

**EDUCATION AND**

**EXAMINATION CODE**

**Academic Year 2021-2022**

The study guide of Ghent University is available for consultation at [studiekiezer.ugent.be](https://studiekiezer.ugent.be).

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# PART I

## PREAMBLE

§1. On the date of approval of the Education and Examination Code 2020-2021 by the Board of Governors, the education and examination regulations at Ghent University - in addition to the aforementioned Code - are also governed by:

- The [2021-2022 online study guide](#);
- [The regulations pertaining to the appropriate use of the ICT network at Ghent University](#) as approved by the Executive Board at its meeting on 15 May 2017;
- The [Code of Conduct for educational data](#) at Ghent University as approved by the Board of Governors at its meeting on 9 March 2021;
- The regulations pertaining to the appointment of the lecturers and co-lecturers for the course units and their temporary replacement, as approved by the Board of Governors (See Part XI);
- The regulations concerning research and collaboration at Ghent University ("[Valorisatiereglement](#)"), as approved by the Executive Board at its meeting on 18 November 2016;
- The [higher education admissions](#) policy, as approved by the Board of Governors at its meeting on 15 April 2005;
- The procedure on [previously acquired competencies](#), as approved by the Board of Governors of Ghent University Association on 7 June 2005;  
The resolution pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together ('[Gezamenlijk doctoraat](#)' / '[Jointly Supervised PhD](#)' / '[Cotutelle](#)'), as approved by the Executive Board at its meeting on 28 September 2018;
- The resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates ([Interdisciplinary Doctorate](#)) as approved by the Executive Board at its meeting on 29 April 2016;
- The [examination code pertaining to interuniversity Master's programmes](#) for which students can enrol at multiple universities, as approved by the Board of Governors on 21 September 2012;
- The [Disciplinary Regulations for Students](#), as approved by the Board of Governors at its meeting on 19 September 2008;
- Ghent University Association regulations on the special access requirements, as approved by Ghent University Association's Management Committee on 25 April 2007;
- The regulations concerning the [offer lifelong learning](#) at Ghent University as approved by the Board of Governors at its meeting on 8 January 2021;
- The [resolution pertaining to the organization of the doctoral training programme at Ghent University](#), as approved by the Executive Board at its meeting on 16 December 2010;
- The [Regulations concerning the Doctoral Schools](#), as approved by the Executive Board at its meeting on 17 February 2017;
- The [General Research and Collaboration Regulations](#), as approved by the Board of Governors of the Ghent University Association at its meeting on 18 December 2020.
- The [Regulations pertaining to the procedure to investigate breaches of academic integrity](#), as approved by the Executive Board at its meeting on 4 May 2015.
- The [generic code of conduct for processing personal information and confidential information](#), as approved by the Executive Board at its meeting on 18 May 2018;
- The [Policy of Ghent University pertaining to inappropriate behaviour](#), as approved by the Board of Governors at its meeting on 28 September 2018..
- The Non-discrimination declaration, as approved by the Board of Governors at its meeting of 27 May 2011.

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

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

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

§4. The Education and Examination Code is supplemented by the [Faculty regulations](#).

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



# SECTION I

## ACRONYMS AND ABBREVIATIONS (IN DUTCH)

### ASSISTANT ACADEMIC STAFF

Assisterend academisch personeel (AAP)

### ADVANCED MASTER'S PROGRAMME

Master opleiding die volgt op een master-na-bacheloropleiding (MANAMA)

### BACHELOR'S PROGRAMME

Bachelor (Ba)

### CoP

Commissie Programma's - Institutional Programmes Committee

### ECTS

European Credit Transfer and Accumulation System  
Educational Quality Control Unit

### COMMISSIE KWALITEITZORG ONDERWIJS

(CKO)

### ELECTRONIC LEARNING ENVIRONMENT (ELE)

Elektronische leeromgeving (ELO)

### FACULTY OFFICE OF EDUCATIONAL SUPPORT

Facultaire Dienst Onderwijsondersteuning (FDO)

### FACULTY STUDENT ADMINISTRATION

Facultaire Studentenadministratie (FSA)

### GHENT UNIVERSITY ASSOCIATION

Associatie Universiteit Gent (AUGent)

### HIGHER EDUCATION DATABASE

Databank Hoger Onderwijs (DHO)

### HIGHER EDUCATION REGISTER

Hogeronderwijsregister (HOR)

### ICP

International Course Programme

### MASTER'S PROGRAMME

Master (MA)

### MASTER'S PROGRAMME

Masteropleiding die aansluit bij een academische bacheloropleiding (MANABA)

### OTHER ACADEMIC STAFF

Overig academisch personeel (OAP)

### PERSONALIZED LEARNING TRACK

Geïndividualiseerd traject (GIT)

### POSTGRADUATE PROGRAMME

Postgraduaatsopleiding (PGOP)

### PREVIOUSLY ACQUIRED COMPETENCIES

Eerder verworven competenties (EVC)

### PREVIOUSLY ACQUIRED QUALIFICATIONS

Eerder verworven kwalificaties (EVK)

### SIMON

Studievaardigheden en Interesse MONitor

### STANDARD LEARNING TRACK

Modeltraject (MOT)

### PROFESSORIAL STAFF

Zelfstandig academisch personeel (ZAP)

### UNIVERSITY LANGUAGE CENTRE

Universitair Centrum voor Talenonderwijs (UCT)

# SECTION II

## LIST OF DEFINITIONS

### A

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

Higher education programmes based on scientific research, designed to offer students the required general training, as well as academic knowledge and competencies that are inherent to operating within a specific scientific domain.

#### ACCREDITING BODY (VALIDERENDE INSTANTIE)

The body of Ghent University Association that is assigned with the task of conducting aptitude and admission tests and awarding the corresponding aptitude and admission certificates (for the latter, see article 5 §6).

#### ADVANCED MASTER'S PROGRAMME (MANAMA)

Master's programme subsequent to another Master's programme.

#### ALTERNATING COURSE UNIT (ALTERNEREND OPLEIDINGSONDERDEEL)

Course unit which is not taught on an annual basis.

#### ALTERNATING STUDY PROGRAMME (ALTERNERENDE OPLEIDING)

A study programme which is not taught on an annual basis or a study programme with a standard learning track involving alternating courses.

#### APTITUDE CERTIFICATE (BEWIJS VAN BEKWAAMHEID)

The certificate that a student has acquired, on the grounds of previously acquired competencies or qualifications, the competencies that are attached to the Bachelor's level in higher professional or academic education, or to the Master's level, or to a well-defined study programme, course unit or cluster of course units.

#### APTITUDE TEST (BEKWAAMHEIDSONDERZOEK)

The examination of a person's competencies, prior to awarding him/her with an aptitude certificate.

### B

#### BACHELOR'S PROGRAMME (BACHELOROPLEIDING, BA)

A study programme in higher education that is subsequent to secondary education and contains 180 ECTS credits.

#### BRIDGING PROGRAMME/COURSE (BRUGPROGRAMMA)

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

### C

#### CATCH-UP ACTIVITIES (INHAALACTIVITEITEN)

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

#### CATCH-UP WEEK (INHAALWEEK)

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

#### CERTIFICATE (GETUIGSCHRIFT)

The document that is awarded upon completion of a postgraduate study programme, a doctoral training programme, a preparatory course, a linking course or a lifelong learning programme approved by the University Board.

#### CERTIFICATE SUPPLEMENT (GETUIGSCHRIFTSUPPLEMENT)

Supplement to the certificate which describes the nature, level, context, contents and status of a postgraduate study programme, a doctoral training programme, a preparatory course or a linking course.

#### CO-LECTURER (MEDELESGEVER)

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

## COMPLEMENTARY STUDY PROGRAMMES (AANSLUITENDE OPLEIDINGEN)

Study programmes for which the resulting degree meets the degree requirements to be admitted to another programme.

## CONTINUOUS ASSESSMENT (NIET-PERIODEGEBONDEN EVALUATIE)

(Usually several) evaluation(s) of the students' study performance throughout the term or the academic year (cf. article 2).

## CONTRACT TO OBTAIN CREDITS (CREDITDOELCONTRACT)

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 to obtain a credit certificate.

## CONTRACT TO OBTAIN A DIPLOMA (DIPLOMADOELCONTRACT)

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

## COURSE SHEET (STUDIEFICHE)

The description of a course unit in the study guide in accordance with the classification under article 41.

## COURSE UNIT (OPLEIDINGSONDERDEEL/VAK)

A clear-cut set of educational, study and evaluation activities, aimed at acquiring well-defined competencies in terms of knowledge, insight, competencies and attitudes. Each course unit is identified by a code listed in the study guide.

## CREDITS

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

## CREDIT CERTIFICATE (CREDITBEWIJS)

An acknowledgement that, after an evaluation, a student has proven to master the competencies of a particular course unit. This acknowledgement is recorded in a document or is established by means of an electronic registration.

## CREDIT CONTRACT (CREDITCONTRACT)

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

## CURRICULUM

A list of course units per student per academic year. Curriculum Committee (Curriculumcommissie)

Committee with decision-making authority with regard to awarding exemptions, elective course units and contracts to obtain credits (cf. article 32).

# D

## DEGREE (GRAAD)

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

## DELIBERATION (DELIBERATIE)

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

## DELIBERATION SET (DELIBERATIEPAKKET)

A cluster of course units, credits and exemptions of in principle 60 ECTS credits, determined for each student and each study programme. These course units have been grouped within the framework of a contract to obtain a diploma, and the Examination Board per deliberation set can make study progress decisions on them.

## DIPLOMA

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

## DIPLOMA CONTRACT (DIPLOMACONTRACT)

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

## DIPLOMA SUPPLEMENT (DIPLOMASUPPLEMENT)

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

## DISCIPLINE (VAKGEBIED)

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

## DISTANCE LEARNING (AFSTANDSONDERWIJS)

Mode of study in which students go through a learning process for a comprehensive self-contained course or study programme. Distance learning allows the student and the supervisor/organizer of the learning process to be in different locations, and it can involve a very considerable or very small degree of individual guidance, as well as extensive communication with fellow students. Distance learning often requires using an electronic learning environment.

#### DOCTORAL ADVISORY COMMITTEE (DOCTORAATSBEGELEIDINGSCOMMISSIE)

Committee that was created by the Faculty Council and is in charge of the support, follow-up and assessment of doctoral students throughout the course of their study and research period.

#### DOCTORAL DISSERTATION (DOCTORAATSPROEFSCHRIFT)

The dissertation is a text document that demonstrates the doctoral student's ability to generate scientific knowledge on the basis of independent scientific research, either in one specific discipline (the Arts included) or across various disciplines. It is submitted in the number of copies required by the Faculty (cf. article 93) in a text file, in which at least the research question, the theoretical framework, the methodology and the obtained results are presented. The doctoral dissertation should be able to lead to scientific publications. Preparing a doctoral dissertation is part of the doctoral examination.

#### DOCTORAL SCHOOL

A Doctoral School is an interdisciplinary facilitating body that offers a clear-cut framework for all matters related to doctoral studies. Within the doctoral training programme of Ghent University, the Doctoral Schools provide a variety of programmes aimed at developing more in-depth knowledge and broadening existing competencies. They organize several workshops in transferable skills, set up international co-operation schemes and partnerships with third parties, and offer a wide range of other activities, which are all aimed at coaching doctoral students during their research period, ensuring quality care and lending international appeal to their doctoral research. Ghent University has five [Doctoral Schools](#), each with their own director.

#### DOCTORAL TRAINING PROGRAMME (DOCTORAATSOOPLEIDING)

The doctoral training programme is designed to prepare students for a doctoral dissertation. It is a programme type which aims to provide more in-depth knowledge and broaden the competencies that have been acquired upon completion of a Master's programme. The details of the study programme are determined by the university board.

## E

#### ECTS CREDIT (STUDIEPUNT)

An international unit, accepted within the Flemish Community, which corresponds to a minimum of 25 and a maximum of 30 hours of prescribed educational, study and evaluation activities and which is used to express the study load of each study

programme or each course unit.

#### EDUCATIONAL ACTIVITIES (ONDERWIJSACTIVITEITEN)

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

#### EDUCATIONAL MASTER'S PROGRAMME (EDUCATIEVE MASTEROPLEIDING)

This refers to a teacher training programme at a Master's level with a study load of 90 or 120 ECTS credits and which can be followed immediately after the Bachelor's programme. Each educational Master's programme consists of a subject-specific component and a teaching component of each 45 ECTS credits.

A student can only be awarded the diploma of educational Master if that student has successfully completed a full teaching component of 60 ECTS credits.

A student can acquire the 15 remaining ECTS credits in the following ways:

- 1° as a set of elective course units in an academic Bachelor's degree;
- 2° in a preparatory programme that is followed before or at the same time as the educational Master's programme;
- 3° only in the educational Master in cultural sciences and languages: as a set of elective course units in the educational Master's programme.

Students who have a Master's degree can register for a shortened learning track of an educational Master's programme with a study load of 60 ECTS credits.

The educational Master's programme leads to a full Master's degree. All provisions in these regulations that relate to the Master's programme also apply to the educational Master's programme, unless stated otherwise.

#### ELECTIVE COURSE UNIT (KEUZEVAK)

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

#### ELECTRONIC LEARNING ENVIRONMENT (ELEKTRONISCHE LEEROMGEVING, ELO)

Web-based environment that students may consult for information, and that allows them to do exercises and communicate with lecturers and/or fellow students. The electronic learning environment for Ghent University is called Ufora.

#### END-OF-TERM ASSESSMENT (PERIODEGEBONDEN EVALUATIE)

Any evaluation during the examination periods, as scheduled in the academic calendar, of the extent to which students, based on their studies, have acquired the competencies related to a course unit.

#### ENROL (INSCHRIJVEN)

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

#### EVALUATION (EVALUATIE)

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

#### EVALUATION MOMENT (EVALUATIEMOMENT)

Specification of the period in which students can be evaluated for a particular course unit.

#### EXAM CONTRACT (EXAMENCONTRACT)

A contract which the university board enters into with a student who, under the terms and conditions laid down by the university board, enrolls for exams, in order to obtain a diploma or certificate for a programme or a credit certificate for a course unit.

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

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

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

A body composed by the Faculty Council which is authorized to take examination-related disciplinary decisions and exam decisions on the whole of the study programme with a view to awarding diplomas and grades of merit.

#### EXAMINATION DECISION (EXAMENBESLISSING)

All decisions which, whether on the grounds of a deliberation round or not, involve a final judgement as to whether a student meets the requirements to pass a course unit, several course units of a study programme, or a study programme as a whole.

#### EXAMINATION MARK (EXAMENCIJFER)

The assessment of a student's study performance as tested per course unit. This examination mark is expressed as a whole number from 0 up to and including 20.

#### EXAMINATION OFFICE (EXAMENSECRETARIAAT)

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

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

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

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

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

#### EXAMINATION RESULTS ANNOUNCEMENT (PROCLAMATIE)

The public announcement of exam results and/or deliberation decisions, either publicly or electronically by means of the transcript of records in Oasis.

#### EXAMINER (EXAMINATOR)

A lecturer-in-charge or a co-lecturer who is responsible for the evaluation of a particular course unit. Alternatively, in accordance with article 76, an examiner could be any other professorial staff member and/or a post-doctoral assistant or visiting professor or a research fellow who is employed at Ghent University or the Research Foundation Flanders on a temporary or permanent basis.

#### EXEMPTION (VRIJSTELLING)

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

## F

#### FEEDBACK

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

#### FIELD OF STUDY (STUDIEGEBIED)

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

#### FIRST-TERM COURSE UNIT (EERSTESSEMESTERVAK)

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

#### FULL-TIME STANDARD LEARNING TRACK YEAR (VOLTIJDS MODELTRAJECTJAAR)

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

#### FULL-YEAR COURSE UNIT (JAARVAK)

Course unit which is scheduled over the two terms of one academic year, interrupted by a catch-up week and the examination period of the first term.

## G

### GRADE OF MERIT (GRAAD VAN VERDIENSTE)

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

### GUEST STUDENT (GASTSTUDENT)

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

## H

### HIGHER EDUCATION DATABASE (DATABANK HOGER ONDERWIJS)

The database managed by the Flemish government that is aimed at collecting and processing data - or coordinating data streams - in order to follow up on study careers in different ways (e.g. by means of the learning account, by implementing the funding of Higher Education, by gathering statistical data, and by preparing, monitoring and assessing government policies.

### HORIZONTAL INTAKE (HORIZONTALE INSTROOM)

The direct intake of students in a study programme without them holding the degree which is normally required under applicable access requirements. They enter the study programme via a degree for which they can be granted exemptions and study load reduction.

## I

### INCOMING EXCHANGE STUDENT (INKOMENDE UITWISSELINGSSTUDENT)

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

### INTEGRATION COURSE UNIT (INTEGRATIEVAK)

Course unit in which the students apply and further develop the knowledge, insight, competencies and attitudes that they acquired in other course units. Examples of integration course units include the Master's dissertation, projects, seminar projects and work placements.

### INTERDISCIPLINARY DOCTORATE (INTERDISCIPLINAIR DOCTORAAT)

Doctorate that is interdisciplinary in nature and that is taken under the joint supervision of two or more supervisors from different fields at Ghent University, resulting in a combined doctoral degree in accordance with the [resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates](#) as approved by the Executive Board.

## J

### JOINT DOCTORATE (GEZAMENLIJK DOCTORAAT)

A doctorate that is completed under the joint supervision of Ghent University and one or several other partner institutions in accordance with the [resolution of the Executive Board of Ghent University pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together](#) ('Gezamenlijk doctoraat' / 'Jointly Supervised PhD' / 'Cotutelle').

## L

### LANGUAGE COACHING MEASURES (TAALBEGELEIDINGSMAATREGELEN)

These include the following:

- General language course units, for example the university-wide elective course unit Academic English.
- Specific language courses, for example Economic English, which focus mainly on the knowledge of jargon.
- "Supportive sessions" embedded in the foreign-language course units. These may focus on language skills in a specific context (e.g. a number of sessions aimed at reading legal texts in French for law students). These sessions are best integrated into the first course that requires these specific skills.
- Monolingual, explanatory vocabulary lists of standard terminology, both for specific course units and for the entire study programme. This will enable students to learn specific jargon, in Dutch as well as the standard language of the discipline concerned.

### LEARNING ACCOUNT (LEERKREDIET)

The total set of ECTS credits a student can take up during his/her student career to enrol for an initial Bachelor or Master's programme under a diploma contract or for a course unit under a credit contract. This set of credits may develop depending on the number of credits for which the student is enrolling and how many credits are obtained. The learning account is managed by the Higher Education Database and can be consulted by the student via the [student portal of the Ministry of Education and Training](#).

### LEARNING AGREEMENT

A formal agreement between the three parties involved in student mobility (i.e. the students, the sending institution and the receiving institution (or organization or company)), who facilitate the organization of student mobility and the recognition of credits obtained in this context. The Learning Agreement stipulates all the course units and other educational or research activities associated with student mobility. As such, it provides students with legal certainty that the credits they obtained at the receiving institution will also be acknowledged at the sending institution.

### LEARNING TRACK (STUDIETRAJECT)

The way in which the study is arranged for a student, i.e. the terms and conditions governing study progress (the order and the number of course units within a particular time span) of a curriculum. A learning track can be organized according to a standard learning track or a personalized learning track.

### LEARNING TRACK COUNSELLOR (TRAJECTBEGELEIDER)

A member of the Faculty Student Counselling Service within the Faculty Office of Educational Support who provides students with information, advice, and assistance with regard to the various aspects of their study career: study progress, selection processes, reorientation and personalized learning tracks. S/he also acts as contact persons between students and academic staff and, if necessary, can refer students to the appropriate services or bodies.

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

The lecturer appointed by the Faculty Council who is ultimately responsible for a course unit.

### LINKING COURSE (SCHAKELPROGRAMMA)

Study programme that is imposed as an access requirement on holders of a professional Bachelor's degree.

## M

### MAIN SUBJECT (AFSTUDEERRICHTING)

A differentiation of at least 30 ECTS credits in a study programme which may include the Master's dissertation or any final projects.

### MAJOR

A cluster of course units to develop more in-depth knowledge within a given study programme. Students can choose among a variety of different majors (if available). The official name of the major is stated in the diploma supplement.

### MANDATORY COURSE UNIT (VERPLICHT OPLEIDINGSONDERDEEL)

Course unit that needs to be taken by all students who have enrolled under a contract to obtain a diploma, with the exception of students who have been awarded an exemption or a study load reduction.

### MASTER'S DISSERTATION (MASTERPROEF)

Final paper completing a Master's programme. The study load of a Master's dissertation expressed in ECTS credits equals at least one fifth of the total number of ECTS credits of the study programme, with a minimum of 15 ECTS credits and a maximum of 30 ECTS credits. In the Master's dissertation, the student should demonstrate the ability to analyse and synthesize information, to solve problems independently at an academic level, or to create art. The project is to reflect the student's critical, reflective attitude or his/her disposition towards research.

### MASTER'S PROGRAMME (MASTEROPLEIDING)

Study programme subsequent to an academic Bachelor's programme or another Master's programme, with a study load of 60 ECTS credits or a multiple of 60. A Master's programme is concluded with a Master's dissertation and is authenticated with a Master's degree.

### MASTER'S PROGRAMME (MANABA)

Master's programme subsequent to an academic Bachelor's programme.

### MINOR

Cluster of course units to develop broader knowledge within a given study programme. Students can choose among a variety of different minors (if available). The official name of the minor is stated in the diploma supplement.

### STUDENT COUNSELLING SERVICE (MONITORAAT)

Central contact within the Faculty Office of Educational Support where student counsellors and learning track

counsellors work together to provide maximum support to students for a wide range of study and learning track-related issues.

## O

### [OASIS \(OPEN ACADEMIC STUDENT INFORMATION SYSTEM\)](#)

The IT-system that supports the processes and activities concerning the education and student administration. By means of this web application (available at <http://oasis.UGent.be>), students can consult information on their enrolment(s) and curriculum and upload data themselves.

### [OUTGOING EXCHANGE STUDENT \(UITGAANDE UITWISSELINGSSTUDENT\)](#)

A student who spends a period of time abroad or in another Community within the context of his/her study programme. This period is acknowledged within the student's total curriculum at Ghent University, within a previously determined framework (cf. Learning Agreement) between the institution, the student and Ghent University.

## P

### [PARTIAL EXAMINATION \(DEELEXAMEN\)](#)

An examination dealing with only part of the study material.

### [PART-TIME STANDARD LEARNING TRACK YEAR \(DEELTIJDS MODELTRAJECTJAAR\)](#)

A standard learning track year of less than 54 ECTS credits.

### [PERSONALIZED LEARNING TRACK \(GEÏNDIVIDUALISEERD TRAJECT, GIT\)](#)

Learning track which deviates from the standard learning track.

### [PLAGIARISM \(PLAGIAAT\)](#)

Plagiarism is considered to be a form of fraud and an irregularity at Ghent University. To commit plagiarism is to present (parts of) a source as original and your own, without adding any acknowledgements. It can relate to different forms of production, such as texts (written, oral), images (photographs, film, graphs, diagrams, figures, etc), music, databases, a structure, a line of reasoning, or ideas.

### [POSTGRADUATE PROGRAMMES \(POSTGRADUAATSONPLEIDING, PGOP\)](#)

A study programme involving a study load of at least 20 ECTS

credits. It is a learning track devised to provide more in-depth knowledge and broaden the competencies that have been acquired upon completion of a Bachelor's or Master's programme, as part of the students' further professional training.

Postgraduate programmes are authenticated with a postgraduate certificate or a diploma conferring a legally recognized occupational title.

### [PREDOCTORAL TRAINING PROGRAMME \(PREDOCTORALE ONPLEIDING\)](#)

A study programme that the Faculty can or is required to impose on prospective doctoral students who hold a foreign diploma or who do not hold a Master's degree, respectively, after an evaluation of their file. This predoctoral programme is an additional access requirement to enrol for the doctorate, as determined in article 8 [and the resolution concerned](#). The programme is authenticated with a postgraduate certificate.

### [PREPARATORY COURSE \(VOORBEREIDINGSPROGRAMMA\)](#)

A programme that may be imposed on students who do not hold any of the required diplomas that would entitle them to be admitted directly to the study programme for which they wish to enrol.

### [PREVIOUSLY ACQUIRED COMPETENCIES \(EERDER VERWORVEN COMPETENTIES, EVC\)](#)

Knowledge, competencies and attitudes acquired by (prospective) students outside of university as part of their profession, voluntary work, hobbies or social life. This kind of experience is not authenticated by any formal study qualifications but may correspond with particular competencies from a Bachelor's and/or Master's programme, in which case it can be recognized as a "previously acquired competency". If (prospective students) with such competencies pass an aptitude test, they may be awarded exemptions for specific course units.

### [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, whether as part of an educational programme or otherwise, insofar as it is not a credit certificate obtained within the institution or programme where the (prospective) student wishes to assert this qualification.



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

Study programmes designed to offer students the required general training, as well as professional knowledge and competencies, based on the application of scientific or artistic knowledge, creativity and practical knowledge.

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

Announcement that makes it possible for all the parties concerned to inspect their individual examination results, for example by calling out the results publicly, through Oasis or the electronic learning environment.

## R

#### RECESS (RECES)

Time period in which educational activities and evaluations organized by University are suspended, cf. the time spans specified in the academic calendar (see article 2).

#### REGISTER (REGISTREREN)

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

#### REGULAR COURSE UNIT (REGULIER OPLEIDINGSONDERDEEL)

Course unit approved by the Executive Board (or by the Doctoral School Board, if the course unit is taught by a Doctoral School) and for which the student is awarded a credit certificate upon successful completion.

#### RESEARCH RESULTS (ONDERZOEKSRESULTATEN)

The results of research or development efforts, accomplished by the researchers as part of their relation with Ghent University and/or by means of Ghent University resources or equipment ([Valorisatiereglement](#)). These do not comprise literary works or works of art as intended under the Law on Copyright and Neighbouring Rights of 30 June 1994 ('Copyright Act'). However, they are considered to comprise computer software or databases which are protected under the Copyright Act and/or the Act of 31 August 1998 which transposed into Belgian law the European Directive of 11 March 1996 on the Legal Protection of Databases ('Database Act').

#### RESEARCH RESULTS THAT CAN CREATE VALUE (VALORISEERBARE ONDERZOEKSRESULTATEN)

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

## S

#### SECOND-TERM COURSE UNIT (TWEDESEMESTERVAK)

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

#### SEQUENTIALITY (VOLGTIJDDELIJKHEID)

The regulations approved by the Committee for Programmes on the requirement to have followed, (been declared as) passed, or exempted from a particular course unit before a student can take up another course unit in his/her curriculum.

#### SIMON

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

SIMON can be used to help students choose a study programme. Prospective students can use [www.vraagthetaansimon.be](http://www.vraagthetaansimon.be) to find out which academic and professional programmes (within the Ghent University Association) match their interests and skills.

"SIMON says" gives targeted and repeated advice on study progress, opportunities and remedial options to students who start a Bachelor's programme at Ghent University throughout their first year (at the start, after the first term and after the resit examination period).

#### SPECIAL TUITION FEE (BIJZONDER STUDIEGELD)

Increased tuition fee for some of the Master's programmes.

#### STANDARD LEARNING TRACK (MODELTRAJECT, MOT)

Standard learning track within a given study programme, as determined by the provisions of article 38, 4°, in which the optimal succession of courses (in view of the starting competencies cf. article 41,10°) is pursued, as well as the optimal feasibility and organization of the education offered in this programme.

#### STANDARD LEARNING TRACK YEAR (MODELTRAJECTJAAR)

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

## STUDENT

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

## STUDENT COUNSELLOR (STUDIEBEGELEIDER)

A member of the Faculty Student Counselling Service within the Faculty Office of Educational Support who coaches students to ensure a smooth study process. A student counsellor offers content-specific and/or general coaching about the relevant study programme. S/he works together with lecturers and teaching assistants to set up new coaching schemes and offers feedback with regard to recurrent field-related problems.

## STUDY LOAD (STUDIEOMVANG)

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

## STUDY PROGRAMME (OPLEIDING)

The structuring unit of higher education, i.e. a set of coherent educational, study and evaluation activities that are authenticated with a diploma or certificate upon successful completion.

## STUDY PROGRAMME CHARACTERISTICS (OPLEIDINGSKENMERKEN)

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

## STUDY PROGRAMME OVERVIEW (OPLEIDINGSPROGRAMMA)

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

## STUDY TIME (STUDIETIJD)

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

## SUCCESS RATE (STUDIERENDEMENT)

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

## SUMMER SCHOOL (ZOMERPROGRAMMA)

(Group of) course unit(s) that may be offered from the summer recess to the end of the academic year.

This may be the case for regular course units as part of a Master's programme or postgraduate programme.

## SUPERVISOR (PROMOTOR)

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

## SUPERVISOR OF STUDIES (MENTOR)

(Outside) student counsellor who monitors students during their extramural work placement or predoctoral training programme.

## SUPERNUMERARY COURSE UNIT (SURNUMERAIR OPLEIDINGSONDERDEEL)

Course unit taken under a contract to obtain a diploma which is added to the regular study load of the study programme as part of the student's curriculum.

# T

## TEACHING METHOD (DIDACTISCHE WERKVORM)

The way in which the educational activities are given shape, so that students can acquire the envisaged competencies as efficiently as possible. Examples of teaching methods include lectures, practicals, the Master's dissertation, guided self-study, online discussion forums, independent work, etc (see Section III).

## TECHNOLOGY TRANSFER OFFICE (VALORISATIECEL)

The body charged with the protection and exploitation of Ghent University research results, for the benefit of and under the authority of Ghent University.

## TRANSCRIPT OF RECORDS (PUNTENLIJST)

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

## TUITION FEE (STUDIEGELD)

The amount in Euros that the student is to pay upon enrolment in order to take part in educational activities and/or exams. The tuition fee consists of a fixed amount and a variable amount, depending on the number of ECTS credits for which the student is enrolling.

## U

### UFORA

The official electronic learning environment (ELO) of Ghent University.

## V

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

Synchronizing the contents of the course units within a specific learning track (horizontally) and across the various learning tracks (vertically), aimed at preventing gaps in the initial competencies of students and overlap between course units.

# PART II

## EDUCATION REGULATIONS

### SECTION I

#### THE ORGANIZATION OF THE ACADEMIC YEAR

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

The 2021-2022 academic year starts on 27 September 2021 and closes on 24 September 2022.

#### 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.

§2. The academic year is divided into two terms.

<b>Standard calendar</b>	
Fri. 24/09/2021	Inauguration of the academic year 2021-2022
Mon. 27/09/2021	Start of the academic year 2021-2022
Mon. 27/09/2021 through Sat. 18/12/2021	12 weeks of first-term educational activities
Mon. 20/12/2021 through Fri. 24/12/2021	1 week of catch-up activities
Mon. 27/12/2020 through Sat. 08/01/2022	2 weeks of Christmas recess
Mon. 10/01/2021 through Sat. 05/02/2022	4 weeks of first-term examination period, including: <ul style="list-style-type: none"> <li>– preparation time for the exams</li> <li>– deliberations</li> <li>– examination results announcements up to and including Sat. 19/02/2022</li> </ul>
Mon. 07/02/2022 through Sat. 12/02/2022	1 week inter-term recess
Mon. 14/02/2022 through Sat. 02/04/2022	7 weeks of second-term educational activities, including feedback on first-term examination period up to and including 25/02/2022
Mon. 04/04/2022 through Sat. 16/04/2022	2 weeks of Easter recess
Thuu. 19/04/2022 through Sat. 21/05/2022	5 weeks of second-term educational activities
Mon. 23/05/2022 through Sat. 28/05/2022	1 week of catch-up activities
Mon. 30/05/2022 through Sat. 09/07/2022	6 weeks of second-term examination period, including: <ul style="list-style-type: none"> <li>☒ preparation time for the exams</li> <li>– deliberations</li> <li>– examination results announcements up to and including Thu. 07/07/2022</li> <li>– feedback on the second-term examination period</li> </ul>
Mon. 11/07/2022 through Sat. 20/08/2022	6 weeks of summer recess
Mon. 22/08/2022 through Sat. 17/09/2022	5 weeks of resit examination period, including: <ul style="list-style-type: none"> <li>– deliberations</li> <li>– examination results announcements</li> </ul>
Mon. 19/09/2022 through Sat. 24/09/2022	1 week of feedback on all examination periods and reorientations
Mon. 26/09/2022	Start of the academic year 2022-2023

Flexible content	
Fri. 24/09/2021	Inauguration of the academic year 2021-2022
Mon. 27/09/2021	Start of the academic year 2021-2022
Mon. 27/09/2021 through Sat. 05/02/2022	First-term: educational activities, examination period, feedback, deliberations and examination results announcements  Christmas recess from Mon. 27/12/2021 through Sat. 08/01/2022
Mon. 07/02/2022 through Sat. 12/02/2022	1 week inter-term recess
Mon. 14/02/2022 through Sat. 09/07/2022	Second-term: educational activities, examination period, feedback, deliberations and examination results announcements  Easter recess from Mon. 04/04/2022 through Sat. 16/04/2022
Mon. 11/07/2022 through Sat. 20/08/2022	6 weeks of summer recess
Mon. 22/08/2022 through Sat. 17/09/2022	4 weeks of resit examination period, including: – deliberations – examination results announcements
Mon. 19/09/2022 through Sat. 24/09/2022	1 week of feedback on all examination periods and reorientations
Mon. 26/09/2022	Start of the academic year 2022-2023

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

- educational activities, if they were unable to be held in the scheduled period due to force majeure;
- revision lessons and/or extra exercises, provided that no new subject matter is taught;
- the evaluations intended under articles 50§4.

§4. Educational activities and evaluations are suspended during Christmas recess, inter-term recess, Easter recess, summer recess, from 19/09/2022 through 24/09/2022, as well as on the following closing days:

- Monday 1 November 2021 (All Saints' Day, holiday determined by decree)
- Tuesday 2 November 2021 (All Souls' Day, holiday determined by decree)
- Thursday 11 November 2021 (Armistice Day, bank holiday)]
- Saturday 25 December 2021 up to and including Saturday 1 January 2022 (Christmas and New Year's Day) (bank holidays and fixed days of leave)
- Friday 18 March 2022 (Dies Natalis)
- Monday 18 April 2022 (Easter Monday, bank holiday)
- Thursday 26 May 2022 (Ascension, bank holiday)
- Friday 27 May 2022 (fixed day of leave)
- Monday 6 June 2022 (Whit Monday, bank holiday)
- Monday 11 July (Day of the Flemish Community, holiday determined by decree)
- Monday 18 July 2022 up to and including Friday 22 July 2022 (National Holiday, holiday determined by decree) (working days of the Ghent Festival, fixed days of leave)
- Monday 15 August 2022 (Assumption, bank holiday)

§5. The following activities may be held during the periods listed under §4, with the exception of the closing days:

- student reception and preparation activities,
- admission procedures,
- coached educational activities for postgraduate programmes, lifelong learning programmes, predoctoral training programmes and the doctoral training programmes
- work placements, clinics and multi-day study visits, after approval by the Faculty Council; these may take place on closing days;
- educational activities and evaluation moments within the context of the summer schools (see article 44).

§6. Exceptionally – except on the closing dates mentioned in §4 – examinations may be organized outside the examination periods in the following cases:

- for students at other institutions, as well as incoming and outgoing exchange students, in execution of the Learning Agreement signed by all parties.
- for examinations on practical classes or exercises. These may be organized in the periods that are reserved for catch-up activities and the summer recess.
- for examinations on preparatory programmes, linking programmes, Erasmus Mundus programmes, postgraduate programmes,

and summer schools (see article 44).

- students who, in accordance with article 25, can request to "move one or more exams to another time within the same academic year, if necessary in a different exam form."

The decision should be taken by the Faculty Council, on the recommendation of the study programme committee, and the students should be informed of this decision at the start of the academic year.

§7. Prior to the academic year in which they are to be included as part of the student's curriculum, work placements and clinics may be held during the summer recess, the resit examination period and feedback week (i.e. from 11 July 2022 through 24 September 2022), after Faculty approval and provided the student is enrolled at Ghent University. The Faculty is to notify the Director of Educational Policy of this arrangement before 1 April preceding the academic year concerned, by sending an e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be).

### ARTICLE 3 INFORMATION SESSIONS

Before the start of the academic year, the Faculties stage their own specific information and introductory sessions, intended first and foremost for prospective students seeking to enrol at Ghent University for the first time.

### ARTICLE 4 DEPARTURES FROM THE SCHEDULED ACADEMIC CALENDAR

Departures from the provisions set out under articles 1 through 3, as well as the request for a flexible implementation of the academic calendar, can only be granted by the director of the Department of Educational Policy in response to a substantiated request from a Faculty Council, after the recommendation of the Director of Studies (and for the flexible parts of the academic calendar also includes the Study Programme Committee and the Educational Quality Control Unit).

A request covering the flexible parts of the academic calendar must include any deviations regarding examination periods, the publication of examination results and deadlines (conform art 25, 52§2, 54, 55§1, 69).

Any such requests are to be submitted with the Department of Educational Policy (by e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 January of the preceding academic year. The director of the Department of Educational Policy is to explicitly determine the term of validity of any departures granted.

# SECTION II

## ACCESS REQUIREMENTS

### SUBSECTION I

#### DEGREE ACCESS REQUIREMENTS

#### ARTICLE 5 ACCESS REQUIREMENTS FOR BACHELOR'S PROGRAMMES

§1. Holders of a diploma awarded by an educational institution that is recognized by the Flemish Community:

- As an access requirement, students who intend to enrol for a Bachelor's programme with a contract to obtain a diploma need to hold one of the following degrees:
- a secondary school diploma awarded by (an educational institution that is recognized by) the Flemish Community;
- an Associate degree short cycle programme (graduate programme) awarded by an educational institution that is recognized by the Flemish Community
- a short-type higher education diploma with a full curriculum;
- a higher education diploma for social promotion, with the exception of the Certificate of Teaching Competence
- a certificate which, pursuant to a statutory standard, a European Directive or an international convention, is recognized as being equivalent at a minimum to one of the diplomas listed above. This applies to the following certificates, among others:
  - a certificate of complementary secondary vocational education;
  - a First Prize diploma, awarded by a school of music or the Lemmens Institute, with the exception of a First Prize diploma in music theory;
  - a technical engineering diploma;
  - a diploma of first-grade higher music education with full curriculum, awarded by a school of music;
  - a diploma of higher technical education of the third grade;
  - a certificate showing that the student has successfully passed at least 2 study years in one and the same subject in higher vocational education, or (a) (partial) certificate(s) of modules from one and the same subject in higher vocational
  - education which the candidate successfully completed with a total number of contact hours of at least two-thirds of the total;
  - a certificate showing that the student has successfully passed at least 2 study years with a full curriculum of a study programme resulting in the diploma of higher art education with a full curriculum of the second grade, a diploma of higher art education with a full curriculum of the third grade, a diploma of higher technical education of the third grade or an interior design diploma;
  - a degree of candidature (or equivalent);
  - a Bachelor's degree (or equivalent);
  - a Master's degree (or equivalent).

§2. Holders of a degree awarded by an educational institution that is recognized by the French or German Community

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

- a secondary school diploma awarded by an educational institution that is recognized by the French or German Community;
- a degree of candidature (or equivalent);
- a Bachelor's degree (or equivalent);
- a Master's degree (or equivalent).

§3. Holders of a degree awarded by a foreign educational institution:

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

- a "European Bacculaureate" awarded by the European Schools in Belgium or abroad;
- a "Diplôme du Baccalauréat international" awarded by the Office du Baccalauréat International in Geneva;
- a diploma awarded by the SHAPE school (NATO);
- a Luxembourg "diplôme de Fin d'Etudes secondaires" or a "diplôme de Fin d'Etudes secondaires techniques";
- a Dutch "Voorbereidend Wetenschappelijk Onderwijs (VWO)" diploma;
- a Dutch "Getuigschrift van met goed gevolg afgelegd propedeutisch examen" certificate;
- a Dutch "Getuigschrift Propedeuse Hoger Beroepsonderwijs" certificate;
- a French "Baccalauréat Général", "Baccalauréat Technologique" or "Baccalauréat Professionnel" diploma;
- a German "Zeugnis der allgemeinen Hochschulreife/Abitur" diploma;
- a true and [certified](#) "High School Diploma" (USA) with a "transcript of records", listing at least 4 Advanced Placements (APs);
- a foreign diploma declared equivalent by [NARIC](#);
- a true and [certified](#) foreign Bachelor's or Master's degree;
- a diploma with an accompanying certificate stating that, on the grounds of said diploma, the student is to be admitted to university studies of the country in which said diploma was awarded, if said country has ratified the Lisbon Recognition Convention (LRC).

#### §4. Access requirements for the Dentistry/Medicine study programmes

For students wishing to enrol for a Bachelor's programme in Medicine or Dentistry, an additional access requirement applies. These students are required to pass an [entrance exam](#), organized by the Examination Board 'Medical School and Dentistry Entrance Exams', and have a good ranking.

Students in the Master's programme in Medicine (or graduates with a Master's degree in Medicine) can be exempted from the entrance examination of Dentistry by the Dean of the Faculty of Medicine and Health Sciences under the conditions determined by the faculty when registering for the Bachelor's programme in Dentistry.

Students in the Master's programme in Dentistry (or graduates with a Master's degree in Dentistry) can be exempted from the entrance examination of Medicine by the Dean of the Faculty of Medicine and Health Sciences under the conditions determined by the Faculty when registering for the Bachelor's programme in Medicine.

In these last two situations, the faculty determines the modalities and procedure within the decree framework.

§5. Compulsory non-binding admission tests (calibration tests): for enrolments in the Bachelor Bioscience Engineering Technology, Bachelor Bioindustrial Sciences, Bachelor Veterinary Medicine, Bachelor Engineering Technology, Bachelor of Engineering and Engineering: Architecture, the additional access requirement is the compulsory prior participation in a non-binding admission test (i.e. a calibration test). In the supplementary faculty regulations, the faculty determines the specific modalities, the possible deviations from the compulsory participation for the study programme(s) involved and, if applicable, the non-binding conditions.

#### §6. Special access requirements for Bachelor's programmes

Prospective students who fail to comply with the conditions specified under §1 and §2 may be allowed to enrol for a Bachelor's programme after an [admission enquiry](#). This type of enquiry is governed by a specific procedure. Provided that the applicable language requirements are met, an admission enquiry may be requested by:

- prospective students who fail to meet the aforesaid access requirements: on condition that they have reached the minimum age of 21.
- prodigies (people with an exceptional command of a specific discipline): without any age restrictions;
- refugees and displaced persons: without any age restriction.

## ARTICLE 6 ACCESS REQUIREMENTS FOR MASTER'S PROGRAMMES

§1. For holders of a diploma awarded by an institute of higher education that is recognized by the Flemish Community, the following applies:

Students who wish to enrol for a Master's programme (i.e., a Master's programme subsequent to a Bachelor's programme, an educational Master's programme or an Advanced Master's programme) are to meet the access requirements as approved by the Institutional Programmes Committee (CoP) and stipulated in the study guide. This implies that they may be required to attend a preparatory or linking course. Students may file an appeal against any such decision which obligates them to take a preparatory or



linking course with the Institutional Appeals Committee (Interne Beroepscommissie), as specified under article 81.

§2. For holders of a diploma awarded by another educational institution, the following applies:

1° Master's Programme (not an International Course Programme, [ICP](#); not [Erasmus Mundus](#)):

The general access requirement is for students to hold a Bachelor's degree. After a favourable [admission procedure](#), these prospective students are granted admission to a Master's programme or a preparatory course.

2° Advanced Master's Programme (ManaMa) (not [ICP](#), not [Erasmus Mundus](#)):

These students are to hold a Master's degree or, in special cases, a Bachelor's degree. After an admission procedure, these students may be granted admission to an Advanced Master's programme or a preparatory course. If students are required to take a preparatory course to be admitted to an English-language Advanced Master's programme, the preparatory programme is to be taught in English.

§3. Prospective students who do not meet the requirements mentioned in §1 and §2 (they cannot present any certificates) may be admitted to the continuation course by the rector for humanitarian reasons, after an investigation into their aptitude to follow this course. The prospective student in question is required to submit a substantiated request with the institutional ombudsperson.

## ARTICLE 7 ACCESS REQUIREMENTS FOR POSTGRADUATE PROGRAMMES

§1. Prospective students who want to enrol for postgraduate programmes need to meet the access requirements as approved by the Institutional Lifelong Learning Committee and stipulated in the study guide.

§2. Holders of a non-Belgian diploma may be admitted to postgraduate programmes after an [admission procedure](#).

## ARTICLE 8 ACCESS REQUIREMENTS FOR LIFELONG LEARNING PROGRAMMES

§1. Prospective participants need to meet the access requirements as approved by the Academy and the Lifelong Learning Committee concerned.

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

## SUBSECTION II

### LANGUAGE ACCESS REQUIREMENTS

#### ARTICLE 10 LANGUAGE REQUIREMENTS

§1. Exemption from applicable language requirements:

1° Prospective students are exempted from the language requirements for Dutch, if they hold any of the following certificates:

- a secondary education diploma awarded by (an educational institution that is recognized by) the Flemish Community;
- a higher education diploma of a Dutch-language study programme, awarded by an institute of higher education that is recognized by the Flemish Community;
- a certificate confirming that the student passed one year of study in secondary education;
- a certificate confirming that the student has already obtained 60 credits for Dutch-language course units at an institute of higher education.
- a European Baccalaureate diploma (with Dutch L1 or L2).

2° Prospective students are exempted from the language requirements for English, if they hold any of the following certificates:

- a diploma of secondary education awarded by (an educational institution that is recognized by) the Flemish Community;
- a higher education diploma awarded by an institute of higher education that is recognized by the Flemish Community;
- if the prospective student has already passed an English-language study programme, either in secondary education or at an institute of higher education in Belgium or abroad (i.e. the student needs to have obtained 60 credits, whether it be in one academic year or several);
- a certificate establishing that the student has taken the predoctoral training programme at Ghent University, provided that this programme primarily consisted of course units taught in English;
- only applicable to students enrolling for the doctorate and the (pre)doctoral training programme: a written statement from the supervisor or mentor, respectively, confirming that the prospective doctoral student has a sufficient command of English.

3° Prospective students are exempted from the language requirements for Dutch and/or English, if they are admitted to a study programme on the basis of a selection procedure within the framework of an Erasmus Mundus Action 1 or Action 2, International Course Programmes, EU-US Atlantis, EU-Canada, which take language proficiency as one of the selection criteria.

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

§2. Language requirements for Bachelor's programmes:

1° Prospective students for a Dutch-language Bachelor's programme are required to provide proof of their proficiency in Dutch, which is considered to be equivalent to level B2 of the European Reference Framework by Ghent University (cf. §9).

2° In contravention of the first section of this paragraph, prospective students for the Bachelor's programme Bachelor of Arts in Applied Linguistics are required to show that they have reached the C1 level for Dutch (cf. §9).

3° Under no circumstances can prospective students enrol for a Bachelor's programme if they do not have the required language skills.

§3. Language requirements for preparatory and linking programmes:

- for a preparatory or linking programme with Dutch as the language of instruction:
  - required level of Dutch: B2. In contravention of this rule, prospective students for the preparatory or linking programme to the Master's programmes in Applied Linguistics are required to show that they have reached the C1 level of Dutch (cf. §9).
  - required level of English: 0
- for a preparatory or linking programme with English as the language of instruction:
  - required level of Dutch: 0
  - required level of English: B2

§4. Language requirements for Master's programmes:

At the recommendation of the study programme committee, the Faculty lays down which [level of proficiency](#) (cf. §9) in Dutch and

English is required upon enrolment for each Master's programme. For an interuniversity co-operation, which has included specific language requirements in the agreement concerned, the Faculty may use these requirements instead of a level of proficiency. Any changes for academic year X - X + 1 must be communicated before 01/07/X-1 to the Registrar's Office of the Department of Educational Policy, via [onderwijs@ugent.be](mailto:onderwijs@ugent.be).

Any amendments must be reported to the Department of Educational Policy (by e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 January preceding the academic year concerned.

If the Faculty fails to specify the language requirements for the Master's programme, the following applies:

- for Master's programmes with Dutch as the language of instruction:
  - required level of proficiency in Dutch: B2
  - required level of proficiency in English: 0
- for Master's programmes with English as the language of instruction:
  - required level of proficiency in Dutch: 0
  - required level of proficiency in English: B2

#### §5. Language requirements for postgraduate programmes:

For postgraduate programmes, the coordinator/person in charge of the study programme specifies which level of proficiency (cf. §9) in Dutch and English is required upon enrolment. Any amendments must be reported to the Registrar's Office of the Department of Educational Policy (by e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 April preceding the academic year concerned. If the language requirements fail to be specified, the B2 level is the required level of proficiency in English and Dutch, for the postgraduate programmes depending on the language(s) of instruction.

#### §6. Levels of proficiency:

All certificates mentioned below need to be valid at the time of the first enrolment for a study programme: this means that, if a term of validity is specified, it should not have lapsed and that language certificates without term of validity should not be older than 4 academic years (counting from the academic year after the certificate was obtained).

LEVEL	ADEQUATE PROOF OF DUTCH PROFICIENCY AS ACCEPTED BY GHENT UNIVERSITY
0	Everyone is accepted
B2	<ul style="list-style-type: none"> <li>- a ITNA B2 certificate for the Interuniversity Language Test of Dutch (Interuniversitaire Taaltest Nederlands voor Anderstaligen), awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>- a B2 certificate of a Belgian or Dutch university language centre</li> <li>- the STRT Educatief Startbekwaam certificate (formerly known as the Higher Education Language Proficiency Profile or Profiel Taalvaardigheid Hoger Onderwijs, PTHO) under the Dutch as a Foreign Language Certificate (Certificaat Nederlands als Vreemde Taal, CnaVT), awarded by the Language Union (Taalunie)</li> <li>- passing the entrance exam for the Dentistry/Medicine study programmes</li> <li>- passing the '<a href="#">Staatsexamen NT2 Programma II</a>' (awarded by the 'College voor Toetsen en Examen in Nederland')</li> </ul>
C1	<ul style="list-style-type: none"> <li>- the Educatief Professioneel certificate (formerly known as the Academic Language Proficiency Profile or Profiel Academische Taalvaardigheid, PAT) under the Dutch as a Foreign Language Certificate, awarded by the Language Union</li> <li>- a C1 certificate for the Interuniversity Language Test of Dutch (Interuniversitaire Taaltest Nederlands voor Anderstaligen, ITNA), awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>- a C1 certificate from a Belgian or Dutch language centre</li> </ul>
C2	a C2 certificate from a Belgian or Dutch language centre

LEVEL	ADEQUATE PROOF OF ENGLISH PROFICIENCY AS ACCEPTED BY GHEENT UNIVERSITY
0	Everyone is accepted
B2	<ul style="list-style-type: none"> <li>– a TOEFL TEST, with a score ranging from at least 510 up to and including 559 (paper-based), or ranging from at least 72 up to and including 94 (Internet-based) or above. Participants are to specify “institution code” 2643 if they want the test results to be communicated directly to Ghent University</li> <li>– an original ‘Academic Test Report Form’ (TRF) from IELTS, with a score of at least 6.0</li> <li>– a B2 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>– a B2 certificate awarded by a university language centre</li> <li>– the final test certificate for the course Practical English 5 or English for Written Academic Purposes, issued by the Ghent University Language Centre</li> <li>– a B2 First certificate Cambridge Assessment English (former First certificate in English (FCE))</li> <li>– Pearson Test of English Academic (PTE Academic), with a score of 59 up to and including 75</li> <li>– International Baccalaureate in English B (SL, level 5, 6 &amp; 7); International Baccalaureate in English B (HL, level 5 &amp; 6); 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 score ranging from at least 560 up to and including 676 (paper-based), or ranging from at least 95 up to and including 119 (Internet-based) or above. Test participants are to specify “institution code” 2643, if they want the test results to be communicated directly to Ghent University</li> <li>– an original ‘Academic Test Report Form’ (TRF) from IELTS, with a score of 7.0 or above</li> <li>– an C1 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>– a certificate for Advanced Practical English, Proficient Practical English or Advanced Academic English: Writing Skills issued by the Ghent University Language Centre</li> <li>– a C1 certificate from a university language centre</li> <li>– a C1 Advanced certificate Cambridge Assessment English (former: certificate in Advanced English (CAE))</li> <li>– Pearson Test of English Academic (PTE Academic), with a score of 76 up to and including 84.</li> <li>– International Baccalaureate English B (HL, level 7); International Baccalaureate in English A (SL, level 7)</li> </ul>
C2	<ul style="list-style-type: none"> <li>– a TOEFL TEST, with the highest score of 677 (paper-based), or 120 (Internet-based). Test participants are to specify “institution code” 2643 if they want the test results to be communicated directly to Ghent University</li> <li>– an original ‘Academic Test Report Form’ (TRF) from IELTS, with a score of 7.5 or above (maximum score = 9.0)</li> <li>– an ITACE certificate for students with a CEF C2 score, awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>– a C2 certificate from a university language centre</li> <li>– a C2 Proficiency certificate Cambridge Assessment English (former certificate of Proficiency in English (CPE))</li> <li>– Pearson Test of English Academic (PTE Academic), with a score of 85 and up.</li> </ul>

## SUBSECTION III

### ACCESS REQUIREMENTS IN TERMS OF THE LEARNING ACCOUNT

#### ARTICLE 11 ACCESS REQUIREMENTS IN TERMS OF THE LEARNING ACCOUNT

§1. Students can enrol for the remaining learning account if they enrol under a diploma contract or an exam contract to obtain a diploma in a Bachelor's programme or Master's programme (subsequent to a Bachelor's programme) and if they enrol under a credit contract or an exam contract to obtain a credit certificate. This is not applicable to students who have not yet passed the first deliberation set of the Bachelor's programme for which they want to enrol: they can only enrol for the Bachelor's programme in question if their learning account still allows them to take up all remaining ECTS-credits of the first standard learning track year, also when enrolling late. If their learning account is insufficient, they can request an exception in accordance with §2. Students who have obtained a Bachelor's degree can enrol for the consecutive Master's programme under a diploma contract (whether or not preceded by a linking or preparatory programme) and for all course units from the consecutive Master's programme under a credit contract, regardless of the condition of their learning account.

Students who have obtained a Master's degree can enrol regardless of the condition of their learning account.

#### §2. Exceptional permission to enrol in case of an insufficient learning account

If a student has an insufficient learning account, individual exceptions may be granted by the director of the Department of Educational Activities. The student in question is required to submit a substantiated request with the Department of Educational Policy, Registrar's Office, by e-mail to [leerkrediet@ugent.be](mailto:leerkrediet@ugent.be). The student is required to pay the tuition fee as anticipated. Students may file an internal appeal against the decision of the director of the Department of Educational Activities with the Institutional Appeals Committee in accordance with article 81.

#### §3. Reclamation of learning account due to force majeure

For students who believe that they could not participate in (part of) the examinations for which they were enrolled due to force majeure, and who cannot make use of any more examination opportunities within the academic year at hand, may submit a [request to reclaim their lost learning account](#) with the Council for Disputes concerning Decisions on Study Progress (Council for Disputes concerning Decisions on Study Progress).

## SUBSECTION IV

### ADMISSION PROCEDURE

#### ARTICLE 12 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY AN EDUCATIONAL INSTITUTION RECOGNIZED BY THE FLEMISH COMMUNITY

The admission procedure for holders of a diploma awarded by an educational institution that is recognized by the Flemish Community consists of reporting via [ugent.be/enrolment](https://www.ugent.be/enrolment) and following the enrolment procedure. For some study programmes, the prior permission of the faculty is required (after an examination of the student's file).

For the actual enrolment, all required diplomas and certificates need to be presented. Final enrolment date: in accordance with the regular period of enrolment, cf. article 15.

#### ARTICLE 13 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY AN EDUCATIONAL INSTITUTION RECOGNIZED BY THE FRENCH OR GERMAN COMMUNITY

##### §1. Enrolling for a Bachelor's programme

The admission procedure for holders of a diploma awarded by an educational institution that is recognized by the Flemish Community consists of reporting via [ugent.be/enrolment](https://www.ugent.be/enrolment) and following the enrolment procedure.

For the actual enrolment, all required diplomas and certificates need to be presented. Final enrolment date: in accordance with the regular period of enrolment, cf. article 15.

##### §2. Enrolling for another study programme

If holders of a diploma awarded by an educational institution that is recognized by the French or German Community wish to enrol for a Master's programme (whether or not preceded by a preparatory programme) or the doctorate and the doctoral training programme, they need to report via [ugent.be/enrolment](https://www.ugent.be/enrolment) and follow the enrolment procedure.

In addition, these prospective students need to request the faculty involved for permission to enrol. To this end, they will contact the [learning track counsellor](#).

For the actual enrolment, all required diplomas and certificates need to be presented. Final enrolment date: in accordance with the regular period of enrolment, cf. article 15.

#### ARTICLE 14 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY A FOREIGN EDUCATIONAL INSTITUTION

§1. If holders of a diploma awarded by a foreign educational institution wish to enrol for a Bachelor's programme, a Master's programme (whether or not preceded by a preparatory programme), a postgraduate programme or the doctorate and the doctoral training programme, they need to report via the procedure outlined on [ugent.be/admission](https://www.ugent.be/admission) and follow the enrolment procedure. All requests based on a foreign diploma need to be accompanied by a legalized copy of this diploma, except diplomas awarded in a country which has ratified the Lisbon Recognition Convention (LRC).

§2. Final enrolment date for full admission file to enrol from the academic year 2022-2023 onwards:

- Prospective students subject to a visa requirement need to submit their admission file before 1 March 2022.
- Prospective students who are not subject to a visa requirement need to submit their admission file before 1 June 2022.
- For the enrolment for the doctorate and the doctoral training programme, there is no final enrolment date.

§3. The Registrar's Office of the Department of Educational Policy is in charge of investigating whether the submitted file is complete and the prospective student is admissible. To this end, they will follow the guidelines of the Lisbon Recognition Convention (LRC) for admission requests based on a diploma awarded in a country that has ratified the LRC.

After they have confirmed that the file is complete, they will proceed as follows:

- If the prospective student is admitted based on the similar level of the diploma in question and holds a diploma awarded in a

- country which has ratified the LRC, then s/he is admitted;
- If the prospective student's file corresponds with an entry in the database of precedents from the Registrar's Office, then the decision that was taken in the precedent is upheld;
  - In all other cases, the file is transferred to the study programme committee in question.
    - If students can only be admitted to the study programme after an individual aptitude test, the study programme committee will formulate a positive/negative recommendation within a six-week period.
    - If this is not the case, the study programme committee may advise against admitting the prospective student on the grounds of substantial differences between the prospective student's diploma and the access requirements that are in place for holders of a degree awarded by an educational institution recognized by the Flemish Community. In case of a negative recommendation, the study programme committee will indicate clearly what these substantial differences are (in terms of the level of the foreign certificate, the learning results of the study programme, study load, the quality of the study programme) and it will describe why the diploma at hand cannot be regarded as equivalent to one of the diplomas listed in the access requirements. This negative recommendation is to be given as soon as possible, and if this is not done within six weeks, the student will be admitted.

Taking into account the recommendations of the study programme committee, the head of the Registrar's Office will then decide whether or not to admit the prospective student to Ghent University.

Any admissions and refusals, except for those that were preceded by an individual aptitude test, will be added to a database of precedents. At regular intervals, the Registrar's Office will submit the contents of this database to the study programmes, which may then suggest any amendments.

§4. If prospective students have been denied admission by the head of the Registrar's Office, they cannot request admission to the same study programme again, unless they can add new and substantial information to their file.

§5. Ghent University will not check the (prospective) students' solvency and never assumes any financial liability with respect to (prospective) students. Through their request, all (prospective) students formally declare that they will not turn to Ghent University for any material or financial aid during their stay in Belgium.

# SECTION III

## ENROLMENT

### ARTICLE 15 (RE-)ENROLMENT PERIOD

§1. For contracts to obtain a diploma:

For Bachelor's programmes, Master's programmes, preparatory programmes and linking programmes: The enrolment period runs from 9 August 2021 through 30 September 2021. All practical guidelines and closing days for first enrolments are announced on the Ghent University [portal site](#).

In exceptional cases, late enrolments are allowed:

for Bachelor's programmes, Master's programmes, Advanced Master's programmes, preparatory programmes and linking programmes:

- As from 1 October 2021, (prospective) students are to request the Curriculum Committee for permission to enrol late through the Faculty Student Administration. The Curriculum Committee may prohibit students from taking up particular course units in their curriculum.
- After 1 March 2022, no enrolments are accepted.

§2. For contracts to obtain a credit certificate:

1° For first-term course units, students may enrol from 9 August 2020 through 30 September 2020. In exceptional cases, late enrolments are allowed:

- As from 1 October 2021, (prospective) students are to request the Curriculum Committee for permission to enrol late.
- After 15 November 2021, no enrolments are accepted.

2° For full-year course units, students may enrol from 9 August 2020 through 30 September 2020. In exceptional cases, late enrolments are allowed:

- As from 10 October 2021, (prospective) students are to request the Curriculum Committee for permission to enrol late.
- After 1 March 2022, no enrolments are accepted.

3° For second-term course units, students may enrol from 9 August 2021 through 28 February 2022. After 1 March 2022, no enrolments are accepted.

§3. The enrolment period for postgraduate study programmes and predoctoral training programmes is determined by the Faculty. After 1 March 2022, no enrolments are accepted for postgraduate programmes and predoctoral training programmes.

§4. Timeliness: the timeliness of (prospective) students' requests to (re-)enrol is determined by the date on which they report to the Registrar's Office of the Department of Educational Policy with the required permissions and authorizations (either in person, or electronically, or by means of a re-enrolment form (cf. article 16)).



## ARTICLE 16 FIRST ENROLMENT AND RE-ENROLMENT

### §1. First enrolment at Ghent University

A prospective student who wishes to enrol for the first time at Ghent University first fills out an enrolment application online and then finalizes the enrolment online.

If it is not possible to register online, the prospective student must report in person to finalize the enrolment. All practical guidelines are published on [www.ugent.be/inschrijven](http://www.ugent.be/inschrijven).

A prospective student can only enrol if the access requirements are (minimally) met (cf. Section II of the Education Regulations), the identity of the student has been validated and the required documents have been submitted.

The identity of a prospective student is validated in the following ways:

- Online: prospective students register with Authenticatie Vlaanderen. This provides us with their national registration number, first name and surname. The national registration number also gives access to their date and place of birth, gender, nationality and domicile address.
- In person: the following data is retrieved from the identity card: surname, first name, gender, date of birth, nationality, national registration number, domicile address and passport photo;

The documents to be submitted by a prospective student are the following:

- the diploma on the basis of which the prospective student is admissible, to be found in the Higher Education Database;
- for enrolment to the Dentistry/Medicine study programme: proof of passing the entrance exam with a good ranking, retrieved from lists obtained from the Flemish Government;
- for enrollments to the Bachelor Bioscience Engineering Technology, Bachelor Bioindustrial Sciences, Bachelor Veterinary Medicine, Bachelor Engineering Technology, Bachelor of Engineering and Engineering: Architecture: proof of participation in the non-binding admission test (calibration test), retrieved from lists obtained from the Flemish Interuniversity Council (Vlaamse Interuniversitaire Raad - VLIR);
- if required: proof of language proficiency.

### §2. SIMON says

First-time students starting a Bachelor's programme must fill out 'SIMON says'. This tool gives them an overview of their skills and chances of success as well as of the remedial initiatives organized centrally and by the faculties. These initiatives are offered to them to brush up on certain skills with a view to increasing their chances of success. SIMON provides targeted and repeated advice on their study progress throughout the first academic year (at the start, after the first term and after the resit examination period).

### §3. Re-enrolment

Students already enrolled at Ghent University during the 2020-2021 academic year will be sent electronic instructions concerning re-enrolment by the Registrar's Office of the Department of Educational Policy.

Students are to submit their application for re-enrolment as soon as possible, preferably before the start of the 2021-2022 academic year, by logging on to the web page designed for that purpose: [oasis.ugent.be](http://oasis.ugent.be). Students who did not acquire credits or exemptions for all the course units in their curriculum are automatically registered for the resit examination period (cf. article 55) and cannot re-enrol until the end of this examination period.

In application of articles 11 and 24, any re-enrolment may automatically be rejected.

Tuition fees are to be paid by bank transfer. Requests for re-enrolment are denied to students who have not or who have only partially paid the tuition fees for earlier enrolments (cf. article 21).

## ARTICLE 17 FRAUD AT ENROLMENT

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

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

The disciplinary measure is imposed in application of the procedure described in the Disciplinary Regulations for Students by the

disciplinary bodies referred to in those regulations.

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

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

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

## ARTICLE 18 REGISTRATION

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

- [incoming exchange students](#);
- [students who are enrolled at a different university](#) or university college that is recognized by the Flemish or French Community, and who are taking course units under a co-operation agreement or as part of an interuniversity study programme.

Through their registration, the students declare themselves to be in agreement with the provisions that are laid down in the present Education and Examination Code for the registration period concerned.

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

§1. Students are enrolled as soon as their electronic or written application for (re-)enrolment has been processed by the student information system. Students are sent a(n electronic) confirmation of enrolment specifying their enrolment date. This confirmation serves as proof of the contract between the student and Ghent University on the enrolment date.

The enrolment takes force from the enrolment date to the end of the academic year, unless the student decides to invoke article 34.

§2. After the enrolment has been processed and as soon as Ghent University has a digital photograph of the student<sup>56</sup>, students (with the exception of those who have enrolled by way of an exam contract) will receive a student card (valid for 6 academic years).

In the event of loss or theft, students can apply for a duplicate with the Registrar's Office (by e-mail to [studentenadministratie@ugent.be](mailto:studentenadministratie@ugent.be)). Unless the student can present a police report in which s/he has reported the theft, a 10-euro administrative fee will be charged (to be paid on site by bank card).

§3. Following payment of the initial tuition fee, and if applicable, students can print out their own certificate of enrolment to present to third parties and a certificate to purchase a School Train card at the Belgian National Railways (NMBS/SNCB) by logging on to [oasis.ugent.be](https://oasis.ugent.be).

## ARTICLE 20 PERSONAL DETAILS UPDATE

Students commit themselves to immediately notifying the Registrar's Office of the Department of Educational Policy or the Faculty Students Administration of any changes to their personal details. Students can change their address, contact details or bank account number themselves through [oasis.ugent.be](https://oasis.ugent.be).

Name changes can only be processed if the student in question contacts the Student Administration by e-mail ([studentadministration@ugent.be](mailto:studentadministration@ugent.be)).

## ARTICLE 21 TUITION FEES

§1. The enrolment makes it mandatory upon students to pay the owed tuition fee.

§2. Upon enrolment, an initial tuition fee needs to be paid, which may be recalculated afterwards based on the data available at the time. The [tuition fee](#) is calculated in accordance with the relevant decision of the director of the Department of Educational Policy, which is taken every year before 1 December preceding the academic year concerned.

For the variable surplus amount of the special tuition fees of Advanced Master's programmes and postgraduate programmes, a decision is taken by the Executive Board for each course unit before 1 December preceding the academic year concerned, at the request of the authorized study programme committee and after the recommendation of the Director of Studies and the Faculty Council.

The tuition fee consists of a fixed and a variable amount that is calculated for each study programme in proportion to the number of ECTS credits involved in the curriculum, with the exception of any exemptions and previously acquired credits. For some study programmes, the tuition fee can also be affected by the students' scholarship status.

§3. If a student fails to pay the owed tuition fee or only pays part of it, s/he will not be allowed to re-enrol in a following academic year (cf. article 16), and any credit certificates, diplomas and other certificates (including their supplements) will be withheld as long as the full amount has not been paid (cf. articles 57 and 74).

§4. See also articles 16, 19, 30 and 34 for additional provisions concerning tuition fees.

## 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 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 € 500, 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 expected to consult the course and information sites on the electronic learning environment on a regular basis. All information that is disseminated on these sites with regard to the study programme or course units taken by students is considered to have been legitimately announced.

## ARTICLE 23 ENROLLING FOR MULTIPLE STUDY PROGRAMMES

§1. Students may enrol for more than one study programme during one and the same academic year provided they meet the access requirements of each of these study programmes.

§2. Students may enrol for two (or more) consecutive study programmes, or for a Bachelor's programme and a consecutive preparatory programme, or for a linking or preparatory programme and a consecutive Master's programme or for the linking programme and the preparatory programme of the educational Master. However, they do need to obtain the approval of the Curriculum Committee(s) concerned. Awaiting this approval, students may still enrol in a consecutive programme under a resolute condition. This means that the enrolment for the consecutive programme is rescinded if the Curriculum Committee does not give its approval for this enrolment.

§3. Students who are enrolled at an institution other than Ghent University can enrol at Ghent University for one or more consecutive programmes, or for a consecutive linking or preparatory programme in one and the same academic year. Without prejudice to the

provisions in article 9, students do need to have the approval of the Curriculum Committee(s) concerned and are to present this Committee with proof of enrolment at the other institution, proof of the study results already obtained as part of the first programme and the course sheet of the course units concerned.

## ARTICLE 24 ENROLMENT AND STUDY PROGRESS MONITORING

§1. Binding conditions and refusal to enrol for contracts to obtain a diploma:

1° If a student has obtained credits for less than 50% of the personal enrolment curriculum (i.e. a success rate below 50%), a binding condition will be imposed upon the next enrolment for the same study programme (regardless of the language variety). Study progress is calculated separately per study programme (Bachelor's, Master's, linking programme, etc.) in accordance with the study programmes catalogue as laid down in Article 36.

2° The contents of the binding condition referred to in 1° will be determined in the Education and Examination Code of the academic year in which the student enrolls again for the same study programme (regardless of the language variety).

For the academic year 2021-2022, there is a binding condition that the student needs to have obtained credits for at least 50% of the personal enrolment curriculum. Moreover, if the student has obtained credits for less than 50% of the ECTS-credits of the first deliberation set, s/he is required to obtain credits for at least 75% of the personal enrolment curriculum belonging to the first deliberation set of the Bachelor's programme.

In the academic year 2022-23, there is a binding condition that the student needs to have obtained credits for at least 50% of the personal enrolment curriculum. If the student obtained credits for less than 50% of the ECTS-credits of the first deliberation set, s/he is required to obtain credits for all ECTS-credits of the personal enrolment curriculum belonging to the first deliberation set of the Bachelor's programme, except for a maximum of 8 ECTS-credits.

Study progress is calculated separately per study programme (Bachelor's, Master's, linking programme, etc.) in accordance with the study programmes catalogue as laid down in Article 36.

3° If the student does not meet the above-mentioned condition, s/he is not allowed to enrol with a contract to obtain a diploma for the same study programme again (regardless of the language variety), nor is s/he allowed to enrol for the general introduction preparing students for different study programmes.

§2. Regardless of the contract type and any previously imposed binding conditions and whether or not these conditions were met, enrolment for the study programmes at Ghent University will be refused for students who, after 3 years of enrolment, have obtained less than one third of the ECTS credits that they took up during those enrolments.

§3. For contracts to obtain credits, enrolment is refused for students who have enrolled twice for said course unit without obtaining the credit certificate. This provision is valid irrespective of whether or not the previous enrolment was under a contract to obtain credits or a contract to obtain a diploma.

§4. For students who are terminating their contract (cf. article 34) or are removing course units from an established curriculum (cf. article 30), the following applies:

In case of a request to revise the curriculum before 15 November or a termination of contract before 1 December, the relevant course units are not taken into account for the calculation;

In case of a request to revise the curriculum after 15 November or a termination of contract before 15 March, the second-term and full-year course units are not given any weight in the calculation; first-term course units do count, though;

In case of a termination of contract after 15 March, all course units are given weight in the calculation.

§5. Ghent University acknowledges any decisions to refuse enrolment that are taken by partnering institutions, within the context of study progress monitoring for an interuniversity Master's programme that is subject to the "[Examination Code for the benefit of the interuniversity Master's programmes for which students can enrol at multiple universities](#)".

§6. Ghent University acknowledges any decisions to impose a binding condition or to refuse enrolment that are taken by a university college within the context of study progress monitoring for the study programmes that were integrated into Ghent University as from the academic year 2013-2014.

§7. Ghent University may impose the same binding conditions in accordance with §1 or even refuse or cancel the enrolment on the basis of prospective students' history at other educational institutions. The cancellation of the enrolment must take place before November 15 or, if the prospective student enrolled after October 14, within the month following the enrolment.

§8. When binding conditions are imposed or an enrolment is refused, students are notified through their transcript of records, in accordance with the provisions in article 69.

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

The decision to refuse enrolment or to impose binding conditions will be taken at the moment of next enrolment. The regulations of the education and examination code of the academic year of that time of enrolment will be applicable.

The decision to refuse enrolment applies for one academic year and will be extended annually as long it is not lifted by the Institutional Appeals Committee after an appeal as stipulated in §9.

§9. Students may annually file an appeal against the decision to impose binding conditions as well against the decision to refuse enrolment, by means of a substantiated request with the Institutional Appeals Committee (as specified under article 81). In exceptional circumstances, enrolment may still be granted.

§10. In special cases and on objective grounds, the Examination Board per study programme may terminate the work placement or another practical course unit early, if the student involved has exhibited behaviour that makes him/her unqualified to execute the profession for which the study programme is training him/her.

In application of this previous statement, any student whose work placement or practical course unit has been terminated early, will not have the right to a second examination opportunity. This decision needs to be extensively substantiated by the Examination Board per study programme. The student in question may file an appeal against this decision with the Institutional Appeals Committee (as specified under article 81).

§11. The provisions of §1 up to and including §8 of this article apply to Bachelor's and Master's programmes, preparatory and linking courses and postgraduate programmes.

## ARTICLE 25 SPECIAL STATUS FOR STUDENTS

§1. Students may be granted a special status on the grounds of a disability (cf. §2), approved 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).

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

For interuniversity courses, Ghent University accepts the recognition of the functional limitation by the student's home university. These facilities are allocated by the educational institution where the student is taking the course.

If a student with a special status has been granted the facility to move an assessment or exam to another time within the same academic year, it does not suffice to refer this student to a possible catch-up exam being organized for the relevant course in accordance with article 75. In consultation with the student involved, the lecturer-in-charge will set an alternative examination or assessment time, taking into account as far as possible the specific needs of the student in accordance with his or her special status.

Exceptionally, a different evaluation method can be used for the alternative examination or evaluation moment, in consultation between the lecturer-in-charge and the student with notification to the Examination Office. If the student does not agree with the changed evaluation method, he or she will renounce the catch-up exam.

### §2. Special status on the grounds of a disability

1° Requirements: Students registered with the Flemish Agency of Persons with a Disability (Vlaams Agentschap voor Personen met een Handicap - [VAPH](#)) or students afflicted by permanent or long-term loss of one or several bodily functions as listed in the International Classification of Functioning (ICF) (e.g. learning disorders, chronic disease, motor, visual, hearing, psychiatric, and other or multiple disabilities).

2° Application procedure:

- Deadlines:
  - No later than 5 November 2021 for the first-term examination period
  - No later than 25 March 2022 for the second-term examination period
  - No later than 1 July 2022 for the resit examination period
- Exceptions may be allowed if the disability occurs suddenly and/or was not diagnosed until after the deadline.
- Students who believe that they are eligible for a special status on the grounds of a disability are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](#). The request needs to be supplemented with the required documentation and official certificates.
- Disability office (Aanspreekpunt Student & Functiebeperking, Department of Educational Policy) arranges all follow-up and communicates its advice to the director of the Department of Educational Policy. This document also mentions whether the special status is granted for one or more academic years or for the entire student career at Ghent University.
- The director of the Department of Educational Policy takes a decision based on the advice of the Disability office, the submitted documentation and the official certificates.
- 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, unless decided otherwise by the director of the Department of Educational Policy.

3° Facilities: The Disability office (Department of Educational Policy) annually grants particular education and examination facilities to students who have been given special status. To this end, the students in question are required to contact the Contact Point in good time, in accordance with the deadlines and guidelines communicated via the Ghent University email account. In this annual process of allocating facilities, the Contact Point applies the principle of equal treatment and guarantees students the right to fair adjustments that respect the requirements of the study programme. In accordance with the deadlines mentioned in §9, the student in question needs to inform the lecturer(s) in charge via [oasis.ugent.be](#) which of the awarded education and/or examination facilities s/he wishes to invoke for the course unit at hand.

In dialogue with the faculty director of studies or the chair of the study programme committee, the lecturer-in-charge may refuse a facility if duly justified. S/he may do so if the essential programme competences are impaired as a result of the facility or if it is practically not feasible to grant the facility. The Disability office may mediate in this procedure if necessary. Medical diagnoses will not be provided, in order to guarantee the student's privacy.

### **§3. Special status on the grounds of approved top-level sports activities**

1° Requirements: Regardless of the sports discipline involved, students qualify for special status if they first and foremost meet one of the following requirements:

- the student in question can prove that s/he received the special status as a student athlete at another institution of the Ghent University Association;
- the student is recognized as a top athlete by the Belgian Olympic and Interfederal Committee (BOIC) or the Flemish sports agency (Sport Vlaanderen);
- s/he is considered as a top athlete or as a promising young athlete by their own sport federation;
- s/he meets the standards held out for taking part in the Universiade or the University World Championships.

Moreover, these students are required to complete at least 5 training or competition sessions on a weekly basis. There are additional minimum requirements for each individual sports discipline.

2° Application procedure:

- Unless this is impossible due to exceptional circumstances, the application needs to be submitted to the chair of the Study Group Top Sports and Studies via [oasis.ugent.be](https://oasis.ugent.be) before 15 October 2021 and needs to be supplemented with the required documentation and official certificates. After consultation with the club or federation in question, the Study Group will communicate its advice to the director of the Department of Educational Policy.
- The director of the Department of Educational Policy takes a decision based on the advice of the Study Group, the submitted documentation and the official certificates.
- 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.

3° Facilities: In accordance with the provisions of §9 and on condition that the education and examination activities do directly conflict with the grounds for this special status, students with a special status on the grounds of approved top-level sports activities may request the following facilities on the grounds of their special status:

- having an exemption from or an adjustment of educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method, but an examiner cannot be required to provide more than one alternative time slot per student;
- being given an alternative time for feedback.

Lecturers-in-charge may consult the Study Group Top Sports and Studies for additional advice.

### **§4. Special status on the grounds of professional artistry**

1° Requirements: Students need to be able to demonstrate that they are professional artists.

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 professional artistry are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](https://oasis.ugent.be) before 15 October 2021. 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.
- 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.

3° Facilities: In accordance with the provisions of §9 and on condition that the education and examination activities do not directly conflict with the grounds for this special status, students with a special status on the grounds of professional artistry may request the following facilities on the grounds of their special status:

- having an exemption from or an adjustment of educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;

- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method, but an examiner cannot be required to provide more than one alternative time slot per student;
- being given an alternative time for feedback.

#### **§5. Special status on the grounds of holding office**

1° Requirements: Students need to hold at least one of the following offices:

- in a Faculty Council at Ghent University;
- in a central administration or advisory body of Ghent University: the Board of Governors, Executive Board, Educational Council, Social Council;
- in a central administration or advisory body of Ghent University Association;
- in student associations as specified in the [decree pertaining to the subsidization of student and pupil associations](#) dated 30 March 1999 and/or the student council as determined in the [Codex Higher Education](#);
- as the chair of a collection of student organizations recognized by the Student Activities Office;
- as a member of the Study Programme Committee;
- as a member of the Educational Quality Control Unit;
- as a member of the Education Quality Assurance Office;
- as a member of the Faculty Committee for Internationalisation;
- as a member of the Curriculum Committee;
- as a member of the Institutional Programmes Committee;

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 holding office are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](http://oasis.ugent.be) before 15 October 2021. The request needs to be supplemented with the required documentation and official certificates. This is not required if the request pertains to an office in a Faculty Council or a central administration or advisory body of Ghent.
- The director of the Department of Educational Policy takes a decision based on the advice of the submitted documentation and the official certificates.
- 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.

3° Facilities: In accordance with the provisions of §9, students with a special status on the grounds of holding office may request the following facilities on the grounds of their special status, exclusively in order to attend official meetings of the administration bodies of which they are a member:

- having an exemption from or an adjustment of educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method, but an examiner cannot be required to provide more than one alternative time slot per student;
- being given an alternative time for feedback.

#### **§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](http://oasis.ugent.be) before 15 October 2020. 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° The director of the Department of Educational Policy grants the student who has been granted special status on the basis of exceptional social or individual circumstances one or more of the following educational and examination facilities:

- having an exemption from or an adjustment of educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student;
- having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method, but an examiner cannot be required to provide more than one alternative time slot per student;
- having one or several examinations rescheduled to a different time within the same examination period, if necessary, with a different evaluation method but an examiner cannot be required to provide more than one alternative time slot per student;
- taking the examination in a smaller group;
- taking the examination in a separate room;
- taking the examination online;
- being given an alternative time for feedback;

The director of the Department of Educational Policy applies the principle of equal treatment when granting the facilities and guarantees the student the right to reasonable facilities that are compatible with the study programme requirements. In accordance with the deadlines stated in §9, the student must inform the lecturer-in-charge (s) concerned via [oasis.uqent.be](mailto:oasis.uqent.be) which of the allocated facilities s/he wishes to use for the relevant course units.

The lecturer-in-charge can – in consultation with the faculty Director of Education or with the chair of the Study Programme Committee – refuse an allocated facility, only if it affects the essential study programme competencies or if it is practically impossible to provide the facility.

### §7. Special status on the grounds of [student entrepreneurship](#)

1° Requirements: Students need to meet the following cumulative requirements:

- S/he needs to have obtained credit certificates of at least 60 ECTS credits from an academic programme or needs to run an existing enterprise.
- The student needs to have obtained credit certificates for at least half of the personal enrolment curriculum in the academic year preceding the year for which the special status is requested, unless s/he is enrolling for the first time in higher education.
- The student needs to submit a description of his/her current business activity or a plan showing that s/he intends to offer a product or service that can create value within 12 months. This should demonstrate that the activity has a clear growth perspective.

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 student entrepreneurship are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.uqent.be](mailto:oasis.uqent.be) before 15 October 2021. 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, the official certificates and the substantiated advice of Durf Ondernemen (the Department of Educational Policy, Educational Quality Assurance Office).
- 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.

3° Facilities: In accordance with the provisions of §9 and on condition that the education and examination activities do not directly conflict with the grounds for this special status, students with a special status on the grounds of student entrepreneurship may request the following facilities on the grounds of their special status:

- having an exemption from or an adjustment of educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organised at a different time within the same academic year for this student; having one or several examinations rescheduled to a different time in the same academic year and, if necessary, with a different evaluation method, but an examiner cannot be required to provide more than one alternative time slot per student; being provided with an alternative time slot for feedback.

### §8. Special status on the grounds of being a foreign-language speaker

#### 1° Requirements:

- Having been registered for a maximum of one academic year in Flemish higher education (including others than Ghent University) in a Dutch-language study programme;
- Having followed a maximum of three years of secondary education in Dutch.

#### 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 being a foreign-language speaker are to submit a substantiated request with the director of the Department of Educational Policy via [oasis.ugent.be](https://oasis.ugent.be) by 5 November 2021. 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.
- 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, and it can be granted for no more than the first two consecutive years at Ghent University .

3° Facilities: In accordance with the provisions of §9, students with a special status on the grounds of being a foreign-language speaker may request the following facilities on the grounds of their special status:

- 25% more time for an evaluation;
- using a translating dictionary during an evaluation;
- clarification of a question asked during an assessment.

§9. The student in question needs to inform the lecturer(s) in charge via [oasis.ugent.be](https://oasis.ugent.be) which of the awarded education and/or examination facilities s/he wishes to invoke for the course unit at hand:

- No later than 10 December 2021 for the first-term examination period
- No later than 29 April 2022 for the second-term examination period
- No later than 5 August 2022 for the resit examination period

If the special status is awarded later than the above-mentioned deadlines, the student in question needs to inform the lecturer(s) in charge as soon as possible via [oasis.ugent.be](https://oasis.ugent.be) which of the awarded education and/or examination facilities s/he wishes to invoke for the course unit at hand.

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

For special status on the basis of disability (§2), the Disability office may automatically grant approved facilities on the basis of the student's individual file. Under no circumstances can they be refused to the student.

§10. Special status students who are denied any education or examination facilities may appeal against this decision with the Institutional Appeals Committee, as stipulated in article 81.

§11. If the special status is awarded, the student's name and the grounds on which the special status was awarded (i.e. the category of the special status, as listed in §2 and §3), will be made available to the relevant lecturers-in-charge and co-lecturers and the Faculty Education Service (FDO) that is responsible for organising the study programme (or course units) taken by the student. Moreover, the lecturers-in-charge and co-lecturers will be given access to an overview of the requested and awarded facilities for each student. The complete personal files, however, may only be consulted by the advisory parties, the director of the Department of educational Policy and the account managers.

## ARTICLE 26 WORKING STUDENT STATUS

For each academic year, students can be registered as working students with the Registrar's Office of the Department of Educational Policy, via [oasis.ugent.be](https://oasis.ugent.be). In doing so, they need to present a supporting document or certificate confirming that they are employed for at least 80 hours per month or at least half-time (i.e. 50% of what counts as full-time employment within their sector) or that they are self-employed and work at least 80 hours per month. They are to submit their request at the start of the academic year, unless exceptional circumstances prevent them from doing so.

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

The Faculties inform the director of the Department of Educational Policy of any amendments to their regulations in this respect by sending an e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be) before 1 April prior to the academic year concerned.

# SECTION IV

## CONTRACTS

### ARTICLE 27 GENERAL REGULATIONS

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

### ARTICLE 28 CONTRACTS TO OBTAIN A DIPLOMA

#### §1. Diploma contract:

When opting for a diploma contract, students enrol to obtain a diploma or a certificate for a specific study programme, linking programme or preparatory programme. Enrolling under a diploma contract involves the right to take part in the regular educational activities, to enjoy educational support facilities and to sit examinations for course units that are part of the curriculum described in article 30, with the exception of any exemptions and/or previously obtained credits.

The following enrolments are only available under a diploma contract:

- doctorate and doctoral training programme;
- predoctoral training programme.

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

With an exam contract to obtain a diploma for a specific study programme, students only have the right to sit examinations for course units that are part of the curriculum described in article 30, with the exception of any exemptions and/or previously obtained credits. It does not allow students to take part in educational activities or to enjoy educational support facilities. Subject to payment of an extra fee, however, students may acquire access to the electronic learning environment, as specified in article 22, §2.

If the study programme involves course units which, by their very nature (e.g. for reasons of continuous assessment, collective and/or individual coaching), require the students' attendance at the educational activities, or if the study programme involves integration course units, students are required to enrol for said course unit(s) by way of a diploma contract.

The following types of enrolment are not possible by way of an exam contract:

- a postgraduate programme;
- the doctorate and doctoral training programme;
- the predoctoral training programme.

#### §3. Specifications of contracts to obtain a diploma

The terms and contents of the contract consist of the curriculum awarded to the student on the basis of his enrolment for a particular study programme, which is laid down in accordance with the terms and conditions specified in article 30.

### ARTICLE 29 EXEMPTIONS AND STUDY LOAD REDUCTION

§1. Holders of credit certificates, of previously acquired qualifications (Eerder Verworven Kwalificaties, EVK) or of an aptitude certificate on the grounds of previously acquired competencies (Eerder Verworven Competenties, [EVC](#)), may request the Curriculum Committee to be exempted from certain course units of the study programme in question, in accordance with the procedures and rules determined by the Faculty Council. The following dates need to be taken into account, however:

- For first-term course units: requests for exemptions only possible until 14 November 2021.
- For second-term or full-year course units: requests for exemptions only possible until 28 February 2022.

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

§3. Students may file an appeal against the decision to refuse an exemption with the Institutional Appeals Committee, as specified in article 81. This appeal may not contain any new elements or documentary evidence. The decision can therefore only be challenged in an admissible manner on the basis of the elements submitted to the Curriculum Committee. If necessary, the student is free to ask the Curriculum Committee to reconsider the application.

§4. If a student enrolls under a contract to obtain a diploma for a Bachelor's or Master's programme for which s/he already holds a diploma (e.g. for another main subject), the Faculty sees to it that s/he still takes up course units with a study load of at least 30 ECTS credits. In this case, no exemptions will be awarded on the basis of previously acquired qualifications, but the previously acquired credits within the same study programme at Ghent University will remain valid. The acquired examination marks will be included when the grade of merit is determined (cf. article 73).

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

## ARTICLE 30 THE STUDENT'S CURRICULUM

§1. The curriculum is an integral part of the contract concluded between the university board and the student. The curriculum is awarded and approved by the Curriculum Committee (cf. article 32) per academic year. Students are expected to take cognizance of the determined curriculum.

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

The student's curriculum may be established on the basis of the standard learning track (modeltraject, MOT) specified in the study guide or as a personalized learning track (geïndividualiseerd traject, GIT), insofar as the Curriculum Committee agrees to this (cf. §4). The curriculum comprises the course units for which ECTS credits are taken up, the student's exemptions and any previously obtained credits.

(Part of- the curriculum may consist of exchange courses, which are determined in the Learning Agreement prior to the period of student mobility. An entire set of course units may be taken up, in combination with a work placement and/or (part of) the Master's dissertation or not.

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

1° The curriculum is determined per academic year and per Faculty by the Curriculum Committee, on the basis of the provisions of article 31.

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

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

Students submit a curriculum proposal via OASIS according to the Faculty guidelines and deadlines.

When composing the curriculum, the Curriculum Committee will take the following stipulations into account:

1° Students who have enrolled in a Bachelor's programme always need to take up all the course units of the first year of the standard learning track (BA1).

The Curriculum Committee is obliged to grant exceptions to students with a special status or a working student status and students who have already obtained a Bachelor's diploma.

In addition, substantiated exceptions are granted on an individual basis by the director of the Department of Educational Policy. If such a request is dismissed, the director of the Department of Educational Policy is first required to seek the substantiated recommendation of the Faculty Director of Studies as well as a student representative from the Educational Council. If students wish to reduce their curriculum for the second term, the Curriculum Committee decides whether this request may be granted, taking into account the [general guidelines concerning study progress](#).

2° Students who have not yet passed all the course units of the first year of the standard learning track of a Bachelor's programme are required to take up all remaining course units of that first year when they enrol for the same programme again. This will guarantee that they may still pass the first deliberation set of the Bachelor's programme.

The Curriculum Committee is obliged to grant exceptions to students with a special status or a working student status. In addition, substantiated exceptions are granted on an individual basis by the director of the Department of Educational Policy. If such a request is dismissed, the director of the Department of Educational Policy is first required to seek the substantiated recommendation of the Faculty Director of Studies as well as a student representative from the Educational Council.

3° Students can only get a personalized learning track combining course units from the first and second (or later) year of the standard learning track of the Bachelor's programme, if they have acquired at least 30 ECTS-credits (or have been exempted) in the first year of the standard learning track. If sufficient study progress has been made in the first term, or in exceptional cases that have been sufficiently substantiated, the Curriculum Committee may add course units to the curriculum if the student so desires. From the academic year 2022-2023, a personalized learning track with a combination of course units programmed in the first and second (or a higher) standard learning track year of the Bachelor's programme is possible, regardless of whether the student has acquired (or is exempted from) at least 30 ECTS-credits in the first year of the standard learning track, provided that from that academic year the binding condition for students who failed for half of the ECTS-credits taken up in the first deliberation set of a Bachelor's programme is adjusted as determined in Article 24, § 1, 2°, third paragraph.

4° Students can only get a personalized learning track combining the Bachelor's programme and consecutive Master's programme (or linking or preparatory programme) if they have acquired credits for all course units from the first year of the standard learning track, if they have been declared to have passed course units (cf. art. 67) or if they have obtained exemptions.

5° The Curriculum Committee will take into account the optimal order of the course units in accordance with the standard learning track and any required sequentiality (in accordance with the stipulations of article 41, 10°) governing the course units in the suggested learning track, as well as its expediency and suitability.

6° All students are allowed to compose a curriculum consisting of at least 60 ECTS-credits, unless

- the student has not yet passed for 30 ECTS-credits of the first year of the standard learning track of the Bachelor's programme. From the academic year 2022-2023, students who have not yet passed 30 ECTS-credits may compose a curriculum of at least 60 ECTS-credits, provided that from that academic year the binding condition for students who have not passed half of the ECTS-credits taken up in the first deliberation set of a Bachelor's programme is adjusted as determined in Article 24, § 1, 2°, third paragraph;
- the student cannot yet take up a personalized learning track combining a Bachelor's programme and a consecutive Master's programme (or a consecutive linking or preparatory programme) because they have not yet acquired credits for all course units from the first year of the standard learning track;
- sequentiality is applied (cf. article 41, 10°);
- the Curriculum Committee decides that the student cannot yet start the Master's dissertation. This decision can only be made in exceptional cases and must be motivated.

7° With regard to the composition of individualized learning tracks, the Curriculum Committee pursues a policy in which it avoids students incurring unnecessary study duration delays by allowing them, where feasible, to take sufficiently large curricula so that they can make up for delays in their studies as quickly as possible.

8° From the second year of the standard learning track onwards, a student who obtained at least 750/1000 in the first year of the standard learning track can submit a motivated request to the Curriculum Committee to take up an accelerated learning track by means of an extended curriculum.

9° For students taking a consecutive programme based on a diploma from another educational institution, the Curriculum Committee may adjust the personalized learning track depending on how similar the contents of the study programmes at Ghent University and the other institution are. However, the total study load must not be altered.

10° Unless there are exceptional circumstances, which need to be assessed by the Curriculum Committee, supernumerary course units are not allowed.

11° The total number of ECTS-credits of the obtained credit certificates, exemptions and tolerated fail marks that are shown in the diploma supplement may only deviate from the total study load of the programme as a consequence of

- the impact of the ECTS-credits from elective courses that were taken up within the study programme. A negative

deviation cannot be allowed;

- study programme revisions: in the event of programme changes, the faculty established transitional measures for students in a standard learning track. For students in a personalized learning track first and second (or later) year, the Curriculum Committee is authorized to take the necessary transitional measures for these students;
- exchange (cf. 12°)

12° For outgoing students, the Curriculum Committee will determine the exchange courses based on the content of the Learning Agreement. In this process, the committee aims to substitute a set of course units from the study programme at Ghent University for another set of exchange courses offered at the receiving institution, instead of substituting separate course units. Substituting the set of course units from Ghent University with the set of exchange courses offered by the receiving institution may cause deviations (in a positive or negative sense) from the total study load of the Ghent University programme. The negative deviation may only amount to a maximum of 2 ECTS-credits.

13° If an outgoing exchange student has not passed a particular exchange course from such a set at the end of the academic year, the Curriculum Committee will decide which course unit taught at Ghent University the student should add to his/her curriculum instead in one of the following academic years. This will allow the student to still acquire the programme competences that s/he has not yet acquired.

The Curriculum Committee then notifies them of their fixed curriculum before 15 November at the latest via OASIS. If a student has not submitted a curriculum proposal before 15 November, the Curriculum Committee will determine one itself, and inform the student of the fixed curriculum before 1 December at the latest.

In accordance with §6, s/he is then entitled to appeal against this decision of the Curriculum Committee.

#### §5. Changing an established curriculum

Any requests to change an established curriculum (i.e. adding and/or removing course units under any contract type) need to be submitted by the students to the Curriculum Committee before 4 November at the latest for first-term course units and before 28 February at the latest for second-term and full-year course units, respectively. If students wish to change their main subject, they may submit such requests past this final submission date for first-term courses.

In exceptional circumstances and with adequate motivation, the Curriculum Committee can remove course units from an already approved curriculum of a student on its own initiative, before 14 November for first-term courses and before 28 February for second-term and full-year courses, on the understanding that this change on the initiative of the Curriculum Committee is always possible up to 10 calendar days after approval of the inclusion of the course unit in the student's curriculum.

These above-mentioned changes will be executed by the Curriculum Committee – if it has agreed to do so – before 1 December for first-term course units and before 15 March for second-term and full-year course units, respectively.

Under no circumstances do changes to a curriculum established by the Faculty and the student permit a student to switch to a different study programme. If students wish to switch to a different study programme, article 33 applies.

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

#### 1° the tuition fee:

- If the volume of the student's curriculum is increased, the student will receive an additional claim.
- If the volume is reduced, the claim will be adjusted accordingly if need be and the student may get a refund in accordance with the following stipulations:
  - For all course units involved, the tuition fee will be refunded if the request was made before 15 November.
  - For second-term course units, the tuition fee will be refunded if the request was made after 15 November and before 1 March. For full-year course units, the tuition fee will remain payable.
- The above refund policy
  - only applies to diploma contracts and credit contracts. Upon changes to the curriculum of an exam contract to obtain a diploma or an exam contract to obtain a credit certificate, the tuition fee remains owed in full: there cannot be any discharge of tuition fees under any circumstances.
  - does not apply to the surplus amount of some Advanced Master's programmes and postgraduate programmes for which a special tuition fee is charged: here too, the surplus amount remains owed in full, unless the Faculty concerned decides to allow a partial discharge in specific cases.
  - does not apply to lifelong learning programmes.

2° the learning account (if this is applicable to the programme in question and/or the course units and the contract type):

- For all course units involved, the learning account will be returned if the request was made before 15 November.
- For second-term course units, the learning account will be returned if the request was made after 15 November and before 1 March. For full-year course units, the tuition fee will remain payable.

3° the calculation of the study progress measures in accordance with article 24 §4.

§6. Possibility of appeal:

Students may file an appeal against an unfavourable decision on their application concerning the composition of a curriculum. They may file this appeal with the appeals body designated for this purpose by the Faculty Council. The composition of said appeals body shall differ from that of the Curriculum Committee, is presided by the dean, contains professorial staff members who are not members of the Curriculum Committee, and is mentioned together with its contact details in the supplementary faculty regulations. Students may seek the advice of a legal adviser, who is to hold a written power of attorney on pain of inadmissibility of the appeal, except if s/he is registered with the Bar or on the list of trainee lawyers.

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

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

The appeals body deals with the appeal based on documentary evidence. However, it may also invite anyone whom they may need to hear and whose testimony may be useful for the further development of the case.

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

## ARTICLE 31 CONTRACTS TO OBTAIN CREDITS

§1. Credit contract:

1° Enrolling under a credit contract involves the right to take part in educational activities, to enjoy educational support facilities and to sit examinations for the course unit to which the contract applies.

2° A credit contract enables students to take the course units that are taught at Ghent University (except Bachelor's dissertations and Master's dissertations) from the Bachelor's and Master's programmes. Work placements may only be taken through a credit contract, complementary to a (prior) enrolment via a contract to obtain a diploma for the study programme organizing the work placement.

For Ghent University course units from the postgraduate, preparatory or linking programmes, the Faculty itself can determine which course units can be taken under a credit contract, cf. article 41, 12°.

Course units offered by another institution cannot be followed under a contract to obtain credits at Ghent University. Course units from the predoctoral and doctoral programmes cannot be taken under a credit contract.

§2. Exam contract to obtain credits:

1° Enrolling under an exam contract involves the right to sit exams. It does not allow students to take part in educational activities or to enjoy educational support facilities for the course unit to which the contract applies. By paying an extra fee, however, students may acquire access to the electronic learning environment, as specified in article 22, §2.

2° The Ghent University course units (except integration course units) of the Bachelor's and Master's programmes can be taken under an exam contract to obtain credits. However, this does not apply to the course units which, by their very nature (e.g., for reasons of continuous assessment, collective and/or individual coaching), require the students' attendance at the educational activities: the faculty needs to substantiate why these course units cannot be taken under an exam contract to obtain credits, cf. article 41, 13°. For Ghent University course units of the preparatory and linking programmes, the faculty itself can determine which course units can or cannot be taken under an exam contract to obtain credits, cf. article 41, 13°.



Course units of the postgraduate, predoctoral and doctoral programmes cannot be taken under an exam contract to obtain credits.

### §3. Requirements to enrol for contracts to obtain credits

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

- the access requirements for the study programme which the course units belong to. With the exception of the Master's dissertation, (prospective) students that fail to meet the access requirements (incl. the language requirements) may still be admitted for maximum 24 ECTS credits per academic year if an inquiry indicates that they are qualified to follow the course unit. This will be evaluated by the Curriculum Committee (cf. article 32), after it has consulted the lecturer-in-charge and the learning track counsellor, on the basis of a test, an interview or records.
- possible specific access requirements for the course unit. The course sheet (cf. article 41, 12° and 13°) specifies whether admission to the course unit is open, or if students are required to meet specific access requirements. In the latter event, the required starting competencies are tested by the Curriculum Committee after it has consulted the learning track counsellor and the lecturer-in-charge.

If permission of the Curriculum Committee is required, the (prospective) student can enrol under a resolutive condition. This means that the enrolment for a contract to obtain credits is rescinded if the Curriculum Committee decides not to grant permission for the enrolment.

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

A student who has enrolled under contract to obtain a diploma, may additionally enrol under a contract to obtain credits, provided that this does not detract from the provisions in article 27. Such a request for enrolment in a course unit through a contract to obtain credits may be refused if the Curriculum Committee has already decided that the course unit in question cannot be taken up in the student's curriculum.

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

## ARTICLE 32 CURRICULUM COMMITTEE

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

## ARTICLE 33 NEW CONTRACTS AND CHANGE OF STUDY

Students are free to conclude several (different types of) contracts, provided that this does not detract from the provisions in article 27.

Students may change their study programme during the enrolment period (cf. article 15) and during the course of the academic year, provided that they comply with the regulations for late enrolment. In order to change study programme, students are required to terminate the first contract in accordance with article 34 and conclude a new contract.

When concluding this new contract, the University administration ensures that course units are not charged twice in terms of tuition fee and learning account when they feature in both the curriculum of the terminated contract and the curriculum in the new contract. Changing the main subject of one's study programme does not constitute a change of study. If the student wishes to change his/her main subject, article 30 §5 applies.

The termination of a contract has no impact on any results which may have been obtained under this contract. Any examination that a student took for a course unit still counts as a used exam opportunity, even when the student is changing contracts. Students are not entitled to any additional exam opportunities for course units within the same academic year merely because they entered into a new contract or changed studies.

## ARTICLE 34 CONTRACT TERMINATION

§1. Students may terminate their contract through oasis.ugent.be, preferably after a prior meeting with the learning track counsellor. Former students are free to conclude a new contract at a later stage in the same academic year – whether it be for the same course units in the form of a contract type change – provided that they comply with the regulations for late enrolments that are stipulated in article 15 and without prejudice to the provisions of articles 27 and 55.

Contract termination does not absolve the student from paying the tuition fee owed. Non-payment does not constitute contract termination. When the student has not paid anything yet or has only paid a partial amount of the tuition fee owed, Ghent University will continue to claim payment for the owed tuition fees upon termination of the contract.

Failing to sit the exams (in part or in full) does not constitute contract termination. When a student discontinues a series of examinations, s/he is to report this to the Examination Office. This does not necessarily mean that the student is terminating his contract permanently.

Failing to complete the curriculum does not constitute contract termination either. When the contract is terminated from 15 November onwards, and if no curriculum was fixed, a lump sum is charged amounting to the fixed amount and the tuition fee for 30 ECTS credits.

§2. In certain cases, students may get a refund for part of the tuition fee if they are taking a Bachelor's programme, a Master's programme, a preparatory course, a linking course or a postgraduate programme under a diploma contract or course units under a credit contract:

- get a tuition fee refund, including the fixed amount
  - students who terminate their contract before the start of the academic year (no later than 27 September 2021)
  - students who terminate their contract within fourteen days of enrolment
- students who terminate their contract before 1 December at the latest get a tuition fee refund, except for the fixed amount.
- students who terminate their contract after 1 December and before 15 March at the latest do not get a tuition fee refund for first-term and full- year course units. They do, however, get a tuition fee refund for second-term course units. The fixed amount is not refunded.
- students who terminate their contract on 15 March or later owe the tuition fee in full for the study programme or for the credit contract concerned.

The above arrangements:

- only apply to diploma contracts and credit contracts. Upon termination of an exam contract to obtain a diploma or an exam contract to obtain credits, the tuition fee remains owed in full: there cannot be any discharge of tuition fees under any circumstances;
- do not apply to the special tuition fees at the level of the study programme of some Advanced Master's programmes and postgraduate programmes. This special tuition fee at the level of the study programme is an amount that is not charged per ECTS-credit, but in its entirety and remains due unless the programme coordinator decides that this can be waived.

§3. Students who are enrolled for the doctorate, the doctoral training programme or the predoctoral training programme will have their tuition fee refunded, except for the fixed amount, if they terminate their contract within 4 months following the date of their enrolment.

# SECTION V

## STUDY PROGRAMME COMMITTEE, STUDY PROGRAMME AND COURSE UNIT

### SUBSECTION I

#### STUDY PROGRAMME COMMITTEE

#### ARTICLE 35 COMPOSITION AND OPERATION OF THE STUDY PROGRAMME COMMITTEE

§1. For each study programme or group of related study programmes, each Faculty is to establish a study programme committee, which may also include professorial or assistant academic staff from other Faculties who are involved in educational activities (with the inclusion of temporary research staff). A study programme committee has a chair and a secretary, assigned by the Faculty Council. The chair is required to be a professorial staff member. The secretary does not need to be a member of the study programme committee.

At least half of each study programme committee is to be made up of professorial staff involved in educational activities. For the application of this article, the lecturers-in-charge and co-lecturers within the integrated university college programmes who belong to the integration staff are considered as professorial staff members if they were already appointed as lecturers-in-charge or co-lecturers before 1 February 2013 (within the programme involved).

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

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

For postgraduate programmes, the faculty may appoint a steering committee or a person responsible, if they cannot join in with a study programme committee of a related Bachelor's or Master's programme. Every Faculty is at liberty to issue additional general guidelines that need to be observed by all its study programme committees.

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

§2. The study programme committees act as permanent advisory bodies to the Faculties with regard to general policy and the organization of the way in which the study programme(s) are to be taught. They are in charge of setting the objectives, overseeing the way in which the educational and learning activities are organized and given shape, supervising the guidance during and smooth working of the educational learning processes, and they are responsible for the results of these learning processes.

In addition, they are responsible for the continuous optimization of the quality of the education on offer, as well as documenting this optimization in the programme monitor. They are charged with the task of developing, implementing and evaluating the entire study programme overview for one or several study programmes.

## SUBSECTION II

### STUDY PROGRAMME

#### ARTICLE 36 AVAILABLE STUDY PROGRAMMES

The university organizes:

- Bachelor's programmes;
- Master's programmes subsequent to Bachelor's programmes (ManaBa);
- Master's programmes subsequent to other Master's programmes (Advanced Master's programmes);
- Preparatory courses;
- Linking courses;
- Postgraduate programmes;
- Predoctoral training programmes;
- The doctoral training programme;
- The doctorate;
- Lifelong learning programmes and summer schools.

#### ARTICLE 37 COMPOSITION OF DELIBERATION SETS

§1. The faculty determines the deliberation sets per student and per study programme as follows: the deliberation sets are composed in such a way that they follow the full-time standard learning track of the study programme as closely as possible (also for students on a part-time standard learning track).

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

§3. If the Curriculum Committee allows a supernumerary course unit in accordance with the provisions of article 30 §4, 8°, this course unit will not be a part of the student's deliberation set. An exception to this are the supernumerary course units that are allowed by the Curriculum Committee as a result of a change in the choice of a certain option (e.g. Minor, Major, learning track).

#### ARTICLE 38 ELEMENTS OF A STUDY PROGRAMME

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

#### ARTICLE 39 FOREIGN-LANGUAGE STUDY PROGRAMMES

§1. A study programme may be taught in a language other than Dutch in the following cases:

1° a Master's programme subsequent to another Master's programme (Advanced Master's programme - ManaMa);

2° a postgraduate study programme;

3° a lifelong learning programme;

4° an initial Bachelor's or initial Master's programme designed specifically for foreign students, or if there is sufficient proof of the added value of using a different language for the students and the target audience, as well as the functionality for the study programme;

5° a Master's programme subsequent to a Bachelor's programme (ManaBa) as part of an International Course Programme (ICP) or a Bachelor's or Master's programme that is organized jointly with one or several foreign institutions as part of a European education programme (e.g. Erasmus Mundus);

6° a doctoral training programme.

As far as cases 1, 2, 3, 5 and 6 are concerned, no restrictions are determined by decree. In case 4, an equivalent Dutch-language study programme needs to be available within the Flemish Community, which allows the student to follow a full curriculum in Dutch, unless the Flemish Government granted an exemption for the equivalency condition.

§2. Language coaching measures need to be included in the study programme overview of foreign-language Bachelor's and Masters' (ManaBa) programmes.

§3. Together with the study programme overview, the language of instruction of a study programme is determined by the Executive Board, after the recommendation of the Faculty Council, and is specified in the study guide.

## SUBSECTION III

### COURSE UNIT

#### ARTICLE 40 CLASS TIME SLOTS AND CLASS SCHEDULES

##### §1. Class time slots

The educational activities of one particular course unit are organized in (consecutive) class time slots. One time slot comprises 90 minutes, of which 75 minutes are reserved for the actual lesson, followed by 15 minutes for a break or to allow students to go to the next class.

##### §2. Class schedules

1° The date, time and place of a class time slot are announced to the students in a class schedule before the start of the term concerned. Class time slots may be scheduled from Monday through Saturday, according to fixed time spans of 90 minutes, starting from 8:30 AM.

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

- For the educational Master's programme, Advanced Master's programmes, postgraduate programmes and lifelong learning programmes
- For Bachelor's and Master-after-Bachelor's programmes and linking and preparatory programmes:
  - for classes or sessions scheduled for groups of 200 students or more
  - for classes or sessions scheduled for groups of less than 200 students, pending the approval of the director of the Department of Educational Policy, based on a substantiated request submitted by the Director of Studies of the faculty in question (via [onderwijs@ugent.be](mailto:onderwijs@ugent.be))

The course feedback by students include a question about the organization of the course unit, which includes late teaching, for course units for which lessons are scheduled after 19:00.

§3. For the academic study programmes that are integrated in 2013, departures from §1 and §2, 1° are possible because of practical concerns. However, these departures are only possible if they are requested by the Faculty before the start of the academic year (through [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) and are approved by the director of the Department of Educational Policy.

#### ARTICLE 41 ELEMENTS OF A COURSE UNIT – COURSE SHEET

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

(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.)

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

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

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

##### **3° Contact hours and teaching methods**

Contact hours are determined by the average number of hours for which each student is coached and taught by a Ghent University lecturer.

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

The lecturers-in-charge and co-lecturers of the various course units of the study programmes are appointed in accordance with the

regulations pertaining to the appointment of the lecturers and co-lecturers for the course units and their temporary replacement (cf. part XII)

As specified in the relevant regulations, the Faculty may – in exceptional cases – after the recommendation of the study programme committee and the Director of Studies, decide to replace the lecturer-in-charge during the course of the academic year. If this step requires an adjustment of the course sheet, this is to be done in accordance with the fixed procedure and students should be notified of in timely fashion.

#### **5° The department of the lecturer-in-charge**

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

#### **7° Keywords**

#### **8° Position of the course**

This involves a short description of the place and purpose of the course unit (within the study programme).

#### **9° Contents**

This is a description of the subject matter from the starting competencies to the learning outcomes.

#### **10° Starting competencies**

These are the competencies needed to embark on a course unit. The starting competencies for each course unit form the basis for determining the standard learning track and the optimal order in which the course units are included in the curriculum within the context of a diploma contract. Within the context of a diploma contract, the student does not need to have acquired all of the aforementioned starting competencies before the course unit concerned may be included in the curriculum (see also article 30 §4), unless a sequential progression is required by the Committee for Programmes, after the substantiated recommendation of the Faculty Council, on the proposal of the study programme committee involved.

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

Within the context of a contract to obtain credits, the starting competencies of (prospective) students can be tested, in accordance with Article 31 §3.

#### **11° Learning outcomes**

These are the competencies that are aspired within the course unit concerned.

#### **12° Admissibility under a contract to obtain credits** (cf. the provisions in article 31)

- r

#### **13° Admissibility under an exam contract** (cf. the provisions in article 30)

- yes
- no

#### **14° Learning materials and additional costs**

This is an enumeration of the learning materials (specifying the exact or estimated price) and the additional costs involved in the course unit (e.g. laboratory materials, study visits, etc).

The learning materials may be in a language different from Dutch. If this is the case, this needs to be specified in this section.

#### **15° References to scientific publications marked as recommended reading**

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

Counselling is offered to help students process the subject matter and attain the learning outcomes.

#### **17° Evaluation moment(s)**

These are the moments at which study performance is evaluated by means of continuous or end-of-term assessment. For continuous assessment, the frequency and method of evaluation need to be expressly specified.

#### **18° Evaluation methods**

These are the methods and contents of the evaluation(s) and the way these relate to the learning outcomes (oral, written, open book, multiple choice, etc).

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

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

- yes
- no
- possible in modified form

#### **20° Calculation of the final marks and the terms and conditions to pass a course unit**

If the evaluation consists of both continuous and end-of-term assessment and/or partial examinations (cf. article 50§5), then these marks are all factored in as part of the examination mark according to a fixed calculation that is determined in the course sheet.

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

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

**21° Facilities for students with working student status** (cf. article 25) The Faculty Council decides which study programmes will use these facilities.

#### **22° Alternating course units**

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

Whenever course units are taught on an alternating basis, the Faculties are required to make sure that students who are re-enrolling for the course units concerned are able to sit the examinations for these course units.

## **ARTICLE 42 OPTIONS WITHIN STUDY PROGRAMME OVERVIEWS**

§1. The first year of a standard learning track of a Bachelor's programme does not include any elective course units. Departures from this rule are possible for language-specific elective courses and for other course units after a substantiated request with the Committee for Programmes.

§2. The inclusion of an elective course unit or a specific minor or major in the student's curriculum is to be approved by the Curriculum Committee on the basis of the student's choices within the study programme overview.

With an open list from which non-nominally listed course units may be chosen, the Curriculum Committee cannot refuse any course units that appear on the list of university-wide elective course units, as approved by the Executive Board, if the following cumulative conditions are met:

The student in question has not yet taken up another university-wide elective course unit within the study programme concerned;  
There is no overlap of learning outcomes with course units in the study programme overview concerned.

§3. When an exemption is granted for a(n) (elective) course unit in application of article 29, the Faculty cannot impose an alternate course unit.

There is one exception to this rule, in which case the Curriculum Committee can impose (an) alternate course unit(s) amounting to at least as many ECTS credits: in an initial Master's programme, if the student in question has already taken up the course unit in a Bachelor's programme that directly precedes the Master's programme or in the linking or preparatory programme for that Master's programme.

§4. The lecturer-in-charge needs to formulate a recommendation if students choose an elective course unit that is part of another study programme than the one for which they are enrolled and special access requirements are in place for this course unit. If no message to the contrary is received from the lecturer-in-charge within 7 calendar days, this recommendation is assumed to be positive. Prior to this, students may also obtain advice from the Faculty learning track counsellor regarding the extent to which they hold the starting competencies that are required for the course unit concerned. If no specific starting competencies are formulated for a particular course unit, this advice is assumed to be positive, if no message to the contrary is received from the lecturer-in-charge involved within 14 calendar days.

Students may not take up any course units as elective courses, for which a departure was granted in application of article 56 §1, if



they are not enrolled in the study programme involved.

§5. Students can appeal against an unfavourable decision on a request concerning the composition of a curriculum. They may file this appeal with the appeals body designated for this purpose by the Faculty Council (cf. article 30§6).

§6. The present article does not apply to the doctoral training programme.

## ARTICLE 43 MASTER'S DISSERTATION COURSE UNIT

As a course unit, the Master's dissertation is scheduled during the final year of the standard learning track of the Master's programme. Exceptions may be granted in response to a substantiated request, after a positive recommendation from the Institutional Programmes Committee and the approval of the Executive Board. With the approval of the Institutional Programmes Committee the Master's dissertation may be spread across several years of the standard learning track of a specific study programme.

## ARTICLE 44 ORGANIZATION OF COURSE UNITS WITHIN THE SEMESTER SYSTEM

§1. Course units are taught and evaluated within one term (cf. article 2).

§2. In contravention of §1, course units may be organized as full-year course units in the following cases:

- If they are organized in the first year of the standard learning track of a Bachelor's programme.
- If they are integration course units.
- If the learning process or the organization of the educational activities requires a level of continuity or development that cannot be accomplished within the time span that is laid down for the educational activities in one term.

Any such departures are granted by a decision by the COP. Such a decision shall be based on the comprehensively substantiated recommendation of the relevant Faculty Council regarding the proposal made by the relevant study programme committee (with the exception of the course units organized by the Doctoral Schools). Once such a departure has been granted for a course unit, the departure remains in force until the Faculty Council concerned

decides to organize the course unit again and evaluate within one term. This departure does not need to be requested for the Master's dissertation and the work placement.

The educational activities of a full-year course unit cannot continue in the examination periods, the catch-up week or the periods in which educational activities and evaluations are suspended (cf. article 2), barring exceptions approved by the COP.

§3. In contravention of §1, regular course units may be organized as a summer school, if the following cumulative conditions are met:

- the course unit in question is an elective course unit;
- the elective course unit only contains continuous assessment;
- a second examination opportunity is not obligatory.

These departures are allowed by a decision by the COP on the basis of an extensively substantiated recommendation of the relevant Faculty Council concerning the proposal of the study programme committee involved. As soon as such a departure is granted for a course unit, this decision will remain valid until the Faculty Council in question takes another decision.

## ARTICLE 45 LANGUAGE IN WHICH THE COURSE UNITS ARE TAUGHT

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

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

2° if the course unit is taken at a different institute of higher education with the approval of the Faculty; 3° if the course unit is taught by a visiting professor who speaks a foreign language;

4° if using a foreign language for the course unit is an added value for students and is considered to be functional for the study programme.

Cases 1 and 2 are allowed without any restrictions.

Cases 3 and 4 are not allowed to jointly amount to more than 18.33% of the study programme concerned, if the study programme is a Bachelor's programme, and no more than 50% if it is a Master's programme subsequent to a Bachelor's programme.

The language of instruction of a course unit is determined by the Faculty Council, after the recommendation of the Director of Studies. If the Faculty considers the use of a foreign language to be an added value for students and a functional element of the study programme, this is to be expressly and comprehensively substantiated.

§2. Language coaching measures need to be taken in the study programme overview of a Bachelor's programme in Dutch and a Master's programme subsequent to a Bachelor's programme (ManaBa) with foreign-language course units.

§3. For Advanced Master's programmes, foreign-language course units are allowed without any restrictions.

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

## ARTICLE 46 COURSE UNITS AT A DIFFERENT INSTITUTION

§1. Elective course units at a different university recognized by the Flemish Community

In application of an agreement between the various universities recognized by the Flemish Community, students may take a course unit as an elective course unit within their personal curriculum at a different institution with the approval of both institutions. This arrangement only applies to students who are enrolled under a diploma contract for a Bachelor's programme, a Master's programme, or a doctoral training programme.

§2. Course units at the institutions of Ghent University Association (AUGent)

In application of the agreement between Ghent University, University College Ghent, University College West Flanders and Artevelde University College Ghent, students who are enrolled under a diploma contract may take a course unit within their study programme overview at one of the above university colleges, provided that the course unit concerned is not taught within a study programme at Ghent University.

§3. In application of an agreement (and in compliance with the applicable education and examination code), students may take part in educational activities and evaluations at another Belgian university college or university, in another institute of higher education that is officially registered, in a registered institute of higher education, at the Royal Military School in Brussels or a foreign institute of higher education, insofar as these institutions offer a study programme of at least 3 years.

For study programmes involving mandatory student mobility, the volume of this obligation is specified in the study guide.

§4. All Ghent University students who spend part of their study programme abroad (e.g., taking up course units at a foreign institution, an internship, research in the context of their Master's thesis or a compulsory study trip) must register as exchange students in Oasis before the deadline (as stated in the application procedure). Students who do not receive funding through Ghent University for their stay abroad must also complete this registration.

Students without registration in Oasis before the first Monday of the month preceding the month of departure cannot be allowed to spend part of their education abroad. In exceptional circumstances (e.g., for security reasons or for reasons that hinder the academic activities abroad), the university board has the right to withdraw this permission to spend part of the study programme abroad or to oblige students who are abroad to return. Academic recognition is not guaranteed for students without permission and no support is provided by Ghent University for the study stay abroad. Academic recognition cannot be guaranteed for students who have not registered their study abroad, or who have not registered it on time, nor can the regular supervision by Ghent University of the study abroad be guaranteed.

## ARTICLE 47 PROVISIONS FOR EDUCATIONAL ACTIVITIES

§1. Anyone who takes part in the educational activities (including continuous assessment) – both lecturers and students – are expected to show mutual respect. Among other things, this means that these activities are not to be wilfully disrupted.

Students who wish to take part in educational activities, including continuous assessment, are assumed to be present from the

announced start to the announced end of these activities.

As far as the lecturers are concerned, the educational activities are expected to take place as announced, including continuous assessment. This means that the time at which the activities start, as well as the time when they end is respected. Any amendments need to be communicated beforehand.

§2. The lecturer or counsellor can prohibit students who wilfully disrupt the educational activities, including continuous assessment, from taking further part in these activities as a disciplinary measure. This measure only concerns the activities where the disruptive behaviour occurred and is effective immediately.

§3. Students who repeatedly and wilfully disrupt educational activities, including continuous assessment, may be denied access to all the remaining educational activities of the same course unit. This measure is only possible if the lecturer or counsellor cautioned the student in question at a previous occasion, informed him/her that the behaviour is not tolerated and pointed out the possible consequences.

After the student has had the opportunity to be heard, the Dean may decide to take the above-mentioned measure. This decision is reported to the director of the Department of Educational Policy.

Students who, because of this measure, are denied access to the further educational activities are allowed to participate in the continuous and end-of- term assessment, except if the continuous assessment takes place during the educational activities.

§4. During the educational activities, including continuous assessment, students need to be able to identify themselves by means of their student card, identity card or any other official proof of identity. At the first request of the lecturer or counsellor, they are required to present this card or proof.

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

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

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

# PART III

## EXAMINATION CODE

### ARTICLE 48 SCOPE

§1. The present examination code is intended as a minimal framework for all evaluations at Ghent University and may be complemented with specific provisions by the Faculties.

Departures from the examination code and the specific examination code can only be granted by the Board of Governors in response to a substantiated request from a Faculty Council and after the recommendation of the Educational Council. The Board of Governors expressly determines the period of validity of the granted departures. The examination code, the Faculty supplements, and any departures approved by the Board of Governors are to be communicated to students in electronic format.

§2. The general examination code for evaluations at Ghent University comprises parts I up to and including V.

§3. Evaluations as part of interuniversity Master's programmes for which students can enrol at more than one university are governed by [the examination code for the interuniversity study programmes for which students can enrol at more than one university](#).

§4. Study programmes organized with other institutes of higher education from the Flemish or French Community or abroad may be subject to the specific examination code agreed between the institutions and approved by a separate decision of the Board of Governors at Ghent University.

# SECTION I

## ASSESSMENT PER COURSE UNIT

### ARTICLE 49 PREPARING EVALUATIONS

§1. Prior to the start of educational activities for each course unit, each lecturer needs to determine the subject matter for the evaluation in appropriate learning materials.

§2. All lecturers need to use questions and/or exercises in their educational activities, which reflect the concrete requirements of the evaluation.

### 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.

§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. It is the task of the Study Programme Committee to ensure fair evaluation methods and study load in accordance with the assessment vision of Ghent University.

§4. Continuous assessment

The dates and nature of the continuous assessment are announced beforehand. Continuous assessment can occur both during and outside of the examination periods, but not in the recess periods (with the exception of summer recess) and 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, tests 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. 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 [assessment vision of Ghent University](#).

§5. Partial examinations

Partial examinations are mandatory for full-year course units of the first year of the standard learning track of 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 (exceptions are possible) or the following academic year.

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.

§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 52 ORGANIZATION OF EXAMINATIONS

§1. The Faculty Councils are in charge of coordinating and organizing the examinations.

§2. There are three examination periods in each academic year, which are laid down in the academic calendar. First- and second-term course units are evaluated in the first- or second-term examination period respectively. End-of-term assessments of full-year course units always take place in the second-term examination period, unless departures from this rule have been granted pursuant to article 48 §1. All course units may be evaluated in the resit examination period, without prejudice to the provisions of article 55 §2.

## ARTICLE 53 PROVISIONS FOR ASSESSMENT

§1. Examinations (end of term assessments) take place between 8:00 AM and 8:30 PM and cannot take more than four consecutive hours, unless, pursuant to the application of Article 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, during the regular examination period only two examinations may be staged for one course unit, for example one theoretical examination and one examination on practicals or exercises, or for example a written and an oral examination. The examination sessions are required to be contiguous, without any interruptions of examinations on other course units. In consultation with the faculty Director of Education, this can be deviated from very exceptionally and only for organizational reasons.

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

The lecturer-in-charge or co-lecturer always needs to be present at an oral examination. For other forms of end-of-term assessment, the lecturer-in-charge or co-lecturer needs to be available in any case. If this is not possible, article 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 assessments 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 assessment by the examiner and/or the observer via sound and/or video recordings with a view to the evaluation of the assessment, feedback and the prevention and investigation of irregularities or fraud is permitted for the implementation of the teaching assignment of Ghent University in the public interest, provided the student is informed of this before the start of the assessment.

In order to prevent irregularities or fraud in online assessments, the student can be asked to give a 360° view of the room in which s/he is located and proctoring software can be used. The student must have been informed of this prior to the online assessment.

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

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

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

## ARTICLE 54 EXAMINATION REGULATIONS

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

These regulations comprise:

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

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

§3. Exam schedules are sent by the Faculties in electronic format by 26 November 2021 at the latest for the first-term examination period, by 18 March 2022 at the latest for the second-term examination period and by 13 July 2022 at the latest for the resit examination period.

§4. The Faculties may require students to confirm ahead of time that they will be taking an exam.

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

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

## ARTICLE 55 EXAMINATION OPPORTUNITIES

§1. Without prejudice to the provisions of article 24 §9, in the third section of this paragraph and in §3 and §6 of the present article, and with the exception of exemptions and previously obtained credits, students are entitled to two exam opportunities per academic year for each course unit of the curriculum: one in the first-term examination period or the second-term examination period, respectively, and one in the resit examination period.

Students who fail are automatically registered to take part in the second exam opportunity.

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

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

Students of the Educational Master's programme who can graduate after the first term of the current academic year and have resit examinations for first-term course units are exceptionally allowed to take their resit examinations during the second-term examination period, unless the lecturer-in-charge reasons that this is not feasible. If such students wish to make use of this right, they must inform the lecturer-in-charge and the Examination Office of this before April 30.

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

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

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

§5. Students who are no longer enrolled for a course unit (in application of article 30§5 or article 34) lose the right to all accompanying examination opportunities from the registered date of these changes to the curriculum or the enrolment onwards.

§6. Outgoing exchange students have a right to the number of examination opportunities that the receiving institution is offering them per academic year per course unit. Additional examination opportunities at Ghent University are not possible.

## ARTICLE 56 EXAMINATION MARK

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

The final examination mark is determined by the lecturer-in-charge of the course unit concerned. This examination mark is a whole number, ranging from 0 up to and including 20, calculated as specified in the course sheet (cf. article 41, 20°). Marks are rounded off according to the generally accepted principles, unless there are serious grounds to depart from these: 0.5 and higher are rounded up, whereas anything less than 0.5 is rounded down.

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

In exceptional cases, the examination results for Advanced Master's and postgraduate programmes and the doctoral training programme may be formulated as "passed" or "not passed". For Advanced Master's and postgraduate programmes, such departures may only be approved by the director of the Department of Educational Policy, on the basis of a comprehensively substantiated recommendation of the Faculty Council on the relevant proposal of the study programme committee involved. The faculty application file needs to be submitted to the Department of Educational Policy through [onderwijs@ugent.be](mailto:onderwijs@ugent.be) (see also article 73§3). The course units in question may not be taken up in the curricula of students who are enrolled for another study programme than the one for which the departure was allowed.

For course units taken at a foreign higher education institution as part of an exchange within the regular Bachelor's or Master's programme, the examination results can exceptionally be formulated as "pass" or "fail" if, due to a lack of indication about the assessment of the examination mark no point conversion is possible, see art. 56 §4.

An examination mark can only be recorded for the course units that are included in the student's curriculum (see also article 55 §5), with the exception of exemptions and previously obtained credits, as specified under article 30.

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

§3. Transferring of examination marks and of partial results other than the results of a partial exam (regarding the results of a partial exam, see art. 50)

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

2° Partial results cannot be transferred to another examination period. Exceptions to this rule are the following:

- partial results for which it is stipulated in the explanatory notes to the calculation of the examination mark (cf. article 41,



- 20°) that they can be transferred to the second examination period;
- the partial results of a continuous partial assessment for which no second examination opportunity is offered (cf. article 41, 19°). In this case, the partial mark will be transferred to the second examination period;

3° Examination marks or partial results can never be transferred to a following academic year (see also article 29§5).

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

§5. Students may file an appeal against the examination mark awarded to them personally with the Institutional Appeals Committee, as specified in article 81.

## ARTICLE 57 CREDIT CERTIFICATE

Students pass any course unit for which their examination mark after assessment is at least 10 out of 20 or a "passed" designation (cf. article 56§1). For this, they will receive a credit certificate following the closing of the examination period in question.

The credit certificate is an electronic registration. This registration contains information on the identity of the student, the nature of the study programme, the course unit, the number of credits obtained and the final evaluation awarded. Students who are enrolled under a contract to obtain a degree will receive a credit certificate by email at their express request. Students who are enrolled under a contract to obtain credits will automatically receive a credit certificate by email if they passed a particular course unit (without prejudice to the provisions of article 21 §2).

Credit certificates obtained at Ghent University have unlimited validity at Ghent University.

## ARTICLE 58 EVALUATION LANGUAGE

§1. Course units are evaluated in their language of instruction.

§2. Course units in Bachelor's programmes, Master's programmes subsequent to a Bachelor's programme (ManaBa), or linking or preparatory programmes will be evaluated in the language concerned if their learning outcomes include language proficiency. This will also be the case for course units that take a language as their subject and are followed at a different institute of higher education with the approval of the Faculty.

For course units in Dutch-language Bachelor's programmes, Dutch-language Master's programmes subsequent to a Bachelor's programme (ManaBa), or linking or preparatory programmes, students are always entitled to be evaluated in Dutch if the learning outcomes of the course unit in question do not include language proficiency. Students who wish to invoke this right need to notify the Faculty Student Administration by 14 November 2021 at the latest for first- term course units and by 28 February 2022 at the latest for second-term course units. The Faculty Student Administration shall notify the chair of the Examination Board and the latter shall request the Examination Board to assign a substitute examiner if need be.

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

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

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

The Faculty Council determines the dissertation supervisor(s) and member(s) of the dissertation reading committee.

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

- professorial staff members

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

3° Departures from the categories mentioned in 2° are possible for lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (within the study programme concerned) and who belong to the integration staff.

4° Departures from the categories mentioned in 2° are possible for experts affiliated with the Ghent University Hospital, with the approval of the faculty.

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

#### §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.

#### §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.

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.

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, at least dissertation supervisor and one member of the dissertation reading committee 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.

3° The only individual who is entitled to vote in the Examination Board per deliberation set is the dissertation supervisors, if s/he belongs to one of the following categories:

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

4° Departures from the provisions in 3° are possible for lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (within the study programme concerned) and who belong to the integration staff.

5° The Faculty may lay down the requirements for retaking a Master's dissertation in the resit examination period in its Faculty examination code.

6° Any means of image and/or sound recording of an oral defence are not allowed, not by the student, the observer or third parties, except if the defence takes place through video conferencing. Prohibited recordings are inadmissible as evidence in administrative or

legal proceedings and are also to be destroyed at the first request.

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

For archival purposes, an electronic copy of the Master's dissertation of students who have passed is automatically delivered to the university library. Without detracting from the rights of the author, Ghent University or third parties, the university library will make the Master's dissertation accessible, after the supervisor has increased the level of confidentiality, if applicable, and in accordance with the provisions below, as well as the [Valorisatiereglement](#):

- if it received an examination mark of at least 10/20, the Master's dissertation may be made available electronically within Ghent University;
- if it received an examination mark of at least 14/20, the Master's dissertation may be made available electronically through an open access system.

## ARTICLE 60 FEEDBACK AND ACCESS TO THE EXAM

§1. After the first-term examination period, the second-term examination period and the resit examination period, feedback is provided as determined under article 2. The lecturers-in-charge or the people assigned by the former are available for feedback sessions with the students. Within the feedback period (cf. article 2) or after the examination results have been made available after every examination period, all students are entitled to get feedback and peruse their exam copy and assignments. The dates of the feedback sessions will be announced at the start of the examination period. Feedback on the continuous assessment and partial exams is given as quickly as possible and may also take place outside of the feedback sessions. Feedback or perusal is not granted to third parties.

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

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

§3. Copies of written examinations, written preparations to oral examinations and assignments prepared as part of continuous assessment and the paper version of the Master's dissertation are to be kept by the lecturer-in-charge for 1 year after the close of the academic year concerned. For oral examinations, the course of the examination is recorded by the examiner. This document is to be kept by the lecturer-in-charge for at least 1 year after the close of the academic year concerned.

## SECTION II

# EXAMINATION BOARDS

### ARTICLE 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 present Examination Code deal with the competencies and operation of the Examination Board per deliberation set and the Examination Board per study programme, respectively.

### ARTICLE 62 EXAMINATION BOARD MEETINGS

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

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

§2. Examination Boards also deliberate by 15 February 2022 at the latest in a graduation year of a Bachelor's, linking or preparatory programme, a Master's programme, Advanced Master's programme, or a postgraduate programme, for students who have taken all their examinations at that time. In doing so, article 71 is fully applicable.

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

§3. Deliberations in person

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

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

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

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

### ARTICLE 63 PARTICIPATION IN THE DELIBERATIONS OF AN EXAMINATION BOARD

The members of the Examination Board have a duty to participate in deliberations and to sign the attendance register when the meeting is held in person (cf. article 62). If the deliberation takes place through video conferencing, the secretary of the Examination Board shall draw up and certify an attendance list. In the event of electronic deliberations, the emails in question serve as proof of participation.

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

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

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

## ARTICLE 64 SUBSTANTIATED DECISIONS OF THE EXAMINATION BOARD

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

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

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

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

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

## ARTICLE 65 RECONSIDERATION OF EXAM DECISIONS

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

- are rectified if they are discovered within a maximum of 10 calendar days after the examination results announcement, when they affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme, or the decision to assign a particular grade of merit. Such errors are repaired by a new decision from the chair of the competent Examination Board, which is communicated to the Dean and the members of the Examination Board;
- are not rectified if they are discovered later than 10 calendar days after the examination results announcement, when they affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme, or the decision to assign a particular grade of merit;

§2. Material errors to the student's detriment, causing the student to be awarded a lower examination mark due to a substantive error, are rectified at all times if they affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme, or the decision to assign a particular grade of merit. These errors are rectified by a decision from the chair of the competent Examination Board, which is communicated to the Dean and the members of the Examination Board.

§3. Material errors without any impact are rectified if they are discovered within a maximum of 10 calendar days after the examination results announcement. These errors did not affect the examination mark, the decision whether or not the student passed a deliberation set or the decision to assign a particular grade of merit. They are rectified by the chair of the competent Examination Board.

§4. Fraud: If fraud or irregularities have been discovered that affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme, or the decision to assign a particular grade of merit, the competent Examination Board may review its decision at all times, in accordance with the procedure stipulated in article 78.

§5. The students concerned are notified of new decisions within 10 calendar days after the rectification by e-mail (Ghent University account). In case of a material error in the student's favour (causing the student to be awarded a higher examination mark), the student in question is notified by registered letter (or through a receipt that is signed by the student) within 5 calendar days after the rectification. The student is also informed of the possibilities of appeal, as described in article 81.

## SECTION III

# ASSESSMENT PER DELIBERATION SET

### ARTICLE 66 COMPOSITION OF THE EXAMINATION BOARD PER DELIBERATION SET AND ITS AUTHORITY TO DELIBERATE

§1. The composition of the Examination Board per deliberation set is determined by the Faculty Council, on the understanding that the lecturers-in-charge of the mandatory course units concerned shall always be members of the Examination Boards per deliberation set. The chair and the secretary of the Examination Board per deliberation set are the same as those of the Examination Board per study programme of the study programme concerned (cf. article 70).

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

- declaring whether a student has passed or failed a deliberation set as laid down under article 67;
- providing non-binding study advice on the first year of the standard learning track of a Bachelor's programme for students who are enrolled for the first time under a contract to obtain a diploma.

§3. The Examination Board per deliberation set is not qualified to adjust any examination marks, except in the cases set out in article 65.

### ARTICLE 67 PASSING A DELIBERATION SET

§1. At the deliberation dates that are specified in article 62, the Examination Boards per deliberation set discuss by means of deliberation sets the study progress of students enrolled for a study programme under a contract to obtain a diploma.

§2. Passing a deliberation set:

1° If students pass all course units of a deliberation set, i.e. if they have obtained at least 10 out of 20 (or have passed cf. article 56 §1), they are declared as having passed the deliberation set concerned by the Examination Board per deliberation set.

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

- The first deliberation set only contains course units that are scheduled in the first year of the standard learning year of a Bachelor's programme.
- The deficit in order to pass one or two course units is a total of maximum 1% of the weighted total of the deliberation set<sup>1</sup> – without the exemptions – in which the ECTS credits are used as weights<sup>1</sup>. The deficit is calculated by multiplying the deficit on the examination mark for the course unit by the ECTS credits that have been awarded to that particular course unit.
- The student has made use of the most recent examination opportunity for the relevant course units.
- The student has scored at least 8 out of 20 for all course units of the deliberation set concerned.
- The student has a maximum of two course units in the deliberation set concerned for which s/he scored less than 10 out of 20.
- The student has obtained a total of at least 50% for the deliberation set.

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

§3. Students may file an appeal against the decision by the Examination Board per deliberation set with the Institutional Appeals Committee, as specified in article 81.

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

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

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

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

In order to deliberate legitimately on a student, at least half of the examiners of the Examination Board concerned who have the right to vote are required to be present. The quorum is determined on the basis of the number of examiners who have the right to vote. Per student, only one vote may be cast by each voting member. If a course unit was examined by more than one lecturer, the person entitled to vote shall be the lecturer who was assigned by the Faculty Council as the lecturer-in-charge of the course unit. Examiners who have been replaced in accordance with the procedure described in article 76 are not permitted to attend the meeting of an Examination Board on the student concerned. If this is the case, the replacement examiner shall participate in the Examination Board on the student in question and is entitled to vote.

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

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

## ARTICLE 69 EXAMINATION RESULTS ANNOUNCEMENT OF EXAMINATION MARKS AND DELIBERATION SETS

§1. After the first-term examination period, the second-term examination period and the resit examination period, the examination marks are communicated to the students.

After each examination period, students are individually provided with a transcript of records, at the earliest after the closing of the examination period and no later than:

- Friday 11 February 2022 after the closing of the first-term examination period;
- Thursday 7 July 2022 after the closing of the second-term examination period, except for the shortened educational master by Friday 8 July 2022 at the latest;
- Saturday 17 September 2022 after the closing of the resit examination period.

If a deliberation took place, the decision by the Examination Board per deliberation set is also included in the transcript of records. If the deliberation took place after the closing of the first-term examination period in accordance with article 62§2, the transcript of records may be put at the student's disposal after Friday 5 February 2021, but no later than Saturday 13 February 2021.

In contravention of these arrangements and deadlines, in accordance with the provisions in article 50§4 with regard to continuous assessment result announcements, the relevant final mark needs to be communicated as quickly as possible after the assessment, also for course units which are only assessed by means of continuous assessment.

§2. Provisional examination marks can be communicated by the Examination Office after the last examination day. Please note: these results only become final after ratification by means of public announcement in accordance with §1.

# SECTION IV

## ASSESSMENT PER STUDY PROGRAMME

### ARTICLE 70 COMPOSITION AND COMPETENCE OF THE EXAMINATION BOARD PER STUDY PROGRAMME

§1. The composition of the Examination Board per study programme is determined by the Faculty Council.

The Faculty Council determines the composition of an Examination Board per preliminary programme and per bridging programme. These examination boards have the same authority as an examination board per study programme. For each Examination Board, the Faculty Council shall appoint a chair and a secretary, who may or may not themselves be examiners, and who are active professorial staff members.

§2. The competence of the Examination Board per study programme includes:

declaring whether a student has passed a specific study programme or linking or preparatory course, and whether the degree or certificate may be awarded; granting a student the grade of merit for a study programme; implementing an examination-related disciplinary decision (cf. article 78).

§3. The Examination Board per study programme is qualified to take examination-related disciplinary decisions in accordance with article 78, regardless of the type of contract with the student concerned.

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

### ARTICLE 71 PASSING A STUDY PROGRAMME

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

They need to meet the access requirements of the study programme. If this is not the case, they are declared inadmissible and cannot pass the study programme.

They need to be enrolled for the study programme in question under a contract to obtain a diploma.

Without prejudice to the authority to deliberate of the Examination Board per study programme as specified in article 70, students need to have obtained a credit certificate for all the course units to be taken (cf. article 57), or have been granted an exemption, and/or be declared as having successfully passed all deliberation sets of the study programme in question (cf. article 67).

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

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

§3. If a student does not pass according to the criteria stipulated in §1 and §2, the Examination Board per study programme can decide that the student has passed after all – possibly after a secret ballot. Such a decision is 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 concretely. The faculty Director of Education monitors the application of a deliberation policy within the faculty;

§4. Students may file an appeal against the decision by the Examination Board with the Institutional Appeals Committee, as specified in article 81.

## ARTICLE 72 VOTING IN THE EXAMINATION BOARD PER STUDY PROGRAMME

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

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

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

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

## ARTICLE 73 GRADE OF MERIT

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

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

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

- cum fructu (at least 500 out of 1000)
- cum laude (at least 675 out of 1000)
- magna cum laude (at least 750 out of 1000)
- summa cum laude (at least 825 out of 1000)

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

The Examination Board per study programme can, in individual cases and to the student's advantage, depart from the minimum results that are required for a student to obtain a grade of merit, as specified in the first section of this paragraph. Any such departures can only be taken in exceptional circumstances and are to be justified in detail for each separate case. Course units taken at a foreign institution for which exceptionally "pass" or "fail" was awarded as determined in Article 56§1 are not taken into account when calculating the grade of merit.

§3. No grades of merit are awarded if students have obtained less than 30 ECTS-credits, or if director of the Department of Educational Policy decides not to award a grade of merit in application of article 56§1.

§4. Students may file an appeal against the decision by the Examination Board with the Institutional Appeals Committee, as specified in article 81.

## ARTICLE 74 EXAMINATION RESULTS ANNOUNCEMENT OF A STUDY PROGRAMME

§1. After the first-term examination period, the second-term examination period and the resit examination period, the examination marks are communicated to the students, in the manner specified in article 69. If a deliberation took place, the decision by the Examination Board per study programme is also included on the transcript of records.

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

§3. In accordance with the provisions of the resolution of the Flemish Government establishing the form of the diplomas and the contents of the accompanying diploma supplement that is awarded by higher education institutions in Flanders, as approved on 11 June 2004, students who passed a study programme will receive a diploma or a certificate with an accompanying diploma or certificate supplement (without prejudice to the provisions of article 21 §3).

# SECTION V

## SPECIAL CIRCUMSTANCES

### ARTICLE 75 COMPLIANCE WITH EXAMINATION REGULATIONS

§1. The parties involved in the evaluation strictly comply with the announced examination regulations, both for end-of-term assessment (cf. article 54) and for continuous assessment (cf. article 41, 17°).

#### §2. End-of-term assessment

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

- a. if the examiner considers the absence to be unjustified, the student is registered as absent for this evaluation.
- b. if the examiner finds that the student had good cause to be absent, whether or not after an intervention by the ombudsperson, the student may take a catch-up examination in the same examination period. The examiner cannot refuse to organize a catch-up examination; unless it is materially impossible to organize a catch-up examination within the same examination period.

Legitimate reasons to be absent are the following:

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

For the catch-up exam, a different evaluation method may exceptionally be used, in consultation between the lecturer-in-charge and the student with notification to the Examination Office. If the student does not agree with the changed evaluation method, he or she will renounce the catch-up exam.

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

If the examination regulations referred to in article 54 provide for more than one examination date for the same course unit, the examiner may allow the student to take the examination on one of these other dates.

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

2° If an examiner or his/her replacement (cf. article 76) fails to start the examination session at the scheduled time, the students are requested to inform the examination office. The examination office will then inform the students as soon as possible if the examination is postponed to a later time on the same day or to a later date within the same examination period. If the examination will take place on the same day, it needs to start within two hours after the original starting hour.

### §3. Continuous assessment

1° Due to circumstances beyond his/her control, a student may be unable to take part in a component of the continuous assessment, even when the date has been announced ahead of time and the method has been described in the course sheet (as specified in article 41). In this case, the student needs to inform the lecturer-in-charge without delay.

- If the lecturer-in-charge finds that the student had good cause to be absent, s/he may impose the same or a compensatory activity on the student, thus enabling the latter to pass the course unit concerned. However, the lecturer is also at liberty to exempt the student from the evaluation concerned.
- If the lecturer-in-charge considers the absence to be unjustified, s/he may declare the student as having failed the course unit concerned, provided that this is expressly stated in the course sheet (cf. article 41, 20°).

2° If, due to unforeseen circumstances, the examiner is unable to proceed with the continuous assessment described in the course sheet (as determined in article 41) on the scheduled date, the lecturer-in-charge will immediately notify the student. Subsequently, the lecturer-in-charge will set at least two new dates for the assessment, preferably after first consulting with the student representative(s).

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

In case of illness or accident, a medical certificate is required from a doctor who declares that he or she effectively examined the students at the latest on the day of the missed examination and established the illness or the consequences of the accident himself or herself. Certificates are not accepted if they only report the student's explanation (i.e. dixit notes) or if they were drawn up after the day of the illness or accident (i.e. certificates after the event).

Doctor's certificates dealing with (particular) sports activities need to specify the activities in which the student cannot take part.

## ARTICLE 76 SUBSTITUTION OF THE EXAMINER

§1. If an examiner is unable to examine students on the dates specified in the examination schedule, s/he is to immediately notify the chair of the Examination Board in writing. The chair of the Examination Board will then appoint as his/her replacement an examiner who belongs to one of the following categories:

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

Departures are possible for lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (within the study programme concerned) and who belong to the integration staff.

§2. The examiner needs to request a replacement from the chair of the Examination Board if s/he needs to evaluate a student who is a relative by blood or by marriage up to and including the fourth degree. Any relations arising from a legal partnership are hereby considered equivalent to those arising from marriage. The examiner needs to take similar measures if, for reasons of personal involvement with the student, the objectivity of the evaluation might be impaired.

§3. Examiners can also request to be replaced during examinations for personal reasons. In this case, the member of the Examination Board will notify the chair of the Examination Board who, if s/he agrees, assigns a replacement.

## ARTICLE 77 ATTENDANCE OF OBSERVERS AT ORAL EXAMINATIONS

Students may request for an observer to attend their oral examination. The observer cannot be a student who is examined by the examiner concerned in the same academic year, nor can the observer be related by blood or by marriage in the third degree or be personally involved with the student. The student needs to notify the chair of the Examination Board and the Faculty ombudsperson at least 7 days prior to the examination, who shall in their turn immediately inform the examiner concerned. Observers are only allowed to take notes on paper.

Examiners may request for a member of the academic staff to attend the oral examination, insofar as there are no irreconcilabilities between the student and this member of the academic staff.

## ARTICLE 78 FRAUD OR IRREGULARITIES

§1. If an invigilator in charge has reason to suspect that a student is committing fraud or irregularities, s/he may immediately discontinue the ongoing evaluation for this student, or s/he may give this student a new, blank exam copy or let the student restart an online examination.

If a student is carrying and/or using a digital or electronic tool or means of communication during an exam or another test, this will automatically be regarded as fraud, unless explicitly stated otherwise or after permission in individual exceptional circumstances. The examiner shall promptly notify the chair of the Examination Board per study programme of the events.

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

If a lecturer-in-charge has reason to suspect a student has committed plagiarism and this is likely to affect the evaluation, s/he shall promptly notify the chair of the Examination Board per study programme.

§3. Whether or not examination-related disciplinary measures should be imposed will be decided by the Examination Board per study programme that is qualified for the study programme for which the student suspected of fraud or irregularities has enrolled under a contract to obtain a diploma, or for the study programme involving the course unit for which the student has enrolled under a contract to obtain credits.

If a student who is suspected of having committed fraud or irregularities has enrolled for several study programmes, the Examination Boards per study programme for each of the study programmes concerned will convene together. Articles 63 and 72 apply in full for each of the members of the Examination Boards involved.

§4. No later than 5 calendar days before the hearing where the student is to be heard by the Examination Board(s) concerned, the chair of the Examination Board per study programme invites the student concerned. Alternatively, if several Examination Boards per study programme are convening together in application of §3 (second section) on the fraud or irregularity offence, one of the chairs of the Examination Boards involved will invite the student. The invitation is sent to the student's e-mail address connected to his/her Ghent University account and needs to state the time, date and place of the hearing, as well as describe the charges against the student and the possible disciplinary measures for exams as stated in §6. The student has the right to peruse the case file. A Faculty ombudsperson will be invited to attend the hearing. At the hearing, the student may be accompanied by a trusted representative or a legal adviser. If the student is legitimately absent, s/he has the right to let a legal adviser represent him/her or to put his/her defence forward in writing. If the student is absent from the hearing and has not appointed a legal representative, nor put forward any defence in writing, the Examination Board(s) per study programme will take cognizance of this and may yet officially deliberate on the case at hand and impose a disciplinary measure for exams.

§5. The Examination Board(s) per study programme that need(s) to rule on the fraud or irregularity offence will convene as soon as possible after the hearing to arrive at a decision on the case in question. A faculty ombudsperson is invited to attend the deliberations.

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

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

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

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

If a student is excluded, s/he immediately loses student status and is prohibited from re-enrolling at Ghent University for a number of academic years that is specified in the examination-related disciplinary decision, but not for more than 10 academic years.

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

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

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

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

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

Finally, the examination disciplinary body may also decide to exclude the student concerned for no more than 10 academic years.

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

§10. As long as no examination-related disciplinary decision has been taken or as long as the examination-related disciplinary decision is not yet final, students suspected of fraud or irregularities may continue to sit further evaluations at their own risk. An examination-related disciplinary decision becomes final if an appeal or a subsequent external appeal fails to be filed in time or if said external appeal is turned down by the Council for Disputes on Decisions on Study Progress (Raad voor Betwistingen inzake Studievoortgangsbepalingen).

§11. Students may file an appeal against the examination-related disciplinary decision with the Institutional Appeals Committee, as specified under article 81.

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

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

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

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

# PART IV

# OMBUDSPERSONS

## ARTICLE 79 FACULTY OMBUDSPERSONS

§1. For doctoral students, at least one permanent and one replacement Faculty ombudsperson is appointed by the Faculty Council from the professorial staff, before 1 November of each academic year, on the recommendation of the representation of the assistant academic staff. For the other students, at least one permanent and one replacement Faculty ombudsperson is selected from the Faculty academic staff by the Faculty Council before 1 November of each academic year, on the recommendation of the student representatives.

In the absence of any nominations, the Dean nominates the candidates himself. The replacement Faculty ombudsperson is called in if a permanent Faculty ombudsperson is unexpectedly prevented from assuming these duties or is an involved party. The Faculty ombudspersons for doctoral students may be identical to those for the other students.

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

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

When the occasion arises, the Faculty ombudsperson will:

- endeavour to get the parties to resolve their dispute themselves by way of mediation (i.e. a process of voluntary consultation between conflicting parties, supervised by the Faculty ombudsperson, who facilitates communication);
- inform the complainant about the option to file a complaint with the University ombudsperson;
- inform the complainant about the option to file an appeal with the Institutional Appeals Committee pursuant to article 81.

The Faculty ombudsperson is not required to handle a complaint:

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

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

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

§3. The Faculty ombudsperson needs to be readily accessible during evaluation periods. Even before the deliberations of the Examination Boards, the Faculty ombudsperson is entitled to the relevant information regarding each evaluation for which a complaint has been filed or for which there is a dispute. The Faculty ombudsperson attends the deliberations of the Examination Boards and is given access to the reports of these deliberations at all times.

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



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

§5. The Faculty ombudsperson is bound to discretion.

§6. Before 1 November of each year, the Faculty ombudspersons report on their activities to the Faculty Council and, if need be, the Doctoral School(s) with which the Faculty is involved. The Faculty Council is to send this report to the Institutional ombudsperson.

## ARTICLE 80 THE UNIVERSITY OMBUDSPERSON

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

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

When the occasion arises, the University ombudsperson will:

- endeavour to get the parties to resolve their dispute themselves by way of mediation (i.e. a process of voluntary consultation between conflicting parties, supervised by the University ombudsperson, who facilitates communication);
- inform the complainant about the option to file an appeal with the Internal Appeals Committee pursuant to article 81.

The University ombudsperson is not required to handle a complaint:

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

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

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

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

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

# PART V

## APPEALS PROCEDURE

### ARTICLE 81 INSTITUTIONAL APPEALS COMMITTEE

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

- examination decisions, pursuant to articles 56, 65, 67, 71 and 73 of the present examination code;
- examination-related disciplinary decisions, pursuant to article 78 of the present code;
- decisions pertaining to a request for an exemption, pursuant to article 29 of the present code;
- decisions related to taking a preparatory and/or linking course pursuant to article 6 §1 of the present code;
- decisions related to requests for exceptions to the access requirements concerning the learning account in accordance with article 11 of the present code;
- decisions involving the imposition of binding conditions or a refusal of enrolment pursuant to article 24 of the present code;
- decisions involving the early termination of a work placement or another practical course unit pursuant to article 24 §9 of the present code;
- decisions involving the refusal of education and examination facilities for students with a special status.

In doing so, students may seek assistance from a legal adviser, who is required to hold a written power of attorney on pain of inadmissibility of the appeal, except if s/he is registered with the Bar or the list of trainee lawyers.

§2. The appeal is filed by means of a signed and dated petition that is sent to the rector (Sint-Pietersnieuwstraat 25, 9000 Gent) by registered and signed post, on pain of inadmissibility of the appeal. At a minimum, this document is to specify the student's identity, the disputed decision(s) and a description of the facts and arguments on pain of inadmissibility. The burden of proof lies with the student. Any arguments that the student could only know after perusal of the file or after the feedback session need to be added in a supplementary note on pain of inadmissibility, either immediately after the perusal or feedback session or at least within 7 calendar days after the period of appeal has lapsed. At the same time, the student is to send an electronic version of the petition by e-mail to [ombuds@ugent.be](mailto:ombuds@ugent.be) by way of information. The postmark of the recorded delivery serves as the date for the appeal.

For exam decisions, the appeal needs to be filed within the peremptory time limit of 7 calendar days, starting on the calendar day after the examination results announcement. The fact that a student has not yet received any feedback within that period does not affect this time limit, and there is no new appeal period once the student has received feedback. If there was no public announcement of the challenged exam decision, the exam decision is deemed to have been publicly announced on the dates mentioned in article 69 §1, second section, unless the student can prove that the exam decision was not announced until a later date. With regard to the other decisions mentioned in §1, the peremptory time limit takes effect on the calendar day after the day on which the student was informed of the decision in question.

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

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

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

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

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

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

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

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

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

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

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

- if the appeal concerns the refusal of facilities for students with a special status due to a disability;
- if the appeal is clearly inadmissible or unfounded;
- if a final decision is taken in a case in which an interim decision was taken at a previous meeting;
- if the appeal involves a limited degree of complexity and the decision is so obvious that a physical meeting of the members of the commission has no added value for the treatment of the appeal.

If the chair proposes to deliberate by e-mail, all exhibits of the case are to be made available to the members of the commission, preferably in electronic format.

§6. The Institutional Appeals Committee may decide:

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

If the appeal relates to an examination mark for a course unit that is part of a full deliberation set, the Institutional Appeals Committee will also decide whether or not the applicant passes the deliberation set and, if applicable, it will decide whether the applicant passed the study programme and what grade of merit is awarded. The Institutional Appeals Committee exercises this authority in consideration of the provisions in articles 67, 71 and 73. The decision also needs to state the reasons behind it.

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

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

programme in the examination period in which the disputed decision was taken.

People who are not enrolled cannot partake in the educational activities. If they have filed an internal appeal against the refusal to enrol them on the basis of article 24 before 1 October (of the year in which the refusal took effect), they are allowed to partake in the educational activities until the Institutional Appeals Committee has reached a decision. If this decision is positive, the student can still partake in the educational activities until 5 working days after the decision, as long as the student has not (re-)enrolled.

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

# PART VI

## FEEDBACK ON EDUCATION BY THE STUDENTS

### ARTICLE 82 EDUCATIONAL QUALITY CONTROL UNIT

§1. Each faculty sets up an Educational Quality Control Unit (Commissie Kwaliteitszorg Onderwijs, CKO), which consists of at least the following voting members:

- the faculty Director of Studies, who acts as chair;
- at least one student who sits on a study programme committee of a basic programme (Bachelor or Master);
- at least one chair of the study programme committee of a basic programme;
- at least one assistant academic staff member who sits on a study programme committee of a basic programme;
- at least one administrative and technical staff member who is appointed as a quality assurance staff member in the faculty.

The student, the assistant academic staff member and the professorial staff members are preferably part of different study programme committees. The Educational Quality Control Unit appoints one of its members as secretary. Each faculty is free to issue additional general guidelines with which the composition of the Educational Quality Control Unit must comply, including provisions regarding other appointed voting and non-voting members and their proxies.

§2. The Educational Quality Control Unit acts as a consultation platform where education providers and users are united at the faculty level. It is a forum where study programme committees (chairs and / or members and students) meet to shape the faculty's education policy together with the education supporters. The Educational Quality Control Unit handles all educational themes across study programmes and is responsible for drawing up and implementing the faculty's education policy. In addition, it is responsible for the continuous optimization of the quality of education and directs all quality assurance initiatives of the faculty. To this end, the Educational Quality Control Unit makes use of the Faculty Team site and the Faculty Monitor.

### ARTICLE 83 COURSE FEEDBACK BY STUDENTS

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

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

§2. The output of the course feedback by students yields information that is used by the lecturers and the institutional bodies to assess and remedy educational practices. Indirectly, this output also contributes to the permanent implementation of general educational policy. As the (former) students and exchange students need to participate in these surveys if these objectives are to be attained, participation is mandatory.

## ARTICLE 84 COURSE FEEDBACK BY STUDENTS: ORGANIZATION

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

§2. The Department of Educational Policy is responsible for the coordination of the course feedback by students. In joint consultation with the Educational Quality Assurance Office, the Educational Quality Control Unit (or a subcommittee appointed by the Educational Quality Control Unit) ensures that all course units of any given study programme or any lecturer are frequently surveyed. All course units and the lecturers-in-charge and co-lecturers that are mentioned in the course file are surveyed once every 3 years. Every year, the faculty selects the course units that are included in the course feedback for that year.

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

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

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

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

1. If the response of the staff member already contains a proposal for an action plan that is clear enough and sufficient in the opinion of the committee, the professorial staff member will be supported to carry out these actions. This step can be done via e-mail or in a meeting with the professorial staff member in question, as per the preference of the committee. The professorial staff member involved can always request a meeting.
2. If there is no response from the staff member or the response and / or the proposal for an action plan is not clear enough and / or is not sufficient in the opinion of the committee, a meeting is planned with the professorial staff member and with the chair of the study programme committee and / or the Director of Studies and / or the dean to discuss an action plan and make clear agreements for follow-up. If desired, students can also be involved.

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

# PART VII

## FINAL PROVISIONS

### ARTICLE 85 THE EDUCATION AND EXAMINATION CODE

The provisions of the present Education and Examination Code may only be amended by the Board of Governors, after the recommendation of the Educational Council. In contravention of this, in the event of force majeure, the rector can immediately take the necessary measures and decisions to safeguard the functioning of the institution, its students and staff.

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

Each year, before 1 November after the closing of the previous academic year, the Faculties report on the application of the Code of Conduct for languages of instruction other than Dutch at Ghent University. The Educational Council evaluates the application of said code of conduct for the benefit of the Board of Governors.

The Faculty Council is at liberty to delegate the powers that the present code describes to the Dean or to Faculty members on an individual or collective basis.

### ARTICLE 86 DEPARTURES FROM THE EDUCATION AND EXAMINATION CODE

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

as a result of an agreement approved by the Executive Board concerning a study programme staged in conjunction with one or more other institutes of higher education;

to serve student mobility within a bilateral and multilateral agreement with other institutes of higher education; as part of framework programmes financed by a public authority.

§2. For outgoing exchange students with a main enrolment at Ghent University, the regulations and arrangements of the receiving institution applies to the education and examination procedures of the course units belonging to the individual learning agreement, without prejudice to the provisions of articles 2§6, 30, 55§6 and 56§4. With regard to the deliberation decisions for outgoing exchange students, the Education and Examination Code of Ghent University invariably applies.

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

### ARTICLE 87 SPECIFIC EXAMINATION CODE FOR STUDY PROGRAMMES ORGANIZED IN CONJUNCTION WITH DIFFERENT INSTITUTES OF HIGHER EDUCATION

For study programmes that are jointly organized with other institutes of higher education, a specific examination code may apply that is drawn up by the institutions and approved by separate decision by the Board of Governors at Ghent University.

### ARTICLE 88 IMPLEMENTATION OF THE EDUCATION AND EXAMINATION CODE

The present Education and Examination Code comes into effect from the 2021-2022 academic year onwards.

# PART VIII

## GLOSSARY OF TEACHING AND EVALUATION METHODS

### SECTION I

#### GLOSSARY OF TEACHING METHODS

##### CLINIC (KLINIEK)

Interactive learning situation in which students – under the supervision of a clinician – acquire knowledge and competencies by discussing and examining actual patients (cases) from clinical practice and by determining and/or conducting the appropriate treatment(s) for these patients, next to analysing their progress. In clinics, the patients are actually present; this is not the case in clinical seminars. The supervisor encourages students to think actively, cooperate and become involved. S/he allows students to speak, anticipates students' prior knowledge in a differentiated and individual manner, and provides support when students still lack particular knowledge or competencies. In view of the intensity of these coaching efforts, only a limited number of students are allowed to sit in on clinics.

##### DEMONSTRATION (DEMONSTRATIE)

Collective learning situation in which the lecturer demonstrates particular techniques to a group of students. The students' activity chiefly consists of listening, taking notes and possibly imitating the techniques demonstrated. The interaction, which is chiefly from the lecturer to the students, is aimed at supporting the transfer of knowledge. The lecturer can only check to a small extent whether all students have acquired the new knowledge, and follow-up and coaching towards individual students is limited.

##### FIELDWORK (VELDWERK)

The whole of coaching sessions and independent learning situations in which students leave the university premises and put specific knowledge and skills into practice at a selected outside location.

Whereas the focus of attention of study visits or company visits chiefly lies with the acquisition of knowledge, the purpose of fieldwork is to enable students to apply and practise the

acquired knowledge.

Therefore, it is crucial that the lecturer or other experts provide personalized coaching and feedback on the way in which they apply the acquired knowledge and intervene when necessary.

##### GROUP WORK (GROEPSWERK)

Independent and co-operative learning situation in which students conduct a series of activities as a group, without constant supervision. These activities are intended to produce a final product which is to be submitted for final evaluation. This final evaluation consists of a final mark (per student and/or per group) and/or a collective follow-up discussion. The supervisor's duties are to devise the assignment and to appraise the final product (paper) as well as the process (approach, group processes, etc). If, during the training period, (groups of) students have but a limited understanding of the positive and negative elements of the final product that they have submitted or the process that they have experienced, they are given feedback and further suggestions for improvement.

##### GUIDED SELF-STUDY (BEGELEIDE ZELFSTUDIE)

A set of guided sessions and independent learning situations in which students acquire and/or process knowledge for (a part of) a course on an individual basis. In the case of self-study, adapted learning materials are provided with built-in coaching components (i.e. embedded support). Examples of these components include overviews, tables of contents, "advance organizers", preliminary and subsequent questions for self-tests (in an electronic learning environment with feedback), diagrams, key concepts, summaries, explicit learning objectives per unit, processing assignments, examples, suggestions for revising, etc. Guided self-study is different from distance learning in that it involves personal contact (whether collective or individual, online or in person) with the lecturer,



who steers and/or coaches.

Guided self-study can also be used in preparation of lectures and seminars, for example.

#### INDEPENDENT WORK (ZELFSTANDIG WERK)

Sub form: legal writing

Independent learning situation in which students individually conduct a series of activities without any form of constant supervision (sometimes also referred to as homework). These activities are intended to procure a final product for their final evaluation, which can be a final mark and/or a collective follow-up discussion. The supervisors' duties are to devise the assignment and to appraise the final product (paper) and, possibly, the process (approach). If, during the training period, students have but a limited understanding of the positive and negative elements in the final product submitted by them or the process that they are experiencing, they are given feedback and suggestions for improvement.

#### INTEGRATION SEMINAR (INTEGRATIESEMINARIE)

Interactive learning situation with an explicit focus on the integration of contents from different course units. An integration seminar differs from a seminar in that a seminar is not specifically aimed at the integrated application of contents from different disciplines. Integrated seminars draw on learning and educational conversations, discussions, exercises, role plays, simulations, short assignments, etc. The total number of students is limited, so that the supervisors can actively monitor the learning progress of all the students, provide individual guidance (or in groups) and possibly even intervene when necessary.

#### LECTURE (HOORCOLLEGE)

Sub forms: plenary exercises, clinical lectures and response lecture  
Collective learning situation in which the lecturer transfers knowledge to a group of students. The students' activity is mostly limited to listening and taking notes, although lecturers may ask students questions or give them minor assignments. Interactions are mainly initiated by the lecturer, and are intended to support the transfer of knowledge. The lecturer can only check to a small extent whether all students have acquired the new knowledge, and follow-up and coaching towards individual students is limited. Lectures (i.e. "ex-cathedra" classes) may set out from concrete situations or refer to material that was read by the students beforehand.

Plenary exercises as a teaching method are collective learning situations in which exercises are solved by the lecturer. The intended purpose is largely to demonstrate solution methods, with only limited interaction with and input from the students. During clinical classes or clinical lectures, the lecturer starts out from a patient case and holds a discussion on this case. Other than that, clinical lectures are essentially similar to

lectures. Clinical classes are distinct from clinical seminars and clinics in that the latter two are staged for smaller groups of students, while emphasizing the input of students in discussing the case (with the patient being physically present or not). Lectures may be offered electronically by video conference (i.e. teleclassing).

During a response lecture, the contents are discussed interactively and in a question-driven manner. Students prepare for this lecture and study relevant sources beforehand (e.g. an article, case, text, or

audiovisual document). During the response lecture, the lecturer systematically discusses the questions, critical comments or preparations and clarifies them. Students are encouraged to ask and answer questions and to actively think along with the lecturer and fellow students.

The main goal of interactive or response lectures is to urge students to process the learning material in an active and critical way and to learn from each other.

#### MASTER'S DISSERTATION (MASTERPROEF)

The Master's dissertation is a research project (cf. below) that completes a Master's programme and that needs to meet certain requirements defined by decree, set out in the present Education and Examination Code.

#### MICROTEACHING

Independent learning situation in which students present specific content which they have prepared individually or in groups to their fellow students (also referred to as student lessons or student presentations). These types of sessions are aimed at the active (selection, analysis and) processing of specific contents, while equally focusing on practising presentation and teaching skills. The supervisor and possibly the fellow students comment on the students who gave the lesson or presentation and give suggestions regarding the contents and/or form of the lesson or presentation. The supervisor may also choose to organize remedial sessions during the preparation stage.

#### ONLINE DISCUSSION GROUP (ONLINE DISCUSSIEGROEP)

Interactive learning situation in which students communicate online and learn from each other by posting messages and responses to messages from fellow students. To get the discussion going, the supervisor usually introduces a topic or a proposition, poses a question, or assumes a particular viewpoint on a specific topic. The goal of online discussions is to allow students to process knowledge content in an insightful manner. Moreover, electronic discussion groups can be set up in order to train students in developing and amending a professional opinion of their own and to train their ability to express and substantiate these views. Discussion groups are mostly used in combination with other teaching methods. The role of the supervisor can be to comment on the

students' contributions, to take part in the discussion himself, to summarize and/or steer the discussion, to introduce new items for discussion, to encourage students to make the contribution themselves, etc.

#### PBL TUTORIAL (PGO-TUTORIAL)

Interactive learning situation within problem-based learning (PBL), in which a tutor coaches a small group of students in analysing a problem that is poorly structured, in defining students' learning questions and in arriving at joint conclusions from the students' individual self-study efforts. In problem-based learning, it is not the tutor who offers knowledge to the students. Instead, it is the students who set out in search of the required knowledge (insofar as they do not possess it already), on the basis of the problems with which they are confronted. Overall, the role of the tutor in this process is a facilitating one, in which s/he raises questions which can primarily impact on the learning process. The tutor does not lead the discussion and only contributes to a limited extent in terms of contents.

#### PRACTICAL (PRACTICUM)

Independent learning situation in which the students themselves actively acquire and/or practise specific manual techniques, skills or work methods. Related terms include (language) lab, skills lab and workshop exercises. Students practise individually or in small teams, and are given intensive coaching. The supervisor is responsible for the practical arrangements and coaches the students. In contrast with seminars, students are hardly addressed collectively. On the whole, practicals or (skills) labs are geared towards the development of skills that students will need in their prospective professional careers. As this requires quite rigorous and individual coaching efforts, groups are kept fairly small. Practical can also include moments when students are given collective instructions.

#### PROJECT

Projects include both coaching situations and independent learning situations, which take place during a specific type of assisted independent work or group work which focuses on the integration of the contents and competencies of different course units. As in independent work or group work, students perform a series of activities, either individually or in teams, without constant supervision. These activities lead to a final product which is to be submitted for assessment. The supervisors' duties are to devise the assignment, to offer interim assistance and advice, and to evaluate the final product (paper) as well as the process (approach, group processes, etc). Unlike independent work, projects aim to integrate the skills and contents of several course units and therefore require intensive teamwork and in- depth consultation among the various lecturers of the course units

concerned. This co-operation goes beyond an introductory consultation round. Moreover, the majority of lecturers concerned are permanently involved in the educational and coaching activities.

#### RESEARCH PROJECT

Sub forms: dissertation

A set of individualized coaching sessions and independent learning situations, in which students work on a research-related thesis or design. This thesis or design may complete the study programme. In this writing or design project, the student should demonstrate that s/he is able to interpret, report and evaluate the results from his/her own research or that of others, or that s/he can devise and/or conduct guided independent research. This learning process is actively coached by the lecturer in several sessions, during which both the end result and the learning process are discussed.

#### SEMINAR (WERKCOLLEGE)

Sub forms: coached exercises, practical PC room classes, clinical seminars

A collective interactive learning situation in which students learn and practise competencies or techniques, apply knowledge or discuss and

work out a problem or a case, under the supervision of academic staff. In these types of sessions, the lecturer makes use of educationally useful interviews, discussions, exercises, short assignments, etc. Only a limited number of students are allowed to sit in on these seminars, so that the staff can monitor the learning progress of all the students, provide the necessary guidance (individually or in groups) and intervene in the learning process if required. Unlike lectures, where interactions are chiefly lecturer to students, seminars more often also include forms of interaction in which students communicate with each other or in which they are required to interact with the lecturer.

The teaching method of coached exercises refers to a collective interactive learning situation in which exercises are solved by students under the supervision of a lecturer. Unlike plenary exercises, coached exercises require a greater level of activity from students. Practical PC classes are coached exercised in which students work on PCs.

Clinical seminars consist of the elaborate discussion of cases, real-life patients, without said patients being present.

#### STUDY VISIT (EXCURSIE)

Collective learning situation in which students leave the university campus in order to become acquainted with the real-life context of enterprises, organizations, institutions, projects, etc, or to be taught specific elements of the course contents (sometimes also referred to as company visits). Unlike fieldwork, these activities are chiefly aimed at transferring knowledge about specific organizations,

phenomena, etc. These types of study visits may be guided by the lecturer, an on-site expert (such as a member of the company's staff), or a guide.

#### WORK PLACEMENT (STAGE)

The whole of individual coaching situations and independent learning situations during a period of experiential learning in a professional practice setting in which the students engage in the daily activities at the trainee post. Work placements are designed to allow students to practise and apply profession-oriented knowledge and competencies. In most cases, students are alone on a work placement, but they may also be part of a small group of students. The supervisor is involved in the selection of the placement post, and in preparing the students for the experience. In addition, the supervisor provides support, follow-up, puts forward comments and suggestions and is responsible for the evaluation. Work placements differ from other forms of field experience by their comparatively lengthy duration and the comparative level of autonomy students have in everyday practice.

## SECTION II

# GLOSSARY OF EVALUATION

## METHODS

### ASSIGNMENT (WERKSTUK)

Related terms: report, project report, log, paper, group work, writing assignment, dissertation, essay, scale-model, design or draft, record, project assignment.

The evaluation of the end result created by an individual student or a group of students after a specific question or assignment from the lecturer(s). The end result can take on a variety of different forms: reports, papers, scale-models, designs, video productions, etc. The aim of these assignments is to develop and test competencies such as the ability to critically and thoroughly analyse specific cases or issues, to apply knowledge in an integrated manner, or to independently develop new knowledge, methods, understanding and/or scientific writing abilities. As these competencies are usually of a more complex nature, it is important that evaluation criteria are formulated. Such guidelines are to offer sufficient support to both students in the execution of their assignment and lecturers and assistants in reviewing and evaluating students' products.

### BEHAVIOURAL EVALUATION ON THE WORK FLOOR (GEDRAGSEVALUATIE OP DE WERKVLOER)

Related terms: performance assessment, work sample test, 360° feedback method.

An integral test in which students are required to perform complex tasks over longer periods of time in actual professional or research situations. Unlike skills tests, which test isolated skills, a behavioural evaluation is a much broader form of evaluation in which the assignments are representative of the integral (vs. the isolated) conduct of professionals. Behavioural evaluations are used to establish whether the execution of the professional duties and tasks are in accordance with the required competence level. This usually implies ready knowledge, analytic and problem-solving skills, professional attitudes, discussion techniques and/or knowledge of the procedures and methodologies that are relevant for professional behaviour. To appraise the skills demonstrated by students, assessment scales and/or observation lists or checklists are used.

The criteria that are used in these scales or lists involve observable behavioural components. The people appraising

the students may be people at the place of work, the trainee supervisor and/or the university student counsellor. The advantage in using people from the shop floor to evaluate the students is that these people get to see the students over longer periods of time at work in an operational setting, which prevents the evaluation from amounting to little more than just a snapshot. This form of evaluation is often part of the overall evaluation of the work placement.

### OPEN BOOK EXAMINATION (OPENBOEKEXAMEN)

Variations: Problem based learning (PBL) assignments, Over All Tests. A written examination in which students can consult sources of information to answer the questions, assignments or cases that are presented to them. Examples of such sources include (sections from) the textbook or syllabus, articles, students' own notes, PowerPoint slides, formula tables, legal texts, the Internet, maps, drawings, or databases.

Examinations in which the use of tools such as dictionaries, pocket calculators or drawing materials is permitted are considered "regular" written examinations with open or closed questions instead of open book examinations.

For open book examinations, students are not expected to be able to reproduce any information. The aim is to establish to what extent students are capable of employing the available sources in order to establish links, analyse problems, substantiate possible solutions and evaluate the solutions/decisions of a case or issue.

Variations of open book examinations are PBL assignments and Over All Tests.

A PBL assignment is an assignment that is at the core of problem-based learning. Often, the assignment is a case that describes a problem, situation or event and places it in the actual context. Students solve the case by consulting sources and by applying the seven-step method that is often used for PBL.

An Over All Test (OAT) is an open book examination in which students apply information sources from a variety of different disciplines which they have consulted beforehand (typically as part of a project) onto a new case.

### ORAL EXAMINATION (MONDELING EXAMEN)

Variations: evaluation reviews, presentations.

An oral examination is a form of dialogue in which the examiner asks questions which the student answers orally. Oral examinations involve direct communication between the examiner and the student, which makes it possible for the examiner to probe the student's knowledge of the subject matter or to rephrase his questions. The examination may consist of (a selection of) the following phases:

- (1) the student prepares the questions presented to him (in writing),
- (2) the examiner goes through the student's written answers drafted in preparation,
- (3) the student provides an oral explanation in which s/he answers the questions,
- (4) the examiner asks additional questions in order to explore a specific topic in depth, to give the student the opportunity to remedy any discrepancies in his/her answer or to arrive at a more accurate assessment by asking specially adapted supplementary questions.

Variations of the oral examination include the evaluation review between the examiner and the student and student presentations. For independent work, group work, projects, work placements, etc, students may be asked to give a presentation on their end results.

When evaluating such presentations, examiners may take into account the student's general presentation skills, as well as the contents of the presentation.

The performance review is a dialogue between the examiner and the student(s) who has/have produced a paper with the aim of arriving at an in-depth examination of particular elements or establishing the extent to which each of the individual students contributed to the group work. The performance review can also be included as part of an oral examination in which a section of the examination is reserved for questions on the independent work, the group work, projects, work placements, etc.

#### **PARTICIPATION (PARTICIPATIE)**

Variations: attendance, application, substantive input

Participation involves an assessment of the way in which students

participate in (follow-up) reviews and discussions, practicals, coached exercises, etc.

During these activities, various aspects can be considered as part of the assessment: in some cases, attendance can be an assessment factor, for example.

In other cases, the examiner focuses more on the manner in which students apply themselves during activities (e.g. by taking the floor, posting reactions on online discussion forums, making physical efforts, showing perseverance). As attendance and application do not involve the mastery of any specific skills in terms of contents, this type of participation is but one element of a much broader assessment.

Matters are taken a step further if the evaluation does not only concern the non-content related application of students but the actual content-related quality of their input. This type of evaluation of students' participation in specific

activities may involve a final assessment of a course unit.

In order to assess the way in which the student participates, the examiner can use tally lists, assessment scales and/or observations lists or checklists. The lecturer or teaching assistant supervising the activities can observe and decide for themselves whether additional appraisers are to be involved.

#### **PEER ASSESSMENT (PEER-EVALUATIE)**

Students assess each other's team work or the quality of each other's output/performance against criteria that their lecturer has formulated for them or together with them. By assessing others, students learn how they themselves can still improve their performance and they are prompted to reflect on what is appropriate. Peer assessment can only make a (limited) contribution to a student's final assessment, and it cannot determine whether or not students pass a course unit. It is also possible that the quality of the feedback given to fellow students itself is evaluated.

The use of peer assessment as a form of evaluation often requires both the examiners and the students to adjust their attitude and skills.

Students should therefore be trained in how they can apply (and formulate) criteria and how they can give each other constructive feedback.

#### **PORTFOLIO**

Related terms: placement report, (placement) portfolio.

In a portfolio, students present their own individual learning process or acquired competencies, amongst other things by collecting "evidence". This evidence may consist of papers, evaluation reports by the lecturer (and/or fellow students), images, video footage, etc. Portfolios enable lecturers to obtain a truthful and integrated picture of students' learning progress over a longer period of time. In addition to their evidential function, portfolios also often serve to make students reflect on their own development process and to systematically look back on their own actions, while assessing and analysing their actions (cf. self-assessment). Portfolios are primarily used for learning processes that are in close keeping with practice because they paint an authentic picture of the way in which students perform tasks in complex professional or research situations. Therefore, portfolios are often used to coach and assess work placements. Portfolios may be kept in paper or electronic form (cf. e-portfolios).

#### **REPORT (VERSLAG)**

Evaluation of the students' report on the way in which specific (team) assignments were completed and/or the input of the various team members. In contrast with an assignment, it is not the end result itself that is important, but rather the process that the students went through to arrive at this result.

Another potentially relevant aspect involved in this teaching method is the extent to which the (team of) students is/are able to describe and substantiate their approach, to reflect on the positive and negative aspects of this approach and any alternative or future approaches. It is advisable to formulate specific appraisal criteria, to make sure that students know exactly what is expected of them in the report, and to ensure that the evaluation is made to occur as objectively as possible.

#### **SIMULATION (SIMULATIE)**

Variation: role-play

An evaluation of the way in which students apply knowledge, perform particular actions, or show a certain behaviour or attitude in a simulation of a real situation. To stage a simulation, the lecturer will deliberately select elements from a real professional or research context, in order to create a situation in which students perform tasks in accordance with the desired level of competence. Unlike behavioural evaluations, these are not real professional or research situations but live simulations, computer simulations or video simulations that are staged in an educational setting, not on the actual shop floor. In order to assess the students' competencies, assessment scales and/or observation lists or checklists can be used and several appraisers may be involved.

#### **SKILLS TEST (VAARDIGHEIDSTEST)**

Related terms: dexterity test, hands-on test, treatment/action, assignment during practicals, training assignment, operation, appraisal of activities during practicals.

Skills tests are designed to establish to what extent students are able to perform the desired competencies adequately, in most cases drawing on their scientific background knowledge. Unlike behavioural evaluations, which involve the integral review of complex professional competencies, skills tests focus on a single isolated action that is based on know-how. Depending on the intended aim, the lecturer determines whether an isolated skill is to be tested as a whole or whether the test will principally focus on specific aspects of the skill in question. The students' competencies are mostly tested by way of a practical or action assignment in which they are required to perform a task that is relevant in a professional setting and that possibly involves the use of professional equipment (e.g. lab equipment, specific software, instruments, measuring devices, etc). In order to assess the students' skills, assessment scales and/or observation lists or checklists are used and several appraisers may be involved.

#### **WRITTEN EXAMINATION WITH MULTIPLE-CHOICE QUESTIONS (SCHRIFTELIJK EXAMEN MET MEERKEUZEVRAGEN)**

Variations: multiple-choice questions, true/false questions, matching questions, ordering questions.

A written examination consisting of questions in which students are required to pick the right answer, as opposed to open question forms in which the students need to formulate the answers themselves. In addition to testing the students' ability to reproduce knowledge, closed questions allow for a wide variation of knowledge and skills to be ascertained, including higher competencies. Multiple-choice questions contain the formulation of a problem (stem) and a number of possible answers including incorrect alternatives (distractors) and one (or several) correct answers. First, the problem is formulated, by means of a description of a case or other information that is necessary to solve the question. Then, the actual question is presented.

True/false questions put forward propositions that students need to identify as right or wrong. Formula scoring (i.e. correction for guessing, "giscorrectie") is not allowed for (multiple-choice) exams. Formula scoring has been replaced by standard setting (higher cutting score), in accordance with the formula set by the university board. If a higher cutting score is used, the students need to be informed of the number of questions they need to answer in order to pass, on the day of the exam at the latest.

Matching questions consist of a number of stems and a number of options. It is up to the student to link the stems with the appropriate options.

Ordering questions consist of a number of events, step-by-step plans, developments, procedures, etc that are constructed according to certain ordering principles. The answering options include different possible sequences from which the student is required to choose.

#### **WRITTEN EXAMINATION WITH OPEN QUESTIONS (SCHRIFTELIJK EXAMEN MET OPEN VRAGEN)**

Variations: short-answer questions, essay questions.

This evaluation method is a written examination consisting of questions to which the students need to formulate the answers themselves, as opposed to closed question forms in which the students can select the appropriate answer from a supplied number of possible answers.

Depending on the length of the expected answer and the extent of prestructuring by the lecturer, a number of variations can be distinguished, i.e. short-answer questions and essay questions.

For short-answer questions, students are expected to answer with just a few words, one or several sentences, a formula or a drawing. These types of prestructured questions force

students to answer concisely. Essay questions, on the other hand, require a more comprehensive answer from students and are primarily used to establish whether students are able to relate specific insights and understandings, analyse more complex issues or cases, perform a complicated calculation, or furnish complex evidence. For essay questions too, the lecturer may prestructure the questions to a certain degree, by providing guidelines as to which elements the answer is required to contain. The students' answers are assessed by means of answer models or answer keys that explicitly state these elements.

# PART IX

## OVERVIEW “WHAT CAN TAKE PLACE WHEN?”

Cf. Article 2

	SCHOOLWEEK	CATH-UP WEEK	EXAMINATION PERIOD	CHRISTMAS - INTERTERM RECESS - EASTER	SUMMER RECESS	LATE SUMMER	CLOSING DAYS
ADMISSION PROCEDURE	V	V	V	V	V	V	X
STUDENT RECEPTION	V	V	X	V	V	V	X
EDUCATIONAL ACTIVITIES	V	V (catch-up classes)	X	X	X	X	X
EDUCATIONAL ACTIVITIES, POSTGRADUATE PROGRAMME, PERMANENT AND (PRE) DOCTORAL TRAINING	V	V	X	V	V	V	X
REVISION CLASSES	V	V (no new material)	X	X	X	X	X
EXTRA EXERCISES	V	V (no new material)	X	X	X	X	X
WORK PLACEMENT AND CLINICS	V	V	X	V if decided by Faculty Council	V if decided by Faculty Council	V if decided by Faculty Council	V
WORK PLACEMENT OF THE NEXT ACADEMIC YEAR	X	X	X	X	V if decided by Faculty Council + report before 1 April	V if decided by Faculty Council + report before 1 April	V
CONTINUOUS ASSESSMENT	V	V	V	X	V	X	X
EXAMINATIONS (END- OF- TERM ASSESSMENT)	X	X	V	X	X	X	X
EXAMINATIONS GUEST AND EXCHANGE STUDENTS	V if decided by Faculty Council	V if decided by Faculty Council	V	V if decided by Faculty Council	V if decided by Faculty Council	V if decided by Faculty Council	X
EXAMINATIONS ON PRACTICALS AND EXERCISES	X	V if decided by Faculty Council	V	X	V if decided by Faculty Council	X	X
EXAMINATIONS PREPARATORY, LINKING AND POSTGRADUATE PROGRAMME, ERASMUS MUNDUS	V if decided by Faculty Council	V if decided by Faculty Council	V	V if decided by Faculty Council	V if decided by Faculty Council	V if decided by Faculty Council	X
DOCTORAL EXAMINATION	V	V	V	V Permission dean, supervisor, members Examination Board and doctoral student	V Permission dean, supervisor, members Examination Board and doctoral student	V	V Permission dean, supervisor, members Examination Board and doctoral student



# PART X

## REGULATIONS CONCERNING THE STORAGE OF DOCUMENTS

DOCUMENT	HOW LONG SHOULD IT BE KEPT?	BY WHOM?
<b>EXAMINATIONS</b>		
Copies of written a student's examinations	Until 1 year after the close of the academic year concerned	Lecturer-in-charge
Leftovers of examination questions	To be destroyed when administrative use lapses	Lecturer-in-charge
Written preparation for a student's oral examination	Until 1 year after the close of the academic year concerned	Lecturer-in-charge
Written reflection on the course of an oral examination, recorded by the examiner	Until 1 year after the close of the academic year concerned	Lecturer-in-charge
Certificates for absence from examinations (for example, doctor's certificates)	1 year after the close of the academic year concerned	FSA
Lists of deliberations and examination results announcements	5 years Then: permanently	FSA University archives
<b>DISSERTATIONS</b>		
Assignments as part of continuous assessment, such as Bachelor's dissertations and work placement reports	Until 1 year after the close of the academic year concerned	Lecturer-in-charge
Master's dissertations	Paper (if submitted) and electronic version: permanently Paper version: until 1 year after the close of the academic year concerned	University library Lecturer-in-charge
Doctoral dissertations	Paper and electronic version: permanently	University library
Administrative preparations concerning Master's or doctoral dissertations: forms with working titles and definitive ones, title pages of Master's dissertations, signature lists, etc.	To be destroyed when administrative use lapses	FSA

REPORTS		
Reports Examination Boards	5 years Then: permanently	Faculty University archives
Reports/evaluation forms Master's dissertations	5 years Then: permanently	Faculty University archives
Reports Examination Board predoctoral training programme	5 years Then: permanently	Faculty University archives
Reports Examination Board doctoral training programme	5 years Then: permanently	Faculty University archives
Reports doctoral examination	5 years Then: permanently	Faculty University archives

# PART XI

## REGULATIONS PERTAINING TO THE APPOINTMENT OF LECTURERS-IN- CHARGE AND CO-LECTURERS FOR THE COURSE UNITS, AS WELL AS THEIR TEMPORARY REPLACEMENTS

(Board of Governors of 28 October 1999, as amended on 19 June 2009 and 24 May 2013.)

In view of the decree of 12 June 1991 pertaining to the universities in the Flemish Community, as amended, especially article 81;

In view of the special decree of 26 June 1991 pertaining to Ghent University and Antwerp University Centre, as amended, especially article 21;

In view of the decree of 4 April 2003 pertaining to the restructuring of Flemish higher education, as amended, especially article 91 novies §1 and §2, inserted with the decree of 13 July 2012 pertaining to the integration of the academic university college programmes into the universities;

In view of the resolution of the Board of Governors of 24 May 1996 to determine the composition, operation and authority of the Faculty Councils at Ghent University, as amended, especially article 10, §1, b)2, which stipulates that the Faculties are authorized to appoint lecturers(in-charge) for the different course units of the study programmes that they organize and that are related to the disciplines belonging to their authority;

In view of the regulations on the terms and conditions governing the execution of posts of assistant academic staff, as approved by the Executive Board of 6 July 2006, as amended;

In view of the regulations at Ghent University pertaining to the careers and remuneration of the research staff, as approved by the Executive Board of 6 March 2008;

Whereas the university board needs to be able to urgently replace professorial staff members who are suddenly unavailable in order to ensure the continuity of the educational and research activities;

Without prejudice to the prerogatives of the government commissioner and the government delegate for Finance, as setremined in the above-mentioned decree of 12 June 1991, especially articles 177 and 180 for the execution of the decisions.

## ARTICLE 1 CONCEPTUAL FRAMEWORK

In the present regulations, the following concepts are used (in accordance with the Education and Examination Code at Ghent University): 1° lecturer-in-charge: lecturer appointed by the Faculty Council who is ultimately responsible for a course unit.  
2° co-lecturer: lecturer appointed by the Faculty Council, who does not have the ultimate responsibility for the course unit concerned.

## ARTICLE 2 APPOINTMENT OF LECTURERS-IN-CHARGE AND CO-LECTURERS FOR THE COURSE UNITS

§1. The Faculty Councils are authorized to appoint the lecturers-in-charge and co-lecturers for the course units that they organize, on the advice of the relevant study programme committees. They do this before 1 May before the start of the academic year in question. To this end, after consulting the parties involved, each study programme committee will request the competent department(s) to propose prospective lecturers.

The study programme committees need to address any departments that they expect to have the required expertise to organize particular course units, taking into account the different disciplines within the department. This inquiry will be executed for all course units with the code of the own faculty. However, if specific expertise is available at other faculties for the course unit in question, the study programme committees will not limit themselves to the departments of their own faculty when proposing new lecturers-in-charge or co-lecturers.

§2. The following may only be considered as lecturers-in-charge and co-lecturers:

- professorial staff members
- postdoctoral assistants
- research staff in the grade of postdoctoral staff member
- visiting professors, clinical professors and guest lecturers in accordance with [applicable regulations](#)
- emeriti in accordance with [applicable regulations](#)
- lecturers appointed on the basis of a co-operation agreement with another university or university college, as determined in articles 79 and 80 of the university decree of 12 June 1991 and article 95 §2 of the decree pertaining to the restructuring of higher education in Flanders.

In addition to lecturers-in-charge and co-lecturers, staff members who contribute to the educational activities may also be appointed.

§3. Departures from the provisions in §2 are possible

1° For lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (within the study programme concerned) and who belong to the integration staff.

2° For contractually appointed members of the research staff who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer within the integrating study programmes and who were contractually appointed by the university college before 1 October 2013. This exception is applicable to a nominative list of staff members that belong to this special type of research staff with a teaching assignment.

Article 2, §2 and §3 in these regulations, as well as the exceptions listed in §3, replace the list of categories of possible lecturers-in-charge and co-lecturers in article 59 §1, part 2 and 3, article 59 §3, part 3 and 4, and article 76 §1 in the Education and Examination Code. These categories are listed in article 2, §2 and §3 in the current regulations.

§4. A copy of all decisions concerning the appointment of lecturers-in-charge and co-lecturers will be delivered to the government commissioner within 5 working days.

## ARTICLE 3 TEMPORARY REPLACEMENT OF LECTURERS

§1. Essentially, temporary replacements of lecturers-in-charge and co-lecturers are arranged through the procedure for the appointment of temporary academic staff or visiting professors. If the timetable cannot be adjusted and activities cannot be rescheduled because a lecturer-in-charge or co-lecturer is suddenly and unexpectedly unavailable (e.g. due to illness, an accident or a death) and the above procedures cannot be followed, the dean may appoint a temporary replacement. This replacement will hold until the lecturer-in-charge or co-lecturer is available again, but is always terminated at the end of the current academic year, regardless of when the replacement started.

§2. In order to ensure the continuity of the educational activities of an unavailable lecturer-in-charge or co-lecturer as described in §1, any study programme committee involved will suggest temporary replacements to the dean involved. It will do so on the advice of the department(s) that have the required expertise in the discipline(s) at hand and will respect the following order of importance:

- professorial staff members at Ghent University or members of the teaching staff in grade 3 of the integration staff at Ghent University;
- any other academic staff members at Ghent University or members of the teaching staff in grade 2 of the integration staff at Ghent University;
- research staff members in the service of Ghent University or employed at Ghent University. In the absence of the above-mentioned candidates, an external party may also be appointed.

The dean will appoint the temporary replacements, will send a copy of the decisions that were taken to the rector and the government commissioner within 5 working days and will also communicate the decisions to the Faculty Council at its next meeting. The termination of the temporary replacement will also be communicated to the above-mentioned parties.

The external temporary replacements are appointed by Ghent University and are assigned to maximum one of the salary scales for assistant professors.

#### ARTICLE 4 LANGUAGE REQUIREMENTS

Lecturers-in-charge need to master the language of instruction in which they teach a course unit at the C1 level of the CEF. This needs to be attested by means of a certificate of qualification awarded by an officially recognized institution.

Lecturers are exempted from any further language tests if they have obtained a Bachelor's, Master's or doctoral degree in the language of instruction at an institution where this language is the language of instruction.

#### ARTICLE 5 EXECUTION

The rector is charged with the Execution of This Resolution.

# PART XII

# STUDENT ASSISTANCE AND STUDENT SERVICES

## SECTION I CENTRAL LEVEL

### 1 STUDENT ADMINISTRATION

The Registrar's Office is the principal contact for all matters relating to the present Education and Examination Code, the study guide, student enrolments, certifications, etc.

Contact: Department of Educational Policy, Registrar's Office Ufo - Sint-Pietersnieuwstraat 33, 9000 Ghent

Tel. 09 331 00 99

[studentenadministratie@ugent.be](mailto:studentenadministratie@ugent.be) (Helpdesk for International Students: [studentadministration@ugent.be](mailto:studentadministration@ugent.be))

<http://www.ugent.be/student/en/administration>

### 2 UNIVERSITY OMBUDSPERSON

More information on <http://www.ugent.be/nl/onderwijs/kwaliteitszorg/ombudspersoon.htm>

Ufo - Sint-Pietersnieuwstraat 33, 9000 Ghent

tel. 09 331 00 63

[ombuds@ugent.be](mailto:ombuds@ugent.be)

### 3 ADVISORY CENTRE FOR STUDENTS

#### CHOOSING A STUDY AND STUDY ADVICE

##### FOR WHOM?

Future and current students, parents, teachers and professionals who have questions about choosing a study programme.

##### WHAT?

a personal conversation with a study adviser who offers professional help with the following:

- content questions about study programmes
- questions about feasibility
- reorientation
- information brochures on all Ghent University study programmes
- general brochures about studying and living in Ghent
- information library ("infotheek"): all course materials that are used in the first year of each Bachelor's programme are available for perusal

## STUDY SUPPORT

### FOR WHOM?

Students who are confronted with:

- study-related problems: interest, motivation, time management, planning, study skills, memory, concentration, writing papers/the Bachelor's dissertations/the Master's dissertation, etc.
- personal or psychological problems: (examination-related) stress, procrastination, performance anxiety, relational issues, assertivity, fear or depression.

### WHAT?

- A personal conversation with one of our student psychologists, followed by specific counselling or a guided transferral.
- Workshops: study skills and methods, performance anxiety and procrastination

### FOR WHOM?

Students with a disability / Disability office

### WHAT?

- assistance with applying for special status
- advice on education and exam facilities
- support with living independently in a student's apartment
- workshops:
  - time management and planning for students with AD(H)D
  - software SPRINTO PLUS for students with dyslexia / dysorthographia

## GRADUATION AND ENTERING THE LABOUR MARKET FOR WHOM?

Students who are preparing for graduation and entering the labour market.

### WHAT?

- A personal conversation with a career adviser on finding a suitable job, orientation on the labour market, social and legal aspects
- "vacatureforum": [www.alumnivacatures.ugent.be](http://www.alumnivacatures.ugent.be)
- Information sessions on the transition from studying to working
- Career fair

## THE INFORMATION DESK IS THE PRINCIPAL CONTACT.

The desk staff will be happy to answer as many questions as possible: in person, over the phone or by e-mail. They will provide you with the required information themselves or make an appointment with a study counsellor, student psychologist or career adviser.

Department of Educational Policy – Study and Career Counselling Office Sint-Pietersnieuwstraat 33 (first floor), 9000 Ghent  
09 331 00 31

[acs@ugent.be](mailto:acs@ugent.be)

Opening hours and further information: <http://www.ugent.be/adviescentrum>

## DISABILITY OFFICE

Stalhof 6, 9000 Ghent

09 264 72 66 – 09 264 72 69

[www.ugent.be/functiebeperking](http://www.ugent.be/functiebeperking)

# SECTION II

## FACULTY LEVEL

### 1 FACULTY STUDENT ADMINISTRATION SERVICES

#### FACULTY OF ARTS AND PHILOSOPHY

<http://www.flw.ugent.be/fsa> [fsa.lw@ugent.be](mailto:fsa.lw@ugent.be)  
Blandijnberg 2, office 05.03.100.049, 9000 Gent

#### STUDENT REGISTRATION OFFICER

Heidi Geers, [heidi.geers@ugent.be](mailto:heidi.geers@ugent.be), 09 264 39 46

#### STAFF MEMBERS

Linguistics and Literature, Oriental Languages and Cultures, African Languages and Cultures, Master in Historical Linguistics and Literature, Master of Arts in Comparative Modern Literature, Advanced Master in Advanced Studies in Linguistics, Advanced Master in Literary Studies:

Marjon Cole, [marjon.cole@ugent.be](mailto:marjon.cole@ugent.be), 09 264 98 97  
Blandijnberg 2, office 05.03.100.049

Applied Linguistics, Master in Translation, Master in Interpreting, Master in Multilingual Communication, Moral Sciences, Philosophy, Advanced Master in Multilingual Business Communication, Postgraduate Studies (PG) in Conference Interpreting, PG Complementary International Studies in Applied Linguistics, PG in Dutch and Translation, PG in Certificate Computer-Assisted Language Mediation:

Nadine De Neve, [nadine.deneve@ugent.be](mailto:nadine.deneve@ugent.be), 09 331 19 43  
Groot-Brittanniëlaan 45 office B0.16

History, Art History, Archeology, Master in Gender and Diversity, Advanced Master in Archival Science, PG in Exhibition and Management of Contemporary Art, PG in Curatorial Studies:

Inge Geernaert, [inge.geernaert@ugent.be](mailto:inge.geernaert@ugent.be), 09 264 39 37  
Blandijnberg 2, office 05.03.100.049

Doctorate // Moral Sciences, Philosophy, East European Languages and Cultures

Arne Smet, [arne.smet@ugent.be](mailto:arne.smet@ugent.be), 09 264 39 76  
Blandijnberg 2, office 05.03.100.049

#### FACULTY OF LAW

<https://www.ugent.be/re/nl/voor-studenten/fdo/fsa>  
[fsa.rechten@ugent.be](mailto:fsa.rechten@ugent.be)  
Voldersstraat 3, ground floor, office 100.033, 9000 Ghent

#### STUDENT REGISTRATION OFFICER

Mieke Mestdagh, [mieke.mestdagh@ugent.be](mailto:mieke.mestdagh@ugent.be), 09 264 97 18

#### STAFF MEMBERS

Goele Stevens, [goele.stevens@ugent.be](mailto:goele.stevens@ugent.be), 09 264 67 78  
Evi Nemeth, [evi.nemeth@ugent.be](mailto:evi.nemeth@ugent.be), 09 264 67 64



## FACULTY OF SCIENCES

<https://www.ugent.be/we/nl/onderwijs/fsa>  
fsa.we@ugent.be  
Krijgslaan 281/S2, 9000 Gent

### STUDENT REGISTRATION OFFICER

Joeri Delamane, joeri.delamane@ugent.be, 09 264 50 50

### STAFF MEMBERS

Iona Tielemans, iona.tielemans@ugent.be, 09 264 50 44

## FACULTY OF MEDICINE AND HEALTH SCIENCES

<https://www.ugent.be/ge/nl/voor-studenten/fsa>  
fsa.ge@ugent.be  
Campus UZ Gent, Corneel Heymanslaan 10 - entrance 42 (3K3), B-9000 Ghent

### STAFF MEMBERS

Greetje Martens, 09 332 39 18

Lucie Bataillie, 09 332 01 09

Kim De Keyser, kim.dekeyser@ugent.be, 09 332 08 69 (information on the doctorate and doctoral training programme)

### INFORMATION CONCERNING THE DOCTORATE OR THE DOCTORAL TRAINING PROGRAMME

Lynn De Poorter, lynn.depoorter@ugent.be, 09 332 41 94

## FACULTY OF ENGINEERING AND ARCHITECTURE

<https://www.ugent.be/ea>

### STUDENT REGISTRATION OFFICER

Ingrid De Rycke

### STAFF MEMBERS

Civil Engineering and Civil Engineering Architecture, Industrial Engineering (Gent):

Thierry Bonne, Katrien Devynck, Ann Galle, Veerle Joliet, Katrien Mortier

Jozef Plateaustraat 22, 9000 Gent

fsa.ea@ugent.be, 09 264 41 62

Industrial Engineering (Kortrijk): Carine Vertriest, Evy Vanderbrugghen

Graaf Karel de Goedelaan 5, 8500 Kortrijk

fsa.kortrijk@ugent.be, 056 24 12 53

Information on the doctorate and doctoral training programme: Muriel Vervaeke, Valerie Bastien, Sofie Messiaen

Jozef Plateaustraat 22, 9000 Gent

[doctoraat.ea@ugent.be](mailto:doctoraat.ea@ugent.be), 09 264 37 1 | Vervaeke, 09 264 37 13

Valerie Bastien, 09 264 37 17

## FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

<https://www.ugent.be/eb/nl/student/fsa>

[fsa.eb@ugent.be](mailto:fsa.eb@ugent.be)

Campus Tweekerken, Tweekerkenstraat 2, 9000 Ghent Hoveniersberg building, ground floor

### STAFF MEMBERS

09 264 79 27

Benedikte De Vocht, Soetkin Drieghe, Jimmy Florkin, Nadine Neyt, Evelien Roegiers

### CURRICULUM MANAGER

Annelies Roegiers

## FACULTY OF VETERINARY MEDICINE

<https://www.ugent.be/di/nl/voor-studenten/fsa>

[fdo.di@ugent.be](mailto:fdo.di@ugent.be)

Salisburylaan 133, 9820 Merelbeke

### STAFF MEMBERS

Liesbeth Dooms 09 264 75 02

## FACULTY OF PSYCHOLOGY AND EDUCATIONAL SCIENCES

<https://www.ugent.be/pp/nl/diensten/fdo/contactfdo.htm>

Henri Dunantlaan 2, 9000 Gent

### OPENING HOURS

Monday, Wednesday and Friday: 8:15AM - 1:15PM Tuesday and Thursday: 12:45PM - 5:45PM

## FACULTY OF BIOSCIENCE ENGINEERING

<http://www.ugent.be/bw/nl/faculteit/facultaire-diensten/fdo/studentenadministratie>

### OPENING HOURS

FSA Campus Coupure, Coupure Links 653, Office A1.101, 9000 Gent

9:00AM - 12:00AM and 1:30PM. - 4:30PM (Closed on Thursday)

FSA Campus Schoonmeersen, Valentin Vaerwyckweg 1: Office GSCHC.4.008 (4<sup>th</sup> floor, building C)

9:00AM - 12:00AM and 1:30PM - 5: 30PM (Closed on Wednesday)

FSA Campus Kortrijk, Graaf Karel de Goedelaan 5, lokaal A.O.313, 8500 Kortrijk:

9:00AM - 12:30PM and 1:30PM - 5:00PM (Closed on Friday)

### STAFF MEMBERS

Campus Coupure: [fsa.fbw@ugent.be](mailto:fsa.fbw@ugent.be) 09 264 59 02 or 09 264 60 81

Lien Bertrem, [lien.bertrem@ugent.be](mailto:lien.bertrem@ugent.be)

Hilde Ghellynck, [hilde.ghellynck@ugent.be](mailto:hilde.ghellynck@ugent.be)

Sofie Kindt, [sofie.kindt@ugent.be](mailto:sofie.kindt@ugent.be)

Industrial Engineering Campus Schoonmeersen:

Marijke Van Depitte, [marijke.vandepitte@ugent.be](mailto:marijke.vandepitte@ugent.be), 09 243 24 80

Industrial Engineering Campus Kortrijk:

Carine Vertriest, fsa.kortrijk@ugent.be, 056 24 12 53

## FACULTY OF PHARMACEUTICAL SCIENCES

<https://www.ugent.be/fw>

fsa.fw@ugent.be

Ottergemsesteenweg 460, 9000 Ghent

### STUDENT REGISTRATION OFFICER

Tamara Nachtegael, 09 264 80 32

### STAFF MEMBER

Rita Jacobs, 09 264 80 02

## FACULTY OF POLITICAL AND SOCIAL SCIENCES

<https://www.ugent.be/ps/nl/voor-studenten/administratie>

fsa.psw@ugent.be

Universiteitstraat 8 (entrance blue gate, ground floor, straight to the right), 9000 Ghent

### STAFF MEMBERS

Kris De Pue, kris.depue@ugent.be, 09 264 97 71

Torsten Dhondt, torsten.dhondt@ugent.be, 09 264 84 91

Marissa Van Laecke, marissa.vanlaecke@ugent.be, 09 364 67 85

## 2 STUDENT COUNSELLING SERVICE

### STUDENT COUNSELLORS

- are the people you can go to for all questions you may have relating to study attitude, study organization and study methods;
- offer study guidance on a number of first Bachelor year course units; feel free to speak to them on any queries you may have about the subject matter;
- are there to help you find the right solutions for impediments that stand in the way of adopting the right study mindset (concentration problems, fear of failure, procrastination, etc.)

### LEARNING TRACK COUNSELLORS

- offer individual advice on your personalized learning track and study progress;
- provide every information and guidance on the key junctures where you are required to make further choices throughout your career as a student (elective course units, minor/major, ...), opportunities for a personalized learning track, credit contract applications, exemption applications, spreading your studies, ...
- help you with reorientation (i.e. switching to a different study programme)

AT EVERY FACULTY: [HTTP://WWW.UGENT.BE/MONITORAAT](http://www.ugent.be/monitoraat)