

INHOUDSTAFEL

Preliminaries	1
1 Concept definitions	2
2 Education regulations	7
CHAPTER 1 ADMISSION REQUIREMENTS	7
Article 1 Diploma requirements	7
Article 2 Exceptions to the diploma requirement.....	7
Article 3 Language requirement	8
Article 4 Study voucher requirement.....	8
CHAPTER 2 REGISTRATION	9
Article 5 General	9
Article 6 Diploma contract.....	9
Article 7 Credit contract	10
Article 8 Examination contract.....	10
Article 9 Possibilities of combining contracts.....	10
Article 10 Tuition fees	10
Article 11 Study track	10
Article 12 Modifying the contract type during the course of the academic year.....	10
Article 13 Modifying content of contract during the course of the academic year.....	11
Article 14 Deregistration	11
CHAPTER 3 STRUCTURE OF STUDY PROGRAMMES.....	12
Article 15 UC Leuven-Limburg study programme offerings.....	12
Article 16 Structure of the academic year	12
Article 17 Semester system.....	12
Article 18 Language of instruction	12
CHAPTER 4 THE INDIVIDUAL STUDY PROGRAMME (ISP) AND STUDY PROGRESS.....	13
4.1 The individual study programme	13
Article 19 Structure	13
Article 20 Exemptions based on APCL.....	13
Article 21 Exemptions based on APEL.....	14
Article 22 Elective course units at other Flemish higher education institutions	14
Article 23 Internationalisation	14
Article 24 Earning a credit certificate	15
4.2 Study progress.....	15
Article 25 Study guidance	15
Article 26 Denying (future) access to a practice-based course unit	15
Article 27 Declining future enrolment in a study programme based on study efficiency rate.....	15
Article 28 Declining future enrolment in a study programme based on a binding condition	15
Article 29 Declining future enrolment based on a course unit fail mark after sufficient enrolment opportunities	16
Article 30 Denied enrolment based on a student's limited success rates.....	16
Article 31 New registration after denied registration	16
Article 32 Students who suspend their study programme for one year or more	16
4.3 Exceptions to the education regulations.....	16
Article 33 Commission of Exceptions	16

3	Examination regulations	17
	CHAPTER 1 GENERAL EXAMINATION REGULATIONS	17
1.1	Organisation of exams	17
Article 34	Exam periods.....	17
Article 35	Assessments.....	17
Article 36	Attending an exam.....	17
Article 37	Exam schedules	18
1.2	Taking exams	18
Article 38	Requirement to take exams	18
Article 39	Taking exams	18
Article 40	Verification	19
Article 41	Make-up exams.....	19
1.3	Exams process	19
Article 42	Examiner	19
Article 43	Exam ombuds.....	19
Article 44	Language regulations	19
Article 45	Assessment	19
1.4	Boards of examiners	20
Article 46	Structure	20
Article 47	Powers of the restricted board of examiners	20
Article 48	Powers of the board of examiners.....	21
1.5	Deliberation	21
Article 49	Number of deliberations	21
Article 50	Attendance	21
Article 51	Confidentiality.....	22
Article 52	Voting members.....	22
Article 53	Decision and voting rules.....	22
Article 54	Criteria for successfully completing a course unit	22
Article 55	Criteria for successfully completing a study programme.....	22
Article 56	Criteria for obtaining a diploma or certificate, and a level of achievement.....	23
Article 57	Deliberation minutes	23
1.6	Irregularities.....	23
Article 58	Definitions	23
Article 59	Procedure.....	25
Article 60	Sanctions.....	25
1.7	Notification and discussion of exam results	26
Article 61	Notification of the board of examiners' decisions.....	26
Article 62	Discussion of results.....	26
Article 63	Storing exam papers	26
1.8	Retaking exams of course units and keeping tolerable fail marks	26
Article 64	Final exam result: highest mark is valid	26
Article 65	Retaking exams	27
Article 66	Keeping tolerable fail marks after the second examination opportunity.....	27
Article 67	Re-registration for the next academic year	27
4	Student's legal position.....	29
	CHAPTER 1 STUDENT RIGHTS AND DUTIES.....	29
Article 68	Commitment of UC Leuven-Limburg.....	29
Article 69	Commitment of the student	29

Article 70	Equal treatment	29
Article 71	Accessibility of personal records.....	29
Article 72	Impartiality	30
Article 73	Right of defence	30
Article 74	Impartiality	30
Article 75	Specific rights and duties.....	30
Article 76	Privacy rights.....	31
Article 77	Copyright: general principles.....	31
Article 78	Copyright: special regulations	32
Article 79	Personal integrity rights.....	32
CHAPTER 2 LEGAL PROTECTION AND PROCESSING OF COMPLAINTS		33
2.1 Ombuds services		33
Article 80	Role of ombuds services	33
2.2 Material errors		33
Article 81	Material errors identified before deliberation	33
Article 82	Material errors identified after deliberation.....	33
2.3 Internal appeal procedure		33
Article 83	Subject of internal appeal	33
Article 84	Initiating an internal appeal	34
Article 85	Structure of the Internal Commission of Appeals.....	34
Article 86	Appeal procedure.....	34
Article 87	Appeal against a decision by the Internal Commission of Appeals.....	35
Article 88	Period of time during which documents must be kept.....	35
5 Disciplinary regulations		36
Article 89	Basic principles	36
Article 90	Urgent disciplinary measures	36
Article 91	Competent authorities	36
Article 92	Sanctions.....	36
Article 93	Initiating a disciplinary procedure.....	37
Article 94	Structure of the disciplinary commission and procedure.....	37
Article 95	Internal appeal	37
6 Final stipulations		38
Article 96	Amendments to the present education and examination regulations.....	38
Article 97	Date of entry into force	38

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 our university website that are explicitly mentioned in the Education and Examination Regulations. All regulations are binding for and applicable to students.
- 3 UC Leuven vzw and UC Limburg vzw are two legal entities, the powers of which have been defined in statutes and internal regulations. They are part of the KU Leuven Association. The universities of applied sciences named UC Leuven and UC Limburg that were established by these VZWs (non-profit organisations) have agreed to cooperate under the name of UC Leuven-Limburg. The terms 'university of applied sciences' 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 (including 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, and for which it is necessary to pass an exam in order to obtain a certificate, every faculty of UC Leuven-Limburg will establish specific 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.
- 7 For readability reasons, only male pronouns are used.

1 CONCEPT DEFINITIONS

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

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

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

Academische kalender: kalender die per academiejaar de organisatie van het academiejaar vastlegt.

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

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

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 university of applied sciences would never make.

Assessment activity: every assessment aimed at verifying whether following study the student has acquired the skills connected with a course unit.

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

Bachelor graduation project: a (set of) mandatory course unit(s) concluding an associate degree study programme, and that compares the student's competences with the desired exit level. The programme guide will mention the requirements in order to include (parts of) the bachelor graduation project in the Individual Study Programme (ISP).

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 regarding 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.

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

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

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, certificate or credits. When you enrol in a postgraduate certificate programme, the only option is a diploma contract.

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 exams;
- b. earned credits are credits for which a credit certificate has been obtained.

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

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

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

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.

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'.

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

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

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

Exam: an exam may consist of one or several assessment activities. This assessment activity verifies whether and to which extent a student has acquired the competences linked to a course unit or a course subunit. An exam 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 exam in order to obtain a diploma or a credit certificate for one or several course units.

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

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

Examination series: the period of the academic year, as determined in the programme calendar and/or programme guide, which serves in particular for organising exams.

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

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

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

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

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

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

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

International Office: department that examines whether a prospective student without a Flemish diploma and who submitted an application, 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.

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.

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.

Mandatory, non-binding entry test: test created by the Flemish Universities of Applied Sciences and Arts (VLHORA) that students must take before enrolling in a teacher education programme.

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

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

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 obtained a diploma of higher education, 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 (ECTS course abstract: competences, objectives, learning continuity and teaching methods, study time, assessment arrangements and study material). In addition, the programme guide includes specific information about the study programme, such as essential additions to the UC Leuven-Limburg education and examination regulations.

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.

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

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.

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 credits awarded to a course, course unit or educational activities thereof.

Study phase: a coherent part of a course of study, 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 secondary

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

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 a personalised track has not yet been enrolled in previously.

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

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 the proposed route to employment as determined by a regional employment office;
- b. s/he does not hold a second cycle diploma or a master's diploma;
- c. s/he is enrolled in a study track with specific education and study formats and with specific requirements of coaching and programmes offered, as registered in the Higher Education Register.

If students are employed for at least 80 hours per month during the entire academic year for which s/he is registered, UC Leuven-Limburg also considers them working students. Students who comply with this UC Leuven-Limburg requirement may apply for the status of working student.

2 EDUCATION REGULATIONS

CHAPTER 1 Admission requirements

Article 1 Diploma requirements

- 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 or equivalent diploma, with the exception of below mentioned cases.
- 2 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.
- 3 Enrolment in an educational associate degree programme for students holding a certificate of secondary education is considered completed when the decree regulation about relevant professional experience is complied with. A prospective student must prove his/her relevant professional experience (3 years if the professional experience relates to the secondary education track or if a student has obtained a certificate of equivalence, 5 years if the professional experience does not relate to the secondary education track).
- 4 In order to be admitted to the abridged educational bachelor's programme, students must have earned a professional or academic bachelor's diploma, a licentiate or engineering diploma.
- 5 In order to be admitted to an advanced bachelor programme, the entry requirement is a diploma of a Flemish higher education institution (bachelor's, advanced bachelor's, or master's diploma) or equivalent diploma. In addition, educational staff members are admitted to the advanced bachelor programmes of Special Education and Comprehensive Educational Care & Remedial Learning.
- 6 In order to be admitted to a postgraduate certificate programme, the entry requirement is a diploma of a Flemish higher education institution or equivalent diploma. The study programme may impose further diploma requirements which will be mentioned in the programme guide.
- 7 Any exceptional and/or specific requirements for particular study programmes will be mentioned in the relevant programme guide.

Article 2 Exceptions to the diploma requirement

- 1 Prospective students who do not meet the diploma requirements as mentioned in article 1, can be exceptionally admitted to the programme by registering at UC Leuven-Limburg by means of a credit contract. In addition, students must demonstrate the required capability to enrol in the chosen course units. When compiling the individual study programme, only the course units that are offered during the semester of registration will be taken into account. A new registration at a later time or changes to the individual study programme (ISP) can only take place upon approval by the study programme.
- 2 Prospective students who do not comply with the diploma requirements and who are 21 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 exam.
- 3 Students who hold a non-Flemish diploma of secondary or higher education must apply for admission at 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 permission to enrol in a foreign-language programme depends on the submitted proof of proficiency of the language of instruction, in accordance with the proof of proficiency requirements stated by the 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.

CHAPTER 2 Registration

Article 5 General

- 1 By registering at UC Leuven-Limburg, student and university of applied sciences enter into an agreement resulting in rights and obligations for both.
- 2 A student registration is valid for one academic year.
- 3 In case of fraud related to admission documents, the enrolment and all entailing decisions are considered null and void, regardless of the moment when the act of fraud was discovered. Earned results, if any, are null and void and the awarded credit certificates, diplomas or other certificates are reclaimed.
- 4 At registration, students register for one or more types of the following contracts:
 - a. diploma contract;
 - b. credit contract;
 - c. examination contract.
- 5 Students preferably register before the beginning of the academic year, yet no later than the third Sunday after the academic year has started. For second semester course units, students may register until the third Sunday after the second semester has started. For study programmes that start at a different date, students may register until the third Sunday after the programme has started. After the start of a course unit, the study programme can make a motivated decision to refuse a new enrolment in a course unit. Registration past the third Sunday after the start of the academic year, can only be allowed by the study programme after thorough motivation.
- 6 Students registered under a diploma contract must comply with the admission requirements no later than the third Sunday after the start of the academic year. Students who only wish to enrol in second semester course units, must comply with the requirements no later than the third Sunday after the start of the second semester. Students under an examination contract for the purpose of earning a diploma must meet the admission requirements at least one month before the beginning of the first exam.
- 7 Students who wish to enrol in an educational bachelor's programme 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 right to grant an exception on a case-by-case basis. 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 across Europe, enrol in a study programme that leads to a double degree. The present education and examination regulations apply to these students for the academic years during which they are registered at UC Leuven-Limburg under a diploma contract.

Article 6 Diploma contract

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

Article 7 Credit contract

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

Article 8 Examination contract

- 1 Registration under an examination contract aims at earning a diploma or credit certificate for one or more course units.
- 2 Students registered under an examination contract can only take exams yet cannot use the supporting services of UC Leuven-Limburg, with the exception of the ombuds service and the online learning platform for which a 50 Euro fee is due.
- 3 The programme guides will state which course units cannot be included in an examination contract.

Article 9 Possibilities of combining contracts

- 1 Students are allowed to register under more than one contract type during the same academic year. However, it is not allowed to combine a diploma contract and an examination contract for the purpose of earning a diploma of the same programme.
- 2 During the course of one academic year, students can enrol in a course unit by means of only one contract type.
- 3 When transferring from one contract type to another, the regulations of the new contract 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 The tuition fee regulations and additional costs (if any) can be found on the UC Leuven-Limburg website.
- 2 Students who do not pay the tuition fee and additional costs (if any), before the due date mentioned on the account balance overview, will be suspended. Such students are banned from accessing classes or sitting exams. The suspension will be lifted when the amounts due have been paid. As long as the suspension continues, the earned results (if any) are considered non-existent and students will not obtain study attestations nor credit certificates.

Article 11 Study track

- 1 Without prejudice to other stipulations in the Education and Examination Regulations, students are solely responsible for choosing their study contract and the number of credits for which they enrol.
- 2 All bachelor programmes are full-time programmes. Some associate degree programmes, advanced bachelor programmes and postgraduate certificate programmes may have full-time or part-time tracks.
- 3 It is our goal to ensure that students who choose a standard track have a workable course schedule and a balanced exam schedule.
- 4 A personalised track may be granted by the programme to:
 - a. students who invoke exceptional individual circumstances or students with a recognised status.
 - b. students who have acquired a large number of exemptions, following APELs and APCLs.

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

- 1 From the beginning of the academic year until the third Sunday after the start of the academic year, and between the beginning of the second semester until the third Sunday after the start of the second semester, students can request to switch contract type.

- 2 If students switch contract type, the student's new contract type will be registered, while the credit certificates already acquired under the previous contract are transferred to the new contract. Any tuition fees already paid will be taken into account when contract types are switched.

Article 13 Modifying content of contract during the course of the academic year

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

Article 14 Deregistration

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

CHAPTER 3 Structure of study programmes

Article 15 UC Leuven-Limburg study programme offerings

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

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 exam within the period of one semester. The study programme committee may obtain a deviation from the above regulation by submitting a well-founded application to the UC Leuven-Limburg board of directors.
- 3 The semester system does not apply to advanced bachelor programmes, joint programmes, postgraduate certificate programmes, and continuing education programmes.
- 4 During vacation periods, a study programme may allow students to perform an internship or workplace-based learning for non-discriminatory reasons. Refusal by the student may lead to a prolonged study duration.
- 5 For organisational reasons which are not determined by the programme, these two types of practical course units can even be initiated before the start of an academic year. In this regard, study programmes will determine the procedures and the start and end dates, and which students must perform their internship during these periods and under which conditions. This information must be communicated no later than 1 June of the current academic year.
- 6 Students of the bachelor programmes Nursing and Midwifery may start the second semester earlier following special European internship requirements.

Article 18 Language of instruction

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

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

4.1 The individual study programme

Article 19 Structure

- 1 Students draw up their ISP in accordance with the present education and examination regulations and the programme guide.
 - a. Students must draw up their first semester ISP no later than the third Sunday after the start of the academic year; ISPs will be approved before 1 December;
 - b. Students must draw up their second semester ISP no later than the third Sunday after the start of the second semester; ISPs will be approved before 15 March.
- 2 If students do not draw up their ISPs, the programme will do it in their place.
- 3 Students wishing to add one or more course units to their ISP other than the course units required to earn a degree, must do so by means of a credit contract.
- 4 Students enrolled in a bachelor degree programme will draw up an ISP with the number of credits per academic year ranging between 27 and 66. Associate degree programmes are allowed to use these restrictions at their discretion.
- 5 Students can add credits to their ISP while the number of credits cannot exceed the number of study vouchers available at that moment.
- 6 Bachelor students who have not yet earned 60 credits, in regular credits, exemptions and tolerable fail marks, must enrol in all remaining course units of the first study phase before enrolling in any other course units. The administration office will only enrol students in phase x+1 if they have obtained 48 credits or more in phase x.
- 7 Students who have not yet graduated from a programme at the beginning of a new academic year, may be admitted to a subsequent programme upon approval by the relevant programme.

Article 20 Exemptions based on APCL

- 1 Prospective students who believe that they qualify for an exemption based on APCL for one or more course units, will submit a request for exemption to the programme no later than the third Sunday after the start of the academic year in case of first semester course units and no later than the third Sunday after the start of the second semester in case of second semester course units. If possible, requests for exemptions are submitted at time of the first registration for the study programme. The procedure for applying for exemptions based on APCL can be found on the university website.
- 2 The programme will grant an exemption based on:
 - a. a credit certificate earned at our institution or at a different institution;
 - b. a certificate of competence issued by a validating body;
 - c. an APCL validated not based on a credit certificate but based on an alternative certificate of study.
- 3 When examining comparability, the following elements are taken into consideration:
 - a. content-related equivalence with regard to competences/area-specific learning outcomes/content of course units that have been acquired;
 - b. workload and scope of study programme, if possible, expressed in credits;
 - c. type and level of study programme;
 - d. specific admission requirements.
- 4 The exemption is expressed in credits yet the exam mark is not transferred. Only in case of identical course units, will students be granted an exemption while maintaining the mark.

- 5 Students must always enrol in an entire course unit, whether or not exemptions have been obtained for certain subunits of said course unit. The total amount of credits for the course unit remains unchanged. A student obtaining an exemption for a course unit will be granted a grade based on the exam grades of the remaining subunits of the course unit.

Article 21 Exemptions based on APEL

- 1 Prospective students who believe that they qualify for an exemption based on APEL for one or more course units, will submit a request for exemption to the programme no later than the third Sunday after the start of the academic year in case of first semester course units and no later than the third Sunday after the start of the second semester in case of second semester course units. If possible, requests for exemptions are submitted at time of the first registration for the study programme. The procedure for applying for exemptions based on APEL can be found on the university website.
- 2 Based on APEL, students may submit a request to the programme in order to be exempted from one or more course units. The study programme will examine the certificates of competence, based on the quality criteria agreed upon by the Association members and based on the KU Leuven Association regulations pertaining to granting exemptions.

Article 22 Elective course units at other Flemish higher education institutions

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

Article 23 Internationalisation

- 1 Following conditions defined by the study programme, students may study for a minimum of one semester or perform an internship in another (host) institution of higher education abroad or in the French-speaking or German-speaking part of Belgium or in Brussels.
- 2 The university will draw up a 'learning agreement' generally totalling 20 credits per trimester, 30 credits per semester and 60 credits per year at the host institution. Students will obtain no more credits than enrolled for at the home institution, unless when students enrol for additional credits at the host institution.
- 3 The course units for which students earned credits at the host institution are mentioned in the diploma supplement. If needed, the mark of the exam taken at a host institution will be converted into whole numbers (out of 20 points) by the board of examiners. If several course units taken at the host institution are brought together into one course unit at the home institution, the board of examiners may weigh the marks. The arrangements about converting final marks must be communicated to students prior to their departure.
- 4 Students observe the exam schedules (time, place, ...) of the host institution, even when the exam period at the host institution is longer than at the home institution.
- 5 Students who are absent from scheduled exams at the home institution because of participation in an exchange programme, may take the missed exams 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 exam of the other part.
- 2 Credit certificates of course units that are part of successfully concluded study programmes are mentioned on the diploma supplement for this study programme. Credit certificates for students who leave our university without finishing a study programme or without individual credit certificates being validated in a study programme, will be made available to students at their request and on condition that the tuition fee was paid.
- 3 All credit certificates, other study certificates and certificates of competence remain valid indefinitely.

4.2 Study progress

Article 25 Study guidance

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

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

- 1 When a student's participation in a practice-based course unit results in a dangerous situation for him/herself or for others due to exceptional personal circumstances in the student's life, the programme may deny the student access to a practice-based course unit. It is only allowed when the dangerous situation cannot be prevented by certain means of assistance or protection.
- 2 If a student demonstrates severe dysfunctional behaviour during the course of a practice-based course unit, the student's participation in this practice-based course unit can be discontinued by the study programme.
- 3 Either way, the study programme must examine whether a (safe) alternative for this course unit can be offered, e.g. a replacement assignment that is a valid equivalent to the (remaining) educational activity. When an internship is discontinued due to a student's severe dysfunctional behaviour, the study programme can take such behaviour into account when assessing the alternative assignment's feasibility.

Article 27 Declining future enrolment in a study programme based on study efficiency rate

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

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

- 1 Associate degree or bachelor students who earned overall less than 60 credits as regular credits, exemptions, and tolerable fail marks in academic year x and who have a study efficiency rate below 50% after the third examination period or series (August/September), will be imposed a binding condition by the board of examiners. Students must at least 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 under a diploma contract during academic year x+2 for the same programme at UC Leuven-Limburg.

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

- 1 Associate degree or bachelor students who fail a course unit in academic year x and fail the same course unit again in academic year $x+1$, regardless of the type of contract, are not allowed to re-enrol in academic year $x+2$ under any contract, in the same programme or the same course unit at UC Leuven-Limburg. The refusal to re-enrol does not apply when students obtain a 60% study efficiency rate or higher in academic year $x+1$.
- 2 It is not possible for an associate degree or bachelor 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 exam of a course unit that an associate degree or bachelor 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 switches contract. The student cannot acquire more examination opportunities by switching contracts within an academic year or throughout several academic years.

Article 30 Denied enrolment based on a student's limited success rates

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

Article 31 New registration after denied registration

- 1 When a student's enrolment in a programme was denied based on stipulations above, it is valid for one academic year. This denial applies to enrolments under any type of contract (diploma, examination, and credit contract).
- 2 After the waiting period of one academic year, the student can enrol again. The previously 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 32 Students who suspend their study programme for one year or more

The previously obtained credits, partial transfer of credits and (partial) exemptions of students who suspend their studies for one year or more 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.

4.3 Exceptions to the education regulations

Article 33 Commission of Exceptions

- 1 Unless otherwise stated, exceptions to the present education regulations are only accepted based on force majeure, extraordinary personal circumstances, or a previously recognised status. The request for exception must be submitted to the Commission of Exceptions.
- 2 The Commission of Exceptions consists of 3 or more members, one of which is representing the study programme of the student who submits the request. This Commission will make a thoroughly motivated decision about whether the exception is granted. The exception is motivated and entered in the student's file.
- 3 The Commission of Exceptions can make the exception granted subject to binding conditions.

3 EXAMINATION REGULATIONS

CHAPTER 1 General examination regulations

1.1 Organisation of exams

Article 34 Exam periods

- 1 In order to determine exam times, the programme may choose either examination periods or examination series.
- 2 The academic year has three exam periods. During these three exam periods, various exam times can be scheduled:
 - a. the first period runs from the beginning of the academic year until the end of the first semester;
 - b. the second period runs from the beginning of the second semester until the end of the second semester;
 - c. the third period starts no sooner than 16 August, study programmes are allowed to start until one week later, after thorough motivation.

An academic year may consist of five exam series. During these five exam series, various exam times can be scheduled.

- a. the first series runs from the beginning of the academic year until the third week of November;
 - b. the second series runs from the fourth week of November until the end of the first semester;
 - c. the third series runs from the beginning of the second semester until the first week after Easter vacation;
 - d. the fourth series runs from the second week after Easter vacation until the end of the second semester;
 - e. the fifth series starts no sooner than 16 August, study programmes are allowed to start until one week later, after thorough motivation.
- 3 Exams are validated by the board of examiners and results are communicated in accordance with the programme calendar, and always at the end of the exam period or exam series.
- 4 During exam times, no education activities of the related study programme phase take place.
- 5 All exam times are determined by the study programme and entered into the programme calendar.

Article 35 Assessments

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

Article 36 Attending an exam

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

- 2 After having agreed with the study programme, the examiner may ask a member of the teaching staff to attend an exam. The study programme will notify the student in a timely manner.

Article 37 Exam schedules

- 1 The exam schedules are published no later than 30 calendar days before the start of the exam time.
- 2 The study programme specifies:
 - a. the names of the chair, of the secretary of the board of examiners and of the examination ombuds;
 - b. the name of the examiner and the course unit;
 - c. the place and time and duration of the exam;
 - d. the day and time when results will be communicated;
 - e. the deliberation dates.
- 3 The exam schedules are determined by the study programme in consultation with representative members of the student council.
- 4 Study programmes strive to honour the following principles:
 - a. an exam will not take more than four hours;
 - b. there will be sufficient time between two exams;
 - c. no exams of different course units on the same day.
- 5 UC Leuven and UC Limburg will determine the modalities of registration and/or registration for the third examination period.

1.2 Taking exams

Article 38 Requirement to take exams

In order to be allowed to take the exam, students must have added the relevant course unit to their ISP. In addition, conditions about education activities may be imposed for certain exams. These conditions are mentioned in the programme guide.

Article 39 Taking exams

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

- 7 If a student did not pass one or several course unit exams taken as an exchange student at a host institution during the first examination opportunity, s/he will retake the exams at the host institution, if possible. If a second examination opportunity is not possible at the host institution, the board of examiners may grant permission to take the exam of an equivalent course unit as determined by the study programme, during the next examination period or series of the same academic year at the home institution.

Article 40 Verification

Students must be able to present their student ID card during exams.

Article 41 Make-up exams

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

1.3 Exams process

Article 42 Examiner

- 1 With regard to exams or parts of exams, the head lecturer of the course unit is ultimately responsible for the assessment.
- 2 If student and examiner are 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. Participation of external experts in the assessment is mentioned in the programme guide.

Article 43 Exam ombuds

- 1 If necessary, the exam ombuds will mediate in exam matters, among others about whether or not force majeure or other exceptional individual circumstances that may justify an exception to the examination regulations may be invoked. Students who invoke force majeure or other exceptional individual circumstances must present the required evidence in a timely manner and as prescribed by the study programme.
- 2 Under no circumstances is the examination ombuds allowed to assess the students on whose behalf s/he acts.

Article 44 Language regulations

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

Article 45 Assessment

- 1 Every course unit and every educational activity includes an exam. Every course unit and every educational activity results in only one exam mark to be submitted to the board of examiners.
- 2 Students can only obtain an exam mark for a course unit if they have obtained a mark for all assessment activities of said course unit. In case of continuous assessment, the programme guide will describe which conditions must be met by the student in order to obtain a mark.

- 3 An exam has a maximum of 20 points. Exams may also be assessed by means of a pass/fail mark (non-numerical). The following codes are used for overall marks:
- ... /20 = a whole number /20
 - G = pass
 - NG = fail
 - 0/20 = student is present at the exam and his/her performance is given a 0/20
 - GR = no mark: certified absence for exam
 - NA = not taken: no certified absence for exam or student did not submit assignments or submitted assignments after the deadline
 - OR = irregularity: student was given a sanction by the board of examiners for an irregularity
- 4 In case of a pass mark, the student obtains the corresponding credits. In case of a fail mark, the exam must be retaken. Course units that have a pass/fail mark are excluded from the calculation of the programme's percentage rate.
- 5 In order to determine the programme's percentage rate obtained, the marks obtained for each course unit are set against the number of credits attributed to the course units.
- 6 The exam mark of an educational activity is converted into one overall mark (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 the process to be evaluated due to force majeure, it has to be decided, at the latest by the end of the absence, whether it is still possible to achieve a well-founded overall assessment. If this cannot be achieved, the student must be notified as soon as possible. A partial assessment may serve as overall assessment.
- 9 The result of the exam taken at a host institution may be converted into numbers (out of 20 points) by the board of examiners. If several foreign course units are brought together into one course unit at UC Leuven-Limburg, the board of examiners may weigh the marks. The method to weigh the marks is explained beforehand.

1.4 Boards of examiners

Article 46 Structure

- 1 A board of examiners is formed for each academic year and each programme. 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 47 Powers of the restricted board of examiners

- 1 After each examination period or series, the restricted board of examiners verifies and registers the results of each student enrolled in the study programme or in one or several course units of the study programme.
- 2 The restricted board proposes validation of the registered results, except for students who are suspected of having committed an irregularity or attempted to commit an irregularity.
- 3 Every examiner who is not a member of the board of examiners can request to be heard by the 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. At his/her request, the student involved will be heard by the restricted board of examiners.

- 4 The restricted board will determine which marks have been awarded to which students in an unreasonable way. 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.
- 5 The restricted board will draw up a list of students who may receive a binding condition, and a list of students who did not comply with the binding condition imposed.
- 6 The restricted board will correct material errors.
- 7 The restricted board determines the results of exchange students when the results from the host institution arrive at our university after the board of examiners convened.

Article 48 Powers of the board of examiners

- 1 The board of examiners has the power to decide upon:
 - a. definitively determining the exam results for the purpose of awarding credit certificates or other certificates;
 - b. determining whether a student under a diploma contract or an examination contract in view of obtaining a diploma, has earned pass results, with the exception of granted exemptions;
 - c. awarding a level of achievement to students who have passed the study programme;
 - d. solving disputes;
 - e. modifying exam marks after careful consideration if these results were awarded to a student or a group of students in an unreasonable way;
 - f. formulating a binding condition for individual students, 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. enrolments under a credit contract or an examination contract in view of obtaining individual credit certificates and will determine the definitive 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. It may be requested by the chair of the board of examiners, the examination ombuds 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 the board. In addition, the board of examiners can hear the same persons who the restricted board of examiners hears.
- 4 All decisions of the board of examiners will be recorded in the deliberation minutes.

1.5 Deliberation

Article 49 Number of deliberations

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

Article 50 Attendance

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

Article 51 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 52 Voting members

- 1 The study programme will determine which members of the board of examiners have voting rights. Members of the board of examiners do not take part in deliberations about decisions related to first-degree to fourth-degree relatives.
- 2 Members of the board of examiners who award a mark to an individual student or a group of students that is deemed unreasonable, do not take part in the deliberations about this student or group of students.
- 3 The exam ombuds participates in the deliberation in the capacity of advisor.

Article 53 Decision and voting rules

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

Article 54 Criteria for successfully completing a course unit

- 1 The student passes a course unit if s/he obtains 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 was discovered for which the student was disciplined.

Article 55 Criteria for successfully completing a study programme

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

Tolerable fail marks are scores of 8 or 9 out of 20. All other fail marks are not tolerable.

- 2 Contrary to what has been determined under 1.b above, the study programme can decide, after recommendation by the study programme committee, that:
 - a. only a small number of tolerable fail marks, expressed in 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 56 Criteria for obtaining a diploma or certificate, and a level of achievement

- 1 A student who passes a study programme, is awarded a diploma or certificate of the study programme.
- 2 A student who has been awarded a diploma or a certificate, obtains one of the following levels of achievement:
 - a. cum fructu, when the overall programme score is below 68%;
 - b. cum laude, when the overall programme score is at least 68%;
 - c. magna cum laude, when the overall programme score is at least 77%;
 - d. summa cum laude, when the overall programme score is at least 85%;
 - e. summa cum laude with congratulations by the board of examiners, when the overall programme score is at least 90%.
- 3 For associate degree programmes, the level of achievement is based on the entire study programme's marks. For all other programmes, the level of achievement is based on all marks of the course units attributed to the last study phase of the programme. From the 2021-2022 academic year onwards, the level of achievement for all graduating students is based on the entire study programme. For nursing programmes totalling 240 credits, the level of achievement is based on the entire study programme from the 2022-2023 academic year. Until then, the current rule applies.
- 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. determines that it is a case of force majeure,
 - 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 57 Deliberation minutes

- 1 The deliberation minutes are written and signed by the chair and the secretary of the board of examiners. It contains the attendance list and mentions the decision or conclusion for every student. The minutes contain the exam results or refer to the exam results that are attached to the minutes or saved in a secured electronic file. The deliberation minutes also include the motivated decisions, if any.
- 2 The chair or the secretary of the board of examiners will grant access to the deliberation minutes until one month after the start of the next academic year, to students who demonstrate its relevance related to his/her own case.

1.6 Irregularities

Article 58 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 any non-allowed aid during an exam is considered an irregularity.
- 2 Irregularity also includes plagiarism. Plagiarism is an irregularity which consists of copying (entirely or partially) other people's work (ideas, texts, structures, images, plans, ...) literally or in a slightly modified manner without adequately citing the source. This regulation also applies to copying one's own work without citing the sources.

- 3 When determining the sanction level of a student's behaviour it is irrelevant:
 - a. whether the irregularity is caused by a deliberate choice of the student,
 - b. or whether it yielded an unfair advantage to the student involved, and
 - c. whether the student decides to stop the behaviour that can be considered an irregularity.

Article 59 Procedure

- 1 A staff member who notices irregularities, will notify the examination ombuds immediately. The examination ombuds will hear the parties, collect evidence and will notify the chair 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 chair 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. At his/her request, the student involved will be heard by the board of examiners.
- 2 The student against whom an exam-related disciplinary measure is considered, is entitled to:
 - a. a notification about the type of measure which is being considered and about the grounds which the measure is based on;
 - b. accessing the entire case file;
 - c. a reasonable period of time to prepare and present a spoken and written defence before the restricted board of examiners and the board of examiners;
 - d. assistance by a person of the student's choice.
- 3 The restricted board of examiners can decide to convene the board of examiners earlier. If the irregularity takes place before an examination period, the board of examiners will convene earlier, and in general before the start of the examination period.
- 4 While the student awaits the decision by the board of examiners, s/he may continue the assessments or exams of the examination period, including the alleged irregular exam, in which case the alleged evidence and the exam paper may be confiscated.

Article 60 Sanctions

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

That the student:

- a. took the exam in an irregular way and must retake the exam at a time to be determined by the study programme;
 - b. will receive an adjusted mark for the exam or project;
 - c. will receive a zero mark for the exam or project of the course unit or part thereof;
 - d. will receive a zero mark for some or all exams of the relevant examination period or series;
 - e. will be rejected for one or more course units. The student will receive a zero mark for the relevant course units of the examination period or series and can only take exams again from next academic year onwards;
 - f. will be 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 exam marks earned in the related examination period. This measure will only apply in case of a very severe irregularity.
 - g. will lose his/her right for the next or the next two academic years to enrol in any of the study programmes at UCLL. Furthermore, the student will lose all earned exam marks of the relevant examination period or series. This measure will only apply in case of a very severe irregularity.
- 2 The rule 'will maintain the highest mark' does not apply to decisions c. through g.

- 3 In case of plagiarism, the board of examiners can impose an independent study module or other ways of education about plagiarism, in addition to the sanctions.
- 4 The board of examiners will evaluate the degree 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 taking into account how far the student has progressed through his/her study phases;
 - d. the student's study progress;
 - e. the intent to cheat (which is an aggravating factor).
- 5 In case of a very serious irregularity, UC Leuven-Limburg can overturn a past favourable decision and deem it legally null and void and regardless of the moment during which the irregularity was determined, can decide that the earned results are void and reclaim the awarded credit certificates, other certificates and diplomas, if any.
- 6 In all cases for which the board of examiners decides upon one of the above mentioned sanctions, the code OR will be recorded in the student's study progress account.
- 7 The chair 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 exam results

Article 61 Notification of the board of examiners' decisions

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

Article 62 Discussion of results

- 1 Within 7 calendar days after the results have been communicated, students are entitled to access their exams and receive feedback of the examiner or substitute mandated by the study programme. The study programme may limit this meeting for access/feedback purposes to one group meeting. The meeting will allow students to have access to the exam paper or relevant digital data.
- 2 Before the beginning of the examination period, the study programme calendar will display when the examiners are available to provide feedback about exam results after they have been communicated.

Article 63 Storing exam papers

Written exam papers are stored until three months after the end of the academic year.

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

1.8 Retaking exams of course units and keeping tolerable fail marks

Article 64 Final exam 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 65 Retaking exams

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

Article 66 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 and after deducting the exemptions, do not constitute more than 10% of the credits of the entire study programme. The maximum number of tolerable fail marks cannot exceed 18 credits. A student can only choose to keep a tolerable fail mark on condition that a 50% study efficiency rate has been obtained for that part of the study programme which said student was enrolled in during the previous academic year.
- 2 If a student does not make a choice to keep tolerable fail marks before the set deadline, it is assumed that said student will not use the tolerable fail mark option.
- 3 The decision to keep a tolerable fail mark cannot be reversed, except during the academic year in which a student is able to graduate.

Article 67 Re-registration for the next academic year

- 1 Retaking a course unit for which a credit certificate was earned is not possible. The result of a credit certificate is final.
- 2 A student who has not passed all course units of a programme yet will confirm his/her tolerable fail mark account after the third examination period or the last examination series. Next, the student must enrol in the course units for which:
 - a. s/he chooses not to maintain a tolerable fail mark;
 - b. s/he 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

CHAPTER 1 Student rights and duties

Article 68 Commitment of UC Leuven-Limburg

- 1 In accordance with the decrees, the mission and the educational approach of UC Leuven-Limburg, the latter is committed to offering high-quality education which will prepare students adequately for their future professional career, as laid out in its mission statement. To this end, our institution will provide the necessary staff, services and facilities.
- 2 It will ensure that all students have equal chances to reach their goals and that their study performance will be evaluated in a conscientious and objective manner.

Article 69 Commitment of the student

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 70 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 can request education and examination facilities with the student services office. Such students submit a request no later than 30 calendar days before the start of the exams. Students with a disability are entitled to reasonable adaptations.

Article 71 Accessibility of personal records

- 1 Upon their request, student representatives will be granted access to the minutes of the policy body meetings.
- 2 The examination regulations determine the right to access exam papers and deliberation minutes. Every student is entitled to access the documents that are the basis of decisions that concern him/her, without being entitled to access the information related to other students. Students will follow the specific procedure.
- 3 A student may request a copy of his/her exam paper after having used the right of access. Every copy must be treated in a personal and confidential manner and may only be used for the purpose of the student's study career.
- 4 In order to use the right of accessibility of personal records, a student can submit a request to his/her faculty dean or to the person in charge of the department that made a decision about him/her, until three months after the end of the academic year.
- 5 When copies of documents are made, the information that does not pertain to the student is made invisible. UC Leuven-Limburg will request a reasonable fee per page copied.

Article 72 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 73 Right of defence

Specific types of protection of the right of defence have been included in the examination and the disciplinary regulations.

Article 74 Impartiality

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

Article 75 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 computer equipment in accordance with specific regulations;
 - e. use of online learning platform;
 - f. student counselling;
 - g. access to ombuds services;
 - h. a healthy study environment on UC Leuven-Limburg campuses.

Students under an examination contract are only entitled to use the online learning platform and the related ICT facilities.

- 2 It is incumbent upon students to use the UC Leuven-Limburg immovable and movable property with due care and attention and to act in conformity with the current UC Leuven-Limburg regulations. A student who does not comply, may be subject to sanctions as determined by the disciplinary regulations.
- 3 University staff members may record audio or video footage of a student as part of educational activities. If the student can be recognised in the video footage, his/her consent is required. Students may request not to feature in video footage. The recordings can only be used for didactical purposes (e.g. live broadcast and/or used in internal learning platforms).
- 4 Students are not allowed to make audio or video recordings of educational and assessment activities, unless:
 - a. a specific arrangement was made with the coordinator of the course unit;
 - b. a student with a special recognised status is granted such facility.

Other students may request not be filmed during these recordings. The recording material can only be used for didactical purposes benefiting the student or the student group of the current academic year. Commercial use is strictly forbidden. The recordings cannot be used as evidence in an administrative or legal procedure and must be destroyed by the student. Students who use the material without complying with these arrangements will be subject to sanctions as determined in the disciplinary regulations.

- 5 Students are never allowed to copy (or permit others to copy) or distribute (or permit others to distribute) any didactical or exam materials that are made available to them at a fee or at no cost by UC Leuven-Limburg, for other than personal purposes. Copying (or permitting others to copy) or distributing (or permitting others to distribute) didactical materials or exam materials that are made available to them at a fee or at no cost by UC

Leuven-Limburg, for commercial purposes isn't allowed either. Students who do not abide by these rules, will be prosecuted in accordance with the disciplinary regulations. Furthermore, students may also be criminally prosecuted as a result of infringements with regard to copyrights.

- 6 Judicial authorities will be notified in case of fraudulent imitations of UC Leuven-Limburg documents. When criminal offences are committed by UC Leuven-Limburg students, the latter will be prosecuted in accordance with the disciplinary regulations.
- 7 Students are expected to consult the (electronic) communication channels of UC Leuven-Limburg. They are expected to use the UC Leuven-Limburg email address and to take note of their personal exam results on the day of the exam results announcement. Every active conversation about the study programme or part thereof will only take place between a UC Leuven-Limburg staff member and the adult student involved.
- 8 During all oral communication with a student, with the exception of oral exams, both parties always have the right to request that a maximum of two persons be present as a third party. These third persons are not allowed to actively take part in the oral communication. At the beginning of each oral communication in the presence of third persons, these arrangements will be pointed out. If the arrangements are not respected, the communication will be stopped immediately.

Article 76 Privacy rights

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

Article 77 Copyright: general principles

- 1 These principles regulate the copy rights of all work that students produce as part of their study programme at UC Leuven-Limburg.
- 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 work subject to the prerogatives and rights of usage that the present regulations provide in favour of UC Leuven-Limburg.

Article 78 Copyright: special regulations

- 1 Students allow their bachelor or associate degree graduating project to be archived. Students grant unconditional permission to UC Leuven-Limburg to archive the entire bachelor or associate degree graduating in the university's archives, and to make it available on the internet for interested parties.
- 2 Students grant permission to UC Leuven-Limburg, free of charge, to use the bachelor or associate degree graduating project and related information and the materials produced as part of other course units for the purpose of derived products of the whole or partial material. This permission is only valid for internal use at UC Leuven-Limburg and the KU Leuven Association. The same material can also be used for communication purposes by UC Leuven-Limburg, after consultation with the student. In general, UC Leuven-Limburg is not allowed to use the material for commercial purposes. Should UC Leuven-Limburg wish to use the materials for commercial purposes, the former can sign an agreement with the student to make the materials available. In case third parties claim (part of) the bachelor or associate degree graduating project, students will indemnify UC Leuven-Limburg. This permission remains valid for the entire duration of protection of the bachelor or associate degree graduating project.
- 3 Students must request an embargo if the bachelor or associate degree graduating project contains confidential information, or if the employer or traineeship host organisation requests that information not be disclosed.

Article 79 Personal integrity rights

UC Leuven-Limburg supports students who are the subject of inappropriate behaviour. Our university has put in place a helpdesk and assigned trusted persons who are readily accessible.

The helpdesk is available for reporting incidents of inappropriate behaviour: victims, witnesses of inappropriate behaviour, third parties who are aware of situations in which inappropriate behaviour occurs, and so on.

When a student wants to file a complaint for inappropriate behaviour that s/he experiences, must do so with the faculty dean of his/her programme. If the complaint is admissible and substantiated, the faculty dean will send the complaint to the internal disciplinary commission, or to external authorities if needed.

CHAPTER 2 Legal Protection and processing of complaints

2.1 Ombuds services

Article 80 Role of ombuds services

- 1 Incidents, issues, or conflicts between a student and a staff member are communicated by either party as soon as possible to the study programme, possibly through the examination or education ombuds.
- 2 The ombuds acts as mediator and, if necessary, asks the programme to take temporary measures, if needed after having consulted the restricted board of examiners, in order to ensure a proper exam. The board of examiners will make the final decision. In any case, the ombuds will hear the member of the teaching staff and the student. 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 81 Material errors identified before deliberation

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

Article 82 Material errors identified after deliberation

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

2.3 Internal appeal procedure

Article 83 Subject of internal appeal

- 1 When a student believes that a university decision violates his/her individual rights, s/he can lodge an internal appeal. Such internal appeal can be initiated after following decisions:
 - a. study progress decision;
 - b. denying access to a study programme or course units;

- c. denying permission to start a personalised track, to change the type or content of the study contract;
- d. denying a recognised status;
- e. denying reasonable adjustments based on a disability;
- f. a decision regarding a disciplinary sanction;

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

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

Article 84 Initiating an internal appeal

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

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

Article 85 Structure of the Internal Commission of Appeals

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

Article 86 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 has the right to communicate to the student within the set time period that it will make a decision on a later date.

Article 87 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 exam result. If the Internal Commission of Appeals does not make any decision, the deadline of seven calendar days starts on the day after the twenty calendar days following the post mark of the registered mail by which the student initiated the internal appeal.
- 3 The student signs the external appeal otherwise the appeal is not admissible and will not be treated by the Council.
- 4 The external appeal is sent to the Council by registered mail. At the same time, students also send the electronic version of this external appeal by email to interne.beroepscommissie@ucl.be.

Article 88 Period of time during which documents must be kept

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

5 DISCIPLINARY REGULATIONS

Article 89 Basic principles

- 1 Students who register at UC Leuven-Limburg are expected that their behaviour and social relations and (electronic) communication, on campus and outside UC Leuven-Limburg, are inspired by respect for other people and other people's opinions and privacy, and for society in general. Students should not commit acts that are incompatible with the mission statement of UC Leuven-Limburg. It includes, among others, violence, forgery of documents, racism, stalking, extortion, bullying, inappropriate sexual behaviour, discrimination, or other types of inappropriate behaviour.
- 2 Students who do not behave in such a way, can be subject to sanctions in accordance with the disciplinary regulations.

Article 90 Urgent disciplinary measures

The content of these disciplinary regulations does not dismiss the authority of a staff member of UC Leuven-Limburg to take all measures necessary to maintain order and safety at the university immediately and in all circumstances, 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 91 Competent authorities

The university administrators represented by the president and the faculty deans are responsible for maintaining order at UC Leuven-Limburg.

Article 92 Sanctions

- 1 Following a disciplinary infringement, the disciplinary commission may 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 accessing university;
 - e. denying the right to register, as part of a disciplinary sanction,
 - f. irrevocable expulsion.
- 2 Every sanction is motivated and communicated in writing. The disciplinary commission will determine the level of the sanction based on the following elements:
 - a. the extent of the disciplinary infringement;
 - b. the type of the disciplinary infringement;
 - c. the extent to which the student should be aware of the seriousness of his/her acts while taking into account how far the student has progressed through his/her study phases;
 - d. the student's study progress;
 - e. the intention to commit a disciplinary infringement (which is an aggravating factor).
- 3 A remedial assignment may be imposed in any case.
- 4 Suspension means that the student is not allowed to participate in certain activities, yet is allowed to continue using certain facilities (library access, ICT network, ...). The disciplinary commission determines the precise extent of the sanction.

Article 93 Initiating a disciplinary procedure

- 1 The faculty dean decides about whether or not initiating a disciplinary procedure.
- 2 The student against whom a disciplinary sanction is considered, has the right:
 - a. to be informed by the faculty dean about the type of the sanction that may be imposed on him/her and about the underlying reasons;
 - b. to access the entire case file;
 - c. to be given a reasonable period of time to prepare and present an oral and written defence.
- 3 The student has the right to be represented by a person of his/her choice in every stage of the procedure.

Article 94 Structure of the 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 in charge of the programme in which the student is enrolled based on his/her extensive description;
 - c. a staff member of the same programme, appointed by the faculty dean;
 - d. an education ombuds of the same programme, appointed by the faculty dean;
 - e. the chair of the relevant student council or his/her substitute.
- 2 During the disciplinary commission hearing, the case will be explored. The student will have the opportunity to respond.
- 3 The faculty dean will communicate the disciplinary sanction and will mention the option to appeal.

Article 95 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. At the same time, students also send the electronic version of this letter by email to interne.beroepscommissie@ucll.be.

6 FINAL STIPULATIONS

Article 96 Amendments to the present education and examination regulations

Amendments or exceptions to the present education and examination regulations can only be made by means of a decision by the UC Leuven-Limburg administrators, after consultation with the Academic Council.

Article 97 Date of entry into force

These education and examination regulations enter into force at the start of the academic year, which is determined by the academic calendar.