



erasmus

HOGESCHOOL BRUSSEL

**EDUCATION AND EXAMINATION
REGULATIONS**

**POSTGRADUATE CERTIFICATE
PROGRAMMES**

2022-2023

Reference is made in the present Rules to the General Education and Examination Regulations 2022-23. The present text prevails in case of divergence.

The full text of the General Education and Examination Regulations 2022-23 is available on the website through <https://www.erasmushogeschool.be/en/education-and-examination-regulations-and-legal-position-regulations>

1. Education Regulations

1.1 Scope

This text applies to all postgraduate certificate programmes organized by EHB+. These study programmes are part of our course offerings in Continued Professional Education and aim to broaden and deepen competencies acquired upon completion of an associate's, a bachelor's or master's degree.

These programmes carry a course load of at least 20 credits and lead to a postgraduate certificate upon successful completion.

1.2 Enrolment

Enrolment is only possible under diploma contract.

All information regarding postgraduate certificate programmes (admission requirements, course programme, tuition and fees,...) is available on the website https://www.erasmushogeschool.be/en/programmes?search_api_fulltext=&f%5B0%5D=type_programma%3A10

Enrolment must be done online through <https://voorinschrijvng.ehb.be/>

Tuition amounts are set every year and posted on the website.

There is no tuition reimbursement in case of withdrawal from the programme (Article 44 General Education Regulations).

Students will be issued a student card for the duration of the postgraduate certificate programme.

1.3 Requirements for enrolment

Prospective students must meet the admission requirements as listed on the website. They must minimally hold an associate's degree and meet any other programme specific requirements as described on the website.

Tuition must have been paid in full.

Non-Flemish degrees must have been vetted: Prospective students who hold a non-Flemish degree that is minimally equivalent to a level 5 degree (associate's degree) in the European Qualification Framework, can be admitted to the programme after verification of their diploma in accordance with articles 8, 11 and 17 of the General Education Regulations.

1.4. Applying for exemptions

To apply for course exemptions on the grounds of accredited certificates of prior learning (**APL**), the procedure described in article 39 of the General Education Regulations must be followed. The application should be submitted in a timely fashion to the academic advisor

on the form "aanmeldingsformulier EVK". For more information, see <https://www.erasmushogeschool.be/nl/de-evk-procedure>

Recognition of prior learning not endorsed by a study certificate (**RPL**) is also possible via an assessment (Prior Learning Assessment). For more information on the RPL-procedure, see <https://www.universitaireassociatiebrussel.org/evcevk/>

1.5. ECTS Course Descriptions

ECTS course descriptions contain essential study related information for each course: expected starting competencies, competencies to be acquired, goals, level, course content, flexibility options, study paths, average study and processing time, teaching and assessment methods, exam periods, study materials, language of the course...

ECTS-course descriptions can be consulted through <https://www.erasmushogeschool.be/nl/ects-fiches>

If the programme is taught and examined in a language other than Dutch, this will be marked on the website.

1.6. Paid Educational Leave and Flemish Educational Leave

Paid educational leave (BEV Brussel) is an employee's right to paid leave in order to take certain licenced course programmes. This only applies to employees in the private sector and is limited to Brussels.

Flemish Educational Leave is a separate system of paid educational leave that applies to Flanders. Provided certain conditions are met, employees from the private sector are allowed paid leave in order to take certain licenced course programmes.

For more information, see <https://www.werk.belgie.be> and <https://www.vlaanderen.be/vlaams-opleidingsverlof>

Students must check with the student office to verify which of our postgraduate certificate programmes are officially recognised for Paid Educational Leave (Brussels) and/or Flemish Educational Leave.

2. Examination Regulations

2.1. Requirements to participate in exams

Tuition and fees must be paid in full and enrolment must be according to provisions in the Education Regulations.

2.2. Exam planning

There are 2 exam sessions per academic year. All exams scheduled before the summer break are part of the first exam session; all exams scheduled after the summer break are part of the second exam session.

An exam schedule is made for each course which minimally states the date, time and location of the exam.

The exam schedule for the exam period in June must be posted at least one month prior to the start of that exam period. The exam schedules for the exam periods in January and August/September must be posted at least 14 days prior to the start of these exam periods. (Article 7 General Examination Regulations).

2.3. Examination opportunities

Two examination chances are available per course per academic year, unless the nature of a course does not allow for a retake examination. Courses without the possibility of a retake are marked as such in the ECTS course description.

Exam opportunities are forfeited in case of absence on exams

After receiving the results from the first exam session, the student needs to determine which exams he/she will retake in the second exam session in August/September. Registration for the second exam session is necessary for organisational purposes and needs to be done through the student office.

If a student does not participate in the 2nd exam session, the final grade from the 1st exam session will be retained. If the student participates in the second exam session, the highest grade from the two sessions will be retained as the final grade.

- If the result from the 2nd exam session is lower than the result from the 1st exam session, the result from the 1st exam session will be retained.
- If the result from the 2nd exam session is higher than the result from the 1st exam session, the result from the 2nd exam session will be retained.

If an exam is officially subdivided into parts, any score above or equal to 10/20 on a subpart will automatically carry over to the 2^{de} exam session, unless otherwise stated in the ECTS course description. This transfer holds for every assessment method and moment. It only applies between exam sessions of the same academic year and not between academic years.

If an evaluation type doesn't allow for a retake in second session, the grade from the first session will automatically carry over to the 2nd exam session.

2.4. Assessment

A numerically calculated final grade is always expressed in whole numbers on a scale of 20.

When decimal points need to be rounded in the final grade for a singular course or for a compound course (i.e. a course which consists of several subcourses; a subcourse is not the same as a partial exam), the grade will be rounded down to the underlying whole number if the decimal point is < (smaller than) 0,5 and rounded up to the next whole number if it is >= (greater than or equal to) 0,5. The grade on a partial exam is calculated to 2 decimal places and is never rounded.

If a student is absent for the exam of a singular course, a "no score" will appear on the report card. If a student is absent for a partial exam of a course, he/she will also receive a "no score" for that part. In that case however the mention "incomplete score" will appear on the final report card for this course as a final score can no longer be calculated. An assignment that is turned in late is considered equivalent to an absence.

The student can request a make up exam in case an absence was due to force majeure. The situations in which this applies and the procedure to be followed are explained in article 12 of the General Education and Examination Regulations.

2.5. Grading

The instructor of the course or of a subpart of a course is personally responsible for establishing the final grade and vouches for its correctness. To address an alleged material error, the procedure set out in articles 23 and 24 of the General Regulations on Legal Position must be followed.

The student can graduate and will be awarded a postgraduate certificate after successful completion of the programme. Graduation is automatic as soon as the student has passed all examinations and either earned a credit certificate for each of them or was tolerated for a shortfall.

Rules regarding tolerated shortfalls can be found in chapter 5.2. of the General Examination Regulations

No levels of distinction are awarded in postgraduate certificate programmes.

2.6. Rights and obligations, legal protection, academic grievance procedures

The General Regulations on Legal Position also apply to postgraduate degree certificate programmes.

Students can ask assistance from the ombuds of their course programme, should they have an academic grievance (<https://www.erasmushogeschool.be/nl/begeleiding-tijdens-je-studie/ombuds>).

At the start of each academic year, one or more staff members are appointed by the Council of each department or school to serve as ombudsperson for that year. Each faculty member and administrative or technical staff member of A or B ranking is eligible for the position with the exception of the director of the department or school.

The ombuds has a mediating role in disputes between a student and one or more staff or faculty members in as far as the grievance pertains to the application of the Education and Examination Regulations, Regulations on Legal Position or situations and/or acts that are perceived as grossly unfair.

The ombuds can also mediate in disputes between student representatives and faculty with regard to the observance of the rights of student representatives.

The role of the ombuds is to safeguard students' rights. If need be, he/she can provide background or draw attention to special circumstances. He/she can review exam results and is bound by confidentiality and discretion (Article 11 Regulations on Legal Position).

Based on chapter 5.1 of the Regulations on Legal Position, students can launch an internal appeal against certain decisions. The appeal process and conditions for submitting a valid petition are described in that chapter.

The procedure to report alleged material errors is described in articles 23 and 24 of the General Regulations on Legal Position.

Articles 28 through 35 of the General Regulations on Legal Position describe disciplinary proceedings in case of serious, recurring or deliberate student offences.