

Faculty regulations about examinations, deliberations, learning account and study progress monitoring

Academic year 2019-2020

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This document contains a lot of information about the Education and Examination Code, examinations, deliberations and study progress monitoring.

Furthermore, this document contains several rules about the implementation of the Education and Examination Code at the Faculty of Economics and Business Administration. Therefore, this document should be considered as the supplementary faculty examination regulations.

Ghent University's Education and Examination Code can be consulted online:

<https://www.ugent.be/student/en/class-exam-exchange-intern/class-exam/education-examination-code>

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1. Examination opportunities, deliberation dates and result announcement

1.1 Examination opportunities

Each academic year, students have a maximum of **two examination opportunities** per course unit for which they are enrolled:

- One examination opportunity during the first semester examination period or the second semester examination period
 - First semester examination period: January 6th 2020 until February 1st 2020
 - Second semester examination period: May 25th 2020 until July 4th 2020
- One examination opportunity during the resit examination period
 - Resit examination period: August 17th 2020 until September 12th 2019

Examinations **cannot take place on another moment**, except in case of students with a special status (see article 25 which will be discussed later). Examinations for first semester course units can only be taken during the first semester examination period (article 52 §2). Examinations for second semester course units can only be taken during the second semester examination period (article 52 §2). The only exceptions are the master's dissertation and the internship (article 62 §2).

Students who are **absent** during an examination, who withdraw from an examination or who submit the exam copy 'pro forma' will obtain the grade 'absent' which implies they used their examination opportunity. 'Absent' is considered a grade which will be mentioned on the transcript of records.

1.2 Deliberation

Deliberations will be organised:

- Thursday February 13th 2020 (only for students who can graduate)
- Thursday July 2nd 2020 (for the first examination period)
- Thursday September 10th 2020 (for the resit examination period)

1.3 Result announcement

The examination results of the **first semester examination period** will be announced via Oasis:

- Friday February 7th 2020 at 13h30 (for students who cannot graduate)
- Thursday February 13th 2020 (for students who can graduate)
- Log in on Oasis with your UGent account to download your personal transcript of records
- Afterwards, students can contact the lecturer-in-charge (or the assistant) for feedback until February 21st 2020

The examination results of the **second semester examination period** and the **resit examination period** will be announced via Oasis after the deliberations:

- Thursday July 2nd 2020 at 13h30 (for the second semester examinations)
- Thursday September 10th 2020 at 13h30 (for the resit examinations)
- Afterwards, students can contact the lecturer-in-charge (or the assistant) for feedback until July 4th 2020 (second semester examinations) and September 19th 2020 (resit examinations)
- Log in on Oasis with your UGent account to download your personal transcript of records
- The transcript of records will not only mention the obtained grades but also:
 - The deliberation decision
 - The grade of merit (if applicable)
 - The binding condition (if applicable)

Students may **file an appeal** against the deliberation decision and/or the obtained grades with the institutional appeals committee (article 100). The appeal must be submitted with 7 days, counting from the day after the result announcement.

More information can be found in article 100 of the Education and Examination Code

Students obtaining their master's degree will be invited for the **degree ceremony**:

- Thursday September 24th 2020
- Friday September 25th 2020
- Saturday September 26th 2020

Graduating in February 2020

Students who have taken all examinations in February 2020 and meet the deliberation criteria, can graduate as bachelor or master after the first semester examination period. A separate deliberation will be organised on February 13th 2020. This deliberation is also intended for students who can graduate in the linking courses, preparatory programmes and postgraduate studies. Students who have to submit their master's dissertation but wish to be deliberated on February 13th, have to submit their dissertation before the general deadline, on January 7th 2020 at 16h00. The presentation and oral defence will be organised between January 27th and February 1st. Students are not obligated to hand in their dissertation in January but can wait until May (second semester examination period) or August (resit examination period). Students who have to take examinations in the second semester examination period, can under no circumstances graduate in February since these exams cannot be taken until July and the Education and Examination Code specifically mentions that it is impossible to take these examinations in January (article 52 §2).

Students who are enrolled for the Master in complementary studies in Economics or the Master in complementary studies in Business Economics and the preparatory programme and who will do both programmes in one and a half year, should make sure they only have first semester courses left in the second year

2. Examination organisation

2.1 Absence during examination

Being **absent** during one or more examinations

Students whose absence for an examination was not reported, will be considered unjustified. Students who will be absent for one or more examinations should inform the lecturer-in-charge (or assistant), there are two possibilities:

- The first is to hand in the exam copy 'pro forma': the student goes to the exam, does not consult the exam copy and informs the lecturer-in-charge that you (s)he will not participate
- The second is to inform the lecturer of the absence via email or telephone before the examination takes place

It is important to notify the lecturer-in-charge correctly for the registration of your grade. Students who are absent an exam will receive the grade 'absent' for the course unit in question, even if they hand in the exam copy 'pro forma' (provided that the student did not consult the exam copy, as soon as a student consults the exam copy this is considered as participating in the exam and the student will receive the grade '0'). The difference between 'absent' and '0' is important for the reclamation of learning account in case of reorientation. Only for course units for which the grade 'absent' was received, it may be possible, in exceptional circumstances, to reclaim the credits in case of reorientation.

2.2 Force majeure (illness, accident, ...)

Force majeure is an event which has nothing to do with the student and which could not have been reasonably foreseen, prevented or overcome.

Article 75 §4 stipulates that every absence for an examination has to be reported to the Examination Office immediately and that the certificate of force majeure has to be submitted at the Faculty Student Administration within three working days

The Faculty of Economics and Business Administration has formulated the following rules:

- The Faculty Student Administration will act as the Examination Office (mail: fsa.eb@ugent.be / telephone 09 264 79 27).
- The examiner-in-charge (or assistant) also has to be informed.
- The absence has to be reported on the day of the examination at the latest, if the absence is reported later (for example the day afterwards), it will be considered unjustified.
- The absence has to be reported both to the Faculty Student Administration and the examiner, via email (registration of the date and hour) and preferably via telephone as well. If possible, a scan of the certificate of force majeure is already added to the email.
- The original certificate has to be submitted at the Faculty Student Administration within three working days and is preferably also sent via email.
- A copy of the certificate should also be submitted to the examiner and/or assistant within three working days.
- The contact details of professors and assistants can be found in the phone book: <https://telefoonboek.ugent.be/en/> or can be requested at the Faculty Student Administration (09 264 79 27).
- As soon as possible, the student has to contact the examiner and/or assistant to arrange a possible catch-up exam.
- The catch-up exam has to be organised during the current examination period. If this is not possible, the student loses this examination opportunity.
- A catch-up exam is only possible in agreement with the examiner-in-charge.
- For the catch-up exam, a different evaluation method may be used.

2.3 Overlap in the exam schedule

Overlap in the exam schedule is possible in case of a personal learning path. An exam can be postponed only in case two examinations are held on the same day, however, some professors are more flexible.

Students should contact the examiner-in-charge (and/or assistant) before the start of the examination period and search for a possible solution by mutual agreement. If there is no solution, the examination opportunity may be lost.

Examinations from a lower programme have priority to examinations from a higher programme (for example: in case there is overlap between an exam from the preparatory programme and an exam from the master's programme and a catch-up exam is not possible, the student should take the exam for the preparatory programme).

In case of problems, students can contact the ombudsperson (see 2.7).

2.4 Students with special status and exam facilities

Students can apply for a special status based on:

- Functional impairment
- Approved top-level sports activities
- Professional artistry
- Holding office
- Exceptional social or personal circumstances
- Student entrepreneurship
- Foreign-language speaker
- Working student (article 26)

The special status is granted by the Registrar's Office, not by the faculty.

Application procedure

- Students consult article 25 and 26 of the Education and Examination Code
- More information can also be found on the website:
<https://www.ugent.be/prospect/en/administration/application/special-status>
- The application should be submitted via Oasis (<http://oasis.ugent.be>)

Students who have been granted the special status, can be granted exam facilities by the examiner:

- More time for the exam
- Different evaluation method
- Taking the exam on another day (only in case of a special status, an exam can be organised outside the examination period)
- The possible facilities depend on which special status was granted, an exhaustive list can be found in article 25 of the Education and Examination Code

Students who have been granted a special status have to report via Oasis which of the possible facilities s/he will use and for which courses:

- No later than 8 November 2019 for the first-term examination period
- No later than 27 March 2020 for the second-term examination period
- No later than 3 July 2020 for the resit examination period

The use of exam facilities has to be related to the reason why the special status was granted:

- For example: students can postpone an exam if they have the top-level sport status and an exam overlaps with a training or match
- For example: students can postpone an exam if they have the holding office status and an exam overlaps with a meeting of the Faculty Board

2.5 Irregularities (fraud, cheating, data in a calculator,...)

The examiner will notify the chair of the Examination Board who will organise a meeting with the Examination Board where the student is to be heard, in presence of the lecturer-in-charge and the ombudsperson.

The Examination Board may determine a disciplinary measure (the student may file an appeal against this measure with the Institutional Appeals Committee, see article 100).

The student can take his/her other examinations

Disciplinary measures (article 78 §6) can be different, depending on the severity of the irregularities and can be:

- Loss of credits: the grade for one or more courses is '0'
- The student is prohibited from taking part in one or more examinations in the resit examination period
- The student is excluded from the university (for a maximum of 10 years)

2.6 Faculty Student Administration

The Faculty Student Administration will act as Examination Office

- Tweekerkenstraat 2, building Hoveniersberg, ground floor
- Email: fsa.eb@ugent.be
- Telephone: 09 264 79 27
- Should be contacted in case of absence during examination (illness,...) or in case of any other problem related to the examinations (absence of the examiner, ...)

2.7 Ombudsperson

Prof. dr. Heidi Vander Bauwhede

- Sint-Pietersnieuwstraat 7
- Email: heidi.vanderbauwhede@ugent.be
- Telephone: 09 264 35 05
- Should be contacted in case of any problem related to the examination regulations

2.8 Programme coordinator

Ms Laura Haek

- Email: laura.haek@ugent.be
- Telephone: 09 264 33 05

3. Personal learning path

Personal learning path (PLP)

Students who did not pass all courses after the resit examination period, can submit an application for a personal learning path with the faculty's curriculum committee. A **PLP** is a trajectory which contains courses of several programmes

- For example: courses from the third bachelor with courses from the master
- For example: courses from the preparatory programme with courses from the master

The faculty's **curriculum committee** will approve or reject personal learning paths based on the personal learning path regulations (<https://www.ugent.be/eb/en/degree-students/programme-information/curriculum-submission/curriculum-per-programme.htm>)

Some important rules from the Education and Examination Code and the faculty's personal learning path regulations:

- A PLP is only possible if a student has obtained at least 30 credits in the first year of the bachelor's programme
- When composing a PLP, students first have to enrol for all courses in the lowest programme before adding courses from a higher programme (for example: students first have to enrol for all courses in the preparatory programme before they can enrol for courses in the master's programme)
- A PLP cannot contain courses from the first year of the bachelor's programme in combination with courses of the master's programme

There are several **types of PLP's**:

- An IAY-PLP is a personalised learning path in which the student takes courses from multiple standard learning track years (e.g. preparatory course and master's programme) without having the opportunity to enter a standard learning track year in the following academic year. An IAY-PLP can contain a maximum of 66 credits.
- A COMBI-PLP is a personalised learning path in which the student takes courses from multiple standard learning track years (e.g. preparatory course and master's programme) while having the opportunity to enter a standard learning track year in the following academic year. A COMBI-PLP can contain a maximum of 72 credits. Students who can graduate in a masters' programme, can take up to 80 credits in a COMBI-PLP.

Students in the **first year of the bachelor's programme**:

- Who pass less than 30 credits in the first year, have to enrol in the next academic year for all remaining courses from the first year and cannot enrol for courses from the second year. The minimum number of credits is 31, the maximum is 60.
- Who pass at least 30 credits but less than 48 credits, have to enrol in the next academic year for all remaining courses from the first year and can add courses from the second year up to a maximum of 66 credits (=IAY-PLP)
- Who pass 48 credits or more, have to enrol in the next academic year for all remaining courses from the first year and for all courses from the second year up to a maximum of 72 credits (=COMBI-PLP)

4. Deliberation and tolerance

Ghent University deliberates students by means of deliberation sets. These deliberation sets enable Ghent University to treat all students equally, even though there can be big differences between their curricula (ranging from 3 to 90 credits). Below we will explain what deliberation sets are.

4.1 Deliberation sets

A deliberation set is a cluster of course units, credits and exemptions of (in principle) 60 ECTS credits, determined for each student and each study programme for which students can either pass or fail. A deliberation set is (almost) always the same as a standard learning trajectory and therefore usually contains 60 ECTS credits:

- The bachelor's programme contains 3 deliberation sets: students passing all 3 deliberation sets pass for the bachelor's programme and will receive a bachelor's degree
- The master's programmes Economics, Business Economics, Business Administration, Public Administration and Management, complementary studies in Economics and complementary studies in Business Economics contain 1 deliberation set, students who pass this deliberation set also pass the master's programme and will receive a master's degree
- The masters' programme Business Engineering contains 2 deliberation sets, students passing both deliberation sets also pass the master's programme and will receive the master's degree

Only in exceptional cases, the deliberation set will deviate from the standard learning trajectory. The deviation set for linking courses and preparatory programmes coincide with the complete programme, and therefore often deviate from the standard learning trajectory of 60 ECTS credits.

4.2 Deliberate

Deliberating a student implies whether or not a student passes a deliberation set.

Deliberation is the examination board's authority. The examination board consists of the chair, the secretary and all lecturers-in-charge of courses in that deliberation set.

Examination Boards deliberate at least twice per academic year

- A deliberation after the second semester examination period (2 July 2020)
- A deliberation after the resit examination period (10 September 2020)
- Only for students who can graduate after the first semester examination period, a deliberation will be organised after the first semester examination period (13 February 2020)

4.3 Deliberation and tolerance criteria

Deliberation criteria: these criteria are used to pass or fail a student for a deliberation set. These criteria apply to all students at Ghent University and can be found in the Education and Examination Code.

Tolerance criteria: these criteria are used to pass a student, even though s/he did not obtain a 10 out of 20 for all courses. These criteria describe the minimum total score, the maximum number of failed grades and the maximum number of failed courses. These criteria also apply to all students at Ghent University and can be found in the Education and Examination Code.

Deliberation and tolerance criteria: **rule 1**

- Students cannot pass a deliberation set if the weighted total score is lower than 50%. The ECTS credits are used as weights to calculate the weighted total score.
 - The obtained grade per course is multiplied with the credits
 - These amounts are added up (per deliberation set the maximum is 1200 (60 credits x 20))

- This sum is converted into a percentage of 1200

Deliberation and tolerance criteria: **rule 2**

- If students pass all course units of a deliberation set, i.e. if they have obtained at least 10 out 20, they are automatically declared as having passed the deliberation set concerned

Deliberation and tolerance criteria: **rule 3**

- If students do not obtain at least 10 out of 20, they cannot be declared as having passed the deliberation set, unless the tolerance criteria apply

Deliberation and tolerance criteria: **rule 4**

- Students who do not pass a deliberation set, have to retake all examinations for which they did not obtain at least a 10 out of 20 (in the resit examination period or in the next academic year)
- Failed grades will not be transferred
- Before the start of each examination period, the failed grades of the previous examination period are deleted
- If a student does not retake an examination for a failed course, s/he will obtain the grade 'absent' and cannot pass the deliberation set

Deliberation and tolerance criteria: **rule 5**

- Students receive a credit for courses for which at least a 10 out of 20 has been obtained, this grade remains and will stay valid during the following deliberation(s)
- Students cannot retake an examination for a course which they already passed

Deliberation and tolerance criteria: **rule 6**

- Students who do not obtain at least a 10 out of 20 for all course units, can pass a deliberation set of a bachelor's programme provided that:
 - The first deliberation set only contains course units that are scheduled in the first standard learning track year of a Bachelor's programme
 - The weighted total score is at least 50%
 - 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 scored at least 8 out of 20 for all course units in the deliberation set
 - The deficit in order to pass one or two course units is a total of maximum 1% of the weighted total of the deliberation set1 – without the exemptions - in which the ECTS credits are used as weights. The deficit is calculated by multiplying the deficit on the examination mark for the course unit by the ECTS credits that have been awarded to that particular course unit. The weighted total score is 1200, so the maximum deficit is 12. The deficit is less than 12 in case the student obtained exemptions.

Deficit = failed grade x credits

- 8/20 for a course of 6 credits = $2 \times 6 = 12$
- 9/20 for a course of 8 credits = $1 \times 8 = 8$
- 9/20 for a course of 3 credits = $1 \times 3 = 3$

The maximum deficit is 1% (which equals to 12 in case of a deliberation set of 60 credits)

- One grade of 9/20 for one course of 12 credits
- Two grades of 9/20 for two courses of each 6 credits
- One grade of 8/20 for one course of 6 credits

- One grade of 9/20 for a course of 6 credits and one grade of 8/20 for a course of 3 credits
- Two grades of 8/20 for two courses of each 3 credits
- However...more than two failed courses or a score lower than 8/20 cannot be tolerated!

Deliberation and tolerance criteria: **rule 7**

- Students who are enrolled in the graduation year of a bachelor's programme, master's programme, linking course, preparatory programme or subsequent master's programme and who did not pass all course units, can pass the study programme provided that:
 - The deficit to pass one or two courses is maximum 6
 - The students failed a maximum of 2 courses
 - The student has obtained at least 8 out of 20 for all the course units
 - The student has used the most recent examination opportunity for the course units concerned
 - The tolerance does not apply to the Bachelor's or Master's dissertation and the mandatory internship

Some **clarifications**

The tolerance criteria only apply to students who can graduate, which means that they are enrolled for all remaining courses in their study programme.

The tolerance criteria apply to all study programmes: bachelor, master, linking course, preparatory programme, subsequent master, master in teaching,...

The failed courses have to be part of the study programme but not of the last standard learning track year (for example the master in business engineering: the failed courses can be both from the first and second year).

The tolerance criteria apply to each study programme separately (for example students who are enrolled for a preparatory programme and a master's programme, can use these tolerance criteria twice).

Deliberation and tolerance criteria: **rule 8**

- The Examination Board can deviate from the deliberation and tolerance criteria but only if it is in the students' favour and in case of exceptional circumstances which have to be duly motivated.
- There are no strict rules for these deviations
- The exceptional circumstances have to be related to the failed course
- One failed course, even if the student obtained high scores for all other course units in the deliberation set, is not an exceptional circumstance (referring to article 67 §1-2)
- Students should contact the ombudsperson before the deliberation in case they feel that exceptional circumstances apply for one or more failed courses

4.4 Grade of merit

A grade of merit will not be given until the end of the study programme (at the end of the bachelor's programme or at the end of the master's programme).

The Faculty of Economics and Business Administration gives a grade of merit based on the weighted total score.

The following limits apply to all students at Ghent University:

- cum fructu (more than 50% and less than 67,5%)
- cum laude (67,5% or more and lower than 75%)
- magna cum laude (75% or more and lower than 82,5%)
- summa cum laude (82,5% or more)

4.5 Practical use of deliberation sets

The Examination Board only deliberates per deliberation sets, if the deliberation set is complete, which implies that the student obtained grades for all course units in the deliberation set (in the current academic year or in previous academic years, the grade 'absent' included).

A course unit that was added to the curriculum will receive a grade after each examination period, even if the students does not take part in the exam.

Students who do not take part in an exam, will receive the grade 'absent' which counts as a grade (and implies that students loose the examination opportunity).

Students following a PLP, containing courses from several deliberation sets, can be deliberated for several deliberation sets during the same examination period.

If a deliberation set is incomplete, the Examination Board will not deliberate. The student will obtain a credit for all course units with a minimum grade of 10 out of 20, they do not have to retake the examination and the obtained grade will be used in the following deliberation. Students will have to take part in the resit examination period for all course units for which they did not obtain at least 10 out of 20 (the grade will be deleted).

5. Study progress monitoring

5.1 Article 24

Article 24 of the Education and Examination Code stipulates binding conditions in order to monitor students' study progress.

There are three types of binding conditions:

- Binding conditions upon enrolment at Ghent University for the same study programme
- Binding conditions in case of a credit contract (and exam contract)
- Binding conditions upon enrolment at Ghent University, regardless the study programme

Binding conditions upon enrolment at Ghent University for the same study programme

- A binding condition will be imposed on students who did not pass at least half of the credits in the previous academic year (in case of students in the first year of the bachelor's programme, this binding condition also implies that they can only enrol for courses from the first year in the next academic year)
- The binding condition will be imposed in the next enrolment for the same study programme (it will not be imposed in case the student enrolls for a different study programme)
- The binding condition implies that students have to pass at least 50% of all credits in the next academic year
- The binding condition implies that students in the first year of the bachelor's programme, have to pass at least 75% of all credits in the next academic year
- If students do not meet the binding condition in the next academic year, re-enrolment for the same study programme will be refused
 - A third enrolment for the same study programme will be impossible if students do not meet the binding condition
 - Students following a PLP in the second year are therefore advised to be careful when they compose their curriculum and not add too many courses (in order to be able to meet the binding condition)

Binding conditions in case of a credit contract (or exam contract)

- Re-enrolment for a credit (or exam) contract will be refused when the student has already enrolled twice for a course unit without obtaining a credit
- In other words, after failing a course 4 times, students will no longer be able to enrol for that course

Binding conditions upon enrolment at Ghent University, regardless the study programme

- Re-enrolment via a diploma contract will be refused after three years when students do not pass at least one third of all credits during those three years
- In other words, each year we will check how many credits were followed in the previous academic years and how many credits were obtained. If this is less than one third, re-enrolment will be refused
- This applies to all bachelor's programmes, master's programmes, linking courses and preparatory programmes

Students may file an appeal with the Institutional Appeals Committee as stipulated in article 100 of the Education and Examination Code.

5.2 Learning account

The learning account was introduced by the Flemish government in academic year 2008-2009.

When students enrol at a higher education institution (university, university college) for the first time, they receive a learning account of 140 credits.

Upon enrolment, the number of credits for which the student enrolls, is withdrawn from the learning account.

- This applies to all bachelor and master's programmes
- This does not apply to linking courses, preparatory programmes, subsequent master's programmes, postgraduate studies, master's programmes in teaching and exam contracts
- This does apply to all credit contracts, including credit contracts for courses from linking courses, preparatory programmes, subsequent master's programmes, postgraduate studies and master's programmes in teaching
- For each course a student passes, the credits will be added to the learning account
- For each course a student fails, the credits are lost
- For each course a student fails and is deliberated, the credits are also lost
- The first 60 credits a student obtains, will be added double, regardless when and where these credits were obtained. This does not apply to credits obtained via a credit contract.
- After obtaining the master's degree, the learning account will be reduced with 140 credits:
 - The number of credits left, will determine whether or not another study programme can be followed
 - This only applies to the master's degree, no credits will be withdrawn after obtaining the bachelor's degree
 - The withdrawal of 140 credits will only happen once, if a student obtains another master's diploma, this withdrawal will not apply
- After graduating, each year 10 credits will be added to the learning account up to a maximum of 60 credits

The Flemish government registers the learning account, international students can contact the programme coordinator to consult their learning account. The learning account remains when students enrol at another university or university college.

- Flemish universities only receive funding for students who still have sufficient credits.
- Therefore, students can only enrol for the number of credits they have left
- There are two exceptions
 - After obtaining a bachelor's degree, enrolment for the subsequent master's programme cannot be refused, regardless of the remaining number of credits
 - After obtaining a master's degree at Ghent University, enrolment for another study programme is always possible, regardless of the remaining number of credits

All students are advised to monitor their study progress!

- Students should only enrol for courses for which they will take an exam
- Students should think carefully before enrolling for extra courses via a credit contract
- Enrolment in the wrong study programme or enrolment for the wrong courses should be adjusted as soon as possible
 - Before November 15th all credits will be returned upon cancellation of enrolment
 - Between November 15th and March 1st only second semester credits will be returned upon cancellation of enrolment

More information about the learning account

- <https://www.uhent.be/student/en/study-support/learningaccount.htm>