



erasmus
HOGESCHOOL BRUSSEL

**EDUCATION AND EXAMINATION
REGULATIONS
POSTGRADUATE CERTIFICATE PROGRAMS
2025-2026**

Reference is made in the present Rules to the General Education and Examination Regulations 2025-26. The present text prevails in case of divergence.

This English translation of the *Onderwijs- en Examenregeling voor postgraduaatsopleidingen van de Erasmushogeschool Brussel 2025-26* 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 Executive Board of the Erasmushogeschool Brussel is the only legally binding document.

The full text of the General Education and Examination Regulations 2025-26 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 programs. Postgraduate certificate programs are organized as part of continuing education, and aim to broaden or deepen competencies acquired upon completion of an associate's, a bachelor's or master's degree.

These programs carry a course load of at least 20 credits. A postgraduate certificate is awarded upon successful completion of the program.

1.2 Enrollment

Enrollment is only possible under diploma contract.

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

Students can apply for enrollment through <https://voorinschrijving.ehb.be/>

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

There is no tuition reimbursement in case of withdrawal from the program (Article 46 of the general regulations on education 2025-26).

A student card is issued for the duration of the postgraduate certificate program at a cost of €5.

1.3 Enrollment requirements

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

Tuition must have been paid in full.

Prospective students who hold a non-Flemish degree can be admitted to the program after verification of their diploma in accordance with articles 8, 11 and 15 of the General Education and Examination Regulations 2025-26.

1.4. Applying for exemptions

To apply for course exemptions on the grounds of qualifications of prior learning (**EVK**), the procedure described in article 41 of the General Education and Examination Regulations 2025-26 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 experiential learning is also possible on the basis of aptitude certificates granted after an aptitude assessment has been conducted. For more information on the

procedure to obtain aptitude certificates, see
<https://www.universitaireassociatiebrussel.org/evcevk/>

1.5. ECTS course descriptions

ECTS course descriptions contain information on each course regarding expected starting competencies, learning outcomes, goals, evaluation periods, educational organization, content, study materials and other such matters.

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

If a program 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 Brussels) is an employee's right to paid leave in order to take certain licensed study programs and to be absent from work while retaining one's salary. This only applies to employees in the private sector and is limited to the Brussels capital region.

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

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 programs are officially recognized 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 enrollment must be according to provisions in the Education Regulations.

2.2. Exam planning

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

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

The examination schedule for the examination period in June must be posted at least one month prior to the start of that exam period. The examination schedules for the examination periods in January and August/September must be posted at least 14 days prior to the start of these exam periods (Article 70 General Education and Examination Regulations 2025-26).

2.3. Examination opportunities

Two examination opportunities 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. This means that the student only has one examination opportunity per enrollment for those courses.

Exam opportunities are forfeited in case of absence on exams.

After receiving the results from the first examination session, students need to determine which exams they plan to retake in the second examination session in August/September. Registration for the second examination session is necessary for organizational purposes and needs to be done by notifying the student office.

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

Partial exam grades of $\geq 10/20$ will automatically be transferred to the 2nd exam session, unless otherwise stated in the ECTS course description. This transfer holds for every evaluation format and examination period. It only applies between the two examination sessions of the same academic year and not between academic years.

If an evaluation type doesn't allow for a retake in the second examination session, the grade from the first examination session will automatically be retained.

2.4. Assessment

A numerically calculated final grade is always expressed in whole numbers on a scale from 0 to 20.

When decimal points need to be rounded in the final grade for a singular course or for a composite course (i.e. a course which consists of several sub-courses), 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 $\geq$ (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 from the exam of a singular course, the phrase "not participated" will appear on the report card. If a student is absent from a partial exam of a course, the phrase "not participated" will appear for that part. This will trigger the mention "partially participated" on the final report card. An assignment that is turned in late is considered equivalent to an absence.

Students 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 75 of the General Education and Examination Regulations 2025-26.

2.5. Grading

The instructor of the course or of a subpart of a course is responsible for determining the final grade and vouches for its correctness.

The student will be awarded a postgraduate certificate after successful completion of the program. 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 grade deficit.

Rules regarding tolerated grade deficits can be found in Articles 97, 98 and 99 of the General Education and Examination Regulations 2025-26.

No graduation honors are awarded in postgraduate certificate programs.

2.6. Monitoring study progress

Chapter 6 of the General Education and Examination Regulations 2025-2026 (articles 103 through 109) does not apply to postgraduate certificate programs.

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

At the start of each academic year the School's Council appoints one or more staff members 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 School. The ombudspersons' names can be found on the website: <https://www.erasmushogeschool.be/nl/begeleiding-tijdens-je-studie/ombuds>

The ombuds has a mediating role in disputes with respect to the student's academic career between a student and one or more staff or faculty members to the extent the grievance pertains to the application of regulations on education, examination and legal position or if they concern acts and/or situations that are perceived as grossly unfair.

The ombuds can also mediate in disputes between student representatives and faculty members for compliance with the rights of student representatives.

The role of the ombuds is to safeguard students' rights. If need be, they can provide background information or draw attention to special circumstances. They are privy to exam results but are bound to confidentiality and discretion (Article 126 of Part 4 on legal position in the General Education and Examination Regulations 2025-26).

Based on chapter 1 in Part 4 on legal position in the General Education and Examination Regulations 2025-26, students can launch an internal appeal against an unfavorable study progress decision. The modalities for filing an internal appeal are set forth in Article 129.

The procedures to report alleged material errors is described in articles 133 and 134 of Part 4 on legal position in the General Education and Examinations Regulations 2025-26.

Articles 138 through 142 of these regulations for 2025-26 describe disciplinary proceedings for serious, recurring or deliberate offenses.