



UC Leuven
Limburg

MOVING MINDS

**EDUCATION AND
EXAMINATION
REGULATIONS**

**2019
2020**

PREFACE

Good agreements make good friends



Dear students, dear lecturers,

The UCLL Education and Examination Regulations are highly relevant to all of you. This set of regulations resembles a constitution or a legislative text: it is based on a particular vision, our educational vision called **Moving Minds DNA**, in addition, it is the basis for ensuring certainty of law. This text, as many legislative texts or other regulations, is not an easy nor suspenseful read, yet its importance cannot be emphasised enough.

We have worked hard to write **an easily understandable text**, in other words, a somewhat agreeable read. This editorial ambition also articulates what these Education and Examination Regulations exactly mean to UCLL.

We start with **three basic principles**. To begin with, rules are clear and are applied in full. Secondly, we explicitly guarantee the study programmes' autonomy to such extent that they are able to innovate while always bearing educational quality in mind. Lastly, the Education and Examination Regulations want to be fair and just.

Despite our efforts, students may have questions about certain decisions or judgements. Or you find yourself in a situation where an exception to a particular rule applies. Being attentive to such **ordinary human situations** is what we have kept in mind when writing this text. In all of these cases, the Education and Examination Regulations are crucially important. They provide a clear framework for students and staff to work with.

As you may have heard, UCLL will offer new programmes from September 2019 onwards: **16 associate degree programmes**. Our goal is to provide equal Education and Examination Regulations for all students of bachelor, associate degree, and continuing education programmes. The 2019-2020 academic year will be a transition year, therefore a few specific regulations related to associate degree programmes have been added.

Needless to say, these regulations are extremely important. Besides, putting so much time and effort in these regulations should give a reassuring feeling. Read this document on occasion or contact the Education and Examination Regulations support service (oer@ucll.be) with any question you may have.

Best regards.

Marc Vandewalle
President

In cooperation with the members of the UCLL Education and Examination Regulations UCLL task force

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PRELIMINARIES

- 1 These education and examination regulations describe the rights and obligations of students and staff of UC Leuven-Limburg. By enrolling, students become subject to these education and examination rules.
- 2 This document is supplemented by rules mentioned in the programme guides, documents about procedures (available on the Intranet) and information on the UC Leuven-Limburg website explicitly referred to 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 university colleges UC Leuven and UC Limburg established by these VZWs (non-profit organisations) have agreed to cooperate under the name of UC Leuven-Limburg. The terms 'institution' or 'UC Leuven-Limburg' pertain to both legal entities in the present regulations.
- 4 The present education and examination regulations are drawn up in accordance with the Higher Education Codex and other applicable decrees and rules. Above mentioned Codex and other decrees and rules take precedence over the present education and examination regulations.
- 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 and the ECTS course abstracts are an integral part of the education and examination regulations of a study programme.
- 6 For study programmes of continuing education, other than postgraduate certificate programmes, the condition of which for obtaining a certificate is passing an examination, every faculty of UC Leuven-Limburg will establish specific examination regulations regarding the ways of assessment and the moments of assessment, the assessors, the way in which the result is calculated and the way in which results are communicated and discussed. These regulations will be explicitly communicated to students who enrol in the study programme. Terminology definitions

1 TERMINOLOGY DEFINITIONS

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

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

Academic calendar: Calendar which determines the organisation of the academic year.

Admissibility: the validity of an internal appeal on formal grounds.

Admission assessment: Assessment taken by prospective students who do not comply with the admission requirements.

Apparently 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 institution would never make.

Bachelor student: a student enrolled in a professional or educational bachelor's programme.

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.

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

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 recognition body and consists of a document or a data base record.

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.

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

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

Compulsory, non-binding entry test: test administered by the Vlaamse Hogescholenraad (Association of Flemish Universities of Applied Sciences) before students register for a teacher education programme.

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

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

Contract type: the student chooses a study programme or parts thereof and may decide to enter into a diploma contract, a credit contract, an examination contract in order to obtain a diploma/degree or credits. These types of contract may also be used for postgraduate certificate programmes, with the exception of the credit 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 examination. This recognition shall be defined in a printed document or a data base record. The study points acquired for a course unit are called credits.

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

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

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.

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.

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 credits enrolled for are the credits for which one enrolls and must pass examinations:
- b. earned credits are credits for which a credit certificate has been obtained.

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

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.

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.

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

Education ombuds: acts as trusted person and mediator between student(s), lecturers and management bodies in case of problems outside examination moments.

ECTS: the entire package of agreements allowing to compare attained study results across the European Economic Area. The Flemish credit system is based on the European Credit Transfer and Accumulation System; 'credit' is a synonym of 'ECTS credit'.

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

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

Examination moment: one day or several consecutive days on which examinations are organised during a period. The dates and times of examinations are mentioned in the study programme calendar.

Examination ombuds: S/he is the intermediary between examiner and student in case of problems during examination moments. S/he is fully autonomous.

Examination period: the period of the academic year, as determined in the academic calendar of the study programme and/or programme guide, specifically reserved for examinations.

Examinations series: the period of an academic year determined in the academic calendar of the study programme and/or programme guide that is specifically reserved for examinations of the associate degree programmes that choose this arrangement.

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

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

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

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

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

International Office: any prospective student who does not hold a Flemish diploma must apply with this office that will examine whether the prospective student complies with the diploma and language requirements.

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).

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

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

Level of achievement: special mention granted at the end of an associate degree or bachelor's programme.

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

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

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

Overall programme score: the weighted percentage of the marks for all course units of the programme.

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

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.

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.

Personalised track: a programme that is different from the standard track.

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 completed a bachelor or master study programme, and for which a postgraduate certificate is awarded by UC Leuven-Limburg.

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

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

Recognised status: A recognised status of Student with a Disability, Top-Athlete Student, Artist Student, Carer Student, Entrepreneur Student and Working Student in accordance with the UC Leuven-Limburg procedure.

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

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

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

- a. strict sequentiality: the student must have successfully completed a prior course unit or obtained a tolerable fail mark in a previous semester;
- b. flexible sequentiality: the student must have scheduled a prior course unit in a previous semester;
- c. simultaneity: simultaneously enrolling in course units during the same registration;
- d. based on diploma: specifically or a certain level of diploma.

Starter: a student who acquired less than 60 credits, exemptions and tolerable fail marks pertaining to an associate degree or bachelor 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.

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.

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

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

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 calendar: calendar of each study programme in which start and end of education activities and examination dates and times of the academic year are recorded. The study programme calendar is subordinate to the academic calendar unless exceptions are granted by the education and examination regulations with regard to the semester system.

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

Study progress account: the (electronic) document which provides an overview of the status of the individual student's study progress at any given moment during his/her study programme.

Study progress decision:

- a. an examination decision is any decision – whether or not based on deliberations – which includes a final decision about passing a course (sub)unit, several course units or about successfully completing an entire study programme, including level of achievement;
- b. a disciplinary examination decision which is a penalty imposed based on irregularities;
- c. a decision about granting a certificate of competence;
- d. a decision about an exemption;
- e. a decision about completing a preparatory programme,
- f. imposing a binding condition or denying re-enrolment;
- g. a compulsory ISP because of the status of the student's study vouchers account;
- h. refusing to enter a certain course unit in the contract which a student with an personalised track has not yet been enrolled in previously.

Study vouchers: virtual vouchers granted by the Flemish Community, expressed in credits, to be used by bachelor students when enrolling in one or several study programmes or course units. Study voucher shortage means less study vouchers available than the number of credits for which the student wishes to enrol.

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

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

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

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

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

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

- a. s/he can produce evidence of employment by means of an employment agreement totalling at least 80 hours a month, or he can produce evidence that he is entitled to benefits as a person seeking employment and the study programme is in accordance with a proposed route to employment as determined by a regional employment office;
- b. s/he does not hold a second cycle diploma or a master's diploma;
- c. s/he is enrolled in a study track with specific education and study formats and with specific requirements of coaching and programmes offered, as registered on the Higher Education in Flanders website (Hogeronderwijsregister.be).

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

2 EDUCATION REGULATIONS

PART 1 Admission requirements

Article 1 Diploma requirement

- 1 In order to be admitted to a professional bachelor programme or an associate degree programme, students must have obtained a Flemish diploma of secondary or higher education, with the exception of below mentioned cases.
- 2 Enrolment in an educational associate degree programme by prospective students holding a certificate of secondary education is considered complete when the decree regulation about relevant professional experience is complied with. A prospective student must prove his/her relevant professional experience (3 years if the professional experience relates to the secondary education track or if you have obtained a certificate of equivalence, 5 years if the professional experience does not relate to the secondary education track).
- 3 In order to be admitted to the abbreviated educational bachelor's programme, students must have obtained a professional or academic bachelor's degree.
- 4 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. A prospective student must prove his/her relevant professional experience (3 years if the professional experience relates to the secondary education track or if you have obtained a certificate of equivalence, 5 years if the professional experience does not relate to the secondary education track).
- 5 In order to be admitted to an advanced bachelor programme or a postgraduate certificate programme, the entry requirement is a diploma of a Flemish higher education institution (bachelor's, advanced bachelor's, or master's degree). In addition, educational staff members are admitted to the advanced bachelor programmes of Special Education and Comprehensive Educational Care & Remedial Learning.
- 6 Enrolment in an associate degree programme is admitted if students are able to submit at least one of the following study certificates:
 - 1° a study certificate of the second year of the third stage in secondary education, obtained at least 3 years ago;
 - 2° a certificate issued by a study programme of secondary education for social advancement or adult secondary education with a minimum of 900 class periods;
 - 3° a diploma of higher education for social advancement;
 - 4° a certificate or diploma of higher vocational education;
- 7 Any exceptional and/or specific requirements for particular study programmes will be mentioned in the relevant programme guide.

Article 2 Exceptions to the diploma requirement

- 1 Prospective students who do not meet the diploma requirements as specified in Article 1, can be exceptionally admitted to the programme by registering with a credit contract at UC Leuven-Limburg. 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 year of age (bachelor programmes) or 18 years of age (associate degree programmes) on 31 December of the following academic year, are allowed to register for the admission assessment.
- 3 Students who hold a non-Flemish diploma of secondary or higher education must apply with the International Office.

Article 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 International Office will decide whether the language requirement has been met.
- 2 The registration for a programme in another language will be subject to providing proof of adequate knowledge of the language of instruction, in any form as determined by the International Office.

Article 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

Article 5 General

- 1 By registering at UC Leuven-Limburg, the student and our 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 contract;
- 5 Students preferably register before the beginning of the academic year, yet no later than 3 weeks after the academic year has started. For second semester course units, students must register no later than 3 weeks after the second semester has started. For study programmes that start at a different date, students must register no later than three weeks after the programme has started. After the start of the course unit, the study programme can make a motivated decision to refuse a new enrolment in a course unit. Registration later than 3 weeks after the start of the academic year, can only be allowed by the study programme after thorough motivation.
- 6 Students must comply with the admission requirements no later than 3 weeks 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 3 weeks after the start of the second semester. These conditions and terms do not apply to credit contracts or examination contracts in order to obtain a credit certificate. Students with an examination contract must meet the admission requirements at least one month before the beginning of the first examination.
- 7 Students who wish to enrol in a bachelor's programme of teacher education must take a compulsory, non-binding entry test. UC Leuven-Limburg has the power to allow exceptions in individual cases. After having taken this entry test, students will receive a certificate of completion. The certificate of completion is valid for one year and must be submitted to UC Leuven-Limburg no later than 14 days after registration. In the opposite case, student will be de-registered. UC Leuven-Limburg has the power to allow exceptions in individual cases. A student is not required to take another entry test if this test was taken after having been registered at a different institution and if student wishes to enrol in the same educational bachelor programme at UC Leuven-Limburg or, after having been enrolled in a teacher education programme (primary education) at UC Leuven-Limburg or another institution, and switches to a different teacher education programme at UC Leuven-Limburg.
- 8 Students who enrol in the joint programme Business Management, Marketing in 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 with a diploma contract at UC Leuven-Limburg.

Article 6 Diploma contract

- 1 The goal of registration with a diploma contract is earning a diploma or certificate.
- 2 The course units of the study programme will appear in the student's 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.

Article 7 Credit contract

- 1 The goal of registration with a credit contract is earning a credit certificate for one or more course units.
- 2 The programme guide will mention which course units cannot be included in a credit contract.

Article 8 Examination contract

- 1 The goal of registration with an examination contract is either earning a diploma or a credit certificate for one or more course units.
- 2 Students who signed an examination contract only have the right to sit examinations yet cannot use the supporting services of UC Leuven-Limburg, with the exception of the ombuds service and Toledo for which a 50 euro fee is due.
- 3 The programme guide will mention which course units cannot be included in an examination contract.

Article 9 Possibilities of combining contracts

- 1 Students are allowed to register with more than one contract type during one academic year. However, students are not allowed to combine a diploma contract and an examination contract in order to earn a diploma for the same study 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 examination opportunities of a course unit, cannot obtain additional opportunities for the same course unit by means of a different contract.

Article 10 Tuition fees

- 1 Tuition fee regulations and additional costs, if applicable, can be found on the UC Leuven-Limburg website.
- 2 Students who do not pay the tuition fee and any applicable additional costs before the due date, will be suspended. They renounce their right to education and are not allowed to take exams. The suspension will only be cancelled when the amounts due have been paid. Earned results will be considered non-existent and students will not receive study or credit certificates as long as the suspension has not been revoked.

Article 11 Study track

- 1 Unless specified otherwise in the education and examination regulations, students bear responsibility for their choice of study contract and the number of credits for which they enrol.
- 2 All bachelor programmes have at least a full-time track. Some advanced bachelor programmes or postgraduate certificate programmes can be offered as a full-time or part-time track.
- 3 Study programmes ensure that students who choose the standard track have a feasible course schedule and a balanced examination schedule.
- 4 The study programme may grant a customised track to:
 - a. students who invoke exceptional individual circumstances or students with a recognised status.
 - b. students who have acquired a large number of exemptions based on APELs and APCLs.

Article 12 Change of contract type during the course of the academic year

- 1 From the beginning of the academic year and until 3 weeks after the start of the academic year, and from the beginning of the second semester and until 3 weeks after the start of the second semester, students can request to have their contract type changed.
- 2 If a student changes his/her contract type, s/he will be registered with a new contract and all credit certificates obtained during the previous contract, will be transferred to the new contract. Any tuition fees already paid will be taken into account based on this change.

Article 13 Changing 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. Such request must be made no later than 3 weeks after the start of the academic year in case of first semester course units or year-long course units, and no later than 3 weeks after the start of the second semester in case of second semester course units. This request may be denied by the study programme after thorough motivation.
- 2 Compulsory course units must remain in the study contract.

Article 14 Withdrawal

After withdrawing, the student will report to the student administration office and will receive a certificate of withdrawal to be signed.

PART 3 Structure of the study programmes

Article 15 UC Leuven-Limburg study programme offerings

Each year, UC Leuven-Limburg determines the study programmes list. Every study programme and every course unit is described in the programme guide and further elaborated on in the ECTS course abstracts. Students have the choice to take an elective course unit of their programme at another Flemish institution of higher education.

Article 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 examination within a period of one semester. The study programme committee may obtain an exception to this rule by submitting a motivated application to the UC Leuven-Limburg management team.
- 3 The semester system does not apply to advanced bachelor programmes, joint programmes, postgraduate certificate programmes or continuing education programmes.
- 4 A study programme may request students to participate in traineeships or on-the-job learning during holidays for valid reasons; if students decide to decline, it may lead to a longer duration of study. Furthermore, these two types of practical course units may be started before the beginning of an academic year. In case of the latter, the study programmes will determine the conditions and the time periods and decide which students must use these periods and under which conditions. Such information must be announced no later than 1 June of the ongoing academic year. The bachelor programmes of Nursing and Midwifery may start the second semester on an earlier date due to special European traineeship requirements.

Article 18 Language of instruction

- 1 The language of instruction at UC Leuven-Limburg is Dutch.
- 2 Other languages can be used for specific reasons. In that case, it will be mentioned in the programme guide. Course units taught entirely or partly in a language other than Dutch, will be determined 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 programmes are provided. Foreign-language advanced bachelor programmes and postgraduate certificate programmes usually do not have a Dutch-language version.

PART 4 The individual study programme (ISP) and study progress

4.1 The individual study programme

Article 19 Creation

- 1 Students create an ISP based on the present education and examination regulations and based on the programme guide:
 - a. Students create their first semester ISP no later than 3 weeks after the start of the academic year; the ISP must be approved before 1 December;
 - b. Students create their second semester ISP no later than 3 weeks after the start of the second semester; the ISP must be approved before 15 March.
- 2 If students do not create their ISP, the study programme will do it for them.
- 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 The ISP of bachelor students contains between 27 and 66 credits per academic year. Each associate degree programmes will determine whether they will apply these perimeters.
- 5 Students cannot add more credits to their ISP than the number of credits available at that moment in their study voucher account.
- 6 Bachelor students who have not yet obtained 60 credits, exemptions and tolerable fail marks included, must first enrol in the remaining course units of the first phase, before enrolling in other course units. Students will be officially registered in phase x+1 if they have obtained 48 credits in phase x.
- 7 Students who must still complete a study programme at the beginning of the academic year, can be admitted to a continuing education programme with the explicit consent of the relevant study programme.

Article 20 Exemptions based on prior certificated learning (PCL)

- 1 Prospective students who believe that they qualify for exemptions based on PCL for one or more course units, must request such exemptions before 1 November (for students registered before this date) and before 1 March (for students registered after 31 October). If possible, the applications are submitted at time of the first registration for the study programme.
- 2 The study 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 The comparability assessment will take the following elements into account:
 - a. Content-based equivalence with regard to acquired competences/domain-specific learning outcome/content of course units;
 - b. work load and scope of study programme, if possible expressed in credits;
 - c. type and level of study programme;
 - d. specific admission requirements.
- 4 The scope of the exemption is expressed in credits (whole numbers only) and does not transfer the obtained examination result. In case of identical course units, students will be granted an exemption while maintaining the earned result.

- 5 A student has to enrol in an entire course unit, whether or not exemptions have been obtained for certain subunits of said course unit. The total amount of credits for the course unit remains unchanged. A student obtaining an exemption for subunits of a course unit will be granted a mark for said course unit based on the the examination marks of the remaining subunits of the course unit.

Article 21 Exemptions based on prior experiential learning (PEL)

- 1 Prospective students who believe that they qualify for exemptions based on PEL for one or more course units, must request the recognition of these competences by means of a competence assessment before 1 November (for students registered before this date) and before 1 March (for students registered after 31 October). If possible, the applications are submitted at time of the first registration for the study programme.
- 2 Based on the obtained certificate of competence, students can request exemptions for 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.

Article 22 Elective course units at other Flemish higher education institutions

- 1 Students are allowed to take elective course units at another Flemish higher education institution on condition that:
 - a. students are registered at their own institution with a diploma contract or examination contract for the purpose of obtaining a diploma;
 - b. the elective course unit is not a compulsory course unit of the student's study programme at his/her own institution;
 - c. permission is granted by the study programme of the student's own institution and by the person in charge of the course unit at the other institution involved.
- 2 The elective course unit for which the required permission has been granted, is not subject to any additional tuition fee by the student. The other Flemish higher education institution agrees that the student has access to the course unit, its examinations, necessary infrastructure and that the student's institution is notified of the student's examination result.

Article 23 Internationalisation

- 1 Students have the option to spend at least one semester or the duration of their traineeship at another (host) institution of higher education abroad or in the French-speaking or German-speaking part of Belgium under the conditions specified by the study programme.
- 2 UC Leuven-Limburg will draw up a 'learning agreement' based on which students generally sign up for 20 credits per trimester, 30 credits per semester and 60 credits per academic year. Students will earn no more credits than they enrolled for at the home institution, even if 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. The result of the examination taken at the host institution may 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 UC Leuven-Limburg, the board of examiners has the authority to weigh the marks. Students are informed about the arrangements with regard to conversion of final results before their departure.
- 4 Students respect the examination arrangements (time, place, ...) of the host institution, even if the examination series at the host institution takes more time than the examinations at UC Leuven-Limburg.
- 5 A student who is absent during the planned examination times at UC Leuven-Limburg because of participation in an exchange programme, may take the missed examinations at another time.

Article 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 examination 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 UC Leuven-Limburg without finishing a study programme or without individual credit certificates being validated in a study programme, will be made available to students at their request on condition that students have paid the tuition fee due.
- 3 All credit certificates, other study certificates and certificates of competence remain valid indefinitely.

4.2 Study progress

Article 25 Academic counselling

- 1 All students registered with a diploma contract or credit contract are entitled to academic counselling.
- 2 Students who earned less than 60 credits, exemptions and tolerable fail marks included, during their bachelor or associate degree programme and who have a study efficiency rate below 60% after the first examination period or examination cluster, will receive academic counselling after the results have been announced.

Article 26 Denying (future) access to a practice-based course unit

- 1 If the participation of a student in a practice-based course unit puts him/herself or others in serious danger due to special personal circumstances, the programme has the authority to deny said student access to the practice-based course unit. It is only allowed if the dangerous situation cannot be avoided by providing support or protection measures.
- 2 If a student demonstrates severe dysfunctional behaviour during the course of a practice-based course unit, the study programme can decide to remove the student from this practice-based course unit.
- 3 In either situation, the study programme must examine whether a (safe) alternative can be offered, such as a replacement assignment which is equivalent to the (remaining) educational activity. In case of discontinuation of the traineeship due to severe dysfunctional behaviour, the study programme can consider the dysfunctional behaviour when deciding about the feasibility of the alternative assignment.

Transitional measure for associate degree programmes related to study progress monitoring measures in articles 27-30

During the 2019-2020 academic year, the associate degree programmes will not apply any study progress measures, as outlined in the articles 27-30 of the UCLL education and examination regulations. From the 2020-2021 academic year onwards, the same study progress measures will apply to the associate degree programmes, unless agreed otherwise in the meantime.

Article 27 Declining future enrolment in a study programme due to low study efficiency rate.

Bachelor students who earned less than 60 credits, exemptions and tolerable fail marks included, in academic year x and who have a study efficiency rate below 30% after the third examination period (August/September) will be denied access the following academic year (x+1) to the same study programme at UC Leuven-Limburg, and also to all course units of said programme under a credit contract or examination contract.

Article 28 Declining future enrolment in a study programme based on a binding condition

- 1 A binding condition by the board of examiners will be imposed on students who have a study efficiency rate below 50% after the third examination period (August/September) of academic year x. It means that a students must achieve a 50% study efficiency rate or higher during academic year x+1 if they enrol in the same study programme at UC Leuven-Limburg.
- 2 Students who have received a binding condition and have not achieved a 50% study efficiency rate during academic year x+1, will be denied re-registration during academic year x+2 with a diploma contract for the same programme at UC Leuven-Limburg. This measure of denying enrolment does not apply to students who require 70 credits or less to obtain the diploma, at the end of academic year x+1.
- 3 If re-enrolment under a diploma contract has been denied, it will automatically mean that students can no longer enrol in course units of that study programme based on a credit contract or examination contract.

Article 29 Declining future enrolment based on a course unit fail mark after sufficient enrolment opportunities

- 1 Students who fail a course unit in academic year x and fail the same course unit again in academic year x+1, regardless of the type of contract, are not allowed to re-enrol in academic year x+2 under any contract, in the same programme or the same course unit at UC Leuven-Limburg. This measure of denying enrolment does not apply if the student obtains study efficiency rate of at least a 60% in academic year x+1 or if the student, at the end of academic year x+1, requires 70 credits or less to obtain the diploma.
- 2 It is not possible for a student to enrol in the same course unit during the fourth consecutive academic year and the student will thus be denied re-enrolment.
- 3 An examination of a course unit which a student takes under a diploma contract or an examination contract for the purpose of obtaining a diploma or certificate, or under a credit contract, counts as one examination opportunity, even if the student changes contract. The student cannot acquire more examination opportunities by changing contracts within an academic year or throughout several academic years.

Article 30 New registration after registration has been denied

A student who was denied enrolment in a study programme in accordance with the above regulations, is denied enrolment during one academic year. After said academic year, student can re-enrol again. The obtained credits, partial transfer of credits and (partial) exemptions will be maintained. The recorded marks, even recorded tolerable fail marks, become invalid. With regard to examination opportunities and study efficiency, these students are considered new students.

Article 31 Students who suspend their study programme for at least one year

The obtained credits, partial transfers and (partial) exemptions of students who suspend their study programme for at least one year, remain valid. The recorded marks, even recorded tolerable fail marks, become invalid. With regard to examination opportunities and study efficiency, these students are considered new students.

4.3 Exceptions to the education regulations

Article 32 Commission of Exceptions

- 1 Unless stated otherwise, exceptions to these education regulations are only allowed in case of force majeure, exceptional personal circumstances or an already recognised status. Students must apply for an exception with the Commission of Exceptions.
- 2 The Commission of Exceptions consists of at least three members, one of which is a representative of the applicant's study programme. This Commission will make a motivated decision about whether the exception will be granted or not. The exception is motivated and will become part of the student file.
- 3 The Commission of Exceptions can decide to grant the exception under binding conditions.

3 EXAMINATION REGULATIONS

PART 1 General examination regulations

1.1 Organisation of examinations

Article 33 Examination moments

- 1 Each academic year has three examination periods. During these three examination periods, various examination moments may 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 may decide otherwise with proper motivation.

The academic year of associate degree programmes may consist of five examination clusters. During these five examination clusters, various examination moments may be scheduled:

- a. the first cluster runs from the beginning of the academic year until the second week of November;
 - b. the second cluster runs from the third week of November until the end of the first semester;
 - c. the third cluster runs from the beginning of the second semester until one week after Easter break;
 - d. the fourth cluster runs from the second week after Easter break until the end of the second semester;
 - e. the fifth cluster starts no sooner than 16 August, study programmes may decide otherwise with proper motivation.
- 2 The exam validation by the board of examiners and the communication of results will take place in accordance with the academic calendar, and always at the end of the examination period or examination cluster.
 - 3 During examination moments, no educational activities of the relevant study phase will take place.
 - 4 Every examination moment is determined by the study programme and included in the study programme calendar.

Article 34 Assessments

- 1 Course units may have one or several assessments. Each study programme will list assessments and its conditions in the programme guide.
- 2 In case an examination must be moved, the format of the examination may differ from the format that was determined in the programme guide.
- 3 In case of an oral examination or an examination of which one part is an oral examination, students are allowed time for a written preparation, unless mentioned otherwise in the programme guide.

Article 35 Attending an examination

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

Article 36 Examination regulations

- 1 The examination regulations are communicated at least 30 calendar days before the beginning of the examination moment.
- 2 The study programme will communicate:
 - a. the names of the chairperson and secretary of the board of examiners and of the examination ombuds;
 - b. the name of the examiner and the course unit;
 - c. the place and time and duration of the examination;
 - d. the day and time during which the results will be communicated;
 - e. the deliberation dates.
- 3 The examination regulations are determined by the programme together with representative members of the student council.
- 4 Study programmes intend to honour the following principles:
 - a. an examination will not take more than four hours;
 - b. there will be sufficient time between two examinations;
 - c. no examinations of different course units on the same day.
- 5 UC Leuven and UC Limburg determine their own registration conditions and/or conditions for registering for the third examination period.

1.2 Taking examinations

Article 37 Requirement to take examinations

In order to take a valid examination, the relevant course unit must be included in the student's ISP. In addition, certain examinations may impose conditions related to educational activities. These conditions are mentioned in the programme guide.

Article 38 Taking examinations

- 1 Students are allowed to take two examinations of the same course unit or part of course unit during an academic year, regardless of the contracts which they entered into either simultaneously or sequentially. The second examination opportunity must be taken during the third examination period. Associate degree programmes may decide that the second examination opportunity is taken during the examination cluster following the examination cluster of the first examination period.
- 2 The programme guide will mention the course units for which students only have one examination opportunity based on the character of the course unit.
- 3 An examination which has not been taken (code NA) is considered a used examination opportunity.
- 4 For students who are able to graduate during the current academic year, the study programme may decide that the examination opportunities can be moved forward to an earlier examination period.
- 5 If a student who is able to graduate after the first examination period or the first examination cluster, earned a fail mark for a course unit with only 1 examination opportunity, the study programme may allow the student a second examination opportunity during the second semester or the following examination cluster, on condition that student pays for the number of credits that s/he enrolled for again.
- 6 If a student did not pass one or several course unit examinations taken at a host institution as an exchange student during the first examination opportunity, s/he will retake the examinations at the host institution, if possible. If a second

examination opportunity is not possible at the host institution, the board of examiners may determine that the student take an examination of an equivalent course unit at his/her home institution, as determined by the study programme, at the home institution during the same academic year.

Article 39 Verification

Students must be able to present their student ID during examinations.

Article 40 Make-up examinations

The study programme will determine the rules of make-up examinations.

1.3 Examination process

Article 41 Examiner

- 1 With regard to examinations or parts of examinations, the head lecturer of the course unit is ultimately responsible for the assessment.
- 2 If student and examiner are at least fourth-degree relatives, 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. The participation of external experts in the assessment is mentioned in the programme guide.

Article 42 Examination ombuds

- 1 If necessary, the examination ombuds will mediate in examination matters, among others to determine force majeure or other exceptional individual circumstances which may justify an exception to the examination regulations. To this end, a student must submit a motivated request, accompanied by the necessary pieces of evidence.
- 2 Under no circumstances is the examination ombuds allowed to assess the students on whose behalf s/he acts in his/her capacity of examination ombuds.

Article 43 Language regulations

- 1 Students are entitled to take examinations of course units taught in a foreign language, in Dutch. Students desire to take an examination in Dutch, must notify the chair of the board of examiners at least 30 calendar days before the start of the examination moment.
- 2 This right does not apply to course units:
 - a. of which the subject matter is a living foreign language;
 - b. taken in a 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.

Article 44 Assessment

- 1 Every course unit and every educational activity is concluded by an examination. For every course unit and every educational activity, only one examination mark will be presented to the board of examiners.

- 2 Students can only obtain an examination mark for a course unit if they have obtained a mark for all assessment activities of said course unit. In case of continuous assessment, the programme guide will describe which conditions must be met by the student in order to obtain an assessment mark.
- 3 An examination has a maximum of 20 points. Examinations may also be assessed by means of a pass/fail mark (non-numerical). For final marks, only the following codes are used:
 - ... /20 = a whole number /20
 - G = pass
 - NG = fail
 - 0/20 = student is present at the examination and his/her performance is marked with a 0/20
 - GR = no result: certified absence of student at the examination
 - NA = not taken: no-certified absence of student at examination or student did not submit the assignment at all or too late
 - OR = irregularity: student received a sanction imposed by the board of examiners following an irregularity
- 4 In case of a pass mark, the student obtains the corresponding credits. In case of a fail mark, the examination must be retaken, unless the study programme decides that the fail mark is a tolerable fail mark. It is mentioned in the programme guide. The course units which have a pass/fail mark are excluded from the calculation of the percentage rate.
- 5 In order to determine the percentage rate obtained, the marks obtained for each course unit are set against the number of credits attributed to the course units.
- 6 The examination mark of an educational activity is converted into one overall mark (20 points) before deliberations by the head lecturer(s). The final mark of the course unit will be the weighted average of the different partial marks based on the actual number of credits of the educational activities.
- 7 Rounding rules are applied to all results and calculations. 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 appointments in view of assessing his work due to illness or a force majeure, it has to be decided, at the latest, by the end of the absence whether it is still possible to achieve a well-founded overall assessment. If this cannot be achieved, the student must be notified as soon as possible. A partial assessment may serve as overall assessment.
- 9 The result of the examination 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.

1.4 Boards of examiners

Article 45 Composition

- 1 A board of examiners is created for each study programme and each academic year. The board of examiners is composed in a balanced way. It consists of at least six members entitled to vote. The study programme appoints the members and their substitutes.
- 2 The restricted board of examiners is at least composed of the chair and secretary of the board of examiners, together with the examination ombuds as advising member.

Article 46 Powers of the restricted board of examiners

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

- 2 Such board will make a proposal to validate the registered results, except for students who are suspected of having committed or being an accomplice to an irregularity or attempted irregularity.
- 3 Every examiner who is not a member of the board of examiners can request to be heard by the restricted board of examiners. Students have the same right if a decision will be made about them. In case of an irregularity, the restricted board of examiners must hear the lecturer who witnessed the irregularity, before the board of examiners can make a decision. The restricted board of examiners can hear the student upon the latter's request. If the restricted board of examiners determines that the mark proposed by an examiner for an individual student or for a group of students appears to be unreasonable, the former must hear the examiner before the board of examiners can make a decision.
- 4 The restricted board of examiners will determine which marks have presumably been awarded in an unreasonable manner to which students.
- 5 The restricted board will draw up a list of students who qualify for a binding condition, and a list of students who do not qualify for the binding condition imposed. The board will correct the material errors. It determines the results of exchange students whose results arrive late in our HEI.

Article 47 Powers of the board of examiners

- 1 The board of examiners may decide upon:
 - a. definitively determining the examination results for the purpose of awarding credit certificates;
 - b. determining whether a student under a diploma contract or an examination contract in view of obtaining a diploma, has earned results which allow him/her to pass, with the exception of granted exemptions;
 - c. awarding a level of achievement to students who have passed the study programme;
 - d. disputes;
 - e. modifying examination results after careful consideration if it appears that they were awarded to a student or a group of students in an unreasonable manner;
 - f. formulating a binding condition for individual students with regard to study advice and imposing study progress measures; The latter two can be delegated;
 - g. taking measures towards individual students in case a binding condition has not been met;
 - h. in case of enrolments under a credit contract or an examination contract in view of obtaining individual credit certificates, the board will definitively determine the results for the purpose of awarding a credit certificate or not.
- 2 Under special circumstances, the rules regarding tolerable fail marks of the examination regulations may be abandoned in favour of the student who is able to graduate. It may be requested by the chairperson of the board of examiners, the examination ombuds person or at least 3 members of the board of examiners. In case no agreement can be reached, a secret vote will be held. This decision will be motivated.
- 3 The board of examiners can decide at all times to hear an examiner who is not a member of the board of examiners about the mark proposed by said examiner. In addition, the board of examiners may hear the same people who have also been heard by the restricted board of examiners.
- 4 All decisions of the board of examiners will be recorded in the deliberation minutes.

1.5 Deliberation

Article 48 Number of deliberations

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

Article 49 Attendance

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

Article 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.

Article 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 whose mark to an individual student or a group of student is deemed unreasonable, do not take part in the deliberations about this student or group of students.
- 3 The examination ombuds takes part in the deliberation as an advising member.

Article 52 Decision and voting rules

- 1 The board of examiners will act as any regular board. In case no agreement can be reached, the board of examiners will decide about a student with simple majority (i.e. more than half of the members present). This majority is supposed to exist for each decision proposed by the chair.
- 2 Upon request by the chairperson or a member of the board, a decision is made by secret vote, during as well as at the end of the study programme. Invalid votes and abstain votes will not be counted. In case of a tie vote, the proposal which is most favourable to the student will be considered the board's decision.
- 3 Examination marks for course units that are submitted after the boards of examiners have finished their deliberations, will be considered during the next deliberation period, with the exception of students who are able to graduate in the relevant examination period or examination cluster.

Article 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.

Article 54 Criteria of successfully completing a study programme

- 1 A student passes a study programme if s/he:
 - a. has passed (at least 10/20 mark or pass) or has been exempted from all course units of the study programme under the diploma contract or the examination contract in view of obtaining a diploma;
 - b. or complies with the following requirements: the student obtains
 - i. at least 50% as a weighted percentage rate for the overall study programme;
 - ii. no non-tolerable fail marks;
 - iii. a maximum of 10% tolerable fail marks on all credits enrolled for, with a maximum of 18 credits.

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;
 - b. and/or a number of course units do not permit a tolerable fail mark, thus resulting in a fail mark.

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

Article 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 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 of associate degree graduates is based on the obtained marks of the entire study programme. For all other study programmes, the level of achievement is based on all marks of the last study phase of the programme. From the 2021-2022 academic year onwards, the level of achievement of all graduates will be based on the obtained marks of the entire study programme. Until then, the current regulation remains valid..
- 4 An individual student who does not comply with the requirements for obtaining a certain level of achievement, can still be awarded this level of achievement, if the board of examiners:
 - a. decides that it is a case of force majeure; or;
 - b. makes a motivated decision. This motivation will become part of the deliberation minutes.
- 5 No level of achievement is awarded to students with a study programme worth less than 20 credits.

Article 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

examination results or refer to the examination results which are attached to the minutes or saved in a secured electronic file. The deliberation minutes also include the motivated decisions, if any.

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

1.6 Irregularities

Article 57 Definitions

- 1 An irregularity is every student behaviour related to an assessment by which said student entirely or partially impedes or tries to impede a fair judgement of knowledge, understanding and/or skills of oneself or of other students. Possession of forbidden aides 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. This regulation also applies to copying one's own work without citing the sources.
- 3 It is not relevant when determining the sactionability of behaviour:
 - a. whether the irregularity was the student's deliberate choice
 - b. whether it resulted in just or unjust advantage for the person involved, and,
 - c. whether the student decides to end the behaviour that is considered an irregularity.

Article 58 Process

- 1 A staff member who notices irregularities, will notify the examination ombuds person immediately. The examination ombuds person will hear the parties, collect evidence and will notify the chairperson of the board of examiners. The examination ombuds person will write a report to be submitted to all parties. The report will be sent to the chairperson of the board of examiners. The restricted board of examiners can hear the staff members involved, and will hear the student at his/her request. The restricted board of examiners will prepare a proposal of decision which must eventually be confirmed by the board of examiners. The board of examiners can hear the student upon the latter's request.
- 2 The restricted board of examiners can decide to convene an earlier meeting of the board of examiners. If the irregularity takes place before an examination moment, the board of examiners will convene earlier, and in general before the start of the examination moment.
- 3 While the student awaits the decision by the board of examiners, s/he may continue the assessments or examinations of the examination period, including the alleged irregular examination, although in this case, the alleged evidence and the examination paper may be confiscated.

Article 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:

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

- a. will receive an adjusted mark for the exam or project;
- b. will receive a zero mark for the exam or project of the course unit or part thereof;
- c. will receive a zero mark for some or all exams of the relevant examination period or examination cluster;

- d. will be rejected for one or more course units; The student will receive a zero mark for the relevant course units of the examination period or examination cluster and can only take exams again from next academic year onwards;
 - e. rejected for a programme: the student can only enrol in a study programme again from next academic year onwards. The rejected student will lose all examination marks earned in the relevant examination period. This measure will only apply in case of a very severe irregularity.
 - f. will lose his/her right to register for the next or the next two academic years at UC Leuven-Limburg. The student will also lose all examination marks obtained during the relevant examination period or examination cluster. This measure will only apply in case of a very severe irregularity.
- 2 The rule 'will maintain the highest mark' will not apply for decisions c. through g. Past marks in question become zero marks.
 - 3 In combination with the sanctions c. through g. the board of examiners can also require the student to thoroughly redo the relevant project following certain suggestions or redo the project based on a new subject.
 - 4 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.
 - 5 The board of examiners will evaluate the grade of severity of the irregularity and the level of the sanction based on the following elements:
 - a. the extent of the irregularity;
 - b. the type of irregularity;
 - c. the extent to which the student should be aware of the seriousness of his/her acts while it will be taken into account how far the student has progressed through his/her study phases, among others
 - d. the student's study progress;
 - e. the intent to cheat (which is an aggravating factor).
 - 6 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.
 - 7 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.
 - 8 The chairperson of the board of examiners will notify the student in writing about the decision taken and about the student's appeal options.

1.7 Notification and discussion of examination results

Article 60 Notification of the board of examiners' decisions

- 1 The academic calendar will determine the time of notification of examination results of all course units and the status of the study progress account to students, after each examination period or examination cluster.
- 2 The results of the examinations scheduled throughout the semester are communicated to the student as soon as possible. This announcement is merely tentative and subject to a subsequent validation.

Article 61 Discussion of results

- 1 A student has the right to have access to his/her examination papers and receive feedback from the examiner or a substitute assigned by the study programme, within 7 calendar days after the results have been communicated. The study programme can restrict this access and feedback opportunity to one collective access session. Feedback will allow the student to have access to the written or electronic examination paper or to the relevant electronic data.
- 2 Before the start of the examination moment, the study programme will include in the programme calendar which day examiners are available to give feedback about examination results, after the examination results have been communicated.

Article 62 Keeping examination papers

Original examination papers are kept until up to three months after the end of the academic year.

Examinations which were subject to a formal complaint by the student or for which an additional meeting of the board of examiners was convened, will be kept for five years.

1.8 Retaking examinations of course units and maintaining tolerable fail marks

Article 63 Final examination result: highest mark is valid

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

Article 64 Retaking examinations

- 1 A student cannot take an examination of a course unit for which s/he used a tolerable fail mark.
- 2 A student in the final phase of his/her study programme and declared having passed the study programme, is allowed to retake an examination of the course units for which s/he earned a tolerable fail mark in the current academic year, during the following examination period or examination cluster of the same academic year. The student will notify the chairperson of the board of examiners in writing and no later than 24 hours after the examination results have been communicated.
- 3 A mark of at least 10/20 (or 'pass') of an educational activity will be transferred to the next examination opportunity. If a student wishes nevertheless to retake the examination of this educational activity, s/he must submit a request to the study programme. If the student retakes the examination, the previously earned mark will be considered no longer existent and the newly earned mark will be used to determine the new final mark of the course unit.

- 4 If the student retakes examinations of all educational activities of which the mark obtained is below 10/20 (or fail), the previously obtained marks for these educational activities are considered no longer existent. The newly obtained marks are calculated towards a new overall 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 examination period or examination cluster.

Article 65 Keeping tolerable fail marks after the second examination opportunity

- 1 Choosing to keep a tolerable fail mark in a study programme is only possible if these fail marks, expressed in credits, do not constitute more than 10% of the credits of the entire study programme, after exemptions have been deducted. In addition, the 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 before the set deadline to keep tolerable fail marks or not, it is assumed that said student will not use the tolerable fail mark option.
- 3 The decision to keep a tolerable fail mark cannot be revoked, except during the academic year in which the student is able to graduate.

Article 66 Re-registration for the next academic year

- 1 Retaking a course unit for which a credit certificate was obtained, is not possible. The result of a credit certificate is final.
- 2 After the third examination period or after the final examination cluster, a student who has not yet passed the entire study programme must settle his/her tolerable fail mark account. Next, the student must enrol in the course units for which:
 - a. s/he chooses not to maintain a tolerable fail mark;
 - b. s/he has earned a mark below 8/20;
 - c. a tolerable fail mark is not an option;
 - d. s/he cannot be granted permission to receive a tolerable fail mark due to non-compliance with the study efficiency requirements;
 - e. s/he cannot be granted a tolerable fail mark because the total number of tolerable fail marks has already been reached.
- 3 If a student exhausts more than one examination opportunity for an educational activity either within the same academic year or throughout several academic years, only a mark of 10/20 or more or a pass mark will be recorded as final result. This partial mark will automatically be transferred (transfer mark of educational activity). A student who declines an earned mark of 10/20 or more or a pass mark for an educational activity, will lose his/her previously obtained mark.
- 4 A student who has earned a pass for the study programme yet did not earn a credit certificate for one or more course units, is still able to earn a credit certificate by means of a re-enrolment during the next academic year.

4 STUDENT'S LEGAL POSITION

PART 1 Student Rights and Duties

Article 67 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, UC Leuven-Limburg will provide the necessary staff, services and facilities.
- 2 UC Leuven-Limburg will ensure that all students have equal chances to reach their goals and that the study results will be evaluated in a conscientious and objective manner.

Article 68 Student commitment

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

Article 69 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 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 recognised special status may request student services for educational and examination facilities. They will submit their request at least 30 calendar days before the start of the examination moment. Students with a disability are entitled to reasonable adaptations.

Article 70 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 examination sheets and minutes of the board of examiners' meetings. Furthermore, every student is entitled to access the documents which are the basis of decisions which concern him/her, without being entitled to access the information related to other students. Students will follow the specific procedure.
- 3 In order to exercise his/her right of accessibility of personal records, a student may submit an application to request access with his/her faculty dean or the person in charge of the services who made the decision, until three months after the end of the academic year.
- 4 When documents are being copied, the information not related to the student will be blacked out. UC Leuven-Limburg will request a reasonable fee per page copied.

Article 71 Impartiality

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

Article 72 Right of defence

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

Article 73 Compulsory justification

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

Article 74 Specific Rights and Duties

1 Students are particularly entitled to:

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

Students under an examination contract can only use the electronic 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 UC Leuven-Limburg staff members have the right to make audio or video recordings of a student as part of educational activities, on condition that said student has agreed to it. The recordings can only be used for didactical purposes. Students must allow recordings of educational activities which the lecturer uses for simultaneous broadcasting and/or as learning platform material; nonetheless, students may request not to appear in the video recordings.
- 4 With the exception of granted facilities for students with a recognised special status, audio or video recordings of educational activities are not allowed unless a specific arrangement has been made with the head lecturer of the course unit. Students have the right to request not to be filmed. The recording material can only be used for didactical purposes benefiting the student or the student group of the current academic year. Commercial use is never allowed, nor recording examinations for any purpose whatsoever. The recordings cannot be used as evidence in an administrative or judicial 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 are never allowed to copy (or have copied) and distribute (or have distributed) for commercial purposes any didactical material that is made available to them at a fee or at no cost by UC Leuven-Limburg. A student who uses the material in such a way, will be prosecuted in accordance with the disciplinary regulations. In addition, a student can be the subject of criminal proceedings for breaching copyright laws.
- 6 In addition, students are not allowed to copy or use for any other than personal purposes the examination material that has been made available to them at a fee or at no cost by UC Leuven-Limburg as part of their study programme. A student

who does not comply with these rules, will be prosecuted in accordance with the disciplinary regulations. In addition, a student can be the subject of criminal proceedings for breaching copyright laws.

- 7 Fraudulent copying of UC Leuven-Limburg documents will be reported to the judicial authorities. If UC Leuven-Limburg students commit an offence, they will be prosecuted in accordance with the disciplinary regulations.
- 8 Students are expected to consult the UC Leuven-Limburg (electronic) communication network. They must use the UC Leuven-Limburg email address and take note of their personal examination results on the day of the examination results announcement. Every active conversation about the study programme or part thereof will only take place between a UC Leuven-Limburg staff member and the adult student involved.
- 9 During every oral communication with a student, with the exception of oral examinations, 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 conversation. At the beginning of each oral communication in the presence of third persons, these arrangements will be brought to the attention. If the arrangements are not respected, the communication will be stopped immediately.

Article 75 Privacy rights

- 1 UC Leuven-Limburg is committed to protecting a student's personal information. The policy on information security and privacy and the privacy declaration will further explain in detail which personal information is processed by UC Leuven-Limburg and how students can exercise their privacy rights (right of access, improvement, cancellation, restriction and complaint).
- 2 By registering, students grant the right to UC Leuven-Limburg to:
 - a. have the accuracy of documents submitted by the students for the purpose of obtaining certain rights verified by the bodies that issued them;
 - b. confirm the authenticity of documents (allegedly) delivered by UC Leuven-Limburg to them in case of third party requests.

Article 76 Copyright: general principles

- 1 These principles regulate the copyrights of every piece of work that students produce as part of their UC Leuven-Limburg study programme.
- 2 The present regulations are without prejudice to the general copyright principles as determined in the relevant Belgian copyright laws.
- 3 Authors maintain their full moral rights (paternity right, decision to publish and integrity right) and property rights of the relevant comprehensive bachelor test and/or other work subject to the prerogatives and rights of usage that the present regulations provide in favour of UC Leuven-Limburg.

Article 77 Copyright: special regulations

- 1 Students allow their comprehensive bachelor test or comprehensive associate degree test to be archived. Students grant unconditional permission to UC Leuven-Limburg to archive the entire text, illustrations and attachments of their comprehensive bachelor test or comprehensive associate degree test in the UC Leuven-Limburg archives, and to make it available on the internet for interested parties.
- 2 Students grant permission to UC Leuven-Limburg at no cost to use their comprehensive bachelor test or comprehensive associate degree test and any accompanying information for secondary products such as CD-ROMs, DVDs or prints of the whole or partial work. This permission is only valid for internal use within UC Leuven-Limburg and 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 material for commercial purposes, an agreement can be drafted after consultation with the student to make the material available. If third parties claim the right to part of the text or the entire text of the comprehensive bachelor test or comprehensive associate degree test or the related illustrations, students will indemnify UC Leuven-Limburg. This permission remains valid for the entire duration of protection of the comprehensive bachelor test or comprehensive associate degree test.
- 3 Students must request an embargo if the comprehensive bachelor test or comprehensive associate degree test contains confidential information, or if the related workplace or traineeship provider requests that information not be disclosed.

Article 78 Protection of a person's physical integrity

Students and staff members who experience improper behaviour can count on UC Leuven-Limburg support. To this end, UC Leuven-Limburg provides a contact point and trusted persons who are readily available.

The contact point is available for anyone who wants to report improper behaviour: victims, witnesses of improper behaviour, other people who know about instances of improper behaviour, and so on.

When a student wishes to file a complaint about improper behaviour of which s/he is the victim, s/he must contact his/her faculty dean.

PART 2 Legal Protection and Processing of Complaints

2.1 Ombuds services

Article 79 Role of the ombuds services

- 1 Incidents, issues or conflicts between a student and a member of the teaching staff must be communicated by either party to the study programme as soon as possible, if needed through the examination ombuds or education ombuds.
- 2 The ombuds acts as mediator and, if necessary, request that the study programme take temporary measures, if needed after having consulted the restricted board of examiners, in order to ensure a regular examination. 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. At their request, the student and the member of the teaching staff can also be heard by the board of examiners.

2.2 Material errors

Article 80 Material errors identified before deliberation

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

Article 81 Material errors identified after deliberation

- 1 An error which does not impact whether a student fails or passes a course unit or a study programme or does not impact the level of achievement, will be rectified by the restricted board of examiners. If the rectification should disadvantage the student, it must be made within 10 calendar days after the results have been communicated.
- 2 An error to the student's advantage that has an impact on whether a student fails or passes a course unit, a study programme or on the level of achievement, will be rectified by the restricted board of examiners.
- 3 An error that has an impact on whether a student fails or passes a course unit, a study programme or on the level of achievement and is at the student's disadvantage, must be approved by the board of examiners within 10 calendar days after the results have been communicated.
- 4 If examination results have already been communicated to the student, the administrative service will communicate the corrected examination mark to the student.

2.3 Internal appeal procedure

Article 82 Subject of internal appeal

- 1 If a student believes that his/her individual rights have been violated by a UC Leuven-Limburg decision, s/he can lodge an internal appeal. Such an internal appeal can be initiated for the 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 recognised special status;
 - e. denying reasonable adjustments based on a disability;

f. a decision regarding a disciplinary sanction;

For decisions other than the above, the student can submit a request to the superior of those who made the decision, in order to reconsider 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.

Article 83 Initiating an internal appeal

- 1 Students lodge an internal appeal by registered mail which includes date and signature. Students send the registered mail to Interne Beroepscommissie UC Leuven-Limburg, mailing address Geldenaaksebaan 335, B-3001 Heverlee. Students also send the electronic version of this letter by email to interne.beroepscommissie@ucll.be. The post mark of the registered mail serves as the appeal's date.
- 2 If the letter is sent by the legal representative of the student, a power of attorney signed by the student in favour of the legal representative must be added otherwise the appeal is considered not admissible. This power of attorney is not necessary if a lawyer acts as legal representative.
- 3 In the letter of appeal, student must at least include a factual description of his/her objections. If the appeal is related to an examination decision, student must indicate whether s/he exercised his/her right to access the examination paper which is offered after the examination results have been communicated. If the student does not exercise his/her right to access, s/he will motivate this decision when lodging an internal appeal.
- 4 The appeal must be lodged within seven calendar days starting on:
 - a. in case of an examination decision: the day after the official communication of the examination decision which was validated by the board of examiners;
 - b. in case of a different decision: the day after the student has been notified in writing about this decision.

If the seventh calendar day falls on a Sunday, the term of appeal is extended until the next Monday.

Article 84 Composition of the Internal Commission of Appeals

The Internal Commission of Appeals is composed by the Head of Education and Student Affairs and has at least three members among which the Head of Education and Student Affairs (who assumes the role of chair), a faculty dean and a programme manager. A party involved cannot be a member of the Internal Commission of Appeals. In case of incompatibility on account of the Head of Education and Student Affairs, the President will decide who will assume the role of chair of the Internal Commission of Appeals. A secretary can attend the meetings of the Internal Commission of Appeals yet has no voting right.

Article 85 Appeal procedure

- 1 The Internal Commission of Appeals will treat the appeal based on documented evidence. However, the commission can invite any person to be heard if this person's presence is deemed useful.
- 2 The Internal Commission of Appeals will decide whether the appeal is admissible. If the appeal is not admissible, the student will be notified.
- 3 If the appeal is admissible and a mediation interview is recommended, the Internal Commission of Appeals will notify the relevant 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 can let the student know within the allowed time period that it will make a decision on a later date.

Article 86 Lodging an appeal against a decision by the Internal Commission of Appeals

- 1 Students can lodge an external appeal against a decision about study progress by the Internal Commission of Appeals with the Council for Disputes about Study Progress Decisions.
- 2 To this end, students have seven calendar days starting on the day after the decision has been notified in writing to the student or - in case of an examination decision - the day after the official notification of the validated examination result. If the Internal Commission of Appeals does not make any decision, the deadline of seven calendar days starts on the day after the twenty calendar days following the post mark of the registered mail by which the student initiated the internal appeal.
- 3 The student signs the external appeal otherwise the appeal is not admissible and will not be treated by the Council.
- 4 The external appeal is sent by registered mail to the Council. Students also send the electronic version of this external appeal by email to interne.beroepscommissie@ucll.be.

Article 87 Period of time during which documents must be kept

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

5 DISCIPLINARY REGULATIONS

Article 88 Premise

- 1 Students who register at UC Leuven-Limburg are expected that their behaviour and social relations and (electronic) communication, on campus and outside UC Leuven-Limburg, are inspired by respect for other people and other people's opinions and privacy, and for society and its goods. They are not allowed to commit acts that are incompatible with the mission of UC Leuven-Limburg. This includes committing an act of violence, forging documents, racism, stalking, extortion, bullying, inappropriate sexual behaviour, discrimination or other ways of improper behaviour.
- 2 Students who do not behave in such a way, can be subject to sanctions in accordance with the disciplinary regulations.

Article 89 Urgent disciplinary actions

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

Article 90 Responsible bodies

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

Article 91 Sanctions

- 1 Based on a disciplinary infringement, the disciplinary commission can impose one of the following sanctions:
 - a. Warning; this sanction can only be imposed once for a similar fact. The next sanction will automatically be more severe.
 - b. denying the right to attend educational activities;
 - c. suspension;
 - d. temporary denial of access;
 - e. by way of disciplinary action, denying the right to re-register;
 - f. irrevocable expulsion.
- 2 Each sanction is motivated in writing and communicated to the student. The disciplinary commission will evaluate the level of the sanction based on the following elements:
 - 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 student's study progress;
 - e. the intent to commit an act of disciplinary infringement (which is an aggravating factor).
- 3 A remedial assignment may be imposed in any case.
- 4 Suspension means that student is not allowed to participate in certain activities but continues to use certain facilities (access to library, ICT network, ...). The disciplinary commission will determine the exact extent of the concrete sanction.

Article 92 Initiating the disciplinary procedure

- 1 The faculty dean decides whether the disciplinary procedure will be initiated.
- 2 The student against whom a disciplinary measure is considered, is entitled to:
 - a. the notification by the faculty dean about the type of measure that is being considered and about the grounds that the measure is based on;
 - b. accessing the entire case file;
 - c. a reasonable period of time to prepare and present a spoken and written defence.
- 3 In every stage of the procedure, the student may be assisted by a person of his/her choice.

Article 93 Composition disciplinary commission and procedure

- 1 The disciplinary commission consists of:
 - a. The Head of Education and Student Affairs who chairs the commission;
 - b. the dean of the faculty to which the student belongs based on his/her main registration;
 - c. a staff member of the same faculty appointed by the faculty dean;
 - d. an education ombuds of the same faculty appointed by the faculty dean;
 - e. the chair of the relevant student council (or representative).
- 2 During the disciplinary commission meeting the case will be explained and reviewed. The student will have the opportunity to respond.
- 3 The faculty dean will notify the student of the disciplinary sanction and mention the appeal option.

Article 94 Internal appeal

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

6 FINAL PROVISIONS

Article 95 Amendments to the present education and examination regulations

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

Article 96 Implementation date

These education and examination regulations come into effect at the start of the academic year, as determined in the academic calendar.