

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

**People an Society Department
2021-2022**

Supplementations to the General Education Regulations (GEr)

Art. 1: Bachelor's degree thesis (final projects, thesis, internship case study), internships, seminars and projects.

1.1. Bachelor's degree thesis

Organisation, assessment and support: students receive a handbook/guidelines with additional mandatory requirements (in addition to the ECTS course description) at the beginning of the academic year.

Students who do not receive a passing grade on their Bachelor's degree thesis will receive concrete guidelines regarding remedial actions (i.e. repeat) during the faculty's examination feedback session, which takes place before the start of the summer vacation.

1.2. Internships

Organisation, assessment and support: students receive a handbook/guidelines with additional mandatory requirements (in addition to the ECTS course description) at the beginning of the academic year.

If the assessment is negative by the internship supervisor and/or internship coordinator with regard to the issues below, the student cannot participate in the internship. Consequently, a score of "did not participate" will be automatically allocated.

- students must participate in all academic activities of the specific course units;
- students are to submit assignments and preparations on time so that the cooperation with and assessment by external partners runs smoothly.

In accordance with GEr-article 61 students are to behave respectfully and responsibly towards such external partners (Legal Position Regulation Article 25, §1).

1.3. Seminars and projects

Seminars and projects which, for educational purposes, are mainly directed by external parties, may be assessed by external sponsors and advisors (see ECTS course description). Final grades are given by the respective lecturer/supervisor (i.e. EhB teaching staff).

Student who are unlawfully absent from workshops, seminars and practical exercises will be penalised as described in the respective ECTS course description.

Art. 2: Dutch language proficiency examination for non-native speaking prospective students (GEr Art. 5)

Prospective students for all Bachelor's degree courses are required to demonstrate at least B2 level Dutch skills. For the educational graduate programme of study, level B2 is at least required; for the other graduate programmes of study of the People & Society department, at least level B1 is required.

Art. 3: Learning account – limited learning path request (GEr Art. 6)

Each student's entire case file (as per GEr Art. 6) is required to be made available to a learning path counsellor at Studeo. The learning path counsellor has the task of tracking the student's academic case file, advising the student and, if necessary, presenting the student's case file to the head of the programme of study. The director of the department takes the final decision.

Art. 4: Course units that qualify for an examination contract (GEr Art. 29)

Course units that qualify for completion via an examination contract can allow study activities for which a replacement activity may be imposed under the examination contract. These are included in the ECTS course description.

Art. 5: Interim sequentiality - Enrolment within the same academic year for the

Bachelor's degree of Education: Pre-Primary Education

In order to register for the course unit "Workplace learning: Steam in team", students are required to pass the course unit "Workplace learning: free materials: brilliant!" and "Workplace learning: picture book inside out" during the January examination session. A passing score of at least 10/20 is required.

In order to register for the course unit "Workplace learning: differentiation and inclusion" and "Workplace learning: graduating", students are required to pass the course unit "Supervising toddlers" during the January examination session. A passing score of at least 10/20 is required.

Supplementations to the Legal Position Regulations (LPR)

Art. 1: Absences from learning activities/internships (LPR Art. 25 §4)

The penalties for absences from all learning activities can be found in the respective ECTS course descriptions and/or guide (for each course unit). Repeated long absences or lengthy absences from internships can also lead to their immediate termination.

The written justification of the absence must be handed in at the reception desk no later than 4 working days after the end of the force majeure.

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 must be justified through a certificate (medical, obituary, certificate delivered by a representative of the public authorities, public transport or similar.). A notice of non-attendance must be uploaded through the module "My absences" no later than 4 working days after the ending of the force majeure.

The written justification will consist of a detailed description of the situation or context invoked to justify a force majeure as well as the medical or other attestations 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 or the accident);
- an incomplete medical certificate;
- a medical certificate containing contradictions;
- a forged medical certificate.

The director or head of the programme of study decides on whether to accept the force majeure situation for the absence.

Requesting catch-up examinations: only applicable for the second examination time

Consequences of absence during an examination/test or a permanent assessment or portfolio

The student must notify the examination office before the start of the examination about his/her absence. The corresponding holder and examiner(s) are informed of the absence by the examination office.

To take an examination, a test or to undergo continuous assessment/portfolio during the current examination time, the student has to hand in a request through the module "My absences" of the online student registration environment iBamaflex.

In consultation with the examiner, for which the chairperson of the examination board has final responsibility, the practical feasibility of taking the examination/test or permanent assessment/portfolio is considered.

If and when the decision is taken that the examination/test or permanent assessment/portfolio can be re-scheduled the student is informed on the new arrangement. The same assessment form is not guaranteed when rescheduled.

Only one catch-up day is given, this is in September (second examination time). Not attending a catch-up examination cannot result in an additional catch-up moment.

Unless specified otherwise, the following applies for permanent assessment in the ECTS course description:

- A student has been justifiably absent one or several times: the assignments in which participation took place will be redistributed up to a 100% assessment.
- A student has been unjustifiably absent one or several times: the assignments in

which participation did not take place are included for 0/20 in the total.

Regulations regarding the use of the library and ICT provisions and regarding borrowing of material (LPR Art. 25 §8)

The department will provide additional regulations:

- library regulations;
- ICT provisions regulations;
- lending regulations.

These regulations are published on the digital and paper notice boards.

Supplementations to the General Examination Regulations (GER)

Art. 1: Examination office (GER Art. 3)

The examination office is the first point of contact for students and members of the examination board for information regarding examinations.

All relevant information regarding student examinations is centralised on the department's intranet site.

Information and communication

General:

- Departmental Intranet
- Zespenningstraat 70 - 1000 Brussels - tel. +32 2 213 61 10
- E-mail: examen.mm@ehb.be
- Coordination: Hans Degraeve and Kenzy Theiwis – Room 0.01
- Absences: via the online student registration environment iBamaflex

Grades and scores: iBamaflex.ehb.be

Study guide 2021-2022 can be found at www.ehb.be

ECTS course descriptions 2021-2022 can be found at www.ehb.be

Chairman: Luc De Boever, Director

Secretaries: Hans Degraeve and Kenzy Theiwis, examination office

Ombudspersons: they are announced on the e-learning environment and the departmental intranet at the start of the academic year.

Art. 2: Examination time and preliminary examinations (GER Art. 4)

The examination times are posted in the department's academic calendar, which can be found on the department's intranet site. Students must be available for the University of Applied Science 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.

Attendance at examinations and preliminary examinations is mandatory. If a preliminary examination is organised, this will be specified in the ECTS course description of the respective course unit (module).

A student who 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.

Students wishing to complete their studies early must submit a written application to their learning path counsellor before 15 October. The head of the department decides whether the request can 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.

Art. 3: Derogations from the set examination times by the department council (GER Art. 6)

Exchange students are required to take examinations in accordance with the schedules of the host institutions they attend during their international exchange programs.

The chairperson of the examination board is authorized to grant reasoned exceptions.

Art. 4: Grading (GER Art. 25-26-27)

Within the People & Society department, grading is done in accordance with Examination Regulations Art. 25 (numerical grading). In some cases, students going on exchange programs can be graded on a non-numerical basis by the host institution such as on a "pass/fail" basis. In that case, the non-numerical score is recognised.

Art 5: Department-specific assessment and examination rules (GER Art. 16)

Examination Regulations for students following an individual study degree course

When students following an individual study degree course have multiple examinations scheduled at the same time, they must take the lowest-level examination at its scheduled time. For the other examinations, students are to schedule alternate dates through the respective lecturers.

This does not apply to situations where the student has multiple examinations on the same day but at different times.

If examinations for a student in an individual study degree course are scheduled during his/her internship, the student must sit the examination at the scheduled time and inform their internship supervisor in a timely manner of their absence due to examinations. After the examination, students may request a written confirmation from the examination office which will serve to excuse their absence from their internship duties.

Art. 6: Registering for the examination sessions (GER Art. 10)

Students are automatically registered for examinations in the first and second examination time in all course units of the program for which they are registered.

Art 7: Examination protocol

Students should be present at the classroom where the examination is to take place at least 15 minutes before the starting time of the examination. Students sitting written examinations must remain in the classroom where they are sitting the examination for at least 15 minutes after the start of the examination. Students arriving too late may be refused the possibility of sitting the examination by the examiner. Students arriving too late have no right to a time extension and are not allowed to sit the examination once other students have left the classroom where the examination is being held. This will be noted with an absent code on the student's detailed examination grade. If the student does not sit the examination or has not been granted an excused absence, the student will automatically be registered for the next examination session.

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 as per Examination Regulations Art. 19-20-21.

Art. 8: Students' obligations in case of absence during examinations

In case of absence at an examination, students are to notify immediately and no later than before the start of the examination by email, both the examination office via examen.mm@ehb.be (as per Art. 1 of the LPR) as well as the respective lecturer.

The student will provide the student registration office with written justification for his/her absence within four working days of the end of the occurrence causing the force majeure.

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 must be justified through a certificate (medical, obituary, certificate delivered by a representative of the public authorities, public transport or similar.). This certificate of non-attendance must be uploaded through the module "My absences" no later than 4 working days after the ending of the force majeure.

The written justification will consist of a detailed description of the situation or context invoked to justify a force majeure as well as the medical or other attestations 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 or the accident);
- an incomplete medical certificate;
- a medical certificate containing contradictions;
- a forged medical certificate.

The director or head of the programme of study decides on whether to accept the force majeure situation for the absence.

No catch-up examinations will be conducted during the first examination time (neither in January nor in June). As per Examination Regulations Art. 12, students with a justified absence in the second examination session period are entitled to sit a catch-up examination. As per Examination Regulations Art. 12, the office of the chairperson of the examination board will look into the possibility of rescheduling within the same examination time and in the set period for catch-up examinations.

An absence due to force majeure during the catch-up examination time does not entitle the student to an additional catch-up moment.

Art. 9. Feedback (GER Art. 41)

After announcing the examination results, the department will organise an examination feedback session. The locations, date and time will be published together with the examination schedule.

Art. 10: The degree of distinction (GER Art. 34)

The degree of distinction attributed to diplomas is calculated based on grades earned on course units for the last 60 credits of the (educational) Bachelor's degree course's standard learning path.

Exception:

- The Bachelor's degree course in Social Work (standard degree course): grades on the last 60 credits from the standard learning path count for 2/3 in the determination of the degree of distinction while course units from the remaining part of the standard learning path count for 1/3.
- Bachelor's degree in Social Work for Adults (Bachelor's degree in Social Work – Joint Programme of Study): the grades on the course units in Odisee count for 1/2 in the determination of the degree of distinction while course units offered by EhB count for the other 1/2.
- For graduate degree courses: grades on the last 60 credits from the standard learning path count for 2/3 in the determination of the degree of distinction while grades on the first 60 credits from the standard learning path course units count for 1/3.

Art. 11: Application of the basic principles regarding tolerance (GER Art. 29, 30 and 31)

All course units qualify for tolerance. Exceptions to this are specified in the ECTS course description. 8/20 is the minimum grade for application of the tolerance rule (GER Art. 29).

Art. 12: Plagiarism

All written assignments can be subject to a plagiarism test. Any cases of proven plagiarism will be met by disciplinary action as per Art. 19 from the General Examination Regulations (Procedure for the treatment of an irregularity during examinations).

Art. 13: Announcement of results (GER Art. 39)

Examination results will be posted online. The time of grade posting will be announced together with the examination schedules.

Any interim examination or preliminary examination results are to be communicated as quickly and transparently as possible based on a point scale of 20 (GER Art. 39).

Art. 14: Bachelor's degree in Social Work for Adults (BSV) – in cooperation with Odisee

The department organises the "Bachelor's degree in Social Work for Adults" degree course in cooperation with Odisee. Odisee organises the first 90 credits, EhB the last 90 credits. In order to facilitate smooth cooperation between the two institutions, the following rules apply (which deviate from standard rules): in terms of the tolerance rules, both institutions apply their own system to the parts of the programme that they organise themselves; the BSV programme of study recognises the special acceptance test that Odisee may administer to BSV prospective students; at the end of the programme of study, the two institutions organise a joint examination board to award the degree. This board is composed proportionately.

Art. 15: Assessment of Bachelor's degree thesis/final project and internship (GER Art. 17)

All requirements pertaining to the Bachelor's degree thesis or final project, including the deadline, are included in the Bachelor's degree thesis and project guidelines of the programme of study or specialisation and are published at the start of the academic year (the guidelines for the second examination time are published in combination with the examination schedule for the second examination time).

Students who do not submit their Bachelor's degree thesis/final project during the first examination time must inform their advisor at least one week before the start of the examination time. Please refer to the regulations in the corresponding Bachelor's degree thesis guide. Students must submit their Bachelor's degree thesis or final project to the student registry office on the proposed date, place and time, in exchange for an acknowledgement of receipt. The student must redo the thesis or final project either completely or in part if the student does not receive a passing grade. The student's advisor must provide concrete guidelines during the feedback session.

Art. 16: Thesis databank (GER Art. 18)

Students are required to submit a digital copy of their Bachelor's degree thesis or final project to the thesis databank of the Erasmus Brussels University of Applied Sciences and Arts. Students must inform their internship workplace about the thesis databank. A copy is to be uploaded via this link: <http://www.erasmushogeschool.be/biblio/eindwerken>