

## FACULTY ADDITIONS AND CLARIFICATIONS TO THE EDUCATION AND EXAMINATION CODE ACADEMIC YEAR 2023-2024

### FACULTY OF ARTS AND PHILOSOPHY

(as approved by the Faculty Council of 13 September 2023)

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

*At the faculty of Arts and Philosophy, there is an examination board per study programme. These faculty examination boards of the faculty of Arts and Philosophy have one and the same chair who oversees the study programmes, and a secretary of the examination board per study programme. The chair and secretary deal with curriculum and examination matters, in dialogue with the chairs of the study programme committees and the Faculty Education Services (FDO).*

All faculties are required to set up an Examination Office, if necessary for each separate study programme.

*The [Faculty Student Administration](#) is responsible for the examination office of all study programmes at the faculty of Arts and Philosophy. More information at <https://www.ugent.be/lw/en> -> information for degree students -> study -> exams.*

#### ARTICLE 2. The Academic Calendar

§2. The academic year consists of two terms.

*The examination periods were fixed as follows:*

Mon. 08/01/2024 through Sat. 03/02/2024	4 weeks of first-term examination period, including: <ul style="list-style-type: none"><li>- preparation time for the exams</li><li>- deliberations</li><li>- examination results announcements up to and including Sat. 17/02/2024</li></ul>
Mon. 27/05/2024 through Sat. 06/07/2024	6 weeks of second-term examination period, including: <ul style="list-style-type: none"><li>- preparation time for the exams</li><li>- deliberations</li><li>- examination results announcements up to and including Thu. 04/07/2024</li><li>- feedback on the second-term examination period</li></ul>

Mon. 19/08/2024 through Sat. 14/09/2024	4 weeks of resit examination period, including: - deliberations - examination results announcements
---	---

*With the exception of students who were granted the facility to be examined outside the examination period, examinations scheduled by the examination office of the faculty of Arts and Philosophy may take place at the latest on:*

*For the first-term examination period: Saturday 03/02/2024*

*For the second-term examination period: Saturday 29/06/2024*

*For the resit examination period: Saturday 07/09/2024*

§6. Exceptionally, 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 examinations on practical classes or exercises. These may be organised in the periods that are reserved for catch-up activities and the summer recess;
- for examinations on preparatory programmes, linking programmes, Erasmus Mundus programmes, postgraduate programmes, and micro-credentials (see article 44);
- for students who, in accordance with article 25, can make use of the facility 'having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method'.

The decision should be taken by the Faculty 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.

*The Faculty Council of Arts and Philosophy delegates the authority for granting permission to organise examinations outside the examination periods to the chair of the united faculty examination boards. For students at other institutions, as well as incoming and outgoing exchange students (point 1), the Faculty Council of Arts and Philosophy delegates the authority to the Faculty Committee for Internationalisation (FCI).*

§7. Prior to the academic year in which they are to be included as part of the student's curriculum, work placements and clinics may be held during the summer recess, the resit examination period and feedback week (i.e. from 8 July 2024 through 21 September 2024), after Faculty approval and provided the student is enrolled at Ghent University.

*Prior to the academic year in which they are to be included as part of the student's curriculum, work placements may be held during the summer recess, the resit examination period and feedback week. These work placements are available in all the study programmes offered by the faculty of Arts and Philosophy.*

*At the faculty of Arts and Philosophy, a voluntary work placement can also be organised through a work placement agreement of Ghent University. Follow-up is done by the study programme (work placement coordinator). The file is kept by the Faculty Student Administration.*

*More information about the voluntary work placement:  
<https://www.ugent.be/lw/en/degree/study/traineeship.htm>*

## ARTICLE 10. Language Requirements

### §1. Exemption from applicable language requirements

4° At the motivated request of the chair of the study programme committee, the head of student administration and study programmes can in exceptional cases exempt students from the language requirements for Dutch and/or English.

*The Faculty Council delegates the authority to grant exemption from the language requirements to the secretary of the Examination Board.*

*At the faculty of Arts and Philosophy, the student needs to submit a substantiated request to the learning track counsellor.*

*Contact details learning track counselling:  
<https://www.ugent.be/lw/en/degree/studentandlearningtrackcounselling/learningtrackcounselling.htm>*

## ARTICLE 26. Working Student Status

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

*The faculty provides no specific tracks or study programmes for students who have working student status. The facilities for working students are in accordance with those for students with special status, as determined in Article 25 §6 of the 2023-2024 Education and Examination Code. The facilities for working students are determined and announced through the relevant course sheet for each course unit (see the 2023-2024 Education and Examination Code, Article 41, 21°).*

*More information on working and studying:  
<https://www.ugent.be/lw/en/degree/fsa/workingandstudying.htm>*

## ARTICLE 30. The Student's Curriculum

§4. Students submit a curriculum proposal via Oasis according to the faculty guidelines and deadlines.

*These guidelines can be found at  
<https://www.ugent.be/lw/en/degree/fsa/curriculum/curriculummanagement.htm>.  
In case of a personalised learning track (GIT), students need to take into account the guidelines outlined on the faculty webpage at <https://www.ugent.be/lw/en/degree/fsa/git.htm>.*

§6. 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 Faculty Council. The composition of said appeals body shall differ from that of the Curriculum Committee, is presided by the dean and contains professorial staff members who are not members of the Curriculum Committee.

*The procedure can be initiated after the student has contacted [learning track counselling](#).*

*The appeals body of the faculty of Arts and Philosophy is composed by Prof. Dr. Gita Deneckere (dean), Prof. Dr. Pascale Hadermann and a student representative.*

*The appeal is to be sent by registered post to Prof. Dr. Gita Deneckere, dean Faculty of Arts and Philosophy, c/o Faculty Student Administration, Blandijnberg 2, 9000 Gent. At the same time, the student should also send an electronic version of this letter by e-mail to [gita.deneckere@ugent.be](mailto:gita.deneckere@ugent.be).*

*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.*

*More [information](#) can be found at <https://www.ugent.be/lw/en/degree/fsa/curriculum/curriculummanagement.htm>.*

#### ARTICLE 32. Curriculum Committee

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

*The Curriculum Committee of the faculty of Arts and Philosophy consists of the following people:*

- voting members: the director of studies Prof. Dr. Benjamin Biebuyck, the chair of the united faculty examination boards Prof. Dr. Ann Heirman, the chair(s) of the study programme committee(s) involved and the secretary(ies) of the examination board(s) involved*
- non-voting members: learning track counsellors Anne Verwaeren, Nele Debaene, Els Wille and Stefanie De Sloovere, and the student registration officer Heidi Geers.*

#### ARTICLE 35. Composition and Operation of the Study Programme Committee

§1. For each study programme or group of related study programmes, each faculty is to establish a study programme committee, which may also include professorial or assistant academic staff from other faculties who are involved in educational activities (with the inclusion of temporary research staff). A study programme committee has a chair and a secretary, assigned by the Faculty 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. For the application of this article, the lecturers-in-charge and co-lecturers within the integrated university college programmes who belong to the integration staff are considered as professorial staff members if they were already appointed as lecturers-in-charge or co-lecturers before 1 February 2013 (within the programme involved).

At least one third of each study programme committee is to be made up of students.

The assistant academic staff, 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. For postgraduate programmes, the faculty may appoint a steering committee or a person responsible, if they cannot join in with a study programme committee of a related Bachelor's or Master's programme.

Every faculty is at liberty to issue additional general guidelines that need to be observed by all its study programme committees. 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 December. 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 faculty.

*The faculty has made the following agreements regarding the registration of the voting members of the study programme committee in Oasis:*

*For the composition of the study programme committee, each study programme ensures that the ratio of professorial staff, students and other academic staff is in accordance with the Education and Examination Code. These members are qualified to vote and are registered in Oasis. Other members of the study programme can be invited to the meeting without voting rights.*

*Depending on the number of students, shifts are possible among the other voting sections in the study programme committee (professorial staff and other academic staff/assistant academic staff/administrative and technical staff) – see table with possible ratios [attached on the KCO SharePoint site](#) (in Dutch).*

- 1) Professorial staff: 1/2 with voting rights (including the secretary of the Examination Board), possibly the other members of the professorial staff without voting rights*
- 2) Students: 1/3 with voting rights*
- 3) Other academic staff/assistant academic staff/administrative and technical staff: at least 1 representative with voting right, possibly the other members without voting rights*
- 4) Other members (without voting rights):*
  - curriculum manager*
  - learning track counsellor*
  - members of the Faculty Education Services following the study programmes receive the information from the study programme committees and may attend ad hoc*
  - representatives of alumni and the professional field may be invited. At least once a year, a meeting event should be organised that assumes the input of the representation from these groups.*

*At the faculty of Arts and Philosophy, the chair of the study programme committee is appointed for a (renewable) period of four years. Essentially, the term of office starts at the beginning of the academic year. The study programmes themselves choose when to start the terms of the study programme committee chair; these can, but do not have to coincide with the change of department chairs. Furthermore, a study programme committee can appoint a vice-chair or chairperson-elect, who can make up the last year of the retiring chair's term. Transitional measures for the current chairs are left to the study programmes; current chairs can stay on without being re-elected for a period of time to be determined by them, up to a maximum of 4 years.*

#### ARTICLE 38. Elements of a Study Programme

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

*In case of changes to the study programme overview and the pertaining course units (i.e. study programme revisions), the faculty of Arts and Philosophy follows the advisory authorities as determined in the Handbook for Study Programmes. For the correction of material errors and the completion of the file, the Faculty Council has delegated the authority to the director of studies.*

*The procedure for study programme revisions can be found on the [KCO SharePoint](#).*

#### ARTICLE 41. Elements of a Course Unit – Course Sheet

Various elements are determined and announced through the course sheet in the course catalogue for each course unit, in accordance with the deadlines, procedures, guidelines and advisory authorities stipulated in the Handbook for Study Programmes.

*The faculty of Arts and Philosophy follows the advisory authorities stipulated in the Handbook for Study Programmes, except in case of element 2° 'Term in which the course unit is scheduled' and element 6° 'Language(s) of instruction'. For changes to the term and changes to the language in which the course units are taught (see Article 45) the Faculty Council has delegated the authority to the director of studies.*

Element 4° 'Lecturers: lecturers-in-charge and co-lecturers'.

The lecturers-in-charge and co-lecturers of the various course units of the study programmes are appointed in accordance with the regulations pertaining to the appointment of the lecturers and co-lecturers for the course units and their temporary replacement (cf. part XI). The last sentence of §2 in Article 2 of these regulations determines that staff members who contribute to the educational activities may also be appointed.

*The manual for appointments and replacements of lecturers can be found on the [KCO SharePoint](#).*

*The faculty of Arts and Philosophy has decided to clearly mention staff members in the course sheets of the relevant course units.*



## ARTICLE 45. Language in which the Course Units are Taught

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

1° if the course unit has this language as its subject;

2° if the course unit is taken at a different institute of higher education at the student's own initiative and with the approval of the faculty;

3° if the course unit is taught by a visiting professor who speaks a foreign language;

4° if using a foreign language for the course unit is an added value for students and the professional field and is considered to be functional for the study programme, in which case this is substantiated explicitly.

(...)

The language of instruction of a course unit is determined by the Faculty Council, after the recommendation of the director of studies.

*At the faculty of Arts and Philosophy, the Faculty Council has delegated authority to the director of studies to change the language of instruction in cases 2, 3 and 4. The director of studies will decide after the relevant study programmes have been heard. If the language of instruction is changed for a newly-appointed professor who speaks a foreign language, the decision to change the language of instruction will be valid for 5 years at the most. After this period, a new request may be submitted on the basis of case 4.*

*At the faculty of Arts and Philosophy, it was also decided that course units of the first year of the standard learning track of a Bachelor's programme (Ba1) cannot be taught in English (except in cases 1 and 3 due to force majeure).*

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

*At the faculty of Arts and Philosophy, permission is granted by the secretary of the Examination Board of the study programme concerned. This is done in consultation with the lecturer-in-charge of the course unit. Any such requests are to be substantiated. The following motivations may be considered: if the supervisors speak a foreign language and if using a foreign language for the paper is an added value.*

## ARTICLE 51. Evaluation Methods

§2. Irrespective of the type of contract that the student has concluded, evaluations occur in a uniform manner. However, students may be given permission by the dean to be examined in a manner that is different from the prescribed method, provided that they have acute and good reasons to request this and the dean has consulted the lecturer-in-charge involved. In order to get this permission, students are to address a prior request to the dean in writing and send a copy of this request to the lecturer-in-charge.

*The Faculty Council of Arts and Philosophy decides that the authority is delegated to the secretary of the Examination Board of the study programme in question. Students who want to be examined in a manner that is different from the prescribed method, are to address a request to [fsa.lw@ugent.be](mailto:fsa.lw@ugent.be), and send a copy of this request to the lecturer-in-charge.*

#### ARTICLE 56. Examination Mark

§4. Students are awarded examination marks by Ghent University upon their return if they take part in educational activities and sit exams at a domestic or foreign institute of higher education on parts of the Ghent University study programme overview, within the framework of a study programme for which they are enrolled at Ghent University under a 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/en/ghentuniv/principles/internationalisation/ects/grading.htm>.

The awarded examination marks are communicated to the student in a transcript of records.

*The faculty of Arts and Philosophy uses a conversion table to convert the foreign results. This conversion table only applies to outgoing Arts and Philosophy exchange students.*

More information at <https://www.ugent.be/nl/univgent/waarvoor-staat-ugent/internationalisering/ects.htm> (in Dutch) and <https://www.ugent.be/en/ghentuniv/principles/internationalisation/ects/grading.htm>.

#### ARTICLE 59. Evaluation of the Master's Dissertation Course Unit

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

*The Faculty Council of Arts and Philosophy has decided that the delegation of power shall be conferred to the Examination Boards secretaries of all the Master's programmes. He/She shall approve the Master's dissertations subjects at the faculty of Arts and Philosophy, the supervisor(s) and the members of the dissertation reading committee, and give students permission to draft/defend the Master's dissertation in a language other than Dutch (except when the Master's dissertation has a different language as its subject).*

*The deadline for registering the working title and supervisor(s) via the faculty Master's dissertation application is Monday 20 November 2023, unless a student has not yet taken up the 'Master's dissertation' course unit at that time. In this case, as soon as possible after taking up the Master's dissertation in the curriculum and no later than Thursday 14 March, students should pass on their working title and supervisor via [fsa.lw@ugent.be](mailto:fsa.lw@ugent.be), with the approval of the supervisor(s) that he/she wishes to supervise the Master's dissertation.*

§1-2° The responsibility for the counselling of the Master's dissertation course unit rests with one or several dissertation supervisors. At least one supervisor belongs to one of the following categories and is administratively responsible:

- professorial staff members
- post-doctoral assistants



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

*The study programmes of the faculty of Arts and Philosophy are autonomously responsible for the appointment of supervisors of the Master's dissertations. They can determine that each field expert can act as supervisor, regardless of whether he/she holds a tenure track position or has obtained a doctorate.*

*This gives study programmes the opportunity to also appoint tutors, teaching assistants, language lecturers, educationalists, and external experts as supervisor.*

*The chair of the study programme committee or secretary of the Examination Board ensures that the Master's dissertations are assessed in a consistent manner within the study programme concerned, and takes on the role of chair for any defences of Master's dissertations within the study programme, or appoints one or more persons to take on the role of chair.*

§1-5° At the student's request the Master's dissertation can be drawn up and/or defended in a language other than the language of instruction. For this, students need the permission of the faculty after the recommendation of the supervisor, except when the Master's dissertation has a different language as its subject. Only when the Master's dissertation of a Dutch language study programme is written in a language other than Dutch, students are required to provide a summary in Dutch.

*The faculty of Arts and Philosophy delegates the authority to grant permission to draft and/or defend the Master's dissertation in a language other than Dutch to the secretary of the Examination Board.*

*The registration should be done at the moment the student passes on his/her working title. The registration can be submitted via the faculty Master's dissertation application (<https://apps.flw.ugent.be/masterproef>).*

*Guidelines for submitting the Master's dissertation to the faculty of Arts and Philosophy: see the information brochure faculty Master's dissertation application (<https://apps.flw.ugent.be/masterproef>) and the study programme-specific Ufora Master's dissertation course.*

*As far as Bachelor's dissertations are concerned, the study programmes of the faculty of Arts and Philosophy are autonomous in appointing supervisors. They can determine that each field expert can act as supervisor, regardless of whether he/she holds a tenure track position or has obtained a doctorate.*

*This gives study programmes the opportunity to also appoint tutors, (teaching) assistants, language lecturers and educationalists as supervisor.*

*A professorial staff member appointed by the study programme keeps an overview and sees to it that the Bachelor's dissertations within the study programme are assessed in a similar manner.*

## ARTICLE 62. Examination Board Meetings

§2. Examination Boards deliberate by 17 February 2024 at the latest in a graduation year of a Bachelor's, linking or preparatory programme, a Master's programme, an Advanced Master's programme, or a postgraduate programme, for students who have taken all their examinations at that time. In doing so, article 71 is fully applicable.

With the exception of the Master's dissertation and/or the work placement, first-term or full-year course units cannot be evaluated in the first term, unless the course unit is only assessed by means of continuous assessment and the lecturer agrees to have that assessment take place in the first semester.

*Arts and Philosophy students who wish to make use of this possibility, need to notify the lecturer-in-charge and the Faculty Student Administration ([fsa.lw@ugent.be](mailto:fsa.lw@ugent.be)) at the start of the examination period of the first term at the latest (Article 2§2, standard calendar).*

## ARTICLE 66. Composition of the Examination Board per Deliberation Set and Its Authority to Deliberate

§1. The composition of the Examination Board per deliberation set is determined by the Faculty Council.

*The Faculty Council of Arts and Philosophy decides that the Examination Board per deliberation set consists of the chair of the united faculty examination boards, the secretary of the Examination Board of the study programme in question and all the lecturers of the mandatory course units of the student's curriculum.*

## ARTICLE 67. Passing a Deliberation Set

§2. Passing a deliberation set:

3° After a secret ballot or otherwise, the Examination Board per deliberation set may still decide to declare students as having passed, even if they do not pass in accordance with the criteria set out under §2, 1° and 2°. Any such decisions are only possible in exceptional circumstances and if the objectives of the relevant part of the study programme overview have broadly been met. For each case, such a decision needs to be substantiated concretely. The director of studies monitors the application of a deliberation policy within the faculty.

*The Faculty Council of Arts and Philosophy decides that the authority to monitor the application of a deliberation policy within the faculty is delegated to the chair of the united faculty examination boards.*

4° In the context of course units that are organised in a partnership (joint or double degree) with other institutions that work with a full credit system, it is possible to deviate from the criteria laid down in §2, 1° and 2°.

*For the Master of Arts in Technology for Translation and Interpreting (European Master's in Technology for Translation and Interpreting), the full credit system applies and no deliberation is accepted.*

## ARTICLE 70. Composition and Competence of the Examination Board per Study Programme

§1. The composition of the Examination Board per study programme is determined by the Faculty Council. The Faculty Council also determines the composition of an Examination Board per preliminary programme and per linking programme. These examination boards have the same authority as an examination board per study programme.

*The Faculty Council of Arts and Philosophy decides that the Examination Board per study programme consists of the following voting members: the chair of the united faculty examination boards, the secretary of the Examination Board of the study programme in question and the chair of the study programme committee. The other lecturers of the study programme act as non-voting members on the Examination Board.*

## ARTICLE 71. Passing a Study Programme

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

*The Faculty Council of Arts and Philosophy decides that the authority to monitor the application of a deliberation policy within the faculty is delegated to the chair of the united faculty examination boards.*

§4. In the context of study programmes that are organised in a partnership (joint or double degree) with other institutions that work with a full credit system, it is possible to deviate from the criteria laid down in §2.

*For the Master of Arts in Technology for Translation and Interpreting (European Master's in Technology for Translation and Interpreting), the full credit system applies and no deliberation is accepted.*

## ARTICLE 73. Grade of Merit

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

*All study programmes at the faculty of Arts and Philosophy use weighting coefficient '1'. This means that no distinction is made in 'weighting' the examination results between the various standard learning tracks.*

*The Research Master of Arts in Philosophy applies the grades of merit as specified in the Interuniversity Examination Code (in Dutch) pertaining to interuniversity Master's programmes for which students can enrol at more than one university (as approved by the Board of Governors on 21 September 2012).*

*A double degree is awarded for the Master of Arts in Technology for Translation and Interpreting. For the degree awarded by Ghent University, the grade of merit applies as specified in article 73.*

#### ARTICLE 75. Compliance with Examination Regulations

§4. Any absences need to be reported to the Examination Office as soon as possible and no later than the day of the exam/assessment. 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.

*The faculty of Arts and Philosophy has established the following procedure:*

- 1) No later than the day of the exam/assessment, students submit a request via the Absent application to the lecturer concerned to request a catch-up examination/assessment at another time within the same part of the examination period.*
- 2) Students are required to upload the supporting document via the Absent application no later than three working days after the examination/assessment concerned.*

*More information at <https://www.ugent.be/lw/en/degree/study/exams>.*

*In case of a catch-up examination, the evaluation method can/may deviate from the evaluation method as determined in the course sheet.*

*Students are required to retain the original supporting document with a view to a possible reclamation of learning account.*

*More information (in Dutch) at <https://www.ugent.be/student/nl/administratie/leerkrediet/overmacht.htm>.*

#### ARTICLE 78. Fraud or Irregularities

The Ghent University basic definition of plagiarism is as follows:

*“At Ghent University, plagiarism is considered to be a form of fraud and an irregularity. 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 ghost writer as one’s own. Plagiarism can affect various product types such as text (written, oral), image (photos, videos, graphs, diagrams, figures...), music, data files, structures, line(s) of reasoning, ideas.”*

*§2 For the study programme concerned, the Examination Board can complete or specify the basic definition of “plagiarism” that is outlined in the Education and Examination Code.*

*The faculty of Arts and Philosophy specifies the definition of plagiarism as follows:*

*“Copying, whether or not in translation, someone else’s words or paraphrasing a line of thought without acknowledging the source or without indicating whose ideas are being copied, shall be interpreted as plagiarism. Failure to refer to one’s own original work that is reused falls under*

*(auto- or self-) plagiarism. Every piece of texts (sentences or phrases) that is being taken over from no matter what publication in no matter what language, even from websites or from a manuscript, has to be accompanied by a source citation and has to be signalled as quotation in the case of verbatim copy. A global source reference, given for instance, at the beginning of a chapter, does not rule out plagiarism as regards the separate passages. Mentioning the source in the bibliography or source reference does not rule out plagiarism.”*

*Concrete examples can be found at <https://www.ugent.be/lw/en/degree/study/plagiarism.htm>.*

#### ARTICLE 84. Course Feedback by Students: Organisation

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

*In the faculty of Arts and Philosophy, a course unit feedback committee is organised per study programme and is composed as follows: the director of studies, 1 secretary from the KCO, the study programme committee chair of the study programme concerned, 1 or 2 students from the study programme concerned, 1 Other Academic Staff (OAP) member from the study programme concerned, a professorial staff (ZAP) member and a student representative from the Educational Quality Control Unit (CKO).*

*The director of studies is granted the authority to appoint the changing members annually.*