

SUPPLEMENT TO THE GENERAL EDUCATION RULES ON EDUCATION AND EXAMINATIONS

2025-2026

EhB-School of Design and Technology

The present text is a complement to the general rules on education (ED), examinations (EX) and legal position (LP) of the Erasmushogeschool Brussel for the academic year 2025-26.

This English translation of the *Supplement to the General Education and Examination Regulations 2025-26 for the EhB School of Design and Technology* has been made available for information purposes only. No rights can be derived from it. The official text in Dutch as officially approved by the Council of the School and the Executive Board of the Erasmushogeschool Brussel is the only legally binding document.

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1. Supplement to the general rules on examination (EX)

Article 1. The following must be reported to the examination office:

- Requests to change the exam schedule;
- Not participating in or prematurely ending one or more exams;
- An absence due to force majeure. It is up to the student to provide as much proof as possible for the situation of force majeure (e.g. train information, police report, etc.);
- Any absence during the examination session. These must be reported through the module "My absences" in the online student office ibamaflex! no later than the examination date. If possible attestations must be submitted to substantiate the absence (medical certificate, obituary, certificate issued by a representative of an official authority, public transport or the like). These must be uploaded through the module "My absences" no later than two working days after the examination. A request for a make up exam should be submitted at the same time via iBaMaFlex. The director of the School and the lecturer concerned will set a new exam date within the examination session. This only holds when the absence was legitimized and if a new exam date is still possible.

Article 2. Examination sessions (EX Art. 67)

Students must submit an application in writing to the academic advisor by December 1 if they wish to complete a second semester course during the first semester in order to graduate early. Upon examination, the director of the School will decide whether the request can be granted.

Article 3. Supplementations to EX Art. 82

§1. Operational software is an integral part of the examination

When students must use their own laptop during examinations, they are expected to have the required software installed and operational prior to the start of the examination. No extension of the exam's duration will be granted if the correct (version of the) software needs to be (re)installed during the exam.

§2. Intellectual property rights

The law of 30 June 1994 regarding copyright applies to products developed in the context of the study program.

Students have copyright and moral rights to all results they create during assignments in the context of their study program if they came to the results autonomously.

These rights pertain to all of the author's immaterial interests such as reputation, integrity and/or personal rapport to the work. If others have also contributed to creating the work, copyright is shared and the student must request permission in writing from all co-authors before publishing the work.

Students must give the Erasmushogeschool Brussel explicit permission to make public, to publish or to exhibit all results from assignments with due observance of the student's moral rights. In such cases the student cannot invoke any author property rights to prohibit or limit any use of the work by the Erasmushogeschool Brussel provided the student's name is mentioned. Erasmushogeschool Brussel guarantees to protect the student's integrity/privacy.

Students must transfer all property rights to the Erasmushogeschool Brussel on results they create during their educational assignments.

Property rights on results which originated from work executed in cooperation with an external organization during an internship, bachelor paper or project, will be decided in a written agreement between the student, the external organization and the Erasmushogeschool Brussel.

If a student wants to exploit his/her assignment results which were obtained without the involvement of a third party, he/she must inform the director of the School in writing within a year after the end of the academic year in which the assignment was carried out.

A meeting with experts from the study program, EhB's general administrative offices and possibly also some external experts, will be convened to determine each party's contribution in the realization of the result and to establish transfer modalities and possible modes of collaboration.

2. Supplement to the Regulations on Legal Position (LP)

Article 4. Code of conduct (LP Art. 135)

Mandatory learning activities

Participation is mandatory in every educational activity in which continuous assessment is used as an assessment format. The ECTS-course descriptions provide information on assessment times and formats for each course.

Reporting absences

All absences must be reported immediately and no later than the date of the absence itself using the "My absences" module in the online student office iBamaflex. If possible attestations must be submitted to legitimize the absence (medical certificate, obituary, certificate issued by a representative of an official authority, public transport or the like). These must be uploaded through the module "My absences" no later than two working days after the examination.

Consequences of an absence during educational activities in which permanent assessment is used during class

- If the (partial) exam result is based on a single assessment: an absence code will be assigned as examination result for the entire course.
- If the (partial) exam result is based on multiple assessments:
 - o **and** the student did not participate in any of the assessments: an absence code will be assigned as examination result for the entire course;
 - o **and** the student took part in at least one of the assessments: a grade of zero will be assigned for the part to which the absence applies.

Examiners can refuse students who arrive late for an assessment. Students who arrive late can no longer take part in the assessment if there are other students who have already left the room. This will be marked with an absence code on the assignment. Students who are allowed to participate in the assessment in spite of being late, are not entitled to an extension of the assessment's duration.

An illegitimate absence in combination with an exam not taken, automatically entails the student's referral to the next exam session.

Regulations on the use of ICT facilities and lending materials

The EhB-School of Design and Technology provides the following additional regulations:

- Regulations on ICT facilities;
- Lending regulations;
- Service Level Agreement for the use of the Fablab and Medialab.

These regulations are published on the e-learning environment.