

EDUCATION AND EXAMINATION REGULATIONS

for students at UHasselt and tUL

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This text is a translation of the document *Onderwijs- en examenregeling voor de studenten van de UHasselt en de tUL*, approved by the Governing Board of Hasselt University in June 2007. This translation cannot be used for legal purposes, and in the event of discrepancies in interpretation, the Dutch text will be binding.

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EDUCATION AND EXAMINATION REGULATIONS FOR STUDENTS AT UHASSELT AND TUL

Introduction

In this text, the term 'student' is used to denote both male and female students. Coordinators, examiners, the chair of an examinations board, ombudspersons, etc., may be either male or female.

I. Definitions

The following terms are in accordance with Article 2 of the '*flexibiliseringsdecreet*' (referred to as 'flexibility decree' in the remainder of these regulations):

1. bridging programme: a programme that can be imposed on a student who wishes to enrol for a Master's programme based on a Bachelor's degree awarded as part of professional higher education. The bridging programme is intended to provide students with the general academic competencies and academic-disciplinary basic knowledge envisaged in Article 58, §2, 2° of the '*structuurdecreet*' (referred to as 'structure decree' in the remainder of these regulations) of 4 April 2003.
2. certificate of competence: proof that, based on the recognition of competencies attained elsewhere or qualifications attained elsewhere (QAEs), a student has attained the competencies specific to:
 - a) Bachelor's level (whether from a higher professional or academic education institution), Master's level, or
 - b) a well-defined programme, programme component or cluster of programme components. The certificate in question shall be a document or a registration.
3. competencies attained elsewhere (CAEs): a competency already attained previously, being the whole of knowledge, insights, skills and attitudes attained by means of learning processes that have not been confirmed with a study certificate.
4. credit: an international unit accepted within the Flemish Community, which corresponds to a minimum of 25 and a maximum of 30 hours of prescribed tuition activities, learning activities and evaluation activities and in which the study load for all programmes and programme components are expressed.
5. credit certificate: recognition of the fact that an examination has shown that a student has attained the competencies relevant to a specific programme component. This recognition is laid down in a document or a registration.
6. entry agreement: the agreement between the institutional board and student referred to in Article II.3 of the decree of 19 March 2004 on legal status regulations for students.
7. examination: any evaluation of the extent to which a student has attained the competencies relevant to a particular programme component, based on his study.
8. exemption: the lifting of the obligation to sit an examination for a programme component or a part thereof.
9. preparation programme: a programme that can be imposed on a student who is not in the possession of a diploma that does give him direct admission to the programme for which he wishes to enrol.
10. programme: the structuring unit for the curriculum content. Its successful completion is rewarded with a diploma.
11. programme characteristics: the profile delineation for a programme, resulting from:
 - a) the qualification and/or specification of the degree awarded at the end of the programme and/or
 - b) the number of study credits for the programme, and/or
 - c) the institution at which the programme is organisedA specific specialisation within a programme may also be deemed to be a programme characteristic.
12. programme component: a defined whole of tuition activities, learning activities and evaluation activities geared towards the attainment of well-defined competencies in respect of knowledge, insight, skills and attitudes.
13. qualifications attained elsewhere (QAE): a qualification already attained previously, being any national or foreign study certificate that indicates that a formal learning programme has been completed successfully, whether or not within education, insofar as this is not a credit certificate attained within the institution and programme within which an individual wishes the qualification to be deemed applicable.
14. refresher programme: a programme that can be imposed on students who wish to progress in higher education on the basis of a credit certificate, the recognition of competencies attained

elsewhere (CAEs) or a certificate of competence attained at least five calendar years previously.

15. sequence: the rules determined by the institutional board on prior completion of or successful completion of a programme component or programme before a student can do an examination for another programme component or a different programme;
16. skills assessment: the assessment of an individual's competencies before a certificate of competence is issued.
17. specialisation: a differentiation in a course programme worth a minimum of 30 credits.
18. study credits: the number of credits allocated to a programme component or programme.
19. study pathway: the way in which the study is organised.

The following terms are in accordance with Article 3 of the structure decree:

1. academic year: a period of one year, which starts no earlier than 1 September and no later than 1 October and ends on the day before the start of the next academic year.
2. degree: a Bachelor, Master or Doctor designation granted at the end of a programme and/or after taking a PhD, when a diploma is issued.
3. Master's paper: paper with which a Master's programme is completed. In this way, a student demonstrates an analytical and synthetic ability or an independent problem-solving ability at academic level or of the ability to produce an artistic creation. This paper reflects a student's general critical-reflective inclination or research inclination.
4. programme profile: an organised summary of the specific basic competencies attained within a programme.
5. qualification: a certificate or diploma awarded following the successful completion of a formal programme pathway or training pathway.
6. study year: a study programme consisting of a minimum of 54 credits and a maximum of 66 credits.

The below-mentioned stipulations are in accordance with article 2 of the financing decree

1. generation student: a student who enrolls for the first time (in a certain academic year) with a diploma contract for a professionally or academically oriented Bachelor in the Flemish higher education. The generation student statute is valid for the complete academic year.
2. chosen credits: credits, linked to the programme components, for which a student has enrolled in a certain academic year.
3. obtained credits: credits, linked to the programme components, for which a student can receive a credit certificate.
4. learning credit: the total package of credits that a student can use during his study career for an enrolment under diploma contract in an initial Bachelor or Master programme or a programme component under credit contract and that can evolve according to the number of credits for which a student enrolls and which credits he acquires. (financing decree, article 2, 17°)

The following terms shall also be used in these education and examination regulations:

1. student file: a student's personal electronic file on the UHasselt website, which file contains all of a student's personal information with regard to tuition. This includes information like the programme components per academic year, the study results achieved per academic year, an overview of all of the study results attained and advice in connection with student progress.
2. tuition period: a trimester or semester in which the tuition for a number of programme components is provided, as indicated in the academic calendar. Each tuition period is immediately followed by an examination period.

II. Study contracts

Section II.1 Diploma contract, credit contract and examination contract

1. When enrolling, a student can choose between one of the following contracts:
 - 1° the diploma contract entered into by the university board with the student, who enrolls with a view to the attainment of a degree or diploma for a programme, or who enrolls for a bridging programme or preparation programme;
 - 2° the credit contract entered into by the university board with the student, who enrolls with a view to the attainment of a credit certificate for one or more programme components;

- 3° the examination contract entered into by the university board with the student, who enrolls to sit examinations subject to the conditions determined by the university board, with a view to the achievement of:
 - a) a degree or diploma for a programme, or
 - b) a credit certificate for one or more programme components.
 (flexibility decree: Article 2)

- 2. The contracts referred to in Subsection 1 above form part of the entry agreement or are entered into after enrolment, in the framework of the entry agreement (flexibility decree: Article 25).
- 3. The nature of certain programme components means that they can be excluded from an examination contract. The faculty council decides on the exclusion at the request of the curriculum council. Excluded programme components shall be indicated in the study guide (flexibility decree: Article 25).

Section II.2 Diploma contract (flexibility decree: Article 27)

- 1. In the case of a diploma contract, reference is made to the applicable provisions of the tuition and examinations regulations for the following subjects:
 - 1° the diploma that the student wishes to attain and the objectives of the course programme, as determined in Section VI.1.
 - 2° the study credits for the programme, as referred to in Section VI.1.
 - 3° the programme components that must or can be included in the pathway and the study credits and sequence of these programme components, as determined in Section VI.1.
 - 4° the time period to which enrolment relates.
 - 5° conditions for the attainment of a credit certificate per programme component, as determined in Section III.2.
 - 6° where appropriate, the study credits reduction resulting from an exemption or exemptions.
 - 7° the number of examination opportunities per programme component, as determined in Section XI.2.
 - 8° the evaluation rules and deliberation rules, as determined in Chapter XI and Chapter XIII.
 - 9° the measures possible for monitoring student progress, as determined in Section XIII.9.
 - 10° the binding conditions applicable on student progress, as determined in Section XIII.9.
- 2. If a student is able to benefit from a study credit reduction as a result of an exemption or exemptions, the extent of the reduction shall be indicated on the diploma contract.

Section II.3 Credit contract (flexibility decree: Article 27)

- 1. The same rules shall apply to a credit contract as to a diploma contract. The credit contract states:
 - 1° the programme component(s) for which the student is enrolling.
 - 2° the study credits per programme component, as determined in Section VI.2.
 - 3° the entry requirements for enrolment for the programme component in question, as determined in Section II.8.
 - 4° the time period to which the enrolment relates.
 - 5° conditions for the attainment of a credit certificate per programme component, as determined in Section III.2.
 - 6° where appropriate: the study credit reduction resulting from an exemption or exemptions.
 - 7° the number of examination opportunities, as determined in Section XI.2.
 - 8° the evaluation rules, as determined in Chapter XI.
 - 9° the measures possible for monitoring student progress, as determined in Section XIII.9.
 - 10° the binding conditions on student progress, as determined in Section XIII.9.
- 2. At the student's request, it shall be possible to deviate from the provisions of Subsection 1. The alternative provisions shall form part of the credit contract.
- 3. Students who do not comply with the admission conditions can enrol for individual programme components under a credit contract provided that an assessment shows that the individual in question has the skill to succeed in the programme component or programme components in question (flexibility decree: Article 18*bis*). The assessment shall be carried out by a committee created by the examinations board. The examinations board shall decide on admission.

3bis Enrolment under credit contract by a student with insufficient learning credit is only possible with permission of the chair of the education council. The measures of monitoring study progress in accordance with section XIII.10 are applicable.

4. If a student is able to benefit from a study credit reduction as a result of exemption(s), the extent of the reduction shall be indicated in the contract.

Section II.4 Examination contract

1. The rules indicated in Section II.2 shall apply to students with an examination contract if a student enrolls with a view to the attainment of a diploma. The rules indicated in Section II.3 shall apply if the student enrolls with a view to the attainment of a credit certificate for one or more programme components.
2. In the case of an examination contract, the conditions are also indicated under which the student may participate in tuition activities and use facilities intended to support tuition.

Section II.5 Model pathway and individualised pathway

1. A study pathway determines the modalities in respect of study credits, deliberations and monitoring student progress:
 - 1° by means of a model pathway for a group of students.
 - 2° by means of an individualised pathway for a certain student.
(Article 26 of the flexibility decree)
2. An individualised pathway may be allowed if a student falls within one of the following groups.
 - 1° Students with a model pathway of 60 credits, but with a study delay
 - 2° Students who can invoke medical or social aspects (including individuals with full-time jobs and top-class sportspeople).
 - 3° Students who have attained a large number of exemptions based on competencies and qualifications attained elsewhere.
3. A student wishing to do an individualised pathway shall address a reasoned request to the chair of the examinations board.
4. The examinations board shall examine the desirability of an individualised pathway and determine the more individualised conditions in respect of the composition of the study programme, study length, deliberation rules and monitoring student progress. These elements form part of the admission contract. The chair of the education council shall be informed of the decision made.

Section II.6 Criteria for 'top-class sportsperson' status

To be eligible for top-class sportsperson status, a student must meet at least one of the following criteria.

1. Based on a certificate, recognised as a top-class sportsperson or as a promising young sports-person by one or more of the following organisations: BOIC, BLOSO, *Vlaams Bureau voor topsport*, the relevant national or Flemish sports federation, the national trainers for the relevant branch of sport.
2. A certificate from the relevant Flemish or national sports federation showing that the student complies with the norms required for one of the following championships for the branch of sport in question: European championships, world championships, Olympic Games, Universiade or University world championships.
3. A certificate from the relevant Flemish or national sports federation showing that the student has been selected for a national junior or senior team.

4. For team sports: forming part of the A or B core of a team playing in the highest division of a branch of sport. The second division shall suffice for football, as well as the UEFA juniors. The student shall be expected to produce a certificate from the club.

Section II.7 Amendments to study contracts

1. Following the end of a semester, a student may ask the examinations board to amend his study contract, as determined in Section II.1. He shall address his request to the chair of the examinations board. Amendment shall only be possible with the joint agreement of the examinations board and the student. In the event of an amendment to the study contract, enrolment and the corresponding indications, as determined in Sections II.2, II.3 and II.4, shall be modified.
2. During a trimester or semester, a student may ask the examinations board for his programme to amend the content of a study contract. An amendment may relate to:
1° the transition from a model pathway to an individualised study pathway;
2° a modification to an individualised study pathway.
At the application, the rules as stipulated in section II.5, II.7, II.7bis and II.7tris are followed. Amendment shall only be possible with the joint agreement of the examinations board and the student.
3. Any amendments to the indications specific to a study contract shall be effected by the university board if the amendment relates to a model pathway (flexibility decree: Article 28).
4. With each modification of a study contract or its content, a student will verify the correctness of his adapted study contract and he will, if necessary, ask the responsible education secretariat to correct possible errors or inaccuracies. A student will report inaccuracies concerning his individual learning credit to the steering committee of the higher education data base.

Section II.7bis: Modification of chosen credits by students under diploma contract

1. A student enrolled under diploma contract for one or more programme components offered according to the semester system can modify the number of chosen credits until 1 December for programme components offered in the first semester and until 15 March for programme components offered in the second semester. The modification in the number of chosen credits will be incorporated in the individual learning credit of the student.
2. A student enrolled under diploma contract for one or more programme components offered according to a different division than the semester system can, except for the application of paragraph 3, modify the number of chosen credits until one day before the start of the period in which the programme component is evaluated. The modification in the number of chosen credits will be incorporated in the student's individual learning credit.
3. In exceptional cases, to be judged by the chair of the examinations board of the programme, an enrolment for a programme component is also possible outside the above-mentioned periods.
4. In accordance with section XI.1, a student has to be enrolled for a programme component in order to be able to take an exam on this programme component.

Section II.7tris Modification of chosen credits by students under credit contract

1. Deregistration from programme components by students under credit contract cannot give modifications in the number of chosen credits (financing decree article 8, §1, paragraph 5).
2. For students under credit contract who want to extend the number of chosen credits, the same periods are valid as for students under diploma contract as determined in section II.7bis.

Section II.7quater Deregistration for a programme by a non-generation student

If a non-generation student has been enrolled for a Bachelor or Master programme and if he wants to end this programme prematurely, the modification in the number of chosen credits of this programme will be incorporated in the individual learning credit of the student in accordance with the regulations for modification of chosen credits by students under a diploma contract as stipulated in section II.7bis.

Section II.7quinquies Change of programme by a generation student

If a generation student changes programme in the course of the same academic year:

- 1° the number of chosen credits will be added again to the individual learning credit if the student changes before 1 December of the academic year in question;
- 2° half of the number of chosen credits, rounded up to the next whole number, will be re-added to the individual learning credit if the student changes between 1 December and 15 March of the academic year in question;
- 3° the number of chosen credits will be deducted from the learning credit if the student changes after 15 March of the academic year in question.
(financing decree, article 47, §2)

Section II.8 Conditions for enrolment for a programme component and examination

Except in cases where the examinations board has permitted a separate arrangement, the regulations below shall apply to enrolment for a programme component and examination.

1. The organisation of a programme into study years determines the sequence applicable to students with a model pathway.
2. If, during the first year of enrolment for a Bachelor's programme, a student has attained credit certificates for the first study year worth between 20 and 40 credits, he may include those programme components from the second study year for which he has achieved the initial competencies. He shall be expected to gain the permission of the examinations board to do so.
3. If, during the first year of enrolment for a Bachelor's programme, a student has attained credit certificates for the first study year worth more than 40 credits, he shall be able to include all of the programme components from the second study year, with due observance of Subsection 6.
4. If a student has not yet attained all credit certificates from the first year of a Bachelor's programme, or has gained compensation for this in the framework of a deliberation, he shall not be able to include any programme components from the third study year for this Bachelor's programme.
5. If a student has not yet complied with all of the conditions for programme components from the second study year of a Bachelor's programme, or has gained compensation for this in the framework of a deliberation, he shall not be able to include any programme components for a Master's programme. The examinations board may permit deviations in very exceptional cases.
6. Admission to programme components from a higher study year shall not release the student from the general conditions on eligibility for participation in an examination, as indicated in Section XI.1.
7. The number of credits per academic year may not exceed 66 for a full-time student.
8. In exceptional cases, the examinations board may permit deviations from the provisions of Subsections 2, 3 and 7.

Section II.9 Conditions under which students can follow programme components and sit an examination in them in a different programme or at another national or foreign institution for higher education

1. A student may submit a reasoned request to the examinations board to replace programme components from one programme with others from programmes at his own university or from other national or foreign universities or institutions of higher education and sit examinations in them.

2. Based on a request submitted by a student, the examinations board shall ascertain whether the diploma for the programme can be granted and shall use the following criteria to do so.
 - 1° alignment of the objectives of the alternative programme component with the objectives of the programme;
 - 2° the level of the programme component;
 - 3° the study credits for the programme component.
3. In the event of a positive recommendation, the student shall be able to do the proposed alternative programme components elsewhere and sit an examination in them. In this case, the examinations board shall also indicate how the examination results for the alternative programme components shall be settled in the framework of attainment of the diploma. Except where the examinations board decides otherwise, the number of credits for the alternative programme shall correspond with the number of credits for the programme component being replaced.
4. Where the request relates to a different institution for higher education, the student shall follow the instructions issued by the student secretariat.
5. When requested to do so by a curriculum council, a faculty may also take initiatives itself in order to promote student mobility. These regulations shall then be added to the education and examination regulations for the programme.

Section II.10 Conditions for the inclusion of programme components in a bridging programme or preparation programme

1. A student with a bridging programme or preparation programme may also include programme components from the corresponding Master's programme with these programmes. When doing this, he shall not be able to include any programme components from the Master's programme if successful completion of one or more programme components of the bridging programme or preparation programme is required before doing so.
2. A student for whom the (remaining) preparation programme or bridging programme consists of just a limited number of credits may ask the examinations board if he is able to include all of the programme components for the first year of the corresponding Master's programme. The examinations board shall make a reasoned decision on this request.

III. Exemptions

Section III.1 Definition of 'exemption'

1. An exemption entails the lifting of a student's obligation to sit an examination in a programme component or a part thereof (flexibility decree: Article 2).
2. The examinations board shall grant a student an exemption on the basis of qualifications attained elsewhere and/or on a certificate of competence (flexibility decree: Article 46).
3. Except where decided otherwise by the university board, the extent of an exemption for a programme component, or a part thereof, shall be equated with the study credits for the said programme component, or part thereof. The extent of an exemption shall be expressed in whole credits (flexibility decree: Articles 48 and 49).

Section III.2 Credit certificate

1. A credit certificate is the recognition of the fact, as demonstrated by an examination, that a student has attained the competencies for a specific programme component. This recognition is laid down in a document or a registration (flexibility decree: Article 2).
2. A student shall be issued with a credit certificate for each programme component successfully completed by him. Successful completion shall be assessed as such by an individual examiner (flexibility decree: Article 31, §1).

3. A student shall have successfully completed a programme component when he attains at least 10 out of 20, except where the institutional board has determined a different, non-numerical form of result determination, based on the specificity of the programme component (flexibility decree: Article 31, §1).
4. The conditions under which students in a study year system shall be deemed to have attained a credit certificate have been included under XIV. Transitional provisions and final provisions.
5. If a student gains an exemption for part of a programme component, he shall be issued with a credit certificate for this part if he attains at least 10 out of 20 for the examination for the remaining part.
6. A student cannot go back on a credit certificate (flexibility decree: article 31, §1)

Section III.3 Procedure for the achievement of an exemption on the basis of a study certificate issued as part of tuition

1. A student who believes that he is able to invoke an exemption for a programme component, or part of a programme component, based on previous studies, shall address his request to the chair of the examinations board. In his request, the student shall indicate which programme component or which parts of the programme component he wishes to have an exemption for and shall substantiate his request with a file containing a copy of credit certificates attained previously. The student can engage the study advice service in this respect.
2. The chair of the examinations board shall obtain the reasoned advice of the coordinators for the programme components in question.
3. Based on the file submitted together with credit certificates obtained at an earlier date, the coordinator shall make his decision on the concurrence between the programme component for which an exemption is being requested and the programme component attended at an earlier date.
 In the event of sufficient concurrence, he shall formulate an advice approving an exemption for the entire programme component. The study credits for the exemption granted shall be equal to the number of credits for the programme component in question.
 In the event of partial concurrence, the coordinator may advise that an exemption be granted for part of the programme component. The extent of a partial exemption shall be expressed in whole credits. The coordinator shall then indicate for which part of the programme component the exemption will be permitted.
 In exceptional cases, action shall be taken as described in Subsection 6.
4. The examinations board shall decide after receiving notification of the advice from the coordinator on whether a full or partial exemption will be granted and shall notify the student requesting the exemption of its reasoned decision.
 The chair of the examinations board shall also notify the student secretariat of the decision and the appropriate examinations secretariat. During enrolment/conclusion of a study contract, the number of credits for which an exemption has been granted shall be indicated.
5. The examinations board shall keep a list of the decisions taken and of the corresponding recommendations.
6. In exceptional cases, which cases shall be assessed as such by the examinations board, an investigation shall be performed with a view to granting exemptions on the basis of qualifications attained elsewhere via a competence test. In this case, the examinations board shall refer the applicant to the validating organisation at the level of the association. The examinations board shall explain the need for the competence test (flexibility decree: Article 46).
7. A student can appeal against the decision taken (see Section X.6).

Section III.4 Attaining a diploma with exemptions

1. As regards a second enrolment for a Bachelor's programme or Master's programme for which the student has already attained a diploma, the student shall nevertheless be expected to complete programme components equivalent to at least 30 credits (flexibility decree: Article 50).
2. For cases other than those referred to in Subsection 1, the number of credits still to be attained shall be determined by the extent of concurrence with the programme already followed.
3. If the university board determines, based on a certificate of competence and/or qualifications attained elsewhere, that a person has the competencies relevant to a well-defined programme, the institutional board may award the diploma for the programme in question to this person, without the person in question having to enrol for the programme.

If the university board does not proceed to award the diploma in question, but prescribes attendance of additional programme components, or parts thereof, a special motivation obligation shall apply. In this situation, the university board must demonstrate a substantial difference between the competencies validated by the certificate of competence and the final competencies applicable to the programme at the university (flexibility decree: Article 51).

<p>IV. Special prior education requirements and additional enrolment conditions for a Bachelor's programme</p>

Section IV.1 Admission conditions with regard to knowledge of the Dutch language
(Flexibility decree: Article 19)

1. Only students with a sufficient knowledge of the Dutch language shall be admitted to first-time enrolment for a programme with Dutch as the language of instruction. Therefore, a student's knowledge of Dutch shall be assessed. The test can be taken by the university itself or by an institute or organisation that has been recognised for this purpose by the university.
2. The following students shall be exempted from an assessment of a sufficient knowledge of Dutch:
 - 1° individuals who have successfully completed at least one study year in Dutch-language secondary education;
 - 2° individuals who have successfully completed a programme, or one or more programme components, equal to a total of at least 60 credits in Dutch-language higher education.

Section IV.2 Admission conditions with regard to knowledge of a language other than Dutch

If a programme is offered in a language other than Dutch, admission to first-time enrolment for this programme shall depend on an examination of the individual's sufficient knowledge of the language of instruction used (flexibility decree: Article 20).

Section IV.3 General conditions for admission to the Bachelor's programme
(Flexibility decree: Article 9)

The following general admission conditions apply to enrolment for a Bachelor's programme:

- 1° possession of a diploma for secondary education;
 - 2° a diploma for higher education, consisting of one cycle with a full curriculum;
 - 3° a diploma for higher education for social promotion, with the exception of the certificate for teaching competence [*Getuigschrift Pedagogische Bekwaamheid*];
 - 4° a study certificate that is recognised as equivalent to one of the diplomas above, in accordance with a statutory norm, a European directive or an international agreement.
2. A Bachelor student with insufficient learning credit can only enrol with permission of the chair of the education council. A Bachelor student with insufficient learning credit will file a motivated application for enrolment, addressed to the chair of the education council with a copy to the chair of the examinations board of the programme for which the student wishes to enrol. The

chair of the education council will decide if the student will be admitted after advice of the chair of the examinations board. The measures of monitoring student progress in accordance with section XIII.10 are applicable.

Section IV.4 Special admission conditions for the Bachelor's programme

1. Anyone who does not comply with the general admission conditions and is 21 or older may be admitted on the basis of an entrance examination. This age requirement may be deviated from for humanitarian reasons, medical, psychological or social reasons. This is also possible in relation to a candidate's general qualification level, pay or competencies.
2. Anyone who has a diploma or has attained a certificate in a country outside the European Union, which diploma or certificate grants the student access to academic education in this country, may be admitted for enrolment for a Bachelor's programme, provided he passes an entrance examination.
3. The entrance examination referred to in Subsections 1 and 2 shall be carried out by an admissions board per programme, which shall ascertain whether the knowledge, insight and skills possessed by the candidate are in line with the entry requirements applicable to the programme. The subjects that form part of the entrance examination shall be determined per programme and shall be included in the education and examination regulations. The subjects shall be assessed at secondary-education level.
4. Requests for admission shall be submitted to the admissions board before 1 September and 1 December respectively. In special cases, the admissions board may also accept requests that reach it after these dates.
5. The admissions board shall decide on requests before 1 October and 1 January respectively.
6. All candidates who have been accepted shall receive written confirmation of the decision granting them access to a certain Bachelor's programme. A copy of the decision shall also be forwarded to the student secretariat and shall be added to the student's file.

Section IV.5 Composition of the Admissions Board

1. An admissions board per programme shall consist of the following individuals:
 - 1° the chair of the curriculum council, who is also chair of the admissions board;
 - 2° two other members with a coordinating educational task in the programme;
 - 3° a study adviser for the programme shall be appointed as an advisory member and as a secretary.
2. The faculty council shall create an admissions board when requested to do so by the curriculum council. A deputy member shall be appointed for each member.
3. The admissions board may engage the services of internal or external experts.

Section IV.6 Entrance examination for Bachelor of Applied Economic Sciences, Business Engineering and Business Engineering in Management Information Systems

For anyone who does not comply with the general admission conditions, the entrance examination for the Bachelor's programme of Applied Economic Sciences, Business Engineering and Business Engineering in Management Information Systems shall consist of: Mathematics, Dutch, English, French and Informatics at secondary-education level.

A more detailed description of the subject matter is available on request.

Section IV.7 Entrance examination for the Bachelor of Traffic Studies

For anyone who does not comply with the general admission conditions, the entrance examination for the Bachelor's programme of Traffic Studies shall consist of: Mathematics, Dutch, English and Informatics at secondary-education level.

A more detailed description of the subject matter is available on request.

Section IV.8 Entrance examination for the Bachelor of Mathematics, Physics, Chemistry or Biology

For anyone who does not comply with the general admission conditions for the Bachelor's programme of Mathematics, Physics, Chemistry or Biology, the entrance examination shall consist of: Mathematics, Physics, Chemistry, Biology, Dutch and English at secondary-education level.

A more detailed description of the subject matter is available on request.

Section IV.9 Entrance examination for the Bachelor of Information Sciences

For anyone who does not comply with the general admission conditions, the entrance examination for the Bachelor's programme of Information Sciences shall consist of: Mathematics, Dutch and English at secondary-education level.

A more detailed description of the subject matter is available on request.

Section IV.10 Entrance examination for the Bachelor of Biomedical Sciences

For anyone who does not comply with the general admission conditions, the entrance examination for the Bachelor's programme of Biomedical Sciences shall consist of: Chemistry, Biology, Physics, Mathematics, Dutch and English at general secondary-education level.

A more detailed description of the subject matter is available on request.

Section IV.11 Special prior education requirements: entrance examination for the Medicine programme

Entry to the Medicine Bachelor's programme is determined by decree, subject to an entrance examination. Only those individuals who have passed this entrance examination in a certain calendar year and are in the possession of a diploma for secondary education or an equivalent or equal study certificate by 31 December of the same calendar year shall be able to enrol for this Bachelor's programme.

V. General admission requirements for a Master's programme

Section V.1 General admission requirements for an academic Bachelor to a Master's-after-Bachelor's programme

1. A general admission requirement for a Master-after-Bachelor's programme is the possession of a diploma for a Bachelor's programme (flexibility decree: Article 11).
2. The following is indicated per Master-after-Bachelor's programme in the relevant study guide:
 - 1° the academic Bachelor's programmes that give direct admission;
 - 2° which graduates from Bachelor's programmes with other programme characteristics shall also be granted admission after the successful completion of a preparation programme. The content and study credits for the preparation programme shall be determined as a function of the degree of substantive connection between these other Bachelor's programmes and the Bachelor's programme indicated under 1° (flexibility decree: Article 12, §§1 and 2).
A student shall be able to enrol for a preparation programme and a Master's programme simultaneously (flexibility decree: Article 24).
3. The examinations board for the Master's programme shall be able to admit a student to a preparation programme where the student in question only needs to complete a limited part of the programme to attain the underlying Bachelor diploma.

Section V.2 General admission requirements for a professional Bachelor to a Master's-after-Bachelor's programme

1. The enrolment of a graduate from a Bachelor's programme in higher professional education for a Master's programme shall depend on the successful completion of a bridging programme with a minimum of 45 credits and a maximum of 90 credits (flexibility decree: Article 13, §1). It shall also be possible to admit a student to a bridging programme where he only needs to complete a limited part of the programme to attain the underlying Bachelor diploma. A student shall be able to enrol for a bridging programme and a Master's programme simultaneously (flexibility decree: Article 23).
2. The study guide indicates which bridging programmes are available per Master's programme.
3. Prior to enrolment, the examinations board may impose a competence test, with the intention of ascertaining the presence of the general academic competencies and academic-disciplinary basic knowledge for the academic Bachelor's programme that gives direct admission, as referred to in Article 58, §2, 2° of the structure decree of 4 April 2003.
4. On the basis of qualifications attained elsewhere, or the results of the competence test, the minimum number of study credits for a bridging programme can be differentiated, the minimum number of study credits of a bridging programme can be set at under 45 credits, or the student may be exempted from the obligation to do a bridging programme (flexibility decree: Article 13, §2).
5. A student can appeal against a decision made by the examinations board in connection with the content and extent of the bridging programme (flexibility decree: Article 74).

Section V.3 General admission requirements for a Master's-after-Master's programme

1. For each Master's-after-Master's programme, the study guide shall indicate which Master's programme with specific programme characteristics grants direct admission. The student may be subjected to an examination in accordance with Subsection 3 (flexibility decree: Article 18, §§1 and 2).
2. Anyone with a diploma for a Master's programme with programme characteristics other than those indicated in Subsection 1 may be admitted to the Master's-after-Master's programme by the examinations board if he successfully completes a preparation programme (flexibility decree: Article 18, §2).
A student shall also simultaneously be able to enrol for a preparation programme and a Master's-after-Master's programme (flexibility decree: Article 24).
The examinations board may differentiate the content and study credits for the preparation programme according to the extent of the substantive connection between this other Master's programme and the Master's programme referred to in Subsection 1 (flexibility decree: Article 18, §2).
3. If admission to a Master's-after-Master's programme is subject to an examination of a student's suitability and competence for the Master's-after-Master's programme, this shall be indicated in the study guide (flexibility decree: Article 18, §2).

VI. Indications in the study guide for a programme

Section VI.1 Indications per programme (structure decree: Article 77)

Each programme has a corresponding study guide, which shall always include the following information for the programme in question:

- 1° the degree awarded for successful completion of the programme, the qualification for the degree and, where necessary, specification of the degree;

- 2° the content and objectives of the programme, the course programme and the division into programme components;
- 3° where appropriate, specialisations;
- 4° the language of instruction used in the programme;
- 5° the study credits;
- 6° the sequence for the individual programme components;
- 7° prior programmes that give students admission to a programme and the programmes that follow them;
- 8° the model pathways for the Bachelor and Master's programmes in terms of study credits per academic year;
- 9° organisation of the programme in the form of model pathways and individualised pathways;
- 10° initial competencies and end competencies.

Section VI.2 Indications per programme component (structure decree: Article 77)

1. In the study guide for the programme, the following shall always be included per programme component (structure decree: article 77):
 - 1° the language of instruction used and admission requirements with regard to knowledge of the language of instruction if a programme component is offered in a language other than Dutch;
 - 2° the study credits;
 - 3° the conditions under which exemptions are granted;
 - 4° the initial competencies and end competencies;
 - 5° conditions for the attainment of a credit certificate per programme component;
 - 6° the number of examination opportunities per programme component;
 - 7° the specific rules applicable to a student with an examination contract if he is not participating in tuition activities;
 - 8° the programme components excluded from an examination contract because of their nature (see Article II. 1);
 - 9° the objectives and level of the programme component;
 - 10° examination details.
2. In the study guide of the programme, it is indicated in the description of a programme component if this programme component has been excluded from automatic compensation because of a decision of the faculty council.

<h2>VII. Method used to determine the number of credits for each programme component and the corresponding criteria and norms</h2>

Within the framework of the study credits applicable, a programme strives towards the achievement of a number of competencies. The importance given to these competencies is reflected in the study time budgeted for them. The competencies for a programme are achieved via the programme components.

In the context of a programme component, study time is the time needed, indicated in hours, for the attainment of the competencies indicated. 27 hours of study time are equivalent to one credit. The number of credits per programme component shall be indicated in the study guide. Bearing in mind the number of tuition weeks, study periods and examination periods, full-time students shall be presumed to have an average study load of approximately 45 hours per week.

The curriculum councils or tuition management teams shall ensure that no major deviations occur in the weekly study load. Therefore, the coordinators for each programme shall be expected to agree on the assignments to be issued to students in a given period. The curriculum councils or tuition management teams shall regularly ascertain whether these agreements are being fulfilled and shall use study-time measurements to ascertain conformity between the study time estimated and actually applicable. Where necessary, they shall formulate proposals to update the curriculum as a whole, or the content and objectives of certain programme components, or to adjust the number of credits applicable to programme components.

<h2>VIII. The code of conduct on language arrangement</h2>

1. General provisions
 - a. The language used by the board at the university is Dutch. A different language may be used with a view to smooth communication with foreign-language students, academics, services or institutions.
 - b. The language of instruction at the university is Dutch. Other languages may be used where necessary or appropriate, with due observance of regulations. Where this is the case, this shall be indicated and substantiated explicitly.
 - c. Programme components that are offered in Dutch shall also be examined in Dutch.

2. In any event, the following programme components shall be organised largely or entirely in a different language:
 - a. Programme components that have a foreign language as their subject.
 - b. Programme components that are taught by foreign-language guest professors.
 - c. Programme components that are followed, in joint consultation between the student and the university board, at an institution for higher education in Belgium or abroad, where a language of instruction other than Dutch is used.

3. Programme components that are offered partially in a different language.
 To a limited extent, a different language may be used for parts of programme components when the added value for students and the functionality of the programme is explained explicitly.
 - a. In accordance with the provisions determined by decree, the use of a foreign language for the Bachelor's programmes is limited to 10% of the extent of the course programme. The programme components referred to under 2.a and 2.c shall not be included in the determination of this limit. Those parts of the programme components that are offered in a language other than Dutch shall be indicated in the study guide for the programme.
 - b. In a Master's-after-Bachelor's programme, the percentage shall be determined by the added value and functionality applicable. Those parts of the programme components that are offered in a language other than Dutch shall be indicated in the study guide for the programme.

The faculty council shall monitor proposals on the use of a foreign language.

When appointing its staff, the university shall guarantee that they have sufficient knowledge of the international standard language necessary for the tuition provided. This aspect must be monitored as part of internal quality control for the programme.

4. In a Master's-after-Master's programme and in a postgraduate programme, the number of foreign-language programme components can be determined freely.

5. Foreign-language programmes
 - a. The university can offer programmes entirely in a different language, both at the level of Master's-after-Bachelor and at the level of Master's-after-Master's. For programmes at the level of Master's-after-Bachelor, an equivalent programme shall always be offered in Dutch. Subsections 2 and 3 shall apply to Dutch-language equivalents of this nature.
 - b. The university may also offer foreign-language Master's programmes that have been designed specifically for foreign students, in the framework of the International Course Program for development aid. The university shall not be obliged to offer equivalent Dutch-language programmes for these programmes.

The programmes indicated under 5.a and 5.b may be attended by both Dutch-language and foreign-language students. Examinations shall be sat in the language used for the programme.

IX. Handling student complaints
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Section IX.1 Ombudsperson and ombuds service

1. For each study year, an ombudsperson is appointed by the faculty council as advised by the chair of the curriculum council. Students may approach the ombudsperson in relation to any disputes in connection with tuition and examinations. The ombudsperson shall work in consultation with the chair of the examinations board to find an appropriate solution. Where necessary, a student may also approach the ombuds service.

2. The central ombuds service has been appointed by the education council. This central ombuds service plays a mediatory role in disputes between student and one or more members of staff, in connection with:
 - 1° application of the education and examination regulations and/or the legal status regulations for students;
 - 2° any acts and circumstances experienced as unfair.
 (legal status regulations decree [*decreet rechtspositieregeling*], Article II. 9).
 The ombuds service (c/o rector's office) shall investigate all complaints received and take the steps necessary to achieve a solution (also see Section IX.4).
3. The ombuds service shall report to the education council at least once a year. Its report shall provide an overview of complaints and of the measures taken (solutions).

Section IX.2 The duties of the ombudsperson per study year in connection with examinations and deliberations

1. The name of the ombudsperson per study year shall be indicated in the study guide and on the examination timetable. The examination timetable shall also indicate where and when the ombudsperson can be reached.
2. The duties and corresponding rights and obligations of the ombudsperson in connection with examinations are:
 - 1° mediation in all administrative-technical matters, in the event of disputes between an examiner and student, as well as further to social and moral problems that may affect a student's evaluation. The ombudsperson is not authorised to mediate on substantive aspects of examinations.
 - 2° the ombudsperson shall be involved in the production of an examination timetable.
3. The duties and corresponding rights and obligations of the ombudsperson in connection with deliberations are:
 - 1° the ombudsperson shall be present at the deliberation, to provide the members of the examinations board with useful information.
 - 2° at a deliberation, the ombudsperson receives the same file as the members of the examinations board.
 - 3° the ombudsperson shall be obliged, as are all members who are entitled to vote, to maintain the confidentiality of all exchanges of ideas and views between the members of the examinations board.
 - 4° the ombudsperson shall be entitled to call for a vote, without being entitled to vote himself.
 - 5° the members of the examinations board shall be obliged to indemnify the ombudsperson's immunity.
4. If the ombudsperson is involved in the evaluation of a student for which he is the ombudsperson, the chair of the examinations board shall appoint a deputy as ombudsperson, where requested to do so by the student.

Section IX.3 Composition and performance of evaluation committees in connection with educational support

1. When requested to do so by a curriculum council, the faculty council shall appoint at least one evaluation committee per programme, with the following duties:
 - 1° the investigation of educational support per tuition period;
 - 2° the resolution of serious problems in tuition, in consultation with the ombudsperson for the study year in question and in consultation with the members of staff in question.
2. The composition of each evaluation committee shall be determined by the curriculum council for the programme in question. Each evaluation committee shall consist of at least two academic staff members, the ombudsperson, three students and an educationalist. When requested to do so by the curriculum council, the faculty council shall determine how many and which academic staff members shall form part of an evaluation committee. The academic staff members may vary per tuition period.

3. The curriculum council or, in the event of delegation, the tuition management team, shall embrace the effective performance of the evaluation committees, shall ensure the satisfactory resolution of the problems reported, gives feedback to members of the evaluation committee and reports annually on its performance to the faculty council.
4. The student council shall designate student representatives from the students enrolled for the programme. Student representatives shall benefit from appropriate protection.

Section IX.4 Following up complaints

1. Complaints that a student feels are not being followed up satisfactorily may be transferred in writing to the ombuds service. The ombuds service can help formulate a complaint of this nature. The ombuds service shall hear the student and ensure that the complaint is handled appropriately, within a reasonable period and, in all cases, within one month.
2. Complaints may be formulated by the individual student in question, by a member of the student council or by the ombudsperson for the study year in question, and shall be addressed to the ombuds service.

X. Possibilities for appeal

Section X.1 Student progress decisions

1. A student progress decision shall entail one of the following decisions:
 - a) an examination decision, being any decision that entails a final assessment, whether or not based on a deliberation, on the successful completion of a programme component, a number of programme components for a programme, or a programme as a whole;
 - b) an examination disciplinary decision, being a sanction imposed further to examination-related offences;
 - c) the awarding of a certificate of competence, which indicates that a student has attained certain competencies, based on competencies or qualifications attained elsewhere;
 - d) the awarding of an exemption, being the lifting of the obligation to sit an examination for a programme component or part thereof;
 - e) a decision under which a student is required to attend a bridging programme and/or preparation programme and under which the study credits of a programme of this nature is determined;
 - f) the imposition of a measure for monitoring student progress, as indicated in Section XIII.9 of these education and examination regulations.
(‘decreet rechtspositieregeling’ (referred to as ‘legal status regulations decree’ in the remainder of these regulations): Article II.1)
2. A student who decides that an unfavourable student progress decision has been influenced by a violation of the law shall have access to an internal appeals procedure (see Section X.6) (legal status regulations decree: Article II.13).
3. Decisions that can influence the learning credit, can be contested in front of the Council for disputes on student progress decisions (legal status regulations decree, art. II.15).

Section X.2 Disputes before an examination

As soon as possible, one of both parties shall notify the chair of the examinations board and the ombudsperson of any irregularities or conflicts between a student and examiner that occur before an examination. The chair and the ombudsperson shall hear both parties separately and independently of each other and then, where possible and after consultation, decide on a joint standpoint. Where necessary, the chair shall put preliminary measures in place to ensure that the examination is conducted properly.

Section X.3 Dispute after an examination

1. A student who believes that his examination result has been negatively influenced by an examination that has not been conducted properly shall report this to the chair of the examinations board and to the ombudsperson. The chair shall assess whether the examinations board should be convened outside the periods normally provided for in this respect.
2. The examinations board shall decide in an extraordinary meeting, after which the chair shall immediately inform the student of the board's decision.
3. Following the decision by the examinations board, a student shall be able to lodge an internal appeal (see Section X.6).

Section X.4 Material mistakes determined before a deliberation

1. If a material mistake is determined before a deliberation, the examiner shall inform the relevant examinations secretariat of the correct examination result.
2. The examinations secretariat shall ensure that examination results are corrected and add them to the student file for the students in question.
3. If an examiner refuses to rectify a material mistake, the student shall notify the chair of the examinations board of this in writing. Where necessary, the chair shall then convene a meeting of the examinations board. A student shall submit his complaint within a period of 10 calendar days after having been able to take cognisance of the decision.

Section X.5 Material mistakes determined after a deliberation

1. If a material mistake is suspected or determined following the deliberation, this must be reported formally to the chair of the examinations board within a period of 10 calendar days, which period shall commence the day after a student was able to take cognisance of the results via "my student file" or the day following the public announcement of the results (legal status regulations decree: article II.12).
2. If the mistake determined does not affect the result attained, the chair and the secretary of the examinations board may rectify it. They shall be required to report on this at the next meeting of the examinations board.
3. If the mistake determined could influence the result attained, the chair shall convene a meeting of the examinations board as soon as possible. In the event of application, the examination period for the student in question shall be re-opened and, after deliberation, the new decision shall be announced, after which the examination period shall be closed again.
4. The new decision shall be taken within one month of the complaint from the student. Where mistakes are reported towards the end of the academic year, the new decision shall be taken before the next academic year starts.
5. Where the deliberation is followed by a holiday period, it may be difficult, if not impossible, to bring together more than half of the number of members entitled to vote in a meeting. In this situation, the chair can submit the written advice of the members not present at the meeting. In the interest of the student, decisions shall be taken regardless of the number of members present. The new decision shall be reported on during the next meeting of the examinations board.

Section X.6 Internal appeal against an unfavourable student progress decision

1. A student who decides that an unfavourable student progress decision has been affected by a violation of the law can lodge an internal appeal. To this end, he shall address an appeal to the chair of the examinations board and to the chair of the internal appeals committee; the appeal lodged shall include a factual description of the objections in question. The internal appeals committee shall be appointed by the education council.

2. If the chair of the examinations board is a party involved in the decision, he shall be replaced by the oldest member of the examinations board. If the chair of the internal appeals committee is a party involved in the decision, he shall be replaced by the student counsellor from the faculty under which the programme falls.
3. The appeal shall be lodged within a period of five calendar days, which period shall commence:
 - 1° the day after the student was able to take cognisance of the decision via its student file or the day following the public announcement of the results, in the case of an examination decision;
 - 2° the day after the student was able to take cognisance of the decision taken via his student file, in the case of a different student progress decision.
(legal status regulations decree: Article II.13)
4. The student shall be heard by the internal appeals committee.
5. The internal appeals procedure shall result in:
 - 1° the reasoned rejection of the appeal based on its inadmissibility. The student shall be notified of this decision within a period of 15 calendar days, which period shall commence on the day after the date on which the internal appeal was lodged.
 - 2° a new decision by the examinations board, taken in a special session, which confirms or reviews the original decision in a reasoned manner. The examinations board, convened in a special session, shall have a valid deliberation if at least half of the members entitled to vote are present. The new decision must be taken within a period of 15 calendar days, which period shall commence on the day after the date on which the internal appeal was lodged. Following the expiry of this period, the initial decision shall be eligible for appeal with the council for disputes on student progress decisions [*Raad voor betwistingen inzake studievoortgangsbepalingen*].
(legal status regulations decree: Article II.14)
6. After exhausting internal appeal possibilities, a student shall also be able to lodge an appeal with the council for disputes on student progress decisions [*Raad voor betwistingen inzake studievoortgangsbepalingen*].

Section X.7 Council for disputes on student progress decisions [*Raad voor betwistingen inzake studievoortgangsbepalingen*]

(legal status regulations decree: Article II.15)

As a judicial tribunal, the council for disputes on student progress decisions shall decide on appeals lodged against examination (disciplinary-related) disputes, following the exhaustion of the internal appeals procedure.

XI. Examinations

Section XI.1 General conditions for examination participation

1. A student shall only be able to sit an examination for a programme component if he is enrolled for the programme component in question via his study contract. If the student sits an examination without valid enrolment, the examination result achieved shall be regarded as void.
2. Entry to an examination may be subject to conditions, such as an attendance obligation for practical components and/or sufficient participation in group obligations for tuition connected to the programme component. Each faculty council shall determine, per programme component, whether entry to an examination shall be subject to conditions of this nature and, where necessary, add this to the study guide per programme component.
3. Enrolment for some programme components may be subject to the attainment of a satisfactory examination result for other programme components. If a condition of this nature applies, this shall be indicated in the study guide.

Section XI.2 Examination periods and the utilisation of examination opportunities

1. A student who is enrolled for a programme component shall sit an examination in the examination period immediately following the period in which tuition for the programme component in question is closed, except where he deregisters himself for this examination period within the time indicated for this in the academic calendar.
An identical arrangement shall apply if an examination is sat on part of a programme component.
2. A student at the Faculty of Sciences, the Faculty of Medicine or the School for Information Technology who has failed to utilise his first examination opportunity in accordance with Subsection 1 shall be able to utilise his first examination opportunity at the end of the last tuition period and in the month of September, as laid down in the academic calendar. When a student wishes to utilise these opportunities, he shall enrol for the examination in question.

A student at the School for life sciences who has been unable to utilise his first examination opportunity due to substantiated circumstances beyond his control, shall be able to utilise his first examination opportunity at the end of the last tuition period and in the month of September, as laid down in the academic calendar. When a student wishes to utilise these opportunities, he shall register for the examination in question.

A student at the Faculty of Applied Economic Sciences or the Interfaculty Institute for Traffic Studies [*Interfacultair Instituut voor Verkeerskunde*], who has failed to utilise his first examination opportunity in accordance with Subsection 1, shall be able to utilise his first examination opportunity at the end of the next tuition period and in the month of September, as laid down in the academic calendar. When a student wishes to utilise this opportunity, he shall register for the examination in question.

The faculty council shall decide whether the difficulties relating to the practical organisation of an examination of this nature are such that the examination cannot be administered. Where appropriate, this shall be indicated in the study guide.

3. Students at the Faculty of Sciences, the School for Life Sciences, the School for Information Technology, the Faculty of Applied Economic Sciences or the Interfaculty Institute for Traffic Studies shall only be able to utilise their second examination opportunity in the final examination period (September). When a student wishes to utilise this opportunity, he shall register for the examination in question. Registration and/or deregistration for an examination of this nature shall occur within the periods indicated in the academic calendar.

Medical students shall be able to utilise their second examination opportunity in the final or penultimate examination period. When a student wishes to utilise this opportunity, he shall register for the examination in question. Registration and/or deregistration for an examination of this nature shall occur within the periods indicated in the academic calendar.

4. The examinations board shall assess instances of circumstances beyond a student's control submitted to it, which circumstances result in a student's inability to sit an examination, and shall then decide on appropriate action (flexibility decree: Article 71, 11°).
5. For programme components in the final and penultimate year of a programme, an examination opportunity shall be provided at the end of the tuition period, even if no tuition will have been provided on these programme components. This examination opportunity may only be utilised if students comply with all of the conditions for sitting the examination and if they will be able to complete their programme by sitting these examinations. If a student wishes to utilise this opportunity, he shall register for the examinations in question.
If a student as indicated above is not declared to have successfully completed the whole of the programme at the end of the first tuition period, he shall be able to sit the remaining examinations at the end of the second tuition period. If a student wishes to utilise this opportunity, he shall register for the examinations in question.
6. On the advice of the curriculum council, the faculty council may decide that certain instructional formats shall be evaluated outside the normal examination periods indicated in the academic calendar. This shall concern instructional formats such as writing a final paper and a Master's paper, the preparation of essays and drafts for paper, the performance of research assignments, the preparation of seminary works, the completion of practical exercises in laboratories, participation in fieldwork and excursions, work placements.

The study guide for the programme indicates, per programme component, whether an evaluation of this nature applies and how. The study guide also indicates whether a programme component of this nature, or part of a programme component, shall be evaluated once or twice and whether an alternative assignment can be completed instead of the second evaluation. The faculty council ensures the balanced distribution of the special examination times indicated above.

7. For special categories, students may be permitted to sit examinations outside the examination periods indicated in the study guide.

Section XI.3 Examinations: time and place

1. Examinations that are sat outside the normal examination periods and outside the deviations permitted in Section XI.2 shall be invalid.
2. All examinations shall be administered in one of the university's classrooms, except in the case of:
 - a. situations involving circumstances beyond a student's control, to be determined as such by the chair of the examinations board.
 - b. examinations that may be administered elsewhere, with the permission of the faculty council, at the request of the appropriate curriculum council. In this situation, this shall be indicated in the description of the programme component in the study guide.

Section XI.4 Examination format

1. The format (oral, written, practical examination, etc.) used to examine a programme component shall be determined on the basis of the skills to be assessed. The faculty council shall determine the cases in which deviations are possible and shall substantiate its choices in this respect.
2. The examination format shall be announced via the study guide. It shall only be possible to change the evaluation format based on well-founded reasons, to be assessed as such by the chair of the examinations board in consultation with the chair of the faculty and after hearing students enrolled for the programme component.
3. If information on the examination format is absent from the study guide, students shall be free to choose the examination format themselves.
4. At the request of a student, the examinations board may, for physical or psychological reasons, permit the examination to be taken in a format different to the one indicated in the study guide. Where necessary, the chair of the examinations board shall obtain advice before making his decision.
5. When a form of permanent evaluation is used, students shall be notified of the modalities before the start of the programme component in question.

Section XI.5 Examination length

1. An examination shall take a maximum of half a day (approximately 4 hours).
2. It shall only be possible to deviate from the provisions of Subsection 1 with the approval of the faculty council, at the advice of the curriculum council.

Section XI.6 Examination timetables

1. The full and detailed examination timetables shall be announced at least four weeks before the start of an examination period.
2. The examination timetables shall indicate the names of the coordinator, the chair of the examinations board and the ombudsperson, as well as the date of the deliberation.

3. The ombudsperson and, where possible, the student representatives, shall be involved in the final determination of the examination timetables.
4. Once established, examiners and students may not deviate from the examination timetables. An examination date or time shall only be changed for important reasons. This decision shall be taken by the chair of the examinations board, in consultation with the ombudsperson and with the coordinator, who will produce a new arrangement.

Section XI.7 Number of examinations per programme component

1. During the course of an academic year, a student shall be entitled to two examination opportunities for each programme component for which he is enrolled (flexibility decree: Article 29).
2. Where the nature of the programme component does not admit two examinations in the same academic year, it will not be possible to exercise the right referred to in Subsection 1 in the same academic year. In this situation, the student shall have to re-enrol for the programme component in question in a later academic year. The study guide indicates for which programme components, or parts of programme components, there will only be one examination opportunity per academic year (flexibility decree: Article 29).
3. In principle, a programme component shall be examined as a whole. If the coordinator for a particular programme component believes that a separate evaluation is needed for certain tuition components, he may ask the faculty council for permission to organise separate evaluations. The faculty council shall decide on these questions, as advised by the curriculum council. The advice provided by the curriculum council shall always include:
 - 1° a description of the tuition activities;
 - 2° the relative share of the tuition activities in the final examination result;
 - 3° the evaluation method and evaluation times;
 - 4° the possibility to include the result of the sub-assessment for tuition activities, such as practical, work placement, seminar and group work, in the examination result for the second examination opportunity;
 - 5° The number of examinations for a future examination opportunity.
4. In deviation from the above, when the 'foreign language' component in the Faculty of Applied Economic Sciences consists of different foreign languages, it shall be possible to administer a separate examination for each language without having to request the permission of the faculty council to do so.
5. Where programmes components have examinations consisting of two or more parts, the faculty council shall decide, on the advice of the curriculum council, whether it is possible to retain the results for certain examination components in a later academic year and the conditions under which this is possible. In the study guide, this possibility will be indicated under the parts in question together with the conditions applicable (also see Section VI.2, 9° and Article XI.4, Subsection 2).
6. For a full programme component, the faculty council shall also be able to approve a form of permanent evaluation, in accordance with the procedure laid down in Subsection 3. The faculty council shall also indicate whether and when students will be notified of marks attained in the interim, on the basis of permanent evaluation or projects.

Section XI.8 Examination results and deliberation

1. The latest examination results achieved for an examination for a programme component shall form the basis for the deliberation.
2. The possibility to retake an examination shall lapse when the final result is determined. A result shall be deemed to be final when a student has accepted that the examination result in question formed part of a deliberation. In the event of non-acceptance, the student shall notify the chair of the examinations board in writing of his decision within a period of five calendar days of the date on which he was able to take cognisance of the examination result.

3. An exam for which a credit certificate can be attributed, cannot be retaken (flexibility decree article 31 §1).

Section XI.9 Written papers

1. The requirements for a written paper for a programme component are laid down in the study guide.
2. When a written paper is not handed in on time, this shall be deemed not to have been handed in and the student shall be awarded a 'zero' mark for his paper. When a student has well-founded reasons to foresee that he will not be able to hand in a written paper on time, he shall contact the coordinator before the due date in question.

Section XI.10 Awarding examination results

1. The examination result for a programme component shall be determined by the coordinator of the programme component, who shall have been designated to this end by the competent department.
2. Just one coordinator may be appointed per programme component. At the request of the faculty council, it shall be possible to deviate from this rule in exceptional cases and with a positive recommendation from the education council. If two coordinators have been designated within a tUL programme, the coordinator acting for the Hasselt/Diepenbeek campus shall be responsible for tuition and examinations for the Hasselt/Diepenbeek campus.
3. Except in cases where the results determined are non-numerical, the coordinator for a programme component shall award an examinee an examination result that is expressed as a whole figure, with a maximum value of 20 (flexibility decree: Article 31).
4. Benchmarks when awarding marks are:
 - 8 or 9; a slightly non-satisfactory examination result, still just (automatically) compensatable in a deliberation (also see Section XIII.6);
 - 10; a result that is just satisfactory, and which entitles a student to a credit certificate
 - 14; good
 - 16; very good
 - 18; excellent
5. Under the supervision of the examinations board, the result of an examination achieved at a different institution shall, where appropriate, be converted on the basis of the points scale indicated in this Section.

Section XI.11 Notification of examination results

1. Where an examination period is not immediately followed by a deliberation, the examiners shall deliver the examination results to the examinations secretariat as soon as possible, no later than 10 working days after the date of the examination. The secretariat shall then notify students of the examination results attained by them in a certain examination period as soon as possible, via their student files.
2. Students shall not be notified of any examination results during an examination period. In the case of permanent evaluation or projects, students shall be notified of interim results in accordance with the decision of the faculty council, as referred to in Section XI.7, Section 6.
3. The examination results announced may no longer be changed, except where a dispute applies or when a material mistake has been made.
4. Where a deliberation immediately follows an examination period, the examiners shall inform the relevant examinations secretariat of the examination results no later than one working day before the deliberation. The examinations secretariat shall ensure that students are able to

consult their updated student files on the day following the deliberation or the day following the public announcement of the results.

5. The examiners, or persons designated by the examinations board, shall explain results immediately after the deliberation. Priority shall be given to students who have not passed.
6. The examinations board shall ensure that all students are informed in good time and, in all cases, before the date of the deliberation or before the date of the public announcement of the results, of where and when examiners will be available to discuss an examination, all of this without prejudice to the student's right to inspect his examination work.

Section XI.12 Substantiation of examination results

1. Following the announcement of the result of a written examination, each student may inspect his examination work and ask the examiner questions about it. In the case of a written examination, students shall be informed, in a manner that is sufficiently transparent, of how examination results will be arrived at. The examiner shall quote the answer to each question separately. However, the overall result for an examination will not necessarily be equal to the sum of the number of points attained per question.
2. A student shall also be able to ask an examiner for information after an oral examination.
3. The examiner shall retain written examinations for at least three months after the deliberation. As regards examinations for which a student has submitted a complaint, or for which the examinations board has convened a special meeting, the examination copy shall be retained for a period of five years.
4. In particular for the programme components that are excluded from the automatic compensation arrangement mentioned in article XIII.6, paragraph 3, the examiner will indicate clearly on which grounds the examination results have been arrived at, and in this way, the examinations board can judge the regularity and the reasonableness of the results.

Section XI.13 Evaluation of group assignments, such as group projects and group work

1. If a group assignment is included in the evaluation of a programme component, the outline requirements applicable and the outline criteria for assessment shall be announced in advance via the study guide. Where necessary, more detailed information will be provided on elements such as the different stages of the assignment, the roles played by the group members, the extent to which compulsory attendance applies for the group members and the contribution expected from the members of the tuition team. The measures applicable where a student fails to comply with the obligations applicable shall also be indicated. As regards more detailed information, the study guide may refer students to additional information in the study guidelines for the programme component in question.
2. If a group supervisor is allocated per group of students, he shall supervise students in a process-related manner and possibly also in relation to content. The supervisor shall report to the tuition team on a regular basis and shall ensure that students receive immediate feedback. Before starting the group assignment, consultation moments shall be determined. The group supervisor records attendance by the various group members.
3. Once completed, each group assignment shall be assessed on the basis of the aspects and criteria indicated in Subsection 1. The coordinator shall determine the result for the group assignment. The coordinator may differentiate and award a reasoned individual result that is different to the group result.
4. If a group assignment forms part of the examination for a programme component, the weight of the project result as part of the examination result for the programme component shall be indicated in the study guide.

Section XI.14 Access to oral examinations

1. A student, the ombudsperson, the chair of the examinations board or the examiner himself may request that an observer attend an oral examination. This observer may not influence the course of the examination in any way whatsoever.
2. An examiner may call on the assistance of a member of academic staff. The examiner shall continue to be responsible for the final result.

Section XI.15 Validity of a credit certificate

1. A credit certificate shall have unlimited validity within the programme in question at the institution where the credit certificate was attained (flexibility decree: Article 31, §3).
2. When at least five calendar years have expired since attainment of the credit certificate, qualifications attained elsewhere, or a certificate of competence, the examinations board may impose a refresher programme on a student as a condition for the attainment of a diploma for a programme. The five calendar-year period shall be calculated as of the first day of the month of October following the month in which the credit certificate was attained (flexibility decree: Article 31, §3).
3. If a refresher programme is imposed, this shall be explained explicitly by the examinations board. The student shall be able to appeal against the decision of the examinations board (flexibility decree: Article 74).
4. To be able to attain the diploma for the programme, the student shall be expected to pass the updated part.
5. The examination result for the determination of the degree of distinction is the weighted combination of the examination result attained for the exemption part and the examination result attained for the updated part, converted into a 20-point scale. The examination result for the exemption part is the examination result already attained for the programme component.

Section XI.16 Work placement

The work placement regulations shall be indicated in the information per programme.

Section XII.17 Master's paper/final paper

The regulations on the Master's paper/final paper shall be indicated in the information per programme.

XII. Fraud

Section XII.1 Definition of fraud

1. Fraud and/or irregularities in the context of an examination shall always include all acts or omissions on the part of a student that render it completely or partially impossible to form a correct opinion on the student's knowledge, insight and/or skills, or another student's knowledge, insight and/or skills. As such, fraud shall also be understood to mean the whole or partial copying of answers for practical assignments, such as Master's papers or projects, as well as the use of someone else's plan for these.
2. Fraud and/or irregularities shall also be understood to mean attempted fraud and/or attempted irregularities.

Section XII.2 The observation of fraud or irregularities

1. If an irregularity or fraud is observed during an examination, the invigilator or examiner shall inform the student of the possible irregularity observed. Any aids that the student has wrongly had at his disposal shall be confiscated, together with the examination questions already answered. The student shall be able to continue with the examination, except where the examiner

or invigilator decides otherwise. The examiner or invigilator shall make a note of the relevant details and forward them to the chair of the examinations board as soon as possible, together with any aids confiscated. The ombudsperson shall receive a copy of the report and shall be able to inspect the aids confiscated from the student.

2. If the irregularity/fraud is observed during or after the correction of an examination or practical assignments, such as final papers or projects, the examiner shall immediately notify the chair of the examinations board and the ombudsperson of the possible irregularity and include the relevant documents. The examinations board shall notify the student of the possible irregularity observed.
3. Pending the decision of the examinations board, the student shall be able to continue to take part in the examinations scheduled for the same examination period.

Section XII.3 Response to fraud from the examinations board

1. Separately and independently of each other, the chair of the examinations board and the ombudsperson shall hear the examiner/invigilator and the student as soon as possible on the facts reported and shall write a written report on this for the examinations board. The student shall be asked to sign the report in indication of his familiarity with its contents. He shall receive a copy of this report. The written report from the examiner/invigilator shall be attached too. The student shall be entitled to inspect the entire file.
2. A student who wishes to do so, shall be heard by the examinations board in question within a reasonable period. He may engage the services of a counsel.
3. The examinations board shall decide whether or not fraud/an irregularity applies.
4. The entire procedure must be completed as quickly as possible and, in all cases, before a deliberation.
5. The student shall be notified of the decision of the examinations board in writing as soon as possible. He shall be informed of the possibility to lodge an internal appeal.
6. In a report, the examinations board shall provide a clear description of the charges made, the fact that the student has been heard, the determination of which facts shall be regarded as proven, as well as the final decision and any sanctions put in place. The report shall be retained in the student's file. All documentary evidence shall be retained too.
7. If the examinations board is of the opinion that fraud/an irregularity cannot be proven, the student shall be able to request that he be permitted to take a new examination.

Section XII.4 Sanctions in the event of fraud/irregularity

1. The examinations board shall be able to impose the following sanctions or combination of sanctions:
 - 1° declaring the invalidity of the examination or practical examination, but the student shall retain his examination opportunities;
 - 2° awarding a '0' or no examination result for the examination or practical examination;
 - 3° determining that the student will no longer have any retake opportunities in the academic year in question for the examination or practical examination in question;
 - 4° declaring the invalidity of all examination results attained in the examination period in which the fraud was observed;
 - 5° excluding the student from participation in one or more later examination periods in the same academic year.
2. The examinations board may publicly announce its decision and the facts and circumstances underlying it.
3. In the event of very serious fraud or repeated fraud, the examinations board may suggest the imposition of an additional disciplinary measure to the rector.

XIII. Deliberation, examinations boards and student progress

Section XIII.1 General duties for an examinations board during deliberations

At each deliberation, the examinations board shall discuss a number of quality aspects for examinations. The overview of the examination results per programme component and the overall overview for all programme components together are elements that must always form part of this discussion.

Section XIII.2 Composition of the examinations board

1. The examinations board for a programme shall be put together as follows:
 - As proposed by the curriculum council, the faculty council shall determine the composition of the examinations boards for a programme and shall submit this to the chair of the education council for his approval.
 - It shall only be possible to appoint a ZAP¹ member to the examinations board for a programme if he has an assignment in the programme in question.
 - An examinations board shall consist of at least five members, not including the ombudsperson. If a programme is provided by less than five ZAP members, the examinations board shall consist of each of these ZAP members.
2. The examinations board shall have the following powers (flexibility decree: Article 32, §2):
 - 1° the declaration that the student has passed or failed the programme as a whole;
 - 2° the determination of the programme components to be retaken, where necessary, with a view to the attainment of a diploma;
 - 3° the determination of the degree of distinction with which a diploma will be awarded.
3. The examinations board shall exercise its powers when a student is eligible for the successful completion of a programme.

Section XIII.3 Successful completion of a programme

1. A student who complies with all of the conditions applicable to the programme is registered for the deliberation (flexibility decree Article 32, §1).
2. A student shall be declared to have achieved successful completion of a programme if he has completed all of the examinations relevant to the course programme and based on the fact that:
 - 1° all examinations have led to a credit certificate, or,
 - 2° he has been declared to have achieved the successful completion of every study year. Provided it is supported by reasons, the examinations board may deviate from this condition if it is of the opinion that the objectives of the course programme have been achieved overall (flexibility decree: Article 33, §1).

The chair of the examinations board shall announce the overall result of the deliberation in a public meeting.

3. If a student is deemed to have successfully completed a programme, he shall be awarded the degree or diploma for the programme in question (flexibility decree: Article 33, §1).
4. The fact that a student has overall been deemed to have successfully completed a programme does not mean that he shall receive a credit certificate for those programme components that he has not passed (flexibility decree: Article 33, §2).

Section XIII.4 Examinations board for students enrolled for a Bachelor's programme for the first time

¹ ZAP = *zelfstandig academisch personeel* (autonomous academic personnel), including all professors.

1. The examinations board for the first year of a Bachelor's programme shall be the examinations board for the Bachelor's programme.
2. This examinations board shall have the power, based on examination results, to issue a non-binding study recommendation on all students enrolled for the programme for the first time, regardless of the number of examinations completed (flexibility decree: Article 34, 5°).
3. The examinations board shall meet at least three times per academic year: at the end of the first semester, in July and in September.

Section XIII.5 Examinations boards per study year

1. The examinations board per study year shall be the examinations board for the programme. This examinations board shall have the following powers:
 - 1° the declaration that the student has passed or failed all of the programme components in question;
 - 2° the determination of the programme components to be retaken, with a view to the later attainment of a diploma;
 - 3° issuing a non-binding study recommendation based on examination results; (flexibility decree: Article 35, §2);
 - 4° the definitive determination of examination results in the event of fraud.
2. Once or on a number of occasions per academic year, an examinations board for a particular study year may deliberate on the whole of the programme components followed by a group of students during the period in question, insofar as the students are bound by:
 - 1° a diploma contract, or
 - 2° an examination contract, with a view to the attainment of a degree or diploma for a programme. (flexibility decree: Article 35, §1)
3. An examinations board shall only make binding decisions on a student if at least half of the members of the examinations board are present.

Section XIII.6 Successful completion of the whole of programme components for a study year

1. A student who complies with all of the conditions applicable to the whole of a study year shall be registered with the examinations board for the study year in question.
2. The examinations board shall declare that a student has passed a study year successfully if he has completed all of the examinations corresponding to the part of the course programme in question and based on the fact that:
 - 1° all examinations have led to a credit certificate, or,
 - 2° supported by reasons, the examinations board is of the opinion that the objectives of the relevant part of the course programme have been achieved overall (flexibility decree: Article 36).

The chair of the examinations board shall announce the overall result of the deliberation in a public meeting.
A student can take cognisance of the global results of the deliberation via "my student file".
3. When assessing Subsection 2, 2° the following compensation rules automatically result in a pass. The automatic compensation rules relate to non-satisfactory examination results attained in the same academic year as the academic year in which the deliberation took place:
 - 1° One non-satisfactory mark, equal to 8 or 9, shall be compensated if the total weighted percentage is at least 56%;
 - 2° Two non-satisfactory marks, equal to 9, shall be compensated if the total weighted percentage is at least 58%;
 - 3° Two non-satisfactory marks, one 8 and one 9, shall be compensated if the total weighted percentage is at least 60%;

- 4° To calculate the weighted percentage, the sum is calculated of the products for the examination result per programme component and the number of credits awarded for the programme component, after which the sum is converted to a value out of a hundred;
- 5° When calculating the weighted percentage, this shall be rounded off upwards if the first figure after the comma is at least a five; in other cases, it shall be rounded off downwards.

In examination results overviews, percentages shall only be expressed in whole figures.

In exceptional cases, the examinations board shall be authorised to deviate from the education and examination regulations. It shall only be able to do this if it is of the opinion that strict application of the education and examination regulations would lead to unfairness in very specific cases. The examinations board shall substantiate its reasons for permitting the deviation in question.

When a student fills part of his programme with programme components offered as part of another programme or at another university, with the approval of the examinations board, as a result of which his programme has deviated from a standard programme of 60 credits by a maximum of 10%, the same compensation rules shall be applied as those applicable to a 60-credit programme, except where agreed otherwise in the context of an individualised programme.

In deviation from the above, programme components may be excluded from the automatic compensation arrangement further to a decision by the faculty council. This shall be indicated in the study guide. Application of the automatic compensation rules shall then only occur when a satisfactory examination result has been attained for a programme component of this nature.

- 4. The fact that a student has been declared to have passed at an overall level shall not mean that he is eligible for a credit certificate for those programme components that he has not completed successfully (flexibility decree: Article 36).
- 5. If, through the application of compensation rules, a student has been declared to have achieved successful completion, this shall mean that the non-satisfactory examination result shall not form an obstacle to his attainment of the diploma.
- 6. Where a student has been able to benefit from exemptions, the average weighted mark shall be used when calculating the percentage on the examinations completed in the programme at our university.

Section XIII.7 Degree of distinction

- 1. If an examinations board declares that a student has successfully completed a study year, a degree of distinction shall be awarded according to the following rules.
 - 1° Distinction as of a weighted average of 68%;
 - 2° Great distinction as of a weighted average of 78%;
 - 3° Greatest distinction as of a weighted average of 85%.
 When calculating the weighted percentage, the same rounding off rule shall be used as indicated for the conditions for completion.
 The chair of the examinations board shall announce the degree of distinction in a public meeting.
 A student can take cognisance of the attributed degree of distinction via "my student file".
- 2. On examination result overviews, the weighted average shall only be expressed in whole figures.
- 3. The degree of distinction for a Bachelor's programme shall be awarded on the basis of all of the examination results attained for the programme.
- 4. The degree of distinction for a Master's programme shall be awarded on the basis of all of the examination results attained for the programme. If the Master's programme consists of more than one study year, the weighted average per study year shall have the same weight.
- 5. For students who have benefited from exemptions, the degree of distinction shall be determined solely on the basis of the credits attained for the programme, without taking credits per-

taining to exemptions into consideration. A degree of distinction shall only be awarded for a Bachelor study year or Bachelor's programme if a student has attained at least half of the total number of credits in the Bachelor's programme by completing examinations. No lower limit applies to the total number of credits for a Master's programme. Upon enrolment, an indication will be provided of whether the subject combination to be included is in line with conditions for the awarding of a degree.

6. The examinations board for a programme may decide that the mere application of the rules will result in inequities. In situations like this, it may relax the rules but not tighten them. Valid decisions shall only be possible if more than half of the members are present.

Section XIII.8 Suspension of deliberation result

1. Once an examinations board for a given study year has taken a decision on a student, the decision will be included in "my student file".
2. If a student wishes to suspend his study year result in order to achieve a better result for one or more examinations, he shall notify the chair of the examinations board of this fact within a period of 30 calendar days after he has taken cognisance of his study year result via "my student file".
3. A student cannot go back on a credit certificate.

Section XIII.9 Successfully completing a bridging programme or a preparation programme

1. A student shall have successfully completed a bridging programme or preparation programme if:
 - a) he has successfully completed all programme components (10/20 or "passed");
 - b) the examinations board is of the opinion, and is able to give reasons for this opinion, that the student has sufficiently achieved the objectives of the programme, being the achievement of the entry objectives for the subsequent Master. When assessing this, the criteria indicated in Section XIII.6, subsection 3 and subsection 6 shall be used.
2. No degree of distinction shall be awarded to a student who has been declared to have achieved the successful completion of a bridging programme or preparation programme.
3. The examinations board for a bridging programme or preparation programme shall be designated by the faculty.

Section XIII.10 Monitoring student progress (flexibility decree: Article 52)

The following measures are possible:

1. The imposition of binding conditions for enrolment. In principle, the binding conditions shall not concern any evaluation criteria and/or deliberation criteria that are stricter than the rules generally applicable within the university. However, the examinations board can make a student's progress dependent on a deliberation.

This measure may be imposed on any student enrolled under a diploma contract who has failed to attain at least 50% of the credits to which the diploma contract relates within one academic year.

2. Refusal to enrol the student. This possibility shall only be utilised if binding conditions for enrolment were imposed previously without any positive result, or if data from the file manifestly show that the imposition of binding conditions of this nature will not yield a positive result.

It shall always be possible to utilise this possibility in relation to a student enrolled under a credit contract or examination contract, with a view to the attainment of individual credits, where the student in question has already enrolled twice for a certain programme component without having attained a credit certificate for it.

3. The student shall be able to lodge a reasoned internal appeal in accordance with Section X.6.

XIV Transitional provisions and final provisions

1. By operation of law, students who have embarked on the study year system applicable on the eve of the entry into force of this decree shall be deemed to have entered into a diploma contract, except where they explicitly opt to enter into an examination contract. They shall be deemed to have attained a credit certificate for the programme components for which examinations were completed within the study year system and for which successful completion has been declared.
(flexibility decree: Article 96)
2. Students who transfer from a programme within the university to a Bachelor or Master's programme that replaces it shall be awarded exemptions on the basis of an equivalence list if they comply with the conditions indicated in Subsection 1. The equivalence list has been included in the study guide.
When determining the degree of distinction, the examination results achieved previously shall be deemed to have been attained as part of the Bachelor or Master's programme.
3. If a student is able to benefit from an exemption for part of a programme component:
 - a. he shall be issued with a credit certificate for the programme component if he attains at least 10 out of 20 for the weighted examination result;
 - b. the weighted examination result shall be used to apply the compensation rules referred to in Section XIII.6 and to calculate the degree of distinction referred to in Section XIII.7.
The weighted examination result is the result out of 20 of the following quotient: the sum of the examination result achieved previously, multiplied by the number of credits for which an exemption is awarded, and of the examination result for the other part, multiplied by the corresponding number of credits, divided by the total number of credits connected to the full programme component.
4. Examination results achieved earlier at the tUL shall be converted using the points scale for these education and examination regulations. When effecting this conversion, the examination results attained previously shall retain their original meaning. Specifically, this means the following:
 - A mark attained previously, as of 6/10, was a satisfactory result and entitled the student to a credit. The marks on the 20-point scale are double the marks on the 10-point scale;
 - A mark attained previously and equal to 5/10 was a compensatable mark. As a transitional measure, the examination in question must not be retaken in 2004-2005 in order to benefit from automatic compensation. On the 20-point scale, 5/10 shall be converted into 9/20;
 - A mark attained previously and lower than 5/10 was a non-compensatable mark. The examination in question can be retaken. Where the student wants to benefit from automatic compensation, he shall be expected to retake all of those examination results for which he attained less than 5/10. In principle, all marks lower than 5/10 will also be multiplied by two. An exception shall be made for 4/10, which is equated with a non-automatically compensatable mark and equated with 7/20.
5. The examinations board for the programme shall decide on all situations not provided for in these education and examination regulations, in line with the spirit of the flexibility decree and these regulations.

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