

FACULTY RELATED ADDENDA EDUCATION AND EXAMINATION CODE (FOER) ACADEMIC YEAR 2023-2024

FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

(approved by the Faculty Council, 13 September 2023)

These faculty provisions supplement the Ghent University [Education and Examination Code](#) and should therefore be read together with these regulations. The faculty provisions are included in italics.

Articles and excerpts of articles from the university Education and Examination Code that are not mentioned remain in full force.

The following documents also accompany this FOER:

- [code of conduct for students](#)
- [code of ethics for research](#)

PART II EDUCATION CODE

Section I The organisation of the academic year

Article 2 The academic calendar

§1. The *academic calendar* is defined annually and published by the Board of Governors before 1 January prior to the start of the academic year in question. The faculties are free to add to the calendar specific provisions of their own.

The Faculty of Economics and Business Administration has also a [faculty academic calendar](#) with additional information about meetings of the Faculty Council, the Study Program Committees, the master's dissertation, etc,...

§7. Upon approval by the Faculty Council and provided that the student has enrolled at Ghent University, work placements and clinics can take place during the Summer holidays, the resit exam period and the feedback week (i.e. 10 July 2024 through 23 September 2024) prior to the academic year in which the student takes up said work placements and clinics in their curriculum.

The faculty is to notify the Director of Education before 1 April prior to the academic year in question, via onderwijs@ugent.be.

Internship, an elective course in the master (Business) Economics and Business Engineering: The internship can start at the earliest in the month of July (or June if no exams) in the summer recess between the third bachelor (or linking program/preparatory program) and the (first) master and has to be finished by May in the master (Business) Economics or in the second year of the master Business Engineering. If the student graduates in the master after the resit examination period, the internship can last until August 15th. More information can be found on UFORA.

Article 4 Deviations from the academic calendar

Deviations from the provisions in Articles 1 through 3, as well as the application for a flexible implementation of the academic calendar, can only be authorised by the Director of Education at the reasoned request of the Faculty Council, at the recommendation of the faculty's Director of Studies (and in case of a flexible implementation of the academic calendar, also at the additional recommendation of the Study Programme Committee and the Quality Assurance Committee).

Deviations from the scheduled exam periods, announcements of exam results and deadlines (cf. Art. 25, 52§2, 54, 55§1, 69) in the context of a flexible implementation of the academic calendar must be included in the application.

The faculty must submit the application to the Education Department via onderwijs@ugent.be, and must do so before 1 January of the academic year prior to the one in which the deviations would come into effect. The Director of Education determines an explicit period of validity for the deviations that are granted.

Internship, an elective course in the master in Economics and master in Business Engineering: in the student's best interest, the internship cannot be done during the examination periods. An exception can be made for those students who do not have to take any more examinations, in agreement with the internship coordinator.

Section II Admission requirements

Article 6 Admission requirements for a master's programme

§1. Holders of a diploma awarded by an education institution recognised by the Flemish Community: admission into a Master's programme (initial Master's as well as the Master of Science in Teaching and Advanced Master's programmes) is subject to meeting the admission requirements as stipulated by the Institutional Programmes Committee and published on the Study Guide website. This implies imposing a preparatory or academic bridging programme. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Interne Beroepscommissie) against the decision to impose a preparatory or academic bridging programme, as laid down in Article 81.

[Specific admission requirements](#) to master's programs in the Faculty of Economics and Business Administration.

§2. Holders of a diploma awarded by another education institution:

1° initial Master's programme (barring ICP and barring Erasmus Mundus):

The general admission requirement is to be holder of a Bachelor's diploma. Upon a successful admission procedure, prospective students are admitted into either a Master's or a preparatory programme.

2° advanced Master's programme (barring ICP and barring Erasmus Mundus):

Prospective students must be holders of a Master's diploma, or in some specific cases, a Bachelor's diploma.

After going through a admission procedure, these prospective students may be admitted into an advanced Master's or a preparatory programme. If prospective students are required to take a preparatory programme prior to being admitted into an English-taught advanced Master's programme, there must be an English-taught preparatory programme.

International students wishing to enrol in a master program taught in English must submit a GMAT or GRE test. The faculty determined the minimum scores an applicant should obtain: see [Additional Faculty Requirements](#).

Article 10 Language requirements

§4. Language requirements for Master's programmes

Based on the advice issued by the competent Programme Committee, and for each Master's programme's language of instruction, the faculty lays down the level of proficiency in Dutch or English required upon enrolment (cf. §6). In case of an interuniversity co-operation, the agreement of which contains specific language requirements, the faculty may set these specific language requirements as an admission criterion instead of a level of proficiency.

Any amendments for the X - X+1 academic year must be submitted to the Registrar's Office at the Education Department via onderwijs@ugent.be before 1 July X-1.

In case the faculty does not set explicit language requirements for the Master's programme, the following provisions apply:

- for a Dutch-taught Master's programme:
 - required proficiency in Dutch: Level B2.
 - required proficiency in English: 0
- for an English-taught Master's programme:
 - required proficiency in Dutch: 0
 - required proficiency in English: Level B2.
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[Specific language requirements](#) apply to the subsequent Master's programmes Banking and Finance and Data Science for Business.

Subsection III Admission requirements based on the learning account

Article 15 (re) Enrolment period

§1. For contracts to obtain a diploma:

for Bachelor's programmes, Master's programmes, preparatory and academic bridging programmes: the enrolment period runs from 1 August 2023 through 30 September 2023 (included). Any practical guidelines and closing days for first enrolment are published on the Ghent University portal.

In exceptional cases, late enrolments are permitted:

for Bachelor's programmes, initial Master's and advanced Master's programme, preparatory and academic bridging programmes:

- from 1 October 2023 onwards, any (prospective) student must apply to the Faculty Student Administration and the Curriculum Committee for late admission. The Curriculum Committee may refuse the student the inclusion of specific course units in their curriculum.
- from 1 March 2024 onwards, enrolment is no longer possible.

Art.15 § 1 allows the curriculum committee to exclude certain courses from inclusion in the student's curriculum when enrolling from October 1. For this purpose, the curriculum committee drew up [additional regulations](#) containing specific deadlines for the inclusion of courses throughout the academic year.

Article 21 Tuition fees

§2. Upon enrolment, an initial tuition fee is claimed, which can be recalculated at a later time, based on newly available information. The tuition fee is calculated based on the relevant resolution by the Director of Education, taken annually before 1 December of the year preceding the academic year in question.

The variable surplus amount of the special tuition fees for Advanced Master's programmes and postgraduate programmes is established annually per course unit by the Executive Board before 1 December of the year preceding the academic year in question, at the request of the competent Programme Committee, and at the recommendation of the Director of Studies and the Faculty Council.

The tuition fee consists of a fixed sum, and a variable sum which is calculated per study programme in proportion to the number of ECTS credits in the curriculum, excepting possible exemptions and previously acquired credits. For some study programmes, the tuition fee may be subject to a student's scholarship status.

Study fees have been established for the following programs, which differ from the general university study fees:

- [Study fees Subsequent master's programs](#)
- [Study fees Master programs, EEA and non-EEA students](#)

Article 23 Enrolment in more than one study programme

§2. A student can enrol in two (or more) consecutive study programme(s), into a Bachelor's programme and a consecutive preparatory programme, into an academic bridging programme and a consecutive Master's programme, or into the academic bridging programme and the preparatory programme for a Master of Science in Teaching within the same academic year. However, the student needs to obtain the approval of the competent Curriculum Committee(s). Pending that approval, the student can enrol in a consecutive programme albeit under a cancellation clause. This means that if the enrolment in a consecutive programme is not approved by the Curriculum Committee, said enrolment will be cancelled.

Student who wish to enrol for several (connected) programs in the same academic year must meet the conditions described in the [Faculty Curriculum Regulations](#)

§3. A student who is enrolled at an institution other than Ghent University can enrol in one (or more) consecutive programme(s), or in a consecutive preparatory or academic bridging programme at Ghent University within the same academic year. The student needs to obtain the approval of the competent Curriculum Committee(s) and must present proof of enrolment at the other institution, proof of study results and course sheets of the course units taken in the first programme.

Students who wish to enrol in an external PLP must meet the requirements described in the [Faculty Curriculum Regulations](#).

Article 26 Status of "working student"

Per academic year, students working their way through university (hereafter "working students") can register as a working student at the Registrar's Office (Education Department) via oasis.ugent.be. Student-applicants must be able to provide a piece of evidence or certificate confirming that they work 80 hours a month, or at least part-time (50% of what is considered a full-time employment in their employment sector), or that they are self-employed and work at least 80 hours a month. Unless the student-applicant faces exceptional circumstances, the application is submitted at the start of the academic year.

The faculties stipulate in their faculty regulations which facilities can be granted to students with the status of "working student". A faculty may choose to either stipulate faculty-wide or programme-specific regulations.

The faculties communicate any changes to these regulations to the Education Department via onderwijs@ugent.be before 1 April prior to the academic year in question.

The Faculty Council has stipulated the facilities for students with the status of 'working student' in the [faculty regulations for students with status of 'working student'](#).

Students with the status of 'working student' taking courses from the modular master of Business Economics should always attend the first class and make arrangements with the lecturer- in- charge (+ read the course sheet).

Section IV Contracts

Article 29 Exemptions and study load reduction

§1. Holders of credit certificates or previously acquired qualifications and/or an aptitude certificate based on previously acquired competencies ([EVC](#)) can make a substantiated request to the Curriculum Committee to be exempted from particular course units of the relevant study programme, in accordance with the procedure and regulations stipulated by the Faculty Council. To allow the Curriculum Committee to make a well-founded decision, students substantiate their request with the necessary documentary evidence. In so doing, students must respect the following deadlines:

- for first-term course units: requests for exemptions possible only until 14 November 2023 (included);
- for second-term course units: requests for exemptions possible only until 29 February 2024 (included).

The [procedure for applying for exemptions](#) varies by type of program and depends on whether the credits based on which the student seeks exemption were earned within the faculty or outside the faculty.

Article 30 The student's curriculum

§2. The curriculum in case of a diploma to obtain a contract

A student's curriculum can be determined based on the standard study track as published on the Study Guide website, or based on an personalised study track, insofar the Curriculum Committee approves (cf. §4).

The curriculum contains the course units for which the student has taken up ECTS credits, as well as the student's exemptions and previously acquired ECTS credits.

The curriculum may (partly) consist of exchange course units, as determined in the Learning Agreement prior to the actual period of student mobility.

It may also consist of a set of course units, either in combination with a work placement and/or (a part of) the Master's dissertation, or not.

Students can study abroad at a partner institution for one semester or a full academic year, depending on the program they follow. Students have to comply with several [conditions to study abroad](#).

Students have to follow a curriculum of 30 ECTS credits per semester at the partner institution.

The exchange possibilities per program can be found in the [exchange manual](#). For each program it is described which package of Ghent University courses do not have to be followed in exchange for a well-defined foreign package of courses.

§4. Determining the curriculum in case of a contract to obtain a diploma

The student submits a draft curriculum via OASIS, following the relevant faculty's guidelines and deadlines. In determining the curriculum, the Curriculum Committee takes into account the following provisions:

1° students starting a Bachelor's programme must take up all the first-year course units in the standard study track (BA1).

The Curriculum Committee may allow exceptions to students with a special status on the grounds of a disability provided that said students have been granted the facility of a "reduced curriculum", to students with a special status on the grounds of top-level sports or a "working student" status, as well as to students who have already obtained a Bachelor's diploma. The Curriculum Committee may assign these students a curriculum adapted to their needs but still as close to the programme structure as possible. In addition, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot take a negative decision before having consulted a faculty Director of Studies and a student representative on the Education Council. In the event of a student applying for a reduced second-term curriculum, the Curriculum Committee decides whether or not to approve based on the [general principles for an optimal study progress](#).

2° students who have not yet obtained credits for all the course units in the first-year standard study track curriculum, must upon a consecutive enrolment in the same study programme take up at least any remaining first-year course units, so as to ensure the possibility of passing the first deliberation set.

Students with a special status on the grounds of a disability who have been granted the facility of a "reduced curriculum", a special status on the grounds of top-level sports activities or a "working student" status, or students who have already obtained a Bachelor's diploma, and who have been granted the exception not to take up all the full-time standard study track course units of the first deliberation set, must upon a consecutive enrolment in the same study programme take up at least any remaining course units of their initial deliberation set for which they have not obtained credits. The Curriculum Committee may allow exceptions to this rule.

In addition, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot take a negative decision before having consulted a faculty Director of Studies and a student representative on the Education Council.

3° a personalised study track spanning a Bachelor's programme and an ensuing Master's programme (or ensuing preparatory or academic bridging programme) is possible only if the student has obtained ECTS credits for all the first-year course units in the standard study track of said Bachelor's programme, has been deliberated (cf. Article 67) or has been granted exemptions.

4° the Curriculum Committee ensures an order of course units as close to the standard study track as possible, and takes into account any strict dependencies (in accordance with Article 41, 10°) in the draft curriculum, as well as its expediency and suitability.

5° with the exception of the following situations, any student has the opportunity to compose a curriculum of at least 60 ECTS credits:

- the student is not yet able to take up a personalised study track spanning a Bachelor's and an ensuing Master's programme (or ensuing preparatory or academic bridging programme) because the student has not yet obtained ECTS credits for all the first-year course units in the standard study track of the Bachelor's programme;

- there is a question of dependency (cf. Article 41, 10°);
- the Curriculum Committee has decided that the student may not take up the Master's dissertation yet. Such a decision can only be taken by way of exceptional measure and must be substantiated.

5° bis any student who is not subjected to binding conditions upon enrolment has the right to take up a total of 72 ECTS-worth of course units within the study programme, unless prevented by a dependency.

6° from the second standard study track onwards, a student having scored at least 750/1000 for their first deliberation set of the full-time standard study track can submit a substantiated request to the Curriculum Committee to take up more than 72 ECTS credits.

7° with regard to personalised study tracks, the Curriculum Committee pursues a policy that prevents unnecessary study delay by allowing students to take up sufficiently large sets of course units, if at all feasible. In so doing, it gives students the opportunity to make up for the existing study delay as soon as possible.

8° for students enrolling in an ensuing study programme with a diploma from another education institution, the Curriculum Committee can differentiate said student's personalised study track in the ensuing study programme without changing the total study load. The Curriculum Committee does so based on how strong the content similarities are between the relevant study programmes at Ghent University and the other education institution.

9° save in exceptional circumstances, which have to be assessed by the Curriculum Committee, supernumerary course units are not allowed.

10° the total number of ECTS credits from credit certificates, exemptions and deliberated fail marks as included in the diploma supplement can only deviate from the study programme's total study load as a consequence of:

- the impact of the ECTS credits of electives taken up in the study programme. Negative deviations are not allowed.
- curricular revisions: the faculty ensures transitional measures for students in the standard study track. The Curriculum Committee has the authority to implement necessary transitional measures for students in a personalised study track;
- exchange (cf. 11°)

11° the Curriculum Committee determines the exchange course units for outgoing exchange students based on the Learning Agreement. In this process, the Curriculum Committee strives towards a set of exchange course units at the host institution to substitute a set of course units in the Ghent University curriculum instead of substituting separate course units. Substituting a set of Ghent University course units with a set of exchange course units at a host institution may lead to deviations (either positive or negative) from the total study load of the Ghent University study programme. A negative deviation thus obtained must not exceed 2 ECTS credits.

12° in the event that an outgoing exchange student has not passed an exchange course unit belonging to a set of course units by the end of the academic year, the Curriculum Committee defines which Ghent University course unit will serve as a substitute for the failed exchange course unit. Said course unit is included in the student's curriculum for the following academic year. That way the student can still acquire the programme competencies that they are lacking.

The Curriculum Committee notifies students of their curriculum before 15 November at the latest via oasis.ugent.be . In case a student has not submitted a draft curriculum before 15 November, the Curriculum Committee defines a set of course units and notifies the student thereof before 1 December at the latest.

In accordance with §6, students have the opportunity to lodge an appeal against a decision taken by the Curriculum Committee.

Students submit their curriculum by established [deadlines](#).

The conditions for a personal learning path are stipulated in the [Faculty Curriculum Regulations](#).

Students who wish to take elective courses will find all conditions and procedures on the web page [Elective courses](#).

Internship in the Master in Business Administration: The student must have included the course 'Internship' in his/her curriculum before the start of the internship and before November 15th of the academic year in which they want to do the internship.

For programs that implement a program change, [transitional measures](#) are stipulated by the Faculty Council.

§5. Changing a defined curriculum

Any changes to a defined curriculum (i.e. adding and/or removing course units regardless of the type of contract) must be requested by the student from the Curriculum Committee before 14 November at the latest in case of first-term course units, and before 29 February at the latest in case of second-term and full-year course units. Deviations from the first-term deadline can be made for students who change main subjects.

In exceptional and well-substantiated cases, the Curriculum Committee can at its own initiative remove course units from a student's curriculum that had previously been approved. It can do so before 14 November at the latest for first-term course units, and before 29 February at the latest for second-term and full-year course units, provided that these changes at the initiative of the Curriculum Committee are always possible until ten calendar days following the approval of said course unit(s) in the student's curriculum.

In such cases, the Curriculum Committee must implement the above-mentioned changes before 1 December for first-term course units, and before 15 March for second-term and full-year course units.

A change to a defined curriculum either on the initiative of the faculty or on the initiative of the student can never result in a transition to another study programme. In the event of a student wishing to switch study programmes, Article 33 takes effect.

Revisions of a defined curriculum can have an impact on:

1° the tuition fee:

- if the student's curriculum increases in study load, the student will have to pay an additional tuition fee.
- if the student's curriculum decreases in study load, the payable amount can be adjusted accordingly and the student can receive a refund, according to the following provisions:

- if the request is made before 15 November, the tuition fee is refunded for all the relevant course units.
- if the request is made from 15 November onwards and before 1 March, the tuition fee is refunded for all the second-term course units. The tuition fee for full-year and first-term course units remains payable.
- The above-mentioned refund policy:
 - applies only to diploma contracts and credit contracts. In case of an exam contract to obtain a diploma or an exam contract to obtain a credit certificate, the full tuition fee remains payable: cancellation of the tuition fee is under no circumstances possible;
 - does not apply to the surplus amount of the special tuition fees for Advanced Master's programmes and postgraduate programmes: the surplus amount remains payable, unless the relevant faculty decides that in some cases a partial cancellation is possible;
 - applies to postgraduate programmes, only to the amount that is charged per credit. The amount that is charged for the postgraduate programme as a whole remains payable, unless the Academy for Lifelong Learning decides that cancellation is possible;
 - does not apply to other activities in the context of life-long learning.

2° the learning account (if applicable to the relevant study programme and/or course units and the relevant contract):

- if the request is made before 15 November, the balance of the student's learning account is restored for all the relevant course units.
- if the request is made from 15 November onwards and before 1 March, the balance of the student's learning account is restored for all the second-term and full-year course units.

3° the calculation of study progress measures as stipulated in Article 24 §4.

Changes to an established curriculum, taking into account the deadlines in the OER, must be requested from the Faculty Student Administration (for students with a standard learning track) or from the track counsellors (for students with an individual learning path).

Courses whose classes are clustered in the first 6 weeks of 7 semester (e.g. in the modular master the courses are offered clustered in a period of 6 to 7 weeks) must be included in the curriculum at the latest in the first week of the semester.

§6. Possibility of appeal:

The student can lodge an appeal against an unfavourable decision regarding the composition of their curriculum with the appropriate appeal body as appointed by the Faculty Council. The membership of said appeal body is different from that of the Curriculum Committee, is chaired by the Dean, has professorial staff among its members who are not a member of the Curriculum Committee, and is incorporated into the additional faculty regulations together with its contact details.

The student has the right to legal counsel at the hearing. In situations of legal impediment to appear at the hearing in person, the student has the right to representation by a legal counsellor, or to a written defence. The legal counsellor is to hold a written power of attorney

on pain of inadmissibility of the appeal, except if they are registered with the Bar or enrolled as a trainee lawyer.

The appeal is lodged by means of a signed and dated application on pain of inadmissibility addressed and sent to the Dean by registered mail. Said appeal contains at the least the identity of the student-applicant, the contested decision(s), and on pain of inadmissibility, a statement of the facts and resources. For information purposes, the student is to simultaneously send an electronic copy of the appeal to the Dean via email. The postmark of the registered mail shall serve as the date of the appeal.

The appeal must be lodged within an expiry period of seven calendar days starting on the calendar day after the student was informed of the relevant decision. The appeal body handles the appeal based on the submitted documentary evidence. However, if the appeal body deems necessary, it can set a hearing and invite anyone whose testimony it deems useful for handling the case.

The appeal body can come to either of the following rulings:

- a substantiated dismissal of the appeal on the grounds of inadmissibility or on the grounds of its own lack of competence;
- an affirmation of the decision contested in the appeal;
- a revision of the decision contested in the appeal.

The appeal body's rulings are communicated to the student (as well as to the legal counsel, if applicable) within a term of twenty calendar days, starting on the day after the appeal was lodged. This is done by email as well as by registered mail. In the event that the competent faculty appeal body cannot rule on the student's application in a timely manner, this is communicated to the student and their legal counsel within the above-mentioned term of twenty calendar days, inclusive of an alternative deadline for the ruling.

The student may appeal an unfavorable decision on a curriculum composition application to the Faculty Appeals Board chaired by the Dean. The student should deliver the appeal both by registered letter and by mail to the Dean:

Prof. Dr. P. Gemmel, Tweekerkenstraat 2, 9000 Ghent, Paul.Gemmel@ugent.be.

Article 31 Contracts to obtain a credit

§1. Credit contract

1° Enrolment by means of a credit contract entails the right to participate in the regular education activities, to enjoy education support facilities, and to sit exams for the course units that are included in the contract.

2° With the exception of the Master's dissertation, Ghent University course units in the various Bachelor's and Master's curricula can be included in a credit contract. A credit contract for a work placement is possible only if said credit contract supplements a (prior) enrolment by means of a contract to obtain a diploma for the study programme containing the work placement.

In accordance with Article 41, 12°, faculties have the autonomy to decide whether or not a credit contract is possible for Ghent University course units that are part of the curriculum of preparatory and academic bridging programmes. A contract to obtain credits is not possible for course units that are an exclusive part of a postgraduate curriculum or a microcredential. A

contract to obtain credits at Ghent University is never possible for course units that are offered at another education institution. Only the Director of Education may grant substantiated individual exceptions. A credit contract is not possible for course units that are part of the predoctoral or doctoral training programme.

The [procedure and guidelines](#) for enrolling via credit contract for courses of the Faculty of Economics and Business Administration. International students should contact the [programme coordinator](#) if they wish to follow courses via a credit contract.

It is not possible to register for the courses 'internship' via credit contract. It is also not possible to register for 1 (or more) course(s) in order to include a voluntary internship.

Article 32 The curriculum committee

The Faculty Council establishes (a) Curriculum Committee(s), granting it decision-making powers with regard to exemptions, personalised study tracks, electives, and contract to obtain credits. A Curriculum Committee can either be established per study programme, per cluster of study programmes, or per faculty. The Curriculum Committee is chaired by the Director of Studies and has as its (voting) members at least the Programme Committee chair(s) and study track counsellor(s) of the relevant study programme(s). The study track counsellor(s) guides the student to put together a dossier. The Curriculum Committee can obtain advice from any person, council or committee it deems relevant.

[Composition of curriculum committees at the Faculty of Economics and Business Administration](#)

Section V Programme committee, study programme and course unit

Article 35 Membership and operation of the programme committee

§1. Faculties install a Programme Committee for every study programme or group of related study programmes. A Programme Committee can count among its members professorial and assistant academic staff (including research staff) from other faculties, as long as these members are also involved in education.

Each Programme Committee has a chair and a secretary, appointed by the faculty. The Programme Committee chair must be a member of the professorial staff. The secretary need not be a member of the Programme Committee.

Each Programme Committee consists of a delegation of professorial staff involved in education, accounting for at least half of the members. To be considered professorial staff for the purpose of this article are: lecturers-in-charge and co-lecturers in an integrated (i.e. former university college) academic study programme, who were acting in this capacity before 1 February 2013 (in the relevant study programme), and who are a member of the integration staff.

Each Programme Committee has a student delegation, accounting for at least one-third of the members.

Taken together, the members of the Assistant Academic Staff, Other Academic Staff and Administrative and Technical Staff who are involved in education have at least one representative on the Programme Committee. If regular Bachelor's or Master's Programme

Committees cannot be extended to include a related postgraduate programme, the faculty can install a steering committee or appoint a programme manager.

Faculties are free to stipulate additional requirements which have to be met by their Programme Committees.

In the event that a Programme Committee does not have the required student membership by 1 December, it is the responsibility of the Programme Committee chair to actively recruit prospective student members. Likewise it is the responsibility of the Programme Committee chair to inform student representatives of current and relevant dossiers that are on the agenda of the Programme Committee, the Quality Assurance Committee and the Faculty Council.

[Composition of study program committees at the Faculty of Economics and Business Administration](#)

Article 42 Electives in programme curriculums

§2. The choice of a specific elective, minor or major in a student's curriculum is approved by the Curriculum Committee based on the composition of the student's personal curriculum.

An elective featuring in the list of university-wide electives as laid down by the Executive Board, and chosen from an open list in the curriculum (i.e. a list of unspecified course units) cannot be rejected by the Curriculum Committee if the following cumulative conditions are met:

- the student has not taken a university-wide elective before in the context of the relevant study programme;
- there is no overlap of learning outcomes with the course units in the relevant study programme.

All rules and regulations about taking one or more elective courses, can be found on the webpage [‘Elective courses’](#).

In some cases, a Summer School may count as an elective course. The modalities are described in the document [Summer School regulations](#).

§5. The student can lodge an appeal against an unfavourable decision regarding the composition of their curriculum with the appropriate appeal body as appointed by the Faculty Council, cf. Article 30 §6.

The student may file an appeal against an unfavorable decision on their application for the composition of a curriculum. They may file this appeal to the Faculty Appeals Board, chaired by the Dean. The student should deliver the appeal both by registered letter and by mail to the Dean:

Prof. Dr. P. Gemmel, Tweekerkenstraat 2, 9000 Ghent, Paul.Gemmel@ugent.be.

Article 43 The master's dissertation

The Master's dissertation course unit is programmed in the final standard study track year of the Master's programme. Upon a positive recommendation by the Education Council and approval by the Institutional Programmes Committee, substantiated exceptions are possible. In specific study programmes and upon approval by the Institutional Programmes Committee, the Master's dissertation can be staggered across various standard study track years.

[More info by program.](#)

In developing the master's dissertation, the student must act in accordance with the [faculty code of ethics](#).

Article 44 Organisation of course units in the term system

§1. A course unit is organised and assessed within one term (cf. Article 2).

The Master in Business Economics has a modular structure. This means that each semester is divided into blocks of 6 to 7 weeks. Each block contains courses for a total of more or less 12 credits. Regular students are informed in the info session in the third bachelor. International students will receive more information about this modular structure during the Welcome Days information session at the faculty.

Internship in the Master in Business Administration: Students complete an internship during the second semester of the master's program. An exception can be made to do an internship during the first semester in case:

- *The student's curriculum contains a maximum of 39 credits (including internship)*

Article 46 Course units at a different institution

§3. In accordance with an agreement (and with due respect to the applicable education and examination code) students can take up education and assessment activities at another Belgian university or university college, in another officially registered higher education institution, a registered higher education institution, the Royal Military School in Brussels or a higher education institution abroad, provided that said institutions offer study programmes of at least three years.

Study programmes with a mandatory mobility window define the study load of the mobility window in the Study Guide.

Students who wish to follow an elective course at another institution have to follow the [procedure for "deviant elective"](#).

(X) Course 'internship'

[Information on internship.](#)

At our faculty, an internship is possible only when linked to the course 'Internship'.

PART III EXAMINATION CODE

Section I Assessment per course unit

Article 50 Assessment moments

§4. Continuous assessment

The dates on which the continuous assessment will take place, and the form it will take, are communicated in advance. A continuous assessment can take place within or without the examination periods, but (with the exception of Summer holidays) it can never take place during the holidays/breaks or on collective Ghent University closing days (cf. Article 2).

Continuous assessment covers, among other things, practicals, assignments, work placements, exercises practical assignments, clinics, debates, and skills tests that are set to students in the context of a study programme, and that in part count towards the final exam mark.

Whether or not course units involve continuous assessment is communicated via the course sheet at the start of the academic year.

The results of continuous assessments are communicated to the students as soon as possible. Students receive interim feedback so that they can adjust and improve their performance. It is the responsibility of the Programme Committee to guarantee that assessment forms are fair and that the study load is in accordance with Ghent University's assessment concept.

At the beginning of the academic year, schedules for all courses in the modular Master in Business Economics are communicated.

Feedback will be given within two weeks at the end of each block. The exact dates can be found in academic calendar of the faculty.

Article 53 Provisions for assessments

§3. The lecturer-in-charge is responsible for the exam, and can appoint co-lecturers and other staff members to assist them, for example as an exam invigilator.

During an oral exam, the lecturer-in-charge or the co-lecturer must be present at all times. In case of other exam forms, the lecturer-in-charge or the co-lecturer must be at least reachable. If this is impossible, Article 76 applies. In any event, someone must be present in case explanations are needed.

The lecturer in charge is responsible for the examination and, together with the invigilators, provides active supervision of the examinees. This means that the lecturer notifies students of the general exam guidelines and the specific regulations that apply to that exam.

The faculty formulated 6 conditions for each period-specific evaluation in the Faculty Assessment Vision.

Article 54 Examination regulations

§5. Each faculty installs an Examination Office; one per study programme, if necessary. This is the contact point for any questions or remarks with regard to the exam schedule. In addition, the Examination Office must be informed of:

- changes in the examination regulations;
- legitimate absences;
- any facts that can put at risk the examination regulations and a smooth running of the exams.

The composition of the examination secretariat of the Faculty of Economics and Business Administration.

Article 55 Exam opportunities

§6. Outgoing exchange students are entitled to the number of exam opportunities per academic year and per course unit, as laid down by the host institution. Additional exam opportunities at Ghent University are not possible.

Outgoing exchange students obtain information about the examination regulations at the partner university. Students initially participate in the examination periods and resit examination period of the partner institution. In exceptional circumstances and with the approval of the partner institution, the examiner of the partner institution and the International Office of the Faculty of Economics and Business Administration, the student may request to take an exam at the Faculty of Economics and Business Administration. All information regarding exams, resits and deliberation is included in the Exchange manual.

Article 56 Exam mark

§4. Students who are enrolled in a Ghent University study programme with a contract to obtain a diploma, and who participate in education and assessment activities at a national or international higher education institution, will receive exam marks for these course units from Ghent University. These exam marks are awarded in accordance with the locally assigned grade per course unit, based on a conversion (following the guidelines in the ECTS Users' Guide), the procedure of which is defined on <https://www.ugent.be/nl/univgent/waarvoor-staat-ugent/internationalisering/ects.htm>. The awarded exam marks are communicated to the student via a transcript of records.

The Faculty of Economics and Business Administration uses a reconversion table for the conversion of foreign results. This reconversion table applies only to outgoing FEB exchange students. see Outgoing exchange students - Faculty of Economics and Business Administration - Ghent University (ugent.be) - Grading conversion mobility in 2022-2023.

Article 59 Assessment of the master's dissertation course unit

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

1° The Master's dissertation topic is chosen in consultation with the student and the supervisor(s). The topic is then approved by the Faculty Council.

The Faculty Council also registers the supervisor(s) and the members of the reading committee.

2° One or more supervisors are responsible for the supervision of the Master's dissertation course unit. Only one of the supervisors takes on administrative responsibility and belongs to one of the following staff sections:

- professorial staff
- doctoral assistants
- academic staff with a doctoral degree
- visiting professors
- appointed lecturers in the context of a co-operation agreement with another university or university college, as stipulated in Articles V223 and V226 of the Higher Education Code.

3° deviations from the staff sections defined in 2° can be made for lecturers-in-charge and co-lecturers in an integrated (i.e. former university college) academic study programme, who were acting in this capacity before 1 February 2013 (in the relevant study programme), and who are a member of the integration staff.

4° deviations from the staff sections defined in 2° can be made for experts affiliated with Ghent University Hospital, upon approval by the faculty.

5° at the request of the student, the Master's dissertation can be written and/or defended in a language other than Dutch. Unless the other language is also the topic of the Master's dissertation, students need permission from the faculty which is based on the recommendation of the supervisor. An other-language Master's dissertation in a Dutch-taught study programme requires a Dutch-language summary.

A supervisor/promotor is a lecturer from the Faculty of Economics and Business Administration or a lecturer from another faculty teaching a course in one of the programs at the Faculty of Economics and Business Administration.

§2. Submitting the Master's dissertation

The faculty defines the deadline for submitting the Master's dissertation. In principle, the Master's dissertation is always submitted in electronic form. The electronic pdf version always counts as the authentic copy.

The deadlines of the master's dissertation are specified in [the academic calendar of the faculty](#).

[Information about the master's dissertations.](#)

Article 60 Feedback and right of inspection

§1. As laid down in Article 2, feedback is scheduled after the first-term and second-term examination period, as well as after the resit examination period. This feedback enables students to make content-related adjustments to their learning process. The lecturer-in-charge

or a proxy appointed by the lecturer-in-charge is available for the students. Each student has the right to receive feedback within the feedback period (cf. Article 2) or after the publication of the exam results, and the right of inspection regarding exams and assignments. The feedback dates are published at the start of the exam period. Feedback in the context of continuous assessment and partial exams is given as soon as possible, and can therefore take place outside of the official feedback periods. No feedback or right of inspection is given to third parties.

If a student is legitimately absent from a scheduled feedback session, the feedback or a minimal right of inspection can be organised at a different time or outside of the official feedback period, after consultation between the lecturer and the student.

Students in the master Business Economics will receive feedback within two weeks at the end of each block. The due dates can be found in [the academic calendar of the faculty](#).

Section II Examination boards

Article 66 Examination board per deliberation set: membership and power of deliberation

§1 The Faculty Council is authorised to define the membership of Examination Boards per Deliberation Set, provided that the lecturers-in-charge of all the mandatory course units are default members. The chair and secretary of the Examination Board per Deliberation Set and per Study Programme are one and the same.

Composition of [examination committees](#) by deliberation package at the Faculty of Economics and Business Administration.

Section IV Assessment per study programme

Article 70 Examination board per study programme: membership and power of deliberation

§1. The Faculty Council is authorised to define the membership of Examination Boards per Study Programme.

The Faculty Council also defines the membership of Examination Boards per preparatory programme and per academic bridging programme. Said Examination Boards have the same powers as the Examination Board per Study Programme.

To each Examination Board, the Faculty Council also appoints a chair and a secretary, who may or may not be one of the examiners, and who are a member of the professorial staff.

Composition of [examination committees](#) per program at the Faculty of Economics and Business Administration

Article 73 Grade of merit

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

The calculation of the grade of merit factors in the exam results of all the course units the student has taken up in the context of a contract to obtain a diploma for a specific study programme. This calculation factors in the weighting coefficients of course units in the study programme's standard study track, which are defined by the Faculty Council and communicated to the students at the start of the academic year.

In the event of course units taken at a foreign education institution, for which by way of exception a "pass" or "fail" mark was recorded as stipulated in Article 56§1, said marks are not factored in for the calculation of the grade of merit.

The faculty of Economics and Business Administration only takes into account the obtained grade per course to determine the grade of merit.

Section V Special circumstances

Article 75 Compliance with the exam regulations

§1. All the parties involved in the assessments comply strictly with the outlined exam regulations, in case of end-of-term assessment (cf. Article 54) as well as continuous assessment (cf. Article 41, 17°).

Exam secretariat and general examination guidelines

Students at the Faculty of Economics and Business Administration may, for those courses for which two exams are organised on the same day or where an evening exam and a morning exam are scheduled the day after, contact the lecturer in charge of the course of the highest year with the request for another examination moment.

§4. Any absences must be notified to the Examination Office as soon as possible, and by the day of the exam/assessment at the latest. A student who deems to have a legitimate reason for said absence, must submit the original supporting documents to the Examination Office as soon as possible, and within three working days after the relevant exam/assessment.

In case of illness or accident, a doctor's certificate is required, stating that the doctor has examined the student on the day of the exam/assessment at the latest, and diagnosed the illness or established the consequences of the accident in person. So-called "dixit certificates", only including the student's statement, or "post factum certificates", issued after the illness or accident, are not accepted. A doctor's certificate preventing the student from exercising (certain) sports activities must include the specific actions the student is unable to carry out.

Internship: if absent during the internship due to illness, the student must notify the internship provider immediately. In addition, within 24 hours, a doctor's note (digitally if necessary) will be delivered to the internship coordinator. The internship coordinator may require sick days to be made up. Sick days issued due to non-urgent medical procedures will not be accepted, these should be scheduled outside of working hours.

Article 78 Fraud or irregularities

§2. Committing plagiarism is considered to be a form of fraud. The Examination Board per Study Programme may for said study programme supplement or specify the basic definition of

“plagiarism” as it is defined in the present code. This information is communicated to the students of said study programme. The examiner-in-charge may assess assignments - always submitted in electronic form - on their originality by means of anti-plagiarism software. In the event that the lecturer-in-charge suspects a student of having committed plagiarism which is likely to affect the assessment of the assignment in question, the chair of the Examination Board per Study Programme is to be informed forthwith.

[Students performing research \(for a paper, the master's dissertation, ...\) have to follow the faculty's code of ethics.](#)

[The united examination committees of the Faculty of Economics and Business stipulated rules regarding plagiarism, scientific dishonesty and depreciation.](#)

PART V OMBUDSPERSONS

Article 79 Faculty ombudspersons

§1. Before 1 November of each academic year, the Faculty Council appoints from among the members of the professorial staff at least one effective and one substitute ombudsperson for doctoral students.

Before 1 November of each academic year, and on the recommendation of the student representatives, the Faculty Council appoints from among the members of the professorial staff at least one effective and one substitute ombudsperson for other students.

In default of a recommendation, it is the Dean who proposes the candidates. In the unforeseen event that the effective faculty ombudsperson is unable to fulfil their duties or is one of the affected parties, the substitute takes over. The faculty ombudspersons for students and doctoral students can be one and the same person.

[Ombudspersons of the Faculty of Economics and Business.](#)