

ghent university
education and examination code
2011-2012 academic year

The course catalogue of Ghent University is available for consultation at:
<http://www.studiegids.ugent.be/2011/EN/studiegids.html>

This English translation of the Education and Examination Code is provided as a service to the foreign-language students and staff of Ghent University. No warranty of any kind, either expressed or implied, is made as to the accuracy, correctness, or reliability of this translation. Discrepancies in this translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in this translation, please refer to the official Dutch version that was approved by the Board of Governors on 27 May 2011.

contents

part I	
preamble.....	6
section I	
acronyms and abbreviations (in Dutch).....	8
section II	
list of definitions.....	9
part II	
education regulations.....	17
section I	
the organisation of the academic year.....	17
article 1 — start and close of the 2011-2012 academic year.....	17
article 2 — the 2011-2012 academic calendar.....	17
article 3 — information sessions.....	18
article 4 — departures from the scheduled academic calendar.....	19
section II	
admission requirements.....	20
subsection I — diploma admission requirements.....	20
article 5 — admission requirements for Bachelor's programmes.....	20
article 6 — admission requirements for Master's programmes.....	21
article 7 — admission requirements for postgraduate programmes.....	21
article 8 — admission requirements for the doctorate and the doctoral training programme.....	22
article 9 — admission requirements for a permanent training programme.....	22
article 10 — admission requirements for the specific teacher training programme.....	22
subsection II — language admission requirements.....	23
article 11 — language requirements.....	23
subsection III — admission requirements in terms of the learning account.....	25
article 12 — admission requirements in terms of the learning account.....	25
section III	
enrolment.....	26
article 13 — enrolment period.....	26
article 14 — first enrolment.....	27
article 15 — re-enrolment.....	27
article 16 — registration.....	27
article 17 — enrolment date, student card and certificates.....	27
article 18 — personal details update.....	28
article 19 — tuition fees.....	28
article 20 — UGent account.....	28
article 21 — concurrent enrolment.....	29
article 22 — enrolment and study progress monitoring.....	29
article 23 — enrolment for predoctoral training programmes, the doctoral training programme and the doctorate.....	30
article 24 — special status for students.....	30
article 25 — working student status.....	32

section IV	
contracts	33
article 26 – general regulations	33
article 27 – contracts to obtain a diploma	33
article 28 – exemptions and study load reduction	33
article 29 – the student’s curriculum	34
article 30 – contracts to obtain credits	35
article 31 – curriculum committee	36
article 32 – new contracts and change of study	36
article 33 – contract termination	36
section V	
study programme committee, study programme and course unit	38
subsection I – study programme committee	38
article 34 – composition and operation of the Study programme committee	38
subsection II – study programme	38
article 35 – available study programmes	38
article 36 – composition of deliberation sets	39
article 37 – elements of a study programme – course sheet	39
article 38 – foreign-language study programmes	40
article 39 – doctoral training programme	41
subsection III – course unit	41
article 40 – class timeslots and class schedules	41
article 41 – elements of a course unit – course sheet	41
article 42 – options within study programme overviews	44
article 43 – master’s dissertation course unit	44
article 44 – full-year course units	45
article 45 – language in which the course units are taught	45
article 46 – language of educational and other activities as part of the doctoral training programme and the doctorate	46
article 47 – course units at a different institution	46
article 48 – provisions for educational activities	47
part III	
examination code	48
article 49 – scope	48
section I	
assessment per course unit	48
article 50 – preparing evaluations	48
article 51 – evaluation moments	48
article 52 – evaluation methods	49
article 53 – organisation of examinations	49
article 54 – provisions for the end-of-term assessment	50
article 55 – examination regulations	50
article 56 – examination opportunities	51
article 57 – examination mark	51
article 58 – credit certificate	51
article 59 – evaluation language	52
article 60 – evaluation of the Master’s dissertation course unit	52
article 61 – feedback and access to exam copy	53

section II	
examination boards.....	55
article 62 — types of examination boards.....	55
article 63 — examination board meetings.....	55
article 64 — attendance of the members of an examination board.....	55
article 65 — motivated decisions of the Examination Board.....	56
article 66 — reconsideration of exam decisions.....	56
section III	
appraisal per deliberation set.....	57
article 67 — composition of the examination board per deliberation set and its authority to deliberate.....	57
article 68 — passing a deliberation set.....	57
article 69 — voting in the examination board per deliberation set.....	58
article 70 — examination results announcement of examination marks and deliberation sets.....	58
section IV	
assessment per study programme.....	59
article 71 — composition and competence of the Examination Board per study programme.....	59
article 72 — passing a study programme.....	59
article 73 — voting in the examination board per study programme.....	60
article 74 — grade of merit.....	60
article 75 — examination results announcement of a study programme.....	60
section V	
special circumstances.....	61
article 76 — compliance with the examination regulations.....	61
article 77 — substitution of the examiner.....	61
article 78 — attendance of observers at oral examinations.....	62
article 79 — fraud or irregularities.....	62
section VI	
examination code governing the doctorate, the doctoral training programme and the predoctoral training programme.....	64
article 80 — appointment of supervisor(s) and admission procedures for the doctorate.....	64
article 81 — guidance of doctoral students: the supervisor(s), the doctoral advisory committee and the doctoral school.....	64
article 82 — evaluation requirements.....	65
article 83 — evaluation of parts of the curriculum of the predoctoral training programme and the doctoral training programme.....	65
article 84 — assessment of the predoctoral training programme.....	66
article 85 — assessment of the doctoral training programme.....	68
article 86 — enrolment for the doctoral exam and submission of the doctoral dissertation.....	68
article 87 — examination board for the doctoral exam.....	69
article 88 — procedure concerning the doctoral exam.....	70
article 89 — deliberation and examination results announcement of the doctoral exam.....	71
article 90 — fraud or irregularities in the predoctoral training programme, the doctoral training programme and the doctorate.....	71
section VII	
specific examination code for study programmes organised in conjunction with different institutions for higher education.....	74
article 91 — specific examination code for study programmes organised in conjunction with different institutions for higher education.....	74

part IV	
departures from the education and examination code	75
article 92 – departures from the education and examination code	75
part V	
ombudspersons	76
article 93 – faculty ombudspersons	76
article 94 – the university ombudsperson	77
part VI	
internal appeals procedure	78
article 95 – internal appeals commission	78
part VII	
evaluation of education by the students	80
article 96 – educational evaluation	80
article 97 – organisation of educational evaluations	80
part VIII	
final provisions	81
article 98 – the education and examination code	81
article 99 – effective date of the education and examination code	81
part IX	
glossary of teaching and evaluation methods	82
section I	
glossary of teaching methods	82
section II	
glossary of evaluation methods	85
part X	
regulations concerning the storage of documents	88
part XI	
student assistance and student services	89
section I	
central level	89
1 – student administration	89
2 – university ombudsperson	89
3 – advisory centre for students	89
section II	
faculty level	92
1 – faculty student administration services	92
2 – monitoring service	93
part XII	
urls and endnotes	94

part I

preamble

On the date of approval of the Education and Examination Code 2011-2012 by the Board of Governors, the education and examination regulations at Ghent University - in addition to the aforementioned Code - are also governed by:

- The 2011-2012 electronic course catalogue¹;
- The regulations pertaining to the appropriate use of the network and the computers that are managed by the ICT Department (DICT) of Ghent University as approved by the Computer Committee on 25 August 1994²;
- The regulations pertaining to the appointment of the lecturers in charge of courses and of temporary replacement lecturers, as approved by the Board of Governors at its meeting on 19 June 2009³;
- The Intellectual Property Regulations, as approved by the Board of Governors at its meeting on 19 April 2002⁴;
- The general⁵ and specific⁶ transitional measures that were taken after the BA/MA structure was introduced at Ghent University, as approved by the Executive Board at its meeting on 27 May 2004;
- The higher education admissions policy, as approved by the Board of Governors at its meeting on 15 April 2005⁷;
- The procedure on previously acquired competencies, as approved by the Board of Governors of Ghent University Association on 7 June 2005⁸;
- The resolution pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together ('joint doctorate'), as approved by the Executive Board at its meeting on 9 February 2006⁹;
- 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 January 2011¹⁰;
- The Disciplinary Regulations for Students, as approved by the Board of Governors at its meeting on 10 November 2006¹¹;
- Ghent University Association regulations on the special admission requirements, as approved by Ghent University Association's Management Committee on 25 April 2007¹²;
- The resolution pertaining to the organisation of permanent training programmes and postgraduate programmes (including predoctoral training programmes), as approved by the Executive Board at its meeting on 25 February 2010¹³;
- The resolution pertaining to the organisation of the doctoral training programme at Ghent University, as approved by the Executive Board at its meeting on 16 December 2010¹⁴;
- The Regulations concerning the Doctoral Schools, as approved by the Executive Board at its meeting on 24 April 2008¹⁵;
- The resolution pertaining to the admission requirements for the specific teacher training programme, as approved by the Executive Board at its meeting on 24 May 2008¹⁶.

The Education and Examination Code is subject to the following decrees adopted by the Flemish Parliament and resolutions adopted by the Flemish Government:

- The decree pertaining to the Universities in the Flemish Community, as approved on 12 June 1991¹⁷;
- The special decree pertaining to Ghent University and Antwerp University Centre, as approved on 26 June 1991¹⁸;
- The decree pertaining to the restructuring of Flemish higher education, as approved on 4 April 2003¹⁹;
- The resolution of the Flemish Government establishing the list of the Bachelor's and Master's programmes in Flemish higher education, as approved on 13 February 2004²⁰;
- The decree pertaining to the legal status of students, the level of co-determination in higher education, the integration of specific sections of higher education for social promotion into university colleges, and the required support regarding the restructuring of Flemish higher education, as approved on 19 March 2004²¹;

- The decree pertaining to the increased flexibility of Flemish higher education and a series of urgent measures to be implemented in higher education, as approved on 30 April 2004²²;
- 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 2004²³;
- The decree creating a series of measures aimed at the restructuring and increased flexibility of Flemish higher education, as approved on 16 June 2006²⁴;
- The decree pertaining to the teacher training programmes in Flanders, as approved on 15 December 2006²⁵;
- The decree pertaining to the funding of the university colleges and the universities in Flanders, as approved on 14 March 2008²⁶.

section I

acronyms and abbreviations (in Dutch)

academic assisting staff
Assisterend academisch personeel
(AAP)

academic teacher training programme (old structure)
Academische initiële lerarenopleiding
(AILO)

bachelor's programme
Bachelor
(Ba)

ECTS
European Credit Transfer and Accumulation System

education quality control unit
Kwaliteitscel Onderwijs
(KCO)

electronic learning environment
Elektronische leeromgeving
(ELO)

faculty student administration
Facultaire Studentenadministratie
(FSA)

Ghent University Association
Associatie Universiteit Gent
(AUGent)

higher education register
Hogeronderwijsregister
(HOR)

ICP
International Course Programme

master's programme
Master
(Ma)

master's programme
Master- na-bacheloropleiding
(ManaBa)

advanced master's programme
Master-na-masteropleiding
(ManaMa)

permanent training
Permanente vorming
(PEV)

personalised learning track
Geïndividualiseerd traject
(GIT)

previously acquired competencies
Eerder verworven competenties
(EVC)

previously acquired qualifications
Eerder verworven kwalificaties
(EVK)

specific teacher training programme (under the new ba/ma structure)
Specifieke lerarenopleiding
(SLO)

standard learning track
Modeltraject
(MOT)

tenured academic staff
Zelfstandig academisch personeel
(ZAP)

university language centre
Universitair Centrum voor Talenonderwijs
(UCT)

UGent
Ghent University

section II

list of definitions

Note: the terms that are defined below are put in italics in the Education and Examination Code wherever appropriate.

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 §4).

advanced master's programme (Mana/Ma)

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)

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

bridging programme (brugprogramma)

A standard personalised 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 diploma(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 permanent training 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 diploma meets the diploma requirements to be admitted to another 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 diploma 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)

A clear-cut set of educational, study and evaluation activities, aimed at acquiring well-defined competencies in terms of knowledge, insight, competences 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 (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 31).

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 (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.

diploma 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 Government²⁷.

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/organiser 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 written 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 should also 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 organise 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 Schools²⁸, 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 (studiepunten)

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 (keuzeopleidingsonderdeel)

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

electronic learning environment (elektronische leeromgeving)

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. See also 'end-of-term assessment' and 'continuous assessment'.

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 authorised 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 authorised 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 (via Minerva) or by means of the transcript of records.

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 77, an examiner could be any other member of the active tenured academic staff and/or an assistant professor 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.

exhaustive list of elective course Units (Limitatieve lijst van keuzeopleidingsonderdelen)

Enumeration of the course units that are listed in the relevant study programme overview.

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.

full-time standard learning track year (voltijds modeltrajectjaar)

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

full-year course unit (jaaropleidingsonderdeel)

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

g

grade of merit (graad van verdienste)

Special citation (passed with a pass mark, with distinction, with great distinction, with the greatest distinction) awarded by the Examination Board per study programme upon completion of a second-cycle study programme, a Bachelor's or Master's programme, or an academic initial or specific teacher training programme.

guest student (gaststudent)

A student who is enrolled at a different institution for 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 (e.g. a joint doctorate) or as part of a co-operation scheme with university colleges. Guest students are registered at Ghent University.

h

horizontal intake (horizontale instroom)

The direct intake of students in a study programme without them holding the diploma which is normally required under applicable admission requirements, but via a diploma for which they can be granted exemptions and study load reduction.

i

incoming exchange student (inkomende uitwisselingsstudent)

A student enrolled at a foreign university who takes course units at Ghent University during a time period that is contractually determined, as part of an international student exchange programme (Life-long Learning Programme (LLP), Erasmus, etc).

integration course unit (integratieopleidingsonderdeel)

Course unit in which the students apply and further develop the knowledge, insight, competences 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.

|

joint doctorate (gezamenlijk doctoraat)

A doctorate that is completed under the joint supervision of Ghent University and one or several other Belgian universities or foreign institutions for higher education. It is authenticated by the institutions concerned, either with a double doctoral diploma (which entails that the degree is obtained at a minimum of two institutions and that at least two diplomas are awarded), or with a joint doctoral diploma (in which one diploma is awarded by at least two institutions).

|

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 diploma 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 Database Higher Education and can be consulted by the student via the student portal of the Ministry of Education and Training²⁹.

learning track counsellor (trajectbegeleider)

A member of the Faculty monitoring service who provides students with information, advice, and assistance with regard to the various aspects of their study career: study progress, selection processes, reorientation and personalised 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. See also 'Monitoring service'.

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 organised according to a standard learning track or a personalised learning track.

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 synthesise 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 diploma.

master's programme (ManaBa)

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

minerva

The official electronic learning environment of Ghent University.

minor

A 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.

monitoring service (monitoraat)

Central contact within the Faculty 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.

p

part-time standard learning track year (deeltijds modeltrajectjaar)

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

permanent training (permanente vorming, PEV)

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

personalised 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 (postgraduaatsopleiding, 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 recognised occupational title.

predoctoral training programme (predoctorale opleiding)

A study programme credits 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 diploma, 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 recognised 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.

provisional enrolment for the doctorate and the doctoral training programme (Voorlopige inschrijving voor het doctoraat en de doctoraatsopleiding):

Administrative arrangement for prospective doctoral students who have not yet obtained formal permission from the Faculty to enrol for the doctorate and the doctoral training programme.

public announcement of exam results (openbare bekendmaking van studieresultaten)

Announcement that makes it possible for all the parties involved to inspect their individual examination results, for example by calling out the results publicly, by placing them on the official notice board, or by putting them on Minerva.

r

recess (reces)

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

refresher course (actualiseringsprogramma)

A study programme which may be imposed on students who wish to continue in higher education based on a credit certificate that was obtained at least 5 years beforehand.

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 equipment³⁰. 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, commerciali-

sation and/or social implementation and which are the property of Ghent University or to which Ghent University can assert certain rights.

S

special tuition fee (bijzonder studiegeld)

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

specific 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 Faculty Board in the provisions of article 37, 5°, in which the optimal succession, feasibility and organisation 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 monitoring service 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. See 'Monitoring service'.

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 the institution that

organises 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.

study year (studiejaar)

All 60 ECTS credits of a learning track which is taken in one academic year by a full-time student under a standard learning track and used to measure study progress.

succession (volgtijdelijkheid)

The order in which course units need to be taken, taking into account the required initial competencies for each course unit. Optimal succession is offered under the form of a standard learning track. 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.

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.

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 specific teacher training programme, extramural work placement or predoctoral training programme.

†

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.

transit student (transitstudent)

A student who has not yet completed a study year under the old structure at a time when it has been substituted by a learning track of a study programme under the new BA/MA structure.

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)

Synchronising 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 organisation of the academic year

article 1 – start and close of the 2011-2012 academic year

The 2011-2012 academic year starts on 26 September 2011 and closes on 22 September 2012.

article 2 – the 2011-2012 academic calendar

§1. The academic calendar is compiled annually and publicised 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 26/09/2011	start of the academic year 2011-2012
Mon 03/10/2011	inauguration of the academic year 2011-2012
Mon 26/09/2011 through Sat 17/12/2011	12 weeks of first-term educational activities
Mon 10/12/2011 through Sat 24/12/2011	1 week of catch-up activities
Mon 26/12/2011 through Sat 07/01/2012	2 weeks of Christmas recess
Mon 09/01/2012 through Sat 04/02/2012	4 weeks of first-term first examination period, preparation time for the exams included
Mon 06/02/2012 through Sat 11/02/2012	1 week inter-term recess
Mon 13/02/2012 through Sat 31/03/2012	7 weeks of second-term educational activities, including: feedback on first-term first examination period up to and including 02/03/2012 spring half-term break Mon 20/02/2012 up to and including Tue 21/02/2012
Mon 02/04/2012 through Sat 14/04/2012	2 weeks of Easter recess
Mon 16/04/2012 through Sat 19/05/2012	5 weeks of second-term educational activities
Mon 21/05/2012 through Sat 26/05/2012	1 week of catch-up activities
Mon 28/05/2012 through Sat 07/07/2012	6 weeks of second-term first examination period, including: preparation time for the exams deliberations examination results announcements feedback on the first examination period of the second term.
Mon 09/07/2012 through Sat 18/08/2012	6 weeks of summer recess
Mon 20/08/2012 through Sat 15/09/2012	4 weeks of second examination period, including: deliberations examination results announcements feedback on both examination periods
Mon 17/09/2012 through Sat 22/09/2012	1 week of feedback on both examination periods and reorientations
Mon 24/09/2012	start of the academic year 2012-2011

From the inter-term recess onwards, *deliberations* and *examination results announcements* can take place as specified under articles 63 and 70.

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

- 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 and 53§3.

§4. Educational activities and evaluations are suspended during Christmas recess, inter-term recess, Easter recess, summer recess, the week from 17/09/2012 through 22/09/2012, as well as on the following closing days:

- Mon 31 October 2011 (day of leave imposed by the negotiation committee for university staff)
- Tue 1 November 2011 All Saints' Day (bank holiday)
- Wed 2 November 2011 All Souls' Day (holiday determined by decree)
- Fri 11 November 2011 Armistice Day (bank holiday)
- Mon 14 November (day of leave imposed by the negotiation committee for university staff)
- Tue 15 November 2011 King's Feast (holiday determined by decree)
- Mon 26 December 2011 Boxing Day up to and including Sat 31/12/2011 (days of leave imposed by the negotiation committee for university staff)
- Mon 20 February 2012 (day of leave imposed by the negotiation committee for university staff)
- Fri 23 March 2012 Dies Natalis (holiday Ghent University)
- Mon 9 April 2012 Easter Monday (bank holiday)
- Tue 1 May 2012 May Day (bank holiday)
- Thu 17 May 2012 Ascension (bank holiday)
- Fri 18 May 2012 Iday after Ascension (fixed day of leave)
- Mon 28 May 2012 Whit Monday (bank holiday)
- Wed 11 July 2012 Day of the Flemish Community (holiday determined by decree)
- Sat 21 July 2012 National Holiday (bank holiday)
- Mon 16 July 2012 up to and including Mon 23 July 2012 week of Ghent Festival (Gentse Feesten) (fixed days of leave)
- Wed 15 August 2012 Ascension Day (bank holiday)

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

- student reception and preparation activities,
- admission procedures,
- coached educational activities for postgraduate programmes, permanent training programmes, predoctoral training programmes and the doctoral training programmes
- work placements and clinics, subject to approval by the Faculty Board.

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

- for students at other institutions, as well as incoming and outgoing exchange students.
- for examinations on practical classes or exercises. These may be organised in the periods that are reserved for catch-up activities and the summer recess.
- for examinations on preparatory programmes, linking programmes, Erasmus Mundus programmes and postgraduate programmes.

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

§7. The doctoral examination (see article 88) can take place at any given moment during the academic year, with the exception of the recesses, inter-term recess and uniform closing days. This prohibition can be withdrawn with the express approval of the dean, the supervisor, the members of the Examination Board and the doctoral student.

§8. 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 second examination period and feedback week (i.e. from 09/07/2012 through 22/09/2012), after Faculty approval and provided the student is enrolled at Ghent University. The Faculty is to notify the Director of Educational Affairs of this arrangement before 1 April preceding the academic year concerned, by sending an e-mail to 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 Executive Board in response to a substantiated request from a Faculty Board, after the advice of the Director of Studies and the Council on Educational Affairs. Any such requests are to be submitted with the Department of Educational Affairs (by e-mail to onderwijs@UGent.be) before 1 April of the preceding academic year. The Executive Board is to explicitly determine the term of validity of any departures granted.

section II

admission requirements

subsection I – diploma admission requirements

article 5 – admission requirements for Bachelor's programmes

§1. As a general 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 diplomas:

- a secondary school diploma awarded by (an educational institution that is recognised 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 recognised as being equivalent at a minimum to one of the diplomas listed above. This applies to the following certificates, among others:

1° Belgian study certificates:

- a secondary school diploma awarded by an educational institution that is recognised by the French or German Community;
- 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 engineer 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 two 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 two 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 diploma of candidature (i.e. first university undergraduate diploma) or equivalent;
- a Bachelor's diploma or equivalent;
- a Master's diploma or equivalent.

2° Foreign study certificates:

- 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 "Vorbereidend 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" diploma (minimum 10 out of 20 score);
- a German "Zeugnis der allgemeinen Hochschulreife/Abitur" diploma;
- a "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 diploma;
- 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 is a member state of the Council of Europe that signed the 1953 Convention³¹.

§2. The Vice-Chancellor may grant permission to enrol for a Bachelor's programme to persons who have obtained a diploma or an educational certificate in a country which is not one of the member states that signed the 1953 Convention. These persons need to hold a 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.

§3. Admission 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, organised 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).

§4. Special admission 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 enquiry³². 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 admission requirements: on condition that they have reached the minimum age of 21;
- prodigies (persons who have an exceptional command of a specific discipline): without any age restrictions;
- refugees and displaced persons: without any age restrictions.

article 6 – admission requirements for Master's programmes

§1. For holders of a diploma awarded by an institution for higher education that is recognised by the Flemish Community, the following applies:

Students wishing 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 admission requirements as approved by the Executive Board and stipulated in the course catalogue. This implies that they may be required to attend a *preparatory or linking course*. Students may file an internal appeal against any such decision with the Internal Appeals Commission (Interne Beroepscommissie), as specified under article 95.

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

1° Master's Programme (not an International Course Programme, ICP³³; not Erasmus Mundus³⁴):

The general admission requirement is for students to hold a Bachelor's diploma. After a favourable admission procedure³⁵, these prospective students are granted admission to a Flemish 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 or may be exempted from this requirement by the Flemish Interuniversity Council (VLIR).

2° Advanced Master's Programme (ManaMa) (not ICP³⁶, not Erasmus Mundus³⁷):

These students are to hold a Master's diploma or, in special cases, a Bachelor's diploma. After an admission procedure³⁸, 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.

article 7 – admission requirements for postgraduate programmes

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

§2. Holders of a non-Belgian diploma may be admitted to postgraduate programmes after an admission procedure³⁹.

article 8 – admission requirements for the doctorate and the doctoral training programme

§1. Holders of a Belgian diploma:

It is a general admission requirement for students wishing to enrol for the preparation of a *doctoral dissertation* that they hold a Master's diploma awarded by a recognised Belgian institution for 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 diploma are required to pass a *predoctoral training programme* (as determined in the decision concerned).

In addition, prospective doctoral students need to successfully complete the admission procedure as set out under article 80.

§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 procedure⁴⁰, after which a predoctoral training programme may be imposed (as determined in the decision concerned).

article 9 – admission requirements for a permanent training programme

§1. Prospective students seeking to enrol for a *permanent training programme* need to meet the admission requirements as approved by the Faculty Board concerned.

§2. Holders of a non-Belgian diploma may be admitted to a permanent training programme after an admission procedure⁴¹.

article 10 – admission requirements for the specific teacher training programme

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

- holders of a Master's diploma, an academic second-cycle diploma or a diploma for the second cycle of two-cycle higher education (HO2C) may enrol for the specific teacher training programme;
- holders of a Master's diploma, an academic second-cycle diploma or a diploma for the second cycle of two-cycle higher education (HO2C) who have enrolled for a consecutive Advanced Master's programme, with the resulting Advanced Master's diploma admitting them to the relevant section of the specific teacher training programme; or students who – by means of a personalised learning track – are already taking some course units of this Advanced Master's programme. However, students are first required to obtain their Advanced Master's diploma before they can pass the specific teacher training programme;
- holders of an academic Bachelor's diploma who are also enrolling for a consecutive Master's programme. However, students are first required to obtain their Master's diploma before they can pass the teacher training programme;
- students who, in accordance with article 21 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 diploma before they can pass the teacher training programme;
- holders of an academic first-cycle study programme who are simultaneously enrolling for an academic second-cycle study programme. However, students are first required to obtain their second-cycle diploma before they can pass the teacher training programme;
- holders of a professional Bachelor's diploma who have enrolled for a linking course which admits them to one of the consecutive Master's programmes, or who – in accordance with article 21 – 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 diploma concerned before they can pass the teacher training programme.

§2. Holders of a non-Belgian diploma may be admitted to the specific teacher training programme after an admission procedure⁴².

subsection II – language admission requirements

article 11 – language requirements

§1. Exemption from applicable language requirements:

1° Prospective students shall be 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 recognised by) the Flemish Community;
- a higher education diploma awarded by an institution for higher education that is recognised by the Flemish Community;
- a certificate confirming that the student has already passed a one-year Dutch-language study programme, either in secondary education or at another institution for higher education (i.e. the student needs to have obtained 60 credits).

2° Prospective students shall be 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 recognised by) the Flemish Community;
- a higher education diploma awarded by an institution for higher education that is recognised by the Flemish Community;
- if the prospective student has already passed an English-language study programme, either in secondary education or at another institution for higher education (i.e. the student needs to have obtained 60 credits);
- 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 doctoral training programme: a written statement from the PhD supervisor 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:

Prospective students for a Dutch-language Bachelor's programme are required to show that they have reached the B2 level for Dutch. 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 Master's programmes:

At the recommendation of the Study programme committee, the Faculty shall lay down which level of proficiency (cf §4) in Dutch and English shall be required upon enrolment for each Master's programme. For interuniversity Master's programmes which have 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 Affairs (by e-mail to onderwijs@UGent.be) before 1 April preceding the academic year concerned.

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

- for Master's programmes with Dutch as the language of instruction:
 - required level of proficiency in Dutch: B2
 - required level of proficiency in English: 0

- for Master's programmes with English as the language of instruction:
 - required level of proficiency in Dutch: 0
 - required level of proficiency in English: B2

§4. Levels of proficiency:

Level	adequate proof of DUTCH proficiency
0	Everyone is accepted
B2	<ul style="list-style-type: none"> - the NVA5 certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT) - a B2 certificate from another university language centre or from an adult education centre (Centrum voor Volwassenenonderwijs, CVO) that is recognised by the Flemish Community. - the certificate for the Higher Education Language Proficiency Profile (Profiel Taalvaardigheid Hoger Onderwijs, PTHO) under the Dutch as a Foreign Language Certificate (Certificaat Nederlands als Vreemde Taal, CnaVT), awarded by the Dutch Language Union (Nederlandse Taalunie) - passing the entrance exam for the Dentistry/Medicine study programmes - passing the equivalency exam for the Dentistry/Medicine study programmes organised by the Flemish Interuniversity Council (VLIR)
C1	<ul style="list-style-type: none"> - the certificate for the Academic Language Proficiency Profile (Profiel Academische Taalvaardigheid, PAT) under the Dutch as a Foreign Language Certificate, awarded by the Dutch Language Union - an NVA6 certificate awarded by the Ghent University Language Centre - a C1 certificate from a university language centre
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"> - a TOEFL TEST, with a score ranging from at least 510 up to and including 559 (paper-based), or ranging from at least 87 up to and including 109 (Internet-based) or above. Test participants are to specify "institution code" 2643 for the test results to be communicated directly to Ghent University - an original 'test report form' (TRF) from IELTS, with a score of 6.0 or above - a certificate awarded by the Ghent University Language Centre, with a CEF B2 score - the final test certificate for the course Practical Engels 5, Upper-intermediate Academic English or Preparing for an English test, issued by the Ghent University Language Centre - First certificate in English (FCE)
C1	<ul style="list-style-type: none"> - a TOEFL TEST, with a score ranging from at least 560 up to and including 676 (paper-based), or ranging from at least 110 up to and including 119 (Internet-based) or above. Test participants are to specify "institution code" 2643, for the test results to be communicated directly to Ghent University - an original 'test report form' (TRF) from IELTS, with a score of 6.5 or 7.0 or above - a certificate awarded by the Ghent University Language Centre, with a CEF C1 score - the final test certificate for the course Practical Engels 6 or Advanced Academic English issued by the Ghent University Language Centre - a C1 certificate from a university language centre - Certificate in Advanced English (CAE)
C2	<ul style="list-style-type: none"> - a TOEFL TEST, with the highest score of 677 (paper-based), or of 120 (Internet-based). Test participants are to specify "institution code" 2643 for the test results to be communicated directly to Ghent University - an original 'test report form' (TRF) from IELTS, with a score of 7.5 or above (maximum score = 9.0) - a certificate awarded by the Ghent University Language Centre, with a CEF C2 score - a C2 certificate from a university language centre

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

§6. For postgraduate programmes and approved permanent training programmes, the coordinator/person in charge of the study programme shall specify which level of proficiency (cf §4) in Dutch and English is required upon enrolment. Any amendments must be reported to the Office for Student Administration and Study Programmes of the Department of Educational Affairs (by e-mail to onderwijs@UGent.be) before 1 April preceding the academic year concerned. If the language requirements fail to be specified, for the postgraduate programmes and for the approved permanent training programmes B2 shall be the required level of proficiency in English and Dutch, depending on the language of instruction(s).

§7. 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. For the doctoral training programme and the doctorate, the Faculty shall specify which level of proficiency (cf §4) in English is required upon enrolment. Any amendments must be reported to the Office for Student Administration and Study Programmes of the Department of Educational Affairs (by e-mail to onderwijs@UGent.be) before 1 April preceding the academic year concerned. If the language requirements fail to be specified, for the doctoral training programme and the doctorate B2 shall be the required level of proficiency in English.

subsection III – admission requirements in terms of the learning account

article 12 – admission requirements in terms of the learning account

§1. Admission to an initial Bachelor's programme:

When enrolling for an initial Bachelor's programme, students who have yet to obtain a Master's diploma shall be admitted up to and commensurate with the remaining individual learning account. If the learning account is insufficient, an individual exception may be permitted by the Vice-Chancellor. In order to be granted such an exception, students are to submit a substantiated request with the Office for Student Administration and Study Programmes of the Department of Educational Affairs. Said students shall be required to pay the regular tuition fee.

§2. Admission to an initial Master's programme:

Students who comply with the diploma admission requirements for an initial Master's programme shall be admitted to this initial Master's programme irrespective of the status of their individual learning account. These students shall be required to pay the regular tuition fee.

§3. For students who have already obtained a Master's diploma:

Students who have already obtained a Master's diploma shall be admitted to an initial Bachelor's or Master's programme, irrespective of the status of their individual learning account. These students shall be required to pay the regular tuition fee.

section III enrolment

article 13 – enrolment period

§1. For contracts to obtain a diploma⁴³

For Bachelor's programmes, Master's programmes, the specific teacher training programmes, preparatory programmes and linking programmes:

The enrolment period runs from 1 July 2011 through 14 October 2011.

In exceptional cases, late enrolments are allowed:

- for Bachelor's programmes, Master's programmes, preparatory programmes and linking programmes:
 - As from 15 October 2011, (prospective) students are to request the Dean for written permission to enrol late through the Faculty Student Administration. The Dean may prohibit students from taking up particular course units in their curriculum.
 - As from 15 November 2011, (prospective) students are to request the Dean for written 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 course units that are taught in the first term. Moreover, the Dean may prohibit students from taking up particular course units in their curriculum.
 - After 1 March 2012, no enrolments are accepted.
- for *Advanced Master's programmes* and the specific teacher training programmes:
 - As from 15 October 2011, (prospective) students are to request the Dean for written permission to enrol late through the Faculty Student Administration. The Dean may prohibit students from taking up particular course units in their curriculum.
 - After 1 March 2012, no enrolments are accepted.

§2. For contracts to obtain a credit certificate:

1° For course units taught in the first term, students may enrol from 1 July 2011 through 14 October 2011.

In exceptional cases, late enrolments are allowed:

- As from 15 October 2011, (prospective) students are to request the curriculum committee for written permission to enrol late.
- After 15 November 2011, no enrolments are accepted.

2° For full-year course units, students may enrol from 1 July 2011 through 14 October 2011.

In exceptional cases, late enrolments are allowed:

- As from 15 October 2011, (prospective) students are to request the curriculum committee for written permission to enrol late.
- After 1 March 2012, no enrolments are accepted.

3° For course units taught in the second term, students may enrol from 1 July 2011 through 29 February 2012. After 1 March 2012, no enrolments are accepted.

§3. The enrolment period for postgraduate study programmes, predoctoral training programmes and permanent training programmes is determined by the Faculty.

§4. Students may enrol (provisionally) for a doctorate and a doctoral training programme at any time during the academic year. Re-enrolments for the doctorate and the doctoral training programme are to occur in accordance with the provisions set out under §1, items 1 (enrolment period) and 3 (late enrolments for *Advanced Master's programmes* and the specific teacher training programme) (see also article 23).

§5. Timeliness: the date on which (prospective) students seeking to (re-)enrol are to report to the Office for Student Administration and Study Programmes of the Department of Educational Affairs with the required permissions and authorisations, or the date on which the students submit their re-enrolment form, accompanied by the required permissions and authorisations with said Office, shall determine the assessment of the timeliness/tardiness of their request for (re-)enrolment.

article 14 – first enrolment

Prospective students seeking to enrol for the first time must report in person to the Office for Student Administration and Study Programmes of the Department of Educational Affairs⁴⁴, at the University Forum (Ufo), Sint-Pietersnieuwstraat 33, 9000 Ghent.

Enrolment period for first enrolment: From 1 July 2011 through 15 July 2011 and as from 8 August 2011 (working days). Opening hours and closing days can be consulted at www.ugent.be/nl/onderwijs/administratie/csa

Tuition fees (cf article 19) 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 command certificate;
- if required, a letter or form of admission

article 15 – re-enrolment

Students already enrolled at Ghent University during the 2009-2010 academic year will be sent electronic instructions concerning re-enrolment by the Office for Student Administration and Study Programmes of the Department of Educational Affairs after the second part of the first examination period.

Students are to submit their application for re-enrolment as soon as possible, preferably before the start of the 2011-2012 academic year on 26 September 2011, by logging on to the web page designed for that purpose: <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 second examination period (cf article 56) and cannot re-enrol until the end of this examination period.

Tuition fees are to be paid by bank transfer. The Vice-Chancellor is entitled to refuse requests for re-enrolment from students who have not or who have only partially paid the tuition fees for earlier enrolments.

article 16 – registration

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

- incoming exchange students;
- students who are enrolled at a different university or university college that is recognised 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 in agreement with the provisions that are laid down in the present Education and Examination Code for the registration period concerned.

article 17 – enrolment date, 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.

§2. With their request for (re-)enrolment, the students declare themselves in agreement with the provisions that are laid down in the present Education and Examination Code. The enrolment makes it mandatory upon the students to pay the relevant tuition fees. Upon enrolment, an initial tuition fee needs to be paid on the basis of the data available at that point in time. This fee may be recalculated afterwards.

§3. After the enrolment has been processed and as soon as Ghent University has a digital photograph of the student⁴⁵, students (with the exception of those who have enrolled by way of an exam contract) will receive a student card. In the event of loss or theft, students can apply for a duplicate with the Office for Student Administration and Study Programmes (by e-mail to 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 the spot by bank card).

§4. 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 <http://oasis.ugent.be>.

§5. Enrolments take effect as from the date of enrolment until the close of the academic year, except in cases where students choose to invoke article 33.

article 18 – personal details update

Students commit themselves to notifying the Office for Student Administration and Study Programmes of the Department of Educational Affairs or the Faculty Students Administration of any changes to their personal details (name, first name, address, etc) in writing or by e-mail (studentenadministratie@UGent.be).

article 19 – tuition fees

The tuition fee as determined by the University Board 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. Tuition fees are calculated in accordance with the relevant decision of the Executive Board⁴⁶, which is taken every year before 1 May preceding the academic year concerned.

See also articles 14, 17, 29 and 33 for additional provisions concerning tuition fees.

article 20 – UGent account

§1. Diploma contract and credit contract

All students who are enrolled under a diploma or a credit contract are given a UGent account with matching e-mail address. This account offers access to the *electronic learning environment (Minerva)*, the Internet and the UGent intranet and all the applications that are available there. UGent 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, subject to payment of a non-refundable sum of € 100.00 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 21 – concurrent enrolment

§1. Students may enrol for more than one study programme during one and the same academic year provided they meet the admission 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 UGent 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 10, 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 22 – enrolment and study progress monitoring

§1. For contracts to obtain a diploma, a binding condition shall be imposed on students who have failed to obtain credits for at least half of the *personal enrolment curriculum*. With a subsequent enrolment through a contract to obtain a diploma for the same study programme, said students shall be required to obtain credits for at least half of the personal enrolment curriculum. If said students fail to comply with this binding condition, their enrolment through a contract to obtain a diploma for the same study programme shall be refused.

§2. Regardless of any previously imposed binding conditions and whether or not these conditions were met, enrolment shall be refused for students who, after three years of enrolment through a contract to obtain a diploma, have acquired less than one third of the ECTS credits that they took up during those enrolments. §3. For contracts to obtain credits, enrolment shall be 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 33) or are removing course units from an established curriculum (cf article 29), the following applies:

- before 15 November 2011, the relevant course units are not taken into account for the calculation;
- as from 15 November 2011 and before 1 March 2012, the course units that are scheduled in the second semester shall not be given any weight in the calculation; course units that are scheduled in the first semester and full-year course units do count, though;
- as from 1 March 2012, all course units are given weight in the calculation.

§5. The present article applies to Bachelor's and Master's programmes, preparatory and linking courses and postgraduate programmes.

§6. Ghent University acknowledges any decisions to refuse enrolment that are taken by partner institutions, within the framework 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".⁴⁷

§7. 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 70.

§8. Students may file an internal appeal against the decision to impose binding conditions as well against the decision to refuse enrolment, with the Internal Appeals Commission, as specified under article 95. In exceptional circumstances, enrolment may still be granted.

article 23 – enrolment for predoctoral training programmes, the doctoral training programme and the doctorate

§1. All applications for enrolment for a *predoctoral training programme*, the doctoral training programme and the *doctorate are to be addressed to* the Faculty Student Administration of the Faculty where the prospective student wishes to take the predoctoral training programme or obtain the doctoral title.

Enrolments for the predoctoral training programme, the doctoral training programme and the doctorate require permission from the Faculty Board. In addition, students must meet the applicable language requirements. Students enrolling for the doctorate are also enrolled into one of the *Doctoral Schools*, thereby acquiring the right to follow the doctoral training programme of Ghent University.

§2. For the predoctoral training programmes, the doctoral training programmes and the doctorate, students need to enrol after the Faculty has granted them permission to do so, and from then on they need to enrol every year (cf article 13 §4), until they have successfully completed the relevant study programme or successfully defended their doctoral dissertation. In other words, when the predoctoral or doctoral training programme is spread across several years, students are to re-enrol each academic year.

Even if students only wish to work on their doctorate or only wish to defend their doctorate, they are required to re-enrol each academic year as a doctoral student, irrespective of their appointment as a member of the research staff or as a doctoral scholarship student, and regardless of the financing source.

§3. Students who can expect financing for their doctorate (e.g. receiving a scholarship or being recruited to join a project), but who have not yet been granted Faculty permission to enrol for the doctorate and the doctoral training programme, may *enrol provisionally for the doctorate and the doctoral training programme*.⁴⁸ Provisional enrolments are open to students if they hold a Master's diploma awarded by an educational institution that is recognised by the Flemish Community, provided that they present proof of the proposed recruitment or conferment of a doctoral scholarship.

Students who have been enrolled provisionally are required to petition the relevant Faculty Board for formal permission as soon as possible and need to enrol for the doctorate within a 4-month time span counting from the date of the provisional enrolment.

§4. Students can take their doctorate under the joint supervision of Ghent University and one or several other Flemish universities or foreign institutions for higher education under a co-operation agreement between the student and the institutions concerned in accordance with the Resolution on co-operation agreements that are negotiated in order to supervise and certificate a *doctorate* together (joint doctorate), as approved by the Executive Board at its meeting on 9 February 2006.⁴⁹

A basic requirement for the joint doctorate is for the students to conduct research at each of the partnering institutions for at least 6 months. The agreement is to specify the terms and conditions of enrolment and payment of the doctoral student at each of the partnering institutions in accordance with the provisions of the above resolution.

§5. The actual enrolment formalities are handled by the Office for Student Administration and Study Programmes of the Department of Educational Affairs.

article 24 – special status for students

§1. Students may apply for special status which may be awarded on the grounds of:

1° Functional impairment: students registered with the Flemish Agency of Persons with a Disability (Vlaams Agentschap voor Personen met een Handicap-VAPH50) 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).

These students are to call on the services of the non-profit organisation Cursief (Student & functiebeperking) (Stalhof 6, 9000 Ghent, tel. 09/264.72.66) for assistance in compiling their application case file and for consultation regarding the desired facilities.⁵¹

2° Approved top-level sports activities: 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 top athlete at another institution of the Ghent University Association;
- the student is recognised as a top athlete by the BOIC or 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.⁵²

3° Professional artistry.

4° Holding office in a Ghent University central administration or advisory body: the Board of Governors, Executive Board, Council on Educational Affairs, Social Council, Ghent University Association, student associations as specified in the decree pertaining to the subsidisation of student and pupil associations dated 30 March 1999⁵³, or the student council as determined in the decree pertaining to the legal status of students, the level of co-determination in higher education, the integration of specific sections of higher education for social promotion into university colleges, and the required support regarding the restructuring of Flemish higher education, as approved on 19 March 2004.

5° Exceptional social or individual circumstances.

6° Student- entrepreneur: the student in question needs to meet the following cumulative conditions:

- S/he needs to have acquired credit certificates of at least 60 ECTS credits from an academic programme.
- The student needs to have acquired credit certificates for half of the personal enrolment curriculum in the academic year preceding the year for which the special status is requested.
- The student shall submit a plan that shows that s/he intends to offer a product or service that can create value within 12 months. The plan should also imply the intention to engage in a business activity in the form of corporate rights or a self-employed status with the student as the initiator. The business activity should have a clear growth perspective.
- The request needs to be supported by a mentor (a member of tenured academic staff or a mandatory of the Industrial Research Fund (Industrieel Onderzoeksfonds, IOF). The mentor supervises the request for special status, coaches the student in the execution of his/her plan and will give advice on the possible renewal of the status.

§2. Students who feel they may rightfully claim special status on the grounds of one or several of the reasons specified under §1, 1°, 3°, 4°, 5° and 6°, are to address their substantiated request – citing the aforesaid ground(s) – to the Vice-Chancellor's office at the start of the term by sending an e-mail to statuut@Ugent.be, using the relevant application form⁵⁴. The application is to be accompanied by the necessary documentary evidence and official certificates. In the event of acute force majeure (e.g. sudden illness or the death of someone close), the students are to follow the procedure as outlined in articles 52, §2 and 76 §4.

If the application rests on the grounds specified in §1, 1°, the Vice-Chancellor may seek the motivated advice from the Department of Educational Affairs. If the application rests on the grounds specified in §1,5°, this step is mandatory. If the application rests on the grounds specified in §1, 6°, the Vice-Chancellor shall seek the motivated advice of the Department of Research Affairs (UGent Tech Transfer).

If the advice from the Department of Educational Affairs is negative, the Vice-Chancellor is also required to seek the motivated advice from a (Faculty) Director of Studies and a student representative from the Council on Educational Affairs. Any advice should mention, if appropriate, whether the special status can be awarded for one or several academic years or for the entire duration of the student's career at Ghent University.

§3. Applications based on the grounds specified under § 1, 2° are to be addressed to the chairman of the Top Sports and Studies Work Group by 15 October 2010 at the latest, by using the relevant online application form. The application should be accompanied by the necessary documentary evidence and official certificates. After consulting the club or federation concerned, the Work Group shall communicate its advice to the Vice-Chancellor.

§4. The Vice-Chancellor decides whether or not special status is awarded. His decision is communicated to the student-applicant by regular letter. Unless decided otherwise by the Vice-Chancellor, special status is only valid for the academic year in which it was awarded and becomes effective as from the date on which it was awarded. If special status is awarded, the name of the student in question and the reason(s) why

special status was awarded are also made available to the Dean, the Faculty Student Administration and the monitoring service of the Faculty organising the study programme (or course units) taken by the student.

§5. In consideration of the reason why they have been awarded special status, and in joint consultation between the lecturer-in-charge and the student concerned, special status students may be awarded one or several of the following facilities (regardless of other relevant provisions in the present examination code):

- exemption from educational activities requiring student attendance. In this case, a task may be imposed in substitution;
- have one or several examinations rescheduled to a different time in the same academic year;
- be examined in a manner different from the regulatory manner;
- be given an alternative time for feedback;
- be awarded different terms and conditions with regard to the concrete manner in which tuition is provided and in which the students are evaluated.

If the students who have been awarded special status wish to make use of any of the above facilities, they can contact the monitoring service, which in turn shall mediate between the lecturer-in-charge and the student about the required facilities. The monitoring service shall subsequently inform the special status student of the facilities awarded to him/her. A copy of this notification shall be transmitted by the monitoring service to the lecturer(s) involved. For students with a functional impairment, the lecturer, the student and, if appropriate, the monitoring service shall deliberate and mediate on the basis of the advice put forward by the non-profit organisation Cursief .

Facilities are awarded as from the date on which terms were reached.

article 25 – working student status

Per academic year, students can be registered as working students with the Office for Student Administration and Study Programmes of the Department of Educational Affairs, by e-mailing the relevant form to statuut@UGent.be⁵⁵. In doing so, they need to present a supporting document or certificate confirming they are employed for at least 80 hours per month (at least half-time) or are self-employed and work at least 80 hours per month.

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

The Faculties shall inform the director of the Department of Educational Affairs of any amendments to their regulations in this respect by sending an e-mail to onderwijs@UGent.be before 1 April prior to the academic year concerned.

section IV

contracts

article 26 – general regulations

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

article 27 – contracts to obtain a diploma

§1. Diploma contract:

When opting for a diploma contract, students enrol to obtain a diploma or a certificate for a specific *study programme*. Enrolling under a diploma 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 29, with the exception of any exemptions and/or previously obtained credits.

The following enrolments are only available under a diploma contract:

- doctorate and doctoral training programme;
- permanent training programme;
- 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 29, 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 20, §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 diploma contract.

§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 29.

article 28 – exemptions and study load reduction

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*)⁵⁶, 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, taking into account the following dates:

- For course units scheduled in the first semester: students need to apply for the exemption before 15 November 2011.
- For course units scheduled in the second semester or for full-year course units: students need to apply for the exemption before 1 March 2012.

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.

Upon enrolment under contract to obtain a diploma for a Bachelor's or Master's programme for which the student already holds the diploma (e.g. for another main subject), the Faculty shall see to it that the student still takes course units with a study load of at least 30 ECTS credits.

Students may file an internal appeal against the decision refusing an exemption with the Internal Appeals Commission, as specified in article 95.

article 29 – the student's curriculum

§1. The *curriculum* is an integral part of the contract to obtain a diploma concluded between the university board and the student. The curriculum is awarded and approved by the Curriculum Committee (cf article 31) per academic year. Students are expected to take cognisance of the determined curriculum.

The curriculum comprises the course units for which ECTS credits are taken up, the student's *exemptions* and his/her previously obtained *credits*.

§2. Curriculum in the event of a standard learning track (modeltraject, MOT)

The student's curriculum may be established on the basis of the *standard learning track* specified in the course catalogue.

§3. Curriculum in the event of a personalised learning track (geïndividualiseerd Traject, GIT)

The student's curriculum can be laid down as a personalised learning track, insofar as the Curriculum Committee approves. In particular, the Curriculum Committee examines the succession of the course units under the proposed learning track, as well as its expediency and acceptability.

Internal appeal:

- Students may file an internal appeal against an unfavourable decision on their application for a personalised learning track 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.
- Students may seek legal counsel, who is to hold a written power of attorney on penalty of non-admissibility of the appeal, except if this legal counsel 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 penalty of non-admissibility of the appeal. At a minimum, this document is to specify the student's identity, the disputed decision(s) and a factual description of the invoked objections. 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 five calendar days, counting from the calendar day after the one on which the student was informed of the decision concerned. If the last day of the peremptory time limit falls on a Saturday, a Sunday or an official holiday, said time limit is to be extended to include the next working day on which the postal services are open.
- The internal appeal decision is to be communicated to the student (and, if appropriate, to his/her legal counsel) within fifteen 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 counsel, in which case a date is set by which the student must be given notice of the decision.

§4. Establishing the curriculum

The students shall be notified of their curriculum electronically or by letter by 16 November 2011 at the latest. If the student should notice material errors in the curriculum as recorded and established by the Curriculum Committee, s/he shall contact the Curriculum Committee to have the curriculum proposal amended before taking formal cognisance of this proposal.

If this fails to occur before 1 December 2011, the student shall be deemed to have accepted the curriculum determined by the Curriculum Committee.

§5. Changing an established curriculum

For a Bachelor's or a Master's programme (ManaBa), an established curriculum can only be revised for course units scheduled in the second term and full-year course units. Exceptions may be made for students that are changing their main subject. These alterations are to be requested to the Faculty Curriculum Committee before 1 March 2012 and can only be implemented after formal approval.

For any other study programme (other than a Bachelor or Master's programme subsequent to a Bachelor's), the Faculty shall advise students before the start of the academic year whether changes can be made to an established curriculum with respect to course units scheduled in the first term and, if so, under which terms and conditions. With regard to course units scheduled in the second term and full-year course units,

all changes are to be requested to the Curriculum Committee before 1 March 2012. Any alterations can only be implemented after formal approval.

Changes to an established curriculum usually have an impact on the learning account, as well as financial ramifications. If the volume of the student's curriculum is increased, the student will be sent an additional claim. If the volume is reduced, the claim is adjusted accordingly and the student will get a refund in accordance with the following stipulations:

- For course units that are taught in the first semester and full-year course units, the tuition fee will be refunded for course units that are removed from the curriculum before 15 November 2011.
- For course units that are taught in the second semester, the tuition fee will be refunded for course units that are removed from the curriculum before 1 March 2012.

Changes to a curriculum established by the Faculty and the student shall not under any circumstances permit a student to switch to a different study programme. If students wish to switch to a different study programme, article 32 applies.

article 30 – 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 (including *integration course units*) from the Bachelor's and Master's programmes and the specific teacher training programme.

For UGent 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, 5°.

Course units from the predoctoral, doctoral and permanent training 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. Subject to payment of an extra fee, however, students may acquire access to Minerva, as specified in article 20, §2.

2° The UGent course units (except *integration course units*) of the Bachelor's and Master's programmes and the specific 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, 6°.

For UGent 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, 6°.

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

§3. Requirements to enrol for contracts to obtain credits

In order for students to be able to enrol under a contract to obtain credits, (prospective) students are to meet:

- the admission 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 admission requirements (incl. the language requirements) may still be admitted if an inquiry indicates that they are qualified to follow the course unit. This will be evaluated by the *Curriculum Committee* (cf article 31), after prior obligatory advice from the lecturer-in-charge and the *learning track counsellor*, on the basis of a test, an interview or records.
- possible specific admission requirements for the course unit. The course sheet specifies whether admission to the course unit is open, or if students are required to meet specific admission require-

ments. In the latter event, the required starting competencies are tested by the Curriculum Committee after prior obligatory advice from the *learning track counsellor* and the lecturer-in-charge.

- 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 26. 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.

article 31 – curriculum committee

The Faculty Board establishes (a) Curriculum Committee(s) with the authority to award exemptions, personalised 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.

A faculty learning track counsellor has an advisory function in the Curriculum Committee and is responsible for counselling students on how to put together a file.

article 32 – 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 26§1.

Students may change their study programme during the enrolment period (cf article 13) 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 31 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 29 §6 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 33 – contract termination

§1. Students who wish to terminate their contract are to notify the Department of Educational Affairs, the Office for Student Administration and Study Programmes, 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, provided that they comply with the regulations for late enrolments that are stipulated in article 13.

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 shall 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 either. 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.

§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 second-cycle academic study programme, a specific teacher training

programme, a preparatory course or a linking course under a diploma contract or course units under a credit contract:

- students who terminate their contract before 15 November 2011 at the latest get a tuition fee refund, except for the fixed amount.
- students who terminate their contract after 15 November 2011 and before 1 March 2012 at the latest do not get a tuition fee refund for course units scheduled in the first term and for full-year course units. They do, however, get a tuition fee refund for the course units scheduled in the second term. The fixed amount is not refunded.
- students who terminate their contract after 1 March 2012 owe the tuition fee in full for the study programme or for the credit contract concerned.

The above arrangements:

- only apply to diploma 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 in all cases: i.e. there cannot be any discharge of tuition fees for first and/or second-term course units under any circumstances;
- do not apply to the surplus amount of some Advanced Master's 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 permanent training programmes, postgraduate programmes and the academic initial teacher training programme.

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

section V

study programme committee, study programme and course unit

subsection I – study programme committee

article 34 – 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 of tenured academic staff or academic assisting staff from other Faculties who are involved in educational activities (with the inclusion of temporary research staff).

At least half of each study programme committee is to be made up of tenured academic staff, with the inclusion of the tenured research staff involved in educational activities.

At least one third of each study programme committee is to be made up of students. The academic assisting staff, with the inclusion of the temporary research staff involved in educational activities, is to be represented in the study programme committee.

A study programme committee shall have a chairman and a secretary, assigned by the Faculty Board.

Every Faculty is at liberty to issue additional general guidelines to be observed by all its study programme committees.

§2. The study programme committees shall act as permanent advisory bodies to the Faculties with regard to general policy and the organisation of the way in which the study programme(s) are to be taught. They shall be in charge of setting the objectives, overseeing the way in which the educational and learning activities are organised and given shape, supervising the guidance during and smooth working of the educational learning processes, and they shall be responsible for the results of these learning processes.

In addition, they shall be responsible for continuously optimising the quality of the education on offer. 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 35 – available study programmes

§1. The university organises:

- 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;
- specific teacher training programmes;
- predoctoral training programmes;
- the doctoral training programme;
- the doctorate;
- permanent training programmes.

§2. As part of the old structure, which is being phased out, the university continues to organise the following types of academic studies:

- second-cycle academic study programmes (representing 240 ECTS credits);
- academic initial teacher training programmes.

article 36 – 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, 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 shall not be 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 42 § 5, this will not

article 37 – elements of a study programme - course sheet

For each *study programme*, prior to the start of the enrolment period, the elements below are determined and announced in the course catalogue:

1° Objectives and attainment targets of the study programme (Higher Education Register)

The objectives and attainment targets are proposed by the competent study programme committee and established by the Faculty Board, after the advice from the Director of Studies. These are published in the Higher Education Register (Hoger Onderwijsregister - HOR) and are to be specified on the student's diploma supplement.

2° Learning outcomes of the study programme

The learning outcomes (objectives and attainment targets formulated in terms of competencies) are proposed by the competent study programme committee, and are established by the Executive Board after the advice from the Director of Studies.

3° Contents of and practical information regarding the study programme

The contents of and the practical information regarding the study programme are proposed by the competent study programme committee, and are established by the Executive Board after the advice from the Director of Studies..

4° Study programme overview and the pertaining course units

The study programme overview and the course units that pertain to this programme are proposed by the Faculty Board in consideration of the objectives proposed by the Faculty Board, after the advice from the competent study programme committee and the Director of Studies, and are established by the Executive Board.

5° 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 to be taken either as a full-time or as a part-time standard learning track. This is not the case for Advanced Master's programmes. The standard learning tracks are suggested after the advice from the competent study programme committee and the Director of Studies, and in consideration of the objectives of the study programme, they are laid down by the Faculty Board.

6° 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.

These standard learning tracks are established after the advice from the competent study programme committee and the Director of Studies, and in consideration of the objectives of the study programme, they are laid down by the Faculty Board.

7° Study load expressed in terms of ECTS credits

After the advice from the competent study programme committee and the Director of Studies, and in consideration of the objectives of the study programme, the study load expressed in terms of ECTS credits is established by the Faculty Board.

8° Other organisational aspects of the study programme

After the advice from the competent study programme committee, and in consideration of the objectives of the study programme and the Director of Studies, these aspects are established by the Faculty Board.

9° Whether or not a study programme can be deliberated upon following the first examination period, as specified under article 63§2.

10° Language of instruction

Together with the *study programme overview*, the language of instruction of a study programme is determined by the Executive Board, after the advice from the Faculty Board.

11° Alternating study programme

The terms and arrangements under which alternating study programmes are organised are communicated in the course catalogue.

In order to organise *alternating study programme*, all of the conditions below need to be met:

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

article 38 – foreign-language study programmes

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° a permanent training programme;

4° a Bachelor's programme or a Master's programme subsequent to a Bachelor's programme (ManaBa) designed specifically for foreign students;

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 organised jointly with one or several foreign institutions as part of an international or European education programme (e.g. Erasmus Mundus) or under a co-operation agreement between the institutions concerned;

6° a doctoral training programme.

As far as cases 1, 2, 3, 5 and 6 are concerned, no restrictions are determined by decree, and a decision by the University Board is sufficient. In case 4, an equivalent Dutch-language study programme needs to be available at the institution or at an institution within the same province.

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

article 39 – doctoral training programme

§1. The UGent doctoral training programme is a flexible study programme which is offered within a Faculty which is organised by the *Doctoral Schools*. The training programme is intended to broaden as well as explore the knowledge and competencies of doctoral students in depth, 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. The *doctoral advisory committee* decides in joint consultation with the doctoral student on the individual outlook of the doctoral training programme, in accordance with the description in the course catalogue.

§3. In accordance with the additional Faculty regulations, the Faculty may make (part of) the doctoral training programme mandatory for certain students, or for certain doctoral titles. In order to be admitted to the second part of the doctoral exam (public defence), the doctoral student must be able to demonstrate that s/he has successfully passed this mandatory part of the doctoral training programme.

§4. Upon the successful completion of the full doctoral training programme's curriculum and after the advice from the Doctoral School, the Faculty shall award a certificate that is handed out by the Vice-Chancellor. This certificate cannot be conferred if the *degree of doctor* is not conferred.

subsection III – course unit

article 40 – class timeslots and class schedules

§1. The educational activities of one particular course unit are organised in (consecutive) class timeslots. One timeslot comprises 90 minutes, of which 75 minutes are reserved for the actual lesson and 15 minutes are reserved for a break or to go to the next lesson.

§2. The date, time and place of a class timeslot are announced to the students in a class schedule before the start of the term concerned. Class timeslots are scheduled according to fixed time spans of 90 minutes, starting from 8:30 AM.

article 41 – elements of a course unit - course sheet

Before the start of the enrolment period, the following elements are determined and announced through the *course sheet* in the course catalogue for each course unit (the present article does not apply to regular course units organised by the Doctoral Schools, for which the elements of the course sheet are established by the Doctoral School Board on the advice of the lecturer and which are announced to the students before the start of the course unit):

1° Contact hours and teaching methods

Contact hours are determined by the Executive Board at the proposal of the competent study programme committee, in consideration of the objectives and contents, after the advice from the Faculty Board and the Director of Studies. The teaching methods are determined by the Faculty Board, after the advice from the competent study programme committee and the Director of Studies.

2° Study load expressed in terms of study time and ECTS credits

This is determined by the Executive Board at the proposal of the competent study programme committee, in consideration of the objectives and contents, after the advice from the Faculty Board and the Director of Studies.

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.

3° Level (introductory, advanced or specialist)

This is determined by the Faculty Board at the proposal of the competent study programme committee in consideration of the objectives and contents, after the advice from the Director of Studies.

4° Second exam opportunities for continuous assessment

- yes
- no
- possible in modified form

This is determined by the Faculty Board at the proposal of the competent study programme committee in consideration of the objectives and contents, after the advice from the Director of Studies.

5° Admissibility under a credit contract (cf the provisions in article 30)

- yes
- yes, subject to aptitude tests

This is determined by the Faculty Board at the proposal of the competent study programme committee in consideration of the objectives and contents, after the advice from the Director of Studies.

6° Admissibility under an exam contract with a view to obtaining credit certificates (cf the provisions in article 30)

- yes
- yes, subject to aptitude tests
- no

This is determined by the Faculty Board at the proposal of the competent study programme committee in consideration of the objectives and contents, after the advice from the Director of Studies.

7° Language(s) of instruction

The language of instruction is determined by the Faculty Board, at the proposal of the competent study programme committee in consideration of the objectives and contents, after the advice from the Director of Studies.

If the course unit is taught in a language of instruction that is different from Dutch, the language proficiency of the lecturer concerned is one of the elements to be reviewed in the educational evaluation by the students. If the report of the Education Quality Control Unit shows that the lecturer's level of language proficiency is deemed insufficient, the evaluation report will draw the lecturer's attention to the need for him to perfect his language skills and the facilities that are available in a language education institution recognised by the university. If required, on the advice of the Education Quality Control Unit, the Faculty Board may make it mandatory upon the lecturer to take a language course.

If no foreign-language students have enrolled for a course unit that is taught in a language of instruction other than Dutch (unless the subject of this course unit is this language), the lecturer-in-charge is at all times at liberty to decide to teach this course unit in Dutch.

8° Lecturers: lecturers in charge and co-lecturers

The *lecturers in charge* and *co-lecturers* of the various course units of the study programmes are assigned by the Faculty Board after the advice from the study programme committees concerned and the Director of Studies. To this end, each study programme committee shall request the competent department(s) to nominate the candidate lecturers, after consultation with the parties concerned.⁵⁷

The lecturer-in-charge and the co-lecturers may seek assistance from other academic staff members. When assigning the lecturers, the Faculty Board, together with the Education Quality Control Unit, shall see to it that the language proficiency requirements are met by the lecturers. The Education Quality Control Unit is to anticipate the quality requirements as laid down by the assessment committee and the requirements for accreditation. The Education Quality Control Unit is to report on these matters to the Faculty Board which, if necessary, shall advise the lecturer to perfect his/her language skills and shall provide information on the existing possibilities to do that in a language education institution recognised by the university.

As specified in the relevant regulations⁵⁸, the Faculty may – in exceptional cases – after the advice from 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.

When the language of instruction is different from Dutch, the lecturer's language proficiency is one of the elements to be reviewed in the educational evaluation by students.

9° The department of the lecturer-in-charge

10° Term in which the course unit is scheduled to be taught

The term is established by the Faculty Board at the proposal of the competent study programme committee in consideration of the objectives and contents, after the advice from the Director of Studies.

11° Keywords

Keywords are determined by the Faculty Board after the advice from the competent study programme committee and the Director of Studies.

12° Position of the course: This includes the relationship of the course to the objectives of the study programme and how it contributes to these objectives.

This is determined by the Faculty Board at the proposal of the competent study programme committee and the Director of Studies in consideration of the objectives and contents.

13° Contents: description of the subject matter from the starting competencies to the learning outcomes.

This is determined by the Faculty Board at the proposal of the competent study programme committee and the Director of Studies in consideration of the objectives and contents.

14° Starting competencies: the competencies needed to embark on a course unit. They may be the learning outcomes of prior course units.

This information is particularly important in order to determine the succession of the course unit, for example in terms of establishing a personalised learning track.

Starting competencies are established by the Faculty Board after the advice from the competent study programme committee and the Director of Studies.

15° Learning outcomes: the competencies that are aspired within the course unit concerned. This element is determined by the Faculty Board after the advice from the competent study programme committee and the Director of Studies.

16° Special tuition fee: For course units of the Advanced Master's programmes for which special tuition fees are charged, the variable additional amounts for each course unit are determined by the Executive Board after the advice from the Faculty Board, at the recommendation of the study programme committee concerned.

17° Learning materials and additional costs: 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).

This element is determined by the Faculty Board after the advice from the competent study programme committee and the Director of Studies.

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

18° References to scientific publications marked as recommended reading

19° Course content-related student counselling: counselling is offered to help students process the subject matter and attain the learning outcomes.

This type of student counselling is established by the Faculty Board after the advice from the competent study programme committee and the Director of Studies.

20° Calculation of the final marks and the terms and conditions to pass a course unit: If the examination mark is a function of both continuous and end-of-term assessment, then the marks that are awarded for the continuous assessment are factored in as part of the examination mark according to a fixed calculation that is determined in the course sheet.

For the course units for which the examination mark is calculated on the basis of several evaluations, the course sheet shall specify the exact way the examination mark is calculated before the start of the academic year.

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, which are determined by the Faculty Board after the advice from the competent study programme committee and the Director of Studies.

21° Evaluation moment(s): the moment 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.

Evaluation moments are determined by the Faculty Board after the advice from the competent study programme committee and the Director of Studies.

22° Evaluation methods: the methods and contents of the *evaluation(s)* and the way these relate to the learning outcomes (oral, written, open book, multiple choice, etc).

Evaluation methods are determined by the Faculty Board after the advice from the competent study programme committee and the Director of Studies.

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

23° 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.

§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*.

Within a specific study programme overview, a distinction can be made between (a) elective course units from *exhaustive lists* containing course units that are nominally listed, and (b) elective course units from open lists, in which students are also allowed to select course units that are not nominally listed. The Faculty may decide that an elective course unit from open lists can be taken only by way of course units for which credits are taken up. Any such decisions are to be announced before the start of the academic year.

If a course unit was already taken by a student as part of his/her curriculum within a Bachelor's programme or a linking or preparatory course, this course unit cannot be part of the student's curriculum for the Master's programme subsequent to said Bachelor's programme. If the course unit concerned is included in the Master's programme (ManaBa) in an *exhaustive list* of course units that are nominally listed, and if the student is unable to take the required number of course units from this list as a result of the abovementioned prohibition, the Faculty shall impose (an) alternate course unit(s), representing at least the same number of ECTS credits.

§3. If the elected course unit(s) is/are offered by a different Faculty, the lecturer-in-charge(s) needs to grant the student permission to take this course unit. Students may also obtain the prior advice from the Faculty *learning track counsellor* regarding the extent to which they hold the starting competencies that are required for the course unit(s) concerned.

§4. Due to the impact of the ECTS credits of elective course units, the number of ECTS credits of one year of a standard learning track may deviate by 6 ECTS credits at the utmost from the set 60 ECTS credits. This paragraph applies without prejudice to §5 of the present article.

§5. *The total number of ECTS credits of a study programme can only be exceeded by the impact of the ECTS credits of elective courses taken within said study programme. Save in exceptional circumstances that are to be appraised on a case-by-case basis by the Curriculum Committee, no supernumerary course units are permitted.*

§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, subject to the positive recommendation from the Council on Educational Affairs and approval by 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 – full-year course units

Course units are taught and evaluated within one term, with the exception of *integration course units*, which may be organised as full-year course units.

If the learning process or the organisation 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, the course unit concerned may exceptionally be organised as a *full-year course unit*. Any such departures are granted by a decision by the Executive Board. Such a decision shall be based on the comprehensively substantiated advice of the relevant Faculty Board regarding the proposal made by the relevant study programme committee (with the exception of the course units organised by the Doctoral Schools). Once such a departure has been granted for a course unit, the departure remains in force until a prospective modification of the study programme overview is requested by the Faculty Board concerned.

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 Executive Board.

article 45 – language in which the course units are taught

§1. Course units from Dutch-language Bachelor's programmes, Master's programmes subsequent to a Bachelor's programme (ManaBa) and Advanced Master's programmes 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 institution for 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 permitted without restriction.

Cases 3 and 4 are not allowed to jointly amount to more than 10% of the study programme concerned, if the study programme is a Bachelor's programme (180 ECTS credits), and no more than 50% if it is a Master's programme subsequent to a Bachelor's programme.

In case 3, the visiting professor's language proficiency is to be monitored if the language of instruction is not the visiting professor's mother tongue.

In case 4, the lecturer's language proficiency is to be monitored and evaluated in accordance with article 41 8°.

In case 4, the course unit cannot be taught in the foreign language entirely. This means that, in order to avoid a heavier study load, the lecturer needs to give further explanations in Dutch, provide glossaries of the foreign-language jargon, or allow the students to use a bilingual dictionary during examinations, for example.

The language of instruction of a course unit is determined by the Faculty Board, after the advice from 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. Apart from the way these concepts are concretised in accordance with the Faculty's own criteria, using a foreign language may be justified if a scientific discipline is marked by a significant level of internationalisation and if the Faculty is keen to familiarise students with this international environment by means of a foreign-language course unit. Interaction with foreign students, too, can clearly be an added value for native Flemish students.

§2. Students taking foreign-language course units under a diploma contract in a study programme in Dutch are to be given the opportunity to take language lessons free of charge at a language education institution recognised by the university, to improve their proficiency in the language in which the course units or the study programme concerned are taught. Such language instruction may also be included in the students' curriculums as a course unit. When determining the language of instruction, the Faculty may equally decide to provide additional facilities, if necessary (e.g. allowing students to use a bilingual dictionary during examinations, etc).

§3. 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 assignment is drawn up in a language other than Dutch, students shall be required to provide a summary in Dutch (see also article 60, §1, 3° on the language of the Master's dissertation).

article 46 – language of educational and other activities 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 11 on language requirements).

§2. Language of the doctoral dissertation:

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 he has a command of English (cf article 11, §4), unless the student is exempted from such an obligation pursuant to the provisions of article 11 §1.

If the doctoral dissertation is written in a language other than Dutch, students are required to provide a summary in Dutch.

§3. Language of the doctoral exam:

Save prior consent or obligation by the Faculty Board stating otherwise, the public defence of doctoral dissertations is to be held in Dutch or in English.

§4. Language of a joint doctorate:
For a joint doctorate, the doctoral dissertation is to be written in the language of one the partnering institutions.

Departures:

- a foreign language may be used if the gulf between the languages used at the institutions stands in the way of efficient communication. In this case, the language of the joint doctorate shall be chosen in joint consultation between the doctoral student and the PhD supervisors;
- a foreign language may be used at the request of the doctoral student, provided that the PhD supervisors of the partnering institutions consent to this;
- the PhD supervisors may impose the use of a specific language if the doctoral dissertation takes this language as its subject.

If the language of the doctoral dissertation is not a national language of any of the partnering institutions, a summary is to be compiled in the language of one of the partnering institutions or in another language.

article 47 – course units at a different institution

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

In implementation of an agreement between the various universities recognised 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 diploma 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 implementation of the agreement between Ghent University, Hogeschool Gent, Hogeschool West-Vlaanderen and Arteveldehogeschool, students who are enrolled under a diploma 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 implementation 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 institution for higher education that is officially registered, in a registered institution for higher education, at the Royal Military School in Brussels or a foreign institution for higher education, insofar as these institutions offer a study programme of at least three years.

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

article 48 – 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 abovementioned measure. This decision is reported to the director of the Department of Educational Affairs?

Students who through this measure are denied access to the further educational activities are allowed to participate in the continuous and end-of-term assessment, except of 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. At the first request of the lecturer or counsellor, they are required to present their student card.

§5. Students are not allowed to use audio-visual means to record the educational activities (including continuous assessment) and projected teaching materials without prior consent. This is regarded as disrupting the educational activities. Furthermore, the recording needs to be destroyed at the first request. Students may ask the lecturer in question for permission to use audio-visual means to record 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 his/her permission.

§6. The wilful disruption of an end-of-term assessment will be sanctioned in accordance with article 79, §1 through 11.

part III

examination code

article 49 – 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 advice of the Council on Educational Affairs. The Board of Governors expressly determines the period of validity of the granted departures. The examination code, the Faculty supplements thereto, and any departures approved by the Board of Governors are to be communicated to students in writing and/or in electronic format.

§2. The general examination code for evaluations at Ghent University comprises sections 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 permanent training programmes shall be in accordance with the terms and conditions that apply for obtaining the certificate that is established for each respective permanent training programme pursuant to article 2 §2.a. of the Resolution by the Executive Board dated 10 May 2007 pertaining to the organisation of postgraduate programmes (with the exception of predoctoral training programmes) and of permanent training programmes⁵⁹.

§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.⁶⁰

§6. Study programmes organised with other institutions for 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 50 – 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 51 – 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 students' 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 corresponding part of the first examination period; the examinations of the second examination opportunity of all course units are administered in the second examination period (cf article 2).

Examinations can either be oral and/or written;

Partial examinations are not allowed.

§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.

article 52 – 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 shall 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 good reason to request this. 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.

article 53 – organisation of examinations

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

§2. There are two examination periods in each academic year, which are laid down in the academic calendar. For the first examination period, course units scheduled in the first or second term respectively are evaluated in the first or second term respectively. *End-of-term assessments* of full-year course units shall at all times take place in the first examination period of the second term, unless departures from this rule have been granted pursuant to article 49 §1. All course units may be evaluated in the second examination period, without prejudice to the provisions of article 56 §2.

§3. With the exception of the uniform closing days at Ghent University, examinations may exceptionally be organised outside of the examination periods for:

- students studying at different institutions and incoming and outgoing exchange students;
- examinations on practicals and exercises, which may be organised in the periods of the academic calendar that are reserved for catch-up activities and the summer recess;
- examinations on preparatory courses, linking courses, Erasmus Mundus study programmes and postgraduate programmes.

The decision to allow examinations in any of the above cases is made by the Faculty Board after the advice from the study programme committee. The students need to be informed of this decision at the outset of the academic year.

article 54 – provisions for the end-of-term assessment

Examinations take place between 8:00 AM and 8:30 PM. No examinations are allowed to be held on Sundays or official holidays.

Regardless of the number of lecturers per course unit, only two examinations may be staged for one course unit, i.e. one theoretical examination and one examination on practicals or exercises.

If an examination is both oral and written, both components of said examination are required to be contiguous, without any interruptions of examinations on other course units.

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 77 applies. In any case, someone always needs to be present to provide explanations, if necessary.

Examinations cannot take more than five consecutive hours.

Examinations are taken in the location(s) specified by the Faculty and are listed in the Faculty's examination regulations. Audiovisual registration of examinations by students, observers or third parties is not allowed.

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

article 55 – examination regulations

§1. For each *year* of a standard learning track and for each part of the 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 chairman and secretary of the Examination Board, the Faculty ombudsperson and the monitoring service.

§2. The dates are established in joint consultation with the student representatives in such a way that each student, wherever possible, is given a reasonable amount of time to prepare for the exams and an equitable spread of examinations 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 posted by the Faculties on the official notice boards and/or sent in electronic format by 17 December 2010 at the latest for the first part of the first examination period, by 29 April 2011 at the latest for the second part of the first examination period and by 29 July 2011 at the latest for the second examination period.

On request, in accordance with the arrangements determined by the Faculty Board, students may be provided with a printout of the exam schedule.

§4. The Faculties may require students to formally 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;
- discontinuation of the series of examinations;
- non-participation in one or several examinations;
- absences;

- all events which may jeopardise the exam schedule or prejudice the smooth course of examination proceedings.

article 56 – examination opportunities

§1. Without prejudice to the provisions in §3 and with the exception of exemptions and previously obtained credits, students are for each course unit of the curriculum entitled to two exam opportunities per academic year: one in the first examination period and one in the second examination period. Students who fail are automatically registered to take part in the second exam opportunity. 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 period or there may just be one evaluation 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 second examination opportunity for each course unit for which they were unable to obtain a credit certificate in the first examination period.

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

§4. Students cannot enrol for a course unit for which they have already obtained credits for a period of five academic years, counting from the academic year after the one in which the credits were obtained.

article 57 – 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.

An examination mark can only be recorded for the course units that are included in the student's curriculum, with the exception of exemptions and previously obtained credits, as specified under article 29, or for course units that are taken under a contract to obtain credits.

§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 include the following:

- continuous assessment for which there is no second examination opportunity (cf article 41, 4°). In this case, the examination mark is transferred to the second examination period;
- passing a deliberation set in accordance with the provisions in article 68 §2, 2° or 3°;
- passing a study programme in accordance with the provisions in article 72.

§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 institution for higher education on parts of the UGent study programme overview, within the framework of a study programme for which they are enrolled at Ghent University under a diploma contract. These examination marks are awarded in consideration of the local degree awarded per course unit and possibly also the ECTS grade, in accordance with the rules in place per Faculty. The marks are communicated to the student in a *transcript of records*.

§5. Students may file an internal appeal against the examination mark awarded to them personally with the Internal Appeals Commission, as specified in article 95.

article 58 – credit certificate

Students pass any course unit for which their examination mark after assessment is at least 10 out of 20. For this, they will receive a credit certificate following the closing of the (relevant part) of the examination period.

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.

Credit certificates obtained at Ghent University have unlimited validity at Ghent University. A *refresher course* may be imposed if at least 5 calendar years have passed since the credit certificate was obtained. This 5-year term starts on the first day of the month of October after the date on which the credit certificate was obtained.

article 59 – evaluation language

§1. The evaluations for course units that have Dutch as their language of instruction shall occur in Dutch.

§2. Course units in a Bachelor's programme or a Master's programme subsequent to a Bachelor's programme (ManaBa) that take a language as their subject, and course units that take a language as their subject and are followed at a different institution for higher education with the approval of the Faculty are evaluated in the language concerned.

Students are always entitled to be evaluated in Dutch if a course unit in a Bachelor's programme or Master's programme subsequent to a Bachelor's programme (ManaBa) does not take a language as its subject, but does have a language other than Dutch as its language of instruction. Students who wish to invoke this right need to notify the Faculty Student Administration before 15 November 2010 for course units scheduled in the first term and before 1 March 2012 for course units scheduled in the second term. The Faculty Student Administration shall notify the chairman of the Examination Board and the latter shall request the Examination Board to assign a substitute examiner if need be.

§3. Evaluations within foreign-language study programmes shall occur in the language of instruction of the study programme, if the study programme in question is:

- an Advanced Master's programme (ManaMa);
- a postgraduate study programme;
- a Master's programme subsequent to a Bachelor's programme (ManaBa) as part of an International Course Programme (ICP) or an Erasmus Mundus study programme;
- a Bachelor's or Master's programme that is jointly organised with one or several foreign institutions as part of an international or European educational programme or under a co-operation agreement between the institutions concerned.

For foreign-language Bachelor's programmes or a Master's programmes subsequent to a Bachelor's programme (ManaBa), Dutch-speaking students are entitled to take their evaluations in Dutch, if the lecturer concerned is also a speaker of Dutch. The students concerned need to notify the Faculty Student Administration before 15 November 2011 for course units scheduled in the first term and before 1 March 2012 for course units scheduled in the second term.

article 60 – 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° After joint consultation between the student and the *dissertation supervisor(s)*, the subject of the *Master's dissertation*, the name(s) of the dissertation supervisor(s) and member(s) of the dissertation reading committee are submitted to the Faculty Board for approval.

2° The responsibility for the counselling of the Master's dissertation course unit rests with one or several *dissertation supervisors*, including at least one active tenured academic staff member or a doctor-assistant at Ghent University or a visiting professor or a researcher who holds the doctor's title as a permanent or temporary member of staff at Ghent University or the Research Foundation Flanders.

3° The Master's dissertation of a Dutch language study programme can be drawn up and/or defended in a language other than Dutch. For this, students need the permission of the faculty, except when the Master's dissertation has a language other than Dutch as its subject. When the Master's dissertation 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 the time and manner in which the Master's dissertations are to be submitted for each study programme. Master's dissertations shall always be submitted both in print and in electronic format.

§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 time and location that the Master's dissertation is to be defended will be posted on the official notice board and/or sent to the students electronically.

2° All Master's dissertations are evaluated by a jury consisting of one or more *dissertation supervisors* and one to three 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 public defence of the dissertation, two evaluators suffice.

Members of the Examination Board per study programme of the Master's programme concerned may be invited to take part in the evaluation of Master's dissertations. In addition, prior to the evaluation, non-members of the Examination Board per study programme for the Master's programme concerned may be invited to be heard on the Master's dissertation.

3° The only individuals who are entitled to vote in the Examination Board per deliberation set are *dissertation supervisors* who are active tenured academic staff members or who are doctor-assistants or visiting professors or researchers who hold the doctor's title as a permanent or temporary member of staff at Ghent University or the Research Foundation Flanders.

4° The Faculty may lay down the requirements for retaking a Master's dissertation in the next examination period in its Faculty examination code.

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

The Faculty will send a printed and electronic copy of the Master's dissertation of students who have passed 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, subject to the consent of the dissertation supervisor 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 the UGent;
- 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 61 – feedback and access to exam copy

§1. After the first examination period of the first term, the first examination period of the second term and the second examination period, *feedback* is provided as determined under article 2. The lecturers-in-charge or the persons assigned by the former are available for feedback sessions with the students. Within the feedback period (cf article 2) after every (part of the) examination period, students are entitled to get feedback and peruse their exam copy and any assignments that were submitted as part of continuous assessment. 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, provided that the student and lecturer can agree on a date.

§2. Subsequently, students can speak to the Faculty monitoring 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 62 – 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 respectively deal with the competencies and operation of the Examination Board per deliberation set and the Examination Board per study programme.

article 63 – examination board meetings

§1. Examination Boards deliberate at least twice each academic year (either in person or electronically):

- the first time after the second part of the first examination period;
- the second time after the second examination period.

§2. Examination Boards may also deliberate before 1 March, on results that were obtained in the first part of the first examination period:

- in a graduation year of a Master's programme for students who have taken all their examinations at that time. These students are allowed to submit their Master's dissertation and/or complete their work placement in the first semester. With the exception of the Master's dissertation or the work placement, it is not possible to evaluate course units that are scheduled in the second semester or full-year course units;
- in case of a preparatory or linking course;
- for the specific teacher training programme;
- for postgraduate programmes.

Prior to the start of the academic year, the Faculty is to announce for which (study) programmes it will make use of this possibility (cf article 37 9°).

§3. Deliberations in person

1° The Examination Board per deliberation set only needs to hold a meeting in person if it is deliberating on the first full deliberation set of a Bachelor's programme. In all other cases, this Examination Board per deliberation set may be convened at the simple request of a member or an ombudsperson. The chairman 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.

2° The Examination Board per study programme at all times needs to hold its meetings in person, except for amendments as a result of the tolerance as described in article 72. In these cases, the chairman of the Examination Board per study programme will implement the amendment.

§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 64 – 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 63).

If a member of the Examination Board is unable to attend the deliberation meeting, s/he is to report this to the chairman of the Examination Board without delay. Any unjustified absences of members are reported to the Vice-Chancellor by the chairman. If a member of the Examination Board is absent, the chairman may – if necessary – assign a member of the academic staff as a replacement. If the chairman himself is absent, the competent Examination Board shall assign a replacement. If the secretary is absent, the chairman of the Examination Board shall appoint a replacement.

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

article 65 – motivated 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, students should contact the Faculty Student Administration.

article 66 – reconsideration of exam decisions

§1. Material errors in the student's favour:

- are rectified if they are discovered within a maximum of 10 calendar days after the examination results announcement, when they have 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 chairman of the competent Examination Board, which is communicated to the Dean, the members of the Examination Board and the director of the Department of Educational Affairs;
- are not rectified if they are discovered later than 10 calendar days after the examination results announcement when they have 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 are rectified at all times if these errors have 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 chairman of the competent Examination Board, which is communicated to the Dean, the members of the Examination Board and the director of the Department of Educational Affairs.

§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 have not affected the examination mark, the decision whether or not the student passed a deliberation set or the decision to assign a particular grade of merit. These errors are rectified by the chairman of the competent Examination Board.

§4. Fraud:

If fraud or irregularities have been discovered that have 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 79.

§5. The students concerned are notified of new decisions by letter sent by registered post (or by a receipt that is signed by the student). The students are hereby informed of the possibilities of internal appeal, as described in article 95.

section III

appraisal per deliberation set

article 67 – 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 at all times be members of the *Examination Boards per deliberation set*. The chairman and the secretary of the Examination Board per deliberation set are one and the same as those of the Examination Board per study programme of the study programme concerned (cf article 71). 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:

- declaring whether a student has passed or failed a deliberation set as laid down under article 68;
- 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 during deliberations, except in the cases set out in article 66.

article 68 – passing a deliberation set

§1. At the deliberation dates that are specified in article 63, 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 following 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, in which the ECTS credits are used as weights⁶¹. 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.

The Faculty is at liberty to exclude from tolerance course units that can be taken up in a first deliberation set for 15 ECTS credits at the most. Students who fail to pass these particular course units will not be able to successfully pass the deliberation set, regardless of the provisions set out in §2 2°, first section above. Faculties choosing to exclude course units from tolerance are to notify the students concerned before 1 November 2011.

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 can only be taken in exceptional circumstances and are to be justified in detail for each separate case.

§3. Students may file an internal appeal against the decision by the Examination Board per deliberation set with the Internal Appeals Commission, as specified in article 95.

article 69 – voting in the examination board per deliberation set

The chairmen and the secretary of the Examination Board per deliberation set 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 77 are not permitted to attend the meeting of an Examination Board on the student concerned.

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 chairman'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 70 – examination results announcement of examination marks and deliberation sets

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

In doing so, the following arrangements and deadlines are observed:

- First examination period, first term: students are notified individually of the examination marks that they obtained for all the course units that they took in the relevant part of the examination period. In addition, a transcript of records will be put at their disposal. At the earliest, they will receive their examination marks by e-mail after the relevant part of the examination period is closed and before 20 February 2012.
- First examination period, second term: students are issued an individual transcript of records by 7 July 2012 at the latest.
- Second examination period: students are issued an individual transcript of records by 15 September 2012 at the latest.
- If a deliberation took place, the decision by the Examination Board per deliberation set is also included in the transcript of records.

These arrangements and deadlines apply without prejudice to the provisions in article 51 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 relevant part of the examination period concerned.

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

section IV

assessment per study programme

article 71 – 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 chairman and a secretary, who may or may not themselves be examiners, and who are active tenured academic 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 and whether the diploma or certificate may be awarded;
- granting a student the grade of merit for a study programme;
- implementing an examination-related disciplinary decision (cf article 79).

§3. The Examination Board per study programme is qualified to take examination-related disciplinary decisions in accordance with article 79, 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 during deliberations.

article 72 – passing a study programme

§1. In order to pass a study programme, students are required to have enrolled for said study programme under a contract to obtain a diploma.

Students who cannot be admitted to a study programme because they fail to meet the admission requirements, cannot pass this study programme.

Without prejudice to the authority to deliberate of the Examination Board *per study programme* as specified in article 71, students have passed a study programme if they have obtained a credit certificate for all the course units to be taken (cf article 58) and/or if they are declared as having successfully passed all deliberation sets of the study programme in question (cf article 68).

§2. The Examination Board per study programme also declares students who are enrolled in a Master's programme (after a Bachelor's programme) to have passed, if the following cumulative requirements are met:

- The deficit to pass one or two course units is maximum 12 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 deficit concerns course units from the Master's programme or from the (study) programmes that were the subject of the admission requirements for this Master's programme.
- 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 Master's dissertation, the mandatory work placements and the course units that have been excluded from tolerance by the Faculty, as stipulated in article 68 §2.

§3. Students may file an internal appeal against the decision by the Examination Board with the Internal Appeals Commission, as specified in article 95.

article 73 – voting in the examination board per study programme

The chairman, the secretary and the members of the Examination Board per study programme 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 chairman'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 74 – grade of merit

§1. Students who successfully pass a Bachelor's or a Master's programme, a second-cycle academic study programme, or the academic initial or specific 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:

- with a pass mark (at least 500 out of 1000)
- with distinction (at least 675 out of 1000)
- with great distinction (at least 750 out of 1000)
- with the greatest distinction (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 in cases if students have obtained less than 30 credits. This does not apply to the academic initial teacher training programme.

§4. Students may file an internal appeal against the decision by the Examination Board with the Internal Appeals Commission, as specified in article 95.

article 75 – examination results announcement of a study programme

§1. After the first examination period of the first term, the first examination period of the second term and the second examination period, the examination marks are communicated to the students, in the manner specified in article 70. If a deliberation took place, the decision by the Examination Board per deliberation set 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.

section V special circumstances

article 76 – compliance with the examination regulations

§1. The parties involved in the evaluation shall strictly comply with the announced examination regulations, both for end-of-term assessment (cf article 55) and for continuous assessment (cf article 41, 21°).

§2. End-of-term assessment

1° the examination regulations do not apply:

- if a student is not present when an evaluation is scheduled to start. In this case, the following applies:
 - if the examiner deems the absence to be unjustified, the student is registered as absent and declared as having failed the course unit concerned. In this case, 2° of the present paragraph shall not apply.
 - if the examiner finds that the student had good cause to be absent, whether or not after an intervention by the ombudsperson, 2° of the present paragraph shall apply.
- if an examiner or his/her replacement (cf article 77) fails to start the examination session within two hours after the scheduled time, the existing arrangement for the student is cancelled and 2° of the present paragraph shall apply.

2° The party responsible for the forfeiture of the examination schedule immediately needs to request the other party to ascertain whether a catch-up examination can be held in the same part of 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.

§3. Continuous assessment

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 deems 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, 21°).

§4. Any absences need to be reported to the Examination Office straightaway. (Justified) absence can be substantiated by means of a doctor's certificate on the student's absence, 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 three 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 in which activities the student cannot take part.

article 77 – 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 chairman of the Examination Board per deliberation set in writing. The chairman of the Examination Board shall then appoint as his/her replacement an active tenured academic staff member and/or doctor-assistant or a visiting professor or a researcher who holds the doctor's title as a permanent or temporary member of staff at Ghent University or the Research Foundation Flanders.

§2. The examiner shall request a replacement from the chairman of the Examination Board per deliberation set if s/he needs to evaluate a student who is a relative by blood or by marriage up to and including the

fourth degree. 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 shall notify the chairman of the Examination Board per deliberation set who, if he agrees, shall assign a replacement.

article 78 – 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 shall notify the chairman of the Examination Board per deliberation set and the Faculty ombudsperson at least seven 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 79 – fraud or irregularities

§1. If a supervisor in charge has reason to suspect that a student is committing fraud or irregularities which may impact on the evaluation, s/he may immediately discontinue the ongoing evaluation for this student. The examiner shall promptly notify the chairman 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 in all cases 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 which is likely to affect the evaluation, s/he shall promptly notify the chairman of the Examination Board per study programme.

§3. Whether or not examination-related disciplinary measures should be imposed shall be decided by the Examination Board per study programme that is qualified for the study programme for which the student who is 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 shall convene together. Articles 64 and 73 shall apply in full for each of the members of the Examination Boards involved.

§4. No later than five days before the meeting where the student is to be heard by the Examination Board(s) concerned, the chairman of the Examination Board per study programme shall invite 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 chairmen of the Examination Boards involved shall invite the student. The invitation shall state the charges against the student and the nature of the disciplinary action that is being considered. The student has the right to peruse the case file.

A Faculty ombudsperson shall be invited to attend the hearing. At the hearing, the student may have himself be accompanied by a trusted representative or a legal counsel.

§5. The Examination Board(s) per study programme that need(s) to rule on the fraud or irregularity offence shall convene as soon as possible to arrive at a decision on the case in question.

§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 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 given a 'fraud' designation for the course unit concerned and is prevented from obtaining a credit certificate during the examination period concerned 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, on the understanding that credits obtained in a previous (part of the) examination period cannot be revoked unless in the case mentioned in §8 of the present article. 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 examination disciplinary body may also decide to prohibit the student from taking part in the evaluations of the second examination period for (part of) the course units concerned.
- The student is excluded.

Being given the 'fraud' designation implies that the student is not 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 the number of academic years that is specified in the examination-related disciplinary decision, but not for more than ten academic years.

§7. After the examination disciplinary body has arrived at an examination-related disciplinary decision, the Examination Board per deliberation set shall 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 shall 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 the next 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 shall determine for how many course units this is the case, and it might be 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 ten academic years.

§9. In its report, the examination disciplinary body shall include a list of the persons that were present at the meeting. The report shall specify the offence(s) and the reasons that have led to the examination-related disciplinary decision. A copy of this report shall be sent to the director of the Department of Educational Affairs.

§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 internal 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 Study Progress Decisions (Raad voor Betwistingen inzake Studievoortgangsbeslissingen).

§11. Students may file an internal appeal against the examination-related disciplinary decision with the Internal Appeals Commission, as specified under article 95.

section VI

examination code governing the doctorate, the doctoral training programme and the predoctoral training programme

article 80 – appointment of supervisor(s) and admission procedures for the doctorate

§1. Admission to the doctorate is awarded in accordance with the following procedure:

Doctoral students are to present themselves in writing to the Faculty Board, with the approval of at least one PhD *supervisor*. At least one of the *PhD supervisors* is to be an active tenured academic staff member or a visiting professor with a research assignment or a PhD research fellow of the Research Foundation Flanders who is employed at Ghent University with a tenured appointment of indefinite duration. If none of the tenured academic staff who are *supervising a PhD* belong to the Faculty to whose field the doctorate pertains, the Faculty Board shall be required to expressly approve their *PhD supervisorship*.

The Faculty Board is to examine whether or not the doctoral student has the required diploma and/or documents to obtain the doctor's degree and is to assess the admissibility of the proposed research topic of the dissertation.

On the grounds of the research topic, the Faculty Board shall decide to which qualification the dissertation may lead.

§2. Admission to the doctorate also gives doctoral students the right to take 60 ECTS credits as part of the UGent doctoral training programme. In specific cases, (a part of) the doctoral training programme may be imposed, and the doctoral student may be required to demonstrate that s/he has passed this part of the doctoral training programme as an additional admission requirement for the second part of the doctoral exam (public defence). Enrolment for the doctoral training programme and the possible imposition of a mandatory part shall occur in accordance with the terms and arrangements laid down under articles 3 and 4 of the Resolution of the Executive Board pertaining to the organisation of the Ghent University Doctoral training programme and under article 13 §1 of the Doctoral Schools Regulations.

§3. Admission to a predoctoral training programme for prospective doctoral students who are required to pass a predoctoral training programme as an admission requirement for the doctorate, is granted in accordance with the procedure specified under article 3 §1.b of the Resolution of the Executive Board pertaining to the organisation of postgraduate programmes (with the inclusion of predoctoral training programmes) and permanent training programmes.

article 81 – guidance of doctoral students: the supervisor(s), the doctoral advisory committee and the doctoral school

§1. After the Faculty Board has passed a favourable decision on the elements specified in article 80, it may assign a *doctoral advisory committee* in accordance with the additional Faculty regulations. If the doctoral students themselves request this, the Faculty Board is under obligation respect these wishes. The doctoral advisory committees consist of least three members, including the *PhD supervisor(s)*. At least one member is required to be an expert from outside the department, and preferably an outside expert unrelated to Ghent University. If no doctoral advisory committee is assigned, the *PhD supervisor* shall take on all the duties and responsibilities of the doctoral advisory committee.

§2. The doctoral advisory committee is responsible for the support and appraisal of the doctoral student throughout the entire study and research period. As specified in article 13 §2 of the Doctoral Schools Regulations, it is also responsible for the approval of the doctoral students' study programme in the doctoral training programme, with prejudice to any provisions held out by the additional Faculty examination code. The composition of the doctoral advisory committee may be changed by the Faculty Board over the course of research activities.

§3. Maximum one year after they were admitted to the doctorate by the Faculty Board, all doctoral students are required to submit a plan of action to the doctoral advisory committee. Doctoral students are required to report to the doctoral advisory committee on a regular basis, at their own initiative or when invited to

do so, on the progress of their research activities. They also need to submit an annual progress report to the doctoral advisory committee.

§4. At the invitation of the *PhD supervisor(s)*, the doctoral advisory committee shall convene at least once a year and report on the progress made by the doctoral student in his/her research efforts and, if applicable, in the doctoral training programme. This report is to expressly specify whether it is likely that the research will result in a doctorate within a reasonable time span.

§5. The *PhD supervisor* and the doctoral student need to see to it that, in accordance with the General Research and Co-operation Regulations of Ghent University Association, *research results that can create value* are at all times reported to the *Technology Transfer Office* prior to publication in any which shape or form. The doctoral student shall inform the doctoral advisory committee at every meeting of existing or potential research results that can create value.

§6. For doctoral students who were already enrolled before the 2007-2008 academic year and are not members of a Doctoral School, a transitional measure is in place. For these students, the appointment of a doctoral advisory committee, the presentation of an annual progress report and the annual appraisal by the doctoral advisory committee are not mandatory.

§7. Upon granting admission to the doctorate in accordance with article 80, the Faculty Board also confirms to which of the Doctoral Schools the doctoral student is assigned, as specified in article 10 §1 of the Doctoral Schools Regulations.

article 82 – evaluation requirements

§1. (Prospective) doctoral students can only pass parts of the (pre)doctoral training programme if they are enrolled under a diploma contract.

§2. (Prospective) doctoral students can obtain the (pre)doctoral training programme certificate provided that they are enrolled under a diploma contract for the study programme concerned.

§3. Doctoral students can only obtain the doctoral title if they are enrolled for the doctorate under a diploma contract and if they have enrolled for the doctoral exam in accordance with article 86.

article 83 – 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 publicised under articles 50, 51 and 52 and 76 shall 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), specific teacher training programmes, second-cycle academic study programmes and academic initial teacher training programmes.

§2. Regular course units organised by the Doctoral Schools

Regular course units organised 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 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. Specialised courses and the Doctoral seminars in transferable skills organised by the Doctoral Schools

The specialised courses and the Doctoral seminars in transferable skills organised 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 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 valorise these within the doctoral training programme. Doctoral students

are to annually compile an inventory of their activities and submit these to the doctoral advisory committee or the PhD supervisor if no doctoral advisory committee has been assigned.

§5. Replacement of the examiner

Article 77 shall apply if an examiner is unable to examine students on the course units specified in §1 through §3, if s/he is to evaluate students to whom he is related by blood or by marriage up to and including the fourth degree, or if an examiner needs to be replaced for personal reasons.

§6. Audiovisual recording

Students, observers or third parties are not allowed to make audiovisual recordings of a doctoral exam or 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.

§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 to be a whole number, ranging from 0 up to and including 20, 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 permanent training programme courses, specific specialised 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 institution for higher education as part of the doctoral training programme, are awarded examination marks by Ghent University upon their return. Said 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 institution for 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 specialised courses at a domestic or foreign institution for higher education, are required to submit these for approval to the doctoral advisory committee or, in its absence, the PhD supervisor, in order to acknowledge them 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 58.

The credit certificate is obtained after the closing (of the relevant part) of the 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), specific teacher training programmes, second-cycle academic study programmes cycles and academic initial teacher training programmes.

For regular course units organised 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.

Specialised 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 organising 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 78.

article 84 – assessment of the predoctoral training programme

§1. Examination Board of the predoctoral training programme

The Examination Board of a predoctoral training programme is composed by the Faculty Board and shall always include the tenured academic staff member acting as the prospective doctoral student’s supervisor in accordance with article 3 §1b of the Resolution pertaining to the organisation of postgraduate program-

mes (with the inclusion of predoctoral training programmes) and of permanent training programmes. For each Examination Board of a predoctoral training programme, the Faculty Board shall assign a chairman and a secretary, who may or may not be examiners, and who are active tenured academic 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 behind closed doors. The members of the Examination Board have a duty to attend deliberation meetings and to sign the attendance register. If a member of the Examination Board is unable to attend the deliberation meeting, s/he is to report this to the chairman of the Examination Board without delay. Any unjustified absences of members are reported to the Vice-Chancellor by the chairman. 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.

§2. 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 organised in the fixed time periods as soon as the prospective doctoral student exam 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.

§3. 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 student has not passed all course units of the deliberation set, the Examination Board may – after a secret ballot or otherwise – make a justified decision that the prospective doctoral student is still declared to have passed this deliberation set.

Without prejudice to the authority to deliberate of the Examination Board, prospective doctoral students shall be 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 chairman'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 shall be 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 organisation of postgraduate programmes (with the inclusion of predoctoral training programmes) and of permanent training programmes. 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 10 working days after the date of the Examination Board meeting. The results of students who have passed the predoctoral training programme may be made public.

§4. Appeal

Students may file an internal appeal against the exam decision by the Examination Board with the Internal Appeals Commission, as specified in article 95.

§5. Reconsideration of Examination Board decisions

If material errors, fraud or irregularities are found after the exam decision has been made, article 66 shall apply, on the understanding that this cannot affect the grade of merit.

article 85 – 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 - shall be conducted by an appraisal committee consisting of the director of the Doctoral School (who shall also act as the chairman of the appraisal committee) where the doctoral student has enrolled and the members of the doctoral advisory committee or, failing any such committee, the PhD supervisor.

This appraisal shall occur prior to the meeting of the Faculty Board, as specified under article 86. To this end, the doctoral student is to provide the chairman of the appraisal 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 advice of the appraisal committee is sent to the Faculty.

The appraisal committee also has the authority to take examination-related disciplinary decisions in accordance with article 90.

2° After the doctoral exam, the fact that the doctoral student has passed the doctoral training programme after his/her successful defence of the doctoral dissertation at the doctoral exam shall be authenticated by means of a certificate. The Examination Board (cf article 87) shall establish whether the doctoral student meets the requirements to obtain the certificate.

§2. The decisions by the appraisal committee and the Examination Board are to be substantiated and included in a report, together with the attendance register of the members of the appraisal 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 appraisal 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 internal appeal against the decision by the appraisal committee with the Internal Appeals Commission, as specified in article 95.

§5. Reconsideration of appraisal committee and Examination Board decisions:

If material errors, fraud or irregularities are found after the exam decision has been made, article 66 shall apply, on the understanding that any rectifications shall be made by the appraisal committee and the Examination Board and that this cannot affect the grade of merit.

article 86 – enrolment for the doctoral exam and submission of the doctoral dissertation

§1. Doctoral students are to submit their doctoral dissertation to the Faculty Board in the required number of copies, accompanied by the advice from the doctoral advisory committee or, if applicable, from the *PhD supervisor*. Amongst other things, this advice 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 advice from the appraisal committee confirming that the doctoral student has complied with this requirement, as specified in article 85. If an element of the file is lacking, the Faculty Board shall request that the dossier be completed and it shall be taken up in a subsequent meeting.

§2. After the Faculty Board has established that the doctoral student meets the requirements to take the doctoral exam (or after the Faculty Board has declared the doctoral dissertation to be admissible), the

information on the doctoral exam is sent to the Office for Student Administration and Study Programmes and the tuition fee is claimed.

article 87 – examination board for the doctoral exam

§1. The Faculty Board shall assign an Examination Board for the doctoral exam. The following may act as members of said Examination Board:

- persons who are active autonomous academic staff members of Ghent University or a different university of the Flemish Community;
- retired tenured academic staff members of Ghent University or a different university of the Flemish Community;
- doctor-assistants of Ghent University;
- visiting professors;
- researchers who hold the doctor's title as a permanent or temporary member of staff at Ghent University or a different domestic or foreign institution;
- other persons who are not affiliated with Ghent University and who do not hold a doctoral diploma, but who are intimately familiar with the subject of the doctorate.

The Examination Board shall consist of at least five members. At least three members of the Examination Board are to be active tenured academic staff members of Ghent University or a different university, at least two of its members have not previously been members of the doctoral advisory committee and at least one member shall be unaffiliated with Ghent University. The majority of the members of the Examination Board must be affiliated with Ghent University.

The Examination Board shall be authorised to perform the following tasks:

- to appraise the doctoral exam;
- to take examination-related disciplinary decisions in accordance with article 90;
- to establish, on the basis of the report by the appraisal 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 chair of the Examination Board is held by the dean or his/her representative, who needs to be a tenured academic staff member. The chair of the Examination Board and the *PhD supervisorship* over the doctoral dissertation are irreconcilable. The Examination Board shall appoint one of its members as the Board's secretary.

§3. Amongst its members, the Examination Board shall compose a reading committee consisting of at least three and no more than five members. At least one member of the reading committee is to be affiliated with Ghent University and at least one member is to be unaffiliated with Ghent University.

§4. The members of the Examination Board have a duty to attend the deliberation meeting and to sign the attendance register. If the deliberation meeting takes place via videoconference, the secretary of the Examination Board will 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 chairman of the Examination Board without delay. Any unjustified absences of members are reported to the Vice-Chancellor by the chairman. In order to deliberate legitimately, at least three fifths of the members must be present. A Faculty ombudsperson is entitled to attend the deliberation meetings of the Examination Boards in an observer capacity.

§5. 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* shall request the dean to take the necessary measures in writing to ensure that the 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 chairman 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 chairman of the Examination Board needs to ensure that, before the doctoral dissertation is dispatched to the outside member of the Board, a confidentially agreement has been concluded with this member or affiliate organisation.

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.

§1. The doctoral exam consists of:

- the submission and appraisal of the doctoral dissertation
- the public defence of said doctoral dissertation

§2. The doctoral examination can be take place in accordance with the provisions in article 2§7.

§3. In the first part of the examination, the Examination Board shall appraise the doctoral dissertation of the candidate in question and the merit of his/her research, 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 17/09/2012 through 22/09/2012).

The appraisal shall be occur behind closed doors. Each member of the reading committee is to compile a written review and a substantiated evaluation of the doctoral dissertation, expressly putting forward an advice regarding the student's admission to the second part of the exam. The Examination Board deliberates on the appraisals of the members of the reading committee. The final outcome of this deliberation round is to be motivated and included in a report, together with the attendance register of the members of the Examination Board. If applicable, the report also needs to include a motivation as to why the decision differs from the advice of the members of the reading committee. 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.

Students are notified in writing of the deliberation decision. At the request of the Examination Board or at his/her own request, the candidate may be heard prior to the deliberation. In its additional Faculty provisions to the specific examination code for obtaining the degree of doctor, the Faculty may also decide that the doctoral student is to be involved in the first part of the examination. In this case, the precise manner in which this will take place needs to be established.

The Examination Board shall 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 shall be held. If this second round again results in a tie, the decision shall go against the student.

The deliberation shall 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, provided that corrections can be made by the doctoral student to his/her doctoral dissertation within the time span imposed by the Examination Board. In joint consultation, the chairman and the *PhD supervisor* shall ensure that these requested corrections are implemented;
- no admission to the second part of the examination.

Students may file an internal appeal against the exam decision pronounced with the Internal Appeals Commission, as specified under article 95.

§4. In order to be admitted to the second part of the examination, it is not required for the doctoral dissertation to have been published previously.

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 shall address a motivated letter to the chairman 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 shall 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 shall 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.

§5. In the second part of the doctoral examination, the doctoral student shall put forward an oral and public defence of his/her doctoral dissertation before the Examination Board. This public defence shall take place after maximum 30 days after the doctoral student's admission to the second part of the examination, unless the doctoral student requests a deferment.

The time and location of the public defence meeting shall be 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 UGent website, the Faculty needs to send all the necessary details by e-mail (following the appropriate procedure) to the Office for Student Administration and Study Programmes of the Department of Educational Affairs. The public defence shall not take less than one hour and no more than two hours.

article 89 – deliberation and examination results announcement of the doctoral exam

§1. The Examination Board shall deliberate in camera on the examination as a whole, immediately after the public defence session.

§2. The Examination Board shall decide by simple majority of the votes, abstentions not taken into consideration, on whether or not the academic degree of doctor is to be awarded.

§3. 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 shall go against the student.

§4. The decision of the Examination Board is to be motivated and included in a 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.

§5. The examination decision shall be announced in public by the chairman immediately after the deliberation. Students may file an internal appeal against the examination decision with the Internal Appeals Commission, as specified in article 95.

§6. 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 shall make the doctoral dissertation accessible by way of an open access system.

article 90 – 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 which may affect the evaluation of a regular course unit, a specialist course, a doctoral seminar in transferable skills or a research-related activity as part of the predoctoral training programme or the doctoral training programme, the evaluation for the course unit or activity concerned may be terminated immediately for this student. The examiner shall promptly relate the events to the chairman of the Examination Board and the appraisal committee respectively.

§2. Committing plagiarism is a form of fraud. In its additional Faculty examination code governing the doctorate, each Faculty can complement or specify the basic definition of plagiarism as it is described in the present examination code, differentiated according to the aspired qualification when appropriate. This information is to be communicated to the Faculty's doctoral students. The members of the reading committees and the Examination Boards of the doctorate may test the originality of the submitted doctoral dissertations by means of anti-plagiarism software. If one of the evaluators has reason to suspect that a doctoral student has committed plagiarism which is likely to affect the evaluation of the doctoral dissertation, s/he is to notify the chairman of the Doctoral Examination Board per study programme without delay.

§3. Whether or not an examination-related disciplinary measure shall be imposed after an examination-related disciplinary decision is to be decided by the Examination Board of the predoctoral training programme and the doctorate respectively, or the appraisal committee for the doctoral training programme, qualified for the evaluation of the doctoral student who is suspected of fraud or irregularities.

§4. The doctoral student concerned shall be invited by the chairman of the Examination Board and the appraisal committee respectively, no later than five days before the meeting where s/he is to be heard by the Examination Board or appraisal committee concerned. The invitation shall state the charges against the student and the nature of the disciplinary action that is being considered against him/her. The doctoral student concerned shall have access to the case file.

A Faculty ombudsperson shall be invited to attend the hearing. At the hearing, the doctoral student may be accompanied by a trusted representative or a legal counsel.

§5. The Examination Board or appraisal committee that is to rule on the fraud or irregularity offence shall convene as soon as possible in order to take a decision.

§6. The examination-related disciplinary measure is pronounced by the Examination Board and appraisal committee respectively.

If the fraud or irregularities relate to a regular course unit, a specialised course, a doctoral seminar in transferable skills or a research-related activity, the examination disciplinary body may impose the following 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 the doctoral student is given the designation that the specialised 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 specialised course, the doctoral seminar in transferable skills or the research-related activity concerned from the (pre)doctoral training programme in question.

The doctoral student is given a 'fraud' designation for the regular course unit concerned and cannot obtain a credit certificate during the relevant examination period for a part of the course units that the doctoral student 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, on the understanding that credit certificates that were obtained in a previous (part of the) examination period cannot be withdrawn, except in the case described in §8 of the present article. It is also possible that the doctoral student cannot obtain a credit certificate for any of the course units taken up. In addition, the examination disciplinary body may decide to exclude the student from (part of) the evaluations in the second examination period for the course units concerned.

The doctoral student is given a 'fraud' designation for the specialised course, doctoral seminar in transferable skills or research-related activity concerned, and cannot take part in or be evaluated for the abovementioned units of the doctoral training programme during the current academic year, or only to a limited degree, 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 shall resubmit the doctoral dissertation to the Board of Examiners, which shall 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, nor obtain a credit certificate for this course unit in the examination period concerned.

The 'fraud' designation for a specialised 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 to re-enrol 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 ten academic years.

§7. After the examination disciplinary body has arrived at an examination-related disciplinary decision, the Examination Board shall rule 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 shall defer 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 an examination-related disciplinary decision.

§8. 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 specialised 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 go on to declare the diploma or the certificate delivered 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 §6.

§9. In its report, the examination disciplinary body shall include a list of the persons present at the meeting. The report shall specify the offence(s) and the motivations behind the examination-related disciplinary decision.

§10. As long as no examination-related disciplinary decision has been found or as long as the examination-related disciplinary decision is not yet final, 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 internal 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).

§11. Students may file an internal appeal against the examination-related disciplinary decision pronounced against them with the Internal Appeals Commission, as specified in article 95.

section VII

specific examination code for study programmes organised in conjunction with different institutions for higher education

article 91 – specific examination code for study programmes organised in conjunction with different institutions for higher education

For study programmes that are jointly organised with other institutions for 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.

part IV

departures from the education and examination code

article 92 – departures from the education and examination code

The Board of Governors may agree to departures from the present Education and Examination Code:

- as a result of an agreement approved by the Executive Board concerning a study programme staged in conjunction with one or more other institution for higher education;
- to serve student mobility within a bilateral and multilateral agreement with other institutions for Higher Education;
- as part of framework programmes financed by a public authority.

part V

ombudspersons

article 93 – faculty ombudspersons

§1. Before 1 November of each academic year, on the recommendation of the student representatives, at least one permanent and one replacement Faculty ombudsperson is selected by the Faculty Board from the Faculty academic staff. In the absence of any nominations, the Dean shall move to nominate the candidates himself. The replacement Faculty ombudsperson acts if a permanent Faculty ombudsperson is unexpectedly prevented from assuming these duties or is an involved party.

§2. The Faculty ombudsperson deals with complaints from students and staff members regarding the implementation of the present Education and Examination Code and/or the provisions governing the legal position of students 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 shall:

- 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 Internal Appeals Commission pursuant to article 95.

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 shall 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 shall inform 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 to students during examination 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 shall attend the deliberations of the Examination Boards and shall be given access to the reports of these deliberations at all times.

§4. The Faculty ombudsperson may call on the University ombudsperson for logistic support.

§5. With regard to the competencies assigned to him in the present article, the Faculty ombudsperson may add items to the Faculty Board's agenda.

§6. The Faculty ombudsperson is bound to discretion.

§7. Before 1 November of each year, the Faculty ombudspersons report on their activities to the Faculty Board. The Faculty Board is to send this report to the Vice-Chancellor.

§1. The University ombudsperson handles the complaints of students and members of staff 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 shall:

- 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 Commission pursuant to article 95.

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 shall 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 shall inform 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 December of each year, the University ombudsperson is to report to the Vice-Chancellor, who shall send a copy of this report to the Government Commissioner.

part VI

internal appeals procedure

article 95 – internal appeals commission

§1. If students deem that a decision is detrimental to their interests due to a violation of their rights, they may file an internal appeal with the Internal Appeals Commission. This applies to the following decisions:

- *examination decisions*, pursuant to articles 57, 68, 72, 74, 84, 85, 88 and 89 of the present examination code;
- *examination-related disciplinary decisions*, pursuant to article 79 of the present code;
- decisions pertaining to a request for an exemption, pursuant to article 28 of the present code;
- decisions relating to taking a *preparatory and/or linking course* pursuant to article 6 §1 of the present code;
- decisions relating to the imposition of binding conditions or a refusal of enrolment pursuant to article 22 of the present code.

In doing so, students may seek assistance from a legal adviser, who is required to hold a written power of attorney on penalty of non-admissibility 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 by registered post, on penalty of non-admissibility of the appeal. At a minimum, this document is to specify the student's identity, the disputed decision(s) and a factual description of the invoked objections invoked. At the same time, the student shall send an electronic version of his/her petition by e-mail to ombuds@UGent.be by way of information. The postmark of the recorded delivery shall serve as the date for the appeal.

For exam decisions, the appeal shall be filed within the peremptory time limit of five calendar days, starting on the calendar day after the examination results announcement. 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 70§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 took cognizance of the decision in question.

If the last day of the peremptory time limit falls on a Saturday, a Sunday or an official holiday, this time limit shall be extended to include the next working day on which postal services are open.

§3. The internal appeal is considered by the Internal Appeals Commission, which is composed on an ad hoc basis by the Vice-Chancellor and consists of:

- the Vice-Chancellor or the Deputy Vice-Chancellor;
- four tenured academic staff members with the rank of full professor or (part-time) senior full professor, belonging to at least two different Faculties, selected from the tenured academic staff members assigned for this purpose by the Faculty; each Faculty is to assign two of its tenured academic staff members of the aforementioned rank to sit on the Internal Appeals Commission if required. Any successions or alterations of tenured academic staff members shall be communicated to the institutional ombudsperson;
- the Chief Academic Administrator or the Director of Educational Affairs.

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 persons shall serve as acting chair in accordance with the following hierarchical ranking order: the Chief Academic Administrator or the Director of Educational Affairs, or the eldest of the other members of the Internal Appeals Commission who are present.

The University ombudsperson is welcome to attend the sessions of the Internal Appeals Commission, but does not have the right to vote.

The Internal Appeals Commission 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 chairman shall have the decisive vote.

§4. The Internal Appeals Commission treats internal 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 Internal Appeals Commission is free to call up and any information, records and documents it deems useful to treat the appeal. The members of the university community are under obligation to provide the Commission with the information, records and documents requested at their first request.

The Internal Appeals Commission 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 shall be allowed to attend the meetings, but who shall not have the right to vote.

The student or his/her counsel may request perusal of the file that was compiled with regard to his/her petition. This request shall be sent by e-mail to ombuds@UGent.be at least one week after the petition was submitted. The person who the Internal Appeals Commission put in charge of the preparation of the file shall then arrange a meeting with the applicant, so that s/he may peruse the file. If required, the applicant may then amplify on his previous grievances.

§5. At the chairman's request and provided that each of the commission members agrees, the Internal Appeals Commission shall be free to meet by way of videoconference in the following cases:

- 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 chairman proposes to hold a videoconference, all exhibits of the case are to be made available to the members of the commission, preferably in electronic format.

§6. The Internal Appeals Commission 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 Internal Appeals Commission 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 Internal Appeals Commission 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 shall determine the terms and conditions of any such examination.

If the internal appeal relates to an examination mark for a course unit that is part of a full deliberation set, the Internal Appeals Commission shall also decide whether or not the applicant passes the deliberation set and, if applicable, it shall decide whether the applicant passed the study programme and what grade of merit shall be awarded. The Internal Appeals Commission exercises this authority in consideration of the provisions in articles 68, 72 and 74. The decision shall also state the reasons behind it.

The decision of the Internal Appeals Commission is served on the student and, if applicable, the legal counsel within fifteen calendar days, starting from the day after the day on which the appeal was instigated. All notifications shall be sent by e-mail and by registered post. If the Internal Appeals Commission is unable to reach a decision on the petition in a timely fashion, the student and his counsel shall be informed within fifteen calendar days, in which case a deadline shall be set for the Commission to inform the parties involved of its decision.

Unless the Internal Appeals Commission 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 examination results announcement of the study programme in the examination period in which the disputed decision was taken.

§7. The decisions of the Internal Appeals Commission are to specify the further appeals open to students against any decisions and the terms and conditions of any such appeals.

§8. The Internal Appeals Commission is to regulate its own methods of operation in a set of rules and regulations.

part VII

evaluation of education by the students

article 96 – educational evaluation

§1. Ghent University considers internal quality control of the educational activities to be crucial in order to optimise academic education. The UGent 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 organisation and the educational processes.

§2. The output of the educational 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 considered to be part of the expected involvement of the students.

article 97 – organisation of educational evaluations

§1. As a tool for the educational evaluations, the questionnaire drawn up by the Board of Governors is used. At the suggestion of the Education Quality Control Unit and in joint consultation with the students, this questionnaire may be complemented with other items to be queried, subject to Faculty Board approval.

§2. The Education Quality Control Unit is responsible for the coordination of the educational evaluations. In joint consultation with the Office for Educational Quality Control, it ensures that all course units of any given study programme or any lecturer are frequently evaluated. The lecturers-in-charge and co-lecturers that are mentioned in the course file shall be evaluated at least once every three 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 extends to include 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 Education 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 Education 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 organisation 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 Education Quality Control Unit notifies individual lecturer(s) of its findings and comments. Per course unit, the responsibility for the results which are processed in various non-central locations (answers to the open questions) rests with the Director of Studies, who makes the results available for consultation to the lecturers concerned. The summary report is passed on by the Director of Studies to the chairman of the Study programme committee concerned and the chairman of the department concerned for follow-up purposes. The members of the academic staff may be requested to take part in the discussion and review of the educational 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 tenured faculty staff tenures or promotions, in order to compile the candidates' dossiers.

part VIII final provisions

article 98 – the education and examination code

The provisions of the present Education and Examination Code may be amended only by the Board of Governors, after the advice from the Council on Educational Affairs.

The Vice-Chancellor shall decide 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 shall be announced publicly.

Each year, in October after the closing of the previous academic year, the Faculties report to the University Board through the Council on Educational Affairs on the application of the Code of Conduct for languages of instruction other than Dutch at Ghent University. The Council on Educational Affairs evaluates the application of said code of conduct for the benefit of the Executive Board.

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 99 – effective date of the education and examination code

The present Education and Examination Code shall come into effect from the 2011-2012 academic year onwards.

glossary of teaching and evaluation methods

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 and 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 lecturer to 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 are 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 personalised 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 insight into the positive and negative elements of the final product that they have submitted or the process that they have experienced, they are given subsequent 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 ("embedded support"). Examples of these components include overviews, tables of contents, "advance organisers", preliminary and subsequent questions for self-tests (in an ELE with feedback), diagrams, key concepts, summaries, explicit learning objectives per unit, processing assignments, examples, suggestions for revising, etc. Guided self-study is distinct 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)

Subform: 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 which is to be submitted for 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)

Subforms: plenary exercises and clinical lectures

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 are limited. Lectures (or so-called "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. For the remainder, 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 emphasising the input of students in discussing the case (with the patient being physically present or not).

master's dissertation (masterproef)

The Master's dissertation is a research project (cf *infra*) 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 organise 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 summarise 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 ar-

rangements 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 classes 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 (onderzoeksproject)

Subforms: dissertation

A set of individualised 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)

Subforms: 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 exercises 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, organisations, 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 organisations, 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 teaching 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 (v. 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.

master's dissertation

See glossary of teaching methods.

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 so-called 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 stages:

- (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, the 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 (taking the floor, posting reactions on online discussion forums, making physical efforts, showing perseverance, etc). 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 application, performance or contribution against criteria that their lecturer has formulated (or that they themselves have developed). Peer reviews are often used in educational situations where a central role is reserved for team work. 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. Preferably, peer assessment is aimed at the learning process, not on quality in terms of contents. The use of peer assessment as a form of evaluation often requires both the examiners and the students to adjust their attitude and competencies. Therefore, students often need to be "trained" in giving feedback. They need to learn to apply (and formulate) criteria, draw up/complete high-quality assessment reports and give each other feedback in a constructive manner.

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 so-called 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. If a correction for guessing is applied, students are to be explicitly informed of the scoring formula.

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.

regulations concerning the storage of documents

document	how long should it be kept?	by whom?
examinations		
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
dissertations		
Assignments as part of continuous assessment, such as Bachelor's dissertations	until 1 year after the close of the academic year concerned	Lecturer-in-charge
Master's dissertations	Paper 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
reports		
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 XI

student assistance and student services

section I

central level

1 – student administration

The Office for Student Administration and Study Programmes 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: <http://www.UGent.be/nl/onderwijs/administratie>

Office for Student Administration and Study Programmes of the Department of Educational Affairs

Sint-Pietersnieuwstraat 33 (Ufo), 9000 Ghent

Tel. 09 331 00 99

studentenadministratie@UGent.be

(Helpdesk for International Degree Students: studentadministration@UGent.be)

Opening hours: <http://www.UGent.be/nl/onderwijs/administratie/csa>

2 – university ombudsperson

Luc Van de Poele (Head of Department of the Educational Quality Care Department, Department of Educational Affairs) is the University ombudsperson.

Website <http://www.ugent.be/nl/onderwijs/kwaliteitszorg/ombudspersoon.htm>

Sint-Pietersnieuwstraat 33, 9000 Ghent

Tel. 09 331 00 31

ombuds@UGent.be

3 – advisory centre for students

Sint-Pietersnieuwstraat 33, 9000 Ghent

Tel. 09 331 00 31

acs@UGent.be

Opening hours and further information: <http://www.ugent.be/nl/onderwijs/studieondersteuning.htm>

brochures

Study programme documentation?

Brochures are available on every field of study taught at Ghent University, providing clear answers to frequently asked questions (study programmes, prerequisites and admission requirements, future career prospects, etc). These brochures are constantly updated to include new developments and answer queries from users. They are freely available from the information desk. Alternatively, you can also consult or download the relevant PDF versions from the website (www.opleidingen.ugent.be) for each of the selected study programmes.

information desk

Do you have a question? A problem? The shortest way to the right answer to all of your questions is the information desk. Desk staff will be happy to assist you in every way, either by providing you with the required information themselves or by making an appointment with a study counsellor, career advisor,

university physician or any other specialist university body. The information desk can also be reached by phone, fax or e-mail.

information library on basic study programmes

Do you want to explore available study programmes at your leisure? Here is where you will find all relevant documentation, to make your choice for a basic training programme in higher education:

- all first-year courses for all Bachelor's programmes taught at Ghent University
- course catalogues of all Flemish and Walloon universities
- brochures on study programmes in higher education
- The information library is freely accessible each working day, mornings as well as afternoons.

information sessions

Each year, a series of information sessions are organised that focus on higher education. These include a major information fair on the available opportunities to continue your studies or take a doctorate at Ghent University. Other sessions focus on higher education studies abroad. In addition, some sessions are oriented towards labour market entry. For each sector of industry, several unique sessions are organised, for example on employment in civil service and in education, or on job application techniques, etc.

information library on continuing your studies and finding a job

What is your next step after graduation? This information library offers documentation about:

- continuing your studies in Flanders and Wallonia
- continuing your studies abroad
- scholarships when studying abroad
- proceeding to a doctor's degree
- finding a job and job application techniques
- information on the various sectors on the labour market
- employer repertories
- finding a job abroad
- holiday and language courses abroad

The information library is freely accessible every working day, afternoons only.

career advice

Joining the labour market? Career advice will help you make that step from being a student to finding a job and is open to all Ghent University students and graduates. Here, you will find helpful answers to questions relating to:

- finding the right job
- orientation on the labour market
- the social and legal aspects surrounding the transition from studies to work
- Career advice is constantly networking and getting in touch with potential employers.

For further information, consult <http://www.ugent.be/nl/onderwijs/studieondersteuning/werk>.

study method advice

Do you experience difficulties revising? A specialist study counsellor is available to help you with questions on:

- revising skills and study methods
- organising your study time
- exam difficulties

For further information on Ghent University schemes in the area of study methods advice, consult the study and learning track counselling service at <http://www.ugent.be/nl/voorzieningen/begeleiding.htm>. A specialist counsellor is available for any issues that may have an impact on your studies: stress, fear of failure, personal or relational problems, etc. By mutual agreement, a specific guidance scheme is put in place or you will be referred under guidance.

university physicians

Keep fit and healthy! The university physician are general practitioners who are familiar with students' medical needs. Consultations are held every working day: during the day an appointment is required, but in the evening there is free consultation. Appointments cost no more than regular consultations, nor are they reserved for special check-ups or special problems. Appointments are intended to reduce waits and can be made at the reception desk of the Advisory Centre for Students, either in person or by phone, and can also be made for the same day.

Further information is available at: http://www.ugent.be/nl/onderwijs/advies/loc_index/nl/voorzieningen/studentenartsen.htm.

study advice

Are you unable to make up your mind? All year round, a team of study advisors is available to (prospective) students as well as parents, teachers and anyone involved in a professional capacity in helping young people make the right choice for higher education studies. The study advisors offer professional help with:

- choosing a field of study
- assessing exam results and possible reorientation
- the key junctures during the study programme where students are required to make further choices
- continuing your studies at home or abroad

section II faculty level

1 – faculty student administration services

faculty of Arts and Philosophy

Registrar- Faculty Student Administration: Heidi Geers

Blandijnberg 2 (office room 0.59), 9000 Ghent

<http://www.flwi.ugent.be/>

faculty of Law

Registrar- Faculty Student Administration: Luc Van Wiemeersch

Voldersstraat 3 (Braun school, groundfloor, office room 100.013), 9000 Ghent

<http://www.law.ugent.be/>

faculty of Science

Registrar- Faculty Student Administration: Joeri Delamane

K.L. Ledeganckstraat 35 (first floor, third phase), 9000 Ghent

<http://www.ugent.be/we/nl/Faculty/fsa>

faculty of Medicine and Health Sciences

Registrar- Faculty Student Administration: Greetje Martens

De Pintelaan 185 (UZ, 3K3), 9000 Ghent

<http://www.ugent.be/ge/nl/onderwijs/fsa>

faculty of Engineering

Registrar- Faculty Student Administration: Muriel Vervaeke

J.Plateaustraat 22 (left wing, office room A.0.24), 9000 Ghent

<http://www.firw.ugent.be/fd/fsa/>

faculty of Economics and Business Administration

Registrar- Faculty Student Administration: Brigitte Bonne

Tweekerkenstraat 2 (third floor, room 130.012), 9000 Ghent

<http://www.feb.ugent.be/nl/Ondw/FSA/contact.asp>

faculty of Veterinary Medicine

Registrar- Faculty Student Administration: N.N.

Salisburylaan 133, 9820 Merelbeke

<http://www.ugent.be/di/nl/onderwijs/fsa>

faculty of Psychology and Educational Sciences

Registrar- Faculty Student Administration: Bart Vandecasteele

Henri Dunantlaan 2, 9000 Ghent

<http://www.fsappw.ugent.be/>

faculty of Bioscience engineering

Registrar- Faculty Student Administration: Nicole Goedertier

Coupure Links 653 (office room 101), 9000 Ghent

<http://www.fbw.ugent.be/Diensten/fsa.php>

faculty of Pharmaceutical Sciences

Registrar- Faculty Student Administration: Tamara Nachtegael

Harelbekestraat 72, 9000 Ghent

<http://www.ugent.be/fw/nl/onderwijs/FSA>

faculty of Political and Social Sciences

Registrar- Faculty Student Administration: Irene Creyf

Universiteitstraat 8 (blue gate entrance, groundfloor, immediately on the right), 9000 Ghent

<http://www.psw.ugent.be/FSA/Index.aspx>

2 – monitoring service

student counsellors

- are the people to speak to for all questions you may have relating to study attitude, study organisation 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 personalised 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 personalised 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>

part XII

urls and endnotes

- 1 <http://www.studiegids.ugent.be/2011/EN/studiegids.html>
- 2 <http://helpdesk.ugent.be/account/en/regels.php>
- 3 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/lesgevers.htm>
- 4 <https://www.ugent.be/nl/univgent/reglementen/onderzoek/reglementen/valorisatiereglement.htm>
- 5 <http://www.ugent.be/nl/onderwijs/administratie/toelating/overgangsmaatregelen.pdf>
- 6 <http://www.ugent.be/nl/onderwijs/administratie/toelating/specialeovergang.pdf>
- 7 <https://www.ugent.be/nl/univgent/bestuur/rvb/verslagen/ovrvb2005/ovrvb20050415.htm>
- 8 http://www.ugent.be/nl/onderwijs/aanbod/opleidingen/info/EVC_procedure.pdf/
- 9 <http://www.ugent.be/nl/univgent/reglementen/onderwijs/uitvoering/besluiten/doctoraat.pdf>
- 10 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/oerhuisarts>
- 11 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/tucht.pdf>
- 12 <http://www.ugent.be/nl/onderwijs/aanbod/opleidingen/info/afwijk.htm>
- 13 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/postgrad.pdf>
- 14 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/doct.pdf>
- 15 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/doctoralschools.pdf>
- 16 <http://www.ugent.be/nl/onderwijs/administratie/toelating/toelatinglerarenopleiding.pdf>
- 17 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=12831>
- 18 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=12847>
- 19 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=13425>
- 20 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=13520>
- 21 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=13487>
- 22 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=13528>
- 23 <http://www.ond.vlaanderen.be/edulex/database/document/document.asp?docid=13526>
- 24 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=13528>
- 25 <http://www.ond.vlaanderen.be/decretenbundel/pdf/decreetlerarenopleidingvlaanderen.pdf>
- 26 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=13988>
- 27 <http://www.ond.vlaanderen.be/edulex/database/document/document.asp?docid=13526>
- 28 <http://www.ugent.be/doctoralschools/en>
- 29 <http://www.ond.vlaanderen.be/hogeronderwijs/studeren/leerkrediet/md20081216-leerkrediet-Eng.pdf>
- 30 <https://www.ugent.be/nl/univgent/bestuur/vademecum/onderzoek/reglementen/valorisatiereglement.htm>
- 31 <http://www.ugent.be/en/teaching/admission/degreestudent/requirement/diploma/equivalence.pdf>
- 32 <http://www.ugent.be/nl/onderwijs/aanbod/opleidingen/info/afwijk.htm>
- 33 <http://www.vliruos.be>
- 34 <http://www.ugent.be/en/teaching/internationalisation/programinfo/emmc.htm>
- 35 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 36 <http://www.vliruos.be>
- 37 <http://www.ugent.be/en/teaching/internationalisation/programinfo/emmc.htm>
- 38 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 39 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 40 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 41 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 42 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 43 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 44 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 45 Photo's only via Office for Student Administration and Study Programmes (eID/photo shoot)
- 46 <http://www.ugent.be/en/teaching/studentadmin/tuition/overview.htm>

- 47 <http://www.ugent.be/nl/onderwijs/administratie/regelgeving/interuniversitairexamenreglementen.pdf>
- 48 <http://www.ugent.be/en/teaching/admission/degreestudent/application/overview.htm>
- 49 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/gezdoctoraat.pdf>
- 50 <http://www.vaph.be/vlafo/view/nl/204713-en.html>
- 51 <http://www.ugent.be/en/teaching/studentadmin/enrolment/specialstatus.htm>
- 52 <http://www.ugent.be/nl/voorzieningen/sport/topsport/>
- 53 <http://www.ond.Flanders.be/edulex/database/document/document.asp?docid=12410>
- 54 <http://www.ugent.be/en/teaching/studentadmin/enrolment/specialstatus.htm>
- 55 <http://www.ugent.be/nl/onderwijs/aanbod/flexibel/formwerkstudent.pdf>
- 56 <http://www.ugent.be/nl/onderwijs/aanbod/opleidingen/info/beroepservaring.htm>
- 57 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/lesgevers.htm>
- 58 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/lesgevers.htm>
- 59 <https://www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/postgrad.pdf>
- 60 <http://www.ugent.be/nl/onderwijs/administratie/regelgeving/interuniversitairexamenreglementen.pdf>
- 61 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.