

# EDUCATION AND EXAMINATION CODE

of the 2025-2026 academic year



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# PART I

## PREAMBLE

§1. On the date the Board of Governors adopts the 2025-2026 Education and Examination Code, the education and examination regulations at Ghent University are, in addition to the aforementioned Code, also governed by:

- the [2025-2026 online study guide](#);
- the 2025-2026 [Education and Examination Code for Doctoral Matters](#) (in Dutch), adopted by the Board of Governors on 9 May 2025.
- the [Rules for Proper Use of Ghent University ICT Infrastructure](#), adopted by the Executive Board on 19 May 2017;
- Ghent University's [Code of Conduct for Education Data](#), adopted by the Executive Board on 9 March 2021.
- the regulations pertaining to the appointment of lecturers and co-lecturers, and their temporary substitutes to course units, as adopted by the Board of Governors (cf. Part XI);
- the regulations concerning the commercialisation of research at Ghent University ("[Valorisatiereglement](#)"), as adopted by the Executive Board on 18 November 2016;
- the [higher education admission policy](#) (in Dutch), as adopted by the Board of Governors on 15 April 2005;
- the [procedure on previously acquired competencies](#), as adopted by the Ghent University Association's Board of Governors on 7 June 2005;
- the [Examination Code for Interuniversity Master's Programmes](#) (in Dutch) allowing enrolment at more than one university, as adopted by the Board of Governors on 21 September 2012;
- the [Disciplinary Regulations for Students](#) (in Dutch), as adopted by the Board of Governors on 7 May 2021;
- the Ghent University Association regulations on special admission requirements, as adopted by the Ghent University Association's Board of Directors on 25 April 2007;
- the [regulations on lifelong learning at Ghent University](#) (in Dutch), as adopted by the Board of Governors on 8 January 2021;
- the [General Research and Collaboration Regulations](#) (in Dutch), as adopted by the Ghent University Association's Board of Governors on 18 December 2020;
- the [regulations governing the Procedure for Breaches of Academic Integrity](#) (in Dutch), as adopted by the Executive Board on 15 February 2019;
- the [Generic Code of Conduct for Processing Personal Data and Confidential Information](#), as adopted by the Executive Board on 18 May 2018;
- the [Code of conduct regarding transgressive behaviour](#), as adopted by the Executive Board on 6 December 2024;
- the [Non-discrimination Declaration](#) (in Dutch), as adopted by the Board of Governors on 27 May 2011.
- the [regulations on Family Ties, Intimate Relationships and Personal Involvement](#) (in Dutch), as adopted by the Board of Governors on 28 June 2024;

§2. The Education and Examination Code is subordinate to the Higher Education Code of 11 October 2013, established by law on 20 December 2013 ([Codex Hoger Onderwijs](#), in Dutch), as well as to the following laws and resolutions adopted by the Flemish Parliament and the Flemish Government:

- the [special decree pertaining to Ghent University and the University Centre Antwerp](#) (in Dutch), adopted on 26 June 1991;
- the [resolution of the Flemish Government laying down the list of Bachelor's and Master's programmes per higher education institution in Flanders](#), adopted on 30 March 2018;
- the [resolution of the Flemish Government establishing the form of higher education diplomas and the content of the diploma supplement awarded by higher education institutions in Flanders](#) (in Dutch), adopted on 12 December 2014.

§3. The Education and Examination Code adheres to the recommendations on student mobility outlined in the 2015 ECTS User's Guide of the European Commission, which was endorsed by the European Ministers for Education at the Yerevan conference in May 2015.

§4. The Education and Examination Code is complemented by the [faculties' rules and regulations](#)

§5. By applying for (re-) enrolment, students endorse the stipulations in the present Education and Examination Code.

# SECTION I

## ACRONYMS AND ABBREVIATIONS (USED IN DUTCH)

### ASSISTANT ACADEMIC STAFF

Assisterend academisch personeel (AAP)

### GHENT UNIVERSITY ASSOCIATION

Associatie Universiteit Gent (AUGent)

### BACHELOR'S PROGRAMME

Bachelor (Ba)

### QUALITY ASSURANCE COMMITTEE

Commissie Kwaliteitszorg Onderwijs (CKO)

### HIGHER EDUCATION DATABASE

Databank Hoger Onderwijs (DHO)

### ECTS

European Credit Transfer and Accumulation System

### ELECTRONIC LEARNING ENVIRONMENT (ELE)

Elektronische leeromgeving (ELO)

### PAC

Eerder verworven competenties (EVC)

### PREVIOUSLY ACQUIRED QUALIFICATIONS

Facultaire Studentenadministratie (FSA)

### FACULTY EDUCATION SUPPORT SERVICES

Facultaire Dienst Onderwijsondersteuning (FDO)

### FACULTY STUDENT ADMINISTRATION

Facultaire Studentenadministratie (FSA)

### PERSONALISED STUDY TRACK

Geïndividualiseerd traject (GIT)

### HIGHER EDUCATION REGISTER

Hoger Onderwijsregister (HOR)

### International Course Programmes

ICP

### MASTER'S PROGRAMME

Master (MA)

### MASTER'S PROGRAMME

Masteropleiding die aansluit bij een academische bacheloropleiding (MANABA)

### ADVANCED MASTER'S PROGRAMME

Masteropleiding die volgt op een master-na-bacheloropleiding (MANAMA)

### STANDARD STUDY TRACK

Modeltraject (MOT)

### OTHER ACADEMIC STAFF

Overig academisch personeel (OAP)

### POSTGRADUATE PROGRAMME

Postgraduaatsopleiding (PGOP)

### SIMON

Studievaardigheden en Interesse MONitor

### UNIVERSITY LANGUAGE CENTRE

Universitair Centrum voor Talenonderwijs (UCT)

### UGENT

Ghent University

### PROFESSORIAL STAFF

Zelfstandig academisch personeel (ZAP)



## SECTION II

# LIST OF DEFINITIONS

### A

#### COMPLEMENTARY STUDY PROGRAMMES (AANSLUITENDE OPLEIDINGEN)

Study programmes for which the resulting diploma meets the diploma requirements to be admitted into the other programme, and can thus be taken consecutively.

#### ACADEMIC STUDY PROGRAMMES (ACADEMISCH GERICHTE OPLEIDINGEN)

Higher education programmes that are grounded in academic research, designed to provide students with the required general training, and the academic knowledge and competencies inherent to operating within a specific academic-scientific discipline.

#### DISTANCE LEARNING (AFSTANDSONDERWIJS)

A mode of study that encompasses a learning process for a comprehensive, self-contained course or study programme, during which the student and the supervisor or organiser of that learning process may be located in different places. Distance learning can involve varying degrees of individual coaching and communication with fellow students. It is often governed by an electronic learning environment's activation and interaction tools.

#### MAIN SUBJECT

A differentiation in a study programme of at least 30 ECTS credits, which may include the Master's dissertation or another graduation project.

#### ALTERNATING STUDY PROGRAMME (ALTERNERENDE OPLEIDING)

A study programme that is not offered yearly or that consists of alternating course units in its standard study track.

#### ALTERNATING COURSE UNIT (ALTERNEREND OPLEIDINGSONDERDEEL)

A course unit that is not taught annually.

### B

#### BACHELOR'S PROGRAMME

A higher education study programme that follows secondary education and consists of 180 ECTS credits.

#### APTITUDE TEST (BEKWAAMHEIDSONDERZOEK)

A test designed to assess a person's ability in any specific skill or field of knowledge before awarding them an aptitude certificate.

#### APTITUDE CERTIFICATE (BEWIJS VAN BEKWAAMHEID)

The certificate a student has earned based on previously gained competencies or qualifications. These qualifications are inherent to higher education at the professional or academic Bachelor's or Master's level, or to a well-defined study programme, course unit, or cluster of course units.

#### THE 50% BINDING CONDITION

A measure for monitoring study progress that can be applied to students. If a student does not achieve a sufficient study success rate, a binding condition of 50% is enforced (per Art. 24).

#### SPECIAL TUITION FEE

Increased tuition fees for specific Master's programmes.

#### TRANSITION PROGRAMME (BRUGPROGRAMMA)

A standard personalised study track for students in a specific study programme, who have been granted exemptions and a reduction of the study load based on (a) previously acquired degree(s) in the programme.

### C

#### CREDIT CERTIFICATE (CREDITBEWIJS)

A document certifying that the bearer (i.e., the student) has acquired the competencies of a particular course unit after assessment. This certificate is recorded as a document or an electronic registration.

#### CREDIT CONTRACT

A contract between the university and the student enrolling to obtain a credit certificate for a course unit based on full participation in the teaching activities.

#### CONTRACT TO OBTAIN CREDITS

A contract to obtain a credit certificate for a particular course unit. There are two types of contracts to obtain credits: a credit contract and an exam contract.

#### CREDITS

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

#### CURRICULUM

A list of course units per student per academic year

#### CURRICULUM COMMITTEE

The Curriculum Committee can decide on awarding exemptions, personalised study tracks, electives, and contracts to obtain credits (see Article 32).

## D

### HIGHER EDUCATION DATABASE (DATABANK HOGER ONDERWIJS)

The database managed by the Flemish Government, which is aimed at collecting and processing data, or co-ordinating data flows to track study careers through, e.g., the learning account, the implementation of Higher Education funding, statistical data gathering, and the preparation, monitoring and assessment of government policy.

### PARTIAL EXAMINATION (DEELEXAMEN)

An examination covering only a part of the learning material.

### PART-TIME STANDARD STUDY TRACK YEAR (DEELTIJDS MODELTRAJECTJAAR)

A standard study track containing fewer than 54 ECTS credits.

### DELIBERATION (DELIBERATIE)

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

### DELIBERATION SET (DELIBERATIEPAKKET)

A cluster of course units, credits, and exemptions totalling 60 ECTS credits laid down per student and per study programme in the context of a contract to obtain a diploma. An Examination Board per deliberation set can make study progress decisions on these clusters.

### TEACHING METHOD (DIDACTISCHE WERKVORM)

A specific way to shape teaching activities that allow students to achieve the predetermined competencies as efficiently as possible. Examples are lectures, practicals, Master's dissertations, guided self-study, independent work, group work, etc. (cf. Section VIII).

### DIPLOMA

The document awarded to the student upon successful completion of a Bachelor's or Master's programme, or a doctorate.

### DIPLOMA CONTRACT (DIPLOMACONTRACT)

A contract between the university and the student enrolling in a study programme to obtain a diploma, certificate or degree, or in a preparatory or academic bridging programme, based on full participation in the teaching activities.

### CONTRACT TO OBTAIN A DIPLOMA (DIPLOMA DOELCONTRACT)

A contract to obtain a diploma or certificate for a study programme. There are two types of contracts to obtain a diploma: a diploma contract and an exam contract to obtain a diploma.

### DIPLOMA SUPPLEMENT (DIPLOMASUPPLEMENT)

A supplement to the diploma describing the nature, level, context, contents, and status of a study programme, as laid down by this [Resolution of the Flemish Government](#) (in Dutch).

### DOCTORAL ADVISORY BOARD (DOCTORAATSBEGELEIDINGSCOMMISSIE)

An advisory board established by the Faculty Council, in charge of supporting, monitoring and assessing doctoral students during their study and research period.

### DOCTORAL TRAINING PROGRAMME (DOCTORAATSOPLEIDING)

The doctoral training programme is designed to prepare candidates for their dissertations. It focuses on broadening and deepening the competencies acquired during the Master's programme. University management establishes the specifics of this training programme.

### DOCTORAL DISSERTATION (DOCTORAATSPROEFSCHRIFT)

The doctoral dissertation is a document in which doctoral candidates demonstrate their ability to generate academic knowledge based on independent research in a specific discipline, including the arts, or across various disciplines. The number of copies required by the faculty (cf. Article 93) must be submitted as a text file containing at least the research question, the theoretical framework, the methodology, and the research results. The doctoral dissertation should also lead to academic publications. Preparing the doctoral dissertation is part of the doctoral exam.

### DOCTORAL SCHOOL

The Doctoral School is Ghent University's university-wide body that offers high-quality facilities for doctoral research in particular and for young researchers in general.

## E

### MASTER OF SCIENCE IN TEACHING (EDUCATIEVE MASTEROPLEIDING)

This teacher training programme at the Master's level comprises a study load of either 90 or 120 ECTS credits, which can be pursued immediately after the Bachelor's programme. Each Master of Science in Teaching includes a discipline-specific and didactic component of 45 ECTS credits.

The student can only be awarded the Master of Science in Teaching diploma upon successfully completing the didactic component, which has a full credit load of 60 ECTS credits.

The student can acquire the remaining 15 ECTS credits through:

- 1° a set of electives in an academic Bachelor's programme;
- 2° a preparatory programme taken before or simultaneously with the Master of Science in Teaching;
- 3° exclusive to the Master of Science in Teaching in Arts and Humanities: a set of electives in the Master of Science in Teaching programme.

Students holding a Master's degree can enrol in the abridged Teaching programme, which is worth 60 ECTS credits. As part of their curriculum, these students write a practical Master's dissertation, which clearly adds value to the classroom and teaching practice.

The Master of Science in Teaching results in a full Master's degree. Any provision in this Education and Examination Code relating to the Master's programme also applies to the Master of Science in Teaching, unless stated otherwise.

#### PREVIOUSLY ACQUIRED COMPETENCIES (EERDER VERWORVEN COMPETENCIES, EVC)

Knowledge, competencies and attitudes acquired by (prospective) students outside the university, as part of their profession, voluntary work, hobbies, or social life. This type of experience is not authenticated in formal study qualifications. Still, it may correspond to specific competencies in a Bachelor's and/or Master's programme, in which case it can be recognised as a "previously acquired competency". Based on such previously acquired competencies, (prospective) students may be granted exemptions for specific course units if they pass an aptitude test.

#### PREVIOUSLY ACQUIRED QUALIFICATIONS (EERDER VERWORVEN KWALIFICATIES, EVK)

Every domestic or foreign study certificate which shows that the student has successfully completed a formal learning track, either in an education context or not, insofar as it is not a credit certificate obtained at the institution or study programme where the (prospective) student wishes to assert their qualification.

#### FIRST-TERM COURSE UNIT

A course unit that is scheduled for the first term of the academic year.

#### ELECTRONIC LEARNING ENVIRONMENT (ELE)

A web-based environment where students may consult information, do exercises and communicate with the lecturer and/or fellow students. Ghent University's electronic learning environment is called Ufora.

#### ASSESSMENT (EVALUATIE)

An assessment of the extent to which a student has acquired the course unit-specific competencies based on their studies.

#### ASSESSMENT MOMENT (EVALUATIEMOMENT)

Specification of the period during which students can be assessed for a particular course unit. See also end-of-term and continuous assessment.

#### EXAMINATION DECISION (EXAMENBESLISSING)

Any decision, based on deliberation or not, which comprises a final assessment of whether or not a student meets the requirements of a course unit, several course units of a study programme, or a study programme as a whole.

#### EXAM MARK (EXAMENCIJFER)

A student's study performance measured per course unit and expressed in a whole number ranging from 0 to 20.

#### EXAM CONTRACT (EEXAMENCONTRACT)

A contract between university management and the student, stipulating the terms and conditions to which the student agrees upon enrolment. The student enters into an exam contract to sit for exams to obtain a diploma or certificate for a study programme, or a credit certificate for a course unit.

#### EXAMINATION BOARD PER DELIBERATION SET (EXAMENCOMMISSIE PER DELIBERATIEPAKKET)

The competent body to make exam decisions regarding a deliberation set, and to formulate study advice as appointed by the Faculty Council.

#### EXAMINATION BOARD PER STUDY PROGRAMME (EXAMENCOMMISSIE PER OPLEIDING)

The competent body to make exam-related disciplinary decisions and exam decisions regarding an entire study programme to award a diploma and grade of merit.

#### EXAM OFFICE (EXAMENSECRETARIAAT)

A faculty's registration and information centre, available to all parties involved in end-of-term assessment.

#### EXAM-RELATED DISCIPLINARY DECISION (EXAMENTUCHTBESLISSING)

A decision made due to fraud or other irregularities during a (continuous or end-of-term) assessment.

#### EXAM-RELATED DISCIPLINARY MEASURE (EXAMENTUCHTSANCTIE)

A sanction imposed by the Examination Board due to an exam-related disciplinary decision.

#### EXAMINER (EXAMINATOR)

A lecturer-in-charge or co-lecturer who is responsible for the assessment of a particular course unit. Alternatively, per Article 76, the examiner can be another member of the professorial staff and/or a doctoral assistant, guest lecturer, or research fellow temporarily or permanently employed by Ghent University or the Research Foundation Flanders.

## F

#### FEEDBACK

Feedback entails a review and explanation of a student's assessment(s). The feedback process includes recommendations to enhance, improve, or adjust the student's study performance in preparation for future assessments.

## G

#### GUEST STUDENT (GASTSTUDENT)

A student enrolled in several course units at Ghent University as part of an interuniversity study programme, another interuniversity collaborative initiative, or a partnership with university colleges, or who receives didactic coaching. A guest student is registered at Ghent University.

#### PERSONALISED STUDY TRACK (GEÏNDIVIDUALISEERD TRAJECT, GIT)

A study track which deviates from the standard study track.

## GENERATIVE AI

Generative AI relies on artificial intelligence (AI) methods to create new content based on user questions (prompts) by analysing vast amounts of existing data (among other things). This content may comprise text, code, images, video clips or a combination thereof.

## CERTIFICATE (GETUIGSCHRIFT)

The document awarded to the student upon successfully completing a postgraduate programme, a microcredential, a doctoral training programme, a preparatory or academic bridging programme, a predoctoral training programme or a lifelong learning programme.

## CERTIFICATE SUPPLEMENT (GETUIGSCHRIFTSUPPLEMENT)

A supplement to the certificate describing the nature, level, context, contents and status of a postgraduate programme, a doctoral training programme, a preparatory programme or an academic bridging programme.

## JOINT DOCTORATE/PhD (GEZAMENLIJK DOCTORAAT)

A doctorate that is completed under the joint supervision of Ghent University and one or several other partner institutions.

## DEGREE (GRAAD)

The specification of 'Bachelor', 'Master', or 'Doctor', awarded upon obtaining a diploma.

## GRADE OF MERIT (GRAAD VAN VERDIENSTE)

A special designation (cum fructu, cum laude, magna cum laude, summa cum laude) added to the diploma at the recommendation of the Examination Board per study programme upon successful completion of a second-cycle Bachelor's or Master's programme.

# H

## HORIZONTAL INTAKE (HORIZONTALE INSTROOM)

The direct intake of students in a study programme without a diploma that is part of the applicable admission requirements. These students enter the programme based on a diploma for which they can be granted exemptions and a study load reduction.

## THE 100% RULE

Students enrolling at Ghent University for the first time in the initial Bachelor's programme's first standard study track year must either obtain credits for every course unit in their personal curriculum or have been deliberated after two enrolment years. If students do not meet this 100% rule (threshold conditions), they will be refused subsequent enrolment in the same study programme.

# I

## CATCH-UP ACTIVITIES (INHAALACTIVITEITEN)

Education activities that could not take place during the prescribed period of time.

## CATCH-UP WEEK

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

## INITIAL SET OF COURSE UNITS

A cluster of course units, credits and exemptions totalling 60 ECTS credits established per student in the context of a contract to obtain a diploma. The said cluster is taken from the first standard study track year of the initial Bachelor's programme, and can be subject to study progress decisions. Per Article 30, §4, 1°, students who have been granted the permission to take up a "reduced curriculum" (i.e., fewer course units than the first standard track year) will take said reduced curriculum as their initial set of course units.

## INCOMING EXCHANGE STUDENT (INKOMENDE UITWISSELINGSSTUDENT)

A student enrolled at a higher education institution abroad, or at one of the other Communities in Belgium, who takes course units at Ghent University under a predetermined agreement (cf. Learning Agreement) between the home institution, the student, and Ghent University.

## ENROLMENT (INSCHRIJVEN)

To enter into an annually renewable contract to obtain a diploma or credits.

## INTEGRATION COURSE UNIT (INTEGRATIEVAK)

A course unit where students apply and further develop the knowledge, insights, skills, and attitudes acquired in other course units in an integrated manner. Examples of integration course units include the Master's dissertation, seminars, and work placement.

## INTERDISCIPLINARY DOCTORATE (INTERDISCIPLINAIR DOCTORAAT)

A doctorate that is interdisciplinary and supervised by two or more Ghent University supervisors from different disciplines. It results in a combined doctoral degree.

# J

## FULL-YEAR COURSE UNIT (JAARVAK)

A course unit scheduled across the two terms of the same academic year, interrupted by the catch-up week and the first-term exam period.

## K

### ELECTIVE (COURSE UNIT) (KEUZEVAK)

A course unit that students can choose in the context of tailoring their curriculum to their interests.

## L

### LEARNING ACCOUNT (LEERKREDIET)

The total set of ECTS credits a student can use during their study career to enrol in an initial Bachelor's or Master's programme, or a microcredential with a diploma contract; or a course unit with a credit contract. The learning account available to the student is subject to the number of credits taken up at enrolment and the number of credits acquired. The Higher Education Database manages the learning account and can be consulted by the student via <https://www.burgerprofiel.be>.

### LEARNING AGREEMENT

A formal agreement among the three parties involved in student mobility – namely the student, the home institution, and the host institution (or organisation/company) - that facilitates the organisation of student mobility and the recognition of the credits obtained in this context. All parties must sign the Learning Agreement before the start of the exchange. The Learning Agreement stipulates any course units and other teaching and/or research activities included in the student mobility. As such, it gives the student legal certainty on credit recognition by the home institution.

## M

### MAJOR

A cluster of course units that aims to provide a broader knowledge focus within a specific study programme. If available, students can choose from a variety of majors. The official name of the major is included in the diploma supplement.

### MASTER'S PROGRAMME (MASTEROPLEIDING)

A study programme following an academic Bachelor's programme or another Master's programme with a typical study load of 60 ECTS or a multiple thereof. A Master's programme is concluded with a Master's dissertation and validated with a Master's degree.

### MASTER'S PROGRAMME (MANABA)

Study programme following an academic Bachelor's programme.

### ADVANCED MASTER'S PROGRAMME (MANAMA)

Master's programme following another Master's programme

### MASTER'S DISSERTATION

The final project for completing a Master's programme. Expressed in ECTS credits, the study load of a Master's dissertation counts towards at least one-fifth of the total number of ECTS credits in the curriculum, with a minimum of 15 ECTS credits and a maximum of 30 ECTS credits. Through the Master's dissertation, the student demonstrates the ability to analyse and synthesise information, to solve problems independently and at an academic level, or to create a work of art. The project reflects the student's critical and reflective attitude or research attitude.

### CO-LECTURER (MEDELESGEVER)

A lecturer appointed by the Faculty Council to a specific course unit, but who does not carry final responsibility for that course unit.

### MICROCREDENTIAL

A microcredential is a learning experience consisting of a limited study load, at the end of which the student's acquisition of its learning outcomes is fully certified. The learning outcomes of a microcredential are assessed against transparent standards. Successful completion results in a certificate that includes the name of the bearer, the acquired learning outcomes, the type of assessment, the issuing authority, and, if applicable, the level of the learning experience in the Qualifications Framework, and the ECTS credits earned. Microcredentials are owned by the learner, can be shared and are portable. They can be combined into broader credentials or qualifications. They are underpinned by quality assurance following agreed standards in the relevant sector or activity area.

### MINOR

A cluster of course units that aims to offer a broader knowledge focus within a specific study programme. If available, the student can choose from a variety of minors. The official name of the minor is included in the diploma supplement.

### STANDARD STUDY TRACK (MODELTRAJECT, MOT)

A standard study track in a study programme, which aims at an optimal order of course units (taking into account the starting competencies as determined in Article 41, 10°) and an optimal feasibility and organisation of the education offered in said study programme.

### STANDARD STUDY TRACK YEAR (MODELTRAJECTJAAR)

A part of a standard study track that is offered within one academic year, as outlined in the study guide. See also: full-time and part-time standard study track year.

### TUTORIAL SERVICES (MONITORAAT)

As part of the Faculty Education Support Services, the tutorial services are the single point of contact to which students can apply for optimal support. Study track and student counsellors assist students with various study and study track-related issues. cf. also student counsellor and study track counsellor

# N

## CONTINUOUS ASSESSMENT

(Usually several) assessment(s) of the student's study performance spread throughout the term or academic year. See also end-of-term assessment.

# O

## OASIS (ONDERWIJSADMINISTRATIE EN STUDENTENINFORMATIESYSTEEM)

OASIS is the IT system that supports the university's educational and student administration processes. The OASIS web app, [oasis.ugent.be](https://oasis.ugent.be), provides students with access to information about their enrolment(s) and curriculum, and enables them to upload information.

## TEACHING ACTIVITIES

Any activity provided by the academic staff aimed at the transfer, processing, practice, guided application and integration of learning content.

## RESEARCH RESULTS (ONDERZOEKRESULTATEN)

Any results yielded by research or development as conducted by researchers associated with Ghent University and/or by using Ghent University resources or equipment (cf. [Valorisation Regulations](#)). These do not comprise literary works or works of art 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 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/commercialised.

## PUBLIC ANNOUNCEMENT OF EXAM RESULTS (OPENBARE BEKENDMAKING VAN STUDIERESULTATEN)

Announcement allowing all parties involved to access their individual exam results, such as a public announcement or a nominative announcement via OASIS or the electronic learning environment.

## STUDY PROGRAMME

The unit that brings structure to the higher education offer, i.e., the coherent whole of education, study and assessment activities, which, upon successful completion, is validated with a diploma or certificate.

## LIFELONG LEARNING OFFER

The entire set of refresher course units and further training organised by Ghent University, ranging outside the regular Bachelor's, Master's and advanced Master's programmes and the doctoral programme.

The lifelong learning offer consists of four categories: lectures and study days, short—and long-term programmes, microcredentials, and postgraduate programmes.

## STUDY PROGRAMME CHARACTERISTICS (OPLEIDINGSKENMERKEN)

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

## COURSE UNIT (OPLEIDINGSONDERDEEL/VAK)

A clearly defined set of education, study, and assessment activities aimed at acquiring clear-cut competencies regarding knowledge, insight, skills and attitudes. Each course unit is identified through a code and is listed in the study guide.

## STUDY PROGRAMME OVERVIEW (OPLEIDINGSPROGRAMMA)

The full set of course units contained in a study programme's curriculum.

# P

## END-OF-TERM ASSESSMENT

Any assessment of the extent to which students have acquired the competencies related to a course unit, and taking place during the examination periods. See also continuous assessment.

## PLAGIARISM

At Ghent University, plagiarism is considered a form of fraud or irregularity. "To commit plagiarism is to present (parts of) a source as original and your own, without any (correct) acknowledgement." Plagiarism can affect various product types such as text (written, oral), images (photos, videos, graphs, diagrams, figures...), music, data files, structures, line(s) of reasoning, and ideas.

## POSTGRADUATE PROGRAMME (PGOP)

A study programme with a study load of at least 20 ECTS credits, which offers more in-depth knowledge and a broadening of the competencies acquired in a Bachelor's or Master's programme as part of the student's further professional training. A postgraduate programme is validated by a postgraduate certificate or a diploma conferring a professional title with statutory recognition.

## PREDOCTORAL TRAINING PROGRAMME (PREDOCTORALE OPLEIDING)

A study programme that a faculty can or must impose on doctoral candidates with a foreign degree or doctoral candidates without a Master's diploma as an additional admission requirement, as stated in Article 5. A certificate validates the programme.

## PUBLIC ANNOUNCEMENT OF THE EXAM RESULTS (PROCLAMATIE)

The announcement of the exam results and/or deliberation decisions, either publicly or electronically through the transcript of records in OASIS.



#### PROFESSIONAL STUDY PROGRAMMES (PROFESSIEEL GERICHTE OPLEIDINGEN)

Study programmes aimed at offering students a general training and the acquisition of professional knowledge and competencies, based on applying academic or artistic knowledge, creativity, and practical knowledge.

#### SUPERVISOR (PROMOTOR)

A person who is in charge of supervising and coaching Master's and doctoral students.

#### TRANSCRIPT OF RECORDS (PUNTENLIJST)

A list of exam marks obtained by an individual student for the course units mentioned.

## R

#### HOLIDAYS (RECES)

A period of time during which teaching and assessment activities organised by Ghent University are suspended, cf. the periods as stipulated in the academic calendar (cf. Article 2).

#### REGISTER (REGISTREREN)

Individuals enrolled at a higher education institution other than Ghent University, known as guest students, are registered at Ghent University. This registration serves only administrative purposes: registered students are recognised by Ghent University's administrative services and can therefore access some facilities that are otherwise limited to Ghent University students.

#### REGULAR COURSE UNIT (REGULIER OPLEIDINGSONDERDEEL)

A course unit approved by the Executive Board (or by the Doctoral School Board in case of a course unit taught at the Doctoral School), for which the student obtains a credit upon successful completion.

#### REMAINING SET OF COURSE UNITS

A cluster of course units, credits, and exemptions established per student in a contract to obtain a diploma. The said cluster is taken from the first standard study track year of the initial Bachelor's programme, and can be subject to study progress decisions.

This includes any remaining course units from the first deliberation set that have not been included in the initial set of course units in the first year of enrolment in the study programme or the common introductory part due to late enrolment or reorientation.

## S

#### ACADEMIC BRIDGING PROGRAMME (SCHAKELPROGRAMMA)

A study programme which serves as an admission requirement for holders of a professional Bachelor's degree to enrol in some Master's programmes.

#### SIMON

SIMON stands for Study skills and Interest MONitor and has various applications.

SIMON can help prospective students make an informed study choice. Prospective students can use [www.vraagghetaansimon.be](http://www.vraagghetaansimon.be) to determine which academic and professional programmes (within the Ghent University Association) match their interests and skills.

"SIMON says" gives targeted and periodic advice on study progress, success rate and concomitant remedial options to freshmen students throughout the first year of the Bachelor's programme (at the start of term, after the first term, and after the resit exam period).

#### BENCHMARK TEST (STARTTOETS)

The (mandatory) benchmark test is a trans-institutional instrument and part of the admission requirements for first enrolment in specific Bachelor's programmes, as stipulated in Article 5§5.

#### STRICT DEPENDENCY (STRIKTE VOLGTIJDLIJKHEID)

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

Strict dependency can only be imposed in cases of potential risk or safety issues. This occurs when a student does not sufficiently master the competencies (content-related knowledge, skills, or attitudes) and can thus pose a risk to themselves, their fellow students, university staff, or, in the case of a work placement, the staff, customers, and patients there, as well as the public at large or the internal and external learning, working, and living environments. The risk or danger includes 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 for the current academic year.

#### STUDENT COUNSELLOR (STUDIEBEGELEIDER)

A Faculty Tutorial Services member, which is part of the Faculty's Education Support Services (in Dutch: Facultaire Dienst Onderwijssteuning, FDO), who coaches students to ensure an optimal study process. The student counsellor offers content-specific and/or general programme-specific coaching. They work with lecturers and teaching assistants to develop new coaching initiatives and give them feedback on recurring course-specific issues. See also Faculty Tutorial Services.

#### COURSE SHEET (STUDIEFICHE)

The description of a course unit in the Study Guide following the classification as stipulated in Article 41.

#### FIELD OF STUDY (STUDIEGEBIED)

A cluster of related study programmes, as stipulated by the Higher Education Code.

### TUITION FEE (STUDIEGELD)

The tuition fee is the amount a student pays in euros to participate in teaching activities and/or exams. It includes both a fixed and a variable component, with the latter depending on the number of ECTS credits in which the student enrolls.

### STUDY LOAD (STUDIEOMVANG)

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

### CREDIT (STUDIEPUNT)

An internationally recognised currency adopted and recognised by the Flemish Community, corresponding to at least 25 and at most 30 hours of mandatory education, study, and assessment activities, and used to indicate the study load per course unit or per study programme.

### STUDY SUCCESS RATE (STUDIERENDEMENT)

The ratio of the credits students achieve in one academic year (i.e., by successfully passing exams) to the total number of credits in which they enrol during that same year (i.e., the actual course units).

### STUDY TIME (STUDIETIJD)

The amount of time, expressed in hours, that an average student needs to successfully complete the mandatory education, study, and assessment activities of a course unit or study programme.

### STUDY TRACK (STUDIETRAJECT)

A study track is how a student's studies are organised, i.e., the terms and conditions governing study progress (number of course units and the order in which they are taken within a particular timespan). A study track can be a standard or a personalised track.

### SUPERNUMERARY COURSE UNIT (SURNUMERAIR OPLEIDINGSONDERDEEL)

A course unit taken with a contract to obtain a diploma, which is added to the regular study load of the programme as part of the student's personal curriculum.

## T

### LANGUAGE SUPPORT MEASURES (TAALBELEIDINGSMAATREGELEN)

Language support measures for students include:

- general language course units, such as the university-wide course unit Academic English;
- specific language course units, such as Economic English, which focus primarily on acquiring specific jargon;
- "support sessions" embedded in foreign-language course units. These may focus on language proficiency in a specific context (e.g., reading French-language case law in the Law programme). These sessions are best integrated into the first course unit that requires these particular skills.

- glossaries with standard terminology for specific course units or the study programme in general. These will enable the students to learn particular jargon in Dutch as well as in the standard language of the discipline.

### STUDY TRACK COUNSELLOR (TRAJECTBEGELEIDER)

A member of the Faculty Student Tutorial Services, which is in turn part of the Faculty Education Support Services (in Dutch: Facultaire Dienst Onderwijsondersteuning, FDO), who offers information, advice and coaching on various aspects of one's study career: study progress, making choices, study track changes, personalised study tracks. They also act as a contact person between the student and the academic staff, and can refer students to the appropriate services or bodies, if necessary. See also Faculty Tutorial Services.

### SECOND-TERM COURSE UNIT (TWEEDSEMEESTERVAK)

A course unit scheduled for the second term of the academic year.

## U

### UFORA

Ghent University's electronic learning environment (ELE).

### OUTGOING EXCHANGE STUDENT

A student who, as part of their studies, spends time abroad or in one of the other Communities in Belgium. The course units taken are recognised as part of the student's curriculum at Ghent University under a predetermined agreement (cf. Learning Agreement) between the home institution, the student, and Ghent University.

## V

### DISCIPLINE (VAKGEBIED)

A branch of science which is the focus of academic education, academic research or academic service.

### VALIDATING AUTHORITY

The competent body within the Ghent University Association responsible for conducting aptitude and admission tests, and awarding the corresponding aptitude and admission certificates (cf. Article 5, §6).

The entity which, on behalf of and under the authority of Ghent University, is responsible for the protection and commercialisation of Ghent University research results.

### RESEARCH RESULTS THAT CAN BE VALORISED OR COMMERCIALISED (VALORISEERBARE ONDERZOEKSRESULTATEN)

Research results that belong to Ghent University or to which Ghent University can assert certain rights, and which initially seem to offer commercial and/or social value. See also research results.



#### LECTURER-IN-CHARGE (VERANTWOORDELIJK LESGEVER)

A lecturer appointed by the Faculty Council to a specific course unit, who carries final responsibility for the course unit.

#### MANDATORY COURSE UNIT (VERPLICHT OPLEIDINGSONDERDEEL)

A course unit that must be taken by all students enrolled with a contract to obtain a diploma, except those who have been granted an exemption or a study load reduction.

#### VERTICAL AND HORIZONTAL COHERENCE (VERTICALE EN HORIZONTALE COHERENTIE)

A content-based synchronisation of course units within a specific standard study track (horizontal coherence) and

across the various standard study tracks (vertical coherence), through which gaps in the students' starting competencies and overlap between course units are avoided.

#### FULL-TIME STANDARD STUDY TRACK (VOLTIJDS MODELTRAJECTJAAR)

A standard study track in principle comprises 60 ECTS credits.

#### PREPARATORY PROGRAMME (VOORBEREIDINGSPROGRAMMA)

A programme that may be imposed on a student who does not hold any of the diplomas required for direct admission into a specific study programme to instil the missing competencies.

#### EXEMPTION (VRIJSTELLING)

The exemption from exam requirements for a specific course unit.

# PART II

## EDUCATION CODE

### SECTION I

## THE ORGANISATION OF THE ACADEMIC YEAR

### ARTICLE 1 THE START AND CLOSE OF THE ACADEMIC YEAR

The 2025-2026 academic year opens on 22 September 2025 and closes on 19 September 2026.

### ARTICLE 2 THE ACADEMIC CALENDAR

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

§2. The academic year consists of two terms:

from	to	Standard Academic Calendar			Flexible Implementation
22 September 2025	27 September 2025	first-term education activities			first term: <ul style="list-style-type: none"><li>– education activities</li><li>– assessment activities</li><li>– feedback moments</li><li>– deliberations</li><li>– announcements of exam results</li></ul>
29 September 2025	4 October 2025				
6 October 2025	11 October 2025				
13 October 2025	18 October 2025				
20 October 2025	25 October 2025				
27 October 2025	1 November 2025				
3 November 2025	8 November 2025				
10 November 2025	15 November 2025				
17 November 2025	22 November 2025				
24 November 2025	29 November 2025				
1 December 2025	6 December 2025				
8 December 2025	13 December 2025				
15 December 2025	20 December 2025	catch-up activities/catch-up week			
22 December 2025	27 December 2025	Christmas holidays			Christmas holidays
29 December 2025	3 January 2026				
5 January 2026	10 January 2026	first-term exam period including preparation time for the exams			
12 January 2026	17 January 2026				
19 January 2026	24 January 2026				
26 January 2026	31 January 2026				
2 February 2026	7 February 2026	inter-term break	deliberations and public announcements of exam results until 14 February		inter-term break
9 February 2026	14 February 2026	second-term education activities			feedback
16 February 2026	21 February 2026				
23 February 2026	28 February 2026				
2 March 2026	7 March 2026				
9 March 2026	14 March 2026				
16 March 2026	21 March 2026				
23 March 2026	28 March 2026				
30 March 2026	4 April 2026				

from	to	Standard Academic Calendar			Flexible Implementation
6 April 2026	11 April 2026	Easter holidays			Easter holidays
13 April 2026	18 April 2026				
20 April 2026	25 April 2026	second-term education activities			
27 April 2026	2 May 2026				
4 May 2026	9 May 2026				
11 May 2026	16 May 2026	resit exam period including preparation time for the exams (exams start on Tuesday, 26 May)		feedback	
18 May 2026	23 May 2026				
25 May 2026	30 May 2026				
1 June 2026	6 June 2026				
8 June 2026	13 June 2026				
15 June 2026	20 June 2026				
22 June 2026	27 June 2026				
29 June 2026	4 July 2026		deliberations and public announcements of exam results until 2 July 2026		
6 July 2026	11 July 2026	Summer holidays			Summer holidays
13 July 2026	18 July 2026				
20 July 2026	25 July 2026				
27 July 2026	1 August 2026				
3 August 2026	8 August 2026				
10 August 2026	15 August 2026				
17 August 2026	22 August 2026	resit exam period		feedback	resit exam period including deliberations and public announcements of exam results
24 August 2026	29 August 2026				
31 August 2026	5 September 2026				
7 September 2026	12 September 2026		deliberations and public announcements of exam results		
14 September 2026	19 September 2026	feedback for all exam periods			feedback for all exam periods

§3. During the catch-up periods, the following activities may be conducted:

- education activities, if they could not take place during the prescribed period due to circumstances of force majeure;
- revision classes and/or additional exercises, on the condition that these do not contain new learning content;
- the assessments as stipulated in Article 50§4.

§4. Education and assessment activities are suspended during the Christmas holidays, the inter-term break, the Easter holidays, and the Summer holidays, from 14 September 2026 through 19 September 2026, as well as on the following closing days

- Saturday, 1 November 2025 (All Saints Day, bank holiday)
- Tuesday, 11 November 2025 (Armistice Day, bank holiday)
- Friday, 20 March 2026 (Dies Natalis)
- Friday, 1 May 2026 (Labour Day, legal holiday)
- Thursday, 14 May 2026 (Ascension, bank holiday)
- Friday, 15 May 2026 ("bridging day", fixed day of leave)
- Monday, 25 May 2026 (Whit Monday, bank holiday)
- Saturday, 11 July 2026 (Flemish Community Day, bank holiday)
- Monday 20 July 2026 through Saturday 25 July 2026 (National Holiday (bank holiday) and the working days during the Ghent Festival (fixed days of leave))
- Saturday, 15 August 2026 (Assumption, bank holiday)

§5. Barring the closing days, the following activities may be held during the periods summed up in §4:

- welcome days and preparatory activities for students;
- admission procedures;
- supervised education activities of postgraduate programmes, microcredentials and other programmes in the context of lifelong learning, predoctoral training, and doctoral training;
- work placements, clinics and excursions of more than one day, after approval by the Faculty Council; the former can also take place on closing days;
- education and assessment activities for course units conducted between the end of the Summer holidays and the end of the academic year (cf. Article 44).

**§6.** Barring the closing days listed in §4, exceptions can be made for exams to occur outside the designated exam periods in the following situations:

- for students studying at another higher education institution, and for incoming or outgoing exchange students per the Learning Agreement that has been signed by all parties involved;
- exams on practicals or exercises, which can take place during the catch-up periods and the Summer holidays;
- for exams in preparatory programmes, academic bridging programmes, Erasmus Mundus programmes, postgraduate programmes and microcredentials (cf. Article 44);
- for students who have invoked Article 25 to apply for the faculty to "reschedule one or more exam(s) within the same academic year, with a different exam form if necessary."

The Faculty Council makes this decision based on the recommendation of the Programme Committee, and students must be informed of it at the start of the academic year.

**§7.** Upon approval by the Faculty Council and provided that the student has enrolled at Ghent University, work placements and clinics can take place during the Summer holidays, the resit exam period and the feedback week (i.e., 6 July 2026 through 19 September 2026) before the academic year in which the student takes up said work placements and clinics in their curriculum. These can also take place on the closing days.

The faculty must notify the Director of Education via [onderwijs@ugent.be](mailto:onderwijs@ugent.be) before 1 April, before the academic year in question.

### ARTICLE 3 INFORMATION SESSIONS

Before the start of the academic year, faculties hold specific information and introduction days for - at least - those (prospective) students who wish to enrol at Ghent University for the first time.

### ARTICLE 4 DEVIATIONS FROM THE ACADEMIC CALENDAR

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

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

The faculty must submit the application to the University Service for Education and Research – Education Division via [onderwijs@ugent.be](mailto:onderwijs@ugent.be). They must do so before 1 January of the academic year prior to the one in which the deviations would come into effect. The Director of Education determines an explicit validity period for the deviations granted.

# SECTION II

## ADMISSION REQUIREMENTS

### SUBSECTION I

#### DIPLOMA-BASED ADMISSION REQUIREMENTS

#### ARTICLE 5 ADMISSION REQUIREMENTS FOR A BACHELOR'S PROGRAMME

**§1.** Holders of a diploma awarded by an education institution recognised by the Flemish Community:

Prospective students wishing to enrol in a Bachelor's programme with a contract to obtain a diploma must hold one of the following diplomas:

- a secondary education diploma up to and including the 2024-2025 school year awarded by (an education institution recognised by) the Flemish Community;
- a secondary education diploma, education qualification level four, awarded by (an education institution recognised by) the Flemish Community, from the 2024-2025 school year onwards;
- a non-university higher education diploma for a short-cycle programme with a full-time curriculum;
- a non-university higher education diploma for social advancement, barring the Certificate of Education;
- a diploma or certificate awarded in the context of higher professional education;
- a Bachelor's or Master's diploma;
- a study certificate that, under a legal standard, European Directive or an international convention, is considered at least equivalent to one of the diplomas mentioned above.

**§2.** Holders of a diploma awarded by an education institution recognised by the French Community or the German-speaking Community:

Prospective students wishing to enrol in a Bachelor's programme with a contract to obtain a diploma must hold one of the following diplomas:

- a secondary education diploma awarded by an education institution recognised by the French Community or the German-speaking Community;
- a candidature diploma (or equivalent);
- a Bachelor's diploma (or equivalent);
- a Master's diploma (or equivalent).

**§3.** Holders of a diploma awarded by a non-Belgian education institution:

Prospective students wishing to enrol in a Bachelor's programme with a contract to obtain a diploma must hold one of the non-Belgian secondary education diplomas deemed equivalent, as gathered in this [list](#).

**§4.** Admission requirements for the Medicine, Dentistry, or Veterinary Medicine programmes: admission into a Bachelor's programme of Medicine, Dentistry or Veterinary Medicine is subject to additional admission requirements, i.e., passing an [entrance exam](#) and obtaining a favourable ranking.

For admission into the Bachelor's programme in Dentistry, the Dean of the Faculty of Medicine and Health Sciences can exempt students (or graduates) of the Master's programme in Medicine from taking the entrance exam, following the conditions determined by the faculty.

In this case, the faculty stipulates the modalities and procedures for admission within the existing legal framework.

For admission into the Bachelor's programme in Medicine, the Dean of the Faculty of Medicine and Health Sciences can exempt students (or graduates) of the Master's programme of Dentistry from taking the entrance exam, following the conditions determined by the faculty. In this case, the faculty stipulates the modalities and procedures for admission within the existing legal framework.

**§5.** [Positioning test](#): admission into the Bachelor of Bioscience Engineering Technology, Bioindustrial Sciences, Engineering Technology, Engineering, Engineering and Architecture, Bioscience Engineering, Mathematics, Physics and Astronomy, and Pharmaceutical Sciences is subject to an additional admission requirement before enrolment, namely the mandatory benchmark test. If a student does not pass the benchmark test for admission into the intended programme (or a benchmark test assessing similar competencies), the student will have to engage in mandatory remedial activities, cf. Art 24§1 °4.

**§6.** Deviating admission requirements for a Bachelor's programme: prospective students who do not meet the criteria stipulated in §1 and §2 can be admitted into a Bachelor's programme after an [aptitude /admission test](#). A specific procedure is in place for this.

Provided that the prospective student meets the applicable language criteria, the following individuals can apply for an aptitude/admission test:

- prospective students who do not meet the above-mentioned admission requirements, provided that they have reached the minimum age of 21;
- prodigies (i.e., individuals with an exceptional mastery of a specific discipline), without age restrictions;
- refugees and displaced individuals, without age restrictions.

## ARTICLE 6 ADMISSION REQUIREMENTS FOR A MASTER'S PROGRAMME

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

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

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

The general admission requirement is to hold a Bachelor's diploma. Upon a successful [admission procedure](#), prospective students are admitted into either a Master's or a preparatory programme.

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

Prospective students must hold a Master's diploma or, in some instances, a Bachelor's diploma.

After undergoing an admission process, these prospective students may be accepted into an advanced Master's or a preparatory programme. If prospective students need to complete a preparatory programme before being admitted to an English-taught advanced Master's programme, an English-taught preparatory programme must be available.

3° Master's programme and advanced Master's programme

Study programmes can condition admission into a Master's programme on mandatory GMAT or GRE test participation. The study programmes must notify the Director of Education (via [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) at least one month prior to the start of the applications. If students can only be admitted upon obtaining a specific minimum score, the study programme must include the said minimum score in its communication to the Director of Education.

**§3.** Prospective students who do not meet the criteria in §1 and §2 (who cannot present their study certificate) may be admitted into the subsequent programme by the vice-chancellor (rector) on humanitarian grounds, provided they pass an aptitude test. The prospective student submits a substantiated request to the institutional ombudsperson.

## ARTICLE 7 ADMISSION REQUIREMENTS FOR A POSTGRADUATE PROGRAMME

**§1.** A prospective student wishing to enrol in a postgraduate programme must meet the admission requirements set by the Committee for Lifelong Learning and published on the Study Guide website.

**§2.** Holders of non-Belgian diplomas may be admitted into a postgraduate programme after undergoing an [admission procedure](#)

## ARTICLE 8 ADMISSION REQUIREMENTS FOR LIFELONG LEARNING PROGRAMMES

**§1.** A prospective participant must meet the admission requirements set by the appropriate academy and the Committee for Lifelong Learning.

**§2.** Holders of non-Belgian diplomas may be admitted after undergoing an [admission procedure](#).

## ARTICLE 9 ADMISSION REQUIREMENTS FOR A MICROCREDENTIAL

**§1.** A prospective student wishing to enrol in a microcredential must meet the admission requirements set by the Committee for Lifelong Learning.

**§2.** Holders of a non-Belgian diploma may be admitted into a microcredential after going through an [admission procedure](#).

## **SUBSECTION II**

### **LANGUAGE-BASED ADMISSION REQUIREMENTS**

#### **ARTICLE 10 LANGUAGE REQUIREMENTS**

##### **§1. Exemption from applicable language requirements**

1° prospective students who are holders of one of the following study certificates are exempted from the applicable language requirements for Dutch:

- a secondary education diploma awarded by (an education institution recognised by the Flemish Community;
- a secondary education diploma awarded by (an education institution recognised by) the French or German-speaking Community with Dutch as part of the curriculum;
- a higher education diploma of a Dutch-taught study programme and awarded by an education institution recognised by the Flemish Community;
- a certificate demonstrating that the student has passed one study year in Dutch-taught secondary education;
- a certificate demonstrating that the student has obtained 60 ECTS credits worth of Dutch-taught course units at a higher education institution;
- a European Baccalaureate Certificate (with Dutch as L1 or L2);
- an International Baccalaureate Certificate, Dutch B.

2° prospective students who are holders of one of the following study certificates are exempted from the applicable language requirements for English:

- a secondary education diploma awarded by (an education institution recognised by) the Flemish, French, or German-speaking Community;
- a higher education diploma awarded by an education institution recognised by the Flemish Community;
- the prospective student has completed one year in an English-taught study programme, either in secondary education or at a higher education institution 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 ECTS credits obtained, either staggered over several academic years or not);
- the prospective student is the holder of an English-language secondary education diploma, Bachelor's, Master's or doctorate diploma awarded by an English-language education institution;
- a predoctoral training certificate awarded by Ghent University, provided that said training programme consisted mainly of English-taught course units.

3° prospective students are exempted from submitting proof of language proficiency if they are admitted into a programme with its own admission procedures, which includes language proficiency as one of the criteria.

4° at the substantiated request by the Programme Committee chair, the Registrar's Office team leader can, in exceptional cases, exempt prospective students from the language requirements for Dutch and/or English.

5° students wishing to initiate a second study programme at Ghent University do not need to submit new proof of language proficiency if they met the language requirements upon their first enrolment.

##### **§2. Language requirements for Bachelor's programmes**

1° prospective students wishing to enrol in a Dutch-taught Bachelor's programme must provide proof of their proficiency in Dutch, which Ghent University considers equivalent to Level B2 of the Common European Framework of Reference for Languages (CEFR) (cf. §6).

2° contrary to the provisions in §2 (1), prospective students wishing to enrol in the Bachelor of Arts in Applied Linguistics must demonstrate their proficiency in Dutch at Level C1 of the Common European Framework of Reference for Languages (CEFR) §6).

3° under no circumstances can prospective students enrol in a Bachelor's programme if they do not meet the language requirements.

##### **§3. Language requirements for preparatory and academic bridging programmes**

- for a Dutch-taught preparatory or academic bridging programme:
  - required proficiency in Dutch: Level B2. Contrary to these provisions, prospective students wishing to enrol in the preparatory or academic bridging programme for the Master's programme in Applied Linguistics must be able to prove their proficiency in Dutch at Level C1 (cf. §6).
  - required proficiency in English: 0
- for an English-taught preparatory or academic bridging programme:
  - required proficiency in Dutch: 0
  - required proficiency in English: B2

#### §4. Language requirements for Master's programmes

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

Any amendments for the X-X+1 academic year must be submitted to the Education and Study Programme Support Team (part of the University Service for Education and Research - Education Division) via [onderwijs@ugent.be](mailto:onderwijs@ugent.be) before 1 July X-1.

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

- for a Dutch-taught Master's programme:
  - required proficiency in Dutch: B2
  - required proficiency in English: 0
- for an English-taught Master's programme:
  - required proficiency in Dutch: 0
  - required proficiency in English: B2

#### §5. Language requirements for postgraduate programmes and microcredentials

For postgraduate programmes, the required level of proficiency in Dutch and English upon enrolment is determined by the programme co-ordinator/person in charge (cf. §6). For microcredentials, the required level of proficiency in Dutch and English upon enrolment is established by the academy for lifelong learning (cf. §6). Any amendments must be submitted to the Education and Study Programme Support Team (part of the University Services for Education and Research - Education Division), via [onderwijs@ugent.be](mailto:onderwijs@ugent.be), before 1 April of the academic year in question. If the competent authorities do not specify explicit language requirements, the required level of proficiency in English and Dutch for postgraduate programmes is determined at Level B2, depending on the language(s) of instruction. If the competent authorities do not specify explicit language requirements, there is no specific level of proficiency (level 0) for microcredentials.

#### §6. Levels of proficiency:

All certificates listed below must be valid upon first enrolment in a study programme. This means that if a term of validity is specified, it should not have expired, and language certificates without a term of validity should not be older than four academic years (counting from the academic year following the year the certificate was obtained).

LEVEL	ADEQUATE PROOF OF PROFICIENCY IN DUTCH ACCEPTED BY GHENT UNIVERSITY
0	Anyone meets the criterion
B2	<ul style="list-style-type: none"><li>- an ITNA B2 certificate ("Interuniversitaire Taaltest Nederlands voor Anderstaligen") awarded by the University Language Centre ("UCT UGent"), Linguapolis (UA), the Leuven Language Institute (KU Leuven), or the ACTO Language Centre (Vrije Universiteit Brussel)</li><li>- a B2 certificate awarded by a Belgian or Dutch university language centre</li><li>- a "STRT Educatief Startbekwaam" certificate (formerly: the Higher Education Language Proficiency Profile or "Profiel Taalvaardigheid Hoger Onderwijs", PTHO, as part of the "Certificaat Nederlands als Vreemde Taal" (Dutch as a Foreign Language certificate), awarded by the "Taalunie" (Dutch Language Union)</li><li>- a successful completion of the entrance exam for Medicine, Dentistry or Veterinary Medicine</li><li>- a successful completion of the "Staatsexamen NT2 Programma II" (State Exam for Dutch as a Second Language), awarded by the Tests and Examinations Board in The Netherlands</li></ul>
C1	<ul style="list-style-type: none"><li>- a "Educatief professioneel" certificate (formerly: the Higher Education Language Proficiency Profile or "Profiel Academische Taalvaardigheid (PAT)", as part of the "Certificaat Nederlands als Vreemde Taal" (Dutch as a Foreign Language certificate), awarded by the "Taalunie" (Dutch Language Union)</li><li>- an ITNA C1 certificate ("Interuniversitaire Taaltest Nederlands voor Anderstaligen") awarded by the University Language Centre ("UCT UGent"), Linguapolis (UA), the Leuven Language Institute (KU Leuven), or the ACTO Language Centre (Vrije Universiteit Brussel)</li><li>- a C1 certificate awarded by a Belgian or Dutch university language centre</li></ul>
C2	<ul style="list-style-type: none"><li>- a C2 certificate awarded by a Belgian or Dutch university language centre</li></ul>



LEVEL	ADEQUATE PROOF OF PROFICIENCY IN ENGLISH ACCEPTED BY GHEENT UNIVERSITY
0	Anyone meets the criterion
B2	<ul style="list-style-type: none"> <li>- a TOEFL TEST with a minimum score ranging from 510 to 559 (paper-based), or from 72 to 94 (internet-based), or higher. Participants of the test need to specify the "institution code" 2643 so as to share the test results directly with Ghent University</li> <li>- an original "Academic Test Report Form" (TRF) by IELTS with a score from a 6.0 (and higher)</li> <li>- an ITACE C1 certificate ("Interuniversitaire Taaltest Nederlands voor Anderstaligen") for students with a Level B2 of the CEFR, awarded by the University Language Centre ("UCT UGent"), Linguapolis (UA), the Leuven Language Institute (KU Leuven), or the ACTO Language Centre (Vrije Universiteit Brussel)</li> <li>- a B2 certificate awarded by a university language centre</li> <li>- a Practical English 5 or English for Written Academic Purposes certificate awarded by the University Language Centre (UCT)</li> <li>- a Cambridge Assessment English B2 First (formerly: Cambridge English First, First Certificate in English (FCE))</li> <li>- a Pearson Test of English Academic (PTE Academic) with a score ranging from 59 to 75</li> <li>- an International Baccalaureate in English B certificate (SL, level 5, 6 &amp; 7); an International Baccalaureate in English B certificate (HL, level 5 &amp; 6); an International Baccalaureate in English A (SL, level 5&amp;6); Baccalaureate in English A (HL, level 5 &amp; 6).</li> </ul>
C1	<ul style="list-style-type: none"> <li>- a TOEFL TEST with a minimum score ranging from 560 to 676 (paper-based), or from 95 to 119 (internet-based), or higher. Participants of the test need to specify the "institution code" 2643 so as to share the test results directly with Ghent University</li> <li>- an original "Academic Test Report Form" (TRF) by IELTS with a score from 7.0 onwards</li> <li>- an ITACE C1 certificate ("Interuniversitaire Taaltest Nederlands voor Anderstaligen") for students with a Level C1 of the CEFR, awarded by the University Language Centre ("UCT UGent"), Linguapolis (UA), the Leuven Language Institute (KU Leuven), or the ACTO Language Centre (Vrije Universiteit Brussel)</li> <li>- an Advanced Practical English, Proficient Practical English or Advanced Academic English certificate: a Writing Skills certificate, awarded by the University Language Centre (UCT)</li> <li>- a C1 certificate awarded by a university language centre</li> <li>- a Cambridge Assessment English C1 First (formerly: Cambridge English First, First Certificate in English (CAE))</li> <li>- a Pearson Test of English Academic (PTE Academic) with a score ranging from 76 to 84</li> <li>- an International Baccalaureate English B (HL, level 7) certificate; an International Baccalaureate in English A (SL, level 7) certificate</li> </ul>
C2	<ul style="list-style-type: none"> <li>- a TOEFL TEST with the highest score of 667 (paper-based), or 120 (internet-based). Participants of the test need to specify the "institution code" 2643 so as to share the test results directly with Ghent University</li> <li>- an original "Academic Test Report Form" (TRF) by IELTS with a score of 7.5 or higher (highest score = 9.0)</li> <li>- an ITACE C1 certificate ("Interuniversitaire Taaltest Nederlands voor Anderstaligen") for students with a Level C2 of the CEFR, awarded by the University Language Centre ("UCT UGent"), Linguapolis (UA), the Leuven Language Institute (KU Leuven), or the ACTO Language Centre (Vrije Universiteit Brussel)</li> <li>- a C2 certificate awarded by a university language centre</li> <li>- a Cambridge Assessment English C2 Proficiency certificate (formerly: certificate of Proficiency in English (CPE))</li> <li>- a Pearson Test of English Academic (PTE Academic) with a score of 85 or higher.</li> </ul>

## **SUBSECTION III**

### **ADMISSION REQUIREMENTS BASED ON THE LEARNING ACCOUNT**

#### **ARTICLE 11 ADMISSION REQUIREMENTS BASED ON THE LEARNING ACCOUNT**

**§1.** Enrolment in a Bachelor's or initial Master's programme with a diploma or an exam contract for the purpose of obtaining a diploma, as well as enrolment with a credit or exam contract for the purpose of obtaining a credit certificate, is only possible if the (prospective) student has a sufficient balance on their learning account. This requirement does not apply to students who have not passed the first deliberation set of the Bachelor's programme for which they wish to enrol. For those students, enrolment is contingent upon having a sufficient balance on their learning account to take up all the remaining ECTS credits of their first standard study track, even in the case of belated enrolment. If the prospective student has an insufficient balance on their learning account, they can apply for an individual exception as stipulated in §2.

Students who have obtained a Bachelor's diploma can enrol in the subsequent Master's programme with a diploma contract (whether or not preceded by a preparatory or academic bridging programme), and for course units from the following Master's programme with a credit contract regardless of their learning account balance.

Students who have obtained a Master's diploma can enrol regardless of the balance on their learning account.

Enrolment for a microcredential is never subject to the balance on one's learning account.

**§2.** Exceptional admissions in cases of an insufficient learning account balance

The Director of Education may grant an individual exception to prospective students with insufficient balances on their learning accounts. Students must submit a substantiated application to the Registrar's Office (University Service for Education and Research - Education Division) via [leerkrediet@ugent.be](mailto:leerkrediet@ugent.be). Students pay the required tuition fees as usual.

As stipulated in Article 81, students can lodge an internal appeal against the Director of Education's decision.

**§3.** Refund of the learning account due to force majeure

Students who consider themselves affected by a force majeure event, that resulted in their inability to take (a part of) the exams of course units for which they had enrolled, and who cannot use any further exam opportunities in the same academic year, can submit a [request to refund their lost learning account](#) (in Dutch) to the [Council for Disputes concerning Decisions on Study Progress](#) (in Dutch).

## **SUBSECTION IV**

### **ADMISSION PROCEDURE**

#### **ARTICLE 12 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY AN EDUCATION INSTITUTION RECOGNISED BY THE FLEMISH COMMUNITY**

The admission procedure for holders of a diploma awarded by an education institution recognised by the Flemish Community includes registration via [ugent.be/inschrijven](https://ugent.be/inschrijven) and completion of the enrolment procedure. Enrolment in specific study programmes may be subject to a prior admission (an evaluation of the applicant's dossier) by the faculty. Upon final enrolment, the prospective student must be able to present the requested diplomas, certificates and/or attestations. The closing date for enrolment follows the regular enrolment period, as stipulated in Article 15.

#### **ARTICLE 13 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY AN EDUCATION INSTITUTION RECOGNISED BY THE FRENCH OR GERMAN-SPEAKING COMMUNITY**

##### **§1. Enrolment in a Bachelor's programme**

The admission procedure for holders of a diploma awarded by an education institution recognised by the French Community or the German-speaking Community who wish to enrol in a Bachelor's programme includes registration via [ugent.be/inschrijven](https://ugent.be/inschrijven) and completion of the enrolment procedure.

Upon final enrolment, the prospective student must be able to present the requested diplomas, certificates and/or attestations. The closing date for enrolment follows the regular enrolment period, as stipulated in Article 15.

##### **§2. Enrolment in another programme**

Holders of a diploma awarded by an education institution recognised by the French or the German-speaking Community who wish to enrol in a Master's programme (whether or not preceded by a preparatory programme), the doctorate or a doctoral training programme need to register via [ugent.be/inschrijven](https://ugent.be/inschrijven) and complete the enrolment procedure.

In addition, prospective students must contact the [study track counsellor](#) to apply for permission from the faculty concerned.

Upon final enrolment, the prospective student must be able to present the requested diplomas, certificates and/or attestations. The closing date for enrolment follows the regular enrolment period, as stipulated in Article 15.

#### **ARTICLE 14 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY A NON-BELGIAN EDUCATION INSTITUTION**

**§1.** Holders of a diploma awarded by a non-Belgian education institution who wish to enrol in a Bachelor's programme, a Master's programme (whether or not preceded by a preparatory programme), a postgraduate programme, a microcredential, a doctorate and a doctoral programme must register as described on [www.ugent.be/admission](https://www.ugent.be/admission) and follow the admission procedure.

All applications based on a foreign diploma must include a legalised copy of that diploma, except if the diploma was awarded by a state that has ratified the Lisbon Recognition Convention (LRC).

##### **§2. Closing dates for the submission of a complete admission file for enrolment in the 2026-2027 academic year:**

- prospective students subject to visa requirements submit their admission dossier before 1 April 2026.
- prospective students not subject to visa requirements submit their admission dossier before 1 June 2026.
- enrolment in the doctorate and doctoral programme: no closing date.

**§3.** The International Admissions team (University Service for Education and Research – Internationalisation Division) is responsible for assessing the completeness of the admission dossier and the admission decision of the prospective student. For applications based on diplomas awarded by LRC states, the International Admissions Team follows the Lisbon Recognition Convention (LRC) principles.

When an admission dossier has been deemed complete, the procedure runs as follows:

- if the prospective student can present a level-equivalent diploma awarded by an LRC state, the prospective student is admitted;
- if the prospective student's dossier matches an entry in the University Service for Education and Research - Internationalisation's database of precedents, the new decision will maintain that precedent;
- in all other instances, the student's dossier is relayed to the study programme involved.

- If admission into a programme is possible only after an individual aptitude test, the Programme Committee will communicate its positive or negative advice within six weeks.
- In the other case, the Programme Committee can advise against the prospective student's admission if it can be demonstrated that the prospective student's diploma differs substantially from the admission requirements as they apply to holders of a diploma awarded by an education institution recognised by the Flemish Community. In the event of an adverse decision, the Programme Committee clearly indicates the substantial differences (in terms of the level of the foreign diploma as well as of the learning outcomes, study load, and quality of the study programme). It substantiates why the diploma cannot be considered equivalent to one of the diplomas listed in the admission requirements. Such an adverse decision must be communicated as soon as possible. The student will be admitted if the negative advice is not communicated within six weeks.

The Director of Education decides whether or not the prospective student is admitted into Ghent University, taking into account the Programme Committee's advice.

Any admissions or refusals, except those preceded by an individual aptitude test, are entered into the database of precedents. The International Admissions Team regularly presents said database to the study programmes, allowing them to suggest amendments.

**§4.** Prospective students who have been refused admission by the Director of Education cannot submit a second application for the same study programme unless they have new substantial elements to add to their admission dossier.

**§5.** Ghent University does not check the solvency of (prospective) students. Ghent University never assumes financial responsibility vis-à-vis (prospective) students. Upon application, all (prospective) students formally declare they will not turn to Ghent University for any financial or material aid during their stay in Belgium.

## **SECTION III**

### **ENROLMENT (INSCHRIJVEN)**

#### **ARTICLE 15 (RE) ENROLMENT PERIOD**

**§1.** For contracts to obtain a diploma:

for Bachelor's programmes, Master's programmes, preparatory and academic bridging programmes: the enrolment period runs from 1 August 2025 through 30 September 2025 (included). Any practical guidelines and closing days for first enrolment are published on the [Ghent University portal](#).

In exceptional cases, late enrolments are permitted:

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

- from 1 October 2025 onwards, any (prospective) student must apply to the Faculty Student Administration and the Curriculum Committee for late admission. The Curriculum Committee may refuse to include specific course units in the student's curriculum.
- From 1 March 2026 onwards, enrolment is no longer possible.

**§2.** For contracts to obtain credits:

1<sup>o</sup> students can enrol for first-term course units from 1 August 2025 through 30 September 2025 (included). In exceptional cases, late enrolments are permitted:

- from 1 October 2025 onwards, any (prospective) student must apply to the Curriculum Committee for late enrolment.
- from 15 November 2025 onwards, enrolment is no longer possible.

2<sup>o</sup> students can enrol for full-year course units from 1 August 2025 through 30 September 2025 (included). In exceptional cases, late enrolments are permitted:

- from 1 October 2025 onwards, any (prospective) student must apply to the Curriculum Committee for late enrolment.
- From 1 March 2026 onwards, enrolment is no longer possible.

3<sup>o</sup> students can enrol for second-term course units from 1 August 2025 through 28 February 2026 (included). From 1 March 2026 onwards, enrolment is no longer possible.

**§3.** For postgraduate programmes, microcredentials and predoctoral programmes, the faculty determines the enrolment period. From 1 March 2026 onwards, postgraduate or predoctoral programme enrolment is no longer possible.

**§4.** Timeliness of enrolment: the timeliness of an application to (re) enrol is determined by the date on which the (prospective) student applies to the Registrar's Office (University Service for Education and Research – Education Division) or the International Admissions Team (University Service for Education and Research – Internationalisation Division), either in person or electronically.

## ARTICLE 16 FIRST ENROLMENT AND RE-ENROLMENT

### §1. First enrolment at Ghent University

A (prospective) student wishing to enrol at Ghent University for the first time first opens an online application and then finalises the enrolment online.

If online enrolment is not possible, prospective students must present themselves in person to finalise it. Any practical guidelines are published on [www.ugent.be/inschrijvingen](http://www.ugent.be/inschrijvingen).

Prospective students can enrol only if the admission requirements (cf. Section II of the Education Code) are (minimally) met, their identity is validated, and they have the necessary documents.

A prospective student's identity is validated in the following ways:

- online: the prospective student has registered using "Authenticatie Vlaanderen." This provides us with the prospective student's national register number (in Dutch: "rijksregisternummer"), first name, and last name. The national register number also gives access to place and date of birth, gender, nationality and permanent address.
- in person: the following data are retrieved from the e-ID: last name, first name, gender, date of birth, nationality, national register number, permanent address, and passport photo.

The required documents (listed per study programme or contract can be found at [www.ugent.be/inschrijven](http://www.ugent.be/inschrijven)):

- the diploma that gives the prospective student access can be found in the Higher Education Database;
- for enrolment in the Medicine or Dentistry programmes: proof of passing the entry exam and a favourable ranking are retrieved from the records obtained from the Flemish Government;
- proof of participation in the positioning test is retrieved from lists of data obtained from the Flemish Interuniversity Council for admission into the Bachelor of Biomedical Sciences, Bioscience Engineering Technology, Bioindustrial Sciences, Engineering Technology, Engineering, Engineering and Architecture, Bioscience Engineering, Mathematics, Physics and Astronomy, and Pharmaceutical Sciences.
- if required, proof of language proficiency must be uploaded by the prospective student

### §2. SIMON says

"Generation students" who start a Bachelor's programme must complete the "SIMON says" survey. Doing so gives them insight into their skills and chances of success. It gives them an overview of existing remedial initiatives at the faculty and university levels to brush up on specific skills and enhance their study success. SIMON generates targeted and repeated advice on study progress (at the start of the academic year, after the first term, and after the resit exam period).

### §3. Re-enrolment

Students enrolled at Ghent University during the 2024-2025 academic year receive all the necessary instructions for re-enrolment electronically.

Students are asked to apply for re-enrolment as soon as possible and before the start of the 2025-2026 academic year using this webpage: [oasis.ugent.be](http://oasis.ugent.be). Students who have not obtained credits or exemptions for all the course units in their curriculum are automatically registered for the resit exam period (cf. Article 55) and can only re-enrol at the end of said resit exam period.

Articles 11 and 24 stipulate that a re-enrolment may be refused automatically.

The tuition fees are to be paid by bank transfer. Students behind on payments are denied re-enrolment (cf. Article 21).

## ARTICLE 17 FRAUD UPON ENROLMENT

§1. If prospective students avail themselves of falsified attestations, certificates or diplomas for enrolment in a study programme or course unit, any admission procedures that have been initiated will be aborted immediately, and enrolment will be denied.

§2. Using falsified attestations, certificates or diplomas for (re-)enrolment in a study programme or course unit at Ghent University, or in the context of an exemption procedure or a procedure on previously acquired competencies, is considered a disciplinary offence. It can lead to disciplinary measures stipulated in the Disciplinary Regulations for Students.

The disciplinary bodies impose these measures according to the procedures stipulated in the Disciplinary Regulations for Students. As stipulated in the Disciplinary Regulations for Students, a disciplinary measure may be imposed pending the results of the disciplinary procedure.

If the disciplinary body decides to deny admission to the party involved, the party will still have to pay tuition fees. Tuition fees paid will not be reimbursed.

§3. If the fraud becomes known after the student has received a credit certificate for one or more course units, the examination disciplinary body can still declare the awarded credit certificate(s) null and void. Additionally, it may declare the diploma or certificate awarded for the relevant study programme null and void, and reclaim it if applicable.

## ARTICLE 18 REGISTRATION

The following students, who have enrolled at their home institution, have to register at Ghent University:

- [incoming exchange students](#)
- [students enrolled at another university or university college](#), recognised by the Flemish or French Community, who take up course units in the context of a co-operation agreement or an interuniversity study programme.

By registering, students endorse the current Education and Examination Code stipulations for the entire registration period.

## ARTICLE 19 VALIDITY OF ENROLMENT, STUDENT CARD AND CERTIFICATES

§1. Students are enrolled as soon as the student information system has processed their electronic or written application for (re) enrolment. Students receive a(n electronic) confirmation of enrolment, including the date of enrolment. This confirmation serves as proof of establishing a contract between the student and Ghent University on said date.

The enrolment comes into effect from the date of enrolment until the close of the academic year, unless the student decides to invoke Article 34.

§2. Once the enrolment has been processed and Ghent University has a digital photograph of the student, they will receive a student card valid for six consecutive academic years during which the student is enrolled at Ghent University. This does not apply to students who enrol with a credit contract. In case of loss or theft, students can apply to the Registrar's Office for a duplicate [studentenkaart@ugent.be](mailto:studentenkaart@ugent.be).

§3. Upon payment of the initial tuition fee, and if applicable, students can print out their enrolment certificate via [oasis.ugent.be](https://oasis.ugent.be) to present to third parties, and a certificate entitling them to purchase a Student Season Ticket from the Belgian National Railways (NMBS/SNCB).

## ARTICLE 20 UPDATING PERSONAL DATA

Students commit to informing the Registrar's Office immediately of any changes to their personal data. Students can edit their address, contact details and bank account via [oasis.ugent.be](https://oasis.ugent.be).

A name change can only be processed if the student contacts the Registrar's Office via email: [studentenadministratie@ugent.be](mailto:studentenadministratie@ugent.be).

## ARTICLE 21 TUITION FEES

§1. Upon enrolment, the student is obliged to pay the due tuition fee.

§2. Upon enrolment, an initial tuition fee is charged, which can later be recalculated based on new information. The [tuition fee](#) is determined following the relevant resolution by the Director of Education, issued annually before 1 December of the year preceding the academic year in question.

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

The tuition fee includes a fixed and a variable amount calculated per study programme proportional to the number of ECTS credits in the curriculum, except for possible exemptions and previously acquired credits. For some study programmes, the tuition fee may be subject to a student's scholarship status.

§3. Non-payment or partial payment of the due tuition fee results in a student's refusal of enrolment for the next academic year (cf. Article 16) and a deduction of credit certificates, diplomas, and certificates (including any concomitant diploma and certificate supplements) (cf. Articles 57 and 74), until the due tuition fee is paid in full.

§4. See also Articles 16, 19, 30 and 34 for additional provisions related to tuition fees.

§5. In exceptional circumstances, and following careful consideration of the dossier by the Director of Education, the team leader of the Data and Process Management Team, and the Institutional Ombudsperson, the due tuition fee may be (partially) waived.

## ARTICLE 22 GHENT UNIVERSITY ACCOUNT

§1. Diploma contract and credit contract

Any diploma or credit contract student receives a Ghent University account and a corresponding email address. This account provides access to Ghent University's electronic learning environment, intranet, its applications, and the Internet. A Ghent University account remains valid throughout the enrolment period and expires on 15 October of the following academic year.

## **§2. Exam contract**

Upon payment of the €500 non-refundable surplus sum, exam contract students gain access to the electronic learning environment for the course units specified in their contract. In exceptional and well-substantiated cases, the Vice-Chancellor (Rector) may waive the surplus sum payment based on a student's written request.

**§3.** Upon enrolment, the student will receive a login and password. The Ghent University email address ending on "@ugent.be" is an official means of communication. The student must read the official emails sent to the Ghent University email address regularly. Students must register on the electronic learning environment for any course unit they have enrolled in in the current academic year. The lecturers-in-charge may refuse students access to the website of their course units if said students cannot demonstrate that they have enrolled at Ghent University with a contract that includes the relevant course unit. Students must sign up for any relevant information sites in the electronic learning environment and are expected to consult the course sites and information sites regularly. Relevant information shared on these sites is considered to be announced legitimately.

## **ARTICLE 23 ENROLMENT IN MORE THAN ONE STUDY PROGRAMME**

**§1.** A student can enrol in multiple study programmes within the same academic year. If this is the case, the student must meet the admission requirements for each of those study programmes.

**§2.** A student can enrol in two (or more) consecutive study programme(s), such as a Bachelor's programme and a consecutive preparatory programme, an academic bridging programme and a consecutive Master's programme, or the academic bridging programme and the preparatory programme for a Master of Science in Teaching within the same academic year. However, the student must obtain approval from the appropriate Curriculum Committee(s). Pending that approval, the student can enrol in a consecutive programme, albeit under a cancellation clause. This means that if the Curriculum Committee does not approve the enrolment in a consecutive programme, it will be cancelled.

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

## **ARTICLE 24 ENROLMENT AND STUDY PROGRESS MONITORING**

**§1.** The 100% rule, the binding condition of 50%, the 30% or 40% rule and the refusal to enrol under a contract to obtain a diploma:

1° the 100% rule for every first enrolment in the first standard study track year of an initial Bachelor's programme:

If a student:

1. has not obtained a credit certificate for all the course units they have taken up from their initial set of course units (cf. Article 30 § 4, 1°) or
2. has not been deliberated for their first deliberation set as laid down in Article 67, § 2,

said student must, upon the second enrolment in a subsequent academic year in the same study programme or the applicable common introductory part for various study programmes, either obtain a credit certificate or a favourable deliberation decision for every remaining course unit taken during the first enrolment, and which is part of the initial set of course units and the first deliberation set of the full-time standard study track.

The 100% rule in case of a late enrolment or a re-orientation: if the student cannot take up all the course units in the first deliberation set due to a late enrolment or re-orientation, the student must:

1. upon a second enrolment in a subsequent academic year in the same study programme or the applicable common introductory part for various study programmes, complete any remaining course units of the first deliberation set and the initial set of course units.
2. upon a second enrolment and within the course of the two enrolment years (i.e., the second and subsequent enrolment years), either obtain a credit certificate or a favourable deliberation decision for the remaining set of course units.

If a student does not meet the 100% rule, they will be refused a subsequent enrolment in the same study programme and the applicable common introductory part for various study programmes. They will also be denied enrolment with a contract to obtain credits for said course units.

This restriction remains when a student, upon second enrolment in the same Bachelor's programme, replaces an elective with another elective.

This restriction expires when a student changes their main subjects.

2° The binding condition of 50%: 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 of 50% will come into effect upon any subsequent enrolment in the same study



programme. Study progress is calculated per study programme (e.g., Bachelor's, Master's, academic bridging programme, ...) following the education offer stipulated in Article 36.

- The content of the binding condition of 50% is determined by the Education and Examination Code of the academic year in which the student enrolls again for the same study programme.  
In the 2025-2025 academic year, the binding condition is that a student must obtain at least 50% of the credits in their personal curriculum. Study progress is calculated per study programme (e.g., Bachelor's, Master's, academic bridging programme, etc.) following the education offer as stipulated in Article 36.
- If the student does not meet the binding condition of 50%, they will be denied a subsequent enrolment in the same study programme with a contract to obtain a diploma.

3° The 30% rule: if, upon first enrolment in the first standard study track year of an initial Bachelor's programme, a student obtains less than 30% of the credits in the initial set of course units, they will be denied subsequent enrolment in the same study programme with a contract to obtain a diploma, as well as enrolment in the applicable common introductory part for various study programmes. They will also be denied enrolment with a contract to obtain credits for those course units.

4° The 40% rule: students who do not pass the positioning test must participate in the mandatory remedial track set by the relevant faculty before 1 November (or before 1 April in the case of enrolment in the second term). Students who have not participated in the mandatory remedial track before 1 November (or before 1 April in the case of enrolment in the second term) must earn a minimum of 40% of the credits from their initial set of course units. If a student does not meet this requirement, they will be denied subsequent enrolment in the same study programme with a diploma contract, as well as enrolment in the applicable common introductory part for various study programmes. They will also be denied enrolment with a contract to earn credits for those course units. This provision is without prejudice to the application of §1, 3° of this Article.

§2. If a student's dossier demonstrates that subsequent enrolment at a higher education institution will not yield a positive outcome, regardless of the type of contract and previous binding conditions (whether or not they have been met), the student will be denied 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. The said student is denied enrolment.

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

§4. The following provisions apply to students who terminate their contract (cf. Article 34) or remove course units from a defined curriculum (cf. Article 30):

- in case of a request to revise the curriculum before 15 November, or a request to terminate the contract before 1 December, the relevant course units will not be taken into account in the calculation;
- in case of a request to revise the curriculum on 15 November and after, or a request to terminate the contract before 15 March, second-term course units and full-year course units will not be taken into account in the calculation; first-term course units will be taken into account;
- in case of a termination of the contract on 15 March or after, all the course units will be taken into account in the calculation.

§5. Ghent University upholds any refusal to enrol by a partner institution in the context of study progress monitoring of interuniversity Master's programmes governed by the "[Examination Code](#) for Interuniversity Master's Programmes" (in Dutch).

§6. Ghent University upholds any decision to impose binding conditions or any refusal to enrol by a university college in the context of study progress monitoring for study programmes integrated into Ghent University since the 2013-2014 academic year.

§7. Based on a prospective student's past study at another institution, Ghent University may, upon enrolment, either decide to impose the same binding conditions as stipulated in §1, refuse, or even cancel the enrolment. Where appropriate, any such cancellation must be decided before 15 November, or if the prospective student only enrolled after 14 October, within a month of that enrolment. Students who, upon a first enrolment in the first standard study track of an initial Bachelor's programme at another institution, do not pass the course units in their first deliberation set, must, upon a subsequent enrolment in the same study programme at Ghent University, pass their initial set of course units. If the student does not meet said condition, they will be denied subsequent enrolment in the same study programme with a contract to obtain a diploma, as well as enrolment in the applicable common introductory part for various study programmes. They will also be denied enrolment with a contract to obtain credits for those course units.

§8. In the following events, the student is notified via the transcript of records:

- the 100% rule will remain in place;
- a binding condition of 50% is being imposed;
- a refusal to enrol has been decided.

The decision to deny enrolment or to impose the binding condition of 50% is made the moment the student applies for enrolment again, in application of the Education and Examination Code that is in force at that time.

A refusal to enrol applies for one academic year and is renewed at every re-enrolment until it is withdrawn by the Institutional Appeals Committee following an internal appeals procedure, as stipulated in §9. A refusal to enrol expires automatically after six academic years. A refusal to enrol in an initial Bachelor's programme expires automatically when the student obtains another Bachelor's diploma.

**§9.** As stipulated in Article 81, students may annually lodge an appeal against the decision to impose the binding condition of 50% and against a refusal to enrol with the Institutional Appeals Committee. Based on force majeure events or exceptional individual circumstances concerning the student, the Institutional Appeals Committee may still grant permission to enrol. If the Institutional Appeals Committee nullifies the refusal to enrol, it may still impose the 100% rule or the binding condition of 50%.

**§10.** In exceptional circumstances and on objective grounds, the Examination Board per study programme may decide to terminate the work placement or another practical course unit if the student has exhibited behaviour indicating an unsuitability for the profession to which the study programme leads.

A 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 lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie) (as stated in Article 81).

**§11.** The provisions in §1, 1°, 3° and 4° of this Article only apply to each first enrolment in the first standard study track year of an initial Bachelor's programme. The remaining provisions in §1 through §10 of this Article apply to Bachelor's and Master's programmes, preparatory and academic bridging programmes, postgraduate programmes, and microcredentials.

## ARTICLE 25 SPECIAL STATUS FOR STUDENTS

**§1.** Special status for students can be granted based on a disability (cf. §2), recognised top-level sports activities (cf. §3), professional artistry (cf. §4), holding office (cf. §5), exceptional social or personal circumstances (cf. §6), student-entrepreneurship (cf. §7), or being a foreign-language speaker (cf. §8).

Depending on the grounds invoked by the student to apply for special status, the student may be granted one or more accommodations as stipulated in this article.

In the case of interuniversity study programmes, Ghent University will adhere to the recognition of the disability by the student's home institution. The provision of accommodations is implemented at the education institution where the student takes the course unit.

If students are granted the facility to reschedule an assessment or exam to another time within the same examination period, it suffices to refer these students to the deferred exam as outlined in Article 75.

If 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 these students to the deferred exam as outlined in Article 75. The lecturer-in-charge schedules an alternative exam or assessment moment for their course unit, taking into account the student's specific needs based on their special status, as much as feasible and reasonable.

- in the case of first-term exams, an additional exam moment is scheduled in the second term 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 the case of second-term exams, an additional exam moment is scheduled in the last week of the official exam period as outlined in Art. 2§2, 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 case of resit exams, an additional exam moment is scheduled in the last week of the official exam period at the latest, as outlined in Art. 2§2.

For top-level elite sports practitioners (cf. the covenant between the Flemish Government, Ghent University and Top-level Sports Federations), additional exam opportunities are scheduled, if necessary.

If the lecturer and the student cannot agree upon the exam format or exam time, the exam opportunity expires. The exam opportunity also expires if the student refrains from taking the rescheduled exam.

### §2. Special status based on a disability

**1° Requirements:** students must be registered with the Flemish Agency for Persons with a Disability (VAPH, in Dutch), the Federal Public Service Social Security, or must have a permanent or long-term loss of one or more bodily functions as listed in the International Classification of Functioning (ICF), including learning disabilities, chronic diseases, motor, visual, auditory, psychiatric, multiple, or other disabilities.

**2° Application procedure:**

- Deadlines:
  - no later than 5 November 2025 for the first-term exam period;
  - no later than 20 March 2026 for the second-term exam period;
  - no later than 26 June 2026 for the resit exam period

- exceptions may be granted in the case of an unexpected loss of function or disability, and/or if the diagnosis is established after the deadline.
- Students who consider themselves eligible for special status based on a disability must submit a substantiated application to the Director of Education via [oasis.ugent.be](https://oasis.ugent.be). The application should ideally include all necessary documentary evidence and certificates. If the student lacks the required documentation, the incomplete application must still be submitted by the deadline. The student must provide the documentary evidence as soon as it becomes available.
- The Student Support Team (University Services for Education and Research—Education Division) is responsible for following up on applications and informing the Director of Education of its recommendations. These recommendations also include the duration of the special status, i.e., whether it is granted for one or multiple academic years or the student's entire study career at Ghent University.
- The Director of Education decides based on the Student Support Team's recommendations, the documentary evidence and official certificates.
- The student-applicant is notified of this decision electronically. Unless otherwise determined by the Director of Education, the special status is granted for the academic year in which it was requested, beginning on the decision date.

3° Accommodations: the Student Support Team annually grants education and exam accommodations to students with a special status based on a disability. In so doing, the Student Support Team applies the principle of equal treatment and guarantees the student's right to reasonable adjustments, which are compatible with the study programme requirements. The student must inform the lecturer(s)-in-charge which of the granted accommodations they wish to use in the relevant course units via [oasis.ugent.be](https://oasis.ugent.be) before the deadlines stipulated in §9.

The Student Support Team has a mediating role and consults with the faculty and/or institutional ombudspersons if necessary. To guarantee the student's privacy, medical diagnoses are never disclosed

### **§3. Special status based on top-level sports activities**

1° Requirements: in the first instance, and regardless of the sports discipline, a student is eligible for the special status based on top-level sports activities if one of the following criteria is met:

- the student can demonstrate having been granted the special status based on top-level sports activities at another institution that is part of the Ghent University Association;
- the student has the status of a top-level sports practitioner granted by the Belgian Olympic and Interfederal Committee (BOIC) or Sports Flanders;
- the student is regarded as a promising young talent or top-level sports practitioner by their federation;
- the student meets the requirements for participation in the Universiade or University World Championships.

Moreover, the student is required to participate in at least five training or competition sessions weekly.

Per sports discipline, there are additional minimal requirements.

2° Application procedure:

- Unless exceptional circumstances arise, the application must be submitted to the Top Sports and Studies Task Force chair by 5 November 2025 at the latest via [oasis.ugent.be](https://oasis.ugent.be) and must include all necessary documentary evidence and official certificates. After consultations with the relevant federation or sports club, the Task Force informs the Director of Education of its recommendations.
- The Director of Education decides based on the Top Sports and Studies Task Force's recommendations, the documentary evidence and official certificates.
- The student-applicant is notified of this decision electronically. The special status is granted only for the academic year in which it was requested, beginning from the decision date.

3° Accommodations: The student with a special status based on top-level sports activities can apply for the following accommodations per the provisions in §9, and on the condition that the relevant education and assessment activities are in direct conflict with the grounds for the special status:

- exemption from/adjustment to education activities which require mandatory student attendance. In this case, the student may be set an alternative assignment or the education activity for said student may be rescheduled to another time within the same academic year;
- one or more assessments may be rescheduled to another time within the same academic year.
- scheduling an alternative feedback moment.

Lecturers-in-charge can apply to the Top Sports and Studies Task Force for additional advice.

### **§4. Special status based on professional artistry**

1° Requirements: students can demonstrate that they are at work as a professional artist.

2° Application procedure:

Unless exceptional circumstances arise, students who consider themselves eligible for special status based on professional artistry must submit a substantiated application to the Director of Education via [oasis.ugent.be](https://oasis.ugent.be) by 5 November 2025 at the latest. The application must include all necessary documentary evidence and official certificates.

- The Registrar's Office (University Services for Education and Research—Education Division) is responsible for following up on applications and informing the Director of Education of its recommendations.
- The Director of Education decides based on the recommendations of the Registrar's Office, the documentary evidence and official certificates.
- The student-applicant is notified of this decision electronically. The special status is granted only for the academic year in which it was requested, beginning from the decision date.

3° Accommodations: students with special status based on professional artistry can apply for the following accommodations as per the provisions in §9, provided that the relevant education and assessment activities directly conflict with the grounds for the special status:

- exemption from/adjustment to education activities that require mandatory student attendance. In this case, the student may be set an alternative assignment or the education activity for the said student may be rescheduled to another time within the same academic year;
- one or more assessments may be rescheduled to another time within the same academic year;
- scheduling an alternative feedback moment.

#### **§5. Special status based on holding office**

1° Requirements: a student is automatically granted special status by the Registrar's Office if they hold at least one of the following offices:

- a seat on a Faculty Council at Ghent University;
- a seat on an institutional governing or advisory body at Ghent University: the Board of Governors, the Executive Board, the Education Council, the Social Council
- a seat on an institutional governing or advisory body at the University Association;
- a seat on a student federation as stipulated in the [Decree on Subsidising Student and Pupil Federations](#) (in Dutch) of 30 March 1999 and/or in the student union as stipulated in the [Higher Education Code](#) (in Dutch);
- president of an association of student organisations recognised by the Activities Office;
- member of a Programme Committee;
- member of a Quality Assurance Committee;
- member of the Education Quality Board;
- member of the Faculty Committee for Internationalisation;
- member of the Internationalisation Council;
- member of the Curriculum Committee;
- member of the Institutional Programmes Committee;
- member of the Enlight Student Network.

2° Accommodations: the student with special status based on holding office may apply for the following accommodations as per the provisions in §9, exclusively to attend official meetings of the governing bodies, of which the student is a member, or in case of an extension of submission deadlines, for the proper functioning of the student representation in said governing bodies:

- exemption from/adjustment to education activities that require mandatory student attendance. In this case, the student may be set an alternative assignment or the education activity for said student may be rescheduled to another time within the same academic year;
- one or more assessments may be rescheduled to another time within the same academic year;
- an extension of a specific submission deadline for a course unit;
- scheduling an alternative feedback moment.

#### **§6. Special status based on exceptional social or personal circumstances**

1° Requirements: the student can demonstrate that they face exceptional social or personal circumstances.

2° Application procedure:

- Students who consider themselves eligible for the special status based on exceptional social or personal circumstances submit a substantiated application to the Director of Education via [oasis.ugent.be](https://oasis.ugent.be) as soon as possible. The application must contain all the necessary documentary evidence and official certificates.
- The Registrar's Office (University Services for Education and Research - Education Division) is responsible for following up on applications and informing the Director of Education of its recommendations.
- The Director of Education decides based on the recommendations of the Registrar's Office, the documentary evidence and official certificates. The Director of Education cannot make an adverse decision before consulting the faculty's Director of Studies and a student representative on the Education Council.
- The student-applicant is notified of this decision electronically. The special status is granted only for the academic year in which it was requested, beginning from the decision date. Depending on the reasons for granting the special status, the Director of Education can impose an end date that precedes the close of the academic year in question. If this occurs, the student can no longer enjoy the accommodations after that date.

3° The Director of Education grants the student with the special status based on exceptional social or personal circumstances, one or more of the following education and exam accommodations:

- exemption from/adjustment to education activities which require mandatory student attendance. In this case, the student may be set an alternative assignment or the education activity for said student may be rescheduled to another time within the same academic year;
- one or more assessments may be rescheduled to another time within the same academic year and the duration of the special status, should this be limited in time;
- one or more exams may be rescheduled to another time within the same exam period;
- one or more assessments may be taken in another assessment form;
- exams may be sat in a smaller group;
- exams may be sat in a separate room;
- exams may be sat online;
- scheduling an alternative feedback moment;

In so doing, the Director of Education applies the principle of equal treatment and guarantees the student's right to reasonable education and exam accommodations compatible with the study programme requirements. The student must inform the lecturer(s)-in-charge which of the granted accommodations they wish to use in the relevant course units via [oasis.ugent.be](https://oasis.ugent.be) by the deadlines stipulated in §9

#### **§7. Special status based on [student entrepreneurship](#)**

1° Requirements: the student must meet the following cumulative criteria:

- the student has obtained credit certificates for at least 60 ECTS credits in an academic study programme or runs an existing business.
- unless the student is enrolling at a higher education institution for the first time, they must have obtained credit certificates for at least half of the ECTS credits in the academic year preceding the one in which they apply for special status.
- the student either submits a description of the existing business activities or a plan detailing the intention of marketing a product or service with valorisation/commercialisation potential. The plan must demonstrate the growth potential.

2° Application procedure:

- unless exceptional circumstances arise, students who consider themselves eligible for the special status based on student entrepreneurship must submit a substantiated application to the Director of Education via [oasis.ugent.be](https://oasis.ugent.be) by 5 November 2025 at the latest. The application must include all the necessary documentary evidence and official certificates.
- The Director of Education decides based on the documentary evidence and official certificates, as well as the substantiated recommendation by Gentrepreneur.
- The student-applicant is notified of this decision electronically. The special status is granted only for the academic year in which it was requested, beginning from the decision date.

3° Accommodations: the student with a special status based on student entrepreneurship can apply for the following accommodations as per the provisions in §9, provided that the relevant education and assessment activities directly conflict with the grounds for the special status:

- exemption from/adjustment to education activities that require mandatory student attendance. In this case, the student may be set an alternative assignment or the education activity for said student may be rescheduled to another time within the same academic year;
- one or more assessments may be rescheduled to another time within the same academic year;
- scheduling an alternative feedback moment.

#### **§8. Special status based on being a foreign-language speaker**

1° Requirements:

- having been enrolled in a Dutch-taught study programme in Dutch-speaking higher education (non-Ghent University included) for at most one academic year;
- having taken Dutch-taught secondary education for three years at most.

2° Application procedure:

- unless exceptional circumstances arise, students who consider themselves eligible for the special status based on being a foreign-language speaker must submit a substantiated application to the Director of Education via [oasis.ugent.be](https://oasis.ugent.be) by 5 November 2025 at the latest. The application must include all the necessary documentary evidence and official certificates.
- the Registrar's Office (University Service for Education and Research—Education Division) is responsible for following up on applications and informing the Director of Education of its recommendations.
- the Director of Education decides based on the recommendations of the Registrar's Office, the documentary evidence and official certificates.
- the student-applicant is notified of this decision electronically. The special status based on being a foreign-language speaker is granted only for the academic year in which it was requested, beginning from the decision date. Moreover, it can only be granted for the first two consecutive years at Ghent University at most.

3° Accommodations: the student with a special status based on being a foreign-language speaker can apply for the following accommodations as per the provisions in §9:

- 25% more exam time for sitting written exams;
- the use of a translation dictionary during an assessment;
- the opportunity to ask "linguistic" explanations of exam questions.

**§9.** The student must inform the lecturer(s)-in-charge via [oasis.ugent.be](https://oasis.ugent.be) before the deadlines stipulated in §9, which of the granted education and/or exam accommodations they wish to use in the relevant course units:

- no later than 4 December 2025 for the first-term exam period;
- no later than 23 April 2026 for the second-term exam period;
- no later than 6 August 2026 for the resit exam period.

If the special status is granted later than the deadlines outlined above, the student must inform the lecturer(s)-in-charge which of the granted education and/or exam accommodations they wish to use in the relevant course units as soon as possible via [oasis.ugent.be](https://oasis.ugent.be).

Accommodations must be granted in consultation with the lecturer-in-charge. In consultation with the faculty Director of Studies or the Programme Committee chair, the lecturer-in-charge may refuse to grant a facility if they can substantiate that it is practically infeasible or infringes upon the essential programme competencies.

Refusable accommodations not processed by the lecturer(s)-in-charge on time will be granted automatically at the start of the relevant exam period.

The faculty and/or institutional ombudspersons can mediate in this matter if necessary and if so desired.

In case of the special status based on a disability (§2), the Student Support Team can automatically grant the student accommodations based on the student's individual dossier. Under no circumstances can these accommodations be refused.

**§10.** Students who have been granted a special status based on a disability as provided under §2, 1°, whose education and exam accommodations have been refused, can lodge an appeal against this decision with the Appeals Committee for Disability Accommodations.

This appeals committee, which includes two professorial staff members, is chaired by the Head of Student Information, Advice and Guidance. The institutional ombudsperson attends the meetings in an advisory capacity.

The student has the right to legal counsel. Unless the legal counsellor is registered with the Bar or enrolled as a trainee lawyer, the legal counsellor must hold a written power of attorney. If not, they cannot represent the student. The appeal is lodged by registered and signed mail addressed and sent to the Rector (Vice-chancellor) at Sint-Pietersnieuwstraat 25, 9000 Gent. If not, the appeal will be inadmissible. The said appeal contains at least the identity of the student-applicant, the contested decision(s), and, on pain of inadmissibility, a statement of the facts and resources. The student is to simultaneously send an electronic copy of the appeal via email to [ombuds@ugent.be](mailto:ombuds@ugent.be). The postmark of the registered mail shall serve as the date of the appeal.

The appeal must be lodged within an expiration period of seven calendar days, starting from the day the student is notified of the decision in question. The Appeals Committee reviews the appeal based on the submitted documentary evidence. However, if the appeal body deems it necessary, it can schedule a hearing and invite anyone whose testimony it considers helpful in handling the case.

Rulings by the appeals committee may include:

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

The appeal committee's rulings are communicated to the student (as well as to the legal counsel, if applicable) within twenty calendar days, starting on the day after the appeal was lodged. This is done by email and registered mail. If the competent appeal committee cannot rule on the student's application on time, this is communicated to the student and their legal counsel within the above-mentioned term of twenty calendar days, including an alternative deadline for the ruling.

Students who have been granted special status, including education or exam accommodations, but whose accommodations are not being implemented by the lecturer(s), can lodge an appeal with the Institutional Appeals Committee, as stipulated in Article 81.

**§11.** If a special status is granted, the student's name and the reason for granting the special status (i.e., the specific category as listed in §2 through §8) are made available to the Faculty Education Support Services of the relevant faculty. The lecturer(s) in charge and co-lecturer(s) receive access to an overview of each student's requested and granted accommodations for their course unit(s). Only the relevant advisory actors, the Director of Education, and the case handlers can access the complete individual dossiers.

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

## ARTICLE 26 STATUS OF "WORKING STUDENT"

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

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

The faculties communicate any changes to these regulations to the Director of Education via [onderwijs@ugent.be](mailto:onderwijs@ugent.be) before 1 April prior to the academic year in question.

# SECTION IV

## CONTRACTS

### ARTICLE 27 GENERAL REGULATIONS

A student can take multiple enrolments simultaneously and, in so doing, combine several contracts and contract types. However, enrolment in the same course unit more than once per academic year is impossible.

### ARTICLE 28 CONTRACTS TO OBTAIN A DIPLOMA

#### §1. Diploma contract

Through a diploma contract, a student enrolls in a specific study programme, a preparatory or academic bridging programme to obtain a diploma or certificate. Enrolment through a diploma contract entitles the student to participate in regular education activities, to enjoy education support facilities, and sit for the exams for the course units that are part of the curriculum as determined in Article 30, except for any exemptions and/or previously obtained credits.

The following study programmes are accessible exclusively via a diploma contract:

- the doctorate and doctoral training;
- predoctoral training programmes.

#### §2. Exam contract to obtain a diploma

Enrolment in a particular study programme, a preparatory or academic bridging programme through an exam contract to obtain a diploma or certificate, entitles the student to sit for the exams for the course units that are part of the curriculum as determined in Article 30, except for any exemptions and/or previously acquired credits. The student is not entitled to participate in the education activities or to enjoy education support facilities. Subject to payment of an additional fee, however, the student can gain access to the electronic learning environment, as stipulated in 22§2.

If a particular study programme includes course units that inherently require attendance during education activities (e.g., for reasons of continuous assessment, collective and/or individual coaching), or if the study programme includes integration course units, the student must enter into a diploma contract for said course unit(s).

The following study programmes are not accessible through an exam contract:

- postgraduate programmes;
- microcredentials;
- the doctorate and doctoral training;
- predoctoral training programmes.

#### §3. Specifications of the contract to obtain a diploma

The contract contains the curriculum assigned to the student based on their enrolment in a particular study programme. The curriculum is determined according to the stipulations in Article 30.

### ARTICLE 29 EXEMPTIONS AND STUDY LOAD REDUCTION

§1. Holders of credit certificates or previously acquired qualifications and/or an aptitude certificate based on previously acquired competencies (EVC) can submit a substantiated request to the Curriculum Committee to be exempted from specific course units of the relevant study programme, following the procedures and regulations set forth by the Faculty Council. To enable the Curriculum Committee to make a well-founded decision, students should support their request with the necessary documentary evidence. In doing so, students must adhere to the following deadlines:

- for first-term course units: requests for exemptions are possible only until 14 November 2025 (included).
- for second-term course units: requests for exemptions are possible only until 28 February 2026 (included).

§2. The number of ECTS credits for which a student is exempted equals the study load of the course unit for which the exemption has been granted.

§3. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie) against the decision to refuse an exemption, as outlined in Article 81. The said appeal must not contain any new elements or documentary



evidence. Thus, the decision can only be challenged in an admissible manner based on the original elements submitted to the Curriculum Committee. The student is free to ask the Curriculum Committee to reconsider their request.

**§4.** If a student enrolls in a Bachelor's or Master's programme for which they already possess a diploma (e.g., another main subject) through a contract to obtain a diploma, the faculty ensures that the student undertakes course units totalling at least 30 ECTS credits. In such cases, exemptions are not granted based on previously acquired qualifications but rather on previously acquired ECTS credits within the same Ghent University programme. The exam marks of those previously acquired ECTS credits are included in the calculation of the grade of merit (cf. Article 73).

Holders of a Master of Science in Teaching who wish to enrol in an additional didactics course unit within the same Master of Science in Teaching programme can take up a study load of less than 30 ECTS credits.

**§5.** The recognition of previously acquired qualifications does not entail a transfer of prior exam marks. Exam marks can only be transferred in the event of a contract change, specifically from a credit-earning contract to a diploma-seeking contract within the same academic year.

**§6.** If credit certificates were obtained more than five academic years ago and there are substantial differences between the competencies then acquired and the current competencies of a particular course unit, the Curriculum Committee may request that the student address those substantial differences and may require them to (partially) retake one or more course units.

## ARTICLE 30 THE STUDENT'S CURRICULUM

**§1.** The curriculum is integral to the contract between the university and the student. It is assigned to the student and approved by the Curriculum Committee per academic year (cf. Article 32). The student must take note of the curriculum determined for them.

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

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

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

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

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

**§3.** The curriculum in the case of a contract to obtain credits

1° the curriculum is assigned per academic year and per faculty by the Curriculum Committee following Article 31.

2° the curriculum includes the course units for which the student has taken up ECTS credits.

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

The student submits a draft curriculum through OASIS, adhering to the faculty's guidelines and deadlines. In preparing the curriculum, the Curriculum Committee considers the following provisions:

1° Students starting a Bachelor's programme must take all the first-year course units in their initial set of course units within the standard study track (BA1).

The Curriculum Committee may allow exceptions for students with special status based on disability, provided that these students have been granted the facility of a "reduced curriculum". Exceptions may also apply to students with special status based on the top-level sports or "working student" status, as well as those who have already obtained a Bachelor's programme. The Curriculum Committee may assign these students an initial set of course units adapted to their needs while keeping as close to the programme's structure as possible. Furthermore, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot make an adverse decision without consulting a faculty Director of Studies and a student representative on the Education Council.

2° Students who have not yet obtained credits for all the course units in their initial set of course units, must, upon a subsequent enrolment in the same study programme, take up at least any remaining first-year course units in said set, to ensure the possibility of passing the entire initial set of course units.

The Curriculum Committee may allow exceptions for students with special status based on disability, provided that these students have been granted the facility of a "reduced curriculum". Exceptions may also apply to students with special status based on the top-level sports or "working student" status, as well as those who have already obtained a Bachelor's programme. Furthermore, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot make an adverse decision before consulting a faculty Director of Studies and a student representative on the Education Council.

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

4° The Curriculum Committee ensures that the order of course units remains as close as possible to the standard study track. It also considers any strict dependencies (following Article 41, 10°) in the draft curriculum and its expediency and suitability.

5° Except for the following situations, any student has the opportunity to compose a curriculum totalling at least 60 ECTS credits:

- the student is not yet able to take up a personalised study track spanning a Bachelor's and an ensuing Master's programme (or ensuing preparatory or academic bridging programme) because the student has not yet obtained ECTS credits for all the first-year course units in the standard study track of the Bachelor's programme;
- there is a question of dependency (cf. Article 41, 10°);
- the Curriculum Committee has decided that the student may not take up the Master's dissertation yet. Such a decision can only be made through exceptional measures and must be substantiated.

5° bis Any student who did not obtain credit certificates or a deliberated mark in a previous academic year and is not subject to any binding conditions upon enrolment has the right to take up 72 ECTS worth of course units within the study programme annually, unless prevented by a dependency.

6° From the second standard study track onwards, a student can submit a substantiated request to the Curriculum Committee to take up more than 72 ECTS credits.

7° Regarding personalised study tracks, the Curriculum Committee implements a policy that prevents unnecessary study delays by allowing students to undertake sufficiently large sets of course units, if feasible. This enables students to compensate for any existing study delays as quickly as possible.

8° For students enrolling in a subsequent study programme with a diploma from another education institution, the Curriculum Committee can differentiate the student's personalised study track in the ensuing study programme without altering the total study load. The Curriculum Committee does this based on the strength of the content similarities between the relevant study programmes at Ghent University and the other education institution.

9° Save in exceptional circumstances, which must be assessed by the Curriculum Committee, supernumerary course units are not permitted.

10° The total number of ECTS credits from credit certificates, exemptions, and tolerated fail marks included in the diploma supplement may only deviate from the total study load of the study programme due to:

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

11° The Curriculum Committee determines the exchange course units for outgoing exchange students based on the Learning Agreement. In this process, the Curriculum Committee works towards establishing a set of exchange course units at the host institution to replace a set of course units in the Ghent University curriculum rather than substituting individual course units. Replacing a set of Ghent University course units with a set of exchange course units at a host institution may result in deviations (positive or negative) from the total study load of the Ghent University study programme. Any negative deviation must not exceed 2 ECTS credits.

12° If an outgoing exchange student has not passed a course unit in a set of exchange units by the end of the academic year, the Curriculum Committee will determine which Ghent University course unit will substitute for the failed exchange course unit. This course unit will be included in the student's curriculum for the following academic year, allowing the student to acquire the programme competencies they are lacking.

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

Following §6, students can lodge an appeal against a decision made by the Curriculum Committee.

## **§5. Changing a defined curriculum**

Any changes to a defined curriculum (i.e., adding and/or removing course units regardless of the type of contract) must be requested by the student from the Curriculum Committee before 14 November at the latest for first-term course units, and before 28 February at the latest for second-term and full-year course units. Deviations from the first-term deadline can be made for students who change their main subjects.

In exceptional and well-substantiated cases, the Curriculum Committee can, at its initiative, remove course units from a student's previously approved curriculum. It can do so no later than 14 November for first-term course units and before 28 February at the latest for second-term and full-year course units, provided that these changes initiated by the Curriculum Committee are always possible until ten calendar days following the approval of said course unit(s) in the student's curriculum.

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

A change to a defined curriculum, whether initiated by the faculty or the student, cannot lead to a transition to another study programme. If a student wants to switch study programmes, Article 33 takes effect.

Revisions of a defined curriculum can have an impact on:

1° the tuition fee:

- If the student's curriculum increases in study load, the student will have to pay an additional tuition fee.
- If the student's curriculum decreases in study load, the amount payable can be adjusted accordingly, and the student can receive a refund, according to the following provisions:
  - If the request is made before 15 November, the tuition fee for all the relevant course units is refunded.
  - If the request is made from 15 November onwards and before 1 March, the tuition fee for all second-term course units is refunded. The tuition fee for full-year and first-term course units remains payable.
- The above-mentioned refund policy:
  - applies only to diploma contracts and credit contracts. In case of an exam contract to obtain a diploma or an exam contract to obtain a credit certificate, the full tuition fee remains payable; cancellation of the tuition fee is under no circumstances possible;
  - does not apply to the surplus amount of the special tuition fees for Advanced Master's programmes and postgraduate programmes: the surplus amount remains payable unless the relevant faculty decides that a partial cancellation is possible in some cases;
  - applies to postgraduate programmes, only to the amount charged per credit. The amount charged for the postgraduate programme as a whole remains payable, unless the Academy for Lifelong Learning decides that cancellation is possible.
  - does not apply to other activities in the context of lifelong learning.

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

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

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

The curriculum is defined automatically for microcredentials. The student cannot request curriculum changes (adding or removing course units).

## **§6. Possibility of appeal:**

The student can lodge an appeal against an unfavourable decision regarding the composition of their curriculum with the appropriate appeal body appointed by the Faculty Council. The appeal must not contain any new elements or documentary evidence. The appeal body's membership differs from that of the Curriculum Committee. It is chaired by the Dean and includes professorial staff who are not members of the Curriculum Committee. The appeal body's membership and contact information are detailed in the additional faculty regulations.

The student has the right to legal counsel. Unless the legal counsellor is registered with the Bar or enrolled as a trainee lawyer, they must hold a written power of attorney. If not, they cannot represent the student. The appeal is lodged by registered mail, addressed and sent to the Dean. If not, the appeal will be inadmissible. The said appeal contains at least the identity of the student-applicant, the contested decision(s), and, on pain of inadmissibility, a statement of the facts and resources. For information purposes, the student is to simultaneously send an electronic copy of the appeal to the Dean via email. The postmark of the registered mail shall serve as the date of the appeal.

The appeal must be lodged within an expiration period of seven calendar days, starting from the day after the student was notified of the decision in question. The appeal body reviews the appeal based on the submitted documentary evidence. However, if the appeal body deems it necessary, it can schedule a hearing and invite anyone whose testimony it considers helpful in handling the case.

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

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

The appeal body's rulings are communicated to the student (and, if applicable, the legal counsel) within twenty calendar days, starting the day after the appeal was lodged. This is done via email and registered mail. If the competent faculty appeal body cannot rule on the

student's application on time, this is communicated to the student and their legal counsel within the above-mentioned twenty calendar days, including an alternative deadline for the ruling.

## ARTICLE 31 CONTRACTS TO OBTAIN A CREDIT

### §1. Credit contract

1° Enrolment through a credit contract entitles the student to participate in regular education activities, enjoy education support facilities, and sit for exams of the course units included in the contract.

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

Per Article 41, 12°, faculties have the autonomy to decide whether or not a credit contract is possible for Ghent University course units that are part of the curriculum of preparatory and academic bridging programmes. A contract to obtain credits is impossible for course units that are an exclusive part of a postgraduate curriculum or a microcredential. A contract to obtain credits at Ghent University is never possible for course units offered at another education institution. Only the Director of Education may grant substantiated individual exceptions. A credit contract is impossible for course units in the predoctoral or doctoral training programme.

### §2. Exam contract to obtain a credit certificate:

1° Enrolment through an exam contract entitles the student to sit for the exams of the course units included in the contract, but not to participate in regular education activities or enjoy education support facilities. Subject to payment of an additional fee, however, the student can gain access to the electronic learning environment, as stipulated in 22§2.

2° Except for integration course units, Ghent University course units in the various Bachelor's and Master's curricula can be included in an exam contract to obtain a credit certificate.

Exceptions are course units that inherently require attendance during education activities (e.g., for reasons of continuous assessment, collective and/or individual coaching): in such cases, the relevant faculty must substantiate why an exam contract to obtain a credit certificate is not possible for said course units, cf. Article 41, 13°.

Per Article 41, 13°, faculties have the autonomy to determine whether an exam contract for obtaining a credit certificate is possible for Ghent University course units that are part of the curriculum for preparatory and academic bridging programmes.

An exam contract to obtain a credit certificate is impossible for course units included in the curriculum of postgraduate programmes, predoctoral and doctoral programmes, and microcredentials.

### §3. Enrolment conditions for contracts to obtain credits:

To enrol through a contract to obtain credits, the (prospective) student must meet:

- the admission requirements for the study programme to which the course unit belongs. A (prospective) student who does not meet these admission requirements (including the language requirements) may be allowed to take a maximum of 24 ECTS credits per academic year if documentary evidence shows that the student in question has the competencies to undertake the course unit(s).  
However, this arrangement always excludes the Master's dissertation. The Curriculum Committee (cf. Article 32) is the competent body to make decisions in these matters, based on a mandatory prior recommendation by the lecturer-in-charge and the study track counsellor, and based on an assessment, an interview or a dossier.
- any specific admission requirements for the course unit are outlined in the course sheet (cf. Article 41, 12° and 13°), indicating whether admission is free or subject to specific criteria. If this is the case, and after obtaining the mandatory advice from the study track counsellor and the lecturer-in-charge, the Curriculum Committee assesses the (prospective) student's starting competencies.

If admission is subject to mandatory approval by the Curriculum Committee, the (prospective) student can enrol under a cancellation clause. This means that if the Curriculum Committee does not approve an enrolment for a contract to obtain credits, this enrolment will be cancelled.

A student can enter into multiple contracts to obtain credits for an unlimited number of ECTS credits. These course units need not belong to the same study programme. The contract always includes the relevant course unit. A student can undertake no more than 24 ECTS worth of course units from the first standard study track year of the same Bachelor's programme under a contract to obtain credits.

A student enrolling through a contract to obtain a diploma can simultaneously enrol through a contract to obtain credits, provided that the provisions in Article 27 are not impaired. Any such request can be denied if the Curriculum Committee has previously decided that the relevant course unit cannot be included in the student's personal curriculum.

Taking a course unit for which one has obtained a credit certificate is not possible for five academic years, starting the academic year following the one in which the credits were obtained.

## ARTICLE 32 THE CURRICULUM COMMITTEE

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

## ARTICLE 33 NEW CONTRACT AND CHANGE OF STUDIES

The student can simultaneously enter into multiple (types) of contract(s), provided that the provisions in Article 27 are not impaired. A student can change study programmes during the enrolment period (cf. Article 15) and during the academic year, provided the regulations governing late enrolment are followed. Changing study programmes involves entering into a new contract. Before entering into a new contract, the initial contract has to be terminated following Article 34.

Upon entering into a new contract, great care is taken to ensure that a course unit featured in the curriculum of the terminated contract and the new curriculum is not counted twice in terms of tuition fees and the learning account.

Changing main subjects does not equate to a change of studies. If students wish to change their main subjects, Article 30 §5 comes into effect.

In no way does the termination of a contract affect the results obtained within said contract. Any course unit for which a student has sat an exam will still be a used exam opportunity, even if the student changes contracts. Entering into a new contract or changing study programmes within the same academic year can never result in acquiring additional exam opportunities.

## ARTICLE 34 TERMINATING A CONTRACT

**§1.** The student can terminate a contract via [oasis.ugent.be](https://oasis.ugent.be), preferably after having first consulted with the study track counsellor. The former student can enter into a new (type of) contract within the same academic year, whether or not involving the same course units, provided that the regulations governing late enrolment are followed, as stipulated in Article 15, and without prejudice to the application of Articles 27 and 55.

Terminating a contract does not absolve the student from paying the tuition fee. 'Non-payment' does not equal 'termination of contract'. If, upon contract termination, a student has not yet paid or has only partially paid the tuition fee, Ghent University will continue to claim the said tuition fee.

Partially sitting for the exams or not sitting for the exams does not equal a termination of the contract. Any discontinuation of a series of exams must be reported to the Exam Office and does not automatically entail a final termination of the contract.

Not completing one's curriculum does not equal termination of the contract. If a contract is terminated on or after 15 November, and no curriculum has been defined by that time, a standard sum is charged, amounting to the fixed amount and 30 ECTS worth of the tuition fee.

**§2.** Students enrolled in a Bachelor's, Master's, preparatory or academic bridging programme, a microcredential or a postgraduate programme through a diploma contract, an exam contract, or students who have taken up course units through a credit contract, receive a full reimbursement for their tuition fee, including the fixed amount:

- students who terminate their contract within fourteen days of enrolment
- students who terminate their contract within fourteen days of the start of the academic year (i.e., by 6 October 2025 at the latest).

**§3.** Students enrolled in a Bachelor's, Master's, preparatory, or academic bridging programme through a diploma contract, or students who have taken course units through a credit contract, can receive partial reimbursement for their tuition fee under specific circumstances:

- students who terminate their contract before 1 December will receive a reimbursement for their tuition fee, except for the fixed amount
- students who terminate their contract on or after 1 December and before 15 March will receive a reimbursement for their tuition fees for the second-term course units, but not for the first-term and full-year course units. The fixed amount is not reimbursed.
- for students who terminate their contract on or after 15 March, the full tuition fee for the study programme or the credit contract remains payable.

This refund policy:

- applies only to diploma contracts and credit contracts. In case of an exam contract to obtain a diploma or an exam contract to obtain a credit certificate, the full tuition fee remains payable; cancellation of the tuition fee is under no circumstances possible;

- does not apply to special tuition fees for specific Advanced Master's programmes. These special tuition fees at the study programme level are charged not per course unit but for the entire study programme. The tuition fee remains payable unless the relevant study programme determines that a cancellation is possible.

**§4.** Students enrolled in a microcredential or a postgraduate programme through a diploma contract can, in some cases, receive a partial reimbursement for the tuition fee:

- students who terminate their contract before 1 December receive a reimbursement for the amount charged per credit for all course units in their curriculum. The amount charged for the entire programme (i.e., not per credit) remains payable unless the Academy for Lifelong Learning decides that cancellation is possible.
- Students who terminate their contract on or after 1 December and before 15 March do not receive a reimbursement for their tuition fees for first-term and full-year course units. However, they do receive a reimbursement for the amount charged per credit for second-term course units. The amount charged for the entire postgraduate programme remains payable unless the Academy for Lifelong Learning decides that cancellation is possible.
- for students who terminate their contract on or after 15 March, the full tuition fee remains payable.

**§5.** Students enrolled in a doctorate, doctoral programme or predoctoral programme:

- receive a reimbursement for their tuition fee, including the fixed amount, if they terminate their contract within fourteen days of enrolment
- receive a reimbursement for their tuition fee, excluding the fixed amount, if they terminate their contract within four months of enrolment.

# SECTION V

## PROGRAMME COMMITTEE, STUDY PROGRAMME

### AND COURSE UNIT

#### SUBSECTION I

##### PROGRAMME COMMITTEE

#### **ARTICLE 35 MEMBERSHIP AND OPERATION OF THE PROGRAMME COMMITTEE**

**§1.** Faculties establish a Programme Committee for each study programme or group of related study programmes. A Programme Committee may include professorial and assistant academic staff (including research staff) from other faculties, provided these members are also involved in education.

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

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

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

The Assistant Academic Staff, Other Academic Staff, and Administrative and Technical Staff members involved in education have at least one representative on the Programme Committee. If regular Bachelor's or Master's Programme Committees cannot be expanded to include a related postgraduate programme, the faculty may establish a steering committee or appoint a programme manager.

Faculties are free to stipulate additional requirements that their Programme Committees must meet.

If a Programme Committee lacks the necessary student membership by 1 December, the chair is responsible for actively recruiting prospective student members. Additionally, the chair must inform student representatives about current and relevant dossiers on the agendas of the Programme Committee, the Quality Assurance Committee, and the Faculty Council.

**§2.** Programme Committees are permanent advisory bodies to the faculties responsible for the general policy and education organisation of the relevant study programme(s). They outline the objectives, design, and practical implementation of the education content, determine the course and supervision of learning processes, and are responsible for their results.

In addition, they are responsible for continuously improving education quality and documenting it in the Education Monitor. They are also charged with the curriculum of one or more study programmes (curriculum design, implementation, assessment).

## **SUBSECTION II**

### **STUDY PROGRAMME**

#### **ARTICLE 36 EDUCATION OFFER**

The university organises:

- Bachelor's programmes;
- initial Master's programmes;
- advanced Master's programmes;
- preparatory programmes;
- academic bridging programmes;
- postgraduate programmes;
- microcredentials;
- predoctoral training programmes;
- doctoral programme;
- the doctorate;
- study programmes in the context of lifelong learning.

#### **ARTICLE 37 DELIBERATION SETS**

**§1.** The faculty defines deliberation sets per student and study programme as follows: these deliberation sets come as close to the full-time standard study track as possible (even if a student is on a part-time standard study track).

**§2.** If a student is enrolled in a study programme through a contract to obtain a diploma, and if the student enrolls in a course unit of said programme through a contract to obtain credits within the same academic year, then said course unit is not part of the student's curriculum to obtain a diploma. As such, it cannot be a part of the student's deliberation set.

**§3.** If, per Article 30 §4, 9°, the Curriculum Committee allows a supernumerary course unit, said course unit is not a part of the student's deliberation set. Exceptions are the supernumerary course units that the Curriculum Committee permits due to a change in the set of electives (e.g., minor, major, track... ).

#### **ARTICLE 38 ELEMENTS OF A STUDY PROGRAMME**

Each study programme has an information sheet (study programme information sheet) published on the Study Guide website.

#### **ARTICLE 39 OTHER LANGUAGE PROGRAMMES**

**§1.** Other language programmes (other languages besides Dutch) are possible in the following instances:

1° an advanced Master's programme (in Dutch: ManaMa);

2° postgraduate programmes, microcredentials and other programmes in the context of lifelong learning;

3° an initial Bachelor's or Master's programme specifically aimed at international students, or an initial Bachelor's or Master's programme of which the teaching language other than Dutch has a demonstrably sufficient added value for the students and the professional field, and is functional to the study programme;

4° a Master's programme following a Bachelor's programme (in Dutch: ManaBa) in the context of an International Course Programme (ICP), or a Bachelor's or Master's programme organised jointly with one or more international partners in the context of a European education programme (e.g., Erasmus Mundus);

5° a doctoral training programme.

There are no legal restrictions for the instances described in 1°, 2°, 4° and 5°. In the example described in 3°, there needs to be a fully Dutch-taught equivalent study programme in Flanders, where the student can enrol unless the Flemish Government has allowed an exemption on the equivalence condition.

**§2.** A Bachelor's or Master's programme in another language must include language support measures.

**§3.** The Executive Board defines a study programme's teaching language together with the curriculum, at the recommendation of the Faculty Council. The teaching language is published on the Study Guide website.



## **SUBSECTION III**

### **COURSE UNIT**

#### **ARTICLE 40 CLASS PERIODS AND TIMETABLES**

##### **§1. Class periods**

A course unit's teaching activities are offered in the form of (consecutive) class periods. A class period consists of a multiple of thirty minutes and lasts at least one hour. Class periods of 120 minutes or more must contain a fifteen-minute break. A fifteen-minute changeover time is always included at the end of class periods.

##### **§2. Timetables**

1° the date, time and place of a class period are communicated to the student in the form of a timetable before the start of the term. Class periods may be scheduled in the timetable from Monday to Saturday (included), as a rule, starting from 8.30 AM onwards.

2° classes may be scheduled after 7 PM:

- for the Master of Science in Teaching, advanced Master's programmes, postgraduate programmes, microcredentials and other programmes in the context of lifelong learning;
- for initial Bachelor's and Master's programmes, as well as academic bridging and preparatory programmes:
  - for lectures or sessions scheduled for groups of 200 students and more;
  - for lectures or sessions scheduled for groups of less than 200 students, after the faculty's Director of Studies' approval.

§3. For practical considerations and with prior permission by the Director of Education, exceptions to §1 and §2, 1° are possible for academic study programmes integrated into Ghent University. The faculty must request such exceptions before the start of the academic year via [onderwijs@ugent.be](mailto:onderwijs@ugent.be).

#### **ARTICLE 41 ELEMENTS OF A COURSE UNIT - COURSE SHEET**

The following elements are defined and communicated for each course unit via the course sheet on the Study Guide website. This is done with consideration of the deadlines, procedures, guidelines, and advisory authorities outlined in the Guidelines for Study Programmes (in Dutch: Guidelines for Study Programmes). Except in cases of force majeure, no changes can be made to the course sheets once the academic year has commenced. Any deviations should be communicated through the electronic learning environment as soon as possible.

(This article does not apply to regular course units organised by the Doctoral School. The Doctoral School Steering Committee defines the course sheets for Doctoral School course units at the lecturer's recommendation. These are communicated to the student before the start of the course unit.)

##### **1° Course load expressed in study time and credits**

The faculty must hold regular student surveys on the real study time of course units to ensure correct accordance between the estimated study time and the real study time invested by students.

##### **2° Term in which the course unit is scheduled**

##### **3° Teaching Methods**

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

##### **4° Lecturers: lecturer-in-charge and co-lecturers**

The appointment of a lecturer-in-charge and co-lecturers for the various course units in a study programme curriculum adheres to the regulations regarding the appointment of lecturers, co-lecturers, and their temporary substitutes for course units (cf. Part XI). As stipulated in the above-mentioned regulations, the faculty may decide to replace a lecturer-in-charge during the academic year, but only in exceptional circumstances and at the recommendation of the Programme Committee and the Director of Studies. If substituting a lecturer-in-charge requires changes to the course sheet, these changes must follow the appropriate procedures, and the students must be informed in time.

##### **5° Department of the lecturer-in-charge**

##### **6° Language(s) of instruction**

##### **7° Keywords**

##### **8° Position of the course unit**

This section outlines the place and purpose of the course unit (within the study programme).

## **9° Contents**

This section outlines the course contents through which the gap between the starting competencies and learning outcomes is bridged.

## **10° Starting competencies**

The knowledge, skills, and attitudes a student should possess to start the course unit. The starting competencies of each course unit form the basis for determining the standard study track and the optimal order in which course units are taken in the curriculum within the context of a diploma contract. Under the diploma contract, the student does not need to have obtained all of the listed starting competencies before the relevant course unit can be included in the curriculum (cf. Article 30 §4), except in the case of a dependency established by the Institutional Programmes Committee, based on the substantiated recommendation of the Faculty Council, and on the proposal of the relevant Programme Committee.

The fact that a course unit's learning outcome serves as the starting competency for another subsequent course unit does not imply that any part of the learning outcomes from the former course unit has been acquired when a student receives credits for the latter course unit.

Under a diploma to obtain credits, (prospective) students may undergo an assessment of their starting competencies, as stipulated in Article 31 §3.

## **11° Course competencies/learning outcomes**

Description of the competencies aspired to in this course unit.

## **12° Admission with a contract to obtain credits** (cf., the provisions in Article 31)

- open
- open after prior assessment of starting competencies
- closed

## **13° Admission with an exam contract**

- open
- closed

## **14° study costs**

Description of the required materials for this course unit (including their exact or estimated costs). Additional costs associated with the course unit (lab materials, excursions, etc.) should also be included in this section.

The study materials may be in languages other than Dutch. In such cases, this should be mentioned in this section.

The study costs should be reasonable and calculated transparently.

## **15° References to academic publications as recommended reading**

## **16° Course content-related student counselling**

Methods for content-related counselling to assist students in processing the subject matter and achieving the course competencies and learning outcomes.

## **17° Assessment moment(s)**

Moments when study performance is assessed, either through end-of-term or continuous assessment. In the case of continuous assessment, the frequency and method of assessment must be specified.

## **18° Assessment method(s)**

Description of the form and content of assessment activities and their relation to the learning outcomes: oral, written, open-book, multiple choice, etc. A different assessment method may be scheduled per exam opportunity, but only in case of substantiated exceptions.

## **19° Second exam opportunity for continuous assessment**

- yes
- no
- possible only in a modified form

## **20° Calculation of the final mark and specific requirements to pass**

In the case of a combination of end-of-term, continuous assessment, and/or partial exams (cf. Article 50 §5), these partial marks contribute to the final exam mark. The calculation of the final mark is outlined in the course sheet. This section also specifies the consequences of unjustified absence or non-participation in (part of) the assessment. The provisions apply to any student enrolled in the relevant course unit.

## **21° Accommodations for students with a "Working Student Status" (cf. Article 26)**

The Faculty Council decides which study programmes include this section in their course sheets.

## **22° Alternating course unit**

The course sheet specifies the academic year in which the course unit is taught. Faculties must implement appropriate measures for students re-enrolling in any alternating course unit, ensuring they can sit for the relevant course unit(s) exams.

## **ARTICLE 42 ELECTIVES IN PROGRAMME CURRICULUMS**

§1. The first standard study track year of a Bachelor's programme has no electives. Deviations are allowed for language-specific electives.

§2. The Curriculum Committee approves the selection of a specific elective, minor, or major in a student's curriculum based on the structure of the student's personalised curriculum.

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

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

§3. When, per Article 29, an exemption is granted for a (n elective) course unit, the faculty cannot impose an alternative course unit. The only exception is exemptions granted based on a credit certificate for course units from a Bachelor's programme that offers direct admission into an initial Master's programme, or for course units from the preparatory or academic bridging programme for the aforementioned Master's programme. In such instances, the Curriculum Committee may impose alternative course units for at least the same number of credits as the exempted course units.

§4. If a student wants to choose a course unit that is part of the curriculum of a study programme other than the one in which the student is enrolled, and there are specific starting competencies for said course unit, a prior recommendation by the lecturer-in-charge is needed.

Without further notice from the lecturer-in-charge within seven calendar days, the recommendation is deemed positive. The student may consult the faculty's study track counsellor to determine whether they have sufficiently mastered the starting competencies of the relevant course unit.

If a student wishes to take up a course unit as an elective for which a deviation was granted per Article 56 §1, they cannot do so unless they are enrolled in the relevant study programme.

A course unit programmed exclusively in a microcredential cannot be taken up as an elective unless intergenerational learning is an added value. This is defined in the course sheet (in the context section).

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

§6. This article does not apply to the doctoral programme.

## **ARTICLE 43 THE MASTER'S DISSERTATION**

The Master's dissertation course unit is programmed in the final standard study track year of the Master's programme. Substantiated exceptions are possible, subject to a positive recommendation by the Education Council and approval by the Institutional Programmes Committee.

In specific study programmes and with approval from the Institutional Programmes Committee, the Master's dissertation may be staggered across various standard study track years.

## **ARTICLE 44 ORGANISATION OF COURSE UNITS IN THE TERM SYSTEM**

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

§2. Contrary to §1, full-year course units can be organised in the following situations:

in the case of a course unit programmed in the first standard study track year of a Bachelor's programme;

in the case of an integration course unit;

in the case the learning process or the education organisation calls for a continuation or accrual that is not achievable in the specified time frame for one-term education activities.

Any deviations require approval from the Institutional Programmes Committee based on a proposal from the relevant Programme Committee and a substantiated recommendation from the competent Faculty Council (excluding course units organised by the Doctoral School). Once such a deviation has been granted for a specific course unit, it remains applicable until the Faculty Council decides to revoke it and reorganise it as a one-term course unit. There is no need to apply for this deviation in the case of the Master's dissertation and the work placement.

Barring exceptions granted by the Institutional Programmes Committee, teaching activities in the context of a full-year course unit can never continue during exam periods, the catch-up week, and periods when teaching and assessment activities are suspended (cf. Article 2).

Regarding postgraduate programmes and microcredentials, deviations may be granted by the Committee for Lifelong Learning based on the prior recommendation by the relevant Academy.

**§3.** In contrast to §1, regular course units may be organised after the Summer holidays and before the close of the academic year, but only if the following cumulative conditions are met:

- in the case of an elective;
- in the case the elective only contains continuous assessment;
- and in case a second exam opportunity is not mandatory.

Any deviations require approval from the Institutional Programmes Committee based on a proposal from the relevant Programme Committee and a substantiated recommendation from the competent Faculty Council. Once such a deviation has been granted for a specific course unit, it remains applicable until the Faculty Council decides otherwise.

The Committee for Lifelong Learning may grant deviations in the case of postgraduate programmes and micro credentials based on the prior recommendation of the relevant Academy.

## ARTICLE 45 LANGUAGE OF INSTRUCTION IN COURSE UNITS

**§1.** A course unit in a Dutch-taught Bachelor's or an initial Master's programme can be taught in a language other than Dutch in the following situations:

1° the language of instruction is the topic of the course unit;

2° the course unit is taken at another higher education institution at the student's initiative and upon approval by the Faculty Council;

3° the course unit is taught by a visiting professor who is a foreign-language speaker;

4° adopting an additional teaching language adds value for students and the professional field and aligns with the study programme, which is substantiated explicitly in such cases.

The situations described in 1° and 2° are without restrictions.

The situation described in 3° and 4° cannot take up more than 18,33% of the relevant study programme in the case of a Bachelor's programme, and no more than 50% in the case of an initial Master's programme.

The Faculty Council, on the recommendation of the Director of Studies, determines the language of instruction for a course unit.

If the faculty determines that adopting another language of instruction adds value for students and supports the study programme, this must be substantiated explicitly and exhaustively.

**§2.** The curriculum of Dutch-taught Bachelor's and initial Master's programmes that include course units in other languages must integrate language support measures.

**§3.** In advanced Master's programmes, course units in other languages are allowed without restrictions.

**§4.** An assignment in a Dutch-taught course unit can be written and/or defended in a language other than Dutch. In such cases, students need permission from the faculty, unless the other language is the topic of the assignment. A Master's dissertation in another language within a Dutch-taught study programme requires a summary in Dutch (cf. also Article 59 §1, 3° concerning the language of the Master's dissertation).

## ARTICLE 46 COURSE UNITS AT A DIFFERENT INSTITUTION

**§1.** Electives at another university recognised by the Flemish Community

Following an agreement by the universities recognised by the Flemish Community, students may enrol in a course unit at another institution as an elective, provided that both relevant institutions give their approval. This provision applies only to students with a diploma contract for a Bachelor's, Master's, or doctoral programme.

**§2.** Course units at institutions that are members of the Ghent University Association

Following an agreement made by Ghent University, HoGENT University of Applied Sciences and Arts, HoWEST University of Applied Sciences and Arts, and Artevelde University of Applied Sciences, students may enrol in a course unit at one of these university colleges, provided that the faculty approves and that the course unit is not included in a Ghent University curriculum.

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

Study programmes with a mandatory mobility window outline the study load for the mobility window in the Study Guide.

§4. Any Ghent University student who spends part of their study programme abroad (i.e., exchange course units, work placement, research for the Master's dissertation, a mandatory study trip abroad, ... for which they are awarded credits) must register as an exchange student in Oasis promptly (cf. the [application procedure](#)). Students whose study abroad is not funded by Ghent University must also complete this registration. Students who have not registered in Oasis before the first Monday of the month prior to the month of departure will not receive permission to spend part of their study programme abroad. In exceptional circumstances (e.g., safety issues or reasons that hinder academic activities abroad), university management has the right to withdraw permission for students to spend part of the study programme abroad or to require students abroad to return. Students who spend part of their study programme abroad without permission cannot be guaranteed academic recognition or Ghent University support.

§5. Elective course units from the online education offer of a foreign institution or an institution of the French Community with which the faculty has an exchange agreement.

Upon receiving approval from the faculty and permission from the partner institution, students enrolled under a diploma contract may undertake one or more online course units as electives at a foreign partner institution or an institution of the French Community. The course unit must be completed online following the host institution's requirements, whether foreign or from the French Community.

## ARTICLE 47 PROVISIONS FOR TEACHING ACTIVITIES

§1. Participants in education activities (including continuous assessment) - i.e., lecturers and students - are expected to show mutual respect. Among other things, this includes not wilfully disrupting these education activities.

Students wishing to participate in education activities, including continuous assessment, are expected to attend said activities from start to end.

Lecturers are expected to organise the education activities, including continuous assessment, as announced. This means that the starting and closing times are to be respected. The lecturer will communicate any deviations in due time.

§2. In cases of wilful disruption of education activities, including continuous assessment, by students, the lecturer or supervisor may deny those students further access to education activities as a disciplinary measure. This disciplinary measure applies only to the activities during which the disruption occurred and takes effect immediately.

§3. In cases of repeated wilful disruptions of the education activities, including continuous assessment, the students involved can be denied access to any remaining education activities of the course unit. This disciplinary measure is possible only if the student(s) involved was (were) cautioned and informed of the possible consequences by the lecturer or supervisor on a previous occasion.

The dean implements a refusal of access after the student has been given a chance to be heard. The faculty ombudsperson is invited to attend this hearing. The decision is communicated to the Director of Education.

Students who have been refused further access to education activities can participate in continuous and end-of-term assessments unless the continuous assessment occurs during the education activities.

§4. During education activities, including assessments, students must identify themselves using their student card, identity card, or another official form of identification. They must present this proof to the lecturer or supervisor upon first request.

§5. Making audio and/or video recordings of education activities (including continuous assessment and feedback) and learning content projected on screen without permission is prohibited. This is considered a wilful disruption of education activities. Any such recording (including any textual derivative or transcription thereof) can never be used as evidence in administrative or legal proceedings and must be destroyed upon first request.

Students may ask the lecturer for permission to make audio and/or video recordings of the education activities and learning content. In so doing, they state clearly what will be recorded, how, and to what end. These recordings must never be used for any purpose other than for which the lecturer has granted permission.

To fulfil its education mission in the public interest, Ghent University reserves the right to organise lecture recordings and make them available to the students and teaching staff involved for educational purposes, either simultaneously or later through the electronic learning environment. This is provided that the students participating in the classes are informed about the recording before the class begins. Students attending these classes may be portrayed for recording and distribution within the electronic learning platform if they appear on screen.

§6. Students are prohibited from disseminating and reproducing images and any study and examination materials (e.g., syllabuses, exercises, presentations, exam questions, class notes) via a commercial platform without the permission of the lecturer-in-charge and, if applicable, the author, in exchange for payment and/or for profit. This may result in disciplinary action against the students in accordance with the Disciplinary Regulations.

# PART III EXAMINATION

## CODE

### ARTICLE 48 SCOPE

§1. This Examination Code is a minimal framework for all Ghent University assessments and may be supplemented with faculty-specific provisions.

Deviations from the examination code and special examination regulations can only be authorised by the Board of Governors at the Faculty Council's reasoned request and upon the Education Council's recommendation. The Board of Governors explicitly determines the validity period for the deviations granted. The Examination Code, the faculty addenda and the deviations authorised by the Board of Governors are communicated to the students electronically.

§2. The general Examination Code for assessments at Ghent University includes Sections I to V.

§3. Assessments related to interuniversity Master's programmes, which allow enrolment at multiple universities, are governed by the Examination Code for Interuniversity Master's Programmes (in Dutch).

§4. Study programmes organised by other higher education institutions in the Flemish or French Community or abroad may be governed by special examination regulations agreed upon by the institutions and authorised by Ghent University's Board of Governors in a separate decision.

# SECTION I

## ASSESSMENT PER COURSE UNIT

### ARTICLE 49 PREPARING THE ASSESSMENT

- §1. Per course unit, each lecturer defines the learning content the assessment will cover before the teaching activities. Each lecturer provides study materials for the education activities and the intended learning outcomes.
- §2. Each lecturer incorporates questions and/or exercises into their teaching practice that reflect the specific requirements of the assessment.

### ARTICLE 50 ASSESSMENT MOMENTS

- §1. Detailed information on each course unit's assessment moment(s) is made available via the course sheets, as stipulated in Article 41. Regardless of the contract type, assessments proceed according to the assessment moment defined in the course sheet.
- §2. There are two types of assessment moments (i.e., continuous assessment) and end-of-term assessment (i.e., exams). These two assessment moments can be combined to assess a student's achievements in a specific course unit.
- §3. End-of-term assessment (i.e., 'exam')  
Exams in the first exam opportunity occur during the first or second-term examination period, depending on when a course unit is scheduled. Exams in the second exam opportunity occur during the resit examination period for all course units (cf. Article 2). Exams may be written and/or oral. The Programme Committee ensures that assessment forms are fair and that the study load aligns with [Ghent University's assessment concept](#).
- §4. Continuous assessment  
The dates and form of the continuous assessment are communicated in advance. It can occur within or outside the examination periods, but (except for the Summer holidays) it can never occur during the holidays/breaks or on collective closing days at Ghent University (cf. Article 2).  
Continuous assessment includes various components such as participation, peer and self-assessment, presentations, professional practice, and skills tests assigned to students within a study programme, some of which contribute to the final exam mark. The course sheet communicates whether course units involve continuous assessment.  
The results of continuous assessments are communicated to students as soon as possible. Students receive interim feedback to adjust and improve their performance. The Programme Committee ensures that assessment forms are fair and that the study load aligns with [Ghent University's assessment concept](#).
- §5. Partial exams  
Partial exams are mandatory components of full-year course units in the first year of the Bachelor's programme standard study track (cf. Article 44 §2), unless these course units are integration course units and/or subject to continuous assessment. In all other instances, partial exams are not permitted unless a full-year course unit is also included in the first standard study track of a Bachelor's programme.  
Partial exams are scheduled in the first-term exam period.  
Partial exam results are communicated to students as soon as possible. Only in the case of a pass mark do they partially count towards the final exam mark. Neither mere participation in a partial exam nor the results obtained in a partial exam may be invoked as a condition to pass the course unit (which is possible for continuous assessment). A partial exam may result in certain learning content or competencies not being assessed in the second-term examination period.  
However, students who have passed a partial exam may choose to take an exam that covers the same learning content and competencies again during the second-term examination period. In this case, the most recent mark will count as the partial exam mark.  
Partial exam marks are never transferred to the resit examination period (barring exceptions cf. Article 56 §3, 2°) or to a subsequent academic year.  
The Institutional Programmes Committee may decree exceptions to the provisions governing partial exams based on the Faculty Council's substantiated recommendation and the proposal of the relevant Programme Committee.

## ARTICLE 51 ASSESSMENT METHOD

§1. As stipulated in Article 41, the course sheet contains detailed information on the assessment form for each course unit.

§2. Regardless of the contract type, assessments proceed similarly. However, after prior consultations with the lecturer-in-charge, any student can obtain permission from the Dean to be assessed through a method different from the one defined in the course unit. Students should send a written request to the Dean in advance, with a copy to the lecturer-in-charge.

§3. When exceptional circumstances prevent an assessment from taking place at the scheduled time (cf. Article 25 §1 and Article 75), an alternative assessment method may be used.

§4. If, in the application of Article 76, a substitute examiner is assigned, another assessment method may be used after approval by the Director of Education, provided that the student(s) involved consent. Prior consent of the student(s) involved is not mandatory; however, if the examiner cannot conduct the exam due to force majeure (such as a long-term illness, pregnancy, or parental leave) for a substantial part of the examination period.

## ARTICLE 52 ORGANISING THE EXAMS

§1. The Faculty Council is responsible for the co-ordination and organisation of the exams.

§2. The academic calendar outlines three examination periods each academic year. First- and second-term course units are assessed in the respective first- and second-term examination periods. The end-of-term assessment for full-year course units is always scheduled in the second-term exam period, barring deviations authorised under Article 48 §1. Any course unit can be assessed during the resit examination period provided that the provisions in Article 52 §2 are not impaired.

## ARTICLE 53 PROVISIONS FOR ASSESSMENTS

§1. Exams (end-of-term assessments) are scheduled from 8 AM through 8.30 PM and may take up to four hours at most unless, per Article 25, extra exam time has been granted (25% extra exam time, or one extra hour at most). Exams cannot take place on Sundays or official holidays. Exams are held at the venue(s) defined by the faculty.

§2. Regardless of the number of lecturers, there can only be two exam sessions per course unit during the regular examination period (end-of-term and/or continuous assessment): for instance, one theoretical exam and one practical exam or an exam focusing on exercises, or a written exam and an oral exam. The different exam sessions must occur consecutively, without interruptions from other course unit exams. Deviations are permitted only in exceptional circumstances and solely for organisational reasons, in consultation with the Director of Studies.

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

The lecturer-in-charge or the co-lecturer must always be present during an oral assessment. In the case of other exam forms, the lecturer-in-charge or the co-lecturer must at least be reachable. If this is not possible, Article 76 applies. In any event, someone must be present in case explanations are needed.

§4. Students or third parties are prohibited from making audio and/or video recordings of an assessment. Any such recording (including any textual derivative/transcription thereof) cannot be used as evidence in administrative or legal proceedings and must be destroyed upon first request.

§5. For Ghent University to fulfil its teaching assignment in the public interest, the examiner and/or the invigilator may make audio and/or video recordings to review the assessment, provide feedback, and prevent and investigate irregularities or fraud, as long as the student is notified in advance.

To prevent fraud or irregularities during online assessments, students may be asked to perform a 360° visual check of their rooms if they are notified beforehand. Additionally, proctoring software may be used under certain circumstances, provided that the conditions mentioned below are met: The use of proctoring software is allowed only in the following cases: if there are valid reasons to assume that no alternatives are available; if, upon its use, the chosen setting is as minimally invasive to privacy as possible in proportion to its purpose; and if participation in an online assessment is deemed reasonably necessary in the context of Ghent University's and the faculty's assessment policy, for organisational reasons, or when all or part of the students must use their laptops during an online assessment taking place at an on-campus Ghent University assessment venue.

These sound and/or video recordings may only be used for the purposes above and must be destroyed one year after the conclusion of the relevant academic year.

§6. Unless explicitly communicated otherwise, exams occur without any aids or tools.

§7. The wilful disruption of an end-of-term assessment is punished following Article 78.



## ARTICLE 54 EXAMINATION REGULATIONS

§1. The faculty is responsible for issuing a comprehensive and detailed set of examination regulations for each standard study track year and every examination period.

These regulations contain:

- the schedule, location, and starting time of the exams. The exam duration displayed in the scheduling app is subordinate to the real duration of the exam, as communicated by the lecturer-in-charge at the start of the exam at the latest.
- the contact details for the Examination Office, the chair of the Examination Board, the secretary of the Examination Board, the faculty ombudsperson, and the tutorial services.

§2. The exam dates are determined in consultation with student representatives to ensure that every student in a standard study track has a reasonable preparation period for the mandatory course unit exams and a fair distribution of these exams throughout the entire examination period. If the examination regulations are unfair to a specific group of students, a second exam day must be scheduled for that group.

§3. The faculty communicates the examination regulations electronically by 28 November 2025 at the latest for the first-term examination period, by 20 March 2026 at the latest for the second-term examination period, and by 15 July 2026 at the latest for the resit examination period.

§4. The faculty may ask students to confirm their exam participation in advance.

§5. Each faculty organises an Examination Office, if necessary. This serves as the contact point for any questions or comments regarding the exam schedule. Furthermore, the Examination Office must be informed of:

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

## ARTICLE 55 EXAM OPPORTUNITIES

§1. Without prejudice to the provisions in Article 24 §10, the provisions in §1 (3) and in §3 and §6 of this article, each student is entitled to two exam opportunities per academic year for every course unit in the curriculum, barring exemptions and previously acquired credits. Of these two exam opportunities, one is scheduled during the first-term or second-term examination period, respectively, and one during the resit examination period. A student who does not pass is, by default, registered to participate in the second examination opportunity.

Students are entitled to use the exam opportunities provided to them, regardless of their participation in continuous assessment. If continuous assessment is necessary due to the nature of the course unit, a second exam opportunity may either take the form of an alternative activity between the first and second exam opportunities, or only one exam opportunity may be offered. The faculty's decision on this matter is included in the course unit's course sheet.

Students in the Master of Science in Teaching who can graduate after the first term of the current academic year may exceptionally use their second exam opportunity for first-term course units during the second-term examination period unless the lecturer-in-charge can substantiate that this is not feasible. The lecturer-in-charge and the Examination Office must be notified before 30 April.

§2. Students may use their second exam opportunity during the resit examination period for any course unit for which they have not earned a credit certificate during the first-term or second-term examination period.

If a fail mark has been deliberated under Article 67 or Article 71, the deliberation decision or diploma decision made during the first opportunity examination period is retained, including, where appropriate, the grade of merit awarded. If they pass after the resit examination period, this pass mark can only lead to a credit certificate for the relevant course unit. The diploma supplement includes the mark that was awarded after the period of the first exam opportunity.

Students who wish to have their exam mark from the resit examination period taken into account for the calculation of their grade of merit when obtaining a diploma for the relevant study programme must waive the deliberation decision/diploma decision from the first opportunity examination period. Concerning these students, a new favourable deliberation decision/diploma decision is made during the resit examination period, replacing the decision made in the first opportunity examination period. In any such instance, the most recent exam mark is considered when determining the grade of merit and is also included in the diploma supplement. Students who wish to take advantage of this provision must inform the Examination Office before the start of the resit examination period.

§3. Students cannot resit an exam in the resit examination period for which they have already obtained a credit certificate.

§4. Taking up a course unit for which one has obtained a credit certificate is not possible for five academic years, starting the academic year following the one in which the credits were obtained. Students may be obliged to take up the Master's dissertation course unit when changing their main subjects.

**§5.** Students who are no longer enrolled in a course unit (either in application of Article 30§5 or Article 34) lose the right to all concomitant exam opportunities from the date these changes were registered in the curriculum or the date of enrolment.

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

## ARTICLE 56 EXAM MARK

**§1.** The assessment result per course unit is expressed in one exam mark.

The lecturer-in-charge of the course unit determines the final exam mark. This exam mark is a whole number ranging from zero to twenty, calculated according to the course sheet (cf. Article 41, 20°). Unless a thorough motivation suggests otherwise, this entails the following general rules for rounding off: 0.5 and higher is rounded up; while anything less than 0.5 is rounded down. Deviations from this general rule are possible only at the recommendation of the Programme Committee and must be well-substantiated and included in the course sheet.

In case of absence, the "absent" code can only be used if the student was absent from all parts of the assessment.

Only exceptionally can exam results in an advanced Master's programme, an initial interuniversity Master's programme, a postgraduate programme, a microcredential, and the doctoral programme be recorded as "pass" or "fail." In the case of an advanced Master's programme and an initial interuniversity Master's programme, any such exception can only be granted by the Director of Education, based on the substantiated recommendation of the Faculty Council and the proposal of the relevant Programme Committee. For microcredentials and postgraduate programmes, any such exception is granted by the Director of Education, at the recommendation of the Steering Committee for Lifelong Learning. The application must be submitted to the University Service for Education and Research (Education) via [onderwijs@ugent.be](mailto:onderwijs@ugent.be) before 1 April of the academic year prior to the one in which the exceptions would take effect. The relevant course units must not be included in the curricula of students enrolled in a study programme other than those for which these exceptions have been granted.

In the case of exchange course units that are part of a regular Bachelor's or Master's programme taken at a foreign education institution, and if grade conversion is not possible because of the lack of exact exam marks, the exam results may, by way of exception, be recorded as "pass" or "fail," cf. Article 56§4).

An exam mark can only be recorded for those course units in the student's curriculum (cf. Article 55 §5), except for exemptions and previously acquired credits, as stipulated in Article 30.

**§2.** A student may not be assessed more than once within the same exam period for the same course unit.

**§3.** Transfer of exam marks and partial results other than the results of a partial exam (for partial exam results, cf. Article 50)

1° Exam marks below ten out of twenty are not transferred to a subsequent exam period. The exam mark can only be transferred to the resit exam period if the relevant course unit does not include a second exam opportunity (cf. Article 41, 19°).

2° partial results are not transferred to a subsequent exam period.

Exceptions are:

- partial results for which a transfer to the resit exam period has been established in the explanatory section on the calculation of the final mark (cf. Article 41, 20°);
- the partial results of a continuous assessment for which there is no second exam opportunity (cf. Article 41, 19°). In this case, the partial result is transferred to the resit exam period.

3° exam marks or partial results are never transferred to a subsequent academic year. (cf. Article 29 §5)

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

**§5.** Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie) regarding a personally awarded exam mark, as stated in Article 81.

## ARTICLE 57 CREDIT CERTIFICATE

A student passes any course unit for which the exam mark is at least a ten out of twenty or a "pass" (cf. Article 56 §1). The student acquires a credit certificate for any pass mark at the close of the relevant exam period.

The credit certificate is an electronic registration. This registration contains information about the student's identity, the nature of the study programme, the course unit, the number of credits, and the final exam mark. If a student has enrolled with a contract to obtain a diploma, they can, upon explicit request, receive the credit certificate via email from the FSA. In cases where a student has

enrolled with a contract to obtain credits, the credit certificate is automatically emailed once the student has passed the relevant course unit (without prejudice to Article 21 §3).

A credit certificate obtained at Ghent University remains valid indefinitely, unless the Curriculum Committee can demonstrate substantial differences between the competencies and learning outcomes acquired initially by the student and those currently intended for the course unit after a minimum of five academic years. The Curriculum Committee may require the student to bridge these substantial gaps and mandate that they (partially) retake one or more course units.

## ARTICLE 58 LANGUAGE OF ASSESSMENT

**§1.** The language of assessment follows the course unit's language of instruction.

**§2.** The assessment may be conducted in another language if the learning outcomes in a course unit of a Bachelor's programme, an initial Master's programme, or a preparatory or academic bridging programme include language competencies, or if the language of instruction is also the subject of the course unit, provided that the course unit is taken at another higher education institution with the faculty's approval.

If the learning outcomes of a course unit in a Dutch-taught Bachelor's programme, a Dutch-taught initial Master's programme or a Dutch-taught preparatory or academic bridging programme do not contain language competencies, the student always has the right to an assessment in Dutch. This does not apply to students who have used the free elective space in their study programme's curriculum to take up a course unit from a foreign-language programme. Students wishing to invoke this right must inform the FSA by 14 November 2025 at the latest for a first-term course unit, and by 28 February 2026 at the latest for a second-term course unit. The language of assessment cannot be amended after the first exam opportunity. The FSA informs the chair of the Examination Board, who asks the board to appoint a substitute examiner.

## ARTICLE 59 ASSESSMENT OF THE MASTER'S DISSERTATION COURSE UNIT

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

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

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

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

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

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

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

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

**§2.** Submitting the Master's dissertation

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

**§3.** Assessing the Master's dissertation

1° At the recommendation of the relevant Programme Committee(s), the faculty defines which assessment method will apply to the Master's dissertation (including possible differentiations per study programme or main subject) before the start of the academic year. The assessment of the Master's dissertation can never deviate within the same study programme, main subject, or option. The assessment method must be included in the course sheet.

The venue and time of an oral assessment of a Master's dissertation are communicated electronically. The oral assessment is never public unless the faculty decides otherwise and announces which third parties (fellow students, professional field representatives, family and friends) may attend.

2° Any Master's dissertation is assessed by a jury consisting of one or more supervisors and one or more reading committee members. If the assessment is based solely on a written record, a minimum of three assessors is required. If the assessment is based

on a written record and an oral assessment, at least one supervisor and one reading committee member will suffice. If less than two-thirds of the jury is present, a substitute must be appointed to attend the required two-thirds, as stipulated in Article 76.

3° In the Examination Board per deliberation set, the supervisor can only be a voting member if they belong to one of the following staff sections:

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

4° Deviations from the staff sections defined in 3° can be made for lecturers-in-charge and co-lecturers in an integrated (i.e., former university college) academic study programme, who were acting in this capacity before 1 February 2013 (in the relevant study programme), and who are a member of the integration staff.

5° The faculty may set conditions for resitting the Master's dissertation during the resit exam period as outlined in the faculty examination code.

Neither the student nor the observer, including third parties, is allowed to make audio and/or video recordings of the oral assessment of a Master's dissertation. Any such recording can never be used as evidence in administrative or legal proceedings and must be destroyed upon the first request.

#### **§4. Retention and accessibility of the Master's dissertation**

The electronic copy of any Master's dissertation that receives a pass mark is automatically sent to the University Library, where it is retained. Without prejudice to the rights of the author, Ghent University, or third parties, the University Library makes the Master's dissertation accessible, where appropriate, after a heightened confidentiality level set by the supervisor, and according to the provisions below and the [regulations concerning the commercialisation of research](#) (in Dutch: Valorisatiereglement):

- a Master's dissertation becomes electronically accessible to the Ghent University community from 10/20 onwards;
- a Master's dissertation becomes electronically accessible via an open-access system from 14/20 onwards.

## **ARTICLE 60 FEEDBACK AND RIGHT OF INSPECTION**

**§1.** As stipulated in Article 2, feedback is scheduled after the first-term and second-term examination periods and after the resit examination period. This feedback allows lecturers to clarify content-related issues to the students, as determined in Article 2. The lecturer-in-charge or an appointed proxy is available for the students. Each student has the right to receive feedback within the feedback period (cf. Article 2) or after the publication of the exam results, as well as the right to inspect exams and assignments. The feedback dates are announced at the start of the exam period. Feedback in the context of continuous assessment and partial exams is provided as soon as possible and can therefore occur outside of the official feedback periods. No feedback or right of inspection is given to third parties.

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

**§2.** Subsequently, the student can also appeal to the tutorial services to discuss study progress and/or study approach.

**§3.** Written exam copies, written preparations of an oral exam and assignments in the context of continuous assessment, and the paper copy of the Master's dissertation, are retained by the lecturer on site (at the faculty) for one year following the close of the current academic year. In the case of an oral exam, the examiner takes notes on how the exam proceeds. This document is retained by the lecturer-in-charge on site (at the faculty) for one year after the close of the current academic year.

## **SECTION II**

# **EXAMINATION BOARDS**

### **ARTICLE 61 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 current examination code stipulate the respective competencies and operations for the examination board per deliberation set and the examination board per study programme.

### **ARTICLE 62 EXAMINATION BOARD DELIBERATIONS**

**§1.** An Examination Board conducts deliberations at least twice per academic year (physically or electronically, cf. §3):

- the first time at the end of the second-term exam period;
- the second time at the end of the resit exam period.

**§2.** An Examination Board conducts deliberations no later than 14 February 2026 in the graduation year of a Bachelor's programme, a preparatory or academic bridging programme, an initial Master's programme, an advanced Master's programme, or a postgraduate programme for students who have completed all their exams by that time. Article 71 shall be applied in full.

Except for the Master's dissertation and/or work placement, full-year or second-term course units must not be assessed during the first term, unless they are assessed exclusively through continuous assessment and the lecturer agrees to organise the assessment in the first term.

**§3.** Physical consultations

1° The chair and secretary of the Examination Board check all deliberation lists for any material errors or anomalies and make these lists available (electronically) to the board members. The Examination Board (per deliberation set and per study programme) can convene at the request of one of the members or the ombudsperson.

2° For an interuniversity study programme, the Examination Board (per deliberation set or per study programme) may convene and deliberate via video conference if one of the members or the ombudsperson requests a physical meeting.

**§4.** The Examination Board per study programme may convene at any time in cases of disciplinary measures concerning exams.

**§5.** Deliberations of the Examination Board are confidential, and if a physical meeting occurs, it takes place behind closed doors.

### **ARTICLE 63 PARTICIPATION IN EXAMINATION BOARD DELIBERATIONS**

The members of the Examination Board must participate in the deliberation. The secretary of the Examination Board records the attendance in the meeting minutes. A student's deliberation is only valid if at least half of the members of the relevant Examination Board take part in the deliberation.

When members cannot participate, they must notify the chair of the Examination Board immediately. In the event of a member's non-attendance or non-participation, the chair may find it necessary to appoint another academic staff member as a substitute. The relevant Examination Board appoints a substitute if the chair cannot attend. If the secretary cannot participate, the chair will appoint a substitute.

The faculty ombudsperson can attend Examination Board deliberations as an observer.

### **ARTICLE 64 SUBSTANTIATED DECISIONS BY THE EXAMINATION BOARD**

Decisions made by the Examination Board are included in the meeting minutes.

The meeting minutes of an Examination Board (whether per deliberation set or per study programme) must at least include: the attendance list and decisions for each student, including any well-substantiated deviations from the general principles.

The retention period for these meeting minutes is five years, after which they are transferred to the University Archive. The student's right of inspection applies only to those sections of the meeting minutes that specifically concern them. To invoke this right, students must contact the FSA.

## ARTICLE 65 RECONSIDERATION OF EXAMINATION DECISIONS

**§1.** Material errors to the student's advantage, whereby the student is awarded a higher exam mark based on effective participation in an end-of-term and/or continuous assessment for a course unit

- are rectified within ten calendar days of the public announcement of the exam results if the material error affects the exam mark, the passing of the deliberation set, the completion of the study programme, or the grade of merit. Such material errors are corrected by a new decision from the chair of the relevant Examination Board, with notification to the Dean and the members of the Examination Board;
- are not rectified later than ten calendar days after the public announcement of the exam results, if these material errors affect the exam mark, the passing of the deliberation set, the completion of the study programme, or the grade of merit.

**§2.** Material errors to the student's advantage, whereby the student is awarded an exam mark for a course unit without participating in any assessment, are rectified at all times.

**§3.** Material errors to the student's disadvantage that result in a lower exam mark are always rectified if the rectification impacts the exam mark, passing the deliberation set, completing the study programme, or the grade of merit. Such material errors are corrected based on a decision by the chair of the relevant Examination Board, with notification to the Dean and the members of the Examination Board.

**§4.** Material errors that do not affect anything are rectified up to ten calendar days after the public announcement of the exam results. These errors did not affect the exam mark, passing the deliberation set, or the grade of merit. They are rectified by the chair of the relevant Examination Board.

### **§5.** Detection of fraud

If the detection of fraud affects the exam mark, passing the deliberation set, completing the study programme, or determining the grade of merit, the relevant Examination Board can always reconsider its decision following the procedure stipulated in Article 78.

**§6.** Such new decisions are communicated to the student via email (Ghent University account) within ten calendar days of the rectification.

In the event of an error to the student's advantage (resulting in a higher exam mark), the rectification is communicated to the student via registered mail (or through an acknowledgement of receipt signed by the student) within five calendar days after the rectification.

The student is informed of the appeal possibilities as stipulated in Article 81.

## SECTION III

# ASSESSMENT PER DELIBERATION SET

### ARTICLE 66 EXAMINATION BOARD PER DELIBERATION SET: MEMBERSHIP AND POWER OF DELIBERATION

§1. The Faculty Council is authorised to define the membership of Examination Boards per deliberation set, provided that the lecturers-in-charge of all the mandatory course units are default members. The chair and secretary of the Examination Board per deliberation set and per study programme are the same.

§2. The Examination Board's power of deliberation per deliberation set contains:

- declaring whether a student has passed a specific deliberation set, as laid down in Article 67;
- issuing study advice for the first standard study track year of a Bachelor's programme for students under a contract to obtain a diploma for the first time.

§3. Except for the circumstances outlined in Article 65, the Examination Board per deliberation set does not have the power to adjust exam marks.

### ARTICLE 67 PASSING A DELIBERATION SET

§1. The Examination Board per deliberation set holds its deliberations as stipulated in Article 62. Based on deliberation sets, the Examination Board deliberates on the study progress of students who have enrolled with a contract to obtain a diploma.

§2. Passing a deliberation set:

1° If the student has obtained a pass mark for every course unit in the deliberation set, i.e., at least a 10/20 (or has passed as stipulated in Article 56, §1), the Examination Board will declare that the student has passed the relevant deliberation set.

2° The Examination Board per deliberation set will also declare any student enrolled in the first deliberation set of a Bachelor's programme to have passed if said student meets the following cumulative conditions:

- the first deliberation set only contains course units programmed in the Bachelor's programme's first standard study track year.
- the deficit for passing one or two course units amounts to no more than 1% of the weighted total of the deliberation set - without exemptions - in which the ECTS credits are used as weights<sup>1</sup>. The deficit is calculated by multiplying the course unit's exam mark by the number of ECTS credits attributed to said course unit.
- the student has used the most recent exam opportunity for the relevant course unit, and this mark is used in the calculation.
- the student has obtained a minimum of 8/20 for all the course units in the deliberation set.
- the student has obtained less than 10/20 for no more than two course units in the relevant deliberation set.
- the student has obtained a minimum of 50% for the deliberation set.

3° If, following the criteria stipulated in §2, 1° and 2°, a student does not pass, the Examination Board per deliberation set can still declare the student as passed, either by secret vote or otherwise. Such a decision is only possible in special personal or family circumstances, provided the study programme's objectives have been broadly acquired. Such a decision must be explicitly substantiated. The Director of Studies monitors the implementation of the faculty's deliberation policy.

4° Deviations from the criteria as stipulated in §2, 1° and 2° are possible in the context of jointly organised study programmes (joint programmes or double degree programmes), provided that the partner institution also applies a full credit system.

§3. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie) against a decision by the Examination Board per deliberation set, as stipulated in Article 81.

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<sup>1</sup> For a 60 ECTS credits standard study track, the weighted total stands at 1200, which means that the deficit must amount to no more than 12. For example: according to this provision, for a course unit of 6 ECTS credits the bottom limit of a passable mark is 8/20.

## ARTICLE 68 VOTING IN THE EXAMINATION BOARD PER DELIBERATION SET

The chair and secretary of the Examination Board are full voting members; they also have a vote regarding students they have not personally assessed.

The lecturers responsible for course units in the student's deliberation set, who are members of the Examination Board for that deliberation set, have a vote in the student's deliberation.

A student's deliberation is only valid if at least half of the voting members of the relevant Examination Board participate. The quorum is based on the number of voting members. Voting members can cast only one vote per student. If there is more than one examiner for a course unit, the examiner appointed by the faculty as lecturer-in-charge of that specific course unit is the voting member.

An examiner who has been substituted according to the procedure outlined in Article 76 cannot participate in Examination Board deliberations regarding the student in question. In such cases, the substitute examiner participates in the Examination Board deliberations on the student and is a voting member.

Unless a member of the Examination Board per deliberation set or a faculty ombudsperson calls for a vote, the chair's proposal of final assessment is accepted as the consensus.

Decisions are adopted by an ordinary majority of votes. Abstentions are not considered. In the event of a tied vote, the decision will favour the student.

## ARTICLE 69 PUBLIC ANNOUNCEMENT OF EXAM RESULTS AND DELIBERATION SETS

**§1.** Exam results are communicated to the student after the first-term examination period, the second-term examination period, and the resit examination period.

After each examination period, the student receives a personal transcript of records. This occurs after the conclusion of the exams, at the earliest, and no later than:

- Friday, 6 February 2026, after the close of the first-term examination period;
- Thursday, 2 July 2026, after the close of the second-term examination period, except for the abridged Master of Science in Teaching programme: Friday, 3 July 2026, at the latest;
- 12 September 2026, after the close of the resit examination period.

If a deliberation has taken place, the decision by the Examination Board per deliberation set is included in the transcript of records. In the event of a deliberation after the first-term examination period, following Article 62 §2, the transcript of records may be released to the student in question later than Friday, 6 February 2026, but no later than 14 February 2025.

Contrary to these provisions and deadlines, and following Article 50§4 regarding the announcement of continuous assessment results, the relevant final mark must be communicated as soon as possible after the assessment. This applies to course units that consist solely of continuous assessment.

**§2.** Provisional exam results from the first standard track year in a Bachelor's programme may be announced by the Examination Office before the public announcement, but not earlier than after the last exam day and only from a pre-determined date onwards. Please note: any such results are final only after they have been confirmed in the public announcement of exam results, cf. §1. The feedback period starts after the proclamation.



## SECTION IV

# ASSESSMENT PER STUDY PROGRAMME

### ARTICLE 70 EXAMINATION BOARD PER STUDY PROGRAMME: MEMBERSHIP AND POWER OF DELIBERATION

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

The Faculty Council also determines the membership of Examination Boards per preparatory programme and per academic bridging programme. These Examination Boards possess the same authority as the Examination Board per study programme.

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

§2. The Examination Board's power of deliberation per the study programme includes:

- declaring whether a student has passed a specific study programme, including preparatory or academic bridging programmes, and whether the diploma or certificate can be awarded.
- awarding a degree of merit to a student for a study programme;
- implementing a disciplinary ruling for an exam (cf. Article 78).

§3. The Examination Board per study programme has the authority to make disciplinary decisions for exams as per Article 78, irrespective of the type of contract held by the student involved.

§4. Except for material errors, the Examination Board per study programme does not have the power to adjust exam marks.

### ARTICLE 71 PASSING A STUDY PROGRAMME

§1. To pass a study programme, the student must always meet the following cumulative conditions:

- the student has to meet the study programme's admission requirements. If not, the student is inadmissible and therefore cannot pass the said study programme;
- the student has to be enrolled in the programme with a contract to obtain a diploma;
- the student has taken up in their curriculum any remaining course units to pass the said study programme;
- the student has used the most recent exam opportunity for the relevant course unit.

§2. Without prejudice to the power of deliberation of the Examination Board per study programme, as stipulated in Article 70, the student must have obtained a credit certificate for all the course units in their curriculum (cf. Article 57) or an exemption, and/or must have been declared to have passed all the deliberation sets pertaining to the said study programme (cf. Article 67).

The Examination Board per study programme will also declare that a student has passed if they are enrolled in the graduation year of a Bachelor's programme, a preparatory or academic bridging programme, or an initial or advanced Master's programme, provided the following cumulative conditions are met:

- the student has taken up any remaining course units in their curriculum to pass the study programme.
- the deficit for passing one or two course units amounts to no more than six weighted marks, with the ECTS credits serving as weights. The deficit is calculated by multiplying the course unit's exam mark by the number of ECTS credits assigned to that course unit.
- the student has obtained a minimum of 8/20 for all the course units.
- the student has obtained less than 10/20 for no more than two course units.
- the student has used the most recent exam opportunity for the relevant course units, and this mark is used in the calculation.
- the Master's dissertation and the mandatory work placements can never be deliberated.

§3. If, following the criteria stipulated in §1 and §2, a student does not pass, the Examination Board per study programme may still declare the student to have passed, either by secret vote or otherwise. Such a decision is possible only if the student can demonstrate exceptional personal or family circumstances, provided that the study programme's objectives have been broadly achieved. Such a decision must be explicitly substantiated. The Director of Studies monitors the implementation of the faculty's deliberation policy.

§4. Deviations from the criteria stipulated in §2 are possible within the context of jointly organised study programmes (joint or double degree programmes), provided that the partner institution also implements a full credit system.

§5. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie) against a decision made by the Examination Board per study programme, as specified in Article 81.

## ARTICLE 72 VOTING IN AN EXAMINATION BOARD PER STUDY PROGRAMME

The chair, the secretary, and the members of the Examination Board are all voting members.

A student's deliberation is only valid if at least half of the Examination Board's voting members participate in it. The quorum is based on the number of voting members.

Unless a member of the Examination Board per study programme or a faculty ombudsperson calls for a vote, the chair's proposed final decision is accepted as the consensus.

Decisions are adopted by an ordinary majority of votes. Abstentions are not considered. In the event of a tied vote, the decision will favour the student.

## ARTICLE 73 GRADE OF MERIT

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

The calculation of the grade of merit takes into account the exam results of all course units the student has taken as part of a contract to obtain a diploma for a specific study programme. This calculation considers the weighting coefficients of course units in the standard study track of the study programme, which are defined by the Faculty Council and communicated to the students at the beginning of the academic year.

In cases where course units taken at a foreign education institution receive a "pass" or "fail" mark, as specified in Article 56§1, these marks are excluded from the calculation of the grade of merit.

§2. The grade of merit awarded to the student for a study programme is defined as follows:

- cum fructu (500/1000 or more)
- cum laude (675/1000 or more)
- magna cum laude (750/1000 or more)
- summa cum laude (825/1000 or more)

The grade of merit published on the transcript of records results from calculating the weighting coefficients determined by the faculty, as stipulated in §1. This transcript also contains a total out of 1000 per deliberation set, using the ECTS credits as weights. In individual cases, the Examination Board per study programme can deviate from the minimal study results required to obtain a grade of merit as defined in the first section of this paragraph. Such a deviation is possible only in exceptional circumstances and must be explicitly and individually substantiated.

§3. A grade of merit can never be awarded if the student has obtained fewer than 30 ECTS credits or by a decision made by the Director of Education, in accordance with Article 56§1.

§4. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie) against a decision made by the Examination Board, as outlined in Article 81.

## ARTICLE 74 PUBLIC ANNOUNCEMENT OF THE EXAM RESULTS OF A STUDY PROGRAMME

§1. Exam results are communicated to students after the first-term examination period, the second-term examination period, and the resit examination period, as stipulated in Article 69.

If deliberation has taken place, the Examination Board per study programme is announced and included in the transcript of records.

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

§3. Following the resolution of the Flemish Government establishing the form of higher education diplomas and the content of the diploma supplement awarded by higher education institutions in Flanders, adopted on 12 December 2014, students receive diplomas or certificates along with their accompanying diploma or certificate supplements (without prejudice to the provisions in Article 21§3).

# SECTION V

## SPECIAL CIRCUMSTANCES

### ARTICLE 75 COMPLIANCE WITH THE EXAM REGULATIONS

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

#### **§2.** End-of-term assessment

1° If a student is absent at the start of the assessment, the exam regulations become invalid.

- a. If the examiner considers this absence illegitimate, the student will be marked as absent.
- b. If the examiner considers this absence legitimate, whether or not due to the intervention of the ombudsperson, the student may participate in a deferred exam. The examiner cannot refuse to organise a deferred exam within the same examination period unless it proves to be materially infeasible.

The following reasons are deemed legitimate:

- an illness or injury that prevents sitting for the exam;
- the death of a student's relative by blood or marriage in the first degree during the examination period (parents, children), in the second degree (grandparents, grandchildren, siblings), or of someone living with the student;
- legal grounds (e.g., a notice or summons to appear in court);
- overlap between exams, excluding deferred exams, in a personalised study track or a standard study track with electives (including course units in majors/minors). Overlap refers to two or more exams occurring on the same day. In such cases, the student must respect the order in which the course units are scheduled in the standard study track year or the mandatory course unit (in a standard study track) and therefore must always prioritise the preceding course unit;
- the student has a written exam, other than a deferred exam, in the evening and a written exam, other than a deferred exam, in the morning of the following calendar day. In such cases, the student must prioritise the course unit from the lowest standard study track year or the mandatory course unit (in a standard study track);
- other instances of force majeure (events that are entirely beyond the student's control and cannot be foreseen, prevented, or overcome);
- mandatory quarantine or isolation;

Exceptionally, a deferred exam can have an alternative assessment method. In such cases, the Examination Office promptly communicates this to the student before the deferred exam. If the student does not agree to the alternative assessment method, they forfeit the opportunity to sit for the deferred exam.

After the student contacts the examiner, the examiner determines the exam day. The deferred exam must never coincide with another exam that has been scheduled according to the examination regulations governing the student's standard study track. If the lecturer has set multiple deferred exam dates, the student can choose to sit for the exam that best fits their exam schedule. The student informs the examiner as soon as possible whether or not they will sit for the deferred exam.

If the exam regulations mentioned in Article 54 provide more than one exam date for a particular course unit, the examiner may permit the student to participate in the exam scheduled on one of the alternative dates.

An examiner cannot be forced to organise multiple deferred exams within the same examination period.

2° If an examiner or their substitute (cf. Article 76) fails to start the exam at the scheduled time, the students are asked to inform the Examination Office. The Examination Office will then notify the students as soon as possible if the exam can be deferred to a later time on the same day, or to a later date within the same examination period. If the exam is to take place on the same day, it must start within two hours of the originally scheduled time.

#### **§3.** Continuous assessment

1° Due to unforeseen circumstances, a student may be unable to participate in part of the continuous assessment, even if the date was scheduled in advance and the assessment method is described in the course sheet (as stipulated in Article 41). In such cases, the student must inform the lecturer-in-charge immediately.

If the lecturer-in-charge considers the absence legitimate (as stipulated in §2 above), they may allow the student an opportunity to pass the course unit, either by assigning the same assessment activity or a compensatory assessment activity. The lecturer may also excuse the student from the assessment.

If the lecturer-in-charge considers the absence illegitimate, they may give the student a fail mark for the course unit, provided this measure is clearly defined in the course sheet (cf. Article 41, 20°).

2° Due to unforeseen circumstances, the examiner may be unable to proceed with the continuous assessment, even if the assessment was scheduled in advance and the assessment method is described in the course sheet (as stipulated in Article 41). In such cases, the lecturer-in-charge must inform the student immediately. The lecturer-in-charge then schedules at least two new exam dates, preferably in consultation with the student representative(s).

**§4.** Any absences must be reported to the Examination Office as soon as possible, and no later than the day of the exam or assessment. A student who believes they have a legitimate reason for the absence must submit the original supporting documents to the Examination Office as soon as possible and within three working days following the relevant exam or assessment.

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

## ARTICLE 76 SUBSTITUTING THE EXAMINER

**§1.** If an examiner cannot proceed with the exam/assessment on the appointed day and at the appointed time, they must notify the chair of the Examination Board immediately and in writing. The chair of the Examination Board appoints a substitute examiner from one of the following staff sections:

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

Deviations from the staff sections defined in 3° can occur for lecturers-in-charge and co-lecturers in an integrated (i.e., former university college) academic study programme, who acted in this capacity before 1 February 2013 (in the relevant study programme) and are members of the integration staff.

**§2.** If an examiner has to assess a student with whom they have a family connection, an intimate relationship or a personal involvement, they request the chair of the Examination Board to appoint a substitute. A family connection is any relation by blood or marriage up to and including the fourth degree. Any relations arising from a legal or long-lasting cohabitation are hereby considered equivalent to those arising from marriage. An intimate relationship is a consensual romantic or sexual relationship. Personal involvement is any involvement that can jeopardise an impartial and objective assessment or objectively and reasonably give rise to the perception that objectivity and impartiality are being jeopardised.

**§3.** Additionally, an examiner may request to be replaced for personal reasons. In such cases, the member of the Examination Board informs the chair, who, upon approval, appoints a substitute.

## ARTICLE 77 OBSERVERS ATTENDING ORAL EXAMS

Students may request an observer to attend the oral exam. The observer cannot be a student who will be assessed by the same examiner in the current academic year or a person with whom the student has a family connection, intimate relationship, or personal involvement. The student must notify the chair of the Examination Board and the faculty ombudsperson at least seven calendar days before the scheduled exam, who will then notify the examiner immediately. Observers are permitted only to take notes on paper. The examiner may request a member of the professorial staff to attend the oral exam, provided there are no family ties, intimate relationships, or personal involvement among the student, the examiner, and the aforementioned member.

## ARTICLE 78 FRAUD OR IRREGULARITIES

**§1.** Any act committed by a student regarding a course unit- intentional or otherwise- will be considered an irregularity or a form of fraud if it endangers the objective assessment of the intended learning outcomes.

Carrying and/or using a digital or electronic tool or means of communication during an exam or other assessment will automatically be considered fraud, unless explicitly stated otherwise or authorised in individual exceptional circumstances.

Although Ghent University encourages the responsible and ethical use of generative AI, using generative AI systems or other (digital) tools may be deemed a form of fraud or irregularity if their use was previously prohibited for (any part of) the assessment of a specific course unit and communicated as such.

Committing plagiarism is considered a form of fraud. The Examination Board per study programme may, for said study programme, supplement or specify the basic definition of "plagiarism" as defined in the present code. This information is communicated to the students of that study programme.

If the lecturer-in-charge suspects a student of having committed plagiarism, which is likely to affect the assessment of the assignment in question, the chair of the Examination Board per study programme is to be informed immediately.

**§2.** If the invigilator in charge suspects a student of having committed fraud or irregularities during an assessment, they can discontinue the assessment immediately for that student, provide the student with a new blank exam paper, or restart the online exam.

Carrying and/or using a digital or electronic tool or means of communication during an exam or other assessment will automatically be considered fraud unless explicitly stated otherwise or authorised in individual exceptional circumstances.

The examiner notifies the chair of the Examination Board immediately.

**§3.** Whether to impose disciplinary exam measures through a disciplinary exam decision is the prerogative of the Examination Board per study programme responsible for the study programme in which the student, suspected of committing fraud or irregularities, is enrolled with a contract to obtain a diploma or the study programme in which the course unit is programmed and for which the student has a credit contract. A student's deliberation is only valid if at least half of the members of the relevant Examination Board participate in the deliberation.

If the student suspected of committing fraud or irregularities is enrolled in more than one study programme, the various Examination Boards per study programme deliberate together. Articles 63 and 72 apply fully to every member of the Examination Boards involved. If the lecturer-in-charge is a member of these Examination Board(s), they will refrain from participating in the deliberations and decisions.

**§4.** The chair of the Examination Board—or, in the case where multiple Examination Boards deliberate together on the matter of fraud or irregularities as stipulated in §3 (second subparagraph), one of the chairs of the involved Examination Boards—invites the student to the hearing no later than five calendar days before the scheduled hearing date. The invitation is sent to the student's Ghent University email account. In addition to the venue, date, and time of the hearing, it also includes the facts with which the student is being charged, the possible disciplinary measures as stipulated in §6, and the student's right to inspect their dossier. The faculty ombudsperson is invited to attend this hearing. The student has the right to legal counsel or a trusted person at the hearing. Unless the legal counsellor is registered with the Bar or enrolled as a trainee lawyer, they must hold a written power of attorney. If not, they cannot represent the student. In situations where a legal impediment prevents a student from appearing in person at the hearing, the student has the right to representation by a legal counsellor or to submit 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 will acknowledge this and may proceed to conduct a valid deliberation of the student's dossier and impose disciplinary exam measures on the student.

**§5.** The Examination Board(s) per study programme that must deliberate on the fraud case or irregularities shall do so as swiftly as possible after the hearing. The faculty ombudsperson is invited to attend this deliberation.

**§6.** The disciplinary body issues the disciplinary exam measure, namely the Examination Board per study programme, or as described in §3 (second subparagraph), the joint deliberations of multiple Examination Boards per study programme.

If the facts are considered proven, the disciplinary body may impose (a combination of) disciplinary measures:

- the student receives an adjusted exam mark for the exam or assignment used to assess the relevant course unit.
- the student receives the label 'fraud' for the relevant course unit.
- depending on the severity of the offence, the student may be denied from obtaining credit certificates for several course units in their curriculum in the current academic year (i.e., resulting in an exam mark of 0/20 for the relevant course units). These course units may equal the total number of course units in the student's curriculum.
- the student may be excluded from the assessments in the resit examination period for (a part of) the relevant course units.
- the student is expelled.

The label 'fraud' implies that the student does not receive an exam mark for the relevant course unit during the current examination period.

The expulsion results in an immediate loss of student status and a ban on re-enrolling at the university for a period determined by the disciplinary exam measure, specified in academic years. This expulsion cannot exceed ten academic years.

When determining the sentence, the disciplinary body considers the specifics of the case, including:

- the question of whether it involves an irregularity or outright fraud;
- the question of whether the irregularity or fraud was committed intentionally or as a result of carelessness on the part of the student;
- the severity of the offence;
- possible recidivism on the part of the student.

**§7.** After the disciplinary body rules on the disciplinary exam decision, the Examination Board per deliberation set decides whether or not the student can still pass the deliberation set, which includes the course unit affected by the fraud or irregularities. In doing so, the board takes into account the disciplinary exam measures. If applicable, the Examination Board per study programme can then determine whether the student can still pass the study programme.

**§8.** If the fraud only comes to light after the student has been granted a credit certificate for the course unit in which the fraud was committed, the examination disciplinary body can still declare the obtained credit certificate null and void. Where appropriate, they may also declare the diploma or certificate awarded for the relevant study programme null and void and reclaim it. In that case, the student will receive the label 'fraud' for the relevant course unit.

Depending on the severity of the offence, the disciplinary body may also decide to deny the student credit certificates for several course units in their curriculum during the current academic year and in a subsequent examination period within the same academic year. These course units may total the number of course units in the student's curriculum.

Finally, the disciplinary body may also choose to expel the student for a maximum of ten academic years.

**§9.** The disciplinary body includes an attendance list in its meeting minutes. The meeting minutes provide an account of the facts as well as the motives that led to the disciplinary exam measure. A copy of the meeting minutes is sent to the Director of Education (via [ombuds@ugent.be](mailto:ombuds@ugent.be)) and to the involved lecturer(s)-in-charge. The disciplinary body sends the substantiated disciplinary exam decision, which includes the applicable disciplinary exam measure(s) and a referral to the internal appeals procedure, to the student by registered mail.

**§10.** While the disciplinary exam decision is pending or provisional, students suspected of committing fraud or irregularities may participate in further assessments at their own risk. A disciplinary exam decision is deemed final if no timely internal or subsequent external appeal has been lodged against said decision, or if the external appeal has been rejected by the Council for Disputes concerning Decisions on Study Progress.

**§11.** Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie), as stipulated in Article 81.

**§12.** If an examiner establishes that a substantial group of students has committed fraud or irregularities during an exam or another assessment, which compromises the validity of the exam, but cannot identify every student involved, the examiner must inform the chair of the Examination Board per study programme governing the relevant course unit without delay.

In consultation with the Examination Board per study programme, the examiner may decide to nullify the exam or assessment results entirely, or, in cases of fraud or irregularities committed by a limited and identifiable group of students, nullify the results for that specific group. The faculty ombudsperson is invited to attend this consultation.

In the event of nullification of exam or assessment results, and in consultation with the Examination Board per study programme, the examiner may decide to organise a new exam or assessment for the affected group of students. In cases of fraud or irregularities committed during a continuous assessment, the decision may be not to organise a new assessment but to determine the final mark for the group of students, based on the other assessment components. In any such case, the calculation of the final mark may differ from what is defined in the course sheet.

Under paragraphs 1 and 2 of the current article, students who are clearly involved in fraud or irregularities may be subject to a disciplinary examination procedure. The examiner involved initiates this procedure.

# **PART IV OMBUDSPERSONS**

## **ARTICLE 79 FACULTY OMBUDSPERSONS**

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

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

In the absence of a recommendation, the Dean proposes the candidates. If the unforeseen event occurs that the effective faculty ombudsperson is unable to fulfil their duties or is one of the affected parties, the substitute will take over. The faculty ombudspersons for students and doctoral students may be the same person.

**§2.** The faculty ombudsperson addresses complaints regarding the application of the current Education and Examination Code, the Education and Examination Code for Doctoral Matters, and/or the regulations concerning the legal status of the parties involved, as well as situations deemed unreasonable and unfair within the broader education or examination context.

Any complaint must describe the facts to which it is aimed. If applicable, the faculty ombudsperson will:

- initiate mediation (i.e., a process of voluntary consultations between the conflicting parties, moderated by the faculty ombudsperson to facilitate the conversation) for the parties to settle their dispute themselves;
- inform the plaintiff of the possibility of lodging an appeal with the institutional ombudsperson;
- inform the plaintiff of the possibility of lodging an appeal with the Institutional Appeals Committee per Article 81;

The faculty ombudsperson is not required to handle complaints:

- if the plaintiff's identity or contact details are unknown;
- if the complaint involves facts that have been the subject of a previous complaint filed and handled under this article;
- if the complaint pertains to facts that occurred more than a year prior to the filing of the complaint;
- if the complaint is obviously unfounded;
- if the plaintiff is unable to establish a legitimate interest.

If the student has lodged an appeal or legal proceedings are underway, any further handling of the complaint may be put on hold until these proceedings are concluded.

If a faculty ombudsperson cannot handle the complaint, or the complaint is put on hold pending the conclusion of an administrative appeal or legal proceedings, the ombudsperson informs the plaintiff as soon as possible via letter or email. Any refusal to handle a complaint or to put it on hold must be substantiated.

**§3.** The faculty ombudsperson must be readily available during examination periods. The faculty ombudsperson is entitled to any information concerning every assessment for which a complaint has been filed or a dispute has arisen, even before the deliberations by the Examination Board.

The faculty ombudsperson is entitled to attend the deliberations as an observer and exercise their right to inspect the meeting minutes.

**§4.** Following the competences defined in this article, the faculty ombudsperson can add items related to their mandate to the agenda of the Faculty Council.

**§5.** The faculty ombudsperson must maintain discretion.

**§6.** Faculty ombudspersons report to the Faculty Council and/or the Doctoral School of the faculty annually, before 1 November. The Faculty Council forwards these reports to the Office of the Institutional Ombudsperson.

## ARTICLE 80 INSTITUTIONAL OMBUDSPERSON

**§1.** The institutional ombudsperson is appointed by the Rector (Vice-Chancellor). They handle complaints about applying the current Education and Examination Code, and/or the regulations on the legal status of the parties involved and/or situations perceived as unreasonable and unfair in the wider education and exam context. If applicable, the institutional ombudsperson does so after the faculty ombudsperson has handled a complaint but has not been settled.

Any complaint must describe the facts to which it is aimed. If applicable, the institutional ombudsperson will:

- initiate mediation (i.e., a process of voluntary consultations between the conflicting parties, moderated by the institutional ombudsperson to facilitate the conversation) for the parties to settle their dispute themselves;
- inform the plaintiff of the possibility of lodging an appeal with the Institutional Appeals Committee per Article 81;

The institutional ombudsperson is not required to handle complaints:

- if the plaintiff's identity or contact details are unknown;
- if the complaint involves facts that have been the subject of a previous complaint filed and processed under this article;
- if the complaint relates to facts that occurred more than a year prior to filing the complaint;
- if the complaint is obviously unfounded;
- if the plaintiff cannot establish a legitimate interest.

If the student has lodged an appeal or legal proceedings are underway, further handling of the complaint can be suspended until these proceedings have concluded.

If the institutional ombudsperson cannot handle the complaint or is put on hold pending the conclusion of an administrative appeal or legal proceedings, the ombudsperson informs the plaintiff as soon as possible via letter or email. Any refusal to handle a complaint or to put it on hold must be substantiated.

**§2.** The institutional ombudsperson has the same competences, rights, and responsibilities as the faculty ombudsperson.

**§3.** The institutional ombudsperson reports on the previous academic year to the Rector (Vice-Chancellor) annually, before 1 March. A copy of this report is delivered to the Government Commissioner by the Rector (Vice-Chancellor).



# **PART V APPEALS**

## **PROCEDURE**

### **ARTICLE 81 INSTITUTIONAL APPEALS COMMITTEE**

**§1.** Students who believe that an unfavourable

- exam decision, as outlined in Articles 56, 65, 67, 71, and 73 of the current examination regulations;
- disciplinary exam decision, as outlined in Article 78 of the current code;
- decision on an application for exemptions, as outlined in Article 9 of the current code;
- decision on taking a preparatory and/or academic bridging programme, as outlined in Article 6§1 of the current code;
- decision to refuse an exception to the admission requirements related to the learning account, as outlined in Article 11 of the current code;
- decision to impose binding conditions or a refusal to enrol, as outlined in Article 24 of the current code;
- decision to terminate the work placement or another practical course unit early, as outlined in Article 24§ 10 of the current code;
- decision to refuse education and exam accommodations that have been assigned/granted to students with a special status;

relating to themselves, has been affected by a violation of the law, can lodge an appeal with the Institutional Appeals Committee.

The student has the right to legal counsel at the hearing. Unless the legal counsellor is registered with the Bar or enrolled as a trainee lawyer, they must hold a written power of attorney. If not, the appeal will be inadmissible.

**§2.** The appeal is lodged by registered and signed mail addressed and sent to the Rector (Vice-Chancellor) at Sint-Pietersnieuwstraat 25, 9000 Gent. If not, the appeal will be inadmissible. The appeal at least contains the identity of the student-applicant, the contested decision(s), a statement of the facts and resources. If not, the appeal will be inadmissible. The burden of proof is on the student. Students are required to submit any additional information they might learn upon exercising their right of inspection or attending a feedback session in the form of an addendum to their appeal as soon as possible after the inspection or feedback session, and in any case within seven calendar days of the expiration date of the appeal. If not, the appeal will be inadmissible. For information purposes, the student is to simultaneously send an electronic copy of the appeal to the Office of the Institutional Ombudsman via email [ombuds@ugent.be](mailto:ombuds@ugent.be). The postmark of the registered mail shall serve as the date of the appeal.

In the case of exam decisions, any appeal must be lodged within an expiration period of seven calendar days, counting from the calendar day after the public announcement of exam results. The provisions above cannot be affected by the fact that a student has not received feedback during this period, nor can the appeal period be extended until after the feedback has been provided. If no public announcement of exam results has occurred, the exam decision is considered to have been announced on the dates specified in Article 69§1 (second subparagraph), unless the student can prove that the exam decision was announced at a later date. In all other events defined in §1, the expiration period starts on the calendar day after the student has been informed of the decision.

**§3.** The appeal is handled by the Institutional Appeals Committee, which is convened ad hoc by the Rector (Vice-Chancellor) and is comprised of:

- the Rector (Vice-Chancellor) or Vice-Rector (Deputy Vice-Chancellor);
- four professorial staff members at the rank of associate professor, full professor, or senior full professor from at least two different faculties will be selected from a faculty-appointed group. Each faculty appoints one male and one female member of the professorial staff at the ranks as mentioned above to sit on the Institutional Appeals Committee. In the event of a substitution or membership change, this will be reported to the institutional ombudsperson.
- the Chief Academic Administrator or the Director of Education.

A maximum of two-thirds of the ad hoc Institutional Appeals Committee members can be of the same gender.

The Rector (Vice-Chancellor) or Vice-Rector (Deputy Vice-Chancellor) chairs the meeting. If the chair cannot attend the meeting or must abstain from voting due to personal involvement, these members will serve as acting chair according to the following hierarchical order: the Chief Academic Administrator, the Director of Education, or the most senior member present.

The institutional ombudsperson is not a voting member of the Institutional Appeals Committee but may attend the sessions.

The Institutional Appeals Committee can make valid decisions only if at least two-thirds of its members attend. Each member has one vote, and in the event of a tie, the chair makes the final decision.

**§4.** The Institutional Appeals Committee considers the appeal based on the submitted documentary evidence. However, it may arrange a hearing and invite anyone whose testimony it finds helpful in addressing the case.

The Institutional Appeals Committee has the authority to request all documentary evidence and information it deems necessary to handle the appeal. Any member of the university community is obligated to provide the requested documentary evidence and information to the Institutional Appeals Committee upon its initial request.

The Institutional Appeals Committee may seek any advice it considers necessary for handling the appeal. It may consult legal counsel, who may attend the sessions but is not a voting member.

The student or their counsel may ask to exercise their right to inspect the dossier that is being compiled concerning the appeal in question. This request is either included in the appeal itself or addressed to the Office of the Institutional Ombudsperson via [ombuds@ugent.be](mailto:ombuds@ugent.be) at the latest within five calendar days of submitting the appeal. The Institutional Appeals Committee appoints a case handler, who will then make an appointment with the student-applicant. If desired, the student-applicant may amplify their grievances in an additional writing, according to the provisions in §2.

**§5.** On a proposal by the chair and provided that all the members agree, the Institutional Appeals Committee may convene electronically:

- in the event of an appeal against a denial of accommodations to students with a special status based on a disability;
- in the event of an appeal that is obviously inadmissible or unfounded;
- in the event of a final decision on a dossier for which the Institutional Appeals Committee has already made an interim decision;
- in the event of a straightforward appeal decision, in which case, a physical session in attendance of all the members would add little value to handling the appeal.

If the chair decides to hold an electronic session, the necessary documents will be sent to all members in advance, preferably electronically.

**§6.** Rulings by the Institutional Appeals Committee may include:

- a substantiated dismissal of the appeal on the grounds of inadmissibility or its lack of authority;
- an affirmation of the decision contested in the appeal;
- a revision of the decision contested in the appeal. In so doing, the institutional Appeals Committee has the same authority as the body that took the disputed decision. In the event of an appeal against an exam decision containing a course unit's final assessment, and the Institutional Appeals Committee finds documentary evidence to reassess the relevant exam insufficient, it may rule to grant the student-applicant a new exam opportunity. It will also decide on the exam modalities if such is the case.

In the event of an appeal against an exam mark for a course unit that is part of a full deliberation set, the Institutional Appeals Committee also rules on whether the student-applicant has passed the deliberation set and, if applicable, on whether the student-applicant has passed the study programme and can be granted a grade of merit. The Institutional Appeals Committee holds this authority in accordance with the provisions in Articles 67, 71, and 73. Any ruling contains the underlying substantiation.

The appeal body's rulings are communicated to the student within twenty calendar days, beginning the day after the appeal is lodged. This occurs via email and registered mail. If applicable, a copy of the ruling is also sent to the student-applicant's counsel, either by email or regular mail. If the Institutional Appeals Committee cannot rule on the student's appeal in a timely manner, this is communicated to the student and their legal counsel within the aforementioned twenty calendar days, along with an alternative deadline for the ruling.

Unless the Institutional Appeals Committee decides otherwise, its ruling takes effect immediately. If a student is ruled to have passed a study programme, the ruling takes effect on the date of the public announcement of exam results during the exam period in which the contested decision was made.

Individuals who have not enrolled cannot participate in the education activities. Individuals who have lodged an internal appeal before 1 October (of the year in which the refusal to enrol came into effect) against the refusal to enrol per Article 24, may participate in the education activities until the Institutional Appeals Committee has reached a ruling. In the event of a favourable decision by the Institutional Appeals Committee, the student can continue to participate in the education activities for up to five working days after the decision, provided that the student has not (re)enrolled yet.

**§7.** The ruling of the Institutional Appeals Committee outlines the options for appeal and the provisions associated with the appeal that may be lodged.

# PART VI

## FEEDBACK ON EDUCATION

### BY STUDENTS

#### ARTICLE 82 THE QUALITY ASSURANCE COMMITTEE (IN DUTCH: CKO)

**§1.** Each faculty installs a Quality Assurance Committee (in Dutch: Commissie Kwaliteitszorg Onderwijs, CKO). The Quality Assurance Committee at least consists of the following voting members:

- the faculty Director of Studies, who is chair;
- at least two student members, one of whom sits on a Programme Committee of an initial Bachelor's or Master's programme coordinated by Ghent University; in the case of a Quality Assurance Committee with sixteen members or more (including students), at least three student members, one of whom sits on a Programme Committee of an initial Bachelor's or Master's programme coordinated by Ghent University;
- at least all the Programme Committee chairs of the initial study programmes co-ordinated by Ghent University;
- at least one member of the assistant academic staff, who is a member of the Programme Committee of an initial Bachelor's or Master's programme co-ordinated by Ghent University;
- at least one administrative and technical staff member who works at the faculty's quality assurance unit.

The student members, assistant academic staff, and professorial staff preferably come from different study programmes. The Quality Assurance Committee appoints one of its members as secretary. The faculty has the prerogative to adopt additional general criteria that the Quality Assurance Committee must meet, including provisions for further voting and non-voting members and their substitutes.

**§2.** The Quality Assurance Committee is a consultation body connecting education providers and users. It provides a platform for all Programme Committees (chairs and/or members, and students) to collaborate with education support staff in shaping the faculty's education policy.

The Quality Assurance Committee addresses faculty-wide education issues and is responsible for pursuing and implementing the faculty's education policy. It fosters continuous improvement in education quality and manages the faculty's quality assurance initiatives. In doing so, the Quality Assurance Committee utilises the Faculty Team Site and the Faculty Education Monitor.

#### ARTICLE 83 COURSE FEEDBACK BY STUDENTS

**§1.** Ghent University regards the internal quality assurance of education practice as a crucial aspect of monitoring and optimising academic education. The university expects active involvement from its academic, administrative and technical staff, and its students in the internal quality assurance processes.

One tool used is structural feedback from (former) students and exchange students on their education. After each term, (former) students and exchange students are surveyed on the general organisation and certain aspects of the teaching practice with which they have come into contact.

**§2.** The output generated from the course feedback provided by students contains information for the teaching staff and administrative bodies to monitor teaching practices and make adjustments whenever necessary. Indirectly, course feedback also contributes to the ongoing actualisation of the general education policy. The participation of (former) students and exchange students in these surveys is essential to achieve these goals and is therefore mandatory.

## ARTICLE 84 COURSE FEEDBACK BY STUDENTS: ORGANISATION

§1. The course feedback by students consists of a set of established questions determined by the Director of Education based on a proposal from the Education Council. Following a proposal from the faculty's Quality Assurance Committee, in consultation with the students, and upon approval by the Faculty Board, the question set may be supplemented with additional items.

§2. The University Service for Education and Research (Education Division) coordinates the proceedings of the course feedback by students. The faculty's Quality Assurance Committee (or an appointed sub-committee) organises the course feedback in consultation with the Education and Study Programme Support Team, ensuring that each course unit in a study programme as well as all the course units of each lecturer are surveyed regularly. Every course unit, lecturer-in-charge, and co-lecturer listed in the course sheet is surveyed on a three-year basis. Each year, the faculty selects several course units to include in the survey. Students may propose additional course units to the coordinating bodies, who decide whether to act upon this request.

§3. Once all the phases of the learning process have been completed, including the assessments, the questionnaires are sent to all students in a particular course unit. After processing the results per course unit, they are conveyed to the faculty's Director of Studies.

§4. The results, including the open answers, are also conveyed to the relevant lecturer. The lecturer is invited to analyse their results and assess whether there is room for improvement or further professional development, and if so, where it may exist. Within the allotted time, the lecturer may add personal feedback or reactions regarding the committee with the authority to handle course feedback results.

§5. The relevant committees within the faculty discuss the results for each course unit (including possible reactions). The faculty ensures that these committees have at least two student members. These committees determine which course units require monitoring.

§6. If a course unit needs close monitoring (and only then), the committee determines a course of action:

- a. If the lecturer's reaction already contains a tentative action plan, which the committee considers sufficiently clear and adequate, the member of the professorial staff is supported in implementing this action plan. This can occur through either an email or a personal conversation with the relevant professorial staff member. It is the committee's prerogative to act as it sees fit. The professorial staff member may always request an interview.
- b. If the staff member in question does not respond, or if their reaction and/or action plan is considered insufficiently clear and/or adequate, the committee invites the staff member to an interview with the chair of the Programme Committee and/or the Director of Studies and/or the Dean to discuss the action plan and establish clear agreements for monitoring. If desired, students may be involved in this step.

The committee always considers the growth perspective of the professorial staff member involved and aims for agreements that are endorsed by all. In both cases, the member of the professorial staff is informed that the course unit will be included in next year's survey.

# **PART VII FINAL**

## **PROVISIONS**

### **ARTICLE 85 THE EDUCATION AND EXAMINATION CODE**

The provisions in the education and examination code at hand can only be amended by the Board of Governors, upon the recommendation of the Education Council. Contrary to these provisions, and only in cases of force majeure, the Vice-Chancellor (Rector) may take immediate actions and decisions that are in the best interest of the institution, its students, and its staff. In unforeseen events regarding the education and examination code at hand, in the case of a dispute over its interpretation or of material errors, it is the Rector (Vice-Chancellor) who decides. Any such decision is announced publicly.

Annually, before 1 November of the year following the close of the relevant academic year, the faculties report on the implementation of the Code of Conduct on the Language of Instruction other than Dutch at Ghent University. The Education Council assesses the implementation of the code of conduct in relation to the Board of Governors.

The authority stipulated in this code and assigned to the faculties may be delegated to the Dean or members of the Faculty, either individually or as a group.

### **ARTICLE 86 DEVIATIONS FROM THE EDUCATION AND EXAMINATION CODE**

**§1.** Deviations from the education and examination code at hand are possible:

- in the event of an agreement ratified by the Executive Board regarding a joint study programme organised by one or more other higher education institutions;
- in the event of student mobility under a bilateral or multilateral agreement with other higher education institutions;
- regarding government-funded framework programmes.

**§2.** Without prejudice to the provisions in Articles 2 §6, 30, 55 §6, and 56 §4, outgoing exchange students with a primary enrolment at Ghent University are subject to the host institution's regulations and agreement framework concerning the education and assessment process of the course units included in their learning agreement. With regard to the deliberation decisions, outgoing exchange students are always governed by Ghent University's Education and Examination Code.

**§3.** Without prejudice to the provisions in Articles 2§6 and 18, incoming exchange students with primary enrolment at another higher education institution are subject to the regulations regarding the education and assessment process of the course units included in their learning agreement, including the provisions in Article 2§6 and 18. Deliberation decisions of incoming exchange students are not governed by Ghent University's Education and Examination Code, but rather subject to the regulations and agreement framework of the home institution.

### **ARTICLE 87 SPECIAL EXAM REGULATIONS FOR STUDY PROGRAMMES ORGANISED JOINTLY WITH OTHER HIGHER EDUCATION INSTITUTIONS**

Study programmes organised jointly with other higher education institutions may be governed by special examination regulations agreed upon between the institutions and authorised by Ghent University's Board of Governors in a separate decision.

### **ARTICLE 88 IMPLEMENTATION OF THE EDUCATION AND EXAMINATION CODE**

This Education and Examination Code comes into effect at the start of the 2025-2026 academic year.

# PART VIII

## GLOSSARIES OF TEACHING AND ASSESSMENT METHODS

### SECTION I

#### GLOSSARY OF TEACHING METHODS

##### EXCURSION

An excursion is an individual or collective learning situation when students leave university premises. In the real-life context of a selected external location (e.g., a company, organisation, institution, or 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, either the lecturer, an on-site expert, or a guide supervises/coaches the students.

##### GROUP WORK

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

##### LECTURE

A lecture is a collective learning situation in which a lecturer informs and engages students. The focus is on acquiring and processing knowledge. Active teaching methods allow the lecturer to determine whether students have gained new knowledge and to adjust the learning process if needed. The lecturer may ask students to prepare for the lecture beforehand through independent or group work.

##### 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 student's prior knowledge and adjust the learning process when students lack specific knowledge, skills or attitudes.

##### MASTERPROEF

The Master's dissertation represents an individual or collective learning experience where students conduct a research project independently. They develop skills in interpreting research, reporting and evaluating research results, and designing and executing research. A supervisor oversees the entire process. Each Master's programme concludes with a Master's dissertation. This dissertation must fulfil legal requirements as outlined in the list of definitions 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). Through 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 through assignment instructions and incorporate 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, and materials, as well as examining, treating and following up on 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 through 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 equipped for a specific purpose.

##### 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 organisation. 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 individually, sometimes they embark on a work placement in small groups. Ghent University and the host institution are responsible for work placement supervision. Ghent University selects host institutions, prepares, supports, and follows up with 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 lasts longer and presupposes more autonomy from the participating student in day-to-day professional practice.

#### 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 focus is on

interaction among students and/or with the lecturer. A seminar is organised so that lecturers can monitor and adjust the students' learning process through individual or group coaching and feedback. Unlike a practical, a seminar is not confined to a specific instructional environment like a laboratory.

#### 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 as a learning pathway, a(n) (scholarly) article, an assignment, independent practice in a skills lab, etc. The lecturer can use instances of independent work to prepare for a lecture, seminar, or practical. The lecturer can oversee the learning process by providing study materials, assignment instructions, and feedback sessions.

## SECTION II

# GLOSSARY OF ASSESSMENT METHODS

### 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, give students the opportunity to supplement certain gaps in their answers, or deliver a more accurate assessment. Students may or may not have tools or resources at their disposal while sitting the exam (open-book exam vs. closed-book exam).

### PARTICIPATION

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

### PEER AND/OR SELF ASSESSMENT

Peer assessment means that students assess each other's performance and/or the quality of each other's performance. Self-assessment means that students assess their own performance or the 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, give students the opportunity to supplement certain gaps in their answers or deliver a more accurate assessment. The assessment may take into account the content, form and 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.

### WRITTEN ASSESSMENT

Written assessments may contain multiple-choice questions prompting students to identify the correct answer from several 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). Negative marking is not allowed on (multiple choice) exams. Negative marking has been replaced by the 'standard setting' (higher cut-off point) consistent with the formula as laid down by university management.

### SKILLS TEST

A skills test assesses isolated skills, actions, behaviour or attitudes in a real-life or simulated context.

### ASSIGNMENT

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



# PART IX

## OVERVIEW OF “WHAT HAPPENS WHEN?”

See also the additional provisions in Article 2.

	WEEK OF CLASS	CATCH-UP WEEK	EXAM PERIOD	CHRISTMAS INTER-TERM HOLIDAY EASTER	SUMMER HOLIDAY	LATE-SUMMER	CLOSING DAY
ADMISSION PROCEDURES	V	V	V	V	V	V	X
WELCOME DAYS	V	V	X	V	V	V	X
TEACHING ACTIVITIES	V	V (Catch-up classes)	X	X	X	X	X
TEACHING ACTIVITIES FOR POSTGRADUATE PROGRAMMES, PERMANENT TRAINING PROGRAMMES, PREDOC, DOCTORAL PROGRAMME	V	V	X	V	V	V	X
REVISION CLASSES	V	V (no new learning contents)	X	X	X	X	X
ADDITIONAL EXERCISES	V	V (no new learning contents)	X	X	X	X	X
WORK PLACEMENT AND CLINICS	V	V	X	V if approved by Faculty Board	V if approved by Faculty Board	V if approved by Faculty Board	V
FULL-YEAR WORK PLACEMENT	X	X	X	X	V if approved by Faculty Board + to be announced before 01/04	V if approved by Faculty Board + to be announced before 01/04	V
CONTINUOUS ASSESSMENT	V	V	V	X	V	X	X
EXAMS (END-OF-TERM ASSESSMENT)	X	X	V	X	X	X	X
EXAMS FOR GUEST AND EXCHANGE STUDENTS	V if approved by Faculty Board	V if approved by Faculty Board	V	V if approved by Faculty Board	V if approved by Faculty Board	V if approved by Faculty Board	X
EXAMS ON PRACTICALS AND EXERCISES	X	V if approved by Faculty Board	V	X	V if approved by Faculty Board	X	X
EXAMS FOR PREPARATORY, ACADEMIC BRIDGING, ERASMUS MUNDUS and POSTGRADUATE PROGRAMMES	V if approved by Faculty Board	V if approved by Faculty Board	V	V if approved by Faculty Board	V if approved by Faculty Board	V if approved by Faculty Board	X
DOCTORAL EXAM	V	V	V	V upon approval by the dean, supervisor, members of the examination board and candidate	V upon approval by the dean, supervisor, members of the examination board and candidate	V	V upon approval by the dean, supervisor, members of the examination board and candidate

# PART X

## RETENTION STRATEGY FOR DOCUMENTS

DOCUMENT	RETENTION PERIOD?	BY WHOM?
<b>EXAMS</b>		
Student copies of written exams	Up until one year after the close of the academic year involved	Lecturer-in-charge
Surplus copies of exam questions	May be destroyed after the expiration of the administrative function	Lecturer-in-charge
Students' written preparation for an oral assessment	Up until one year after the close of the academic year involved	Lecturer-in-charge
Written account of the oral assessment, taken down by the examiner	Up until one year after the close of the academic year involved	Lecturer-in-charge
Proof of absence during exams (e.g., medical certificate)	Up until one year after the close of the academic year involved	FACULTY STUDENT ADMINISTRATION
Deliberation lists and lists of the public announcement of exam results	5 years Afterwards: permanently	FACULTY STUDENT ADMINISTRATION University Archives
<b>DISSERTATIONS</b>		
Assignments in the context of continuous assessment, e.g., work placement reports	Up until one year after the close of the academic year involved	Lecturer-in-charge
Master's dissertations	Paper (if submitted) and digital copy: Permanent Paper copy: up until one year after the close of the academic year involved	University Library Lecturer-in-charge
Doctoral dissertations	Paper and digital copy: Permanent	University Library
Administrative preparations in the context of Master's or doctoral dissertations: forms with provisional/final titles, title pages of Master's dissertations, lists of signatures, etc.	May be destroyed after the expiration of the administrative function	FACULTY STUDENT ADMINISTRATION
<b>MEETING MINUTES</b>		
Meeting minutes of the Examination Board	5 years Afterwards: permanently	Faculty University Archive
Master's dissertation reports/assessment forms	5 years Afterwards: permanently	Faculty University Archive
Meeting minutes of the Examination Board for the Predoctoral Training Programme	5 years Afterwards: permanently	Faculty University Archive
Meeting minutes of the Examination Board for the Doctoral Programme	5 years Afterwards: permanently	Faculty University Archive
Report of the doctoral exam	5 years Afterwards: permanently	Faculty University Archive

# PART XI

## REGULATIONS PERTAINING

### TO THE APPOINTMENT OF

#### LECTURERS-IN-CHARGE

##### AND CO-LECTURERS, AND THEIR

###### TEMPORARY SUBSTITUTES TO COURSE

###### UNITS

Board of Governors dd. 28 October 1999, amended on 19 June 2009 and 24 May 2013.

In view of provision V.18 of the Higher Education Code pertaining to the universities of the Flemish Community;

In view of Provision II. 327 §2,1° of the Higher Education Code;

In view of Provision II. 270 of the Higher Education Code pertaining to the integration of academic university college programmes into the universities;

In view of the resolution by the Board of Governors adopted on 24 May 1996 pertaining to the membership, functioning and competencies of the faculty boards of Ghent University, as amended, especially Article 10§1, b)2 which determines that faculties are competent for the appointment of lecturers(-in-charge) to the different course units in the study programmes they organise, and which pertain to the disciplines for which they are competent.

In view of the regulations on the implementation modalities pertaining to the position of assistant academic staff, adopted by the Executive Board on 6 July 2006, as amended;

In view of the regulations of Ghent University pertaining to the career and remuneration of research staff, adopted by the Executive Board on 6 March 2008;

Considering that university management must be able to replace with urgency a member of the professorial staff who has become suddenly indisposed to guarantee the continuity of education and research activities;

Without prejudice to the prerogatives of the Government Commissioner and the Government Delegate for Finance as laid down in the above-mentioned decree of 12 June 1991, especially in Articles 177 and 180 concerning the implementation of the resolutions.

## ARTICLE 1 TERMINOLOGY

Under Ghent University's Education and Examination Code, the following definitions shall apply to the regulation at hand:

1° lecturer-in-charge: a lecturer appointed by the Faculty Council to a specific course unit and who carries final responsibility for said course unit;

2° co-lecturer: a lecturer appointed by the Faculty Council to a specific course unit but does not carry final responsibility for said course unit.

## ARTICLE 2 APPOINTMENT OF LECTURER-IN-CHARGES AND CO-LECTURERS TO COURSE UNITS

§1. The Faculty Councils are competent to appoint lecturers-in-charge and co-lecturers to the course units they organise, at the recommendation of the Programme Committees involved. They do so before 1 May prior to the academic year in question. Each Programme Committee asks the relevant department(s) to consult with their lecturers and to nominate candidates. Based on the disciplines covered, the Programme Committees must approach any department they reasonably assume to house the expertise to teach specific course units. These consultations are carried out for any course unit bearing the faculty code. If specific expertise for a course unit is present at other faculties, the Programme Committee must not limit itself to the departments of its own faculty for the nomination of a new lecturer-in-charge or co-lecturer.

§2. Only the following staff sections are eligible for being appointed as lecturer-in-charge or co-lecturer:

- members of the professorial staff
- doctoral assistants
- academic staff with a doctoral degree
- [visiting professors, clinical professors and guest lecturers in accordance with the applicable regulations](#) (in Dutch)
- [emeritus professors, in accordance with the applicable regulations](#) (in Dutch)
- lecturers appointed under a co-operation agreement with another university or university college, as stipulated in Articles V223 and V.226 of the Higher Education Code.

Next to lecturers-in-charge and co-lecturers, additional education staff can be appointed.

§3. Deviations from the provisions in §2 can be made for

1° lecturers-in-charge and co-lecturers in an integrated (i.e., former university college) academic study programme, who acted in this capacity before 1 February 2013 (in the relevant study programme), and who are members of the integration staff.

2° contract staff within the research staff section, working in this capacity at a university college before 1 October 2013, and acting as lecturer-in-charge or co-lecturer in an integrated academic study programme before 1 October 2013. This exception clause includes a nominal list of staff members in this special category of research staff with a teaching assignment.

Articles 2§2 and §3 in this regulation, inclusive of the exception clause in §3, replace the explicit enumeration of categories of potential lecturers-in-charge and co-lecturers in Article 59§1, 2nd and 3rd subparagraph, Article 59 §3, 3rd and 4th subparagraph, and Article 76 §1 in the Education and Examination Code. The enumeration of said categories can be found in Article 2§2 and §3 in the current regulations.

## ARTICLE 3 TEMPORARY REPLACEMENTS OF LECTURERS

§1. In principle, the temporary substitution of lecturers-in-charge and co-lecturers is governed by a procedure for the appointment of temporary academic staff or the appointment procedure for visiting professors.

In the event of a sudden and unforeseen absence (e.g., illness, accident, death, ...) of the lecturer-in-charge or co-lecturer, which prevents a rescheduling of teaching activities, or disables the proper duration of said procedures, the Dean can appoint a temporary substitute.

This substitution remains in force until the lecturer-in-charge or co-lecturer's absence is over, yet it always ends at the close of the current academic year, regardless of the starting date of the substitution.

§2. To guarantee the continuity of education activities of a lecturer-in-charge or co-lecturer who is indisposed, as defined in §1, every Programme Committee involved shall propose temporary substitutes to the Dean at the recommendation of the department(s) housing the expertise for a specific discipline or disciplines according to the following hierarchical order:

- Ghent University members of the professorial staff or Ghent University members of the integration staff (i.e., teaching staff) in the rank of "group three";
- other Ghent University academic staff members or Ghent University members of the integration staff (i.e., teaching staff) in the rank of "group two";
- research staff employed by or working at Ghent University.
- In the absence of the above-mentioned substitutes, an external substitute may be appointed.

In the case of §1, second subparagraph, no recommendations of the department(s) or the Programme Committee are required.

The Dean appoints temporary substitutes and communicates these decisions at the next Faculty Council. The Faculty Council is likewise informed as soon as the substitution ends during the academic year.

External temporary substitutes are appointed by Ghent University in max. one of the salary scales of a lecturer.

## ARTICLE 4 LANGUAGE REQUIREMENTS

Lecturers-in-charge must command the language of instruction for a course unit at Level C1 of the Common European Framework of Reference for Languages (CEFR). They must possess a qualification certificate issued by an officially recognised institution.

Lecturers who have obtained a Bachelor's or Master's diploma, or a doctorate in the language of instruction at an institution where said language is the language of instruction, are exempted from further language tests.

## ARTICLE 5 IMPLEMENTATION

The Rector (Vice-Chancellor) is responsible for the implementation of this decision.

# PART XII

## POINTS OF CONTACT FOR STUDENTS

### SECTION I

### INSTITUTIONAL LEVEL

#### 1. THE STUDENT CENTRE

The Student Centre is Ghent University's point of contact for prospective and incumbent students. It is home to various Ghent University student services: study counselling, the information centre containing all first-year course books, the Registrar's Office, Social Services, Internationalisation, the Disability Office, university psychologists, .... The staff at the Student Centre will answer as many questions as possible during office hours, over the phone or via e-mail.

Contact:  
The Student Centre  
Sint-Pietersnieuwstraat 51, 9000 Gent  
tel 09 331 00 31  
[studentencentrum@ugent.be](mailto:studentencentrum@ugent.be)  
<http://www.ugent.be/studentencentrum>

#### 2 INSTITUTIONAL OMBUDSPERSON

More information on <https://www.ugent.be/student/en/study-support/ombuds-offices/overview.htm>

Ufo- Sint-Pietersnieuwstraat 33, 9000 Gent  
tel 09 331 00 63  
[ombuds@ugent.be](mailto:ombuds@ugent.be)

## SECTION II FACULTY

### LEVEL

#### 1. FACULTY STUDENT ADMINISTRATION (FSA, PART OF THE EDUCATION SUPPORT SERVICES)

##### FACULTY OF ARTS AND PHILOSOPHY

<http://www.flw.ugent.be/fsa>

[fsa.lw@ugent.be](mailto:fsa.lw@ugent.be)

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[https://www.ugent.be/re/en/education/education\\_administration](https://www.ugent.be/re/en/education/education_administration)

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## FACULTY OF SCIENCES

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## FACULTY OF ENGINEERING AND ARCHITECTURE

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<https://www.ugent.be/pp/nl/diensten/fdo/contactfdo.htm>  
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## FACULTY OF BIOSCIENCE ENGINEERING

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Ghent Campus (Coupure and Schoonmeersen): Coupure Links 653, 9000 Gent (lokaal A1.101):  
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## FACULTY OF PHARMACEUTICAL SCIENCES

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## 2. TUTORIAL SERVICES

### STUDY COUNSELLORS

- are the point of contact for all your questions on study attitude, study planning, and study methods
- provide content-related counselling for a number of first-year courses and are available for questions on the learning content
- help you find solutions for issues that impede your studies (concentration issues, fear of failure, procrastination behaviour, ....)

### STUDY TRACK COUNSELLORS

- give individual counselling on your study track and study progress
- provide counselling and information throughout your study career, at particular moments of choice (electives, minor/major, ...), the amenities of personalised study tracks, applications for a credit contract, applications for exemptions, staggering your studies, ...
- help you in the event of re-orientation (transfer to another study programme)

AT EVERY FACULTY: [HTTP://WWW.UGENT.BE/MONITORAAT](http://www.ugent.be/monitoraat).

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