

Adjustments to the Education and Examination Code 2019-2020

In view of the decision of the Board of Governors on March 17th 2020 the Rector was granted the possibility in case of force majeure to immediately take the necessary measures and decisions in the interest of the functioning of the institution, its students and its staff.

In view of the decision of the Board of Governors on June 5th 2020, in accordance with the Memorandum "Corona impact on exam scores" to make it possible for examination boards to deliberate globally and not only on an individual basis (cf. art 67 and art 71).

In cases not provided by the education and examination code or in case of disputes about the interpretation or material errors, the rector will decide. The decision will be announced publicly.

ARTICLE 2 THE ACADEMIC CALENDAR

§1. The academic calendar is compiled annually and publicized by the Board of Governors, before 1 January preceding the start of the academic year concerned. The Faculties are free to complement the academic calendar with specific provisions of their own.

In view of the impact of the coronavirus on the organization of the education and exam periods, the Rector can decide on deviations/departures from the academic calendar.

ARTICLE 22 GHENT UNIVERSITY ACCOUNT

§1. Diploma contract and credit contract

All students who are enrolled under a diploma or a credit contract are given a Ghent University account with matching e-mail address. This account offers access to the electronic learning environment, the Internet and the Ghent University intranet and all the applications that are available there. Ghent University accounts are valid for the duration of the enrolment and lapse on 15 October of the subsequent academic year.

§2. Exam contract

Students enrolled under an exam contract and, after payment of a non-refundable sum of € 200 for educational support facilities, are given access to the electronic learning environment for the course units for which they are enrolled. In exceptional and substantiated cases, students may apply for a discharge by addressing a letter to the rector.

§3. The login and password are sent to the student after enrolment. Ghent University e-mail addresses ending in @ugent.be are used as an official channel of communication. Students are required to read the official e-mails sent to their Ghent University e-mail address on a regular basis. Students are required to register on the electronic learning environment for each course unit for which they are enrolled in the academic year at hand. The lecturer-in-charge may refuse access to the website of the course unit taught by him to students who are unable to demonstrate they are enrolled at Ghent University under a contract that includes the course unit concerned.

Students are also expected to register on the electronic learning environment for the information sites that are relevant to them. **Students are bound to consult the course and information sites on a regular basis. All information that is disseminated on these sites with regard to the study programme or course units taken by students is considered to have been legitimately announced.**

ARTICLE 25 SPECIAL STATUS FOR STUDENTS

§6. Special status on the grounds of exceptional social or personal circumstances

1° Requirements: Students can demonstrate that they face exceptional social or individual circumstances.

2° Application procedure:

- Unless this is impossible due to exceptional circumstances, students who believe that they are eligible for a special status on the grounds of exceptional social or personal circumstances are to submit a substantiated request with the director of the Department of Educational Policy via oasis.ugent.be before 15 October 2019. The request needs to be supplemented with the required documentation and official certificates.
- The director of the Department of Educational Policy takes a decision based on the advice of the submitted documentation and the official certificates. S/he cannot make a negative decision without having gained the prior advice of a faculty director of studies and a student representative from the Educational Council.
- The decision is electronically communicated to the student applicant. The special status is only granted for the academic year in which it was awarded and starting from the decision date. The director of the Department of Educational Policy may impose an end date of the special status which is earlier than the end of the academic year in question, depending on the reason why the special status was granted. In that case, the student will no longer be able to use the facilities after the end date.

3° Facilities: In accordance with the provisions of §9, students with a special status on the grounds of exceptional social or personal circumstances may request the following facilities on the grounds of their special status:

- being exempted from educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organized at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method;
- being given an alternative time for feedback;
- **other [facilities](#) necessary for the student to have a fair chance on passing an examination.**

ARTICLE 38 ELEMENTS OF A STUDY PROGRAMME

For each study programme, the elements below are determined and announced in the course catalogue. This is done in accordance with the deadlines, procedures, guidelines and advisory authorities stipulated in the Handbook for Study Programmes. Except in case of force majeure the course catalogue cannot be adjusted after the start of the academic year.

Adjustments after the start of the academic year are possible if they are the result of measurements taken to deal with the impact of the coronavirus on the organisation of the education and evaluation activities.

ARTICLE 41 ELEMENTS OF A COURSE UNIT – COURSE SHEET

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

Except in case of force majeure, the course sheet can no longer be changed after the start of the academic year.

Adjustments to the course sheet after the start of the academic year are possible if they are reasonably necessary to deal with the impact of the coronavirus on the organisation of the education and evaluation activities. These adjustments will be posted on Ufora as soon as possible.

(The present article does not apply to regular course units organized by the Doctoral Schools, for which the elements of the course sheet are established by the Doctoral School Board on the recommendation of the lecturer and which are announced to the students before the start of the course unit.)

ARTICLE 50 EVALUATION MOMENTS

§1. Prior to the start of enrolments, students are provided with detailed information regarding the evaluation moment(s) for each course unit in the course sheet, in accordance with article 41. Irrespective of the type of contract that the students concluded, evaluations are required to take place in accordance with the evaluation moment(s) mentioned in the course sheet. Adjustments to evaluation moments as stipulated in the course sheet are possible if they are reasonably necessary to deal with the impact of the coronavirus on the organisation of the education and evaluation activities. These adjustments will be posted on Ufora as soon as possible.

§2. There are two types of evaluation moments: continuous assessment and end-of-term assessment (i.e. examinations).

These two types of evaluation moments may be combined to evaluate a student's performance for a specific course unit.

§3. End-of-term assessment (i.e. 'examination/exam')

The examinations of the first examination opportunity are administered in the first-term examination period or in the second-term examination period in accordance with the term in which the course unit has been scheduled; the examinations of the second examination opportunity of all course units are administered in the resit examination period (cf. article 2). Examinations can either be oral and/or written.

§4. Continuous assessment

The dates and nature of the continuous assessment are announced beforehand. Continuous assessment can occur both during and outside of the examination periods, but not in the recess periods (with the exception of summer recess) and uniform closing days of Ghent University (cf. article 2).

Continuous assessment also includes practicals, projects, portfolios, participation in seminars, work placements, exercises, practical projects, clinics, etc imposed on students as part of their study programme overview, the results of which are factored in as part of the examination mark.

~~At the start of the academic year, the course sheet specifies which course units apply continuous assessment.~~

The results of the continuous assessment are to be announced as quickly as possible to students. If applicable, students will receive mid-term feedback, so that they can still adjust and improve their performance. It is the responsibility of the study programme committee to ensure equitable evaluation methods and study load in accordance with the testing concept of Ghent University.

§5. Partial examinations

Partial examinations are mandatory for full-year course units of the first year of the standard learning track of a Bachelor's programme (cf. article 44 §2), except for integration courses and/or if a system of continuous assessment is used. They are not allowed in any other cases, unless a full-year course unit is also organized at the same time in the first year of the standard learning track of a Bachelor's programme. Partial examinations are organized in the first-term examination period.

The marks obtained for a partial examination are communicated to the students as soon as possible and only count for a part of the examination mark of the first examination opportunity if the student has passed it. Neither the mere participation in a partial examination, nor the mark obtained for such an examination may be regarded as a precondition to pass the entire course unit (which is possible for non-continuous assessment). If partial examinations are organized, it is possible that a part of the content or skills that are to be learned are no longer tested in the next examination in the second-term examination period.

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

Marks for partial examinations can never be transferred to the resit examination period or the following academic year (exceptions are possible). 57 Exceptions to these stipulations may be granted by the COP, after the recommendation of the Faculty Council, at the request of the study programme committee involved.

ARTICLE 51 EVALUATION METHODS

§1. Prior to the enrolment period, students are provided with detailed information regarding the evaluation method(s) for each course unit in the course sheet, in accordance with article 41.

Adjustments to evaluation method(s) as stipulated in the course sheet are possible if they are reasonably necessary to deal with the impact of the coronavirus on the organisation of the education and evaluation activities. These adjustments will be posted on Ufora as soon as possible.

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

§3. If an evaluation cannot take place at the scheduled time (cf. article 25§5 and article 75), another type of evaluation method may be used, on condition that both the lecturer-in-charge and the student in question agree to this.

§4. If a replacement examiner is appointed in application of Article 76, another form of evaluation may be used, subject to the approval of the director of the Department of Educational Policy and subject to the agreement of the student(s) involved. However, the agreement of the student(s) concerned is not required if the examiner is unable to take examinations for a substantial part of the examination period due to force majeure (e.g. long-term illness, pregnancy, maternity leave).

ARTICLE 53 PROVISIONS FOR THE END-OF-TERM AND CONTINUOUS ASSESSMENT

§1. Examinations take place between 8:00 AM and 8:30 PM and cannot take more than four consecutive hours, unless, pursuant to the application of Article 25, additional time may be granted (one fourth or a maximum of one hour extra). Examinations cannot be held on Sundays or official holidays. They take place in the location(s) specified by the Faculty.

§2. Regardless of the number of lecturers per course unit, only two examinations may be staged for one course unit, for example one theoretical examination and one examination on practicals or exercises. If one of these examinations is both oral and written, both its components are required to be contiguous, without any interruptions of examinations on other course units.

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

The lecturer-in-charge or co-lecturer always needs to be **available** at **every** examination. ~~For other forms of end-of-term assessment, the lecturer-in-charge or co-lecturer needs to be available in any case.~~ If this is not possible, article 76 applies. In any case, someone always needs to be present to provide explanations, if necessary.

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

§5. The recording of an exam by means of sound and / or video recordings by the examiner and / or the observer is permitted provided that the student is informed of this before the start of the exam. The recordings can only be used for the assessment of the exam and for feedback and must be destroyed 1 year after the academic year in question. If the student involved agrees, the recordings may also be used for other purposes (such as teaching material) and stored for longer.

In view of the exceptional corona measures Ghent University reserves the right to record all online assessment, both end-of-term and continuous. By participating in the online assessment students automatically agree to this. In order to prevent possible fraud, students can be asked to provide a 360° view of their examination room. Students will be informed beforehand that this might be asked. The recording of the online evaluation can only be used for the assessment of the exam and for feedback and must be destroyed 1 year after the academic year in question.

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

§7. The wilful disruption of an end-of-term assessment will be sanctioned in accordance with article 78.

ARTICLE 59 EVALUATION OF THE MASTER'S DISSERTATION COURSE UNIT

§2. Submitting the Master's dissertation

The Faculty Council determines when the Master's dissertations are to be submitted. The electronically submitted pdf version is always the authentic version. Master's dissertations always need to be submitted at least electronically.

~~Each study programme may decide whether and how many paper copies the student in question needs to provide, with a maximum of three copies. The paper copies are delivered by the student according to the principles of sustainability: printed on both sides, possible on recycled paper.~~

§3. Evaluating the Master's dissertation

1° At the proposal of the (respective) study programme committee(s), the Faculty shall determine - before the start of the academic year - the method of evaluation it will adopt for the Master's dissertations (possibly differentiated according to study programme or main subject), on the understanding that Master's dissertations always need to be evaluated in a uniform manner within one and the same study programme or main subject respectively.

The manner of evaluation is specified in the course sheet.

Adjustments to the method of evaluation as stipulated are possible if they are reasonably necessary to deal with the impact of the coronavirus on the organisation of the education and evaluation activities. These adjustments will be posted on Ufora as soon as possible.

The students will be informed electronically of the time and location that the Master's dissertation is to be defended. The defence of the Master's dissertation is not public, unless the faculty has decided otherwise and has announced that particular third parties (e.g. fellow students, professionals in the field in question, family members and friends) are allowed to attend. 61

2° All Master's dissertations are evaluated by a jury consisting of one or more dissertation supervisors and one or more member(s) of the dissertation reading committee. If the dissertation is strictly evaluated on the basis of the written reflection, at least three evaluators are required. If the dissertation is evaluated on the basis of the written reflection as well as the oral defence of the dissertation, two evaluators suffice. If less than two-thirds of the jury is present, a substitute needs to be appointed in accordance with article 76, so that this requirement is in fact met.

ARTICLE 67 PASSING A DELIBERATION SET

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

ARTICLE 71 PASSING A STUDY PROGRAMME

§3. If a student does not pass according to the criteria stipulated in §1 and §2, the Examination Board per study programme can decide that the student has passed after all – possibly after a secret ballot. Such a decision is only possible in special circumstances, and can only be taken on condition that the objectives of the study programme have broadly been met. ~~For each case, such a decision needs to be substantiated separately and concretely.~~ The decision needs to be substantiated concretely.

ARTICLE 95 THE DOCTORAL EXAM

§1. After the dissertation has been submitted, the faculty will decide if the candidate is admitted to the doctoral exam, in accordance with article 93. The doctoral exam consists of two parts that are each deliberated on and assessed:

- the first deliberation of the Examination Board on the doctoral dissertation
- the public defence of said dissertation

§2. All members of the Examination Board attend the deliberations and evaluations and sign the attendance list. If one or more members are attending through video conferencing, the secretary will take attendance.

If one of the members of the Examination Board is unable to attend, the chairperson of the Examination Board will be notified immediately. At least three-fifths of all members with a vote need to be present in order for any meeting of the Examination Board to be valid. ~~In case a member of the Examination Board is not able to be present or take part by video conference due to measures concerning the spread of the coronavirus it is exceptionally possible to divert from the quorum requirement if the chair of the Examination Board, the doctoral student and the Faculty ombudsperson agree.~~

The faculty ombudsperson for doctoral students may attend the deliberations and evaluations of the Examination Board with the doctoral student as an observer.

The doctoral student concerned is not allowed to take part of the doctoral examination through video conferencing. Exceptionally, this provision can be deviated from after the rector has allowed it on the basis of a fully substantiated file and if the following cumulative conditions are met:

- the doctoral student is refused entry into Belgian territory and no solution can be found within the set time limits;
- videoconferencing may take place on the premises of a partner university or a Belgian diplomatic office;
- a member of the Examination Board who is affiliated with Ghent University may be present with the doctoral student at the time of the (relevant part of the) doctoral examination that will be conducted by video conference.

~~Deviations/departures from these provisions are possible in case the doctoral student is not able to be physically present due to measures concerning the spread of the coronavirus.~~