

GHENT UNIVERSITY GLOBAL CAMPUS KOREA EDUCATION AND EXAMINATION CODE

2023-2024 ACADEMIC YEAR

The study guide of Ghent University Global Campus is available for consultation at studiekiezer.uqent.be.

This English version of the Education and Examination Code serves as the official version for use at Ghent University Global Campus, Korea as approved by the Board of Governors on 7 July 2023. However, in areas which lie outside the scope of this English GUGC version, the [official Dutch version](#) that was approved by the Board of Governors on 5 May 2023, may be used to clarify and provide guidance on any remaining issues in as far as those issues are governed by the areas outlined in the official Dutch version of the Ghent University.

PREAMBLE	4
SCOPE.....	4
ACRONYMS AND ABBREVIATIONS	5
ACRONYMS AND ABBREVIATIONS (USED IN DUTCH)	5
LIST OF DEFINITIONS.....	6
PART I – THE ORGANISATIONAL STRUCTURE OF GUGC	12
Article 1: The Campus Council.....	12
Article 2: The educational committees.....	12
Article 3: The Educational Quality Control Unit (EQCU).....	12
Article 4: The Department of Academic and Student affairs.....	13
PART II – EDUCATION REGULATIONS	14
SECTION I – THE ORGANISATION OF THE ACADEMIC YEAR.....	14
Article 5: Start and close of the academic year	14
Article 6: The academic calendar	14
Article 7: BA1-March programme.....	19
SECTION II – ACCESS REQUIREMENTS.....	20
<i>SUBSECTION I – DEGREE ACCESS REQUIREMENTS</i>	20
Article 8: Access requirements for Bachelor's programmes	20
<i>SUBSECTION II – LANGUAGE ACCESS REQUIREMENTS</i>	21
Article 9: Language requirements.....	21
SECTION III – ENROLMENT.....	22
Article 10: First enrolment and re-enrolment.....	22
Article 11: Fraud at enrolment.....	22
Article 12: Tuition fees.....	23
Article 13: Deferment of admission and leave of absence.....	25
Article 14: Registration of guest and exchange students.....	26
Article 15: Student campus card and certificates.....	26
Article 16: Personal details update	26
Article 17: Ghent University account.....	26
Article 18: Enrolment and study progress monitoring	26
Article 19: Special status for students.....	28
SECTION IV – CONTRACTS.....	30
Article 20: General regulations	30
Article 21: Contract.....	30
Article 22: The student's curriculum.....	30
Article 23: Exemptions and study load reduction	33
Article 24: New contracts and change of study	33
Article 25: Contract termination.....	33
SECTION V - STUDY PROGRAMME COMMITTEE, STUDY PROGRAMME AND COURSE UNIT.....	34
<i>SUBSECTION I – STUDY PROGRAMME COMMITTEE</i>	34
Article 26: Composition and operation of the study programme committee.....	34
<i>SUBSECTION II – STUDY PROGRAMME</i>	34
Article 27: Composition of deliberation sets	34
Article 28: Elements of a study programme.....	34
<i>SUBSECTION III COURSE UNIT</i>	35
Article 29: Class time slots and class schedules.....	35
Article 30: Elements of a course unit – course sheet	35
Article 31: Options within study programme overviews	36
Article 32: Course units at a different institution.....	37
Article 33: Provisions for educational activities.....	37
PART III – EXAMINATION CODE	38
SECTION I – ASSESSMENT PER COURSE UNIT	38
Article 34: Preparing evaluations.....	38
Article 35: Evaluation moments.....	38
Article 36: Evaluation methods.....	39
Article 37: Organisation of examinations	39
Article 38: Provisions for assessment.....	39
Article 39: Examination regulations.....	40
Article 40: Examination opportunities.....	40

Article 41: Examination mark.....	41
Article 42: Credit certificate.....	42
Article 43: Evaluation language.....	42
Article 44: Feedback and access to the exam.....	42
SECTION II – EXAMINATION BOARDS.....	43
Article 45: Types of Examination Boards.....	43
Article 46: Examination Board meetings.....	43
Article 47: Participation in the deliberations of an examination board.....	43
Article 48: Substantiated decisions of the Examination Board.....	43
Article 49: Reconsideration of exam decisions.....	44
SECTION III – ASSESSMENT PER DELIBERATION SET.....	45
Article 50: Composition of the examination board per deliberation set and its authority to deliberate.....	45
Article 51: Passing a deliberation set.....	45
Article 52: Voting in the Examination Board per deliberation set.....	46
Article 53: Examination results announcement of examination marks and deliberation sets.....	46
SECTION IV – ASSESSMENT PER STUDY PROGRAMME.....	47
Article 54: Composition and competence of the Examination Board per study programme.....	47
Article 55: Passing a study programme.....	47
Article 56: Voting in the Examination Board per study programme.....	47
Article 57: Grade of merit.....	48
Article 58: Examination results announcement of a study programme.....	48
SECTION V – SPECIAL CIRCUMSTANCES.....	49
Article 59: Compliance with the examination regulations.....	49
Article 60: Substitution of the examiner.....	50
Article 61: Attendance of observers at oral examinations.....	50
Article 62: Fraud or irregularities.....	50
PART IV – OMBUDSPERSONS.....	53
Article 63: Campus Ombudsperson.....	53
Article 64: The university ombudsperson.....	53
PART V – APPEALS PROCEDURE.....	55
Article 65: Institutional Appeals Committee.....	55
PART VI – FEEDBACK ON THE EDUCATION BY THE STUDENTS.....	57
Article 66: Course feedback.....	57
Article 67: Course feedback by students: organisation.....	57
PART VII – FINAL PROVISIONS.....	58
Article 68: The Education and Examination Code.....	58
Article 69: Departures from the Education and Examination code.....	58
Article 70: Effective date of the Education and Examination code.....	58
PART VIII – GLOSSARY OF TEACHING AND EVALUATION METHODS.....	59
SECTION I – GLOSSARY OF TEACHING METHODS.....	59
SECTION II – GLOSSARY OF EVALUATION METHODS.....	61
PART IX – REGULATIONS CONCERNING THE STORAGE OF DOCUMENTS.....	62

PREAMBLE

SCOPE

§1. The present Education and Examination Code is intended as a minimal framework for the education and evaluations at Ghent University Global Campus (GUGC) in Songdo, Korea and may be complemented with specific provisions by the Campus Council.

Departures from the Education and Examination Code can only be granted by the Board of Governors of Ghent University in response to a substantiated request from the Campus Council. The Board of Governors of Ghent University expressly determines the period of validity of the granted departures.

The Education and Examination Code, the Campus Council's supplements thereto, and any departures approved by the Board of Governors of Ghent University are to be communicated to students in electronic format.

§2. On the date of approval of the Education and Examination Code for the academic year 2023-2024 by the Ghent University Board of Governors, the education and examination regulations at GUGC – in addition to the aforementioned Code – are also governed by:

- The 2023-2024 [online study guide](#);
- The regulations pertaining to the [appropriate use of the network and the computers, as](#) approved by the Board of Governors of 15 May 2017;
- The Code of Conduct on Educational Data at UGhent, approved by the Executive Board as its meeting on 9 March 2021;
- The regulations pertaining to the [appointment of the lecturers and co-lecturers](#) for the course units and their temporary replacement, as approved by the Board of Governors at its meeting on 24 May 2013 (see Part XI of the UGent Education and Examination Code (ugent.be/oer));
- The regulations concerning research and collaboration at Ghent University ("[Valorisatiereglement](#)", as approved by the Board of Governors at its meeting on 18 November 2016;
- The [Disciplinary Regulations for Students](#), as approved by the Board of Governors at its meeting on 7 May 2021;
- The [General Research and Collaboration Regulations](#), as approved by the Board of Governors of the Ghent University Association at its meeting on 18 December 2020;
- The [Generic code of conduct for processing personal information and confidential information](#), as approved by the Executive Board at its meeting on 18 May 2018;
- The [Policy of Ghent University pertaining to inappropriate behaviour](#), as approved by the Executive Board at its meeting on 28 September 2018.
- The [Non-Discrimination Declaration](#), as approved by the Board of Governors at its meeting on 27 May 2011.
- The GUGC Leave of Absence Policy, as approved by the GUGC Board of Directors at its meeting on 9 November 2021.

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

- The [special decree pertaining to Ghent University and Antwerp University Centre](#), as approved on 26 June 1991;
- The [resolution of the Flemish Government establishing the list of the Bachelor's and Master's programmes for each institution in Flemish higher education](#), as approved on 30 March 2018;
- The [resolution of the Flemish Government establishing the form of the higher education diploma and the contents of the accompanying diploma supplement that is awarded by higher education institutions in Flanders](#), as approved on 12 December 2014.

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

§5. The Education and Examination Code is supplemented by the Campus regulations.

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

ACRONYMS AND ABBREVIATIONS

EDUCATIONAL QUALITY CONTROL UNIT (EQCU)

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

GHENT UNIVERSITY (UGENT)

GHENT UNIVERSITY GLOBAL CAMPUS (GUGC)

ELECTRONIC LEARNING ENVIRONMENT (ELE)

ACRONYMS AND ABBREVIATIONS (USED IN DUTCH)

ASSISTANT ACADEMIC STAFF - ASSISTEREND ACADEMISCH PERSONEEL (AAP)

BACHELOR'S PROGRAMMA - BACHELOR (BA)

COP - COMMISSIE PROGRAMMA'S

ELECTRONIC LEARNING ENVIRONMENT (ELE) - ELEKTRONISCHE LEEROMGEVING (ELO)

OTHER ACADEMIC STAFF - OVERIG ACADEMISCH PERSONEEL (OAP)

PERSONALISED LEARNING TRACK – GEÏNDIVIDUALISEERD TRAJECT (GIT)

PREVIOUSLY ACQUIRED COMPETENCIES – EERDER VERWORVEN COMPETENTIES (EVC)

PREVIOUSLY ACQUIRED QUALIFICATIONS – EERDER VERWORVEN KWALIFICATIES (EVK)

PROFESSORIAL STAFF – ZELFSTANDIG ACADEMISCH PERSONEEL (ZAP)

STANDARD LEARNING TRACK – MODELTRAJECT (MOT)

LIST OF DEFINITIONS

A

ACADEMIC AND STUDENT AFFAIRS

The Department of Academic and Student Affairs is a central contact within GUGC offering support to students over a wide range of study and learning track-related issues... It consists of a faculty and student administration unit (for any administration concerning the enrolment and curriculum), a study counselling unit (for learning track-related issues), and a student support unit (contact point for leave of absence, housing, student clubs, other affairs related to student's life on campus).

ADMISSIONS AND PR

The Department of Admissions and PR serves as a contact point for students with regards to admissions.

B

BACHELOR'S PROGRAMME

A study programme in higher education that is subsequent to secondary education and contains at least 180 ECTS credits and, at GUGC, contains 240 ECTS credits.

C

CATCH-UP ACTIVITIES

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

CATCH-UP WEEK

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

CO-LECTURER

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

CONTINUOUS ASSESSMENT

(Usually several) evaluation(s) of the students' study performance throughout the term or the academic year. See also: End-of-term-assessment.

COURSE SHEET

The description of a course unit in the study guide in accordance with the classification under article 30.

COURSE UNIT

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 study guide.

CREDITS

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

CREDIT CERTIFICATE

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

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

CURRICULUM

A list of course units per student per academic year.

CURRICULUM COMMITTEE

Committee with decision-making authority with regard to awarding exemptions, personalised learning track, elective course units and contracts to obtain credits (cf. article 2).

D

DEGREE

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

DELIBERATION

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

DELIBERATION SET

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 diploma contract, and the Examination Board per deliberation set can make study progress decisions on them.

DIPLOMA

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

DIPLOMA CONTRACT

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

DIPLOMA SUPPLEMENT

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

DISCIPLINE

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

DISTANCE LEARNING

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.

E

ECTS CREDIT

An international unit 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

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

ELECTIVE COURSE UNIT

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

ELECTRONIC LEARNING ENVIRONMENT

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 and GUGC is called Ufora.

END-OF-TERM ASSESSMENT

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. See also Continuous assessment.

ENROL

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

EVALUATION

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

EVALUATION MOMENT

Specification of the period in which students can be evaluated for a particular course unit. See also: Continuous assessment and End-of-term-assessment.

EXAMINATION BOARD PER DELIBERATION SET

A body composed by the Campus Council which is authorised to take exam decisions regarding a deliberation set and to formulate study advice.

EXAMINATION BOARD PER STUDY PROGRAMME

A body composed by the Campus Council 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

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

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

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

EXAMINATION-RELATED DISCIPLINARY DECISION

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

EXAMINATION-RELATED DISCIPLINARY MEASURE

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

EXAMINATION RESULTS ANNOUNCEMENT

The announcement of exam results and/or deliberation decisions, either publicly or electronically (via Ufora) or by means of the transcript of records.

EXAMINER

A lecturer-in-charge or a co-lecturer who is responsible for the evaluation of a particular course unit. Alternatively, in accordance with article 59, an examiner could be any other tenured academic staff member and/or an assistant professor or visiting professor or a research fellow who is employed at Ghent University, GUGC or the Research Foundation Flanders on a temporary or permanent basis.

EXEMPTION

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

F

FEEDBACK

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

FIELD OF STUDY

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

FIRST-TERM COURSE UNIT

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

FULL-TIME STANDARD LEARNING TRACK YEAR

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

FULL-YEAR COURSE UNIT

Course unit which is taught over the two terms of one academic year.

G

GRADE OF MERIT

Special citation (passed cum fructu, passed cum laude, passed magna cum laude, passed summa cum laude) awarded by the Examination Board per study programme upon completion of a Bachelor's programme.

GUEST STUDENT

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

I

INCOMING EXCHANGE STUDENT

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

INTEGRATION COURSE UNIT

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, independent work for e.g., Bachelor's project and seminars, and work placements.

L

LEARNING AGREEMENT

A formal agreement between the three parties involved in student mobility (i.e. the students, the sending institution and the receiving institution (or organisation or company)), which facilitates the organisation of student mobility and the recognition of credits obtained in this context. The Learning Agreement must be signed by all parties before the start of the exchange period. The Learning Agreement stipulates all the

course units and other educational or research activities associated with student mobility. As such, it provides students with legal certainty that the credits they obtained at the receiving institution will also be acknowledged at the sending institution.

LEARNING TRACK

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.

LEARNING TRACK COUNSELLOR

A member of the Academic Affairs department 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 person between students and academic staff and, if necessary, can refer students to the appropriate services or bodies.

LECTURER-IN-CHARGE

The lecturer appointed by Ghent University who is ultimately responsible for a course unit.

M

MANDATORY COURSE UNIT

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.

O

OASIS

The IT-system that supports the university's education and student administration processes and activities. The OASIS web application (available at oasis.ugent.be), gives the student access to information on their enrolment(s) and curriculum, and allows them to upload information.

P

PARTIAL EXAMINATION

An examination dealing with only part of the study material.

PERSONALISED LEARNING TRACK

Learning track which deviates from the standard learning track.

PLAGIARISM

Plagiarism is considered to be a form of fraud and an irregularity at Ghent University and GUGC. To commit plagiarism is to present (parts of) a source as one's own original work, or to present it as one's own original work without (correctly) crediting the source. Plagiarism also comprises the use of text or a product created by a generative system (unless, and to the extent that, a lecturer-in-charge has allowed the use of such a system) or by a ghostwriter as one's own. Plagiarism can affect various product types such as text (written, oral), image (photos, videos, graphs, diagrams, figures, etc), music, data files, structures, line(s) of reasoning, or ideas.

PREVIOUSLY ACQUIRED QUALIFICATIONS

Every Belgian 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.

R

RECESS

Time period in which educational activities and evaluations organised by University are suspended, cf. the time spans specified in the academic calendar.

REGISTER

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

REGULAR COURSE UNIT

Course unit approved by the Executive Board and for which the student is awarded a credit certificate upon successful completion.

RESEARCH RESULTS

The results of research or development efforts, accomplished by the researchers as part of their relation with Ghent University and/or by means of Ghent University resources or equipment (Valorisation regulations). These do not comprise literary works or works of art as intended within the meaning of the Copyright and Neighbouring Rights Act of 30 June 1994 (cf. Code of

Economic Law, Book XI, Title 5 'Copyright Act'). However, they do comprise computer software and databases protected by the Copyright Act (Book XI, Title 5) of the Code of Economic Law of 1 January 2015. See also research results that can be valorised.

RESEARCH RESULTS THAT CAN CREATE VALUE

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

S

SECOND-TERM COURSE UNIT

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

STANDARD LEARNING TRACK

Standard learning track within a given study programme, in which the optimal succession (taking into account the starting competencies as determined in article 30, 10°), feasibility and organisation of the education offered in this programme is pursued.

STANDARD LEARNING TRACK YEAR

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

STRICT DEPENDENCY

The regulations laid down by the Institutional Programmes Committee on the requirements to have passed (have been deliberated as passed) or been exempted for a particular course unit before a student can take up another course unit in their curriculum.

Strict dependency can only be imposed in case of potential risk or safety issues. This occurs when a student does not master the competencies sufficiently (content-related knowledge, skills or attitudes) and can thus form a risk either to themselves, their fellow students, university staff, or – in case of a work placement, the staff, customers and patients there, the public at large or the internal and external learning, working and living environment. The risk or danger comprises physical, moral, mental, financial, material or reputational damage. Strict dependency can be applied to all forms of education.

STUDENT

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

STUDENT COUNSELLOR

A member of the Academic and Student Affairs department who coaches students to ensure a smooth study process. A student counsellor offers content-specific and/or general coaching about the relevant study programme. The student counsellor works together with lecturers and teaching assistants to set up new coaching schemes and offers feedback with regard to recurrent field-related problems.

STUDY LOAD

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

STUDY PROGRAMME

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

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

STUDY PROGRAMME OVERVIEW

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

STUDY TIME

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

SUCCESS RATE

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

SUPERVISOR (PROMOTOR)

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

T

TEACHING METHOD

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, independent work, group work etc. (see Part VIII).

TECHNOLOGY TRANSFER OFFICE

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

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

TUITION FEE

The amount that the student is to pay upon enrolment in order to take part in educational activities and/or exams.

U

UFORA

The official electronic learning environment of Ghent University and GUGC.

V

VERTICAL AND HORIZONTAL CONSISTENCY

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 I – THE ORGANISATIONAL STRUCTURE OF GUGC

ARTICLE 1: THE CAMPUS COUNCIL

Ghent University Global Campus (GUGC) is managed by the Campus President, the Ghent University vice-rector, and the Campus Council.

The Campus Council consists of representatives of GUGC staff and students and is complemented with the Ghent University vice-rector. The Campus President chairs the Campus Council, which meets at least once a month when the university is in session.

The Campus Council has the following tasks:

- 1° Advising the Board of Directors of NPO "Ghent University Korea" concerning the appointment and promotion of academic staff, in accordance with Ghent University practices.
- 2° Proposing academic rules and regulations in accordance with Ghent University practices.
- 3° Proposing modifications to the academic programs offered, based on advice from the Study Programme Committee.
- 4° Organising the necessary advisory bodies and committees.

ARTICLE 2: THE EDUCATIONAL COMMITTEES

Educational processes at Ghent University Global Campus are supported by the Curriculum Committee, the Study Program Committee and the examination boards.

§1. Curriculum Committee

The Curriculum Committee is set up per cluster of study programmes. The Curriculum Committee is presided by a full-time GUGC ZAP faculty member and contains at least the chair(s) of the study programme committee(s) involved, as well as the learning track counsellor(s), with the right to vote or not.

The Curriculum Committee has the authority to award exemptions, personalised learning tracks and contracts to obtain credits. At GUGC, the Curriculum Committee will also decide whether or not a student with a personalised learning track (i.e. a student that does not follow the standard learning track) may proceed to BA4 semester 1 (which in its entirety is organised at the home campus in Ghent, Belgium), after a substantiated request from the student to the committee.

The learning track counsellors are responsible for counselling students on how to compose their curriculum (with regards to personalised learning tracks, as well as for the above mentioned progression to BA4 semester 1 in Ghent). The Curriculum Committee may consult any person, council or committee that it deems relevant.

§2. The Study Programme Committee

The Study Programme Committee acts as permanent advisory body to the Campus Council with regard to general policy and the organisation of the way in which the study programme(s) are to be taught. Part II, Section V, subsection I of the underlying Education and Examination code deals with the specifics of the Study Programme Committee.

§3. The Examination Boards

There are two types of examination boards: the Examination Board per deliberation set and the Examination Board per study programme. Section II in Part III (Examination code) of the underlying Education and Examination code deals with the competencies and operation of the Examination Boards.

§4. The Intercampus Council

The Intercampus Council is an advisory body, chaired by the Ghent University Director of Internalization, that ensures coordination of the study programme(s) on offer (and possible changes) with stakeholders from the Faculty of Sciences and the Faculty of Bioscience Engineering, optimizes processes in which ZAP/AAP from UGent (Faculties of Sciences and Bioscience Engineering) in teaching at GUGC are involved, and advises on administrative affairs related to UGent procedures.

ARTICLE 3: THE EDUCATIONAL QUALITY CONTROL UNIT (EQCU)

The Educational Quality Control Unit (EQCU) is responsible for the coordination of the course feedback. It ensures that all course units of any given study programme or any lecturer are frequently surveyed. All course units and the lecturers-in-charge and co-lecturers that are mentioned in the course file shall be surveyed at least once every three years.

ARTICLE 4: THE DEPARTMENT OF ACADEMIC AND STUDENT AFFAIRS

The Department of Academic and Student Affairs is a central contact within GUGC where there is support to students for a range of study and learning track-related issues (provided by the learning track counsellors), for any administration concerning their enrolment and curriculum, as well as for all questions related to student's life on campus including leave of absence and housing.

PART II – EDUCATION REGULATIONS

SECTION I – THE ORGANISATION OF THE ACADEMIC YEAR

ARTICLE 5: START AND CLOSE OF THE ACADEMIC YEAR

The 2023 academic year starts on 28 August 2023 and closes on 24 August 2024.

ARTICLE 6: THE ACADEMIC CALENDAR

§1. Semester system

1° Course units are taught and evaluated within one term. The academic year is divided into two terms.

2° In contravention of 1° course units may be organised as full-year course units in the following cases:

- If they are organised in the first year of the standard learning track of a Bachelor's programme.
- If they are integration course units.
- If the learning process or the 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.

Any such departures are granted by a decision by the Executive Board of Ghent University. Such a decision shall be based on the comprehensively substantiated recommendation of the Campus Council. Once such a departure has been granted for a course unit, the departure remains in force until the Campus Council decides to organise the course unit again and evaluate within one term.

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, barring exceptions approved by the Executive Board of Ghent University.

§2. The [academic calendar](#) is compiled annually and publicised by the Board of Governors of Ghent University, before 1 January preceding the start of the academic year concerned. The Campus Council is free to complement the academic calendar with specific provisions.

§3. Due to the difference in organisation of the Bachelor years, a customized academic calendar is valid for the different Bachelor years.

Bachelor 1 and Bachelor 2

SEMESTER 1	
Monday August 28 th , 2023	Start of the 2023-2024 academic year
Mon 2023/08/28 up to and including Sat 2023/11/18	12 weeks of first-term educational activities (Fall semester)
Mon 2023/11/20 up to and including Sat 2023/11/25	1 week of catch-up activities
Mon 2023/11/27 up to and including Sat 2023/12/23	4 weeks first term exam period comprised of <ul style="list-style-type: none"> – self-study – exams – announcement of results – feedback
Mon 2023/12/25 up to and including Sat 2024/02/03	6 weeks of winter recess
Mon 2024/02/05 up to and including Sat 2024/02/24	3 weeks of first term resit exam period comprised of <ul style="list-style-type: none"> – resit exams – announcement of results – feedback
SEMESTER 2	
Mon 2024/02/26 up to and including Sat 2024/05/18	12 weeks of second-term educational activities (Spring semester)
Mon 2024/05/20 up to and including Sat 2024/05/25	1 week of catch-up activities
Mon 2024/05/27 up to and including Sat 2024/06/22	4 weeks second term exam period comprised of <ul style="list-style-type: none"> – self-study – exams – announcement of the results – feedback
Mon 2024/06/24 up to and including Sat 2024/08/03	6 weeks of summer recess
Mon 2024/08/05 until Sat 2024/08/24	3 weeks of second term resit exam period comprised of <ul style="list-style-type: none"> – resit exams – announcement of the results – feedback
Monday August 26 th , 2024	Start of the 2024-2025 academic year

Bachelor 3

SEMESTER 1	
Monday August 28 th , 2023	Start of the 2023-2024 academic year
Mon 2023/08/28 up to and including Sat 2023/11/18	12 weeks of first-term educational activities (Fall semester)
Mon 2023/11/20 up to and including Sat 2023/11/25	1 week of catch-up activities
Mon 2023/11/27 up to and including Sat 2023/12/23	4 weeks first term exam period comprised of <ul style="list-style-type: none"> – self-study – exams – announcement of results – feedback
Mon 2023/12/25 up to and including Sat 2024/02/03	6 weeks of winter recess
Mon 2024/02/05 up to and including Sat 2024/02/24	3 weeks of first term resit exam period comprised of <ul style="list-style-type: none"> – resit exams – announcement of results – feedback
SEMESTER 2	
Mon 2024/02/26 up to and including Sat 2024/03/16	3 weeks of second-term educational activities (1st block)
Mon 2024/03/18 up to and including Sat 2024/03/23	1 week of self-study and exam
Mon 2024/03/25 up to and including Sat 2024/04/13	3 weeks of second-term educational activities (2nd block)
Mon 2024/04/15 up to and including Sat 2024/04/20	1 week of self-study and exam
Mon 2024/04/22 up to and including Sat 2024/05/11	3 weeks of second-term educational activities (3rd block)
Mon 2024/05/13 up to and including Sat 2024/05/18	1 week of self-study and exam
Mon 2024/05/20 up to and including Sat 2024/06/08	3 weeks of second-term educational activities (4th block)
Mon 2024/06/10 up to and including Sat 2024/06/22	2 weeks of second-term exam period comprised of <ul style="list-style-type: none"> – exams – announcement of the results – feedback
Mon 2024/06/24 up to and including Sat 2024/08/03	6 weeks of summer recess
Mon 2024/08/05 until Sat 2024/08/24	3 weeks of second-term resit exam period comprised of <ul style="list-style-type: none"> – resit exams – announcement of the results – feedback
Monday August 26 th , 2024	Start of the 2024-2025 academic year

Bachelor 4

SEMESTER 1 (in GHENT)	
Monday September 25 th , 2023	Start of the 2023-2024 academic year
Mon 2023/09/25 up to and including Sat 2023/12/16	12 weeks of first-term educational activities (Fall semester)
Mon 2023/12/18 up to and including Sat 2023/12/23	1 week of catch-up activities
Mon 2023/12/25 up to and including Sat 2024/01/06	2 weeks of Christmas recess
Mon 2024/01/08 up to and including Sat 2024/02/03	4 weeks of first term exam period comprised of <ul style="list-style-type: none"> – self-study – exams – announcement of the results up to and including Sat 2024/02/10 – feedback
Mon 2024/02/05 up to and including Sat 2024/02/24	3 weeks of inter-term recess
SEMESTER 2 (at GUGC)	
Mon 2024/02/26 up to and including Sat 2024/03/16	3 weeks of second-term educational activities (1st block)
Mon 2024/03/18 up to and including Sat 2024/03/23	1 week of self-study and exam
Mon 2024/03/25 up to and including Sat 2024/04/13	3 weeks of second-term educational activities (2nd block)
Mon 2024/04/15 up to and including Sat 2024/04/20	1 week of self-study and exam
Mon 2024/04/22 up to and including Sat 2024/05/11	3 weeks of second-term educational activities (3rd block)
Mon 2024/05/13 up to and including Sat 2024/05/18	1 week of self-study and exam
Mon 2024/05/20 up to and including Sat 2024/06/08	3 weeks of second-term educational activities (4th block)
Mon 2024/06/10 up to and including Sat 2024/06/22	2 weeks of second-term exam period comprised of <ul style="list-style-type: none"> – exams – announcement of the results – feedback
Mon 2024/06/24 up to and including Sat 2024/08/03	6 weeks of summer recess
Mon 2024/08/05 until Sat 2024/08/24	3 weeks of second-term resit exam period comprised of <ul style="list-style-type: none"> – resit exams – announcement of the results – feedback
Monday August 26 th , 2024	Start of the 2024-2025 academic year

§4. 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 article 35 §4.

§5. Educational and assessment activities are suspended during summer, winter and inter-term recess as well as on the following closing days:

- Thursday, 2023/09/28, Chuseok (Korean Thanksgiving Day) Day 1
- Friday, 2023/09/29, Chuseok (Korean Thanksgiving Day) Day 2

- Saturday, 2023/09/30, Chuseok (Korean Thanksgiving Day) Day 3
- Tuesday, 2023/10/03, National Foundation Day
- Monday, 2023/10/09, Hangeul Day
- Monday, 2023/12/25, Christmas break up to and including Monday, 2024/01/01, New Year's Day
- Friday, 2024/02/09, Seollal (Korean New Year) Day 1
- Saturday, 2024/02/10, Seollal (Korean New Year) Day 2
- Sunday, 2024/02/11, Seollal (Korean New Year) Day 3
- Friday, 2024/03/01, Korean Independence Movement Day
- Friday, 2024/03/22, Dies Natalis
- Wednesday, 2024/05/01, Labour Day
- Sunday, 2024/05/05, Children's Day
- Wednesday, 2024/05/15, Buddha's Birthday
- Thursday, 2024/06/06, Memorial Day
- Thursday, 2024/08/15, Liberation Day

§6. Exceptionally – except on the closing dates mentioned in §5 – 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, in execution of the Learning Agreement signed by all parties;
- for students who, in accordance with art. 19, can request to "move one or more exams to another time within the same academic year, if necessary in a different exam form".

The decision should be taken by the Campus Council, on the recommendation of the Study Programme Committee, and the students should be informed of this decision at the start of the academic year.

ARTICLE 7: BA1-MARCH PROGRAMME

In line with the South Korean academic year, in which students enter local universities in March each year, GUGC offers an additional entry point for admitted students to enrol for a preparatory semester in March (called BA1-March programme) before the start of the first year of the Bachelor's programme.

The BA1-March programme of the Academic year 2023-2024 starts in March 2023 and is organised parallel with the second semester of the Academic year 2023-2024.

Students enrolling in the Preparatory semester complete the admission procedure as specified under article 8.

The Preparatory semester consists of non-credit and credit-bearing courses identical to courses of the first year of the Bachelor's programme of the upcoming Academic year. Students are enrolled under a credit contract for the Preparatory semester and obtain a credit certificate, based on which they will be exempted for those courses in their curriculum of the first year of the standard learning track of the Bachelor's programme for which they enroll in September 2024.

Without prejudice to the student's performance within the BA1-March programme semester, in their next enrolment at GUGC, all students will be enrolled under a diploma contract for the first year of the standard learning track of the Bachelor's programme.

SECTION II – ACCESS REQUIREMENTS

SUBSECTION I – DEGREE ACCESS REQUIREMENTS

ARTICLE 8: ACCESS REQUIREMENTS FOR BACHELOR'S PROGRAMMES

Students who intend to enrol for a Bachelor's programme need to complete the [admission procedure](#).

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

- a secondary high school diploma awarded by an educational institution that is recognised by the Ministry of Education, South Korea;
- a secondary high school diploma awarded by an educational institution that is recognised by the Flemish, French or German Community in Belgium;
- a "International Baccalaureate Diploma" awarded by the International Baccalaureate Office in Geneva;
- a [true and certified](#) Bachelor's degree (or equivalent);
- a [true and certified](#) Master's degree (or equivalent);
- a [true and certified](#) "High School Diploma" (USA) with a "transcript of records", listing at least 4 Advanced Placements (APs);
- a "[certified](#) copy of a high school degree" from New Zealand (National Certificate of Educational Achievement (NCEA), level 3 with at least 42 credits).

§2. The rector may grant permission to enroll for a Bachelor's programme to people who have obtained a diploma or an educational certificate other than those listed sub §1. These people need to present a true and certified diploma, together with a certificate that grants them access to university education in the country where it was issued.

The GUGC Admissions and Recruitment Office together with the Registrar's Office of the Department of Educational Policy are in charge of investigating whether the submitted file is complete and the prospective student is admissible. Taking into account the findings of the Admissions and Recruitment and Registrar's Office and recommendations of the study programme committee and GUGC management, the rector will decide whether or not to admit the prospective student to Ghent University Global Campus.

§3. Prospective students need to submit a transcript of records with the following requirements:

- displaying a minimum 3 years of secondary school education;
- issued in English or if issued in other languages, it must be notarized with an English translation.

§4. Compulsory Aptitude Test: prospective students need to submit a valid score report for the Online Aptitude Test held by Ghent University Global Campus. A valid score is a score equal to or higher than 14/20.

§5. Headmaster's Recommendation Programme

Students with a secondary high school diploma awarded by an educational institution recognised by the Ministry of Education, South-Korea, can apply for Ghent University Global Campus through the Headmaster's Recommendation Programme.

For this purpose a student must submit:

- a Recommendation Letter signed, stamped and dated by a Principal of the high school along with
- the High School Diploma and
- official transcripts.

The GUGC Department of Admissions and PR will review three subjects (Mathematics, Science and English) in the high school transcript.

Students who apply through the Headmaster's Recommendation Programme are exempted from the Online Aptitude Test, and English Language requirements.

SUBSECTION II – LANGUAGE ACCESS REQUIREMENTS

ARTICLE 9: LANGUAGE REQUIREMENTS

§1. All prospective students are required to demonstrate adequate proof of English proficiency (CEF level B2) by one of the following documents. All certificates mentioned below need to be valid at the time of the first enrolment for a study programme: this means that, if a term of validity is specified, it should not have lapsed and that language certificates without term of validity should not be older than 4 academic years (counting from the academic year after the certificate was obtained):

- a TOEFL TEST, with a score ranging from at least 510 up to and including 559 (paper-based), or ranging from at least 72 up to and including 94 (Internet-based) or above. Participants are to specify "institution code" B315 if they want the test results to be communicated directly to Ghent University Global Campus;
- an original 'Academic Test Report Form' (TRF) from IELTS, with a score of at least 6.0;
- SAT Evidence-Based Reading and Writing score of at least 500. Participants are to specify "institution code" 9031 if they want the test results to be communicated directly to Ghent University Global Campus;
- ACT English score of 21;
- a B2 First certificate Cambridge Assessment English (former: First certificate in English (FCE));
- Su-Neung test (College Scholastic Ability Test-CSAT) English component rank 1 or 2 for the language proficiency;
- International Baccalaureate in English B (SL, level 5, 6 & 7); International Baccalaureate in English B (HL, level 5 & 6); International Baccalaureate in English A (SL, level 5 & 6); Baccalaureate in English A (HL, level 5 & 6). Participants are to specify "institution code" 036561 if they want the test results to be communicated directly to Ghent University Global Campus;
- Pearson Test of English Academic (PTE Academic), with a score of 59 up to and including 75;
- a B2 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo – VUB);
- a B2 certificate awarded by a university language centre;
- the final test certificate for the course Practical English 5 or English for Written Academic Purposes, issued by the Ghent University Language Centre.

§2. The Campus Council may deviate from the requirements stated in §1 in exceptional cases, upon motivated request of the chair of the Study Programme Committee. For each case, such a decision needs to be substantiated separately and concretely.

§3. Exemptions from applicable language requirements

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

- a secondary education diploma awarded by (an education institution recognised by) the Flemish Community;
- a higher education diploma awarded by a higher education institute recognised by the Flemish Community;
- if the prospective student has successfully completed one year in an English-taught study programme, either in secondary education or at a higher education institute in one of the states that have ratified the Lisbon Recognition Convention, European Higher Education Area member states, or the United States (i.e. 60 credits obtained, either in one academic year or staggered over several academic years);
- an English-language secondary education diploma, Bachelor's or Master's diploma awarded by an English-language institution..

SECTION III – ENROLMENT

ARTICLE 10: FIRST ENROLMENT AND RE-ENROLMENT

§1. First enrolment at Ghent University Global Campus

Prospective students who – after completing the admission procedure – received a Letter of Admission are to be enrolled before 31 August 2023 or before 1 March 2024 for prospective students starting in the preparatory programme.

The timelines of (prospective) students' requests to enroll shall be determined by the date on which they report to the Admissions and Recruitment Office and to Student Services with the required permissions and authorisations.

Required documents:

- passport;
- 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);
- if required, a language proficiency certificate;
- if required, a valid score report on the Online Aptitude Test;
- if required, a letter or form of admission.

All enrolments based on an international (non-Korean or non-Belgian) or international school diploma need to be accompanied by a legalized copy of this diploma, except International Baccalaureate diplomas and diplomas awarded in a country which has ratified the Lisbon Recognition Convention (LRC).

Students are enrolled as soon as their (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 GUGC on the enrolment date.

§2. The enrolment makes it mandatory upon the students to pay the relevant basic fixed fee and tuition fees.

§3. 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 25 (Contract termination).

§4. Re-enrolment

Students already enrolled at Ghent University during the 2022-2023 academic year will be sent electronic instructions concerning re-enrolment by the Registrar's Office of the Department of Academic and Student Affairs.

Students are to submit their application for re-enrolment as soon as possible, at the latest before the start of the 2023-2024 academic year, by logging on to the web page designed for that purpose: oasis.ugent.be. Students who did not acquire credits or exemptions for all the course units in their curriculum are automatically registered for the resit examination period (cf. article 40) and cannot re-enrol until the end of this examination period. In application of article 18, any re-enrolment may automatically be rejected.

Tuition fees are to be paid by bank transfer. Requests for re-enrolment are denied to students who have not or who have only partially paid the tuition fees for earlier enrolments (cf. article 12).

ARTICLE 11: FRAUD AT ENROLMENT

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

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

The disciplinary measure is imposed in application of the procedure described in the Disciplinary Regulations for Students by the disciplinary bodies referred to in those regulations.

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

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

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

ARTICLE 12: TUITION FEES

§1. After admission, in order to enrol at GUGC, it is mandatory for students to pay a basic fixed fee (once per academic year) and the tuition fee (once per semester), the latter being dependent on the number of credits for the course (units) that the student will follow, after approval of the curriculum by the curriculum committee.

The basic fixed fee and the tuition fee are determined by the Board of Governors of Ghent University after the advice of the Campus Council. Both fees are to be paid in KRW.

§2. Basic fixed fee

- The basic fixed fee is a non-refundable fee used to cover the costs of student administration, use of facilities and various educational and operational expenses. It is invoiced once every academic year at Ghent University Global Campus.
- Newly admitted students receive an invoice for the basic fixed fee before the start of the semester in which they enroll. Payment of this invoice must mandatory be made before the start of the semester.
- Other students pay the basic fixed fee at the beginning of the September semester every year (with an exception of the BA1-March Programme students of the previous academic year).
- For BA1-March Programme enrollers, the basic fixed fee is valid for 3 consecutive semesters (March-September-March of the next Academic Year).
- Exceptions concerning the payment of the basic fixed fee:
 - I. The basic fixed fee will be carried over under exceptional circumstances, such as illness, military services, natural disasters, infectious disease, pregnancy, childbirth. In such a case, the student is required to submit relevant documents (i.e. medical certificate), and a completed official request form to the Student Services office. In these exceptional circumstances, the basic fixed fee will be kept valid for a maximum of 2 years. After this 2-year period, the student will have to pay the basic fixed fee again upon return.
 - II. After 5 consecutive enrolments at GUGC, a student no longer has to pay the basic fixed fee in order to be enrolled (e.g. in the case of personalised learning tracks).

§3. Tuition fee

- **The enrolment makes it mandatory upon students to pay the owed tuition fee.**
- The tuition fee 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.
- The fee for 1 credit at Ghent University Global Campus is equivalent to 300,000 KRW. Each academic year for standard learning track students at Ghent University Global Campus consists of 60 credits.
- The tuition fee is paid per semester, as follows:
 - newly admitted students: the deadline for tuition fee payment is before the beginning of each semester. Students will receive the tuition fee invoice after the basic fixed fee payment period;
 - current students: the tuition fee payment period is the third week of every semester. Students will receive the tuition fee invoice two weeks into the semester.
- A student re-taking a course from a previous academic year due to failure or non-participation of the exam, should pay the full tuition fee for the retaken course.
- Waiver test: Those students who are going to take the "waiver test" in September, must pay the corresponding tuition fee of the course regardless of the outcome of the test.
- Semester at Ghent University (BA4): students are expected to make both the basic fixed fee and the tuition fee payment (number of courses applicable for students in 4th year, 1st semester) prior to their departure to Ghent University Home Campus.

§4. Refund of tuition fees

- The tuition fee is refundable:
 - 1° for students who have been granted a deferment of admission (new students) or a leave of absence (current students),
 - 2° for students permanently withdrawing from Ghent University Global Campus,
 - 3° in exceptional cases as specified under Tuition Refund Exceptional Clause,
 - 4° or after a favorable decision by the Curriculum committee (to drop courses).
- In order to obtain a refund of tuition fee, the student must submit the relevant application form (Deferment of admission application form, Leave of absence application form, Permanent withdrawal application form, Exceptional Tuition refund application form) to

Academic and Student Affairs Office, except in the case of a refund because of a decision by the Curriculum committee to drop courses. Along with the application form, the student must submit a copy of the student's bankbook.

- In the case of a favorable decision to drop courses, no refund will be given for courses dropped after the course edit period. Courses can be changed or dropped till 15th of September in the first semester and till 15th of March for the second semester.
- In the case of a deferment of admission conform article 13 §1, the total tuition fee will be refunded (with exception of the basic fixed fee).
- In the case of a leave of absence conform article 13 §2, the total tuition fee will be refunded (with the exception of the basic fixed fee) if the application of the leave of absence is made before September 15th in the first semester and before March 15th in the second semester.
- In the case a leave of absence is granted after these deadlines (Exceptional leave of absence only) or in the case of a permanent withdrawal, the refunded amount of tuition is determined based on the submission date of the relevant application form and is calculated following the guidelines hereafter:

Date of submission of Exceptional Leave of absence application form or Permanent Withdrawal form:	Refundable amount
Within 5 weeks after start of semester	Full refund (excluding basic fixed fee)
Within 6 weeks after start of semester	75%
Within 7 weeks after start of semester	50%
Within 8 weeks after start of semester	25%
Over 56 days after start of semester	No refund

- The standard tuition fee refund guidelines indicated above are equally applicable to students spending the semester at Ghent University.
- **Tuition Refund Exceptional Clause** in case of granted Exceptional leave of absence: tuition refund is possible under exceptional circumstances, such as illness, military services, natural disasters, infectious disease, pregnancy, childbirth. The refunded amount of tuition is determined based on the submission date of the Exceptional tuition refund application form and is calculated following the guidelines hereafter:

Date of submission of Exceptional tuition refund application form	Refundable amount
Within 8 weeks from start of semester	Full refund (excluding basic fixed fee)
Within 9 weeks from start of semester	75%
Within 10 weeks from start of semester	50%
Within 11 weeks from start of semester	25%
78 days from start of semester	No refund

- No refund will be given for students who applied for tuition installment payment or tuition payment extension.

§5. If a student fails to pay the owed basic fixed fee and/or tuition fee or only pays part of it, the student will not be not allowed to re-enrol in a following academic year (cf. article 10), and any credit certificates, diplomas and other certificates (including their supplements) will be withheld as long as the full amount has not been paid (cf. articles 42 and 58).

ARTICLE 13: DEFERMENT OF ADMISSION AND LEAVE OF ABSENCE

§1. Deferment of Admission

1° If a student is offered admission to full-time study at GUGC in the first year of a degree program (incl. Ba1 March programme), student may request a deferral for one academic year for personal health reasons or two to three academic years for mandatory military service (the period depends on the service period), only. Students who fail to enrol after the given period must apply for re-admission.

2° Procedures: To be eligible for a deferral, the student must accept the offer of admission and pay the basic fixed fee and request a Deferment of Admission prior to the first day of classes of the academic year. A letter of "Deferment of Admission" will be issued by Academic and Student Affairs after the student submits applicable documents of proof.

3° Tuition: Tuition refund is possible according to the Tuition refund guidelines cf. article 12. The basic fixed fee is not refundable, but will be valid for the next academic year.

4° The student will not be considered as a GUGC student. The student will not have access to GUGC facilities and digital services. The student will not be able to receive any document issued by GUGC such as proof of enrolment other than for the required submissions mandated by compulsory national military service.

§2. Leave of Absence

1° A leave of absence is an authorized interruption of the study trajectory for academic, family related, medical, financial or personal reasons, or for military service. It is taken in periods of max. 1 year at a time (1 or 2 semesters). However, in the first bachelor year, a leave of absence can only be taken for the entire academic year. Upon application an expected date of return must be set.

2° The total duration of leave of absence during the study trajectory of the student will be limited to a maximum of 6 semesters. Exceptions are possible in case of military service or exceptional personal circumstances.

3° No leave of absence will be allowed if the student has been refused by Ghent University to re-enrol because of articles 11, 12 §5 or 18.

4° Application must be done during the following periods of the academic year: from the start of the first semester until the 15th of September and from the start of the second semester until the 15th of March. In the case of unforeseeable personal circumstances an application for Exceptional leave of absence is possible and can be made outside of the stipulated application periods. The student must submit a written motivation explaining the unforeseeable character and must consult a student counsellor prior to the application..

5° Procedures: A leave of absence request shall be submitted to Academic and Student Affairs along with the applicable form and documents of proof (if applicable, e.g. Military service documentation).

6° Tuition: No tuition fees will be charged for the duration of the authorized leave. A tuition refund will be made based on the tuition refund criteria. The basic fixed fee is not refundable in any case.

7° Scholarship: a student who takes a leave of absence will not be considered as a scholarship grantee candidate. Any awarded scholarship will be suspended, and upon return the student will no longer be entitled to the scholarship.

8° During a leave of absence the student will not be considered as a GUGC student and loses access to all GUGC facilities and digital services. When a student terminates the enrolment (via leave of absence) he/she will also no longer be subject to the transitional measures that were into effect for that student due to a programme change.

§3. Both Deferment of admission and Leave of absence are registered as a contract termination (cf. art. 25). As the moment of terminating a contract has consequences for the calculation of the study progress and possible binding conditions, it is the student's responsibility to take into account the relevant deadlines as mentioned in art. 18 § 4.

§4. Return from a Leave of Absence

1° Between 1st of July till 15th of August before the start of the Academic Year in which the student seeks to return, the student must notify Student Services by submitting the Return from a Leave of absence form. Exceptionally, students who took a Military Leave of Absence are allowed to return either semester of the Academic Year, and should submit the Return from a Leave of absence form between 1st of January till 15th of February or between 1st of July till 15th of August during or before the start of the academic year in which the student seeks to return. It is the student's responsibility to be aware of the related application deadlines of housing and scholarship.

2° If the leave of absence period began within the semester, upon return, the student will restart classes from the beginning of that same semester in the education programme. The returning student is subject to the current programme version upon return and the Curriculum Committee is authorized to take the necessary transitional measures for these student's personalised learning tracks if applicable. Students will pay the basic fixed fee and tuition fee applied in the year of their return.

3° Upon return, the student will no longer be in a standard learning track. It is the responsibility of the student to take into account the rules concerning study progress monitoring (art. 18 §1) and the composition of the student's curriculum (art. 22 §4). The rules under art. 18 §1 (study progress) by all means prevail over the right to return from Leave of absence.

4° Upon return, Bachelor 1 students must take up all the remaining courses of the first year of the standard learning track (cf. art. 22 §4, 1° and 2°). Exceptions will only be granted to students returning from Military Leave of Absence in Spring semester who do not have binding conditions.

5° If the student doesn't return after the granted period of leave of absence has lapsed, the student will be automatically permanently withdrawn from the programme. Should the student wish to return at a later moment, the student must apply for readmission.

ARTICLE 14: REGISTRATION OF GUEST AND EXCHANGE STUDENTS

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

- incoming exchange students;
- students who are enrolled at a different university or university college 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 15: STUDENT CAMPUS CARD AND CERTIFICATES

Following enrolment, students receive their personal student campus card and can request a certificate of enrolment from Academic and Student Affairs.

ARTICLE 16: PERSONAL DETAILS UPDATE

Students commit themselves to immediately notifying GUGC of any changes to their personal details (name, first name, address, etc.) either in person or by e-mail to Academic and Student Affairs.

ARTICLE 17: GHENT UNIVERSITY ACCOUNT

§1. All students are given a Ghent University account with matching e-mail address. This account offers access to the electronic learning environment (Ufora) 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. The login and password are sent to the student after enrolment. GUGC e-mail addresses ending in @ghent.ac.kr 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.

§3. Students are required to register on the electronic learning environment (Ufora) 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 the electronic learning environment for the information sites that are relevant to them.

Students are expected to consult the course and information sites on the electronic learning environment 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 18: ENROLMENT AND STUDY PROGRESS MONITORING

§0. Binding conditions for every first enrolment in an initial Bachelor's programme from the 2023-2024 academic year onwards:

If a student:

1. has not obtained a credit certificate for all the course units they have taken up (cf. article 22 § 4, 1°) or
2. has not been deliberated for their first deliberation set as laid down in article 51 § 2,

said student must, upon second enrolment in a subsequent academic year in the same study programme, obtain a credit certificate or a positive

deliberation decision for any remaining course unit that was taken up at first enrolment, and that is part of the first deliberation set of the full-time standard learning track.

If a student does not meet said binding conditions, they will be refused for a subsequent enrolment with a contract to obtain a diploma in the same study programme, as well as for the applicable joint introductory part to various study programmes.

§1. Binding conditions and refusal to enrol for contracts to obtain a diploma valid throughout the 2023-2024 academic year and for all students, without prejudice to the application of §0 of this article:

1° If the student has obtained less than 50% of the credits in their personal curriculum (i.e. a study success rate of less than 50%), a binding condition will come into effect upon any subsequent enrolment in the same study programme.

2° The content of the binding condition as stipulated in 1° is determined in the Education and Examination Code of the academic year in which the student enrolls again for the same study programme.

In the 2023-2024 academic year the binding condition entails that a student must obtain at least 50% of the credits in their personal curriculum. Moreover, if the student has obtained less than 50% of the credits in their first deliberation set, the student must obtain credits for all the ECTS-credits in the first deliberation set of the Bachelor's programme, with the exception of a maximum of 8 credits.

3° If the student does not meet said binding conditions, they will be refused a subsequent enrolment in the same study programme with a contract to obtain a diploma, as well as enrolment in the applicable joint introductory part to various study programmes.

4° If upon a first enrolment in an initial Bachelor's programme, a student obtains less than 20% of the credits in the first deliberation set of the full-time standard learning track, they will be refused a subsequent enrolment in the same study programme with a contract to obtain a diploma, as well as enrolment in the applicable joint introductory part to various study programmes.

§2. If a student's dossier demonstrates that a subsequent enrolment at a higher education institution will not yield a positive outcome, regardless of the type of contract and regardless of previous binding conditions (whether or not they have been met), said student will be refused enrolment. A student who, after three years of enrolment, has obtained less than a third of the credits in their personal curriculum, is deemed unlikely to be successful upon a new enrolment. Said student is refused enrolment.

§3. In case of a contract to obtain credits, a student will be refused enrolment into the same course unit after two unsuccessful enrolments i.e. without obtaining the credit certificate. This provision applies regardless of earlier enrolments via a contract to obtain credits or a contract to obtain a diploma.

§4. For students who are terminating their contract (cf. article 25) or are removing course units from an established curriculum (cf. article 22), the following applies:

- In case of a request to revise the curriculum before 15 November or a termination of contract before 1 December, the relevant course units are not taken into account for the calculation;
- In case of a request to revise the curriculum after 15 November or a termination of contract before 15 March, the second-term and full-year course units are not given any weight in the calculation; first-term course units do count, though;
- In case of a termination of contract from 15 March on, all course units are given weight in the calculation.

§5. Students are warned by means of their transcript of records that upon next enrolment binding conditions will be imposed or enrolment will be refused.

The decision to refuse enrolment or to impose a binding condition is taken at the moment of next enrolment. The regulations of the Education and Examination Code of the academic year of that time of enrolment will be applicable.

A refusal to enrol applies for the duration of one academic year and is renewed at every re-enrolment until it is withdrawn by the Institutional Appeals Committee after an internal appeals procedure as stipulated in §6.

A refusal to enrol expires automatically after a period of six academic years.

A refusal to enrol in an initial Bachelor's programme expires automatically when the student obtains another Bachelor's diploma.

§6. As stipulated in article 65, students may annually file an appeal against the decision to impose binding conditions as well as against a refusal to enrol with the Institutional Appeals Committee. On the grounds of force majeure events or exceptional individual circumstances on the part of the student, the Institutional Appeals Committee may still grant permission to enrol. In the event of a nullification of the refusal to enrol by the Institutional Appeals Committee, said Institutional Appeals Committee can at the same time still impose binding conditions.

§7. In special cases and on objective grounds, the Examination Board per study programme can decide to terminate the work placement or another practical course unit if the student has displayed behaviour that points towards an unsuitability for the profession to which the study programme leads.

Ay student whose work placement or practical course unit has been terminated as stipulated above has no right to a resit exam opportunity. Such a decision by the Examination Board per study programme must be well-substantiated. Students may file an appeal against this decision with the Institutional Appeals Committee (as laid down in article 65).

ARTICLE 19: SPECIAL STATUS FOR STUDENTS

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

- 1° Holding office in a central administration or advisory body of GUGC (cf. §2)
- 2° Disability
- 3° Top-level sports activities
- 4° Professional artistry
- 5° Exceptional social or individual circumstances
- 6° Student-entrepreneur
- 7° Working student status

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

§2. Special status on the grounds of holding office

Students who hold one of the following offices are automatically granted the special status:

- in the Campus Council;
- as a member of the Study Programme Committee.

In accordance with the provisions of §6, students with a special status on the grounds of holding office may request the facilities listed under §3 on the grounds of their special status, exclusively in order to attend official meetings of the administration bodies of which they are a member or, with regards to moving submission dates, if this is necessary in order not to jeopardise the proper functioning of the student representation in these administrative bodies.

§3. Students who feel they may rightfully claim special status on the grounds of one or several of the reasons specified under §1 are to address their substantiated request – citing the aforesaid ground(s) – with the director of the Department of Educational Policy via e-mail to statuut@ugent.be. They are to do so:

- for special status on the grounds of §1, 2°-4 and 6°-7° of this article: at the latest by 15 September (first term) or by 15 March (second term);
- for special status on the grounds of §1, 5°: as soon as possible.

The application preferably contains all the necessary documentary evidence and certificates. In case the student is not in possession of the necessary documentary evidence, the undocumented application must be submitted before the deadline. The student is obliged to submit the documentary evidence as soon as it becomes available.

§4. The director of the Department of Educational Policy decides whether or not special status is awarded. The decision is electronically communicated to the student applicant. Unless decided otherwise, special status is only granted for the academic year in which it was awarded and starting from the decision date. Concerning exceptional social or personal circumstances, the director of the Department of Educational Policy may impose an end date of the special status which is earlier than the end of the academic year in question, depending on the reason why the special status was granted. In that case, the student will no longer be able to use the facilities after the end date.

§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 granted one or more of the following educational and examination facilities:

1° if the special status was awarded for any of the mentioned reasons under §1:

- having an exemption from or an adjustment of educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several evaluations rescheduled to a different time in the same academic year within the granted validity of the special status in case it is limited in time;
- being given an alternative time for feedback;

2° additionally, if the special status was awarded for the reason of holding office (§1, 1°), and under the conditions described in §2:

- moving a submission date for a specific course unit to a later date;

3° additionally, if the special status was awarded for the reason of disability (§1, 2°) or for exceptional social or individual circumstances (§1, 5°):

- having one or several examinations rescheduled to a different time in the same examination period and, if necessary, with a different evaluation method, but an examiner cannot be required to provide more than one alternative time slot per student;
- taking one or more examinations or assessments in a different evaluation method;

- taking the examination in a smaller group;
- taking the examination in a separate room;
- taking the examination online;
- being provided different terms and conditions with regard to the concrete manner in which tuition is provided.

The director of the Department of Educational Policy applies the principle of equal treatment when granting the facilities and guarantees the student the right to reasonable facilities that are compatible with the study programme requirements. The student must inform the lecturer(s)-in-charge which of the granted facilities they wish to use in the relevant course units before the deadlines stated in §6.

§6. If the students who have been awarded special status wish to make use of any of the above facilities, they can contact Academic and Student affairs, which in turn shall mediate between the lecturer-in-charge and the student about the required facilities. Academic and Student affairs 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.

The student must inform the lecturer(s)-in-charge through email which of the granted education and/or exam facilities they wish to use in the relevant course units:

- no later than 15 November 2023 for the first-term examination period;
- no later than 15 January 2024 for the resit examination period first semester;
- no later than 15 May 2024 for the second-term examination period;
- no later than 15 July 2024 for the resit examination period second semester.

In case the special status is granted later than the above-mentioned deadlines, the student must inform the lecturer(s)-in-charge as soon as possible via email which of the granted education and/or exam facilities they wish to use in the relevant course units.

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

Refusable facilities that have not been processed by the lecturer(s)-in-charge in a timely manner, will be granted automatically at the start of the relevant exam period. In case of the special status on the grounds of a disability (§1, 2°), the awarded facilities can be automatically granted based on the student's individual dossier. Under no circumstances can these facilities be refused.

In the event that students are granted the facility to reschedule an assessment or exam to another time within the same examination period, it suffices to refer said students to the catch-up exam as stipulated in Article 59.

In the event that students are granted the facility to reschedule an assessment or exam to another time within the same academic year, it does not suffice to refer said students to the catch-up examination as stipulated in Article 59. The lecturer-in-charge schedules an alternative exam or assessment moment for their course unit, and in so doing, they take into account the student's specific needs in accordance with their special status to the extent of what is feasible and within the limits of what is reasonable.

- In case of first-semester exams, an additional exam moment is scheduled in the second semester if this is feasible, or the student can use their first exam opportunity during the resit exam period while maintaining their second exam opportunity within the same exam period.
- In case of second-semester exams, an additional exam moment is scheduled in the last week of the official exam period as stipulated in Article 6 §3, or the student can use their first exam opportunity during the resit exam period while maintaining their second exam opportunity within the same exam period.

In the event that the lecturer and the student cannot agree upon the exam form or exam moment, the exam opportunity expires. The exam opportunity expires as well in the event that the student refrains from taking the rescheduled exam.

§7. Students who have been granted a special status but who have been refused education or exam facilities can file an appeal against this refusal with the Institutional Appeals Committee, as stipulated in article 65.

Students who have been granted a special status, including education or exam facilities, but whose facilities are not being implemented, can file an appeal with the Institutional Appeals Committee, as stipulated in article 65.

§8. In case a special status is being granted, the student's name and the reason for granting the special status (i.e. the category of the special status, as listed in §1) are made accessible to Academic and Student Affairs. Moreover, the lecturer(s)-in-charge and co-lecturer(s) are given access to an overview per student of requested and granted facilities for their course unit(s). The individual dossiers in their entirety can only be accessed by the relevant advisory actors, the director of the Department of Educational Policy and the case handlers.

§9. Personal information as well as the reasons why the student has been granted a special status are treated in a strictly personal manner. They can never be disclosed to third parties (including lecturers) without the express permission from the student. This applies to any communication and documentation that relates to the relevant special status. Students retain the right to rescind their permission at any time.

SECTION IV – CONTRACTS

ARTICLE 20: GENERAL REGULATIONS

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

ARTICLE 21: CONTRACT

§1. Diploma contract

Students enrol to obtain a diploma 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 22, with the exception of any exemptions and/or previously obtained credits. The terms and contents of the diploma contract consist of the curriculum awarded to the student on the basis of their enrolment for a particular study programme, which is laid down in accordance with the terms and conditions specified in article 22.

§2. Credit contract for separate course units

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 (except the Bachelor's dissertation) from the Bachelor's programmes that are taught at Ghent University Global Campus. Work placements may only be taken through a credit contract, complementary to a (prior) enrolment via a contract to obtain a diploma for the study programme organising the work placement.

3° Requirements to enrol for contracts to obtain credits

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

- the access requirements (incl. the language requirements) for the study programme which the course units belong to as stated in Section II: Access Requirements;
- possible specific requirements for the course unit. The course sheet (cf. article 30, 12° and 13°) specifies whether admission to the course unit is open, or if students are required to meet specific access requirements. In the latter event, the required starting competencies are tested by the Curriculum Committee after it has consulted the learning track counsellor and the lecturer-in-charge. If permission of the Curriculum Committee is required, the (prospective) student can enrol under a resolute condition. This means that the enrolment for a contract to obtain credits is rescinded if the Curriculum Committee decides not to grant permission for the enrolment.

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

A student who has enrolled under contract to obtain a diploma, may additionally enrol under a contract to obtain credits, provided that this does not detract from the provisions in article 20. Such a request for enrolment in a course unit through a contract to obtain credits may be refused if the Curriculum Committee has already decided that the course unit in question cannot be taken up in the student's curriculum.

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

ARTICLE 22: THE STUDENT'S CURRICULUM

§1. The curriculum is an integral part of the contract concluded between the university board and the student. The curriculum is awarded and approved by the Curriculum Committee (cf. article 2) per academic year. Students are expected to take cognisance of the determined curriculum.

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

The student's curriculum may be established on the basis of the standard learning track specified in the study guide.

The student's curriculum may be established as a personalised learning track (i.e. combining courses from different BA years) insofar as the Curriculum Committee agrees to this. The curriculum comprises the course units for which ECTS credits are taken up, the student's exemptions and any previously obtained credits.

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

1° The curriculum is determined per academic year by the Curriculum Committee, on the basis of the provisions of article 21 §2.

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

§4. Establishing the curriculum under a contract to obtain a diploma

Students submit a draft curriculum proposal via Oasis according to the Curriculum Committee's guidelines and deadlines. The Curriculum Committee shall notify the students of their fixed curriculum via Oasis or email.

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 course units of the first year of the standard learning track (BA1).

The Curriculum Committee may allow exceptions to students with a special status on the grounds of disability provided that said students have been granted the facility of a "reduced curriculum", to students with 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, if students returning from military leave of absence wish to reduce their curriculum for the second term, the Curriculum Committee decides whether this request may be granted, taking into account the general guidelines concerning study progress. Further, substantiated exceptions may be granted on an individual basis by the director of the Department of Educational Policy. If such a request is dismissed, the director of the Department of Educational Policy is first required to seek the substantiated recommendation of the Campus Council as well as a student representative from the Campus Council. If students wish to reduce their curriculum for the second term, the Curriculum Committee decides whether this request may be granted, taking into account the general guidelines concerning study progress.

2° Students who have not yet obtained credits for all the course units of the first year of the standard learning track of a Bachelor's programme, must upon a consecutive enrolment in the same study programme take up all remaining course units of that first year, so as to ensure the possibility of passing the first deliberation set of the Bachelor's programme.

Students with a special status on the grounds of a disability who have been granted the facility of a "reduced curriculum" 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 course units of the standard learning track 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, if students returning from military leave of absence wish to reduce their curriculum for the second term, the Curriculum Committee decides whether this request may be granted, taking into account the general guidelines concerning study progress. Further, substantiated exceptions may be granted on an individual basis by the director of the Department of Educational Policy. If such a request is dismissed, the director of the Department of Educational Policy is first required to seek the substantiated recommendation of the Campus council as well as a student representative from the Campus Council.

3° The Curriculum Committee will take into account the optimal order of the course units in accordance with the standard learning track and any strict dependencies (in accordance with the stipulations of art. 30, 10°) governing the course units in the suggested learning track, as well as its expediency and suitability.

4° All students are allowed to compose a curriculum consisting of at least 60 ECTS-credits, except in one of the following cases:

- there is a question of dependency (cf. art. 30, 10°);
- the Curriculum Committee decides that the student cannot yet start the bachelor's thesis. This decision can only be made in exceptional cases and must be motivated.

4bis° Any student who is not subjected to binding conditions upon enrolment has the right to take up a total of 72 ECTS-credits within the study programme, unless prevented by a dependency.

5° From the second year of the standard learning track onwards, a student having scored at least 750/1000 for their first deliberation set of the standard learning track can submit a substantiated request to the Curriculum Committee to take up more than 72 credits.

6° With regard to the composition of personalised learning tracks, the Curriculum Committee pursues a policy in which it avoids students incurring unnecessary study duration delays by allowing them, where feasible, to take sufficiently large curricula so that they can make up for delays in their studies as quickly as possible.

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

8° Unless there are exceptional circumstances, which need to be assessed by the Curriculum Committee, supernumerary course units are not allowed.

9° The total number of ECTS-credits of the obtained credit certificates, exemptions and deliberated fail marks that are shown in the diploma supplement may only deviate from the total study load of the programme as a consequence of

- the impact of the ECTS-credits from elective courses that were taken up within the study programme. A negative deviation cannot be allowed;

- study programme revisions: in the event of programme changes, the faculty established transitional measures for students in a standard learning track. For students in a personalised learning path, the Curriculum Committee is authorized to take the necessary transitional measures for these students;
- exchange.

The Curriculum Committee notifies students of their fixed curriculum before 15 September at the latest via OASIS. If a student has not submitted a curriculum proposal before 15 September, the Curriculum Committee will determine one itself, and notifies the student of the established course curriculum by 1 October at the latest. In accordance with §6, t students have the opportunity to file an appeal against a decision of the Curriculum Committee.

§5. Changing an established curriculum

Any requests to change an established curriculum (i.e. adding and/or removing course units under any contract type) need to be submitted by the students to the Curriculum Committee before 15 September at the latest for first-term course units and before 15 March at the latest for second-term and full-year course units, respectively.

In exceptional circumstances and with adequate motivation, the Curriculum Committee can remove course units from an already approved curriculum of a student on its own initiative, before 15 October for first-term courses and before 31 March for second-term and full-year courses, on the understanding that this change on the initiative of the Curriculum Committee is always possible up to 10 calendar days after approval of the inclusion of the course unit in the student's curriculum.

The above-mentioned changes will be executed by the Curriculum Committee – if it has agreed to do so – before 1 October for first-term course units and before 31 March for second-term and full-year course units, respectively.

Under no circumstances do changes to a curriculum established by the Campus Council and the student permit a student to switch to a different study programme. If students wish to switch to a different study programme, article 24 applies.

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

1° tuition fee

2° the calculation of the study progress measures in accordance with article 18.

§6. Possibility of appeal:

Students may file an appeal against an unfavourable decision on their application concerning the composition of a curriculum. They may file this appeal with the appeals body designated for this purpose by the Campus Council. The composition of said appeals body shall differ from that of the Curriculum Committee.

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

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

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

ARTICLE 23: EXEMPTIONS AND STUDY LOAD REDUCTION

§1. Holders of credit certificates or of previously acquired qualifications (Eerder Verworven Kwalificaties, EVK in Dutch) may file a substantiated request with 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 Campus Council. The student encloses the necessary documents with this application in order to enable the Curriculum Committee to make a well-founded decision. The following dates need to be taken into account, however:

- For first-term or full-year course units: students need to apply for the exemption before 14 August 2023.
- For second-term or BA1-March Programme course units, students need to apply for the exemption before 12 February 2024.
- For first-term course units for AY 2024-2025 students need to apply for the exemption before 15 August 2024.

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

§3. Students may file an appeal against the decision to refuse an exemption with the Institutional Appeals Committee, as specified in article 65. This appeal may not contain any new elements or documentary evidence. The decision can therefore only be challenged in an admissible manner on the basis of the elements submitted to the Curriculum Committee. If necessary, the student is free to ask the Curriculum Committee to reconsider the application.

§4. No examination results will be copied when previously acquired qualifications have been awarded. The examination results can only be copied in the event of a contract type change from a contract to obtain credits to a contract to obtain a diploma in the same academic year.

§5. In the event that credit certificates have been obtained more than five academic years ago, while also showing substantial differences between the competencies then acquired as opposed to the current competencies of a particular course unit, the Curriculum Committee may request of the student to make up for those substantial differences and impose that they (partially) retake one or more course units.

ARTICLE 24: 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 20.

Students may change their study programme during the enrolment period 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 25 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 when they feature in both the curriculum of the terminated contract and the curriculum in the new contract.

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 25: CONTRACT TERMINATION

§1. Students who wish to terminate a contract are to notify Academic and Student Affairs – preferably after they have first spoken to the study 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 GUGC student campus card.

§2. 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, GUGC shall continue to claim payment for the owed tuition fees upon termination of the contract.

§3. Failing to sit the exams (in part or in full) does not constitute contract termination. When a student discontinues a series of examinations, the student is to report this to the examination office (part of Academic and Student Affairs). This does not necessarily mean that the student is terminating his contract permanently.

SECTION V - STUDY PROGRAMME COMMITTEE, STUDY PROGRAMME AND COURSE UNIT

SUBSECTION I – STUDY PROGRAMME COMMITTEE

ARTICLE 26: COMPOSITION AND OPERATION OF THE STUDY PROGRAMME COMMITTEE

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

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

At least half of each study programme committee is to be made up of professorial staff involved in educational activities.

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

It is the responsibility of the chair of the study programme committee to actively attract students to join the study programme committee if not enough students have signed up to become a student representative before 1 November. It is also the responsibility of the chair of the study programme committee to inform the student representatives about the current and relevant items on the agendas of the study programme committee, the Educational Quality Control Unit and the Campus Council.

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

In addition, they are responsible for the continuous optimization of the quality of the education on offer, as well as documenting this optimization in the programme monitor. 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 27: COMPOSITION OF DELIBERATION SETS

§1. The study programme committee determines the deliberation sets per student and per study programme as follows: the deliberation sets are composed in such a way that they follow the full-time standard learning track of the study programme as closely as possible.

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

§3. If the Curriculum Committee allows a supernumerary course unit in accordance with the provisions of article 22 §4, 8°, this course unit will not be a part of the student's deliberation set. An exception to this are the supernumerary course units that are allowed by the Curriculum Committee as a result of a change in the choice of major (e.g. Minor, Major, learning track).

ARTICLE 28: ELEMENTS OF A STUDY PROGRAMME

For each study programme, the study programme sheet is included in the study guide.

SUBSECTION III COURSE UNIT

ARTICLE 29: CLASS TIME SLOTS AND CLASS SCHEDULES

§1. Class time slots

The educational activities of one particular course unit are organised in (consecutive) class time slots. One time slot comprises a multiple of 30 minutes and is at least 1 hour. During a 120-minute class time slot, a break of 15 minutes must be provided. A 15-minute changeover time is always included at the end of the class time slots

§2. Class schedules

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

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

For Bachelor's programmes:

- for classes or sessions scheduled for groups of 200 students or more
- for classes or sessions scheduled for groups of less than 200 students, pending the approval of the GUGC director of Education.

ARTICLE 30: ELEMENTS OF A COURSE UNIT – COURSE SHEET

The following elements are determined and announced through the course sheet in the study guide for each course unit, in accordance with the deadlines, procedures, guidelines and advisory authorities stipulated in the Handbook for Study Programmes. For GUGC the advisory authorities are the Study Programme Committee and/or the Campus Council. Except in case of force majeure, the course sheet can no longer be changed after the start of the academic year. Such changes are communicated as soon as possible via the electronic learning environment.

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

This is determined by the Executive Board of Ghent University at the proposal of the study programme committee, in consideration of the objectives and contents.

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

2° Term in which the course unit is scheduled to be taught

3° Teaching methods

A specific way to give shape to teaching activities which allows students to achieve the predetermined competencies as efficiently as possible.

4° Lecturers: lecturers in charge and co-lecturers

The lecturers in charge and co-lecturers of the various course units of the study programmes are appointed in accordance with the Regulations pertaining to the appointment of the lecturers and co-lecturers for the course units and their temporary replacement. The lecturers in charge and co-lecturers of the various course units of the study programmes are assigned by the Campus Council (on advice of the Study Programme Committee). The lecturer-in-charge and the co-lecturers may seek assistance from other academic staff members.

As specified in the relevant regulations (see part XII of Ghent University Education and Examination Code), the Campus Council may – in exceptional cases – decide to replace the lecturer-in-charge during the course of the academic year. If this step requires an adjustment of the course sheet, this is to be done in accordance with the fixed procedure and students should be notified of in timely fashion.

5° The department of the lecturer-in-charge

6° Language of instruction

The language of instruction is English for all course units offered by GUGC.

7° Keywords

8° **Position of the course:** This involves a short description of the place and purpose of the course unit (within the study programme).

9° **Contents:** description of the subject matter from the starting competencies to the learning outcomes.

10° Starting competencies

These are the competencies needed to embark on a course unit. The starting competencies for each course unit form the basis for determining the standard learning track and the optimal order in which the course units are included in the curriculum within the context of a diploma contract. Within the context of a diploma contract, the student does not need to have acquired all of the aforementioned starting competencies before the course unit concerned may be included in the curriculum (see also article 22 §4), except upon a dependency decreed by the

Institutional Programmes Committee, at the substantiated recommendation of the Campus Council, and on the proposal of the relevant study programme committee.

The fact that a learning outcome of a certain course unit is mentioned as a starting competence of another (subsequent) course unit does not imply that (part of) the learning outcomes of the first course unit have been acquired, when a student obtains a credit for the second course unit.

Within the context of a contract to obtain credits, the starting competencies of (prospective) students can be tested, in accordance with article 21 §2.

11° Learning outcomes: the competencies that are aspired within the course unit concerned.

12° Admissibility under a credit contract

- yes
- yes, after aptitude tests
- no

13° 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).

14° References to scientific publications marked as recommended reading

15° Course content-related student counselling: counselling is offered to help students process the subject matter and attain the learning outcomes.

16° 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.

17° 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).

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

18° Second exam opportunities for continuous assessment

- yes
- no
- possible in modified form

19° Calculation of the final marks and the terms and conditions to pass a course unit: If the evaluation consists of both continuous and end-of-term assessment and/or partial examinations, then these marks are all factored in as part of the examination mark according to a fixed calculation that is determined in the course sheet.

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

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

20° Alternating course units

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

ARTICLE 31: OPTIONS WITHIN STUDY PROGRAMME OVERVIEWS

§1. The first and second year of a standard learning track of a Bachelor's programme do not include any elective course units.

§2. The inclusion of an elective course unit 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.

§3. When an exemption is granted for a(n) (elective) course unit, the Campus Council cannot impose an alternate course unit.

§4. Students can appeal against an unfavourable decision on a request concerning the composition of a curriculum. They may file this appeal with the appeals body designated for this purpose by the Campus Council (cf. article 22 §4).

ARTICLE 32: COURSE UNITS AT A DIFFERENT INSTITUTION

§1. Elective course units at a different institution of higher education in Korea

In application of an agreement (and in compliance with the applicable education and examination code), students may take a course unit as an elective course unit within their personal curriculum at a different institution of higher education that is officially recognized by the Ministry of Education of South-Korea, with the approval of both institutions. This arrangement only applies to students who are enrolled under a diploma contract.

§2. Electives from the online offer of an institution of higher education in Korea or abroad with which GUGC has an agreement for student exchange.

Students enrolled for a diploma contract may take one or more online course units as electives at a partner institution of higher education in Korea or abroad within their curriculum, subject to approval by the Campus Council and to the agreement of this partner institution. The course unit must be completed online in full according to the modalities of the partner institution concerned.

ARTICLE 33: 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 an assistant 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 an assistant 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 Campus Council may decide to take the above-mentioned measure. This decision is reported to director of the Department of Educational Policy at Ghent University.

Students who, because of this measure, are denied access to the further educational activities are allowed to participate in the continuous and end-of-term assessment, except 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, identity card or any other official proof of identity. At the first request of the lecturer or counsellor, they are required to present this card or proof.

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

Students may ask the lecturer in question for permission to use means of image and/or sound recording to register the educational activities and teaching materials. They are required to specify what, how, when and for what purpose they will record. The recording must not be used for any other purposes than for what the lecturer in question has granted permission. Ghent University and GUGC reserve the right, in order to carry out their teaching assignment in the public interest, to record lessons and to make them available and reuse them later or simultaneously via the electronic learning environment to students and teaching staff for educational purposes, provided that the students participating in the lessons are informed of this at the start of the lessons. Students participating in these lessons can thereby be portrayed for recording and distribution within the electronic learning platform, should they come into the picture.

§6. It is not permitted either for students to share for payment and/or profit, image and/or sound recordings and all forms of course and examination material (syllabi, exercises, presentations, examination questions, lesson notes, lesson recordings etc.) without the permission of the lecturer in question and, if applicable, the author. This may give rise to disciplinary procedures against the student(s) involved in accordance with the Disciplinary Regulations for Students.

PART III – EXAMINATION CODE

SECTION I – ASSESSMENT PER COURSE UNIT

ARTICLE 34: 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 35: EVALUATION MOMENTS

§1. Prior to the start of enrolment, students are provided with detailed information regarding the evaluation moment(s) for each course unit in the course sheet, in accordance with article 30. 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 first-term examination period or in the second-term examination period in accordance with the term in which the course unit has been scheduled; the examinations of the second examination opportunity of those course units are administered in the respective resit examination period (cf. article 6).

Examinations can either be oral and/or written. It is the responsibility of the Campus Council to ensure fair evaluation methods and study load in accordance with the [assessment vision of Ghent University](#).

§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 closing days of GUGC (cf. article 6).

Continuous assessment also includes practicals, assignments, work placements, exercises, practical assignments, clinics, debates, and skills tests 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. Students will receive mid-term feedback, so that they can still adjust and improve their performance.

It is the responsibility of the Campus Council to ensure equitable evaluation methods and study load in accordance with the [assessment vision of Ghent University](#).

§5. Partial examinations

Partial examinations are mandatory for full-year course units of the first year of the standard learning track of the Bachelor's programme, except when a system of continuous assessment is used. They are not allowed in any other cases.

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

The marks obtained for a partial examination are communicated to the students as soon as possible and only count for a part of the examination mark of the first examination opportunity if the student has passed it. Neither the mere participation in a partial examination, nor the mark obtained for such an examination may be regarded as a precondition to pass the entire course unit (which is possible for non-continuous assessment).

If partial examinations are organised, it is possible that a part of the content or skills that are to be learned are no longer tested in the next examination in the second-term examination period.

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

Marks for partial examinations can never be transferred to the resit examination period (exceptions are possible cf. art. 41 §3, 2°) or the following academic year.

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

ARTICLE 36: 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 30.

§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 Campus Council to be examined in a manner that is different from the prescribed method, provided that they have good reason to request this and the Campus Council has consulted the lecturer-in-charge involved. In order to get this permission, students are to address a prior request to the Campus Council in writing and send a copy of this request to the lecturer-in-charge.

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

§4. If a replacement examiner is appointed in application of article 59, another form of evaluation may be used, subject to the approval of the director of the Department of Educational Policy and subject to the agreement of the student(s) involved. However, the agreement of the student(s) concerned is not required if the examiner is unable to take examinations for a substantial part of the examination period due to force majeure (e.g. long-term illness, pregnancy, maternity leave).

ARTICLE 37: ORGANISATION OF EXAMINATIONS

§1. The Campus Council is in charge of coordinating and organising the examinations.

§2. There are four examination periods in each academic year, which are laid down in the academic calendar. First- and second-term course units are evaluated in the first- or second-term examination period respectively. End-of-term assessments of full-year course units always take place in the second-term examination period. All course units may be evaluated in the resit examination period, without prejudice to the provisions of article 39 §2.

ARTICLE 38: PROVISIONS FOR ASSESSMENT

§1. Examinations (end-of-term assessments) take place between 8:00 AM and 8:30 PM and cannot take more than four consecutive hours, unless, pursuant to the application of article 19, additional time may be granted (one fourth or a maximum of one hour extra). Examinations cannot be held on Sundays or official holidays. They take place in the location(s) specified by the Campus Council.

§2. Regardless of the number of lecturers per course unit, during the regular examination period only two examinations (end-of-term and/or continuous) may be staged for one course unit, for example one theoretical examination and one examination on practicals or exercises, or for example a written and an oral examination. The examination sessions are required to be contiguous, without any interruptions of examinations on other course units. In consultation with the GUGC Director of Education, this can be deviated from very exceptionally and only for organisational reasons.

§3. The lecturer-in-charge is responsible for the examination and may appoint co-lecturer(s) and other academic staff members to assist him/her, for example to invigilate during an exam.

The lecturer-in-charge or co-lecturer always needs to be 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 59 applies.

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

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

§5. The recording of an assessment by the examiner and/or the observer via sound and/or video recordings with a view to the evaluation of the assessment, feedback and the prevention and investigation of irregularities or fraud is permitted for the implementation of the teaching assignment of Ghent University and GUGC in the public interest, provided the student is informed of this before the start of the assessment.

In order to prevent irregularities or fraud in online assessments, and provided the student is informed of this before the start of the evaluation, they may be asked to provide a 360° view of the room in which they are located and proctoring software can be used, under the conditions stated below and in the cases mentioned below. The use of proctoring software is only permitted if it can reasonably be assumed that no valid

alternatives are available, insofar as a setting that is as little privacy-invasive as possible in relation to the purpose of the use of the software is chosen, and only when participation in a remote online assessment can be reasonably deemed necessary in the context of the assessment policy of Ghent University and of GUGC or for the proper organisation of assessment or examination or when all or part of the students must use their own laptop in the context of an online assessment at a Ghent University or GUGC test location on campus.

Said sound and/or image recordings can only be used for the above-mentioned purposes and must be destroyed after one year after the academic year concerned.

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

§7. The wilful disruption of an end-of-term assessment will be sanctioned in accordance with article 61.

ARTICLE 39: EXAMINATION REGULATIONS

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

These regulations comprise:

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

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

§3. Exam schedules are sent by Academic and Student Affairs in electronic format by 20th of October 2023 at the latest for the first-term examination and resit-examination period, by 19th of April 2024 at the latest for the second-term and resit examination period.

§4. Academic and Student Affairs may require students to confirm ahead of time that they will be taking an exam.

§5. The Campus council is required to set up a permanent Examination Office, if necessary for each separate study programme. The Examination Office can be contacted for all questions and comments about the exam schedule, as well as (but not limited to) the following:

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

ARTICLE 40: EXAMINATION OPPORTUNITIES

§1. Without prejudice to the provisions of article 18 §6, in the third section of this paragraph and in §3 and §6 of the present article, and with the exception of exemptions and previously obtained credits, students are entitled to two exam opportunities per academic year for each course unit of the curriculum: one in the first-term examination period or the second-term examination period, respectively, and one in the resit examination periods. Students who fail are automatically registered to take part in the second exam opportunity.

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

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

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

If the fail they obtained was deliberated as a result of the application of article 51 or article 55, they retain the deliberation decision / diploma decision made during the first examination period, including, where appropriate, with regard to the grade of merit awarded. If they pass during the resit examination period, this only leads to the issue of an ECTS-credit certificate for the relevant course unit. The grade obtained in the first examination period is stated on the diploma supplement.

Students who wish that the examination mark obtained in the resit examination period counts towards the calculation of the grade of merit when obtaining the diploma for the relevant study programme must renounce the deliberation decision / diploma decision that was made in the first examination period. A new positive deliberation decision / diploma decision is then taken with regard to them in the resit examination period, which replaces the decision made for the first exam chance. In that case, the most recently obtained examination mark will be taken into account for determining the grade of merit and will be stated on the diploma supplement. The student who wishes to make use of this possibility must report this to the Examination Office before the start of the second examination period.

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

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

§5. Students who are no longer enrolled for a course unit (in application of article 22 §5 or article 25) lose the right to all accompanying examination opportunities from the registered date of these changes to the curriculum or the enrolment onwards.

ARTICLE 41: EXAMINATION MARK

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

The final examination mark is determined by the lecturer-in-charge of the course unit concerned. This examination mark is a whole number, ranging from 0 up to and including 20, calculated as specified in the course sheet (cf article 30, 19°). Marks are rounded off according to the generally accepted principles, unless there are serious grounds to depart from these: 0.5 and higher are rounded up, whereas anything less than 0.5 is rounded down. Deviations must be included and motivated in the course sheet and are only allowed after positive advice of the Study Programme Committee.

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

An examination mark can only be recorded for the course units that are included in the student's curriculum (see also article 40 §5), with the exception of exemptions and previously obtained credits, as specified under article 22.

For course units taken at a different higher education institution in Korea or abroad as part of an exchange within the regular Bachelor's programme, the examination results can exceptionally be formulated as "pass" or "fail" if, due to a lack of indication about the assessment of the examination mark no score conversion is possible, see art. 41 §4.

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

§3. Transferring examination marks and partial results other than the results of a partial exam (regarding the results of a partial exam, see art. 35).

1° Examination marks below 10 out of 20 cannot be transferred to another examination period or academic year.

2° Partial results cannot be transferred to another examination period or academic year.

Exceptions to this rule are the following:

- partial results for which it is stipulated in the explanatory notes to the calculation of the examination mark (cf. article 30, 19°) that they can be transferred to the second examination period;
- the partial results of a continuous partial assessment for which no second examination opportunity is offered (cf. article 30, 18°). In this case, the partial mark will be transferred to the second examination period;
- the results of partial exams, without prejudice to the application of article 35 §5.

3° Examination marks or partial results can never be transferred to a following academic year (see also article 23 §4).

§4. Students are awarded examination marks by GUGC for the courses for which they take part in educational activities and sit exams at a different institute of higher education in Korea or abroad on parts of the GUGC study programme overview, within the framework of a study programme for which they are enrolled at GUGC under a diploma contract. These examination marks are awarded in accordance with the local degree awarded per course unit based on a conversion (in accordance with the guidelines in the ECTS Users' Guide), for which the procedure is described here: <https://www.ugent.be/nl/univgent/waarvoor-staat-ugent/internationalisering/ects.htm>. The awarded examination marks are communicated to the student in a transcript of records.

§5. Students may file an appeal against the examination mark awarded to them personally with the Institutional Appeals Committee, as specified in article 65.

ARTICLE 42: 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 examination period in question.

The credit certificate is an electronic registration. This registration contains information on the identity of the student, the nature of the study programme, the course unit, the number of credits obtained and the final evaluation awarded. Students who are enrolled under a contract to obtain a degree will receive a credit certificate by email from Academic and Student Affairs at their express request. Students who are enrolled under a contract to obtain credits will automatically receive a credit certificate by email if they passed a particular course unit (without prejudice to the provisions of article 12 §3).

Credit certificates obtained at GUGC have unlimited validity at GUGC and at Ghent University, unless the Curriculum Committee after a minimum of five academic years can demonstrate that there are substantial differences between the competencies/learning outcomes originally acquired by the student and the current intended competencies/learning outcomes of the course unit. The Curriculum Committee may request of the student to make up for those substantial differences and impose that they (partially) retake one or more course units.

ARTICLE 43: EVALUATION LANGUAGE

Course units are evaluated in their language of instruction.

ARTICLE 44: FEEDBACK AND ACCESS TO THE EXAM

§1. After the first-term examination period, the second-term examination period and the resit examination period, feedback is provided as determined under article 6. This feedback enables students to make content-related adjustments to their learning process. The lecturers-in-charge or the people assigned by the former are available for feedback sessions with the students. Within the feedback period (cf. article 6) or after the examination results have been made available after every examination period, all students are entitled to get feedback and peruse their exam copy and assignments. The dates of the feedback sessions will be announced at the start of the examination period. Feedback on the continuous assessment and partial exams is given as quickly as possible may also take place outside of the feedback sessions. Feedback or perusal is not granted to third parties.

If a student is absent due to legitimate reasons from the scheduled feedback session, it is possible to arrange for feedback or at least perusal of the exam within or outside the feedback period in question, after the student and lecturer have agreed on this.

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

§3. Copies of written examinations, written preparations to oral examinations and assignments prepared as part of continuous assessment and the paper version of the Bachelor 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 45: 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 46: EXAMINATION BOARD MEETINGS

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

- the first time after the second-term examination period;
- the second time after the resit examination period.

§2. Examination Boards also deliberate by 29 February 2024 at the latest in a graduation year of a Bachelor's programme for students who have taken all their examinations at that time. In doing so, article 55 is fully applicable.

With the exception of the Bachelor's dissertation, second-term or full-year course units cannot be evaluated in the first term.

§3. Deliberations in person

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

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

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

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

ARTICLE 47: PARTICIPATION IN THE DELIBERATIONS OF AN EXAMINATION BOARD

The members of the Examination Board have the obligation to participate in the deliberations. The secretary of the Examination Board includes the attendances in the meeting minutes.

In order to validly deliberate on a student, at least half of the members of the examination board concerned must participate in the deliberations on that student.

If a member of the Examination Board is unable to participate in the deliberation meeting, they are to report this to the chair of the Examination Board without delay. If a member of the Examination Board is absent or does not participate, the chair may – if necessary – assign a member of the academic staff as a replacement. If the chair him/herself is absent, the competent Examination Board shall assign a replacement. If the secretary is absent, the chair of the Examination Board appoints a replacement.

The campus ombudspersons are entitled to participate in the deliberation meetings of the Examination Boards in an observer capacity.

ARTICLE 48: SUBSTANTIATED DECISIONS OF THE EXAMINATION BOARD

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

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

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

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

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

ARTICLE 49: RECONSIDERATION OF EXAM DECISIONS

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

- are rectified if they are discovered within a maximum of 10 calendar days after the examination results announcement, when they 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 chair of the competent Examination Board, which is communicated to the Campus President of GUGC and the members of the Examination Board;
- are not rectified if they are discovered later than 10 calendar days after the examination results announcement when they 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, causing the student to be awarded a lower examination mark due to a substantive error, 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 chair of the competent Examination Board, which is communicated to the Campus President of GUGC and the members of the Examination Board.

§3. Material errors without any impact:

are rectified if they are discovered within a maximum of 10 calendar days after the examination results announcement. These errors 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 chair 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 62.

§5. The students concerned are notified of new decisions within 10 calendar days after the rectification by e-mail (Ghent University account). In case of a material error in the student's favour (causing the student to be awarded a higher examination mark), the student in question is notified by registered letter (or through a receipt that is signed by the student) within 5 calendar days after the rectification. The student is also informed of the possibilities of appeal, as described in article 65.

SECTION III – ASSESSMENT PER DELIBERATION SET

ARTICLE 50: 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 Campus Council, on the understanding that the lecturers-in-charge of the mandatory course units concerned shall always be members of the Examination Boards per deliberation set. The chair and the secretary of the Examination Board per deliberation set are the same as those of the Examination Board per study programme of the study programme concerned (cf. article 54).

§2. The authority to deliberate of the Examination Board per deliberation set includes the following:

- declaring whether a student has passed or failed a deliberation set as laid down under article 50;
- providing non-binding study advice on the first year of the standard learning track of a Bachelor's programme for students who are enrolled for the first time under a contract to obtain a diploma.

§3. The Examination Board per deliberation set is not qualified to adjust any examination marks, except in the cases set out in article 49.

ARTICLE 51: PASSING A DELIBERATION SET

§1. At the deliberation dates that are specified in article 46, the Examination Boards per deliberation set discuss by means of deliberation sets the study progress of students enrolled for a study programme under a contract to obtain a diploma.

§2. Passing a deliberation set:

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

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

- The first deliberation set only contains course units that are scheduled in the first standard learning track year of a Bachelor's programme.
- The deficit in order to pass one or two course units is a total of maximum 1% of the weighted total of the deliberation set¹ – without the exemptions – in which the ECTS credits are used as weights.¹ The deficit is calculated by multiplying the deficit on the examination mark for 51
- the course unit by the ECTS credits that have been awarded to that particular course unit.
- The student has used the most recent examination opportunity for the relevant course units.
- The student has scored at least 8 out of 20 for all course units of the deliberation set concerned.
- The student has obtained less than 10 out of 20 for no more than two course units in the deliberation set.
- The student has obtained a total of at least 50% for the deliberation set.

3° If a student does not pass according to the criteria stipulated in §2, 1° and 2°, the Examination Board per deliberation set can decide that the student has passed after all – possibly after a secret ballot. Such a decision is only possible in exceptional circumstances, and can only be taken on condition that the objectives of the study programme have broadly been met. For each case, such a decision must be substantiated concretely. The GUGC Director of Education monitors the application of a deliberation policy.

§3. Students may file an appeal against the decision by the Examination Board per deliberation set with the Institutional Appeals Committee, as specified in article 65.

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

ARTICLE 52: VOTING IN THE EXAMINATION BOARD PER DELIBERATION SET

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

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

In order to deliberate legitimately on a student, at least half of the examiners of the Examination Board concerned who have the right to vote are required to be present. The quorum is determined on the basis of the number of examiners who have the right to vote. Per student, only one vote may be cast by each voting member. If a course unit was examined by more than one lecturer, the person entitled to vote shall be the lecturer who was assigned as the lecturer-in-charge of the course unit.

Examiners who have been replaced in accordance with the procedure described in article 60 are not permitted to attend the meeting of an Examination Board on the student concerned. If this is the case, the replacement examiner shall participate in the Examination Board on the student in question and is entitled to vote.

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

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

ARTICLE 53: EXAMINATION RESULTS ANNOUNCEMENT OF EXAMINATION MARKS AND DELIBERATION SETS

After the first-term examination period, the second-term examination period and the resit examination periods, the examination marks are communicated to the students. The exact dates are announced in the Campus Calendar as approved by the Campus Council.

After each examination period, students are individually provided with a transcript of records, at the earliest after the closing of the examination period and at the latest 1 week after the closing of the examination period.

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 35 §4 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 if they have been completed in full after the examination period concerned.

In contravention of these arrangements and deadlines, in accordance with the provisions in article 35 §4 with regard to continuous assessment result announcements, the relevant final mark needs to be communicated as quickly as possible after the assessment, also for course units which are only assessed by means of continuous assessment.

SECTION IV – ASSESSMENT PER STUDY PROGRAMME

ARTICLE 54: COMPOSITION AND COMPETENCE OF THE EXAMINATION BOARD PER STUDY PROGRAMME

§1. The composition of the Examination Board per study programme is determined by the Campus Council. For each Examination Board, the Campus Council shall appoint a chair and a secretary, who may or may not themselves be examiners, and who are active professorial staff members.

§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 62).

§3. The Examination Board per study programme is qualified to take examination-related disciplinary decisions in accordance with article 61, regardless of the type of contract with the student concerned.

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

ARTICLE 55: PASSING A STUDY PROGRAMME

§1. In order to pass a study programme, students need to meet the following cumulative conditions:

- They need to meet the admission requirements of the study programme. If this is not the case, they are declared inadmissible and cannot pass the study programme involved.
- They need to be enrolled for said study programme under a contract to obtain a diploma.
- Without prejudice to the authority to deliberate of the Examination Board per study programme as specified in article 54, students need to have obtained a credit certificate for all the course units to be taken (cf. article 42) or have been granted an exemption, and/or be declared as having successfully passed all deliberation sets of the study programme in question (cf. article 51).

§2. The Examination Board per study programme also declares that students who are enrolled in the graduation year of a Bachelor's programme have passed if the following cumulative requirements are met:

- The student in question has taken up all remaining course units to pass the study programme in the curriculum.
- The deficit to pass one or two course units is maximum 6 weighted marks, using the ECTS credits as weights. The deficit is calculated by multiplying the deficit on the examination mark for the course unit by the ECTS credits that have been awarded to that particular course unit.
- The student in question has obtained at least 8/20 for all the course units.
- The student has obtained less than 10/20 for two course units at the most.
- The student has used the most recent examination opportunity for the course units concerned.
- Deliberation does not apply to the Bachelor's dissertation and the mandatory work placements.

§3. If a student does not pass according to the criteria stipulated in §1 and §2, the Examination Board per study programme can decide that the student has passed after all – possibly after a secret ballot. Such a decision is possible only if the student can demonstrate that there have been exceptional personal or familial circumstances, provided that the study programme's objectives have been broadly acquired. For each case, such a decision needs to be substantiated concretely. The GUGC Director of Education monitors the application of a deliberation policy.

§4. Students may file an appeal against the decision by the Examination Board with the Institutional Appeals Committee, as specified in article 65.

ARTICLE 56: VOTING IN THE EXAMINATION BOARD PER STUDY PROGRAMME

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

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

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

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

ARTICLE 57: GRADE OF MERIT

§1. Students who successfully pass a Bachelor's (or a Master's) 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 Campus Council and which are communicated to students at the start of the academic year.

Course units taken at a different higher education institution in Korea or abroad for which exceptionally "pass" or "fail" was granted as determined in article 41§1 are not taken into account when calculating the grade of merit.

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

- Cum fructu (at least 500 out of 1000)
- Cum laude (at least 675 out of 1000)
- Magna cum laude (at least 750 out of 1000)
- Summa cum laude (at least 825 out of 1000)

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

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

§3. No grades of merit are awarded if students have obtained less than 30 ECTS-credits.

§4. Students may file an appeal against the decision by the Examination Board with the Institutional Appeals Committee, as specified in article 65.

ARTICLE 58: EXAMINATION RESULTS ANNOUNCEMENT OF A STUDY PROGRAMME

§1. After the first-term examination period, the second-term examination period and the resit examination periods, the examination marks are communicated to the students, in the manner specified in article 53. If a deliberation took place, the decision by the Examination Board per study programme is also included on the transcript of records.

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

§3. In accordance with the provisions of the resolution of the Flemish Government establishing the form of the diplomas and the contents of the accompanying diploma supplement that is awarded by higher education institutions in Flanders, as approved on 11 June 2004, students who passed a study programme will receive a diploma or a certificate with an accompanying diploma or certificate supplement.

SECTION V – SPECIAL CIRCUMSTANCES

ARTICLE 59: COMPLIANCE WITH THE EXAMINATION REGULATIONS

§1. The parties involved in the evaluation strictly comply with the announced examination regulations, both for end-of-term assessment (cf. article 39) and for continuous assessment (cf. article 30, 16°).

§2. End-of-term assessment

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

a. If the examiner considers the absence to be unjustified, the student is registered as absent for this evaluation.

b. If the examiner finds that the student had good cause to be absent, whether or not after an intervention by the ombudsperson, the student may take a catch-up examination in the same examination period. The examiner cannot refuse to organise a catch-up examination, unless it is materially impossible to organise a catch-up examination within the same examination period.

Legitimate reasons to be absent are the following:

- illness or an accident that prevents a student from taking an exam;
- the death, during the examination period concerned, of a relative by blood or marriage in the first degree (i.e. parents or children) or in the second degree (i.e. grandparents, grandchildren, brother, sister) or of a person living with the student;
- judicial reasons (e.g. summons before a court of law);
- overlap with other examinations, other than catch-up examinations, within a personalised learning track or a standard learning track with elective course units. Overlap means that two or more examinations take place at least partially at the same time. The student must give priority to the preceding course unit in the order as set up in the standard learning track or to the compulsory course unit (in case of standard learning track);
- other forms of force majeure (i.e. an event which has nothing to do with the student and which could not have been reasonably foreseen, prevented or overcome);
- mandatory quarantine or isolation due to COVID-19.

For the catch-up exam, a different evaluation method may exceptionally be used. This will be communicated to the student in good time prior to the catch-up exam with notification to the Examination Office.

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

If the examination regulations referred to in article 39 provide for more than one examination date for the same course unit, the examiner may allow the student to take the examination on one of these other dates.

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

2° If an examiner or their substitute (cf. article 60) fails to start the examination session at the scheduled time, the students are requested to inform the examination office. The examination office will then inform the students as soon as possible if the examination is postponed to a later time on the same day or to a later date within the same examination period. If the examination will take place on the same day, it needs to start within two hours after the original starting hour.

§3. Continuous assessment

1° Due to unforeseen circumstances, 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 30). 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, they may impose the same or a compensatory activity on the student, thus enabling the latter to pass the course unit concerned. However, the lecturer is also at liberty to exempt the student from the evaluation concerned.
- If the lecturer-in-charge considers the absence to be unjustified, they may declare the student as having failed the course unit concerned, provided that this is expressly stated in the course sheet (cf. article 30, 19°).

2° If, due to unforeseen circumstances, the examiner is unable to proceed with the continuous assessment described in the course sheet (as determined in article 30) on the scheduled date, the lecturer-in-charge will immediately notify the students. Subsequently, the lecturer-in-charge will set at least two new dates for the assessment, preferably after first consulting with the student representative(s).

§4. Any absences need to be reported to the Examination Office as soon as possible and no later than the day of the exam. Students who believe that they have a well-founded reason to be absent are required to submit the original supporting documents to the examination secretary as soon as possible and no later than three working days after the examination concerned.

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. Certificates are not accepted if they only report the student's explanation (i.e. dixit notes) or if they were drawn up after the day of the illness or accident (i.e. certificates after the event). Doctor's certificates dealing with (particular) sports activities need to specify the activities in which the student cannot take part.

ARTICLE 60: SUBSTITUTION OF THE EXAMINER

§1. If an examiner is unable to examine students on the dates specified in the examination schedule, they must immediately notify the chair of the Examination Board in writing. The chair of the Examination Board appoints a substitute examiner.

§2. In the event that an examiner has to assess a student who is a relative by blood or by marriage up to and in the fourth degree, they request the chair of the Examination Board to appoint a substitute. Any relations arising from a legal partnership are hereby considered equivalent to those arising from marriage. The examiner needs to take similar measures if, for reasons of personal involvement with the student, the objectivity of the evaluation might be impaired.

§3. Examiners can also request to be replaced during examinations for personal reasons. In this case, the member of the Examination Board shall notify the chair of the Examination Board who, upon approval, appoints a substitute.

ARTICLE 61: 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 chair of the Examination Board and an 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 62: FRAUD OR IRREGULARITIES

§1. In the event that the invigilator-in-charge suspects a student of having committed fraud or irregularities during an assessment, they can discontinue the assessment immediately for said student, or they can provide the student with a new blank exam paper, or restart the online exam. If a student is carrying and/or using a digital or electronic tool or means of communication during an exam or another test, this will automatically be regarded as fraud, unless explicitly stated otherwise or after permission in individual exceptional circumstances. The examiner shall promptly notify the chair of the Examination Board per study programme of the events.

§2. Committing plagiarism is a form of fraud. For the study programme concerned, the Examination Board per study programme can complete or specify the basic definition of "plagiarism" that is outlined in the present code. This information is to be communicated to the students taking the study programme in question. The evaluator in charge is free to test the originality of the papers and assignments submitted – which always need to be submitted in electronic format – by means of anti-plagiarism software.

If a lecturer-in-charge has reason to suspect a student has committed plagiarism and this is likely to affect the evaluation, the chair of the Examination Board per study programme is to be informed forthwith.

§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 diploma contract, or for the study programme involving the course unit for which the student has enrolled under a credit contract.

If a student who is suspected of having committed fraud or irregularities has enrolled for several study programmes, the Examination Boards per study programme for each of the study programmes concerned will convene together. Articles 46 and 55 shall apply in full for each of the members of the Examination Boards involved. If the lecturer-in-charge is a member of the relevant examination board, they will not participate in the deliberation and the decision.

§4. No later than five calendar days before the hearing where the student is to be heard by the Examination Board(s) concerned, the chair of the Examination Board per study programme invites the student concerned. Alternatively, if several Examination Boards per study programme are convening together in application of §3 (second section) on the fraud or irregularity offence, one of the chairmen of the Examination Boards involved will invite the student. The invitation is sent to the student's e-mail address connected to his/her Ghent University account and needs to state the time, date and place of the hearing, as well as describe the charges against the student and the possible disciplinary measures for exams as stated in §6. The student has the right to peruse the case file.

An ombudsperson will be invited to attend the hearing. The student has the right to legal counsel at the hearing. 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 trainee lawyer.

If 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. If the student fails to appear at the hearing without legal representation or a written defence, the Examination Board(s) per study programme take(s) note of this, and can then proceed to hold a valid deliberation of the student's dossier as well as to impose on said student disciplinary exam measures.

§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 after the hearing to arrive at a decision on the case in question. The Campus ombudsperson is invited to attend the deliberations.

§6. The examination-related disciplinary measure is pronounced by the examination disciplinary body, i.e. the Examination Board per study programme, or in the case described in the second section of §3, by the Examination Boards per study programme that have convened together.

If the offence is considered to be substantiated, the disciplinary body may impose (a combination of) the following examination-related disciplinary measures:

- The student's examination mark is adjusted for the exam or the assignment by which the course unit concerned was evaluated.
- The student is given a 'fraud' designation for the course unit concerned.
- The student is given a 'fraud' designation for the course unit concerned and is prevented from obtaining a credit certificate for a part of the course units taken up by the student in the relevant academic year. This is to be determined in consideration of the severity of the offence, and translates into an examination mark of 0/20 for the course units in question. The part of the course units for which the student cannot obtain a credit certificate may amount to the whole of the course units taken up.
- The student is prohibited from taking part in the evaluations of the resit examination period for (part of) the course units concerned.
- The student is excluded.

If a student is given the 'fraud' designation, this implies that the student will not be awarded an examination mark for the course unit concerned in that particular examination period.

If a student is excluded, the student immediately loses the student status and is prohibited from re-enrolling at GUGC and 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.

When determining the disciplinary measure, the disciplinary body takes into account the specific circumstances of the case, including;

- whether it relates to an irregularity or actual fraud;
- whether the irregularity or fraud was committed intentionally or was the result of negligence on the part of the student concerned;
- the seriousness of the committed acts;
- the student's possible repeat offense.

§7. After the examination disciplinary body has arrived at an examination-related disciplinary decision, the Examination Board per deliberation set will rule – in due consideration of the examination-related disciplinary measure imposed – whether or not the student has passed the deliberation set involving the course unit for which the student committed fraud or irregularities. When the occasion arises, the Examination Board per study programme may then decide whether or not the student concerned has passed the study programme.

§8. If the fraud was only discovered after the student was awarded a credit certificate for the relevant course unit, the examination disciplinary body may as yet declare the obtained credit certificate to be null and void and, if appropriate, it may also declare the diploma or the certificate that was awarded for the study programme concerned to be null and void and reclaim this diploma or certificate. In this case, the student will as yet be given the "fraud" designation for the course unit concerned.

Moreover, the examination disciplinary body may decide that the student cannot be awarded a credit certificate in a following examination period of the same academic year for a part of the course units taken up by the student in the relevant academic year. The severity of the offence will determine for how many course units this is the case, and it is possibly the case for the whole of the course units taken up.

Finally, the examination disciplinary body may also decide to exclude the student concerned for no more than ten academic years.

§9. In its report, the examination disciplinary body includes a list of the people that were present at the meeting. The report needs to specify the offence(s) and the reasons that have led to the examination-related disciplinary decision. A copy of this report will be sent to the director of the Department of Educational Policy (via ombuds@ugent.be) and the lecturer(s) involved. The examination disciplinary body sends the motivated examination disciplinary decision, if necessary including a statement of the imposed examination disciplinary sanction(s) and a reference to the possibility of internal appeal, to the student concerned by registered letter.

§10. As long as no examination-related disciplinary decision has been taken or as long as the examination-related disciplinary decision is not yet final, students suspected of fraud or irregularities may continue to sit further evaluations at their own risk. An examination-related disciplinary decision becomes final if an appeal fails to be filed in time.

§11. Students may file an appeal against the examination-related disciplinary decision with the Institutional Appeals Committee, as specified under article 65.

§12. If an examiner establishes that fraud or irregularities have been committed during an examination or other assessment by a substantial group of students, as a result of which the validity of the examination is no longer guaranteed, but without it being possible to identify all students involved, said examiner immediately informs the chairperson of the Examination Board per study programme to which the course unit belongs.

In consultation with the Examination Board, the examiner can decide per study programme to cancel the results of the examination or assessment concerned in full or, if the fraud or irregularities were limited to an identifiable group of students, to cancel them for that group of students. The faculty ombudsperson is invited to attend these consultations.

In the event that the results of an examination or assessment are cancelled, the examiner concerned can decide for each study programme in consultation with the examination committee to conduct a new examination or assessment of the group of students concerned. In the event that the fraud or irregularities were committed during a non-periodical assessment, it can be decided not to organize a new assessment, but to determine the final mark of the group of students concerned only on the basis of the results of those students on the other components of the assessment. In that case, a different final score calculation than the one recorded in the ECTS-sheet can be applied.

Students who were involved in these frauds or irregularities and who are identifiable may also be subject to an examination disciplinary procedure in accordance with paragraphs 1 to 11 of this article. The examiner concerned takes the initiative for this.

PART IV – OMBUDSPERSONS

ARTICLE 63: CAMPUS OMBUDSPERSON

§1. Each academic year, at least one permanent and one replacement ombudsperson is selected from the academic staff by the Campus Council, on the recommendation of the student representatives.

In the absence of any nominations, the Campus Council nominates the candidates itself. The replacement ombudsperson is called in if a permanent ombudsperson is unexpectedly prevented from assuming these duties or is an involved party.

§2. The ombudsperson deals with complaints regarding the implementation of the present Education and Examination Code and/or the provisions governing the legal position of the people involved and/or situations that are perceived to be unfair within the larger framework of educational or examination activities.

Complaints are to include a description of the events they decry.

When the occasion arises, the ombudsperson will:

- endeavour to get the parties to resolve their dispute themselves by way of mediation (i.e. a process of voluntary consultation between conflicting parties, supervised by the ombudsperson, who facilitates communication);
- inform the complainant about the option to file an appeal with the Institutional Appeals Committee pursuant to article 65.

The ombudsperson is not required to handle a complaint:

- if the complainant's identity or contact details are unknown;
- if it pertains to events for which a complaint has already been filed, which was treated according to the provisions in the present article;
- if it pertains to events that occurred more than one year before the complaint was filed;
- if the complaint is clearly unfounded;
- if the complainant is unable to demonstrate any stake in the matter.

The investigation into the complaint will be suspended pending the outcome of 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 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 ombudsperson needs to be readily accessible during evaluation periods. Even before the deliberations of the Examination Boards, the 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 ombudsperson shall attend the deliberations of the Examination Boards and shall be given access to the reports of these deliberations at all times.

The Campus ombudsperson has the right to attend the deliberations of the Examination Boards as an observer and to peruse the reports of those deliberations.

§4. With regard to the competencies assigned to him in the present article, the ombudsperson may add items to the Campus Council's agenda.

§5. The ombudsperson is bound to discretion.

§6. Each year, the ombudspersons report on their activities to the Campus Council. The Campus Council is to send this report to the Institutional ombudsperson at Ghent University.

ARTICLE 64: THE UNIVERSITY OMBUDSPERSON

§1. The University ombudsperson is appointed by the rector and handles the complaints on the implementation of the present Education and Examination Code and/or the provisions governing the legal position of students and/or situations which are perceived to be unfair within the larger framework of educational and examination activities, after this complaint was first treated by the Faculty ombudsperson and no solution was reached.

Complaints are to include a description of the events they decry.

When the occasion arises, the University ombudsperson will:

- endeavour to get the parties to resolve their dispute themselves by way of mediation (i.e. a process of voluntary consultation between conflicting parties, supervised by the University ombudsperson, who facilitates communication);
- inform the complainant about the option to file an appeal with the Internal Appeals Committee pursuant to article 65.

The University ombudsperson is not required to handle a complaint:

- if the complainant's identity or contact details are unknown;
- if it pertains to events for which a complaint has already been filed, which was treated according to the provisions in the present article;
- if it pertains to events that occurred more than one year before the complaint was filed;
- if the complaint is clearly unfounded;
- if the complainant is unable to demonstrate any stake in the matter.

The investigation into the complaint will be suspended if and as long as an administrative appeal or legal proceedings have been instigated with respect to the events.

If the complaint is not handled or is suspended pending the outcome of an administrative appeal or legal proceedings, the Faculty ombudsperson informs the complainant of this without delay, by letter or by e-mail. It is essential that any refusals to handle a complaint or any suspensions are substantiated.

§2. The University ombudsperson holds the same competencies, rights and responsibilities as the Campus ombudspersons.

§3. Before 1 March, the University ombudsperson is to report on each calendar year to the rector, who is to send a copy of this report to the Government Commissioner.

PART V – APPEALS PROCEDURE

ARTICLE 65: INSTITUTIONAL APPEALS COMMITTEE

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

- examination decisions, pursuant to articles 41, 49, 51, 55 and 57 of the present examination code;
- examination-related disciplinary decisions, pursuant to article 62 of the present code;
- decisions pertaining to a request for an exemption, pursuant to article 23 of the present code;
- decisions involving the imposition of binding conditions or a refusal of enrolment pursuant to article 18 of the present code;
- decisions involving the early termination of a work placement or another practical course unit pursuant to article 18 §7 of the present code;
- decisions involving the refusal of education and examination facilities for students with a special status.

The student has the right to legal counsel. The legal counsellor is to hold a written power of attorney on pain of inadmissibility of the appeal, except when they are registered with the Bar or enrolled as a trainee lawyer.

§2. The appeal is filed by means of a signed and dated petition that is sent to the Rector of Ghent University by the student's UGent e-mailaddress to ombuds@UGent.be, on pain of inadmissibility of the appeal. At a minimum, this document is to specify the student's identity, the disputed decision(s) and a description of the facts and arguments on pain of inadmissibility. The burden of proof lies with the student. Any arguments that the student could only know after perusal of the file or after the feedback session need to be added in a supplementary note, either immediately after the perusal or feedback session or at least within 7 calendar days after the period of appeal has lapsed. At the same time, the student is to send an electronic version of the petition by e-mail to ombuds@ugent.be by way of information. The date of the email delivery serves as the date for the appeal.

For exam decisions, the appeal needs to be filed within the peremptory time limit of seven calendar days, starting on the calendar day after the examination results announcement. The fact that a student has not yet received any feedback within that period does not affect this time limit, and there is no new appeal period once the student has received feedback. 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 53, unless the student can prove that the exam decision was not announced until a later date.

With regard to the other decisions mentioned in §1, the peremptory time limit takes effect on the calendar day after the day on which the student was informed of the decision in question.

§3. The appeal is considered by the Institutional Appeals Committee, which is composed on an ad hoc basis by the Rector and consists of the following people:

- the Rector or the Vice-Rector of Ghent University;
- four professorial staff members with the rank of associate professor, full professor or senior full professor, belonging to at least two different Faculties, selected from the professorial staff members assigned for this purpose by the Faculty; each Faculty is to assign one male and one female professorial staff member of the aforementioned rank to sit on the Institutional Appeals Committee if required. Any successions or alterations of professorial staff members are communicated to the institutional ombudsperson;
- the Chief Academic Administrator or the director of the Department of Educational Policy at Ghent University.

Maximum two-thirds of the members of this ad hoc Institutional Appeals Committee may be of the same sex.

Meetings are chaired by the Rector or the Vice-Rector. If the latter is unable to attend the meeting or needs to abstain from considering a case for reasons of personal involvement, the following people will serve as acting chair in accordance with the following hierarchical ranking order: the Chief Academic Administrator or the director of the Department of Educational Policy at Ghent University, or the eldest of the other members of the Institutional Appeals Committee who are present.

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

The Institutional Appeals Committee can only deliberate legitimately if at least two thirds of its members are present. Each member has one vote. In the event of a tie, the chair has the decisive vote.

§4. The Institutional Appeals Committee treats appeals on the basis of exhibits. However, the Commission may invite any person or party to be heard if they consider this to be useful.

The Institutional Appeals Committee is free to call up or request any information, records and documents it deems useful to treat the appeal. The members of the university community are obliged to provide the Commission with this information, records and documents at their first request.

The Institutional Appeals Committee is free to seek and gather all the advice it deems useful to treat the appeal. Amongst other parties, it may seek the assistance from a lawyer, who is allowed to attend the meetings, but does not have the right to vote.

The student or counsel may request perusal of the file that was compiled with regard to the student's petition. This question shall be formulated, either in the application itself or by email to ombuds@ugent.be, no later than five calendar days after the date on which the petition was lodged. The person who the Institutional Appeals Committee put in charge of the preparation of the file will then arrange a meeting with the applicant, so that the applicant may peruse the file. If required, the applicant may then elaborate on his previous grievances in accordance with the stipulations of §2.

§5. At the chair's request and provided that each of the commission members agrees, the Institutional Appeals Committee is free to meet by way of videoconference or deliberate via e-mail in the following cases:

- if the appeal concerns the refusal of facilities for students with a special status due to a disability;
- if the appeal is clearly inadmissible or unfounded;
- if a final decision is taken in a case in which an interim decision was taken at a previous meeting;
- if the appeal involves a limited degree of complexity and the decision is so obvious that a physical meeting of the members of the commission has no added value for the treatment of the appeal.
- If the chair proposes to hold a videoconference or deliberate via e-mail, all exhibits of the case are to be made available to the members of the commission, preferably in electronic format.

§6. The Institutional Appeals Committee may decide:

- to reject the appeal, on the grounds of its inadmissibility or the Commission's lack of jurisdiction;
- or to confirm and uphold the challenged decision;
- or to review the challenged decision. To do so, the Institutional Appeals Committee has the same authority as the body that took the disputed decision. If an appeal has been instigated against an examination decision entailing a final evaluation of a course unit, and the Institutional Appeals Committee believes it has insufficient information to effectively reappraise the taken examination, it may decide to award the student a new exam opportunity. In doing so, the commission will determine the terms and conditions of any such examination.

If the appeal relates to an examination mark for a course unit that is part of a full deliberation set, the Institutional Appeals Committee will also decide whether or not the applicant passes the deliberation set and, if applicable, it will decide whether the applicant passed the study programme and what grade of merit is awarded. The Institutional Appeals Committee exercises this authority in consideration of the provisions in articles 51, 55 and 57. The decision also needs to state the reasons behind it.

The decision of the Institutional Appeals Committee is served on the student and, if applicable, the legal adviser within 20 calendar days, starting from the day after the day on which the appeal was instigated. All notifications are sent by the student's UGent e-mail. If necessary, a copy of the decision will be sent to the student's legal counsel by email or regular post. If the Institutional Appeals Committee is unable to reach a decision on the petition in a timely fashion, the student and his counsel will be informed within 20 calendar days, in which case a deadline is set for the Commission to inform the parties involved of its decision.

Unless the Institutional Appeals Committee decides otherwise, its decision takes effect on the day it was taken. Decisions that declare a student to have passed a study programme take effect on the date of the examination results announcement of the study programme in the examination period in which the disputed decision was taken.

People who are not enrolled cannot partake in the educational activities. If they have filed an internal appeal against the refusal to enrol them on the basis of article 18 before 1 September (of the year in which the refusal took effect), they are allowed to partake in the educational activities until the Institutional Appeals Committee has reached a decision. If this decision is positive, the student can still partake in the educational activities until 5 working days after the decision, as long as the student has not (re-)enrolled.

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

PART VI – FEEDBACK ON THE EDUCATION BY THE STUDENTS

ARTICLE 66: COURSE FEEDBACK

§1. Ghent University considers internal quality control of the educational activities to be crucial in order to optimize academic education. Ghent University expects all its academic and administrative and technical staff, as well as its students to be actively involved in the processes that are aimed at internal quality care.

One of the ways in which internal quality care is maintained is by allowing (former) students and exchange students to assess the education that they have received in structured feedback. After each term, the (former) students and exchange students are asked to provide feedback on certain aspects of the educational practice and the educational organisation.

§2. The output of the course feedback by students yields information 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 the (former) students need to participate in these surveys if these objectives are to be attained, participation is mandatory.

ARTICLE 67: COURSE FEEDBACK BY STUDENTS: ORGANISATION

§1. For the course feedback by students, a questionnaire is used which is drawn up by the director of the Department of Educational Policy, on the advice of the Educational Council. At the suggestion of the GUGC Educational Quality Control Unit and in joint consultation with the students, this questionnaire may be complemented with other items to be queried, after the approval of the Campus Council.

§2. The Department of Educational Policy is responsible for the coordination of the course feedback. In joint consultation with the Educational Quality Assurance Office at Ghent University, the GUGC Educational Quality Control Unit ensures that all course units of any given study programme or any lecturer are frequently surveyed. All course units and the lecturers-in-charge and co-lecturers that are mentioned in the course file are surveyed once every three years. Every year, the GUGC Educational Quality Control Unit selects the course units that are included in the course feedback for that year. Students may propose an additional selection of course units to the co-ordinating bodies, who decide whether or not to act upon this request.

§3. The questionnaires are handed out to all students who have taken the course unit concerned, once all stages of the education-learning process have been completed. In principle, this also includes the examinations. After being processed, the results per course unit are sent to the campus Director of Education.

§4. The results, together with the answers to the open questions, are provided to the relevant lecturer. The lecturer is invited to analyze the results and evaluate if and in which areas they see room for improvement or adjustment. Within a set period of time, the lecturer can formulate a short response to the committee which deals with the course evaluations.

§5. The results per course unit (together with possible comments) are discussed in the committee set up for this purpose within GUGC. This committee examines for which course units follow-up is considered necessary.

§6. Only if it deems follow-up necessary, does the committee come up with an action plan:

1. If the response of the staff member already contains a proposal for an action plan that is clear enough and sufficient in the opinion of the committee, the professorial staff member will be supported to carry out these actions. This step can be done via e-mail or in a meeting with the professorial staff member in question, as per the preference of the committee. The professorial staff member involved can always request a meeting.

2. If there is no response from the staff member or the response and / or the proposal for an action plan is not clear enough and / or is not sufficient in the opinion of the committee, a meeting is planned with the professorial staff member and with the chair of the Study Programme Committee and / or the Director of Education and / or the Campus President to discuss an action plan and make clear agreements for follow-up. If desired, students can also be involved.

The committee always acts from a development perspective and sets out to reach agreements in consensus with the professorial staff member in question. In both cases set out above, the professorial staff member is also informed that the course unit will be included in the list again the following year to be presented to the students.

PART VII – FINAL PROVISIONS

ARTICLE 68: THE EDUCATION AND EXAMINATION CODE

The provisions of the present Education and Examination Code may only be amended by the Board of Governors, after the recommendation of the GUGC Board of Directors. By way of exception, in the event of force majeure, the Rector may immediately take the necessary measures and decisions in the interests of the functioning of the institution, its students and its staff.

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

The GUGC Board of Directors is at liberty to delegate the powers that the present code describes, to Campus Council members or GUGC members on an individual or collective basis.

ARTICLE 69: DEPARTURES FROM THE EDUCATION AND EXAMINATION CODE

§1. Departures from the present Education and Examination Code are possible:

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

§2. For BA4-students who spend the first semester at Ghent University (Belgium), the Education and Examination Code of Ghent University home campus applies to the education and examination procedures of the course units for which the students are enrolled during this semester.

§3. For incoming exchange students with a main enrolment at another educational institution than Ghent University, the present regulations apply to the education and examination procedures of the course units belonging to the individual learning agreement, including the provisions of articles 2§6 and 18. With regard to the deliberation decisions for incoming exchange students, the Education and Examination Code of Ghent University does not apply and the regulations and arrangements of the sending institution are in force.

ARTICLE 70: EFFECTIVE DATE OF THE EDUCATION AND EXAMINATION CODE

The present Education and Examination Code shall come into effect from the 2023-2024 academic year onwards.

PART VIII – GLOSSARY OF TEACHING AND EVALUATION METHODS

SECTION I – GLOSSARY OF TEACHING METHODS

CLINIC

A clinic is an individual or collective learning situation during which students acquire knowledge, skills and attitudes under the supervision of a clinician. They discuss and examine specific patients/patient cases taken from clinical practice, determining suitable treatments, and analysing the patient's progress. Throughout the process, the supervisors apply a differentiated approach based on the students' prior knowledge, and adjust the learning process when students lack specific knowledge, skills or attitudes.

EXCURSION

An excursion is an individual or collective learning situation during which students leave university premises. In the real-life context of a selected external location (e.g., a company, organization, institution, fieldwork) students acquire and/or practice specific knowledge and skills. The emphasis is on a learning experience derived from a real, external context. Depending on the intended learning outcomes, it is either the lecturer, an on-site expert or guide who supervises/coaches the students.

GROUP WORK

Group work is a co-operative learning situation during which students carry out a series of activities in order to acquire and/or consolidate knowledge independently or in group. The lecturer may oversee the learning process by means of assignment instructions and by building in supervision components.

INDEPENDENT WORK

Independent work is a learning situation during which students acquire or consolidate knowledge by carrying out a series of activities individually. The lecturer defines the learning activity: a learning pathway, an (scholarly) article, an assignment, independent practice in a skills lab, etc. The lecturer can use instances of independent work as a way of preparing for a lecture, seminar, or practical. The lecturer can oversee the learning process by providing study materials, assignment instructions and feedback sessions.

LECTURE

A lecture is a collective learning situation during which a lecturer informs and activates students. Active teaching methods enable the lecturer to ensure whether or not students have acquired new knowledge and to adjust the learning process if necessary. The lecturer may ask students to prepare for the lecture in advance by means of independent work or group work.

MASTER'S DISSERTATION

The Master's dissertation is an individual or collective learning situation during which students carry out a research project independently. In so doing, they acquire skills such as interpreting research skills, reporting and assessing research results, and setting up and carrying out research. A supervisor monitors the entire process. Each study programme culminates in a Master's dissertation. The Master's dissertation has to meet legal requirements, as determined in the list of definitions included in the Education and Examination Code.

PEER TEACHING

Peer teaching is an independent learning situation during which individual students or a group of students take on the role of student-teacher(s). By means of this teaching method, students support each other's learning process and/or transfer knowledge to each other. This method allows students to practice coaching, presentation and/or didactic skills. The latter case, i.e. when a student-teacher brings a simplified lecture, is called microteaching. The lecturer may oversee the learning process by means of assignment instructions and by building in supervision components.

PRACTICAL

A practical is an interactive learning situation during which students acquire techniques, (cognitive) skills or working methods. Practicals can comprise a variety of skills/techniques such as learning to work with specific instruments, programs, materials, as well as examining, treating and following up patients/patient cases as part of clinical practice. Such skills/techniques are best acquired in one-on-one learning situations or in small groups. Lecturers monitor and adjust the students' learning process by means of individual or collective coaching and individual or collective feedback. Unlike a seminar, a practical is bound to a specific didactic surrounding like a laboratory, or other rooms that are equipped for a specific purpose.

SEMINAR

A seminar is a collective, interactive learning situation during which students practice skills or techniques, apply knowledge or work on a case or problem statement. The emphasis is on interaction among students and/or interaction with the lecturer. A seminar is organized in such a way that lecturers can monitor and adjust the students' learning process by means of individual or collective coaching and individual or collective feedback. Unlike a practical, a seminar is not bound to a specific didactic surrounding like a laboratory.

WORK PLACEMENT

A work placement is a set of independent learning situations and individual coaching situations. During a period of experiential learning in professional practice students participate in the day-to-day business of a host organization. The purpose of a work placement is to practice and apply profession-oriented knowledge, skills and attitudes. Although students usually engage in a work placement on an individual basis, sometimes a small group of students embarks on a work placement together. Ghent University as well as the host institution are responsible for work placement supervision. Ghent University selects host institutions, prepares, supports, and follows up students, gives them feedback and is responsible for their assessment. The work placement mentor, i.e. the supervisor at the host institution, is responsible for the day-to-day coaching of the student. Unlike an excursion, a work placement has a longer duration and presupposes more autonomy from the participating student in day-to-day professional practice.

SECTION II – GLOSSARY OF EVALUATION METHODS

ASSIGNMENT

The assessment of assignments contains the assessment of products by individual students or groups of students. Examples are accounts, papers, reports, scale models, design drawings, video productions, and portfolios.

ORAL ASSESSMENT

During oral assessments individual students or groups of students answer questions orally. The examiner may ask additional questions to delve deeper into a particular topic, to give students the opportunity to supplement certain gaps in their answer or to deliver a more accurate assessment. Students may or may not have tools or resources at their disposal while sitting the exam (open- vs. closed-book exam).

PARTICIPATION

The assessment of participation takes into account students' attendance, their commitment and/or content-related input in activities such as discussions, practicals, exercises, ... This assessment method can only have limited weight in the calculation of the final mark.

PEER AND/OR SELF-ASSESSMENT

Peer assessment means that students assess each other's performance and/or quality of each other's performance. Self-assessment means that students assess their own performance or quality of their performance. This assessment method can only have limited weight in the calculation of the final mark.'

PRESENTATION

A presentation allows individual students or a group of students to present a finished product, the results of group work or independent work. The examiner may ask additional questions to delve deeper into a particular topic, to give students the opportunity to supplement certain gaps in their answer or to deliver a more accurate assessment. The assessment may take into account the content, form as well as the manner of presentation.

PROFESSIONAL PRACTICE

The assessment of professional practice contains a broad assessment of complex professional competencies from real-life professional or research contexts. The assessment takes place in a real-life professional environment or a simulated environment.

SKILLS TEST

A skills test is an assessment of isolated skills, actions, behaviour or attitudes in a real-life or simulated context.

WRITTEN ASSESSMENT

Written assessments may contain multiple-choice questions prompting students to identify the correct answer from a number of possibilities, and/or open questions requiring students to produce their own answers (e.g., fill-in-the-blanks questions, short-answer questions, broad essay-type questions or case-oriented questions). Students may or may not have tools or resources at their disposal while sitting the exam (open vs. closed-book exam).

PART IX – REGULATIONS CONCERNING THE STORAGE OF DOCUMENTS

Document	How long should it be kept?	By whom?
EXAMINATIONS		
Copies of a student's written 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 assessment	until 1 year after the close of the academic year concerned	Lecturer-in-charge
Written reflection on the course of an oral assessment, 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	Academic and Student Affairs
Lists of deliberations and examination results announcements	5 years Then: permanently	Academic and Student Affairs Campus archives
DISSERTATIONS		
Assignments as part of continuous assessment, such as Bachelor's dissertations and work placement reports	until 1 year after the close of the academic year concerned	Lecturer-in-charge
REPORTS		
Reports Examination Boards	permanently	Campus archives
Reports/evaluation forms Master's dissertations	permanently	Campus archives