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

**Department of Education and Pedagogy**

**2019-2020**

**General Education Regulations additions**

**Education Regulations Art. 1:**  **Regulations and guidelines on internships and Bachelor's degree thesis/final examinations**

For internships and Bachelor's tests/finals, students are required to follow the departmental or programme of study-specific regulations and guidelines. These documents are available via the e-learning environment.

**Education Regulations Art. 5:**  **Minimum Dutch language requirements when starting**

Bachelor's degree in Early Childhood Education: B2

Educational Bachelor's degree in Preschool Education: B2

Educational Bachelor's degree in Primary Education: B2

Educational Bachelor's degree in Secondary Education: B2

Educational Graduate programme of study B2

**Education Regulations Art. 6: Learning account**

Any student with a learning account credit that is less than or equal to 0, or holds an adequate balance to follow the desired number of credits will be declined registration. In such a case, a student may submit an application package to be allowed to register, as described in article 6 of the General Education Regulations, by sending the application package to the learning path counsellor of the department where the programme of study is operationally placed (department C for matters regarding the Department of Education and Pedagogy. Ruers – Laarbeeklaan 121 – 1090 Brussels), by registered post or acknowledgement of receipt. The application package can also sent by email to [chris.ruers@ehb.be](email:chris.ruers@ehb.be). Th learning account committee assesses the case file submitted.

**Education Regulations Art. 58:**  **Code of conduct – activities with external partners**

The code of conduct with regard to course units organised in cooperation with external partners is outlined in the programme of study's internship handbook.

**General Examination Regulations supplementation**

**Examination Regulations Art. 1:**  **Additional regulations with regard to referencing and plagiarism**

The guidelines on referrals and plagiarism always apply to the correct referencing in reports, papers, projects or other written tasks. These regulations are distributed through notice boards. Proven cases of plagiarism will be treated as breaches and can lead to a disciplinary ruling by the board of examiners as described in Article 20 of the General Examination Regulations of the Erasmus Brussels University of Applied Sciences and Arts leading to a grade of 0/20 for the respective course unit.

**Examination Regulations Art. 3: Examination Office**

The Examination Office supports the practical organisation of the examinations (examination and room schedules) and helps the teaching staff when submitting assessment marks using iBamaflex.

The Examination Office conducts student assessments in cooperation and consultation with the examination board and the Examination Secretary.

Final examination schedules will be posted in Curriculum+.

Address of the examination office for the Department of Education and Pedagogy

Laarbeeklaan 121 – 1090 Brussel – Telephone: 02/472.52.00

Chairperson Examination Board: Frank Noten

Administrator examination office: Chris Ruers ([chris.ruers@ehb.be](email:chris.ruers@ehb.be))

The ombudspersons are announced at the beginning of the academic year

**Examination Regulations Art. 4: Examination time**  
The start and end dates of examination periods are indicated on the annual academic calendar. The annual academic calendar is part of the digital study guide. Students must be available for the university/the department throughout the whole examination time. The examination time does not end on the day of the last scheduled examination.

The various examination and assessment forms are included in the ECTS course descriptions.

A student who is enrolled based on a diploma contract for a limited enrolment programme can be declared to have completed their studies after the first semester examination period if they have participated in all examinations that form part of the course unit and if all examinations have resulted in a credit certificate or the results are within the tolerated shortfall in credits.

Students wishing to complete their studies early must submit a written application to their learning path counsellor before 1 October. The head of the department decides whether the request can be approved. Once approved, the student can no longer waive their registration to complete their studies early. The second examination opportunity always takes place during the second examination time, unless deviating from this in accordance with Article 5 of the general Examination Regulations.

**Examination Regulations Art. 6:**  **Derogations from the set examination times**

Examinations taken at other Belgian or foreign higher education institutions   
The recorded examination times of the corresponding institutions is applicable for students that take part in international exchange programmes and students that take optional subjects at a foreign educational institution.

**Examination Regulations Art. 10:**  **Taking examinations**

The registration for the first examination time is automatic when the student has enrolled for a course unit.

In order to take examinations in the second examination time, students must register per course unit via the online student office iBaMaFlex. The registration deadline is posted on the digital and paper notice boards.

**Examination Regulations Art. 17:**  **Assessment of Bachelor's degree thesis/final and internship**

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

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

**Examination Regulations Art. 18:**  **Thesis databank**

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

**Examination Regulations Art. 29: Course units not eligible as tolerance credits**

Throughout the programme of study certain shortfalls in credit may waived on the basis of the tolerance rule. The course units and shortfall in credits in course units for which a shortfall in credits can never be tolerated are specified in the ECTS course description. The minimum grade for tolerance is 8/20; the tolerance rule is in force for both the first and the second examination sessions.

**Education Regulations Art. 34: Calculation of the degree of distinction specified on the diploma**

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

**Education Regulations Art. 40 and 41: Public access to examinations and feedback sessions regarding examination results**

The department advocates an educational approach based on transparency of test and examination results coupled with feedback to students. Providing immediate feedback is essential to the learning process and provides students with the opportunity to adjust their knowledge, aptitudes, attitude and study methods. Copies of written examinations and examinations sat electronically will be made available to students during the feedback sessions with the respective lecturer. Students are allowed to review their examinations with the respective lecturer and may request the presence of the Ombudsperson if desired.

After the graduation ceremony, the results are made known on iBamaflex. After the announcement of examination results, the department will fix a date for an examination feedback session. This applies to all examination sessions. The locations, date and time will be published together with the examination schedule.

**Interim sequentiality- enrolment within the same academic year for the Preschool Education Bachelor's degree**

In order to register for the course unit “Discover Nature”, students are required to pass the course unit “Working Thematically and Enriching Play Areas” during the January examination session. A passing score of at least 10/20 is required.

In order to register for the course unit “Work placements: differentiation” and “Thesis internships in large cities”, students are required to pass the course unit “Supervising Toddlers” during the January examination session. A passing score of at least 10/20 is required.

Supplementations to the Legal Position Regulations

**Legal Position Regulations-Art. 10: Ombudspersons**

Ombudspersons are announced at the start of the academic year.

**Legal Position Regulations-Art. 25: Code of conduct**

Mandatory study activities

Participation in every educational activity during which the student is assessed on a permanent basis is mandatory. An overview of the assessment criteria and times are included in the ECTS course descriptions.

Reporting absences

All absences must be reported immediately and no later than the date of the absence itself using the "My absences" module in the online student registration environment iBamaflex. The absence must be justified through a certificate (medical, death, delivered by a representative of the public authorities, public transport, etc.). A notice of non-attendance must be uploaded through the module “My absences” not later than 4 working days after the ending of the force majeure. An original written statement must be handed in at the reception desk not later than 4 working days after the end of the force majeure.

Consequences of absence during an examination or a permanent assessment

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

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

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

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

One catch-up day is given per examination opportunity. This will be one day in June (EK1) and one day in September (EK2). Not attending a catch-up examination cannot result in an additional catch-up moment.

Consequences of absence during educational activity during which the student is assessed on a permanent basis

* + - If the examination (module) is based on a single assessment: absence code as examination result for the complete course unit.
    - If the (midterm) examination comes about through multilevel assessments:
      * and the student was not assessed at all: absence code as examination result for the complete course unit;
      * and one assessment was participated in at least: the part to which the assessment refers will be scored with an absence code.

The student that arrives late or does not arrive at an assessment may be refused entry by the examiner. Students that arrive too late cannot take part in the assessment if other students have already left the room. This is to be indicated with an absence code on the assignment. If the student that arrives too late can take part in the assessment this does not give the student the right to extend the duration of the assessment.

An examination which has not been taken combined with an absence that is not justified means that the student is automatically referred to the next re-sit.

**Regulations regarding the use the library and ICT provisions and regarding borrowing of material**

The Education & Pedagogy department will provide additional regulations:

* + - Library regulations,
    - ICT provisions regulations,
    - Lending regulations.

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

**EhB Department of Education and Pedagogy**

**Blended learning agreement framework**

**1. Blended learning at the Department of Education and Pedagogy**

* Within the *Education and Pedagogy* department of the Erasmus Brussels University of Applied Sciences and Arts, the educative Primary Education Bachelor's degrees are shortened, the educational graduate degree course for secondary education and the educational secondary education Bachelor's degree course are shortened and offered in blended learning. In addition, there are different course units of other EDU programmes of study that are offered as blended learning.
* Blended learning takes place in contact learning and online (in the online learning environment).
* The information based on which the contact and online moments take place as well as the moments (deadlines) when the (online) assignments must be submitted is passed on to the student at the beginning of the course unit on the home page of the online learning environment. It is expected that the student is aware of the schedule and that he/she checks the online diary regularly that contains the up-to-date information.

**2. Online learning environment and assignments**

* It is expected that the student is **sufficiently active** on the online learning environment. No activity in the online learning environment will be regarded as being absent (see also item 3).
* The student must work through all the assignments **himself/herself (independently)**.
* All assignments must be uploaded or submitted before the agreed **deadline** has elapsed. The **upload zone** will close after the deadline.
* The attained points for the assignments will be decreased if the deadline is missed.
  + 1 day after the deadline: reduction of 25%
  + < 1 week after the deadline: reduction of 50%
  + > 1 week after the deadline: 0 points
* In exceptional cases, the student can ask for an assignment **extension**. The student must, in this case, contact the lecturer well in advance (at least 3 days) to provide reasons for the extension. Only the lecturer will decide whether the deadline will be extended and the same applies on whether points will be lost or not because of it. Once a deadline has elapsed, an extension may not be requested.

**3. Absence**

* **Absent without justification** means that the student is not active/present while not having a valid reason during the mandatory study activities.
* **Absent with justification** means that the student is not active/present while having a valid reason during the mandatory study activities. He/she will only be justified in his/her absence with a certificate from a recognised doctor or from an official authority (OCMW, RVA, etc.) and in case of a justified absence by operation of law (marriage, funeral, etc.). The student must, in any case, notify both the student office and all involved lecturers about his/her absence. The absence must also be registered by the student in the online BaMaFlex student office (in the "May absences" module). Afterwards, the student must deliver the original certificate to the office of the university of applied sciences and arts (within 4 days after the force majeure situation has ended). As long as the university of applied sciences and arts does not have this certificate, the student will be absent without justification.
* The student may **not be absent without justification during the mandatory lessons or mandatory (online) assignments**. If the student is absent without permission anyway, he/she will be referred to the 2nd examination time of the relevant course unit (if organised).
* The student may **not miss more than 50% of mandatory lessons or mandatory (online) assignments** even when this is justified in part or in full. He/she will be referred to the 2nd examination time of the relevant course unit (if organised) within this context.
* Absence during an **internship and assessment moments** must be justified with a **medical certificate**. If this is not the case, the student will be deemed to be absent without justification and he/she will be referred to the 2nd examination time of the relevant course unit (if organised) within this context.

**4. Nettiquette**

* As is the case in standard contact during education, we expect that the student **behaves correctly** at all times in the online learning environment. Inappropriate language use with regard to co-students, lecturers or other members of staff of the university of applied sciences and arts will not be tolerated.
* We expect that the student **does** **his/her very best** during the entire study path. Good planning is important within this context. Bad planning is usually not an excuse to miss a deadline or not to come to a contact moment.
* The student must work **himself/herself (independently)** on assignments unless the lecturer specifically asks that students work together with one or more co-students.
* **Fraud** will never be tolerated. With regard to fraud (for example, plagiarism), the procedures apply of the General Education and Examination Regulations of the Erasmus Brussels University of Applied Sciences and Arts and the departmental supplementations of the Education and Pedagogy Department.
* The student must always **contact** the lecturer **himself/herself** if he/she is experiencing **(technical) problems** with online study activities in the online learning environment.
* The student must follow part of his/her lessons online in blended learning, but must ensure that he/she can be **contacted** by the lecturers or other members of staff of the university of applied sciences and arts. The student must reply **within 48 hours** (during the working week and therefore not in the weekend or during lesson-free periods) to questions of the lecturer or other members of staff of the university of applied sciences and arts that are asked on forums, through the internal messaging system of the online learning environment, by email or by phone.