



erasmus

HOGESCHOOL BRUSSEL

GENERAL

EDUCATION REGULATIONS

2022-2023

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Chapter 1: General provisions.

Article 1 Scope

These education 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.221. The degree course offered and the ECTS course description of the course units are an integral part of the education regulations.

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 regulations apply to all decisions that belong to the competence of the board of 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 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 course 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 degree course, 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.
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> <ul style="list-style-type: none"> • the departments; • the the Schools of Arts; • "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. <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; • 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 degree course 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 Flemish 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 in 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 course 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; d) the combinations of the elements of the fields of study; 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.

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 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.

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	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

Applied Sciences and Arts	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 degree course.
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 academic year.

Article 3

The academic year begins on 1 September at the earliest and 1 October at the latest. The study activities are organised in accordance with an annual schedule. The 2nd semester begins in week 21.

The academic year entails:

- ▶ A minimum of 28 weeks of study activities (lesson weeks);
- ▶ A maximum of 45 examination days in the first examination session (January and June examination times; including deliberations);
- ▶ 2 weeks of winter holidays and 2 weeks of spring holidays;
- ▶ 1 week of autumn half-term (except for the Schools of Arts)
- ▶ At least 6 weeks of consecutive summer holidays, immediately following the conclusion of the first examination session;
- ▶ 1 lesson-free week in week 52;
- ▶ 1 lesson-free week in week 21 (except for the Schools of Arts);
- ▶ A maximum of 4 examination weeks in the second examination session (August/September examination time; including deliberations).

An academic year is divided into semesters or in a number of blocks in which weeks of study activities are grouped. Within each of these periods, the ratio between lecture weeks on the one hand and repeat and assessment weeks on the other are such that the study load is distributed evenly.

The Executive Board establishes a general academic year annually. The departmental annual schedule is included in this and laid down in departmental academic year calendars that are submitted to the Executive Board for approval. Permission for departmental deviations to the general annual schedule must be requested with substantiation from the Executive Board.

Chapter 3: Admission requirements

3.1 General

Article 4 Scope

The acceptance requirements specified in this chapter apply to both the enrolment for a programme of study and to the enrolment for one or more course units.

The enrolment of a student may be cancelled immediately and at any time of the academic year by the Executive Board (or, by delegation, by the general director) if it transpires subsequently that elements from the student's enrolment file submitted are based on falsehoods.

Article 5 Language requirements

The department may make the acceptance to the first enrolment for a programme of study dependent in a general way on the evidence that the student:

- has passed a test about the satisfactory knowledge of Dutch or
- has successfully completed at least one school year in Dutch secondary education or
- has been declared successful in a programme of study or one or more course units with a total course load of at least 60 credits in Dutch higher education.

The departmental supplementation of the education regulations indicates the minimum required starting level of Dutch per programme of study.

The university board may have the acceptance to the first enrolment for a programme of study offered in a language other than Dutch depend on a test indicating satisfactory knowledge of the language of instruction used.

Article 6 Learning account

§1. The university of applied sciences and arts will refuse the enrolment of a student if he/she has a learning account that is less than or equal to nihil. In derogation from this, the university board may not refuse a student with a learning account that is less than or equal to zero for the enrolment of an initial Master's degree course if the student fulfils the acceptance requirements for this Master's degree course and has not yet achieved a Master's diploma.

§2. (Prospective) Students who do not have enough in their learning account to use the desired number of credits may submit a substantiated application to the learning account committee. This committee will formulate a substantiated advice with respect to the department council.

With the application, a file must be submitted that contains the entire study history of the student; this includes reports per academic year (1st and 2nd examination sessions), advice from the deliberation or study progress committee and any other documents that could motivate the application for admission. The entire file must be provided to the director of the department under which the programme of study is operational in accordance with the modalities stipulated in the departmental supplementation.

§3. An application for admission can be submitted between 20 September up to and including 30 November for enrolment in the 1st semester and from 4 February up to and including 15 March for enrolment in the 2nd semester.

§4. The learning account committee consists of a minimum of 2 members, to be composed as follows: 1 technical expert and 1 pedagogical expert. The members of the committee are appointed by the department council, at the latest in the month of June of the academic year prior to the academic year in which this committee will operate. After the department

council (or, by delegation, the director of the department) has taken a decision with respect to the admission of the (prospective) student, he/she will be informed.

§5. Admission to enrolment only applies to the relevant academic year X and does not mean automatic admission in academic year X+1.

3.2 Graduate degree courses

Article 7 General admission

In order to be accepted as a regular student to a graduate degree course, the student must have completed compulsory education and received and signed the education regulations.

In addition, the student must have 1 of the following study certificates:

- 1° a study certificate for the second year of the third degree of secondary education that has been achieved within at least 3 years;
- 2° a diploma for secondary education;
- 3° a certificate for a programme of study of adult secondary education for which employees get study leave of at least 900 instruction hours;
- 4° a certificate for a programme of study of adult secondary education of at least 900 instruction hours;
- 5° a diploma for higher after-hours education for which employees get study leave;
- 6° a certificate for higher professional education;
- 7° a diploma for higher professional education;
- 8° a diploma for the short type higher education with a complete curriculum;
- 9° a diploma for a Bachelor's or Master's;
- 10° a study certificate that, pursuant to a legal standard, a European guideline or an international agreement, is recognised as the equivalent of 1 of the diplomas listed under point 1° up to and including 9°.

Acceptance to the educational graduate degree course for secondary education is limited to students who can prove at least three years of useful experience in a technical or practical subject. The Flemish Government determines the manner in which this useful experience can be demonstrated.

Article 8 Diploma from abroad

In the absence of such recognition, the university board may accept persons who have achieved a diploma outside of the European Union or have a certificate that grants acceptance to higher education in that country to enrolment for a programme of study in higher professional education.

To that end, the student must submit an application file with the student administration office. The file must contain:

- the attestations, certificates and diplomas awarded by the authorised educational institution;
- a statement, specification the studies to which the holder is admitted in the country that the diploma or certificate was issued. This statement is issued by the authorised embassy or the authorised Ministry of Education unless, in accordance with international treaties, another arrangement applies or the student is able to provide other valid evidence.

The documents in the application file must be certified. The diplomas or certificates drawn up in a language other than one of the official languages of Belgium or English must be provided with a translation by a translator certified in Belgium.

On the basis of the file submitted, the department council, or by delegation the director of the department, will make a reasoned decision.

Article 9 Prospective students without a secondary education diploma

In derogation from Article 7, the university board may grant prospective students access to a graduate degree course if they pass an acceptance test set up for that purpose.

The admission test may be requested by:

- refugees, displaced persons and persons not yet officially recognised as refugees and who are unable to submit satisfactory documents about their preliminary training in their country of origin;
- persons who, for medical, psychological or social reasons, cannot meet the applicable preliminary training requirements;
- persons who cannot meet the applicable preliminary training requirements.

The acceptance test will be organised for the 5th day after the end of the enrolment period at the latest and will verify whether the student has the knowledge and skills required to start the programme of study concerned.

The admission examination is organised Flanders wide. The examination tests whether the candidate student has adequate knowledge and skills to start a post-graduate programme. Candidate students must register for the examination through the online platform <https://www.toelatingsonderzoek.be/>; participation is free of charge and only be taken only admission in a specific academic year. In order to participate the candidate must at least be 18 years of age on December 31 of the year in which the academic year started.

Candidates must notify the school if they cannot take the admission test. Registration will be denied if the candidate registered twice for the test but was absent each time without notifying the school, unless the candidate can prove he/she could not notify the school because of force majeure.

On the basis of the results of the admission test, an assessment is made in the form of a written report that is included in the student's file. The results of the admission examination is valid for all institutions for higher education in Flanders and is valid without restriction.

3.3 Bachelor's degree courses

Article 10 General admission

With the exception of the Bachelor's degree courses after Bachelor's degree courses, having the following applies as a general condition of acceptance for all enrolments in Bachelor's degree courses:

1. a diploma for secondary education;
2. a diploma for the short type higher education with a complete curriculum;
3. a diploma for higher after-hours education for which employees get study leave, with the exception of the Certificate for Pedagogical Competence;
4. a study certificate that, pursuant to a legal standard, a European guideline or an international agreement, is recognised as the equivalent of one of the abovementioned diplomas;
5. a graduate diploma from a department of higher professional education.

Article 11 Diploma from abroad

The university board may admit persons who have achieved a diploma or certificate in a country outside of the European Union that is not recognised as equivalent as stipulated in Article 7, point 4. This may only occur on the condition that this document grants access to a Bachelor's degree course in the country that it was issued that is comparable with a Flemish Bachelor's degree course and on the condition that the authenticity check of the relevant diplomas or certificates has been met insofar as measures have been issued by the Flemish government.

To that end, the student must submit an application file with the student administration office. The file must contain:

- the attestations, certificates and diplomas awarded by the authorised educational institution;
- a statement, specification the studies to which the holder is admitted in the country that the diploma or certificate was issued. This statement is issued by the authorised embassy or the authorised Ministry of Education unless, in accordance with international treaties, another arrangement applies or the student is able to provide other valid evidence.

The documents in the application file must be certified. The diplomas or certificates drawn up in a language other than one of the official languages of Belgium or English must be provided with a translation by a translator certified in Belgium.

On the basis of the file submitted, the department council, or by delegation the director of the department will make a reasoned decision.

Article 12 Prospective students without a secondary education diploma

§1. The Board of the University of Applied Sciences and Arts may – in derogation from the applicable preliminary education requirements – grant certain prospective students access to a Bachelor's degree course if they pass an aptitude test designed for this purpose. The investigation includes participation in a trial and assessment of the file submitted. Specific investigations, which deviate from the general procedure, are included in the departmental supplementation.

§2. The aptitude test may be applied for by:

- refugees, displaced persons and persons not yet officially recognised as refugees and who are unable to submit satisfactory documents about their preliminary training in their country of origin;
- persons who, for medical, psychological or social reasons, cannot meet the applicable preliminary training requirements;
- persons who cannot meet the applicable preliminary training requirements.

Prospective students must be 21 years of age on 31 December of the academic year concerned. This condition does not apply to prospective students who are able to demonstrate virtuosity in a specific domain and not to refugees.

Article 13

The prospective student must submit a file on time via bekwaamheidsproef@ehb.be. Participation is only possible once per academic year.

The file must be composed as follows:

- a reasoning for the choice for the programme of study concerned;
- an overview of the study and/or work progress;
- a reasoning as to why the channel of the examination of the Flemish examining board (central board of examiners) was not used.

If applicable, the file is supplemented with:

- documents from which the status of refugee, displaced person or person not yet officially recognised as a refugee is apparent;
- attestations and/or documents to corroborate the medical, psychological or social security record;
- a statement under oath that he/she did indeed follow the required preliminary training in the country of origin but simply cannot provide the official diploma;

- proof that the diploma he/she claims to have but cannot provide is the equivalent of a Belgian diploma that grants access to the University of Applied Sciences and Arts Education;
- corroboration based on data of any nature that indirectly indicates that the student has actually followed the required preliminary training in the country of origin.

3.4 Special admission requirements

Article 14 Artistic admissions test

§1. Without prejudice to the general and derogating acceptance requirements, it is not possible for anyone to enrol for the Bachelor's degree courses, Bachelor's degree course units and the preparatory and transfer programmes of the Audiovisual and Visual Arts, Music and Stage Arts' fields of study without having passed an artistic acceptance test specific to and organised for these programmes of study.

The department with which the student wants to enrol does these admission tests. The test is supervised by a committee composed of staff members of the Universities of Applied Sciences and external experts.

The regulations regarding the admission test are drawn up by the department prior to the commencement of the academic year. They contain at least the enrolment modalities for the test, the final enrolment date, the data of the admission test, the composition of the artistic admissions committee and the manner of deliberation.

§2. The prospective student will submit a written request for reconsideration to the chairperson of the central complaints committee (the general director, Nijverheidskaai 170, 1070 Anderlecht) up to 7 calendar days, commencing on the day after being informed of the results by registered letter or with acknowledgement of receipt. The file must be signed and dated by the student, specification the name and place of residence, and the request must contain a reasoning consisting of: the purpose of the appeal and a factual description of the claimed objections, by which the student indicates which provisions he/she is invoking and why. Documentary evidence can be added to the file (optional). A request is only admissible if it is submitted on time, is motivated and signed.

The file is sent on to the chairperson of the artistic admissions committee, who will convene the members of the admissions committee. The request is examined on its merits and the original decision is confirmed or reviewed in a substantiated manner. Within the 20 calendar days that commence on the day after the one on which the appeal by the student has been submitted, the student is informed of the substantiated decision by registered letter. The decision will list the possibility of appeal with the Council for disputes related to study progress decisions.

Article 15 Entry test for an educational Bachelor's degree course

For prospective students of the educational Bachelor's degree course for nursery education, primary education and secondary education, enrolment depends on the mandatory participation in a non-binding entry test. Proof of participation is valid for one year.

A student does not need to take a new entry test if he/she has already taken an entry test in the past and:

- transfers to the same educational Bachelor's degree course and enrolls there after being enrolled at another institution;
- OR
- continues with another educational Bachelor's degree course after having been enrolled in the educational Bachelor's degree course for primary education.

At no time can the results lead to enrolment refusal for the programme of study. A decision may be made to impose remediation if the prospective student does not achieve the established pass mark.

The entry test is imposed by the Flemish government and is organised by the Flemish Council of Universities of Applied Sciences and Arts (VLHORA). The student may take the entry test online at <https://ilo.onderwijskieser.be/instaptoets.html>.

3.5 The Master's degree courses

Article 16 General admission

§1. With the exception of the Master's degree course after Master's degree courses, having a diploma from a Bachelor's degree course applies as a general acceptance condition for a Master's degree course.

For the application of this, the following diplomas are the equivalent of a Bachelor's degree:

- Diplomas from the short type higher education with a complete curriculum.
- Diplomas from the university of applied sciences and arts of one cycle.

§2. The board of the university of applied sciences and arts may limit acceptance to a Master's degree course to those graduates of Bachelor's degree courses with specific programme of study features. In doing so, it designates at least one Bachelor's degree course in university education for each Master's degree course as a general acceptance requirement.

Article 17 Diploma provided from outside the Flemish Community

The board of the university of applied sciences and arts may exempt persons who have a diploma from a higher education outside of the Flemish Community from the preliminary training requirements for enrolment in Bachelor's degree courses or Master's degree courses or for the preparation of a doctoral thesis insofar as the diploma is, in the eyes of the board of the university of applied sciences and arts, the equivalent of the degrees referred to in those articles and on the condition that the authenticity check of the relevant diplomas or certificates has been met insofar as measures have been issued by the Flemish government. If that is not the case, the university of applied sciences and arts board may have the admission to enrolment depend on the successful completion of a preparatory programme specifically designed for that purpose.

Using individual measures, the university of applied sciences and arts board may allow students to enrol who have a diploma that is not listed in the higher education register in accordance with the provisions of the admission requirements.

Article 18 Preparatory programme

The university board may determine that the enrolment for a Master's degree course is also open to graduates of Bachelor's degree courses in university education with other programme of study features if they complete a preparatory programme successfully.

The university board may differentiate the content and course load of such preparatory programmes in accordance with the degree of substantive relationship between these other Bachelor's degree courses and the Bachelor's degree course that grants direct access to that Master's degree course.

Article 19 Transfer degree course

§1. The enrolment of a graduate from a Bachelor's degree course in higher professional education for a Master's degree course depends on the successful completion of a transfer programme with a course load of at least 45 and at most 90 credits.

§2. The University Board may recommend an aptitude test prior to enrolment. The aptitude test checks whether general scientific competences and scientific disciplinary basic

knowledge are present that are required by decree as final competences for a Bachelor's degree in university education.

§3. The University Board may on the basis of APLs or the results of the aptitude test:

- differentiate the (minimum) course load of a transfer degree course;
- or exempt the student from the requirement to follow a transfer degree course.

Article 20 Simultaneous enrolment

A student who does not yet hold a Bachelor's degree that will allow direct acceptance to a Master's degree program may be allowed to enrol for the intended Master's degree course and/or the preceding preparatory and/or transfer programme under certain conditions. The departments take the following into account with this: the student must have completed at least 70% of the required bachelor's, transfer or preparatory programme. The requirements are laid down in the departmental supplementation.

The student may submit an application to the learning path counsellor; the department council, or by delegation the director, will decide after advice from the learning path counsellor.

To obtain the diploma of the intended Master's degree course, it is necessary to have a diploma for a Bachelor's degree course or the student must have completed the preparatory or transfer programme successfully. The authorised examination boards may deliberate on this consecutively.

3.6 Bachelor's degree after Bachelor's degree courses

Article 21

Bachelor's degree after Bachelor's degree courses are only directly open to persons who already have a Bachelor's degree course diploma. The following diplomas are the equivalent of a Bachelor's degree:

- Diplomas from the short type higher education with a complete curriculum.
- Diplomas from the university of applied sciences and arts of one cycle.

The board of the university of applied sciences and arts may limit acceptance to a Bachelor's degree after Bachelor's degree course to Bachelor's degree course graduates with specific programme of study features but will indicate at least one Bachelor's degree course in higher professional education after which the Bachelor's degree after Bachelor's degree course follows directly.

The university board may make enrolment depend on an investigation as to aptitude of the student to follow the Bachelor's degree after Bachelor's degree course.

The board of the university of applied sciences and arts may determine that enrolment for a Bachelor's degree after Bachelor's degree course is also open to graduates of Bachelor's degree courses other than those that allow direct access if they have completed a preparatory programme successfully. The university board may differentiate the content and course load of such preparatory programmes in accordance with the degree of substantive relationship.

3.7 Educative Master's degree course for the Arts

Article 22

The acceptance requirements for the educational Master's degree course for Music and for the Stage Arts require that the student has a Master's degree in the study area to which the educational Master's degree course belongs.

3.8 Enrolment for special course units under a credit or examination contract

Article 23

Students who do not fulfil the acceptance requirements may enrol for special course units under a credit or examination contract (with the intention of obtaining credits) on the condition that the investigation shows that the person concerned has the ability to properly follow the course unit or course units.

The student must submit a written application to the learning path counsellor. After investigation, the department council or, by delegation the director of the department, will decide if the student will be admitted.

A student who is enrolled under a credit contract and deregisters prematurely will never have the learning account refunded.

Chapter 4: Enrolment modalities

4.1 General provisions

Article 24

The Erasmus Brussels University of Applied Sciences and Arts and the student conclude a study contract with the enrolment. By enrolling, the student declares his/her agreement with the generally applicable conditions.

On the one hand, the study contract consists of the generally applicable conditions, including:

- the Education and Examination Regulations;
- the Legal Position Regulations for the student (as included in the Education and Examination Regulations);
- the degree courses;
- the ECTS course descriptions.

This information is available via www.ehb.be.

On the other hand, the study contract from the degree course contract from BaMaFlex that the student signs.

Article 25

The student enrolls for:

- one programme of study or several programmes of study simultaneously, **and/or**
- one course unit or several course units that belong(s) to one or more programmes of study, **and/or**
- a transfer or preparatory programme.

A student may enrol for a personal or individual partial pathway only after positive advice by the learning path counsellor.

4.2 Enrolment procedure

Article 26

New students must enrol beforehand via the website before enrolling. Then they must apply for their enrolment personally.

The following documents are required at the time of enrolment:

- identity card (EU), international passport, valid student visa (D visa) for non-EU/EER nationals, or valid residency permit for the Belgian territory.
 - A study certificate that grants access to the programme of study or the original diploma with a copy submitted or a certified copy. Enrolment is not accepted on the basis of an ordinary copy without the original diploma.

- Foreign diplomas and diplomas issued by an institution in the French Community are always subject to special individual admission.
- proof of employment or proof of benefit recipient looking for employment when enrolling in a work-study degree course.

If a student want to apply for an exemption, the following documents are required:

- diploma supplementation or individual reports;
- ECTS course descriptions of course units followed earlier on the basis of which exemption is being applied for;
- credit certificates achieved.

The enrolment only becomes effective once the tuition fees have been paid and all conditions set have been met. The enrolment with cleared tuition fees is a necessary condition for being able to take part in examinations.

Article 26a

A student may register for a degree course up to and including 30 November. A student who wants to start a degree course in the second semester can register up to and including 15 March. After this date, registration is closed.

In the case of enrolment after the start of the academic year, pedagogical and didactic criteria determine whether a course unit can still be included. Therefore enrolment for a full degree course of 60 credits cannot be guaranteed. A student who wants to register after the start of the academic year must submit a motivated request to the learning path counsellor. Enrolment is only possible after positive advice from the learning path counsellor.

Regardless of the type of contract, an enrolment per student is a maximum of 66 credits per academic year. If the student wants to include more than 66 credits, he/she must submit an application with the learning path counsellor. Subject to positive advice by the learning path counsellor, the course degree course will be determined.

Article 27

If the number of enrolments for a course unit exceeds the capacity of the infrastructure available and the teaching schedule does not allow for the splitting of the group, the students with a diploma contract have precedence over students with a credit contract.

As a consequence, all enrolments under a credit contract are subject to the availability of a place and are regarded as provisional enrolments up to and including the second week after commencement of the academic year. The enrolment of students under a credit contract will be finalised during the third week of the academic year. The places available for enrolments under a credit contract are assigned to the students in the order of the date on which they registered their provisional enrolment.

4.3 Study contracts

Article 28 Types

Upon enrolment, a student has a choice of three types of study contracts:

- a **diploma contract** is intended for the student who enrolls with the intention of obtaining a degree or diploma in a programme of study or with the intention of completing a transfer programme or preparatory programme.
- a **credit contract** is intended for the student who enrolls with the intention of obtaining credit certificates for one or more course units.
- an **examination contract** is intended for the student who enrolls under specific conditions simply to sit examinations with the intention of obtaining a degree or

diploma in a programme of study or for a credit certificate for one or more course units.

Article 29

Course units that have been made available for an examination contract may contain study activities for which a replacement activity may be imposed under an examination contract. Students who enrol under an examination contract may not participate in the study activities.

Course units that meet the criteria specified below are not eligible for enrolment under an examination contract:

- course units for which special working formats are provided (e.g. group work);
- course units that entail exercises, lab work, field work, study visits or internships;
- course units for which expensive materials and/or consumables are required;
- course units for which no alternative assessment method can be provided.

Due to their nature, the types of course units specified below may be excluded from an enrolment under a credit contract:

- work placement final papers (Bachelor's thesis, Master's thesis, etc.).

The ECTS course description indicates whether a course unit is open for enrolment under an examination contract and/or credit contract.

4.4 Changes to the enrolment

Article 30 Contents and type

Students may change the **type of contract**. A student must submit a written request to the student registration office after consulting the learning path counsellor. If there are course units for which examinations were sat, the contract can no longer be changed.

Changes in the type and the contents of the contract are only possible with agreement between the university board and the student.

Article 31 Changing contents

Changes in the contents of the study contract is only possible up to and including 30 November (for year degree course units or decree course units from the first semester) or 15 March (for degree course units from the second semester) and if each of the following conditions is met:

- the change can be accounted for from a pedagogic and didactic point of view;
- the change does not entail additional financial costs for the programme of study; if it does, the student will be charged an additional cost determined by the department council, or by delegation the director of the department;
- in the event of deregistration for a course unit: the sequential rules are complied with. These are the rules for having followed or passed a course unit or degree course before a student may take an examination for another course unit or another programme of study. The sequential rules are included in the ECTS course description for each course unit;
- in the event of deregistration for a course unit: no (modular) examinations have taken place for the relevant course unit;
- the change is deemed positive by the learning path counsellor after consulting with the head of the programme of study.

The student who wants to achieve a change in the contents of the study contract must submit a motivated application with the learning path counsellor. After 30 November and 15 March, no more changes are permitted.

Exceptionally and upon recommendation of the academic advisor, enrolment is possible after these dates for:

- Students who enter the programme in the 2nd semester and register for a corresponding programme;
- Students who have made exceptional progress in the first semester thereby proving their ability to handle a greater course load in the 2nd semester.

A refund of the **learning account** due to deregistration for a course unit is possible.

- for annual course units: up to and including 30 November;
- for course units in semester 1: up to and including 30 November;
- for course units in semester 2: up to and including 15 March.

Article 32 Deregistration for the entire programme of study

A student who deregisters for the entire programme of study during the course of the academic year must submit this in writing to the learning path counsellor using a deregistration form (to be obtained from the student registration office).

The student must also participate in an exit interview with the study or learning path counsellor.

To determine the deregistration date, the following applies:

- the date of the postmark;
- the date of receipt if sent electronically or delivered personally.

Students may deregister for the entire programme of study up to and including 30 November of the relevant academic year with a refund of the **learning account** for the course units for which no examination has yet been organised.

The formal termination of the study with its deregistration date is an administrative action with possible consequences for the refund of the learning account, refund of tuition fees, determination of degree of student finance, recovery of student grants or student loans, entitlement to child benefit.

Article 33 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 of the programme of study is only possible up to and including 30 November (or up to and including 15 March for students who are entering in the second semester) if each of the following conditions is met:

- the change can be accounted for from a pedagogic and didactic point of view;
- the change is assessed positively by the learning path counsellor. The learning path counsellor of the new programme of study assesses the application and informs the student thoroughly about the study activities. In consultation with the student and the head of the programme of study, he/she will determine which programme the student may still follow during the current academic year and under which modalities.

Reorientation always requires deregistration from the originally chosen programme of study prior to enrolment in the newly chosen programme of study being possible.

For students embarking on higher education, the following regulations apply for the refund of the learning account with reorientation:

- Up to and including 30 November: the quantity of credits used is added to the learning account again;

- between 1 December and 15 March: half of the number of credits used, rounded up to the whole number, is added to the learning account;
- after 15 March: the number of credits used is deducted from the learning account.

Chapter 5: Accelerated study progress

Article 34 Exemptions

An exemption is the cancellation of the requirement to sit an examination for a course unit (module) examination. The scope of an exemption for a course unit (module) is the equivalent of the course load of that course unit or the part of it and is expressed in whole credits.

The department council of the degree course concerned, or by delegation the director of the department, may grant exemption for (module) course units on the basis of APLs or proof of aptitude awarded after an aptitude test in accordance with the RPL procedure.

Article 35

Upon enrolment, the student will report whether or not he/she will submit an application for exemptions. The application is done in writing using the forms provided and is addressed to the learning path counsellor. The applicant will put together a file with the names of the course units for which an exemption is being applied and will include the required evidence in the application.

Article 36

Course units for which the student requested an exemption, remain part of the student's study course as long as the decision on the exemption is pending. Therefore tuition fee remains due for these course units and students are expected to attend these classes. Once the exemptions have been granted, the courses can be dropped and tuition fee will be adjusted resulting in an automatic refund of the difference into the original account.

Article 37

A student may waive an exemption in the same academic year of the recognition. The student must submit a motivated application to the learning path counsellor. The application will be processed within a period of three weeks. The student will be informed immediately in writing of the decision with motivations by the department council, or by delegation, the director of the department council.

Article 38 Acknowledgement of "Recognition of Prior Learning" (RPL)

A proof of aptitude in which RPLs are certified and the aptitude test taken prior to this may only be applied for and awarded by a validating body of the Brussels University Association (Universitaire Associatie Brussel; UAB).

For the acknowledgement of RPL, the regulation that this must be approved by the Executive Board of the UAB applies. This regulation is added as an annex to the Education Regulations and is therefore an integral part of it.

<http://universitaireassociatiebrussel.be/wp-content/uploads/2017/03/EVC-Reglement-UAB-def.pdf>

Article 39 Acknowledgement of "Accreditation of Prior Learnings" (APL)

Research regarding the recognition of APL is free. The application must be addressed to the learning path counsellor of the relevant programme of study. The APL application is substantiated with the original or certified diplomas, diploma supplementations, attestations, certificates and lists of marks of the studies already followed from and by the original institution. In addition, timetables, contents of lessons, descriptions of the objectives of the programme of study and other materials on the basis of which the

applicant believes he/she is able to demonstrate the competences attained on the basis of an APL may be added to the file.

The application and the entire file must be submitted before 15 October. Students who enrol after 15 October must submit their file to the learning path counsellor within 7 calendar days after enrolment. For subjects that begin in the second semester, an application may be submitted up to and including week 23 of the academic year. A complete application that has been declared admissible will be processed within a period of **three weeks** after the date of submission. The party concerned will be informed of the decision immediately in writing with motivations.

The file will be assessed on content, learning outcome, the level of the course unit/elements and the scope in credits.

Article 40 Diploma based on RPL/APL

If, on the basis of APLs and/or an aptitude certificate, it is established that a person has the competences belonging to a well-defined programme of study, the university board may award this person with the diploma for the relevant programme of study without requiring an enrolment for the relevant programme of study. The student must submit a motivated application to the chairperson of the department council.

If the university board does not proceed to award the relevant diploma or recommend following additional course units or parts thereof, a special obligation to state reasons applies. In that case, the university board must demonstrate a substantial difference between competences validated by the aptitude certificate and the final competences used by the institution for the programme of study.

An amount of 50 euros is asked as contribution to the costs for awarding the diploma. The administrative handling of such files requires the registration of the student in the institution via an administrative registration under a diploma contract for the programme of study concerned.

Article 41 Second enrolment for the same programme of study

With respect to a second enrolment for a Bachelor's or Master's degree course for which a student already has a diploma, the condition applies that the student must nevertheless follow course units with a course load of at least 30 credits.

Chapter 6: Study costs

6.1 Tuition fees

Article 42

§1. Tuition consists of a fixed and a variable amount per course unit and varies according to type of enrolment contract and student grant status. Tuition amounts are listed on the website: <https://www.erasmushogeschool.be/en/tuition-cost>

If a student enrolls in more than one study programme at the same institution, the fixed amount of the tuition fee is generally only due once. This holds for simultaneous enrolments in a diploma and/or credit contract for one of more course programmes and/or one or more courses. For the purposes of tuition calculation, these simultaneous enrolments are viewed as a single enrolment. However, this rule does not apply to simultaneous enrolments involving bachelor-after-bachelor programmes and postgraduate certificate programmes which are always treated as separate enrolments, also for the purpose of tuition calculation. Enrolments under exam contract are also always considered separately.

If a student combines an enrolment under diploma- or creditcontract with an enrolment under exam contract, the fixed part of the tuition fee will therefore be due for each of those enrolments separately.

§2. Upon enrolment the student will receive a bank transfer form to settle the bill within 15 calendar days. Payment can only be made through bank transfer.

Government issued training vouchers can be used as (partial) tuition payment and should be sent to opleidingscheques@ehb.be. The SME portfolio also qualifies in which case the student will receive an invoice after he/she has submitted the application. Government issued training vouchers or monies from the SME portfolio are non-refundable.

§3. The school delivers bank transfer forms for bill payment by depositing them into the student's e-mailbox in iBamaflex!. If the student fails to settle his/her bill by the due date on the form, the following procedure will be activated:

1. a second bank transfer form containing a new due date will be deposited in the student's e-mailbox in iBamaflex!.
2. If payment is not received by this second due date, a first reminder will be sent to the student's e-mailbox. This reminder also informs the student that an administrative sanction will be taken against him/her if the bill is not paid by the due date stated on the reminder: non payment will result in blocking the student's account.
3. If payment is still not made by the due date on the first reminder, a second and last reminder will be sent to the student's emailbox, informing him/her of his/her suspension due to non-payment. This will be sent to the personal e-mailaddress. Suspension implies: no access to educational activities or participation in exams and closure of access to the e-learning platform.
4. If payment of the outstanding balance is not received by the due date on the final reminder, the Board of Governors - or the president in case this power has been delegated - will rule to unenroll the student. The school will inform the student of this decision by certified mail. Grades which the student might already have received in the course of this lengthy collection procedure, are declared void and the student cannot receive credit certificates for the courses concerned. The student's rights will be reinstated as soon as the outstanding balance is paid.

Suspension of a student does not discharge the student from his/her financial obligations towards the Erasmus Brussels University of Applied Sciences and Arts.

Students with an outstanding balance cannot register for a new course programme. Re-enrolment is only possible after the outstanding balance has been paid.

Article 43 Scholarship

To be eligible for scholarship registration, the student undertakes to submit an application for student grants and loans to the Flemish Community and to provide proof of this to the student office before 15 December of the academic year concerned. If the Flemish Community does not honour the student's application to scholarship status, the student will once again owe full tuition fees and the difference will be required.

After 15 December, reduction of the tuition fees to the scholarship rate is only possible after notification by the Flemish Community of recognition of the scholarship status to the student and no longer on the grounds of the proof that an application has been submitted.

Students who meet financial and nationality requirements to qualify for a government grant, but don't meet the educational requirements, can submit a request to Stuvo for tuition reduction.

Article 44 (Re)payment upon unenrolment for the entire programme of study

The administrative fee in the amount of €115,8 is never reimbursed.

Depending on the date of unenrolment, a partial refund of tuition is possible:

- If a student deregisters **within 2 weeks** after the date of enrolment or after the start of the academic year - tuition is entirely refunded except for the administrative fee which is never reimbursed.
- If a student deregisters **between 2 weeks and 8 weeks** after the enrolment date or after the start of the academic year, half of the tuition amount will be refunded after the administrative fee has been subtracted.
- If a student deregisters **after 8 weeks** after the enrolment date or after the start of the academic year, the tuition fees must be paid in full. There is no longer any reimbursement.

Refunds will always be deposited into the account they were paid from. If more than one party made the payment, reimbursement will be done pro rata per party.

If a student has an outstanding amount, this must first be paid before proof of unenrolment is provided. Unenrolment from a programme of study does not discharge the student from his/her financial obligations towards the Erasmus Brussels University of Applied Sciences and Arts.

The regulations for (re)imbursement in relation to termination do not apply to enrolment for postgraduate degree courses and training and refresher courses. If the learning path is terminated for this learning path, nothing will be reimbursed.

Article 45 Tuition adjustment upon changes to the enrolment programme

If the scope of the enrolment programme is increased, additional payment per credits is required. Students who, in the framework of an exchange, include course units abroad only pay extra as from an increase in the enrolment programme of 4 or more credits.

If the scope of the enrolment programme is reduced, repayment will occur in the following manner:

- **Up to and including 8 weeks** after enrolment date or after the start of the academic year: the tuition fees are recalculated on the basis of the quantity of credits used; the tuition fees for deregistered course units will be reimbursed.
- **More than 8 weeks** after enrolment date or after the start of the academic year: the tuition fees will not be reimbursed upon deregistration for course units.

Article 46 Termination due to force majeure

If, due to force majeure, the student must terminate his/her studies, he/she may submit a file with the student services department via stuvo@ehb.be. With positive advice, the regulations for repayment will apply based on the date of commencement of the force majeure rather than the date of the administrative termination of the studies. The date on which the situation of force majeure commenced is also used for the possibility of refund of the learning account for those degree course units for which examinations have not yet been organised.

Article 47 Tuition fees for non-EER students

Non-EEA students pay an increased tuition fee for the artistic degree courses (including preparatory and transfer programmes).

With the establishment of special artistic potential, a reduction may be awarded. The specific modalities of this are determined in the supplementation of the School of Arts. If

a reduction is awarded, satisfactory study progress must be made in the following enrolment years in order for the reduction to be retained. The reduced tuition fees may never be lower than the regular tuition fees and an application for reduction must be submitted annually.

The increased tuition fee applies to new British students as from 2021-22. In deviation from this, the standard tuition fee continues to apply to British students who had started their studies at EHB before 2021-22. This deviation only applies for the degree course in which these students had started before 2021-22 and only for the period that is required to complete the study within a normal course duration.

Non-EER students with a Belgian diploma that allows acceptance to the programme of study and who are waiting for a ruling regarding authorisation to stay in Belgium are always granted a reduction up to the regular tuition fees.

The increased tuition fee for non-EER students also includes an administrative fee. The amount of this administrative fee is the equivalent of the tuition fee charged to EER students without government grant who register for 60 credits. The administrative fee is never refundable but regular refund rules apply to the remainder of the tuition fee.

Tuition refund rules never apply to non-EER students who were granted a tuition fee reduction. The entire tuition amount remains due irrespective of date of unenrolment.

6.2 Additional costs

Article 48 Types

Each department council may decide to introduce workshop costs, costs for services and study travel expenses taking the following conditions into account:

1) Workshop costs

- Demonstrable costs for goods and raw materials that are used by each student individually for participation in workshops, practicals and other study activities.
- Costs for unintentional damage caused by the student during workshops, practicals or other study activities.

2) Costs for services

- Optional extra services

The department can purchase licences for several users for the use of professional software. This involves a study accessory that in itself is not required for participation in study activities but is made available to the student purely by option. The student may be asked for a contribution to the costs of the licence purchase for several users. The added value that arises from the use of this software by the student outside of the normal educational curriculum must be demonstrated clearly.

Costs connected to the purchase of (digital) subscriptions to magazines and newspapers as well as costs connected to the purchase of licences for electronic information databanks cannot be charged on to the student as an additional cost. These belong to the expansion of the library infrastructure of the University of Applied Sciences and Arts and are a direct support to the standard educational and research activities.

- Facilities services

The department provides technical services and support during or in preparation of artistic practical study activities. These services themselves are not required for participation in the study activities but represent an added value for the student in the sense that they facilitate the realisation of the student's own productions and organise them more purposefully than if the student would need to realise these preconditions themselves on their own. The student who wants to use these services may be asked

for a contribution to the costs of these technical services and support. The added value for the student must be demonstrated clearly.

- Executive services

With artistic practical study activities, the department uses experienced artists who assist the students in the execution of exercises and who offer a clear added value to the artistic forming of the students. Not hiring these artists does not impede the execution of the artistic exercise. Students who want to use these executive services may be asked for a contribution to the costs. The added value for the student must be demonstrated clearly.

3) Costs for study trips

This concerns travel and accommodation costs and costs for guided tours and visits in the framework of study travel both at home and abroad. Some study trips are part of the degree course and the student is required to participate. Other study trips are extracurricular and as a consequence not mandatory.

Article 49 Collection

All costs must be demonstrable and be indicated clearly within the abovementioned definitions. The maximum amount of the costs is determined beforehand by the department council.

The additional costs per course unit can be found in the ECTS course description via <https://ects.ehb.be/#/>. The amounts of all these costs are included in the study contract and provided to the students at the start of the academic year. Upon enrolment, the student must pay the workshop costs, the costs for services and/or the costs for mandatory study trips.

Since this concerns demonstrable costs or damage done, settlement must take place at the end of the year. If there is a positive balance, the remaining amount will be returned to the student.

Only the students who have paid for the workshop costs and/or the costs for services may use the goods and/or services that the department makes available.

Software is available to every Ehb-student through Academic Software's downloadable platform. Students can find all essential software for their particular course programme on that platform. All students need to purchase the basic package. The purchase of additional software will be necessary for students who are enrolled in some very specific study programmes. In case the student unenrols, the fee for Academic Software is non-refundable.

Chapter 7: International mobility

Article 50

Students enrolled under a diploma contract may follow course units at a domestic higher education institution belonging to another Belgian community or to a foreign institution for higher education. In addition, internship may also be done abroad.

During "Go Abroad" information events at the departments, students are informed about the conditions they must meet in order to be eligible for international mobility, and they will receive the required information about scholarships, procedures and deadlines. All information (scholarships, procedures, deadlines) can always be found via the learning path "Go Abroad ... and do it well!" on the electronic learning platform of the university of applied sciences and arts: <https://ehb.instructure.com/courses/4176>.

EhB provides all students who go abroad for work placement or a student exchange travel assistance insurance.

Students with a functional impairment may use scholarship degree courses that provide additional financing and, in certain cases, additional support in order to facilitate study or internship abroad. All information can be found on the electronic learning platform or at the International Office.

It is the student's responsibility to comply with the provisions of the mobility degree course strictly. Students who go abroad for their studies and/or internship undertake to:

- complete the administration for the travel assistance insurance at least 2 weeks before departure;
- possess the required, valid travel documents;
- arrange for the required vaccinations in accordance with the consular requirements;
- register for consular assistance.

Article 51 Language assistance

To enhance the quality of international mobility, Erasmus Brussels University of Applied Sciences and Arts offers both the incoming and outgoing students language assistance measures.

- Students going abroad with an Erasmus+ scholarship for internship and/or studies are required to take an online language assessment beforehand in the Online Language Support tool van de European Committee. It is also possible to follow a free language course in the educational/working language of the hosting country.
- Under certain conditions, it is possible to follow external language courses with financial support. These conditions can be found on the electronic learning platform.
- Incoming and international students may follow an intensive course in Dutch – Survival Dutch – before the academic year starts.

Article 52 Studies abroad

Only institutions with which the university of applied sciences and arts has concluded an official **collaboration agreement** are eligible for study mobility. Students may call upon various scholarships to support a period of study abroad financially.

The student who want to study abroad must comply with the procedures and deadlines as listed on "*Go Abroad ... and do it Well!*" The contact for internationalisation of the programme of study and the International Office will provide substantive and administrative support.

The degree course abroad is laid down in a **learning agreement** prior to the mobility. This is an agreement between the student, the hosting institution and the university of applied sciences and arts in which is included which course units the student will not follow at the university of applied sciences and arts and which course units the student will follow in place of them abroad, including the effectively followed language of instruction. Upon arrival at the hosting institution, the student may make changes to the learning agreement subject to legitimate reasons and after consulting the contact for internationalisation of the programme of study. The changed learning agreement must be signed by all parties concerned at most 1 month after the commencement of the study period abroad.

The recommended course load (number of credits to be used) for a period of study abroad is:

- 60 credits for a full academic year;
- 30 credits for a semester;
- 18 credits for a trimester.

Subject to proper reasoning, this may be deviated from. The number of credits used abroad may never be smaller than the total number of credits of the course units at the university of applied sciences and arts that are being replaced by the course units abroad.

Article 53 Examination results

The examination results for course units followed abroad or at an institution of another Belgian community are awarded by the university of applied sciences and arts. The allocation takes place on the basis of the scoring abroad and only for the course units specified in the learning agreement.

Students in an international mobility program who are unable to take an exam as described in the ECTS-course description of a particular EhB-course, can apply for permission to deviate from the stipulations in the ECTS-course description. Such requests must be addressed to the international coordinator of his/her study programme and handled in an annex to the learning agreement.

With the recognition of credits, the provisions of the credits Users' Guide (2017) are taken into account. This means that the student who has passed abroad has also passed at the university of applied sciences and arts but that the scoring can be adjusted, due to differences in assessment systems and culture.

Students who have not passed the first examination opportunity of one or more course units must also make use of the second examination opportunity abroad. They must check with the host institution which procedure and timing applies to sit for this second exam session. In order to be declared successful by the examination board for the entire programme of study despite a shortfall, the student must have exhausted all examination opportunities for the course unit concerned.

Incoming students who, during their study mobility at the university of applied sciences and arts, were not successful in the first examination opportunity of a course unit are entitled to participate in the second examination opportunity together with regular students. In order not to extend study time for incoming students, they can be allowed to sit for this exam early or be granted an alternative type of assessment. This should be arranged through the advisors of the study program.

Article 54 Internship abroad

The conditions for internship abroad and the scholarship degree courses for financial support are explained at the Go Abroad information sessions for students.

Arrangements with respect to the duration, the tasks and the assessment of the internship are laid down in an internship agreement between the student, the programme of study and the internship abroad. With respect to an Erasmus internship, the agreements are laid down in an Erasmus Learning Agreement for Traineeship.

Chapter 8: Language regime and code of conduct

Article 55

The administrative language and the language of instruction at the Erasmus Brussels University of Applied Sciences and Arts is Dutch. In the graduate, Bachelor's and Master's degree courses, a language of instruction other than Dutch may also be used for:

1. the course units of which a foreign language is the subject and which are taught in that language;
2. the course units taught by non-Dutch speaking guest professors;
3. the non-Dutch course units that, upon the initiative of the student and with the permission of the board of the university of applied sciences and arts, are taken at another institution for higher education;

4. the course units of which the explicitly reasoned decision demonstrates the added value for the students and the diminishing field and functionality for the programme of study.

Article 56

For the graduate and Bachelor's degree course, the use of a language other than Dutch is limited to at most 18.33% of the total scope of the degree course; for a Master's degree course, the use of a language other than Dutch is limited to at most 50% of the scope of the degree course; when determining that limitation, the course units referred to in Article 52, points 1 and 3, are not included.

With due regard to the above, for a course unit in which a language of instruction other than Dutch was used and for which no equivalent is taught in Dutch in the same programme of study, the students are entitled to sit the examination in Dutch with the exception of the course units referred to in Article 52, items 1 and 3.

Article 57

For the benefit of foreign students, the university board may offer full programmes of study in another language under the condition that they offer an equivalent programme of study in Dutch. However, this may not impair the right of the student to follow an entire programme of study in Dutch.

The university board may, for the benefit of foreign students, offer Master's degree courses in a language other than Dutch if this involves a degree course in the framework of an International Course Programme (development cooperation) or if this involves Master's degree courses of Erasmus Mundus.

Article 58

The university board may deviate from Dutch as the language of instruction for Bachelor's degrees after Bachelor's degree courses, postgraduate certificates and shorter degree courses in the framework of refresher training and further training.

The university board will draw up a code of conduct in this regard after consulting the students and lay this down in the Education and Examination Regulations.

Chapter 9: Information sessions for new students

Article 59

For students who are enrolling for the first time in the first year of a graduate or Bachelor's degree course, an orientation session will be organised at the beginning of the academic year. This information session is part of a whole of departmentally coordinated welcoming activities. The degree course of this welcoming period is available per department at the secretary of that department, the electronic notice board and in the department study guide.

Chapter 10: Quality care – Student surveys

Article 60

In the framework of management, all programmes of study will enter into a permanent dialogue with students. The student surveys and accompanying focus discussions are essentially aimed at detecting points for improvement and are intended to optimise the educational process.

The student surveys and focus discussions assess satisfaction with regard to the quality of the programme of study. The student surveys are coordinated by the Quality Assurance service and are done entirely electronically via an internet page not accessible by third

parties. The students have access via an individual link in the invitation or reminder email. The university of applied sciences and arts will take the necessary measures to guarantee its students the anonymity of this inquiry.

Chapter 11: Premature termination of a course unit

Article 61 Code of conduct

For course units that are co-organised or assessed in collaboration with external partners the student is expected:

- to participate in all study activities of these particular course units;
- to submit his/her assignments and preparations on time;
- to behave respectfully and responsibly.

A department may make the above code of conduct more explicit in the departmental supplementation to the education regulations or in the Regulations governing internships.

When a violation of the code of conduct has been established, representatives of the study programme can impose the following sanctions:

- Participation in educational activities of the course concerned is permitted but subjected to binding conditions.
- Participation in educational activities of the course concerned is temporarily suspended. A remediation programme is imposed and must be completed before the suspension can be lifted. If the student fails to fulfill this programme, he/she will receive an absent code for the course or for a part thereof.

Article 62 Infringement

If a student's conduct during an internship or a practical course shows he/she is not fit to function in a profession the course of study leads to, the following sanctions can be imposed:

- The student is denied further participation in educational activities of the course. The student receives a absent code for the course or a part thereof. If binding conditions were imposed and the student has met them, he/she will be allowed to sit for the second exam session.
- The student is denied further participation in educational activities of the course. The student receives a absent code for the course or a part thereof.

After establishing such conduct, the lecturer concerned of the course unit will report this in writing to the (replacement) director of the department and to the ombudsperson as soon as possible. Following the determination of the irregularity, a conduct enforcement committee, consisting of the (replacement) director of the department, a head of the programme of study and the study or learning path counsellor, will convene. During this meeting, the student, the lecturer and possibly other parties who are involved will be heard. The ombudsperson is present in an advisory capacity. An official report will be made of this meeting.

The reasoned decision of the conduct enforcement committee will be sent by registered letter to the student or handed to the student personally via a receipt.

Within the 7 calendar days (expiry period that commences on the day after which the student has been informed of the decision), the student may appeal in accordance with the modalities defined in the Legal Position Regulations.

Chapter 12: Insurance

Article 63

For the duration of the academic year, all legally enrolled students are insured against personal accidents:

- on the standard road from and to the Erasmus Brussels University of Applied Sciences and Arts;
- during study activities;
- in all rooms of the Erasmus Brussels University of Applied Sciences and Arts where they are located in connection with their studies;
- during journeys, excursions and internships organised by the Erasmus Brussels University of Applied Sciences and Arts from departure to return.

Article 64

The civil liability of the legally enrolled students is insured during the study activities and trips, excursions and internships and organised by the Erasmus Brussels University of Applied Sciences and Arts.

Chapter 13: Final provisions

Article 65

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 66

For programmes of study organised in collaboration with another university of applied sciences and arts or a university, there may be an agreement to derogate from these provisions in the Education Regulations. This contract is drawn up by the Supervisory Council after receiving advice from the department council.

Article 67

The library rules are an integral part of the General Education Regulations and can be consulted via <https://www.erasmushogeschool.be/nl/onderwijs-en-examenreglement-en-rechtspositieregeling>

Article 68

These regulations will enter into force as from the academic year 2022-23.