

**EDUCATION AND EXAMINATION REGULATIONS UC LEUVEN-LIMBURG**

**2025-2026 Academic Year**

## **Content**

### **INTRODUCTION**

### **I. CONCEPT DEFINITIONS**

### **II. EDUCATION REGULATIONS**

#### **PART 1. ADMISSION REQUIREMENTS**

Art.

1. Diploma requirement
2. Exceptions to the diploma requirement
3. Language requirement
4. Study voucher requirement

#### **PART 2. REGISTRATION**

Art.

5. General
6. Diploma contract
7. Credit contract
8. Examination contract
9. Possibilities of combining contracts
10. Tuition fees and other costs
11. Study track
12. Modifying the contract type during the course of the academic year
13. Modifying content of contract during the course of the academic year
14. Withdrawal

#### **PART 3. STRUCTURE OF THE STUDY PROGRAMMES**

Art.

15. UC Leuven-Limburg study programme offerings
16. Structure of the academic year
17. Semester system
18. Language of instruction

#### **PART 4. INDIVIDUAL STUDY PROGRAMME AND STUDY PROGRESS**

##### **4.1. The individual study programme**

Art.

19. Creating a study programme
20. Exemptions based on APCL
21. Exemptions based on APEL
22. Elective course units at other Flemish higher education institutions
23. Internationalisation
24. Earning a credit certificate

## **4.2. Study progress**

Art.

- 25. Academic counselling
- 26. Denying (future) access to a practice-based course unit
- 27. Denying future enrolment in a study programme due to low study efficiency rate.
- 28. Denying future enrolment in a study programme because the threshold packet requirements were not met.
- 29. Denying future enrolment based on a course unit fail mark after sufficient enrolment opportunities
- 30. Denying enrolment based on a student's limited success rates
- 31. New enrolment after previous enrolment was denied
- 32. Students who suspend their study programme for at least one year

## **PART 5. EXCEPTIONS TO THE EDUCATION REGULATIONS**

Art.

- 33. Commission of Exceptions

## **III. EXAMINATION REGULATIONS**

### **PART 1. EXAMS**

Art.

- 34. General
- 35. Exam times
- 36. Attending an exam
- 37. Arranging exam times/periods
- 38. Prerequisites to take exams
- 39. Taking exams
- 40. Make-up exams
- 41. Examiner
- 42. Exam ombudsperson
- 43. Language regulations
- 44. Assessment

### **PART 2. BOARD OF EXAMINERS**

Art.

- 45. Creating a study programme
- 46. Preparatory actions
- 47. Powers of the board of examiners
- 48. Number of deliberations
- 49. Attendance
- 50. Confidentiality
- 51. Voting members
- 52. Decision and voting regulations
- 53. Criteria of successfully completing a course unit
- 54. Criteria for successfully completing a study programme
- 55. Criteria of obtaining a diploma or certificate, and a level of achievement
- 56. Deliberation minutes

### **PART 3. IRREGULARITIES**

Art.

- 57. To whom it applies
- 58. Procedure
- 59. Sanctions

### **PART 4. NOTIFICATION AND DISCUSSION OF EXAM RESULTS**

Art.

- 60. Notification of the board of examiners' decisions
- 61. Discussion of results

### **PART 5. RETAKING COURSE UNIT EXAMS AND KEEPING TOLERABLE FAIL MARKS**

Art.

- 62. Final exam result: highest mark is valid
- 63. Retaking exams
- 64. Keeping tolerable fail marks after the second exam opportunity
- 65. Re-registration for the next academic year

## **IV. STUDENT'S LEGAL POSITION**

### **PART 1. STUDENT RIGHTS AND OBLIGATIONS**

Art.

- 66. UC Leuven-Limburg commitment
- 67. Student commitment
- 68. Equal treatment
- 69. Accessibility of personal records
- 70. Impartiality
- 71. Compulsory justification
- 72. Specific Rights and Obligations
- 73. Privacy rights
- 74. Copyright
- 75. Protection of personal integrity

### **PART 2. LEGAL PROTECTION AND PROCESSING COMPLAINTS**

#### **2.1. Ombuds services**

Art.

- 76. Role of ombuds services

#### **2.2. Material errors**

Art.

- 77. Material errors identified before deliberation

78. Material errors identified after deliberation

### **2.3. Internal appeal procedure**

Art.

79. Subject of internal appeal

80. Initiating an internal appeal

81. Composition of the Internal Commission of Appeals

82. Treating an internal appeal

83. Appealing a decision by the Internal Commission of Appeals

### **2.4. Archiving documents**

Art.

84. Archiving documents: general principle

85. Archiving documents: exams

## **V. DISCIPLINARY REGULATIONS**

Art.

86. To whom it applies

87. Disciplinary actions

88. Responsible bodies

89. Disciplinary Committee

90. Sanctions

91. Disciplinary procedure

92. Internal appeal

## **VI. FINAL PROVISIONS**

Art.

93. Amendments to or deviations from the Education and Examination Regulations

94. Effective date

## INTRODUCTION

1. The 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 regulations.
2. The text of the Education and Examination Regulations is supplemented by rules mentioned in the programme guides, documents about procedures (available on the Intranet) and information on the university website that are explicitly mentioned in the Education and Examination Regulations. All regulations are binding for and applicable to students.
3. 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 universities of applied sciences named UC Leuven and UC Limburg that were established by these VZWs (non-profit organisations) have agreed to cooperate under the name of UC Leuven-Limburg. For students who registered at UC Leuven, the terms 'university of applied sciences' or 'UC Leuven-Limburg' in these Education and Examination Regulations pertain to UC Leuven. For students who registered at UC Limburg, the terms 'university of applied sciences' or 'UC Leuven-Limburg' in these Education and Examination Regulations pertain to UC Limburg.
4. The 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.
5. The Education and Examination Regulations of UC Leuven-Limburg comprise the regulations applicable to all associate degree, bachelor, advanced bachelor and postgraduate certificate programmes of UC Leuven-Limburg. Unless otherwise specified, the term of professional bachelor also pertains to the educational bachelor for the purpose of the present Education and Examination Regulations. 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 (including ECTS course abstracts) are an integral part of the Education and Examination Regulations.
6. For study programmes of continuing education, other than postgraduate certificate programmes, and for which it is necessary to pass an exam in order to obtain a certificate, every faculty of UC Leuven-Limburg will establish specific 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.
7. For readability reasons, only male pronouns are used.

## I. CONCEPT 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 start of the next academic year. The exact dates are listed in the academic calendar of UC Leuven-Limburg.

**Academic calendar:** calendar determining the organisation of the academic year.

**Admissions Office:** department that examines whether a prospective student without a Flemish diploma and who submitted an application, complies with the diploma and language requirements.

**KU Leuven Association:** association between KU Leuven and universities of applied sciences 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](http://associatie.kuleuven.be).

**Bachelor graduation project:** a (set of) mandatory course unit(s) concluding a bachelor's degree 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 bachelor graduation project in the Individual Study Programme (ISP).

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

**Deliberation:** the board of examiners meeting that confirms the exam 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 regarding a particular exam result or in order to decide about an irregularity which has occurred.

**Certificate of competence:** proof that a student has acquired the competences corresponding to higher education 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 recognising body and consists of a document or a database record.

**Certificate of admission:** the certificate that grants a person admission to higher education if said person does not comply with the diploma requirements regarding his/her enrolment in a study programme.

**Special status:** status of Student with a Disability, Elite Sport Student, Artist Student, Carer Student, Entrepreneur Student and Working Student granted in accordance with the UC Leuven-Limburg procedure.

**Certificate:** a document that is issued to the graduating student at the end of a study programme recognised by the relevant industry and that contains the main formation about the student and the study programme.

**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-only contract in order to obtain a diploma/degree, certificate or credits. When you enrol in a postgraduate certificate programme, the only option is a diploma contract.

**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 exam. 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.

**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 exam period, next cluster of exams, or the next academic year.

**Diploma:** document delivered to a student who passed all units of the bachelor's programme or associate degree programme, and which includes the main information about 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.

**First-year course packet:** all course units in which a student enrolls after registering for the first time for an initial bachelor's programme.

**ECTS course abstract:** a document outlining the objectives and the content of a specific course unit and the relevant education and evaluation activities. A student can compile his/her study programme based on the ECTS course abstracts. The ECTS course abstract can be consulted in the programme guide. ECTS means *European Credit Transfer and accumulation System* and relates to the European system for transferring and collecting credits and is a useful tool in the European framework for higher education. The Flemish credits system is based on ECTS. A credit and an ECTS credit have the same meaning.

**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.

**Exam:** every assessment aimed at verifying whether a student has acquired the competences required by the course unit. An exam may consist of one or several assessment activities.

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



**Exam time:** one or several consecutive days during which exams are organised, with the exception of assessment activities taking place during the same period as the education activities. The exam times are mentioned in the study programme calendar.

**Exam ombuds:** he is the mediator between examiner and student in case of problems during exams. He is fully autonomous.

**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 UC Leuven-Limburg procedure.

**Host institution:** a higher education institution at home or abroad where students participate in educational activities, within the framework of an exchange agreement, and for which students earn credits at UC Leuven-Limburg.

**Certificate:** a document issued to the graduating student at the end of a postgraduate certificate or a preparatory programme and containing the main information about the student and the study programme.

**Level (of kinship):** the level that determines to which extent two people are family-related. It coincides with the number of generations removed.

**Associate degree graduation project:** a (set of) mandatory course unit(s) concluding an associate degree study programme, and that 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 associate degree test in the Individual Study Programme (ISP).

**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 that handles internal appeals about decisions related to an individual (prospective) student.

**Joint (degree) programmes:** structural partnership between study programmes during which students will study at two or more higher education institutions within the same study programme. There are various types of joint (degree) programmes: double degree (graduate will receive 2 diplomas), multiple degree (graduate will receive 3 or more diplomas) and joint degree (graduate will receive 1 diploma).

**Allegedly unreasonable decision:** a decision that deviates from a normal decision pattern and that can be determined as a decision that a normal, careful, and reasonable university of applied sciences would never make.

**Study vouchers:** all the study points that students may use during their study career towards a diploma contract in a bachelor or master programme or a course unit of a credit contract and that may vary according to the number of study points for which students enrol and which they obtain. Study voucher shortage means less study vouchers available than the number of credits for which the student enrolls.

**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.

**Standard 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.

**Educational activity:** the general definition for lectures, exercise sessions, practicals, lab work, didactical activities, student assignments, and traineeships.

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

**Education ombuds:** he is the mediator between lecturer/other staff member and student in case of problems related to education activities. He is fully autonomous.

**Study programme:**

- a) the structural education unit. If completed successfully, it culminates in a degree, diploma or certificate;
- b) the people in charge of the structural education unit.

**Study programme committee:** the (permanent study programme) 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 programme calendar:** calendar of each study programme in which start, and end of education activities and exam times of the academic year are recorded. The study programme calendar is secondary to the academic calendar unless exceptions are granted by the Education and Examination Regulations with regard to the semester system. The study programme calendar is integrated in the programme guide.

**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 distinct set of teaching, study and assessment activities aimed at acquiring well-defined competences. A course unit includes at least three whole credits resulting in one separate assessment mark. Additionally, it may be divided into coherent parts of educational activities to which a number of credits are attributed.

**Study programme percentage:** the weighted percentage of the marks for all course units of the programme.

**Force majeure:** an event that is unrelated to the student or university, and that could not be foreseen, prevented or avoided.

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

**Continuing education with certificate of attendance:** activity of continuing education for which a certificate of attendance is awarded and signed by the organiser, attesting that someone participated in a continuing education activity without having taken an exam.

**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 an exam. This type of continuous education is worth at least 3 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 credits after having obtained a diploma of higher education, and for which a postgraduate certificate is awarded by UC Leuven-Limburg.

**Faculty:** a number of study programmes that are clustered at UC Leuven-Limburg policy and organisation level.

**Programme guide:** a description of the major elements of a study programme's course units (ECTS course 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.

**Starter test:** an objective test which students must take before enrolling in any educational bachelor's programme for the first time. The rules of the starter test are governed by relevant regulations at a cross-institutional level.

**Study efficiency:** the ratio between the number of acquired credits and the actual number of 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 credits awarded to a course, course unit or educational learning activities thereof.

**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 assessment activities and the measure with which the study load of each course or course unit is expressed. Only whole credits are awarded:

- a) actual number of ECTS credits enrolled for are the ECTS credits for which one enrolls and must pass exams;
- 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 unit, several course units of study programme, or an entire study programme;
- b) a disciplinary examination decision which is a penalty imposed based on examination facts;

- c) Awarding a certificate of competence indicating that the student has acquired certain competences based on prior experiential or certificated learning;
- d) Awarding an exemption is removing the obligation to take an examination of a course unit or one of its subunits;
- e) A decision imposing a preparatory programme and defining its study load;
- f) Imposing an individual measure for study progress monitoring;
- g) refusing to enter a certain course unit in the contract which a student, who has a personalised track, has not yet been enrolled in previously;
- h) a decision that has been made about equivalence of a foreign higher education qualification to a Flemish higher education qualification;
- i) an individual decision which results in not registering a student based on insufficient study vouchers or a study voucher balance that is lower than or equal to 0, if it is not caused by a general regulation;
- j) an individual decision which results in not registering a student based on the fact that the student did not comply with the imposed study progress measure;
- k) a decision about substantial differences in competences when a credit certificate has been obtained more than five years ago.

**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 study programme.

**Admission exam:** exam for prospective students who do not meet the diploma requirements.

**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-only contract. The Education and Examination Regulations are an integral part of the registration agreement.

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

**UC Leuven-Limburg:** the integrated cooperation agreement between vzw UC Leuven and vzw UC Limburg.

**Recognising 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 must enrol in course units and sit the relevant exams.

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

**Exemption:** the removal of the obligation to take an exam 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 exam 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) 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 the 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](http://Hogeronderwijsregister.be)).

UC Leuven-Limburg also recognises students as working students if they are employed for at least 80 hours per month during the entire academic year for which he is registered. Students who comply with this UC Leuven-Limburg requirement may apply for the status of working student.

## II. EDUCATION REGULATIONS

### PART 1. ADMISSION REQUIREMENTS

#### Art. 1. Diploma requirement

1. The general admission requirements of a bachelor's programme are:

- a) a Flemish diploma of secondary education issued until the 2024-2025 school year;
- b) a Flemish diploma of secondary education, level 4 educational qualification, issued from the 2024-2025 school year;
- c) a Flemish diploma of medium-cycle higher education with a full-time study programme;
- d) a Flemish diploma of higher education for social advancement with the exception of the Certificate of Pedagogical Competence, or
- e) a Flemish diploma or certificate issued by a higher vocational education institution;
- f) a Flemish bachelor's or master's diploma;
- g) a study certificate that is formally recognised as equivalent to any of the previous diplomas based on a legal standard, a European directive or an international agreement.

The university board of administrators may admit candidates who have obtained a diploma or certificate in a non-EEA country which is not considered equivalent. However, it is only possible on condition that this document grants admission to a bachelor's programme in the country where the document was issued and which is comparable to a Flemish bachelor's programme, and on condition that these diplomas or certificates pass the authenticity check, insofar the Flemish government issued relevant measures.

2. In order to be granted admission to an associate degree programme, students must have complied with the compulsory school requirements.

In addition, the student must have obtained any of the following certificates of study:

- a) a Flemish study certificate of the second year of the third stage in secondary education, obtained at least 3 years ago;
- b) a Flemish diploma of secondary education, level 3 educational qualification, issued from the 2024-2025 school year;
- c) a Flemish diploma of secondary education issued until the 2024-2025 school year;
- d) a Flemish diploma of secondary education, level 4 educational qualification, issued from the 2024-2025 school year;
- e) a Flemish certificate issued by a study programme of secondary education for social advancement with a minimum of 900 class periods;
- f) a Flemish certificate issued by a study programme of adult secondary education with a minimum of 900 class periods;
- g) a Flemish diploma of higher education for social advancement;
- h) a Flemish certificate of higher vocational education;
- i) a Flemish diploma of higher vocational education;
- j) a Flemish diploma of medium-cycle higher education with a full-time study programme;
- k) a Flemish bachelor's or master's diploma;
- l) a study certificate that is formally recognised as equivalent to any of the diplomas or certificates mentioned under a) through k), based on a legal standard, a European directive or an international agreement. If a declaration of equivalence is missing, candidates who earned a diploma or certificate outside the European

Union that grants admission to higher education in the same country, may be admitted to a study programme of higher vocational education by the university board of administrators.

3. Enrolment in an educational associate degree programme for students holding a certificate of secondary education is considered completed when the decree regulation about relevant professional experience is complied with. Prospective students must prove their relevant professional experience (3 years if the professional experience relates to the secondary education track or if a student has obtained a certificate of equivalence, 5 years if the professional experience does not relate to the secondary education track).
4. In order to be admitted to the abridged educational bachelor' programme in secondary education without mentioning teaching subjects, the student must hold a bachelor's degree, a master's degree or a study certificate that is considered equivalent to a master's degree based on a legal standard, a European directive or an international agreement.
5. In order to be admitted to an advanced bachelor's programme, the entry requirement is a diploma of a Flemish higher education institution (bachelor's, advanced bachelor's, or master's diploma) or equivalent diploma. In addition, educational staff members are admitted to the advanced bachelor's programmes of Special Education and Comprehensive Educational Care & Remedial Learning.
6. In order to be admitted to a postgraduate certificate programme, the entry requirement is a diploma of a Flemish higher education institution or equivalent diploma. The study programme may impose further diploma requirements which will be mentioned in the programme guide.
7. Any exceptional and/or specific requirements for particular study programmes will be mentioned in the relevant programme guide.

## **Art. 2. Exceptions to the diploma requirement**

1. (Prospective) students who do not meet the diploma requirements as mentioned in article 1 can be exceptionally admitted to the programme by registering at UC Leuven-Limburg by means of a credit contract. In addition, students must demonstrate the required capability to enrol in the chosen course units. When compiling the individual study programme, only the course units that are offered during the semester of registration will be taken into account. A new registration at a later time or changes to the individual study programme (ISP) can only take place upon approval by the study programme.
2. (Prospective) students who do not comply with the diploma requirements and who are 21 years of age (bachelor's programmes) or 18 years of age (associate degree programmes) on 31 December of the following academic year, are allowed to register for the admission examination.
3. Students who hold a non-Flemish diploma of secondary or higher education must apply for admission with the *Admissions Office*.



**Art. 3. Language requirement**

1. A (prospective) student is admitted to a Dutch-language study programme if he submits a Dutch-language diploma of secondary or higher education. If the student is not able to submit such diploma, the *Admissions Office* will decide whether the language requirement has been met.
2. The permission to enrol in a foreign-language programme depends on the submitted proof of proficiency of the language of instruction, in accordance with the proof of proficiency requirements stated by the *Admissions Office*.

**Art. 4. Study voucher requirement**

Prospective bachelor students, with the exception of advanced bachelor students, must have a positive study voucher balance, regardless of the chosen study contract, if they wish to register at UC Leuven-Limburg.



## **PART 2.      REGISTRATION**

### **Art. 5.      General**

1. By registering at UC Leuven-Limburg, student and university of applied sciences enter into an agreement resulting in rights and obligations for both.
2. A student registration is valid for one academic year.
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.
4. At registration, students register for one or more types of the following contracts:
  - a) a diploma contract;
  - b) a credit contract;
  - c) an examination-only contract.
5. Students preferably register before the beginning of the academic year, yet no later than the third Sunday after the academic year has started. For second semester course units, students may register until the third Sunday after the second semester has started. For study programmes that start at a different date, students may register until the third Sunday after the programme has started. After the start of a course unit, the study programme can make a motivated decision to refuse a new enrolment in the relevant course unit. Registration past the third Sunday after the start of the academic year, can only be allowed by the study programme after thorough motivation.
6. A student who registers for the first time in a specific initial bachelor programme and who will not have obtained a credit certificate or used a tolerable fail mark for all course units in which s/he was enrolled (so-called threshold packet), must obtain the missing credits during his/her second enrolment in the same programme in the following academic year. This rule remains in place even if a student substitutes an elective course unit for another elective course unit at the time of his/her enrolment in the consecutive academic year. This rule does not apply when a student chooses a different graduation option or teaching subject. If the student does not comply with this binding rule, he is not allowed to enrol in the same study programme. The student is allowed to enrol in the same study programme if he has earned a higher education degree after being denied enrolment or after a six-year waiting period.

For students who enrolled in an initial bachelor programme for the first time during the previous academic year at another higher education institution in Flanders, and who enrol in the same study programme at UCLL without changing graduation option or teaching subject, the threshold packet will be determined as follows:

The number of credits that the student enrolled for during his first enrolment in the same programme minus the number of credits obtained during the first enrolment year. The student must at least enrol in course units of the threshold packet for which he has not obtained credits yet. If possible, the student must enrol in course units that are equivalent to the course units that he initially enrolled for during the previous academic year.

7. Students registered under a diploma contract must comply with the admission requirements no later than the third Sunday after the start of the academic year.

Students who only wish to enrol in second semester course units, must comply with the requirements no later than the third Sunday after the start of the second semester. Students under an examination-only contract for the purpose of earning a diploma must meet the admission requirements at least one month before the beginning of the first exam.

8. Students who wish to enrol in an educational bachelor's programme must take a compulsory starter test. Under no circumstances can the results of the starter tests result in refusal to enrol in the programme.

After completing this starter test, the student will receive:

- a) a certificate of participation;

The certificate of participation allows enrolment in the mentioned period.

- b) an individual feedback report.

Based on this feedback report, the student is entitled to request an interview with a student coach or study coach of the institution where he wants to register.

Should the student not be able to take the starter test before enrolment, he must take the starter test on the first occasion in future that this test is being organised. If the student is not able to present the proof of participation at least fourteen days after the starter test is organised on the next occasion, the registration and all decisions taken after this registration will be considered non-existent.

Students who did not meet the minimum requirement of the starter test or part of the starter test, are subject to mandatory remediation.

9. Students who enrol in the joint programme Business Management, Marketing across Europe, enrol in a study programme that leads to a double degree. The present Education and Examination Regulations apply to these students for the academic years during which they are registered at UC Leuven-Limburg under a diploma contract.

#### **Art. 6. Diploma contract**

1. Registration under a diploma contract aims at earning a diploma or certificate.
2. The course units of the study programme are entered in the diploma contract. Additional course units are part of a credit contract.
3. Students also register for a diploma contract if they are able to obtain exemptions for all course units of a study programme.

#### **Art. 7. Credit contract**

1. Registration under a credit contract aims at earning a credit certificate for one or more course units.
2. The programme guides will state which course units cannot be included in a credit contract.

#### **Art. 8. Examination-only contract**

1. Registration under an examination-only contract aims at earning a diploma or credit certificate for one or more course units.
2. Students registered under an examination-only contract can only take exams yet cannot use the supporting services of UC Leuven-Limburg, with the exception of the ombuds service and the online learning platform for which a fee is due.
3. The programme guides will state which course units cannot be included in an examination-only contract.

#### **Art. 9. Possibilities of combining contracts**

1. Students are allowed to register under more than one contract type during the same academic year. However, it is not allowed to combine a diploma contract and an examination-only contract for the purpose of earning a diploma of the same programme.
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 exam opportunities of a course unit, cannot obtain additional opportunities for the same course unit by means of a different contract.

#### **Art. 10. Tuition fees and other costs**

1. The tuition fee is billed per academic year.
2. The tuition fee is composed of a fixed component and a variable component. The various amounts can be found on the UCLL website.
3. The following applies to tuition fees for diploma and credit contracts:

The fixed component is billed per academic year, even in case of February registration. When a student is registered under a combination of diploma contracts and/or credit contracts, he will only pay the fixed component once. In case of different amounts, the highest amount will be billed. Notwithstanding this rule, registration for a postgraduate certificate programme will always be considered a separate registration. When a student lacks sufficient study vouchers yet wishes to register, the university of applied sciences may charge a higher amount for bachelor's programmes. Students without a Flemish scholarship are charged twice the variable amount for each credit that they enrol for and for which study vouchers are lacking.

4. The following applies to tuition fees for examination-only contracts:

Registering under an examination-only contract is considered a separate registration. Students with an examination-only contract will pay 50 Euro (a one-time amount per academic year) for access to the online study platform Toledo and its related ICT facilities, on top of the tuition fee. Studying under an examination-only contract is basically independent study. Students under an examination-only contract are only entitled to sit exams.

5. The tuition fee still due after de-registration will depend on the date of the student's registration and de-registration. The previous rule also applies when a student cancels enrolment of (a few) course units. The UCLL website provides an overview of the tuition fee amounts still due after de-registration.
6. Students may be entitled to financial aid.
7. Depending on the programme that a student chooses, there may be additional costs for study materials, textbooks, specialised clothing such as lab coats and sportswear, as well as costs related to use of materials during labs and practice sessions. Costs related to visits, activities, (study) trips and international projects will also be billed.
8. Every student will receive an invoice with payment instructions from the university of applied sciences. The invoice may pertain to tuition fee, course-related or other costs. Complaints will not be accepted after more than 8 days of invoice receipt. Complaints must be made in writing. If a student does not respect the payment requirements or the payment due dates, the entire amount or the remainder of the amount to be paid becomes immediately due and payable.

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.

Students who do not pay the tuition fee and additional costs (if any), before the due date mentioned on the account balance overview, will be suspended. Such students are banned from accessing classes or sitting exams. Students may also be denied access to ICT facilities. The suspension will be lifted when the amounts due have been paid. As long as the suspension continues, the earned results (if any) are considered non-existent, and students will not obtain study attestations nor credit certificates. When payment of tuition fee and other costs, if any, is not received, a subsequent enrolment may be refused.

9. In case of a dispute or a judicial recovery, only the courts of Leuven or Hasselt have jurisdiction and Belgian law shall apply.
10. Students can find additional information about tuition fees and other costs on the UCLL website.

#### **Art. 11. Study track**

1. Without prejudice to other stipulations in the Education and Examination Regulations, students are solely responsible for choosing their study contract and the number of credits for which they enrol.
2. All bachelor programmes have at least a full-time track. Associate degree programmes, advanced bachelor's programmes and postgraduate certificate programmes may have full-time or part-time tracks.

3. It is our goal to ensure that students who choose a standard track have a workable course schedule and a balanced exam schedule.
4. A personalised track may be granted by the programme to:
  - a) students who can invoke exceptional individual circumstances or students with a special status;
  - b) students who, on the basis of APELs and APCLs have acquired a large number of exemptions.

**Art. 12.        Modifying the contract type during the course of the academic year**

1. From the beginning of the academic year until the third Sunday after the start of the academic year, and between the beginning of the second semester until the third Sunday after the start of the second semester, students can request to switch contract type.
2. If students switch contract type, the student's new contract type will be registered, while the credit certificates already acquired under the previous contract are transferred to the new contract. Any tuition fees already paid will be taken into account when contract types are switched.

**Art. 13.        Modifying content of contract during the course of the academic year**

1. During a semester a student may request to modify the content of a study contract. It must be carried out no later than the third Sunday after the start of the academic year in case of first semester course units or all-year course units, and no later than the third Sunday after the start of the second semester for second semester course units. Any modifications later than the third Sunday after the start of the academic year, can only be allowed by the study programme after thorough motivation.
2. Mandatory course units must remain in the study contract.

**Art. 14.        Withdrawal**

A student who withdraws from a programme, must do so in time and follow the procedure as explained on the Intranet. The date to request a withdrawal will serve as deregistration date.

### **PART 3.       STRUCTURE OF THE STUDY PROGRAMMES**

#### **Art. 15.       UC Leuven-Limburg study programme offerings**

Each year, UC Leuven-Limburg determines the study programmes offerings. Every study programme and every course unit are described in the programme guide and further elaborated on in the ECTS course abstracts. Students can take an elective course unit related to their programme at a different higher education institution.

#### **Art. 16.       Structure of the academic year**

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

#### **Article 17     Semester system**

1. The academic year is composed of two semesters.
2. A course unit is organised, and students take the relevant exam within a period of one semester. 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.
3. The semester system does not apply to advanced bachelor's programmes, *joint programmes*, postgraduate certificate programmes, and continuing education programmes.
4. During vacation periods, a study programme may allow students to perform a traineeship or workplace-based learning for non-discriminatory reasons. Refusal by the student may lead to a prolonged study duration.
5. Traineeships or on-the-job learning periods may start before the start of the academic year for organisational reasons in which the study programme has no say whatsoever. In this regard, study programmes will determine the procedures and the start and end dates, and which students must perform their traineeship during these periods and under which conditions. This information must be communicated no later than 1 June of the current academic year. Refusal by the student may lead to a prolonged study duration.
6. Students of the bachelor's programmes Nursing and Midwifery may start the second semester earlier following special European traineeship requirements.

#### **Art. 18.       Language of instruction**

1. The language of instruction at UC Leuven-Limburg is Dutch.
2. Other languages may be used for specific reasons. If a course unit or parts of it are taught in a language other than Dutch, it will be mentioned in the programme guide.
3. For the benefit of international students, UC Leuven-Limburg may offer entire study programmes in a language other than Dutch. Equivalent Dutch-language bachelor's programmes are provided. Foreign-language advanced bachelor's programmes and postgraduate certificate programmes usually do not have a Dutch-language version.

## **PART 4. INDIVIDUAL STUDY PROGRAMME AND STUDY PROGRESS**

### **4.1. The individual study programme**

#### **Art. 19. Creating a study programme**

1. Students create their ISP in accordance with the present Education and Examination Regulations and the programme guide:
  - a) Students must draw up their first semester ISP no later than the third Sunday after the start of the academic year; ISPs will be approved before 1 December;
  - b) Students must draw up their second semester ISP no later than the third Sunday after the start of the second semester; ISPs will be approved before 15 March.
2. If students do not draw up their ISPs, the programme will do it in their place.
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 want to enrol in a specific bachelor programme for the first time at UC Leuven-Limburg, must do so based on the standard track.

This obligation does not apply to:

- a) students who were offered a personalised track based on his student file;
  - b) special status students;
  - c) students who have already earned a bachelor's or master's degree or a degree that has been deemed equivalent.
5. In case of bachelor students, sequentiality means that they must have been enrolled in a course unit or a course before enrolling in another course unit and sitting the relevant exam. In case of risks or safety issues, a study programme may determine that the bachelor student must pass a course unit or a course before enrolling in another course unit and sitting the relevant exam. The study programme guides indicate the specific risks or safety issues that require strict sequentiality.
6. Without prejudice to the study vouchers rules, the following applies to bachelor students:
  - a) A student who has been imposed a binding condition for a specific study programme as mentioned in article 5, paragraphs 6 and 8, and in articles 28 and 29 is entitled to enrol for a minimum of 45 credits of the study programme, unless there is a conflict due to sequentiality.
  - b) A student who has not been imposed a binding condition for a specific study programme as mentioned in article 5, paragraphs 6 and 8, and in articles 28 and 29 is entitled to enrol for a minimum of 72 credits of the study programme, unless there is a conflict due to sequentiality.
  - c) A non-EEA student who temporarily resides in Belgium as a student is required to enrol for a minimum of 54 credits, unless the programme denies the student access to certain course units or unless the student is close to graduation.
7. A student who has not obtained a credit certificate or used the option of a tolerable fail mark for some course units in which s/he enrolled, must at least enrol in the aforementioned course units upon subsequent enrolment. [I]f it concerns an elective course unit or course units of a specific graduation option or a teaching subject, the



student may enrol in a substitute elective course unit or course units of a different graduation option or course units of a different teaching subject if in accordance with the institution's regulations.

8. Students who have not yet graduated from a programme at the beginning of a new academic year, may be admitted to a continuation programme upon approval by the relevant programme.

#### **Art. 20. Exemptions based on Prior Certificated Learning (PCL)**

1. Prospective students who believe that they qualify for an exemption based on PCL for one or more course units, will submit a request for exemption with the study programme no later than the third Sunday after the start of the academic year in case of first semester course units and no later than the third Sunday after the start of the second semester in case of second semester course units. If possible, requests for exemptions are submitted at time of the first registration for the study programme. The procedure for applying for exemptions based on PCL can be found on the university website.
2. The programme will grant an 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.
3. When examining comparability, the following elements are taken into consideration:
  - a) content-related equivalence with regard to competences/area-specific learning outcomes/content of course units that have been acquired;
  - b) workload and scope of study programme, if possible, expressed in ECTS credits;
  - c) type and level of study programme;
  - d) specific admission requirements.
4. The exemption is expressed in credits, yet the exam mark is not transferred. Only in case of identical course units, will students be granted an exemption while maintaining the mark.
5. Students must always enrol in an entire course unit, whether or not exemptions have been obtained for certain subunits of said course unit. The total amount of credits for the course unit remains unchanged. A student obtaining an exemption for a course unit will be granted a grade based on the exam grades of the remaining subunits of the course unit.

#### **Art. 21. Exemptions based on Prior Experiential Learning (PEL)**

1. Prospective students who believe that they qualify for an exemption based on PEL for one or more course units, will submit a request for exemption to the programme no later than the third Sunday after the start of the academic year in case of first semester course units and no later than the third Sunday after the start of the second semester in case of second semester course units. If possible, requests for exemptions are submitted at time of the first registration for the study programme. The procedure for applying for exemptions based on PEL can be found on the university website.
2. Based on PEL, students may submit a request to the programme in order to be exempted from one or more course units. 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.

#### **Art. 22. Elective course units at other Flemish higher education institutions**

1. Students are allowed to enrol in an elective course unit at another higher education institution on condition that:
  - a) students are registered in their own institution under a diploma contract or an examination-only contract for the purpose of obtaining a diploma;
  - b) the elective course unit is not a required course unit in their study programme at their home institution;
  - c) permission must be granted by the programme of the relevant study programme at the home institution and by the person responsible for the relevant course unit at the host institution.
2. In order to enrol in an elective course unit at another higher education institution that UC Leuven – Limburg has partnered with in this respect and for which the required permission was granted, students are not required to pay an additional tuition fee. The other higher education institution acting as host institution must ensure that students have access to the course unit, the ensuing exams, necessary infrastructure and that the exam result will be communicated to the home institution.

#### **Art. 23. Internationalisation**

1. Following conditions defined by the study programme, students may study for a minimum of one semester or perform a traineeship in another (host) institution of higher education abroad or in the French-speaking or German-speaking part of Belgium or in Brussels.
2. The university will draw up a *learning agreement* generally totalling 20 credits per trimester, 30 credits per semester and 60 credits per year at the host institution. Students will obtain no more credits than enrolled for at the home institution, unless students enrol for additional credits at the host institution.
3. The course units for which students earned credits at the host institution are mentioned in the diploma supplement. If needed, the mark of the exam taken at a host institution will be converted into whole numbers (out of 20 points) by the board of examiners. If several course units taken at the host institution are brought together into one course unit at the home institution, the board of examiners may weigh the marks. The arrangements about converting final marks must be communicated to students prior to their departure.
4. Students observe the exam schedules (time, place, ....) of the host institution, even when the exam period at the host institution is longer than at the home institution.

#### **Art. 24. Earning a credit certificate**

1. Students earn a credit certificate for each course unit that they pass. 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 exam of the other part.
2. 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 our university 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 and on condition that the tuition fee was paid.

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

However, after a period of five years and if substantial differences can be demonstrated between the competences that the student has acquired according to the credit certificate and the current desired competences of a course unit, the study programme may demand that the student enrol in one or more (complete or partial) course units to compensate for the missing competences. The period of five years starts from the first day of October following the academic year in which the credit certificate was earned.

## **4.2. Study progress**

### **Art. 25. Academic counselling**

1. All students under a diploma or credit contract are entitled to academic counselling.
2. Students who earned less than 60 credits as regular credits, exemptions, and tolerable fail marks pertaining to an associate degree or bachelor's programme and who have a study efficiency rate below 60% after the 1st exam period, will receive academic counselling after the results have been announced.

### **Art. 26. Denying (future) access to a practice-based course unit**

1. when a student's participation in a practice-based course unit results in a dangerous situation for him/herself or for others due to exceptional individual circumstances, the programme may deny the student access to a practice-based course unit. It is only allowed when the dangerous situation cannot be prevented by certain means of assistance or protection.
2. In particular cases and based on objective grounds the study programme may terminate a traineeship or other practical course unit prematurely, when a student demonstrates behaviour that is not suitable for practising a profession for which s/he is trained within the framework of the study programme. This decision will be extensively motivated. If the traineeship or practical course unit has been terminated on the grounds explained above, the student is not entitled to a second examination opportunity.
3. Either way, the study programme must examine whether a (safe) alternative for this course unit can be offered, e.g. a replacement assignment that is a valid equivalent to the (remaining) educational activity. When a traineeship is discontinued based on the second paragraph of this article, the study programme can take such behaviour into account when assessing the alternative assignment's feasibility.

### **Art. 27. Denying future enrolment in a study programme due to low study efficiency rate.**

1. Associate degree or initial bachelor students who earned overall less than 60 credits as regular credits, exemptions, tolerable fail marks in academic year x and who have a study efficiency rate below 30% after the 3rd exam period (August/September) will be denied access to the same study programme at UC Leuven-Limburg during the following academic year (x+1).

2. An associate degree student who has a study efficiency rate below 50% in academic year x must achieve a study efficiency rate of 50% or more in academic year x+1 when s/he enrolls in the same study programme at UC Leuven–Limburg. If the student does not meet the previously mentioned requirement, the enrolment in academic year x+2 under a diploma contract for the same study programme at UC Leuven-Limburg will be denied.

**Art. 28. Refusing future enrolment in a study programme because the threshold packet requirements have not been met**

A student who registers for the first time in a specific initial bachelor programme and who will not have obtained a credit certificate or used a tolerable fail mark for all course units in which s/he was enrolled (so-called threshold packet), must obtain the missing credits during his/her second enrolment in the same programme in the following academic year. This rule remains in place even if a student substitutes an elective course unit for another elective course unit at the time of his/her enrolment in the consecutive academic year. This rule does not apply when a student chooses a different graduation option or teaching subject. If the student does not comply with this binding rule, s/he is not allowed to enrol in the same study programme. The student is allowed to enrol in the same study programme if s/he has earned a higher education degree after being denied enrolment or after a six-year waiting period.

**Art. 29. Denying future enrolment based on a course unit fail mark after sufficient enrolment opportunities**

1. Students - with the exception of associate degree 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. The refusal to re-enrol does not apply when students obtain a 60% study efficiency rate or higher in academic year x+1.
2. Students - with the exception of associate degree students - cannot enrol in the same course unit during the fourth consecutive academic year and will thus be denied re-enrolment.
3. An examination of a course unit which a student takes under a diploma contract or an examination-only 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 exam opportunities by switching contracts within an academic year or throughout several academic years.

**Art. 30. Denying enrolment based on a student's limited success rates**

If a (prospective) student's file indicates that a new registration in higher education will not yield any positive outcome, the (prospective) student's registration may be denied by the study programme after thorough motivation.

**Art. 31. New enrolment after previous enrolment was denied**

Without prejudice to the provisions of Article 28 the following applies:

If a student's enrolment in a programme is denied in accordance with the Education Regulations, it is valid for one academic year. This denial applies to enrolments under any type of contract (diploma, examination, and credit contract).

After the waiting period of one academic year, the student can enrol again.

**Art. 32. Students who suspend their study programme for at least one year**

Without prejudice to the provisions of Article 24 the following applies:

The previously obtained credits, partial transfer of credits and (partial) exemptions of students who (have to) suspend their studies for one academic year or more will be maintained. The recorded marks, even recorded tolerable fail marks, become invalid. With regard to exam opportunities and study efficiency, these students are considered new students.

## **PART 5. EXCEPTIONS TO THE EDUCATION REGULATIONS**

### **Art. 33. Commission of Exceptions**

1. Unless otherwise stated, exceptions to article 4, and articles 27 through 30 can be allowed in case of force majeure, special individual circumstances or a previously assigned special status. The request for exception must be submitted to the Commission of Exceptions.
2. The Commission of Exceptions consists of three members, one of which is representing the study programme of the student who submits the request. This Commission will make a thoroughly motivated decision about whether the exception is granted. In case no consensus can be achieved, the Commission of Exceptions will decide by simple majority (i.e. more than half of the members present). The exception is recorded in the student's file.
3. The Commission of Exceptions can also grant a conditional exception. When a student does not comply with the condition, s/he may be denied enrolment in the following academic year.

### III. EXAMINATION REGULATIONS

#### PART 1. EXAMS

##### Art. 34. General

1. Course units may have one or several assessment activities. Each study programme will list these assessment activities and its modalities in the programme guide.
2. In case a single exam is moved, the format of the exam may differ from what was originally stipulated in the programme guide.
3. All exams are organised in rooms which are determined by UC Leuven – Limburg. Online exams can be organised remotely.

##### Art. 35. Exam times

1. In order to determine exam times, the programme may choose either exam periods or exam series.
2. The academic year has three exam periods. During these three exam periods, various exam times can be scheduled.
  - a) the first period runs from the beginning of the academic year until the end of the first semester;
  - b) the second period runs from the beginning of the second semester until the end of the second semester;
  - c) the third period starts no sooner than 16 August, study programmes are allowed to start until one week later, after thorough motivation.
3. An academic year may consist of five exam series. During these five exam series, various exam times can be scheduled:
  - a) the first series runs from the beginning of the academic year until the ninth week of the first semester;
  - b) the second series runs from the tenth week of the first semester until the end of the first semester;
  - c) the third series runs from the beginning of the second semester until the ninth week of the second semester;
  - d) the fourth series runs from the tenth week of the second semester until the end of the second semester;
  - e) the fifth series starts no sooner than 16 August, study programmes are allowed to start until one week earlier or later, after thorough motivation.
4. During exam times, no educational activities of the related study programme phase take place.
5. All exam times are determined by the study programme and entered into the programme calendar.

#### **Art. 36. Attending an exam**

1. Students are entitled to have someone observe an oral or practice exam. The observer cannot be a student who must take the exam of that course unit in the same academic year, or a student who must be examined by the same examiner in the same academic year, nor a relative until the fourth degree. At least seven calendar days before the exam, the student will notify the study programme and the exam ombuds, who will in turn notify the relevant examiner. The observer can only write down notes.
2. After having agreed with the study programme, the examiner may ask a member of the teaching staff to attend an exam. The study programme will notify the student in a timely manner.

#### **Art. 37. Arranging exam times/periods**

1. The exam rosters are published no later than thirty calendar days before the start of the exam time.
2. The study programme specifies:
  - a) the names of the chair, of the secretary of the board of examiners and of the exam ombuds;
  - b) the name of the examiner and the course unit;
  - c) the place and time and duration of the exam;
  - d) the day and time during which the results will be communicated;
  - e) the deliberation dates.
3. The exam rosters are determined by the study programme in consultation with representative members of the student council.
4. Study programmes try to honour the following principles:
  - a) an exam will not take more than four hours;
  - b) there will be sufficient time between two exams;
  - c) no exams of different course units on the same day.
5. With regard to the second exam opportunity during the third exam period or the fifth exam series, students must register in a timely manner for each course unit to be retaken and in conformity with the academic calendar, by accessing the study progress account in their KU Loket.

#### **Art. 38. Prerequisites to take exams**

1. In order to be allowed to take the exam, students must have added the relevant course unit to their ISP.
2. Students must present their student ID card during exams.
3. Certain exams may have exceptional conditions with regard to educational activities. These conditions are mentioned in the programme guide.

#### **Art. 39. Taking exams**

1. Students are allowed to take two exams of the same course unit or part of a course unit per academic year, regardless of the contracts which they entered into either simultaneously or sequentially.
2. The second exam opportunity is usually offered in the third exam period. Study programmes that choose a system of exam series may offer the second exam opportunity during the exam series following the exam series of the first exam opportunity or during the fifth exam series.
3. The programme guide will mention the course units for which students only have one exam opportunity based on the character of the course unit.
4. An exam which has not been taken (code NA) is considered a used exam opportunity.
5. If students are able to graduate in the current academic year, the study programme may decide whether the exam opportunities can be taken in an earlier exam period or series.
6. If a student who is able to graduate during the current academic year obtained a fail mark for a course unit that allows only one exam opportunity, the study programme may grant such student permission to use the next exam opportunity for this course unit in the second semester or in the following exam series, on condition that the number credits to be retaken is paid for.
7. If a student did not pass one or several course unit exams taken as an exchange student at a host institution during the first exam opportunity, s/he will retake the exams at the host institution, if possible. If a second exam opportunity is not possible at the host institution, the board of examiners may grant permission to take the exam of an equivalent course unit as determined by the study programme, during the same academic year at the home institution.

#### **Art. 40.        Make-up exams**

The study programme will determine the rules of make-up exams. If a student does not take an exam due to justified absence, only one make-up exam can be organised.

#### **Art. 41.        Examiner**

1. With regard to exams or parts of exams, the head lecturer of the course unit is ultimately responsible for the assessment.
2. If student and examiner are related up until the fourth degree or if there is any other conflict of interests, the latter will request that the study programme appoint a substitute.
3. An external expert who takes part in a student's assessment, can never be ultimately responsible. Participation of external experts in the assessment is mentioned in the programme guide.

#### **Art. 42.        Exam ombudsperson**

1. Whenever necessary, the exam ombudsperson will act as mediator in exam-related matters. Students who invoke force majeure or other special individual circumstances



must present the required evidence in a timely manner and as prescribed by the study programme.

2. Under no circumstances is the exam ombuds allowed to assess the students on whose behalf s/he acts.

#### **Art. 43. Language regulations**

1. Students are entitled to take the exams of course units taught in a foreign language, in Dutch. Students who wish to take an exam in Dutch will notify the chair of the board of examiners no later than 30 calendar days before the start of the exam.
2. This right does not apply to course units:
  - a) that study a living foreign language;
  - b) taken in an educational institution in Belgium or abroad where the language of instruction is not Dutch, as agreed between the student and the study programme;
  - c) taken as part of an initial bachelor's programme taught in a language other than Dutch.

#### **Art. 44. Assessment**

1. Every course unit and every educational activity includes an assessment. Every course unit and every educational activity results in only one exam mark to be submitted to the board of examiners.
2. Students can only obtain an exam mark for a course unit if they have obtained a mark for all assessment activities of said course unit. The programme guide will describe which assessment conditions must be met by the student in order to obtain a mark.
3. An exam has a maximum of twenty points. Exams may also be assessed by means of a pass/fail mark (non-numerical). The following codes are used for overall marks:

/20 = a whole number out of twenty;

0/20 = student is present at the exam, and his/her performance is given a zero out of twenty;

G = pass;

NG = fail;

NA = not taken (absent during exam; or student did not submit assignments or submitted assignments after the deadline; or student was absent during the substitute exam opportunity);

OR = irregularity (student was given a sanction by the board of examiners for an irregularity).

The exclusion from education and/or assessment activities, as directed by the Disciplinary Committee, results in a 'NA' final mark.

4. In case of a pass mark, the student obtains the corresponding ECTS credits. In case of a fail mark, the exam must be retaken. Course units that have a pass/fail mark are excluded from the calculation of the programme's percentage rate.

5. In order to determine the programme's percentage rate obtained, the marks obtained for each course unit are set against the number of credits attributed to the course units.
6. The exam mark of an educational activity is converted into one overall mark (max twenty 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 credits of the educational activities.
7. Rounding rules are applied to final marks. 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.
8. If a student is not able to attend the majority of the process to be evaluated due to 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. In this case, a partial assessment may serve as overall assessment.
9. The result of the exam taken at a host 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 beforehand.

## **PART 2. BOARD OF EXAMINERS**

### **Art. 45. Creating a study programme**

1. A board of examiners is composed for each academic year and each programme.
2. The board of examiners is composed in a balanced way. It consists of at least six members who have voting rights. The study programme appoints the members and their substitutes.
3. At least the chair and secretary of the board of examiners, together with the exam ombuds as advising member, prepare the board of examiners' meeting, which makes them the preparatory board of examiners.

### **Art. 46. Preparatory actions**

1. After each exam period or series, the preparatory board of examiners verifies and registers the results of each student enrolled in the study programme or in one or several course units of the study programme.
2. The preparatory board proposes validation of the registered results, except for students who are suspected of having committed an irregularity or attempted to commit an irregularity.
3. Every examiner who is not a member of the board of examiners can request to be heard by the preparatory board of examiners. Students have the same right if a decision will be made about them.

In case of an irregularity, the preparatory board of examiners must hear the lecturer who witnessed the irregularity, before the board of examiners can make a decision. At his/her request, the student involved will be heard by the preparatory board of examiners.

4. The preparatory board will determine which marks have been awarded to which students in an unreasonable way. If the preparatory 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.
5. The preparatory board will correct material errors.
6. The preparatory board determines the results of exchange students when the results from the host institution arrive at our university after the board of examiners convened.

### **Art. 47. Powers of the board of examiners**

1. The board of examiners may decide upon:
  - a) definitively determining the exam results for the purpose of issuing credit certificates or other certificates;
  - b) determining whether a student under a diploma contract or an examination-only contract in view of obtaining a diploma, has earned pass results, with the exception of granted exemptions;
  - c) awarding a level of achievement to students who have passed the study programme;

- d) disputes;
  - e) modifying exam marks after careful consideration if these results were awarded to a student or a group of students in an unreasonable way;
  - f) in case of enrolments under a credit contract or an examination-only 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.
2. In case of special individual 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 chair of the board of examiners, the exam ombuds or at least three 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. 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 the board. In addition, the board of examiners can hear the same persons whom the preparatory board of examiners has heard before.
  4. All decisions of the board of examiners will be recorded in the deliberation minutes.

**Art. 48.        Number of deliberations**

1. The board of examiners will convene at least once for each exam period or series.
2. Exams are validated by the board of examiners and results are communicated in accordance with the programme calendar, and always at the end of the exam period or exam series.

**Art. 49.        Attendance**

1. The members of the board of examiners participate in the deliberation meeting and sign the attendance list. The board of examiners can make legitimate decisions if at least half of the voting members or their substitutes are present. A member who is unable to attend, will notify the chair of the board of examiners as soon as possible.
2. The chair of the board of examiners will notify students if they must remain available to the board of examiners during the deliberation.

**Art. 50.        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.

**Art. 51.        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 who award a mark to an individual student or a group of students that is deemed unreasonable, do not take part in the deliberations about this student or group of students.
3. The exam ombuds participates in the deliberation in the capacity of advisor.

#### **Art. 52. Decision and voting regulations**

1. The board of examiners will act as any regular board. In case no consensus can be achieved, the board of examiners will decide about a student by simple majority (i.e. more than half of the members present). Such majority is assumed for each decision proposed by the chair.
2. Upon request by the chairperson or a member of the board of examiners, 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 of examiners' decision.
3. Exam marks presented after the boards of examiners have concluded their deliberations, will be included in the next deliberation period, except for students who are able to graduate in the related exam period or series.

#### **Art. 53. 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.

#### **Art. 54. Criteria for 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-only contract in view of obtaining a diploma;
  - b) or complies with all the following requirements: the student obtains
    - at least 50% as a weighted percentage rate for the overall study programme;
    - no non-tolerable fail marks;
    - a maximum of 10% tolerable fail marks which corresponds to a maximum of 18 credits (tolerable fail mark account) on the total number credits that student enrolled in. This also applies to the bachelor's degree in nursing.

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 credits, is allowed in a certain set of course units based on the same subject matter;
  - b) and/or a number of course units do not permit a tolerable fail mark, thus resulting in a fail mark.

These alternative regulations are mentioned in the programme guide.

3. 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.

**Art. 55. 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 a diploma or a 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 based on the entire study programme's marks.
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;
  - b) or 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.

**Art. 56. 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 exam results or refer to the exam results that are attached to the minutes or saved in a secured electronic file. The deliberation minutes also include the motivated decisions, if any.
2. The chair or the secretary of the board of examiners will grant access to the deliberation minutes until one month after the start of the next academic year, to students who demonstrate its relevance related to his/her own case.

## **PART 3. IRREGULARITIES**

### **Art. 57. To whom it applies**

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 judgement of knowledge, understanding and/or skills of oneself or of other students. Possession of any non-allowed aid during an exam is considered an irregularity.
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. Within the framework of the present Education and Examination Regulations, copying one's own work without citing the source will be considered an irregularity.
3. When determining the sanction level of a student's behaviour it is irrelevant:
  - a) whether the irregularity is caused by a deliberate choice of the student;
  - b) or whether it yielded an unfair advantage to the student involved, and;
  - c) whether the student decides to end the behaviour that can be considered an irregularity.

### **Art. 58. Procedure**

1. A staff member who notices irregularities, will notify the exam ombuds person immediately. The exam ombuds person hears all parties, collects evidence, writes a report and submits the report to all parties. The report and the evidence will be sent to the chair of the board of examiners. Without prejudice to the provisions of art.46,3 in fine, the preparatory board of examiners prepares a decision which will be confirmed by the board of examiners.
2. The student against whom an exam-related disciplinary measure is considered, is entitled to:
  - a) a notification 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 before the preparatory board of examiners;
  - d) assistance by a person of the student's choice.
3. The preparatory board of examiners can decide to convene an earlier meeting of the board of examiners. If the irregularity takes place before an assessment, the board of examiners may convene earlier, and in general before the start of the assessment.
4. While the student awaits the decision by the board of examiners, s/he may continue the exams, including the alleged irregular exam.

### **Art. 59. Sanctions**

1. 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 exam in an irregular way and must retake the exam at a time to be determined by the study programme;
  - b) will receive a modified mark for the relevant educational learning activity or course unit;
  - c) will receive a 0 mark for the relevant educational learning activity or course unit;
  - d) will receive a 0 mark for some or all exams of the relevant exam period or series;
  - e) will be rejected for one or more course units. The student will receive a 0 mark for the relevant course units of the exam period or series and can only retake the exam of the relevant course unit 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. Furthermore, the rejected student will lose all earned exam marks of the relevant exam period or series. This measure will only apply in case of a very severe irregularity;
  - g) will lose his/her right for the next or the next two academic years to enrol in any of the study programmes at UCLL. Furthermore, the student will lose all earned exam marks of the relevant exam period or series. This measure will only apply in case of a very severe irregularity.
2. The rule 'will maintain the highest mark' does not apply to decisions c. through g.
  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. In application of this article, the board of examiners will take following elements into consideration:
    - 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 OR 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.



## **PART 4. NOTIFICATION AND DISCUSSION OF EXAM RESULTS**

### **Art. 60. Notification of the board of examiners' decisions**

1. The programme calendar will determine the day and time, after each exam period or exam series, on which students are notified about their validated exam results of all course units and the status of the study progress account.
2. The results of the exams scheduled throughout the semester are communicated to the student as soon as possible. This announcement is merely tentative and subject to a subsequent validation.

### **Art. 61. Discussion of results**

1. Within seven calendar days after the results have been communicated, students are entitled to access their exams and receive feedback of the examiner or substitute mandated by the study programme. The study programme may limit this meeting for access/feedback purposes to one group meeting. The meeting will allow students to have access to the exam paper or relevant digital data.
2. Before the beginning of the exam period, the study programme calendar will display when the examiners are available to provide feedback about exam results after they have been communicated.

## **PART 5. RETAKING COURSE UNIT EXAMS AND KEEPING TOLERABLE FAIL MARKS**

### **Art. 62. Final exam result: highest mark is valid**

If a student exhausts more than one exam 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.

### **Art. 63. Retaking exams**

1. A student cannot take an exam of a course unit after s/he has earned a credit or used a tolerable fail mark for this course unit.
2. A student in the final phase of his/her study programme and having passed the study programme, is allowed to retake an exam of the course units for which s/he earned a tolerable fail mark in the current academic year, during the following exam period or series of the same academic year. The student will notify the chair of the board of examiners in writing and no later than 24 hours after the exam results have been communicated.
3. A mark of at least 10/20 (or 'pass') of an educational activity will be transferred to the next exam period.
4. When a student retakes the exams of all educational activities with a score below 10/20 (or fail mark), the previously earned marks will be considered non-existent. The newly earned marks will be used to determine the new final mark of the course unit.
5. 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 exam period or series.

### **Art. 64. Keeping tolerable fail marks after the second exam opportunity**

1. Choosing to keep a tolerable fail mark in a study programme is only possible if these fail marks, expressed in credits and after deducting the exemptions, do not constitute more than 10% of the credits of the entire study programme. The maximum number of tolerable fail marks cannot exceed 18 credits. 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 to keep tolerable fail marks before the set deadline, it is assumed that said student will not use the tolerable fail mark option.
3. The decision to use a tolerable fail mark cannot be reversed, except during the academic year in which a student is able to graduate.

### **Art. 65. Re-registration for the next academic year**

1. Retaking a course unit for which a credit certificate was earned is not possible. The result of a credit certificate is final.

2. A student who has not passed all course units of a programme yet will confirm his/her tolerable fail mark account after the third exam period or the last exam series. 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 exam opportunity for an educational activity either within the same academic year or throughout several academic years, only a mark of 10 or more or a pass mark will be recorded as final result. This partial mark will automatically be transferred (transfer mark of educational activity).
4. 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.

## **IV. STUDENT'S LEGAL POSITION**

### **PART 1. STUDENT RIGHTS AND OBLIGATIONS**

#### **Art. 66. 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, our institution will provide the necessary staff, services and facilities.
2. It will ensure that all students have equal chances to reach their goals and that their study performance will be evaluated in a conscientious and objective manner.

#### **Art. 67. 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.

#### **Art. 68. 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. Students who have a special status can request education and examination facilities with the student services office. These students submit a request no later than 35 calendar days before the start of the exams.

#### **Art. 69. Accessibility of personal records**

1. Upon their request, the student representatives will be granted access to the minutes of the policy body meetings.
2. The Examination Regulations determine the right to access exam sheets and minutes of the board of examiners' meetings. Every student is entitled to access the documents that are the basis of decisions that concern him/her, without being entitled to access the information related to other students. Students will follow the specific procedure.
3. A student may request a copy of his/her exam paper after having used the right of access. Every copy must be treated in a personal and confidential manner and may only be used for the purpose of the student's study career.

4. In order to use the right of accessibility of personal records, a student can submit a request to his/her faculty dean or to the person in charge of the department that made a decision about him/her, until three months after the end of the academic year.
5. When copies of documents are made, the information that does not pertain to the student is made invisible. UC Leuven-Limburg will request a reasonable fee per page copied.

#### **Art. 70. Impartiality**

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

#### **Art. 71. 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 on which it was based.

#### **Art. 72. Specific Rights and Obligations**

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 study centres in accordance with specific regulations;
  - d) use of the computer equipment in accordance with specific regulations;
  - e) use of online learning platform;
  - f) student counselling;
  - g) access to ombuds services;
  - h) a healthy general and study environment on UC Leuven-Limburg campuses.

Students under an examination-only contract are only entitled to use the online learning platform and the related 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. University staff members may record audio or video footage of a student as part of educational activities. If the student can be recognised in the video footage, his/her consent is required. Students may request not to feature in video footage. The recordings can only be used for didactical purposes (e.g. live broadcast and/or used in internal learning platforms).
4. Students are not allowed to make audio or video recordings of educational and assessment activities, unless:

- a) a specific arrangement was made with the coordinator of the course unit;
- b) a student with a special status is granted such facility.

Other students may request not be filmed during these recordings. 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 strictly forbidden. The recordings cannot be used as evidence in an administrative or legal procedure and must be destroyed by the student. Students who use the material without complying with these arrangements will be subject to sanctions as determined in the Disciplinary Regulations.

- 5. Students who copy (or permit others to copy) or distribute (or permit others to distribute) any didactical or exam materials of their study programme that are made available to them at a fee or at no cost by UC Leuven-Limburg, for commercial purposes will be sanctioned in accordance with the Disciplinary Regulations.

Any didactical or exam materials related to the student's study programme and that are made available at a fee or at no cost by UC Leuven-Limburg are also subject to the copyright legislation.

- 6. Judicial authorities will be notified in case of fraudulent imitations of UC Leuven-Limburg documents. When criminal offences are committed by UC Leuven-Limburg students, the latter will be prosecuted in accordance with the Disciplinary Regulations.
- 7. Students are expected to consult the (electronic) communication channels of UC Leuven-Limburg. They are expected to use the UC Leuven-Limburg email address and to take note of their personal exam results on the day of the exam 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.
- 8. During all oral communication with a student, with the exception of oral exams, both parties always have the right to request that a maximum of two persons be present as a third party. These third persons are not allowed to actively take part in the oral communication. At the beginning of each oral communication in the presence of third persons, these arrangements will be pointed out. Furthermore, parties are not allowed to make any audio or video recordings. These recordings cannot be used as evidence in an administrative or legal procedure and must be destroyed. Students who use the material without complying with these arrangements will be subject to sanctions as determined in the Disciplinary Regulations. If the arrangements are not respected, the communication will be stopped immediately.
- 9. 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.
- 10. Students enter into an agreement with UC Leuven-Limburg and both parties have rights and obligations. Staff members or administrators who implement this agreement on behalf of UC Leuven-Limburg cannot be held accountable. However, there are four exceptions to this rule which allow students to file a complaint against a staff member or administrator of UC Leuven-Limburg:
  - a. in case of a complaint that is not related to the implementation of this agreement;
  - b. in case of a fraudulent action by a staff member or administrator of UC Leuven-Limburg;

- c. in case a staff member or administrator of UC Leuven-Limburg deliberately causes damage to a student; or
- d. in case of an attack on the physical or mental integrity of the student.

#### **Art. 73. Privacy rights**

1. UC Leuven-Limburg will protect the personal information of students. The policy with regard to information security and privacy and the privacy declaration will explain more specifically which personal data is processed by the university and how students can exercise their privacy rights (right of access, correction, removal, restriction, and complaint).
2. 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 that delivered them;
  - b) confirm the authenticity of documents (allegedly) delivered by UC Leuven-Limburg to them in case of third-party requests.
3. In case of audio and video recordings for educational purposes made by university staff members in which students can be recognised, the following principles apply:
  - a) students are notified prior to audio and video recordings of educational activities, and for which purpose they will be used;
  - b) the recordings are limited as much as possible and based on what is deemed necessary for the goal which is communicated beforehand;
  - c) the recordings are saved and stored safely;
  - d) the recordings are stored for as long as needed and deleted when they are no longer of use;
  - e) recordings in which a student can be recognised, are not published externally unless the student grants permission in a uncoerced, specific, and unambiguous way.

#### **Art. 74. Copyright**

1. These principles regulate the copy rights of all work that students produce as part of their study programme at UC Leuven-Limburg.
2. These 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 work subject to the prerogatives and rights of usage that the present regulations provide in favour of UC Leuven-Limburg.
4. Students allow their bachelor's or associate degree graduating project to be archived. Students grant unconditional permission to UC Leuven-Limburg to archive the entire bachelor's or associate degree graduating in the university's archives, and to make it available on the internet for interested parties.
5. Students grant permission to UC Leuven-Limburg, free of charge, to use the bachelor's or associate degree graduating project and related information and the materials produced as part of other course units for the purpose of derived products of the whole or partial material. This permission is only valid for internal use at UC Leuven-Limburg and the KU Leuven Association. The same material can also be used for

communication purposes by UC Leuven-Limburg, after consultation with the student. In general, UC Leuven-Limburg is not allowed to use the material for commercial purposes. Should UC Leuven-Limburg wish to use the materials for commercial purposes, the former can sign an agreement with the student to make the materials available. In case third parties claim (part of) the bachelor's or associate degree graduating project, students will indemnify UC Leuven-Limburg. This permission remains valid for the entire duration of protection of the bachelor's or associate degree graduating project.

6. Students must request an embargo if the bachelor's or associate degree graduating project contains confidential information, or if the employer or traineeship host organisation requests that information not be disclosed.

#### **Art. 75. Protection of personal integrity**

1. UC Leuven-Limburg supports students who are the subject of inappropriate behaviour. Our university has put in place a helpdesk and assigned trusted persons who are readily accessible. The helpdesk is available for reporting incidents of inappropriate behaviour: victims, witnesses of inappropriate behaviour, third parties who are aware of situations in which inappropriate behaviour occurs, and so on.
2. When a students want to file a complaint for inappropriate behaviour that s/he experiences, must do so with the faculty dean of his/her programme. If the complaint is admissible and substantiated, the faculty dean will send the complaint to the relevant disciplinary bodies, or to external authorities if needed.



## **PART 2.      LEGAL PROTECTION AND PROCESSING COMPLAINTS**

### **2.1.            Ombuds services**

#### **Art. 76.        Role of ombuds services**

1. Incidents, issues, or conflicts between a student and a staff member are communicated by either party as soon as possible to the study programme, possibly through the exam or education ombuds.
2. The ombuds acts as mediator and, if necessary, asks the programme to take temporary measures, if needed after having consulted the preparatory board of examiners, in order to ensure a proper exam. The board of examiners will make the final decision. In any case, the ombuds will hear the member of the teaching staff and the student.

### **2.2.            Material errors**

#### **Art. 77.        Material errors identified before deliberation**

If a material error is identified before deliberation, the examiner will communicate the correct exam mark to the student administration office. If exam results have already been communicated to the student, the student administration office will communicate the corrected exam mark to the student.

#### **Art. 78.        Material errors identified after deliberation**

1. If a mistake in a student's results is found, after results are announced following a deliberation, and whereby the student should have earned a mark that is higher than the announced mark, without this higher mark having any influence on the overall pass grade of the student, such mistake is corrected by the board of examiners, at the latest within two months after the announcement of the results.
2. If a mistake in a student's results is found, after results are announced following a deliberation, and whereby the student should have earned a mark that is higher than the announced mark, and this higher mark impacts the overall pass grade of the student, such mistake is corrected by the board of examiners, at the latest within two months after the announcement of the results.
3. If a mistake in a student's results is found, after results are announced following a deliberation, and whereby the student should have earned a mark that is lower than the announced mark, without this lower mark having any influence on the overall pass grade of the student, such mistake is corrected by the board of examiners, at the latest within 10 calendar days after the announcement of the results.
4. If a mistake in a student's results is found, after results are announced following a deliberation, and whereby the student should have earned a mark that is lower than the announced mark, and this lower mark impacts the overall pass grade of the student, such mistake is corrected by the board of examiners, at the latest within 10 calendar days after the announcement of the results.

### **2.3.            Internal appeal procedure**

#### **Art. 79. Subject of internal appeal**

1. When a student believes that a university decision violates his/her individual rights, s/he can lodge an internal appeal. The internal appeal can be initiated after following decisions:
  - a) study progress decision;
  - b) denying access to a study programme or course units;
  - c) denying permission to start a personalised track, to change the type or content of the study contract;
  - d) denying a special status;
  - e) denying reasonable adjustments based on a disability;
  - f) a decision regarding a disciplinary sanction.

For other decisions not listed above, the student can request that the superior of the person who made the decision, reconsiders the 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.

#### **Art. 80. Initiating an internal appeal**

1. Under penalty of inadmissibility, an internal appeal must be lodged by means of a signed and dated letter sent by registered mail to: Interne Beroepscommissie UC Leuven-Limburg, postal address Geldenaaksebaan 335, 3001 Heverlee. At the same time, the student must send an electronical version of the written appeal by email to [interne.beroepscommissie@ucll.be](mailto:interne.beroepscommissie@ucll.be), for information purposes.
2. When the appeal is sent by a third party, a power of attorney signed by the student in favour of this third party must be added, otherwise the appeal is considered inadmissible. This power of attorney is not necessary if a lawyer acts as legal representative.
3. The internal appeal mentions at least the student's identity, the decision that student wants to appeal and, under penalty of inadmissibility, a statement about the facts and means. If the appeal is related to an exam decision, student must indicate whether (s)he exercised his/her right to access the exam paper, which is offered after the exam 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 internal 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 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.

#### **Art. 81. Composition of the Internal Commission of Appeals**

The Internal Commission of Appeals that handles the internal appeal is composed by the Education and Student Affairs office and consists of at least three members, among which the head of Education and Student Affairs (who chairs the commission), a faculty dean and a programme manager. A party involved cannot be a member of the Internal Commission of Appeals. In case of a conflict of interests with regard to the head of Education and Student Affairs, the President will determine who will chair the Internal Commission of Appeals. A secretary can attend the meetings of the Internal Commission of Appeals yet has no voting right.

#### **Art. 82. Treating an internal appeal**

1. The Internal Commission of Appeals will treat the internal 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 internal appeal is admissible. If the internal appeal is not admissible, the student will be notified.
3. If the internal appeal is admissible and a mediation interview is recommended, the Internal Commission of Appeals will notify the relevant faculty dean 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 set time period that it will make a decision on a later date.

#### **Art. 83. Appealing 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 exam 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 to the Council by registered mail. At the same time, students also send the electronic version of this external appeal by email to [interne.beroepscommissie@ucll.be](mailto:interne.beroepscommissie@ucll.be).

#### **2.4. Archiving documents**

#### **Art. 84. Archiving documents: general principle**

Documents, other than exam papers, which relate to decisions about a student, are kept for at least three years after the student registered at our institution for the last time in the same study programme or course unit.

**Art. 85.            Archiving documents: exams**

Exam papers are stored until three months after the end of the academic year. Exams that 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 three years.

## **V. DISCIPLINARY REGULATIONS**

### **Art. 86. To whom it applies**

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. Students should not commit acts that are incompatible with the mission statement and code of conduct of UC Leuven-Limburg. It includes, among others, violence, forgery of documents, racism, stalking, extortion, bullying, inappropriate sexual behaviour, discrimination, or other types of inappropriate behaviour.

Students who do not behave in such a way, can be subject to sanctions in accordance with the Disciplinary Regulations.

2. By registering at UC Leuven-Limburg, students agree that the Disciplinary Committee can issue a disciplinary sanction, even when they are no longer a student at UC Leuven-Limburg. Such disciplinary sanctions may be issued for actions that took place when the student was registered at UC Leuven-Limburg, on condition that the actions have not been already the subject of a disciplinary procedure at UC Leuven-Limburg.

### **Art. 87. Disciplinary actions**

1. The Disciplinary Regulations do 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 under all circumstances, even when it is not related to a disciplinary procedure. It may result in a student being temporarily denied access to certain rooms, excluded from certain activities or from the use of certain facilities.
2. The disciplinary order may be imposed for a maximum of three months.
3. In case of an external investigation and/or disciplinary procedure, the disciplinary order may remain in place until a relevant decision has been made.
4. Disciplinary orders cannot be appealed.
5. A student who is unable to behave in accordance with the disciplinary order imposed, can be subjected to sanctions under article 90.

### **Art. 88. Responsible bodies**

1. The university administrators represented by the president and the faculty deans are responsible for maintaining order at UC Leuven-Limburg.
2. The Disciplinary Committee issues a disciplinary decision.
3. The responsible bodies may proceed to any investigation as deemed necessary for the disciplinary procedure.

### **Art. 89. Disciplinary Committee**

1. The Disciplinary Committee consists of:
  - a) the head of Education and Student Affairs who chairs the committee;

- b) the dean of the faculty other than the faculty of the programme in which the student is enrolled based on his/her extensive description;
  - c) the dean of the faculty other than the faculty of the programme in which the student is enrolled based on his/her extensive description;
  - d) a (junior) staff member of a faculty other than the faculty of the programme in which the student is enrolled based on his/her extensive description;
  - e) the chair of the relevant student council or his/her substitute.
2. A secretary can attend the meetings of the Disciplinary Committee yet has no voting right.
  3. Whenever needed, the Disciplinary Committee may seek assistance from legal and/or other experts who do not have voting right.

#### **Art. 90. Sanctions**

1. The Disciplinary Committee may issue one of the following sanctions or a combination thereof:
  - a) warning;
  - b) exclusion from education and/or assessment activities;
  - c) denying access to certain rooms;
  - d) denying use of certain services and facilities;
  - e) temporary exclusion from the current and/or one or more subsequent academic years;
  - f) irrevocable expulsion.

The Disciplinary Committee determines the precise extent of the sanction imposed.

2. In application of paragraph 1, the Disciplinary Committee will take following elements into consideration:
  - a) the extent of the disciplinary infringement;
  - b) the nature of the disciplinary infringement;
  - 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 intention to commit a disciplinary infringement (which is an aggravating factor).
3. A remedial assignment may be imposed in any case.
4. The disciplinary sanction is motivated in writing and communicated to the student.
5. Reopening a disciplinary file is possible when new elements justify such action.

#### **Art. 91. Disciplinary procedure**

1. The dean of the faculty in charge of the programme in which the student is enrolled based on his/her extensive description, will decide whether the disciplinary procedure will be initiated.
2. The student against whom a disciplinary sanction is considered, is entitled to:
  - a) notification by the aforementioned faculty dean of the decision to initiate a disciplinary procedure;

- b) accessing the entire disciplinary case file;
  - c) notification of the possible sanctions;
  - d) a reasonable period of time to prepare and present a spoken and written defence.
3. During the Disciplinary Committee meeting the case will be explained and reviewed. The student will have the opportunity to respond.
  4. In every stage of the procedure, the student may be assisted by a person of his/her choice.
  5. The chair of the Disciplinary Committee will communicate the disciplinary sanction and will mention the option to appeal.
  6. The Disciplinary Committee may notify relevant parties about the status of the disciplinary procedure and the disciplinary decision made.

**Art. 92. Internal appeal**

Within seven calendar days following the written notification of the disciplinary decision the student can lodge a motivated appeal by registered mail with the Internal Commission of Appeals, Geldenaaksebaan 335, 3001 Heverlee. At the same time, students also send the electronic version of this letter by email to [interne.beroepscommissie@ucll.be](mailto:interne.beroepscommissie@ucll.be).

The regulations for lodging an internal appeal apply in full.

## **VI. FINAL PROVISIONS**

### **Art. 93. Amendments to or deviations from the Education and Examination Regulations**

Amendments or exceptions to the Education and Examination Regulations can only be made by means of a decision by the UC Leuven-Limburg administrators, after consultation with the Academic Council.

### **Art. 94. Effective date**

The Education and Examination Regulations enter into force at the start of the academic year, which is determined by the academic calendar.