

## Education and Examination Code 2007-2008 Academic Year

The course catalogue of Ghent University is available to be consulted at:

<http://www.opleidingen.ugent.be/studiegids/2007>

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# Part I - Preamble

The present Education and Examination Code applies to study programmes under the old structure as well as to study programmes under the BaMa structure. Whenever provisions pertain to the 'old structure', this is expressly stated. For the study programmes under the old structure, the concept of 'Master's dissertation' is to be read as 'thesis'.

The endnote markings refer to a variety of different websites (included under Part IX).

The following items are an integral part of the present Education and Examination Code:

- The 2007-2008<sup>1</sup> electronic course catalogue;
- Reglement met betrekking tot de aanduiding van verantwoordelijk lesgevers voor de vakken van de opleidingsprogramma's en de aanduiding van tijdelijke vervangers, goedgekeurd in de Raad van Bestuur in zijn vergadering van 28 oktober 1999 (*Regulations pertaining to the appointment of the lecturers responsible for the course subjects of the study programmes and the appointment of temporary replacement lecturers, as approved by the Board of Governors at its meeting dated 28 October 1999*)<sup>2</sup>;
- Het Tuchtreglement voor Studenten, goedgekeurd door de Raad van Bestuur in zijn vergadering van 14 november 2003, zoals gewijzigd (*The Disciplinary Regulations for Students, as approved by the Board of Governors at its meeting dated 14 November 2003, as amended*)<sup>3</sup>;
- Het Besluit inzake de organisatie van postgraduaatsopleidingen (met inbegrip van predoctorale opleidingen) en van permanente vormingen, goedgekeurd door het Bestuurscollege in zijn vergadering van 10 mei 2007 (*The Resolution pertaining to the organisation of postgraduate study programmes (with the inclusion of predoctoral study programmes) and of permanent study programmes, as approved by the Executive Board at its meeting dated 10 May 2007*)<sup>4</sup>;
- Het Besluit tot het inrichten van de Doctoraatsopleiding Universiteit Gent, goedgekeurd door het Bestuurscollege in zijn vergadering van 10 mei 2007 (*The Resolution pertaining to the organisation of the Ghent University Doctoral training programme, as approved by the Executive Board at its meeting dated 10 May 2007*);
- Doctoral Schools Reglement, goedgekeurd door het Bestuurscollege in zijn vergadering van 10 mei 2007 (*Doctoral Schools Regulation, as approved by the Executive Board at its meeting dated 10 May 2007*);
- Algemene en speciale overgangsmaatregelen tijdens de overgangperiode van de invoering van de Bachelor-Master-structuur aan de Universiteit Gent, goedgekeurd door het Bestuurscollege in zijn vergadering van 27 mei 2004, zoals gewijzigd (*General and special transitional measures during the transition period further to the introduction of the Bachelor-Master structure at Ghent University, as approved by the Executive Board at its meeting dated 27 May 2004, as amended*)<sup>5</sup>;
- Toegangsbeleid tot het hoger onderwijs, goedgekeurd door de Raad van Bestuur in zijn vergadering van 15 april 2005 (*Policy on Access to Higher Education higher education, as approved by the Board of Governors at its meeting dated 15 April 2005*)<sup>7</sup>;
- EVC-procedure, goedgekeurd door de Raad van Bestuur van de AUGent op 7 juni 2005, zoals gewijzigd (*EVC procedure, as approved by the Board of Governors of Ghent University Association on 7 June 2005, as amended*)<sup>8</sup>;
- Besluit over de toelatingsvoorwaarden tot de specifieke lerarenopleiding, goedgekeurd door het Bestuurscollege in zijn vergadering van 7 juni 2007 (*Resolution pertaining to the admission requirements for admission to the specific teacher training programme, as approved by the Executive Board at its meeting dated 7 June 2007*);
- Besluit inzake het afsluiten van samenwerkingsovereenkomsten voor het gezamenlijk superviseren en diplomeren van een doctoraat ('gezamenlijk doctoraat'), goedgekeurd door het Bestuurscollege in zijn vergadering van 9 februari 2006 (*Resolution pertaining to the conclusion of co-operation agreements for the joint supervision and certification of doctorates ('joint doctorate'), as approved by the Executive Board at its meeting dated 9 February 2006*)<sup>9</sup>;
- Het interuniversitaire examenreglement, goedgekeurd door de Raad van Bestuur op 16 juni 2006 (*The inter-university exemption regulations, as approved by the Board of Governors on 16 June 2006*)<sup>10</sup>.

## Section I: Acronyms and abbreviations

### **AAP**

Assisterend academisch personeel (*Academic Assisting Staff*)

### **AILO**

Academische initiële lerarenopleiding (old structure) (*Academic Initial Teacher Training*)

### **ATP**

Administratief en technisch personeel (*Administrative and Technical Staff*)

### **Ba**

Bachelor ('s study programme)

### **ECTS**

European Credit Transfer and Accumulation System

### **ELO**

Elektronische leeromgeving (*Electronic Learning Environment*)

### **EVC**

Eerder verworven competenties (*Previously Acquired Competences*)

### **EVK**

Eerder verworven kwalificaties (*Previously Acquired Qualifications*)

### **FSA**

Facultaire Studentenadministratie (*Faculty Student Administration*)

### **GIT**

Geïndividualiseerd traject (*Individualised Learning Path*)

### **KCO**

Kwaliteitscel Onderwijs (*Education Quality Care Unit*)

### **Ma**

Master ('s study programme)

### **ManaBa**

Master's programme following on from an academic Bachelor's programme

### **ManaMa**

Master's study programme subsequent to an earlier Master's programme

### **MOT**

Modeltraject (*Standard Learning Path*)

### **PEV**

Permanente vorming (*Permanent Training*)

### **SLO**

Specifieke lerarenopleiding (BaMa structure) (*Specific Teacher training programme*)

### **UCT**

Universitair Centrum voor Talenonderwijs (*University Centre for Language Teaching*)

### **VAO**

Voortgezette academische opleiding (*Continued Academic Training*)

### **ZAP**

Zelfstandig academisch personeel (*Autonomous Academic Staff*)

Raad van Bestuur: Board of Governors

Bestuurscollege: Executive Board

Rector

Vicerector

Academisch Beheerder: Chief Academic Administrator

Regeringscommissaris: Government Commissioner

Onderwijsraad: Council of Educational Affairs

Faculteitsraad: Faculty Council

Decaan: Dean

Opleidingscommissie: Study Programme Commission

Examencommissie: Board of Examiners

Onderwijsdirecteur: Director of Studies

## Section II: List of definitions

Note: the terms as defined below are shown in *italics* in the Education and Examination Code.

**Aansluitende opleidingen (Consecutive study programmes):** study programmes where the resulting diploma of the first-cycle study programme meets with the diploma requirements to be admitted to the second-cycle study programme.

**Academisch gerichte opleidingen (Academically-oriented study programmes):** higher education study programmes designed to offer students the required general training and academic knowledge and competences that are inherent to operating within a specific scientific domain. Academically-oriented study programmes are based on scientific research.

**Actualiseringsprogramma (Refresher course):** a study programme which may be imposed on students who wish to continue in higher education on the grounds of a credit certificate, of EVKs or a competence certificate obtained at least 5 years earlier. The 5-year term is considered to have taken effect starting as of the first day of the month of October after the month in which the credit certificate, the EVKs of the competence certificate was obtained.

**Afstandsonderwijs (Distance learning):** mode of study in which students go through a learning process for a complete self-contained entity (course, study programme) where the student and the supervisor/organisator of the learning process may find themselves in different locations. In distance learning there can either be a considerable level or little in the way of individual guidance. It may also involve communication with fellow students. Distance learning often draws on the steering, activation and interactive tools of an electronic learning environment.

**Afstudeerrichting (Main subject):** a differentiation of at least 30 credits in a study programme. The study volume of the Master's dissertation or the graduation projects are included in these 30 credits as their content usually concurs with the main subject.

**Bacheloropleiding (Ba) (Bachelor's programme):** a study programme in higher education which follows on from and ties in with secondary education, with a study volume of 180 credits.

**Bekwaamheidsbewijs (Competence certificate):** the corroboration, on the grounds of EVCs or EVKs, of the fact that a student has acquired the due competences that are attached to the level of Bachelor in higher professional education or higher academic education, or at Master's level, or to a well-specified study programme, course unit or cluster of course units.

**Bekwaamheidsonderzoek (Aptitude test):** tests examining the competences of a person, prior to awarding said person with a competence certificate or prior to the admission of said person to course units via a credit or an exam contract if said person fails to comply with the general admission requirements that are held out.

**Brugprogramma (Bridging course):** a standard individualised learning path of a specific study programme for students who have been awarded exemptions and a reduction in study volume under this study programme based on (a) previously acquired diploma(s).

### Contract

**Credit contract:** a contract, entered into by an institution board with the student who enrolls with the intent of obtaining (a) credit certificate(s) for one or several course units.

**Diploma contract:** a contract, entered into by an institution board with the student who enrolls with the intent of obtaining a degree or study programme diploma or who enrolls as part of a linking or preparatory course.

**Exam contract:** a contract, entered into by an institution board with the student who enrolls under the terms and conditions established by the institution board in order to sit exams with the intent of obtaining a degree or a study programme diploma, or a credit certificate for one or several course units.

**Creditbewijs (Credit certificate):** the recognition of the fact that a student has acquired the competences related to a course unit on the grounds of an examination. This recognition is set forth in a document or an electronic registration. The acquired credits, related to the course unit concerned, are referred to as 'credits'.

**Credits:** the acquired credits related to the course unit concerned.

**Curriculum:** the full set of course units awarded to a student during a specific academic year by the Faculty and on which the student can be examined; this set also comprises any exemptions and/or previously obtained credits the student is entitled to. Students are required to approve their curriculum in writing.

**Deliberatie (Deliberation):** the Board of Examiners:

1° declares whether or not the student has passed a complete deliberation set;

2° in the event the student has not passed a complete deliberation set, determines which course units need to be retaken with a view to obtaining a diploma at a later stage;

3° declares whether or not the student has passed a specific study programme;

4° determines the grade of merit obtained by the student for the study programme concerned;

5° provides non-binding study career advice.

**Deliberatiepakket (Deliberation set):** a full set of course units from a study programme curriculum, as determined by the Faculty Board, which is deliberated on for students enrolled for a study programme via a diploma contract or via an exam contract with the intent of obtaining a diploma, and on which study

progress decisions are made at regular intervals by the Board of Examiners. A deliberation set is said to be 'complete' if the curriculum comprises all course units from the deliberation set.

**Didactische werkvorm** (Teaching method): the concrete way in which the educational and learning activities are given shape, aimed at enabling students to acquire the envisaged competences in as efficiently a manner as possible. Examples of teaching methods include lectures, practicums, theses, assisted self-tuition, on-line discussion forums, self-reliant study activities, etc.

**Diploma**: the document awarded upon completion of a Bachelor's programme, a Master's programme, a teacher training programme or a doctorate, for the successful completion of the study programme as a whole, amongst other things specifying the student's identity details and the designation of the study programme.

**Diploma supplement**: the document describing the nature, level, context, content and status of a study programme, pursuant to the relevant Flemish Government Resolution. The diploma supplement is awarded and issued by the university after the diploma has been obtained<sup>11</sup>.

## **Doctorate**

**Doctoraatsopleiding (Doctoral training programme)**: the doctoral training programme is a study programme designed to prepare students for a doctoral dissertation. This study programme is a study and learning path which, by way of preparation for a doctoral dissertation, envisages an in-depth and broad-based exploration of the competences acquired upon the completion of a Master's study programme. The study programme curriculum is to be established by the University Board.

**Doctoraatsproefschrift (Doctoral dissertation)**: the preparation of a doctoral dissertation is part of the doctoral exam. Its aim is to train researchers capable of making a contribution to the development and extension of scientific knowledge on a duly self-reliant basis. The dissertation is to express of the student's ability to generate new scientific knowledge in a specific field of study or across various fields of study on the basis of self-reliant scientific research with the inclusion of the arts, with the dissertation being such so as to have the potential to result in scientific publications.

**Voorlopige inschrijving voor het doctoraat (Provisional enrolment for a doctorate)**: administrative arrangement by which a prospective doctoral scholarship student is enrolled 'provisionally' at Ghent University, in order to enable the student to complete his administrative case file with the staff administration department; immediately thereafter, the prospective doctoral scholarship student is to register his actual "request for first enrolment for the doctorate" with his Faculty (to be presented to the Faculty Board) and to enroll as a doctoral student for the first time within a 4-month time span.

**Doctoraatsbursaal (Doctoral scholarship student)**: doctoral student enjoying a tax-exempt scholarship awarded by Ghent University.

**Doctoraatsbegeleidingscommissie (Doctoral Guidance Committee)**: committee instituted by the Faculty Board which is placed in charge of the support, follow-up and assessment of doctoral students throughout the course of their time spent as doctoral students engaged in study and research.

**Doctoral Schools**: the Doctoral Schools are interdisciplinary facilitating bodies offering a clear-cut framework for all matters relating to doctoral studies. Within the doctoral training programme of Ghent University, they provide an offering of study programmes aimed at the broad-based and in-depth exploration of know-how and competences, workshops in transferable skills, international collaboration schemes and partnerships with third parties, as well as a range of further activities with a view to coaching and guiding doctoral students during their time spent on research, next to ensuring doctorate quality care and lending international appeal to doctoral research. Ghent University has five Doctoral Schools, each with their own director.

**Predocentrale opleiding (Predoctoral training)**: a study programme curriculum representing at least 20 credits which, following assessment of their merits, may be imposed by the Faculty on foreign diploma holders or prospective doctoral students who do not have a Master's diploma as a supplementary admission requirement to be admitted to enroll in a doctoral training programme. The predoctoral programme is authenticated with a postgraduate certificate.

**Eerder verworven competenties (EVC) (Previously Acquired Competences)**: knowledge, skills and attitudes acquired outside of university as part of professional work or voluntary work activities, hobbies or in social life. This kind of experience is not authenticated by any formal study qualifications but may correspond with certain competences from a Bachelor's and/or Master's programme. In that case, the experience gathered may be duly recognised as a "previously acquired competence" through an aptitude test, on the grounds of which exemptions may be awarded for certain course units.

**Eerder verworven kwalificaties (EVK) (Previously Acquired Qualifications)**: every domestic or foreign study qualification showing that the student has successfully completed a formal learning path, whether as part of an educational setting or otherwise, insofar as said study qualification is not a credit certificate obtained at the institution or as part of the study programme where the student wishes to assert his qualification. The study qualifications intended are certificates which have been awarded as part of a different study programme and/or by a different institution.



**Elektronische leeromgeving (ELO) (Electronic learning environment):** web-based environment where students may consult information, do exercises and communicate with lecturers and/or fellow students. Ghent University's electronic learning environment is called Minerva.

**Evaluatie (Evaluation):** testing the extent to which students, on the basis of their studies, have duly acquired the competences related to a course unit.

**Periodegebonden evaluatie (Periodic evaluation):** i.e. examination, any evaluation during the examination periods, as scheduled in the academic calendar, of the extent to which students, on the grounds of their studies, have duly acquired the competences related to a course unit. Partial exams are not allowed at Ghent University

**Niet-periodegebonden evaluatie (Permanent evaluation):** (usually several) evaluation(s) of the study performance of students both during and outside of examination periods be it outside of the holiday periods as scheduled in the academic calendar.

**Examencijfer (Examination mark):** the assessment of study performance as tested is expressed per course unit in an examination mark. This mark is a function of the assessments expressed in an integer from 0 up to and including 20.

**Examenbeslissing (Examination decision):** all decisions which, whether on the grounds of a deliberation round or otherwise, involve a final assessment as to whether or not a student meets the requirements to pass a course unit, several course units of a study programme, or a study programme as a whole.

**Examencommissie (Board of Examiners):** a body appointed by the Faculty Board which is duly competent to pass examination (disciplinary) decisions.

**Representatieve ~ (Representative ~):** the representative Board of Examiners for any given study programme is the body which is duly competent under a decision to that effect from the Faculty Board and the terms and arrangements established under any such decision, to pass examination decisions on the whole of the study programme for students who have taken said study programme.

**Examensecretariaat (Examination office):** notification, registration and information cell per Faculty for all parties involved in the examinations, whose duty it is to inform the parties concerned during the examination period.

**Examentuchtbeslissing (Examination-related disciplinary decision):** sanction that is imposed as a result of irregularities found during (periodic or permanent) evaluation.

**Examinator (Examiner):** the responsible lecturer in charge, in his capacity as the person responsible for awarding examination marks.

**Feedback:** feedback involves a review and explanation of the evaluation(s) of students. As part of this process, students are also provided with recommendations to uprate, improve or redress study performance with a view to taking part in future evaluations.

**Flexibiliseringsdecreet:** decreet betreffende de flexibilisering van het hoger onderwijs in Vlaanderen en houdende dringende hogeronderwijsmaatregelen (30 april 2004) (*Decree pertaining to the flexibilisation of higher education in Flanders and establishing urgent measures for higher education*)<sup>12</sup>

**Geïndividualiseerd traject (GIT) (Individualised learning path):** learning path which deviates from the standard and established learning paths, awarded to a specific student on the basis of a case file.

**Getuigschrift (Certificate):** the document awarded upon completion of a postgraduate studies, a doctoral training, a preparatory course, a linking course or a permanent study programme scheme approved by the University Board for the successful completion of a study programme as a whole, amongst other things specifying the student's identity details and the designation of the study programme .

**Getuigschriftsupplement (Certificate supplement):** the document which describes the nature, level, context, content and status of a postgraduate studies, a doctoral training, a preparatory course or a linking course. The certificate supplement is awarded by the university after a certificate has been obtained.

**Graad (Degree):** the specification of 'Bachelor', 'Master' or 'Doctor', awarded when obtaining a diploma.

**Graad van verdienste (Grade of Merit):** special citation awarded by the Board of Examiners upon completion of a second-cycle study programme, a Bachelor's or Master's programme, an advanced academic study programme or an academic initial or specific teacher training programme (passed with the greatest distinction, with great distinction, with distinction, with a pass mark).

**Horizontale instroom (Horizontal intake):** the direct intake of students in a study programme without holding a degree, which – under applicable admission requirements – grants said students admission to said programme, on the grounds of the principle of exemptions and study volume reduction awarded on the basis of a previously acquired diploma of the same study programme level.

**Inhaalactiviteiten (Catch-up activities):** educational activities which were unable to be held due to holidays or illness on the part of the lecturer are rescheduled to be held during so-called catch-up week, as scheduled in the academic calendar.

**Inhaalweek (Catch-up week):** week scheduled in the academic calendar, during which catch-up activities may be held. Catch-up week may provide for revision lessons and/or extra exercises, provided these activities do not teach new subject matter. In addition, the examinations as intended under article 59 may also be held during catch-up week.

**Inschrijven (To enroll):** the entering into of a study contract with Ghent University in which a student commits to take a study programme or a set of course units and to sit examination(s) on said study programme or course units (or limited to strictly sitting exams on said study programme or course units) in a given academic year, in which the student agrees to the Education and Examination Code as applicable during the academic year for which he is enrolling.

**Masteropleiding (Master's programme):** study programme which ties in with and follows on from an academic Bachelor's programme or which is taken subsequent to another Master's programme, with a study volume of 60 credits or a multiple thereof. A Master's programme is concluded with a Master's dissertation and is duly authenticated with a Master's diploma.

**ManaBa:** Master's programme which ties in with and follows on from an academic Bachelor's programme.

**ManaMa:** Master's programme which is subsequent to another Master's programme.

**Masterproef (Master's dissertation):** final paper completing a Master's programme. The study volume of a Master's dissertation expressed in credits equals at least one fifth of the total number of credits of the study programme curriculum with a minimum of 15 credits and a maximum of 30 credits. The Master's dissertation is the student's bid to demonstrate the required ability to analyse and synthesise or to show his self-reliant problem-solving skills at an academic level or his artistic and creative abilities. The project is to reflect the general critical-reasoning attitude on the part of the student or the student's disposition towards research.

**Major:** a major is a cluster of course units serving as an in-depth line of focus in a given study programme. Students can choose between a variety of different majors (if available). The designation of the major is stated on the diploma supplement.

**Minor:** a minor is a cluster of course units serving as a broadening line of focus in a given study programme. Students can choose between a variety of different minors (if available). The designation of the minor is stated on the diploma supplement.

**Mentor (Supervisor):** (outside) student coach who monitors and guides students during the specific teacher training programme, extramural work placements or during the predoctoral study programme.

**Minerva:** see 'Electronic learning environment'. Ghent University's official digital learning environment, which is accessible only to students and staff who hold a valid Ghent University account.

**Modeltraject (MOT) (Standard Learning Path):** standard learning path associated with a study programme curriculum, in which the curriculums and the terms and conditions with regard to study progress are identical for all students.

**Onderwijsactiviteiten (Educational activities):** activities aimed at the transfer, assimilation, practising, assisted application and integration of subject matter. Educational activities are organised by and within the university as so-called contact hours or are assisted on a collective and/or individual basis.

**Onderzoeksresultaten (Research results):** the results of research or development effort, accomplished by the researchers as part of their relation with Ghent University and/or using Ghent University resources or equipment<sup>13</sup>. Literary works or works of art as intended under the Act pertaining to Copyright and Neighbouring Rights dated 30 June 1994 ('Copyright Act') do not come under research results. Computer softwares or databases which are protected under the Copyright Act and/or the Act dated 31 August 1998 pertaining to the Implementation into Belgian law of the European Directive dated 11 March 1996 pertaining to the Legal Protection of Databases ('Database Act') on the other hand are considered to come under research results.

**Valoriseerbare ~ (Exploitable ~):** the research results which on the face of it appear to offer viable prospects for exploitation, commercialisation and/or social implementation and which are the property of Ghent University or which Ghent University is able to assert certain rights over.

**Opleiding (Study programme):** higher education structure unit, i.e. a set of coherent educational, study and examination activities which, if completed successfully, is authenticated with a diploma or certificate.

**Alternerende ~ (Alternating ~):** a study programme which is not taught on an annual basis or a study programme with a standard learning path involving alternating courses.

**Opleidingskenmerken (Study programme characteristics):** the defining characteristics of a study programme profile, arising from (a) the qualification and/or specification of the degree awarded upon completion of the study programme, and/or (b) the study volume of the study programme and/or the institution where the study programme is organised, and/or (c) a specific main subject within a study programme, may also be referred to as study programme characteristics.

**Opleidingsonderdeel (Course unit):** a well-defined set of educational and evaluation activities, aimed at acquiring well-defined competences in terms of knowledge, understanding, skills and attitudes. Each course unit is identified by a code which is listed in the course catalogue.

**Alternerend ~ (Alternating ~):** course units which are not taught on an annual basis.

**Integratie~ (Integration ~):** course units in which the knowledge, understanding, competences and attitudes that were acquired through other course units, are applied in a duly integrated manner and are further enhanced and developed. Examples of integration course units include the Master's dissertation, projects, seminar projects and work placements.

**Jaar~ (Year ~):** course units which are taught over the two terms of one and the same academic year, interrupted by catch-up week.

**Keuze~ (Elective ~):** course units selected in consideration of the way students wish to develop their own individual study programme curriculum.

**Regulier ~ (Regular ~):** course unit approved by the Executive Board and for which the student is awarded a credit certificate upon successful completion.

**Surnumerair ~ (Supernumerary ~):** course units are said to be supernumerary if, within the context of a diploma contract or an exam contract with the intent of obtaining a diploma, they can be included as part of the student's curriculum as 'extra' course units, over and above to (= supernumerary to) the regular study volume of a study programme. Supernumerary course units are not allowed at Ghent University.

**Opleidingsprogramma (Study programme curriculum):** the full set of course units that make up a study programme.

**Optie (Option):** in the process of being phased out. Options are specific training programmes in which a coherent set of course units is offered.

**Participatiedecreet:** decreet betreffende de rechtspositieregeling van de student, de participatie in het hoger onderwijs, de integratie van bepaalde afdelingen van het hoger onderwijs voor sociale promotie in de hogescholen en de begeleiding van de herstructurering van het hoger onderwijs in Vlaanderen (19 maart 2004) (*Decree establishing provisions arranging the legal position of students, students' participation in higher education, the integration of certain elements of higher education for social promotion into educational offering of the university colleges and the guidance of the restructuring of higher education in Flanders*)<sup>14</sup>.

**Permanente vorming (PEV) (Permanent training):** permanent training consists of short-duration learning paths or seminars for further training or refresher courses, organised outside of the context of second-cycle study programmes, continued academic study programmes, academic initial and specific teacher training programmes, Bachelor's and Master's programmes, postgraduate studies and doctoral training. No credit certificates are awarded for course units offered as part of a PEV programme.

**Postgraduaatopleiding (Postgraduate studies):** a study programme involving a study volume representing at least 20 credits. Postgraduate studies are study and learning paths intended to enable students to explore the competences acquired upon completion of a Bachelor's or Master's study programme in greater depth and scope, as part of their further professional training. Postgraduate studies are authenticated with a postgraduate certificate or a diploma conferring a legally recognised occupational title.

**Proclamatie (Proclamation):** the public announcement of exam results and/or deliberation decisions either electronically (via Minerva) or in written form (transcript of records).

**Promotor (Dissertation supervisor):** person in charge of steering and guiding Master's and Doctoral students, who has administrative and financial responsibility for the Master's or Doctoral project.

**Medepromotor (Dissertation co-supervisor):** the person who, together with the dissertation supervisor, is in charge of steering and guiding Master's and Doctoral students and who, together with the dissertation supervisor, carries the responsibility for the Master's or Doctoral project. The administrative and financial responsibility for the project is in the hands of the dissertation supervisor.

**Puntenbriefje (Transcript of records):** a detailed list of the examination marks obtained by an individual student for the course units listed on said sheet, also specifying the examination decision if applicable.

**Registreren (Registering):** the act of registering by students strictly for administrative reasons, whilst actual enrolment is made elsewhere.

**Schakelprogramma (Linking course):** study programme curriculum that is imposed as an admission requirement on holders of a professional Bachelor's degree in order for them to be admitted to some of the Master's programmes, involving a study volume of at least 45 and 90 credits at most. Depending on the outcome of an aptitude test, the minimum volume may be reduced to 30 credits. In the event the aptitude test also relates to previously acquired qualifications, the minimum volume may be reduced even further or complete exemption from the linking course may be granted.

**Structuurdecreet (Structure Decree):** decreet betreffende de herstructurering van het hoger onderwijs in Vlaanderen (4 april 2003) (*Decree pertaining to the restructuring of higher education in Flanders*)<sup>15</sup>.

**Specifieke lerarenopleiding (Specific teacher training programme):** study programme offered by a university to Master's programmes graduates, resulting in teacher qualification. This teacher training programme involves a theoretical and a practical component, and has a study volume of 60 credits.

**Student:** the person enrolled at Ghent University for the current academic year.

**Gast~ (Guest ~):** the capacity in which a student, who is enrolled at a different institution of higher education, is registered with Ghent University for the reason that he is taking a number of course units at Ghent University or is receiving educational guidance at Ghent University as part of an inter-university study programme or a different type of inter-university co-operation scheme (e.g. joint doctorate) or as part of a co-operation scheme with university colleges. This registration enables the student to be duly identified at the institution, whilst he is also allowed to use a number of facilities which are also open to regular Ghent University students.

**Transit~ (Transit ~):** a student who has not yet completed his study year under the old structure at a time when it is being substituted by a study year of a study programme under the new structure (BaMa).

**Studiefiche (Course specifications):** the description of a course unit in the course catalogue in accordance with the classification as detailed under article 13.

**Studiegebied (Field of study):** a field of study as defined by decree in which study programmes are assembled which are related in terms of content and substance.

**Studiegeld (Tuition fee):** the amount in euro to be paid upon enrolment by the student for taking part in educational activities and/or examinations. The tuition fee consists of a fixed amount and a variable amount, depending on the number of credits for which the student is enrolling. Tuition fee amounts are determined by the University Board before 1 May each year.

**Bijzonder ~ (Special ~):** increased tuition fee for some of the Master's programmes.

**Studiejaar (Study year):** all 60 credits of a learning path which is taken in one academic year by a full-time student with a standard learning path and used to measure study progress. Depending on the student's selection of elective course units the number of credits of a study year may be allowed to deviate by a maximum of 6 credits from the standard from 60 credits, subject to Faculty approval.

**Studieomvang (Study volume):** the number of credits assigned to a course unit or a study programme.

**Studiepunt (Credit):** an international unit, accepted within the Flemish Community, which corresponds to a minimum of 25 and a maximum of 30 hours of prescribed educational and evaluation activities and which is used to express the study volume of every study programme or every course unit.

**Studietijd (Study time):** the amount of time, expressed in hours, required from average students to successfully complete the prescribed educational and evaluation activities of a course unit or study programme curriculum.

**Studietraject (Learning path):** the way in which the study is arranged, i.e. the terms and conditions governing study progress (the sequence order of and the number of course units within a specific time span) involved in a curriculum (content). A learning path is organised according to a standard learning path or an individualised learning path.

**Voltijds ~ (Full-time ~):** a learning path designed to enable students to complete a 60-credit study programme per academic year.

**Deeltijds ~ (Part-time ~):** a learning path designed to enable students to complete a study programme of a minimum of 3 and a maximum of 53 credits per academic year.

**Titularis:** see 'Verantwoordelijk lesgever' = 'Lecturer in charge'.

**Toetredingsovereenkomst (Entry agreement):** the contract between the University Board and the student that is entered into upon enrolment by the student. The general terms and conditions of this contract have been laid down as part of the present Education and Examination Code.

**Trajectbegeleider (Learning path counsellor):** person who, within the Faculty, provides students with information, advice, and assistance with regard to the various aspects of their study career: study progress, processes of choice, 'junctions', individualised learning paths (GIT). Learning path counsellors also act as contacts between students and academic staff and, if necessary, can refer students on to the appropriate services or bodies.

**Vakgebied (Discipline):** a branch of science on which academic staff provide education, in which they conduct scientific research or provide scientific services.

**Validerende instantie (Accrediting Body):** the body assigned with the task of awarding competence certificates and conducting the aptitude tests prior thereto.

**Valorisatiecel (Exploitation Cell):** the entity charged by, for and under the authority of Ghent University, with the protection and exploitation of Ghent University research results.

**Verantwoordelijk lesgever (Lecturer in charge):** the lecturer appointed by the Faculty Board who is ultimately responsible for a course unit. It is the lecturer in charge who decides on the final examination mark. Synonymous with *titularis*.

**Medelesgever (Co-lecturer):** lecturer appointed by the Faculty Board, who does not bear ultimate responsibility for the course unit concerned.

**Verticale en horizontale coherentie (Vertical and horizontal coherence):** the synchronising of the contents of the course units within a specific study year (horizontal) and across the various study years (vertical), serving to prevent gaps in the initial competences of students and overlap between course units.

**Volgtijdelijkheid (Successiveness):** the order sequence in which course units are required to be taken, in due consideration of the required initial competences for each course unit.

**Voorafname (Pre-take):** course unit taken by a student from (a part of) of a subsequent study year of the same study programme or a study programme that ties in therewith.

**Vorbereidingsprogramma (Preparatory course):** a programme that may be imposed on students who fail to hold any of the required diplomas entitling them to be admitted directly to the study programme for which they wish to enroll.

**Vrijstelling (Exemption):** the lifting of the obligation to sit an exam on a course unit.

## Section III: Glossary of teaching methods

### Assisted self-tuition

The whole of assisted sessions and self-reliant learning situations in which students acquire and/or assimilate knowledge for (part of) a course on an individual basis. In the case of self-tuition, adapted learning materials are provided with built-in coaching components ("embedded support"). Examples of these components include overviews, tables of content, "advance organisers", preliminary and subsequent questions for self-tests (in an ELE with feedback), schemes, core concepts, summaries, explicit learning objectives per unit, assimilation assignments, examples, suggestions for revising, etc. Assisted self-tuition is distinct from distance learning in that it involves personal contacts (whether collective or individual, on-line or in person) with the lecturer, who steers and/or coaches. Assisted self-tuition can also be used in preparation of lectures and seminars for example.

### Demonstration

Collective learning situation in which the lecturer demonstrates specific techniques to a group of students. The students' activities chiefly consist of listening, taking notes and prospectively "imitating" the techniques demonstrated on the odd occasion. Interactions are mainly lecturer-to-students and are aimed at supporting the transfer of knowledge. The lecturer is limited in the extent that he is able to check whether all students have duly acquired the new knowledge and there are only limited ways of following-up and remedying the learning process of individual students.

### Excursion

Collective learning situation in which students leave the university premises in order to become acquainted with the real-life context of enterprises, organisations, institutions, projects, etc. or to teach specific elements of the course content (sometimes also referred to as company visits). Unlike fieldwork, these activities are chiefly aimed at transferring knowledge about specific organisations, phenomena, etc. These types of excursions may be guided by the lecturer, an on-site expert (such as a member of the company's staff), or a guide.

### Group work

Self-reliant and co-operative learning situation in which students conduct a series of activities as a group, without constant supervision. These activities are intended to produce a final product which is to be submitted for final evaluation. The final evaluation consists of a final mark (per student and/or per group) and/or a collective follow-up discussion. The supervisor's or supervisors' duties are to devise the assignment and to appraise the final product (paper) as well as the process (approach, group processes, etc.). If, during the training period, students (or groups of students) have but a limited understanding of the positive and negative elements in the final product submitted by them or the process experienced, they are given subsequent feedback and further suggestions for improvement.

### Lecture

Sub-forms: plenary exercises and clinical lectures

Collective learning situation in which the lecturer transfers knowledge to a group of students. The students' activities mainly consist of listening and taking notes, although lectures may involve questions addressed to students or minor assignments. Interactions are mainly initiated by the lecturer, and are intended in support of the transfer of knowledge. During a lecture, the lecturer is limited in the extent that he is able to check whether or not all students have duly acquired the new knowledge and there are only limited ways of following-up and remedying the learning process of individual students.

Lectures (or so-called "ex-cathedra" lessons) may set out from concrete situations or refer to material read by the students beforehand.

Plenary exercises as a teaching method are collective learning situations in which exercises are solved by the lecturer. The intended purpose is largely to demonstrate solution methods, offering limited scope for interaction with and input from the students.

Clinical lessons or clinical lectures see the lecturer presenting a discussion setting out from a patient case. For the remainder, clinical lectures are essentially similar to lectures. A clinical lesson is distinct from a clinical seminar and a clinic in that the latter two are staged for the benefit of smaller groups of students, with a due emphasis on the input of students in discussing the case (with the patient physically present or not as the case may be).

## **Integration seminar**

Interactive learning situation with an emphatic focus on the integration of contents from a variety of different course units. An integration seminar differs from a seminar in that a seminar is not specifically geared towards the integrated application of contents from different disciplines. Integrated sessions drawn on learning and educational conversations, discussions, exercises, role acting, simulations, brief assignments, etc. The total number of students allowed to sit in is confined in order to enable the supervisors to actively monitor the learning progress of all students taking part, next to providing individual guidance (or guidance on a group level) and, remedy and redress matters if required.

## **Clinic**

Interactive learning situation in which students – under the supervision of a clinician – acquire due knowledge, understanding and competences by discussing and examining real-life patients (cases) from clinical practice and by determining and/or conducting the appropriate treatment(s), next to analysing the progress of said patients. This only relates to cases where the patient is actually present. The discussion of cases in the absence of the patient is held during clinical seminars. The supervisor is there to encourage students to actively think, cooperate and become involved, allowing students to speak, playing to students' prior knowledge in a duly differentiated and individual manner, and redressing matters in areas where students still lack certain knowledge or competences. In view of the intensity of the coaching efforts involved, only a limited number of students are allowed to sit in on clinics.

## **Master's dissertation**

The whole of individual coaching sessions and self-reliant learning situations in which students work on a written project or a design project (formerly: thesis). As part of this written or design project, upon graduation, students are required to demonstrate their ability to analyse and synthesise, to exhibit their integrative and self-reliant problem-solving skills at an academic level, effectively demonstrating they are able to implement the knowledge and competences acquired by producing an academic publication and/or are capable of conducting research on a duly self-reliant basis with some guidance. To students, the Master's dissertation is also a learning process in its own right which is actively coached by the lecturer during coaching meetings reviewing the product as well as the ongoing learning process involved.

## **Microteaching**

Self-reliant learning situation in which students present specific content which they have prepared on an individual basis or as part of a group to their fellow students (also referred to as student lessons or student presentations). For one thing, these types of sessions are geared towards the active (selection, analysis and) assimilation of specific contents whilst equally focusing on practising presentation and teaching skills. The supervisor and possibly the fellow students put forward comments for the benefit of the students who gave the lesson or presentation as well as suggestions regarding the substance and/or form of the lesson or presentation. The supervisor may also choose to organise remedial sessions during the preparation stage.

## **On-line discussion group**

Interactive learning situation in which students communicate on-line and learn from each other by posting messages and responses to messages from fellow students. To get the discussion underway, the supervisor usually introduces a topic, a thesis, or a query or assumes a position himself on a specific topic. On-line discussions are chiefly geared towards the assimilation of knowledge content with due perspicacity. Moreover, electronic discussion groups can be set up in order to train students in developing and amending a professional opinion of their own and to train their ability to express these views. On the whole, discussion groups are used in combination with other teaching methods. The role of the supervisor may consist of putting forward comments on the students' contributions, taking part in the discussion himself, summarising and/or steering the discussion, adducing new items for discussion, encouraging students to contribute themselves in this sense, etc.

## **PDE tutorial**

Interactive learning situation within problem-driven learning, in which a tutor coaches a small group of students in analysing a problem that is poorly structured, in defining students' learning questions and in arriving at joint conclusions from the self—tuition efforts with which the students have found answers to

their learning questions on an individual basis. In PDE, it is not the tutor offering learning to the students. Instead, it is the students who set out in search of the knowledge required (insofar as they lacked this knowledge) on the basis of the problems placed before them. Overall, the role of the tutor in this process is a facilitating one, where he raises questions which may primarily impact on the process itself. The tutor does not lead the discussion and contributes only to a rather limited extent in terms of substance.

### **Practicum**

Self-reliant learning situation in which the students themselves actively acquire and/or practise specific manual techniques, skills or work methods. Related terms include (language) lab, skills lab and workshop exercises. Students practise individually or as part of small teams, and are given intensive coaching. The supervisor sees to practical arrangements and the steering and coaching of the students. Unlike seminars, practical classes do not approach students collectively, or only to a very minor extent. On the whole, practicums or (skills) labs are geared towards the development of skills needed by students in their prospective professional careers. As this requires quite rigorous and individual coaching efforts, group size is kept fairly small. Practicums can also be made to have moments where students are given collective instructions.

### **Project**

The whole of coaching situations and self-reliant learning situations during a specific type of assisted self-reliant study activities or group work with an emphatic focus of attention on the integration of the contents and competences of different course units. As applies to self-reliant study activities or group work, students are made to perform a series of activities, either individually or as part of a group, without constant supervision. These activities are intended to produce a final product which is to be submitted for assessment. The supervisor's or supervisors' duties are to devise the assignment, offer interim coaching assistance and remedial advice and to evaluate the final product (paper) as well as the process (approach, group processes, etc.). Unlike self-reliant study activities, the integration objective requires intensive teamwork and in-depth consultation between the various lecturers of the course units concerned. This co-operation goes beyond an introductory consultation round. Moreover, the majority of lecturers concerned are permanently involved in the educational and coaching activities.

### **Work placement**

The whole of individual coaching situations and self-reliant learning situations during a period of experiential learning in a professional practice setting in which the students engage in the daily activities at the placement post. Work placements are designed to enable students to practise and apply profession-oriented knowledge and competences. In most cases, students are alone on a work placement, but they may also go on a work placement as part of a small group. The supervisor is involved in the selection of the placement post, and in preparing the students. In addition, the supervisor provides support, follow-up, puts forward comments and suggestions and is responsible for evaluation. The work placement is different from other forms of field experience by its comparatively lengthy duration and the comparative level of autonomy students have in everyday practice.

### **Fieldwork**

The whole of coaching sessions and self-reliant learning situations in which students leave the university premises and go out to put specific knowledge and skills into practice at a selected outside location. Whereas the focus of attention of excursions or company visits chiefly lies with the acquisition of knowledge, the purpose of fieldwork is to enable students to apply, implement and practise. Consequently, the personalised coaching, remedial action and feedback from the lecturer or other experts on the way in which students apply the knowledge acquired is considered crucial.

### **Seminar**

Sub-forms: coached exercises, practical PC room classes, clinical seminars

A collective interactive learning situation in which students learn and practise competences or techniques, apply knowledge or discuss and elaborate a problem or a case, under the supervision of academic staff. Learning and educational meetings, discussions, exercises, short assignments, etc. are all used in these types of sessions. The total number of students allowed to sit in on seminars is confined, in order to enable the supervisors to monitor the learning progress of all students taking part, next to providing individual guidance (or guidance on a group level) and, remedy and redress matters if required.

Unlike lectures where interactions are chiefly lecturer-to-students, seminars more often also include forms of interaction in which students communicate with each other or in which they are required to interact with the lecturer.

The teaching method of coached exercises refers to a collective interactive learning situation in which exercises are solved by students under the supervision of a lecturer. Unlike plenary exercises, a greater level of activity is expected from students. Practical PC classes are coached exercises in which students work on PCs.

Clinical seminars consist of elaborate discussions of cases, real-life patients, without said patients being present.

### **Self-reliant study activities**

Self-reliant learning situation in which students conduct a series of activities on an individual basis without any form of constant supervision (sometimes also referred to as homework). These activities are intended to produce a final product which is to be submitted for final evaluation. The final evaluation consists of a final mark and/or a collective follow-up discussion. The supervisor's or supervisors' duties are to devise the assignment and to appraise the final product (paper) and, possibly, the process (approach). If, during the training period, students have but a limited understanding of the positive and negative elements in the final product submitted by them or the process experienced, they are given subsequent feedback and further suggestions for improvement.



## Part II - Education regulations

### Section I – The organisation of the academic year

#### Article 1: Start and close of the 2007-2008 academic year

The 2007-2008 academic year starts on 24 September 2007 and closes on 20 September 2008.

#### Article 2: The 2007-2008 academic calendar

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

The academic year is organised into terms.

<b>Mon 24/09/2007 : start of the 2007-2008 academic year</b>	
Mon 24/09/2007 through Sat 15/12/2007	12 weeks of first time educational activities
Mon 17/12/2007 through Sat 22/12/2007	1 week of catch-up activities
<b>Mon 24/12/2007 through Sat 05/01/2008 : 2 weeks Christmas holidays</b>	
Mon 07/01/2008 through Sat 02/02/2008	4 weeks of first term examination period, preparation time for the exams included
<b>Mon 04/02/2008 through Sat 09/02/2008 : 1 week mid-term break</b>	
Mon 11/02/2008 through Sat 22/03/2008	6 weeks of educational activities second term, feedback first examination period for first term
<b>Mon 24/03/2008 through Sat 05/04/2008 : 2 weeks of Easter holidays</b>	
Mon 07/04/2008 through Sat 17/05/2008	6 weeks of second term educational activities
Mon 19/05/2008 through Sat 24/05/2008	1 week of catch-up activities
Mon 26/05/2008 through Sat 05/07/2008	6 weeks of second term first examination period, preparation time for the exams, deliberations, proclamations and feedback included
<b>Mon 07/07/2008 through Sat 16/08/2008 6 weeks summer holidays</b>	
Mon 18/08/2008 through Sat 13/09/2008	4 weeks of second examination period, deliberations, proclamations, feedback and re-orientations
<b>Mon 15/09/2008 through Sat 20/09/2008 : late summer holidays</b>	
<b>Mon 22/09/2008 start of the 2008-2009 academic year</b>	

As of the mid-term break, deliberations and proclamations can be made to take place as intended under article 64§2.

Old structure: the Law and Dentistry study programmes continue to implement the year system (in the process of being phased out):

<b>Mon 24/09/2007 : start of the 2007-2008 academic year</b>	
Mon 24/09/2007 through Sat 22/12/2007	13 weeks of educational activities
<b>Mon 24/12/2007 through Sat 05/01/2008 : 2 weeks of Christmas holidays</b>	
Mon 07/01/2008 through Sat 02/02/2008	4 weeks of educational activities
<b>Mon 04/02/2008 through Sat 09/02/2008 : 1 week mid-term break</b>	
Mon 11/02/2008 through Sat 22/03/2008	6 weeks of educational activities
<b>Mon 24/03/2008 through Sat 05/04/2008 : 2 weeks of Easter holidays</b>	
Mon 07/04/2008 through Sat 12/04/2008	1 week of educational activities
Mon 14/04/2008 through Sat 26/04/2008	2 weeks of catch-up activities
Mon 28/04/2008 through Sat 05/07/2008	10 weeks of exam preparations, examination period, deliberations and feedback
<b>Mon 07/07/2008 through Sat 16/08/2008 : 6 weeks of summer holidays</b>	
Mon 18/08/2008 through Sat 13/09/2008	4 weeks of second examination period, deliberations, proclamations, feedback and re-orientations
<b>Mon 15/09/2008 through Sat 20/09/2008 : late summer holidays</b>	
<b>Mon 22/09/2008 : start of the 2008-2009 academic year</b>	

Lessons and other activities (evaluations) are equally suspended on:

- Thu 1 November (All Saints' Day), Fri 2 November 2007 (All Souls' Day)
- Thu 15 November 2007 (King's Day)
- Fri 21 March 2008 (Dies Natalis)
- Thu 1 May 2008 (Labour Day), Fri 2 May 2008 (mandatory day-off)
- Mon 12 May 2008 (Whit Monday)

### **Article 3: Holiday periods during the academic year**

During the holiday periods specified in the academic calendar, no assisted *educational activities* are scheduled to take place, except possibly for work placements and the permanent evaluations they involve, subject to approval by the Faculty Board.

In addition, postgraduate studies (incl. predoctoral training), the doctoral training, the doctoral exam, permanent training sessions, admission procedures, reception and preparatory activities for students and a number of examinations as intended under articles 59 and 92, may be organised during the holiday periods.

### **Article 4: Information sessions in September**

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

### **Article 5: Deviations from the scheduled academic calendar**

Departures from the schedule of any given academic year can exclusively be granted by the Executive Board in response to a duly motivated request from a Faculty Board, on the advice of the Director of Studies and further to the advice from the Council of Educational Affairs. Requests for any such deviations are to be submitted before 1 April of the preceding academic year with the Rector's cabinet. The Executive Board is to explicitly determine the term of validity of any deviations granted.

## Section II - Study Programme Commission

### Article 6: Constitution and operation of the Study Programme Commission

§1. For each study programme or group of closely associated study programmes, each Faculty is to establish a Study Programme Commission (in which members from other Faculties are allowed to serve if required).

At least half of each Study Programme Commission is to be made up of ZAP staff members, with the inclusion of the tenured scientific staff who are involved in educational activities.

At least one third of each Study Programme Commission is to be made up of students. The AAP, with the inclusion of the temporary scientific staff involved in educational activities, is to be duly represented in the Study Programme Commission.

A Study Programme Commission shall have a chairman and a secretary, assigned by the Faculty Board.

Every Faculty is at liberty to issue supplementary general guidelines which shall be required to be observed by all its Study Programme Commissions.

§2. The Study Programme Commissions shall act as permanent advisory bodies to the Faculties with regard to general policy and the organisation of the way in which the study programme(s) concerned are to be taught. They shall be in charge of setting the objectives, the way in which the educational and learning activities are organised and given shape and the practical elaboration of the substance and content of the education, the course of proceedings and the coaching and guidance of the educational learning processes and shall be responsible for the results thereof.

Their assignment shall equally comprise the unrelenting optimisation of the quality of the education on offer. They are charged with the task of setting up the entire curriculum construction for one or several study programmes (development, implementation and evaluation).

## Section III - Study programme

### Article 7: Study programme offering

§1. The university organises:

- Bachelor's programmes;
- Master's programmes which link up with Bachelor's programmes (ManaBa);
- Subsequent Master's programmes (i.e. which follow on from other Master's programmes) (ManaMa);
- preparatory courses;
- linking courses;
- postgraduate studies;
- specific teacher training programmes;
- predoctoral training;
- doctoral training;
- the doctorate;
- permanent training.

§2. As part of the old structure which is in the process of being phased out, the university presently continues to organise the following types of academic studies:

- academic study programmes of the second cycle: the second, third and fourth year ('licentiate') consisting of 180, or 240 credits
- advanced academic study programmes with the complementary academic study programmes consisting of 60 credits, and the advanced academic study programmes consisting of 60 or 120 credits
- academic initial teacher training programmes

### Article 8: Composition of deliberation sets

§1. The Faculty Boards shall be duly competent to establish the deliberation sets for the study programmes they offer. As a rule, they shall do so prior to the start of the academic year.

The Faculty Board ensures that a course unit pertaining to a deliberation set for which a student has passed, shall not be included as part of another deliberation set that is awarded to the same student for the same study programme. I.e. the deliberation sets for any given student are not to show any overlaps.

As a rule, each deliberation set involves 60 credits and is composed as follows:

- for students taking a Bachelor's or a Master's programme, an academic study programme of the second cycle or an advanced academic study programme by way of of a *standard learning path*, a deliberation set corresponds to a study year from said standard learning path.
- for students taking a Bachelor's or a Master's programme, an academic study programme of the second cycle or an advanced academic study programme by way of an *individualised learning path*, the Board of Examiners lays down a deliberation set which, as a rule, represents 60 credits. The deliberation sets of these students may but are not necessarily required to correspond to study years from a standard learning path.
- for students taking a postgraduate study programme, a predoctoral study programme, a doctoral training programme, or a preparatory or a linking course, as a rule the deliberation set corresponds to the whole of the course units to be taken for the study programme in question, exception in cases where the Board of Examiners should decide to establish smaller deliberation sets within the study programmes detailed above.
- for students who have enrolled for the specific teacher training programme, the deliberation set corresponds to the whole of the course units to be taken for the study programme in question.

§2. Further to the advice from the Study Programme Commission, and on the basis of the study load, the nature or the importance of the course unit, the Faculty Board may decide to allocate a coefficient to the course unit's examination mark against the examination marks for other course units. Students are informed of this allocation at the outset of the academic year. Upon deciding which course units belonging to the deliberation set are required to be retaken as well as upon establishing the grade of merit upon successful completion of the study programme, this coefficient is to be factored in, without prejudice to the deliberation competence of the Board of Examiners.

## **Article 9: Elements of a study programme**

For each *study programme*, the elements detailed below are defined and publicised in the course catalogue:

### **1° Objectives, initial and final competences and summary content of the study programme**

The objectives, initial and final competences and summary content are proposed by the competent Study Programme Commission and established by the Faculty Board, on the advice of the Director of Studies.

### **2° Study programme curriculum and the pertaining course units**

The *study programme curriculum* and the pertaining course units are proposed by the Faculty Board, further to the advice from the competent Study Programme Commission, and in consideration of the objectives, on the advice of the Director of Studies, and are established by the Executive Board.

### **3° Way in which the study programme is offered: through full-time and/or part-time standard learning paths**

A Bachelor's and Master's following on from a Bachelor's *learning path* are available to be taken either as a full-time or as a two-part standard learning path. A Subsequent Master's learning path is available to be taken at least as a part-time standard learning path.

Further to the advice from the competent Study Programme Commission, and in consideration of the objectives of the study programme, this is established by the Faculty Board, on the advice of the Director of Studies.

**4° Vertical and horizontal coherence of course units**, which also extends to include the *successiveness* of some course units; the standard learning paths as published in the course catalogue are the learning paths where the *vertical and horizontal consistency* of the course units has been taken into consideration to optimum effect.

Further to the advice from the competent Study Programme Commission, and in consideration of the objectives of the study programme, the vertical and horizontal consistency of course units is established by the Faculty Board, on the advice of the Director of Studies.

### **5° Study volume expressed in terms of credits**

Further to the advice from the competent Study Programme Commission, and in consideration of the objectives of the study programme, study volume expressed in terms of credits is established by the Faculty Board, on the advice of the Director of Studies.

### **6° Other organisational aspects of the study programme**

Further to the advice from the competent Study Programme Commission, and in consideration of the objectives of the study programme, these aspects are established by the Faculty Board, on the advice of the Director of Studies.

### **7° Whether or not a study programme can be deliberated upon following the first examination period of the first term**, as specified under article 64§2.

### **8° Teaching language**

Together with the study programme, the teaching language of a study programme is determined by the Executive Board, further to the advice from the Faculty Board.

### **9° Alternating study programme**

The terms and arrangements under which alternating study programmes are organised, are communicated in the objectives and summary content of the study programme.

The organisation of *alternating study programmes* requires all of the conditions detailed below to be duly met:

- the programme is to be a VAO, a Subsequent Master's programme or a postgraduate study programme.
- the higher number of students enrolled is not to detract from the quality of the educational activities involved.
- the Faculty Board is to decide each academic year, at the recommendation of the Study Programme Commissions concerned, which study programmes the alternating arrangements are to apply to, on the advice of the Director of Studies.
- if the arrangement should change, the Faculty shall apply for a programme modification in observance of the appropriate procedure.

In all cases where study programmes are offered on an alternating basis, it is incumbent on the Faculties to put in place the necessary steps to permit students who are re-enrolling for the study programmes concerned, to sit the examinations for all course units involved.

For inter-university Master's programmes, Ghent University does not impose any unilateral restrictions: the arrangements for these programmes are contrived within the inter-university steering committees concerned.

#### **Article 10: Foreign-language study programmes**

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

- 1° if the programme concerned is a Subsequent Master's programme (ManaMa);
- 2° if the programme concerned is a postgraduate study programme;
- 3° if the programme concerned is a permanent training programme;
- 4° if the programme concerned is a Bachelor's programme or a Master's programme following on from a Bachelor's programme (ManaBa) designed specifically for foreign students;
- 5° if the programme concerned is a Master's programme following on from a Bachelor's programme (ManaBa) as part of an International Course Programme (ICP) or if the programme concerned is a Bachelor's or Master's programme that is organised jointly with one or several foreign institutions as part of an international or European education programme (e.g. Erasmus Mundus) or under a co-operation agreement between the institutions concerned;
- 6° if the programme concerned is a study programme, seminar or activity from the doctoral training programme that is offered by the Doctoral Schools.

As far as cases 1, 2, 3, 5 and 6 are concerned, no restrictions of a decretal nature exist, and a decision by the University Board is sufficient. In case 4, a Dutch-language equivalent study programme is required to exist within the institution or within an institution in the same province.

Together with the study programme, the teaching language of a study programme is determined by the Executive Board, further to the advice from the Faculty Board. The teaching language is specified in the course catalogue.

#### **Article 11: Doctoral training programme**

§1. The doctoral training programme is a flexible study programme curriculum involving 60 credits which is offered within a Faculty and the organisation of which is in the hands of a *Doctoral School*. The study programme is intended to broaden as well as explore the knowledge and competences of doctoral students in depth, in preparation of a doctoral dissertation.

§2. The Doctoral Schools are in charge of the doctoral training programme's content, in joint consultation with the Faculties concerned. The *Doctoral Guidance Committee* decides in joint consultation with the doctoral student how the doctoral training programme is to be concretised on an individual basis, in compliance with the description in the course catalogue.

§3. For certain students, or for certain doctoral titles, the doctoral training programme, or part thereof, may be imposed on a compulsory basis by the Faculty, on the understanding that the doctoral student must be able to demonstrate he has successfully passed this part of the doctoral training programme as a supplementary requirement in order to be admitted to the second part of the doctoral exam (public defence). This is governed by the supplementary Faculty regulations.

§4. Upon the successful completion of the doctoral training programme's curriculum in full, the Faculty shall award a *certificate*, on the advice of the Doctoral School, that is handed out by the Rector. Said certificate cannot be handed out if the *degree* of doctor itself is not conferred.

## Section IV - Course unit

### Article 12: Categories of educational activities

For each course unit, the following categories of *educational activities* are distinguished:

#### **Category A**

This category of educational activities is aimed at the transfer and assimilation of subject matter and is organised under the supervision of academic staff who have been assigned for this purpose.

#### **Category B**

This category of educational activities is aimed at the practising and coached application of the subject matter and is organised under the supervision of academic staff who have been assigned for this purpose.

#### **Category C**

This category of educational activities is aimed at the integration of the subject matter.

The number of hours specified under categories A, B, and C is the number of hours which are made available by the institution in the way of contact hours and/or collective or individual coaching of students.

### Article 13: Elements of a course unit – course specifications

Before the start of the enrolment period, the following elements are determined and announced through the *course specifications* in the course catalogue for each course unit:

#### **1° Classification into categories (A, B, C) of educational activities**

The classification into categories of educational activities is established by the Executive Board at the recommendation of the competent Study Programme Commission, in consideration of the objectives and contents, as well as further to the advice from the Faculty Board and on the advice of the Director of Studies.

#### **2° Study volume expressed in terms of study time (D) and credits (E)**

Study volume in terms of study time and credits is determined by the Executive Board at the recommendation of the competent Study Programme Commission, in consideration of the objectives and contents, as well as further to the advice from the Faculty Board and on the advice of the Director of Studies.

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

#### **3° Level (introductory, advanced or specialist)**

Study level is determined by the Faculty Board at the recommendation of the competent Study Programme Commission in consideration of the objectives and contents, on the advice of the Director of Studies.

#### **4° Examination possible during the second examination period**

- yes
- no
- possible in modified form

Whether or not and, if so, under which form examinations are to be held during the second examination period is determined by the Faculty Board at the recommendation of the competent Study Programme Commission in consideration of the objectives and contents, on the advice of the Director of Studies.

#### **5° Admission via credit contract (only as part of second-cycle study programmes, Bachelor's and Master's programmes, VAOs, SLO, preparatory and linking courses)**

- yes
- yes, subject to competence tests (as specified under article 27)

Admission via a credit contract is determined by the Faculty Board at the recommendation of the competent Study Programme Commission in consideration of the objectives and contents, on the advice of the Director of Studies.

**6° Admission via exam contract with the intent of obtaining credit certificates** (only as part of second-cycle study programmes, Bachelor's and Master's programmes, VAOs, SLO, preparatory and linking courses)

- yes
- yes, subject to competence tests (as specified under article 28)
- no, for this course unit students are required to enroll via a credit contract (as specified under article 28). The course units intended are those which mandatorily require students to conclude a credit contract if enrolling via an exam contract with the intent of obtaining a diploma.

Admission via an exam contract with the intent of obtaining credit certificates is determined by the Faculty Board at the recommendation of the competent Study Programme Commission in consideration of the objectives and contents, on the advice of the Director of Studies.

## **7° Teaching language**

The teaching language is determined by the Faculty Board, at the recommendation of the competent Study Programme Commission in consideration of the objectives and contents, on the advice of the Director of Studies.

In the event a course unit is taught in a teaching language that is different from Dutch, the language proficiency of the lecturer concerned is included as one of the elements to be reviewed as part of the educational evaluation of lecturers by students. If the KCO report shows the lecturer's level of language proficiency to be deemed insufficient, the evaluation report will draw the lecturer's attention to the need for him to perfect his language skills and the facilities available to him for that purpose in a language education institution that is recognised by the university. If required, at the recommendation of the KCO, the Faculty Board may choose to require the lecturer to take a language course.

In the event no foreign-language students have enrolled for a course unit that is taught in a teaching language other than Dutch (unless the course unit has this language as its subject), the lecturer in charge is at liberty to decide to teach said course unit in Dutch.

## **8° Lecturers: lecturers in charge and co-lecturers**

The *lecturers in charge* and *co-lecturers* for the various course units of the study programme curriculums are appointed by the Faculty Board on the advice of the Study Programme Commissions concerned, on the advice of the Director of Studies. To this end, each Study Programme Commission shall request the competent department(s) to nominate the candidate lecturers, following consultation with the parties concerned.

The lecturer in charge and the co-lecturers may seek assistance from other academic staff members, referred to as the staff members. However, ultimately they remain responsible for the examination. In addition, at all times one of their number shall be required to be in attendance at oral examinations.

Upon the appointment of the lecturers, the Faculty Board, together with the KCO, shall see to it that the requirements made of lecturers' language proficiency are duly met. The KCO is to anticipate the quality requirements as laid down by the visitation committee (*inspectorate*) and the requirements for accreditation. The KCO is to report thereon to the Faculty Board which, if necessary, shall make recommendations to the lecturer concerned as to the need and opportunities that exist for him to perfect his language skills in a language education institution that is recognised by the university.

As specified in the relevant regulations, the Faculty may – in exceptional cases – at the recommendation of the Study Programme Commission and on the advice of the Director of Studies, decide to replace the lecturer in charge during the course of the academic year. If this step were equally to require some of the elements of the course unit to be changed, this is to be done in accordance with the relevant procedure with students being duly notified of any such changes.

Following their appointment by Ghent University's Board of Governors, foreign-language lecturers are designated as lecturer. Only in cases where the lecturers concerned have acquired a sufficient command of the Dutch language within a three-year time span, do they qualify to be considered for a tenured



appointment. The terms and conditions that apply to foreign-language visiting professors can also be made to apply to foreign-language lecturers for the term of their appointment.

In cases where the teaching language is different from Dutch, the lecturer's language proficiency is included as one of the elements to be reviewed as part of the educational evaluation of lecturers by students.

#### **9° The department of the lecturer in charge**

#### **10° Term in which the course unit is scheduled to be taught**

The term is established by the Faculty Board at the recommendation of the competent Study Programme Commission in consideration of the objectives and contents, on the advice of the Director of Studies.

#### **11° Keywords**

Keywords are established by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

**12° Position of the course:** with the inclusion of the course's relationship and contribution to the objective of the study programme.

The position of the course is determined by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

**13° Contents:** description of the subject matter intended to span the initial situation and the final situation.

Contents are determined by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

**14° Initial competences:** the competences needed to embark on a course unit. Said competences may be stated as final competences for prior course units.

Initial competence details are particularly important in order to determine the successiveness of the course unit in terms of establishing an individualised learning path for example.

Initial competences are established by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

**15° Final competences:** the competences that have been acquired upon the successful completion of the course unit.

Final competences are determined by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

#### **16° Special tuition fees**

For course units under the Subsequent Master's programmes (ManaMa) for which special tuition fees are charged, the variable supplementary amounts that apply per course unit are determined by the Executive Board further to the advice from the Faculty Board and at the recommendation of the Study Programme Commission concerned.

**17° Learning materials and price:** the subject matter as reflected in learning materials and the price charged for these learning materials.

Learning materials and prices charged are determined by the Faculty Board at the recommendation of the competent Study Programme Commission, on the advice of the Director of Studies.

Learning materials may be made available in a language other than Dutch. If this is the case, this is to be specified under the relevant section.

#### **18° References to scientific publications marked as recommended reading**

Scientific publications earmarked as recommended reading are determined by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

**19° Course content-related study coaching:** made available in support of students as part of the functional assimilation of subject matter and the due attainment of the final competences held out.

This type of study coaching efforts is established by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

**20° Teaching methods:** required and useful in order to attain the final competences held out.

Teaching methods are determined by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

**21° Evaluation methods:** the way in which study performance as well as any special conditions imposed on students to successfully pass a course unit/study programme are evaluated. In the case of permanent evaluation, frequency and method are required to be expressly specified. If the examination mark is a function of periodic as well as permanent evaluation, the marks awarded as a result of permanent evaluation are to be included as part of the *examination mark*, in accordance with a specific method of calculation set out under the course specifications, which is identical for all students taking the course unit. For course units where the examination mark is determined on the basis of a variety of different evaluations, the method of calculation used to arrive at the examination mark is to be specified under the 'evaluation methods' section of the course specifications prior to the start of the academic year.

Students who eschew periodic and/or permanent evaluations for the course unit concerned may be failed by the examiner, provided this is expressly specified in the course specifications.

Evaluation methods are determined by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

**22° Examination methods:** the examination methods and contents of the *evaluation(s)* and the way these relate to the final competences: oral, written, open book, multiple choice, ...

Examination methods are determined by the Faculty Board further to the advice from the competent Study Programme Commission, on the advice of the Director of Studies.

### **23° Alternating course units**

Due announcements are to be made of which academic year alternating course units are set to be taught.

For course units to be taught on an alternating basis, all of the conditions detailed below are required to be met:

- the course unit is to be an *elective course unit*;
- the higher number of students enrolled is not to detract from the quality of the educational activities involved;
- students re-enrolling for the course unit concerned are to be given the choice either to sit a new exam for the same course unit, or to select a new elective course unit;
- each academic year, at the recommendation of the Study Programme Commissions concerned, the Faculty Board decides which course units the alternating arrangement shall apply to, on the advice of the Director of Studies;
- this decision is to be announced before 1 April of the academic year preceding the academic year concerned by the Faculties to the Rector (only changes in relation to the previous academic year must be announced).

In all cases where course units are taught on an alternating basis, it is incumbent on the Faculties to put in place the necessary steps to permit students who are re-enrolling for the course units concerned, to sit the examinations for said course units.

For inter-university Master's programmes, Ghent University does not impose any unilateral restrictions: the arrangements for these programmes are contrived within the inter-university steering committees concerned.

#### **Article 14: Elective course units**

Subject to approval by the Faculty, elective course units are selected in consideration of the personal development of a study programme curriculum.

If the elective course unit chosen is one that is taught at a different Faculty, the *learning path counsellor* of the Faculty the student belongs to shall put forward non-binding advice on the extent to which the student disposes of the required initial competences for the course unit concerned. In doing so, the learning path counsellor may make inquiries with his fellow learning path counsellor at the Faculty where the course unit is taught. Subsequently, students are still to seek permission from the lecturer in charge.

The first *study year* of a full-time standard learning path of a Bachelor's programme does not contain any elective course units.

Pursuant to the number of credits involved in the elective course units that have been selected with the Faculty's approval, the number of credits of a study year of a full-time standard learning path is allowed to deviate by 6 credits at the utmost from the set 60 credits. *Supernumerary course units* are not allowed.

#### **Article 15: Master's dissertation course unit**

As a course unit, the *Master's dissertation* is scheduled during the final study year of the full-time standard learning path of the Master's programme. Exceptions may be granted following a motivated request to that end, subject to a positive recommendation from the Council of Educational Affairs and approval by the Executive Board.

With the approval of the Executive Board, the Master's dissertation for a specific study programme may be spread across several study years.

#### **Article 16: Full-year course units**

Course units are taught and examined within one term (with the exception of the full-year system which is being phased out). The general exception being *integration course units* which may be staged as a full-year course unit.

If the learning process or the organisation of the educational activities requires such a level of continuity or development so as to be impossible to accomplish within the time span as laid down for educational activities in one term, the course unit concerned may, exceptionally, be staged as a *full-year course unit*. Any such deviations are to be granted by Executive Board decision on the grounds of a comprehensively detailed advice from the Faculty Board concerned, regarding the proposal on the issue put forward by the relevant Study Programme Commission. Once such a departure has been granted for a course unit, the departure remains in force until such time as a prospective modification of the study programme curriculum is applied for by the Faculty Board concerned.

The educational activities of a full-year course unit cannot be made to take place during the examination periods, catch-up week or the holidays, bar exceptions which have been approved by the Executive Board.

#### **Article 17: Foreign-language course units**

§1. A course unit from a Dutch-language Bachelor's programme, ManaBa programme and ManaMa programme may be taught in a language other than Dutch, in the following cases :

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

2° if the course unit is being taken at a different institution of higher education with the approval from the Faculty;

3° if the course unit is taught by a visiting professor who speaks a foreign language;

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

Cases 1 and 2 are permitted without restriction.

Cases 3 and 4 are not allowed to jointly amount to more than 10% of the study programme concerned, if the study programme is a Bachelor's programme (180 credits). For cases 3 and 4, the first study year of a full-time standard learning path of a Bachelor's programme is not allowed to contain any foreign-language course units.

In case 3, the language proficiency of the visiting professor is something which is to be monitored if the teaching language is different from the visiting professor's mother tongue.

In case 4, the language proficiency of the lecturer is something which is to be monitored and on which the lecturer is to be evaluated.

In case 4, the course unit is not allowed to be taught in the different language in full. Which means that, with a view to avoiding a heavier study load, further explanations, glossaries containing specific terms from the foreign-language jargon, etc. are required to be provided in Dutch.

The teaching language of a course unit is determined by the Faculty Board, on the advice of the Director of Studies. In the event the Faculty deems that the use of a different language offers added value for students and is considered to be functional for the study programme, this is to be expressly and comprehensively motivated. Apart from the way these concepts are concretised in accordance with the Faculty's own criteria, using a different language may be duly justified if a scientific discipline is marked by a significant level of internationalisation and the Faculty is keen to familiarise students with said international environment by way of a foreign-language course unit. Interaction with foreign students too can clearly provide added value for native students.

§2. Students who are taking foreign-language course units under a diploma contract in a Dutch-language study programme, are to be given the opportunity to take language lessons free of charge at a language education institution recognised by the university to this end, on the language in which the course units or the study programme concerned are taught. Students' own curriculums too may be made to provide such language instruction as a course unit. When determining the teaching language, the Faculty may equally decide to provide for supplementary facilities, if necessary (e.g. the permitted use of a translation dictionary during examinations, etc.).

§3. *Master's dissertations* or papers as part of a Dutch-language study programme may be written and/or defended in a language other than Dutch. To do so, students need permission from the Faculty, further to the advice from the Study Programme Commission. In cases where the Master's dissertation is written in a language other than Dutch, a Dutch-language summary shall be mandatory.

§4. *Doctoral dissertations* are to be written in Dutch or English, even though permission may be granted by the Faculty Board for the whole or part of the dissertation to be written in another language, in response to a motivated and written request to that effect from the doctoral student. If a doctoral dissertation has a different language as its subject - either in part or as a whole - the use of said other language may be imposed by the Faculty Board. Save as otherwise priorly consented to or imposed by the Faculty Board, the public defence of doctoral dissertations is to occur in Dutch or in English. In cases where the doctoral dissertation is written in a language other than Dutch, a Dutch-language summary shall be mandatory.

## Section V – Enrolment and learning path

### Article 18: General provisions

The provisions pertaining to enrolment do not apply to incoming exchange students.

All persons wishing to take one or several study programmes and/or course units or sit one or several exams, are to enrol every new academic year. Doctoral students too are required to re-enrol every academic year.

An enrolment is linked to a specific academic year. Enrolment automatically means students are duly registered for both examination periods. Students may renounce automatic enrolment for the second examination period in writing, to be submitted with the FSA.

By enrolling, students agree to the Education and Examination Code that applies to the academic year for which they are enrolling.

### Article 19: Language requirements

§1. All Bachelor's programmes for the 2007-2008 academic year are in Dutch. All students wishing to enroll shall be required to furnish proof that they have a due command of the Dutch language. The following shall be accepted as sufficient proof:

- the student has already successfully completed a one-year Dutch-language study programme, either at a different institution of higher education or at a secondary school;
- the NVA5 certificate, awarded by the UCT;
- the PTHO certificate (Profiel Taalvaardigheid Hoger Onderwijs - *Higher Education Language Proficiency Profile*) under the Certificaat Nederlands als Vreemde Taal (CNaVT) (*Dutch as a Foreign Language Certificate*), awarded by the 'Nederlandse Taalunie';
- the PAT certificate (Profiel Academische Taalvaardigheid – *Academic Language Proficiency Profile*) under the Certificaat Nederlands als Vreemde Taal (CNaVT), awarded by the 'Nederlandse Taalunie';
- the level 5 NVA Certificate from a different university language centre.

No students shall be allowed to enroll for a Bachelor's programme under any circumstances if they do not have the necessary Dutch language skills.

Students taking foreign-language course units as part of a Dutch-language study programme under a diploma contract, are to be given the opportunity to take language lessons free of charge at a language education institution recognised to this end by the university, on the language in which the course unit or the study programme concerned are taught. Students' own curriculums too may be made to provide such language instruction as a course unit. When determining the teaching language, the Faculty may equally decide to provide for supplementary facilities, if necessary (e.g. the permitted use of a translation dictionary during examinations, etc.).

§2. In cases where the Master's programme is taught in Dutch, the same language requirements shall apply as those applicable to the Bachelor's programme.

In cases where the Master's programme is taught in English: students wishing to take an English-language Master's programme and who do not have English as their mother tongue, shall be required to demonstrate that they have a due command of English. The following shall be accepted as sufficient proof:

- the student has already successfully completed a one-year English-language study programme, either at a different institution of higher education or at a secondary school;
- a recent TOEFL-TEST showing a score of at least 550 (paper-based), 213 (computer-based) or 79 (internet-based);
- a certificate from the British Council showing a score of 5.5 or above;
- the successful completion certification supplied by the UCT;

The Faculties may exempt students from the above obligation or change the language requirements to suit the study programme.

Students with an inadequate command of English will be required to take a language course at the Universitair Centrum voor Talenonderwijs (*University Centre for Language Instruction*).

§3. Doctoral dissertations are to be written in Dutch or English, even though permission may be granted by the Faculty Board for the whole or part of the dissertation to be written in another language. Students wishing to write their doctoral dissertation in a language other than Dutch or English, shall require the express consent from the Faculty to do so.

In cases where the doctoral dissertation is written in English, the Faculty may impose the requirement for students to demonstrate they have a sufficient command of English if English is not their mother tongue. The following shall be accepted as sufficient proof:

- the student has already successfully completed a one-year English-language study programme, either at a different institution of higher education or at a secondary school;
- a recent TOEFL-TEST showing a score of at least 550 (paper-based), 213 (computer-based) or 79 (internet-based);
- a certificate from the British Council showing a score of 5.5 or above;
- the successful completion certification supplied by the UCT;
- the student has successfully completed the predoctoral study programme at Ghent University, provided said programme predominantly consisted of English-language course units.

§4. The same language requirements that apply to the doctorate also apply to the doctoral training programmes.

§5. For the predoctoral study programmes, the *supervisor* of the prospective doctoral student is to confirm that the latter has sufficient communication skills in the language concerned.

#### ADMISSION REQUIREMENTS FOR HOLDERS OF A BELGIAN DIPLOMA

### **Article 20: Admission requirements for Bachelor's programmes**

#### §1. General provisions

Students wishing to enroll for a Bachelor's programme are to have a higher secondary education diploma or a degree of higher education of one cycle or a degree of higher education for Social Promotion (with the exception of the Certificate of Teaching Competence).

#### §2. Conditional enrolment for a Bachelor's programme

Students who have not yet obtained their diploma of higher secondary education, but who are enrolled with the Examination Board of the Flemish Community – Secondary Education Dept., are allowed to enroll conditionally for a Bachelor's programme<sup>16</sup>. To this end, students are to report in person to the Office for Student Administration and Study Programmes of the Department of Educational Affairs, with the original written proof of enrolment document with the Board of Examiners of the Flemish Community - Secondary Education Dept. and their identity card.

As soon as the student is in possession of the official document testifying to the result of his examinations with said Board of Examiners, he is to present himself anew at the Office for Student Administration and Study Programmes to regularise his enrolment:

- If the student has successfully passed the examination organised by the Board of Examiners of the Flemish Community - Secondary Education Dept., the 'conditional' status is deleted and his conditional enrolment is commuted into a regular enrolment via a diploma contract.
- If the student has failed the examination organised by the Board of Examiners of the Flemish Community - Secondary Education Dept., the 'conditional' status is maintained. Amongst other things, this implies that the student will be proclaimed to be "inadmissible". In that case, the student may opt to terminate his conditional enrolment in compliance with the procedure specified under article 54. The same article also establishes the terms and conditions of refunding. In case of termination, the student is to return the provisional student card and any remaining records or certificates.

### §3. Admission requirements for the Dentistry/Medicine study programmes

For students wishing to enrol in a Bachelor's programme in the *fields of study* of Medicine or Dentistry, a supplementary admission requirement exists in that they are required to pass an entrance exam, organised by the 'Medical School and Dentistry Entrance Exams' Board of Examiners.

### §4. Divergent admission requirements for Bachelor's programmes

Persons who fail to comply with the conditions specified under §1, may be given authorisation to enrol for a Bachelor's programme further to an admission inquiry. This type of inquiry is governed by a specific procedure. Provided applicable language requirements are met, an admission inquiry may be applied for by:

- prospective students who fail to comply with the aforementioned admission requirements: provided they have at least reached the age of 21;
- prodigies (persons who have an exceptional command of a specific discipline): without age restriction;
- refugees and displaced persons: without age restriction.

In order to be able to enrol, prospective students are also required to comply with any supplementary admission requirements in place for the study programme, pursuant to the institution's regulations.

## **Article 21: Admission requirements for study programmes other than Bachelor's programmes**

§1. Students wishing to enrol for a Master's programme (ManaBa and ManaMa alike), are to comply with the admission requirements as approved by the Executive Board and included in the course catalogue. This also implies that they may be required to attend a *preparatory or linking course*. Students may file internal appeal against any such decision with the Interne Beroepscommissie (*Internal Appeals Commission*), as specified under article 98.

§2. Students wishing to enrol for a *postgraduate study programme* are to comply with the admission requirements as approved by the Executive Board and included in the course catalogue.

§3. Being in possession of a Master's programme diploma stands as a general admission requirement for students wishing to enrol in preparation of a doctoral dissertation. The University Board may require a complementary inquiry assessing the student's aptitude to conduct scientific research in the discipline concerned and to compile the results of any such research efforts in a dissertation. Foreign diploma holders or prospective doctoral students who do not hold a Master's diploma may be required to take a *predoctoral study programme* by way of a supplementary admission requirement to be admitted to the doctoral programme.

§4. Students wishing to enrol for *permanent training* are to comply with the admission requirements as approved by the Faculty Board concerned.

## **Article 22: Admission requirements for the specific teacher training programme**

The following shall be admitted to enrol for the specific teacher training programme:

- holders of a Master's diploma, a second-cycle academic study programme diploma or a diploma for the second cycle of two-cycle higher education (HO2C) may enrol for the specific teacher training programme as their main enrolment;
- holders of a Bachelor's diploma in academic education who also wish to enrol for the Master's programme may enrol as a secondary enrolment for the specific teacher training programme; however, students are first required to obtain the Master's diploma before they can sit and pass the teacher training programme;
- holders of a first-cycle academic study programme diploma: together with the enrolment for a second-cycle academic study programme, they may enrol as a secondary enrolment for the specific teacher training programme, provided they have already obtained at least 60 credits within their second-cycle academic study programme; in addition, students are first required to obtain the second-cycle diploma before they can sit and pass the teacher training programme;
- holders of a professional Bachelor's diploma who have enrolled for a linking course admitting them to one of the Master's programmes which in turn admit students to the specific specific teacher training programme concerned, and provided such students effectively enrol by way of a secondary enrolment for said Master's programme: they may enrol as a secondary enrolment for the specific teacher training programme concerned; in addition, students are first required to obtain the linking course certificate

as well as the Master's diploma concerned before they can sit and pass the teacher training programme.

#### ADMISSION PROCEDURE FOR HOLDERS OF A NON-BELGIAN DIPLOMA

### **Article 23: Admission procedure for students with a foreign diploma**

§1. Prospective students may be admitted to a Bachelor's programme on the basis of a foreign diploma, without prior inquiry, if they have:

- a diploma as specified under §1 of article 20;
- a "European Bacculaureate" awarded by the European Schools in Belgium or abroad;
- an "International Bacculaureate" awarded by the International Bacculaureate Office;
- a diploma awarded by the SHAPE school (NATO);
- a foreign secondary education diploma duly recognised by the Flemish Community, as specified on the website.

Prospective students may be admitted to a Bachelor's programme on the basis of a foreign diploma, following a prior inquiry, if they have:

- a diploma or certificate admitting them to university studies in the country where the diploma or certificate was awarded (in the case of member states of the Council of Europe which signed the 1953 convention);
- another secondary or higher education diploma which admits students to the same university studies in the country where said diploma or certificate was awarded.

The prior inquiry may be restricted to an equivalence inquiry by the Faculty concerned. It is the Rector who ultimately awards authorisation for the student in question to be admitted to the study programme.

§2. Prospective students may be admitted to a study programme other than a Bachelor's programme, following an extensive admission procedure<sup>17</sup>. It is the Rector who ultimately awards authorisation for the student in question to be admitted to the study programme.

#### CONTRACT TYPES AND THEIR CONTENTS

### **Article 24: Types**

Enrolment for a study programme and/or one or several course units is done by means of one of the following contract types:

- a diploma contract with the intent of obtaining a diploma
- a credit contract with the intent of obtaining a credit certificate for one or several course units
- an exam contract with the intent of obtaining a diploma
- an exam contract with the intent of obtaining a credit certificate for one or several course units

Some enrolments are allowed strictly by way of a diploma contract:

- doctorate;
- doctoral training;
- permanent training;
- postgraduate studies (incl. predoctoral training).

Upon enrolment, students choose a contract type for the study programme and/or course units concerned. This contract type may be changed only at the times and under the terms and conditions as specified under article 51.

### **Article 25: Contents**

The contents of a contract include the following:

- type of learning path – MOT (full-time or part-time) or GIT
- main subject
- option



- curriculum approved by the student

### **Article 26: Diploma contract**

When opting for a diploma contract, students enrol with the intent of obtaining a diploma for a specific study programme in accordance with a specific learning path.

### **Article 27: Credit contract**

When opting for a credit contract, students enrol with the intent of obtaining a credit certificate for one or several course units.

All course units taught at Ghent University (including *integration course units*) pertaining to the second-cycle study programmes, the Bachelor's and Master's programmes, VAOs, SLO and preparatory and linking courses, may be taken via a credit contract.

Students may enrol for one or several course units, if they meet with the following two requirements:

- the admission requirements to the study programme which the course units belong to
- and the specific admission requirements to the course unit under a credit contract.

Students who fail to meet the admission requirements may still be admitted by way of an *aptitude test*. The aptitude test is conducted by the lecturer, e.g. on the basis of a test, an interview or records corroborating prior merit.

The specific admission requirements for a credit contract are specified in the course unit's course specifications. Two possibilities exist:

- admission via a credit contract is unrestricted.
- admission via a credit contract is made contingent upon the student being tested in terms of competences held, against the touchstone of initial competences required for the course unit; this test is conducted by the lecturer on the non-binding advice from the *learning path counsellor* with whom the student is to have presented himself beforehand.

For study programmes the course units of which cannot be taken via a credit contract (pursuant to article 24), the course catalogue specifies that admissibility via a credit contract is 'not applicable' for the relevant course units.

This contract type does not impose any restrictions in terms of the number of course units and/or credits. The course units are not required to pertain to the same study programme. Students enrolling by way of a diploma contract or an exam contract with the intent of obtaining a diploma may enrol by way of a credit contract for one or several course units which are not part of their learning path.

### **Article 28: Exam contract**

#### §1. General provisions

An exam contract allows students to enrol with the intent of obtaining a diploma for a specific study programme in accordance with a specific learning path or with the intent of obtaining credit certificates for one or several course units.

Enrolling via an exam contract only involves the right to sit exams, not the right to take part in regular educational activities or to enjoy educational support facilities. All questions relating to study career (subject matter, study materials, etc.) should be addressed to the lecturer, without prejudice to the provisions laid down under article 61§1 and 2.

Persons enrolled via an exam contract are not issued with a student card (and as such have no access to Ghent University's social facilities), or an account (which means they do not have access to Minerva and do not have a Ghent University e-mail address) or health insurance or NMBS (*national railways*) certificates.

First examination period exams are to be taken during the corresponding part of said examination period, as scheduled in the academic calendar.

First term examinations cannot be taken during the second part of the first examination period.

## §2. Exam contract with the intent of obtaining a diploma

With the intent of obtaining a diploma, persons may enrol via an exam contract for a specific study programme in accordance with a specific learning path.

All study programmes are available to be taken via an exam contract with the intent of obtaining a diploma, with the notable exception of:

- doctorate;
- doctoral training;
- permanent training;
- postgraduate studies (incl. predoctoral training).

If the curriculum contains course units which, by their very nature, require the students' attendance at the educational activities, the students are required to enrol for said courses by way of a secondary enrolment via a credit contract. These are the course units which cannot be taken via an exam contract as specified under §3 of the present article.

## §3. Exam contract with the intent of obtaining a credit certificate

With the intent of obtaining a credit certificate for one or several course units, students may enroll via an exam contract, provided they comply with the following two requirements:

- the admission requirements to the study programme which the course units belong to;
- and the specific admission requirements to the course unit via an exam contract.

Students who fail to meet the admission requirements may as yet be admitted by way of an *aptitude test*. The aptitude test is conducted by the lecturer, e.g. on the basis of a test, an interview or records corroborating prior merit.

The specific admission requirements for a exam contract are specified in the course unit's course specifications. Two possibilities exist:

- admission via an exam contract is unrestricted;
- admission via a credit contract is made contingent on the student being tested in terms of competences held, against the touchstone of initial competences required for the course unit; the initial competences are assessed by the lecturer on the non-binding advice from the *learning path counsellor* with whom the student is to have presented himself beforehand;
- this course unit is not available to be taken via an exam contract: students are required to enrol via a credit contract.

If the curriculum contains course units which, by their very nature (e.g. for reasons of permanent evaluation, collective and/or individual coaching), require the students' attendance at the educational activities, the students are required to enrol for said course units via a credit contract, not by way of an exam contract. Enrolments via exam contracts for *integration course units* are not allowed. For all other course units, the Faculty is to justify why no exam contract may be concluded.

For study programmes the course units of which cannot be taken via an exam contract (pursuant to article 24), the course catalogue specifies that admissibility via an exam contract is 'not applicable' for the relevant course units.

This contract type does not impose any restrictions in terms of the number of course units and/or credits. The course units are not required to pertain to the same study programme. Students enrolling via a diploma contract or an exam contract with the intent of obtaining a diploma may moreover enrol for one or several course units which are not part of their learning path via an exam contract with the intent of obtaining a credit certificate.

### **Article 29: Learning path**

Under a diploma contract and an exam contract with the intent of obtaining a diploma, students are to select a learning path.

A learning path takes on the form of:

- a standard learning path
- an individualised learning path

As a rule, the first enrolment for any of the Bachelor's programmes can only be taken by way of a standard learning path.

There are full-time and part-time standard learning paths. For individualised learning paths however, the notion of 'full-time' or 'part-time' do not exist.

### **Article 30: Standard learning path (MOT)**

A standard learning path is the designated learning path of a specific study programme curriculum in terms of its objectives, and the build-up and successiveness of the course units as part of that study programme.

The following types of standard learning paths may be available:

- full-time MOT: MOT which enables students to complete a 60-credit programme (study year) per academic year;
- two-part MOT: MOT which enables students to complete a 60-credit programme (study year) per two academic years (study year);
- three-part MOT: MOT which enables students to complete a 60-credit programme (study year) per three academic years;
- four-part MOT: MOT which enables students to complete a 60-credit programme (study year) per four academic years.

The two, three and four-part MOTs are part-time standard learning paths.

The course catalogue specifies the standard learning paths for each study programme.

All Bachelor's and Master's programmes (ManaBa) are available to be taken either as a full-time or as a two-part MOT. All Subsequent Master's programmes (ManaMa) are available at least as a part-time MOT.

### **Article 31: Individualised learning path (GIT)**

#### §1. General provisions

An individualised learning path is defined as a learning path that is custom-tailored to suit an individual student.

Students are on a GIT if:

- they are allowed a custom-tailored learning path after they have fallen behind on their studies under their standard learning path;
- they are awarded exemptions on the grounds of *EVC*, *EVK* and *competence certificates*;
- they are awarded a learning path enabling them to take up a larger study volume within one academic year than the study volume that is normally scheduled under a full-time standard learning path, for the reason that they have shown themselves to be capable of completing their study programme in a shorter space of time;
- if they are granted permission to take part of their study programme at a different domestic or foreign institute of higher education as part of student mobility;
- they are awarded a custom-tailored curriculum as a *transit student*;
- they are imposed a custom-tailored *curriculum* for the reason that their study programme is subject to a study programme modification;

- they are awarded a learning path enabling them to take a smaller study volume within one academic year than the study volume that is normally scheduled under a standard learning paths, for example because they only wish to take the course units from a specific term.

Students may enrol for an individualised learning path, insofar as the Faculty Board agrees to their proposed learning path. To this end, the Faculty Boards have established GIT Committees invested with the power of decision, with a view to fast-track decision-making, which is to assess the expediency of the learning path proposal, on the basis of the student's case file.

Students are assisted by the Faculty *learning path counsellors* when compiling the case file.

## §2. GIT Committee

The GIT Committee may coincide with an existing committee.

The Faculty learning path counsellor may be invited to sit on the GIT Committee with an advisory voice. In particular, the GIT Committee will move to examine the *successiveness* of the course units under the proposed learning path as well as the expediency and acceptability of the proposal.

## §3. Internal appeal

Students who feel that an unfavourable decision on their application for an individualised learning path involves a violation of their rights as students, may file internal appeal with the Faculty appeal body designated to that end by the Faculty Board.

To do so, the student involved is to file a notice of appeal, duly signed and dated by himself or his legal counsel, which at a minimum details his identity, the contested decision and a factual description of the objections invoked, with the Dean's office within a peremptory time limit of five calendar days, taking effect on the day after the day on which the student has taken cognisance of the decision concerned. In the event the last day of the peremptory time limit falls on a Saturday, a Sunday or an official holiday, said time limit is to be extended to include the next working day on which the postal services are open. Appeal is to be filed by recorded delivery letter with an electronic version simultaneously being sent to the Dean by e-mail. The postmark of the letter shall serve as the date for the appeal. If the petition is sent by the student's legal counsel, the petition is to be accompanied by a copy of the student's power of attorney to the legal counsel on penalty of non-admissibility.

The internal appeal decision is to be communicated to the student (and, in the event, to his legal counsel) within a time span of fifteen calendar days, effective as of the day following the day on which the appeal was filed.

## **Article 32: Exemption and study volume reduction**

Holders of *credit certificates*, of *previously acquired qualifications (EVK)* or of a *competence certificate* on the grounds of *previously acquired competences (EVC)*, may request the Faculty Board to be exempted from certain course units for the study programme for which they are enrolling, in compliance with the procedures and rules as determined by the Faculty Board.

If the student is granted exemptions, he may enrol for an individualised learning path. Principally, the volume of the exemption for a course unit is equal to the study volume of the original course unit, unless the Faculty should determine otherwise on the grounds of the equivalence assessment. The volume of an exemption is expressed in an integer number of credits. No partial exemptions are granted.

When enrolling via a diploma contract or an exam contract with the intent of obtaining a diploma for a Bachelor's or Master's programme for which the student already holds the diploma (e.g. for a different main subject), the Faculty shall see to it that the student is still required to take course units with a study volume of at least 30 credits.

Students may file internal appeal against the decision refusing an exemption with the Internal Appeals Commission, as specified under article 98.

### **Article 33: Dual use of course units**

§1. If a credit certificate has been obtained for a course unit under one completed study programme and the student embarks on a different study programme which again contains the same course unit, the student is to apply for an exemption for said course unit on the understanding that :

- if the credit certificate was obtained under a linking course, and the course unit is again scheduled as part of the ManaBa which follows on from said linking course, the Faculty shall impose a course unit in substitution, amounting to the same number of credits at a minimum;
- if the credit certificate was obtained under a Bachelor's programme, and the course unit is again scheduled as part of the ManaBa which follows on from said Bachelor's programme, the Faculty shall impose a course unit in substitution, amounting to the same number of credits at a minimum;
- if the credit certificate was obtained under a Master's programme (ManaBa), and the course unit is again scheduled as part of the Subsequent Master's programme (ManaMa) which follows on from said ManaBa, the Faculty shall impose a course unit in substitution, amounting to the same number of credits at a minimum.

§2. In all other cases, no course units in substitution shall be imposed on students. If, however, such a state of affairs were to result in a curriculum of less than 45 credits, no deliberation set shall be assigned. This means that no compensation rules will be applied and that the student is required to obtain at least 10 out of 20 for each course unit. Students are free to extend their curriculum with supplementary course units, in order to as yet enable them to offer a set of 45 credits as a *deliberation set*. This is to be done in joint consultation with the competent Faculty bodies.

### **Article 34: Specific provisions pertaining to simultaneous enrolments**

§1. Students may enrol for more than one study programme in the same academic year without the express consent from the university and without permission from the GIT Committee, if they duly meet the admission requirements for each of these study programmes and when complying with the enrolment procedure.

§2. During the same academic year, students may enrol for two (or more) consecutive study programmes with the approval from the GIT Committee(s) concerned.

Students who wish to enrol simultaneously for a professional Bachelor's programme and a linking course or an academic Bachelor's programme and a preparatory course, may do so only with the permission from the GIT Committee(s) concerned.

Upon applying for a simultaneous enrolment for a professional/academic Bachelor's programme taken at an institution other than Ghent University with a linking course or preparatory course at Ghent University, students are required to provide the GIT Committee with proof of enrolment and a transcript of records of the study results already obtained under the Bachelor's programme.

### **Article 35: Combining contracts and ramifications**

Students may simultaneously enrol by way of several contracts either of the same type or of a different type.

Students who have had the maximum number of exam opportunities for a course unit in the context of a diploma contract or an exam contract with the intent of obtaining a diploma, will not be allowed any further opportunities during the same academic year for the same course unit via the formula of a credit contract or an exam contract with the intent of obtaining a credit certificate.

## ENROLMENT REGULATIONS

### **Article 36: General regulations pertaining to enrolment**

§1. Irrespective of contract type, enrolments involve two exam opportunities per course unit that is part of the student's curriculum. If the student enrolls for first term course units following the commencement of the first examination period of the first term, he loses his first exam opportunity for said course units.

§2. All and any changes of identification details (name, mailing address details, etc.) are to be communicated in writing to the Office for Student Administration and Study Programmes of the Department of Educational Affairs and the FSA as soon as possible. It is in the student's interests that Ghent University should have his correct details at all times.

### **Article 37: Enrolment timing**

§1. Contract type with the intent of obtaining a diploma

Enrolments are to take place before 1 November.

The exceptions to the above rule are enrolments for postgraduate studies (incl. predoctoral training) and permanent training where the timing of enrolment depends on Faculty instructions to that effect. Enrolments for the doctoral training, the doctorate and the conditional enrolment for the doctorate as a prospective doctoral scholarship student may be made at any time during the course of the academic year.

§2. Contract type with the intent of obtaining a credit certificate

For course units taught during the first term or for a full-year course unit, students are to enroll before 1 November.

For course units taught during the second term, students are to enrol before 15 March.

### **Article 38: First enrolment at Ghent University**

Persons enrolling at Ghent University for the first time, must do so by reporting in person to the Office for Student Administration and Study Programmes of the Department of Educational Affairs<sup>18</sup>.

- every working day from Monday 2 July through Friday 13 July (except Monday 9 July and Wednesday 11 July) 2007 and from Monday 6 August through Friday 21 September 2007 (except 15 August) 2007, open without interruption from 9.00 to 16.00  
Sint-Hubertus Computer room  
Blandijnberg 2 (side entrance of Sint-Amandstraat)  
9000 Ghent

Required documents: identity card and diploma on the grounds of which the students are to be admitted (or a clear copy). In addition, prospective students must present their *rijksregisternummer* (*national registration number*). Those who wish to enrol for the Medicine/Dentistry study programmes, should equally bring the certificate confirming they passed the entrance exam.

Tuition fees are expected to be paid instantly, using a debit or credit card. No sums in cash are accepted.

- every working day from 24 September 2007, open from 8.30 to 11.45 and from 13.30 to 16.15:  
Rectoraatsgebouw  
Sint-Pietersnieuwstraat 25  
9000 Ghent

Students are given a bank transfer form to transfer payment of tuition fees.

The University Board is entitled to refuse students when they next attempt to enrol, who have refused to pay their tuition fees or who have paid insufficient tuition fee sums.

### **Article 39: Re-enrolment**

Students already enrolled at Ghent University are sent the necessary re-enrolment instructions by the Office for Student Administration and Study Programmes of the Department of Educational Affairs either electronically or by regular mail, following the first or second examination period.

Upon re-enrolment, payment of the relevant tuition fees is demanded. The University Board is entitled to refuse students when they next attempt to enrol, who have refused to pay their tuition fees or who have paid insufficient tuition fee sums.

#### **Article 40: Enrolling for predoctoral training, doctoral training and the doctorate**

§1. All applications for enrolment for predoctoral study programmes, the doctoral training programme or the doctorate are to be addressed to the FSA of the Faculty where the student is seeking to take the predoctoral study programme or doctoral training programme or obtain the doctoral title.

Enrolments for predoctoral study programmes, the doctoral training programme and the doctorate require Faculty Board permission, pursuant to article 88. In addition, students must also comply with applicable language requirements. Students enrolling for the doctorate are also enrolled into one of the Doctoral Schools, thereby acquiring the right to take 60 credits worth of courses in the doctoral training programme

§2. For the predoctoral study programmes, the doctoral training programmes and the doctorate, students are required to enrol at the outset as well as anew for each consecutive year thereafter, until they have successfully completed the relevant study programme or successfully defended their doctoral dissertation. In cases where the doctoral training programme is spread across several years, students are to re-enrol each year.

Students who only wish to work on their doctorate or only wish to defend their doctorate, are also required to re-enrol each academic year as a doctoral student, irrespective of their appointment as a member of the scientific staff or as a doctoral scholarship student, and regardless of financing source.

§3. In certain cases, students may first enrol provisionally for the doctorate. For this provisional enrolment as a prospective doctoral scholarship student, students are required to hold a Master's diploma or a formally equivalent title. In addition, permission from a budget holder is required with respect to applying for a scholarship.

Students who have enrolled as a prospective doctoral scholarship student are under obligation to petition the Faculty Board concerned at their earliest convenience for formal permission to take their doctorate and to enrol for the doctorate within a 4-month time span.

§4. Actual enrolment formalities are handled by the Office for Student Administration and Study Programmes of the Department of Educational Affairs.

#### **Article 41: Procedure for late enrolment**

§1. Contract type with the intent of obtaining a diploma

After 1 November or after any other particular date as determined by them, the Faculties are entitled to require written authorisation from the Dean for accepting enrolments, with said permission to be presented to the Office for Student Administration and Study Programmes of the Department of Educational Affairs. Moreover, after 1 January, authorisation from the Rector is required. Students will be advised of said dates<sup>19</sup>.

Students who are late in enrolling, i.e. after 14 December 2007, are also to report to the FSA. For course units scheduled to be taught during the first term, such students lose one of the two exam opportunities.

The dates for late enrolments do not apply to the doctoral training programme, the doctorate or the provisional enrolment for the doctorate as a prospective doctoral scholarship student. For postgraduate study programmes (incl. predoctoral study programmes) and permanent training programmes, the timing of enrolment depends on the Faculty instructions to that effect.

§2. Contract type with the intent of obtaining a credit certificate

Students who are late in enrolling, i.e. after the dates detailed under article 37§2, are to present written permission from the lecturer in charge upon enrolment. Late enrolments for credit contracts are accepted until 14 December 2007 at the latest for first term course units and until 16 May 2008 at the latest for second term course units.

## **Article 42: Special status for students**

§1. Students enrolled via a diploma contract or an exam contract with the intent of obtaining a diploma, may apply for special status.

§2. Special status may be awarded on the grounds of:

**1° functional impairment:** motor impairment, visual impairment, hearing impairment, learning disorder, chronic medical disorders, mental health problems.

Students awarded special status due to a functional impairment, may call on the services of *vzw Begeleiding Studenten met een Handicap (Assistance for Disabled Students non-profit organisation)*:

- for assistance in compiling their application case file;
- in order to be granted additional facilities if required, in joint consultation with the lecturer in charge and/or the examiners, in terms of educational activities and/or examinations.

The aforesaid non-profit organisation stages meetings with the students. At these meetings, students share experiences, are provided with relevant information, afforded a better understanding of a variety of different issues, are taught competences, whilst also discussing ways and means of improving physical accessibility to Ghent University premises, etc.

### **2° approved top league sports activities**

Regardless of the sports discipline involved, students qualify to be awarded special status if they first and foremost comply with one of the following requirements:

- be recognised as a top athlete by the BOIC or BLOSO;
- be considered as a top athlete or as a promising young athlete by their own sport federation;
- meet the standards held out for taking part in the Universiade or the University World Championships.

Moreover, this category of students is required to complete at least 5 training or competition sessions on a weekly basis. Supplementary minimum requirements apply for each sports discipline. For most team sports there is the requirement for the student concerned to play in the highest league. For individual sports, in most cases students are required to rank among the top 10 in Belgium, for some sports even as high as the top 5.

### **3° artistry**

**4° tenure of office in a Ghent University central administration or advisory body:** Board of Governors, Executive Board, Council of Educational Affairs and Council for Social Affairs.

### **5° exceptional social or individual circumstances**

### **6° arduous work – study combination**

§3. Students who feel they may rightfully claim special status on the grounds of on one or several of the reasons as detailed under §2, 1°, 3°, 4°, 5° and 6°, are to address their duly motivated petition – citing reason(s) – to the Rector's office. Students are to submit their petition by 23 November 2007 for the first term and by 11 April 2008 for the second term. Students who only come to find themselves in any of the circumstances so as to warrant the application for special status as detailed above following the expiry of said deadlines, may as yet apply for said status provided they furnish proof of the fact that such circumstances did not exist beforehand. In case of acute force majeure (sudden illness, death of a close family member, ...), students are to comply with the procedure as outlined under articles 58§2 and 81§2.

For applications based on the reasons detailed under § 2, 1°, the Rector may seek the motivated advice from the Special Status Students Work Group. For applications based on the reason(s) specified under § 2, 5° and/or 6°, the Rector is under obligation to take this step. In said event, the advice is to specify whether the special status is to be awarded for several academic years, or for the study career as a whole of the student concerned at Ghent University.

The Special Status Students Work Group consists of: the Deputy Rector or the Chief Academic Administrator, the Director of Educational Affairs, one (Faculty) Director of Studies and one student representative from the Council of Educational Affairs. The head of Office for Student Administration and Study Programmes acts as the Work Group's secretary.



§4. The application based on the reason detailed under § 2, 2° is to be addressed to the chairman of the Top Sports Work Group by 15 October 2007 at the latest. The application is to be accompanied by the necessary documentary evidence and official certificates. After consulting the club or federation concerned, the Work Group shall communicate its advice to the Rector.

§5. The Rector decides on whether or not special status is to be awarded. His decision is communicated to the student-applicant by regular letter. In the event special status is awarded, the name of the student and the reason why special status was awarded are communicated to the Dean, FSA and Faculty learning path counsellor of the faculty concerned. As a rule, special status is awarded only for the academic year in which it has been awarded, unless otherwise determined by the Rector.

§6. In consideration of the reason why they have been awarded special status, and subject to the approval of the lecturer in charge and/or examiner, special status students may be awarded the following facilities:

- be given exemption from educational activities requiring the student to attend, in which case a task may be imposed in substitution;
- have their examinations rescheduled to a different time;
- be examined in a manner different from the regulatory manner;
- be given an alternative time for feedback.

Students who so wish may, before getting in touch with the lecturer in charge and/or the examiner, seek assistance from the Faculty learning path counsellor who shall advise them and, in the event, channel applications according to Faculty or study programme.

### **Article 43: Refusal of enrolment**

§1. Students who, upon the expiry of their first enrolment via a diploma contract or an exam contract with the intent of obtaining a diploma for a Bachelor's programme, irrespective of the learning path, have failed to obtain at least 30 credits for a full-time MOT or 15 credits for a two-part MOT, shall be imposed a binding condition by the Rector upon their next enrolment for the same study programme via one of the aforesaid contract types. This binding condition involves the mandatory obtaining, following expiry of the second enrolment, of at least 40 credits of the study programme for a full-time MOT of 20 credits for a two-part MOT. Students who fail to meet with the binding conditions as set, may be refused the further right to enrol by the Rector, further to the advice from the Faculty.

In addition, the Rector, further to the advice from the Faculty, is entitled to impose binding conditions on students as of their third enrolment via a diploma contract or an exam contract with the intent of obtaining a diploma for a Bachelor's programme. Students who fail to meet with the binding conditions as set, may be refused the further right to enrol by the Rector, further to the advice from the Faculty.

§2. Further to the advice from the Faculty, the Rector is entitled to impose binding conditions on students as of their second enrolment for a Master's programme via a diploma contract or an exam contract with the intent of obtaining a diploma. Students who fail to meet with the binding conditions as set, may be refused the further right to enrol by the Rector, further to the advice from the Faculty

§3. Further to the advice from the Faculty, the Rector is entitled to refuse enrolment of students for a course unit via a credit contract or via an exam contract with the intent of obtaining a credit certificate, if the student involved has previously already enrolled twice for the same course unit without having obtained a credit certificate for this course unit.

§4. Students may file internal appeal against the decision by the Rector to impose binding conditions as well as the decision by the Rector to refuse enrolment, with the Internal Appeals Commission, as specified under article 98.

### **Article 44: Student card and certificates**

Following enrolment and payment of the relevant tuition fees, students (with the exception of the persons enrolled via an exam contract) are sent a student card and (if applicable) the necessary certificates for their mutual health insurance fund, child benefit society and NMBS (*national railways*). Additional certificates are available from the FSA or the Office for Student Administration and Study Programmes of the Department of Educational Affairs.

## **Article 45: Ghent University account**

All students who are enrolled are given a Ghent University account with matching e-mail address (with the exception of those who are enrolled only by way of an exam contract). This account gives access to the *electronic learning environment (Minerva)*, to Ghent University's intranet and the Internet. Ghent University accounts are valid for the duration of the academic year and are automatically renewed upon re-enrolment.

The login and password are sent to the student's stated mailing address. Ghent University e-mail addresses are used as an official channel of communication. As such, students are required to make sure they consult their Ghent University e-mail on a regular basis.

In order to use the educational support facilities, students are to register on Minerva for each course unit in their curriculum.

## TUITION FEES

### **Article 46: Finding of tuition fees**

The University Board sets tuition fee amounts before 1 May of each year, in compliance with:

- applicable regulations regarding students under a diploma or a credit contract;
- applicable regulations regarding students under an exam contract.

Tuition fees are determined in proportion to the number of credits taken up by the student in any given academic year. Tuition fees are to be paid in compliance with the amounts established in the 2007-2008 tuition fees table<sup>20</sup>. As of 15 January 2008, tuition fees that have been paid are to be reassessed for each individual student in accordance with scholarship status and the number of credits for which the student is actually enrolled. This may result in students either being required to supplement the fee(s) already paid or in students being given a (partial) refund.

For some Subsequent Master's programmes (ManaMa), a special (increased) tuition fee may be charged.

The tuition fee also includes the examination fee and subscription to the collective insurance policy of Ghent University for physical injury and civil liability.

The University Board is entitled to refuse students when they next attempt to enrol, who have refused to pay their tuition fees or who have paid insufficient tuition fee sums.

### **Article 47: Constitution and calculation of the tuition fee**

The tuition fee is made up of:

- a fixed amount;
- a variable amount which is calculated in proportion to the number of credits.

For the calculation of the variable amount, all credits taken up by the student in his various enrolments are added up, with the exception of the following enrolments:

- advanced (academic) study programmes;
- Subsequent Master's programmes;
- the doctorate (i.e. predoctoral, doctoral training programme and defence);
- the study programme in Family Medicine.

With regard to postgraduate study programmes, the tuition fee is determined per study programme. For permanent training learning paths, depending on the provisions determined by the study programme, students may enroll and pay the relevant tuition fee as set.

Enrolments of scholarship students are also considered as separate enrolments. The provisions for scholarship students do not apply to the Subsequent Master's programmes or the advanced (academic) study programmes. This means that scholarship students who enroll for a Bachelor's or Master's programme and a Subsequent Master's programme (ManaMa), are required to pay the tuition fee for the first study programme in compliance with the provisions for scholarship students as well as the tuition fee for the Subsequent Master's programme (ManaMa) in compliance with the provisions for this particular study programme.

In all cases, exam contracts involve a separate enrolment.

#### TAKING COURSE UNITS AND SITTING EXAMS IN OTHER INSTITUTIONS

##### **Article 48: Course units at a different institution**

For study programmes involving mandatory student mobility, the course catalogue specifies to what extent students are required to (/may) take course units at a different domestic or foreign institution of higher education.

##### **§1. Elective course units at a different university in the Flemish Community**

In implementation of an agreement in place between the various universities of the Flemish Community, students may take a course unit, within their study programme curriculum, at a different institution as an elective course unit with the approval from both institutions. This arrangement only applies to students who are enrolled via a diploma contract for a second-cycle academic study programme, a Bachelor's programme, a Master's programme, a VAO or a doctoral training programme.

##### **§2. Course units at the institutions of Ghent University Association**

In implementation of an agreement in place between Ghent University, Hogeschool Gent, Hogeschool West-Vlaanderen and Arteveldehogeschool, students who are enrolled under a diploma contract, may take a course unit within their study programme curriculum, which is available from one of the above university colleges, provided the course unit concerned is not scheduled as part of any of Ghent University's study programmes and subject to Faculty approval.

§3. The Faculty Boards are duly competent to determine the terms and conditions and to grant approval for students to take educational activities and sit exams at a different domestic or foreign institution of higher education insofar as said institution offers a study programme curriculum of at least three years or at an institution for post-initial education at home or abroad.

##### **Article 49: Course unit pre-takes at a different Flemish Community university**

In implementation of an agreement in place between the universities of the Flemish Community, students who have yet to complete a limited part of a learning path, and who wish to take a course unit at a different institution, may already take up course units or an entire study programme part from this consecutive study programme at the other institution. It is up to the latter to determine the contents and volume of prospective *pre-takes* in accordance with its own education regulations.

##### **Article 50: Joint doctorate**

Students may take a doctorate under the joint supervision of Ghent University and one or several other Flemish universities or foreign institutions of higher education under a co-operation agreement concluded between the student and the institutions concerned in compliance with Ghent University's regulations governing the joint doctorate. If they succeed, their doctorate is duly authenticated by the institutions involved. Depending on statutory education regulations in the other partnering institution(s), authentication is made to take place by way of a joint diploma specifying a single doctor's degree which is duly signed by both partnering institutions, or by way of 'dual diploma', specifying two doctor's degrees, which is duly signed by both institutions or only by Ghent University, in the event the regulations of the partnering institutions do not permit them to co-sign the diploma. In the latter event, the student is likely to be awarded with a second diploma from the partnering institution ('bi-certification').

A basic requisite for the joint doctorate is for the student to conduct research in each of the partnering institutions for a time span of least 6 months.

During the entire process of the doctoral research, the student is required to be enrolled at Ghent University. In the event of co-operation with a Flemish Community university, he is either to enroll or to register at Ghent University. Students who have been granted a doctoral scholarship by or through Ghent University (or

who have applied for a doctoral scholarship via Ghent University) are required to enroll at Ghent University in all cases.

The joint doctorate does not discharge the student from paying the Ghent University tuition fee, except in those cases where the student, upon co-operation with a different Flemish Community university, is registered at Ghent University as a guest student.

#### CHANGING THE ENROLMENT

##### **Article 51: Changing the contract type**

The contract type with which students are enrolled for a specific study programme / specific course units for the academic year concerned, may be changed just once. Changing the contract type does not imply that the student is moving on to a new study programme: the student continues to be enrolled for the same study programme or the same course units pertaining to said study programme.

The following contract changes may be made:

- a diploma contract can only be changed into an exam contract with the intent of obtaining a diploma.
- an exam contract with the intent of obtaining a diploma can only be changed into a diploma contract.
- an exam contract with the intent of obtaining *credit certificates* can be changed into
  - a credit contract.
  - an exam contract with the intent of obtaining a diploma.
  - a diploma contract.
- a credit contract may be changed into
  - a diploma contract.
  - an exam contract with the intent of obtaining a diploma.
  - an exam contract with the intent of obtaining *credit certificates*.

The above contract changes can only be made to take effect as of 11 February 2008 through 1 April 2008.

Most contract changes usually come with financial ramifications, as specified under article 54. When moving on to a more expensive type of contract, the student will be sent a supplementary claim. None of the contract changes however will occasion any refunds to be made.

In addition, contract changes also often have other ramifications for students. Switching from a diploma to an exam contract for example may prompt the student's status to change and cause him to lose his entitlement to a scholarship. One other ramification could be for him to lose access to Minerva.

##### **Article 52: Changing the contents of the contract**

The contents of the contract with which a student is enrolled for a specific study programme / for certain course units for the academic year concerned, may be changed under certain terms over the course of the academic year.

Changing the contents of the contract does not imply that the student is moving on to a new study programme: the student continues to be enrolled for the same study programme or course units pertaining to said study programme.

Changes to contract contents usually have financial ramifications. If the volume of the student's curriculum is made to increase, the student will be sent a supplementary claim. If the volume is reduced, the student is entitled to a refund. Changes to the volume of the curriculum however are not unlimited.

Changes need to be applied for by 1 April at the latest (without prejudice to the Faculty provisions) and in all cases are subject to Faculty approval.

Examples of changes to contract contents are:

- learning path (selecting a specific type of MOT or GIT)
- main subject
- option
- curriculum (the student's elective course units, adjusting GIT modification)

Without prejudice to the Faculty provisions and decisions, deleting course units from the first term shall not be allowed in any way, shape or form after 1 January.

### **Article 53: New contracts and change of studies**

Students are free to enter into several simultaneous contracts. As to the combinability of contracts, reference is made to article 35.

If students decide to change their study programme during the course of the academic year, they are required to conclude a new contract. In doing so, they are also required to comply with the requirements for late enrolment.

In changing their study programme, students can have their initial contract terminated. The procedure for termination and the terms and conditions for refunding are explained under article 54. For students who wish to change their studies, due care is taken to ensure course units which are scheduled under their old as well as their new curriculum are not doubly charged.

The termination of the initial contract has no impact on any *credit certificates* which may have been obtained during the first term: any such credit certificates remain valid and may serve, if scheduled under the new programme.

An examination sat by a student in the context of a diploma contract or an exam contract with the intent of obtaining a diploma with regard to a course unit, counts as a used exam opportunity, even when the student is changing contracts. Changing contracts does not entitle students to more exam opportunities for this particular course unit within the same academic year or over several academic years.

### **Article 54: Termination of contracts**

Students intent on discontinuing participation in educational activities are to advise the Office for Student Administration and Study Programmes of the Department of Educational Affairs, Sint-Pietersnieuwstraat 25, 9000 Gent of any such intentions – preferably following a conversation with the *learning path counsellor*. They are to do so either in person or by recorded delivery letter. In doing so, they are required to hand in their student card and any remaining certificates. Their contract is subsequently terminated. Students are free to conclude a new contract at a later stage during the same academic year.

Students taking a Bachelor's programme, a Master's programme, a first or second-cycle academic study programme, a specific teacher training programme, an advanced academic study programme, a preparatory course or a linking course via a diploma contract, may - in some cases - be refunded part of the tuition fee:

- students terminating their contract before 1 November 2007 get a tuition fee refund, except for the fixed amount.
- students terminating their contract after 1 November 2007 and before 1 January 2008, get a tuition fee refund, except for the fixed amount and the administrative deduction.
- students terminating their contract after 1 January and before 1 April 2008, do not get a tuition fee refund for course units pertaining to their curriculum of the first term – they do however get a tuition fee refund for the course units pertaining to the second term. The fixed amount and the administrative deduction are not refunded.
- students terminating their contract after 1 April 2008 owe the tuition fee in full for the study programme concerned.

The administrative deduction is the difference between 100 euro and the fixed amount.

If students terminate a contract for an academic first or second-cycle study programme, a Bachelor's or a Manaba programme, a preparatory or a linking course during the same academic year, and they have another contract in place for one of the aforementioned study programmes during that same academic year which has not been terminated, the 'administrative deduction' is forfeited.

The above arrangements:

- only apply to diploma contracts. Upon termination of a credit contract, an exam contract with the intent of obtaining a diploma or an exam contract with the intent of obtaining a credit certificate, in

all cases the tuition fee remains owed in full: i.e. in no case can there be question of a discharge of tuition fees for first and/or second-term course units.

- only apply to non-scholarship students. For concessionary students and scholarship students on a diploma contract, there can be no question of a discharge of tuition fees for first and/or second-term course units.
- do not apply to the 'special tuition fee' for Subsequent Master's programmes: here too, the tuition fee remains owed in full as a rule, unless the Faculty concerned should decide to allow a partial discharge in specific cases.
- do not apply to permanent training programmes, postgraduate study programmes (incl. predoctoral study programmes), the academic initial teacher training programme, doctoral training programmes or the doctorate.

Contract termination does not absolve the student from being required to pay the tuition fee however. This means that 'non-payment' is not the same as 'terminating one's contract'. In cases where the student has not paid anything yet or has only paid a partial amount of the tuition fee owed, upon termination of the contract, Ghent University shall continue to claim payment for the tuition fees left outstanding.

Termination of the examinations is not the same as termination of studies. Termination of a series of examinations is to be reported to the Examination Office and does not necessarily have to mean the student is terminating his studies to definitive effect.

## Part III - Examination regulations

### Article 55: Examination regulations and specific examination regulations

§1. The present examination regulations are intended as a minimal framework for all evaluations at Ghent University, insofar as said evaluations are not governed by a specific examination regulations over and above the regular examination regulations. The regulations may be complemented with specific provisions by the Faculties.

Departures from the examination regulations and the specific examination regulations can only and exclusively be granted by the Board of Governors in response to a duly motivated request from a Faculty Board and further to the advice from the Council of Educational Affairs. The Board of Governors is to expressly determine the term of validity of the departures sustained.

The examination regulations, the Faculty supplements thereto, the specific examination regulations as well as any departures approved by the Board of Governors are to be communicated to students in writing and/or in electronic format.

§2. Inter-university study programmes are governed by the inter-university examination regulations.

## Section I - Evaluation

### Article 56: Preparation of evaluations

§1. Prior to the start of enrolments, detailed information is provided relating to evaluations for each course unit through the course specifications, pursuant to article 13.

§2. Prior to the start of educational activities for each course unit, each lecturer is to determine the subject matter which the evaluation is to bear on in the appropriate learning materials.

§3. All lecturers are to use questions and exercises as part of their educational activities which are to duly reflect the concrete requirements made of students at the evaluation.

### Article 57: Evaluation methods

§1. Two methods of *evaluation* exist: permanent evaluation and periodic evaluation (i.e. examinations). These two types may be combined in evaluating the performance of students for a specific course unit.

§2. For each course unit, two evaluation opportunities exist. For permanent evaluation purposes however, either the second opportunity may be made available by way of a compensating activity between the first and the second examination period or there may just be one evaluation opportunity available to students. The Faculty decision on this matter is detailed in the course unit's course specifications.

Evaluation of a course unit is identical for all students, irrespective of the type of contract entered into by the student.

§3. *Periodic evaluation (i.e. 'examination')*

- examinations can either be oral and/or written;
- partial examinations are not allowed.

#### §4. *Permanent evaluation*

- students cannot eschew permanent evaluation;
- the data and methods of permanent evaluations are publicised beforehand;
- practicums, projects, portfolios, participation in seminars, work placements, exercises, practical projects, clinics, discussions, etc imposed on students as part of a study programme curriculum, the results of which are part of the examination mark, all come under the header of permanent evaluation;
- permanent evaluation results are to be announced as quickly as possible to students, followed by an opportunity for feedback;
- at the start of the academic year, the course specifications detail which course units are set to be permanently evaluated;
- the Study Programme Commission's assignment is to ensure equitable evaluation methods and study load;
- partial examinations are not allowed.

#### **Article 58: Determination of the method of evaluation and of examination methods**

At the recommendation of the examiners and further to the advice from the Study Programme Commissions, each year the Faculty Boards establish the method of evaluation as well as the examination methods for each separate course unit in detail and if required for each category of educational activities.

Each student may be given permission by the Dean, arguing serious reasons, to be examined in a manner that is different from the prescribed method. To this end, students are to address a written request to the Dean, with a copy sent out to the examiner, one week at the latest before the start of the evaluation.

#### **Article 59: Organisation of examinations**

The Faculty Boards are in charge of coordinating and organising examinations.

Per academic year, two examination periods exist which are scheduled in the academic calendar. Course units scheduled during the first respectively second term, as far as the first examination period is concerned, are evaluated in the first respectively second term. *Periodic* evaluations of full-year course units in all cases are made to take place during the first examination period of the second term, unless departures therefrom have been granted pursuant to article 55§1. All course units may be evaluated in the second examination period, without prejudice to the provisions under article 57§2.

Outside of the examination periods, examinations may be organised in the cases detailed below, by decision of the Faculty Board and on the recommendation of the Study Programme Commission, provided students have been duly notified thereof at the outset of the academic year:

- for students studying at different institutions and for incoming and outgoing exchange students, examinations may be organised outside of the scheduled examination periods;
- examinations on educational activities pertaining to categories B and C, may be organised in the periods of the academic calendar which are reserved for catch-up activities and the summer holidays;
- examinations on preparatory courses, linking courses, Erasmus Mundus study programmes, postgraduate study programmes (incl. predoctoral study programmes), the doctoral training programme and the doctorate may be organised outside of the examination periods.

#### **Article 60: Examination days, examination hours, number, duration and location of examinations**

Examinations are made to take place between 8.00 and 20.00 No examinations are allowed to be held on Sundays or official holidays.

Regardless of the number of lecturers per course unit, only one examination may be staged for each category of educational activities of a course unit.

Examinations are not to exceed five consecutive hours at the outmost in duration.

In the event an examination on one specific category of educational activities of a course unit is to be both oral and written, both components of said examination are required to link up, without interruption by examinations on other course units.



The examinations are taken in the location(s) specified by the Faculty and are listed in the Faculty's examination schedule. Audiovisual registration of examinations by students, observers or third parties is not allowed.

### **Article 61: Examination schedule**

§1. For each *study year* of a full-time standard learning path and for each part of the examination period, a comprehensive and detailed examination schedule is compiled under the responsibility of the Faculty Board. This schedule comprises:

- the timetable, the location and the time of the start of the examinations;
- the contact details for the Examination Office, the chairman and secretary of the Board of Examiners, the Faculty ombudsperson and the learning path counsellor.

§2. Timetables are compiled in joint consultation with the student representatives in such a way so as to offer each student, as much as possible, a reasonable time span for preparing for the exams and an equitable spread of examinations across the examination period as a whole. If the examination schedule for a specific group of students should be deemed unfair, a second examination day is to be held for this group.

§3. All Faculties are to set up a *permanent Examination Office* during each examination period, if necessary per study programme. The Examination Office is where, amongst other things, the following is to be reported:

- changes of address during the examinations;
- changes in the examination schedule;
- discontinuation of the series of examinations;
- non-participation in one or several examinations;
- absences;
- all events which may jeopardise the examination schedule or prejudice the smooth-paced course of examination proceedings.

### **Article 62: Announcement of the examination schedule**

Examination schedules are posted by the Faculties on the public notice boards and/or in electronic format by 14 December 2007 at the latest for the first examination period of the first term, by 2 May 2008 at the latest for the first examination period of the second term and by 29 July 2008 at the latest for the second examination period.

On request, in compliance with the arrangements determined by the Faculty Board, students may be provided with a printout of the examination schedule.

### **Article 63: Evaluation of foreign-language course units and foreign-language study programmes**

§1. If a course unit takes a language as its subject or if a course unit with a language as its subject is taken at a different institution of higher education with the approval of the Faculty, said course unit is evaluated in the teaching language concerned.

In all other cases, students are always entitled to be evaluated in Dutch. Students are to inform the FSA thereof when registering their curriculum. The FSA is then to notify the chairman of the Board of Examiners and the latter to request the Board of Examiners to assign a replacement if need be.

§2. Evaluations of foreign-language study programmes are made to occur in the teaching language of the study programme if the study programme in question is:

- a Subsequent Master's programme (ManaMa);
- a postgraduate study programme;
- a doctoral training programme;
- a permanent training;
- a Master's programme following on from a Bachelor's programme (ManaBa) as part of an International Course Programme (ICP) or an Erasmus Mundus study programme ;

- a Bachelor's or Master's programme jointly organised with one or several foreign institutions as part of an international or European educational programme or under a co-operation agreement between the institutions concerned.

In the case of a foreign-language Bachelor's programme or a Master's programme following on from a Bachelor's programme (ManaBa), Dutch-speaking students are entitled to take their evaluations in Dutch, if the lecturer concerned is equally a Dutch speaker. The students concerned are to inform the FSA thereof when registering their curriculum.

## Section II - Board of Examiners

### **Article 64: Constitution and deliberations of the Board of Examiners**

§1. The way in which the *Board of Examiners* is constituted is established by the Faculty Board. For each Board of Examiners, the Faculty Board is to appoint a chairman and a secretary, who may or may not themselves be examiners, but who are active ZAP staff members. The Faculty Board decides which Boards of Examiners are to convene jointly. The Faculty Board also assigns a *representative Board of Examiners* for the study programme as a whole.

§2. Boards of Examiners are to convene at least twice each academic year: the first occasion being for the exam results obtained during the first and second part of the first examination period; the second occasion being for the exam results obtained during the second examination period, which in both cases means after the second term.

The Board of Examiners may also convene after the first part of the first examination period:

- in a graduation year of a Master's programme for students who only have their Master's dissertation and/or work placement to complete. In this case, students are allowed to submit their Master's dissertation during the first term;
- in case of a preparatory or linking course;
- for initial academic and specific teacher training programmes;
- for postgraduate study programmes.

Prior to the start of the academic year, the Faculty is to announce for which study programmes it will be resorting to this possibility.

The Boards of Examiners for predoctoral study programmes, the doctoral training programme or the doctorate may convene at any which time during the academic year, subject to the consent of the student.

The deliberations of the Board of Examiners are made to take place behind closed doors.

### **Article 65: Attendance of the members of the Board of Examiners**

The members of the Board of Examiners have a duty to attend deliberation meetings and to sign the attendance register.

If a member of the Board of Examiners is unable to attend the deliberation meeting, he is to report this without delay to the chairman of the Board of Examiners. Any unjustified absences of members are reported to the Rector by the chairman. In the event a member of the Board of Examiners is absent, the chairman may – if he deems such necessary - assign a member of the academic staff as a replacement. In the event the chairman is absent, the Board of Examiners is to assign a replacement.

Deliberation meetings by the Boards of Examiners are attended by a Faculty ombudsperson in an observer capacity.

### **Article 66: Votes**

The chairman is entitled to vote, which also extends to include decisions on students whom he has not examined himself. The Faculty Board may decide to award the vote to the secretary of the Board of Examiners for students whom the latter has not examined himself.

Only the lecturers in charge of the course units pertaining to the student's deliberation set are entitled to vote upon the deliberation on said student. In order to deliberate to valid effect on a student, at a minimum half the examiners who are entitled to vote are required to be in attendance. The quorum is determined on the basis of the number of examiners who have the vote. Per *examination mark*, only one vote may be cast by each member duly entitled to vote. When course units have been examined by more than one lecturer, the lecturer who is entitled to vote is the lecturer who was assigned as the course unit's lecturer in charge by the Faculty Board.

Examiners who have been replaced in compliance with the procedure detailed under article 65, are not permitted to sit in on the meeting by the Board of Examiners on the student concerned.

Decisions are carried by simple majority of the votes cast.

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

Unless an examiner or a Faculty ombudsperson requests for a decision to be brought to the vote, the chairman's proposal for the final assessment is accepted as the general consensus.

### **Article 67: Deliberation competence**

The Board of Examiners has the competence of deliberation. This competence entails:

- declaring whether a student has passed or failed a full deliberation set;
- determining, in the event the student has not passed a full deliberation set, which of the course units pertaining to this deliberation set and for which the student scored less than 10 out of 20, are to be retaken with a view to the obtaining a diploma at a later stage;
- declaring whether a student has passed or failed a specific study programme;
- determining the student's grade of merit for a study programme;
- putting forward non-binding study advice.

Except in cases of material error, the Board of Examiners is not competent to change examination marks during deliberations.

### **Article 68: Deliberation**

§1. The Board of Examiners convenes at the times as specified under article 64§2 to deliberate on the study results of students enrolled for a study programme via a diploma contract or an exam contract with the intent of obtaining a diploma.

§2. For each of the study programmes, the Faculty's *representative Board of Examiners* establishes in writing the applicable deliberation rules it is set to adopt when deliberating on the deliberation sets and in awarding grades of merit. These deliberation rules are communicated to the students. Said rules do not detract from the autonomous deliberation competence of the separate Boards of Examiners.

§3. No deliberations are held on course units which do not pertain to a student's deliberation set. The examination marks as recorded remain upheld until they are part of a *deliberation set*, even if said marks are less than 10 out of 20.

Students are entitled to be re-examined during a subsequent examination period on any course unit, even if they passed said course unit and said course unit is part of a deliberation set which the student in question has already passed. This is done at the student's own risk: the examination marks last awarded count towards the assessment of the deliberation set concerned, if the course unit does not pertain to a deliberation set for which the student has already been declared to have successfully passed said deliberation set, and when awarding the *grade of merit* when the student has successfully passed the study programme.

§4. If students also enrol for a course unit pertaining to the same study programme by way of a contract with the intent of obtaining a credit certificate during the same academic year, simultaneous with their enrolment for a study programme via a contract with the intent of obtaining a diploma, said course unit is not considered as part of the student's curriculum with the intent of obtaining a diploma, and as such cannot be part of a deliberation set in the academic year concerned. One exception to this rule are the course units

for which it is mandatorily required, as part of an exam contract with the intent of obtaining a diploma, to enroll via a credit contract: during the same academic year, these are part of the deliberation set which said course units pertain to and they are deliberated in the same manner as the other course units that are part of the deliberation set.

§5. If students pass a course unit for which they have enrolled via a contract with the intent of obtaining a credit certificate and if this pass is the most recently obtained examination mark, it is this examination mark which will count for this course unit in the deliberation (deliberation set / grade of merit) in a subsequent academic year for which the student enrolls for the same study programme via a contract with the intent of obtaining a diploma, even if this examination mark were to fall short of an earlier examination mark awarded under the contract with the intent of obtaining a diploma. The intended examination mark is (automatically) recorded when establishing the student's curriculum for the academic year concerned. As such, the student is free to decide to retake the course unit.

#### **Article 69: Motivated decisions by the Board of Examiners**

The decisions by the Board of Examiners are recorded in a report, which is to expressly detail the legal as well as the factual reasons on which the decisions are based.

At a minimum, these reports are to contain: the attendance register, the criteria adopted for determining the grade of merit and the decision for each student, with the inclusion of the motivations for departures from the general principles.

These reports are to be kept on file for a 30-year time span, after which they are to be transferred to the University's central archives to be stored.

Students have the right to access and inspect the sections of the report relating to them. For this, students should contact the FSA.

#### **Article 70: Material errors**

In order to keep material errors down to a minimum, the Boards of Examiners are to organise their meetings in such a way so as to enable the examiners to compare the examination mark lists - on the basis of which deliberations are to be held - with their own score sheets before the meeting.

Material errors, found up to 60 days following the date of proclamation and which are not such so as to have affected the decision by the Board of Examiners or the obtaining of *credit certificates*, are to be promptly restored by the chairman.

#### **Article 71: Reconsideration of decisions**

Material errors or irregularities which impact on the grade of merit or which prejudice the validity of decision by the Board of Examiners, are to be reported to the chairman of the Board of Examiners and restored as soon as possible by the Board of Examiners. To this end, the chairman is to summon the Board of Examiners to an extraordinary meeting. Students concerned are to be duly notified of the new decision.

### **Section III – Assessment of course units**

#### **Article 72: Examination mark**

Evaluation is expressed as a single examination mark per course unit.

This examination mark is to be a whole number, ranging from 0 up to and including 20, calculated in compliance with the method determined under the course specifications.

An examination mark can only be recorded if the student has approved his own curriculum.

Students who, as part of a study programme for which they are enrolled at Ghent University via a diploma contract or an exam contract with the intent of obtaining a diploma, take educational activities and sit exams at a domestic or foreign institution of higher education on parts of the study programme curriculum at Ghent University, are awarded examination marks by Ghent University upon their return. Said examination marks are awarded in due consideration of the local degree awarded per course unit and prospectively the ECTS grade, in accordance with the rules in place per Faculty. Said marks are communicated to the student by way of a *transcript of records*.

Students may file internal appeal against the examination mark awarded with the Internal Appeals Commission, as specified under article 98.

### **Article 73: Credit certificate**

Students acquire a *credit certificate* for every course unit for which they scored at least 10 out of 20.

The credit certificate is an electronic registration. This registration contains information as to the identity of the student, the nature of the study programme, the course unit, the number of credits obtained and the final mark awarded. Only on express request can credit certificates be made available to students in paper form by the FSA.

A credit certificate obtained at Ghent University has unlimited validity at Ghent University. A *refresher course* may be imposed if at least 5 calendar years have passed since the credit certificate was obtained. The 5-calendar year term is considered to have taken effect starting as of the first day of the month of October after the month in which the credit certificate was obtained

### **Article 74: Assessment per examination period**

Students are entitled to two exam opportunities for every course unit for which they are enrolled: one in the first examination period and one in the second examination period. Exceptions to the above rule are course units for which, by their very nature, it is impossible to organise a second exam opportunity or to do so only in modified form. This is specified in the course specifications.

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

Enrolling more than once per academic year for the same course unit in order to be given more exam opportunities is not possible.

The present article does not apply to students who are studying at different institutions, or to incoming exchange students.

## **Section IV - Assessment of the study programme**

### **Article 75: Study progress: passing a deliberation set**

Without prejudice to the deliberation competence of the Board of Examiners, students enrolled for a study programme via a diploma contract or via an exam contract with the intent of obtaining a diploma have passed a deliberation set when they have obtained a credit certificate for each course unit in said deliberation set.

### **Article 76: Passing a study programme**

In order to be able to pass a study programme, students are required to have enrolled for said study programme via a diploma contract or via an exam contract with the intent of obtaining a diploma.

Students who cannot be admitted to a study programme for the reason that they fail to meet the admission requirements, cannot pass said study programme.

Without prejudice to the deliberation competence of the Board of Examiners, students shall have passed a study programme if they have obtained a credit certificate for all course units to be taken.

Declaring a student as having passed or failed a study programme comes under the deliberation competence of the Board of Examiners, as specified under article 67.

Students may file internal appeal against the decision by the Board of Examiners with the Internal Appeals Commission, as specified under article 98.

### **Article 77: Non-binding study advice**

For students enrolled for the first time via a diploma contract or via an exam contract with the intent of obtaining a diploma for a Bachelor's programme without a full deliberation set, the Board of Examiners puts forward a non-binding study advice.

### **Article 78: Grade of merit**

§1. Students passing a Bachelor's or a Master's programme, an academic study programme of the first or second cycle, a continued academic study programme or the academic initial or specific teacher training programme, are awarded a *grade of merit* by the Board of Examiners.

In order to calculate the grade of merit, the examination marks last obtained for all course units which the student has taken under his contract with the intent of obtaining a diploma for a study programme are factored in. This is done in due consideration of the coefficients as established by the Faculty Board. The examination marks that were obtained for course units for which the student, as part of an exam contract with the intent of obtaining a diploma, was required to conclude a credit contract, are equally factored in. The deliberation competence vested in the Board of Examiners applies unabated and is upheld in full.

§2. If the student has last taken a course unit pertaining to his study programme via a contract with the intent of obtaining a credit certificate, the aforesaid examination marks that were last obtained count towards determining the grade of merit for said study programme as soon as the student enrolls at a subsequent occasion for the study programme concerned with the intent of obtaining a diploma. The same applies if the examination marks obtained via a contract with the intent of obtaining a credit certificate are inferior to those that were obtained previously by way of a contract with the intent of obtaining a diploma.

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

- with the greatest distinction (summa cum laude)
- with great distinction (magna cum laude)
- with distinction (cum laude)
- with a pass mark

§4. Once students have passed the study programme and their grade of merit has been determined, they can no longer resit course units in order to improve the grade of merit awarded. Once a diploma has been obtained, redeliberation is no longer possible. Obviously, and separate from the diploma obtained, students can aspire to obtain a credit certificate for a failed course unit or to win a credit certificate with a better result for a specific course unit. To do so, students should enroll via a contract type with the intent of obtaining a credit certificate.

§5. A grade of merit cannot be awarded in cases where students have obtained less than 30 credits of the study programme curriculum by sitting the relevant exams. This does not apply to the academic initial teacher training programme.

§6. Students may file internal appeal against the decision by the Board of Examiners with the Internal Appeals Commission, as specified under article 98.

### **Article 79: Proclamation**

§1. Following the first examination period of the first term, the first examination period of the second term and following the second examination period, students are to be duly notified of their examination marks, irrespective of the contract type entered into.

In doing so, the following arrangements and deadlines are to be observed:

- first examination period, first term: the examination marks obtained for all course units taken by the student in the relevant part of the examination period, are publicised in electronic format, in part on an individual basis. At the earliest, this announcement comes after termination of the relevant part of the examination period and on 1 March 2008 at the latest. In the event a deliberation has been made to take place, the decision by the Board of Examiners is also included.
- first examination period, second term: students are issued an individual *transcript of records* by 14 July 2008 at the latest. In the event a deliberation has been made to take place, the decision by the Board of Examiners is also included.
- second examination period: students are issued an individual *transcript of records* by 15 September 2008 at the latest, detailing for which course units they have obtained a credit certificate. In the event a deliberation has been made to take place, the decision by the Board of Examiners is also included.

These terms and deadlines apply without prejudice to the provisions held out under article 57 with regard to permanent evaluation result announcements. For course units too which are assessed only by way of permanent evaluation, exam results are announced in observance of the above arrangements deadlines if they have been completed in full after the relevant part of the examination period concerned.

§2. Examination marks and decisions by the Board of Examiners may be announced publicly.

In all cases, the grade of merit awarded to students who passed a study programme is announced publicly.

§3. Students may file internal appeal against the decision by the Board of Examiners with the Internal Appeals Commission, as specified under article 98.

### **Article 80: Feedback and study advice**

Following the first examination period of the first term, the first examination period of the second term and following the second examination period, *feedback* is provided. To provide feedback, the members of the Board of Examiners, or persons appointed by the Board of Examiner, are available to the students. When discussing their exam results with the aforesaid persons, students are entitled to see and go through their exam copy. Copies of written examinations, written preparations to oral examinations and assignments prepared as part of permanent evaluation are to be kept on file by the members of the Board of Examiners until 1 year following the close of the academic year concerned.

Students can speak to the Faculty *study and learning path counsellors* to discuss individual study results and/or study approach.

## **Section V - Complications**

### **Article 81: Observance of the examination schedule**

§1. The parties involved in the examination are to strictly observe the examination schedule as publicised.

However, said examination schedule no longer applies :

- when a student fails to appear at the time when a collective examination session is set to start, or fails to appear at an individual examination session within two hours after the time set;
- when the examiner or the chairman of the Board of Examiners deems the absence to be on the grounds of good cause, following due intervention by the ombudsperson or otherwise, in which case the third section of the present paragraph shall be applied;
- when the absence is deemed to be unfounded, the student is registered as being absent; say-so notes shall not be accepted as proof of good cause for absence;
- when an examiner has failed to start the examination session within two hours following the set time, the scheduled arrangement no longer applies, unless the examiner has been replaced.

The party responsible for the non-observance of the examination schedule is to forthwith request the other party to ascertain whether a catch-up examination can be held during the same part of the same

examination period. This is to be discussed in joint consultation and the *Examination Office* is to be duly notified.

§2. If a student, on the grounds of good cause, is unable to take part in a component to be appraised as part of *permanent evaluation* assessments, the date and method of which have been announced ahead of time as specified under article 58, he is to advise the lecturer thereof without delay. If the lecturer deems the absence to be unfounded, he is to impose a compensatory activity on the student enabling the latter to as yet redeem himself and pass the course unit. This obligation only applies if the nature of the subject matter of the examination allows such. The lecturer is also at liberty however to exempt the student from the evaluation concerned.

### **Article 82: Replacement of the examiner**

§1. If an examiner is unable to attend and examine students during the preset examination period as established, he is to notify the chairman of the Board of Examiners forthwith and in writing. In said case, the chairman of the Board of Examiners is to appoint an active ZAP staff member and/or doctor-assistant or a visiting professor or a researcher who holds the doctor's title as a permanent or temporary member of staff in the employ of Ghent University or the Research Foundation Flanders as his replacement. In case the examiner concerned sits on a wide number of Boards of Examiners, the Rector may decide to appoint one or several replacements.

§2. If for some reason an examiner fails to examine students on the dates and times established under the examination schedule, the chairman of the Board of Examiners may move to replace him by an active ZAP staff member and/or a doctor-assistant or a visiting professor or a researcher who holds the doctor's title as a permanent or temporary member of staff in the employ of Ghent University or the Research Foundation Flanders.

§3. The examiner is to request the chairman of the Board of Examiners to be duly replaced if he is related by blood or by marriage up to and including the fourth degree to the student he is to evaluate. He is equally to do so if, for reasons of personal involvement with the student, this might prejudice the objectivity of the evaluation.

§4. Examiners can also request to be replaced for personal reasons. In this case, the member of the Board of Examiners is to notify the chairman of the Board of Examiners who, if he agrees, is to assign a replacement.

### **Article 83: Attendance of observers at oral examinations**

Students who so wish may request for an observer to sit in on the oral examination. The observer shall not be allowed to be a classmate or a student who is to be examined by the examiner concerned during the same academic year, nor shall the observer be allowed to be related by blood or by marriage in the third degree or be someone with whom the student has a personal relationship. The student is to notify the chairman of the Board of Examiners and the Faculty ombudsperson at least seven days prior to the examination. The Faculty ombudsperson and the chairman of the Board of Examiners are to notify the examiner concerned forthwith. Observers are strictly allowed to take notes on paper.

Examiners may request for a member of the academic staff to sit in on the oral examination, insofar as no incongruity exist between the student and said member of the academic staff.

### **Article 84: Irregularities at evaluations**

§1. An examiner who finds a student to be committing irregularities at an evaluation, may terminate the ongoing evaluation for said student with immediate effect. The examiner is to promptly notify the chairman of the Board of Examiners of events.

§2. All students suspected of irregularities may sit further evaluations at their own risk, as long as the examination-related disciplinary decision is not definitive.

§3. All students suspected of irregularities are invited by the chairman of the Board of Examiners to be heard by the Board of Examiners before it withdraws to deliberate. A Faculty ombudsperson is to be invited to attend the hearing.



§4. Provided the events are considered to be duly established, the Board of Examiners may pronounce the following *examination-related disciplinary decisions*:

- the student is to be given a 'fraud' designation for the course unit concerned and is allowed to take further evaluations.
- the student is to be given a 'fraud' designation for the course unit concerned and:
  - if the irregularity occurred during the first examination period of the first term, the student is moreover unable to obtain any credit certificates for the course units evaluated during that term; the student is allowed to take part in the evaluations organised during a subsequent term and during the second examination period;
  - if the irregularity occurred during the first examination period of the second term, the student is moreover unable to obtain any credit certificates for the course units evaluated during that term; the student is allowed to take part in the evaluations for the second examination period;
  - if the irregularity occurred during the second examination period, the student is moreover unable to obtain any credit certificates for the course units evaluated during that period.

§4. Students may file internal appeal against the examination-related disciplinary decision pronounced against them with the Internal Appeals Commission, as specified under article 98.

## Section VI - Specific examination regulations pertaining to the assessment of the Master's dissertation course unit

### Article 85: Establishing the subject - Dissertation supervisor and assistant dissertation supervisors of the Master's dissertation

§1. Further to joint consultation between the student and the *dissertation supervisor(s)*, the subject of the *Master's dissertation* is submitted to the Faculty Board for approval.

§2. The responsibility for the guidance of the Master's dissertation course unit rests with one or several *dissertation supervisors*, including at least one member of the active ZAP staff and/or a doctor-assistant of Ghent University or a visiting professor or a researcher who holds the doctor's title as a permanent or temporary member of staff in the employ of Ghent University or the Research Foundation Flanders. The assistant dissertation supervisors are appointed by the Faculty Board.

### Article 86: Submitting the Master's dissertation

The Faculty Board establishes the time and manner in which the Master's dissertations are to be submitted for each of its study programmes. Master's dissertations are to be submitted both in print and electronic format. The electronic version of Master's dissertations may be passed on by the Faculty to the university library. Without detracting from the rights of the author, Ghent University or third parties, the university library shall make the Master's dissertations accessible by way of an open access system.

### Article 87: Evaluation of the Master's dissertation

§1. At the recommendation of the (respective) Study Programme Commission(s), the Faculty is to determine - before the start of the academic year - which method of evaluation it will adopt for the Master's dissertations (prospectively differentiated according to study programme, main subject or option), on the understanding that Master's dissertations in all cases are to be duly evaluated in the same way within one and the same study programme, or main subject or option respectively. The manner of evaluation is to be detailed in the *course specifications*.

The time and location where the Master's dissertation is to be defended is to be posted on the public notice board and/or in electronic format.

§2. All Master's dissertations are evaluated by a Board of Examiners consisting of one or two *dissertation supervisors* and one to three assistant dissertation supervisors. Only the *dissertation supervisor* pertaining to the active ZAP staff and/or who is a doctor-assistant or a visiting professor or a researcher who holds the doctor's title as a permanent or temporary member of staff in the employ of Ghent University or the Research Foundation Flanders, is entitled to vote. However, the Faculty Board may also decide to award the vote to a second *dissertation supervisor* in the Board of Examiners. Each of the assistant dissertation supervisors is entitled to vote.

If the evaluation is strictly to be made on the basis of the written reflection, at least three evaluators are required who have the vote. If the evaluation is to be made on the basis of the written reflection as well as the public defence of the dissertation, no more than two evaluators with the right to vote are required. In the event of a tie, the decision is found in the student's favour.

Members of the Board of Examiners for the Master's programme concerned may be invited to take part in the evaluation of Master's dissertations, be it without the right to vote. In addition, prior to the evaluation, non-members of the Board of Examiners for the Master's programme concerned may be invited to be heard on the Master's dissertation.

§3. No compensation rules are applied for Master's dissertations. The Faculty may determine the requirements for retaking a Master's dissertation with a view to a subsequent examination period as part of the Faculty examination regulations.

## Section VII - Specific examination regulations for obtaining the academic doctor's title

### **Article 88: Admission to the doctorate**

Doctoral students are to present themselves in writing to the Faculty Board, with the approval of at least one *dissertation supervisor*. At least one of the *dissertation supervisors* is to be an active ZAP staff member and/or a researcher of the Research Foundation Flanders who holds the doctor's title and who is employed by Ghent University for a term of indefinite duration.

If none of the *dissertation supervisors*/ZAP staff belong to the Faculty to which domain the doctorate belongs, express approval of their *dissertation supervisorship* by the Faculty Board shall be required.

The Faculty Board is to examine whether or not the doctoral student has the required diploma and/or documents on the basis of which the doctorate may be obtained and is to assess the admissibility of the proposed research topic of the dissertation.

On the grounds of the research topic, the Faculty Board shall decide which doctoral title the dissertation may result in.

### **Article 89: Guidance of doctoral students – the Doctoral Guidance Committee**

§1. After the Faculty Board has passed a favourable decision on the elements detailed under article 88, it may move to appoint a *Doctoral Guidance Committee*. The Faculty Board is under obligation to do so when the doctoral student should request this. The Doctoral Guidance Committees consists of least three members, including the *dissertation supervisor(s)*. At least one member is required to be an expert from outside the department and preferably an outside expert unrelated to Ghent University. If no Doctoral Guidance Committee is appointed, the *dissertation supervisor* is to take on all the tasks and responsibilities of the Doctoral Guidance Committee.

§2. The Doctoral Guidance Committee is responsible for the support and the assessment of the doctoral student throughout the entire study and research period. The constitution of the Doctoral Guidance Committee may be changed by the Faculty Board over the course of research activities.

§3. One year at the latest following the start, all doctoral students are required to submit a work plan to the Doctoral Guidance Committee. Doctoral students are required to report to the Doctoral Guidance Committee on a regular basis, at their own initiative or as and when invited to do so, on the progress of their research activities as well as being required to submit an annual progress report to the committee.

§4. At the invitation of the *dissertation supervisor(s)*, the Doctoral Guidance Committee is to meet at least once a year and to report on the progress made by the doctoral student in his research efforts and, if necessary, in the doctoral training programme. This report is to expressly specify whether the research offers sufficient scope of resulting in a doctorate within a reasonable time span.

§5. The *dissertation supervisor* and the doctoral student are to see to it that, in compliance with the General Research and Co-operation Regulations of Ghent University Association, *exploitable research results* in all cases are duly report to the *Exploitation cell* prior to publication in any which shape or form. The doctoral student is to inform the Doctorate Guidance Committee at every meeting of existing or potentially exploitable research results.

§6. For doctoral students who are already enrolled before the 2007-2008 academic year, the following transitional arrangement is in place: the appointment of a Doctoral Guidance Committee, the presentation of an annual progress report and the annual assessment by the Doctoral Guidance Committee, are not mandatory for these students.

### **Article 90: Enrolment for the doctoral exam and submission of the doctoral dissertation**

Doctoral students are to enrol for the doctoral exam, pay the tuition fee owed for sitting said exam and submit their doctoral dissertation to the Faculty Board in the required number of copies, accompanied by the

advice from the Doctoral Guidance Committee or, in the event, from the *dissertation supervisor*. Amongst other things, this advice is to contain a clause pertaining to the status of exploitable research results.

At its next meeting, the Faculty Board is to examine whether all requirements for sitting the doctoral exam have been duly complied with. In the event, said requirements include whether or not doctoral students have obtained the credits for the course units they were required to take, as determined by the Doctoral School, before being allowed to move on to the defence of their doctorate.

#### **Article 91: Board of Examiners for the doctoral exam**

§1. After the formalities and requirements intended under article 90 have been met, the Faculty Board moves to appoint a Board of Examiners, consisting of at least five members of active ZAP staff members and/or retired members of the ZAP staff and/or doctor-assistants of Ghent University or visiting professors or researchers who hold the doctor's title and who are employed on a temporary / permanent basis by Ghent University or the Research Foundation Flanders. At least three members of the Board of Examiners are to be active ZAP staff members and at least two members are not to have been members of the Doctoral Guidance Committee. At least one member of the Board of Examiners is to be unrelated to Ghent University.

§2. The chair of the Board of Examiners is held by the Dean or his representative who is to be a member of ZAP staff. The chair of the Board of Examiners and the *dissertation supervisorship* over the doctoral dissertation are irreconcilable. The Board of Examiners is to appoint one of its members as the Board's secretary.

§3. Amongst its members, the Board of Examiners is to constitute a reading committee consisting of at least three and at most five members. At least one member of the reading committee is to be unrelated to Ghent University.

§4. The Board of Examiners shall be considered to meet to valid effect only if at least three fifths of its members are in attendance.

§5. In the event that, at the time the Board of Examiners is constituted, a patent application for the legal protection of *exploitable research results* is still being prepared, the necessary measures are to be taken – at the written request to that end from the *Exploitation cell* addressed to the Dean – to ensure the members of the Board of Examiners treat the doctoral dissertation with due confidentiality. At a minimum, the following measures are to be observed:

- in the event the members of the Board of Examiners are employees of Ghent University, the chairman of the Board of Examiners – upon dispatching the doctoral dissertation – is to advise the members in writing of the confidential nature of specific parts of the doctoral dissertation.
- in the event the members of the Board of Examiners are not employees of Ghent University, the chairman of the Board of Examiners is to ensure that, before the doctoral dissertation is dispatched to the external member of the Board, a non-disclosure agreement has been concluded with said member or his affiliate organisation.

The Exploitation cell aspires to have duly ensured the legal protection of the *exploitable* research results prior to the public defence of the doctoral dissertation.

#### **Article 92: Course of proceedings of the doctoral examination**

§1. The doctoral examination consists of two parts:

- the submission and assessment of the doctoral dissertation
- the public defence of said doctoral dissertation

The doctoral examination cannot be made to take place on holidays or during holiday periods with the exception of the late summer holidays, subject to the express consent of the student, the *dissertation supervisor* and the members of the Board of Examiners.

The holiday periods, except for the late summer holidays and the mid-term holidays, act to suspend the aforesaid maximum time periods.

§2. In the first part of the examination, the Board of Examiners, at least 30 days and at most 90 days following its appointment, is to appraise the doctoral dissertation of the candidate concerned and the value of the research performed.

For this purpose, each member of the reading committee is to compile a written review and a motivated assessment of the doctoral dissertation, expressly putting forward an advice regarding the student's admission to the second part of the exam.

The Board of Examiners convenes to deliberate on the assessments by the members of the reading committee. The final results of this deliberation round are then communicated to the candidate in writing. At the request of the Board of Examiners or at his own request, the candidate may be heard prior to the deliberation.

In its supplementary Faculty provisions to the specific examination regulations for obtaining the degree of doctor, the Faculty may also determine that the doctoral student is to be involved in the first part of the examination. In the event, the manner in which such is to occur is to be duly established.

The deliberation is to result in either one of the assessments below:

- admission to the second part of the examination (public defence of the doctoral dissertation);
- admission to the second part, provided corrections can be made by the doctoral student to his doctoral dissertation within the time span imposed by the Board of Examiners. In joint consultation, the chairman and the *dissertation supervisor* are to ensure that the corrections requested are duly complied with;
- no admission to the second part of the examination.

Students may file internal appeal against the *examination decision* with the Internal Appeals Commission, as specified under article 98.

§3. In order to be admitted to the second part of the examination, it is not required for the doctoral dissertation to have been previously published.

In the event the *exploitable research results* are not duly identified until after the appointment of the Board of Examiners and prior to the public defence of the doctoral dissertation, the Exploitation cell is to address a duly motivated letter to the chairman of the Board of Examiners, with a copy sent to the Dean. In joint consultation with the Exploitation cell, the applicable emergency procedures are to be put into operation for the conditional publication of exploitable research results in order to prevent the loss of patent rights. In the above situation, the Exploitation cell is to endeavour to restrict the confidential information, giving priority to the legal protection of the exploitable research results in order to enable unconditional publication.

§4. In the second part of the doctoral examination, the doctoral student is to put forward an oral and public defence of his doctoral dissertation before the Board of Examiners.

Said public defence is to occur 30 days at the latest following the doctoral student's admission to the second part of the examination, unless the doctoral student should request deferment.

The time and location of the public defence meeting are to be announced on the public notice board and/or in electronic format. The Faculty is to provide the Office for Student Administration and Study Programmes of the Department of Educational Affairs with all necessary details in order for the public defence of the doctoral dissertation to be duly registered in the university's central administration records and for it to be publicised on the university's website.

The public defence is to last no less than one hour and no more than two hours.

### **Article 93: Deliberation and proclamation of the doctoral exam**

§1. The Board of Examiners is to deliberate in camera on the examination as a whole immediately following the public defence session.

§2. The Board of Examiners shall decide by simple majority of the votes cast, abstentions not taken into consideration, on whether or not the academic degree of doctor is to be awarded.

§3. In the event of a tie after a first voting round, a second ballot is to be held. If this second round again results in a tie, the decision is found against the student.

§4. The examination decision is to be announced in public by the chairman immediately following deliberation. Students may file internal appeal against the examination decision with the Internal Appeals Commission, as specified under article 98.

§5. Following the successful public defence of their doctorate, doctoral students are to provide the university library with an electronic copy of their doctoral dissertation. Without detracting from the rights of the author, Ghent University or third parties, the university library shall make the doctoral dissertation accessible by way of an open access system.

## **Section VIII - Specific examination regulations for study programmes organised with different higher education institutions and departures for Erasmus Mundus**

### **Article 94: Specific examination regulations for study programmes organised together with different higher education institutions**

For study programmes which are jointly organised with other higher education institutions, specific examination regulations may apply that have been agreed between the institutions and that are to be approved by separate decision by Ghent University's Board of Governors.

### **Article 95: Departures from the Education and Examination Code for the benefit of Erasmus Mundus**

The Board of Governors may agree to departures from the present Education and Examination Code to accommodate Erasmus Mundus study programmes.

## Part IV - Ombudspersons

### Article 96: Faculty ombudspersons

§1. Before 1 November of each academic year, on the recommendation of the student representative delegation, at least one permanent and one substitute Faculty ombudsperson are to be appointed by the Faculty Board from the Faculty academic staff. In the absence of any nominations, the Dean shall move to appoint the candidates himself. The substitute Faculty ombudsperson is to act in case a permanent Faculty ombudsperson is unexpectedly prevented from assuming his duties or is himself an involved party.

§2. The Faculty ombudsperson treats the complaints from students and staff members relating to the implementation of the present Education and Examination Code and/or the provisions arranging the legal position of students and/or situations which are perceived to be unfair within the wider framework of educational or examination events.

The Faculty ombudsperson is under obligation to review a complaint if:

- the identity and the address of the complainant are duly known;
- the complaint involves a description of the events against which it is filed.

The Faculty ombudsperson is not under obligation to review a complaint if:

- it pertains to a decision relating to study progress;
- it pertains to events for which a complaint has been previously filed, which was treated according to the provisions held out under the present article;
- it pertains to events that occurred over one year prior to the complaint being filed;
- it pertains to events that were the subject of an administrative or judicial procedure or for which such a procedure is currently pending;
- the complaint is clearly unfounded;
- the complainant is unable to demonstrate any interest.

In the event the complaint is not taken up to be dealt with, the Faculty ombudsperson is to advise the complainant thereof without delay, by letter or by e-mail, stating the reasons for this decision.

In the event, the Faculty ombudsperson shall:

- endeavour to get the parties to resolve their dispute themselves by way of mediation (i.e. a process of voluntary mutual concertation between conflicting parties, supervised by the Faculty ombudsperson which serves to facilitate communications);
- inform the complainant as to the option open to him to file a complaint with the University ombudsperson;
- inform the complainant as to the option open to him to file appeal with the Internal Appeals Commission pursuant to article 98.

§3. During examination periods, the Faculty ombudsperson is to be readily accessible to students. Even before the deliberations by the Boards of Examiners, the Faculty ombudsperson is entitled to be provided with the relevant information regarding each evaluation for which a complaint has been put forward or over which a dispute exists. He is to attend the deliberations by the Boards of Examiners and is to be given access to the report of said deliberations at all times.

§4. The Faculty ombudsperson may call on the University ombudsperson for logistic support.

§5. With regard to the competences assigned to him under the present article, the Faculty ombudsperson is entitled to seek to have an item added to the Faculty Board's agenda.

§6. The Faculty ombudsperson is bound to observe every discretion.

§7. Before 1 November of each year, the Faculty ombudspersons are to publish an annual report on their activities, to be submitted to the Faculty Board. The Faculty Board is to transmit said report to the Rector.

## **Article 97: The University ombudsperson**

§1. The University ombudsperson reviews the complaints of students and members of staff relating to the implementation of the present Education and Examination Code and/or the provisions arranging the legal position of students and/or situations which are perceived to be unfair within the wider framework of educational and examination events, in the event after said complaint was first treated by the Faculty ombudsperson without reaching a solution.

The University ombudsperson is under obligation to review a complaint if:

- the identity and the address of the complainant are duly known;
- the complaint involves a description of the events against which it is filed.

The University ombudsperson is not under obligation to review the complaint if:

- it pertains to a decision relating to study progress;
- it pertains to events for which a complaint has been filed previously, that was treated according to provisions held out under the present article;
- it pertains to events that occurred over one year prior to the complaint being filed;
- it pertains to events that were the subject of an administrative or judicial procedure or on which such a procedure is currently pending;
- the complaint is clearly unfounded;
- the complainant is unable to demonstrate any interest.

In the event the complaint is not taken up to be dealt with, the University ombudsperson is to advise the complainant thereof without delay, by letter or by e-mail, stating the reasons for this decision.

In the event, the University ombudsperson shall:

- endeavour to get the parties to resolve their dispute themselves by way of mediation (i.e. a process of voluntary mutual concertation between conflicting parties, supervised by the Faculty ombudsperson which serves to facilitate communications);
- inform the complainant as to the option open to him to file appeal with the Internal Appeals Commission pursuant to article 98.

§2. The University ombudsperson holds the same competences, rights and responsibilities as the Faculty ombudspersons.

§3. Before 1 December of each year, the University ombudsperson is to report to the Rector. A copy of said report is to be transmitted by the Rector to the Government Commissioner.



## Part V – Internal appeal procedure

### Article 98: Internal Appeals Commission

§1. Students who deem that

- an *examination decision*, pursuant to articles 72, 76, 78, 79, 92 and 93 of the present examination regulations;
- an *examination-related disciplinary decision*, pursuant to article 84§3 of the present regulations;
- a decision pertaining to an application for exemption, pursuant to article 32 of the present regulations;
- a decision relating to taking a *preparatory and/or linking course* pursuant to article 21§1 of the present regulations;
- a decision relating to the imposition of binding conditions or a refusal of enrolment pursuant to article 43 of the present regulations

directed against them involves a violation of their rights as students, may file internal appeal with the Internal Appeals Commission.

§2. To do so, students are to file a notice of appeal, duly signed and dated either by themselves or their legal counsel, which at a minimum is to detail their identity, the contested decision and a factual description of the objections invoked, by recorded delivery with the Rector's office within a peremptory time limit of five calendar days, simultaneously sending the electronic version of said letter by e-mail to [ombuds@UGent.be](mailto:ombuds@UGent.be). The postmark of the letter shall serve as the date for the appeal. If the petition is sent by the student's legal counsel, the petition is to be accompanied by a copy of the student's power of attorney to said legal counsel, on penalty of non-admissibility.

With regard to examination decisions, the peremptory time limit takes effect on the day after the day of proclamation. If no public announcement of examination results is scheduled to take place during the part in question of the examination period, the peremptory time limit is to take effect on the day following 21 March, 14 July or 15 September 2008 for the first examination period of the first term, the first examination period of the second term and the second examination period of the second term respectively.

With regard to the decisions detailed under §1, the peremptory time limit takes effect on the day after the day on which the student took cognisance of the decision concerned.

In the event the last day of the peremptory time limit falls on a Saturday, a Sunday or an official holiday, said time limit is to be extended to include the next working day on which the postal services are open.

§3. The internal appeal is considered by the Internal Appeals Commission which is constituted on an ad hoc basis by the Rector and which is made up of:

- the Rector or the Vicerector as its chairman.
- four ZAP staff members with the rank of *hoogleraar (professor)* or *gewoon hoogleraar (full professor)/buitengewoon hoogleraar (extraordinary professor)*, belonging to at least two different Faculties, selected from the ZAP staff members appointed for this purpose by the Faculty; each year, each Faculty is to assign two of its ZAP staff members of the aforementioned rank to sit on the Internal Appeals Commission if required, one as a effective member, the other one as a replacement;
- the Academic Administrator or the Director of Educational Affairs.

The Internal Appeals Commission may deliberate to valid effect only if at least two thirds of its members are in attendance.

Each member has one vote. In the event of a tie, the chairman shall have the deciding vote.

§4. The Internal Appeals Commission treats internal appeals. The Commission either decides:

- to throw out the petition for appeal on the grounds of inadmissibility and states its motives for doing so;
- or to confirm or to reconsider the decision that is challenged through the internal appeal, duly stating its motives for doing so.

The Commission's decision is to be communicated to the student and, in the event, to his legal counsel within a time span of fifteen calendar days, effective as of the day following the day on which the appeal was filed.

§5. Following exhaustion of the internal appeal procedure, students still have the option open to them to file appeal with the Council for Disputes<sup>21</sup> on study result decisions, instituted by the Ministry of the Flemish Community, as specified under the *Participatiedecreet*.

## Part VI - Evaluation of education by the students

### Article 99: Educational evaluation

§1. Structured evaluation by students of the education enjoyed is one of the elements of internal quality care and quality assurance of the education provided at Ghent University. As part of this evaluation, students are asked to assess certain aspects of the educational organisation and the educational processes in place, in terms of efficiency and effectiveness, with a view to functional remedial action.

The educational evaluation aspires to optimise educational conditions at Ghent University. This evaluation process is intended to allow students to offer feedback in a very concrete manner to the education organisers and executors, in order to enable them to make purposive adjustments. Needless to add that the inherent objectives of an academic education in general and of the study programme in particular continue to take precedence.

§2. In joint consultation with the Council of Educational Affairs's secretariat, the KCOs handle the concrete organisation of evaluation proceedings. Evaluation results are assessed and commented for each Faculty by the KCO concerned, which is equally assigned with the task of translating results into educational practice.

§3. The coordination of this educational evaluation is assumed by the secretariat of the Council of Educational Affairs, which - in joint consultation with the Faculties – handles the execution thereof.

The Board of Governors compiles the fixed section of the questionnaire and determines the terms and arrangements of the execution of the educational evaluations.

### Article 100: Organisation of educational survey

§1. As a tool for the evaluation of education, the questionnaire as established by the Board of Governors is used. This questionnaire may be complemented, at the suggestion of the KCO in joint consultation with the students, with items to be queried, subject to Faculty Board approval.

§2. The KCO ensures the frequent evaluation of all course units of any given study programme, as well as of all course units given by each lecturer. Each lecturer is required to be evaluated at least once every three years.

§3. The questionnaires are handed out to all students who have taken the course unit concerned, once all stages of the education-learning process have been completed. In principle, this extends to include examinations.

§4. Results per course unit are processed before being passed on to the Director of Studies and the lecturers in charge of the Faculty concerned.

§5. The KCO analyses the students' answers to the questionnaires, maintains evaluation records and compiles a summary report for each course unit. The KCO brings in at least two students to assist them with these activities. In addition to the global results of the educational survey, the summary report also contains recommendations for remedial action and corrective adjustment in the educational organisation and practice, dilating in the next stage on how evaluation results have developed and what adjustments have been made.

All parties involved in processing results, conducting analyses and compiling the summary report are bound to observe every discretion.

§6. The KCO notifies individual lecturer(s) of its findings and comments. Per course unit, the responsibility for the results which are processed in various non-central locations (answers to the open questions) rests with the Director of Studies, at whose cabinet said results may be consulted by the lecturers concerned.

The summary report is passed on to the Study Programme Commission concerned and the chairman of the department concerned by the Director of Studies for follow-up purposes. The members of the academic staff do not take part in the discussion and review of the educational evaluation of course units which they teach themselves, in which they collaborate or for which they themselves are responsible.

§7. The summary report may be requested by the Dean and the Faculty committees, tasked with preparing ZAP faculty staff tenures or promotions for the purpose of compiling candidates' dossiers.

## Part VII – Final provisions

### **Article 101: The Education and Examination Code**

The provisions of the present Education and Examination Code may be amended only by the Board of Governors, further to the advice from the Council of Educational Affairs.

In cases which have not been provided for under the present Education and Examination Code, in the event of disputes relating to the interpretation of the present code or in case of material errors, the Rector shall decide. Any such decisions are to be announced publicly.

Each year, in the month of October following the closing of the previous academic year, the Faculties report on the application of the Code of Conduct for teaching languages other than Dutch at Ghent University, to the University Board via the Council of Educational Affairs. The Council of Educational Affairs evaluates the due application of said code of conduct for the benefit of the Executive Board.

The Faculty Board is at liberty to delegate some of its competences to the Dean or to some of its members on an individual or joint basis.

### **Article 102: Effective date of the Education and Examination Code**

The present Education and Examination Code is set to take effect as of the 2007-2008 academic year.

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# Part VIII – Student assistance and services

## Section I: central level

### *Student administration*

<http://www.ugent.be/nl/onderwijs/administratie>

Office for Student Administration and Study Programmes of the Department of Educational Affairs

Rectoraat

Sint-Pietersnieuwstraat 25, 9000 Gent

tel 09 264 30 21

[helpdesk.studadmin@UGent.be](mailto:helpdesk.studadmin@UGent.be)

Helpdesk for International Degree Students: [admission.studadmin@UGent.be](mailto:admission.studadmin@UGent.be)

Open every working day open from 8h30 to 11h45 and from 13h30 to 16h15.

The Office for Student Administration and Study Programmes is the first point of contact for all matters relating to the present Education and Examination Code, the compilation of the course catalogue, student enrolments, certification, etc. The Student Administration Office for International Degree Students also has its office at the same address.

### *University ombudsperson*

<http://www.ugent.be/nl/onderwijs/kwaliteitszorg/ombudsperson.htm>

Luc Van de Poele (Head of Department of the Educational Quality Care Department, Department of Educational Affairs) is the University ombudsperson.

Sint-Pietersplein 7, 9000 Gent

Tel 09 264 82 45

[ombuds@UGent.be](mailto:ombuds@UGent.be)

### *Study and career Advice*

<http://www.ugent.be/nl/voorzieningen/adviescentrum.htm>

Student Advice Centre

Sint-Pietersplein 7, 9000 Gent

tel 09 264 70 00

fax 09 264 35 79

[acs@UGent.be](mailto:acs@UGent.be)

Open from 9h00 to 12h30 and from 13h30 to 17h00 during the course of the academic year.

During the enrolment period (July, August, September): non-stop from 09h00 to 16h00.

Please make an appointment for an in-depth talk.

### **Brochures**

Study programme documentation?

Brochures are available on every field of study taught at Ghent University, providing clear answers to frequent questions (study programmes, prerequisites and admission requirements, future career prospects, ...). These brochures are constantly updated to include new developments and queries from users. Brochures are freely available from the information desk. Alternatively, you can also download the relevant PDF versions on the website ([www.opleidingen.ugent.be](http://www.opleidingen.ugent.be)) for each of the study programmes selected.

### **Information desk**

Got a question? A problem? The shortest way to the right answer to all of your questions is the information desk. Staff will be happy to give you every assistance, either providing you with the information required themselves or making an appointment with a study counsellor, career advisor, university doctor or any other specialist university body. The information desk can also be reached by phone, fax or e-mail.

### **Information library on basic study programmes**

Want to explore available study programmes at your leisure? Here is where you will find every relevant documentation, helping you to make your choice for a basic training programme in higher education:

- all first-year courses for all Bachelor's programmes taught at Ghent University
- course catalogues of all Flemish and Walloon universities
- brochures on study programmes in higher education

The information library is freely accessible each working day, mornings as well as afternoons.

### **Information sessions**

Each year, a series of information sessions are staged, focusing on going on to higher education. These include a major information salon geared towards the wide raft of opportunities available to continue your studies and taking a doctorate at Ghent University. Other sessions are geared towards higher education studies abroad. In addition, a number of sessions are held on joining the labour market. For each sector of industry, several sessions are staged, dealing with employment in the civil service and in education for example, as well as a number of sessions on job application techniques, etc.

### **Information library on continuing your studies and finding a job**

What is your next step after graduation? This information library offers documentation about:

- continuing your studies in Flanders and Wallonia
- continuing your studies abroad
- scholarships when studying abroad
- proceeding to a doctor's degree
- finding a job and job application techniques
- information on the various sectors on the labour market
- employer repertories
- finding a job abroad
- holiday and language courses abroad
- and a lot more besides ...

The information library is freely accessible every working day, afternoons only.

### **Careers advice**

Joining the labour market? Careers advice is on hand to help you make that step from being a student to finding a job and getting into work. Careers advice is open to all Ghent University students and graduates. Here, you will find helpful answers to questions relating to:

- finding the right job
- orientation on the labour market
- the social and legal aspects surrounding the transition from studies to work

Careers advice is constantly establishing contacts and getting in touch with potential employers.

### **Study method advice**

Do you find you have trouble studying sometimes? A specialist study counsellor is available to help you with questions on:

- studying skills and study methods
- organising your study time
- exam difficulties

For further information on Ghent University schemes in the area of study methods advice: Study and learning path counselling: <http://www.ugent.be/nl/voorzieningen/begeleiding.htm>. A specialist counsellor is available to speak to on all and any issues that may have an impact on your studies: stress, fear of failure, personal or relational problems. By mutual agreement, a specific guidance scheme is put in place or you will be referred under guidance.

### **University doctors**

Keep fit and healthy! The university doctors are general practitioners who are well familiar with the medical needs and requirements of students. Consultations are held every working day: by appointment only during the day and free consultation in the evening. Appointments cost no more than regular consultations, nor are they reserved for special check-ups or special problems. Appointments are intended to cut down on waits. Appointments are made at the reception desk of the Advice centre, either in person or by phone and can also be made on the day.

## Study advice

Unable to make up your mind? All year round, a team of study advisors are available to students and prospective students as well as parents, teachers and anyone involved in a professional capacity in helping young people make the right choice for higher education studies. The study advisors offer professional help with:

- choosing a field of study/study programme
- assessing exam results with a view to possible re-orientation
- the key junctures during the study programme where students are required to make further choices
- continuing your studies at home or abroad

## Workshops

At the start of the first and the second term, the Advice Centre stages a series of workshops on study skills. Starting out with a general introductory session, the workshops move on to reviewing various aspects of the study process. The subsequent sessions continue to work on specific skills in small groups.

## Section II: Faculty level

### *Faculty Student Administration Services*

#### **Faculty of Arts and Philosophy**

Registrar-FSA: Arlet Renneboog  
Blandijnberg 2, office room 0.59, 9000 Gent  
<http://www.flwi.ugent.be/nl/home.xml>

#### **Faculty of Law**

Registrar-FSA: Luc Van Wiemeersch  
Universiteitstraat 6, groundfloor, office room 0.09, 9000 Gent  
<http://www.law.ugent.be/>

#### **Faculty of Science**

Registrar-FSA: Joeri Delamane  
K.L. Ledeganckstraat 35, 9000 Gent  
<http://wetenschappen.ugent.be/site/diensten/FSA/FSA.html>

#### **Faculty of Medicine and Health Sciences**

Registrar-FSA: Greetje Martens  
The Pintelaan 185, UZ, 3K3, 9000 Gent  
<http://www.ugent.be/ge/nl/onderwijs/fsa>

#### **Faculty of Engineering**

Registrar-FSA: Claudine Meuleman  
J.Plateaustraat 22, office room C.0.11, 9000 Gent  
<http://www.firw.ugent.be/fd/fsa/>

#### **Faculty of Economics and Business Administration**

Registrar-FSA: Brigitte Bonne  
Tweekerkenstraat 2, room 130.012 (3<sup>rd</sup> floor), 9000 Gent  
<http://www.feb.ugent.be/fac/Organisation/diensten.asp>

#### **Faculty of Veterinary Medicine**

Registrar-FSA: Erwin Heyse  
Salisburylaan 133, 9820 Merelbeke  
<http://www.ugent.be/di/nl/fsa>

#### **Faculty of Psychology and Educational Sciences**

Registrar-FSA: Bart Vandecasteele  
Henri Dunantlaan 2, 9000 Gent  
<http://www.fsappw.ugent.be/>



## Faculty of Bioscience Engineering

Registrar-FSA: Nicole Goedertier  
Coupure Links 653, office room 101, 9000 Gent  
<http://www.fbw.ugent.be/Diensten/fsa.php>

## Faculty of Pharmaceutical Sciences

Registrar-FSA: Tamara Nachtegaele  
Harelbekestraat 72, 9000 Gent  
[http://www.ugent.be/fw/nl/fac\\_dienst/FSA](http://www.ugent.be/fw/nl/fac_dienst/FSA)

## Faculty of Political and Social Sciences

Registrar-FSA: Irene Creyf  
Universiteitstraat 8 (blue gate entrance, groundfloor, immediately on the right), 9000 Gent  
<http://www.psw.ugent.be/FSA/Index.aspx>

## *Study and learning path counselling*

### Study counselling

At Ghent University, to a large extent study counselling is integrated as part of the education itself. In addition, specific assistance is available at 3 levels:

- central level = across study programmes: study method – study attitude – study organisation, in group and/or individually
- <http://www.ugent.be/nl/students/studiebegelINV/stbcentraal.htm/view>
- within the Faculty or the study programme = study programme-related and/or content-wise: study method – study attitude – study organisation
- per course unit = at course level: the lectures offer structured summaries. The lecturer places due emphases, quotes examples and gives demonstrations, establishes links, ... Moreover, practicums, exercise sessions, question time sessions and /or seminars are staged. Here, guidance is offered in smaller groups or to individual students.

From your very first contact with Ghent University until graduation, you can take any questions you may have about your learning part to the learning path counsellor.

\* central level: information, advice and guidance with regard to various aspects of your career as a student  
<http://www.ugent.be/nl/voorzieningen/nl/voorzieningen/adviescentrum.htm>

\* at Faculty level: your study progress, your (chosen) learning path as part of your study programme or within the Faculty

### Learning path guidance: per Faculty

Arts and Philosophy: <http://www.flwi.ugent.be/trajectbegeleiding>

Law: <http://www.law.ugent.be/stb/>

Science: <http://wetenschappen.ugent.be/websiteLDO/studie/studiebegeleiding.html>

Medicine and Health Sciences: <http://www.stb-ge.ugent.be/>

Engineering: <http://www.firw.ugent.be/begeleiding>

Economics and Business Administration:

<http://www.feb.ugent.be/Fac/Education/Monitoraat/studietrajectbegeleider.asp>

Veterinary Medicine: <http://www.ugent.be/di/nl/stb>

Psychology and Educational Sciences: <http://www.ugent.be/nl/voorzieningen/info/begeleiding/psy.htm>

Bioscience Engineering: [http://www.fbw.ugent.be/Onderwijs/stb\\_index.php](http://www.fbw.ugent.be/Onderwijs/stb_index.php)

Pharmaceutical Sciences: [http://www.ugent.be/fw/nl/fac\\_dienst/STB](http://www.ugent.be/fw/nl/fac_dienst/STB)

Political and Social Sciences: <http://www.psw.ugent.be/PSW/page.aspx?id=16>

### Study counselling: subject-related

Further information on subject-related study counselling is available:

- during lessons and via Minerva
- in the [course catalogue](#): under the review of the various course units

## Part X - URL'S

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- <sup>1</sup> <http://www.opleidingen.ugent.be/studiegids/2007/>
- <sup>2</sup> <https://www.ugent.be/nl/univgent/bestuur/vademecum/onderwijs/reglementen/lecturers.htm>
- <sup>3</sup> [https://www.ugent.be/nl/univgent/bestuur/vademecum/onderwijs/reglementen/disciplinary\\_regulations.htm](https://www.ugent.be/nl/univgent/bestuur/vademecum/onderwijs/reglementen/disciplinary_regulations.htm)
- <sup>4</sup> <https://www.ugent.be/nl/univgent/bestuur/vademecum/onderwijs/reglementen/postgrad.htm>
- <sup>5</sup> <http://www.opleidingen.ugent.be/studiegids/2007/NL/GENERAL/OVEALG.PDF>
- <sup>6</sup> <http://www.opleidingen.ugent.be/studiegids/2007/NL/GENERAL/OVESPE.PDF>
- <sup>7</sup> <https://www.ugent.be/nl/onderwijs/administratie/inschrijven/extra/art65.pdf>
- <sup>8</sup> <http://www.augent.be/01/MyDocuments/EVC%20Procedure%20AUGent%202006-2007.pdf>
- <sup>9</sup> <https://www.ugent.be/nl/univgent/bestuur/vademecum/onderwijs/reglementen/gezdoctoraat.pdf>
- <sup>10</sup> <https://www.ugent.be/nl/univgent/bestuur/vademecum/onderwijs/reglementen/vao.pdf>
- <sup>11</sup> <http://www.ond.vlaanderen.be/edulex/database/document/document.asp?docid=13526>
- <sup>12</sup> <http://www.ond.vlaanderen.be/edulex/database/document/document.asp?docid=13528>
- <sup>13</sup> <https://www.ugent.be/nl/univgent/bestuur/vademecum/onderzoek/reglementen/valorisatiereglement.htm>
- <sup>14</sup> <http://www.ond.vlaanderen.be/edulex/database/document/document.asp?docid=13487>
- <sup>15</sup> <http://www.ond.vlaanderen.be/edulex/database/document/document.asp?docid=13425>
- <sup>16</sup> <http://www.ond.vlaanderen.be/secundair/examencommissie/Section 2/>
- <sup>17</sup> [https://www.ugent.be/nl/onderwijs/administratie/inschrijven/buitenland/info\\_btl\\_nl](https://www.ugent.be/nl/onderwijs/administratie/inschrijven/buitenland/info_btl_nl)
- <sup>18</sup> <https://www.ugent.be/nl/onderwijs/administratie/inschrijven/inschrijven.htm>
- <sup>19</sup> <https://www.ugent.be/nl/onderwijs/administratie/inschrijven/extra/laat.htm>
- <sup>20</sup> <https://www.ugent.be/nl/onderwijs/administratie/studiegeld>
- <sup>21</sup> <http://www.ond.vlaanderen.be/hogeronderwijs/Raad/>