resit examination period.

§4. Students are awarded examination marks by Ghent University upon their return if they take part in educational activities and sit exams at a domestic or foreign institute of higher education on parts of the Ghent University study programme overview, within the framework of a study programme for which they are enrolled at Ghent University under a degree contract. These examination marks are awarded in accordance with the local degree awarded per course unit and the ECTS grading table (in accordance with the guidelines in the ECTS Users' Guide). If no ECTS grading table is available, the Faculty will award the examination mark, possibly in accordance with any additional guidelines in the supplementary faculty regulations. The awarded examination marks are communicated to the student in a transcript of records.

§5. Students may file an appeal against the examination mark awarded to them personally with the Institutional Appeals Committee, as specified in article 100.

## ARTICLE 57 CREDIT CERTIFICATE

Students pass any course unit for which their examination mark after assessment is at least 10 out of 20 or a "passed" designation (cf. article 56§1). For this, they will receive a credit certificate following the closing of the examination period in question.

The credit certificate is an electronic registration. This registration contains information on the identity of the student, the nature of the study programme, the course unit, the number of credits obtained and the final evaluation awarded. At the students' express request and provided that they are enrolled under a contract to obtain a diploma, credit certificates can be made available to students in paper form by the Faculty Student Administration. Students who are enrolled under a contract to obtain credits will receive a credit certificate from the Faculty Student Administration if they passed a particular course unit (without prejudice to the provisions of article 21 §2).

Credit certificates obtained at Ghent University have unlimited validity at Ghent University.

## ARTICLE 58 EVALUATION LANGUAGE

§1. Course units are evaluated in their language of instruction.

§2. Course units in Bachelor's programmes, Master's programmes subsequent to a Bachelor's programme (ManaBa), or linking or preparatory programmes will be evaluated in the language concerned if their learning outcomes include language proficiency. This will also be the case for course units that take a language as their subject and are followed at a different institute of higher education with the approval of the Faculty.

For course units in Dutch-language Bachelor's programmes, Dutch-language Master's programmes subsequent to a Bachelor's programme (ManaBa), or linking or preparatory programmes, students are always entitled to be evaluated in Dutch if the learning outcomes of the course unit in question do not include language proficiency. Students who wish to invoke this right need to notify

the Faculty Student Administration before 15 November 2017 for first-term course units and before 1 March 2017 for second-term course units. The Faculty Student Administration shall notify the chair of the Examination Board and the latter shall request the Examination Board to assign a substitute examiner if need be.

## ARTICLE 59 EVALUATION OF THE MASTER'S DISSERTATION COURSE UNIT

**§1.** Establishing the subject, the dissertation supervisor, the members of the dissertation reading committee and the language of the Master's dissertation

1° The subject of the Master's dissertation is chosen in joint consultation with the student and the dissertation supervisor(s). The subject is approved by the Faculty Board.

The Faculty Board determines the dissertation supervisor(s) and member(s) of the dissertation reading committee.

2° The responsibility for the counselling of the Master's dissertation course unit rests with one or several dissertation supervisors. At least one supervisor belongs to one of the following categories and is administratively responsible:

- professorial staff members
- post-doctoral assistants
- research staff in the grade of post-doctoral researcher
- visiting professors
- lecturers appointed on the basis of a co-operation agreement made with another university (college) as stipulated in articles 79 and 80 of the university decree of 12 June 1991 and article 95§2 of the decree pertaining to the restructuring of Flemish higher education.

3° Departures from the categories mentioned in 2° are possible for lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (within the study programme concerned) and who belong to the integration staff.

4° Departures from the categories mentioned in 2° are possible for experts affiliated with the Ghent University Hospital, with the approval of the faculty.

5° The Master's dissertation can be drawn up and/or defended in a language other than the language of instruction. For this, students need the permission of the faculty after the recommendation of the supervisor, except when the Master's dissertation has a different language as its subject. If the Master's dissertation of a Dutch language study programme is written in a language other than Dutch, students are required to provide a summary in Dutch.

**§2.** Submitting the Master's dissertation

The Faculty Board determines when the Master's dissertations are to be submitted. Master's dissertations always need to be submitted at least electronically. Each study programme may decide whether and how many paper copies the student in question needs to provide, with a maximum of three copies. The paper copies are delivered by the student according to the principles of sustainability: printed on both sides, possible on recycled paper.

**§3.** Evaluating the Master's dissertation

1° At the proposal of the (respective) study programme committee(s), the Faculty shall determine - before the start of the academic year - the method of evaluation it will adopt for the Master's dissertations (possibly differentiated according to study programme or main subject), on the understanding that Master's dissertations always need to be evaluated in a uniform manner within one and the same study programme or main subject respectively. The manner of evaluation is specified in the course sheet. The students will be informed electronically of the time and location that the Master's dissertation is to be defended. The defence of the Master's dissertation is not public, unless the faculty has decided otherwise and has announced that particular third parties (e.g. fellow students, professionals in the field in question, family members and friends) are allowed to attend.

2° All Master's dissertations are evaluated by a jury consisting of one or more dissertation supervisors and one or more member(s) of the dissertation reading committee. If the dissertation is strictly evaluated on the basis of the written reflection, at least three evaluators are required. If the dissertation is evaluated on the basis of the written reflection as well as the oral defence of the dissertation, two evaluators suffice. If less than two-thirds of the jury is present, a substitute needs to be appointed in accordance with article 76, so that this requirement is in fact met.

3° The only individual who is entitled to vote in the Examination Board per deliberation set is the dissertation supervisors, if s/he belongs to one of the following categories:

- professorial staff members
- post-doctoral assistants
- research staff in the grade of post-doctoral researcher
- visiting professors



- lecturers appointed on the basis of a co-operation agreement made with another university (college) as stipulated in articles 79 and 80 of the university decree of 12 June 1991 and article 95§2 of the decree pertaining to the restructuring of Flemish higher education.

4° Departures from the provisions in 3° are possible for lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (within the study programme concerned) and who belong to the integration staff.

5° The Faculty may lay down the requirements for retaking a Master's dissertation in the resit examination period in its Faculty examination code.

6° Any means of image and/or sound recording of an oral defence are not allowed, not by the student, the observer or third parties, except if the defence takes place via videoconferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

#### §4. Filing and accessibility of the Master's dissertation

For archival purposes, an electronic copy of the Master's dissertation of students who have passed is automatically delivered to the university library. If a paper copy was also submitted (cf. §2), a paper copy will be sent to the university library. Without detracting from the rights of the author, Ghent University or third parties, the university library will make the Master's dissertation accessible, after the supervisor has increased the level of confidentiality, if applicable, and in accordance with the provisions below, as well as the [regulations concerning research and collaboration at Ghent University](#):

- if it received an examination mark of at least 10/20, the Master's dissertation may be made available electronically within Ghent University;
- if it received an examination mark of at least 14/20, the Master's dissertation may be made available electronically through an open access system.

## ARTICLE 60 FEEDBACK AND ACCESS TO EXAM COPY

§1. After the first-term examination period, the second-term examination period and the resit examination period, feedback is provided as determined under article 2. The lecturers-in-charge or the people assigned by the former are available for feedback sessions with the students. Within the feedback period (cf. article 2) after every examination period, all students are entitled to get feedback and peruse their exam copy and assignments. Feedback on the continuous assessment may also take place outside of the feedback sessions. Feedback or perusal is not granted to third parties.

If a student is absent without leave from the scheduled feedback session, it is possible to allow perusal of the exam copy at another time, after the student and lecturer have agreed on a date.

§2. Subsequently, students can turn to the Faculty Student Counselling Service to discuss individual study results and/or study approach.

§3. Copies of written examinations, written preparations to oral examinations and assignments prepared as part of continuous assessment and the paper version of the Master's dissertation are to be kept by the lecturer-in-charge for 1 year after the close of the academic year concerned. For oral examinations, the course of the examination is recorded by the examiner. This document is to be kept by the lecturer-in-charge for at least 1 year after the close of the academic year concerned.

# **SECTION II**

## **EXAMINATION BOARDS**

### **ARTICLE 61 TYPES OF EXAMINATION BOARDS**

There are two types of examination boards: the Examination Board per deliberation set and the Examination Board per study programme. Sections III and IV of the present Examination Code deal with the competencies and operation of the Examination Board per deliberation set and the Examination Board per study programme, respectively.

### **ARTICLE 62 EXAMINATION BOARD MEETINGS**

§1. Examination Boards deliberate at least twice per academic year (either in person or electronically):  
the first time after the second-term examination period;  
the second time after the resit examination period.

§2. Examination Boards also deliberate by 17 February 2018 at the latest in a graduation year of a Bachelor's, linking or preparatory programme, a Master's programme, the academic teacher training programme or a postgraduate programme, for students who have taken all their examinations at that time. In doing so, article 71 is fully applicable.  
With the exception of the Master's dissertation and/or the work placement, first-term or full-year course units cannot be evaluated in the first term.

#### **§3. Deliberations in person**

1° The chair and secretary always check the deliberation lists for any material errors or anomalies, and they shall make these available to the members of the Examination Board in electronic format. The Examination Board per deliberation set and the Examination Board per study programme may be convened by a simple request from a member or an ombudsperson.

2° For interuniversity study programmes, the Examination Board concerned can deliberate by video conference per deliberation set or per study programme if a member or ombudsperson requests a deliberation in person.

§4. The Examination Board per study programme may deliberate at any time to impose disciplinary measures relating to exams.

§5. The deliberations of the Examination Board are classified and meetings in person are held behind closed doors.

### **ARTICLE 63 ATTENDANCE OF THE MEMBERS OF AN EXAMINATION BOARD**

The members of the Examination Board have a duty to attend meetings and to sign the attendance register when the meeting is held in person (cf. article 62). If the deliberation takes place by video conference, the secretary of the Examination Board shall draw up and certify an attendance list.

If a member of the Examination Board is unable to attend the deliberation meeting, s/he is to report this to the chair of the Examination Board without delay. Any unjustified absences of members are reported to the dean by the chair. If a member of the Examination Board is absent, the chair may – if necessary – assign a member of the academic staff as a replacement. If the chair him/herself is absent, the competent Examination Board shall assign a replacement. If the secretary is absent, the chair of the Examination Board appoints a replacement.

Faculty ombudspersons are entitled to attend the deliberation meetings of the Examination Boards in an observer capacity.

### **ARTICLE 64 SUBSTANTIATED DECISIONS OF THE EXAMINATION BOARD**

The decisions of the Examination Board are recorded in a report.

At a minimum, the reports compiled by the Examination Boards per deliberation set are to contain the attendance register, the decision for each student, the motivations for departures from the general principles and study advice for each student.

At a minimum, the reports compiled by the Examination Boards per study programme set are to contain the attendance register and the decision for each student, including the motivations for departures from the general principles.

These reports are kept on file for 5 years, after which they are transferred to the University's archives for storage.

Students have the right to peruse the sections of the report that refer to them. To do so, they can contact the Faculty Student Administration.

## ARTICLE 65 RECONSIDERATION OF EXAM DECISIONS

§1. Material errors in the student's favour, causing the student to be awarded a higher examination mark due to a substantive error

- are rectified if they are discovered within a maximum of 10 calendar days after the examination results announcement, when they affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme, or the decision to assign a particular grade of merit. Such errors are repaired by a new decision from the chair of the competent Examination Board, which is communicated to the Dean and the members of the Examination Board;
- are not rectified if they are discovered later than 10 calendar days after the examination results announcement, when they affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme, or the decision to assign a particular grade of merit;

§2. Material errors to the student's detriment, causing the student to be awarded a lower examination mark due to a substantive error, are rectified at all times if they affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme, or the decision to assign a particular grade of merit. These errors are rectified by a decision from the chair of the competent Examination Board, which is communicated to the Dean and the members of the Examination Board.

§3. Material errors without any impact are rectified if they are discovered within a maximum of 10 calendar days after the examination results announcement. These errors did not affect the examination mark, the decision whether or not the student passed a deliberation set or the decision to assign a particular grade of merit. They are rectified by the chair of the competent Examination Board.

§4. Fraud: If fraud or irregularities have been discovered that affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme, or the decision to assign a particular grade of merit, the competent Examination Board may review its decision at all times, in accordance with the procedure stipulated in article 78.

§5. The students concerned are notified of new decisions within 10 calendar days by e-mail (Ghent University account). In case of a material error in the student's favour (causing the student to be awarded a higher examination mark), the student in question is notified by registered letter (or through a receipt that is signed by the student) within 5 calendar days after the rectification. The student is also informed of the possibilities of appeal, as described in article 100.

# SECTION III

## APPRAISAL PER DELIBERATION SET

### ARTICLE 66 COMPOSITION OF THE EXAMINATION BOARD PER DELIBERATION SET AND ITS AUTHORITY TO DELIBERATE

§1. The composition of the Examination Board per deliberation set is determined by the Faculty Board, on the understanding that the lecturers-in-charge of the mandatory course units concerned shall always be members of the Examination Boards per deliberation set. The chair and the secretary of the Examination Board per deliberation set are the same as those of the Examination Board per study programme of the study programme concerned (cf. article 70). If a member that is part of a large number of Examination Boards is absent, the Vice-Chancellor may appoint one or more replacements.

§2. The authority to deliberate of the Examination Board per deliberation set includes the following:  
declaring whether a student has passed or failed a deliberation set as laid down under article 67;  
providing non-binding study advice on the first year of the standard learning track of a Bachelor's programme for students who are enrolled for the first time under a contract to obtain a diploma.

§3. The Examination Board per deliberation set is not qualified to adjust any examination marks, except in the cases set out in article 65.

### ARTICLE 67 PASSING A DELIBERATION SET

§1. At the deliberation dates that are specified in article 62, the Examination Boards per deliberation set discuss by means of deliberation sets the study progress of students enrolled for a study programme under a contract to obtain a diploma.

§2. Passing a deliberation set:

1° If students pass all course units of a deliberation set, i.e. if they have obtained at least 10 out of 20, they are declared as having passed the deliberation set concerned by the Examination Board per deliberation set.

2° The Examination Board per deliberation set also declares the students as having passed the first deliberation set of a Bachelor's programme, provided that they comply with the following cumulative requirements:

- The first deliberation set only contains course units that are scheduled in the first standard learning track year of a Bachelor's programme.
- The deficit in order to pass one or two course units is a total of maximum 1% of the weighted total of the deliberation set<sup>1</sup> – without the exemptions - in which the ECTS credits are used as weights. The deficit is calculated by multiplying the deficit on the examination mark for the course unit by the ECTS credits that have been awarded to that particular course unit.
- The student has scored at least 8 out of 20 for all course units of the deliberation set concerned.
- The student has a maximum of two course units in the deliberation set concerned for which s/he scored less than 10 out of 20.
- The student has obtained a total of at least 50% for the deliberation set.

3° However, after a secret ballot or otherwise, the Examination Board per deliberation set may still decide to declare students as having passed, even if they do not pass in accordance with the criteria set out under §2, 1° and 2°. Any such decisions are only possible in exceptional circumstances and if the objectives of the relevant part of the study programme overview have broadly been met.

§3. Students may file an appeal against the decision by the Examination Board per deliberation set with the Institutional Appeals Committee, as specified in article 100.

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<sup>1</sup> For a 60-credit SLP, the weighted total stands at 1200 with a maximum deficit of 12. For instance, under this provision, compensation may be offered for a 6-credit course unit for which the student scored 8 out of 20.

## ARTICLE 68 VOTING IN THE EXAMINATION BOARD PER DELIBERATION SET

The chair and the secretary of the Examination Board have the right to vote, also regarding students who they have not evaluated themselves.

The lecturers-in-charge of the course units that belong to the student's deliberation set who are members of the Examination Board per deliberation set are entitled to vote during the deliberation on said student.

In order to deliberate legitimately on a student, at least half of the examiners of the Examination Board concerned who have the right to vote are required to be present. The quorum is determined on the basis of the number of examiners who have the right to vote. Per student, only one vote may be cast by each voting member. If a course unit was examined by more than one lecturer, the person entitled to vote shall be the lecturer who was assigned by the Faculty Board as the lecturer-in-charge of the course unit. Examiners who have been replaced in accordance with the procedure described in article 76 are not permitted to attend the meeting of an Examination Board on the student concerned. If this is the case, the replacement examiner shall participate in the Examination Board on the student in question and is entitled to vote.

Unless a member of an Examination Board per deliberation set or a Faculty ombudsperson requests for a decision to be brought to the vote, the chair's proposal for the final assessment is accepted as the general consensus.

Decisions are made with a majority of votes. Abstentions are not taken into consideration when voting. In the event of a tie, the decision is found in the student's favour.

## ARTICLE 69 EXAMINATION RESULTS ANNOUNCEMENT OF EXAMINATION MARKS AND DELIBERATION SETS

§1. After the first-term examination period, the second-term examination period and the resit examination period, the examination marks are communicated to the students.

After each examination period, students are individually provided with a transcript of records, at the earliest after the closing of the examination period and no later than:

- Friday 9 February 2018 after the closing of the first-term examination period;
- Thursday 8 July 2018 after the closing of the second-term examination period, except for the academic teacher training programme: by Friday 6 July 2018 at the latest;
- Saturday 15 September 2018 after the closing of the resit examination period.

If a deliberation took place, the decision by the Examination Board per deliberation set is also included in the transcript of records. If the deliberation took place after the closing of the first-term examination period in accordance with article 62§2, the transcript of records may be put at the student's disposal after Friday 9 February 2018, but no later than Saturday 17 February 2018.

These arrangements and deadlines apply without prejudice to the provisions in article 50 with regard to continuous assessment result announcements. For course units which are only assessed by means of continuous assessment, the exam results are also announced in accordance with the above arrangements and deadlines if they have been completed in full after the examination period concerned.

§2. Decisions by the Examination Board per deliberation set may be announced publicly.

## SECTION IV

# ASSESSMENT PER STUDY PROGRAMME

### ARTICLE 70 COMPOSITION AND COMPETENCE OF THE EXAMINATION BOARD PER STUDY PROGRAMME

§1. The composition of the Examination Board per study programme is determined by the Faculty Board. For each Examination Board, the Faculty Board shall appoint a chair and a secretary, who may or may not themselves be examiners, and who are active professorial staff members. If a member that is part of a large number of Examination Boards is absent, the Vice-Chancellor may appoint one or more replacements.

§2. The competence of the Examination Board per study programme includes:  
declaring whether a student has passed a specific study programme or linking or preparatory course, and whether the degree or certificate may be awarded;  
granting a student the grade of merit for a study programme;  
implementing an examination-related disciplinary decision (cf. article 78).

§3. The Examination Board per study programme is qualified to take examination-related disciplinary decisions in accordance with article 78, regardless of the type of contract with the student concerned.

§4. Except in cases of material error, the Examination Board per study programme is not qualified to adjust any examination marks.

### ARTICLE 71 PASSING A STUDY PROGRAMME

§1. In order to pass a study programme, students need to meet the following cumulative conditions:  
They need to meet the access requirements of the study programme. If this is not the case, they are declared inadmissible and cannot pass the study programme.  
They need to be enrolled for the study programme in question under a contract to obtain a diploma.  
Without prejudice to the authority to deliberate of the Examination Board per study programme as specified in article 70, students need to have obtained a credit certificate for all the course units to be taken (cf. article 57) and/or be declared as having successfully passed all deliberation sets of the study programme in question (cf. article 67).

§2. The Examination Board per study programme also declares that students who are enrolled in the graduation year of a Bachelor's, linking or preparatory programme, a Master's programme (after a Bachelor's or a Master's programme), or a academic teacher training programme have passed if the following cumulative requirements are met:

- The student in question has taken up all remaining course units to pass the study programme in his/her curriculum.
- The deficit to pass one or two course units is maximum 6 weighted marks, using the ECTS credits as weights. The deficit is calculated by multiplying the deficit on the examination mark for the course unit by the ECTS credits that have been awarded to that particular course unit.
- The student in question has obtained at least 8/20 for all the course units.
- The student has obtained less than 10/20 for two course units at the most.
- The student has used the most recent examination opportunity for the course units concerned.

Tolerance does not apply to the Bachelor's or Master's dissertation and the mandatory work placements.

§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 exceptional 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.

§4. Students may file an appeal against the decision by the Examination Board with the Institutional Appeals Committee, as specified in article 100.

## ARTICLE 72 VOTING IN THE EXAMINATION BOARD PER STUDY PROGRAMME

The chair, the secretary and the members of the Examination Board have the right to vote.

In order to deliberate legitimately on a student, at least half of the voting members of the Examination Board concerned need to be present. The quorum is determined on the basis of the number of voting members.

Unless a member of an Examination Board per study programme or a Faculty ombudsperson requests for a decision to be brought to the vote, the chair's proposal for the final assessment is accepted as the general consensus.

Decisions are made with a majority of votes. Abstentions are not taken into consideration when voting. In the event of a tie, the decision is found in the student's favour.

## ARTICLE 73 GRADE OF MERIT

§1. Students who successfully pass a Bachelor's or a Master's programme, or the academic teacher training programme, are awarded a grade of merit by the Examination Board per study programme.

In calculating the grade of merit, the examination marks for all course units which the student has taken under his contract to obtain a diploma for a study programme are factored in. This is done in due consideration of the weighting coefficients connected to the course units of the standard learning track of the study programme concerned, which are established by the Faculty Board and which are communicated to students at the start of the academic year.

§2. The grade of merit obtained by the student for a study programme is expressed as follows:

- cum fructu (at least 500 out of 1000)
- cum laude (at least 675 out of 1000)
- magna cum laude (at least 750 out of 1000)
- summa cum laude (at least 825 out of 1000)

The total out of 1000 that is mentioned on the transcript of records is the result of the calculation according to the weighting coefficients that are determined by the Faculty in §1. The transcript of records also includes the total out of 1000 per deliberation set, invariably using the ECTS credits as weights.

The Examination Board per study programme can, in individual cases and to the student's advantage, depart from the minimum results that are required for a student to obtain a grade of merit, as specified in the first section of this paragraph. Any such departures can only be taken in exceptional circumstances and are to be justified in detail for each separate case.

§3. No grades of merit are awarded if students have obtained less than 30 ECTS-credits, or if director of the Department of Educational Policy decides not to award a grade of merit in application of article 56§1.

§4. Students may file an appeal against the decision by the Examination Board with the Institutional Appeals Committee, as specified in article 100.

## ARTICLE 74 EXAMINATION RESULTS ANNOUNCEMENT OF A STUDY PROGRAMME

§1. After the first-term examination period, the second-term examination period and the resit examination period, the examination marks are communicated to the students, in the manner specified in article 69. If a deliberation took place, the decision by the Examination Board per study programme is also included on the transcript of records.

§2. Decisions by the Examination Board per study programme, including the grade of merit, may be announced publicly.

§3. In accordance with the provisions of the resolution of the Flemish Government establishing the form of the diplomas and the contents of the accompanying diploma supplement that is awarded by higher education institutions in Flanders, as approved on 11 June 2004, students who passed a study programme will receive a diploma or a certificate with an accompanying diploma or certificate supplement (without prejudice to the provisions of article 21 §3).

# SECTION V

## SPECIAL CIRCUMSTANCES

### ARTICLE 75 COMPLIANCE WITH EXAMINATION REGULATIONS

§1. The parties involved in the evaluation strictly comply with the announced examination regulations, both for end-of-term assessment (cf. article 54) and for continuous assessment (cf. article 41, 17°).

#### §2. End-of-term assessment

1° the examination regulations is cancelled if a student is not present when an evaluation is scheduled to start. In this case, the following applies:

- if the examiner considers the absence to be unjustified, the student is registered as absent and declared as having failed the course unit concerned.
- if the examiner finds that the student had good cause to be absent, whether or not after an intervention by the ombudsperson, the student will immediately request the examiner to ascertain whether a catch-up examination can be held in the same examination period, in which a different evaluation method may 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.

2° If an examiner or his/her replacement (cf. article 76) fails to start the examination session at the scheduled time, the students are requested to inform the examination office. The examination office will then inform the students as soon as possible if the examination is postponed to a later time on the same day or to a later date within the same examination period. If the examination will take place on the same day, it needs to start within two hours after the original starting hour.

#### §3. Continuous assessment

1° Due to circumstances beyond his/her control, a student may be unable to take part in a component of the continuous assessment, even when the date has been announced ahead of time and the method has been described in the course sheet (as specified in article 41). In this case, the student needs to inform the lecturer-in-charge without delay.

- If the lecturer-in-charge finds that the student had good cause to be absent, s/he may impose the same or a compensatory activity on the student, thus enabling the latter to pass the course unit concerned. However, the lecturer is also at liberty to exempt the student from the evaluation concerned.
- If the lecturer-in-charge considers the absence to be unjustified, s/he may declare the student as having failed the course unit concerned, provided that this is expressly stated in the course sheet (cf. article 41, 20°).

2° If, due to unforeseen circumstances, the examiner is unable to proceed with the continuous assessment described in the course sheet (as determined in article 41) on the scheduled date, the lecturer-in-charge will immediately notify the students. Subsequently, the lecturer-in-charge will set at least two new dates for the assessment, preferably after first consulting with the student representative(s).

§4. Any absences need to be reported to the Examination Office straightaway. (Justified) absences can be substantiated by means of a doctor's certificate on the student's absence, for example, provided that it was drawn up on the day of the illness or accident and that it is delivered to the Faculty Student Administration within 3 working days. Certificates are not accepted if they only report the student's explanation (i.e. dixit notes) or if they were drawn up after the day of the illness or accident (i.e. certificates after the event). Doctor's certificates dealing with (particular) sports activities need to specify the activities in which the student cannot take part.

### ARTICLE 76 SUBSTITUTION OF THE EXAMINER

§1. If an examiner is unable to examine students on the dates specified in the examination schedule, s/he is to immediately notify the chair of the Examination Board in writing. The chair of the Examination Board will then appoint as his/her replacement an examiner who belongs to one of the following categories:

- professorial staff members
- post-doctoral assistants
- research staff in the grade of post-doctoral researcher



- visiting professors
- lecturers appointed on the basis of a co-operation agreement made with another university (college) as stipulated in articles 79 and 80 of the university decree of 12 June 1991 and article 95§2 of the decree pertaining to the restructuring of Flemish higher education.

Departures are possible for lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (within the study programme concerned) and who belong to the integration staff.

§2. The examiner needs to request a replacement from the chair of the Examination Board if s/he needs to evaluate a student who is a relative by blood or by marriage up to and including the fourth degree. Any relations arising from a legal partnership are hereby considered equivalent to those arising from marriage. The examiner needs to take similar measures if, for reasons of personal involvement with the student, the objectivity of the evaluation might be impaired.

§3. Examiners can also request to be replaced during examinations for personal reasons. In this case, the member of the Examination Board will notify the chair of the Examination Board who, if s/he agrees, assigns a replacement.

## ARTICLE 77 ATTENDANCE OF OBSERVERS AT ORAL EXAMINATIONS

Students may request for an observer to attend their oral examination. The observer cannot be a student who is examined by the examiner concerned in the same academic year, nor can the observer be related by blood or by marriage in the third degree or be personally involved with the student. The student needs to notify the chair of the Examination Board and the Faculty ombudsperson at least 7 days prior to the examination, who shall in their turn immediately inform the examiner concerned. Observers are only allowed to take notes on paper.

Examiners may request for a member of the academic staff to attend the oral examination, insofar as there are no irreconcilabilities between the student and this member of the academic staff.

## ARTICLE 78 FRAUD OR IRREGULARITIES

§1. If an invigilator in charge has reason to suspect that a student is committing fraud or irregularities, s/he may immediately discontinue the ongoing evaluation for this student, or s/he may give the student a new, blank exam copy. If a student is carrying and/or using a digital or electronic tool or means of communication during an exam, this will automatically be regarded as fraud, unless explicitly stated otherwise. The examiner shall promptly notify the chair of the Examination Board per study programme of the events.

§2. Committing plagiarism is a form of fraud. For the study programme concerned, the Examination Board per study programme can complete or specify the basic definition of "plagiarism" that is outlined in the present code. This information is to be communicated to the students taking the study programme in question. The evaluator in charge is free to test the originality of the papers and assignments submitted – which always need to be submitted in electronic format – by means of anti-plagiarism software.

If a lecturer-in-charge has reason to suspect a student has committed plagiarism and this is likely to affect the evaluation, s/he shall promptly notify the chair of the Examination Board per study programme.

§3. Whether or not examination-related disciplinary measures should be imposed will be decided by the Examination Board per study programme that is qualified for the study programme for which the student suspected of fraud or irregularities has enrolled under a contract to obtain a diploma, or for the study programme involving the course unit for which the student has enrolled under a contract to obtain credits.

If a student who is suspected of having committed fraud or irregularities has enrolled for several study programmes, the Examination Boards per study programme for each of the study programmes concerned will convene together. Articles 63 and 72 apply in full for each of the members of the Examination Boards involved.

§4. No later than 5 calendar days before the hearing where the student is to be heard by the Examination Board(s) concerned, the chair of the Examination Board per study programme invites the student concerned. Alternatively, if several Examination Boards per study programme are convening together in application of §3 (second section) on the fraud or irregularity offence, one of the chairs of the Examination Boards involved will invite the student. The invitation is sent to the student's e-mail address connected to his/her Ghent University account and needs to state the time, date and place of the hearing, as well as describe the charges against the student and the possible disciplinary measures for exams as stated in §6. The student has the right to peruse the case file.

A Faculty ombudsperson will be invited to attend the hearing. At the hearing, the student may be accompanied by a trusted representative or a legal adviser. If the student is legitimately absent, s/he has the right to let a legal adviser represent him/her or

to put his/her defence forward in writing. If the student is absent from the hearing and has not appointed a legal representative, nor put forward any defence in writing, the Examination Board(s) per study programme will take cognizance of this and may yet officially deliberate on the case at hand and impose a disciplinary measure for exams.

§5. The Examination Board(s) per study programme that need(s) to rule on the fraud or irregularity offence will convene as soon as possible after the hearing to arrive at a decision on the case in question. A faculty ombudsperson is invited to attend the deliberations.

§6. The examination-related disciplinary measure is pronounced by the examination disciplinary body, i.e. the Examination Board per study programme, or in the case described in the second section of §3, by the Examination Boards per study programme that have convened together.

If the offence is considered to be substantiated, the disciplinary body may impose (a combination of) the following examination-related disciplinary measures:

- The student's examination mark is adjusted for the exam or the assignment by which the course unit concerned was evaluated.
- The student is given a 'fraud' designation for the course unit concerned.
- The student is prevented from obtaining a credit certificate for a part of the course units taken up by the student in the relevant academic year. This is to be determined in consideration of the severity of the offence, and translates into an examination mark of 0/20 for the course units in question. The part of the course units for which the student cannot obtain a credit certificate may amount to the whole of the course units taken up.
- The student is prohibited from taking part in the evaluations of the resit examination period for (part of) the course units concerned.
- The student is excluded.

If a student is given the 'fraud' designation, this implies that s/he will not be awarded an examination mark for the course unit concerned in that particular examination period.

If a student is excluded, s/he immediately loses student status and is prohibited from re-enrolling at Ghent University for a number of academic years that is specified in the examination-related disciplinary decision, but not for more than 10 academic years.

§7. After the examination disciplinary body has arrived at an examination-related disciplinary decision, the Examination Board per deliberation set will rule – in due consideration of the examination-related disciplinary measure imposed – whether or not the student has passed the deliberation set involving the course unit for which the s/he committed fraud or irregularities. When the occasion arises, the Examination Board per study programme may then decide whether or not the student concerned has passed the study programme.

§8. If the fraud was only discovered after the student was awarded a credit certificate for the relevant course unit, the examination disciplinary body may as yet declare the obtained credit certificate to be null and void and, if appropriate, it may also declare the diploma or the certificate that was awarded for the study programme concerned to be null and void and reclaim this diploma or certificate. In this case, the student will as yet be given the 'fraud' designation for the course unit concerned. Moreover, the examination disciplinary body may decide that the student cannot be awarded a credit certificate in a following examination period of the same academic year for a part of the course units taken up by the student in the relevant academic year. The severity of the offence will determine for how many course units this is the case, and it is possibly the case for the whole of the course units taken up.

Finally, the examination disciplinary body may also decide to exclude the student concerned for no more than 10 academic years.

§9. In its report, the examination disciplinary body includes a list of the people that were present at the meeting. The report needs to specify the offence(s) and the reasons that have led to the examination-related disciplinary decision. A copy of this report will be sent to the director of the Department of Educational Policy and the lecturer(s) involved. The disciplinary body for exams communicates the decision to impose an examination-related disciplinary measure, possibly detailing what the measure will entail, to the student in question by registered mail.

§10. As long as no examination-related disciplinary decision has been taken or as long as the examination-related disciplinary decision is not yet final, students suspected of fraud or irregularities may continue to sit further evaluations at their own risk. An examination-related disciplinary decision becomes final if an appeal or a subsequent external appeal fails to be filed in time or if said external appeal is turned down by the Council for Disputes on Decisions on Study Progress (Raad voor Betwistingen inzake Studievoortgangbeslissingen).

§11. Students may file an appeal against the examination-related disciplinary decision with the Institutional Appeals Committee, as specified under article 100.

# PART IV

## EXAMINATION CODE GOVERNING

### THE PREDOCTORAL TRAINING

### PROGRAMME, THE DOCTORATE,

### AND THE DOCTORAL TRAINING

### PROGRAMME

## SECTION I

### THE PREDOCTORAL TRAINING PROGRAMME

#### **ARTICLE 79** ADMISSION TO A PREDOCTORAL TRAINING PROGRAMME

Any permission for prospective doctoral students who need to pass a predoctoral training programme in order to be admitted to the doctorate, is granted according to the procedure mentioned in article 3 §1.b of the [resolution of the Executive Board pertaining to the organization of Continuing Professional Development and postgraduate programmes at Ghent University](#) (including predoctoral training programmes).

The applicable language requirements are stipulated in article 10.

#### **ARTICLE 80** ENROLLING FOR A PREDOCTORAL TRAINING PROGRAMME

All enrolments are subject to the stipulations of article 15 and following.

The enrolment makes it mandatory upon students to pay the tuition fee, in accordance with the stipulations of article 21.

The tuition fee (without the fixed amount) will be reimbursed to all students who have enrolled for the predoctoral training programme, unless they terminate their contract within 4 months after their enrolment (cf. article 34).

#### **ARTICLE 81** ASSESSMENT OF THE PREDOCTORAL TRAINING PROGRAMME

§1. The assessment of parts of the curriculum of the predoctoral training programme is subject to the stipulations of article 91.

§2. Examination Board of the predoctoral training programme

The Examination Board of a predoctoral training programme is composed by the Faculty Board and always includes the professorial staff member acting as the prospective doctoral student's supervisor, in accordance with article 3 §1b of the resolution pertaining to the organization of postgraduate programmes (with the inclusion of predoctoral training programmes) and of Continuing Professional Development. For each Examination Board of a predoctoral training programme, the Faculty Board assigns a chair and a secretary, who may or may not be examiners, and who are professorial staff members.

The competencies of this Examination Board are the following:

- appraising the predoctoral training programme;
- taking examination-related disciplinary decisions in accordance with article 90.

Except in cases of material error, the Examination Board is not qualified to change examination marks during deliberations. The deliberations of the Examination Board take place face-to-face or electronically. The chair and secretary always check the deliberation lists for any material errors or anomalies and put these to the disposal of the members of the Examination Board (electronically or otherwise). The Examination Board may be assembled at the simple request of one of its members or the ombudsperson.

The members of the Examination Board have a duty to attend deliberation meetings and to sign the attendance register if they convene face-to-face. If a member of the Examination Board is unable to attend the deliberation meeting, s/he is to report this to the chair of the Examination Board without delay. Any unjustified absences of members are reported to the Vice-Chancellor by the chair. The Examination Board can only deliberate legitimately if at least half of its members are present. Faculty ombudspersons are entitled to attend the deliberation meetings of the Examination Boards in an observer capacity.

### **§3. Two-step appraisal**

The appraisal of the predoctoral training programme takes place in two steps: (1) the deliberation on the completed deliberation sets, and (2) the deliberation on the study programme.

(1) deliberations on the deliberation sets are organized in the fixed time periods as soon as the prospective doctoral student has taken the exams of all course units of a deliberation set of the predoctoral training programme.

(2) the final deliberation on the predoctoral training programme is to occur immediately after the deliberation on the last remaining deliberation set to be taken if the student is declared to have passed this deliberation set.

Deliberations on the predoctoral training programme may take place in the examination periods laid down in the academic calendar or at a different time. The Faculty Board is qualified to decide when deliberations on the predoctoral training programme can be take place.

### **§4. Decisions by the Examination Board**

If the prospective doctoral student has obtained at least 10 out of 20 for all course units of a full deliberation set, s/he is declared to have passed the relevant full deliberation set by the Examination Board. If a prospective doctoral student has not passed all course units of the deliberation set, the Examination Board may – after a secret ballot or otherwise – make a substantiated decision that s/he is still declared to have passed this deliberation set.

Without prejudice to the authority to deliberate of the Examination Board, prospective doctoral students are declared to have passed the predoctoral training programme if they have obtained a credit certificate for all course units to be taken and/or if they have been declared to have passed all deliberation sets of the predoctoral training programme.

Unless a member of an Examination Board or a Faculty ombudsperson requests for the decision to be brought to the vote, the chair's proposal for the final appraisal is accepted as the general consensus. The decisions by an Examination Board of a predoctoral training programme are carried by simple majority of the votes. Abstentions are not taken into consideration when voting. In the event of a tie, the decision is in the prospective doctoral student's favour.

The predoctoral training programme is authenticated with a postgraduate certificate, as specified in article 8 §1.b of the Resolution pertaining to the organization of postgraduate programmes (with the inclusion of predoctoral training programmes) and of Continuing Professional Development. For predoctoral training programmes, no grades of merit are awarded.

The deliberation decisions of an Examination Board are to be substantiated and recorded in a report, along with the attendance register of the members of the Examination Board. These reports are kept on file for 5 years, after which they are transferred to the University archives for storage. Prospective doctoral students have the right to peruse the sections of the report that refer to them. To do so, they need to contact the Faculty Student Administration.

Students are notified of the exam decision within 15 calendar days after the date of the Examination Board meeting. The results of students who have passed the predoctoral training programme may be made public.

### **§5. Appeal**

Students may file an appeal against the exam decision by the Examination Board with the Institutional Appeals Committee, as specified in article 100.

### **§6. Reconsideration of Examination Board decisions**

If material errors, fraud or irregularities are found after the exam decision has been made, article 65 applies, on the understanding that this cannot affect the grade of merit.

## SECTION II

# THE DOCTORATE AND THE DOCTORAL TRAINING PROGRAMME

### **ARTICLE 82** ACCESS REQUIREMENTS FOR THE DOCTORATE AND THE DOCTORAL TRAINING PROGRAMME

#### **§1.** Holders of a Belgian diploma:

It is a general admission requirement for students who want to enrol for the preparation of a doctoral dissertation that they hold a Master's degree awarded by a recognized Belgian institute of higher education. The faculty may make a complementary enquiry to assess the prospective doctoral students' aptitude for conducting scientific research in the discipline concerned and for recording the results of any such research efforts in a dissertation.

Prospective doctoral students who do not hold a Master's degree are required to pass a predoctoral training programme ([as determined in the decision concerned](#), as well as articles 79, 80 and 81).

In addition, prospective doctoral students need to successfully complete the admission procedure as set out under article 83.

#### **§2.** Holders of a non-Belgian diploma:

Holders of a non-Belgian diploma may be admitted to the doctorate and the doctoral training programme after an [admission procedure](#) (cf. article 12 and following), after which a predoctoral training programme may be imposed (as determined in the [decision](#) concerned, as well as articles 79, 80 and 81). Admissions are also dependent on whether or not the prospective doctoral student have successfully followed the procedures stipulated in article 83.

#### **§3.** Language requirements

The language requirements for the doctorate are stipulated in article 10.

### **ARTICLE 83** ADMISSION TO THE FIRST ENROLMENT FOR THE DOCTORATE AND THE DOCTORAL TRAINING PROGRAMME

**§1.** Admission to the first enrolment for the doctorate and the doctoral training programme is awarded in accordance with the following procedure:

Prospective doctoral students are to present themselves in writing to the Faculty Board (contact: Faculty Education Services, FDO), with the approval of at least one supervisor. At least one of the supervisors is to belong to one of the following categories:

Ghent University professorial staff members

visiting professors with a research assignment

retired professorial staff members who have been granted permission to continue (part of) their paid educational activities at Ghent University.

**§2.** When they report, the prospective doctoral students will provide the following information: the proposed research topic of the doctorate, the intended doctoral title, the language in which the dissertation will be written, and the choice of Doctoral School. They will also inform the Faculty Board of the diplomas they obtained or the documents that may allow them to obtain the doctoral title.

**§3.** Students can take their doctorate under the joint supervision of Ghent University and one or several other partner institutions. They can do this by means of a co-operation agreement between the student and the institutions concerned, in accordance with the resolution of the Executive Board of Ghent University pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together ('Gezamenlijk doctoraat' / 'Jointly Supervised PhD' / 'Cotutelle'). If the education and examination codes of the institutions involved in a joint doctorate contradict each other, then departures from the Ghent University regulations are allowed, as stipulated in the co-operation agreement. Such departures are not allowed in two cases: an annual progress report always needs to be submitted (cf. article 89) and the doctoral student is always required to enrol at Ghent University every year (cf. article 90).

§4. Students may also take an interdisciplinary doctorate, leading to a combined doctoral degree under the joint supervision of two or more Ghent University supervisors who belong to different fields, in accordance with the [resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates \('Interdisciplinary Doctorate'\)](#) as approved by the Executive Board at its meeting on 29 April 2016.

§5. On the basis of the submitted file, the Faculty Board decides whether or not the doctoral student will be granted permission to enrol for the doctorate and the doctoral training programme. If this permission is granted, the Faculty Board will appoint the supervisor(s); one of these supervisors who belongs to the categories listed in §1 will be appointed as the administrative supervisor responsible. If applicable, the Faculty Board will also appoint the members of the doctoral advisory committee. Finally, the Faculty Board also approves the proposed research topic, the language in which the dissertation will be written, and the intended doctoral title.

Doctoral dissertations are to be written in Dutch or in English. However, after a substantiated and written request from the doctoral student, permission may be granted by the Faculty Board for the whole or part of the dissertation to be written in another language. If a doctoral dissertation has a foreign language as its subject - either in part or as a whole - the Faculty Board may decide to impose the use of said other language. If the doctoral dissertation is written in English, the Faculty may require the doctoral student to corroborate that s/he has a command of English (cf. article 10, §8), unless the student is exempted from such an obligation pursuant to the provisions of article 10 §1.

The Faculty Board decides if the doctoral training programme is to be followed in full or only partly, will determine the curriculum of this possibly mandatory doctoral training programme and will also set a date by which the obligation is to be met (in accordance with the particular structure of the programme, as well as the stipulations of the Resolution of the Executive Board pertaining to the organization of the Ghent University doctoral training programme and, if applicable, the supplementary faculty regulations.

The Faculty Board may alter any part of the admission file in the course of their investigation, in accordance with the stipulations of the supplementary faculty regulations. It will also confirm that the prospective doctoral student has been accepted into the Doctoral School of his/her choice, as determined in article 9 §1 of the [Doctoral Schools Regulations](#).

## ARTICLE 84 FIRST ENROLMENT FOR THE DOCTORATE AND THE DOCTORAL TRAINING PROGRAMME

### §1. Enrolment Period

As soon as the doctoral student has been granted admission to the doctorate and the doctoral training programme, s/he is to enrol as a doctoral student as soon as possible and within the academic year to which the permission is applicable. A first (provisional) enrolment for the doctorate and the doctoral training programme can be arranged at any time in the course of the academic year.

### §2. Tuition fee

The enrolment makes it mandatory upon students to pay the tuition fee, in accordance with the stipulations of article 21. The tuition fee (without the fixed amount) will be reimbursed to all students who have enrolled for the doctorate and the predoctoral training programme, unless they terminate their contract within 4 months after their enrolment (cf. article 34).

§3. The Registrar's Office of the Department of Educational Policy deals with the actual enrolment formalities.

## ARTICLE 85 PROPERTY RIGHTS ON RESEARCH RESULTS AND VALORIZATION

§1. In execution of article 4 of the General Research and Co-operation Regulations of Ghent University Association (Algemeen Onderzoeks- en Samenwerkingsreglement van de Associatie Universiteit Gent, AOSR), all doctoral students who are considered voluntary researchers in accordance with article IV.48 of the Codex Higher Education transfer all property rights of their research results to Ghent University upon enrolment. Unless stated otherwise in their contract, all doctoral students are treated as researchers at Ghent University as far as the implementation is concerned of all applicable regulations on the valorization of research results.

§2. The supervisor(s) and the doctoral students see to it that all research results that can create value are reported to the Technology Transfer Office prior to publication in any which shape or form, in accordance with the AOSR.

## ARTICLE 86 THE DOCTORAL TRAINING PROGRAMME

§1. The Ghent University doctoral training programme is a flexible study programme which is offered within a Faculty and is organized by the Doctoral Schools. The training programme is intended to broaden as well as deepen the knowledge and competencies of doctoral students, in preparation of a doctoral dissertation.

§2. The Doctoral Schools are in charge of the doctoral training programme, in joint consultation with the Faculties concerned.

§3. Upon the successful completion of the full doctoral training programme's curriculum and after the recommendation of the Doctoral School, the Faculty awards a certificate that is given by the Vice-Chancellor. This certificate cannot be conferred if the degree of doctor is not conferred.

## ARTICLE 87 LANGUAGE OF INSTRUCTION AND COMMUNICATION AS PART OF THE DOCTORAL TRAINING PROGRAMME AND THE DOCTORATE

§1. Language of instruction and communication:

The language of instruction and communication for educational and other activities within Ghent University as part of the doctoral training programme is English, with the exception of specific cases in which the activities concerned take a different language as their subject, or in which all students involved use Dutch as their speaking language (see also article 10 on language requirements).

§2. The language used within the context of a joint doctorate is established in accordance with the resolution of the Executive Board at Ghent University pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together ('Gezamenlijk doctoraat' / 'Jointly Supervised PhD' / 'Cotutelle')<sup>80</sup>.

## ARTICLE 88 GUIDANCE OF DOCTORAL STUDENTS

§1. The Faculty Board guarantees that all doctoral students who enrolled for the first time for the doctorate and the doctoral training programme from the academic year 2015-2016 onwards will be coached by at least two people, either by appointing more than one supervisor or by assigning a doctoral advisory committee, or in another way that is to be determined by the Faculty.

§2. The supervisor(s), doctoral advisory committee and/or other mentor(s) are responsible for the support, follow-up and appraisal of the doctoral student throughout the entire study and research period. One supervisor is appointed as the administrative supervisor responsible (cf. article 83 §1 and §4).

A relative by blood or by marriage up to and including the fourth degree is not allowed to act as a supervisor, a member of the doctoral advisory committee or a mentor. Any relations arising from a legal partnership are hereby considered equivalent to those arising from marriage. If this relation is created after the supervisor, member of the doctoral advisory committee or mentor has been appointed, the supervisor in question will request a replacement. Similar measures need to be taken if, for reasons of personal involvement with the student, it may not be possible to offer good guidance or remain objective while evaluating (the progress of) the dissertation.

§3. The Faculty Board determines in the faculty regulations whether or not a doctoral advisory committee is required. Without prejudice to the stipulations of the supplementary faculty regulations, all doctoral students may request the appointment of a doctoral advisory committee.

§4. The Faculty Board appoints the doctoral advisory committee, in accordance with faculty regulations or at the doctoral student's request. If no doctoral advisory committee is assigned, the (administrative) supervisor (responsible) will take on all the duties and responsibilities of the doctoral advisory committee, except for those mentioned in article 89 §5 and §6, which are taken up by the Doctoral Committee (or, if no Doctoral Committee has been composed, the committee which the Faculty Board has assigned these tasks and responsibilities).

§5. The doctoral advisory committees consist of least three and at most five members, including the supervisor(s). At least one member needs to be an expert from outside the department of the supervisor(s), and preferably an outside expert unrelated to Ghent University. The members of the doctoral advisory committee are not required to have a doctoral degree themselves, unless otherwise stated in the supplementary faculty regulations.

§6. The doctoral advisory committee will formulate a report on the doctoral student's progress in his/her research and training on an annual basis (as described in article 89).

§7. The doctoral advisory committee decides the individual curriculum of the doctoral training programme. It does so in joint consultation with the doctoral student and without prejudice to any stipulations on mandatory doctoral training programmes.

§8. The doctoral advisory committee will formulate a recommendation on submitting the dissertation with the Faculty Board.

§9. The doctoral advisory committee is part of the assessment committee that will formulate a recommendation on whether or not the curriculum of the doctoral training programme is complete and whether or not the doctoral student in question has acquired everything in it, with the exception of the defence (in accordance with article 92).

§10. For doctoral students who have been enrolled without any interruptions since the 2006-2007 academic year or earlier, the following transitional measure is in place: at the start of the 2017-2018 academic year, they will enrol for the doctorate and the Ghent University doctoral training programme and will become a member of the Doctoral School of their choice; their faculty will decide whether or not a doctoral advisory committee will be appointed.

## ARTICLE 89 THE PROGRESS REPORT

§1. Doctoral students will report regularly, at their own initiative or when requested, on the progress in their research to the doctoral advisory committee or their supervisor(s).

§2. Between 1 April and 30 June of the ongoing academic year, all doctoral students are to submit an annual progress report to the doctoral advisory committee or, in its absence, the supervisor(s). If they enrolled for the doctorate and the doctoral training programme for the first time after 31 May of the ongoing academic year, they are not required to submit a progress report. At a minimum, the first progress report is to contain an action plan for the doctoral research.

§3. Based on the progress report, the doctoral advisory committee or, in its absence, the supervisor(s) formulate(s) an annual report on the doctoral students' progress in their research and, if applicable, their doctoral training programme. This report is to expressly state whether the research offers sufficient doctoral opportunities within a reasonable time span. The report is drawn up on an annual basis and its contents are communicated in a personal conversation with the students. As such, the students are given the opportunity to provide any additional argumentation. The supplementary faculty regulations may determine any possible modalities to set and follow up on meetings between the doctoral student and the doctoral supervisory committee.

§4. If the doctoral advisory committee or, in its absence, the supervisor(s) believe(s) that the research offers sufficient doctoral opportunities within a reasonable time span, the administrative supervisor responsible will draw up a favourable (i.e. positive) report on the progress report in writing. This invariably means that the student in question is allowed to enrol for the following academic year, in accordance with the stipulations of article 90. The report may also include recommendations or requirements concerning the research progress in that year. Both the progress report and the positive feedback are also delivered to the relevant Doctoral School for further follow-up.

§5. This paragraph is only applicable if a doctoral advisory committee has been established (see §7 if that is not the case). If the doctoral advisory committee believes that the research does not offer sufficient doctoral opportunities within a reasonable time span, the administrative supervisor responsible will draw up an unfavourable (i.e. negative) report on the progress report in writing. This needs to be substantiated in a report demonstrating that the student in question has been heard and has been given the opportunity to make sufficient research progress. The faculty ombudsperson for doctoral students may attend the meeting of the doctoral advisory committee with the doctoral student as an observer. The negative report invariably means that the student in question is advised not to enrol for the following academic year. Both the progress report and the negative feedback are also delivered to the relevant Doctoral School for further follow-up. After consulting with the Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations), the dean of the faculty where the student has enrolled will decide whether or not the student is allowed to enrol, in accordance with the stipulations of article 90. This decision is taken no later than 90 calendar days after the negative report was filed; the Vice-Chancellor communicates this decision to the student in writing within 30 calendar days.

§6. This paragraph is only applicable if a doctoral advisory committee has been established (see §7 if that is not the case). If a supervisor declares that s/he no longer wishes to supervise a doctorate and substantiates this decision when the progress report is being assessed, and the other members of the doctoral advisory committee believe that the research offers sufficient doctoral opportunities within a reasonable time span, the administrative supervisor responsible will draw up an unfavourable (i.e. negative) report on the progress report in writing. This report needs to demonstrate that the research offers sufficient doctoral opportunities within a reasonable time span. Both the progress report and the negative feedback are also delivered to the relevant Doctoral School for further follow-up. The Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations) will recommend a new supervisor and the Faculty Board will appoint him/her. The doctoral student is allowed to enrol for the doctorate and the doctoral training programme for the following academic year, in accordance with the stipulations in article 84 and 90, under the guidance of the newly appointed supervisor.

§7. If no doctoral advisory committee has been appointed and the supervisor(s) believe(s) that the research does not offer sufficient doctoral opportunities within a reasonable time span, or if the supervisor(s) declare(s) that they no longer wish to



supervise the doctorate and substantiate this decision, the administrative supervisor responsible will draw up an unfavourable (i.e. negative) report on the progress report in writing. Both the progress report and the negative feedback are also delivered to the relevant Doctoral School for further follow-up. The Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations) will investigate this negative feedback and will check if the doctoral student had the opportunity to make sufficient research progress. The doctoral student in question will have the opportunity to be heard.

If the Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations) finds that the research does not offer sufficient doctoral opportunities within a reasonable time span, a negative report will be delivered to the dean of the faculty where the student has enrolled within 60 calendar days. S/he will then decide whether or not the student is allowed to enrol, in accordance with the stipulations of article 90. This decision is taken no later than 90 calendar days after the negative report was filed; the Vice-Chancellor communicates this decision to the student in writing within 30 calendar days.

If the Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations) finds that the research does offer sufficient doctoral opportunities within a reasonable time span, a positive report will be delivered to the dean of the faculty where the student has enrolled within 60 calendar days. If applicable, the relevant committee will recommend a new supervisor and the Faculty Board will appoint him/her. The positive report implies that the doctoral student is allowed to enrol for the doctorate and the doctoral training programme for the following academic year, in accordance with the stipulations in article 90, possibly under the guidance of the newly appointed supervisor.

## ARTICLE 90 RE-ENROLMENT FOR THE DOCTORATE AND THE DOCTORAL TRAINING PROGRAMME

§1. Doctoral students are required to re-enrol every year within the fixed enrolment period stipulated in article 15 until they have successfully defended their doctoral dissertation, regardless of their type of appointment or funding.

§2. Doctoral students who, in accordance with the stipulations in article 84, enrol for the first time for the doctorate and the doctoral training programme after 31 May of the ongoing academic year are not required to submit a progress report and may re-enrol for the following academic year without any additional preconditions.

§3. Doctoral students who have enrolled for the doctorate and the doctoral training programme and who are required to submit a progress report between 1 April and 30 June of the ongoing academic year may enrol if the following conditions have been met:

- the doctoral advisory committee or, in its absence, the supervisor(s) have given positive feedback on the progress report, in accordance with article 89;
- the doctoral student has received written permission to re-enrol from the Vice-Chancellor, in accordance with article 89;
- the doctoral student has received permission to re-enrol from the faculty after a new supervisor has been appointed, in accordance with article 89;

§4. Re-enrolment will be refused if the progress report received negative feedback, in accordance with article 89.

§5. Re-enrolment may be refused if the terms of the contract have been breached in case of a joint doctorate.

## ARTICLE 91 EVALUATION OF PARTS OF THE CURRICULUM OF THE PREDOCTORAL TRAINING PROGRAMME AND THE DOCTORAL TRAINING PROGRAMME

### §1. Regular course units

The evaluation and examination methods as laid down and publicized under articles 49, 50 and 51 and 75 apply for all regular course units that are taken as part of the (pre)doctoral training programme and that belong to Bachelor's and Master's programmes, preparatory and linking courses, postgraduate programmes (with the exception of the predoctoral training programmes), and academic teacher training programmes.

### §2. Regular course units organized by the Doctoral Schools

Regular course units organized by the Doctoral Schools as part of the doctoral training programme are evaluated with the examination methods and at the evaluation moments that are determined by the lecturers concerned and ratified by the Doctoral School Boards or the collegial body of the directors of the Doctoral Schools when they confirm the relevant course units and course sheets. The students are informed of these evaluation arrangements no later than at the start of the educational activities.

### §3. Specialized courses and the doctoral seminars in transferable skills organized by the Doctoral Schools

The specialized courses and the doctoral seminars in transferable skills organized by the Doctoral Schools as part of the doctoral training programme are evaluated with the examination methods and at the evaluation moments that are determined by the lecturers concerned and ratified by the Doctoral School Directors or the collegial body of the directors of the Doctoral Schools at the time of approval. The students are informed of these evaluation arrangements no later than at the start of the educational activities.

#### **§4. Research-related activities**

With reference to research-related activities conducted as part of the doctoral training programme, active participation is a requirement to valorize these within the doctoral training programme. Doctoral students are to annually compile an inventory of their activities and, if applicable, submit these to the doctoral advisory committee. They also need to submit a final overview of the research-related activities that are to be taken up in the curriculum to the assessment committee.

#### **§5. Replacement of the examiner**

Article 76 applies to the evaluation of parts of the curriculum of the (pre)doctoral training programme.

#### **§6. Image and/or sound recording**

Students, observers or third parties are not allowed to make any image and/or sound recordings of an evaluation or an examination as part of the (pre)doctoral training programme, except when these evaluations or examinations take place by means of videoconferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request. For the doctoral exam, the provisions of articles 96 and 97 are in place.

#### **§7. Examination mark**

The result of the evaluation of each regular course unit, specialist course or research-related activity is expressed in a single examination mark. This examination mark is a whole number, ranging from 0 up to and including 20, and is calculated in accordance with the method specified in the course sheet.

For units from the doctoral training programme for which the result is not expressed in an examination mark - such as Continuing Professional Development courses, specific specialized courses or doctoral seminars in transferable skills staged by the Doctoral Schools – the result of the evaluation is expressed as “passed” or “not passed”.

Doctoral students taking regular course units and sitting exams at a domestic or foreign institute of higher education as part of the doctoral training programme, are awarded examination marks by Ghent University upon their return. These examination marks are awarded in consideration of the local examination mark awarded per course unit and, if applicable, the ECTS grade, in accordance with the rules in place per Faculty.

Doctoral students who, within the framework of the doctoral training programme, are taking course units at a domestic or foreign institute of higher education for which the result is not expressed in an examination mark will be awarded the result “passed” or “not passed” upon their return.

Doctoral students who, within the framework of the doctoral training programme, are taking specialized courses or doctoral seminars to improve particular skills at a domestic or foreign institute of higher education, are required to submit these for approval to the doctoral advisory committee or, in its absence, the supervisor(s), in order for them to be acknowledged as part of their curriculum.

#### **§8. Credit certificate**

For all regular course units taken as part of the (pre)doctoral training programme for which the student obtained at least 10 out of 20, the student obtains a credit certificate which complies with the provisions set out in paragraphs 2 and 3 of article 57.

The credit certificate is obtained after the closing of the relevant examination period if it involves regular course units from Bachelor's and Master's programmes, preparatory and linking courses, postgraduate programmes (with the exception of the predoctoral training programmes), and academic teacher training programmes.

For regular course units organized by the Doctoral Schools as part of the doctoral training programme, the credit certificates are obtained on the day after the day of the evaluation.

Specialized courses and doctoral seminars in transferable skills staged by the Doctoral Schools within the framework of the doctoral training programme are not regular course units and cannot lead to any credit certificates. At the request of the doctoral student, the organizing Doctoral Schools may award certificates for these courses and seminars.

#### **§9. Observers**

For the evaluation of regular course units, (prospective) doctoral students and examiners may request for an observer to sit in on oral examinations in accordance with the provisions set out under article 77.

## **ARTICLE 92 ASSESSMENT OF THE DOCTORAL TRAINING PROGRAMME**

**§1.** The appraisal of the doctoral training programme occurs in two steps:

1° The appraisal of the completeness of the curriculum and the acquisition of all its units - with the exception of the defence of the doctoral dissertation - is conducted by an assessment committee consisting of the director of the Doctoral School (who will also act as the chair of the assessment committee) where the doctoral student has enrolled and the members of the doctoral advisory committee or, failing any such committee, the supervisor(s). Article 76 §2 applies to this appraisal.

This appraisal occurs prior to the meeting of the Faculty Board, as specified under article 93. To this end, the doctoral student is to provide the chair of the assessment committee with proof that, with the exception of the defence of the doctoral dissertation, the required programme of the doctoral training programme was completed. S/he is to submit the relevant documents at least 20 working days ahead of the meeting of the Faculty Board concerned.

The recommendation of the assessment committee is sent to the Faculty.

The assessment committee also has the authority to take examination-related disciplinary decisions in accordance with article 97.

2° The fact that the doctoral student has passed the doctoral training programme after his/her successful public defence of the doctoral dissertation will be authenticated by means of a certificate. The Examination Board (cf. article 94) establishes whether the doctoral student meets the requirements to obtain this certificate.

§2. The decisions by the assessment committee and the Examination Board are to be substantiated and included in a report, together with the attendance register of the members of the assessment committee and the Examination Board. These reports are kept on file for 5 years, after which they are transferred to the University archives for storage.

Doctoral students have the right to peruse these reports. To do so, they need to contact the Faculty Student Administration.

§3. Students are notified of the decisions by the assessment committee and the Examination Board in writing within 15 working days after the date of the meetings of the respective committees. It may be made public that students have obtained the doctoral training programme certificate.

§4. Students may file an appeal against the decision by the assessment committee with the Institutional Appeals Committee, as specified in article 100.

§5. Reconsideration of assessment committee and Examination Board decisions:

If material errors, fraud or irregularities are found after the exam decision has been made, article 65 applies, on the understanding that any rectifications are made by the assessment committee and the Examination Board and that this cannot affect the grade of merit.

## ARTICLE 93 ENROLMENT FOR THE DOCTORAL EXAM AND SUBMISSION OF THE DOCTORAL DISSERTATION

§1. Doctoral students are to submit their doctoral dissertation to the Faculty Board, accompanied by the recommendation of the doctoral advisory committee or, in its absence, from the supervisor(s). The Faculty Board determines how many copies of their doctoral dissertation the doctoral students need to submit. In any case, an electronic version of the doctoral dissertation also needs to be submitted and each doctoral dissertation is to include a Dutch and English summary.

Amongst other things, the recommendation of the doctoral advisory committee or, in its absence, the supervisor(s) needs to contain a clause on the status of research results that can create value.

If the doctoral student was required to take a mandatory part of the doctoral training programme as an additional admission requirement for the defence of the doctoral dissertation, the submitted file also needs to include the recommendation of the assessment committee confirming that the doctoral student has complied with this requirement, as specified in article 92. If any part of the file is lacking, the Faculty Board will request that the file be completed before it is taken up in a next meeting.

§2. After the Faculty Board has established that the doctoral student meets the requirements to take the doctoral exam and has declared the doctoral dissertation to be admissible, the information on the doctoral exam is sent to the Registrar's Office and the tuition fee is claimed.

## ARTICLE 94 EXAMINATION BOARD FOR THE DOCTORAL EXAM

§1. The Faculty Board will assign an Examination Board for the doctoral exam.

In the report of the Faculty Board, sufficient argumentation is provided for selecting the members of the Examination Board. The following people may act as members of an Examination Board:

- professorial staff members of Ghent University;
- other people who may or may not be affiliated with Ghent University and who are intimately familiar with the subject of the doctorate.

A relative by blood or by marriage up to and including the fourth degree or anyone who cannot guarantee an objective evaluation of the dissertation due to personal involvement, cannot be a member of the Examination Board. Any relations arising from a legal partnership are hereby considered equivalent to those arising from marriage.

The Examination Board shall consist of at least five and at most eight members who are qualified to vote, including the chair and the secretary. One or more supervisors can be added to the Examination Board, but they will not be qualified to vote. Adding other members to the Examination Board is not possible.

The following stipulations are taken into account when the members of the Examination Board who are qualified to vote are appointed:

- at least two members who are qualified to vote are not affiliated with the faculty, and one of these two members is not affiliated with Ghent University;
- at least half the members who are qualified to vote are authorized to act as a supervisor for a doctorate at their own organization;
- at least half the members who are qualified to vote have a full-time or part-time (temporary) appointment at Ghent University or are postdoctoral researchers of the Research Foundation Flanders, with Ghent University as its host institution;
- not more than half of the members who are qualified to vote are part of the doctoral advisory committee or are co-authors of a publication or patent that is included in the dissertation in full.

The dean or the delegate of the professorial staff of the dean fill the chairmanship of the Examination Board. A supervisor of the dissertation cannot be appointed as the chairman of the Examination Board.

The Examination Board appoints one of its members who are qualified to vote as the secretary.

The Examination Board is authorized to perform the following tasks:

- testing the candidate's skills and competencies;
- taking examination-related disciplinary decisions in accordance with article 97;
- establishing, on the basis of the report by the assessment committee and on the basis of the doctoral exam result, whether the doctoral student is to be awarded the doctoral training programme certificate.

§2. The Faculty Board affixes the general and specific roles of all members of the Examination Board. Depending on their individual expertise, these roles may be altered. All members of the Examination Board who are qualified to vote contribute to the deliberation of the doctoral exam.

§3. With the exception of the chair, each member of the Examination Board who is qualified to vote will draw up a written appraisal of the dissertation prior to the doctoral exam. The nature and content of the written appraisal may be altered depending on the specific role of the member in the Examination Board. The written appraisal consists of two parts: (1) the first part is delivered to the student before the first deliberation of the Examination Board on the dissertation and (2) the second part is intended for the Examination Board. The latter part includes at a minimum a recommendation on whether or not the public defence will be allowed (possibly after the student has made some adjustments in the dissertation text).

§4. If a patent application for the legal protection of research results that can create value is still being prepared when the Examination Board is formed, the Technology Transfer Office will request the dean to take the necessary measures in writing to ensure that all members of the Examination Board treat the doctoral dissertation with due confidentiality. At a minimum, the following measures are to be observed:

- If the members of the Examination Board are employees of Ghent University, the chair of the Examination Board – upon dispatching the doctoral dissertation – needs to inform the members in writing of the confidential nature of specific parts of the doctoral dissertation.
- If the members of the Examination Board are not employees of Ghent University, the chair of the Examination Board needs to ensure that, before the doctoral dissertation is dispatched to the outside member of the Board, a confidentiality agreement has been concluded with this member or affiliate organization.

The Technology Transfer Office aspires to ensure the legal protection of the research results that can create value prior to the public defence of the doctoral dissertation.

## ARTICLE 95 THE DOCTORAL EXAM

§1. After the dissertation has been submitted, the faculty will decide if the candidate is admitted to the doctoral exam, in accordance with article 93. The doctoral exam consists of two parts that are each deliberated on and assessed:

- the first deliberation of the Examination Board on the doctoral dissertation
- the public defence of said dissertation

§2. All members of the Examination Board attend the deliberations and evaluations and sign the attendance list. If one or more members are attending through video conferencing, the secretary will take attendance.

If one of the members of the Examination Board is unable to attend, the chairperson of the Examination Board will be notified immediately. At least three-fifths of all members with a vote need to be present in order for any meeting of the Examination Board to be valid.

The faculty ombudsperson for doctoral students may attend the deliberations and evaluations of the Examination Board with the doctoral student as an observer.

## ARTICLE 96 THE EXAMINATION BOARD'S FIRST ASSESSMENT OF THE DOCTORAL DISSERTATION

§1. The Examination Board's first assessment of the doctoral exam should take place at least 30 calendar days and no more than 90 calendar days after the appointment of the Examination Board. These time limits are suspended by the recess periods (i.e. not by the inter-term recess or by the week from 17/09/2018 through 22/09/2018).

The first part of the doctoral exam may take place at any time in the course of the academic year, except during recess, the inter-term recess and the closing days listed in article 2 §4. With the express permission of the dean, the supervisor, the members of the Examination Board and the doctoral student, it is possible to depart from this rule.

Prior to the first part of the doctoral exam, the Examination Board will deliver the written appraisals of the members of the Examination Board to the student in question. If one or more reports are not delivered, the first meeting will be postponed at the doctoral student's request.

§2. The appraisal of the Examination Board occurs behind closed doors and cannot be recorded by any means of image and/or sound recording, by the student, the observer or third parties. Members of the Examination Board may attend the deliberation/appraisal via videoconferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

The Examination Board hears the doctoral student during this deliberation and shall appraise the doctoral dissertation of the candidate in question and the merit of his/her research. The faculty shall determine in the supplementary faculty regulations the way in which the doctoral student shall be involved in the first part of the doctoral exam (including the language that will be used during the hearing of the doctoral student).

§3. The members of the Examination Board who are qualified to vote assess the candidate's skills and competencies and deliberate on the basis of (1) the written reports by each of the members who are qualified to vote and (2) the hearing of the doctoral student.

The deliberation will result in one of the appraisals below:

- admission to the second part of the examination (public defence of the doctoral dissertation);
- admission to the second part, after the doctoral student has revised the dissertation. The Examination Board will see to it that this revision is feasible within a reasonable time span determined by the Board. The chair of the Examination Board and the supervisor(s) of the dissertation together will make sure that the required corrections are made. If this is not the case, or if the corrections do not meet the required standards, the Examination Board may yet decide to deny the student access to the second part of the doctoral examination;
- no admission to the second part of the examination.

The members of the Examination Board who are qualified to vote decide by simple majority of the votes, abstentions not taken into consideration. In the event of a tie after the first voting round, a second ballot will be held. If this second round again results in a tie, the decision will not be in the student's favour.

§4. The final outcome of this deliberation round is to be substantiated and included in a deliberation report, together with the attendance register of the members of the Examination Board. These reports are kept on file for 5 years, after which they are transferred to the University archives for storage.

§5. After its approval, the deliberation report (including the final deliberation decision) is communicated to the candidate and the supervisor(s) in writing.

Students may file an appeal against the decision pronounced with the Institutional Appeals Committee, as specified under article 100.

## ARTICLE 97 PUBLIC DEFENCE OF THE DOCTORAL DISSERTATION

§1. The public defence takes place within 60 calendar days after the first assessment of the dissertation by the Examination Board, subject to the doctoral student's consent to change this date.

The public defence may take place at any time in the course of the academic year, except during recess, the inter-term recess and the closing days listed in article 2 §4. With the express permission of the dean, the supervisor(s), the members of the Examination Board and the doctoral student, it is possible to depart from this rule.

The precise date of the public defence cannot be fixed until after the Examination Board has taken a deliberation decision, during the first part of the doctoral examination.

The time and location of the public defence meeting are announced electronically. In order for the public defence of the doctoral dissertation to be registered in the university's central administration records and for it to be announced on the Ghent University website, the Faculty will send all the necessary details [in accordance with the appropriate procedure](#) to the Registrar's Office of the Department of Educational Policy.

§2. If the research results that can create value are not identified until after the appointment of the Examination Board and prior to the public defence of the doctoral dissertation, the Technology Transfer Office addresses a substantiated letter to the chair of the Examination Board, and a copy of this letter to the Dean. In order to prevent the loss of patent rights, the applicable emergency procedures will be instigated in joint consultation with the Technology Transfer Office to obtain a conditional publication of research results that can create value. In the above situation, the Technology Transfer Office will aim to restrict the confidential information, giving priority to the legal protection of the research results that can create value in order to make unconditional publication possible.

§3. During the public defence, the doctoral student puts forward an oral and public defence of his/her doctoral dissertation before the Examination Board. The public defence cannot take less than one hour and no more than two hours. Subject to any prior permission or obligation from the Faculty Board stating the contrary, the public defence takes place in Dutch or English.

§4. The members of the Examination Board who are qualified to vote deliberate in camera on the examination as a whole, immediately after the public defence session. This appraisal occurs behind closed doors and cannot be recorded by any means of image and/or sound recording, by the student, the observer or third parties. Members of the Examination Board may attend the deliberation/appraisal via videoconferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

The members without a vote may attend the deliberations as observers. The members with a vote decide by simple majority of the votes, abstentions not taken into consideration, whether or not the academic degree of doctor is to be awarded. In the event of a tie after a first voting round, a second ballot is to be held. If this second round again results in a tie, the decision will not be in the student's favour.

§5. The decision of the members of the Examination Board who are qualified to vote needs to be substantiated and included in a deliberation report, together with the attendance register of the members of the Examination Board. These reports are kept on file for 5 years, after which they are transferred to the University archives for storage. Doctoral students have the right to peruse these reports. To do so, they need to contact the Faculty Student Administration.

§6. The examination decision is publicly announced by the chair immediately after the deliberation. Students may file an appeal against the examination decision with the Institutional Appeals Committee, as specified in article 95.

§7. After the successful public defence of their doctorate, doctoral students are to provide the university library with a digital copy of their doctoral dissertation. Without detracting from the rights of the author, Ghent University or third parties, the university library will make the doctoral dissertation accessible by way of an open access system.

§8. The public defence (except the deliberation of the Examination Board) may be made available via a livestream and/or an image and/or sound recording to all those who are unable to attend the public defence in person. In this case, the Examination Board and the doctoral student need to agree to this and no form of limitation and/or confidentiality should have been imposed to protect the research results that can create value.

# SECTION III

## SPECIAL CIRCUMSTANCES

### **ARTICLE 97BIS FRAUD OR IRREGULARITIES IN THE PREDOCTORAL TRAINING PROGRAMME, THE DOCTORAL TRAINING PROGRAMME AND THE DOCTORATE**

§1. If an evaluator has reason to suspect that a student is committing fraud or irregularities during the evaluation of a regular course unit, a specialist course, a doctoral seminar in transferable skills as part of the predoctoral training programme or the doctoral training programme, the evaluation for the course unit or seminar concerned may be terminated immediately for this (doctoral) student.

If the events occurred during a predoctoral training programme, the evaluator needs to promptly relate the events to the chair of the Examination Board. If they occurred during a doctoral training programme, the evaluator will immediately inform the chair of the assessment committee. If the assessment committee has already taken a decision, the chair of the Examination Board will be notified.

§2. If a mentor/evaluator of a research-related activity within the context of the doctorate or doctoral training programme suspects that there has been a breach of academic integrity, as determined in the Regulations pertaining to the procedure to investigate breaches of academic integrity, this person will immediately inform the Examination Board of this, insofar as the Examination Board has already been composed. In all other cases (before the Examination Board has been composed and after the doctoral defence), the mentor/evaluator will immediately inform the Committee for Scientific Integrity.

§3. If, before the dissertation has been submitted, a mentor/evaluator suspects that there has been a breach of academic integrity in (parts of) this dissertation, as determined in the Regulations pertaining to the procedure to investigate breaches of academic integrity, this person will immediately inform the Examination Board of this, insofar as the Examination Board has already been composed. In all other cases (before the Examination Board has been composed and after the doctoral defence), the mentor/evaluator will immediately inform the Committee for Scientific Integrity.

Committing plagiarism is considered a breach of academic integrity. The mentors and members of the Examination Board of the doctorate may test the originality of the submitted doctoral dissertations, for example by means of anti-plagiarism software.

§4. Each faculty may supplement or specify the basic definitions and concepts concerning fraud and irregularities and breaches of academic integrity in the supplementary faculty regulations. Distinctions may be made depending on the intended qualification. All additions or changes need to be made in accordance with applicable Ghent University regulations, guidelines and (policy) documents. This information is also communicated to the faculty's doctoral students.

§5. Whether or not an examination-related disciplinary measure will be imposed after an examination-related disciplinary decision is to be decided by the Examination Board or the assessment committee which is qualified for the evaluation of doctoral students or students enrolled in the predoctoral training programme suspected of fraud or irregularities (cf. §1).

§6. No later than 5 calendar days before the hearing, the (doctoral) student concerned will be invited by the chair of the relevant Examination Board or assessment committee, in order to be heard by them. The invitation is sent to the (doctoral) student's e-mail address connected to his/her Ghent University account and needs to state the time, date and place of the hearing, as well as describe the charges against the student and the possible disciplinary measure for exams as stated in §8. The (doctoral) student concerned is allowed to peruse the case file.

A Faculty ombudsperson will be invited to attend the hearing. At the hearing, the (doctoral) student may be accompanied by a trusted representative or legal adviser. If the (doctoral) student is legitimately absent, s/he has the right to let a legal adviser represent him/her or to put his/her defence forward in writing. If the (doctoral) student is absent from the hearing and has not appointed a legal representative, nor put forward any defence in writing, the Examination Board or assessment committee concerned will take cognizance of this and may yet officially deliberate on the case at hand and impose a disciplinary measure for exams.

§7. The Examination Board or assessment committee that is to rule on the fraud or irregularity offence will convene as soon as possible after the hearing in order to take a decision.

§8. The examination-related disciplinary measure is pronounced by the Examination Board or assessment committee concerned (cf. §1).

If the fraud or irregularities relate to a regular course unit, a specialized course, a doctoral seminar in transferable skills or a research-related activity, the examination disciplinary body may impose the following (combination of) examination-related disciplinary measures if the offences are deemed substantiated:

- The (doctoral) student's examination result is revised for the examination or the assignment by which the regular course unit from the (pre)doctoral training programme was evaluated, or s/he is given the designation that the specialized course, doctoral seminar in transferable skills or research-related activity concerned has not been obtained within the curriculum of the doctoral training programme.
- The (doctoral) student is given a 'fraud' designation for the regular course unit, the specialized course, the doctoral seminar in transferable skills or the research-related activity concerned from the (pre)doctoral training programme in question.
- The (doctoral) student cannot obtain a credit certificate for a part of the course units that s/he has taken in the academic year concerned. The number of course units for which this is the case is determined in consideration of the severity of the offence. This means that the (doctoral) student is given an examination mark of 0/20 for the course units concerned. It is possible that the (doctoral) student cannot obtain a credit certificate for any of the course units taken up.
- The (doctoral) student may be excluded from (part of) the evaluations in the resit examination period for the course units concerned.
- The (doctoral) student cannot take part in or be evaluated for other than the above-mentioned units of the doctoral training programme during the current academic year, or only to a limited degree, which is to be determined by the Examination Board.

If the fraud or the irregularities relate to the doctoral dissertation or the doctoral exam, the examination disciplinary body may, if the offences are deemed substantiated, impose the following examination-related disciplinary measures:

- The doctoral student who committed plagiarism in his/her doctoral dissertation is required to revise this doctoral dissertation in such a way that it no longer constitutes plagiarism. Subsequently, the doctoral student resubmits the doctoral dissertation to the Examination Board, which will then determine whether there are any instances of plagiarism left.
- The doctoral dissertation is refused and the doctoral student is not allowed to submit or defend a doctoral dissertation on the same subject or a subject that is closely related with the original topic.
- The doctoral dissertation is refused and the doctoral student is excluded.

The 'fraud' designation for a regular course unit implies that the doctoral student cannot be awarded any examination marks in the examination period concerned.

The 'fraud' designation for a specialized course, a doctoral seminar in transferable skills or research-related activities from the (pre)doctoral training programme implies that the doctoral student did not obtain these in the examination period concerned and that the student cannot be awarded a certificate from the Doctoral School for the units in question of the doctoral training programme.

If a doctoral student is excluded, s/he no longer has doctoral student status and is prohibited from re-enrolling at Ghent University for a number of academic years. This time span is specified in the examination-related disciplinary decision and cannot exceed a period of 10 academic years.

**§9.** After the examination disciplinary body has arrived at an examination-related disciplinary decision, the Examination Board rules whether or not the student has passed the doctoral training programme or the doctorate, in due consideration of the imposed examination-related disciplinary measure. For predoctoral training programmes, the Examination Board defers its decision whether or not the doctoral student has passed the deliberation set that features the course unit where the fraud or irregularities have allegedly been committed, until it has taken an examination-related disciplinary decision or until it has found that there are no grounds to take one.

**§10.** In some cases, the fraud is not discovered until after the (doctoral) student was awarded a credit certificate for a regular course unit, or until after s/he was declared to have passed a specialized course, doctoral seminar in transferable skills or a research-related activity, or until after s/he passed the doctoral exam. In such cases, the examination disciplinary body may as yet declare the obtained credit certificate or the result of the evaluation to be null and void. If appropriate, the examination disciplinary body may also declare the diploma or the certificate given for the study programme or the doctorate to be null and void and reclaim said diploma or certificate.

In addition to the aforementioned measures, the examination disciplinary body may also decide to impose examination-related disciplinary measures as specified under §8.

**§11.** In its report, the examination disciplinary body includes a list of the people present at the meeting. This report specifies the offence(s) and the motivations behind the examination-related disciplinary decision. The disciplinary body for exams communicates the decision to impose an examination-related disciplinary measure, possibly detailing what the measure will entail, to the student in question by registered mail. A copy of this report will then be delivered to the director of the Department of Educational Policy, the director of the Research Department and the Committee on Scientific Integrity.



§12. As long as no examination-related disciplinary decision has been found or as long as the examination-related disciplinary decision is not yet final, (doctoral) students suspected of fraud or irregularities may continue to take part in further evaluations of the (pre)doctoral training programme at their own risk. An examination-related disciplinary decision becomes final if an appeal or a subsequent external appeal fails to be filed in timely fashion or if said external appeal is turned down by the Council for Disputes on Study Progress Decisions (Raad voor Betwistingen inzake Studievoortgangsbeslissingen).

§13. Students may file an appeal against the examination-related disciplinary decision pronounced against them with the Institutional Appeals Committee, as specified in article 100.

§14. In accordance with §2 and §3, the stipulations of §4 up to and including §13 apply for the Examination Board for the doctoral examination. In accordance with §2 and §3, the [Regulations pertaining to the procedure to investigate breaches of academic integrity](#) apply for the Committee for Scientific Integrity.

# PART V

# OMBUDSPERSONS

## ARTICLE 98 FACULTY OMBUDSPERSONS

§1. For doctoral students, at least one permanent and one replacement Faculty ombudsperson is appointed by the Faculty Board from the professorial staff, before 1 November of each academic year, on the recommendation of the representation of the assistant academic staff. For the other students, at least one permanent and one replacement Faculty ombudsperson is selected from the Faculty academic staff by the Faculty Board before 1 November of each academic year, on the recommendation of the student representatives.

In the absence of any nominations, the Dean nominates the candidates himself. The replacement Faculty ombudsperson is called in if a permanent Faculty ombudsperson is unexpectedly prevented from assuming these duties or is an involved party. The Faculty ombudspersons for doctoral students may be identical to those for the other students.

§2. The Faculty ombudsperson deals with complaints regarding the implementation of the present Education and Examination Code and/or the provisions governing the legal position of the people involved and/or situations that are perceived to be unfair within the larger framework of educational or examination activities.

Complaints are to include a description of the events they decry.

When the occasion arises, the Faculty ombudsperson will:

- endeavour to get the parties to resolve their dispute themselves by way of mediation (i.e. a process of voluntary consultation between conflicting parties, supervised by the Faculty ombudsperson, who facilitates communication);
- inform the complainant about the option to file a complaint with the University ombudsperson;
- inform the complainant about the option to file an appeal with the Institutional Appeals Committee pursuant to article 100.

The Faculty ombudsperson is not required to handle a complaint:

- if the complainant's identity or contact details are unknown;
- if it pertains to events for which a complaint has already been filed, which was treated according to the provisions in the present article;
- if it pertains to events that occurred more than one year before the complaint was filed;
- if the complaint is clearly unfounded;
- if the complainant is unable to demonstrate any stake in the matter.

The investigation into the complaint will be suspended if and as long as an administrative appeal or legal proceedings have been instigated with respect to the events.

If the complaint is not handled or is suspended pending the outcome of an administrative appeal or legal proceedings, the Faculty ombudsperson informs the complainant of this without delay, by letter or by e-mail. It is essential that any refusals to handle a complaint or any suspensions are substantiated.

§3. The Faculty ombudsperson needs to be readily accessible during evaluation periods. Even before the deliberations of the Examination Boards, the Faculty ombudsperson is entitled to the relevant information regarding each evaluation for which a complaint has been filed or for which there is a dispute. The Faculty ombudsperson attends the deliberations of the Examination Boards and is given access to the reports of these deliberations at all times.

The Faculty ombudsperson has the right to attend the deliberations of the Examination Boards as an observer and to peruse the reports of those deliberations.

§4. With regard to the competencies assigned to him in the present article, the Faculty ombudsperson may add items to the Faculty Board's agenda.

§5. The Faculty ombudsperson is bound to discretion.

§6. Before 1 November of each year, the Faculty ombudspersons report on their activities to the Faculty Board and, if need be, the Doctoral School(s) with which the Faculty is involved. The Faculty Board is to send this report to the Institutional ombudsperson.

## ARTICLE 99 THE UNIVERSITY OMBUDSPERSON

§1. The University ombudsperson handles the complaints on the implementation of the present Education and Examination Code and/or the provisions governing the legal position of students and/or situations which are perceived to be unfair within the larger framework of educational and examination activities, after this complaint was first treated by the Faculty ombudsperson and no solution was reached.

Complaints are to include a description of the events they decry.

When the occasion arises, the University ombudsperson will:

- endeavour to get the parties to resolve their dispute themselves by way of mediation (i.e. a process of voluntary consultation between conflicting parties, supervised by the University ombudsperson, who facilitates communication);
- inform the complainant about the option to file an appeal with the Internal Appeals Committee pursuant to article 100.

The University ombudsperson is not required to handle a complaint:

- if the complainant's identity or contact details are unknown;
- if it pertains to events for which a complaint has already been filed, which was treated according to the provisions in the present article;
- if it pertains to events that occurred more than one year before the complaint was filed;
- if the complaint is clearly unfounded;
- if the complainant is unable to demonstrate any stake in the matter.

The investigation into the complaint will be suspended if and as long as an administrative appeal or legal proceedings have been instigated with respect to the events.

If the complaint is not handled or is suspended pending the outcome of an administrative appeal or legal proceedings, the Faculty ombudsperson informs the complainant of this without delay, by letter or by e-mail. It is essential that any refusals to handle a complaint or any suspensions are substantiated.

§2. The University ombudsperson holds the same competencies, rights and responsibilities as the Faculty ombudspersons.

§3. Before 1 March, the University ombudsperson is to report on each calendar year to the Vice-Chancellor, who is to send a copy of this report to the Government Commissioner.

# PART VI

## APPEALS PROCEDURE

### ARTICLE 100 INSTITUTIONAL APPEALS COMMITTEE

§1. If students deem that a decision is detrimental to their interests due to a violation of their rights, they may file an appeal with the Institutional Appeals Committee. This applies to the following decisions:

- examination decisions, pursuant to articles 56, 67, 71, 73, 81, 92, 95 and 96 of the present examination code;
- examination-related disciplinary decisions, pursuant to article 78 and 97bis of the present code;
- decisions pertaining to a request for an exemption, pursuant to article 29 of the present code;
- decisions related to taking a preparatory and/or linking course pursuant to article 6 §1 of the present code;
- decisions related to requests for exceptions to the access requirements concerning the learning account in accordance with article 11 of the present code;
- decisions involving the imposition of binding conditions or a refusal of enrolment pursuant to article 24 of the present code;
- decisions involving the early termination of a work placement or another practical course unit pursuant to article 24 §9 of the present code;
- decisions involving the refusal of education and examination facilities for students with a special status.

In doing so, students may seek assistance from a legal adviser, who is required to hold a written power of attorney on pain of inadmissibility of the appeal, except if s/he is registered with the Bar or the list of trainee lawyers.

§2. The appeal is filed by means of a signed and dated petition that is sent to the Vice-Chancellor (Sint-Pietersnieuwstraat 25, 9000 Gent) by registered and signed post, on pain of inadmissibility of the appeal. At a minimum, this document is to specify the student's identity, the disputed decision(s) and a description of the facts and arguments on pain of inadmissibility. Any arguments that the student could only know after perusal of his/her file or after the feedback session need to be added in a supplementary note, either immediately after the perusal or feedback session or at least within 7 calendar days after the period of appeal has lapsed. At the same time, the student is to send an electronic version of the petition by e-mail to [ombuds@ugent.be](mailto:ombuds@ugent.be) by way of information. The postmark of the recorded delivery serves as the date for the appeal.

For exam decisions, the appeal needs to be filed within the peremptory time limit of 7 calendar days, starting on the calendar day after the examination results announcement. If the official feedback has been planned later than these 7 calendar days, the student is still required to file an appeal within the peremptory time limit. If there was no public announcement of the challenged exam decision, the exam decision is deemed to have been publicly announced on the dates mentioned in article 69§1, second section, unless the student can prove that the exam decision was not announced until a later date.

With regard to the other decisions mentioned in §1, the peremptory time limit takes effect on the calendar day after the day on which the student was informed of the decision in question.

§3. The appeal is considered by the Institutional Appeals Committee, which is composed on an ad hoc basis by the Vice-Chancellor and consists of the following people:

- the Vice-Chancellor or the Deputy Vice-Chancellor;
- four professorial staff members with the rank of associate professor, full professor or (part-time) senior full professor, belonging to at least two different Faculties, selected from the professorial staff members assigned for this purpose by the Faculty; each Faculty is to assign one male and one female professorial staff member of the aforementioned rank to sit on the Institutional Appeals Committee if required. Any successions or alterations of professorial staff members are communicated to the institutional ombudsperson;
- the Chief Academic Administrator or the Director of Educational Policy.

Maximum two-thirds of the members of this ad hoc Institutional Appeals Committee may be of the same sex.

Meetings are chaired by the Vice-Chancellor or the Deputy Vice-Chancellor. If the latter is unable to attend the meeting or needs to abstain from considering a case for reasons of personal involvement, the following people will serve as acting chair in accordance with the following hierarchical ranking order: the Chief Academic Administrator or the Director of Educational Policy, or the eldest of the other members of the Institutional Appeals Committee who are present.

The University ombudsperson is welcome to attend the sessions of the Institutional Appeals Committee, but does not have the right to vote.

The Institutional Appeals Committee can only deliberate legitimately if at least two thirds of its members are present. Each member has one vote. In the event of a tie, the chair has the decisive vote.

**§4.** The Institutional Appeals Committee treats appeals on the basis of exhibits. However, the Commission may invite any person or party to be heard if they consider this to be useful.

The Institutional Appeals Committee is free to call up or request any information, records and documents it deems useful to treat the appeal. The members of the university community are obliged to provide the Commission with this information, records and documents at their first request.

The Institutional Appeals Committee is free to seek and gather all the advice it deems useful to treat the appeal. Amongst other parties, it may seek the assistance from a lawyer, who is allowed to attend the meetings, but does not have the right to vote.

The student or counsel may request perusal of the file that was compiled with regard to his/her petition. The person who the Institutional Appeals Committee put in charge of the preparation of the file will then arrange a meeting with the applicant, so that s/he may peruse the file. If required, the applicant may then elaborate on his previous grievances in accordance with the stipulations of §2.

**§5.** At the chair's request and provided that each of the commission members agrees, the Institutional Appeals Committee is free to deliberate via e-mail in the following cases:

- if the appeal concerns the refusal of facilities for students with a special status due to a functional impairment;
- if the appeal is clearly inadmissible or unfounded;
- if a final decision is taken in a case in which an interim decision was taken at a previous meeting;
- if the appeal involves a limited degree of complexity and the decision is so obvious that a physical meeting of the members of the commission has no added value for the treatment of the appeal.

If the chair proposes to deliberate by e-mail, all exhibits of the case are to be made available to the members of the commission, preferably in electronic format.

**§6.** The Institutional Appeals Committee may decide:

- to reject the appeal, on the grounds of its inadmissibility or the Commission's lack of jurisdiction;
- or to confirm and uphold the challenged decision;
- or to review the challenged decision. To do so, the Institutional Appeals Committee has the same authority as the body that took the disputed decision. If an appeal has been instigated against an examination decision entailing a final evaluation of a course unit, and the Institutional Appeals Committee believes it has insufficient information to effectively reappraise the taken examination, it may decide to award the student a new exam opportunity. In doing so, the commission will determine the terms and conditions of any such examination.

If the appeal relates to an examination mark for a course unit that is part of a full deliberation set, the Institutional Appeals Committee will also decide whether or not the applicant passes the deliberation set and, if applicable, it will decide whether the applicant passed the study programme and what grade of merit is awarded. The Institutional Appeals Committee exercises this authority in consideration of the provisions in articles 67, 71 and 73. The decision also needs to state the reasons behind it. The decision of the Institutional Appeals Committee is served on the student and, if applicable, the legal adviser within 20 calendar days, starting from the day after the day on which the appeal was instigated. All notifications are sent by e-mail and by registered post. If the Institutional Appeals Committee is unable to reach a decision on the petition in a timely fashion, the student and his counsel will be informed within 20 calendar days, in which case a deadline is set for the Commission to inform the parties involved of its decision.

Unless the Institutional Appeals Committee decides otherwise, its decision takes effect on the day it was taken. Decisions that declare a student to have passed a study programme take effect on the date of the examination results announcement of the study programme in the examination period in which the disputed decision was taken.

People who are not enrolled cannot partake in the educational activities. If they have filed an internal appeal against the refusal to enrol them on the basis of article 24 before 1 October (of the year in which the refusal took effect), they are allowed to partake in the educational activities until the Institutional Appeals Committee has reached a decision. If this decision is positive, the student can still partake in the educational activities until 5 working days after the decision, as long as the student has not (re-) enrolled.

**§7.** The decisions of the Institutional Appeals Committee are to specify the further appeals open to students against any decisions and the terms and conditions of any such appeals.

# PART VII

# EVALUATION OF EDUCATION BY THE STUDENTS

## ARTICLE 101 COURSE EVALUATION

§1. Ghent University considers internal quality control of the educational activities to be crucial in order to optimise academic education. Ghent University expects all its academic and administrative and technical staff, as well as its students to be actively involved in the processes that are aimed at internal quality care.

One of the ways in which internal quality care is maintained is by allowing the students to assess the education that they have received in structured evaluations. In these evaluations, students are asked to assess certain aspects of the educational organization and the educational processes.

§2. The output of the course evaluations yields feedback that is used by the lecturers and the institutional bodies to assess and remedy educational practices. Indirectly, this output also contributes to the permanent implementation of general educational policy. As it is necessary that the students participate in these evaluations in order to attain these objectives, participation is mandatory. If students continue to disregard these evaluations after repeatedly being invited to participate in them, they may be denied access to the electronic learning environment. They will be notified of this in advance.

## ARTICLE 102 ORGANIZATION OF COURSE EVALUATIONS

§1. As a tool for the course evaluations, the questionnaire drawn up by the Board of Governors is used. At the suggestion of the Educational Quality Control Unit and in joint consultation with the students, this questionnaire may be complemented with other items to be queried, after the approval of the Faculty Board.

§2. The Educational Quality Control Unit is responsible for the coordination of the course evaluations. In joint consultation with the Educational Quality Control Office, it ensures that all course units of any given study programme or any lecturer are frequently evaluated. All course units and the lecturers-in-charge and co-lecturers that are mentioned in the course file are evaluated at least once every 3 years.

§3. The questionnaires are handed out to all students who have taken the course unit concerned, once all stages of the education-learning process have been completed. In principle, this also includes the examinations.

§4. The results of each course unit are processed before being passed on to the Director of Studies of the Faculty concerned as well as the lecturer-in-charge of the course unit.

§5. The Educational Quality Control Unit analyses the students' answers to the questionnaires, maintains evaluation records and compiles a summary report for each course unit. To assist them with these activities, the Educational Quality Control Unit brings in at least two students. In addition to the global results of the educational survey, the summary report also contains recommendations for remedial action and corrective adjustment in the educational organization and practice, dilating in the next stage on how evaluation results have developed and what adjustments have been made. All parties involved in conducting analyses and compiling the summary report are bound to discretion.

§6. The Educational Quality Control Unit notifies the individual lecturer(s) of its findings and comments. All results of the course evaluations will be made available to the chair of the Examination Board of the study programme in which the course unit is scheduled. For follow-up purposes, the summary report is passed on by the Director of Studies to the chair of the department concerned. For interuniversity study programmes, this summary report of each course unit may be made available to the chair of the study programme committee, even if s/he belongs to a different educational institution. The members of the academic staff may be requested to take part in the discussion and review of the course evaluation of course units taught by them, in which they assist or for which they are responsible.

§7. The summary report may be requested by the Dean and the Faculty committees, who are tasked with preparing professorial faculty staff appointments or promotions, in order to compile the candidates' files.

# PART VIII

## FINAL PROVISIONS

### **ARTICLE 103 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.

The Vice-Chancellor 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.

Each year, before 1 November after the closing of the previous academic year, the Faculties report on the application of the Code of Conduct for languages of instruction other than Dutch at Ghent University. The Educational Council evaluates the application of said code of conduct for the benefit of the Board of Governors.

The Faculty Board is at liberty to delegate the powers that the present code describes to the Dean or to Faculty members on an individual or collective basis.

### **ARTICLE 104 DEPARTURES FROM THE EDUCATION AND EXAMINATION CODE**

§1. Departures from the present Education and Examination Code are possible:

as a result of an agreement approved by the Executive Board concerning a study programme staged in conjunction with one or more other institutes of higher education;

to serve student mobility within a bilateral and multilateral agreement with other institutes of higher education;

as part of framework programmes financed by a public authority.

§2. For outgoing exchange students with a main enrolment at Ghent University, the regulations and arrangements of the receiving institution applies to the education and examination procedures of the course units belonging to the individual learning agreement, without prejudice to the provisions of articles 2§6, 30, 55§6 and 56§4. With regard to the deliberation decisions for outgoing exchange students, the Education and Examination Code of Ghent University invariably applies.

§3. For incoming exchange students with a main enrolment at another educational institution than Ghent University, the present regulations apply to the education and examination procedures of the course units belonging to the individual learning agreement, including the provisions of articles 2§6 and 18. With regard to the deliberation decisions for incoming exchange students, the Education and Examination Code of Ghent University does not apply and the regulations and arrangements of the sending institution are in force.

### **ARTICLE 105 SPECIFIC EXAMINATION CODE FOR STUDY PROGRAMMES ORGANIZED IN CONJUNCTION WITH DIFFERENT INSTITUTES OF HIGHER EDUCATION**

For study programmes that are jointly organized with other institutes of higher education, a specific examination code may apply that is drawn up by the institutions and approved by separate decision by the Board of Governors at Ghent University.

Article 106 Effective Date Of The Education And Examination Code

The present Education and Examination Code comes into effect from the 2017-2018 academic year onwards.

# PART IX

## GLOSSARY OF TEACHING AND EVALUATION METHODS

### SECTION I

#### GLOSSARY OF TEACHING METHODS

##### **CLINIC (KLINIEK)**

Interactive learning situation in which students – under the supervision of a clinician – acquire knowledge and competencies by discussing and examining actual patients (cases) from clinical practice and by determining and/or conducting the appropriate treatment(s) for these patients, next to analysing their progress. In clinics, the patients are actually present; this is not the case in clinical seminars. The supervisor encourages students to think actively, cooperate and become involved. S/he allows students to speak, anticipates students' prior knowledge in a differentiated and individual manner, and provides support when students still lack particular knowledge or competencies. In view of the intensity of these coaching efforts, only a limited number of students are allowed to sit in on clinics.

##### **DEMONSTRATION (DEMONSTRATIE)**

Collective learning situation in which the lecturer demonstrates particular techniques to a group of students. The students' activity chiefly consists of listening, taking notes and possibly imitating the techniques demonstrated. The interaction, which is chiefly from the lecturer to the students, is aimed at supporting the transfer of knowledge. The lecturer can only check to a small extent whether all students have acquired the new knowledge, and follow-up and coaching towards individual students is limited.

##### **FIELDWORK (VELDWERK)**

The whole of coaching sessions and independent learning situations in which students leave the university premises and put specific knowledge and skills into practice at a selected outside location. Whereas the focus of attention of study visits or company visits chiefly lies with the acquisition of knowledge, the purpose of fieldwork is to enable students to apply and practise the acquired knowledge. Therefore, it is crucial that the lecturer or other experts provide personalized coaching and feedback on the way in which they apply the acquired knowledge and intervene when necessary.

##### **GROUP WORK (GROEPSWERK)**

Independent and co-operative learning situation in which students conduct a series of activities as a group, without constant supervision. These activities are intended to produce a final product which is to be submitted for final evaluation. This final evaluation consists of a final mark (per student and/or per group) and/or a collective follow-up discussion. The supervisor's duties are to devise the assignment and to appraise the final product (paper) as well as the process (approach, group processes, etc). If, during the training period, (groups of) students have but a limited understanding of the positive and negative elements of the final product that they have submitted or the process that they have experienced, they are given feedback and further suggestions for improvement.

##### **GUIDED SELF-STUDY (BEGELEIDE ZELFSTUDIE)**

A set of guided sessions and independent learning situations in which students acquire and/or process knowledge for (a part of) a course on an individual basis. In the case of self-study, adapted learning materials are provided with built-in coaching components (i.e. embedded support). Examples of these components include overviews, tables of contents, "advance organizers", preliminary and subsequent questions for self-tests (in an electronic learning environment with feedback), diagrams, key concepts, summaries, explicit learning objectives per unit, processing assignments, examples, suggestions for revising, etc. Guided self-study is different from distance learning in that it involves personal contact (whether collective or individual, online or in person) with the lecturer, who steers and/or coaches. Guided self-study can also be used in preparation of lectures and seminars, for example.

##### **INDEPENDENT WORK (ZELFSTANDIG WERK)**

Sub form: legal writing

Independent learning situation in which students individually conduct a series of activities without any form of constant supervision (sometimes also referred to as homework). These activities are intended to procure a final product for their



final evaluation, which can be a final mark and/or a collective follow-up discussion. The supervisors' duties are to devise the assignment and to appraise the final product (paper) and, possibly, the process (approach). If, during the training period, students have but a limited understanding of the positive and negative elements in the final product submitted by them or the process that they are experiencing, they are given feedback and suggestions for improvement.

#### **INTEGRATION SEMINAR (INTEGRATIESEMINARIE)**

Interactive learning situation with an explicit focus on the integration of contents from different course units. An integration seminar differs from a seminar in that a seminar is not specifically aimed at the integrated application of contents from different disciplines. Integrated seminars draw on learning and educational conversations, discussions, exercises, role plays, simulations, short assignments, etc. The total number of students is limited, so that the supervisors can actively monitor the learning progress of all the students, provide individual guidance (or in groups) and possibly even intervene when necessary.

#### **LECTURE (HOORCOLLEGE)**

Sub forms: plenary exercises, clinical lectures and response lecture

Collective learning situation in which the lecturer transfers knowledge to a group of students. The students' activity is mostly limited to listening and taking notes, although lecturers may ask students questions or give them minor assignments. Interactions are mainly initiated by the lecturer, and are intended to support the transfer of knowledge. The lecturer can only check to a small extent whether all students have acquired the new knowledge, and follow-up and coaching towards individual students is limited. Lectures (i.e. "ex-cathedra" classes) may set out from concrete situations or refer to material that was read by the students beforehand. Plenary exercises as a teaching method are collective learning situations in which exercises are solved by the lecturer. The intended purpose is largely to demonstrate solution methods, with only limited interaction with and input from the students. During clinical classes or clinical lectures, the lecturer starts out from a patient case and holds a discussion on this case. Other than that, clinical lectures are essentially similar to lectures. Clinical classes are distinct from clinical seminars and clinics in that the latter two are staged for smaller groups of students, while emphasizing the input of students in discussing the case (with the patient being physically present or not). Lectures may be offered electronically by video conference (i.e. teleclassing).

During a response lecture, the contents are discussed interactively and in a question-driven manner. Students prepare for this lecture and study relevant sources beforehand (e.g. an article, case, text, or audiovisual document). During the response lecture, the lecturer systematically discusses the questions, critical comments or preparations and clarifies them. Students are encouraged to ask and answer questions and to actively think along with the lecturer and fellow students. The main goal of interactive or response lectures is to urge students to process the learning material in an active and critical way and to learn from each other.

#### **MASTER'S DISSERTATION (MASTERPROEF)**

The Master's dissertation is a research project (cf. below) that completes a Master's programme and that needs to meet certain requirements defined by decree, set out in the present Education and Examination Code.

#### **MICROTEACHING**

Independent learning situation in which students present specific content which they have prepared individually or in groups to their fellow students (also referred to as student lessons or student presentations). These types of sessions are aimed at the active (selection, analysis and) processing of specific contents, while equally focusing on practising presentation and teaching skills. The supervisor and possibly the fellow students comment on the students who gave the lesson or presentation and give suggestions regarding the contents and/or form of the lesson or presentation. The supervisor may also choose to organize remedial sessions during the preparation stage.

#### **ONLINE DISCUSSION GROUP (ONLINE DISCUSSIEGROEP)**

Interactive learning situation in which students communicate online and learn from each other by posting messages and responses to messages from fellow students. To get the discussion going, the supervisor usually introduces a topic or a proposition, poses a question, or assumes a particular viewpoint on a specific topic. The goal of online discussions is to allow students to process knowledge content in an insightful manner. Moreover, electronic discussion groups can be set up in order to train students in developing and amending a professional opinion of their own and to train their ability to express and substantiate these views. Discussion groups are mostly used in combination with other teaching methods. The role of the supervisor can be to comment on the students' contributions, to take part in the discussion himself, to summarize and/or steer the discussion, to introduce new items for discussion, to encourage students to make the contribution themselves, etc.

#### **PBL TUTORIAL (PGO-TUTORIAL)**

Interactive learning situation within problem-based learning (PBL), in which a tutor coaches a small group of students in analysing a problem that is poorly structured, in defining students' learning questions and in arriving at joint conclusions from the students' individual self-study efforts. In problem-based learning, it is not the tutor who offers knowledge to the students. Instead, it is the students who set out in search of the required knowledge (insofar as they do not possess it already), on the basis of the problems with which they are confronted. Overall, the role of the tutor in this process is a facilitating one, in which s/he raises questions which can primarily impact on the learning process. The tutor does not lead the discussion and only contributes to a limited extent in terms of contents.

#### **PRACTICAL (PRACTICUM)**

Independent learning situation in which the students themselves actively acquire and/or practise specific manual techniques, skills or work methods. Related terms include (language) lab, skills lab and workshop exercises. Students practise individually or in small teams, and are given intensive

coaching. The supervisor is responsible for the practical arrangements and coaches the students. In contrast with seminars, students are hardly addressed collectively. On the whole, practicals or (skills) labs are geared towards the development of skills that students will need in their prospective professional careers. As this requires quite rigorous and individual coaching efforts, groups are kept fairly small. Practical can also include moments when students are given collective instructions.

### PROJECT

Projects include both coaching situations and independent learning situations, which take place during a specific type of assisted independent work or group work which focuses on the integration of the contents and competencies of different course units. As in independent work or group work, students perform a series of activities, either individually or in teams, without constant supervision. These activities lead to a final product which is to be submitted for assessment. The supervisors' duties are to devise the assignment, to offer interim assistance and advice, and to evaluate the final product (paper) as well as the process (approach, group processes, etc). Unlike independent work, projects aim to integrate the skills and contents of several course units and therefore require intensive teamwork and in-depth consultation among the various lecturers of the course units concerned. This co-operation goes beyond an introductory consultation round. Moreover, the majority of lecturers concerned are permanently involved in the educational and coaching activities.

### RESEARCH PROJECT

Sub forms: dissertation

A set of individualized coaching sessions and independent learning situations, in which students work on a research-related thesis or design. This thesis or design may complete the study programme. In this writing or design project, the student should demonstrate that s/he is able to interpret, report and evaluate the results from his/her own research or that of others, or that s/he can devise and/or conduct guided independent research. This learning process is actively coached by the lecturer in several sessions, during which both the end result and the learning process are discussed.

### SEMINAR (WERKCOLLEGE)

Sub forms: coached exercises, practical PC room classes, clinical seminars

A collective interactive learning situation in which students learn and practise competencies or techniques, apply knowledge or discuss and work out a problem or a case, under the supervision of academic staff. In these types of sessions, the lecturer makes use of educationally useful interviews, discussions, exercises, short assignments, etc. Only a limited number of students are allowed to sit in on these seminars, so that the staff can monitor the learning progress of all the students, provide the necessary guidance (individually or in groups) and intervene in the learning process if required. Unlike lectures, where interactions are chiefly lecturer to students, seminars more often also include forms of interaction in which students communicate with each other or in which they are required to interact with the lecturer.

The teaching method of coached exercises refers to a collective interactive learning situation in which exercises are solved by students under the supervision of a lecturer. Unlike plenary exercises, coached exercises require a greater level of activity from students. Practical PC classes are coached exercised in which students work on PCs.

Clinical seminars consist of the elaborate discussion of cases, real-life patients, without said patients being present.

### STUDY VISIT (EXCURSIE)

Collective learning situation in which students leave the university campus in order to become acquainted with the real-life context of enterprises, organizations, institutions, projects, etc, or to be taught specific elements of the course contents (sometimes also referred to as company visits). Unlike fieldwork, these activities are chiefly aimed at transferring knowledge about specific organizations, phenomena, etc. These types of study visits may be guided by the lecturer, an on-site expert (such as a member of the company's staff), or a guide.

### WORK PLACEMENT (STAGE)

The whole of individual coaching situations and independent learning situations during a period of experiential learning in a professional practice setting in which the students engage in the daily activities at the trainee post. Work placements are designed to allow students to practise and apply profession-oriented knowledge and competencies. In most cases, students are alone on a work placement, but they may also be part of a small group of students. The supervisor is involved in the selection of the placement post, and in preparing the students for the experience. In addition, the supervisor provides support, follow-up, puts forward comments and suggestions and is responsible for the evaluation. Work placements differ from other forms of field experience by their comparatively lengthy duration and the comparative level of autonomy students have in everyday practice.

## SECTION II

# GLOSSARY OF EVALUATION METHODS

### ASSIGNMENT (WERKSTUK)

Related terms: report, project report, log, paper, group work, writing assignment, dissertation, essay, scale-model, design or draft, record, project assignment.

The evaluation of the end result created by an individual student or a group of students after a specific question or assignment from the lecturer(s). The end result can take on a variety of different forms: reports, papers, scale-models, designs, video productions, etc. The aim of these assignments is to develop and test competencies such as the ability to critically and thoroughly analyse specific cases or issues, to apply knowledge in an integrated manner, or to independently develop new knowledge, methods, understanding and/or scientific writing abilities. As these competencies are usually of a more complex nature, it is important that evaluation criteria are formulated. Such guidelines are to offer sufficient support to both students in the execution of their assignment and lecturers and assistants in reviewing and evaluating students' products.

### BEHAVIOURAL EVALUATION ON THE WORK FLOOR (GEDRAGSEVALUATIE OP DE WERKVLOER)

Related terms: performance assessment, work sample test, 360° feedback method.

An integral test in which students are required to perform complex tasks over longer periods of time in actual professional or research situations. Unlike skills tests, which test isolated skills, a behavioural evaluation is a much broader form of evaluation in which the assignments are representative of the integral (vs. the isolated) conduct of professionals. Behavioural evaluations are used to establish whether the execution of the professional duties and tasks are in accordance with the required competence level. This usually implies ready knowledge, analytic and problem-solving skills, professional attitudes, discussion techniques and/or knowledge of the procedures and methodologies that are relevant for professional behaviour. To appraise the skills demonstrated by students, assessment scales and/or observation lists or checklists are used.

The criteria that are used in these scales or lists involve observable behavioural components. The people appraising the students may be people at the place of work, the trainee supervisor and/or the university student counsellor. The advantage in using people from the shop floor to evaluate the students is that these people get to see the students over longer periods of time at work in an operational setting, which prevents the evaluation from amounting to little more than just a snapshot. This form of evaluation is often part of the overall evaluation of the work placement.

### OPEN BOOK EXAMINATION (OPENBOEKEXAMEN)

Variations: Problem based learning (PBL) assignments, Over All Tests.

A written examination in which students can consult sources of information to answer the questions, assignments or cases that are presented to them. Examples of such sources include (sections from) the textbook or syllabus, articles, students' own notes, PowerPoint slides, formula tables, legal texts, the Internet, maps, drawings, or databases. Examinations in which the use of tools such as dictionaries, pocket calculators or drawing materials is permitted are considered "regular" written examinations with open or closed questions instead of open book examinations.

For open book examinations, students are not expected to be able to reproduce any information. The aim is to establish to what extent students are capable of employing the available sources in order to establish links, analyse problems, substantiate possible solutions and evaluate the solutions/decisions of a case or issue.

Variations of open book examinations are PBL assignments and Over All Tests.

A PBL assignment is an assignment that is at the core of problem-based learning. Often, the assignment is a case that describes a problem, situation or event and places it in the actual context. Students solve the case by consulting sources and by applying the seven-step method that is often used for PBL.

An Over All Test (OAT) is an open book examination in which students apply information sources from a variety of different disciplines which they have consulted beforehand (typically as part of a project) onto a new case.

### ORAL EXAMINATION (MONDELING EXAMEN)

Variations: evaluation reviews, presentations.

An oral examination is a form of dialogue in which the examiner asks questions which the student answers orally. Oral examinations involve direct communication between the examiner and the student, which makes it possible for the examiner to probe the student's knowledge of the subject matter or to rephrase his questions. The examination may consist of (a selection of) the following phases:

- (1) the student prepares the questions presented to him (in writing),
- (2) the examiner goes through the student's written answers drafted in preparation,
- (3) the student provides an oral explanation in which s/he answers the questions,
- (4) the examiner asks additional questions in order to explore a specific topic in depth, to give the student the opportunity to remedy any discrepancies in his/her answer or to arrive at a more accurate assessment by asking specially adapted supplementary questions.

Variations of the oral examination include the evaluation review between the examiner and the student and student presentations.

For independent work, group work, projects, work placements, etc, students may be asked to give a presentation on their end results. When evaluating such presentations, examiners may take into account the student's general presentation skills, as well as the contents of the presentation.

The performance review is a dialogue between the examiner and the student(s) who has/have produced a paper with the aim of arriving at an in-depth examination of particular elements or establishing the extent to which each of the individual students contributed to the group work. The performance review can also be included as part of an oral examination in which a section of the examination is reserved for questions on the independent work, the group work, projects, work placements, etc.

#### **PARTICIPATION (PARTICIPATIE)**

Variations: attendance, application, substantive input

Participation involves an assessment of the way in which students participate in (follow-up) reviews and discussions, practicals, coached exercises, etc.

During these activities, various aspects can be considered as part of the assessment: in some cases, attendance can be an assessment factor, for example.

In other cases, the examiner focuses more on the manner in which students apply themselves during activities (e.g. by taking the floor, posting reactions on online discussion forums, making physical efforts, showing perseverance). As attendance and application do not involve the mastery of any specific skills in terms of contents, this type of participation is but one element of a much broader assessment.

Matters are taken a step further if the evaluation does not only concern the non-content related application of students but the actual content-related quality of their input. This type of evaluation of students' participation in specific activities may involve a final assessment of a course unit.

In order to assess the way in which the student participates, the examiner can use tally lists, assessment scales and/or observations lists or checklists. The lecturer or teaching assistant supervising the activities can observe and decide for themselves whether additional appraisers are to be involved.

#### **PEER ASSESSMENT (PEER-EVALUATIE)**

Students assess each other's team work or the quality of each other's output/performance against criteria that their lecturer has formulated for them or together with them. By assessing others, students learn how they themselves can still improve their performance and they are prompted to reflect on what is appropriate. Peer assessment can only make a (limited) contribution to a student's final assessment, and it cannot determine whether or not students pass a course unit. It is also possible that the quality of the feedback given to fellow students itself is evaluated.

The use of peer assessment as a form of evaluation often requires both the examiners and the students to adjust their attitude and skills. Students should therefore be trained in how they can apply (and formulate) criteria and how they can give each other constructive feedback.

#### **PORTFOLIO**

Related terms: placement report, (placement) portfolio.

In a portfolio, students present their own individual learning process or acquired competencies, amongst other things by collecting "evidence". This evidence may consist of papers, evaluation reports by the lecturer (and/or fellow students), images, video footage, etc. Portfolios enable lecturers to obtain a truthful and integrated picture of students' learning progress over a longer period of time. In addition to their evidential function, portfolios also often serve to make students reflect on their own development process and to systematically look back on their own actions, while assessing and analysing their actions (cf. self-assessment). Portfolios are primarily used for learning processes that are in close keeping with practice because they paint an authentic picture of the way in which students perform tasks in complex professional or research situations. Therefore, portfolios are often used to coach and assess work placements. Portfolios may be kept in paper or electronic form (cf. e-portfolios).

#### **REPORT (VERSLAG)**

Evaluation of the students' report on the way in which specific (team) assignments were completed and/or the input of the various team members. In contrast with an assignment, it is not the end result itself that is important, but rather the process that the students went through to arrive at this result. Another potentially relevant aspect involved in this teaching method is the extent to which the (team of) students is/are able to describe and substantiate their approach, to reflect on the positive and negative aspects of this approach and any alternative or future approaches. It is advisable to formulate specific appraisal criteria, to make sure that students know exactly what is expected of them in the report, and to ensure that the evaluation is made to occur as objectively as possible.

#### **SIMULATION (SIMULATIE)**

Variation: role-play

An evaluation of the way in which students apply knowledge, perform particular actions, or show a certain behaviour or attitude in a simulation of a real situation. To stage a simulation, the lecturer will deliberately select elements from a real professional or research context, in order to create a situation in which students perform tasks in accordance with the desired level of competence. Unlike behavioural evaluations, these are not real professional or research situations but live simulations, computer simulations or video simulations that are staged in an educational setting, not on the actual shop floor. In order to assess the students' competencies, assessment scales and/or observation lists or checklists can be used and several appraisers may be involved.

#### **SKILLS TEST (VAARDIGHEIDSTEST)**

Related terms: dexterity test, hands-on test, treatment/action, assignment during practicals, training assignment, operation, appraisal of activities during practicals.

Skills tests are designed to establish to what extent students are able to perform the desired competencies adequately, in most cases drawing on their scientific background knowledge. Unlike behavioural evaluations, which involve the integral review of complex professional competencies, skills tests

focus on a single isolated action that is based on know-how. Depending on the intended aim, the lecturer determines whether an isolated skill is to be tested as a whole or whether the test will principally focus on specific aspects of the skill in question. The students' competencies are mostly tested by way of a practical or action assignment in which they are required to perform a task that is relevant in a professional setting and that possibly involves the use of professional equipment (e.g. lab equipment, specific software, instruments, measuring devices, etc). In order to assess the students' skills, assessment scales and/or observation lists or checklists are used and several appraisers may be involved.

#### **WRITTEN EXAMINATION WITH MULTIPLE-CHOICE QUESTIONS (SCHRIFTELIJK EXAMEN MET MEERKEUZEVRAGEN)**

Variations: multiple-choice questions, true/false questions, matching questions, ordering questions.

A written examination consisting of questions in which students are required to pick the right answer, as opposed to open question forms in which the students need to formulate the answers themselves. In addition to testing the students' ability to reproduce knowledge, closed questions allow for a wide variation of knowledge and skills to be ascertained, including higher competencies. Multiple-choice questions contain the formulation of a problem (stem) and a number of possible answers including incorrect alternatives (distractors) and one (or several) correct answers. First, the problem is formulated, by means of a description of a case or other information that is necessary to solve the question. Then, the actual question is presented.

True/false questions put forward propositions that students need to identify as right or wrong. Formula scoring (i.e. correction for guessing, "giscorrectie") is not allowed for (multiple-choice) exams. Formula scoring has been replaced by standard setting (higher cutting score), in accordance with the formula set by the university board. If a higher cutting score is used, the students need to be informed of the number of questions they need to answer in order to pass, on the day of the exam at the latest.

Matching questions consist of a number of stems and a number of options. It is up to the student to link the stems with the appropriate options.

Ordering questions consist of a number of events, step-by-step plans, developments, procedures, etc that are constructed according to certain ordering principles. The answering options include different possible sequences from which the student is required to choose.

#### **WRITTEN EXAMINATION WITH OPEN QUESTIONS (SCHRIFTELIJK EXAMEN MET OPEN VRAGEN)**

Variations: short-answer questions, essay questions.

This evaluation method is a written examination consisting of questions to which the students need to formulate the answers themselves, as opposed to closed question forms in which the students can select the appropriate answer from a supplied number of possible answers.

Depending on the length of the expected answer and the extent of prestructuring by the lecturer, a number of variations can be distinguished, i.e. short-answer questions and essay questions.

For short-answer questions, students are expected to answer with just a few words, one or several sentences, a formula or a drawing. These types of prestructured questions force students to answer concisely.

Essay questions, on the other hand, require a more comprehensive answer from students and are primarily used to establish whether students are able to relate specific insights and understandings, analyse more complex issues or cases, perform a complicated calculation, or furnish complex evidence. For essay questions too, the lecturer may prestructure the questions to a certain degree, by providing guidelines as to which elements the answer is required to contain. The students' answers are assessed by means of answer models or answer keys that explicitly state these elements.

# PART X

## OVERVIEW “WHAT CAN TAKE PLACE

## WHEN?”

Cf. Article 2

	SCHOOLWEEK	CATCH-UP WEEK	EXAMINATION PERIOD	CHRISTMAS - INTER-TERM RECESS - EASTER	SUMMER RECESS	LATE SUMMER	CLOSING DAYS
ADMISSION PROCEDURE	✓	✓	✓	✓	✓	✓	✗
STUDENT RECEPTION	✓	✓	✗	✓	✓	✓	✗
EDUCATIONAL ACTIVITIES	✓	✓ (catch-up classes)	✗	✗	✗	✗	✗
EDUCATIONAL ACTIVITIES POSTGRADUATE PROGRAMME, PERMANENT AND (PRE)DOCTORAL TRAINING	✓	✓	✗	✓	✓	✓	✗
REVISION CLASSES	✓	✓ (no new material)	✗	✗	✗	✗	✗
EXTRA EXERCISES	✓	✓ (no new material)	✗	✗	✗	✗	✗
WORK PLACEMENT AND CLINICS	✓	✓	✗	✓ if decided by Faculty Board	✓ if decided by Faculty Board	✓ if decided by Faculty Board	✓
WORK PLACEMENT OF THE NEXT ACADEMIC YEAR	✗	✗	✗	✗	✓ if decided by Faculty Board + report before 1 April	✓ if decided by Faculty Board + report before 1 April	✓
CONTINUOUS ASSESSMENT	✓	✓	✓	✗	✓	✗	✗
EXAMINATIONS (END-OF-TERM ASSESSMENT)	✗	✗	✓	✗	✗	✗	✗
EXAMINATIONS GUEST AND EXCHANGE STUDENTS	✓ if decided by Faculty Board	✓ if decided by Faculty Board	✓	✓ if decided by Faculty Board	✓ if decided by Faculty Board	✓ if decided by Faculty Board	✗
EXAMINATIONS ON PRACTICALS AND EXERCISES	✗	✓ if decided by Faculty Board	✓	✗	✓ if decided by Faculty Board	✗	✗
EXAMINATIONS PREPARATORY, LINKING AND POSTGRADUATE PROGRAMME, ERASMUS MUNDUS	✓ if decided by Faculty Board	✓ if decided by Faculty Board	✓	✓ if decided by Faculty Board	✓ if decided by Faculty Board	✓ if decided by Faculty Board	✗
DOCTORAL EXAMINATION	✓	✓	✓	✓ Permission dean, supervisor, members Examination Board and doctoral student	✓ Permission dean, supervisor, members Examination Board and doctoral student	✓	✓ Permission dean, supervisor, members Examination Board and doctoral student

# PART XI

## REGULATIONS CONCERNING THE STORAGE OF DOCUMENTS

DOCUMENT	HOW LONG SHOULD IT BE KEPT?	BY WHOM?
<b>EXAMINATIONS</b>		
Copies of written a student's examinations	Until 1 year after the close of the academic year concerned	Lecturer-in-charge
Leftovers of examination questions	To be destroyed when administrative use lapses	Lecturer-in-charge
Written preparation for a student's oral examination	Until 1 year after the close of the academic year concerned	Lecturer-in-charge
Written reflection on the course of an oral examination, recorded by the examiner	Until 1 year after the close of the academic year concerned	Lecturer-in-charge
Certificates for absence from examinations (for example, doctor's certificates)	1 year after the close of the academic year concerned	FSA
Lists of deliberations and examination results announcements	5 years Then: permanently	FSA University archives
<b>DISSERTATIONS</b>		
Assignments as part of continuous assessment, such as Bachelor's dissertations and work placement reports	Until 1 year after the close of the academic year concerned	Lecturer-in-charge
Master's dissertations	Paper (if submitted) and electronic version: permanently Paper version: until 1 year after the close of the academic year concerned	University library Lecturer-in-charge
Doctoral dissertations	Paper and electronic version: permanently	University library
Administrative preparations concerning Master's or doctoral dissertations: forms with working titles and definitive ones, title pages of Master's dissertations, signature lists, etc.	To be destroyed when administrative use lapses	FSA
<b>REPORTS</b>		
Reports Examination Boards	5 years Then: permanently	Faculty University archives
Reports/evaluation forms Master's dissertations	5 years Then: permanently	Faculty University archives
Reports Examination Board predoctoral training programme	5 years Then: permanently	Faculty University archives
Reports Examination Board doctoral training programme	5 years Then: permanently	Faculty University archives
Reports doctoral examination	5 years Then: permanently	Faculty University archives



# **PART XII**

## **REGULATIONS PERTAINING TO THE**

### **APPOINTMENT OF LECTURERS-IN-**

#### **CHARGE AND CO-LECTURERS FOR**

##### **THE COURSE UNITS, AS WELL AS**

###### **THEIR TEMPORARY REPLACEMENTS**

(Board of Governors of 28 October 1999, as amended on 19 June 2009 and 24 May 2013.)

In view of the decree of 12 June 1991 pertaining to the universities in the Flemish Community, as amended, especially article 81;  
In view of the special decree of 26 June 1991 pertaining to Ghent University and Antwerp University Centre, as amended, especially article 21;

In view of the decree of 4 April 2003 pertaining to the restructuring of Flemish higher education, as amended, especially article 91 novies §1 and §2, inserted with the decree of 13 July 2012 pertaining to the integration of the academic university college programmes into the universities;

In view of the resolution of the Board of Governors of 24 May 1996 to determine the composition, operation and authority of the Faculty Boards at Ghent University, as amended, especially article 10, §1, b)2, which stipulates that the Faculties are authorized to appoint lecturers(in-charge) for the different course units of the study programmes that they organize and that are related to the disciplines belonging to their authority;

In view of the regulations on the terms and conditions governing the execution of posts of assistant academic staff, as approved by the Executive Board of 6 July 2006, as amended;

In view of the regulations at Ghent University pertaining to the careers and remuneration of the research staff, as approved by the Executive Board of 6 March 2008;

Whereas the university board needs to be able to urgently replace professorial staff members who are suddenly unavailable in order to ensure the continuity of the educational and research activities;

Without prejudice to the prerogatives of the government commissioner and the government delegate for Finance, as setremined in the above-mentioned decree of 12 June 1991, especially articles 177 and 180 for the execution of the decisions.

## **ARTICLE 1 CONCEPTUAL FRAMEWORK**

In the present regulations, the following concepts are used (in accordance with the Education and Examination Code at Ghent University):

1° lecturer-in-charge: lecturer appointed by the Faculty Board who is ultimately responsible for a course unit.

2° co-lecturer: lecturer appointed by the Faculty Board, who does not have the ultimate responsibility for the course unit concerned.

## **ARTICLE 2 APPOINTMENT OF LECTURERS-IN-CHARGE AND CO-LECTURERS FOR THE COURSE UNITS**

§1. The Faculty Boards are authorized to appoint the lecturers-in-charge and co-lecturers for the course units that they organize, on the advice of the relevant study programme committees. They do this before 1 May before the start of the academic year in question. To this end, after consulting the parties involved, each study programme committee will request the competent department(s) to propose prospective lecturers.



The study programme committees need to address any departments that they expect to have the required expertise to organize particular course units, taking into account the different disciplines within the department. This inquiry will be executed for all course units with the code of the own faculty. However, if specific expertise is available at other faculties for the course unit in question, the study programme committees will not limit themselves to the departments of their own faculty when proposing new lecturers-in-charge or co-lecturers.

§2. The following may only be considered as lecturers-in-charge and co-lecturers:

- professorial staff members
- postdoctoral assistants
- research staff in the grade of postdoctoral staff member
- visiting professors and guest lecturers in accordance with [applicable regulations](#)
- professors emeriti in accordance with [applicable regulations](#)
- lecturers appointed on the basis of a co-operation agreement with another university or university college, as determined in articles 79 and 80 of the university decree of 12 June 1991 and article 95 §2 of the decree pertaining to the restructuring of higher education in Flanders.

In addition to lecturers-in-charge and co-lecturers, staff members who contribute to the educational activities may also be appointed.

§3. Departures from the provisions in §2 are possible

1° For lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (within the study programme concerned) and who belong to the integration staff.

2° For contractually appointed members of the research staff who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer within the integrating study programmes and who were contractually appointed by the university college before 1 October 2013. This exception is applicable to a nominative list of staff members that belong to this special type of research staff with a teaching assignment.

Article 2, §2 and §3 in these regulations, as well as the exceptions listed in §3, replace the list of categories of possible lecturers-in-charge and co-lecturers in article 59 §1, part 2 and 3, article 59 §3, part 3 and 4, and article 76 §1 in the Education and Examination Code. These categories are listed in article 2, §2 and §3 in the current regulations.

§4. A copy of all decisions concerning the appointment of lecturers-in-charge and co-lecturers will be delivered to the Vice-chancellor and the government commissioner within 5 working days.

## ARTICLE 3 TEMPORARY REPLACEMENT OF LECTURERS

§1. Essentially, temporary replacements of lecturers-in-charge and co-lecturers are arranged through the procedure for the appointment of temporary academic staff or visiting professors. If the timetable cannot be adjusted and activities cannot be rescheduled because a lecturer-in-charge or co-lecturer is suddenly and unexpectedly unavailable (e.g. due to illness, an accident or a death) and the above procedures cannot be followed, the dean may appoint a temporary replacement. This replacement will hold until the lecturer-in-charge or co-lecturer is available again, but is always terminated at the end of the current academic year, regardless of when the replacement started.

§2. In order to ensure the continuity of the educational activities of an unavailable lecturer-in-charge or co-lecturer as described in §1, any study programme committee involved will suggest temporary replacements to the dean involved. It will do so on the advice of the department(s) that have the required expertise in the discipline(s) at hand and will respect the following order of importance:

- professorial staff members at Ghent University or members of the teaching staff in grade 3 of the integration staff at Ghent University;
- any other academic staff members at Ghent University or members of the teaching staff in grade 2 of the integration staff at Ghent University;
- research staff members in the service of Ghent University or employed at Ghent University.

In the absence of the above-mentioned candidates, an external party may also be appointed.

The dean will appoint the temporary replacements, will send a copy of the decisions that were taken to the Vice-chancellor and the government commissioner within 5 working days and will also communicate the decisions to the Faculty Board at its next meeting. The termination of the temporary replacement will also be communicated to the above-mentioned parties.

The external temporary replacements are appointed by Ghent University and are assigned to maximum one of the salary scales for assistant professors.

#### **ARTICLE 4 LANGUAGE REQUIREMENTS**

Lecturers-in-charge need to master the language of instruction in which they teach a course unit at the C1 level of the CEF. This needs to be attested by means of a certificate of qualification awarded by an officially recognized institution.

Lecturers are exempted from any further language tests if they have obtained a Bachelor's, Master's or doctoral degree in the language of instruction at an institution where this language is the language of instruction.

#### **ARTICLE 5 EXECUTION**

The Vice-chancellor is Charged with the Execution of This Resolution.

# PART XIII

# STUDENT ASSISTANCE AND STUDENT SERVICES

## SECTION I

## CENTRAL LEVEL

### 1 STUDENT ADMINISTRATION

The Registrar's Office is the principal contact for all matters relating to the present Education and Examination Code, the course catalogue, student enrolments, certifications, etc. The Student Administration Office for International Degree Students also has its office at the same address.

Website: [ugent.be/nl/onderwijs/administratie](http://ugent.be/nl/onderwijs/administratie)

Department of Educational Policy, Registrar's Office

Ufo

Sint-Pietersnieuwstraat 33, 9000 Ghent

Tel. 09 331 00 99

[studentenadministratie@ugent.be](mailto:studentenadministratie@ugent.be)

(Helpdesk for International Degree Students: [studentadministration@ugent.be](mailto:studentadministration@ugent.be))

Opening hours: [ugent.be/nl/onderwijs/administratie/csa](http://ugent.be/nl/onderwijs/administratie/csa)

### 2 UNIVERSITY OMBUDSPERSON

More information on <http://www.ugent.be/nl/onderwijs/kwaliteitszorg/ombudspersoon.htm>

Ufo - Sint-Pietersnieuwstraat 33, 9000 Ghent

tel. 09 331 00 31

[ombuds@ugent.be](mailto:ombuds@ugent.be)

### 3 ADVISORY CENTRE FOR STUDENTS

#### CHOOSING A STUDY AND STUDY ADVICE

##### FOR WHOM?

Future and current students, parents, teachers and professionals who have questions about choosing a study programme.

##### WHAT?

a personal conversation with a study adviser who offers professional help with the following:

- content questions about study programmes
- questions about feasibility
- reorientation
- information brochures on all Ghent University study programmes
- general brochures about studying and living in Ghent
- information library ("infotheek"): all course materials that are used in the first year of each Bachelor's programme are available for perusal

## STUDY SUPPORT

### FOR WHOM?

Students who are confronted with:

- study-related problems: interest, motivation, time management, planning, study skills, memory, concentration, writing papers/the Bachelor's dissertations/the Master's dissertation, etc.
- personal or psychological problems: (examination-related) stress, procrastination, performance anxiety, relational issues, assertivity, fear or depression.

### WHAT?

- A personal conversation with one of our student psychologists, followed by specific counselling or a guided transferral.
- Workshops: study skills and methods, performance anxiety and procrastination

### FOR WHOM?

Students with a functional impairment / Contact point Students & Functional Impairment

### WHAT?

- assistance with applying for special status
- advice on education and exam facilities
- support with living independently in a student's apartment
- workshops:
  - time management and planning for students with AD(H)D
  - software SPRINTO PLUS for students with dyslexia / dysorthographia

## GRADUATION AND ENTERING THE LABOUR MARKET

### FOR WHOM?

Students who are preparing for graduation and entering the labour market.

### WHAT?

- A personal conversation with a career adviser on finding a suitable job, orientation on the labour market, social and legal aspects
- "vacatureforum": [www.alumnivacatures.ugent.be](http://www.alumnivacatures.ugent.be)
- Information sessions on the transition from studying to working
- Career fair

### THE INFORMATION DESK IS THE PRINCIPAL CONTACT.

The desk staff will be happy to answer as many questions as possible: in person, over the phone or by e-mail. They will provide you with the required information themselves or make an appointment with a study counsellor, student psychologist or career adviser.

Department of Educational Policy – Study and Career Counselling Office

Sint-Pietersnieuwstraat 33 (first floor), 9000 Ghent

09 331 00 31

[acs@ugent.be](mailto:acs@ugent.be)

Opening hours and further information: <http://www.ugent.be/adviescentrum>

### CONTACT POINT STUDENTS & FUNCTIONAL IMPAIRMENT

Stalhof 6, 9000 Ghent

09 264 72 66 – 09 264 72 69

[www.ugent.be/functiebeperking](http://www.ugent.be/functiebeperking)

# SECTION II

## FACULTY LEVEL

### 1 FACULTY STUDENT ADMINISTRATION SERVICES

#### FACULTY OF ARTS AND PHILOSOPHY

<http://www.flw.ugent.be/fsa>  
fsa.lw@ugent.be  
Blandijnberg 2, office 05.03.100.040, 9000 Ghent

##### STUDENT REGISTRATION OFFICER

Heidi Geers, heidi.geers@ugent.be

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Blandijnberg 2 office 05.03.100.040

#### FACULTY OF LAW

<https://www.ugent.be/re/nl/voor-studenten/administratie>  
fsa.rechten@ugent.be  
Voldersstraat 3, ground floor, office 100.013, 9000 Gent

##### STUDENT REGISTRATION OFFICER

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#### FACULTY OF SCIENCES

<https://www.ugent.be/we/nl/onderwijs/fsa>  
fsa.we @ugent.be  
Krijgslaan 281/S2, 9000 Gent

#### STUDENT REGISTRATION OFFICER

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### FACULTY OF MEDICINE AND HEALTH SCIENCES

<https://www.ugent.be/ge/nl/voor-studenten/fsa>

fsa.ge@ugent.be

Campus University Hospital, entrance 42, 3K3, De Pintelaan 185, 9000 Gent

#### STAFF MEMBERS

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Nele Anseeuw, 09 332 01 09

#### INFORMATION CONCERNING THE DOCTORATE OR THE DOCTORAL TRAINING PROGRAMME

Lynn De Poorter, lynn.depooter@ugent.be, 09 332 41 94

### FACULTY OF ENGINEERING AND ARCHITECTURE

<https://www.ugent.be/ea>

#### STUDENT REGISTRATION OFFICER

Charlotte Louwagie

#### STAFF MEMBERS

Civil Engineering and Civil Engineering (Architecture) Campus Plateaustraat:

Veerle Joliet, Katrien Mortier

Jozef Plateaustraat 22, 9000 Gent

fsaplateau.ea@ugent.be, 09 264 41 62

Industrial Engineering Campus Schoonmeersen:

Ingrid De Rycke, Katrien Devynck, Thierry Bonne, Ann Galle

Valentin Vaerwyckweg 1, 9000 Gent

fsaschoonmeersen.ea@ugent.be, 09 243 25 05

Industrial Engineering Campus Kortrijk:

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Information on the doctorate and doctoral training programme: doctoraat.ea@ugent.be

Muriel Vervaeke, 09 264 37 13

Valerie Bastien, 09 264 37 17

### FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

<https://www.ugent.be/eb/nl/student/fsa>

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#### CURRICULUM MANAGER

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Annelies Roegiers

## FACULTY OF VETERINARY MEDICINE

<https://www.ugent.be/di/nl/voor-studenten/fsa>  
fdo.di@ugent.be  
Salisburylaan 133, 9820 Merelbeke

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## FACULTY OF PSYCHOLOGY AND EDUCATIONAL SCIENCES

<http://www.fdopp.ugent.be>  
fdo.pp@ugent.be  
Henri Dunantlaan 2, 9000 Gent (first double door on the left)  
Tel. 09 264 62 66

### OPENING HOURS

Monday, Wednesday and Friday: 8:15AM - 1:15PM  
Tuesday and Thursday: 12:45 - 5:45PM

### STAFF MEMBERS

Bart Vandecasteele, Helena De Ruyter, Hilde De Vos, Anita Frix, Anneleen Jachowicz, Marisa Montero-Perez, Anja De Bruyne, Leen Ide

## FACULTY OF BIOSCIENCE ENGINEERING

<http://www.ugent.be/bw/nl/faculteit/facultaire-diensten/fdo/studentenadministratie>  
fsa.fbw@ugent.be 09 264 59 02 of 09 264 60 81  
Coupure Links 653, office A1.101, 9000 Gent

### OPENING HOURS

Mon, Tue, Wed, Fri from 8.30 - 12 and 13.30 - 17  
Closed on Thursdays

### STUDENT REGISTRATION OFFICER

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[fsa.kortrijk@ugent.be](mailto:fsa.kortrijk@ugent.be), 056 24 12 53

## FACULTY OF PHARMACEUTICAL SCIENCES

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fsa.psw@ugent.be

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Marissa Van Laecke, marissa.vanlaecke@ugent.be, 09 364 67 85

## 2 STUDENT COUNSELLING SERVICE

### STUDENT COUNSELLORS

- are the people you can go to for all questions you may have relating to study attitude, study organization and study methods;
- offer study guidance on a number of first Bachelor year course units; feel free to speak to them on any queries you may have about the subject matter;
- are there to help you find the right solutions for impediments that stand in the way of adopting the right study mindset (concentration problems, fear of failure, procrastination, etc.)

### LEARNING TRACK COUNSELLORS

- offer individual advice on your personalized learning track and study progress;
- provide every information and guidance on the key junctures where you are required to make further choices throughout your career as a student (elective course units, minor/major, ...), opportunities for a personalized learning track, credit contract applications, exemption applications, spreading your studies, ...
- help you with reorientation (i.e. switching to a different study programme)

AT EVERY FACULTY: [HTTP://WWW.UGENT.BE/MONITORAAT](http://www.ugent.be/monitoraat)