



erasmus

HOGESCHOOL BRUSSEL

**GENERAL
EXAMINATION REGULATIONS
2021-22**

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Chapter 1: General provisions

Article 1 Scope

The Examination Regulations have been drawn up in accordance with the "Provisions by decree regarding higher education codified on 11 October 2013" and contains at least the provisions stipulated in Article II.222.

The university board will announce the degree courses and the Education and Examination Regulations before the beginning of the academic year. These can be consulted on the website of the Erasmus Brussels University of Applied Sciences and Arts.

The Examination Regulations apply to the organisation of examinations connected to the programmes of study set up at the Erasmus Brussels University of Applied Sciences and Arts.

Regulations that belong to the decision-making power of the department on the basis of these general regulations are included in the departmental supplementation. In addition to the content of the General Education and Examination Regulations, each department may draw up additional regulations with regard to other aspects of the education services such as the organisation of internships or writing final papers.

Article 2 Glossary

Academic year	A period of one academic year that begins and ends on 1 September at the earliest and 1 October at the latest and ends on the day before the beginning of the following academic year. The set duration of one year can only be deviated from if the university board decides at the beginning of the academic year to either move the date forwards or to disregard it.
Accreditation	The formal recognition of a degree course on the basis of a decision by an independent body in which it is determined that the degree course complies with the previously set minimum quality and level requirements.
Distance education	Education that is almost exclusively provided by using multimedia, by which the student is not tied to a specific location of education services.
Specialisation	A differentiation in a degree course with a course load of at least 60 credits for the Bachelor's degree courses of higher professional education. A differentiation in a degree course with a course load of at least 30 credits for the Bachelor's and Master's degree courses of the higher professional and university education in the "Audiovisual and Visual Arts" and "Music and Stage Arts" fields.
Association	The non-profit association as referred to in Part 2, Title 1, Chapter 2 of the Codex Hoger Onderwijs (Higher Education Codex).
Bachelor's degree course	Bachelor's degree courses are aligned with secondary education. The course load of a Bachelor's degree course is 180 credits.
Bachelor's degree after a Bachelor's degree course	In higher professional education, universities of applied sciences and arts may offer Bachelor's degree courses that follow from another Bachelor's degree course. The degree load of the Bachelor's degree after Bachelor's degree courses is at least 60 credits.
Aptitude test	Testing the competences of a person, prior to issuing an aptitude certificate.

Aptitude test	A written and/or oral test in which the competences of a person are tested. The test is part of the aptitude test.
Board	Every administrative body of an association or institution, respectively, that, pursuant to a legal, or provision by decree, or the articles, has been appointed to take enforceable decisions in the matters referred to in the Codex Hoger Onderwijs (Higher Education Codex).
Scholarship student	a student who: a) receives student finance from the Flemish Community in accordance with the provisions of the decree of 8 June 2007 regarding student finance of the Flemish Community; or b) complies with the provisions stipulated in Article 9 of the decree of 8 June 2007 regarding student finance of the Flemish Community and fulfils the financial criteria for receiving student finance in the Flemish Community; or c) is subject to a state within the European Economic Area and fulfils the financial criteria for receiving student finance from the Flemish Community; or d) is a DGDC (Directorate-general Development Cooperation) scholarship student, a BTC (Belgische Technische Coöperatie; Belgian Development Cooperation) scholarship student or a scholarship student for the degree courses of the development cooperation of the Flemish Interuniversity Council.
Almost scholarship student	A student subject to a state within the European Economic Area or who complies with the provisions stipulated in Article 9 of the decree of 8 June 2007 regarding student finance of the Flemish Community and who does not receive a student grant from the Flemish Community but whose reference income is at least 3000 euros above the financial maximum limit set in the regulations regarding student grants. The amount of 3000 euros is indexed in accordance with Article II.218 of the Codex Hoger Onderwijs (Higher Education Codex).
Certificate of aptitude	A certificate via a document or proof of registration that a student, on the basis of RPLs or APLs, has achieved the competences specific to: a) the level of graduate in higher professional education; b) the level of a Bachelor's degree in higher professional or university education; c) the Master level; or d) a well-defined programme of study, course unit or cluster of course units;
Credit certificate	The acknowledgement of the fact that a student has achieved the competences linked to a course unit based on an examination. This recognition is laid down in a document or a registration. The grades linked to the relevant course unit that are achieved are referred to as credits.
Credit contract	The contract that the student signs when enrolling with the intention of getting a credit certificate for one or more course units.
Midterm examination	Each assessment activity that, in addition to other assessment activities for a course unit (module), contributes to the realisation of the total final mark for a course unit (module). The examination mark of a midterm examination is called a midterm examination result.
Course unit module	A part of a combined course unit provided for in the degree course.

Partial exemption	The cancellation of the requirement to take an examination for a course unit module.
Department	A functional entity of the Erasmus Brussels University of Applied Sciences and Arts under which degree courses are placed. The day-to-day policy and management of the department is pursued by the director. Each department sets up a department council.
Diploma contract	The contract that the student signs at enrolment with the intention of attaining a degree or diploma in a programme of study or with the intention of attaining a degree certificate for a transfer programme, a preparatory programme or a postgraduate degree course.
RPL	A recognition of prior learning (RPL), i.e. the knowledge, insight, skills and attitudes as a whole attained by means of learning processes that are not endorsed by a study certificate.
APL	An accreditation of prior learning (APL), i.e. any Belgian or foreign study certificate that indicates that a formal learning path, whether or not in education, was followed successfully insofar as this is not a credit certificate that was achieved within the institution and programme of study within which you wish to have the qualification apply.
Examination	Any assessment of the extent to which a student, based on his/her study, has attained the competences linked to a course unit. An examination can consist of different module examinations.
Examination decision	Any decision that, whether or not on the basis of a deliberation, entails a final assessment as to meeting one or more course units of a degree course or a degree course as a whole.
Examination board	Body of persons who assess the assessment of study activities.
Examination contract	The contract that the student signed when enrolling for sitting examinations with the intention to get a programme of study diploma, a degree certificate of a transfer programme or a preparatory programme or a credit certificate for one or more course units.
Examiner	The teaching staff member charged with an education activity and its assessment for the student involved.
Board of examiners	Body of persons who assess an individual examination or part of the examination.
Examination time	The period in the academic year in which examinations can be sat. Each academic year is divided into 5 examination times: the January examination time, the postponed January examination time, the June examination time and the postponed June examination time belong to the first examination session. The August/September examination time belongs to the second examination session.
Examination disciplinary decision	A sanction imposed as a result of examination facts.
Examination session	The period of the academic year in which the examination board meets; the first examination session is related to all examinations before the summer holiday and the second examination session is related to the examination time after the summer holidays.
External student	A student who is not enrolled at the Erasmus Brussels University of Applied Sciences and Arts but who may participate in study activities

	and examinations based on a written agreement between the Erasmus Brussels University of Applied Sciences and Arts and the institution in which the student is enrolled or in accordance with the provisions in the exchange project.
The East Brabant unit	A functional entity of the Erasmus Brussels University of Applied Sciences and Arts, located in Louvain and Diest where graduate degree courses are placed. The unit head is in charge of the day-to-day policy and management of the entity. The unit establishes a graduate council. In the text above, the term "department" should also be read as "the unit", and the term "departmental" as "of the unit".
Functional entities of the University of Applied Sciences and Arts	<p>The Erasmus Brussels University of Applied Sciences and Arts is divided into three functional entities:</p> <ol style="list-style-type: none"> 1° the departments; 2° the the Schools of Arts; 3° "STUVO", the student services department. <p>The University of Applied Sciences and Arts has the following departments:</p> <ul style="list-style-type: none"> • People & Society Department; • The Health, Design & Technology department; • The East Brabant unit. <p>The University of Applied Sciences and Arts has 2 <i>Schools of Arts</i>.</p> <ul style="list-style-type: none"> • The Royal Conservatory of Brussels; • The RITCS.
Flexible learning path	<p>A learning path developed for a specific student.</p> <p>Students whose study path derogates from the standard learning path with respect to the order in which the degree course is followed or with respect to the course units that are followed with the exception of the course units described in the section below are regarded as students in a flexible learning path.</p> <p>Course units that are followed in the framework of the degree course at another institution for higher education in accordance with the modalities determined in this education regulations and for which equivalence has been established in advance with course units from the standard learning path of the degree course are regarded as course units of a standard learning path.</p>
First-time student	A student who, in a certain academic year, enrolls for the first time with a diploma contract for a degree course in higher professional education or a professionally or academically focused Bachelor's degree in the Flemish higher education system. The status of the first-time student applies for that entire academic year.
Tolerated credits	Credits for which a student has not attained a credit certificate on the basis of examinations but for which an examination board has decided that the course units need not be resumed by applying the tolerance regulation/margin. The tolerance margin is calculated on the basis of the scope of the number of credits taken linked to the cumulative percentage of all the results already achieved in the learning path.
Degree	Indication of a graduate, Bachelor's or Master's degree granted at the end of a programme of study or after completing a doctorate and being awarded a doctoral degree.

Degree of distinction	The indication of appreciation that is awarded for the entire degree course when attaining the diploma.
Cut-off date	The final date of deregistration for a number of credits taken while being refunded to the learning account.
Reorientation	Reorientation of a degree course means that a student wishes to enrol for a degree course other than the one for which the student is enrolled in at that time. Reorientation implies a deregistration from the initial degree course and a new enrolment for the degree course to which the student wishes to reorient.
University of Applied Sciences and Arts of the community education	A University of Applied Sciences and Arts of a public-law nature as referred to in the special decree of 19 December 1988 regarding the Autonome Raad voor het Gemeenschapsonderwijs (Autonomous Council for Community Education) with the exception of the universities of applied sciences and arts as referred to in title VI bis of the special decree of 19/12/88 regarding the Autonomous Council for Community Education.
University of Applied Sciences and Arts Board	The administrative body that has been appointed to exercise the authorities granted pursuant to the University of Applied Sciences and Arts Decree of 13 July 1994 by or pursuant to the law, the decree or the articles.
Enrolment programme	Degree course that consists of a course unit or course units as a whole for which the student is enrolled for a specific academic year and has entered into a contract.
Institution	A university or university of applied sciences and arts.
University Board	Any administrative body of an institution that, pursuant to a legal decree, provision by decree or the articles, has been appointed to take enforceable decisions in the matters referred to in the provisions by decree regarding higher education, codified on 11 October 2013.
Annual examination	Examinations that are related to a course unit that ran throughout the entire year.
Qualification of a degree	An addition that refers to the completed degree course.
Learning account	The total package of credits that a student can apply during his/her studies for an enrolment in the initial Bachelor's or Master's degree course under a diploma contract or in a course unit under a credit contract that can evolve, depending on the number of credits for which the student has enrolled and has attained. The learning account is not applied in a graduate degree course, in an educational Bachelor's degree course if a student already has a Bachelor's degree and in an educational Master's degree course if a student already has a Master's degree.
Lesson-free week	Period in which no study or examination activities take place but during which students are expected to organise their enrolment and file at the University of Applied Sciences and Arts insofar as they have not been able to do so earlier.
Social services	All services for third parties provided for a fee by the services of a University of Applied Sciences and Arts or persons connected to it and that arise from the knowledge present at the University of Applied Sciences and Arts, results of PWO (Praktijkgericht wetenschappelijk onderzoek; Practice-oriented scientific research) or technology.

Master's degree course	Master's degree courses fit in with the Bachelor's degree course in academic education or follow from other Master's degree courses. The course load of a Master's degree course is at least 60 credits.
Master's thesis	Assignment with which a Master's degree course is completed. It is how the student shows his/her analytic and synthetic ability or his/her independent problem-solving ability at university level or the ability to create artistically. The assignment reflects the general critical reflecting attitude or the investigative attitude of the student. The course load of the Master thesis expressed in credits is equal to at least one fifth of the total number of credits of the degree course with a minimum of 15 credits and a maximum of 30 credits.
Standard learning path	A learning path developed for a group of students. The following standard learning paths can be distinguished within degree courses: <ul style="list-style-type: none"> - (standard) daytime lecture path; - alternative learning paths such as work-study paths or learning paths through a fast-track course.
Module examination	An examination to conclude a module in which the course material of an entire course unit is concluded. Participation is mandatory.
Refresher training and further training	The universities and universities of applied sciences and arts organise shorter course degree paths in the framework of continuous education with refresher training and further training in mind. They determine, individually or in consultation, the qualification and certification framework for this refresher training and further training and publish this.
Study activities	The general name for theoretical subjects, exercise sessions, practicals, laboratories, didactic activities, work assigned to the individual student and internships.
Education and Examination Regulations	The Regulations referred to in Part 2, Title 4, chapter 3 of the provisions by decree regarding higher education, codified on 11 October 2013.
Included credits	Credits linked to course units for which a student has enrolled in a specific academic year.
Degree course	The structuring unit of the education. If completed successfully, a diploma will be awarded.
Programme of study features	The profile demarcation of a degree course consisting of: <ol style="list-style-type: none"> a) the qualification and/or specification of the degree granted upon completion of the degree course; and/or b) the course load of the degree courses and/or the institution at which the degree course is organised; and/or c) a specific specialisation within a degree course.
Course unit	A defined whole of education, learning and assessment activities aimed at developing well-defined competences with respect to knowledge, insight, skills and attitudes.
Degree course	A cohesive whole of course units aimed at realising well-defined objectives with respect to knowledge, insight, skills and attitudes that must be available to those completing a degree course.
Teaching qualification	Teaching qualification <ol style="list-style-type: none"> a) the fields of study; b) the elements of the fields of study; c) the combinations of the fields of study;

	<p>d) the combinations of the elements of the fields of study;</p> <p>e) the combinations of fields of study with elements of fields of study in which officially registered institutions can offer programmes of study pursuant to the Decree on the restructuring of higher education in Flanders, dated 4 April 2003.</p>
Force majeure	A force majeure situation is an event that has nothing to do with the person concerned and that could not have been foreseen, impeded or overcome, and which results in the person not being able to fulfil his/her obligations.
Partners with an association	The members of the association referred to in Article II.8 of the Codex Hoger Onderwijs (Higher Education Codex). The Vrije Universiteit Brussel (VUB) is a partner of the Erasmus Brussels University of Applied Sciences and Arts in the non-profit association Brussels University Association.
Continuous assessment	A regular assessment of the study performance linked to a course unit in the periods outside of the examination time and provided with regular written feedback.
Adviser	A lawyer or an expert.
Council for disputes related to individual study progress decisions	An administrative court established by the Ministry of the Flemish Community that has jurisdiction over the appeals submitted by the students against study progress decisions after having exhausted the internal appeals procedure of the University of Applied Sciences and Arts.
Postgraduate programme of study	This is a study track that, in the framework of the further professional training, aims to broaden or deepen the competences attained with the completion of a Bachelor's or Master's degree course or a degree course of higher professional education. The course load of such programmes of study is at least 20 credits. After successful completion, the degree course is concluded with a postgraduate certificate.
Project-based scientific research	Research in collaboration with universities or third parties by which the subject, the duration and the modalities are established.
Combined course unit	A course unit that consists of at least two degree course modules defined in the degree course.
Transfer degree course	A defined whole of education, learning and assessment activities aimed at developing well-defined competences with respect to knowledge, insight, skills and attitudes. The course load is between 45 and 90 credits.
The The Schools of Arts	A functional entity of the Erasmus Brussels University of Applied Sciences and Arts under which degree courses are placed. The day-to-day policy and management of the department is pursued by the director. Each School of Arts establishes a Council of the Schools of Arts. In the text above, the term "department" should also be read as "the School of Arts", and the term "departmental" as "of the School of Arts".
Half-yearly examination	An examination on a course unit that is fully concluded at the end of a semester.
Student	The person enrolled in a higher education institution.
Student with a functional impairment	The person with a current medical condition at the Erasmus Brussels University of Applied Sciences and Arts because of a functional

	<p>impairment (visual, auditory, motor disability, chronic medical disorders, learning disorders and mental health problems). For the application of the financing decree, the category of functional impairments is limited to persons who have opened a right to an allowance with the Flemish Agency for Persons with Disabilities.</p>
Fields of study	One of the categories specified in Articles II.71 and II.73 of the Codex Hoger Onderwijs (Higher Education Codex) in which degree courses are united.
Tuition fees	The amount to be paid by the student for participating in study activities and/or examinations.
Course load	The number of credits allocated to a course unit or to a degree course.
Application for a study course	The file with an overview of the course units that a student wishes to include in a specific academic year.
Credit (credits)	An internationally accepted unit within the Flemish Community that matches at least 25 and at most 30 hours of prescribed study, learning and assessment activities and with which the course load of any degree course or any course unit is expressed.
Learning path	The manner in which the degree course is arranged.
Study progress decision	<p>One of the following decisions:</p> <ul style="list-style-type: none"> a) an examination decision, being any decision that entails a final assessment as to compliance with one or more course units of a degree course or a degree course as a whole that may or may not be based on deliberation; b) an examination disciplinary decision, i.e., a sanction imposed as a result of examination facts; c) the recognition of an aptitude certificate that indicates that a student has attained certain competences on the basis of competences or qualifications attained earlier; d) the recognition of an exemption, being the cancellation of the requirement to take an examination for (part of) a course unit. e) a decision by which following a transfer and/or preparatory programme is imposed and by which the course load of such a programme is established; f) imposing a study progress monitoring measure as referred to in Article II.246 of the Codex Hoger Onderwijs (Higher Education Codex); g) the refusal to include a specific course unit for which the student following a flexible learning path had not enrolled for previously; h) an individual decision containing the refusal to enrol based on an insufficient learning account or a learning account lower than or equal to 0, if this is not the result of a general prescribed provision.
Preliminary examination	An assessment in a postponed examination time for a part of or a full course unit. The grades are attained definitely for the first examination session.
Study contract	The contract between the board and the student concluded due to the enrolment and in which the council stipulates and amends the general terms and conditions with due regard for the participation rights of the student council. These general conditions are laid down in the Education and Examination Regulations and in the Legal Position Regulations of the student.

Attained credits	Credits, linked to course units, for which a student has received a credit certificate.
Flemish autonomous University of Applied Sciences and Arts	A University of Applied Sciences and Arts of a public-law nature as referred to in title V of the University of Applied Sciences and Arts Decree and in Title VI bis of the special decree of 19 December 1988 regarding the Autonome Raad voor het Gemeenschapsonderwijs (Autonomous Council for Community Education).
Sequentiality	The rules established by the university board regarding having followed or passed a course unit or degree course before a student may take an examination in another course unit or programme of study.
Preparatory programme	A programme that can be imposed on a student who does not have a diploma that grants immediate acceptance to the programme of study for which he/she wishes to enrol.
Exemption	The cancellation of the requirement to take an examination for a course unit.
Working student	A student that meets all of the following conditions: <ul style="list-style-type: none"> - he/she has proof of employment for employment with a scope of at least 80 hours each month, or he/she has proof that he/she is an unemployment benefit recipient jobseeker and the programme of study fits in with the learning path proposed by a regional employment service; - he/she does not yet have a second cycle diploma or a Master's degree; - he/she is enrolled in a learning path with specific types of education and learning and with specific support and supply modalities registered as such in the Hogeronderwijsregister (Higher Education Register).

Chapter 2: Organisation of the examinations

Article 3 Examination office

The department councils are responsible for the coordination and organisation of the examinations.

The departmental supplementation includes:

- the tasks, name, registered office address and opening hours of the ombudsperson;
- the tasks, registered office address and telephone number of the party responsible in the examination office.

The examination office is available during examination sessions to provide information to all stakeholders. Students report to the examination office:

- requests to amend the Examination Regulations;
- stopping or not participating in an examination;
- absence due to force majeure.

Article 4 Examination sessions

Per academic year, there are two examination sessions:

- The 1st session includes all examinations before the summer holidays and includes the January examination session, the postponed January examination time, the June examination session, the postponed June examination time and the assessment outside of the examination weeks.
- The 2nd examination session includes the examinations after the summer holidays and includes 1 examination time: August/September.

The department council establishes the opening and closing dates for the examination sessions annually as well as the various assessment forms during the academic year. This information is set down and announced before the start of the academic year on www.ehb.be.

For course units for which an examination was sat during an examination time of the first examination session, the earliest an examination can be resat is in the second examination session.

Article 5 Early 2nd examination session

For students who can graduate after the January examination time but have not passed or been tolerated for all course units, the second examination opportunity may be allowed, as an exception, during the 1st examination session. To be eligible for this, the student must fulfil the following conditions:

- 1) the student can graduate after having completed the 2nd examination opportunity;
- 2) the student has participated in all examinations in January (or was justifiably absent);
- 3) the student resits all his/her examinations.

To that end, the student must submit a written request to the chairperson of the examination board at the start of the 2nd semester.

Article 6 Examination times

All examinations are sat within the examination times set by the department council. Examinations may not proceed on Sundays, official holidays and holidays, with the exception of the examinations set up by the art courses.

Derogations from the set examination times are possible by exception:

- In the event of force majeure as described in Article 11.
- For students to whom reasonable provisions have been awarded (see Article 5 until Article 8 of the Legal Position Regulations). The student concerned must request this at the latest three weeks before the start of the examination time in June and at the latest 1 week before the start of the examination times in January and August/September. Under exceptional circumstances, this period and/or type of reasons may be deviated from.
- For students who participate in the international exchange programmes, to course units offered by an association partner or a degree course set up in collaboration with another institution for higher education. In this case, the decision on this is laid down in the departmental supplementation.

Derogations from the set examination times may only occur in the period before the examination sessions and not after them. The examination session is closed with the announcement of the examination results.

Article 7 Examination schedule

For each course unit in the degree course offered, an examination schedule is drawn up in which at least the place, date and time of the examination is specified. When drawing up the examination schedule, the spreading of the student's efforts will be taken into account as much as possible.

The examination schedule of the June examination time will be posted (whether or not online) on the notice board at least one month before it starts. The examination schedule of the January examination time and the August/September examination time will be announced at least fourteen days before they start.

An amendment to the examination schedule after its publication will be announced in the notice board immediately. The change may not lead to the examinations being scheduled for an earlier date.

When students following an individual study degree course have multiple final examinations scheduled on the same day, they must give precedence to the examination of the lowest-level study degree course. They can request the other examination to be rescheduled. The request must be sent by email within 5 calendar days after publication of the examination schedule and be addressed to the examination secretary *and* the lecturer in question. After approval and if rescheduling is possible organisationally, the student must contact the lecturer in question to make an appointment for a new examination date.

In the event of a justified impediment or in the event of force majeure, the chairperson of the examination board may reschedule examinations autonomously. He/she will assess autonomously and may arrange a new examination arrangement after consultation. In that case, the students concerned, the ombudsperson and the examination office will be notified.

Article 8 Assignment examiner

The examination will be supervised by the course holder of the course unit or by the person who has lectured as a replacement. A teaching staff member who is charged with a study activity for which the students are required to sit an examination must be present at that examination.

For examinations regarding which a board of examiners has been appointed, the examinations are held by the board of examiners.

The examiner will adhere to the timetable and location of the examination. If the examiner is absent and with a lack of notification hereof, the Examination Regulations will cease to apply after a waiting period of one hour relative to the laid down deadline. The student must notify the examination office as soon as possible, which will draw up new Examination Regulations in consultation with and in agreement with the student.

In the event of force majeure or justifiable reason of impediment, the examiner may direct a reasoned request to the director of the department to cancel the entire or part of the examination assignment. The director will then appoint a replacement examiner.

No party may hold an examination or participate in the deliberation about a partner, a blood relative or in-law up to the third degree. An examiner who finds himself/herself in this position must ask the director of the department for a replacement before the start of the examination sessions. The director will then appoint a replacement examiner.

An examinee has the right to request the presence of an ombudsperson or a second member belonging to the teaching staff for each examination. These persons may not influence the course of the examination in any way whatsoever.

Article 9 Examination opportunities

For each course unit, the student has the right to two examination opportunities except if the nature of the course unit does not allow two times for examinations. Some course units, or parts thereof, cannot be resit in the second examination session, depending on the assessment form.

If a course unit cannot be resat, this will be specified in the ECTS course description. In that case, the student will have only one examination opportunity per enrolment.

If a student achieves a credit certificate in the first examination opportunity, the second examination opportunity will lapse.

Article 10 Participation in examinations

The student must report for the examinations at the time and place announced. The students may be asked to show their student card or identity card at the start of the examination.

Participation in the examinations is only possible if the student has been enrolled legally for the relevant academic year. This means that all required certificates have been submitted and that the tuition fees have been paid.

To participate in the second examination session, enrolment at the examination office is required in the manner and in accordance with the modalities as specified in the departmental supplementation. This enrolment is required to ensure the prompt administrative organisation of the examination session.

Article 11 Absences

If absent from an examination of a single course unit, the student will be given the specification "no score". If absent with regard to a midterm examination of a course unit, the student will be given the specification "no score". In that case, the student does not receive an examination grade but the specification "insufficient score" as a final grade for the course unit. 'Absence' also includes the late submission of an assignment.

The student must report an absence for an examination immediately and, at the latest, the day of the examination to the attention of the examination office. If applicable, the absence will be attested to by the necessary certificates at most 4 working days after the end of the force majeure. The written justification will consist of a detailed description of the situation or context invoked to justify an excused absence as well as the medical or other certificates to substantiate it.

The following medical certificates will not be accepted as adequate:

- a "*dixit* note" (a medical certificate containing only the patient's claim);
- a post-factum note (a medical certificate that was not dated the same day as the absence);
- an incomplete medical certificate;
- a medical certificate containing contradictions.

Article 12 Catch-up examinations

A student may only participate in a catch-up examination if the following conditions are met:

- the absence was reported in a timely fashion;
- the absence is substantiated with a valid original medical certificate or the required evidence in the event of a different force majeure situation.

In consultation with the student and the examiner, under the responsibility of the director of the department, an investigation will be carried out as to whether a catch-up examination is possible. This may mean that the assessment form is changed.

Moving an examination is only possible within the same examination session. If the provision of a catch-up examination is not possible within the same examination session, the student will lose the relevant examination opportunity. A deferment of the first examination opportunity may only be granted if the relevant course unit has only one examination opportunity. The examination will then be sat during the examination time of the second examination session.

A 2nd catch-up period will not be organised for a catch-up examination. A student who is then justifiably or not absent at a catch-up examination will receive an absence code for the relevant examination.

The manner in which catch-up examinations are organised is laid down in the departmental supplementation.

Article 13 Force majeure and learning account

If a student believes that he/she is in a situation of force majeure that prevented him/her from participating in all or part of the examinations, and that he/she believes that he/she is eligible for a change in the status of his/her learning account, he/she must first use the measures provided for by requesting a catch-up examination.

If it appears to be impossible to arrive at an arrangement that does not result in a loss of learning account, the student may turn to the Council for disputes about study progress decisions with the request to adjust the learning account in a force majeure situation.

<http://onderwijs.vlaanderen.be/nl/studenten/klachten-en-problemen/beroep-aantekenen-bij-de-raad/in-beroep-gaan/terugvordering-van-leerkrediet-wegens-overmacht>

Chapter 3 Assessment forms

Article 14

The assessment form of each course unit is laid down in the ECTS course description.

At most three weeks before the start of an examination time, a student may ask the chairperson of the examination board for a derogation from the proposed assessment form due to medical reasons or reasonable provisions. Under exceptional circumstances, this period and/or type of reasons may be deviated from. The chairperson of the examination board will inform the course holder(s) of this deviation.

Article 15 Information for the student

At the start of a study activity, every lecturer will provide his/her students with an explanation of the ECTS course description of his/her course units. Information is provided about:

- the objectives and contents of the study activities;
- the assessment method and the dates of assessment;
- the percentage share of the different assessment forms in the final examination grade.

Article 16

The examining is done written, electronically, orally or on the basis of practical actions within the context of continuous assessment, preliminary examinations, half-yearly examinations, module examinations or annual examinations.

Preliminary examinations and continuous assessment may be combined with half-yearly examinations, module examinations and annual examinations. Within continuous assessment, a series of examination times (written, oral or online) may be implemented throughout the academic year that lead to a final assessment without formally requiring a final examination.

Article 17

If a Master's degree thesis, Bachelor's degree thesis, final paper and/or internship report is provided in the degree course, the departmental supplementation determines the requirements that these must meet and the modalities under which these must be submitted.

The department council determines the latest submission date in order to be eligible for assessment in the 1st examination session, as well as the latest submission date for assessment in the 2nd examination session.

Article 18 Final papers databank

The student will grant the Erasmus Brussels University of Applied Sciences and Arts permission to include his/her final paper, its summary and the relevant metadata in its final papers databank and make it accessible to the public via the internet. This permission applies to the entire term of protection of the work. The student will not receive any remuneration for this from the Erasmus Brussels University of Applied Sciences and Arts.

Acceptance will be granted under the condition that the student is successful in the relevant course unit and does not detract from the rights that come to the student as author of his/her final work pursuant to the Code of Economic Law, Book XI, Title 5, its implementation decrees and other national and international copyright law and regulations. Moreover, the student remains fully responsible for any infringement of the applicable legislation and regulations and for all claims by third parties that may result from it.

Due to the confidential nature of the information included or if the publication of the work impedes the normal operation of the work or the technology described in it, the student may object to the publication of his/her thesis. If the data recorded was collected during an internship at a business or organisation, the student will inform the internship of the final work databank.

Chapter 4: Irregularities during examinations

Article 19

Irregularities determined during preliminary examinations, examinations or other forms of assessment will be reported by the examiner as soon as possible in writing to the director of the department and to the ombudsperson.

Students are forbidden from having mobile telephones, digital receivers and other devices (both within reach as well as in their possession) during final examinations, unless otherwise stipulated by the examiners. Should a student be found to be in possession of such a device, it will be viewed as a violation and give rise to an examination disciplinary decision.

Within the 5 working days following the determination of the irregularity, all parties involved will be heard by the director of the department. An official report will be made of this hearing.

Any acts of plagiarism will be regarded as an irregularity. The teaching staff can test for originality using plagiarism detection software.

Article 20

Any irregularity committed by the student while taking the preliminary examinations, examinations or another form of assessment may lead to one or more of the following examination disciplinary decisions:

- the student will receive the grade 0;
- the student will lose 1 or 2 examination opportunities.

An examination disciplinary decision is always related to one or more of the following application levels:

- the level of the (partial) examination;
- the level of the course unit (or a part thereof);
- the level of several course units;
- the level of an examination time;
- the level of an examination session.

The rules of retention do not apply to the course units that are subject to an examination disciplinary decision.

If an irregularity is so serious that a favourable decision must be considered legally non-existent, the University of Applied Sciences and Arts may decide that the results achieved are invalid regardless of the time at which the irregularity was established and any certificates and diplomas provided must be recalled.

Article 21

Examination disciplinary decisions are issued by a department board that consists of at least 4 members of at least 2 different degree courses. The ombudsperson is also part of the committee as an advisory member without a voting right. Pending a ruling, the student may not be refused to continue to complete his/her examinations. The student will be informed of the decision by registered letter or with acknowledgement of receipt.

Article 22

The student can submit an appeal against the examination disciplinary decision imposed. The modalities for the entry of an internal appeal are described in the Legal Position Regulations.

Chapter 4a: Course of the digital examinations

Article 1 General

With technical problems before or during the digital final examination, the student shall inform the lecturer or the designated contact person within fifteen minutes of ascertaining the problems.

If the student informs the lecturer or designated contact person later, the examination will be regarded as 'not taken'. The student will be given an absence code for the examination and is not entitled to an alternative or catch-up examination.

If the student informs in time, there will be one attempt to restart with support by telephone. If the problem is not resolved, the student will be referred to plan B that has been provided for the examination involved. If the student could not make use of this, it will be considered under which conditions a catch-up examination is possible.

Article 2 Technical problems due to the proctoring software used.

Prior to the examination, the student must take a standard mock test with the proctoring software by a specific date. The purpose of this mock test is to check whether all technical requirements are met for the digital examination. The student receives 2 notices to participate in this mock test.

If technical problems are established during the examination that can be attributed to the use of the proctoring software *and* if the student did not participate in the mock test, the examination shall be regarded as not taken. The student will be given an absence code for the examination and is not entitled to an alternative or catch-up examination.

If technical problems are established during the examination that can be attributed to the use of the proctoring software *and* if the student participated in the mock test, there will be one attempt to restart with support by telephone. If the problem is not resolved, the student will be referred to plan B that has been provided for the examination involved.

Article 3 Other technical problems

In the event of technical problems, the student must inform the lecturer or the designated contact person of the problems within fifteen minutes. There is always an option B provided for these cases. The student is entitled to access to this other option.

If a student informs later and thus misses option B, the examination will be regarded as not taken (and therefore be given an absence code). After all, this is a situation that the student could have prevented by calling earlier. This is not force majeure and, as a result, does not give entitlement to a catch-up examination. It is the student's responsibility to ensure that he/she is able to use the alternative.

Article 4 Catch-up examinations

With force majeure, the possibilities for a catch-up examination is explored. Force majeure must be reported and substantiated in a timely fashion. The provisions in Article 12 of the General Examination Regulations shall remain in force.

Article 5 Identification of the student

While taking the examination, the student must always be unambiguously recognisable. If this is not so, the examination will be regarded as not taken and the student will be given an absence code for that examination.

Article 6

The lecturer (University of Applied Sciences and Arts) is the 'owner' of the visual material – as a student, it is not permitted to save, use or distribute this visual material.

Article 7 Recording digital examinations

The lecturer uses the visual material only and solely for checking the identification of the student and for checking whether the examination was done validly (no fraud). For an oral examination, the lecturer may review the recording to apply some reliability measures (e.g. comparing students' answers, consulting the answer again if there is doubt about the score). The lecturer may also use the recording for feedback to the student, if necessary. The lecturer may never distribute the visual material.

Article 8 Retention period

After the examination period, the recording will be saved as archive material. The applicable retention period for standard examinations also applies to digital examinations. Examinations are retained for a period of one year, starting as from the end of the academic year in which the examination took place. The recording will be deleted permanently (destroyed) after.

Article 9

Recordings of examinations can be used as evidence in examination disciplinary decisions.

Article 10

Should the government decide on a lockdown, a student may not refuse a digital examination for reasons of privacy. If a student refuses, the examination will be regarded as not taken (= an absence code).

Except in the event of a lockdown, the student is always entitled to not participate in the digital examination and to request an examination on the campus.

Chapter 5: Grading

5.1 Examination decision for a course unit

Article 23

The course holder of a course unit (module) determines the final examination grade and is individually responsible for the correctness of the allocated examination results. If a material error is suspected, the student must follow the procedure as described in the Legal Position Regulations.

Article 24

A board of examiners consists of at least three members. The powers of the board are laid down by the department council.

Article 25

The final results of a numerical grading is expressed in whole numbers, totalling 20 points, and are not given to the examinee at the end of the examination.

The department council may, on the basis of the specificity of a course unit, establish another non-numerical form of determining grading. These course units are specified in the departmental supplementation. The non-numerical form of determining grading are described there and the minimum value to pass on this scale is established.

Article 26 Completion regulations

If a decimal grade must be rounded off when determining the examination grade for a single or combined course unit (i.e. a course with several degree unit modules. A degree unit module is not equal to a midterm examination), the grade is rounded down to the lower number for the decimals $<$ (smaller than) 0.5 and rounded up for the decimals \geq (greater than or equal to) 0.5.

An examination grade for a midterm examination is expressed in a grade up to 2 decimals after the decimal and is never rounded off.

Article 27 Sustainability

If the student does not participate in the 2nd examination session, the final grade from the 1st examination session is kept.

If the student participates in the 2nd examination session, the highest grade achieved for the course unit counts:

- If the results of the 2nd examination session are lower than the results of the 1st examination session, the student retains the final grade from the 1st examination session.
- If the results of the 2nd examination session are higher than the results of the 1st examination session, the student retains the final grade from the 2nd examination session.

If a student achieves a grade $\geq 10/20$ on a midterm examination, there will be an automatic transfer to the 2nd examination session unless otherwise specified in the ECTS course description of the course unit. The transfer applies per assessment form and per assessment period. The transfer only applies between the 2 examination sessions and not between academic years.

If an assessment form does not have a second examination opportunity, the grade achieved is kept automatically.

Article 28 Credit certificate

A student obtains a credit certificate for each course unit that he/she passes. A student passes a course unit if he/she obtains at least a 10/20, or fulfils the passing requirements for course units that use a non-numerical form of grading.

A credit certificate remains valid without restriction within the relevant degree course at the institution where this was achieved.

A degree course provides adapted transition and support measures for students in the event of a renewal of a degree course. This provides for a student to validate a maximum of his/her already attained credits within the new course degree course.

A student cannot fail with a credit certificate.

A student can fail with a tolerated shortfall. A tolerated shortfall in credits is a result on the basis of which the student does not achieve a credit certificate but for which, on the basis of the tolerance rule, it is determined that the course unit does not need to be resat in the subsequent examination session. Failure is possible by means of a written notification to the examination office at most 3 working days after the announcement of the results. The refusal of a tolerated failure is final.

5.2 Tolerance regulation

Article 29

A cumulative average of 50% throughout the degree course is set as a minimum to pass for the whole of a degree course.

Throughout the degree course, certain "shortfalls in credits" with regard to the course units can be waived on the grounds of the application of the tolerance rule.

If the results in a course unit are under 8 out of 20, the shortfall in credits cannot be waived by applying the tolerance rule. There are also course units in the degree course to which the tolerance rule cannot be applied however small the shortfall in credits may be. A list of course units for which a shortfall in credits cannot be tolerated is included in the ECTS course descriptions.

Article 30 Tolerance margin

The scope of the study course for which the student is enrolled during the relevant academic year coupled with the cumulative percentage of all results already achieved in the learning path forms the basis for the calculation of the tolerance margin on the grounds of which certain shortfalls in credits for course units are tolerated.

The cumulative percentage is calculated on the grounds of *all* results that the student has already achieved within the degree course of the degree course for which he/she is enrolled under a diploma contract or under an examination contract with the intention of achieving a diploma. It entails the results of the already attained credit certificates, the grades for course units that are tolerated *and* the results achieved for *all* course units for which the student is enrolled in the relevant academic year. The cumulative percentage does not entail any course units for which the student achieved an exemption on the grounds of RPL or APL.

50% is deducted from the cumulative percentage so that it can be determined with which margin the student achieves the minimum limit of 50% described in the Examinations Regulations, Article 33, for the already completed learning path of the degree course. This margin expressed in percentages is converted to an absolute grade and regarded as the tolerance value.

Since the course load of the enrolment programme can vary greatly, this tolerance value must be corrected in function of the scope of the enrolment programme. This enrolment programme does not contain any course units for which the student has achieved an exemption on the grounds of the RPL and/or APL. The tolerance value is multiplied with the course load of the enrolment programme expressed in credits divided by 60. The tolerance value therefore remains unchanged with an enrolment programme of 60 credits, increases for an enrolment programme of more than 60 credits and decreases for an enrolment programme of less than 60 credits.

To prevent a student with a cumulative percentage of exactly 50% from being completely excluded from the application of the tolerance regulation, a start bonus is awarded. The start bonus is 5% of the course load of the student's enrolment programme (excluding exemptions on the grounds of RPL and/or APL) expressed in credits.

The tolerance value multiplied by the start bonus gives the final tolerance margin within which the results achieved in the student's enrolment programme for the relevant academic year will be assessed. The tolerance value is always rounded up.

The difference between the achieved results for a course unit and grade 10 is multiplied by the number of credits for the course unit. The number is the weighed shortfall in credits for the relevant course unit.

The calculation of the tolerance margin can be summarised as follows:

$$= ((\text{achieved cumulative \%} - 50\%) + \text{start bonus}) \times \frac{(\text{quantity credits enrolled} - \text{RPL/APL})}{60}$$

Here the start bonus = 5% of the course load of the enrolment programme (excluding exemptions).

Article 31

The tolerance regulation is in force in both examination sessions.

The tolerance regulation is applied in accordance with an "all or nothing" principle: if the sum of all failures weighed exceeds the tolerance value, no failure at all is tolerated.

5.3 Examination decision for the whole of a degree course

Article 32 Pass certificate

A student attains a diploma of a degree course if he/she is declared to have passed the entire degree course. The student is automatically declared to have passed if he/she has taken all examinations that belong to the degree course and if all examinations have led to a credit certificate or to a tolerated shortfall in credits.

The degree of distinction is automatically awarded on the basis of the provisions of Article 34 or by the examination board for the entire degree course.

A student in a micro degree learning path will receive a certificate if he/she has taken all examinations that belong to the learning path and if all examinations have led to a credit certificate. The tolerance rule, as described in Article 29 up to and including 31 does not apply to a micro degree learning path.

Article 33 Examination board for the entire degree course

An examination board for the entire degree course will convene if a student cannot be automatically declared to have passed but of which the board believes in a reasoned way that the objectives of the degree course have been achieved overall. The fact that the student is declared to have passed globally does not mean that he/she is eligible for a credit certificate for those course units for which he/she has not passed.

This examination board consists of the chairperson and all members of the teaching staff that are responsible at the time of deliberation for the course units that the student has followed with the intention of achieving a diploma. Regardless of the weight of the course unit, each member has one vote. The chairperson of the examination board of each degree course is included annually in the departmental supplementation.

The examination board deliberates validly if at least 1/2 of the members is present. If the examination board is not sufficient in numbers, the director will call the members for a second deliberation within 3 working days. In that case, the examination board will decide validly if there are at least 3 members present who are entitled to vote.

The examination board decides by consensus if possible; if not, by simple majority of votes among the members present who are entitled to vote. Voting is done by ballot and, if at least one member so desires, in secret. With secret ballots, a blank vote or an invalid vote will not count. Otherwise, the members vote by raising their hands.

If there is a tie, the decision is made to the advantage of the student.

Participation in the functioning of an examination board can be done without voting rights by: the general director or his delegate who can attend all meetings of all examination boards, the ombudsperson, the learning path counsellor, an administrative employee appointed by the chairperson of the examination board who prepares the deliberation.

The members of the board of examiners and of the examining board and all persons who are present at the deliberation in an official capacity are required to maintain discretion and confidentiality with respect to the deliberation and the votes.

Article 34 Calculation of degree of distinction

The degree of distinction with which the diploma is awarded is calculated in one of the following ways:

- Only the results for course units of the last 60 credits from the standard learning path of the Bachelor's degree course or Master's degree course of 120 credits are used for calculating the degree of distinction.
- The results for course units of the last 60 credits from the standard learning path count for 2/3 in the calculation of the degree of distinction while course units from the remaining part of the standard learning path count for 1/3.

The department council can assign a mutual weighing to the various course units for the calculation of the degree of distinction. These are established by the department council. The department council can indicate course units for which a shortfall in credits means that no degree of distinction higher than "satisfactory" can be awarded, regardless of the weighted average.

The manner in which the degree of distinction is calculated is included in the departmental supplementation.

No degree of distinction is awarded for a transfer or preparatory programme and for enrolment under a credit or examination contract with the intention of obtaining credits.

No degree is awarded to students who, to obtain a diploma, take a degree course of less than 30 credits at the Erasmus Brussels University of Applied Sciences and Arts. This provision also applies to certificates of post-graduate degree courses.

Article 35

The degrees of distinction are "satisfactory", "cum laude", "magna cum laude" and 'summa cum laude".

Satisfactory: obtaining at least 50%

Cum laude: obtaining:

- at least 70%

OR

- at least 10/20 for all course units and at least 68% and 14/20 or higher for more than half of the course units taken into consideration for the calculation of the degree.

Magna cum laude: obtaining:

- at least 80%

OR

- at least 10/20 for all course units and at least 78% and at least 16/20 or higher for more than half of the course units taken into consideration for the calculation of the degree.

Summa cum laude: obtaining:

- at least 90%

OR

- at least 10/20 for all course units and at least 88% and 18/20 or higher for more than half of the course units taken into consideration for the calculation of the degree.

Chapter 6: Study progress provisions

Article 36 Study progress committee

Each degree course sets up a study progress committee. This body consists of at least 4 members comprising the chairperson of the examination board of the learning path concerned (chairperson), the head of the degree course, 1 member of the teaching staff or administrative staff and the learning path counsellor. The ombudsperson may be added as advisory member.

This committee has the authority

- to impose measures for study progress provisions in Article 37 and Article 38;
- giving non-binding study advice pursuant to a test of the student's progress on the basis of his/her examination results.

Article 37 Binding conditions

If the student has not attained 60% of the registered credits in a previous academic year, a binding condition may be imposed on a new enrolment in the same degree course.

A condition always consists of one or more of the following elements:

- the student must pass (credit or tolerated) at least xx% of the credits taken;
- the student must pass (credit or tolerated) at least xx% of the credits taken from a specific standard learning path;
- the student must pass (credit or tolerated) all course units taken that the student is following a 2nd time.

In addition, in the framework of study progress provisions, additional conditions may be imposed:

- no free choice in the structure of the enrolment programme;
- following study support measures.

Article 38 Refusal of enrolment

The enrolment of a student can be refused if:

- the binding condition imposed is not fulfilled;
- it is apparent from the data in the file that enrolment will not provide positive results.

With a refusal of enrolment issued by the study progress committee, a student may submit a motivated request for reconsideration of this decision to the director of the department by means of a registered letter up until at most 2 weeks after announcing the results.

If the student submits a request for reconsideration, the period of 7 calendar days for lodging an internal appeal is suspended until the request for reconsideration has been processed. In this case, the period for the internal appeal begins on the day after the day on which the director has informed the student of the results of the reconsideration.

If a student, after a request for reconsideration, has been admitted to enrolment, binding conditions are once again imposed that will be in force during the academic year in which the student re-enrols.

Chapter 7: Announcement of examination results

Article 39

The examination results are announced to the students via "the individual report" in the digital student registration office IBaMaFlex. Midterm examination results are announced via "my achieved (modular) results" in IBaMaFlex. This guarantees the confidentiality of student data.

Article 40 Freedom of information about examinations

The University of Applied Sciences and Arts guarantees the freedom of information of the oral examinations through free access for persons who want to attend the examination. The student who wants additional persons present at the oral examination must submit a written request to that end to the director of the department before the relevant examination time starts. This request will contain the identification of the additional person and the capacity in which this person will be present at the oral examination.

For written and electronic examinations, the freedom of information allows for the assumption that students can view the tests and improvements for a period of time after the results have been announced. The viewing is subject to the provisions of the department council. These provisions are part of the departmental supplementation.

The written documentation is stored by the department for a period of 1 years after announcing the results.

Article 41 Feedback after examinations

After the examination results have been announced, the student is entitled to an explanation of the results of the written examinations. The teaching staff are available to the students for that purpose. If, after the explanation, it becomes apparent that the student concerned would like a copy of the examination taken, this student has that right. Each copy must be dealt with personally and confidentially and may only be used in relation to the student's academic career.

The purchase price for the true copy of an examination copy has been set at 20 euros per examination.

Article 42 Internal appeal examination decision

The period for lodging an appeal against an examination decision commences the day after the official announcement of the examination results and is valid for 7 calendar days. The

modalities for the entry of an internal appeal are described in the Legal Position Regulations.

Chapter 8: Ratifying the studies

Article 43

The board of the University of Applied Sciences and Arts allocates the relevant degree and awards the diploma with the related diploma supplement to every student who has been enrolled legally under a diploma or examination contract with the intention of obtaining a diploma and has been declared successful for the entire course degree. By awarding the diploma under the "*provisions by decree regarding higher education, codified on 11 October 2013*", it is legally recognised and ratified.

The degree of graduate with further qualification is awarded to every student who has successfully completed a course degree in higher professional education.

The Bachelor's degree with further qualification and, where appropriate, specification is awarded to every student who has successfully completed the relevant Bachelor's degree course.

The degree of Master with further qualification and, where appropriate, specification is awarded to every student who has successfully completed the relevant Master's degree course.

Article 44

Diplomas awarded in accordance with the Decree of the Flemish Government of 12 December 2014 are signed by the general director.

The diploma supplement gives an indication of the nature of the degree course, the duration of the degree course, the degree course completed, the credit certificates achieved, any exemptions granted, any preliminary training and a specification of the institution(s) at which the student has followed course units if different from the issuing institution or in the case of joint certification.

Article 45

The university board will grant a credit certificate to a student who has passed the relevant course unit. By awarding a credit certificate pursuant to Title 4, chapter 4, under the "*provisions by decree regarding higher education, codified on 11 October 2013*", it is legally recognised and ratified.

Article 46

A student who has not passed may receive a certificate regarding the studies followed with the specification of the course units for which the student sat examinations as well as the examination grades achieved. In all other cases, a certificate is issued, specification the examination results.

Chapter 9: Final provisions

Article 47

For all matters and in all cases that are not explicitly arranged by the Examination Regulations or other legal or decretal decisions, the examination board will decide autonomously and sovereignly.

Article 48

Amendments to the General Education and Examination Regulations belong to the consultative competence of the Executive Board. Amendments to the Legal Position Regulations of the student belong to the consultative competence of the Supervisory

Council. The board of the University of Applied Sciences and Arts will consult the student council prior to these amendments.

Article 49

For degree courses organised in collaboration with another University of Applied Sciences and Arts, it may be agreed to derogate from these Examination Regulations. This contract will be drawn up by the Supervisory Council after receiving advice from the department council.

Article 50

These regulations will enter into force as from the academic year 2021-2022.