

**DEPARTMENTAL SUPPLEMENTATION OF
THE EDUCATION AND EXAMINATION
REGULATIONS AND THE LEGAL
POSITION REGULATIONS**

Healthcare, Design & Technology department

2021-2022

A number of additions to the General Education Regulations (GEeR), the General Examination Regulations (GER) and the 2021-2022 Legal Position Regulations (LPR) of the Erasmus Brussels University of Applied Sciences and Arts.

Supplementations to the General Education Regulations (GErR)

GErR-Art. 1: Presence at internships, study trips, projects, practicals, lectures and tutorial groups

The following more detailed regulations are applicable for internships, final work and the use of the laboratories, skills lab and the simulation centre. These regulations are posted on the e-learning platform Canvas and/or via the syllabi.

- Bachelor's degree thesis guide/final work;
- Internship guide/learning path internship;
- Project guide;
- Laboratory guidelines;
- Skills lab and simulation centre regulations – Code of conduct;
- Semester books;
- Guidelines for modules, projects and tutorial groups.

GErR -Art. 5: Minimum Dutch language requirements

The level of Dutch of the student enrolling to programmes of study within the Healthcare, Design and Technology department is determined through a language test. The required level is B2 for Bachelor degree courses and postgraduates and B1 for graduate degree courses.

GErR -Art. 6: Learning account (only applicable in relation to Bachelor's degree course registration)

A student who would like to register for a Bachelor's degree course with a learning account that is smaller than or equal to zero (0) or who does not have sufficient positive learning account to register for the required credits, will be refused. The student can ask for a deviation by sending the complete file to the student office of the campus where the programme of study is organised (Laarbeeklaan 121, 1090 Brussels or Nijverheidskaai 170, 1070 Anderlecht) by registered mail or with acknowledgement of receipt. The department council decides about approving or not approving the enrolment.

GErR -Art. 12: Other admission procedure

Prospective students for the Switch2IT Bachelor's degree course option for the Applied Computer Science Bachelor's degree course that is organised in collaboration with the VDAB (Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding; Flemish Service for Job Placements and Professional Education) are exempted from the aptitude test if these students have passed the VDAB screening test. This exemption from the aptitude test is only applicable to Switch2IT track enrolment for the Applied Computer Science Bachelor's degree course.

GErR -Art. 61:

A conduct commission may decide to terminate the internship or practical assignment during said internship or practical assignment.

Student presence during various phases of this course unit is mandatory. Study journeys and internships form part of the course unit and are mandatory unless indicated otherwise. An unjustified absence means the student is referred to the next examination period if practical to organize.

GEdR -Art. 67: Landscape and Garden Architecture programme of study

Access and use of digital material: Landscape and Garden architecture students receive project data to be used for various workshops, tutorial groups, their Bachelor's degree thesis, etc. The provided information must only be used for the specific project. The provided information may not be distributed to third parties. The provided information must be deleted once the assignment has been completed.

Supplementations to the General Examination Regulations (GER)

GER Art. 1: §1 Additional regulations with regard to referencing and plagiarism

The regulations regarding referencing and plagiarism are always applicable to referencing in reports, papers, projects or computer code. These regulations are distributed on the e-learning platform. Proven plagiarism is considered to be an irregularity and can lead to an examination disciplinary decision as described in Article 20 of the General Examination Regulations of the Erasmus Brussels University of Applied Sciences and Arts.

§2 Working software is an integral part of the examination

For examinations during which students use their own laptop the student is expected to have installed the required software prior to the start of the examination and that it is working properly. If and when the required software (version) has to be (re)installed during the examination, this does not give the student the right to extend the duration of the examination.

§3 Intellectual property rights

The protection of the copyright of software developed within the context of the programme of study is regulated in Belgium under the Software Act of 30 June 1994.

The student has copyright and a moral right to all assignment results created by this student within the framework of his or her programme of study if the results were created independently of others. These rights concern all immaterial interests such as reputation, integrity and/or the personal relation to the work created by the author. If and when others have also contributed to creating the submitted work, the copyright is split between these co-authors and the student must request permission in writing from all co-authors before publishing the work concerned.

The student gives the Erasmus Brussels University of Applied Sciences and Arts explicit permission to make public, to publish or to exhibit all results from assignments taking the moral rights of the student into account. In such cases, the student may not invoke the allocated property rights to prohibit or limit any use of the work by the Erasmus Brussels University of Applied Sciences and Arts provided that the author's name is indicated. Erasmus Brussels University of Applied Sciences and Arts guarantees the protection of the integrity and privacy of the student.

The student transfers all property rights of the assignment results to Erasmus Brussels University of Applied Sciences and Arts.

Property rights will be allocated to the student, Erasmus Brussels University of Applied Sciences and Arts and the external party by written agreement for results which have originated within the framework of an internship, a Bachelor's degree thesis or project work executed in cooperation with an external party.

If the student intends to make use of assignment results achieved without the involvement of a third party, the student must announce this by written statement to the director within a year after the end of the academic year within which the assignment took place. The contribution made by each participant to reach the results is to be determined after consultation with programme of study experts and the central administration of the Erasmus Brussels University of Applied Sciences and Arts, assisted by external experts where applicable. The same applies to transfer modalities and any models of cooperation.

GER Art. 3: Examination Office

Chairperson: Department Director

Secretary: to be contacted at the student registration office

Address of the Examination Office:

- Campus Jette: Laarbeeklaan 121, 1090 Brussels - Tel. +32 (0)2 472 52 00
- Campus Anderlecht: Nijverheidskaai 170, 1070 Anderlecht - Tel.: +32 (0)2 559 02 55

The examination office coordinates all activities related to the examinations and must inform the interested parties (students and members of the examination board). The information is published on the e-learning platform.

The following must be reported to the Examination Office: (GER Art. 4)

- Every change of address during the examination time;
- Requests to change the Examination Regulations;
- Not participating in or premature ending of one or multiple examinations;
- Absence due to force majeure. A student must submit as many documents of proof as possible (e.g. train information, police report, etc.);
- Absences during the examination time. The reports are to be submitted using the "My absences" module in the online student registration environment iBamaflex no later than the examination date. The absence is, when applicable, justified with a document (an obituary, a document by a medical authority or a public authority representative, proof of a public transport issue or similar). A notice of non-attendance must be uploaded through the module "My absences" not later than 4 working days after the ending of the force majeure. A possible catch-up examination should be applied for at the same time via iBaMaFlex. The director and the lecturer concerned can together determine a new examination date within the examination time (only applicable to justified absences and if and when possible).

GER Art. 4: Examination times

The start and end dates of examination periods are indicated on the annual academic calendar. The annual academic calendar is part of the digital study guide. Students must be available for the University of Applied Sciences and Arts /the department throughout the whole examination time. The examination time does not end on the day of the last scheduled examination.

The various examination and assessment forms are included in the ECTS course descriptions.

A student that is enrolled based on a diploma contract for a limited enrolment programme can be declared to have completed their studies after the first semester examination period if they have participated in all examinations that form part of the course unit and if all examinations have resulted in a credit certificate or the results are within the tolerated shortfall in credits.

For the Bachelor degree courses of Applied Information Technology, Multimedia and Communication Technology and the Associate degree courses of Computer Programming, System and Network Administration, Internet of Things and Elektromechanical Systems:

If the student wishes to complete the module (International) Internship of Final Work scheduled during the second semester in the course of the first semester so as to be able to graduate early, the student must submit a written application with the learning path councillor by December 1. The head of the department decides whether the request can or cannot be approved. Once approved, the student can no longer waive their registration to complete their studies early. The second examination opportunity always takes place during the second examination time, unless deviating from this in accordance with Article 5 of the General Examination Regulations.

For the degree courses within Healthcare and Landscape and Garden Architecture:

If the student wishes to complete a course unit scheduled during the second semester in the course of the first semester so as to be able to graduate early, the student must submit a written application with the learning path councillor by December 1. The head of the department decides whether the request can or cannot be approved. Once approved, the student can no longer waive their registration to complete their studies early. The second examination opportunity always takes place during the second examination time, unless deviating from this in accordance with Article 5 of the General Examination Regulations.

GER Art. 6: Derogations from the set examination times

Examinations taken at other Belgian or foreign higher education institutions.
The recorded examination times of the corresponding institutions is applicable for students that take part in international exchange programmes and students that take optional subjects at a foreign educational institution.

GER Art. 10: Taking examinations

Students who have not passed their examinations during the first examination time will automatically be registered for the second examination time.

GER Art. 12: Catch-up examinations

The catch-up examinations are organised as follows:

- When the student's absence during the first examination is justified, the catch-up examination will be organised during the June examination time.
- For the graduates: With regard to a justifiable absence in the first exam session, the catch-up examination will be organised in the next examination period.
- When the student's absence during the second examination time is justified, the catch-up examination will be organised during the August/September examination time.

Not attending a catch-up examination cannot result in an additional catch-up moment.

GER Art. 17: Assessment of Bachelor's degree thesis, graduation projects and internship

The requirements for a Bachelor's degree thesis, graduation project or internship report are indicated in the corresponding regulations/guides/learning paths or the ECTS course description. The regulations/guides are available via the e-learning environment.

GER Art. 18: Final work databank

A student must include a digital copy of their Bachelor's degree thesis in the final work databank of the Erasmus Brussels University of Applied Sciences and Arts. The student must inform the company or organisation where the student collected data (during the internship) when applicable.

GER Art. 29: Course units not eligible to tolerance credits

The list of degree courses for which there is no tolerance is included in the ECTS course descriptions.

GER Art. 34: Calculation of the degree of distinction specified on the diploma

The department board decides that the degree of distinction as indicated on the diploma will be calculated as follows: the results for the degree course units for the last 60 credits in the standard learning path account for two thirds of the end result, while the degree course units in the other part of the standard learning path account for one third of the end result.

Degree course units that have been scored in the past with a non-numerical score (pass/fail) are excluded from the calculation of the degree of distinction.

The degree course units in the shortened degree course follow the distribution for the standard degree course. The degree of distinction for the shortened degree course is, therefore, calculated in the same manner as that of the standard degree course.

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.

GER Art. 40 and 41: Public access to examinations and feedback sessions regarding examination results

The date and time when students may ask examiners questions regarding their examination results are indicated on the e-learning environment. Written examinations may only be inspected when the examiner concerned is present. A feedback moment is organised after each examination time.

Supplementations to the Legal Position Regulations (LPR)

LPR Art. 10: Ombudspersons

The ombudspersons are available by email. Practical information (tasks, name, location and availability) are posted on the e-learning environment at the start of the academic year.

LPR Art. 25: Code of conduct

Mandatory study activities

Participation in every educational activity during which the student is assessed on a permanent basis is mandatory. An overview of the assessment criteria and times are included in the ECTS course descriptions.

Reporting absences

All absences must be reported immediately and no later than the date of the absence itself using the "My absences" module in the online student registration environment iBamaflex. The absence is, when applicable, justified with a document (an obituary, a document by a medical authority or a public authority representative, proof of a public transport issue or similar). A notice of non-attendance must be uploaded through the module "My absences" not later than 4 working days after the ending of the force majeure. Students who have external activities (such as, for example, work placement, projects, etc.) must send the original certificate by post for the attention of the student registration office.

Consequences of absence during educational activities during which the student is assessed on a permanent basis

- If the examination (module) is based on a single assessment: absence code as examination result for the complete course unit.
- If the examination (module) is based on multiple assessments:
 - o **and** the student was not assessed at all: absence code as examination result for the complete course unit;
 - o **and** the student took part in at least one assessment: the element for which the absence is registered is quoted as a zero grade.

The student who arrives late or does not arrive at an assessment may be refused entry by the examiner. Students that arrive too late cannot take part in the assessment if other students have already left the room. This is to be indicated with an absence code on the assignment. If the student that arrives too late can take part in the assessment this does not give the student the right to extend the duration of the assessment.

An examination which has not been taken combined with an absence that is not justified means that the student is automatically referred to the next examination time.

Landscape and Garden Architecture programme of study

Students who are absent with justification must ensure that they deliver all done work as soon as possible and no later than that date and before 5 p.m. if

necessary by a fellow student, parent, etc. The work will be assessed based on the submitted results. Deliveries later than the indicated date cannot be tolerated and will be scored with the absence score: "no score".

Regulations regarding the use of ICT provisions and regarding borrowing of material

Campus Anderlecht provides the following additional regulations:

- ICT provisions regulations;
- lending regulations.

These regulations are published on the e-learning environment.