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Preliminaries

1 These education and examination regulations describe the rights and obligations of students and staff of UC Leuven-Limburg. By enrolling, students become subject to these education and examination rules.

2 UC Leuven vzw and UC Limburg vzw are two legal entities, the powers of which have been defined in statutes and internal regulations. They are part of the KU Leuven Association. The university colleges UC Leuven and UC Limburg established by these VZWs (non-profit organisations) have agreed to cooperate under the name of UC Leuven-Limburg. The terms ‘university college’ or ‘UC Leuven-Limburg’ pertain to both legal entities in the present regulations.

3 The present education and examination regulations are drawn up in accordance with the Higher Education Codex and other applicable decrees and rules. Above mentioned Codex and other decrees and rules take precedence over the present education and examination regulations.

4 The education and examination regulations of UC Leuven-Limburg comprise the regulations applicable to all bachelor, advanced bachelor and postgraduate certificate programmes of UC Leuven-Limburg. The information about courses and course units, and the conditions that apply to the regulations of the various courses are included in the programme guides and the ECTS course abstracts. The programme guides and the ECTS course abstracts are an integral part of the education and examination regulations of a study programme.

5 For study programmes of continuing education, other than postgraduate certificate programmes, the condition of which for obtaining a certificate is passing an examination, every faculty of UC Leuven-Limburg will establish specific examination regulations regarding the ways of assessment and the moments of assessment, the assessors, the way in which the result is calculated and the way in which results are communicated and discussed. These regulations will be explicitly communicated to students who enrol in the study programme.

6 These education and examination regulations are made available electronically.

7 Everyone is expected to consult UC Leuven-Limburg’s (electronic) communication network, in addition to the present education and examination regulations. Students are expected to use the UC Leuven-Limburg email address and to take note of their personal examination results on the day of the examination results announcement. Every active conversation about the study programme or part thereof will only take place between a UC Leuven-Limburg staff member and the adult student involved. During every conversation, particularly oral conversations, both parties always have the right to request that a maximum of two persons be present as a third party. (For oral examinations, a separate arrangement is included in the education and examination regulations). These third persons are not allowed to actively take part in the oral conversation. At the beginning of each oral conversation in the presence of third persons, these arrangements will be pointed out. If the arrangements are not respected, the conversation will immediately be stopped. If both parties agree, the persons acting as a third party can actively take part in the conversation.

8 All references to people or functions apply to people of both sexes.

9 All credits or study points mentioned are ECTS credits.

10 UCLL organises its course offerings on a semester-based system. Course units may only extend beyond one semester if it is considered educationally relevant.

Every semester of the academic year offers education and study activities. An examination period is scheduled at the end of each semester. A third examination period is provided after the Summer closing. The general academic calendar and the student calendar can be consulted at: https://www.ucll.be/international/about/academic-information.
Study programmes can decide autonomously whether traineeship periods will be offered during vacation periods and before the start of the academic year. Only students who passed all examinations of the second examination periods are allowed to start their traineeship before the start of the next academic year. In any case, study programmes will provide equal coaching.

The study programmes of orthopedagogics, nursing (Limburg) and midwifery (Limburg) may exceptionally start the second semester of the 2016-2017 academic year earlier than usual.
1 TERMINOLOGY DEFINITIONS

In the framework of the education and examinations regulations of UC Leuven-Limburg, the following definitions apply:

**Academic year**: a period of one year which starts no earlier than 1 September and no later than 1 October, and ends on the day prior to the commencement of the next academic year. The exact dates are listed in the academic calendar of UC Leuven-Limburg.

**Rounding rule**: UC Leuven-Limburg applies the rule that all numbers that are mentioned in these education and examination regulations, regardless of the subject, are rounded down to the nearest whole number in case of a decimal between 0.1 and 0.4 and rounded up to the nearest whole number in case of a decimal between 0.5 and 0.9.

**Graduating option**: a differentiated study programme which is different from another differentiated study programme for at least 30 ECTS credits and which is mentioned on the diploma, as opposed to other types of differentiation.

**Assessment committee**: one or several central committees which have been established for the purpose of:

a. assessing whether a student who doesn't hold a degree of secondary education may still be admitted to a bachelor programme;

b. assessing a request for recognition of previously acquired competences in accordance with the directives made available by the validating body of the KU Leuven Association;

c. assessing whether a student who hold a foreign diploma, can be admitted to UC Leuven-Limburg.

**KU Leuven Association**: association between KU Leuven and university colleges in the Flemish Community of Belgium. The composition of the association and a description of the bodies and areas of application can be found on associatie.kuleuven.be.

**Certificate of continuing education**: attendance certificate proving that the holder took part in a continuous education activity without assessment or examination.

**Comprehensive Bachelor Test**: a (set of) mandatory course unit(s) concluding a study programme, which compares the student’s competences with the desired exit level. The programme guide will mention the requirements in order to include (parts of) the comprehensive bachelor test in the Individual Study Programme (ISP).

**Competence inquiry**: inquiry into an individual's competences in view of delivering a certificate of competence.

**Mediation conversation**: conversation between a student an an assessor, under the supervision of a mediator, following an internal appeal procedure.

**APEL Committee**: a UC Leuven-Limburg committee that assesses the request for recognition of previously acquired competences in accordance with the directives made available by the validating body of the KU Leuven Association.

**Deliberation**: the board of examiners meeting which confirms the examination results of the course units. The board of examiners establishes whether the student will receive a pass grade for the entire study programme, confirms the final result and awards a level of achievement if applicable. An ad hoc deliberation meeting is possible in the event of a dispute with regard to a particular examination result or in order to decide about an irregularity which has occurred.
**Scholarship student**: is a student who:

a. receives a study scholarship from the Flemish Community, in accordance with the regulations of the decree of 8 June 2007 governing study scholarships by the Flemish Community, or;
b. fulfils the financial criteria to obtain study financing by the Flemish Community, or;
c. is a citizen of an EEA (European Economic Area) member state and qualifies according to financial criteria to receive a study scholarship from the Flemish Community.

An "almost-scholarship" student is a student who does not receive a study scholarship from the Flemish Community, yet has limited income, the maximum of which is determined to receive a scholarship.

**Certificate of competence**: proof that a student has acquired the competences corresponding to the level of Bachelor in higher vocational education or academic education, to Master's level, or to a well-defined study programme, course unit or cluster of course units, based on prior experience or a prior study programme without having been assessed. This certificate is delivered by a recognition body and consists of a paper document or a data base record.

**Certificate of admission**: the certificate that grants a person admission to higher education if said person does not comply with the diploma requirements with regard to his enrolment in an undergraduate bachelor programme.

**Committee for particular admission requirements**: the committee assessing whether a person who does not comply with the diploma requirements for enrolment in an undergraduate bachelor's programme can still be admitted to a bachelor's programme, in accordance with the KU Leuven Association directives.

**Competence**: integration of knowledge, understanding, skills and attitudes which results in an effective, high-quality performance in a particular function/role/task. This performance is visible in actions undertaken in a certain situation.

**Contract type**: the student chooses a study programme or parts thereof and may decide to enter into a diploma contract, a credit contract, an examination contract in order to obtain a diploma/degree or credits. These contract types also apply to postgraduate certificate students.

**Course unit coordinator**: the person, assigned by UC Leuven-Limburg, who is ultimately responsible for a course unit in case more than one lecturer is teaching the course unit.

**Credit certificate**: recognition of the fact that a student at UC Leuven-Limburg or another higher education institution has acquired the competencies of a course unit, based on an examination. This recognition shall be defined in a printed document or a data base record. The study points acquired for a course unit are called credits.

**Credit contract**: an agreement between UC Leuven-Limburg and the registered student in order to obtain a credit certificate for one or several course units.

**Settlement**: a written contract by which the parties end a future or past dispute.

**Partial transfer**: A mark for an educational activity of at least 10/20 or a 'pass' mark that was officially communicated through the electronic study progress account and transferred to the next examination period or the next academic year.

**Diploma**: document delivered to a student who passed all units of the entire Bachelor’s study programme and which includes the main identification information of the student and of the completed study programme.

**Diploma contract**: an agreement between UC Leuven-Limburg and a registered student in order to obtain a diploma or a certificate of a study programme.

**Diploma supplement**: the document issued in compliance with European standards detailing the specific characteristics of the study programme and of the study results that are not mentioned on the diploma. This document will particularly contain the credit certificates of the student who graduated. The diploma supplement and the diploma are inextricably linked and are considered one entity.

**ECTS**: the entire package of agreements allowing to compare attained study results across the European Economic Area. The Flemish credit system is based on the European Credit Transfer System; ‘credit’ is a synonym of ‘ECTS credit’.
Recognised status: A recognised status of Student with a Disability, Top-Athlete Student, Artist Student, Entrepreneur Student and Working Student in accordance with the UC Leuven-Limburg procedure.

European Economic Area (EEA): partnership between European countries (for members see: europa.eu/about-eu/index_en.htm).

European Higher Education Area (EHEA): partnership between European countries to ensure a transparent system of higher education in Europe (for members see: www.ond.vlaanderen.be/hogeronderwijs/bologna/pcao/).

PEL: “prior experiential learning” is the integration of knowledge, insight, skills and work ethics acquired through learning processes that have not resulted in a certificate of study.

PCL: “prior certificated learning” is any national or foreign certificate of study indicating that a formal study track not necessarily within the framework of the regular educational system has been successfully completed, with the exception of credit certificates which are validated by one and the same study programme.

Examination: an examination may consist of one or several examination activities. These examination activities verify whether and to which extent a student has acquired the competences linked to a course unit or a course subunit. An examination may take place at one certain moment during or outside the examination period, yet may also be a series of activities spread throughout a certain period of time.

Examination contract: an agreement between UC Leuven-Limburg and the enrolled student who takes an examination in order to obtain a diploma or a credit certificate for one or several course units.

Examination period: the period of the academic year, as determined in the academic calendar of the study programme and/or programme guide, which serves particularly for organising examinations.

Flexible track: a model track during which the student enrols in course units of several study phases in one academic year.

Disability: a long-term physical, mental or sensory disability in combination with various obstacles that prevent the student from participating fully, effectively, and at the same level as other students, in higher education and that has been recognised in accordance with the UCLL procedure.

Validity: the reason why an appeal is valid

Personalised study track: a programme deviating from the model track that may be granted to a student following a well-founded request.

First time higher education student: a student who enrols in a professional or academic bachelor programme of Flemish higher education with a diploma contract for the first time. The status of first time higher education student remains valid during the entire academic year.

Certificate: a document which is issued to the graduating student at the end of a study programme (postgraduate certificate, preparatory programme) and which contains the major identifying information about the student and the study programme.

Certificate of continuing education: a document stating that the holder has passed an assessment test or an examination of a continuing education activity.

Degree: designation of bachelor granted at the end of a successfully completed study programme.

Level of achievement: special mention granted at the end of a Bachelor’s study programme.

Group: A number of study programmes that are clustered at UC Leuven-Limburg policy and organisation level.

Individual Study Programme (ISP): all course units that an individual student enrolls in to obtain a diploma or certificate or to obtain one or several credit certificates which the student registers for during a particular academic year.

Internal Commission of Appeals: a commission which handles appeals about decisions related to an individual (prospective) student.

International Office: office where students holding a foreign diploma must apply, before registration.
Joint (degree) programmes: (international) partnership between study programmes which impact the characteristics of a study programme or the awarded diploma. There are several variations: diploma awarded by the institution where the student is enrolled, dual or multiple diploma, joint degree (joint diploma).

KU Loket: provides access to the student's electronic study progress account.

Learning agreement: a contract between a student, UC Leuven-Limburg and a host institution for the purpose of a mobility programme. The contract includes a list of course units which the student will take at the host institution.

Study vouchers: virtual vouchers for students granted by the Flemish Community, expressed in ECTS credits, to be used when enrolling in one or several study programmes or course units.

Learning outcomes: the definition of what students are expected to know/understand and to be able to apply at the end of a study programme.

Material error: every individual study programme (ISP) which does not comply with the law or regulations and thus does not result in a just examination assessment, as well as every material error which results in a wrong examination mark for the student.

Regular track: a study track of a course of study that illustrates by means of compulsory and optional selections how a student is able to obtain a given diploma or certificate during a specified time frame. A regular track includes every track for which a student does not need special permission. A regular track can be completed as a standard track or a flexible track.

Education and Examination Regulations contact: a person in each faculty of UC Leuven-Limburg who provides information, detects and records problems with regard to the education and examination regulations, and who organises internal consultation sessions.

Educational activity: part of a course unit which constitutes a specific coherent group of educational and study activities, to which a number of ECTS credits are attributed. Every course unit consists of at least one educational activity.

Admissibility: the validity of an appeal on formal grounds.

Study programme: the education structure unit. If completed successfully, it results in a degree, diploma or certificate.

Study programme committee: the committee entrusted with developing and monitoring one or more study programmes and made up of members of the academic and teaching-supporting staff and representatives of the student body, possibly complemented by professionals or alumni.

Study phase: a coherent part of a study programme, for the purpose of structuring the study track and monitoring the study progress.

Course unit: a delineated set of educational, learning and examination activities aimed at acquiring well-defined competences in terms of integrated knowledge, skills and attitudes. A course unit includes at least three whole ECTS credits resulting in one separate assessment mark. Additionally, it may be divided into coherent parts of educational activities to which a number of ECTS credits are attributed.

Overall programme score: the weighted percentage of the marks for the course units belonging to the last study phase of the programme.

Force majeure: applies when, in spite of all possible efforts, an obligation cannot be met due to an unforeseen situation or event which is sufficiently proven.

Continuous education: educational programmes which are (usually) limited in size for the purpose of specialising or updating academic knowledge or for acquiring broader or more in-depth competences.

Continuous education with certificate of attendance: activity of continuous education for which a certificate of attendance is awarded and signed by the organiser, which proves that someone participated in a continuous education activity without being assessed or taking an examination.

Continuous education with certificate: activity of continuous education which is not a postgraduate certificate programme and for which a document is awarded by UC Leuven-Limburg providing proof that
someone passed a formal assessment or examination. This type of continuous education activity is worth at least 3 ECTS credits.

**Postgraduate certificate:** document proving that the holder passed a postgraduate certificate course.

**Postgraduate certificate programme:** a continuous education study programme covering a coherent set of at least 20 ECTS credits after having completed a bachelor or master study programme, and for which a postgraduate certificate is awarded by UC Leuven-Limburg.

**Programme guide:** a description of the major elements of a study programme’s course units (the European Credit Transfer System abstract: competences, objectives, learning continuity and teaching methods, study time, assessment arrangements and study material). In addition, the programme guide includes specific information about the study programme, such as essential additions to the UC Leuven-Limburg education and examination regulations.

**Council for disputes about decisions on study progress:** an administrative legal board established at the Ministry of the Flemish Community, judging appeals by students against study progress decisions, after having exhausted all internal appeal efforts against such decisions.

**Council of Europe:** partnership between European countries and other specific partners for the purpose of protecting certain rights of their citizens.

**Bridge programme:** a compulsory university programme for students wishing to enrol in a Master’s programme on the basis of a Bachelor’s degree delivered by a professional higher education institution. A bridge programme includes a minimum of 45 and a maximum of 90 credits.

**Written notification:** unambiguous notification of a (written) request, intention or decision not delivered orally (by letter, electronically, by fax, ...).

**Standard track:** a regular track during which a student enrols in all course units of a study phase, or enrols in a pre-determined packet of course units of an academic year.

**Study efficiency:** the ratio between the number of acquired ECTS Credits and the actual number of ECTS Credits enrolled in during an academic year, expressed in a percentage. When calculating study efficiency, exemptions are not taken into account.

**Tuition fee:** the fee to be paid by students in order to participate in education, study and examination activities.

**Study load:** the number of study points awarded to a course, course unit or educational activities thereof.

**ECTS credit:** an international unit accepted within the Flemish-speaking Community of Belgium which corresponds to a minimum of 25 and a maximum of 30 hours of prescribed educational, learning and examination activities and the measure with which the study load of each course or course unit is expressed. Only whole ECTS credits are awarded:

a. actual number of ECTS credits enrolled for are the ECTS credits for which one enrols and must pass examinations:

b. earned ECTS credits are credits for which a credit certificate has been obtained.

**Study progress decision:**

a. an examination decision is any decision – whether or not based on deliberations – which includes a final decision about passing a course (sub)unit, several course units or about successfully completing an entire study programme, including level of achievement;

b. a disciplinary examination decision which is a penalty imposed based on examination facts;

c. a decision about granting a certificate of competence;

d. a decision about an exemption;

e. a decision about completing a preparatory programme,

f. imposing a binding condition or denying re-enrolment;

g. a compulsory ISP because of the status of the student’s study vouchers account;

h. refusing to enter a certain course unit in the diploma contract in which a student with an personalised track has not yet enrolled in previously.
**Study progress account:** the (electronic) document which provides an overview of the status of the individual student’s study progress at any given moment during his/her study programme.

**Registration agreement:** the agreement between UC Leuven-Limburg and a student stating the rights and obligations of both parties. The agreement is entered into upon the student’s enrolment by signing one of the following types of agreement: diploma contract, credit contract or examination contract. The Education and Examination Regulations are an integral part of the registration agreement.

**Tolerable fail mark:** a choice made by the student to maintain a tolerable fail mark.

**Tolerable fail mark account:** part of the study progress account which contains all information pertaining to possible tolerable fail marks and the rights related to tolerable fail marks. At certain specified times, students must make deliberate choices with regard to this account.

**Tolerable fail mark credit:** a student is entitled to use tolerable fail marks for 10% of the ECTS credits that s/he is enrolled for and with an overall maximum of 18 ECTS credits in order to obtain the diploma or certificate. This rule also applies to the bachelor of nursing programme. Every student can use this rule to convert an 8/20 or a 9/20 into a tolerable fail mark.

**Recognition body:** the body that is authorised to recognise a certificate of competence or certificate of admission awarded by UC Leuven-Limburg. In practice, this body is the APEL/APCL committee of the KU Leuven Association.

**Sequentiality:** the order in which students are allowed to enrol in course units depending on whether they have either taken or successfully completed one or more other course units. There are four types of sequentiality:

a. **strict sequentiality:** the student must have successfully completed a prior course unit or obtained a tolerable fail mark in a previous semester;

b. **flexible sequentiality:** the student must have scheduled a prior course unit in a previous semester;

c. **simultaneity:** simultaneously enrolling in course units during the same registration;

d. **based on diploma:** specifically or a certain level of diploma.

**Preparatory programme:** a programme that may be imposed on students who do not hold a diploma which allows direct access to the study programme in which they wish to enrol.

**Study progress requirement:** requirement related to study progress imposed by the study programme. These requirements are mentioned in the course abstracts of course units.

**Exemption:** the removal of the obligation to take an examination of a course unit or part thereof on the grounds of a credit certificate, another study certificate or a certificate of competence. For this course unit or part thereof, no examination mark is taken into account when determining whether the student may graduate nor in order to grant a level of achievement.

**Working student:** a student who complies with the following requirements as defined by the Higher Education Codex:

a. s/he can produce evidence of employment by means of an employment agreement totalling at least 80 hours a month, or he can produce evidence that he is entitled to benefits as a person seeking employment and the study programme is in accordance with a proposed route to employment as determined by a regional employment office;

b. s/he does not hold a second cycle diploma or a master's diploma;

c. s/he is enrolled in a study track with specific education and study formats and with specific requirements of coaching and programmes offered, as registered on the Higher Education in Flanders website (Hogeronderwijsregister.be).

UCLL also recognises students as working students if they are employed for at least 80 hours per month during the entire academic year for which s/he is registered. Students who comply with this UCLL requirement may apply for the status of Working Student.
2 EDUCATION REGULATIONS

Part 1 ADMISSION REQUIREMENTS

1.1 Provisions Applicable to all Courses and Course Units

Article 1 General

1 In order to be admitted to a study programme or course units of UC Leuven-Limburg, the student must in any case meet the decree conditions and the additions provided below. These conditions must be complied with at the start of the academic year. In exceptional circumstances, a prospective student may be given additional time until 31 January to meet the diploma requirements. If by this time the student is still unable to comply, s/he will be de-registered.

2 These conditions and terms apply to all types of contracts, with the exception of a credit contract or an examination contract for earning a credit certificate. In the latter case, the associate dean may grant permission to enrol without having met the admission requirements of the study programme which the course unit is part of.

3 The specific diploma requirements for each separate study programme (and the relevant course units) are mentioned in the programme guide.

4 Students with an examination contract must meet the admission requirements at least one month before the beginning of the examination period.

5 All students who are citizens of non-EEA countries must meet the admission requirements before the beginning of the academic year, regardless of the type of contract they choose.

Article 1 Special stipulation pertaining to international students

All first-time international students must apply to the International Office to be admitted to any study programme.

Students from non-EEA countries must meet the admission requirements at time of registration.

A (prospective) refugee who obtained diplomas abroad which may be considered equivalent but whose special situation prevents him/her from presenting the diplomas obtained, may employ all legal means to prove that s/he holds the required diploma. If UC Leuven-Limburg is able to ascertain with a sufficient degree of certainty that the diploma has been obtained, the prospective student will be allowed to register. If it appears impossible to provide conclusive evidence, UC Leuven-Limburg may as yet decide to register the prospective student on the basis of additional tests. These tests include a language test, and if passed, a more specific test. Prospective students who find themselves in this category must submit their application to the International Office, which will then start the assessment procedure.
Article 2   Language requirements

A prospective student is admitted to a Dutch-language study programme if at least one of the following requirements are met:

   a. submitting evidence that the student has successfully passed one study year in Dutch-language secondary education or higher education or has earned a minimum of 54 ECTS credits in Dutch-language higher education;
   b. having passed a level 5 Dutch language examination which the “Nederlandse Taalunie” deems sufficient to be admitted to higher education;
   c. having passed a Dutch language test provided by UC Leuven-Limburg;
   d. being able to present a certificate of a Dutch language study programme which is deemed equivalent to the previous one by UC Leuven-Limburg;
   e. otherwise being able to adequately demonstrate sufficient Dutch language proficiency.
   f. For some study programmes, the institution may demand a level of language proficiency which is higher compared to what has been determined in the programme guide.
   g. For courses or course units in which Dutch is not the medium of instruction, the language demands are set forth in the education regulations of the course in question, as set forth in the programme guide.

Article 2 Special stipulation pertaining to international students

The International Office will assess whether the language requirements have been met.

1.2 Admission Conditions for a Bachelor's Programme

Article 3   General diploma requirements for enrolment in a bachelor programme

In order to gain admission to a Bachelor's programme students must hold the following degrees or certificates:

   a. a Belgian diploma of secondary education;
   b. a Belgian diploma of short-track higher education;
   c. a Belgian diploma of higher education option social promotion with the exception of the certificate of pedagogical competence;
   d. a Belgian diploma or certificate of higher vocational education;
   e. a Belgian bachelor diploma or equivalent;
   f. a diploma obtained in a country that has ratified the Lisbon Recognition Convention, if the obtained diploma grants admission to higher education in that same country. Students who obtained a diploma in a country that has not ratified the Lisbon Recognition Convention, may be admitted on condition that the obtained diploma grants admission to equivalent higher education in that country and on condition that students meet the requirements of the study programme, which must be proven by an additional evaluation of competences, if required by the study programme;
   g. a Dutch diploma VWO or MBO4.
Is has been agreed upon that:

a. A student holding a diploma from a country of the European Council which grants admission to a similar study programme is granted admission.

b. A student having earned a diploma in a country not belonging to the European Council which grants admission to higher education in general in that country, may be granted admission. In this case, admission will be made contingent upon additional assessment of the competences required for the corresponding study programme.

c. Prospective students who are non-EEA citizens and are temporary residents in Belgium and who do not hold a diploma of secondary education or equivalent, will not be admitted to a bachelor programme based on an assessment.

d. Students who are non-EU citizens must comply with admission requirements before the start of the academic year.

Article 3 Special stipulation pertaining to international students
It means that:
A student holding a diploma earned in a country of the European Council which grants admission to a similar study programme in that country is granted admission;
A student having earned a diploma in a country not belonging to the European Council which grants admission to higher education in general in that country, may be granted admission. In this case, admission will be made contingent upon additional assessment of the competences required for the corresponding study programme.

Article 4 Procedure of alternative admission/admission investigation
Prospective students who are citizens of an EEA country or Switzerland and who have not earned one the above mentioned diplomas or prospective students belonging to one of the following categories:

a. unlimited residence permit for Belgium;
b. recognised victim of human trafficking;
c. limited student residence permit (subsidiary protection);
d. uninterrupted 12-month legal residence in Belgium (not granted to enrol in higher education or for employment, nor for awaiting asylum decision);
e. companion/reunited family member of person who has uninterrupted 12-month legal residence in Belgium (not granted to enrol in higher education or for employment, nor for awaiting asylum decision);
f. recognised refugee;

may be admitted to a bachelor programme if they meet the following requirements:

a. They may apply for the admission investigation if they are 21 years of age on 31 December of the next academic year. This requirement may be abandoned if the prospective student provides evidence of outstanding capacities in a particular area.

b. They will apply to an institution of the KU Leuven Association. The relevant institution will examine, on behalf of the KU Leuven Association, whether the prospective student may be admitted to higher education. This is a general admission to higher education (not related to any specific study programme), which entails an academic recommendation.

c. UC Leuven-Limburg will establish an admission committee to carry out this investigation and make a decision. The composition of the committee is determined in the education and examination regulations of the institution. The institutions will accept the decisions regarding admission of the other partners of the KU Leuven Association.

d. The institutions will enter the applications for admission to higher education in the central database of the KU Leuven Association (registration system). The personal information of the prospective student are immediately entered at time of enrolment, the application will be closed at the latest by the beginning of the new semester.

e. If a prospective student decides to stop the procedure before having participated in the admission investigation, it will be immediately registered. If a prospective student has already submitted an
application at another institution of the Association, a new application procedure cannot be started. The prospective student must complete the procedure at the institution where he applied first.

f. The outcome of the admission procedure remains generally valid for unlimited time. The prospective students receive a certificate of admission. If the prospective student does not pass the admission test, even at an institution of a different Association, s/he is only allowed to retake it after one year. At that time, the prospective student must demonstrate that there are new and essential reasons to consider the most recent request, otherwise the procedure will be automatically stopped.

g. No fee may be charged for participating in the admission investigation.

In case of enrolment for the sole purpose of taking examinations (examination contract) which means that students cannot fully use the university and university college services, it is allowed to meet admission requirements up to one month before the examination period. This exception does not apply to students who are non-EEA citizens: they must meet the admission requirements before the start of the academic year.

Article 4 Special stipulation pertaining to international students

Students who are EEA citizens other than Belgian and Dutch citizens apply to the International Office.

People who are non-EEA citizens and who want to be temporary student residents in Belgium and who do not hold a diploma of secondary education or equivalent, will not be admitted to a bachelor programme based on an assessment.

Article 5 Credit contract for students who do not comply with the admission requirements

A student who does not comply with the admission requirements, may enrol under a credit contract, on condition that the student demonstrates the necessary competences to complete the chosen course units. The associate dean in charge of education matters will make this decision. When drawing up the ISP, students can only add course units which are linked to the first semester following enrolment. In general, the student must meet the admission requirements after the above mentioned semester. A new enrolment at a later time or changes to the ISP can only take place upon approval by the associate dean in charge of education matters.

Article 6 Particular admission requirements for a bachelor programme applicable to students holding a diploma awarded outside the European Economic Area

A prospective student holding a diploma awarded outside the European Economic Area that could be considered equivalent, but that the student is unable to submit due to his exceptional situation ((prospective) refugee, ...), may employ all legal means to prove that s/he holds the required diploma. If UC Leuven-Limburg is able to determine with a sufficient degree of certainty that the diploma was effectively obtained, the prospective student shall be admitted. If it appears impossible to provide conclusive evidence, UC Leuven-Limburg may as yet decide to register the prospective student on the basis of additional tests. The first of these tests is a language test. If passed successfully, one or more ad hoc test(s) will follow.

The prospective student will submit his application to the UC Leuven-Limburg International Office. The latter will take the necessary measures to start the assessment procedure.
1.3 Specific Conditions for Admission to Other Courses of Study

Article 7 Bachelor programmes with reduced study load

1. A student holding a diploma of an institution of higher education of the Flemish Community of Belgium may be admitted to a bachelor programme with abbreviated track. The programme guide will mention which prior study programmes are required for admission to a study programme with reduced study load for which students can enrol directly. If the programme guide explicitly mentions an abbreviated track for holders of certain diplomas, students may directly enrol in these study programmes at the student administration office of the corresponding study programme.

2. Holders of diploma deemed to be equivalent to the diplomas described above, must always submit a request to the programme manager.

3. If students believe to be entitled to a programme with reduced study load, without this being explicitly mentioned in the programme guide, they must submit a request for such a study programme to the programme manager. Students will file a request for exemption based on Prior Experiential Learning/ Prior Certificated Learning.

Article 8 Advanced Bachelor programmes

1. In order to be admitted to an advanced bachelor programme, students must hold a diploma of higher education which allows to be admitted to the study programme following a decision by UC Leuven-Limburg.

2. Holders of a bachelor’s degree and all educational staff members are admitted to the advanced bachelor programmes of Special Education and Comprehensive Educational Care & Remedial Learning.

3. UC Leuven-Limburg may admit a senior year student, even though said student has not yet earned his/her first bachelor’s degree.

   However, the diploma can be earned only after the first bachelor’s degree has been earned.

   Students wishing to take advantage of this opportunity must submit a written request to the programme manager. Students must motivate their request. At the latest one month after the start of the academic year or after the date of the request, the programme manager will communicate his/her decision to the student. The programme manager will motivate his/her decision. At time of registration, the regular tuition fee is due.

4. In addition, UC Leuven-Limburg can allow students to an advanced bachelor programme on condition that they pass the admission test. The possible additional admission requirements can be found in the relevant programme guide.

Article 9 Postgraduate certificate programmes and other continuous education programmes

1. In order to be admitted to a postgraduate certificate programme, prospective students must hold a bachelor's or master's degree or an equivalent degree. By way of exception, the programme manager may admit students who prove to have met the entry requirements of the study programme by means of an admission test. For additional admission requirements the programme guide or specific course information must be consulted.

2. Students who do not meet the admission requirements as mentioned in previous paragraph and students who do not wish to obtain the certificate, may be admitted to the study programme, however, they will merely obtain a certificate of attendance.

3. The admission requirements for other continuous education programmes are at the discretion of the organisers.
Part 2  ENROLMENT REGULATIONS

Article 10  Registration is a type of agreement

1 By registering at UC Leuven-Limburg, parties enter into an agreement resulting in rights and obligations for both.

2 The agreement is subject to annulment by the institution before 1 December if the student does not comply with the requirements.

3 In case of fraud related to admission documents, the enrolment and all entailing decisions are considered null and void, regardless of the moment when the act of fraud was discovered. Earned results, if any, are null and void and the awarded credit certificates, diplomas or other certificates are reclaimed.

Article 11  Duration of the agreement

With the exception of particular provisions for a certain study programme or contract, a student’s enrolment will be valid for one academic year.

Article 12  Moment of registration

1 Preferably students register before the beginning of the academic year and at the latest before 1 November for:
   a. a diploma contract or an examination contract for the purpose of obtaining a diploma or certificate if part of the study programme in which one enrols coincides with an academic year;
   b. a credit contract of an examination contract for the purpose of obtaining a credit certificate for course units scheduled in the first semester or during the entire academic year.

2 In exceptional cases, the study programme can allow students to register after 1 November. In that case, the programme manager will decide about the student’s ISP.

3 For study programmes which start at a different time, students must register no later than three weeks after the programme has started.

4 In case of credit contract or an examination contract for the purpose of obtaining a credit certificate for course units scheduled exclusively during the second semester, students must register before 1 March.

5 In exceptional cases, an examination contract for the purpose of obtaining a credit certificate of course units during the September examination period can be allowed. In this case, the programme manager will decide. Students who enter into this contract, renounce the right to have two examination opportunities.

6 With the exception of students with an examination contract, students enrolling prior to the start of the academic year shall have access to all facilities in due time. Students failing to do so will only enjoy the facilities and services once they have officially enrolled.

7 Exceptions to deadlines can be granted after a motivated request to the programme manager.
Article 13 Specific approval for registration

1. Students who do not hold a diploma which grants access to higher education, will require a specific approval.

2. Specific approval for registration is required for the following categories of students:
   a. students who did not pass the same course unit during two academic years;
   b. students wishing to enrol at a very late stage in exceptional cases;
   c. students wishing to enrol based on a personalised study track;
   d. students having depleting their study voucher account or having a negative study voucher account;
   e. students who have insufficient study vouchers because they want to enrol in course units totalling more ECTS credits than available in their study voucher account;
   f. students who do not comply with the binding requirements;
   g. students who did not achieve a 30% study efficiency rate in study phase 1.

Article 14 Special conditions for credit contracts and examination contracts

1. The programme guides will mention which course units students cannot enrol in based on an examination contract due to their specific nature.

2. The programme manager may determine that students cannot enrol in certain course units with a credit contract or an examination contract due to sequentiality conditions, study progress requirements or entry requirements mentioned in the programme guide.

3. Exceptionally, the programme manager may grant permission to a student to sign a credit contract or examination contract with the purpose of obtaining a credit certificate without the student having met the admission requirements of the study programme to which the course unit pertains.

4. If re-enrolment under a diploma contract based on these regulations has been denied, it will automatically mean that students can no longer enrol in course units of that study programme based on a credit contract or examination contract.
Part 3  
REGISTRATION BY MEANS OF ENROLMENT CONTRACTS

1.1 Diploma Contract, Credit Contract and Examination Contract

Article 15 Options

1. At registration, students register for one or more types of the following contracts:
   a. a diploma contract to obtain a diploma or a certificate;
   b. a credit contract to obtain a credit certificate for one or more course units;
   c. an examination contract to obtain a diploma or a credit certificate for one or more course units.

2. At registration time, the choice of a type of contract becomes final. It can only be changed at certain times and under certain conditions. Further specifications of the enrolment contract are implemented as set forth in the present education regulations.

Article 16 Diploma contract

In the case of a diploma contract students register on the grounds of the following elements of the education regulations and the examination regulations:

a. the diploma or certificate that the student wishes to obtain and the objectives of the study programme;
b. the study load of the study programme;
c. the admission requirements for enrolment;
d. the course units which must or may be included in the study track and the study load and sequentiality, in addition to study progress requirements of these course units;
e. the period of time to which enrolment applies;
f. the requirements to obtain a credit certificate per course unit;
g. if applicable, the reduction of the study load for the entire course or course units or its components as a result of exemptions;
h. the number of examination opportunities per course unit as determined in the examination regulations and the programme guide;
i. the examination and deliberation regulations as mentioned in the examination regulations;
j. the possible measures regarding study progress monitoring;
k. the binding conditions of study progress monitoring.

Students also register for a diploma contract if they are able to obtain exemptions for all course units of a study programme. The student submits a request to the programme manager for obtaining exemptions and will be awarded the corresponding diploma or certificate in case of a positive evaluation. In case of a negative evaluation, it must be determined which course units the student has to enrol in to obtain the diploma or certificate.

The course units that are an integral part of the study programme will appear in the student's diploma supplement. Additional course units are part of a credit contract.
Article 17 Credit contract

1 A credit contract involves students' registering on the grounds of the following elements of the education regulations and the examination regulations:
   a. the course unit(s) for which the student wishes to obtain a credit certificate;
   b. the study load of the course unit(s);
   c. the admission requirements for enrolling in the course unit(s);
   d. the period of time to which enrolment applies;
   e. the requirements to obtain a credit certificate per course unit;
   f. if applicable, the study load reduction of educational activities as a result of exemptions;
   g. the number of examination opportunities per course unit as determined in the examination regulations and the programme guide;
   h. the examination regulations as determined in the present document;
   i. the possible measures regarding study progress monitoring;
   j. the binding conditions of study progress monitoring.

2 The programme guides of the study programmes will mention how enrolment by means of a credit contract will depend on the sequentiality requirements or study progress requirements.

3 Comprehensive bachelor tests, traineeships or similar course units cannot be part of a credit contract. Should they be allowed part of a credit contract, the programme guide will motivate the decision.

Article 17 Special stipulation pertaining to international students

Based on the immigration legislation, students who are non-EEA citizens and who temporarily reside in Belgium as a student cannot enrol with a credit contract. Consequently, they cannot transfer from a diploma contract to a credit contract.

Article 18 Examination contract

1 If a student enrolls by means of an examination contract for the purpose of obtaining a diploma or certificate, the regulations mentioned for the diploma contract will apply. The regulations mentioned for a credit contract apply if a student enrolls by means of an examination contract for the purpose of obtaining a credit certificate for one or several course units.

2 In this case, the student only has the right to sit examinations yet cannot use the supporting services of UC Leuven-Limburg, with the exception of the ombuds service and Toledo for which a 50 Euro fee is due.

Article 18 Special stipulation pertaining to international students

Based on the immigration legislation, students who are non-EEA citizens and who temporarily reside in Belgium as a student cannot enrol with an examination contract. Consequently, they cannot transfer from a diploma contract to an examination contract.

Article 19 Possibilities of combining contracts

1 A student is allowed to enrol in more than one study programme and/or course units simultaneously or sequentially by means of:
   a. more than one diploma contract or more than one examination contract or more than one credit contract;
   b. a diploma contract combined with an examination contract or a credit contract;
   c. an examination contract combined with a credit contract.

2 During the course of one academic year, students can enrol in a course unit by means of only one contract type.

3 When transferring from one contract type to another, the regulations of the new type shall apply.

4 Students who used the maximum number of examination opportunities of a course unit, cannot obtain additional opportunities for the same course unit by means of a different contract.
1.2 Regular track and personalised track

Article 20 Study track - general
1 A study track of a diploma contract or an examination contract in order to obtain a diploma determines the main elements of a course programme, such as course units, study load, examination rules, rules regarding tolerable fail marks and study progress monitoring. There are two types of study track:
   a regular track for a group of students;
   a personalised track for a particular student.
2 Students are responsible for the number of ECTS Credits and the study contract by means of which s/he enrols per academic year. Students are able to determine whether to complete a course at an accelerated or reduced pace, based on advice received and taking into consideration the sequentiality of the course units as mentioned in the programme guides.

Article 21 Regular tracks
1 With the exception of some advanced bachelor programmes or postgraduate certificate programmes, all bachelor programmes are full-time programmes.
2 A student can register for a regular track based on a standard track format or a flexible track format.
3 Students who choose a standard track will be guaranteed that they will have a feasible course schedule and a balanced examination schedule for all course units of the programme.

Article 22 Personalised track
1 A personalised track may be granted by the programme manager to:
   a. Students who invoke exceptional individual circumstances or students with a recognised status.
   b. Students who, on the basis of APELs and APCLs have acquired a large number of exemptions.
2 Students who want to select a personalised track, must submit a written and motivated request to the programme manager. The programme manager will examine the motivation for requesting a personalised track and will communicate the decision in writing to the student.
   Article 22 Special stipulation pertaining to international students
   Students who are non-EEA citizens and temporarily reside in Belgium as a student are required to choose a programme of at least 54 ECTS credits. Exceptions to this regulation are granted by the programme manager.
3 It is possible to appeal the rejection of a personalised track.
1.3 Changing study contract

Article 23 Amendments at the student’s request

1 Changing contract type

From the beginning of the academic year and before 1 November, and from the beginning of the second semester and before 1 March, students can request to change their contract type. To this end, students must submit a motivated request to the relevant programme manager. The programme manager will make a decision and notify the student.

If the type of contract is changed, the student’s new contract type will be registered, while the credit certificates already acquired under the previous contract are validated. The registration and resulting comments will be modified.

Any tuition fees already paid will be taken into account at the time of transfer.

2 Changing content of contract

During a semester a student may request to modify the content of a study contract. It must be done before 1 November for course units of which education and evaluation activities have started during the first semester, and before 1 March for course units of which education and evaluation activities have started during the second semester. To this end, students must submit a motivated request to the relevant programme manager. The programme manager will make a decision and notify the student. After these dates, changes will only exceptionally be granted following a well-founded request.

Course units which students are required to enrol in, cannot be the subject of content change of a study contract.

Article 24 Changes to programme offerings by UC Leuven-Limburg

Changes in the programmes offered by UC Leuven-Limburg shall not impact the existing enrolment contracts, except in cases of force majeure, before the start of the academic year that follows the one in which the change has been approved. UC Leuven-Limburg will provide adequate transition measures.
Part 4  TUTION FEE

Article 25  General

1  Each year before 1 May, the UC Leuven-Limburg board of directors determines the tuition fees which apply to the following academic year.

2  Tuition fees are composed of a fixed component and a variable component. Scholarship students or near-scholarship students are entitled to a reduced tuition fee. Exemptions for a course unit component do not result in a tuition fee reduction. Students must enrol in the entire course unit.

3  The tuition fee regulations of bachelor, advanced bachelor, postgraduate certificate and continuing education programmes, and the specific provisions for foreign students can be found on the UC Leuven-Limburg website.

4  Taking into account the provisions of the study contract, tuition fees include participation in education activities, examination fees, using the services of UC Leuven-Limburg and its student services, group accident and liability insurance protecting UC Leuven-Limburg and its students.

   Special stipulation pertaining to international students
   Taking out third party liability insurance is an additional requirement for students holding a non-EEA nationality who reside in Belgium temporarily as a student.

Article 26  Tuition fees for diploma and credit contracts

Basic principles for calculating the tuition fee:

1  Students may enrol in one or several courses of study and in one or several course units in one and the same academic year.

   For the purposes of calculating the tuition fees, all registrations of a student based on a diploma and/or credit contract in the same academic year within UC Leuven-Limburg shall be regarded as one registration (with the exception of the study programmes mentioned below). In other words, ‘registration’ is viewed here as a registration under a diploma and/or credit contract, for one or more study programmes and/or for one or several course units.

   The tuition fee for non-scholarship students, scholarship students and nearly-scholarship students consists of a fixed amount which is due only once and a variable amount per ECTS credit. The fixed amount as well as the variable amount are higher for non-scholarship students than for nearly-scholarship students. The latter pay a higher fixed amount and a higher variable amount than the scholarship students.

   The variable amount is calculated by adding the ECTS credits of all course units of all study programmes/types of contract in which the student enrolls during the course of the academic year, with the exception of ECTS credits belonging to categories 2 and 3 below.

   Special tuition fees may apply for advanced bachelor programmes and postgraduate certificate programmes. The study programmes requiring a higher tuition fee are listed on the UC Leuven-Limburg website.

   Students having insufficient study vouchers, or whose study voucher account shows a negative balance or a zero balance are being admitted, yet must pay the maximum tuition fee as per decree for those course units which lack the required study vouchers.

   This rule does not apply to scholarship students and nearly-scholarship students. In case of a negative balance on their study voucher account, scholarship students cannot be charged a higher tuition fee.

   The associate dean in charge of education matters may decide otherwise following a motivated request.
2 Registration for the following programmes are always considered separate registrations:
   a. Advanced bachelor programmes;
   b. postgraduate certificate programmes and other continuous education programmes which result in a
      certificate.

3 The regulations for scholarship students do not apply to advanced bachelor programmes or postgraduate
   certificate programmes.

4 If the calculation method of the tuition fee results in fractions, the amount shall be rounded off in accordance
   with the following principles: less than 0,05 Euro: 0,0 Euro; 0,05 Euro or more: 0,1 Euro).

   Article 26 Special stipulation pertaining to foreign students
   - Non-EEA students which temporarily reside in Belgium as a student, may have to pay a higher tuition
     fee in accordance with the procedure. An advance may be requested.
   - Students from developing countries recognised by UC Leuven-Limburg may submit a motivated request
     for a reduced tuition fee. They will submit their request to the associate dean in charge of education
     matters.
   - For the purpose of calculating the tuition fee, foreign nationals with unlimited right of residence in the
     EEA shall be treated the same as Belgian nationals.

Article 27 Tuition fees for examination contracts
The tuition fee for examination contracts is composed of a fixed amount and a variable amount per ECTS credit.

Article 28 Tuition fee when combining examination contracts with a diploma and/or credit contract
A student who registers for a diploma and/or credit contract and for an examination contract will pay:
   a. for the ECTS credits under a diploma and/or credit contract: the fixed amount for the diploma and/or
      credit contract and the variable amount per ECTS credit for the diploma and/or credit contract;
   b. for the ECTS credits under an examination contract: the fixed amount for the examination contract and
      the variable amount per ECTS credit for the examination contract.

Article 29 Tuition fee applying to secondary education students who enrol under a credit contract
Students who complete their last year of secondary education and enrol for a maximum of 10 ECTS credits under
a credit contract, will be charged a tuition fee which equals 50% of a scholarship student's tuition fee.

Article 30 Tuition fee for advanced bachelor programmes requiring a higher tuition fee
Students enrolling in the same study programme for the second time must pay increased tuition fee for the
course units which they have to repeat.

Article 31 Tuition fees applicable to postgraduate certificate programmes and other continuous
   education programmes
For postgraduate courses the tuition fees are determined for each course.

Tuition fees for other continuous education programmes which yield a certificate or a certificate of attendance are
determined for each programme separately.
Article 32  Charging extra study costs

Specific and limited costs for using goods and for the organisation of specific events may be charged to students if these costs are directly related to the organisation of the study programme. The organiser will bill and collect these extra study costs.

Article 33  Payment requirements

1 Every student will receive an invoice with payment instructions from UC Leuven-Limburg.
2 Complaints about the invoice will not be accepted after more than 8 days from the invoice's receipt date. Complaints must be made in writing.
3 If a student does not respect the payment requirements or the payment due date, the entire amount or the remainder of the amount to be paid will be subject to immediate recovery.
4 In case of a dispute or a judicial recovery, only the courts of Hasselt or Leuven have the power to rule based on the Belgian law.
5 Every invoice showing an outstanding balance at the due date, will be charged a fixed and irreducible penalty which equals 10% of the amount due, with a minimum of 100,00 Euro, without any formal notice necessary. In addition, interests of arrears are due by law which equal the interest rate in accordance with the Law of 2 August 2002 as a measure against late payments for commercial transactions, without requiring a preliminary formal notice. Every month started is considered as a whole month. Partial payments will first of all be used to cover costs, interests and damage claims and lastly to reduce the amount of the main balance due.

Article 34  Penalties in case of late payment or non-payment of (tuition) fees and other costs

When failing to pay the tuition fee or other costs:
   a. students cannot earn any ECTS credits;
   b. students may be denied access to ICT facilities.
   c. certificates stating registration or de-registration will no longer be provided.

Article 35  Tuition fee adjustment

At time of registration, every student will receive an invoice for the fixed component. After the ISP has been approved, the remaining amount will be invoiced based on the number of ECTS credits for which the student enrolled, the status of the student's study voucher account and scholarship status. Based on the evolution of all the components that determine the tuition fee during the academic year, the tuition will be recalculated. If this should give rise to a balance:
   a. in favour of the student, the amount will be credited to the student's bank account as soon as possible;
   b. in favour of UC Leuven-Limburg, the student is urged to make an additional payment and will maintain his/her rights at least until the payment's due date mentioned in the reminder letter.

Article 36  Tuition fee in case of withdrawal from courses

The requirements for reimbursing the tuition fee can be found on the UC Leuven-Limburg website.

Article 37  Withdrawal

After withdrawing, the student will report to the student administration office and will receive a certificate of withdrawal to be signed.
Part 5  STRUCTURE OF THE STUDY PROGRAMMES

1.1  Study programmes: availability and structure

Article 38  UC Leuven-Limburg study programme offerings
Each year, the university college determines the study programmes list.

1.2  Information about the study programme in the programme guide

Article 39  Details for each programme
For each programme, the programme guide will at least state:
   a. the degree delivered upon completion of the course, as well as its qualification and possibly specification;
   b. the content and objectives of the study programme and division into course units;
   c. if available the graduation options, other options or types of differentiation;
   d. the language of instruction of the course;
   e. the study load expressed in ECTS credits;
   f. sequentiality of the various course units or the study progress requirements;
   g. the prior courses granting access to the study programme, as well as any complementary courses;
   h. the organisation of the study programme such as full-time or alternatively structured education and contact education or distance education;
   i. the organisation of the programme in model tracks and/or personalised study tracks;
   j. the entry requirements, competences and learning outcomes.

Article 40  Details listed for each course unit
In accordance with the ECTS regulations, the ECTS course unit abstract in the programme guide will at least mention:
   a. number and title of the course unit;
   b. language of instruction and the admission requirements related to proficiency of the language of instruction if the course unit is taught in a language other than Dutch;
   c. study load expressed in ECTS credits and the amount of contact hours;
   d. semester structuring;
   e. head lecturer or coordinator and other educators;
   f. status of the course unit in the programme (compulsory, elective, ...);
   g. entry requirements, competences and learning outcomes of the course unit;
   h. sequentiality requirements if any, and study progress requirements in relation to other course units;
   i. content of the course unit;
   j. activities related to study, teaching, and coaching;
   k. information about assessment and the number of examination opportunities;
   l. study material;
   m. the requirements for earning a credit certificate, if they depend on a pass/fail mark;
   n. whether the course unit qualifies for a credit contract or an examination contract;
   o. specific regulations for students with an examination contract.
1.3 **Structure of the academic year**

**Article 41  Structure of the academic year**

The UC Leuven-Limburg academic year is structured based on the academic calendar.

1.4 **Study programme model; semester examination system; study time and ECTS credits**

**Article 42  Semester system**

1 The academic year is composed of two semesters.

2 A course unit is organised and students take the relevant examination within a period of one semester. The comprehensive bachelor test, placement (projects), and portfolio may be subject to exception.

3 UC Leuven-Limburg establishes study programmes grouped in study phases worth 60 ECTS credits. Study programmes can decide otherwise after thorough motivation. Study programmes phases include course units worth at least 3 ECTS credits. A course unit has one or more educational activities.

4 The study programme committee may obtain a deviation from the above regulation by submitting a well-founded application to the UC Leuven-Limburg board of directors. Course units may only extend beyond one semester if it is considered educationally relevant.

5 When such an alternative regulation for a particular course unit has been granted, it stays in place until the next modification of the course programme or until a point in time determined by the UC Leuven-Limburg board of directors.

6 The programme guide lists a number of course units determined by the study programme committee which include educational activities and examinations in the first and second semester, and a number of course units equally determined by the study programme committee for which students take examinations at the end of the academic year.

7 The semester system does not apply to advanced bachelor programmes, postgraduate certificate programmes or continuing education programmes. Nor does it apply to study programmes with a special organisational format, including joint programmes.

8 In general, personalised tracks comply with the semester system, however, deviations may be granted by the relevant associate dean in charge of education matters.

**Article 43  Study time and ECTS credits**

1 The amount of ECTS credits only provides an indication of the course unit study load. It does not automatically entitle students who change courses or institutions to an exemption in the new context, even if the study time is identical to, or even higher than the study time associated with a seemingly similar course unit.

2 UC Leuven-Limburg will perform regular assessments of issues regarding study time and ECTS credits, in order to match the content of a course unit to the assumed study time. However, in exceptional cases it might be possible that at any given time the ECTS credits of course units are redistributed based on more accurate calculations, starting next academic year. This does not result in the mention of the new ECTS credits on the final degree supplement for those students who took the course unit prior to the relevant amendment.
1.5 Code of Conduct on Language Use

Article 44 General provision regarding the language of instruction and of administration
1. The language of instruction at UC Leuven-Limburg is Dutch. In accordance with the applicable laws and decrees, other languages may be employed in specific situations. If applicable, it will be mentioned explicitly. Course units taught in Dutch are assessed in Dutch as well.
2. The language of administration at UC Leuven-Limburg is Dutch. In order to facilitate communication with students, academic staff, services or institutions, an international common language may also be used.

Article 45 Course units taught in a different language
The next course units are taught primarily or entirely in a language other than Dutch:
   a. course units which study a living foreign language;
   b. course units taught by lecturers who speak a foreign language;
   c. course units taken in an educational institution in Belgium or abroad where the language of instruction is not Dutch, as agreed between the student and the programme manager.
These course units shall be assessed in the language in which they are taught.

Article 46 Other course units taught in a different language
1. Since UC Leuven-Limburg is aware of the importance of preparing its students for an international career, it offers certain course units of its Dutch-language study programmes in a language other than Dutch. The course units which or of which parts are taught in a language other than Dutch are clearly mentioned in the programme guide and the ECTS course description.
2. In accordance with decree provisions, the amount of course units not taught in Dutch of a bachelor's programme is limited to a maximum of 18% of the entire bachelor's programme (33 ECTS credits).
3. Except in the case of the advanced bachelor programmes, students are entitled to take the examinations pertaining to these course units taught in a foreign language, in Dutch. To this end, students must submit a request to the chairperson of the board of examiners of the study programme which the course unit is part of, no later than three weeks prior to the beginning of the relevant examination period.
4. Students who enrol in a Dutch-language study programme, yet choose to take the same course unit in the English study programme, will take examination of that course unit in English.

Article 47 Entire study programmes in a different language
1. For the benefit of international students, UC Leuven-Limburg may offer entire study programmes in a language other than Dutch. Equivalent Dutch-language bachelor programmes are provided.
2. This is not the case for study programmes that are specifically set up for foreign students and are recognised as International Course Programmes within the framework of the Flemish Inter-University Council's development cooperation programme. This exception also applies to courses and programmes recognised within Erasmus Mundus. In the case of postgraduate certificate programme, no Dutch-language programme version will be automatically set up. Foreign-language as well as Dutch-language students may attend these courses. All students, including Dutch speakers, who attend these courses are expected to take the examination in the language of the course or course unit in the event that a different language is used for the entire course or programme.
Foreign-language advanced bachelor programmes and postgraduate certificate programmes usually do not have a Dutch-language version. Foreign-language as well as Dutch-language students may attend these courses. All students, including Dutch speakers, who attend these courses are expected to take the examination in the language of the course or course unit in the event that a different language is used for the entire course or programme.

**Article 48  Quality control**

UC Leuven-Limburg ensures that its appointed staff members have sufficient knowledge of the international common language required for teaching. This aspect is particularly monitored by internal quality control of courses and programmes.
1.1 Compiling the student's ISP

Article 49 General information

1 Depending on their type of study contract and study track, students draw up their study programme in accordance with the general regulations described in the present education and examination regulations, and in accordance with the specific rules that apply to the study programme and/or course units selected, as described in the programme guide. Students must take into account the following dates:

   a. Students must draw up their first semester ISP before 1 November; ISPs will be approved before 1 December if students registered before 1 November;
   b. Students who register after 31 October must draw up before 1 March their ISP which will be then approved before 15 March.

If a student neglects to draw up his/her ISP, the programme manager will draw up the ISP for him/her.

If a student registers after 1 November due to exceptional reasons, the programme manager will draw up the student’s ISP.

2 Applications for exemptions are submitted in any case on or before the following dates: before 1 November for those students having registered before this date and before 1 March for students having registered after 31 October. If possible, the applications are submitted at time of the first registration for the study programme. A study programme allowing a student to register exceptionally after 1 November, may grant exemptions on condition that said student will submit a correct application within 14 days after the day of registration.

3 Students wishing to add one or more course units to their ISP other than the course units required to earn a degree, must do so by means of a credit contract.

4 Students who wish to draw up an ISP which deviates from standard regulations, must submit a motivated request to the programme manager.

Article 50 ISP of students with exemptions

Students who obtained a large number of exemptions and as a result assume they are able to complete the entire study programme in less than the normal time should submit a motivated request to this effect to the programme manager.

Article 51 General rules of study voucher system

1 Modifications to a student’s ISP may affect his/her study vouchers account. For each course unit added to the ISP, the student’s study voucher account will be reduced by the number of ECTS Credits of the relevant course unit.

2 Students regain study vouchers when they pass a course unit. The first 60 ECTS Credits earned are worth a double amount of study vouchers when credits of the relevant course units have been obtained.

3 Students who have a course unit removed from their ISP, before 1 December for first semester course units or two-semester course units and before 15 March for second semester course units, will regain study vouchers equal to the number of ECTS credits of the relevant course unit unless an exam of the relevant
course unit was taken. Students who remove a course unit from their ISP after the deadline, will not recover the equivalent of the course unit’s ECTS credits in their study vouchers account.

4 Students are responsible for monitoring the changes to their study vouchers account. Students may notify the relevant study programme’s student administration office about material errors or inaccuracies of the study vouchers account with regard to their study career at UC Leuven-Limburg, no later than 15 November of the academic year following the academic year during which the error in the study vouchers account occurred.

Article 52 General rules of study voucher shortage

1 These rules pertaining to study voucher shortage are applicable to all ECTS credits of an initial bachelor study programme of UC Leuven-Limburg, regardless of the fact that it occurs under a credit contract and/or a diploma contract.

2 Study voucher shortage means less study vouchers available than the number of ECTS credits for which the student wishes to enrol.

3 Students registering for the first time at UC Leuven-Limburg before 1 November with study vouchers totalling 27 to 59 ECTS credits, can draw up an ISP totalling less than or the same amount of ECTS Credits as the remaining study vouchers. Priority is given to course units of the first semester to be added to the ISP.

4 Students registering for the first time at UC Leuven-Limburg before 1 November with a study vouchers account totalling less than 27 ECTS credits, can only draw up an ISP worth 27 ECTS credits after approval by the associate dean in charge of education matters. The refusal will be motivated. In case of approval, priority is given to course units of the first semester to be added to the ISP.

5 Students registering after 1 November with study vouchers totalling 27 to 59 ECTS credits, can draw up an ISP totalling less than or the same amount of ECTS Credits as the remaining study vouchers. Priority is given to course units of the second semester to be added to the ISP. The goal is a minimum of 27 ECTS credits.

6 Students registering after 1 November with study vouchers totalling less than 27 ECTS credits can only add course units worth 27 ECTS credits to their ISP after approval by the associate dean in charge of education matters. The refusal will be motivated. In case of approval, priority is given to course units of the second semester to be added to the ISP. The goal is a minimum of 27 ECTS credits.

7 Students who registered in academic year X at UC Leuven-Limburg with a study voucher shortage, are allowed to register for academic year X+1 on condition that the amount of their study vouchers is greater than zero, otherwise registration is denied. At time of registration, such students will be offered an ISP 3 ECTS Credits or more on condition that the total amount does not exceed the number of remaining study vouchers. The associate dean in charge of education matters may decide otherwise after the student has submitted a motivated request. The same regulations apply to students who registered in academic year X at UC Leuven-Limburg with a study voucher shortage and switch study programme in the course of the academic year.

8 If possible, students who re-register, must include the course units for which they obtained a non-tolerable fail mark, in their ISP.

9 On or before 1 November or 15 March and based on the study voucher situation at that time, UC Leuven-Limburg has the right to deny registration, to modify the ISP, and to recalculate the tuition fee.

10 Students with no study vouchers left (after compiling their ISP) will pay a higher tuition fee. The detailed requirements can be found on the UC Leuven-Limburg website. It means double the amount of the variable part of the tuition fee for non-scholarship students. The associate dean in charge of education matters may decide otherwise following a motivated request. This rule does not apply to scholarship students.
11 After each deliberation, the ISP can be modified by adding course units totalling ECTS credits which equal the remainder of the study vouchers, after approval by the associate dean in charge of education matters and while taking into consideration the applicable deadlines.

Article 53 Study vouchers and force majeure

If a student believes that a definitive reduction of his/her study vouchers due to not taking one or more examinations is caused by a case of force majeure, s/he can lodge an appeal with the Council for Disputes about Study Progress Decisions.

1.2 Exemptions with or without transfer of examination results, credit certificates and certificates of competence

Article 54 Exemption with or without transfer of examination results

1 UC Leuven-Limburg recognise Prior Certificated Learning (PCL). A student having one or several PCL certificates may apply for an exemption for one or several course units or educational activities totalling a minimum of one ECTS credit.

2 The study programme conducts a comparability study based on documents provided by the prospective student. It will take into account following elements:
   a. Content-related equivalence with regard to acquired competences;
   b. work load and scope of study programme, if possible expressed in ECTS credits;
   c. type and level of study programme;
   d. specific admission requirements.

3 The documents serving as evidence must comply with the following quality criteria:
   a. authentic: they represent the candidate's own performance;
   b. current: they reflect the prospective student's present level of competence;
   c. relevant: they are sufficient proof to cover relevant elements of a study programme;
   d. quantity: they refer to a sufficiently extensive period of activities;
   e. variation in contexts: they reflect sufficient variation in activity and training contexts.

4 The appropriate body will grant exemption based on:
   a. a credit certificate earned at our institution or at a different institution;
   b. a certificate of competence granted by a validating body;
   c. a PCL validated not be means of a credit certificate but by means of a different certificate of study.

5 The scope of an exemption is expressed in whole ECTS credits.

6 In case of identical course units, students will be granted an exemption while maintaining the earned result.

Article 55 Exemptions for parts of course units based on PCL

A prospective student has to enrol in an entire course unit, whether or not exemptions have been obtained for certain subunits of said course unit. The total amount of ECTS credits for the course unit remains unchanged. A student obtaining an exemption for a course unit will be granted a grade based on the examination grades of the remaining subunits of the course unit.
Article 56  Recognition of credit certificate

1 The recognition of a credit certificate is stored in the UC Leuven-Limburg database during the period that a student is enrolled in a study programme. Credit certificates of course units included in successfully concluded study programmes are mentioned on the diploma supplement for this study programme. Credit certificates for students who leave UC Leuven-Limburg without finishing a study programme or without individual credit certificates being validated in a study programme, will be made available to students at their request. The credit certificate will not be made available if the student has not paid the required tuition fees.

2 The board of examiners may decide that the student will not obtain a credit certificate based on an irregularity which has occurred. In exceptional cases, previously earned credit certificates may be reclaimed.

Article 57  Earning a credit certificate

1 Students earn a credit certificate for each course unit which they pass, after the board of examiners has validated the relevant marks. This process occurs after each examination period.

2 If students are granted an exemption based on a PEL or PCL for one part of a course unit, they will earn a credit certificate for the entire course unit if they pass the examination of the other part.

Article 58  Exemption based on previously acquired competences that did not result in a credit certificate or a study certificate

In accordance with procedures and quality standards agreed upon by the KU Leuven Association the relevant study programme will perform a competence test based on which it will be decided to which extent the prospective student has acquired the relevant competences. The procedure of the competence test is described in a manual.

Article 59  Certificate of competence

The university college delivers a certificate of competence on behalf of the KU Leuven Association with regard to the level of competence of which it has been established that the applicant has actually obtained it.

In any case, the document will contain:

a. the name of the validating body issuing the document;
b. the name of the Association which the validating body is part of;
c. the standards used;
d. the methodology used;
e. the competences which emerged from the competence test.

Article 60  PEL fee

The PEL fees are determined before 1 May of each year and apply to the following academic year.
Request for exemptions based on certificates of competence

1. Based on the issued certificate of competence (or a certificate from another validating body), students may submit a request for exemption with the relevant body. In the request, the student must specify the course unit, or part thereof, from which s/he wishes to be exempt, added with a supporting dossier including the certificate of aptitude that has been obtained.

2. The study programme will examine the certificates of competence, based on the quality criteria agreed upon by the Association members and based on the KU Leuven Association regulations pertaining to granting exemptions.

3. When judging the certificates, the institution may request the validating body’s advice which is non-binding. An exemption granted based on a certificate of competence, is merely valid for the relevant study programme.

4. The programme manager will decide whether to grant exemptions or not and will communicate the decision in writing to the prospective student. The decision will be motivated in case the request is denied.

Validity of credit certificates, other study certificates and certificates of aptitude

All credit certificates, other study certificates and certificates of competence remain valid indefinitely.

Obtaining a degree after being granted exemptions (64)

When a student is exempt from all course units of a study programme, s/he is granted the diploma of the same study programme.

Enrolling in course units and taking examinations for one study programme

General principle

The order in which students can enrol in course units and can take examinations, is determined by the study programme, possibly structured in study phases, regardless of the study contract, yet while taking into account the sequentiality and study progress requirements.

Regulations for students who register for the first time for a bachelor programme

1. Students who register for the first time for a bachelor programme, must choose a full-time or regular track, unless:
   a. they have earned exemptions based on PEL and PCL;
   b. it is not the main registration;
   c. they have permission to choose a personalised track. This rule pertains to every registration in a new bachelor programme, with the exception of bachelor programmes with reduced study load which are mentioned in the programme guide.

2. Students who are still 120 ECTS credits short of earning their bachelor degree, must first enrol in all course units of the first study phase before enrolling in other course units.
**Article 66  Rules applicable to all other students**

1. Students enrolled in a bachelor degree programme who choose a standard track, will enrol in course units of the standard track during the course of an academic year.

2. Students enrolled in a bachelor degree programme who choose a flexible track, will have an ISP (excluding possible exemptions) totalling between 27 and 66 ECTS credits per academic year. Students are allowed to take on fewer or more ECTS credits in the following cases:
   a. Students are allowed to take on more than 66 ECTS credits if they have earned 50 or more ECTS credits in the previous study phase. They are allowed to combine the remainder of the previous study phase with the complete next study phase up until a maximum of 70 ECTS credits;
   b. Students are allowed to take on less than 27 ECTS credits if the amount of the remaining ECTS credits of the ISP in view of earning a diploma or certificate is smaller than 27 ECTS credits.

3. Administration will only enrol students in phase x+1 if they have obtained 48 ECTS credits or more in phase x.

4. The programme manager can grant permission to deviate from above mentioned regulation after thorough motivation.

**Article 67  Rules applicable to students in continuing programmes (advanced bachelor, postgraduate certificate)**

1. Students who are less than 60 ECTS credits short of earning their degree at the beginning of the academic year, can enrol in some or exceptionally in all course units of the programme. In any case, they must have enrolled in or enrol in all course units of the first study programme before the ISP of the continuing programme can be approved.

2. If sequentiality and study progress requirements have been defined, it is possible that a combination with an entire continuing programme can be denied.

**Article 68  Special cases**

In exceptional cases, the programme manager may grant exceptions to the above mentioned rules after thorough motivation. To this end, students must submit a well-founded written request to the programme manager.

**1.4 Taking course units and examinations in another study programme or at other institutions**

**Article 69  The study programme as a starting point**

Taking into account existing regulations and arrangements with other higher education institutions, each study programme determines the extent to which students having a diploma or examination contract for the purpose of obtaining a diploma are allowed to complete course units of another course or at another national or foreign higher education institution.

**Article 70  Requirements for taking a common course unit**

Taking into account the existing regulations, every study programme will determine to which extent students with a diploma or examination contract for the purpose of obtaining a diploma can take a common course unit of UC Leuven-Limburg.
Article 71  Elective course units at a different Flemish higher education institution

1 Following agreements made between Flemish higher education institutions, students can take an elective course unit related to their programme at a different Flemish higher education institution. However, this requires that students are enrolled in their own institution with a diploma contract or an examination contract for the purpose of obtaining a diploma; that the relevant course unit is not taught as an obligatory course unit in the study programme at their own institution; and that permission must be granted by the programme manager of the relevant study programme and by the person responsible for the course unit at the other institution involved.

2 The elective course unit for which the required permission has been granted, is not subject to any additional tuition fee by the student. UC Leuven-Limburg takes out accident insurance on behalf of students. The other Flemish higher education institution agrees to granting admission to the course unit, the relevant examinations and the required infrastructure. The other Flemish higher education institution will notify UC Leuven-Limburg of the student’s mark.

Article 72  The request to take a course unit at a different institution

1 Students are required to submit to the programme manager their well-founded request for taking a course unit at a different institution.

2 In consultation with the study programme, the programme manager will examine the student’s request, paying particular attention to the following criteria:

   a. the objectives of the substitute course unit must be in line with those of the study programme;
   b. the study load of the course unit.

3 In the event that there is a favourable recommendation, the student is allowed to take the course units in question elsewhere and sit the examinations there. The other college or university will notify UC Leuven-Limburg of the student’s examination results.

Article 73  Enrolling in course units in a continuing programme at a different Flemish higher education institution

1 Students who must still complete a limited part of their study programme and wish to continue their study with a diploma or examination contract for the purpose of obtaining a diploma in a continuing programme at another institution, are allowed to enrol in course units of this other institution.

2 Anyone taking such course units is considered a regular student for the purpose of using all services (e.g. use of computer and library facilities). These students have to pay a tuition fee which corresponds to the number of ECTS credits of the course units which they are enrolled in.

Article 74  Internationalisation

1 Students have the opportunity to spend time abroad or in the French-speaking/German-speaking region of Belgium for at least one semester or during their work placement. Legal provisions are in place for these exchanges on condition that an agreement has been signed between UC Leuven-Limburg and the relevant foreign institution.

2 Students submit an application before the start of the academic year during which they wish to go abroad. Students are not allowed to go abroad if they have non-tolerable fail grades. The associate dean in charge of education matters has the authority to deviate from this rule after a motivated request from the student involved. Students must demonstrate that they are sufficiently proficient in the language of the study programme, one or more course units in which they enrol or of the work placement, otherwise they must
attend training before departure. These language skills can be tested during a personal interview.
Furthermore, students may be selected based on motivation, work ethics and the ability to act independently.
UC Leuven-Limburg will draw up a ‘learning agreement’ generally totalling 20 ECTS credits per trimester, 30 ECTS credits per semester and 60 ECTS credits per year while abroad.

3 Students comply with the examination regulations (time, place, ...) as determined by the partner institution and stay abroad for the entire examination period, even if it is longer than the examination period at UC Leuven-Limburg.

4 The foreign course units are mentioned in the diploma supplement. The result of the examination taken at a foreign institution may be converted into numbers (out of 20 points) by the board of examiners. If several foreign course units are brought together into one course unit at UC Leuven-Limburg, the board of examiners may weigh the marks. The method to weigh the marks is explained in the programme guide.

1.5 Study progress

Article 75 Number of enrolment opportunities

In general, every student is entitled to a second enrolment for the same course unit which s/he was enrolled in during the previous academic year and for which no credit certificate was obtained.

Article 76 Denying access to a practice-based course unit

1 The programme manager may deny students access to a practice-based course unit, such as practicals or traineeships, due to exceptional circumstances and after following the relevant procedure.

2 This measure may be taken when due to (permanent) exceptional and personal circumstances in the student’s life, participation in a practice-based course unit may result in a dangerous situation for the student or for others and this dangerous situation cannot be avoided by providing support or protection measures and a feasible safe alternative for the practice-based course unit such as alternative projects, a personalised track or other reasonable measures.

3 The programme manager provides a thorough motivation for his/her decision and mentions at least the following:
   a. the facts and reasons that result in denying a student access to the course unit;
   b. the reasons why a safe alternative such as an alternative project, personalised track or other measures are not feasible or appropriate;
   c. the student’s appeal options against this decision of denying access to the course unit.

Article 77 Denying further access to a practice-based course unit in case of severe dysfunction

1 If a student demonstrates severe dysfunctional behaviour during the course of a practice-based course unit, the student is offered remediation the terms of which are determined in a written agreement. This written agreement is dated and signed by the programme manager and the student.

2 If the student does not comply with the terms of the agreement and the severe dysfunctional behaviour persists, the programme manager will decide whether the student may continue the practice-based course unit.

3 If possible, the programme manager can allow the student to find or undertake an alternative assignment equivalent to the remaining educational activities of the practice-based course unit.
4 The decision to prematurely terminate the practice-based course unit is extensively motivated and mentions at least the following:
   a. The facts and the reasons for termination;
   b. The way in which the student was offered the opportunity to remedy his/her dysfunctional behaviour;
   c. The reasons why an alternative assignment is not possible or appropriate;
   d. The student’s appeal options against this decision of termination.

Article 78 Academic counselling
1 All students are entitled to academic recommendations. This does not apply to students enrolled under an examination contract.
2 Especially students who are over 120 ECTS credits short of earning their bachelor diploma receive particular attention.
3 Students who are over 120 ECTS credits short of earning their bachelor diploma and who have a study efficiency rate below 60% after the 1st examination period (January), will receive academic counselling after the results have been announced.

Article 79 Declining future enrolment in a study programme due to low study efficiency rate.
1 Students who are over 120 ECTS credits short of earning their bachelor diploma in academic year x and who have a study efficiency rate below 30% after the 3rd examination period (August/September) will be denied access the following academic year (x+1) to the same study programme at UC Leuven-Limburg, and also to all course units of said programme under a credit contract or examination contract.
2 The associate dean in charge of education matters may decide otherwise after thorough motivation.
3 Students who have received a binding condition and have not achieved a 50% study efficiency rate during academic year x+1, will be denied re-registration during academic year x+2 with a diploma contract for the same programme at UC Leuven-Limburg. This measure of denying enrolment does not apply to students who require 70 ECTS credits or less to obtain the diploma, at the end of academic year x+1.

Article 80 Declining future enrolment in a study programme based on a binding condition
1 A binding condition by the board of examiners will be imposed on students who have a study efficiency rate below 50% after the 3rd examination period (August/September) of academic year x. It means that a students must achieve a 50% study efficiency rate or higher during academic year x+1 if they enrol in the same study programme at UC Leuven-Limburg. The board of examiners may decide not to apply the binding condition after thorough motivation.
2 Students who have received a binding condition and have not achieved a 50% study efficiency rate during academic year x+1, will be denied re-registration during academic year x+2 with a diploma contract for the same programme at UC Leuven-Limburg. This measure of denying enrolment does not apply to students who require 70 ECTS credits or less to obtain the diploma, at the end of academic year x+1.
3 If re-enrolment under a diploma contract has been denied, it will automatically mean that students can no longer enrol in course units of that study programme based on a credit contract or examination contract.
4 The associate dean in charge of education matters may decide otherwise after thorough motivation.
5 Students who are denied re-enrolment in the same programme at UC Leuven-Limburg in academic year x+2 due to a binding condition, may re-enrol in the same programme of academic year x+3. The obtained ECTS credits, partial transfer of credits and (partial) exemptions will be maintained. The recorded marks, even recorded tolerable fail marks, become invalid. With regard to examination opportunities and study efficiency, these students are considered new students.
Article 81  Declining future enrolment based on a course unit fail mark after sufficient enrolment opportunities

1 Students who fail a course unit in academic year x and fail the same course unit again in academic year x+1, regardless of the type of contract, are not allowed to re-enrol in academic year x+2 under any contract, in the same programme or the same course unit at UC Leuven-Limburg. This measure of denying enrolment does not apply if the student obtains at least a 60% study efficiency rate in academic year x+1 or if the student, at the end of academic year x+1, requires 70 ECTS credits or less to obtain the diploma. It is not possible for a student to enrol in the same course unit during the fourth consecutive academic year and the student will thus be denied re-enrolment.

2 An examination of a course unit which a student takes under a diploma contract or an examination contract for the purpose of obtaining a diploma or certificate, or under a credit contract, counts as one examination opportunity, even if the student changes contract. The student cannot acquire more examination opportunities by changing contracts within an academic year or throughout several academic years.

3 The associate dean in charge of education matters may decide otherwise after thorough motivation. The permission to re-enrol in a course unit means that binding study progress measures may be imposed on the student.

4 Students who are denied re-enrolment in the same programme at UC Leuven-Limburg in academic year x+2 due to failed course units after sufficient examination opportunities, may re-enrol in the same programme from academic year x+3 onwards. The obtained ECTS credits, partial transfer of credits and (partial) exemptions will be maintained. The recorded marks, even recorded tolerable fail marks, become invalid. With regard to examination opportunities and study efficiency, these students are considered new students.

Article 82  Students who suspend their study programme for at least one year

1 The obtained ECTS credits, partial transfer of credits and (partial) exemptions will be maintained. The recorded marks, even recorded tolerable fail marks, become invalid. With regard to examination opportunities and study efficiency, these students are considered new students.

2 The associate dean in charge of education matters may decide otherwise after thorough motivation.
3 EXAMINATIONS REGULATIONS

Part 1 GENERAL EXAMINATION REGULATIONS

Article 83 Objectives

1 The present regulations aim at ensuring that examinations at UC Leuven-Limburg take place in a regular and correct way.

2 The examiner must examine whether the student has achieved the learning outcome and thus has the competences related to a certain course unit or part of a course unit. The board of examiners must examine whether a student has achieved the learning outcome of the study programme or of the course units and thus has the required competences to pass.

3 Every examination must be set up in a such a way as to fully allow students to prove the competences required for the course unit. The examiner and the related authorised bodies are required to guarantee constant care in order to set up an examination in the best possible way.

1.1 General rules

Article 84 To whom it applies

The general examination regulations apply to all examinations at UC Leuven-Limburg for which no specific regulations have been determined or for which no exceptions have been defined in accordance with the procedure described in the article ‘additions and exceptions’.

Article 85 Examination process

For each examination, the process will be determined in the ECTS course abstract.

Article 86 Additions and exceptions

1 Study programmes can only add additions to these examination regulations if it is explicitly mentioned in an article of the present regulations. These additions may be special measures and criteria and cannot conflict with the general examination regulations.

2 Exceptions to these general examination regulations can only be granted by the vice-chancellor, after recommendation by the Academic Board.

3 Additions and exceptions are communicated to the students of the relevant study programme. They are always mentioned in the programme guide.
1.2 Organisation of examinations

Article 87 Examination periods

1 Three examination periods are organised per academic year:
   a. the first examination period takes places in January at the end of the first semester;
   b. the second examination period takes places in June at the end of the second semester;
   c. a third examination period in August/September

2 The examinations of the third examination period are scheduled over a minimum period of ten working days, excluding Saturdays.

3 During the three examination periods, no educational activities are scheduled.

Article 88 Examination activities

1 Course units may have one or several examination activities. Each study programme will list these examination activities and its conditions in the programme guide.

2 For course units covering the entire academic year, the first examination opportunity will be during the examination period concluding the second semester. However, the study programme may decide to organise an examination for one part of a course unit in the first semester and to register a mark. The relative share of each examination is mentioned in the programme guide.

Article 89 Special examination times for entire course units

1 The study programme may decide that students will take examinations outside the examination periods. It will be mentioned in the programme guide.

2 If the education activities of a course unit or part of a course unit do not cover an entire semester, the corresponding examination may be organised at the end of these education activities. In this case, it will be mentioned in the programme guide. Thus, students will have used their first examination opportunity of the relevant course unit.

Article 90 Continuous assessment

The programme guide mentions whether a course unit or an educational activity will have some kind of continuous assessment. Its conditions will equally be mentioned in the programme guide.

Article 91 Formative tests

The results of formative tests which are organised for student orientation purposes will not be used towards the final results.

Article 92 Time and place

1 Except in cases of force majeure or motivated exception (which the programme manager will assess), all examinations during the examination periods will be held in a UC Leuven-Limburg room.

2 The examinations may take place Monday through Friday between 8am and 10pm and Saturdays between 8am and 6pm.

3 In case technical or organisational problems arise during an examination or assessment activity, which jeopardise the schedule, the study programme is supposed to take appropriate and fair measures.
Article 93 Attending an examination

1 If desired, students can allow an observer to attend the examination. The observer cannot be a student who must take the examination of that course unit in the same academic year, or a student who must be examined by the relevant examiner in the same academic year, nor a relative until the fourth degree. At least seven calendar days before the examination, the student will notify the chairperson of the board of examiners and the examination ombuds, who will in turn notify the relevant examiner. The observer can only write down notes.

2 After having agreed with chairperson of the board of examiners, the examiner may ask a member of the teaching staff to attend an examination. This request must be communicated to the chairperson of the board of examiners, who in turn will notify the relevant student in timely manner.

Article 94 Examination schedule and registration for examinations

1 The entire and detailed examination regulations are communicated at the least 30 calendar days before the beginning of the examination period.

2 The examination regulations mention:
   a. the names of the chairperson, of the secretary of the board of examiners and of the examination ombuds;
   b. the name of the examiner and the course unit;
   c. the place and time and duration of the examination;
   d. the day and time during which the results will be communicated;
   e. the deliberation dates.

3 The examination regulations are determined by the programme manager together with representative members of the student council. It will be laid down in the programme guide.

4 Study programmes try to honour the following principles:
   a. an examination will not take more than four hours;
   b. there will be sufficient time between two examinations;
   c. no examinations of different course units on the same day.

5 Examiners and students will strictly abide by the examination schedule. Examinations can only be rescheduled for an important reason. The chair of the board of examiners will decide on this matter and make a new arrangement in that case, after consultation. The chair will equally determine a new examination time in situations of force majeure.

6 Students must register for the third examination period (August/September) before the deadlines mentioned in the academic calendar.

1.3 Taking examinations

Article 95 Requirement to take examinations

1 Access to an examination may be subject to requirements related to educational activities. Every study programme will clearly mention in the ECTS course abstract to which course units the above requirements apply and what the consequences are for the examination result in case the requirements are not met.

2 Students who take examinations although they do not meet the above requirements or examinations for which they did not register although a certain regulation applies, will not obtain an examination result. The examination is considered null and void.
Article 96  Limitations related to examination admission

Students are allowed to take two examinations of the same course unit or part of course unit, regardless of the contracts which they entered into either simultaneously or sequentially. An examination which has not been taken (code NA) is considered a used examination opportunity. The programme guide will mention the course units for which students only have one examination opportunity based on the character of the course unit.

Article 97  Verification

For the purpose of examinations, students must be able to prove their identity by means of their student card.

Article 98  The right to a second examination opportunity and retaking exams

1 In general, students are entitled to two examination opportunities per course unit during the academic year in order to obtain credits.

2 If the course unit does not provide a second examination opportunity during the same academic year, it will be mentioned in the programme guide. If the student does not pass this course unit, (s)he must re-enrol in this course unit during the following academic year.

3 The student can only retake the exam during the third examination period.

4 Spreading exams over the second and third examination period is not possible.

5 The study programme may provide exceptions to the second examination opportunity for exchange students if the second examination opportunity during the third examination period leads to an unreasonable situation for the student.

Article 99  Postponing examinations until the second examination period

If a student's ISP of the first semester exceeds 36 ECTS credits, and if this situation is caused by the study programme's scheduling, the programme manager may allow the student to postpone the examination of compulsory course units from the first examination period to the second examination period, after the student has submitted a motivated request. If unbalanced scheduling of course units is a consequence of a student's own individual choices, this article does not apply.

Only former Group T during 2016-2017 academic year: A student has the right to withdraw from an examination on or before the last working day (Saturdays included) before the same examination, on condition that previous consultation took place with the examination ombuds.

Article 100  Make-up examinations

1 A student who does not take an examination due to a serious reason, can take a make-up examination according to regulations determined by the study programme. In any case, the examination ombuds will verify whether the student can take the examination on another day during the same examination period. In case of dispute, the chairperson of the board of examiners will decide after recommendation by the examination ombuds.

2 All examination opportunities must be guaranteed if students are allowed to invoke force majeure during the first and/or second examination period.

Article 101  Withdrawal from examinations

A student who registered for an examination period and who does not take an examination or decides to withdraw from examinations, must announce it as soon as possible. The corresponding examination opportunities will be lost.
1.4 Alternative examination regulations

Article 102 Particular arrangements for individual cases

1 Based on a recognised status or exceptional circumstances of individual students, it is allowed to spread examinations over the regular examination periods, while the students maintain their standard or their personalised track.

2 However, granting alternative examination scheduling does not imply that explicitly compulsory attendance or used teaching methods and examination methods can be altered. Should this appear to be exceptionally required, concrete arrangements will be made with the relevant study programme.

3 Modifications with regard to examination time, examination format, available examination time, authorised resources at examinations and schedule of continuous assessment activities may be permitted. A student may submit a well-founded alternative scheduling request to the ombuds office, accompanied by the required certificates or other evidence, no later than forty calendar days before the beginning of the official examination periods. The ombuds office will make a decision and the required arrangements. These measures will be communicated to the student, to the examiners involved and to the chairperson of the board of examiners. The measures will also become part of the deliberation minutes.

Article 103 Particular arrangement for students who are about to graduate

1 For students who are able to graduate after the first examination period: the examination of the only remaining course unit scheduled in the second semester may be taken during the first examination period.

2 For students who are able to graduate after the second examination period:
   a. students may use the second examination opportunity of maximum 2 course units during the June examination period. If students retake the examination of a course unit during the second examination period, they are not allowed to retake the examination again during the third examination period.
   b. If after the first examination period students obtained a fail mark for a course unit which only allows one examination opportunity, students may re-enrol in this course unit during the second semester by re-registering and paying the fee corresponding to the number of ECTS credits of the course unit.
1.5 Examinations of common course units in case of combined registrations

Article 104 Consequences with regard to common course units

1 If a certain enrolment combination includes course units which qualify for more than one study programme or contract, the following rules apply:
   a. The course units are scheduled during the same examination period: the student will only take the examination once. The mark obtained shall count as the first examination mark for the various contracts.
   b. The course units are scheduled during different examination periods of the same academic year: the student will only take the examination once if the mark obtained results in a credit certificate or a tolerable fail mark. The mark obtained under one contract will be transferred to the other contract in the next examination period, unless the student wishes to exercise his or her right to retake an examination of the same course unit in case of a tolerable fail mark. In the latter case, the mark of the first examination will be maintained if it is higher than the mark which has been obtained later.
   c. The registration applies to examination periods of consecutive academic years: if the student obtained a credit certificate under the first contract, s/he will automatically be granted exemption while the examination result of the relevant course unit will be transferred to the second contract, regardless of the fact that the course unit is compulsory or elective. A tolerable fail mark can never be transferred to another study programme across academic years.

2 The conditions for maintaining tolerable fail marks after an academic year will be applied under each contract separately during the next registration.

1.6 Examinations of course units belonging to continuing study programmes

Article 105 Certification of examinations

1 Examinations of course units belonging to continuing study programmes are exclusively certified in the continuing study programme. The tolerable fail criteria of the continuing study programme will be applied to the obtained marks, while only taking into account the marks already obtained in the continuing study programme.

2 Students who enrol in a full continuing study programme, can only be the subject of deliberations about grades and level of achievement, after they have passed the entire previous study programme.

1.7 Examinations taken in another study programme or institution

Article 106 Time and place of examinations

When a student enrols in course units in another study programme or at another domestic or foreign higher education institution following the conditions set forth by the study programme, the examination of these course units will take place at a time, place, and under the conditions determined by the other study programme or institution.
Article 107   Deliberation

1 Under the supervision of the chairperson of the board of examiners, the result of an examination taken at another higher education institution will be converted, if needed, into a mark as set forth in the article about assessment. The student who enrols in part of the study programme at a different institution, will be notified before departure about the existing converting rules.

2 Examination results for course units submitted after the board of examiners meetings have been concluded in a deliberation period X, will be entered during the deliberation period X+1 (e.g. from first examination period to second examination period).

3 Exceptions to this rule are allowed if:
   a. the student can graduate in the relevant academic year x;
   b. it is the student’s first examination opportunity in the deliberation period of the second examination period (June) (examination opportunity for which s/he earned a fail mark);
   c. it is a mark from the deliberation period of the third examination period (September).

For these exceptions, every study programme can convene an additional board of examiners meeting until one month after the end of deliberation period X, while taking into account the terms of employment.

Article 108   Replacement by an equivalent course unit

1 If a student did not pass one or several course unit examinations taken abroad during the first examination opportunity, s/he will retake the examinations at the host institution, if possible.

2 In case a student did not obtain a credit certificate for a course unit because s/he did not pass the examination which s/he took at a foreign higher education institution, the board of examiners has the authority to grant permission to the student to take an examination of an equivalent course unit, as determined by the board of examiners, in a future examination period of the same academic year at the home institution.

3 A student who is absent from examinations as mentioned on the examination schedule because of participation in an exchange programme, may take aforementioned missed examinations at another time during the regular examination periods.

1.8   Examination ombuds

Article 109   Function, appointment and availability

1 The examination ombuds is a mediator between examiners and students. S/he must be able to fulfil his/her mediation role in an impartial manner.

2 The examination ombuds will take up this function for all examinations of the academic year.

3 The associate dean in charge of education matters will appoint one examination ombuds and one substitute examination ombuds per study phase or student group during each academic year. It will be announced in due time where and when the examination ombuds is available.
Article 110  Powers and disputes

1 If necessary, the examination ombuds will mediate with regard to date, place, format and conditions of an examination without prejudice to the specific powers determined in other articles.

2 In order to fulfil his/her role adequately, the examination ombuds has a right to be informed about every examination due to his/her mediation role, even before the board of examiners’ deliberation.

3 The examination ombuds is not a voting member of the board of examiners, yet participates in the deliberations as an advisor. He/she will also participate in the restricted board of examiners’ deliberations as an observer.

4 The board of examiners’ chairperson will monitor the powers and the impartiality of the examination ombuds. Disputes with regard to the powers of the examination ombuds or his/her impartiality may be submitted at any given moment to the associate dean in charge of education matters by the examination ombuds and by every examiner.

5 The examination ombuds decides whether not taking examinations is a result of force majeure. S/he will communicate his/her decision to the board of examiners’ chairperson.

Article 111  Incompatibility

Under no circumstances is the examination ombuds allowed to assess the students on whose behalf s/he acts as examination ombuds. If the examination ombuds exceptionally took part in the assessment of a student with regard to a particular course unit, the substitute examination ombuds will act as examination ombuds for the student involved.

Article 112  Report

After the third examination period of each academic year, the examination ombuds will submit a work report to the associate dean in charge of education matters and to the board of examiners’ chairperson.

1.9  Examination process

Article 113  Examiner

1 With regard to examinations or parts of examinations, the head lecturer of the course unit is ultimately responsible for the assessment.

2 If student and examiner are at least fourth-degree relatives or in case of a force majeure related to the examiner, the latter will request the board of examiners’ chairperson to appoint a substitute.

3 An external expert who takes part in a student’s assessment related to a course unit, can never be ultimately responsible for a course unit. If applicable, the participation of external experts in the assessment is mentioned in the programme guide.
**Article 114  Information before examinations and deadlines for handing in papers or projects**

1. The head lecturers of the course units will describe the main elements of a course unit (competences, goals, learning continuity and teaching methods, study and work time, study material and assessment rules including weighing the marks of course subunits for which a partial is given) in the programme guide.

2. If, in exceptional cases, the examination content or the assessment methods differ based on the examination period, it must be mentioned in the programme guide.

3. No later than one month before the start of the examination period during which the student will take the exam of the relevant course unit, all the required study material of the completed educational activities of said course unit must be available to the student. The study material of the remaining educational activities must be available to the student no later than the start of the examination period.

4. If a paper of project is handed in after the deadline, the paper or project is considered 'not taken'.

5. If a certain deadline has been set for handing in a paper/project and a student realises that s/he cannot keep the deadline due to legitimate reasons, the student must contact the head lecturer of the course unit before the set deadline in order to determine a new deadline.

**Article 115  Examination format**

1. The examination format is decided by the study programme, based on the head lecturer's recommendations and is mentioned per course unit in the programme guide.

2. In case of force majeure, the chairperson of the board of examiners may allow an alternative examination format. Other modifications to the examination format must be submitted for approval to the Academic Council.

3. In case of an oral examination or an examination of which one part is an oral examination, students are allowed time for a written preparation, unless mentioned otherwise in the programme guide.

4. Based on physical or psychological arguments, students may be allowed to take examinations in a different way than previously determined on condition that they submit a request to the chairperson of the board of examiners before the start of the examination period.

**Article 116  Assessment**

1. Every course unit and every educational activity of a study programme has an examination. Every course unit and every educational activity has only one examination mark for deliberation purposes.

2. Students can only obtain an examination mark for a course unit if they have obtained a mark for all examination activities of the said course unit. In case of continuous assessment, every study programme will describe which conditions must be met by the student in order to obtain a mark; this information is mentioned in the programme guide.

3. An examination has a maximum of 20 points. The mark is expressed in whole numbers. Examinations may also by assessed by means of a pass/fail mark (non-numerical).

4. In case of a pass mark, the student obtains the corresponding ECTS credits. In case of a fail mark, the examination must be retaken, unless the study programme decides that the fail mark is a tolerable fail mark. It is mentioned in the programme guide.

5. In order to determine the percentage rate obtained, the marks obtained for each course unit are set against the number of ECTS credits attributed to the course units.

6. The course units which have a pass/fail mark are excluded from the calculation of the percentage rate.
The examination mark of an educational activity is converted into one overall mark (20 points) before deliberations by the head lecturer(s). The final mark of the course unit will be the weighted average of the different partial marks based on the actual number of ECTS credits of the educational activities.

For former Group T students during the 2016-2017 academic year: if an educational activity mark is below 5/20, the standard way of weighing may be abandoned and a fail mark may be awarded for the course unit. This alternative regulation is mentioned in the programme guide.

For previous Leuven University College students in the 2016-2017 academic year: if a student fails one or several educational activities, it is possible that said student fails the entire course unit. In that case it is not necessary that the overall mark corresponds to the above mentioned weighted average, but may be determined by alternative stipulations described in the programme guide. This overall mark must be reasonable and must be in proportion to the composing educational activities, while all results of the educational activities must be taken into consideration at all times.

In order to determine results, calculate tolerable fail mark credit and for the 50% study efficiency rule, the following rounding rules apply. Rounding down in case of decimals ranging from 0,1 to 0,4 and rounding up for decimals ranging from 0,5 to 0,9.

If a student is not able to attend the majority of appointments in view of assessing his work due to illness or a force majeure, it has to be decided, at the latest, by the end of the absence whether it is still possible to achieve a well-founded overall assessment. If this cannot be achieved, the student must be notified as soon as possible. A partial assessment may serve as overall assessment.

Students who do not comply with the conditions will receive a 'not taken' (NA code) for the relevant course unit or educational activity. If the label 'not taken' is attributed to an educational activity, the mark of the relevant course unit can not be generated.

In case of certified absence, the GR code applies. In case of fraud the FR code applies.

For former Group T students in the 2016-2017 academic year: Students who were absent during continuous assessment of educational activities must prove their absences to the relevant lecturer. In case of certified absence during more than one third of the assessments, the relevant lecturer may impose a replacement task or a test. In case of uncertified absence during more than one third of the sessions or if a student does not submit more than one third (taking into account the relative weight) of the assignments, the relevant lecturer is not allowed to award a mark for this course unit or educational activity (“not taken” (NA)).

For placements, comprehensive bachelor test and portfolio, the study programme will decide on an appropriate arrangement.

Article 117 Administrative process
The assessors must submit their examination assessments as soon as possible to the relevant administrative service.
It must be submitted in a pre-determined format no later than 2 work days before deliberations.
1.10 The board of examiners and its powers

Article 118 Composition

1. A board of examiners per study programme is established for the duration of the academic year. The board of examiners is composed in a balanced way. It consists of at least six members entitled to vote. The study programme determines in which way the members and their substitutes will be appointed.

2. The examination ombuds is an advising member of the board of examiners of the study programme to which s/he is assigned.

3. The restricted board of examiners is at least composed of the chair and secretary of the board of examiners, together with the examination ombuds as advising member.

Article 119 Powers of the restricted board of examiners

1. The restricted board of examiners will prepare the overall deliberations.

2. After each examination period the restricted board of examiners verifies and registers the results of each student enrolled in study programme or in one or several course units of the study programme.

3. The board proposes to validate the registered results, unless the student is allegedly guilty of or accessory to fraud or attempted fraud and/or the relevant course unit has an obviously alternative profile.

4. In addition, the board will draw up a list of students who may receive a binding condition, and a list of students who did not comply with the binding condition imposed. The limited board will act in cases related to hearing students and examiners. It will correct material errors which do not impact whether a student fails or passes a course unit or a study programme or do not impact the level of achievement. It determines the results of exchange students whose results arrive late in our HEI.

Article 120 Powers of the board of examiners

1. The board of examiners may decide upon:
   a. definitively determining the examination results for the purpose of awarding credit certificates;
   b. determining whether a student under a diploma contract or an examination contract in view of obtaining a diploma, has earned results for the course units of the study programme, with the exception of granted exemptions, which allow him/her to pass;
   c. awarding a level of achievement to students who have passed the study programme;
   d. disputes;
   e. modifying examination results after careful consideration if it appears that they were awarded to a student or a group of students in an unreasonable way;
   f. formulating a binding condition for individual students with regard to study advice and imposing study progress measures;
   g. taking measures towards individual students in case a binding condition has not been met;
   h. in case of enrolments under a credit contract or an examination contract in view of obtaining individual credit certificates, the board will definitively determine the results for the purpose of awarding a credit certificate or not.
   i. considering to allow a student to graduate in the event that his/her tolerable fail mark credit exceeds the upper limit by 2 ECTS credits and student has at least obtained an overall result of 60% for the entire programme.
2 Under special circumstances, the rules regarding tolerable fail marks of the examination regulations may be abandoned in favour of the student. It may be requested by the chairperson of the board of examiners, the examination ombuds person or at least 3 members of the board of examiners. In case no agreement can be reached, a secret vote will be held. This decision will be motivated.

3 All decisions of the board of examiners will be recorded in the deliberation minutes.

1.11 Deliberation

Article 121 Number of deliberations

1 The board of examiners will convene at least once for each examination period.

2 The chairperson of the board of examiners may decide to hold more than one meeting of the board of examiners per examination period, for manageability purposes.

Article 122 Attendance

1 The members of the board of examiners will participate in the deliberation meeting and will sign the attendance list. The board of examiners can make legitimate decisions if at least half of the voting members (or their substitutes) is present. A member who invokes certified absence, will notify the chairperson of the board of examiners as soon as possible.

2 If students must remain available to the board of examiners during deliberation, the chairperson of the board of examiners will take the initiative to notify the student beforehand.

Article 123 Confidentiality

The members of the board of examiners and all persons who attend the meeting, must treat the deliberation and voting in a confidential manner.

Article 124 Voting members

1 The study programme will determine which members of the board of examiners have voting rights. Members of the board of examiners do not take part in deliberations about decisions related to first-degree to fourth-degree relatives.

2 Members of the board of examiners whose mark to an individual student or a group of student is deemed unreasonable, do not take part in the deliberations about this student or group of students.

3 The examination ombuds takes part in the deliberation as an advising member.
Article 125 Consultation of non-members by the (restricted) board of examiners

1. Every examiner who is not a member of the board of examiners can request to be heard by the restricted board of examiners and the board of examiners. Students have the same right if the board of examiners will make a decision about them.

2. In case of an irregularity, the restricted board of examiners must hear the lecturer who witnessed the irregularity, before the board of examiners can make a decision. The (restricted) board of examiners can hear the student upon the latter's request.

3. If the restricted board of examiners determines that the mark proposed by an examiner for an individual student or for a group of students appears to be unreasonable, the former must hear the examiner before the board of examiners can make a decision.

4. The board of examiners can decide at all times to hear an examiner who is not a member of the board of examiners about the mark proposed by said examiner.

Article 126 The board of examiners as a regular board and regulations about decisions and votes

1. The board of examiners will act as any regular board. A decision about a student is made by the board of examiners by simple majority (i.e. more than half of the members present). This simple majority is assumed with regard to every decision proposed by the chairperson.

2. Upon request by the chairperson or a member of the board, a decision is made by secret vote, during as well as at the end of the study programme. Invalid votes and abstain votes will not be counted. In case of a tie vote, the proposal which is most favourable to the student will be considered the board's decision.

Article 127 Criteria of successfully completing a course unit

1. The student passes a course unit if s/he receives at least 10 points out of 20 or a pass mark.

2. In both cases, the student obtains a credit certificate, unless the tuition fee was not paid in a timely manner or some irregularity has been determined for which the student has been disciplined.

Article 128 Criteria of successfully completing a study programme

1. A student passes a study programme if s/he:
   a. has passed (at least 10/20 mark or pass) or has been exempted from all course units of the study programme under the diploma contract or the examination contract in view of obtaining a diploma;
   b. or complies with all the following requirements: the student obtains
      i. at least 50% as a weighted percentage rate for the overall study programme;
      ii. no non-tolerable fail marks;
      iii. a maximum of 10% tolerable fail marks on all ECTS credits that (s)he enrolled in.

   Tolerable fail marks are scores of 8 or 9 out of 20. All other fail marks are not tolerable.
2 Contrary to what has been determined under 1.b above, the study programme can decide, after recommendation by the study programme committee, that:
   a. only a small number of tolerable fail marks, expressed in ECTS credits, is allowed in a certain set of course units;
   b. and/or a number of course units do not permit a tolerable fail mark, thus resulting in a fail mark. This alternative regulations are mentioned in the programme guide.

3 The board of examiners will consider to allow a student to graduate if the following cumulative conditions have been met:
   a. the student is able to graduate;
   b. the student exceeds the allowed 10% of tolerable fail marks by maximum 2 ECTS credits when considering the total of credits for which s/he enrolled;
   c. the student obtains at least an overall result of 60% for the entire programme.

If the board of examiners decided that such student cannot graduate, the board will motivate their decision.

4 Under special circumstances, the board of examiners can decide that a student passes even if s/he does not comply with the graduation criteria and can determine that the student has obtained the desired learning outcome of the entire study programme. This decision will be motivated.

**Article 129  Criteria of obtaining a diploma or certificate, and a level of achievement**

1 A student who passes a study programme, is awarded a diploma or certificate of the study programme.

2 A student who has been awarded the bachelor diploma or a postgraduate certificate, obtains one of the following levels of achievement:
   a. cum fructu, when the overall programme score is below 68%;
   b. cum laude, when the overall programme score is at least 68%;
   c. magna cum laude, when the overall programme score is at least 77%;
   d. summa cum laude, when the overall programme score is at least 85%;
   e. summa cum laude with congratulations of the board of examiners, when the overall programme score is at least 90%.

3 The level of achievement is determined based on all ECTS credits of the course units attributed to the last study phase of the programme.

4 An individual student who does not comply with the requirements for obtaining a certain level of achievement, can still be awarded this level of achievement, if the board of examiners:
   a. decides that it is a case of force majeure; or;
   b. makes a motivated decision. This motivation will become part of the deliberation minutes.

5 No level of achievement is awarded to students with a study programme worth less than 20 ECTS credits.

**Article 130  Deliberation minutes**

1 The deliberation minutes are written and signed by the chairperson and the secretary of the board of examiners. It contains the attendance list and mentions the decision or conclusion for every student. The minutes contain the examination results or refer to the examination results which are attached to the minutes or saved in a secured electronic file. The deliberation minutes also include the motivated decisions, if any.

2 The chairperson or the secretary of the board of examiners will grant access to the deliberation minutes until no later than one month after the start of the next academic year to students who demonstrate its importance related to his/her own case.
1.12 Irregularities

Article 131 Definitions

1 An irregularity is every student behaviour related to an assessment by which said student entirely or partially impedes or tries to impede a fair judgment of knowledge, understanding and/or skills of oneself or of other students.

2 Irregularity also includes plagiarism. Plagiarism is an irregularity which consists of copying (entirely or partially) other people's work (ideas, texts, structures, images, plans, ...) literally or in a slightly modified manner without adequately citing the source. This regulation also applies to copying one's own work without citing the sources.

Article 132 Procedures

1 A staff member who notices irregularities, will notify the examination ombuds person immediately. The examination ombuds person will hear the parties, collect evidence and will notify the chairperson of the board of examiners. The examination ombuds person will write a report to be submitted to all parties. The report will be sent to the chairperson of the restricted board of examiners. The restricted board of examiners can hear the staff members involved, and will hear the student at his/her request. The restricted board of examiners will prepare a proposal of decision which must eventually be confirmed by the board of examiners. The board of examiners can hear the student upon the latter's request.

2 The restricted board of examiners can decide to convene an earlier meeting of the board of examiners. If the irregularity takes place before an examination period, the board of examiners will convene earlier, and in general before the start of the examination period.

3 While the student awaits the decision by the board of examiners, s/he may continue the assessments or examinations of the examination period, including the alleged irregular examination, although in this case, the alleged evidence and the examination paper may be confiscated.

Article 133 Sanctions

Based on a committed irregularity related to an exam or a project, the board of examiners can only impose one of the following sanctions and make a decision.

That the student
a. took the examination in an irregular way and must retake the examination at a time to be determined by the study programme;

b. will receive an adjusted mark for the exam or project;

c. will receive a zero mark for the exam or project of the course unit or part thereof;

d. will receive a zero mark for some or all exams of the relevant examination period;

e. will be rejected for one or more course units; The student will receive a zero mark for the relevant course units of the examination period and can only take exams again from next academic year onwards;

f. rejected for a programme: the student can only enrol in a study programme again from next academic year onwards. The rejected student will lose all examination marks earned in the relevant examination period. This measure will only apply in case of a very severe irregularity.

g. will loose his/her right to register for the next or the next two academic years. This sanction applies to all study programmes of UC Leuven-Limburg and can only be decided in combination with a rejection for a programme.
1 The rule ‘will maintain the highest mark’ will not apply for decisions c. through g. Past marks become zero marks.

2 In combination with the sanctions c. through g. the board of examiners can also require the student to thoroughly redo the relevant project following certain suggestions or redo the project based on a new subject.

3 In case of plagiarism, the board of examiners can impose an independent study module or other ways of education about plagiarism, in addition to the sanctions.

4 The board of examiners will evaluate the grade of severity of the irregularity and the level of the sanction based on the following elements:
   a. the extent of the irregularity;
   b. the type of irregularity;
   c. the extent to which the student should be aware of the seriousness of his/her acts while it will be taken into account how far the student has progressed through his/her study phases, among others
   d. the student’s study progress;
   e. the intent to cheat (which is an aggravating factor).

5 In case of a very serious irregularity, UC Leuven-Limburg can overturn a past favourable decision and deem it legally null and void and regardless of the moment during which the irregularity was determined, can decide that the earned results are void and reclaim the awarded credit certificates, other certificates and diplomas, if any.

6 In all cases for which the board of examiners decides upon one of the above mentioned sanctions, the code FR will be recorded in the student's study progress account.

7 The chairperson of the board of examiners will notify the student in writing about the decision taken and about the student's appeal options.

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1.13 Notification and discussion of examination results

Article 134 Notification of the board of examiners' decisions during the study programme

1 The academic calendar will determine the time of notification of examination results of all course units to students, after each examination period.

2 Students who are registered under a diploma contract or an examination contract in view of obtaining a diploma or study certificate will receive an updated overview of the status of their study progress account.

3 The study progress account will mention in any case:
   a. The study efficiency rate of the current academic year until the most recent examination period for bachelor programmes, preparatory programmes, postgraduate certificate programmes.
   b. The student's remaining tolerable fail mark credit.
   c. The result per course unit or the mention whether an exemption was obtained.
   d. In case of fail marks, the indication whether the student can use his/her tolerable fail mark credit.
   e. The result of the course units for which a credit certificate has already been obtained in the study programme or for which tolerable fail mark credit was used in case of a tolerable fail mark.
   f. The number of ECTS credits of the study programme for which a credit certificate has already been obtained, for which tolerable fail credit has been used or for which an exemption was granted, as well as the number of ECTS credits of the study programme that still must be obtained.
   g. The overall programme score up until the latest examination period.
   h. (if applicable) The recommendation to contact his/her study coach.
   i. (if applicable) The binding conditions imposed on the student after the relevant examination period.
   j. (if applicable) The notice that the student will be denied re-enrolment in the study programme or course units thereof.
4 Students under a credit contract and an examination contract in view of obtaining credit certificates will only receive notification of the results of the course units for which examinations were taken in the relevant examination period and if applicable, notification that they will be denied re-enrolment in one or more course units.

5 The results of the examinations scheduled throughout the semester are communicated to the student as soon as possible. This announcement is merely tentative and subject to a subsequent validation.

6 Students will have the opportunity to be informed about the general examination results of their relevant student group, to compare their results of the course units for which they took an examination in the relevant academic year. To this end, percentile rates for each course unit will be communicated at the end of the academic year in accordance with ECTS guidelines, on condition that a sufficient number of students took the course unit’s examination:

   a. A for the top 10%,
   b. B for the next 25%,
   c. C for the next 30%,
   d. D for the next 25%,
   e. E for the last 10%.

**Article 135  Notification of results for the entire study programme**

The academic calendar will mention the time at which, after each examination period, the decisions of the board of examiners about the entire study programme are notified.

**Article 136  Discussion of results and the right of access**

1 Every study programme provides the opportunity for students to receive feedback about an examination taken. Feedback must take place within 5 calendar days of the notification of the results of the relevant examination period. Feedback will allow the student to have access to the written or electronic examination paper or to the relevant electronic data. The student has the right to receive a copy of the (digital) examination paper. The student can request a copy until up to three months after the end of the academic year. UC Leuven-Limburg is allowed to charge a fee for this copy.

2 The only opportunity for students to have access to their examination papers is the feedback session organised by the study programme.

3 With regard to deliberation reports, the same rules of right of access and copying apply, however, every reference to other students will be made illegible.

**Article 137  Keeping examination papers**

Original examination papers are kept until up to three months after the end of the academic year. Examinations which were subject to a formal complaint by the student or for which an additional meeting of the board of examiners was convened, will be kept for five years.
### 1.14 Retaking examinations of course units and maintaining tolerable fail marks

**Article 138 Final examination result: highest mark is valid**

If a student exhausts more than one examination opportunity for a course unit either within the same academic year or throughout several consecutive academic years, the best result is recorded as final result.

**Article 139 Retaking examinations of educational activities/course units**

1. **After the second examination period**

   After the second examination period, the student who hasn't passed the study programme yet decides whether s/he will retake the examinations of the educational activities which are part of a course unit and for which s/he earned a tolerable or non-tolerable fail mark in the first or second examination period, during the third examination period. However, such student cannot register to take an examination of an educational activity which is part of a course unit for which said student has made a final decision after the second examination period, to maintain the tolerable fail mark.

   The following applies to a course unit that will be retaken:

   The student retakes the examinations of all educational activities of which the mark is below 10/20 (or 'fail'), for those educational activities for which an examination opportunity is provided. The previously earned marks of these educational activities are considered no longer existent and the newly obtained marks will be used to determine the new final mark of the course unit;

   A mark of at least 10/20 (or 'pass') of an educational activity will be transferred to the third examination period. If the student nevertheless wishes to retake the examination of this educational activity, the previously earned mark will be considered no longer existent and the newly earned mark will be used to determine the new final mark of the course unit;

   During the same academic year, the first earned mark of the course unit will be maintained if it is higher than the new final mark which the student earns in the following examination period.

2. **After the third examination period**

   A student who has not yet passed the entire study programme must review his/her tolerable fail mark account. Next, the student must enrol in the course units for which:

   a. s/he chooses not to maintain a tolerable fail mark;
   b. s/he has earned a mark below 8/20;
   c. a tolerable fail mark is not an option;
   d. s/he cannot be granted permission to receive a tolerable fail mark due to non-compliance with the study efficiency requirements;
   e. s/he cannot be granted a tolerable fail mark because the total number of tolerable fail marks has already been reached.

3. **If a student exhausts more than one examination opportunity for an educational activity either within the same academic year or throughout several academic years, only a mark of 10/20 or more or a pass mark will be recorded as final result. This partial mark will automatically be transferred (transfer mark of educational activity). A student who declines an earned mark of 10/20 or more or a pass mark for an educational activity, will lose his/her previously obtained mark.**

4. **Retaking an examination for which a credit certificate was earned is not possible. The result of a credit certificate is final.**
Article 140  Keeping tolerable fail marks

1 Choosing to keep a tolerable fail mark in a study programme is only possible if these fail marks, expressed in ECTS credits, do not constitute more than 10% of the ECTS credits of the entire study programme, after exemptions have been deducted.

A student can only choose to keep a tolerable fail mark on condition that a 50% study efficiency rate has been obtained for that part of the study programme which said student was enrolled in during the previous academic year.

2 If a student does not make a choice before the set deadline to keep tolerable fail marks or not, it is assumed that said student will not use the tolerable fail mark option.

3 A student in the final phase of his/her study programme and declared having passed the study programme, is allowed to retake an examination of the course units for which s/he earned a tolerable fail mark in the current academic year, during the following examination period of the same academic year. The student will notify the chairperson of the board of examiners in writing and no later than 24 hours after the examination results have been communicated.

4 The decision to keep a tolerable fail mark cannot be reversed. In exceptional cases, a student can add a course unit for which a tolerable fail mark was earned and maintained until now, to his/her ISP during the academic year in which s/he can earn his/her diploma or certificate, after submitting a motivated request for permission to the programme manager.

Article 141  Credit certificates

All credit certificates are final.

A student who has earned a pass for the study programme yet did not earn a credit certificate for one or more course units, is still able to earn a credit certificate by means of a re-enrolment during the next academic year.
4 STUDENT RIGHTS AND DUTIES/LEGAL POSITION

Part 1 STUDENT RIGHTS AND DUTIES

Article 142 UC Leuven-Limburg commitment
1 In accordance with the decrees, the mission and the educational approach of UC Leuven-Limburg, the latter is committed to offering high-quality education which will prepare students adequately for their future professional career, as laid out in its mission statement. To this end, the university college will provide the necessary staff, services and facilities.
2 The university college will ensure that all students have equal chances to reach their goals and that the study results will be evaluated in a conscientious and objective manner. UC Leuven-Limburg adheres to the KU Leuven Association’s deontological code of supervisors in higher education institutions.

Article 143 Student commitment
In accordance with the UC Leuven-Limburg education approach, students are committed to participating in the study programme that they have chosen. In particular, students will actively participate in the programmed education activities, follow the advice of competent people, make use of the student counselling services if needed and contribute to a stimulating study environment.

Article 144 Equal treatment
1 All UC Leuven-Limburg students are entitled to equal treatment. Differentiated treatment must ensue from objective grounds, while the difference in treatment must be in proportion to the legitimate aim.
2 UC Leuven-Limburg takes general measures in order to assure equal opportunities and material and immaterial accessibility to UC Leuven-Limburg’s facilities for students with a disability, and student groups which are defined based on the diversity policy.
3 With regard to religious holidays of religions that are officially recognised in Belgium, students can make arrangements with the relevant study programmes.
4 Reasonable adjustments with regard to education or examination facilities can be requested. Students with a disability are entitled to reasonable measures after their status has been recognised and after an additional advisory procedure as determined by the institution.
Article 145  Accessibility of personal records

1 Upon their request, the student representatives will be granted access to the minutes of the policy body meetings.

2 Every student is entitled to access the documents which are the basis of decisions which concern him/her, without being entitled to access the information related to other students. Students will follow the specific procedure.

3 The examination regulations determine the right to access examination sheets and minutes of the board of examiners’ meetings.

4 In order to comply with regulations of accessibility of personal records, a student may address the associate dean in charge of educational matters or the person in charge of the services who made the decision, until three months after the end of the academic year to request access. Access will be granted within a reasonable period of time. Copies of documents can only be accessed if information not related to the student has been blacked out. UC Leuven-Limburg will request a reasonable fee per page copied.

Article 146  Impartiality

UC Leuven-Limburg will treat each student without prejudice or bias. UC Leuven-Limburg staff members and students who have a personal interest in a decision with respect to a certain student, are precluded from taking part in the counselling or decision-making process of the relevant policy body.

Article 147  Right of defence

All students are entitled to use the ombuds service. Specific types of protection of the right of defence have been included in the examination and the disciplinary regulations.

Article 148  Compulsory justification

Unilateral decisions taken by UC Leuven-Limburg with respect to individual students or groups of students and that intend to have legal consequences, must be adequately justified by the competent body. The decision shall contain the legal and factual grounds which it is based on.

Article 149  Specific Rights and Duties

1 Students are particularly entitled to:
   a. participation in all educational activities and access to the relevant study material;
   b. use of all social services of UC Leuven-Limburg;
   c. use of the media centre/learning centre in accordance with specific regulations;
   d. use of the computer equipment in accordance with specific regulations;
   e. use of electronic learning platform;
   f. student counselling;
   g. a healthy general and study environment on UC Leuven-Limburg campuses.

Students under an examination contract are not entitled to any of these support facilities. However, they can use Toledo and its ICT facilities.

2 It is incumbent upon students to use the UC Leuven-Limburg immovable and movable property with due care and attention and to act in conformity with the current UC Leuven-Limburg regulations. A student who does not comply, may be subject to sanctions as determined by the disciplinary regulations.
3 Students are prohibited from making sound or video recordings of the educational activities, unless specific arrangements are made with the lecturer of the course unit. The recording material can only be used for didactical purposes benefiting the student or the student group of the current academic year. Commercial use is never allowed, nor recording examinations for any purpose whatsoever. Students who use the material without complying with these arrangements will be subject to sanctions as determined in the disciplinary regulations. Students must allow recordings of educational activities which the lecturer uses for simultaneous broadcasting and/or as learning platform material; nonetheless, students may request not to appear in the video recordings.

4 Students are never allowed to copy (or have copied) or distribute (or have distributed) for commercial purposes any didactical text (course material, exercises, slides...) which are made available to them at a fee or at no cost by the UC Leuven-Limburg study programme. Students who nevertheless use material in such a way will be subject to sanctions as determined in the disciplinary regulations. Moreover, students risk to be prosecuted for breaking copyright laws.

5 In addition, students are not allowed to copy or use for any other than personal purposes the examination material that has been made available to them at a fee or at no cost by the university college as part of their study programme. Students who do not comply with these rules will be subject to sanctions as determined in the disciplinary regulations. Moreover, students risk to be prosecuted for breaking copyright laws.

6 All persons who copy UC Leuven-Limburg documents in a fraudulent way, will be prosecuted. If it involves UC Leuven-Limburg students, the disciplinary regulations will also apply.

**Article 150  Privacy rights**

1 In accordance with the relevant legislation on the protection of personal information, students are allowed access to their personal information in the UC Leuven-Limburg electronic data files and are able to request changes, if needed.

2 Once a year, the study results of students who earned their diploma of secondary education in the Flemish Community, will be sent to the secondary school where said students obtained their diploma.

3 By registering, students grant the right to UC Leuven-Limburg to:
   a. have the authenticity of documents submitted by the students for the purpose of obtaining certain rights checked by the bodies which delivered them;
   b. confirm the authenticity of documents (allegedly) delivered by UC Leuven-Limburg to them in case of third party requests.

**Article 151  Copyright: general principles**

1 These principles regulate the copy rights of the comprehensive bachelor test and other work that students produce as part of their university college study programme.

2 The present regulations are without prejudice to the general copyright principles as determined in the relevant Belgian copyright laws.

3 Authors maintain their full moral rights (paternity right, decision to publish and integrity right) and property rights of the relevant comprehensive bachelor test and/or other work subject to the prerogatives and rights of usage that the present regulations provide in favour of the university college.
Article 152  Copyright: special regulations

1  Students allow their comprehensive bachelor test to be archived. Students grant unconditional permission to the university college to archive the entire text, illustrations and attachments of their comprehensive bachelor test in the university college’s archives, and to make it available on the internet for interested parties.

2  Students grant permission to the university college at no cost to use their comprehensive bachelor test and accompanying information for secondary products such as CD-ROMs, DVDs or prints of the whole or partial comprehensive bachelor test. If third parties claim the right to part of the text or the entire text of the comprehensive bachelor test or the illustrations used in the comprehensive bachelor test, students will indemnify the university college. This permission remains valid for the entire duration of protection of the comprehensive bachelor test.

3  Students must request an embargo if the comprehensive bachelor test contains confidential information, or if the traineeship provider requests that information not be disclosed.
Part 2  LEGAL PROTECTION AND PROCESSING OF COMPLAINTS

1.1 Before or during examinations

Article 153  Ombuds services related to education
UC Leuven-Limburg appointed education ombuds persons whom students can consult throughout the academic year with regard to all aspects of educational activities. The education ombuds person acts as mediator in case of problems outside examination periods. The education ombuds person acts as trusted person and mediator between the student(s), the lecturers and the management bodies.

Article 154  Examination ombuds services
During the examination periods, the examination ombuds person will act fully independently. This person will mediate between examiner and student.

Article 155  Treatment of formal complaints related to education
1 A staff member files complaints related to education with the associate dean in charge of education matters. Within 30 calendar days after having received the complaint, the associate dean in charge of education matters will provide a motivated recommendation to the board of directors.
2 A staff member files complaints related to education with the board of directors of the university college if the associate dean in charge of education matters is directly involved.
3 The board of directors will make a decision about the recommendation or about the complaint during their next meeting. The vice-chancellor will notify the dean of the decision and the dean will notify the staff member and will ensure that the decision is being implemented.

Article 156  Conflicts before or during an examination
Irregularities or conflicts between a student and a member of the teaching staff which occur before or during examinations and/or which jeopardise a proper assessment, will be communicated by both parties to the chairperson of the board of examiners as soon as possible, if necessary by means of the examination ombuds person/education ombuds person. The chairperson acts as mediator and, if necessary, takes temporary measures, if needed after having consulted the restricted board of examiners, in order to ensure a proper examination. The board of examiners will make the final decision. In any case, the restricted board will hear the member of the teaching staff and the student. At their request, the student and the member of the teaching staff can also be heard by the board of examiners.

1.2 Material errors

Article 157  Material errors identified before deliberation
If a material error is identified before deliberation, the examiner will communicate the correct examination mark to the relevant administrative service. If examination results have already been communicated to the student, the administrative service will communicate the corrected examination mark to the student.
Article 158  Material errors identified after deliberation

1 If a material error is identified after deliberation, it will be formally communicated to the chairperson of the board of examiners.

2 An error which does not impact whether a student fails or passes a course unit or a study programme or does not impact the level of achievement, will be rectified by the restricted board of examiners. If examination results have already been communicated to the student, the administrative service will communicate the corrected examination mark to the student. The chairperson and the secretary will report about the incidence during the next meeting of the board of examiners.

3 The results validated by the board of examiners can still be modified:
   a. if it results in a higher mark or level for the student.
   b. if it results in a lower mark or level for the student, within 10 calendar days after the communication of the results. The chair of the board of examiners will convene a board of examiners meeting to make a decision.

1.3  Internal appeal procedure

Article 159  Subject of internal appeal

1 If a student believes that his/her individual rights have been violated by a university college decision, s/he can lodge an internal appeal and request that this decision be reconsidered. It is possible in following cases:
   h. denying access to a study programme or course units;
   i. denying permission to start a personalised track, to change the type or content of the study contract;
   j. denying reasonable adjustments based on a recognised status;
   k. a decision regarding a disciplinary sanction;
   l. study progress decision.

2 The sending education institution will make the final study progress decisions related to students who follow courses at UC Leuven-Limburg as part of an exchange programme. Exchange students who wish to lodge an appeal against any of these decisions, must do so with the sending institution’s body for appeals.

Article 160  Initiating an internal appeal

1 Students lodge an internal appeal by registered mail which includes date and signature. Students send the registered mail to Interne Beroepscommissie UC Leuven-Limburg, mailing address Geldenaaksebaan 335, B-3001 Heverlee. Students also send the electronic version of this letter by email to interne.beroepscommissie@ucll.be. The post mark of the registered mail serves as the appeal’s date.

2 If the letter is sent by the legal representative of the student, a power of attorney signed by the student in favour of the legal representative must be added otherwise the appeal is considered not admissible. This power of attorney is not necessary if a lawyer acts as legal representative.

3 In the letter of appeal, student must at least include a factual description of his/her objections. If the appeal is related to an examination decision, student must indicate that (s)he exercised his/her right to access the examination paper which is offered after the examination results have been communicated. If the student does not exercise his/her right to access, s/he will motivate this decision when lodging an internal appeal.

4 The appeal must be lodged within seven calendar days starting on:
   a. in case of an examination decision: the day after the official communication of the examination decision which was validated by the board of examiners;
   b. in case of a different study progress decision: the day after the student has been notified in writing about the decision.

If the seventh calendar day falls on a Sunday, the term of appeal is extended until the next Monday.
Article 161 Composition of the Internal Commission of Appeals

The Internal Commission of Appeals which will treat the appeal is composed by the vice-chancellor and consists of at least three members among which a faculty dean and a Education and Examination Regulations contact person. A party involved cannot be a member of the Internal Commission of Appeals. A secretary can attend the meetings of the Internal Commission of Appeals yet has no voting right.

Article 162 Appeal procedure

1 The Internal Commission of Appeals will treat the appeal based on documented evidence. However, the commission can invite any person to be heard if this person's presence is deemed useful.

2 The Internal Commission of Appeals will decide whether the appeal is admissible. If the appeal is not admissible, the student will be notified.

3 If the appeal is admissible and a mediation interview is recommended, the Internal Commission of Appeals will notify the relevant associate dean in charge of education matters who will have the mediation interview arranged.

4 The internal appeal procedure will result in a decision confirming or adjusting the original decision after thorough motivation, regardless of the fact that the original deciding body has or has not reconsidered its decision.

5 The student is notified of the Internal Commission of Appeals’ decision within 20 calendar days starting on the day after the post mark of the registered mail related to the internal appeal. The Internal Commission of Appeals has the right to communicate to the student within the allowed time period that it will make a decision on a later date. In that case, the time period to lodge an external appeal will start on the day after that date.

Article 163 Lodging an appeal against a decision by the Internal Commission of Appeals

1 Students can lodge an external appeal against a decision about study progress by the Internal Commission of Appeals with the Council for Disputes about Study Progress Decisions.

2 To this end, students have seven calendar days starting on the day after the decision has been notified in writing to the student or - in case of an examination decision - the day after the official notification of the validated examination result. If the Internal Commission of Appeals does not make any decision, the deadline of seven calendar days starts on the day after the twenty calendar days following the post mark of the registered mail by which the student initiated the internal appeal.

3 The student signs the external appeal otherwise the appeal is not admissible and will not be treated by the Council.

4 The external appeal is sent by registered mail. Students also send the electronic version of this external appeal by email to interne.beroepscommissie@ucll.be.

Article 164 Period of time during which documents must be kept

Documents, other than examination papers, which relate to decisions about a student, are kept at least three years after the student registered at the university college for the last time in the same study programme or course unit.
5 DISCIPLINARY REGULATIONS

Article 165 Premise

1 Students who register at UC Leuven-Limburg are expected that their behaviour and social relations and (electronic) communication, on campus and outside UC Leuven-Limburg, are inspired by respect for other people and other people's opinions and privacy, and for society in general; to refrain from committing acts that are incompatible with the mission of UC Leuven-Limburg.

2 Students who do not behave in such a way, can be subject to sanctions in accordance with the disciplinary regulations.

Article 166 Urgent disciplinary actions

The content of these disciplinary regulations does not dismiss the authority of a staff member of UC Leuven-Limburg to take all measures necessary to maintain order and safety at the university college in all circumstances and with immediate effect, even when it is not related to a disciplinary case. It may result in a student being temporarily denied access to certain rooms or use of certain facilities.

Article 167 Responsible bodies

The board of directors and, on behalf of the former, the vice-chancellor and the faculty deans are responsible for maintaining order at UC Leuven-Limburg.

Article 168 Sanctions

The sanctions are:
   a. Warning; this sanction can only be imposed once for a similar fact. The next sanction will automatically be more severe.
   b. denying the right to attend educational activities;
   c. temporary suspension and/or temporary denial of accessing the university college grounds;
   d. by way of disciplinary action, denying the right to re-register;
   e. irrevocable expulsion.

Each sanction is motivated in writing and communicated to the student.
A remedial assignment may be imposed in any case.

Article 169 Start of the procedure

1 The faculty dean decides whether the disciplinary procedure will be initiated.

2 The student against whom a disciplinary measure is considered, is entitled to:
   a. the notification by the dean about the type of measure which is being considered and about the grounds which the measure is based on;
   b. accessing the entire case file;
   c. a reasonable period of time to prepare and present a spoken and written defence.

3 In every stage of the procedure, the student may be assisted by a person of his/her choice.
Article 170 Composition disciplinary commission and procedure

1 The disciplinary committee consists of:
   a. the Student Affairs manager who acts as chair;
   b. the dean of the faculty to which the student belongs based on his/her main registration;
   c. a staff member of the same faculty appointed by the faculty dean;
   d. an ombuds person of the same faculty appointed by the faculty dean;
   e. the chair of the relevant student council (or representative).

2 During the disciplinary commission meeting the case will be explained and reviewed. The student will have the opportunity to respond.

3 The faculty dean will notify the student of the disciplinary sanction and mention the appeal option.

Article 171 Internal appeal

Within seven calendar days following the written notification of the disciplinary sanction the student can lodge a motivated appeal by registered mail with the Internal Commission of Appeals, postal address Geldenaaksebaan 335, B-3001 Heverlee. Students also send the electronic version of this letter by email to interne.beroepscommissie@ucll.be.
6 PROVISIONS REGARDING TRANSFERS

Article 172 Transitional measures regarding rejected registrations

All students who had been rejected in the past to register for a study programme during the next five or three years or the next year by the legal predecessors of UC Leuven-Limburg, and who have not been registered during one year for the relevant study programme, are allowed to register again for the relevant study programme.
7 **FINAL PROVISIONS**

**Article 173  Amendments to the present education and examination regulations**

Amendments to the present education and examination regulations only become valid by means of a decision by the UC Leuven-Limburg Board of Directors, after consultation with the academic council.

**Article 174  Implementation date**

The present education and examination regulations come into effect on 19 September 2016.