

EDUCATION AND EXAMINATION CODE

of the 2023-2024 academic year



UNIVERSITEIT
GENT

2023-2024 Education and Examination Code, adopted by Ghent University's Board of Governor on 5 May 2023.

All rights reserved.

INDEX

PART I PREAMBLE	9
SECTION I	10
ACRONYMS AND ABBREVIATIONS (IN DUTCH)	10
SECTION II LIST OF DEFINITIONS	11
PART II EDUCATION CODE	20
SECTION I	20
THE ORGANISATION OF THE ACADEMIC YEAR	20
ARTICLE 1 THE START AND CLOSE OF THE ACADEMIC YEAR	20
ARTICLE 2 THE ACADEMIC CALENDAR	20
ARTICLE 3 INFORMATION SESSIONS	22
ARTICLE 4 DEVIATIONS FROM THE ACADEMIC CALENDAR	22
SECTION II	23
ADMISSION REQUIREMENTS	23
SUBSECTION I	23
DIPLOMA-BASED ADMISSION REQUIREMENTS	23
ARTICLE 5 ADMISSION REQUIREMENTS FOR A BACHELOR'S PROGRAMME	23
ARTICLE 6 ADMISSION REQUIREMENTS FOR A MASTER'S PROGRAMME	24
ARTICLE 7 ADMISSION REQUIREMENTS FOR A POSTGRADUATE PROGRAMME	25
ARTICLE 8 ADMISSION REQUIREMENTS FOR LIFELONG LEARNING PROGRAMMES	25
ARTICLE 9: ADMISSION REQUIREMENTS FOR A MICROCREDENTIAL	25
SUBSECTION II	26
LANGUAGE-BASED ADMISSION REQUIREMENTS	26
ARTICLE 10 LANGUAGE REQUIREMENTS	26
SUBSECTION III	29
ADMISSION REQUIREMENTS BASED ON THE LEARNING ACCOUNT	29
ARTICLE 11 ADMISSION REQUIREMENTS BASED ON THE LEARNING ACCOUNT	29
SUBSECTION IV	30
ADMISSION PROCEDURE	30
ARTICLE 12 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY AN EDUCATION INSTITUTION RECOGNISED BY THE FLEMISH COMMUNITY	30
ARTICLE 13 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY AN EDUCATION INSTITUTION RECOGNISED BY THE FRENCH OR GERMAN-SPEAKING COMMUNITY	30
ARTICLE 14 ADMISSION PROCEDURE FOR HOLDERS OF A DIPLOMA AWARDED BY A NON-BELGIAN EDUCATION INSTITUTION	30
SECTION III	32
ARTICLE 15 (RE) ENROLMENT PERIOD	32
ARTICLE 16 FIRST ENROLMENT AND RE-ENROLMENT	33
ARTICLE 17 FRAUD UPON ENROLMENT	33
ARTICLE 18 REGISTRATION	34
ARTICLE 19 VALIDITY OF ENROLMENT, STUDENT CARD AND CERTIFICATES	34
ARTICLE 20 UPDATING PERSONAL DATA	34

ARTICLE 21 TUITION FEES	34
ARTICLE 22 GHENT UNIVERSITY ACCOUNT	35
ARTICLE 23 ENROLMENT IN MORE THAN ONE STUDY PROGRAMME	35
ARTICLE 24 ENROLMENT AND STUDY PROGRESS MONITORING	35
ARTICLE 25 SPECIAL STATUS FOR STUDENTS	37
ARTICLE 26 STATUS OF “WORKING STUDENT”	41
SECTION IV	42
CONTRACTS	42
ARTICLE 27 GENERAL REGULATIONS	42
ARTICLE 28 CONTRACTS TO OBTAIN A DIPLOMA	42
ARTICLE 29 EXEMPTIONS AND STUDY LOAD REDUCTION	42
ARTICLE 30 THE STUDENT’S CURRICULUM	43
ARTICLE 31 CONTRACTS TO OBTAIN A CREDIT	46
ARTICLE 32 THE CURRICULUM COMMITTEE	47
ARTICLE 33 NEW CONTRACT AND CHANGE OF STUDIES	47
ARTICLE 34 TERMINATING A CONTRACT	47
SECTION V	49
PROGRAMME COMMITTEE, STUDY PROGRAMME AND COURSE UNIT	49
SUBSECTION I	49
PROGRAMME COMMITTEE	49
ARTICLE 35 MEMBERSHIP AND OPERATION OF THE PROGRAMME COMMITTEE	49
SUBSECTION II	50
STUDY PROGRAMME	50
ARTICLE 36 EDUCATION OFFER	50
ARTICLE 37 DELIBERATION SETS	50
ARTICLE 38 ELEMENTS OF A STUDY PROGRAMME	50
ARTICLE 39 OTHER-LANGUAGE PROGRAMMES	50
SUBSECTION III	51
COURSE UNIT	51
ARTICLE 40 CLASS PERIODS AND TIMETABLES	51
ARTICLE 41 ELEMENTS OF A COURSE UNIT - COURSE SHEET	51
ARTICLE 42 ELECTIVES IN PROGRAMME CURRICULUMS	53
ARTICLE 43 THE MASTER’S DISSERTATION	53
ARTICLE 44 ORGANISATION OF COURSE UNITS IN THE TERM SYSTEM	53
ARTICLE 45 LANGUAGE OF INSTRUCTION IN COURSE UNITS	54
ARTICLE 46 COURSE UNITS AT A DIFFERENT INSTITUTION	54
ARTICLE 47 PROVISIONS FOR TEACHING ACTIVITIES	55
PART III EXAMINATION CODE	56
ARTICLE 48 SCOPE	56
SECTION I	57
ASSESSMENT PER COURSE UNIT	57
ARTICLE 49 PREPARING THE ASSESSMENT	57
ARTICLE 50 ASSESSMENT MOMENTS	57
ARTICLE 51 ASSESSMENT METHOD	58
ARTICLE 52 ORGANISING THE EXAMS	58
ARTICLE 53 PROVISIONS FOR ASSESSMENTS	58
ARTICLE 54 EXAMINATION REGULATIONS	59
ARTICLE 55 EXAM OPPORTUNITIES	59
ARTICLE 56 EXAM MARK	60
ARTICLE 57 CREDIT CERTIFICATE	60

ARTICLE 58 LANGUAGE OF THE ASSESSMENT	61
ARTICLE 59 ASSESSMENT OF THE MASTER'S DISSERTATION COURSE UNIT	61
ARTICLE 60 FEEDBACK AND RIGHT OF INSPECTION	62
SECTION II	63
EXAMINATION BOARDS	63
ARTICLE 61 TYPES OF EXAMINATION BOARDS	63
ARTICLE 62 EXAMINATION BOARD DELIBERATIONS	63
ARTICLE 63 PARTICIPATION IN EXAMINATION BOARD DELIBERATIONS	63
ARTICLE 64 SUBSTANTIATED DECISIONS OF THE EXAMINATION BOARD	63
ARTICLE 65 RECONSIDERATION OF EXAMINATION DECISIONS	64
SECTION III	65
ASSESSMENT PER DELIBERATION SET	65
ARTICLE 66 EXAMINATION BOARD PER DELIBERATION SET: MEMBERSHIP AND POWER OF DELIBERATION	65
ARTICLE 67 PASSING A DELIBERATION SET	65
ARTICLE 68 VOTING IN THE EXAMINATION BOARD PER DELIBERATION SET	65
ARTICLE 69 PUBLIC ANNOUNCEMENT OF EXAM RESULTS AND DELIBERATION SETS	66
SECTION IV	67
ASSESSMENT PER STUDY PROGRAMME	67
ARTICLE 70 EXAMINATION BOARD PER STUDY PROGRAMME: MEMBERSHIP AND POWER OF DELIBERATION	67
ARTICLE 71 PASSING A STUDY PROGRAMME	67
ARTICLE 72 VOTING IN AN EXAMINATION BOARD PER STUDY PROGRAMME	68
ARTICLE 73 GRADE OF MERIT	68
ARTICLE 74 PUBLIC ANNOUNCEMENT OF THE EXAM RESULTS OF A STUDY PROGRAMME	68
SECTION V	69
SPECIAL CIRCUMSTANCES	69
ARTICLE 75 COMPLIANCE WITH THE EXAM REGULATIONS	69
ARTICLE 76 SUBSTITUTING THE EXAMINER	70
ARTICLE 77 OBSERVERS ATTENDING ORAL EXAMS	70
ARTICLE 78 FRAUD OR IRREGULARITIES	70
<u>PART IV OMBUDSPERSONS</u>	<u>73</u>
ARTICLE 79 FACULTY OMBUDSPERSONS	73
ARTICLE 80 INSTITUTIONAL OMBUDSPERSON	74
<u>PART V APPEALS PROCEDURE</u>	<u>75</u>
ARTICLE 81 INSTITUTIONAL APPEALS COMMITTEE	75
<u>PART VI</u>	<u>77</u>
<u>FEEDBACK ON EDUCATION BY STUDENTS</u>	<u>77</u>
ARTICLE 88 THE QUALITY ASSURANCE COMMITTEE (IN DUTCH: CKO)	77
ARTICLE 83 COURSE FEEDBACK BY STUDENTS	77
ARTICLE 84 COURSE FEEDBACK BY STUDENTS: ORGANISATION	78
<u>PART VII FINAL PROVISIONS</u>	<u>79</u>

ARTICLE 85 THE EDUCATION AND EXAMINATION CODE	79
ARTICLE 86 DEVIATIONS FROM THE EDUCATION AND EXAMINATION CODE	79
ARTICLE 87 SPECIAL EXAM REGULATIONS FOR STUDY PROGRAMMES ORGANISED JOINTLY WITH OTHER HIGHER EDUCATION INSTITUTIONS	79
ARTICLE 88 IMPLEMENTATION OF THE EDUCATION AND EXAMINATION CODE	79
PART VIII	80
GLOSSARIES OF TEACHING AND ASSESSMENT METHODS	80
SECTION I	80
GLOSSARY OF TEACHING METHODS	80
SECTION II	82
GLOSSARY OF ASSESSMENT METHODS	82
PART IX	83
OVERVIEW OF “WHAT HAPPENS WHEN?”	83
PART X	84
RETENTION STRATEGY FOR DOCUMENTS	84
PART XI	85
REGULATIONS PERTAINING TO THE APPOINTMENT OF LECTURERS-IN-CHARGE AND CO-LECTURERS, AND THEIR TEMPORARY SUBSTITUTES TO COURSE UNITS	85
ARTICLE 1 TERMINOLOGY	86
ARTICLE 2 APPOINTMENT OF LECTURER-IN-CHARGES AND CO-LECTURERS TO COURSE UNITS	86
ARTICLE 3 TEMPORARY REPLACEMENTS OF LECTURERS	86
ARTICLE 4 LANGUAGE REQUIREMENTS	87
ARTICLE 5 IMPLEMENTATION	87
PART XII	88
POINTS OF CONTACT FOR STUDENTS	88
SECTION I INSTITUTIONAL LEVEL	88
SECTION II FACULTY LEVEL	90

PART I

PREAMBLE

§1. On the date of adoption of the 2023-2024 Education and Examination Code by the Board of Governors, said education and examination regulations at Ghent University are - in addition to the aforementioned Code - also governed by:

- the 2023-2024 [online study guide](#) ;
- the 2023-2024 [Education and Examination Code for Doctoral Matters](#) (in Dutch)
- the [Rules for Proper Use of Ghent University ICT Infrastructure](#), adopted by the Executive Board on 15 May 2017;
- Ghent University's [Code of Conduct for Education Data](#), adopted by the Executive Board on 9 March 2021.
- the regulations pertaining to the appointment of lecturers and co-lecturers, and their temporary substitutes to course units, as adopted by the Board of Governors (cf. Part XI);
- the regulations concerning the commercialisation of research at Ghent University ("[Valorisatiereglement](#)"), as adopted by the Executive Board on 18 November 2016;
- the [higher education admission policy](#) (in Dutch), as adopted by the Board of Governors on 15 April 2005;
- the [procedure on previously acquired competencies](#), as adopted by the Ghent University Association's Board of Governors on 7 June 2005;
- the [Examination Code for Interuniversity Master's Programmes](#) (in Dutch) allowing enrolment at more than one university, as adopted by the Board of Governors on 21 September 2012;
- the [Disciplinary Regulations for Students](#)(in Dutch), as adopted by the Board of Governors on 7 May 2021;
- the Ghent University Association regulations on special admission requirements, as adopted by the Ghent University Association's Board of Directors on 25 April 2007;
- the [regulations on lifelong learning at Ghent University](#) (in Dutch), as adopted by the Board of Governors on 8 January 2021;
- the [General Research and Collaboration Regulations](#) (in Dutch), as adopted by the Ghent University Association's Board of Governors on 18 December 2020;
- the [regulations governing the procedure for breaches of academic integrity](#) (in Dutch), as adopted by the Executive Board on 15 February 2019;
- the [generic code of conduct for processing personal data and confidential information](#), as adopted by the Executive Board on 18 May 2018;
- [Ghent University's policy on transgressive behaviour](#), as adopted by the Executive Board on 28 September 2018;
- the [non-discrimination declaration](#) (in Dutch), as adopted by the Board of Governors on 27 May 2011.

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

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

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

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

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

SECTION I

ACRONYMS AND ABBREVIATIONS

(USED IN DUTCH)

ADVANCED MASTER'S PROGRAMME

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

ASSISTANT ACADEMIC STAFF

Assisterend academisch personeel (AAP)

BACHELOR'S PROGRAMME

Bachelor (Ba)

CoP

Commissie Programma's - Institutional Programmes Committee

ECTS

European Credit Transfer and Accumulation System

ELECTRONIC LEARNING ENVIRONMENT (ELE)

Elektronische leeromgeving (ELO)

FACULTY EDUCATION SUPPORT SERVICES

Facultaire Dienst Onderwijsondersteuning (FDO)

FACULTY STUDENT ADMINISTRATION

Facultaire Studentenadministratie (FSA)

FSA

Faculty Student Administration

GHENT UNIVERSITY ASSOCIATION

Associatie Universiteit Gent (AUGent)

HIGHER EDUCATION DATABASE

Databank Hoger Onderwijs (DHO)

HIGHER EDUCATION REGISTER

Hoger Onderwijsregister (HOR)

INTERNATIONAL COURSE PROGRAMME (ICP)

ICP

MASTER'S PROGRAMME

Master (MA)

MASTER'S PROGRAMME

Masteropleiding die aansluit bij een academische bacheloropleiding (MANABA)

OTHER ACADEMIC STAFF

Overig academisch personeel (OAP)

PERSONALISED STUDY TRACK

Geïndividualiseerd traject (GIT)

POSTGRADUATE PROGRAMME

Postgraduaatsopleiding (PGOP)

PREVIOUSLY ACQUIRED COMPETENCIES

Eerder verworven competenties (EVC)

PREVIOUSLY ACQUIRED QUALIFICATIONS

Eerder verworven kwalificaties (EVK)

PROFESSORIAL STAFF

Zelfstandig academisch personeel (ZAP)

QUALITY ASSURANCE COMMITTEE

Commissie Kwaliteitszorg Onderwijs (CKO)

SIMON

Studievaardigheden en Interesse MONitor

STANDARD STUDY TRACK

Modeltraject (MOT)

UNIVERSITY LANGUAGE CENTRE

Universitair Talencentrum (UCT)

SECTION II

LIST OF

DEFINITIONS

A

COMPLEMENTARY STUDY PROGRAMMES (AANSLUITENDE OPLEIDINGEN)

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

ACADEMIC STUDY PROGRAMMES (ACADEMISCH GERICHTE OPLEIDINGEN)

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

DISTANCE LEARNING (AFSTANDSONDERWIJS)

A mode of study that encompasses a learning process for a comprehensive self-contained course or study programme, and during which the student and the supervisor/organiser of that learning process can find themselves in different locations. Distance learning can involve varying degrees of individual coaching, as well as communication with fellow students. Distance learning is often governed by the activation and interaction tools encompassed in an electronic learning environment

MAIN SUBJECT

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

ALTERNATING STUDY PROGRAMME (ALTERNERENDE OPLEIDING)

A study programme which is not taught on an annual basis, or which comprises alternating course units in its standard learning track.

ALTERNATING COURSE UNIT (ALTERNEREND OPLEIDINGSONDERDEEL)

A course unit which is not taught on an annual basis.

B

BACHELOR'S PROGRAMME

A study programme in higher education which follows secondary education and contains 180 ECTS.

APTITUDE TEST (BEKWAAMHEIDSONDERZOEK)

A test designed to determine a person's capacity in any given skill or field of knowledge, prior to awarding them with an aptitude certificate.

APTITUDE CERTIFICATE (BEWIJS VAN BEKWAAMHEID)

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

SPECIAL TUITION FEE

Increased tuition fee for entry into some Master's programmes.

TRANSITION PROGRAMME (BRUGPROGRAMMA)

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

C

CREDIT CERTIFICATE (CREDITBEWIJS)

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

CREDIT CONTRACT

A contract between the university and the student who enrolls with the purpose of obtaining a credit certificate for a course unit based on full participation in the teaching activities.

CONTRACT TO OBTAIN CREDITS

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

CREDITS

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

CURRICULUM

A list of course units per student per academic year.

CURRICULUM COMMITTEE

The committee with the power to make decisions on awarding exemptions, individualised learning tracks, electives and contracts to obtain credits (see Article 32).

D

HIGHER EDUCATION DATABASE (DATABANK HOGER ONDERWIJS)

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

PARTIAL EXAMINATION (DEELEXAMEN)

An examination covering only a part of the learning material.

PART-TIME STANDARD LEARNING TRACK YEAR (DEELTIJDS MODELTRAJECTJAAR)

A standard learning track containing less than 54 ECTS credits.

DELIBERATION (DELIBERATIE)

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

DELIBERATION SET (DELIBERATIEPAKKET)

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

TEACHING METHOD (DIDACTISCHE WERKVORM)

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

DIPLOMA

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

DIPLOMA CONTRACT (DIPLOMACONTRACT)

A contract between the university and the student upon enrolment in a study programme with the purpose of obtaining a diploma, certificate or degree, or in a preparatory or academic bridging programme, and based on full participation in the teaching activities.

CONTRACT TO OBTAIN A DIPLOMA (DIPLOMADOELCONTRACT)

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

DIPLOMA SUPPLEMENT (DIPLOMASUPPLEMENT)

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

DOCTORAL ADVISORY BOARD (DOCTORAATSBEGELEIDINGSCOMMISSIE)

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

DOCTORAL TRAINING PROGRAMME (DOCTORAATSOPLEIDING)

The doctoral training programme is geared towards preparing the doctoral candidate for their doctoral dissertation. It focuses on a broadening c.q. in-depth approach to the competencies acquired during the Master's programme. The details of this training programme are laid down by university management.

DOCTORAL DISSERTATION (DOCTORAATSPROEFSCHRIFT)

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

DOCTORAL SCHOOL

A Doctoral School is an interdisciplinary body that by means of a clear-cut framework facilitates doctoral studies. As part of the doctoral training programme at Ghent University, the Doctoral Schools provide a variety of broadening and in-depth training sessions, workshops on transferable skills, international co-operation and third-party partnerships, as well as a range of other activities with a focus on coaching doctoral candidates during their research period, on the quality of the doctorate, and the international appeal of the doctoral research. Ghent University has five [Doctoral Schools](#), each headed by a director.

E

MASTER OF SCIENCE IN TEACHING (EDUCATIEVE MASTEROPLEIDING)

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

The student can only be awarded the diploma of Master of Science in Teaching upon successful completion of the didactic component to its full credit load of 60 ECTS credits. The student can acquire the remained 15 ECTS credits through:

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

Students holding a Master's degree can enrol in the abridged Teaching programme of 60 ECTS credits.

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

PREVIOUSLY ACQUIRED COMPETENCIES (EERDER VERWORVEN COMPETENCIES, EVC)

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

PREVIOUSLY ACQUIRED QUALIFICATIONS (EERDER VERWORVEN KWALIFICATIES, EVK)

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

FIRST-TERM COURSE UNIT

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

ELECTRONIC LEARNING ENVIRONMENT (ELE)

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

ASSESSMENT (EVALUATIE)

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

ASSESSMENT MOMENT (EVALUATIEMOMENT)

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

EXAMINATION DECISION (EXAMENBESLISSING)

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

EXAM MARK (EXAMENCIJFER)

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

EXAM CONTRACT (EEXAMENCONTRACT)

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

EXAMINATION BOARD PER DELIBERATION SET (EXAMENCOMMISSIE PER DELIBERATIEPAKKET)

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

EXAMINATION BOARD PER STUDY PROGRAMME (EXAMENCOMMISSIE PER OPLEIDING)

The competent body to take exam-related disciplinary decisions as well as exam decisions regarding an entire study programme with the purpose of awarding a diploma and grade of merit.

EXAM OFFICE (EXAMENSECRETARIAAT)

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

EXAM-RELATED DISCIPLINARY DECISION (EXAMENTUCHTBESLISSING)

A decision which is imposed on the grounds of fraud or other irregularities during a (continuous or end-of-term) assessment.

EXAM-RELATED DISCIPLINARY MEASURE (EXAMENTUCHTSANCTIE)

A sanction imposed by the Examination Board as a result of an exam-related disciplinary decision.

EXAMINER (EXAMINATOR)

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

F

FEEDBACK

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

G

GUEST STUDENT (GASTSTUDENT)

A student who takes a number of course units at Ghent University in the context of an interuniversity study programme, another interuniversity collaboration initiative or a collaboration with university colleges, or who benefits from didactical coaching, but is enrolled at a different higher education institution. A guest student is registered at Ghent University.

PERSONALISED LEARNING TRACK (GEÏNDIVIDUALISEERD TRAJECT, GIT)

A learning track which deviates from the standard learning track.

CERTIFICATE (GETUIGSCHRIFT)

The document that is awarded to the student upon successful completion of a postgraduate programme, a microcredential, a doctoral training programme, a preparatory or academic bridging programme, a predoctoral training programme or a lifelong learning programme.

CERTIFICATE SUPPLEMENT (GETUIGSCHRIFTSUPPLEMENT)

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

JOINT DOCTORATE (GEZAMENLIJK DOCTORAAT)

A doctorate that is completed under joint supervision of Ghent University and one or several other partner institutions, in accordance with Ghent University's [resolution on co-operation agreements for joint supervision and certification of doctorates](#) ('Gezamenlijk doctoraat'/ 'joint PhD', in Dutch).

DEGREE (GRAAD)

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

GRADE OF MERIT (GRAAD VAN VERDIENSTE)

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

H

HORIZONTAL INTAKE (HORIZONTALE INSTROOM)

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

I

CATCH-UP ACTIVITIES (INHAALACTIVITEITEN)

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

CATCH-UP WEEK (INHAALWEEK)

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

INCOMING EXCHANGE STUDENT (INKOMENDE UITWISSELINGSSTUDENT)

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

ENROL (INSCHRIJVEN)

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

INTEGRATION COURSE UNIT (INTEGRATIEVAK)

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

INTERDISCIPLINARY DOCTORATE (INTERDISCIPLINAIR DOCTORAAT)

A doctorate that is interdisciplinary in nature and supervised by two or more Ghent University supervisors from different disciplines. It results in a combined doctoral degree in accordance with the [Resolution by on awarding combined doctoral degrees for interdisciplinary doctorates](#), as approved by Ghent University's Executive Board.

J

FULL-YEAR COURSE UNIT (JAARVAK)

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

K

ELECTIVE (COURSE UNIT) (KEUZEVAK)

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

L

LEARNING ACCOUNT (LEERKREDIET)

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

LEARNING AGREEMENT

A formal agreement between the three parties involved in student mobility - i.e. the student, the home institution and the host institution (or organisation/company) - which facilitates the organisation of student mobility and the recognition of the credits obtained in this context. The Learning Agreement must be signed by all parties before the start of the exchange. The Learning Agreement stipulates any course unit and other teaching and/or research activities that are included in the student mobility. As such, it gives the student legal certainty on credit recognition by the home institution.

M

MAJOR

A cluster of course units which aims at offering a broader knowledge focus within a specific study programme. If available, the student can choose from a variety of different majors. The official name of the major is included in the diploma supplement.

MASTER'S PROGRAMME (MASTEROPLEIDING)

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

MASTER'S PROGRAMME (MANABA)

Study programme following an academic Bachelor's programme.

ADVANCED MASTER'S PROGRAMME (MANAMA)

Master's programme following another Master's programme

MASTER'S DISSERTATION

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

reflects the student's critical and reflective attitude or research attitude.

CO-LECTURER (MEDELESGEVER)

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

MICROCREDENTIAL

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

MINOR

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

STANDARD LEARNING TRACK (MODELTRAJECT, MOT)

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

STANDARD LEARNING TRACK YEAR (MODELTRAJECTJAAR)

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

TUTORIAL SERVICES (MONITORAAT)

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

N

CONTINUOUS ASSESSMENT

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

O

OASIS (ONDERWIJSADMINISTRATIE EN STUDENTENINFORMATIESYSTEEM)

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

TEACHING ACTIVITIES (ONDERWIJSACTIVITEITEN)

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

RESEARCH RESULTS (ONDERZOEKRESULTATEN)

Any results yielded by research or development as conducted by researchers associated with Ghent University and/or by making use of Ghent University resources or equipment (cf. [Valorisation Regulations](#)). These do not comprise literary works or works of art within the meaning of the Copyright and Neighbouring Rights Act of 30 June 1994 (cf. Code of Economic Law, Book XI, Title 5 'Copyright Act'). However, they do comprise computer software and databases protected by the Copyright Act (Book XI, Title 5) of the Code of Economic Law of 1 January 2015. See also research results that can be valorised.

PUBLIC ANNOUNCEMENT OF EXAM RESULTS (OPENBARE BEKENDMAKING VAN STUDIERESULTATEN)

Announcement that enables all parties concerned to consult their individual exam results, e.g. a public announcement, or a nominative announcement via OASIS or the electronic learning environment.

STUDY PROGRAMME (OPLEIDING)

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

LIFELONG LEARNING OFFER

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

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

STUDY PROGRAMME CHARACTERISTICS (OPLEIDINGSKENMERKEN)

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

COURSE UNIT (OPLEIDINGSONDERDEEL/VAK)

A clearly defined set of education, study and assessment aimed at the acquisition of clear-cut competencies outcomes in terms of knowledge, insight, skills and attitudes. Each course unit is identified by means of a code and is listed in the study guide.

STUDY PROGRAMME OVERVIEW (OPLEIDINGSPROGRAMMA)

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

P

END-OF-TERM ASSESSMENT

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

PLAGIARISM

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

POSTGRADUATE PROGRAMME (PGOP)

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

PREDOCTORAL TRAINING PROGRAMME (PREDOCTORALE OPLEIDING)

A study programme that a faculty can or must impose on doctoral candidates with a foreign degree or doctoral candidates without a Master's diploma as an additional admission requirement, as laid down in the [relevant resolution](#). The programme is validated by a postgraduate certificate.

PUBLIC ANNOUNCEMENT OF THE EXAM RESULTS (PROCLAMATIE)

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

PROFESSIONAL STUDY PROGRAMMES (PROFESSIEEEL GERICHTE OPLEIDINGEN)

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

SUPERVISOR (PROMOTOR)

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

TRANSCRIPT OF RECORDS (PUNTENLIJST)

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

R

HOLIDAYS (RECES)

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

REGISTER (REGISTREREN)

Individuals who are enrolled at a higher education institution other than Ghent University (guest students) are registered at Ghent University. Registration only serves administrative purposes: registered students are known to Ghent University administrative services and can thus use a number of facilities otherwise limited to Ghent University students.

REGULAR COURSE UNIT (REGULIER OPLEIDINGSONDERDEEL)

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

S

ACADEMIC BRIDGING PROGRAMME (SCHAKELPROGRAMMA)

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

SIMON

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

SIMON can be used to help make an informed study choice. Prospective students can use www.vraagghetaansimon.be to find out which academic and professional programmes

(within the Ghent University Association) match their interests and their skills.

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

BENCHMARK TEST (STARTTOETS)

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

STRICT DEPENDENCY (STRIKTE VOLGTUDELIJKHEID)

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

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

STUDENT

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

STUDENT COUNSELLOR (STUDIEBEGELEIDER)

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

COURSE SHEET (STUDIEFICHE)

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

FIELD OF STUDY (STUDIEGEBIED)

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

TUITION FEE (STUDIEGELD)

The amount in Euro the student needs to pay in order to participate in teaching activities and/or exams. The tuition fee comprises a fixed as well as a variable amount, the latter depending on the number of ECTS credits for which the student enrolls.

STUDY LOAD (STUDIEOMVANG)

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

CREDIT (STUDIEPUNT)

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

STUDY SUCCESS RATE (STUDIERENDEMENT)

The ratio between the number of credits you have achieved in the course of one academic year (i.e. by successfully passing exams) and the total number of credits you have taken up in that same year (i.e. the actual course units in which you have enrolled).

STUDY TIME (STUDIETIJD)

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

STUDY TRACK (STUDIETRAJECT)

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

SUPERNUMERARY COURSE UNIT (SURNUMERAIR OPLEIDINGSONDERDEEL)

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

T

LANGUAGE SUPPORT MEASURES (TAALBELEIDINGSMATREGELLEN)

Language support measures for students include:

- general language course units, e.g. the university-wide course unit Academic English;
- specific language course units, e.g. Economic English, which focus mainly on the acquisition of specific jargon;
- “support sessions” embedded in foreign-language course units. These may focus on language proficiency in a specific context (e.g. reading French-language case law in the Law programme). These sessions are best integrated into the first course unit that requires these specific skills.
- glossaries with standard terminology for specific course units or for the study programme in general. These will enable the student to learn specific jargon in Dutch as well as in the standard language of the discipline.

STUDY TRACK COUNSELLOR (TRAJECTBEGELEIDER)

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

SECOND-TERM COURSE UNIT (TWEDESEMESTERVAK)

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

U

UFORA

Ghent University's electronic learning environment (ELE).

OUTGOING EXCHANGE STUDENT

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

V

DISCIPLINE (VAKGEBIED)

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

VALIDATING AUTHORITY

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

The entity which, on behalf of and under the authority of Ghent University, is tasked with the protection and valorisation of Ghent University research results.

RESEARCH RESULTS THAT CAN BE VALORISED (VALORISEERBARE ONDERZOEKSRESULTATEN)

Research results which are property of Ghent University or to which Ghent University can assert certain rights, and which appear at first sight to offer commercial and/or social value. See also research results.

LECTURER-IN-CHARGE (VERANTWOORDELIJK LESGEVER)

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

MANDATORY COURSE UNIT (VERPLICHT OPLEIDINGSONDERDEEL)

A course unit which needs to be taken by all the students enrolled with a contract to obtain a diploma, with the exception of those students who have been granted an exemption or a study load reduction.

VERTICAL AND HORIZONTAL COHERENCE (VERTICALE EN HORIZONTALE COHERENTIE)

A content-based synchronisation of course units within a specific standard study track (horizontal coherence) and across the various standard study tracks (vertical coherence), by means of which gaps in the students' starting competencies and overlap between course units are avoided.

FULL-TIME STANDARD STUDY TRACK (VOLTIJDS MODELTRAJECTJAAR)

A standard study track in principle comprising 60 ECTS credits.

PREPARATORY PROGRAMME (VOORBEREIDINGSPROGRAMMA)

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

EXEMPTION (VRIJSTELLING)

The exemption from exam requirements for a specific course units.

PART II

EDUCATION CODE

SECTION I

THE ORGANISATION OF THE ACADEMIC YEAR

ARTICLE 1 THE START AND CLOSE OF THE ACADEMIC YEAR

The 2023-2024 academic year opens on 25 September 2023 and closes on 21 September 2024.

ARTICLE 2 THE ACADEMIC CALENDAR

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

§2. The academic year consists of two terms:

from	to	Standard Academic Calendar			Flexible Implementation
25 September 2023	30 September 2023	first-term education activities			first term: <ul style="list-style-type: none"> - education activities - assessment activities - feedback moments - deliberations - announcements of exam results
2 October 2023	7 October 2023				
9 October 2023	14 October 2023				
16 October 2023	21 October 2023				
23 October 2023	28 October 2023				
30 October 2023	4 November 2023				
6 November 2023	11 November 2023				
13 November 2023	18 November 2023				
20 November 2023	25 November 2023				
27 November 2023	2 December 2023				
4 December 2023	9 December 2023				
11 December 2023	16 December 2023				
18 December 2023	23 December 2023		catch-up activities/catch-up week		
25 December 2023	30 December 2023	Christmas holidays			Christmas holidays
1 January 2024	6 January 2024				
8 January 2024	13 January 2024	first-term exam period including preparation time for the exams			
15 January 2024	20 January 2024				
22 January 2024	27 January 2024				
29 January 2024	3 February 2024		deliberations and public announcements of exam results		
5 February 2024	10 February 2024	inter-term break			inter-term break
12 February 2024	17 February 2024	second-term education activities		feedback	second term <ul style="list-style-type: none"> - education activities - assessment activities - feedback moments - deliberations - announcements of exam results
19 February 2024	24 February 2024				
26 February 2024	2 March 2024				
4 March 2024	9 March 2024				
11 March 2024	16 March 2024				
18 March 2024	23 March 2024				
25 March 2024	30 March 2024				
1 April 2024	6 April 2024	Easter holidays			Easter holidays
8 April 2024	13 April 2024				

15 April 2024	20 April 2024	second-term education activities			
22 April 2024	27 April 2024				
29 April 2024	4 May 2024				
6 May 2024	11 May 2024				
13 May 2024	18 May 2024				
21 May 2024	25 May 2024	catch-up activities			
27 May 2024	1 June 2024	second-term exam period including preparation time for the exams			
3 June 2024	8 June 2024				
10 June 2024	15 June 2024				
17 June 2024	22 June 2024				
24 June 2024	29 September 2024				
1 July 2024	6 July 2024		deliberations and public announcements of exam results until 4 July 2024	feedback	
8 July 2024	13 July 2024	Summer holidays			
15 July 2024	20 July 2024				
22 July 2024	27 July 2024				
29 July 2024	3 August 2024				
5 August 2024	10 August 2024				
12 August 2024	17 August 2024				
19 August 2024	24 August 2024	resit exam period			resit exam period including deliberations and public announcements of exam results
26 August 2024	31 August 2024				
2 September 2024	7 September 2024				
9 September 2024	14 September 2024				
16 September 2024	21 September 2024	feedback for all exam periods			feedback for all exam periods

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

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

§4. Education and assessment activities are suspended during the Christmas holidays, the inter-term break, the Easter holidays, the Summer holidays, from 16 September 2024 through 21 September 2024, as well as on the following closing days:

- Wednesday, 1 November 2023 (All Saints Day, bank holiday)
- Thursday, 2 November 2023 (All Souls Day, legal holiday)
- Friday, 3 November 2023 (“bridging day”, fixed day of leave)
- Saturday, 11 November 2023 (Armistice Day, bank holiday)
- Friday, 22 March 2024 (Dies Natalis)
- Wednesday, 1 May 2024 (Labour Day, legal holiday)
- Thursday, 9 May 2024 (Ascension, bank holiday)
- Friday, 10 May 2024 (“bridging day”, fixed day of leave)
- Monday, 20 May 2024 (Whit Monday, bank holiday)
- Thursday, 11 July 2024 (Flemish Community Day, bank holiday)
- Friday, 12 July 2024 (“bridging day”, fixed day of leave)
- Monday 22 July 2024 through Saturday 27 July 2024 (National Holiday (bank holiday) and the working days during the Ghent Festival (fixed days of leave))
- Thursday, 15 August 2024 (Assumption, bank holiday)
- Friday, 16 August 2024 (“bridging day”, fixed day of leave)

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

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

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

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

This decision is taken by the Faculty Council at the recommendation of the Programme Committee, and students have to be informed of this decision at the start of the academic year.

§7. Upon approval by the Faculty Council and provided that the student has enrolled at Ghent University, work placements and clinics can take place during the Summer holidays, the resit exam period and the feedback week (i.e. 10 July 2024 through 23 September 2024) prior to the academic year in which the student takes up said work placements and clinics in their curriculum.

The faculty is to notify the Director of Education before 1 April prior to the academic year in question, via onderwijs@ugent.be.

ARTICLE 3 INFORMATION SESSIONS

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

ARTICLE 4 DEVIATIONS FROM THE ACADEMIC CALENDAR

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

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

The faculty must submit the application to the Education Department via onderwijs@ugent.be, and must do so before 1 January of the academic year prior to the one in which the deviations would come into effect. The Director of Education determines an explicit period of validity for the deviations that are granted.

SECTION II

ADMISSION REQUIREMENTS

SUBSECTION I

DIPLOMA-BASED ADMISSION REQUIREMENTS

ARTICLE 5 ADMISSION REQUIREMENTS FOR A BACHELOR'S PROGRAMME

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

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

- a secondary education diploma awarded by (an education institution recognised by) the Flemish Community;
- a non-university professional higher education diploma (graduate diploma) awarded by an education institution recognised by the Flemish Community;
- a non-university higher education diploma for a short-cycle programme with a full-time curriculum;
- a non-university higher education diploma for social advancement, barring the Certificate of Education;
- a study certificate that - pursuant to a legal standard, European Directive or an international convention - is considered at least equivalent to one of the above-mentioned diplomas. This applies, among others, to the following study certificates:
 - a certificate of complementary secondary professional education;
 - a First Prize diploma awarded by a School of Music or the Lemmens Institute, barring a First Prize diploma in Music Theory;
 - a technical engineering diploma;
 - a diploma of first-level higher music education with a full-time curriculum, awarded by a School of Music;
 - a third-level diploma awarded by an institute of technology;
 - a certificate demonstrating that the candidate has successfully completed at least two study years in one and the same course of study in higher professional education, or a certificate/certificates/partial certificates of modules thereof, demonstrating that the candidate has successfully completed by taking at least 2/3 of the total number of contact hours;
 - a certificate demonstrating that the candidate has successfully completed at least two study years with a full-time curriculum in a programme resulting in a second-level higher arts education diploma with a full-time curriculum, a third-level higher arts education diploma with a full-time curriculum, a third-level diploma awarded by an institute of technology or an interior design diploma;
 - a candidature diploma (or equivalent);
 - a Bachelor's diploma (or equivalent);
 - a Master's diploma (or equivalent).

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

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

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

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

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

- a European "Baccalaureate", awarded by European schools in Belgium or abroad;
- a "Diplôme du baccalauréat international", awarded by the Office du Baccalauréat International in Geneva;
- a diploma awarded by SHAPE school (NATO);
- a Luxembourg "diplôme de Fin d'Etudes secondaires" or "diplôme de Fin d'Etudes secondaires techniques";

- a Dutch diploma “Vorbereidend Wetenschappelijk Onderwijs” (VWO);
- a Dutch “Getuigschrift van met goed gevolg afgelegd propedeutisch examen”;
- a Dutch “Getuigschrift Propedeuse Hoger Beroepsonderwijs”;
- a French diploma “Baccalauréat Général”, “Baccalauréat Technologique” or “Baccalauréat Professionnel”;
- a German diploma “Zeugnis der allgemeinen Hochschulreife/Abitur”
- a [true and certified](#) high school diploma (USA) with a transcript of records, which contains at least 4 Advanced Placements (AP);
- a foreign diploma that has been declared equivalent by [NARIC](#);
- a [true and certified](#) foreign Bachelor’s or Master’s diploma;
- a diploma with concomitant attestation declaring that the holder has access to higher education in the issuing state, provided that said state has ratified the Lisbon Recognition Convention (LRC).

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

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

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

§5. Benchmark test: admission into the Bachelor of Bioscience Engineering Technology, Bioindustrial Sciences, Biomedical Sciences, Engineering Technology, Engineering, Engineering and Architecture, Bioscience Engineering, Mathematics, Physics, and Pharmaceutical Sciences is subject to an additional admission requirement prior to enrolment, i.e. the mandatory benchmark test. If a student does not pass the benchmark test for admission into the intended programme (or a benchmark test assessing similar competencies), the student will have to partake in mandatory remedial activities, cf. Article 24§1 °4.

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

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

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

ARTICLE 6 ADMISSION REQUIREMENTS FOR A MASTER’S PROGRAMME

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

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

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

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

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

Prospective students must be holders of a Master’s diploma, or in some specific cases, a Bachelor’s diploma.

After going through a [admission procedure](#), these prospective students may be admitted into an advanced Master’s or a preparatory programme. If prospective students are required to take a preparatory programme prior to being admitted into an English-taught advanced Master’s programme, there must be an English-taught preparatory programme.

§3. Prospective students who do not meet the criteria laid down in §1 and §2 (who cannot present their study certificate) may be admitted into the subsequent programme by the Vice-chancellor (Rector) on humanitarian grounds after an aptitude test. The prospective student submits a substantiated request to the Institutional Ombudsperson.

§4. Study programmes can make admission into a Master's programme conditional on the mandatory participation in a GMAT or GRE test. The study programmes must notify the Director of Education (via onderwijs@ugent.be) at least one month prior to the start of the applications, and include in their notification the required minimum score. Prospective students wishing to be admitted based on a Belgian academic Bachelor's or Master's diploma, or an academic diploma issued by one of the study programme's partner universities are exempted from this condition.

ARTICLE 7 ADMISSION REQUIREMENTS FOR A POSTGRADUATE PROGRAMME

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

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

ARTICLE 8 ADMISSION REQUIREMENTS FOR LIFELONG LEARNING PROGRAMMES

§1. A prospective participant must meet the admission requirements as laid down by the appropriate academy and the Committee for Lifelong Learning.

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

ARTICLE 9: ADMISSION REQUIREMENTS FOR A MICROCREDENTIAL

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

§2. Holders of a non-Belgian diploma may be admitted into a microcredential after going through an admission procedure.

SUBSECTION II

LANGUAGE-BASED ADMISSION REQUIREMENTS

ARTICLE 10 LANGUAGE REQUIREMENTS

§1. Exemption from applicable language requirements

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

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

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

- a secondary education diploma awarded by (an education institution recognised by) the Flemish Community;
- a higher education diploma awarded by an education institution recognised by the Flemish Community;
- the prospective student has successfully completed one year in an English-taught study programme, either in secondary education or at a higher education institution in one of the states that have ratified the Lisbon Recognition Convention, European Higher Education Area member states, or the United States (i.e. 60 ECTS credits obtained, either staggered over several academic years, or not);
- an English-language secondary education diploma, Bachelor's, Master's or doctorate diploma awarded by an English-language education institution;
- a predoctoral training certificate awarded by Ghent University, provided that said training programme consisted mainly of English-taught course units;
- only applicable to students wishing to enrol in the doctorate and the (pre)doctoral training programme: a written statement by the supervisor or mentor certifying the candidate's language proficiency.

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

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

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

§2. Language requirements for Bachelor's programmes

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

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

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

§3. Language requirements for preparatory and academic bridging programmes

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

§4. Language requirements for Master's programmes

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

Any amendments for the X - X+1 academic year must be submitted to the Registrar's Office at the Education Department via onderwijs@ugent.be before 1 July X-1.

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

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

§5. Language requirements for postgraduate programmes and microcredentials

In the case of postgraduate programmes, the required level of proficiency in Dutch and English upon enrolment is set by the programme co-ordinator/person in charge (cf. §6). In the case of microcredentials, the required level of proficiency in Dutch and English upon enrolment is set by the academy for lifelong learning (cf. §6). Any amendments must be submitted to the Registrar's Office at the Education Department via onderwijs@ugent.be before 1 April of the academic year in question. In the event that the competent authorities do not set explicit language requirements, for postgraduate programmes the required level of proficiency in English and Dutch is set at Level B2, depending on the language(s) of instruction. In the event that the competent authorities do not set explicit language requirements, there is no specific level of proficiency (level 0) for microcredentials.

§6. Levels of proficiency:

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

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

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

SUBSECTION III

ADMISSION REQUIREMENTS BASED ON THE LEARNING ACCOUNT

ARTICLE 11 ADMISSION REQUIREMENTS BASED ON THE LEARNING ACCOUNT

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

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

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

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

§2. Exceptional admissions in case of insufficient learning account balance

In case a prospective student has an insufficient balance on their learning account, an individual exception may be granted by the Director of Education. Students must submit a substantiated application to the Registrar's Office (Education Department) via leerkrediet@ugent.be. Students pay the required tuition fees per usual.

Students can lodge an internal appeal against the decision taken by the Director of Education as stipulated in Article 81.

§3. Refund of learning account due to circumstances of force majeure

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

SUBSECTION IV

ADMISSION PROCEDURE

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

The admission procedure for holders of a diploma awarded by an education institution recognised by the Flemish Community comprises a registration via [ugent.be/inschrijven](https://www.ugent.be/inschrijven) and a completion of the enrolment procedure. Enrolment in some study programmes may be subject to a prior admission (a review of the applicant's dossier) by the faculty.

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

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

§1. Enrolment in a Bachelor's programme

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

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

§2. Enrolment in another programme

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

In addition, prospective students need to apply for permission from the relevant faculty. To this end, the prospective student must get in touch with the [study track counsellor](#).

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

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

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

All applications based on a foreign diploma must include a legalised copy of said diploma, with the exception of diplomas awarded by a state that has ratified the Lisbon Recognition Convention (LRC).

§2. Closing dates for the submission of a complete admission file for enrolment in the 2024-2025 academic year:

- prospective students subject to visa requirements must submit their admission dossier before 1 April 2024.
- prospective students not subject to visa requirements must submit their admission dossier before 1 June 2024.
- enrolment in the doctorate and the doctoral programme: no closing date.

§3. The Registrar's Office (Education Department) is tasked with the completeness decision of the admission file as well as the admission decision of the prospective student. For applications based on diplomas awarded by LRC states, the Registrar's Office follows the principles of the Lisbon Recognition Convention (LRC).

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

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

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

The head of the Registrar's Office decides whether or not the prospective student is admitted into Ghent University, taking into account the Programme Committee's decision.

Any admissions or refusals, excepting those preceded by an individual aptitude test, are entered into the database of precedents. The Registrar's Office presents said database to the study programmes at regular intervals, giving them the opportunity to suggest amendments.

§4. Prospective students who have been refused admission by the head of the Registrar's Office, cannot submit a second application for the same study programme unless they have new substantial elements to add to their admission dossier.

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

SECTION III

ENROLMENT (INSCHRIJVEN)

ARTICLE 15 (RE) ENROLMENT PERIOD

§1. For contracts to obtain a diploma:

for Bachelor's programmes, Master's programmes, preparatory and academic bridging programmes: the enrolment period runs from 1 August 2023 through 30 September 2023 (included). Any practical guidelines and closing days for first enrolment are published on the [Ghent University portal](#).

In exceptional cases, late enrolments are permitted:

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

- from 1 October 2023 onwards, any (prospective) student must apply to the Faculty Student Administration and the Curriculum Committee for late admission. The Curriculum Committee may refuse the student the inclusion of specific course units in their curriculum.
- from 1 March 2024 onwards, enrolment is no longer possible.

§2. For contracts to obtain credits:

1^o students can enrol for first-term course units from 1 August 2023 through 30 September 2023 (included). In exceptional cases, late enrolments are permitted:

- from 1 October 2023 onwards, any (prospective) student must apply to the Curriculum Committee for late enrolment.
- from 15 November 2023 onwards, enrolment is no longer possible.

2^o students can enrol for full-year course units from 1 August 2023 through 30 September 2023 (included). In exceptional cases, late enrolments are permitted:

- from 1 October 2023 onwards, any (prospective) student must apply to the Curriculum Committee for late enrolment.
- from 1 March 2024 onwards, enrolment is no longer possible.

3^o students can enrol for second-term course units from 1 August 2023 through 29 February 2024 (included). From 01 March 2024 onwards, enrolment is no longer possible.

§3. For postgraduate programmes, microcredentials and predoctoral programmes, the enrolment period is determined by the faculty. From 1 March 2024 onwards, enrolment in a postgraduate programme or a predoctoral programme is no longer possible.

§4. Timeliness of enrolment: the timeliness of an application to (re) enrol is determined by the date on which the (prospective) student applies to the Registrar's Office (Education Department), either in person or electronically, or by making use of the re-enrolment form (cf. Article 16).

ARTICLE 16 FIRST ENROLMENT AND RE-ENROLMENT

§1. First enrolment at Ghent University

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

If online enrolment is not possible, prospective students must present themselves in person in order to finalise the enrolment. Any practical guidelines are published on www.ugent.be/enrolment

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

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

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

The required documents (listed per study programme or per contract can be found on www.ugent.be/enrolment):

- the diploma that gives the prospective student access can be found in the Higher Education Database;
- for enrolment in the Medicine or Dentistry programmes: proof of passing the entry exam and favourable ranking are retrieved from the records obtained from the Flemish Government;
- for enrolment in the Bachelor of Biosciences; the Bachelor of Bioindustrial Sciences; the Bachelor of Veterinary Medicine; the Bachelor of Engineering Technology; the Bachelor of Engineering, and the Bachelor of Engineering & Architecture: proof of participation in the non-binding admission test (benchmark test) is retrieved from the records obtained from the Flemish Interuniversity Council (Vlaamse Interuniversitaire Raad, VLIR);
- if required: proof of language proficiency must be uploaded by the prospective student.

§2. SIMON says

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

§3. Re-enrolment

Students who were enrolled at Ghent University during the 2022-2023 academic year, receive all the necessary instructions for re-enrolment from the Registrar's Office (Education Department) electronically.

Students are asked to apply for re-enrolment as soon as possible and before the start of the 2023-2024 academic year using this webpage: oasis.ugent.be. Students who have not obtained credits or exemptions for all the course units in their curriculum, are automatically registered for the resit exam period (cf. Article 55) and can only re-enrol at the end of said resit exam period.

As stipulated in Articles 11 and 24, a re-enrolment may be refused automatically.

The tuition fees are to be paid by bank transfer. Re-enrolment is denied to students who are behind on payments (cf. Article 21).

ARTICLE 17 FRAUD UPON ENROLMENT

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

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

These disciplinary measures are imposed by the disciplinary bodies and according to the procedures as stipulated in the Disciplinary Regulations for Students.

Pending the results of the disciplinary procedure a disciplinary measure may be imposed, as stipulated in the Disciplinary Regulations for Students.

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

§3. If the fraud only comes to light after the student has been granted a credit certificate for one or more course units, the examination disciplinary body can still pronounce the obtained credit certificate(s) null and void and, where appropriate, may also pronounce the diploma or certificate that was awarded for the relevant study programme null and void, and reclaim it.

ARTICLE 18 REGISTRATION

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

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

By registering, students endorse the stipulations laid down in the current Education and Examination Code for the entire duration of the registration period.

ARTICLE 19 VALIDITY OF 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 receive a(n electronic) confirmation of enrolment including the date of enrolment. This confirmation serves as proof of the establishment of a contract between the student and Ghent University on said date.

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

§2. Once the enrolment has been processed and Ghent University is in possession of a digital photograph of the student, they will receive a student card that remains valid for six consecutive academic years during which the student is enrolled at Ghent University. This does not apply to students who enrol with a credit contract. In case of loss or theft, students can apply to the Registrar's Office for a duplicate: studentenadministratie@ugent.be. They will be charged a €10.00 administrative fee (to be paid on site by bankcard) unless they can present a police report confirming the theft.

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

ARTICLE 20 UPDATING PERSONAL DATA

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

A change of name can only be processed if the student contacts the Registrar's Office via email: studentenadministratie@ugent.be.

ARTICLE 21 TUITION FEES

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

§2. Upon enrolment, an initial tuition fee is claimed, which can be recalculated at a later time, based on newly available information. The [tuition fee](#) is calculated based on the relevant resolution by the Director of Education, taken annually before 1 December of the year preceding the academic year in question.

The variable surplus amount of the special tuition fees for Advanced Master's programmes and postgraduate programmes is established annually per course unit by the Executive Board before 1 December of the year preceding the academic year in question, at the request of the competent Programme Committee, and at the recommendation of the Director of Studies and the Faculty Council. The tuition fee consists of a fixed sum, and a variable sum which is calculated per study programme in proportion to the number of ECTS credits in the curriculum, excepting possible exemptions and previously acquired credits. For some study programmes, the tuition fee may be subject to a student's scholarship status.

§3. Non-payment or partial payment of the due tuition fee leads to a student's refusal of enrolment in the next academic year (cf. Article 16) and a deduction of credit certificates, diplomas, and certificates (including any concomitant diploma and certificate supplements) (cf. Articles 57 and 74), for as long as the due tuition fee has not been paid in full.

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

§5. In exceptional circumstances, and after careful deliberation of the dossier by the Director of Education, the head of the Registrar's Office and the Institutional Ombudsperson, the due tuition fee may be (partially) waived.

ARTICLE 22 GHENT UNIVERSITY ACCOUNT

§1. Diploma contract and credit contract

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

§2. Exam contract

Upon payment of the €500 non-refundable surplus sum students who have enrolled with an exam contract are given access to the electronic learning environment for the course units stipulated in their contract. In exceptional and well-substantiated cases, the Vice-chancellor (Rector) may waive payment of the surplus sum based on a student's written request.

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

ARTICLE 23 ENROLMENT IN MORE THAN ONE STUDY PROGRAMME

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

§2. A student can enrol in two (or more) consecutive study programme(s), into a Bachelor's programme and a consecutive preparatory programme, into an academic bridging programme and a consecutive Master's programme, or into the academic bridging programme and the preparatory programme for a Master of Science in Teaching within the same academic year. However, the student needs to obtain the approval of the competent Curriculum Committee(s). Pending that approval, the student can enrol in a consecutive programme albeit under a cancellation clause. This means that if the enrolment in a consecutive programme is not approved by the Curriculum Committee, said enrolment will be cancelled.

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

ARTICLE 24 ENROLMENT AND STUDY PROGRESS MONITORING

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

1. has not obtained a credit certificate for all the course units they have taken up (cf. Article 30 § 4, 1°) or
2. has not been deliberated for their first deliberation set as laid down in Article 67, § 2, said student must upon second enrolment in a subsequent academic year either obtain a credit certificate or a positive deliberation decision for any remaining course unit that is taken up at first enrolment, and that is part of the first deliberation set of the full-time standard study track. If a student does not meet said binding conditions, they will be refused for a subsequent enrolment with a contract to obtain a diploma in the same study programme (irrespective of the language of instruction), as well as for the applicable common introductory part to various study programmes.

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

This restriction expires when a student changes main subjects.

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

The content of the binding conditions as stipulated in 1° is determined by the Education and Examination Code of the academic year in which the student enrolls again for the same study programme (irrespective of the language of instruction).

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

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

2° The content of the binding conditions as stipulated in 1° is determined by the Education and Examination Code of the academic year in which the student enrolls again for the same study programme (irrespective of the language of instruction).

In the 2023-2024 academic year, the binding condition entails that a student must obtain at least 50% of the credits in their personal curriculum. Moreover, if the student has obtained less than 50% of the credits in their first deliberation set, the student must obtain credits for all the ECTS-credits in the first deliberation set of the Bachelor's programme, with the exception of a maximum of 8 credits. Study progress is calculated per study programme (e.g. Bachelor's, Master's, academic bridging programme, ...) in accordance with the education offer as stipulated in Article 36.

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

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

5° Students who do not pass the benchmark test, take part in the mandatory remedial track as stipulated by the relevant faculty. They do so before the start of the catch-up activities of the first term of their enrolment, as laid down in the academic calendar. For students who have not taken part in the mandatory remedial track a binding condition comes into effect for the current academic year. Said binding condition entails that they have to obtain a minimum of 30% of the credits in their first deliberation set. If the student does not meet said binding conditions, they will be refused a subsequent enrolment in the same study programme (irrespective of the language of instruction) with a contract to obtain a diploma, as well as enrolment in the applicable common introductory part to various study programmes. This provision is without prejudice to the application of §1, 4° of this Article.

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

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

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

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

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

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

§7. Based on a prospective student's study past at another institution, Ghent University may upon enrolment either decide to impose the same binding conditions as stipulated in §1, to refuse, or even to cancel the enrolment. Where appropriate, any such cancellation must be decided before 15 November, or if the prospective student only enrolled after 14 October, within a month of said enrolment.

§8. If, upon a next enrolment, binding conditions are being imposed, or a refusal to enrol has been decided, the student is notified via the transcript of records.

The decision to refuse enrolment or to impose binding conditions is taken the moment the student applies for enrolment again, in application of the Education and Examination Code that is in force at that time.

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

§9. As stipulated in Article 81, students may annually file an appeal against the decision to impose binding conditions as well as against a refusal to enrol with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie). On the grounds of force majeure events or exceptional individual circumstances on the part of the student, the Institutional Appeals Committee may still grant permission to enrol. In the event of a nullification of the refusal to enrol by the Institutional Appeals Committee, said Institutional Appeals Committee can at the same time still impose binding conditions.

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

A student whose work placement or practical course unit has been terminated as stipulated above has no right to a resit exam opportunity. Such a decision by the Examination Board per study programme must be well-substantiated. Students may lodge an appeal with the Institutional Appeals Committee (as laid down in Article 81).

§11. The provisions in §1 through §8 of this Article apply to Bachelor's and Master's programmes, preparatory and academic bridging programmes, postgraduate programmes, and microcredentials.

ARTICLE 25 SPECIAL STATUS FOR STUDENTS

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

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

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

In the event that students are granted the facility to reschedule an assessment or exam to another time within the same examination period, it suffices to refer said students to the deferred exam as stipulated in Article 75.

In the event that students are granted the facility to reschedule an assessment or exam to another time within the same academic year, it does not suffice to refer said students to the deferred exam as stipulated in Article 75. The lecturer-in-charge schedules an alternative exam or assessment moment for their course unit, and in so doing, they take into account the student's specific needs in accordance with their special status to the extent of what is feasible and within the limits of what is reasonable.

- in case of first-term exams, an additional exam moment is scheduled in the second term if this is feasible, or the student can use their first exam opportunity during the resit exam period while maintaining their second exam opportunity within the same exam period.
- in case of second-term exams, an additional exam moment is scheduled in the last week of the official exam period as stipulated in Art. 2 §2, or the student can use their first exam opportunity during the resit exam period while maintaining their second exam opportunity within the same exam period.

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

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

§2. Special status on the grounds of a disability

1° Requirements: students who are registered with the Flemish Agency for Persons with a Disability ([VAPH](#), in Dutch), or the Federal Public Service Social Security, or students afflicted with a permanent or long-term loss of one or more bodily functions as listed in the International Classification of Functioning (ICF) (learning disability, chronic disease, motor, visual, auditive, psychiatric, multiple or other disabilities).

2° Application procedure:

- deadlines:
 - no later than 5 November 2023 for the first-term exam period
 - no later than 25 March 2024 for the second-term exam period
 - no later than 1 July 2024 for the resit exam period
 - exceptions may be granted in case of an unexpected loss of function/disability, and/or in case the diagnose is established after the deadline.
- students who deem themselves to be eligible for the special status on the grounds of a disability submit a substantiated application to the Director of Education via [oasis.ugent.be](#). The application preferably contains all the necessary documentary evidence and certificates. In case the student is not in possession of the necessary documentary evidence, the undocumented application must be submitted before the deadline. The student is obliged to submit the documentary evidence as soon as it becomes available.

- the Disability Office (Education Department) is responsible for the follow-up of applications and informs the Director of Education of its recommendations. These recommendations also include the duration of the special status, i.e. whether it is granted for the duration of one or multiple academic years, or even the student's entire study career at Ghent University.
- the Director of Education takes a decision based on the Disability Office's recommendations, the documentary evidence and official certificates.
- the student-applicant is informed of this decision electronically. Unless otherwise decided by the Director of Education, the special status is granted for the duration of the academic year in which it was requested, starting on the decision date.

3° Facilities: The Disability Office (Education Department) annually grants students with a special status on the grounds of a disability education and exam facilities. In so doing, the Disability Office applies the principle of equal treatment and guarantees the student's right to reasonable adjustments which are compatible with the study programme requirements. The student must inform the lecturer(s)-in-charge which of the granted facilities they wish to use in the relevant course units via oasis.ugent.be before the deadlines stipulated in §9.

The Disability Office has a mediating role and consults with the faculty and/or institutional ombudspersons if necessary. In order to guarantee the student's privacy, medical diagnoses are never disclosed.

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

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

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

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

Per sports discipline there are additional minimal requirements.

2° Application procedure:

- unless exceptional circumstances are at play, the application must be submitted to the chair of the Top Sports and Studies Task Force on 5 November 2023 at the latest via oasis.ugent.be, and must contain all the necessary documentary evidence and official certificates. After consultations with the relevant federation or sports club, the Task Force informs the Director of Education of its recommendations.
- the Director of Education takes a decision based on the Top Sports and Studies Task Force's recommendations, the documentary evidence and official certificates.
- the student-applicant is informed of this decision electronically. The special status is only granted for the duration of the academic year in which it was requested, starting on the decision date.

3° Facilities: the student with a special status on the grounds of top-level sports activities can apply for the following facilities in accordance with the provisions in §9, and on the condition that the education and assessment activities in question are in direct conflict with the grounds for the special status:

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

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

§4. Special status on the grounds of professional artistry

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

2° Application procedure:

Unless exceptional circumstances are at play, students who deem themselves to be eligible for the special status on the grounds of professional artistry must submit a substantiated application to the Director of Education via oasis.ugent.be on 5 November 2023 at the latest. The application must contain all the necessary documentary evidence and official certificates.

- the Director of Education takes a decision based on the documentary evidence and official certificates.
- the student-applicant is informed of this decision electronically. The special status is only granted for the duration of the academic year in which it was requested, starting on the decision date.

3° Facilities: the student with a special status on the grounds of professional artistry can apply for the following facilities in accordance with the provisions in §9, and on the condition that the education and assessment activities concerned are in direct conflict with the grounds for the special status:

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

§5. Special status on the grounds of holding office

1° Requirements: the student is granted the special status automatically if they hold at least one of the following offices:

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

2° Facilities: the student with a special status on the grounds of holding office can apply for the following facilities in accordance with the provisions in §9, exclusively for the purpose of attending official meetings of the governing bodies, of which the student is a member, or in case of an extension of submission deadlines, for the purpose of a proper functioning of the student representation in said governing bodies:

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

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

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

2° Application procedure:

- students who deem themselves to be eligible for the special status on the grounds of exceptional social or personal circumstances submit a substantiated application to the Director of Education via oasis.ugent.be as soon as possible. The application must contain all the necessary documentary evidence and official certificates.
- the Director of Education takes a decision based on the documentary evidence and official certificates. The Director of Education cannot take a negative decision before having consulted the faculty's Director of Studies and a student representative on the Education Council.
- the student-applicant is informed of this decision electronically. The special status is only granted for the duration of the academic year in which it was requested, starting on the decision date. Depending on the reasons for having granted the special status, the Director of Education can impose an end date on the special status that precedes the close of the academic year in question. If such is the case, the student can no longer enjoy the facilities after that date.

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

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

- scheduling an alternative feedback moment;

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

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

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

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

2° Application procedure:

- unless exceptional circumstances are at play, students who deem themselves to be eligible for the special status on the grounds of student entrepreneurship must submit a substantiated application to the Director of Education via oasis.ugent.be on 5 November 2023 at the latest. The application must contain all the necessary documentary evidence and official certificates.
- the Director of Education takes a decision based on the documentary evidence and official certificates, as well as the substantiated recommendation by Dare to Venture (Quality Assurance Office, Education Department).
- the student-applicant is informed of this decision electronically. The special status is only granted for the duration of the academic year in which it was requested, starting on the decision date.

3° Facilities: the student with a special status on the grounds of student entrepreneurship can apply for the following facilities in accordance with the provisions in §9, and on the condition that the education and assessment activities in question are in direct conflict with the grounds for the special status:

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

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

1° Requirements:

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

2° Application procedure:

- unless exceptional circumstances are at play, students who deem themselves to be eligible for the special status on the grounds of being a foreign-language speaker must submit a substantiated application to the Director of Education via oasis.ugent.be on 5 November 2023 at the latest. The application must contain all the necessary documentary evidence and official certificates.
- the Director of Education takes a decision based on the documentary evidence and official certificates.
- the student-applicant is informed of this decision electronically. The special status on the grounds of being a foreign-language speaker is only granted for the duration of the academic year in which it was requested, starting on the decision date. Moreover, it can only be granted for the first two consecutive years at Ghent University at most.

3° Facilities: the student with a special status on the grounds of being a foreign-language speaker can apply for the following facilities in accordance with the provisions in §9:

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

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

- no later than 8 December 2023 for the first-term exam period
- no later than 26 April 2024 for the second-term exam period
- no later than 2 August 2024 for the resit exam period

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

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

Refusable facilities that have not been processed by the lecturer(s)-in-charge in a timely manner, will be granted automatically at the start of the relevant exam period.

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

In case of the special status on the grounds of a disability (§2), the Disability Office can grant the student facilities automatically based on the student's individual dossier. Under no circumstances can these facilities be refused.

§10. Students who have been granted a special status but who have been refused education or exam facilities can lodge an appeal against this refusal with the Institutional Appeals Committee, as stipulated in Article 81.

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

§11. In case a special status is being granted, the student's name and reason for granting the special status (i.e. the specific category as listed in §2 through §8) are made accessible to the Faculty Education Support Services of the relevant faculty. Moreover, the lecturer(s)-in-charge and co-lecturer(s) are given access to an overview per student of requested and granted facilities for their course unit(s). The individual dossiers in their entirety can only be accessed by the relevant advisory actors, the **Director of Education** and the case handlers.

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

ARTICLE 26 STATUS OF "WORKING STUDENT"

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

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

The faculties communicate any changes to these regulations to the Education Department via onderwijs@uqent.be before 1 April prior to the academic year in question.

SECTION IV

CONTRACTS

ARTICLE 27 GENERAL REGULATIONS

A student can take multiple enrolments simultaneously and, in so doing, combine several contracts and contract types. However, enrolment in one and the same course unit is not possible more than once per academic year.

ARTICLE 28 CONTRACTS TO OBTAIN A DIPLOMA

§1. Diploma contract

By means of a diploma contract a student enrolls in a specific study programme, preparatory or academic bridging programme with the purpose of obtaining a diploma or certificate. Enrolment by means of a diploma contract entails the right to participate in the regular education activities, to enjoy education support facilities, and to sit exams for the course units that are part of the curriculum as determined in Article 30, with the exception of any exemptions and/or previously obtained credits.

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

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

§2. Exam contract to obtain a diploma

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

In the event that a particular study programme contains course units which by their very nature require attendance during education activities (e.g. for reasons of continuous assessment, collective and/or individual coaching), or in the event that the study programme contains integration course units, the student must enter into a diploma contract for said course unit(s).

The following study programmes are not accessible by means of an exam contract:

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

§3. Specifications of the contract to obtain a diploma

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

ARTICLE 29 EXEMPTIONS AND STUDY LOAD REDUCTION

§1. Holders of credit certificates or previously acquired qualifications and/or an aptitude certificate based on previously acquired competencies (EVC) can make a substantiated request to the Curriculum Committee to be exempted from particular course units of the relevant study programme, in accordance with the procedure and regulations stipulated by the Faculty Council. To allow the Curriculum Committee to make a well-founded decision, students substantiate their request with the necessary documentary evidence. In so doing, students must respect the following deadlines:

- for first-term course units: requests for exemptions possible only until 14 November 2023 (included);
- for second-term course units: requests for exemptions possible only until 29 February 2024 (included).

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

§3. Students may lodge an appeal with the Institutional Appeals Committee against the decision to refuse an exemption, as laid down in Article 81. Said appeal must not contain any new elements or documentary evidence. The decision can therefore only be challenged in an admissible manner on the basis of the original elements submitted to the Curriculum Committee. The student is free to ask the Curriculum Committee to reconsider their request.

§4. In the event that a student enrolls in a Bachelor's or Master's programme for which the student already has a diploma (e.g. another main subject) by means of a contract to obtain a diploma, the faculty ensures that the student takes on course units with a total study load of at least 30 ECTS credits. If such is the case, exemptions are not granted based on previously acquired qualifications but based on previously acquired ECTS credits within the same Ghent University programme. The exam marks of said previously acquired ECTS credits are factored into the calculation of the grade of merit (cf. Article 73).

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

§5. The recognition of previously acquired qualifications does not involve a transfer of previous exam marks. Only in the event of a change of contract, from a contract to obtain credits to a contract to obtain a diploma within the same academic year can exam marks be transferred.

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

ARTICLE 30 THE STUDENT'S CURRICULUM

§1. The curriculum is an integral part of the contract between the university and the student, and is assigned to the student, and approved by the Curriculum Committee per academic year (cf. Article 32). The student must take cognisance of the curriculum that has been determined for them.

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

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

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

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

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

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

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

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

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

The student submits a draft curriculum via OASIS, following the relevant faculty's guidelines and deadlines. In determining the curriculum, the Curriculum Committee takes into account the following provisions:

1° students starting a Bachelor's programme must take up all the first-year course units in the standard study track (BA1).

The Curriculum Committee may allow exceptions to students with a special status on the grounds of a disability provided that said students have been granted the facility of a "reduced curriculum", to students with a special status on the grounds of top-level sports or a "working student" status, as well as to students who have already obtained a Bachelor's diploma. The Curriculum Committee may assign these students a curriculum adapted to their needs but still as close to the programme structure as possible. In addition, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot take a negative decision before having consulted a faculty Director of Studies and a student representative on the Education Council. In the event of a student applying for a reduced second-term curriculum, the Curriculum Committee decides whether or not to approve based on the [general principles for an optimal study progress](#).

2° students who have not yet obtained credits for all the course units in the first-year standard study track curriculum, must upon a consecutive enrolment in the same study programme take up at least any remaining first-year course units, so as to ensure the possibility of passing the first deliberation set.

Students with a special status on the grounds of a disability who have been granted the facility of a "reduced curriculum", a special status on the grounds of top-level sports activities or a "working student" status, or students who have already obtained a Bachelor's diploma, and who have been granted the exception not to take up all the full-time standard study

track course units of the first deliberation set, must upon a consecutive enrolment in the same study programme take up at least any remaining course units of their initial deliberation set for which they have not obtained credits. The Curriculum Committee may allow exceptions to this rule.

In addition, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot take a negative decision before having consulted a faculty Director of Studies and a student representative on the Education Council.

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

4° the Curriculum Committee ensures an order of course units as close to the standard study track as possible, and takes into account any strict dependencies (in accordance with Article 41, 10°) in the draft curriculum, as well as its expediency and suitability.

5° with the exception of the following situations, any student has the opportunity to compose a curriculum of at least 60 ECTS credits:

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

5° bis any student who is not subjected to binding conditions upon enrolment has the right to take up a total of 72 ECTS-worth of course units within the study programme, unless prevented by a dependency.

6° from the second standard study track onwards, a student having scored at least 750/1000 for their first deliberation set of the full-time standard study track can submit a substantiated request to the Curriculum Committee to take up more than 72 ECTS credits.

7° with regard to personalised study tracks, the Curriculum Committee pursues a policy that prevents unnecessary study delay by allowing students to take up sufficiently large sets of course units, if at all feasible. In so doing, it gives students the opportunity to make up for the existing study delay as soon as possible.

8° for students enrolling in an ensuing study programme with a diploma from another education institution, the Curriculum Committee can differentiate said student's personalised study track in the ensuing study programme without changing the total study load. The Curriculum Committee does so based on how strong the content similarities are between the relevant study programmes at Ghent University and the other education institution.

9° save in exceptional circumstances, which have to be assessed by the Curriculum Committee, supernumerary course units are not allowed.

10° the total number of ECTS credits from credit certificates, exemptions and deliberated fail marks as included in the diploma supplement can only deviate from the study programme's total study load as a consequence of:

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

11° the Curriculum Committee determines the exchange course units for outgoing exchange students based on the Learning Agreement. In this process, the Curriculum Committee strives towards a set of exchange course units at the host institution to substitute a set of course units in the Ghent University curriculum instead of substituting separate course units. Substituting a set of Ghent University course units with a set of exchange course units at a host institution may lead to deviations (either positive or negative) from the total study load of the Ghent University study programme. A negative deviation thus obtained must not exceed 2 ECTS credits.

12° in the event that an outgoing exchange student has not passed an exchange course unit belonging to a set of course units by the end of the academic year, the Curriculum Committee defines which Ghent University course unit will serve as a substitute for the failed exchange course unit. Said course unit is included in the student's curriculum for the following academic year. That way the student can still acquire the programme competencies that they are lacking.

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

In accordance with §6, students have the opportunity to lodge an appeal against a decision taken by the Curriculum Committee.

§5. Changing a defined curriculum

Any changes to a defined curriculum (i.e. adding and/or removing course units regardless of the type of contract) must be requested by the student from the Curriculum Committee before 14 November at the latest in case of first-term course units, and before 29 February at the latest in case of second-term and full-year course units. Deviations from the first-term deadline can be made for students who change main subjects.

In exceptional and well-substantiated cases, the Curriculum Committee can at its own initiative remove course units from a student's curriculum that had previously been approved. It can do so before 14 November at the latest for first-term course units, and before 29 February at the latest for second-term and full-year course units, provided that these changes at the initiative of the Curriculum Committee are always possible until ten calendar days following the approval of said course unit(s) in the student's curriculum.

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

A change to a defined curriculum either on the initiative of the faculty or on the initiative of the student can never result in a transition to another study programme. In the event of a student wishing to switch study programmes, Article 33 takes effect.

Revisions of a defined curriculum can have an impact on:

1° the tuition fee:

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

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

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

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

§6. Possibility of appeal:

The student can lodge an appeal against an unfavourable decision regarding the composition of their curriculum with the appropriate appeal body as appointed by the Faculty Council. The membership of said appeal body is different from that of the Curriculum Committee, is chaired by the Dean, has professorial staff among its members who are not a member of the Curriculum Committee, and is incorporated into the additional faculty regulations together with its contact details.

The student has the right to legal counsel at the hearing. In situations of legal impediment to appear at the hearing in person, the student has the right to representation by a legal counsellor, or to a written defence. The legal counsellor is to hold a written power of attorney on pain of inadmissibility of the appeal, except if they are registered with the Bar or enrolled as a trainee lawyer.

The appeal is lodged by means of a signed and dated application on pain of inadmissibility addressed and sent to the Dean by registered mail. Said appeal contains at the least the identity of the student-applicant, the contested decision(s), and on pain of inadmissibility, a statement of the facts and resources. For information purposes, the student is to simultaneously send an electronic copy of the appeal to the Dean via email. The postmark of the registered mail shall serve as the date of the appeal.

The appeal must be lodged within an expiry period of seven calendar days starting on the calendar day after the student was informed of the relevant decision. The appeal body handles the appeal based on the submitted documentary evidence. However, if the appeal body deems necessary, it can set a hearing and invite anyone whose testimony it deems useful for handling the case. The appeal body can come to either of the following rulings:

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

The appeal body's rulings are communicated to the student (as well as to the legal counsel, if applicable) within a term of twenty calendar days, starting on the day after the appeal was lodged. This is done by email as well as by registered mail. In the event that the competent faculty appeal body cannot rule on the student's application in a timely manner, this is communicated to the student and their legal counsel within the above-mentioned term of twenty calendar days, inclusive of an alternative deadline for the ruling.

ARTICLE 31 CONTRACTS TO OBTAIN A CREDIT

§1. Credit contract

1° Enrolment by means of a credit contract entails the right to participate in the regular education activities, to enjoy education support facilities, and to sit exams for the course units that are included in the contract.

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

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

§2. Exam contract to obtain a credit certificate:

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

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

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

In accordance with Article 41, 13°, faculties have the autonomy to decide whether or not an exam contract to obtain a credit certificate is possible for Ghent University course units that are part of the curriculum of preparatory and academic bridging programmes.

An exam contract to obtain a credit certificate is not possible for course units that are part of the curriculum of postgraduate programmes, predoctoral and doctoral programmes, and microcredentials.

§3. Enrolment conditions for contracts to obtain credits:

In order to enrol by means of a contract to obtain credits, the (prospective) student must meet:

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

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

A student can enter into multiple contracts to obtain credits for an unlimited number of ECTS credits. Said course units need not belong to one and the same study programme. The contract always includes the relevant course unit.

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

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

ARTICLE 32 THE CURRICULUM COMMITTEE

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

ARTICLE 33 NEW CONTRACT AND CHANGE OF STUDIES

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

Upon entering into a new contract, great care is taken so as not to count double a course unit featuring in the curriculum of the terminated contract as well as in the curriculum of the new contract in terms of tuition fees and the learning account.

Changing main subjects does not equal a change of studies. In the event of a student wishing to change main subjects, Article 30 §5 comes into effect.

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

ARTICLE 34 TERMINATING A CONTRACT

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

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

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

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

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

- students who terminate their contract within fourteen days of enrolment
- students who terminate their contract within fourteen days of the start of the academic year (i.e. by 9 October 2023 at the latest).

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

- students who terminate their contract before 1 December receive a reimbursement of their tuition fee, with the exception of the fixed amount;

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

This refund policy:

- applies only to diploma contracts and credit contracts. In case of an exam contract to obtain a diploma or an exam contract to obtain a credit certificate, the full tuition fee remains payable: cancellation of the tuition fee is under no circumstances possible;
- does not apply to the special tuition fees for certain Advanced Master's programmes. Said special tuition fees at the level of the study programme is not charged per course unit but for the study programme as a whole. Unless the relevant study programme decides that a cancellation is possible, the tuition fee remains payable.

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

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

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

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

SECTION V

PROGRAMME COMMITTEE, STUDY PROGRAMME

AND COURSE UNIT

SUBSECTION I

PROGRAMME COMMITTEE

ARTICLE 35 MEMBERSHIP AND OPERATION OF THE PROGRAMME COMMITTEE

§1. Faculties install a Programme Committee for every study programme or group of related study programmes. A Programme Committee can count among its members professorial and assistant academic staff (including research staff) from other faculties, as long as these members are also involved in education.

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

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

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

Taken together, the members of the Assistant Academic Staff, Other Academic Staff and Administrative and Technical Staff who are involved in education have at least one representative on the Programme Committee. If regular Bachelor's or Master's Programme Committees cannot be extended to include a related postgraduate programme, the faculty can install a steering committee or appoint a programme manager.

Faculties are free to stipulate additional requirements which have to be met by their Programme Committees.

In the event that a Programme Committee does not have the required student membership by 1 December, it is the responsibility of the Programme Committee chair to actively recruit prospective student members. Likewise it is the responsibility of the Programme Committee chair to inform student representatives of current and relevant dossiers that are on the agenda of the Programme Committee, the Quality Assurance Committee and the Faculty Council.

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

In addition, they are responsible for the continuous improvement of education quality and the documentation thereof in the Education Monitor. They are charged with the curriculum of one or more study programmes (curriculum design, implementation, assessment).

SUBSECTION II

STUDY PROGRAMME

ARTICLE 36 EDUCATION OFFER

The university organises:

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

ARTICLE 37 DELIBERATION SETS

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

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

§3. If, in accordance with Article 30 §4, 10°, the Curriculum Committee allows a supernumerary course unit, said course unit is not a part of the student's deliberation set. Exceptions are the supernumerary course units that are allowed by the Curriculum Committee due to a change of set of electives (e.g. minor, major, track...).

ARTICLE 38 ELEMENTS OF A STUDY PROGRAMME

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

ARTICLE 39 OTHER-LANGUAGE PROGRAMMES

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

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

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

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

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

5° a doctoral training programme.

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

§2. An other-language Bachelor's or Master's programme must include language support measures.

§3. A study programme's language of instruction is defined together with the curriculum by the Executive Board, at the recommendation of the Faculty Council. The language of instruction is published on the Study Guide website.

SUBSECTION III **COURSE UNIT**

ARTICLE 40 CLASS PERIODS AND TIMETABLES

§1. Class periods

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

§2. Timetables

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

2° classes may be scheduled after 7 PM:

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

§3. For practical considerations and with prior permission by the Director of Education, exceptions to §1 and §2, 1° are possible for academic study programmes that have been integrated into Ghent University. Such exceptions must be requested by the faculty before the start of the academic year via onderwijs@ugent.be.

ARTICLE 41 ELEMENTS OF A COURSE UNIT - COURSE SHEET

The following elements are defined and communicated per course unit via the course sheet on the Study Guide website, taking into account the deadlines, procedures, guidelines and advisory authorities stipulated in the Vade-Mecum for Study Programmes. Barring force majeure events, no changes can be made to the course sheets once the academic year is in progress. Any such deviations should be communicated as soon as possible via the electronic learning environment.

(This article does not apply to regular course units organised by the Doctoral Schools. The course sheets for Doctoral Schools course units are defined by the Doctoral School Council on the recommendation of the lecturer. These are communicated to the student before the start of the course unit.)

1° Course load expressed in study time and credits

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

2° Term in which the course unit is scheduled

3° Teaching Methods

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

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

The appointment of lecturer(s)-in-charge and co-lecturers to the different course units in a study programme curriculum follows the regulations pertaining to the appointment of the lecturers and co-lecturers, and their temporary substitutes to course units (cf. Part XI).

As stipulated in the above-mentioned regulations, the faculty may decide to replace a lecturer-in-charge during the academic year but only in exceptional circumstances and on the recommendation of the Programme Committee, and the Director of Studies. If substituting a lecturer-in-charge requires changes to the course sheet, these changes must follow the appropriate procedures and the students must be informed in a timely manner.

5° Department of the lecturer-in-charge

6° Language(s) of instruction

7° Keywords

8° Position of the course unit

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

9° Contents

This section describes the course contents by means of which the gap between the starting competencies and learning outcomes is bridged.

10° Starting competencies

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

The fact that a course unit's learning outcome serves as another (subsequent) course unit's starting competency can never imply that (part of) the learning outcomes of the former course unit have been acquired in the event that a student obtains a credit for the latter course unit.

Within the context of a diploma to obtain credits, (prospective) students may be subjected to an assessment of their starting competencies, as stipulated in Article 31 §3.

11° Course competencies/learning outcomes

Description of the competencies/learning outcomes that are aspired to in this course unit.

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

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

13° Admission with an exam contract

- open
- closed

14° Learning materials and additional costs

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

The learning materials may be in languages other than Dutch. In any such case, it should be mentioned in this section.

15° References to academic publications as recommended reading

16° Course content-related student counselling

Methods of content-related counselling to help students process the subject matter and attain the course competencies/learning outcomes.

17° Assessment moment(s)

Moment(s) at which study performance is assessed, i.e. either in the form of end-of-term or continuous assessment. In case of continuous assessment, the assessment frequency and the assessment method must be specified.

18° Assessment method(s)

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

19° Second exam opportunity for continuous assessment

- yes
- no
- possible only in modified form

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

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

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

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

22° Alternating course unit

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

ARTICLE 42 ELECTIVES IN PROGRAMME CURRICULUMS

§1. The first standard study track year of a Bachelor's programme contains no electives. Deviations are possible for language-specific electives and for other course units only after a substantiated request is made to the Institutional Programmes Committee.

§2. The choice of a specific elective, minor or major in a student's curriculum is approved by the Curriculum Committee based on the composition of the student's personal curriculum.

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

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

§3. When, in accordance with Article 29, an exemption is granted for a (n elective) course unit, the faculty cannot impose an alternative course unit.

The one exception to this are exemptions that have been granted based on a credit certificate for course units from a Bachelor's programme with direct admission into an initial Master's programme, or course units from the preparatory or academic bridging programme for said Master's programme. In such cases the Curriculum Committee may impose alternative course units for at least the same amount of credits as the exempted course units.

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

Without further notice from the lecturer-in-charge within seven calendar days, the recommendation is considered to be positive. The student can consult the faculty's study track counsellor to find out whether or not they master the starting competencies of the relevant course unit sufficiently.

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

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

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

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

ARTICLE 43 THE MASTER'S DISSERTATION

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

In specific study programmes and upon approval by the Institutional Programmes Committee, the Master's dissertation can be staggered across various standard study track years.

ARTICLE 44 ORGANISATION OF COURSE UNITS IN THE TERM SYSTEM

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

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

- in case of a course unit programmed in the first standard study track year of a Bachelor's programme;
- in case of an integration course unit;
- in case the learning process or the education organisation calls for a continuation or accrual (of skills/knowledge/competencies) that is not achievable in the course of the specified time frame for one-term education activities.

Any such deviations are subject to approval by the Institutional Programmes Committee based on a proposal by the relevant Programme Committee and a substantiated recommendation of said proposal by the relevant Faculty Council (barring course units

that are organised by the Doctoral Schools). Once such a deviation has been granted for a specific course unit, it remains applicable until the Faculty Council decides to revoke it and organise the course unit as a one-term course unit again. There is no need to apply for this deviation in case of the Master's dissertation and the work placement.

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

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

§3. Contrary to §1 - and only if the following cumulative conditions are met - regular course units can be organised after the Summer holidays and before the close of the academic year:

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

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

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

ARTICLE 45 LANGUAGE OF INSTRUCTION IN COURSE UNITS

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

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

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

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

4° the adoption of another language of instruction has an added value for the students and the professional field, and is functional to the study programme, in which case this is substantiated explicitly;

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

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

A course unit's language of instruction is determined by the Faculty Council, at the recommendation of the Director of Studies.

In case the faculty decides that the adoption of another language of instruction has an added value for the student, and is functional to the study programme, this must be substantiated explicitly and exhaustively.

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

§3. In advanced Master's programmes, other-language course units are allowed without restrictions.

§4. An assignment in a Dutch-taught course unit can be written and/or defended in a language other than Dutch. In any such case, students need permission from the faculty, unless the other language is the topic of the assignment. An other-language Master's dissertation in a Dutch-taught study programme requires a Dutch-language summary (cf. Also Article 59 §1, 3° with respect to the language of the Master's dissertation).

ARTICLE 46 COURSE UNITS AT A DIFFERENT INSTITUTION

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

In accordance with an agreement concluded by the universities recognised by the Flemish Community, students can take up a course unit at another institution as an elective provided that the two institutions in question approve. This provision only applies to students with a diploma contract for a Bachelor's, Master's or doctoral programme.

§2. Course units at institutions that are a member of the Ghent University Association

In accordance with an agreement concluded by Ghent University, HoGENT University of Applied Sciences and Arts, HoWEST University of Applied Sciences and Arts, and Artevelde University of Applied Sciences, students can take up a course unit at one of said university colleges provided that the faculty approves, and provided that the relevant course unit is not programmed in a Ghent University curriculum.

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

Study programmes with a mandatory mobility window define the study load of the mobility window in the Study Guide.

§4. Any Ghent University student who spends part of their study programme abroad (i.e. exchange course units, work placement, research for the Master's dissertation, a mandatory study trip abroad, ... for which they are awarded credits), must register as an exchange student in Oasis in a timely manner (cf. the [application procedure](#)). Students whose study abroad is not funded by Ghent University must also complete this registration. Students who have not registered in Oasis before the first Monday of the month prior to the month of departure, will not receive permission to spend part of their study programme abroad.

In exceptional circumstances (e.g. safety issues, or reasons that hinder the academic activities abroad...), university management has the right to withdraw permission to spend part of the study programme abroad, or to force the students abroad to return.

To students who spend part of their study programme abroad without permission neither academic recognition nor Ghent University support can be guaranteed.

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

Upon approval by the faculty and with permission of the relevant partner institution, students who have enrolled with a diploma contract can take up one or more online course units as electives at a foreign partner institution or an institution of the French Community. The course unit must be completed online, according to the terms of the foreign or French Community host institution.

ARTICLE 47 PROVISIONS FOR TEACHING ACTIVITIES

§1. Participants in education activities (including continuous assessment) - i.e. lecturers as well as students - are expected to show mutual respect. Among other things, this includes a refraining from wilfully disrupting said education activities.

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

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

§2. In case of wilful disruptions of the education activities, including continuous assessment, by students, the lecturer or supervisor can deny said students further access to the education activities by way of disciplinary measure. This disciplinary measure applies only to the activities during which the disruptions took place and comes into effect immediately.

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

A denial of access is implemented by the Dean, after the student has been given a chance to be heard. The faculty ombudsperson is invited to attend this hearing. The decision is communicated to the Director of Education.

Students who have been denied further access to education activities can participate in continuous and end-of-term assessment, unless the continuous assessment takes place during the education activities.

§4. During education activities, including assessments, students must be able to identify themselves by means of their student card, their identity card, or another official proof of identity. They must provide said proof to the lecturer or supervisor at first request.

§5. Making audio and/or video recordings of the education activities (incl. continuous assessment and feedback) and learning content projected on screen without permission, is not allowed. It is considered to be a wilful disruption of the education activities. Any such recording can never be used as evidence in administrative or legal proceedings and must be destroyed at first request.

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

In order to carry out its education assignment in the public interest, Ghent University reserves the right to organise lecture recordings, and to make those recordings available to the students and teaching staff involved for educational purposes, either simultaneously or at a later point in time using the electronic learning environment. This is provided that the students participating in the classes are informed of the recording before the start of class. Students participating in these classes can thereby be portrayed for recording and distribution within the electronic learning platform, should they appear on screen.

§6. It is not permitted for students to disseminate and multiply images and any kind of teaching and examination materials (e.g. syllabuses, exercises, presentations, exam questions, class notes) without the permission of the lecturer-in-charge and, if applicable, the author, in exchange for payment and/or in the pursuit of profit. This may give rise to a disciplinary procedure against the students involved in accordance with the Disciplinary Regulations.

PART III

EXAMINATION CODE

ARTICLE 48 SCOPE

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

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

§2. The general Examination Code for assessments at Ghent University comprises the sections I to V (included).

§3. Assessments in the context of interuniversity Master's programmes allowing enrolment at more than one university are governed by the [Examination Code for Interuniversity Master's Programmes](#) (in Dutch).

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

SECTION I

ASSESSMENT PER COURSE UNIT

ARTICLE 49 PREPARING THE ASSESSMENT

§1. Per course unit, each lecturer defines the learning content that will be covered by the assessment prior to the actual teaching activities.

Each lecturer provides learning materials that are suited to the education activities and the intended learning outcomes (mere slides are insufficient).

§2. Each lecturer incorporates questions and/or exercises into their teaching practice, which reflect the specific requirements of the assessment.

ARTICLE 50 ASSESSMENT MOMENTS

§1. Prior to opening enrolment, detailed information on the assessment moment(s) of each course unit is made available via the course sheets, as stipulated in Article 41. Regardless of the contract type, assessments proceed according to the assessment moment that has been defined in the course sheet.

§2. There are two types of assessment moments, i.e. continuous assessment and end-of-term assessment (i.e. exams). These two assessment moments can be combined in the assessment of a student's achievements in the context of a specific course unit.

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

Exams contained in the first exam opportunity take place during the first-term or second-term examination period depending on the term in which a course unit has been programmed; exams contained in the second exam opportunity take place during the resit examination period for all course units (cf. Article 2). Exams can either be written and/or oral. It is the responsibility of the Programme Committee to guarantee that assessment forms are fair and that the study load is in accordance with [Ghent University's assessment concept](#)

§4. Continuous assessment

The dates on which the continuous assessment will take place, and the form it will take, are communicated in advance. A continuous assessment can take place within or without the examination periods, but (with the exception of Summer holidays) it can never take place during the holidays/breaks or on collective Ghent University closing days (cf. Article 2).

Continuous assessment covers, among other things, practicals, assignments, work placements, exercises practical assignments, clinics, debates, and skills tests that are set to students in the context of a study programme, and that in part count towards the final exam mark.

Whether or not course units involve continuous assessment is communicated via the course sheet at the start of the academic year.

The results of continuous assessments are communicated to the students as soon as possible. Students receive interim feedback so that they can adjust and improve their performance. It is the responsibility of the Programme Committee to guarantee that assessment forms are fair and that the study load is in accordance with [Ghent University's assessment concept](#).

§5. Partial exams

Partial exams are a mandatory part of full-year course units in the first standard study track year of a Bachelor's programme (cf. Article 44 §2), unless said course units are integration course units and/or they are subject to continuous assessment.

In all other instances, partial exams are not allowed unless a full-year course unit is at the same time also programmed in the first standard learning track of a Bachelor's programme.

Partial exams are scheduled in the first-term exam period.

Partial exam results are communicated to the students as soon as possible. Only in case of a pass mark do they partially count towards the final exam mark. Neither the mere participation in a partial exam, nor the results obtained in a partial exam may be invoked as a condition to pass the course unit (which is possible for continuous assessment). A partial exam may result in the fact that a part of the learning contents or competencies are no longer subject of an assessment in the second-term examination period.

However, students who have passed a partial exam may choose to sit an exam covering the same learning contents and competencies again in the second-term examination period. In this case, the most recent mark counts as the partial exam mark.

Partial exam marks are never transferred to the resit examination period (barring exceptions cf. Article 56 §3, 2°) or to an ensuing academic year.

Partial exam marks are never transferred to the resit examination period (barring exceptions cf. Article 56 §3, 2°) or to an ensuing academic year.

Exceptions to the provisions governing partial exams can be decreed by the Institutional Programmes Committee, at the substantiated recommendation of the Faculty Council, and on the proposal of the relevant Programme Committee.

ARTICLE 51 ASSESSMENT METHOD

§1. Prior to opening enrolment, detailed information on the assessment method(s) for each course unit is made available via the course sheets, as stipulated in Article 41.

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

§3. When in exceptional circumstances an assessment cannot take place at the scheduled time (cf. Article 25 §5 and Article 75), another assessment method may be used.

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

ARTICLE 52 ORGANISING THE EXAMS

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

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

ARTICLE 53 PROVISIONS FOR ASSESSMENTS

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

§2. Regardless of the number of lecturers, there can only be two exam sessions per course unit in the regular examination period (end-of-term and/or continuous assessment): for example, one theoretical exam and one practical exam or an exam focusing on exercises, or a written and an oral exam. The different exam sessions need to take place consecutively, i.e. without interruption from exams on other course units. Deviations are possible only very exceptionally, and solely for organisational reasons, in consultation with the Director of Studies.

§3. The lecturer-in-charge is responsible for the exam, and can appoint co-lecturers and other staff members to assist them, for example as an exam invigilator. During an oral exam, the lecturer-in-charge or the co-lecturer must be present at all times. In case of other exam forms, the lecturer-in-charge or the co-lecturer must be at least reachable. If this is impossible, Article 76 applies. In any event, someone must be present in case explanations are needed.

§4. Students or third parties are not allowed to make audio and/or video recordings of an assessment. Any such recording can never be used as evidence in administrative or legal proceedings and must be destroyed at first request.

§5. For Ghent University to carry out its teaching assignment in the public interest, and provided that the student is notified beforehand, recording an assessment by the examiner and/or the invigilator by means of audio and/or video recordings for a review of the assessment, feedback and the prevention and investigation of irregularities or fraud is permitted.

For the purpose of preventing fraud or irregularities during online assessments, and provided that the student is notified beforehand, the student may be asked to perform a 360° visual check of the student's room. In addition, proctoring software may be used in the following circumstances and provided that the conditions mentioned below are met.

The use of proctoring software is allowed only in the following circumstances: if there are valid reasons to assume that no alternatives are available; if upon its use, the chosen setting is as little invasive of the privacy as possible in proportion to its purpose; and if participation in an online assessment is considered reasonably necessary in the context of Ghent University's and the faculty's assessment policy, or for organisational reasons, or when all or a part of the students must use their own laptop in the context of an online assessment taking place at an on-campus Ghent University assessment venue.

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

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

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

ARTICLE 54 EXAMINATION REGULATIONS

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

These regulations contain:

- the schedule, the location and starting hour of the exams;
- the contact details of the Examination Office, the Programme Committee chair and Programme Committee secretary, the faculty ombudsperson, and the tutorial services.

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

§3. The faculty communicates the examination regulations electronically by 1 December 2023 at the latest for the first-term examination period, by 22 March 2024 at the latest for the second-term examination period, and by 17 July 2024 at the latest for the resit examination period.

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

§5. Each faculty installs an Examination Office; one per study programme, if necessary. This is the contact point for any questions or remarks with regard to the exam schedule. In addition, the Examination Office must be informed of:

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

ARTICLE 55 EXAM OPPORTUNITIES

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

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

Students in the Master of Science in Teaching who have the possibility of graduating after the first term of the current academic year may exceptionally use their second exam opportunity for first-term course units during the second-term examination period, unless the lecturer-in-charge can substantiate that doing so is not feasible. The lecturer-in-charge and the Examination Office are notified thereof before 30 April.

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

In the event that a fail mark has been deliberated in accordance with Article 67 or Article 71, the deliberation decision/diploma decision taken during the first-opportunity examination period is retained, including, where appropriate, the grade of merit that was awarded. If a student passes after the resit examination period, this pass mark can only result in a credit certificate for the relevant course unit. The diploma supplement contains the mark that was awarded after the period of the first exam opportunity.

Students who wish to have their exam mark from the resit examination period factored in, in the calculation of their grade of merit when obtaining a diploma for the relevant study programme, must waive the deliberation decision/diploma decision of the first-opportunity examination period. Vis-à-vis those students a new positive deliberation decision/diploma decision is taken in the resit examination period, which then replaces the decision taken in the first-opportunity examination period. In any such case, the most recent exam mark is factored in when determining the grade of merit, and is also included in the diploma supplement. Students who wish to avail themselves of this provision, must notify the Examination Office before the start of the resit examination period.

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

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

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

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

ARTICLE 56 EXAM MARK

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

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

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

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

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

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

§2. Within one and the same exam period, a student cannot be assessed more than once for the same course unit.

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

1° exam marks of less than ten out of twenty are not transferred to a subsequent exam period.

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

Exceptions are:

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

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

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

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

ARTICLE 57 CREDIT CERTIFICATE

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

The credit certificate is an electronic registration. This registration contains information on the student's identity, the nature of the study programme, the course unit, the number of credits and the final exam mark. In the event that a student has enrolled with a contract to obtain a diploma, the student can upon explicit request receive the credit certificate via email from the FSA. In the event that a student has enrolled with a contract to obtain credits, the student receives the credit certificate automatically via email once they have passed the relevant course unit (without prejudice to Article 21 §3).

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

ARTICLE 58 LANGUAGE OF ASSESSMENT

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

§2. The assessment can be conducted in another language if the competencies/learning outcomes in a course unit of a Bachelor's programme, an initial Master's programme or a preparatory or academic bridging programme contain language competencies, or if the language of instruction is also the topic of the course unit, and said course unit is taken at another higher education institution with the approval of the faculty.

If the competencies/learning outcomes of a course unit in a Dutch-taught Bachelor's programme, a Dutch-taught initial Master's programme or a Dutch-taught preparatory or academic bridging programme do not contain language competencies, the student at all times has the right to an assessment in Dutch. Students wishing to invoke this right, have to inform the FSA by 14 November 2023 at the latest for a first-term course unit, and by 29 February 2024 at the latest for a second-term course unit. The language of assessment cannot be amended after the first exam opportunity. The FSA informs the chair of the Examination Board, who in turn asks said board to appoint a substitute examiner.

ARTICLE 59 ASSESSMENT OF THE MASTER'S DISSERTATION COURSE UNIT

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

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

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

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

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

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

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

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

§2. Submitting the Master's dissertation

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

§3. Assessing the Master's dissertation

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

In the event of a Master's dissertation defence, the relevant venue and time are communicated electronically. A Master's dissertation defence is never public, unless the faculty decides otherwise and announces which third parties (fellow-students, professional field representatives, family and friends ...) may attend.

2° any Master's dissertation is assessed by a jury consisting of one or more supervisors and one or more members of the reading committee. If the assessment is based solely on a written record, a minimum of three assessors is required. If the assessment is based on a written record and an oral defence, one supervisor and one member of the reading committee will suffice. If less than two-thirds of the jury is present, a substitute must be appointed in order to meet the required two-thirds attendance, as stipulated in Article 76.

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

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

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

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

6° Making audio and/or video recordings of the oral defence of a Master's dissertation by the student, by an observer, or by third parties is not allowed, unless said defence takes the form of a video conference. Any such recording can never be used as evidence in administrative or legal proceedings and must be destroyed at first request.

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

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

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

ARTICLE 60 FEEDBACK AND RIGHT OF INSPECTION

§1. As laid down in Article 2, feedback is scheduled after the first-term and second-term examination period, as well as after the resit examination period. This feedback enables students to make content-related adjustments to their learning process. The lecturer-in-charge or a proxy appointed by the lecturer-in-charge is available for the students. Each student has the right to receive feedback within the feedback period (cf. Article 2) or after the publication of the exam results, and the right of inspection regarding exams and assignments. The feedback dates are published at the start of the exam period. Feedback in the context of continuous assessment and partial exams is given as soon as possible, and can therefore take place outside of the official feedback periods. No feedback or right of inspection is given to third parties.

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

§2. The student can subsequently also appeal to the tutorial services for a discussion of study progress and/or study approach.

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

SECTION II

EXAMINATION BOARDS

ARTICLE 61 TYPES OF EXAMINATION BOARDS

There are two types of examination boards: the Examination Board per Deliberation Set and the Examination Board per Study Programme. Sections III and IV of the current examination code stipulate the competencies and operation of the examination board per deliberation set and the examination board per study programme, respectively.

ARTICLE 62 EXAMINATION BOARD DELIBERATIONS

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

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

§2. An Examination Board holds deliberations no later than 17 February 2024 in a graduation year of a Bachelor's programme, a preparatory or academic bridging programme, an initial Master's programme, an advanced Master's programme or a postgraduate programme for students who have at that point sat all their exams. Article 71 shall be applied in full.

With the exception of the Master's dissertation and/or the work placement, full-year or second-term course units must not be assessed during the first term, unless the course unit is assessed exclusively by continuous assessment, and the lecturer agrees to organise the assessment in the first term.

§3. Physical consultations

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

2° in case of an interuniversity study programme, the Examination Board (per deliberation set or per study programme) may still assemble and deliberate by video conference if one of the members or the ombudsperson has requested a physical meeting.

§4. the Examination Board per Study Programme can be called to assemble at any time in the event of disciplinary measures for exams.

§5. the deliberations of an Examination Board are confidential and in the event of a physical meeting, they take place behind closed doors.

ARTICLE 63 PARTICIPATION IN EXAMINATION BOARD DELIBERATIONS

The members of an Examination Board have the obligation to participate in the deliberation. The secretary of the Examination Board includes the attendances in the meeting minutes. A student's deliberation is only valid if at least half of the members of the relevant Examination Board participate in the deliberation.

In the event that members are unable to participate, they must notify the chair of the Examination Board immediately. In the event of non-attendance or non-participation of a member, the chair may deem it necessary to appoint another member of the academic staff as a substitute. In the event that the chair cannot attend, the relevant Examination Board appoints a substitute. In the event that the secretary cannot attend, the chair appoints a substitute.

The faculty ombudsperson has the right to attend Examination Board deliberations as an observer .

ARTICLE 64 SUBSTANTIATED DECISIONS BY THE EXAMINATION BOARD

Examination Board decisions are included in the meeting minutes.

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

The retention period for these meeting minutes amounts to five years, after the expiration of which they are transferred to the University Archive. The students' right of inspection applies only to those sections of the meeting minutes that specifically concern them. To invoke this right, students have to get in touch with the FSA.

ARTICLE 65 RECONSIDERATION OF EXAMINATION DECISIONS

§1. Material errors to the student's advantage, whereupon the student is awarded a higher exam mark,

- are rectified within ten calendar days of the public announcement of the exam results if said material error affects the exam mark, passing the deliberation set, passing the study programme, or the grade of merit. Any such material errors are rectified as a result of a new decision by the chair of the relevant Examination Board, with notice to the Dean and the members of the Examination Board;
- are rectified no later than ten calendar days after the public announcement of the exam results if said material error affects the exam mark, passing the deliberation set, passing the study programme, or the grade of merit.

§2. Material errors to the student's disadvantage, whereupon the student is awarded a lower exam mark, are rectified at all times if the rectification affects the exam mark, passing the deliberation set, and passing the study programme, or the grade of merit. Any such material errors are rectified as a result of a decision by the chair of the relevant Examination Board, with notice to the Dean and the members of the Examination Board.

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

§4. Detection of fraud

If the detection of fraud affects the exam mark, passing the deliberation set, passing the study programme or determining the grade of merit, the relevant Examination Board can at all times reconsider its decision in accordance with the procedure stipulated in Article 78.

§5. Any such new decisions are communicated to the student via email (Ghent University account) within ten calendar days of the rectification.

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

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

SECTION III

ASSESSMENT PER DELIBERATION SET

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

§1. The Faculty Council is authorised to define the membership of Examination Boards per Deliberation Set, provided that the lecturers-in-charge of all the mandatory course units are default members. The chair and secretary of the Examination Board per Deliberation Set and per Study Programme are one and the same.

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

- declaring whether or not a student has passed a specific deliberation set, as laid down in Article 67;
- issuing study advice on the first standard study track year of a Bachelor's programme vis-à-vis students who have enrolled with a contract to obtain a diploma for the first time.

§3. With the exception of the circumstances outlined in Article 65, the Examination Board per Deliberation Set does not have the power to adjust exam marks.

ARTICLE 67 PASSING A DELIBERATION SET

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

§2. Passing a deliberation set:

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

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

- the first deliberation set only contains course units programmed in the first standard study track year of a Bachelor's programme;
- the deficit for passing one or two course units amounts to no more than 1% of the weighted total of the deliberation set - without exemptions - in which the ECTS credits are used as weights¹. The deficit is calculated by multiplying the course unit's exam mark with the number of ECTS credits attributed to the course unit;
- the student has used the most recent exam opportunity for the relevant course unit;
- the student has obtained a minimum of 8/20 for all the course units in the deliberation set;
- the student has obtained less than 10/20 for no more than two course units in the deliberation set in question;
- the student has obtained a minimum of 50% for the deliberation set.

3° if, in application of the criteria stipulated in §2, 1° and 2°, a student does not pass, the Examination Board per Deliberation Set can still pronounce the student to have passed, either by secret vote or not. Such a decision is possible only in special circumstances, provided that the study programme's objectives have been broadly acquired. Such a decision must be well-substantiated. The Director of Studies monitors the implementation of the faculty's deliberation policy.

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

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

ARTICLE 68 VOTING IN THE EXAMINATION BOARD PER DELIBERATION SET

The chair and secretary of the Examination Board are all-round voting members, i.e. they also have a vote vis-à-vis students they have not assessed themselves.

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

The lecturers-in-charge of course units belonging to the student's deliberation set, who are members of the Examination Board per Deliberation Set have a vote in said student's deliberation.

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

An examiner who has been substituted in accordance with the procedure as stipulated in Article 76 cannot participate in Examination Board deliberations on the student in question. In any such cases, it is the substitute examiner who becomes a voting member and participates in the Examination Board deliberations on the student in question.

Unless a member of the Examination Board per Deliberation Set or a faculty ombudsperson calls for a vote, the chair's proposed final decision is accepted as the general consensus.

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

ARTICLE 69 PUBLIC ANNOUNCEMENT OF EXAM RESULTS AND DELIBERATION SETS

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

After each examination period, the student receives a personal transcript of records. This happens after the close of the examination period at the earliest, and at the latest by:

- Friday, 9 February 2024, after the close of the first-term examination period;
- Thursday, 4 July 2024, after the close of the second-term examination period, with the exception of the abridged Master of Science in Teaching programme: Friday, 5 July 2024 at the latest;
- Saturday, 16 September 2024, after the close of the resit examination period.

If a deliberation has taken place, the decision by the Examination Board per Deliberation Set is included in the transcript of records.

In case of a deliberation after the first-term examination period in application of Article 62 §2, the transcript of records may be released to the student in question later than Friday, 9 February 2024 but no later than 17 February 2024.

Contrary to these provisions and deadlines, and in accordance with the provisions laid down in Article 50 §4 regarding the announcement of continuous assessment results, the relevant final mark must be communicated as soon as possible after the assessment. This includes course units with only continuous assessment.

§2. Provisional exam results can only be announced by the Examination Office after the last exam day. Please note: any such results are final only after they have been confirmed in the public announcement of exam results, cf. §1.

SECTION IV

ASSESSMENT PER STUDY PROGRAMME

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

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

The Faculty Council also defines the membership of Examination Boards per preparatory programme and per academic bridging programme. Said Examination Boards have the same powers as the Examination Board per Study Programme.

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

§2. The Examination Board's power of deliberation study programme contains:

- declaring whether or not a student has passed a specific study programme, preparatory or academic bridging programme, and that the diploma or certificate can be awarded;
- awarding a degree of merit to a student for a study programme;
- implementing a disciplinary decision for an exam (cf. Article 78).

§3. The Examination Board per Study Programme has the power to take disciplinary decisions for exams in accordance with Article 78, regardless of the type of contract of the student concerned.

§4. With the exception of material errors, the Examination Board per Study Programme does not have the power to adjust exam marks.

ARTICLE 71 PASSING A STUDY PROGRAMME

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

The student has to meet the study programme's admission requirements. If not, the student is inadmissible and therefore cannot pass said study programme.

The student has to be enrolled in the programme with a contract to obtain a diploma.

Without prejudice to the power of deliberation of the Examination Board per Study Programme, as stipulated in Article 70, the student must have obtained a credit certificate for all the course units in their curriculum (cf. Article 57) or an exemption, and/or must have been pronounced to have passed all the deliberation sets belonging to said study programme (cf. Article 67).

§2. The Examination Board per Study Programme will also pronounce to have passed: any student enrolled in the graduation year of a Bachelor's programme, a preparatory or an academic bridging programme, an initial or advanced Master's programme, if the following cumulative conditions are met:

- the student has taken up in their curriculum any remaining course unit in order to pass said study programme;
- the deficit for passing one or two course units amounts to no more than 6 weighted marks, whereby the ECTS credits are used as weights. The deficit is calculated by multiplying the course unit's exam mark with the number of ECTS credits attributed to said course unit;
- the student has obtained a minimum of 8/20 for all the course units;
- the student has obtained less than 10/20 for no more than two course units;
- the student has used the most recent exam opportunity for the relevant course unit;
- the Master's dissertation and the mandatory work placements can never be deliberated.

§3. If, in application of the criteria stipulated in §1 and §2, a student does not pass, the Examination Board per Study Programme can still pronounce the student to have passed, either by secret vote or not. Such a decision is possible only if the student can demonstrate that there have been exceptional personal or familial circumstances, provided that the study programme's objectives have been broadly acquired. Such a decision must be well-substantiated. The Director of Studies monitors the implementation of the faculty's deliberation policy.

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

§5. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie) against a decision by the Examination Board per Study Programme, as laid down in Article 81.

ARTICLE 72 VOTING IN AN EXAMINATION BOARD PER STUDY PROGRAMME

The chair, the secretary, and the members of the Examination Board are all voting members.

A student's deliberation is only valid if at least half of the voting members of the relevant Examination Board participate in the deliberation. The quorum is constituted based on the number of voting members.

Unless a member of the Examination Board per Study Programme or a faculty ombudsperson calls for a vote, the chair's proposed final decision is accepted as the general consensus.

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

ARTICLE 73 GRADE OF MERIT

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

The calculation of the grade of merit factors in the exam results of all the course units the student has taken up in the context of a contract to obtain a diploma for a specific study programme. This calculation factors in the weighting coefficients of course units in the study programme's standard study track, which are defined by the Faculty Council and communicated to the students at the start of the academic year.

In the event of course units taken at a foreign education institution, for which by way of exception a "pass" or "fail" mark was recorded as stipulated in Article 56§1, said marks are not factored in for the calculation of the grade of merit.

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

- cum fructu (500/1000 or more)
- cum laude (675/1000 or more)
- magna cum laude (750/1000 or more)
- summa cum laude (825/1000 or more)

The grade of merit published on the transcript of records is the result of the calculation of the weighting coefficients determined by the faculty, as stipulated in §1. Said transcript of records also contains the total on 1000 per deliberation set, whereby the ECTS credits are used as weights.

In individual cases, the Examination Board per Study Programme may deviate from the minimal study results required to obtain a grade of merit as defined in the first section of this paragraph. Such a deviation is possible only in exceptional circumstances and must be well-substantiated and individual.

§3. A grade of merit can never be awarded if the student has obtained less than 30 ECTS credits, or by a decision by the Director of Education, in application of Article 56§1.

§4. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie) against a decision by the Examination Board, as laid down in Article 81.

ARTICLE 74 PUBLIC ANNOUNCEMENT OF THE EXAM RESULTS OF A STUDY PROGRAMME

§1. Exam results are communicated to the student after the first-term examination period, the second-term examination period and the resit examination period, as stipulated in Article 69.

If a deliberation has taken place, the decision by the Examination Board per Study Programme is announced and included in the transcript of records.

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

§3. In accordance with the resolution of the Flemish Government establishing the form of higher education diplomas and the content of the diploma supplement awarded by higher education institutions in Flanders, adopted on 12 December 2014, a student receives a diploma or a certificate with its concomitant diploma or certificate supplement (without prejudice to the provisions in Article 21§3).

SECTION V

SPECIAL CIRCUMSTANCES

ARTICLE 75 COMPLIANCE WITH THE EXAM REGULATIONS

§1. All the parties involved in the assessments comply strictly with the outlined exam regulations, in case of end-of-term assessment (cf. Article 54) as well as continuous assessment (cf. Article 41, 17°).

§2. End-of-term assessment

1° If a student is absent at the start of the assessment, the exam regulations expire.

- a. If the examiner deems said absence to be illegitimate, the student will be listed as absent.
- b. If the examiner deems said absence to be legitimate, whether or not upon the intervention of the ombudsperson, the student may participate in a deferred exam. The examiner cannot refuse to organise a deferred exam within the same examination period, unless this should prove to be materially infeasible.

The following reasons are considered to be legitimate:

- an illness or injury which prevents the student from sitting the exam;
- the death of a student's relative by blood or by marriage in the first degree during the examination period (parents, children) or in the second degree (grandparents, grandchildren, siblings), or someone living with the student;
- legal grounds (e.g. a notice or summons to appear in court);
- overlap between exams, excluding deferred exams, in a personalised study track or a standard study track with electives (including course units in majors/minors). Overlap means the occurrence of two or more exams on the same day. In such cases, the student must respect the order in which the course units are programmed in the standard study track year or the mandatory course unit (in a standard study track), and thus always give priority to the preceding course unit;
- the student has a written exam, other than a deferred exam, in the evening and a written exam, other than a deferred exam, in the morning of the following calendar day. In such cases, the student must give priority to the course unit from the lowest standard study track year or the mandatory course unit (in a standard study track);
- other instances of force majeure (an event that is entirely beyond the student's control, and cannot be foreseen, prevented or overcome);
- mandatory quarantine or isolation.

Exceptionally, a deferred exam can have another assessment method. In such cases, this is communicated to the student in a timely manner prior to the deferred exam by the Examination Office. If the student does not agree to the alternative assessment method, they renounce their opportunity to sit the deferred exam.

After the student has contacted the examiner, the latter determines the exam day. The deferred exam must never coincide with another exam that has been scheduled in accordance with the examination regulations governing the student's standard study track. The student informs the examiner whether or not they will sit the deferred exam as soon as possible.

If the exam regulations as referred to in Article 54 provide more than one exam date for a particular course unit, the examiner may allow the student to participate in the exam scheduled on one of the other dates.

An examiner cannot be forced to organise more than one deferred exam within the same examination period.

2° In the event that an examiner or their substitute (cf. Article 76) fails to start the exam at the scheduled time, the students are asked to inform the Examination Office. The Examination Office will then inform the students as soon as possible if the exam can be deferred to a later time on the same day, or to a later date within the same examination period. If the exam is to take place on the same day, it must start within two hours of the appointed time.

§3. Continuous assessment

1° Due to unforeseen circumstances a student may be unable to participate in a part of the continuous assessment, even if the date was scheduled ahead of time and the assessment method was described in the course sheet (as stipulated in Article 41). In such cases, the student must inform the lecturer-in-charge immediately.

If the lecturer-in-charge deems the absence to be legitimate, they may give the student a chance to pass the course unit, either by assigning the same assessment activity or a compensatory assessment activity. The lecturer may also exempt the student from said assessment.

If the lecturer-in-charge deems the absence to be illegitimate, they may give the student a fail mark for the course unit, provided that this measure is clearly defined in the course sheet (cf. Article 41, 20°).

2° Due to unforeseen circumstances the examiner may be unable to proceed with the continuous assessment, even if said assessment was scheduled ahead of time and the assessment method was described in the course sheet (as stipulated in Article 41). In such cases, the lecturer-in-charge must inform the student immediately. The lecturer-in-charge then schedules at least two new exam dates, preferably in consultation with the student representative(s).

§4. Any absences must be notified to the Examination Office as soon as possible, and by the day of the exam/assessment at the latest. A student who deems to have a legitimate reason for said absence, must submit the original supporting documents to the Examination Office as soon as possible, and within three working days after the relevant exam/assessment.

In case of illness or accident, a doctor's certificate is required, stating that the doctor has examined the student on the day of the exam/assessment at the latest, and diagnosed the illness or established the consequences of the accident in person. So-called "dixit certificates", only including the student's statement, or "post factum certificates", issued after the illness or accident, are not accepted. A doctor's certificate preventing the student from exercising (certain) sports activities must include the specific actions the student is unable to carry out.

ARTICLE 76 SUBSTITUTING THE EXAMINER

§1. In the event that an examiner is unable to proceed with the exam/assessment on the appointed day and at the appointed time, they must notify the chair of the Examination Board forthwith and in writing. The chair of the Examination Board appoints a substitute examiner from one of the following staff sections:

- professorial staff
- doctoral assistants
- academic staff with a doctoral degree
- visiting professors
- appointed lecturers in the context of a co-operation agreement with another university or university college, as stipulated in Articles V223 and V.226 of the Higher Education Code.

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

§2. In the event that an examiner has to assess a student who is a relative by blood or by marriage up to and in the fourth degree, they request the chair of the Examination Board to appoint a substitute. Any relations arising from a legal cohabitation are hereby considered to be equivalent to those arising from marriage. Likewise, the examiner requests to be substituted on the grounds of any type of personal involvement with the student, which might jeopardise the objectivity of the assessment.

§3. In addition, an examiner may request to be substituted on personal grounds. In any such case, the member of the Examination Board informs the chair, who upon approval, appoints a substitute.

ARTICLE 77 OBSERVERS ATTENDING ORAL EXAMS

Students may request an observer to attend at the oral exam. The observer cannot be a student who will be examined by the same examiner in the current academic year, nor a relative by blood or by marriage up to and in the third degree, or someone with whom the student is personally involved. The student notifies the chair of the Examination Board and the faculty ombudsperson at least seven calendar days prior to the scheduled exam, who in turn notify the examiner forthwith. The observer is allowed only to take notes on paper.

The examiner may request a member of the professorial staff to attend the oral exam, provided there are no irreconcilabilities between said member and the student.

ARTICLE 78 FRAUD OR IRREGULARITIES

§1. In the event that the invigilator-in-charge suspects a student of having committed fraud or irregularities during an assessment, they can discontinue the assessment immediately for said student, they can provide the student with a new blank exam paper, or restart the online exam.

Carrying and/or using a digital or electronic tool or means of communication during an exam or other assessment will automatically be regarded as fraud, unless explicitly stated otherwise, or after permission in individual exceptional circumstances.

The examiner notifies the chair of the Examination Board forthwith.

§2. Committing plagiarism is considered to be a form of fraud. The Examination Board per Study Programme may for said study programme supplement or specify the basic definition of "plagiarism" as it is defined in the present code. This information is communicated to the students of said study programme. The examiner-in-charge may assess assignments - always submitted in electronic form - on their originality by means of anti-plagiarism software.

In the event that the lecturer-in-charge suspects a student of having committed plagiarism which is likely to affect the assessment of the assignment in question, the chair of the Examination Board per Study Programme is to be informed forthwith.

§3. Whether or not to impose disciplinary exam measures by means of a disciplinary exam decision, is the prerogative of the Examination Board per Study Programme governing the study programme in which the student suspected of committing fraud or irregularities has enrolled with a contract to obtain a diploma, or the study programme in which the course unit is programmed for which the student has a credit contract.

In the event that the student suspected of committing fraud or irregularities is enrolled in more than one study programme, the various relevant Examination Boards per Study Programme deliberate together. Articles 63 and 72 apply in full for each of the members of the relevant Examination Boards. If the lecturer-in-charge is a member of said Examination Board(s), the lecturer-in-charge will refrain from participating in the deliberations and decisions.

§4. The chair of the Examination Board - or in the event that more than one Examination Board deliberate together on the case of fraud or irregularities as stipulated in §3 (second subparagraph), one of the chairs of the relevant Examination Boards - invites the student to the hearing five calendar days before the hearing is scheduled to take place at the latest. The invitation is sent to the student's Ghent University email account. In addition to the venue, date and time of the hearing, it also includes the facts with which the student is being charged as well as the possible disciplinary measures as stipulated in §6. The student may invoke their right of inspection to their dossier.

The faculty ombudsperson is invited to attend this hearing. The student has the right to legal counsel at the hearing. The legal counsellor is to hold a written power of attorney on pain of inadmissibility of the appeal, except if they are registered with the Bar or enrolled as a trainee lawyer. In situations of legal impediment to appear at the hearing in person, the student has the right to representation by a legal counsellor, or to a written defence. If the student fails to appear at the hearing without legal representation or a written defence, the Examination Board(s) per Study Programme take(s) note of this, and can then proceed to hold a valid deliberation of the student's dossier as well as to impose on said student disciplinary exam measures.

§5. The Examination Board(s) per Study Programme that has/have to deliberate on the fraud case or irregularities, do so to come to a decision as soon as possible after the hearing. The faculty ombudsperson is invited to attend this deliberation.

§6. The disciplinary exam measure is pronounced by the disciplinary body, i.e. the Examination Board per Study Programme, or as described in §3 (second subparagraph), the joint deliberations of several Examination Boards per Study Programme.

If the facts are deemed to have been proven, the disciplinary body may impose (a combination of) disciplinary measures:

- the student receives an adjusted exam mark for the exam or assignment that was used to assess the course unit in question,
- the student receives the label 'fraud' for the relevant course unit;
- depending on the severity of the offence, the student may be denied from obtaining credit certificates for a number of course units in their curriculum in the current academic year (i.e. resulting in an exam mark of 0/20 for the relevant course units). Said number of course units may equal the total number of course units in the student's curriculum;
- the student may be excluded from the assessments in the resit examination period for (a part of) the relevant course units;
- the student is expelled.

The label 'fraud' implies that the student does not receive an exam mark for the course unit in question in the current examination period.

The expulsion leads to an immediate loss of one's student status and a ban to re-enrol at the university for a period to be determined in the disciplinary exam measure, expressed in academic years. Said expulsion cannot exceed ten academic years.

Upon determining the sentence, the disciplinary body takes into account the particularities of the case, including:

- the question whether it concerns an irregularity or outright fraud;
- the question whether the irregularity or fraud was committed willingly or as a consequence of carelessness on the part of the student;
- the severity of the offence;
- possible recidivism on the part of the student.

§7. After the disciplinary exam decision ruled by the disciplinary body, the Examination Board per Deliberation Set decides whether or not the student can still pass the deliberation set, of which the course unit affected by the fraud or irregularities is a part, in so doing taking into account the disciplinary exam measures. If applicable, the Examination Board per Study Programme can then rule on whether or not the student can still pass the study programme.

§8. If the fraud only comes to light after the student has been granted a credit certificate for the course unit in which the fraud was committed, the examination disciplinary body can still pronounce the obtained credit certificate null and void and, where appropriate, they may also pronounce the diploma or certificate that was awarded for the relevant study programme null and void, and reclaim it. In that case, the student will receive the label 'fraud' for the relevant course unit.

Depending on the severity of the offence, the disciplinary body may moreover decide to deny the student from obtaining credit certificates for a number of course units in their curriculum in the current academic year, as well as in a subsequent examination period in the same academic year. Said number of course units may equal the total number of course units in the student's curriculum. Finally, the disciplinary body may also decide to expel the student for a maximum period of ten academic years.

§9. The disciplinary body includes an attendance list in its meeting minutes. The meeting minutes give an account of the facts as well as the motives that have led to the disciplinary exam measure. A copy of the meeting minutes is sent to the Director of Education (via ombuds@ugent.be) as well as to the relevant lecturer(s)-in-charge. The disciplinary body sends the substantiated disciplinary exam decision, including the applicable disciplinary exam measure(s) and a referral to the internal appeals procedure to the student by registered mail.

§10. While the disciplinary exam decision is still pending, or as long as the the disciplinary exam decision is provisional, the student suspected of committing fraud or irregularities may at their own risk participate in further assessments. A disciplinary exam decision is considered to be final if no timely internal or subsequent external appeal was lodged against said decision, or if the external appeal was rejected by the Council for Disputes Concerning Decisions on Study Progress.

§11. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie), as laid down in Article 81.

§12. If an examiner establishes that a substantial group of students has committed fraud or irregularities during an exam or another assessment as a consequence of which the validity of said exam is compromised, but without being able to identify every student involved, said examiner informs the chair of the Examination Board per Study Programme governing the relevant course unit forthwith. In consultation with the Examination Board per Study Programme, the examiner may decide to nullify the results of said exam or assessment entirely or, in case of fraud or irregularities committed by a limited and identifiable group of students, to nullify the results for said group of students. The faculty ombudsperson is invited to attend this consultation.

In the event of a nullification of exam or assessment results, and in consultation with the Examination Board per Study Programme, the examiner may decide to organise a new exam or assessment for the group of students involved. In the event of fraud or irregularities committed during a continuous assessment, the decision may be not to organise a new assessment but to determine the final mark of the group of students in question based on the other assessment components. In any such event, the calculation of the final mark may differ from the one that is defined in the course sheet.

Students who have been identifiably involved in fraud or irregularities may become the subject of a disciplinary exam procedure, in accordance with paragraphs 1 and 2 of the current article. The examiner involved initiates this procedure.

PART IV

OMBUDSPERSONS

ARTICLE 79 FACULTY OMBUDSPERSONS

§1. Before 1 November of each academic year, the Faculty Council appoints from among the members of the professorial staff at least one effective and one substitute ombudsperson for doctoral students.

Before 1 November of each academic year, and on the recommendation of the student representatives, the Faculty Council appoints from among the members of the professorial staff at least one effective and one substitute ombudsperson for other students.

In default of a recommendation, it is the Dean who proposes the candidates. In the unforeseen event that the effective faculty ombudsperson is unable to fulfil their duties or is one of the affected parties, the substitute takes over. The faculty ombudspersons for students and doctoral students can be one and the same person.

§2. The faculty ombudsperson handles complaints related to the application of the current Education and Examination Code, the Education and Examination Code for Doctoral Matters and/or the regulations on the legal status of the parties involved and/or situations perceived as unreasonable and unfair in the wider context of education or examination.

Any complaint must contain a description of the facts at which it is aimed. If applicable, the faculty ombudsperson will:

- initiate mediation (i.e. a process of voluntary consultations between the conflicting parties, moderated by the faculty ombudsperson to facilitate the conversation) for the parties to settle their dispute themselves;
- inform the plaintiff of the possibility to lodge an appeal with the Institutional Ombudsperson;
- inform the plaintiff of the possibility to lodge an appeal with the Institutional Appeals Committee in accordance with Article 81;

The faculty ombudsperson is not required to handle complaints:

- if the identity or contact details of the plaintiff are unknown;
- if the complaint involves facts that have been the subject of a previous complaint filed and handled in accordance with this article;
- if the complaint relates to facts that have occurred more than a year prior to the actual filing of the complaint;
- if the complaint is obviously unfounded;
- if the plaintiff cannot establish a legitimate interest.

If the student has lodged an appeal or if legal proceedings are underway, any further handling of the complaint can be put on hold until these proceedings have been concluded.

In the event that a faculty ombudsperson cannot handle the complaint, or the complaint is put on hold pending the conclusion of an administrative appeal or legal proceedings, the ombudsperson informs the plaintiff as soon as possible via letter or email. Any refusal to handle a complaint or put it on hold must be substantiated.

§3. The faculty ombudsperson must be easily available during examination periods. The faculty ombudsperson is entitled to any information concerning every assessment for which a complaint has been filed or a dispute has arisen, even prior to the deliberations by the Examination Board.

The faculty ombudsperson is entitled to attend the deliberations as an observer, and is entitled to exercise his right of inspection on the meeting minutes.

§4. In accordance with the competences defined in this article, the faculty ombudsperson can place items that are related to their mandate on the agenda of the Faculty Council.

§5. The faculty ombudsperson is bound to discretion.

§6. Faculty ombudspersons report to the Faculty Council and/or the Doctoral School(s) of their faculty annually, before 1 November. The Faculty Council passes these reports on to the Office of the Institutional Ombudsperson.

ARTICLE 80 INSTITUTIONAL OMBUDSPERSON

§1. The institutional ombudsperson is appointed by the Vice-chancellor (Rector) and handles complaints related to the application of the current Education and Examination Code, and/or the regulations on the legal status of the parties involved and/or situations perceived as unreasonable and unfair in the wider context of education or examination. If applicable, the institutional ombudsperson does so after a complaint has been handled by the faculty ombudsperson but has not been settled.

Any complaint must contain a description of the facts at which it is aimed. If applicable, the institutional ombudsperson will:

- initiate mediation (i.e. a process of voluntary consultations between the conflicting parties, moderated by the institutional ombudsperson to facilitate the conversation) for the parties to settle their dispute themselves;
- inform the plaintiff of the possibility to lodge an appeal with the Institutional Appeals Committee in accordance with Article 81;

The institutional ombudsperson is not required to handle complaints:

- if the identity or contact details of the plaintiff are unknown;
- if the complaint involves facts that have been the subject of a previous complaint filed and handled in accordance with this article;
- if the complaint relates to facts that have occurred more than a year prior to the actual filing of the complaint;
- if the complaint is obviously unfounded;
- if the plaintiff cannot establish a legitimate interest.

If the student has lodged an appeal or if legal proceedings are underway, any further handling of the complaint can be put on hold until these proceedings have been concluded.

In the event that the institutional ombudsperson cannot handle the complaint, or the complaint is put on hold pending the conclusion of an administrative appeal or legal proceedings, the ombudsperson informs the plaintiff as soon as possible via letter or email. Any refusal to handle a complaint, or put it on hold, must be substantiated.

§2. The institutional ombudsperson has the same competences, rights and responsibilities as the faculty ombudsperson.

§3. The institutional ombudsperson reports on the previous academic year to the Vice-chancellor (Rector) annually, before 1 March. A copy of this report is delivered to Government Commissioner by the Vice-chancellor (Rector).

PART V

APPEALS PROCEDURE

ARTICLE 81 INSTITUTIONAL APPEALS COMMITTEE

§1. Students who deem that an unfavourable

- exam decision, as stipulated in Articles 56, 65, 67, 71, and 73 of the current examination regulations;
- disciplinary exam decision, as stipulated in Article 78 of the current code;
- decision on an application for exemptions, as stipulated in Article 9 of the current code;
- decision on taking a preparatory and/or academic bridging programme, as stipulated in Article 6§1 of the current code;
- decision to refuse an exception to the admission requirements related to the learning account, as stipulated in Article 11 of the current code;
- decision to impose binding conditions or a refusal to enrol, as stipulated in Article 24 of the current code;
- decision to terminate the work placement or another practical course unit early, as stipulated in Article 24§ 24 of the current code;
- decision to refuse education and exam facilities to students who have been granted a special status;

relating to themselves, has been affected by a violation of the law, can lodge an appeal with the Institutional Appeals Committee.

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

§2. The appeal is lodged by means of a signed and dated application on pain of inadmissibility addressed and sent to the Vice-chancellor (Rector) at Sint-Pietersnieuwstraat 25, 9000 Gent by registered and signed mail. Said appeal contains at the least the identity of the plaintiff, the contested decision(s), and on pain of inadmissibility, a statement of the facts and resources. The burden of proof is on the student. On pain of inadmissibility, students are required to submit any additional information they might learn upon exercising their right of inspection or attending a feedback session in the form of an addendum to their appeal as soon as possible after the inspection or feedback session, and in any case within seven calendar days of the expiration date of the appeal. For information purposes, the student is to simultaneously send an electronic copy of the appeal to the Office of the Institutional Ombudsperson via email ombuds@ugent.be. The postmark of the registered mail shall serve as the date of the appeal.

Any appeal related to an exam decision must be lodged within the expiration period of seven calendar days, counting from the calendar day after the public announcement of exam results. The provisions above can neither be impaired by the fact that a student has not received feedback within said period, nor can the appeal period be extended until after the feedback has taken place. In the event that no public announcement of exam results has taken place, the exam decision is considered to be announced on the dates laid down in Article 69 §1 (second subparagraph) unless the student can prove that the exam decision was announced at a later date.

In all other events defined in §1, the expiration period starts the calendar day after the student has been informed of the decision.

§3. The appeal is handled by the Institutional Appeals Committee, which is convened ad hoc by the Vice-chancellor (Rector) and consists of:

- the Vice-chancellor (Rector) or Deputy vice-chancellor (Vice-rector);
- four members of the professorial staff in the rank of associate professor, full professor or senior full professor of at least two different faculties, and chosen from a faculty-appointed group of professorial staff members; each faculty appoints a male and female member of the professorial staff in the above-mentioned rank to sit on the Institutional Appeals Committee, in the event of a substitution/change of membership, this is reported to the institutional ombudsperson;
- the Chief Academic Administrator or the Director of Education.

A maximum two-thirds of the members of the ad hoc Institutional Appeals Committee can be of the same gender.

The Vice-chancellor (Rector) or Deputy Vice-chancellor (Vice-rector) chairs the meeting. In the event that the chair is unable to attend the meeting or must abstain from voting on the grounds of personal involvement, these members will serve as acting chair according to the following hierarchical order: the Chief Academic Administrator or the Director of Education, or the most senior member present. The institutional ombudsperson is not a voting member of the Institutional Appeals Committee but may attend the sessions.

The Institutional Appeals Committee can only take valid decisions if at least two-thirds of the members are in attendance. Each member has one vote. In the event of a tie, the chair decides.

§4. The Institutional Appeals Committee handles the appeal based on the submitted documentary evidence. However, the Institutional Appeals Committee may set a hearing and invite anyone whose testimony it deems useful for handling the case.

The Institutional Appeals Committee has the authority to request all the documentary evidence and information it deems necessary for handling the appeal. Any member of the university community is bound to deliver said documentary evidence and information to the institutional Appeals Committee at first request.

The Institutional Appeals Committee may seek any advice it deems necessary for handling the appeal. It may seek legal counsel, and said counsel may attend the sessions but is not a voting member.

The student or their counsel may ask to exercise their right of inspection on the dossier that is being compiled with regard to the relevant appeal. This request is either included in the appeal itself, or addressed to the Office of the Institutional Ombudsperson via ombuds@uqgent.be at the latest within five calendar days of submitting the appeal. The Institutional Appeals Committee appoints a case handler, who will then make an appointment with the student-applicant. If desired, the student-applicant may then amplify on their grievances in an additional writing, according to the provisions in §2.

§5. On a proposal by the chair and provided that all the members agree, the Institutional Appeals Committee may convene electronically:

- in the event of an appeal against a denial of facilities to students with a special status on the grounds of a disability;
- in the event of an appeal that is obviously inadmissible or unfounded;
- in the event of a final decision on a dossier for which the Institutional Appeals Committee has previously already taken an interim decision;
- in the event of an easy and straightforward appeal decision, in which case a physical session in attendance of all the members would add little value to handling the appeal.

In the event that the chair decides to hold an electronic session, the necessary documents will be sent to all the members in advance, preferably electronically.

§6. Rulings by the Institutional Appeals Committee may include:

- a substantiated dismissal of the appeal on the grounds of inadmissibility or on the grounds of its own lack of authority;
- an affirmation of the decision contested in the appeal;
- a revision of the decision contested in the appeal. In so doing, the Institutional Appeals Committee has the same authority as the body that took the disputed decision. In the event of an appeal against an exam decision containing a course unit's final assessment, and the Institutional Appeals Committee finds the documentary evidence to reassess the relevant exam to be insufficient, it may rule to grant the student-applicant a new exam opportunity. If such is the case, it will also decide on the exam modalities.

In the event of an appeal against an exam mark for a course unit that is part of a full deliberation set, the Institutional Appeals Committee also rules on whether or not the student-applicant has passed the deliberation set, and if applicable, on whether or not the student-applicant has passed the study programme and can be awarded a grade of merit. The Institutional Appeals Committee holds this authority in accordance with the provisions in Articles 67, 71 and 73. Any ruling contains the underlying substantiation.

The appeal body's rulings are communicated to the student within a term of twenty calendar days, starting the day after the appeal was lodged. This is done by email as well as by registered mail. If applicable, a copy of said ruling is sent to the student-applicant's counsel, either by email or by regular mail. In the event that the Institutional Appeals Committee cannot rule on the student's appeal in a timely manner, this is communicated to the student and their legal counsel within the above-mentioned term of twenty calendar days, inclusive of an alternative deadline for the ruling.

Unless the Institutional Appeals Committee decides otherwise, its ruling come into effect immediately. In the event that a student is ruled to have passed a study programme, said ruling comes into effect on the date of the public announcement of exam results in the exam period during which the contested decision was taken.

Persons who have not enrolled, cannot participate in the education activities. Persons who have lodged an internal appeal prior to 1 October (of the year in which the refusal to enrol came into effect) against the refusal to enrol in accordance with Article 24, can participate in the education activities until the Institutional Appeals Committee has come to a ruling. In the event of a favourable decision by the Institutional Appeals Committee, the student can still participate in the education activities up until five working days after the decision, provided that said student has not (re)enrolled yet.

§7. The ruling by the Institutional Appeals Committee includes the possibilities for appeal and the provisions of the appeal that can be lodged.

PART VI

FEEDBACK ON EDUCATION BY STUDENTS

ARTICLE 82 THE QUALITY ASSURANCE COMMITTEE (IN DUTCH: CKO)

§1. Each faculty installs a Quality Assurance Committee (in Dutch: Commissie Kwaliteitszorg Onderwijs, CKO). The Quality Assurance Committee at least consists of the following voting members:

- the faculty Director of Studies, who is chair;
- at least one student member, who is member of the Programme Committee of an initial Bachelor's or Master's programme;
- at least one Programme Committee chair of an initial Bachelor's or Master's programme;
- at least one member of the assistant academic staff, who is member of the Programme Committee of an initial Bachelor's or Master's programme;
- at least one member of the administrative and technical staff who works at the faculty's Quality Assurance Unit.

The student members as well as the members of the assistant academic, and the professorial staff preferably come from different study programmes. The Quality Assurance Committee appoints one of its members as secretary. It is the faculty's prerogative to adopt additional general criteria which the Quality Assurance Committee must meet, including provisions on further voting and non-voting members and their substitutes.

§2. The Quality Assurance Committee is a consultation body in which education providers and education users are brought together. It is a venue for Programme Committees (chairs and/or members, and students) to collaborate with education support staff to shape the faculty's education policy.

The Quality Assurance Committee handles any faculty-wide education issues and is responsible for pursuing and implementing the faculty's education policy. The Quality Assurance Committee promotes a continuous improvement of education quality and manages the faculty's quality assurance initiatives. In so doing, the Quality Assurance Committee avails itself of the Faculty Teamsite and the Faculty Education Monitor.

ARTICLE 83 COURSE FEEDBACK BY STUDENTS

§1. Ghent University considers internal quality assurance of education practice to be a crucial aspect of monitoring and optimising academic education. From its academic, administrative and technical staff as well as from its students, Ghent University expects an active involvement in any internal quality assurance processes that are in place.

Structural feedback from (former) students and exchange students on their education is one of the tools that is used. After each term, (former) students and exchange students are surveyed on the general organisation, and certain aspects of the teaching practice with which they have come into contact.

§2. The output generated by the course feedback by students contains information for the teaching staff and the administrative bodies to monitor the teaching practice, and adjust it wherever necessary. Indirectly, course feedback also contributes to a permanent actualisation of the general education policy. The participation of (former) students and exchange students in these surveys is needed to attain these goals, and is therefore mandatory.

ARTICLE 84 COURSE FEEDBACK BY STUDENTS: ORGANISATION

§1. The course feedback by students consists of an established question set used by the Director of Education on the proposal of the Education Council to survey students.

On the proposal of the faculty's Quality Assurance Committee, in consultation with the students, and upon approval by the Faculty Board, said question set may be complemented with other items.

§2. The Education Department co-ordinates the proceedings of the course feedback by students. The faculty's Quality Assurance Unit (or an appointed sub-committee) organises the course feedback in consultation with the Quality Assurance Office, making sure that each course unit in a study programme as well as all the course units of each lecturer are surveyed regularly. Every course unit, lecturer-in-charge and co-lecturer as included in the course sheet is surveyed on a three-yearly basis. Every year, the faculty selects a number of course units which are then included in the survey. Students may propose an additional selection of course units to the co-ordinating bodies, who decide whether or not to act upon this request.

§3. The questionnaires are sent to all the students in a particular course unit once all the phases of the learning process have been completed, in principle also including the assessments. After processing of the results per course unit, these are conveyed to the faculty's Director of Studies.

§4. The results, including the open answers, are also conveyed to the relevant lecturer. The lecturer is invited to analyse the results and to assess whether or not there is room for improvement or further professional development, and if so, in which domains. Within the length of time provided, the lecturer may add personal feedback/reactions vis-à-vis the committee with the authority to handle course feedback results.

§5. The results per course unit (inclusive of possible reactions) are discussed by the appropriate committees within the faculty. These committees determine which course units require monitoring.

§6. Only in the event that a course unit is deemed in need of monitoring does the committee determine an action plan:

- a. in the event that the lecturer's reaction already contains a tentative action plan, which the committee deems sufficiently clear and adequate, the member of the professorial staff is supported in implementing this action plan. This can either take the form of an email, or a personal conversation with the relevant professorial staff member. It is the committee's prerogative to do as it deems appropriate. The member of the professorial staff can always request an interview.
- b. in the event that the staff member in question does not react, or the reaction and/or the action plan is deemed to be insufficiently clear and/or adequate, the committee invites said staff member to an interview with the Programme Committee chair and/or the Director of Studies and/or the Dean to discuss the action plan and to make clear agreements for monitoring. If desired, students can be involved in this step.

At all times, the committee keeps in mind the growth perspective of the professorial staff member involved, and aims for agreements that are endorsed by all. In both cases, the member of the professorial staff is informed of the fact that the relevant course unit will be included in next year's survey.

PART VII

FINAL PROVISIONS

ARTICLE 85 THE EDUCATION AND EXAMINATION CODE

The provisions in the education and examination code at hand can only be amended by the Board of Governors, at the recommendation of the Education Council. Contrary to these provisions and only in force majeure events, the Vice-chancellor (Rector) may take immediate actions and decisions that are in the best interest of the institution, its students and its staff.

In events unforeseen by the education and examination code at hand, in the event of a dispute over its interpretation, or of material errors, it is the Vice-chancellor (Rector) who decides. Any such decision is announced publicly.

Annually before 1 November of the year following the close of the academic year in question, the faculties report on the implementation of the Code of Conduct on the Language of Instruction other than Dutch at Ghent University. The Education Council evaluates the implementation of the code of conduct vis-à-vis the Board of Governors.

The authority stipulated in this code and assigned to the faculties can be delegated to the Dean or to members of the Faculty Council, either individually or as a group.

ARTICLE 86 DEVIATIONS FROM THE EDUCATION AND EXAMINATION CODE

§1. Deviations from the education and examination code at hand are possible:

- in the event of an agreement ratified by the Executive Board in the context of a joint study programme organised by one or more other higher education institutions;
- in the event of student mobility in the context of a bi- or multilateral agreement with other higher education institutions;
- in the context of government-funded framework programmes.

§2. Without prejudice to the provisions in Articles 2 §6, 30, 55 §6, and 56 §4, outgoing exchange students with a primary enrolment at Ghent University are subject to the host institution's regulations and agreement framework with regard to the education and assessment process of the course units included in their individual learning agreement. Deliberation decisions of outgoing exchange students are at all times governed by Ghent University's Education and Examination Code.

§3. Without prejudice to the provisions in Articles 2 §6, and 18, incoming exchange students with a primary enrolment at another higher education institution are subject to the regulations at hand with regard to the education and assessment process of the course units included in their individual learning agreement, including the provisions in Articles 2 §6 and 18. Deliberation decisions of incoming exchange students are not governed by Ghent University's Education and Examination Code, but are subject to the regulations and the agreement framework of the home institution.

ARTICLE 87 SPECIAL EXAM REGULATIONS FOR STUDY PROGRAMMES ORGANISED JOINTLY WITH OTHER HIGHER EDUCATION INSTITUTIONS

Study programmes organised jointly with other higher education institutions may be governed by special examination regulations that are agreed upon between the institutions and authorised by Ghent University's Board of Governors in a separate decision.

ARTICLE 88 IMPLEMENTATION OF THE EDUCATION AND EXAMINATION CODE

This Education and Examination Code comes into effect at the start of the 2023-2024 academic year.

PART VIII

GLOSSARIES OF TEACHING AND ASSESSMENT METHODS

SECTION I

GLOSSARY OF TEACHING METHODS

EXCURSION

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

GROUP WORK

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

LECTURE

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

CLINIC

A clinic is an individual or collective learning situation during which students acquire knowledge, skills and attitudes under the supervision of a clinician. They discuss and examine specific patients/patient cases taken from clinical practice, determining suitable treatments, and analysing the patient's progress.

Throughout the process, the supervisors apply a differentiated approach based on the students' prior knowledge, and adjust the learning process when students lack specific knowledge, skills or attitudes.

MASTER'S DISSERTATION

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

PEER TEACHING

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

PRACTICAL

A practical is an interactive learning situation during which students acquire techniques, (cognitive) skills or working methods. Practicals can comprise a variety of skills/techniques such as learning to work with specific instruments, programs, materials, as well as examining, treating and following up patients/patient cases as part of clinical practice. Such skills/techniques are best acquired in

one-on-one learning situations or in small groups. Lecturers monitor and adjust the students' learning process by means of individual or collective coaching and individual or collective feedback. Unlike a seminar, a practical is bound to a specific didactic surrounding like a laboratory, or other rooms that are equipped for a specific purpose.

WORK PLACEMENT

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

SEMINAR

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

INDEPENDENT WORK

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

SECTION II

GLOSSARY OF ASSESSMENT

METHODS

ORAL ASSESSMENT

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

PARTICIPATION

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

PEER AND/OR SELF ASSESSMENT

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

PRESENTATION

A presentation allows individual students or a group of students to present a finished product, the results of group work or

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

PROFESSIONAL PRACTICE

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

WRITTEN ASSESSMENT

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

SKILLS TEST

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

ASSIGNMENT

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

PART IX

OVERVIEW OF “WHAT HAPPENS WHEN?”

See also the additional provisions in Article 2.

	WEEK OF CLASS	CATCH-UP WEEK	EXAM PERIOD	CHRISTMAS INTER-TERM HOLIDAY EASTER	SUMMER HOLIDAY	LATE-SUMMER	CLOSING DAY
ADMISSION PROCEDURES	V	V	V	V	V	V	X
WELCOME DAYS	V	V	X	V	V	V	X
TEACHING ACTIVITIES	V	V (Catch-up classes)	X	X	X	X	X
TEACHING ACTIVITIES FOR POSTGRADUATE PROGRAMMES, PERMANENT TRAINING PROGRAMMES, PREDOC, DOCTORAL PROGRAMME	V	V	X	V	V	V	X
REVISION CLASSES	V	V (no new learning contents)	X	X	X	X	X
ADDITIONAL EXERCISES	V	V (no new learning contents)	X	X	X	X	X
WORK PLACEMENT AND CLINICS	V	V	X	V if approved by Faculty Board	V if approved by Faculty Board	V if approved by Faculty Board	V
FULL-YEAR WORK PLACEMENT	X	X	X	X	V if approved by Faculty Board + to be announced before 01/04	V if approved by Faculty Board + to be announced before 01/04	V
CONTINUOUS ASSESSMENT	V	V	V	X	V	X	X
EXAMS (END-OF-TERM ASSESSMENT)	X	X	V	X	X	X	X
EXAMS FOR GUEST AND EXCHANGE STUDENTS	V if approved by Faculty Board	V if approved by Faculty Board	V	V if approved by Faculty Board	V if approved by Faculty Board	V if approved by Faculty Board	X
EXAMS ON PRACTICALS AND EXERCISES	X	V if approved by Faculty Board	V	X	V if approved by Faculty Board	X	X
EXAMS FOR PREPARATORY, ACADEMIC BRIDGING, ERASMUS MUNDUS and POSTGRADUATE PROGRAMMES	V if approved by Faculty Board	V if approved by Faculty Board	V	V if approved by Faculty Board	V if approved by Faculty Board	V if approved by Faculty Board	X
DOCTORAL EXAM	V	V	V	V upon approval by the dean, supervisor, members of the examination board and candidate	V upon approval by the dean, supervisor, members of the examination board and candidate	V	V upon approval by the dean, supervisor, members of the examination board and candidate

PART X

RETENTION STRATEGY FOR DOCUMENTS

DOCUMENT	RETENTION PERIOD?	BY WHOM?
EXAMS		
Student copies of written exams	Up until one year after the close of the academic year involved	Lecturer-in-charge
Surplus copies of exam questions	May be destroyed after expiration of administrative function	Lecturer-in-charge
Students' written preparation for an oral assessment	Up until one year after the close of the academic year involved	Lecturer-in-charge
Written account of the oral assessment, taken down by the examiner	Up until one year after the close of the academic year involved	Lecturer-in-charge
Proof of absence during exams (e.g. medical certificate)	Up until one year after the close of the academic year involved	FSA
Deliberation lists and lists of the public announcement of exam results	5 years Afterwards: permanent	FSA University Archives
DISSERTATIONS		
Assignments in the context of continuous assessment, e.g. work placement reports	Up until one year after the close of the academic year involved	Lecturer-in-charge
Master's dissertations	Paper (if submitted) and digital copy: permanent Paper copy: up until one year after the close of the academic year involved	University Library Lecturer-in-charge
Doctoral dissertations	Paper and digital copy: Permanent	University Library
Administrative preparations in the context of Master's or doctoral dissertations: forms with provisional/final titles, title pages of Master's dissertations, lists of signatures, etc.	May be destroyed after expiration of administrative function	FSA
MEETING MINUTES		
Meeting minutes of the Examination Board	5 years Afterwards: permanent	Faculty University Archive
Master's dissertation reports/assessment forms	5 years Afterwards: permanent	Faculty University Archive
Meeting minutes of the Examination Board for the Predoctoral Training Programme	5 years Afterwards: permanent	Faculty University Archive
Meeting minutes of the Examination Board for the Doctoral Programme	5 years Afterwards: permanent	Faculty University Archive
Report of the doctoral exam	5 years Afterwards: permanent	Faculty University Archive

PART XI

REGULATIONS PERTAINING TO THE

APPOINTMENT OF LECTURERS-IN-

CHARGE AND CO-LECTURERS, AND

THEIR TEMPORARY SUBSTITUTES TO

COURSE UNITS

Board of Governors dd. 28 October 1999, amended on 19 June 2009, and on 24 May 2013.

In view of the decree pertaining to the universities of the Flemish Community, adopted on 12 June 1999, as amended, especially Article 81;

In view of the special decree pertaining to Ghent University and the University Centre Antwerp, adopted on 26 June 1991, as amended, especially Article 21;

In view of the decree pertaining to the restructuring of higher education in Flanders, adopted on 4 April 2003, as amended, especially Article 91 novies §1 and §2, inserted by the decree pertaining to the integration of academic university college programmes into the universities, adopted on 13 July 2012;

In view of the decision by the Board of Governors adopted on 24 May 1996 pertaining to the membership, functioning and competencies of the faculty boards of Ghent University, as amended, especially Article 10§1, b)2 which determines that faculties are competent for the appointment of lecturers(-in-charge) to the different course units in the study programmes they organise, and which pertain to the disciplines for which they are competent.

In view of the regulations on the implementation modalities pertaining to the position of assistant academic staff, adopted by the Executive Board on 6 July 2006, as amended;

In view of the regulations of Ghent University pertaining to the career and remuneration of research staff, adopted by the Executive Board on 6 March 2008;

Considering that university management must be able to replace with urgency a member of the professorial staff who has become suddenly indisposed in order to guarantee the continuity of education and research activities;

Without prejudice to the prerogatives of the Government Commissioner and the Government Delegate for Finance as laid down in the above-mentioned decree of 12 June 1991, especially in the Articles 177 and 180 with regard to the implementation of the decisions.

ARTICLE 1 TERMINOLOGY

In accordance with Ghent University's Education and Examination Code, the following definitions shall apply in the regulation at hand:

1° lecturer-in-charge: a lecturer appointed by the Faculty Council to a specific course unit and who carries final responsibility for said course unit;

2° co-lecturer: a lecturer appointed by the Faculty Council to a specific course unit but who does not carry final responsibility for said course unit.

ARTICLE 2 APPOINTMENT OF LECTURER-IN-CHARGES AND CO-LECTURERS TO COURSE UNITS

§1. The Faculty Councils are competent to appoint lecturers-in-charge and co-lecturers to the course units they organise, at the recommendation of the Programme Committees involved. They do so before 1 May prior to the relevant academic year. Each Programme Committee asks the relevant department(s) to consult with their lecturers and to nominate candidates.

Based on the disciplines covered, the Programme Committees must approach any department of which they reasonably assume that it houses the expertise to teach specific course units. These consultations are carried out for any course unit bearing the faculty code. In the event that specific expertise for a course unit is present at other faculties, the Programme Committee must not limit itself to the departments of their own faculty for the nomination of a new lecturer-in-charge or co-lecturer.

§2. Only the following staff sections are eligible for being appointed as lecturer-in-charge or co-lecturer:

- professorial staff
- doctoral assistants
- academic staff with a doctoral degree
- [visiting professors, clinical professors and guest lecturers in accordance with the applicable regulations](#) (in Dutch)
- [emeritus professors, in accordance with the applicable regulations](#) (in Dutch)
- lecturers appointed in the context of a co-operation agreement with another university or university college, as stipulated in Articles V.223 and V.226 of the Higher Education Code.

Next to lecturers-in-charge and co-lecturers, additional education staff can be appointed.

§3. Deviations from the provisions in §2 can be made for

1° lecturers-in-charge and co-lecturers in an integrated (i.e. former university college) academic study programme, who were acting in this capacity prior to 1 February 2013 (in the relevant study programme), and who are a member of the integration staff.

2° contract staff within the research staff section, who were working in this capacity at a university college prior to 1 October 2013, and who were acting as lecturer-in-charge or co-lecturer in an integrated academic study programme prior to 1 October 2013. This exception clause includes a nominal list of staff members in this special category of research staff with a teaching assignment.

Article 2 §2 and §3 in this regulation, inclusive of the exception clause in §3, replaces the explicit enumeration of categories of potential lecturers-in-charge and co-lecturers in Article 59 §1, 2nd and 3rd subparagraph, Article 59 §3, 3rd and 4th subparagraph, and Article 76 §1 in the Education and Examination Code. The enumeration of said categories can be found in Article 2 §2 and §3 in the regulations at hand.

§4. A copy of any decision pertaining to the appointment of lecturers-in-charge and co-lecturers is delivered to the Government Commissioner within five working days.

ARTICLE 3 TEMPORARY SUBSTITUTION OF LECTURERS

§1. In principle, the temporary substitution of lecturers-in-charge and co-lecturers is governed by a procedure for the appointment of temporary academic staff or the appointment procedure for visiting professors.

In the event of a sudden and unforeseen absence (e.g. illness, accident, death, ...) of the lecturer-in-charge or co-lecturer, which prevents a rescheduling of teaching activities, or disables the proper duration of said procedures, the Dean can appoint a temporary substitute.

This substitution remains in force until the indisposition of the lecturer-in-charge or co-lecturer is over, yet always ends at the close of the current academic year, regardless of the starting date of the substitution.

§2. In order to guarantee the continuity of education activities of a lecturer-in-charge or co-lecturer who is indisposed, as defined in §1, every Programme Committee involved shall propose temporary substitutes to the Dean at the recommendation of the department(s) housing the expertise for a specific discipline or disciplines according to the following hierarchical order:

- Ghent University members of the professorial staff or Ghent University members of the integration staff (i.e. teaching staff) in the rank of "group three";

- other Ghent University academic staff members or Ghent University members of the integration staff (i.e. teaching staff) in the rank of “group two”;
- research staff employed by or working at Ghent University.
- In the absence of the above-mentioned substitutes, an external substitute may be appointed.

In the event of §1, second subparagraph, no recommendations by the department(s) or the Programme Committee involved are required.

The Dean appoints temporary substitutes and communicates these decisions at the next Faculty Council. The Faculty Council is likewise informed as soon as the substitution ends in the course of the academic year.

External temporary substitutes are appointed by Ghent University in max. one of the salary scales of lecturer.

ARTICLE 4 LANGUAGE REQUIREMENTS

Lecturers-in-charge must command the language of instruction of a course unit at Level C1 of the Common European Framework of Reference for Languages (CEFR). They must be in possession of a qualification certificate awarded by an officially recognised institution. Lecturers who have obtained of Bachelor's or Master's diploma, or a doctorate in the language of instruction at an institution where said language is the language of instruction, are exempted from further language tests.

ARTICLE 5 IMPLEMENTATION

The Vice-chancellor (Rector) is responsible for the implementation of this resolution.

PART XII

POINTS OF CONTACT FOR STUDENTS

SECTION I

INSTITUTIONAL LEVEL

1 REGISTRAR'S OFFICE

The Registrar's Office is the main point of contact for students in relation to the current Education and Examination Code, the Study Guide, enrolment, certifications, etc...

Contact: Registrar's Office, Education Department Ufo - Sint-Pietersnieuwstraat 33, 9000 Gent

tel 09 331 00 99

Studentenadministratie@ugent.be (Helpdesk for International Students:

studentadministration@ugent.be)<http://www.ugent.be/studentenadministratie>

2 INSTITUTIONAL OMBUDSPERSON

More information on <https://www.ugent.be/student/en/study-support/ombuds-offices/overview.htm>

Ufo- Sint-Pietersnieuwstraat 33, 9000 Gent

tel 09 331 00 63

ombuds@ugent.be

3 COUNSELLING OFFICE

STUDY CHOICE AND STUDY COUNSELLING

FOR WHOM?

Prospective and current students, parents, teachers, and other professionals with questions on study choice.

WHAT?

An individual session with a study counsellor who offers counselling on:

- content-related questions on study programmes
- questions on feasibility
- moments of study choice
- re-orientation
- information brochures on all Ghent University study programmes
- general information brochures on studying and living in Ghent
- info centre: all the first-year course books available for perusal

STUDY SUPPORT

FOR WHOM?

Students grappling with the following issues during their studies:

- study issues: (lack of) interest, motivation, time management, planning, study skills, memory, concentration, writing a paper/Master's dissertation ...
- personal/psychological issues: (exam) stress, procrastination behaviour, fear of failure, relational issues, assertiveness issues, anxiety or depression

WHAT?

- an individual session with a student psychologist, followed by specific counselling or a guided referral
- training sessions: how to study efficiently - how to deal with fear of failure - how to deal with procrastination behaviour

FOR WHOM?

Students with a disability / Disability Office

WHAT?

- support for submitting an Special Status application
- advice on education and exam facilities
- support for living independently in a student room
- training sessions:
 - time management and planning for students with AD(H)D
 - workshops on the compensatory software SPRINTO PLUS for students with dyslexia/dysorthography

GRADUATION AND ENTRY INTO THE LABOUR MARKET FOR WHOM?

Students in the run-up to graduation and entry into the labour market

WHAT?

- an individual session with a career adviser on looking for a suitable job, orientation on the labour market, socio-legal aspects, ...
- a job board - www.alumnivacatures.ugent.be
- information sessions on career-related themes
- graduation fair

YOUR FIRST POINT OF CONTACT IS THE INFO DESK

The reception staff will answer as many questions as possible, either in person, over the phone or via email.

They also provide the information needed, or even make appointments with a study counsellor, a student psychologist or a career adviser.

Counselling Office:

University Forum (UFO) - (1st floor) Sint-Pietersnieuwstraat 33, 9000 Gent

09 331 00 31 - studieadvies@ugent.be www.ugent.be/studieadvies

Open Monday through Friday from 9 AM - noon and 1 PM - 5 PM

DISABILITY OFFICE

Stalhof 6, 9000 Gent

09 264 72 66 - 09 264 72 69

www.ugent.be/functiebeperking

SECTION II FACULTY

LEVEL

1. FACULTY STUDENT ADMINISTRATION (FSA, PART OF THE EDUCATION SUPPORT SERVICES)

FACULTY OF ARTS AND PHILOSOPHY

<http://www.flw.ugent.be/fsa>

fsa.lw@ugent.be

Blandijnberg 2, room 05.03.100.049, 9000 Gent

STUDENT REGISTRATION OFFICER (FSA)

Heidi Geers, heidi.geers@ugent.be, 09 264 39 46

STAFF MEMBERS

Advanced Studies in Linguistics, African Languages and Cultures, Historical Linguistics and Literature, Advanced Literary Studies, Oriental Languages and Cultures, Linguistics and Literature, Comparative Modern Literature:

Marjon Cole, marjon.cole@ugent.be, 09 264 98 97

Blandijnberg 2, room 05.03.100.049

Archaeology, Multilingual Business Communication, Moral Sciences, Philosophy:

Bram Van der Biest, bram.vanderbiest@ugent.be, 09 264 39 32

Blandijnberg 2, lokaal 05.03.100.049

Archival Studies, Curatorial Studies, Gender and Diversity, Arts Studies, Eastern European Languages and Cultures:

Inge Geernaert, inge.geernaert@ugent.be, 09 264 39 37

Blandijnberg 2, room 05.03.100.049

Certificate Computer-Assisted Language Mediation, Conference Interpreting, Doctorates, Dutch and Translation, History, Applied Language Studies, Interpreting, Translation:

Eva Pszeniczko, eva.pszeniczko@ugent.be, 09 264 39 76

Blandijnberg 2, room 05.03.100.049

FACULTY OF LAW AND CRIMINOLOGY

https://www.ugent.be/re/en/education/education_administration

fsa.rechten@ugent.be

Volderstraat 3, ground floor, room 100.033, 9000 Gent

STUDENT REGISTRATION OFFICER (FSA)

Mieke Mestdagh, mieke.mestdagh@ugent.be, 09 264 97 18

STAFF

Eliza Thienpont, eliza.thienpont@ugent.be, 09 264 67 64

Nancy Vermaerke, nancy.vermaerke@ugent.be, 09 264 67 78

FACULTY OF SCIENCES

<https://www.ugent.be/we/en/education/administration/overview.htm>
fsa.we@ugent.be
Krijgslaan 281/ S2, 9000 Gent

STUDENT REGISTRATION OFFICER (FSA)

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
University Hospital Campus, entrance 42, 3K3, Corneel Heymanslaan 10, B-9000 Gent

STAFF MEMBERS

Greetje Martens, 09 332 39 18
Liesbeth Dooms, 09 332 01 09

For all information on doctorates/doctoral programmes: PhdGE@UGent.be and 09 332 08 69

FACULTY OF ENGINEERING AND ARCHITECTURE

<https://www.ugent.be/ea>

STUDENT REGISTRATION OFFICER (FSA)

Ingrid De Rycke

STAFF MEMBERS

Engineering, Engineering and Architecture, Engineering Technology (Ghent): Thierry Bonne, Katrien Devynck, Ann Galle, Veerle Joliet, Katrien Mortier, Sandra Joliet, Sara De Pauw
Jozef Plateaustraet 22, 9000 Gent
fsa.ea@ugent.be, 09 264 41 40
Engineering Technology (Kortrijk): Carine Vertriest, Evy Vanderbrugghen
Graaf Karel de Goedelaan 5, 8500 Kortrijk
fsa.kortrijk@ugent.be, 056 24 12 53
For all information on doctorates/doctoral programmes: Muriel Vervaeke, Mieke Claeys, Sofie Messiaen
Jozef Plateaustraet 22, 9000 Gent
doctoraat.ea@ugent.be, 09 264 37 13

FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

<https://www.ugent.be/eb/en/>
fsa.eb@ugent.be
Tweekerken Campus, Tweekerkenstraat 2, 9000 Gent Hoveniersberg Building - ground floor

STAFF MEMBERS

09 264 79 27
Benedikte De Vocht, Soetkin Drieghe, Jimmy Florkin, Evelien Roegiers, Inez Verleyen

CURRICULUM MANAGER

Annelies Roegiers

FACULTY OF VETERINARY MEDICINE

<https://www.ugent.be/di/nl/voor-studenten/fsa>
fdo.di@ugent.be
Salisburylaan 133, 9820 Merelbeke

FACULTY REGISTRATION OFFICER

Lynn Coryn, lynn.coryn@ugent.be 09 264 75 02

STAFF MEMBERS

Doctorates: Vannesa Van Den Berghe, vannesa.vandenbergh@ugent.be 09 264 75 01

FACULTY OF PSYCHOLOGY AND EDUCATIONAL SCIENCES

<https://www.ugent.be/pp/nl/diensten/fdo/contactfdo.htm>
Henri Dunantlaan 2, gang A, 9000 Gent

FACULTY OF BIOSCIENCE ENGINEERING

<http://www.ugent.be/bw/nl/faculteit/facultaire-diensten/fdo/studentenadministratie>

OPENING HOURS

FSA Coupure Campus Ghent (Coupure & Schoonmeersen), Coupure Links 653, 9000 Gent (room A1.101)
9 AM - noon, and 1.30 PM - 4.30 PM (closed on Wednesday afternoon and Thursday morning)

FSA Kortrijk Campus, Sint-Martens-Latemstraat 2B, 8500 Kortrijk (room KWE.A.0.313):
9 AM - 12.30, and 1.30 PM - 5 PM. (closed on Fridays)

STAFF MEMBER

Campus Ghent: fsa.fbw@ugent.be
09 264 59 02
09 264 60 81 (doctorates/PhD)
Hilde Ghellynck, hilde.ghellynck@ugent.be
Sofie Kindt, sofie.kindt@ugent.be
Marijke Van Depitte, marijke.vandepitte@ugent.be, 09 243 24 80

Kortrijk Campus (Engineering Technology programmes): fsa.kortrijk@ugent.be , 056 24 12 53
Carine Vertriest, carine.vertriest@ugent.be

FACULTY OF PHARMACEUTICAL SCIENCES

<https://www.ugent.be/fw>
fsa.fw@ugent.be
Ottergemsesteenweg 460, 9000 Gent

FACULTY REGISTRATION OFFICER (FSA)

Tamara Nachtegaele, 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

Ufo Campus– Technicum One, Sint-Pietersnieuwstraat 41, 9000 Gent

STAFF MEMBER

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, 09 264.67.85

2. TUTORIAL SERVICES

STUDY COUNSELLORS

- are the point of contact for all your questions on study attitude, study planning, and study methods
- provide content-related counselling for a number of first-year courses and are available for questions on the learning content
- help you find solutions for issues that impede your studies (concentration issues, fear of failure, procrastination behaviour,)

STUDY TRACK COUNSELLORS

- give individual counselling on your study track and study progress
- provide counselling and information throughout your study career, at particular moments of choice (electives, minor/major, ...), the amenities of personalised study tracks, applications for a credit contract, applications for exemptions, staggering your studies, ...
- help you in the event of re-orientation (transfer to another study programme)

AT EVERY FACULTY: [HTTP://WWW.UGENT.BE/MONITORAAT](http://www.ugent.be/monitoraat).

EDUCATION DEPARTMENT
REGISTRAR'S OFFICE

Sint-Pietersnieuwstraat 33, 9000 Gent
www.ugent.be/oer - oer@ugent.be