



UC Leuven
Limburg
MOVING MINDS

**EDUCATION AND
EXAMINATION
REGULATIONS**

**2018
2019**

PREFACE



Dear reader,

I am aware that going through the UCLL Education and Examination Regulations is not a relaxing nor an exciting read. It is - I admit - a somewhat unappealing subject, however the importance of this document for the UC Leuven-Limburg community should not be underestimated. There are two very obvious reasons. First of all, this documents reflects the educational approach of our university college: our Moving Minds concept is clearly demonstrated throughout the following 96 articles. Secondly, and possibly the main reason, I want to stress that the Education and Examination Regulations are crucial to the legal protection of our students, who are all members of our UCLL community. So, please do not underestimate the importance of this Education and Examination Regulations document.

In order to provide a relatively easy read, we have worked hard to write a clear text that it easily comprehensible and unambiguous, yet innovative. This editorial ambition was - at the same time - the result of what the Education and Examination Regulations mean to UCLL. It focuses on three main goals:

To begin with, rules are clear and are applied in full.

Secondly, we explicitly guarantee the study programmes' autonomy to such extent that they are able to innovate yet maintaining our quality of education.

Lastly, the Education and Examination Regulations want to be fair and just. Regulations are crucial, however, we must not forget that students (and staff) may encounter situations in which making an exception to the rules is the best solution. That concern for humane solutions must not be jeopardised.

So, this seemingly unappealing subject matter, turns out to be so much more.

Happy reading - at least a little bit. And, as always, we are curious to read your feedback on this document and its implementation. Please send your comments to [Education and Examination Regulations contact](#).

Best regards.

Marc Vandewalle,
Vice-Chancellor

In cooperation with the members of the UCLL Education and Examination Regulations work group

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PRELIMINARIES

- 1 These education and examination regulations describe the rights and obligations of students and staff of UC Leuven-Limburg. By enrolling, students become subject to these education and examination rules.
- 2 This document is supplemented by rules mentioned in the programme guides, documents about procedures (available on the Intranet) and information on the school's website explicitly referred to in the Education and Examination Regulations. All regulations are binding for and applicable to students.
- 3 UC Leuven vzw and UC Limburg vzw are two legal entities, the powers of which have been defined in statutes and internal regulations. They are part of the KU Leuven Association. The university colleges UC Leuven and UC Limburg established by these VZWs (non-profit organisations) have agreed to cooperate under the name of UC Leuven-Limburg. The terms 'university college' 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 bachelor, advanced bachelor and postgraduate certificate programmes of UC Leuven-Limburg. The information about courses and course units, and the conditions that apply to the regulations of the various courses are included in the programme guides and the ECTS course abstracts. The programme guides and the ECTS course abstracts are an integral part of the education and examination regulations of a study programme.
- 6 For study programmes of continuing education, other than postgraduate certificate programmes, the condition of which for obtaining a certificate is passing an examination, every faculty of UC Leuven-Limburg will establish specific examination regulations regarding the ways of assessment and the moments of assessment, the assessors, the way in which the result is calculated and the way in which results are communicated and discussed. These regulations will be explicitly communicated to students who enrol in the study programme.
- 7 For readability reasons, only male pronouns are used.

1 TERMINOLOGY DEFINITIONS

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

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

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

Rounding rule: UC Leuven-Limburg applies the rule that all numbers that are mentioned in these education and examination regulations, regardless of the subject, are rounded down to the nearest whole number in case of a decimal between 0,1 and 0,4 and rounded up to the nearest whole number in case of a decimal between 0,5 and 0,9.

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

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

International Office: office where students holding a foreign diploma must apply, before registration.

Joint (degree) programmes: (international) partnership between study programmes which impact the characteristics of a study programme or the awarded diploma. There are several variations: diploma awarded by the institution where the student is enrolled, dual or multiple diploma, joint degree (joint diploma).

Apparently unreasonable decision: a decision that deviates from a normal decision pattern and that can be determined as a decision that no normal, careful, and reasonable university college would ever make.

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

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

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

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.

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

Education and Examination Regulations work group: a group of UC Leuven-Limburg students and staff who are responsible for drawing up the education and examination regulations.

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

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

Admissibility: the validity of an appeal on formal grounds.

Study programme:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. actual number of ECTS credits enrolled for are the ECTS credits for which one enrolls and must pass examinations;
- b. earned ECTS credits are credits for which a credit certificate has been obtained.

Study progress decision:

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

- h. refusing to enter a certain course unit in the contract which a student with an personalised track has not yet been enrolled in previously.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2 EDUCATION REGULATIONS

PART 1 ADMISSION REQUIREMENTS

ARTICLE 1 DIPLOMA REQUIREMENT

- 1 In order to be admitted to a professional bachelor programme, students must have obtained a Flemish diploma of secondary or higher education.
- 2 In order to be admitted to an advanced bachelor programme or a postgraduate certificate programme, the entry requirement is a diploma of a Flemish higher education institution. In addition, educational staff members are admitted to the advanced bachelor programmes of Special Education and Comprehensive Educational Care & Remedial Learning.
- 3 Any exceptional and/or specific diploma requirements for certain study programmes will be mentioned in the relevant programme guide.

ARTICLE 2 EXCEPTIONS TO THE DIPLOMA REQUIREMENT

- 1 Prospective students without a Flemish diploma of secondary education or higher education can be exceptionally admitted to the programme by registering with a credit contract at UC Leuven-Limburg. In addition, students must demonstrate the required capability to enrol in the chosen course units. When compiling the individual study programme, only the course units that are offered during the semester of registration will be taken into account. A new registration at a later time or changes to the individual study programme (ISP) can only take place upon approval by the study programme.
- 2 Prospective students without a Flemish diploma of secondary education or higher education who are 21 years of age on 31 December of the following academic year, may apply for the admission inquiry.
- 3 Students who hold a non-Flemish diploma of secondary or higher education must apply with the International Office.

ARTICLE 3 LANGUAGE REQUIREMENT

- 1 A prospective student is admitted to a Dutch-language study programme if he submits a Dutch-language diploma of secondary or higher education. If the student is not able to submit such diploma, the International Office will decide whether the language requirement has been met.
- 2 The registration for a programme in another language will be subject to providing proof of adequate knowledge of the language of instruction, in any form as determined by the International Office.

ARTICLE 4 STUDY VOUCHER REQUIREMENT

A prospective professional bachelor student must have a positive study voucher balance if he wants to register at our university college, regardless of the chosen study contract.

PART 2 REGISTRATION

ARTICLE 5 GENERAL

- 1 By registering at UC Leuven-Limburg, student and university college enter into an agreement resulting in rights and obligations for both.
- 2 The student registration is valid for one academic year.
- 3 In case of fraud related to admission documents, the registration and all entailing decisions are considered null and void, regardless of the moment when the act of fraud was discovered. Earned results, if any, are null and void and the awarded credit certificates, diplomas or other certificates are reclaimed.
- 4 At registration, students register for one or more types of the following contracts:
 - a. a diploma contract;
 - b. a credit contract;
 - c. an examination contract.
- 5 Preferably students register before the beginning of the academic year and at the latest before 1 November. For course units only offered during the second semester, students register before 1 March. For study programmes which start at a different time, students must register no later than three weeks after the programme has started. After the start of the course unit, the study programme has the right to make a motivated decision to deny a new enrolment for a course unit. Registration after the above mentioned date can only be allowed after thorough motivation by the study programme.
- 6 Students must comply with the admission requirements on or before 1 November. Students who only wish to enrol for second semester course units must comply with the requirements on or before 1 March. These deadlines do not apply to credit contracts or examination contracts with the purpose of earning a credit certificate. Students with an examination contract must meet the admission requirements at least one month before the beginning of the first examination moment.
- 7 Students who want to register for a bachelor programme in teacher education must take a mandatory, non-binding entry test; After having completed the entry test, students receive a certificate of participation. The certificate of participation is valid for one year and must be submitted to our university college within 14 days after registration. If students do not comply, they will be de-registered. Students must not take a new entry test if they have already completed this test after having been registered at a different institution and if they register for the same teacher education programme at UC Leuven-Limburg or, after having been registered for the professional bachelor programme primary education at UC Leuven-Limburg or at a different institution, they transfer to a different teacher education programme at UC Leuven-Limburg.

ARTICLE 6 DIPLOMA CONTRACT

- 1 Registering with a diploma contract means that students want to obtain a diploma or certificate.
- 2 The course units that are part of the study programme will appear in the student's diploma contract. Additional course units are part of a credit contract.
- 3 Students also register for a diploma contract if they are able to obtain exemptions for all course units of a study programme.

ARTICLE 7 CREDIT CONTRACT

- 1 Registering with a credit contract means that students want to obtain a credit certificate for one or more course units.
- 2 Study programmes will mention in the programme guides which course units cannot be part of a credit contract.

ARTICLE 8 EXAMINATION CONTRACT

- 1 Registering with an examination contract means that students want to obtain a diploma or credit certificate for one or several course units.
- 2 Students with an examination contract only have the right to sit examinations yet cannot use the supporting services of UC Leuven-Limburg, with the exception of the ombuds service and Toledo for which a 50 Euro fee is due.
- 3 Study programmes will mention in the programme guides which course units cannot be part of an examination contract.

ARTICLE 9 POSSIBILITIES OF COMBINING CONTRACTS

- 1 Students have the possibility to register with several contract types during the same academic year. However, students cannot combine a diploma contract and an examination contract in order to obtain a diploma for the same study programme.
- 2 During the course of one academic year, students can enrol in a course unit by means of only one contract type.
- 3 When transferring from one contract type to another, the regulations of the new type shall apply.
- 4 Students who used the maximum number of examination opportunities of a course unit, cannot obtain additional opportunities for the same course unit by means of a different contract.

ARTICLE 10 TUITION FEES

- 1 The regulations that apply to tuition fees and other additional costs if any can be found on the UC Leuven-Limburg website.
- 2 Students who do not pay the tuition fee and other additional costs if any before the due date, will be suspended. They will forsake their right of education and cannot sit exams. The suspension will only be revoked by paying the amounts due. As long as the suspension is not revoked, obtained results will be considered as non-existent and student will not receive any study or credit certificates.

ARTICLE 11 STUDY TRACK

- 1 With the exception of specific regulations in the education and examination regulations, students bear responsibility for choosing their study contract and the number of credits for which they enrol.
- 2 All bachelor programmes have at least one full-time version. Some advanced bachelor programmes or postgraduate certificate programmes may have full-time or part-time versions.
- 3 The study programme makes efforts to offer a reasonable course schedule and a well-balanced examination schedule to standard track students.
- 4 Based on a permission by the study programme, a track can be customised for:
 - a. students who invoke exceptional individual circumstances or students with a recognised status.
 - b. students who, on the basis of APELs and APCLs have acquired a large number of exemptions.

ARTICLE 12 CHANGING THE CONTRACT TYPE DURING THE COURSE OF THE ACADEMIC YEAR

- 1 From the beginning of the academic year and before 1 November, and from the beginning of the second semester and before 1 March, students can request to change their contract type.
- 2 If students change their contract type, they will be registered with a new contract type and all credit certificates obtained during the previous contract will be transferred to the new contract. Any tuition fees already paid will be taken into account after the transfer.

ARTICLE 13 CHANGING THE CONTRACT TYPE DURING THE COURSE OF THE ACADEMIC YEAR

- 1 During a semester, students may request to modify the content of a study contract. It must happen before 1 November for first semester or year-long course units, and before 1 March for second semester course units; This modification can be denied by the study programme after thorough motivation.
- 2 Mandatory course units that the student enrolled for, must remain in the study contract.

ARTICLE 14 WITHDRAWAL

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

PART 3 STRUCTURE OF THE STUDY PROGRAMMES

ARTICLE 15 UC LEUVEN-LIMBURG STUDY PROGRAMME OFFERINGS

Each year, UC Leuven-Limburg determines the study programmes list. Every study programme and every course unit is described in the programme guide and further elaborated on in the ECTS course abstracts. Students have the option to choose an elective course unit of their study programme and study it 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 examination within a period of one semester. The study programme committee may obtain a deviation from the this rule by submitting a well-founded application to the UC Leuven-Limburg executive board.
- 3 The semester system does not apply to advanced bachelor programmes, joint programmes, postgraduate certificate programmes or continuing education programmes.
- 4 Study programmes can allow students to do a traineeship during vacation periods. Traineeships can also start before the beginning of the academic year. With regard to the latter, study programmes determine the terms and dates and which students must use this traineeship option under which conditions. This information must be communicated before 1 June of the current academic year. The study programmes of Nursing and Midwifery may start the second semester earlier due to special European traineeship requirements.

ARTICLE 18 LANGUAGE OF INSTRUCTION

- 1 The language of instruction at UC Leuven-Limburg is Dutch.
- 2 Other languages can be used for specific reasons. In that case, the programme guide will mention it. If course units are taught entirely or partially 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.

PART 4 INDIVIDUAL STUDY PROGRAMME (ISP) AND STUDY PROGRESS

4.1 THE INDIVIDUAL STUDY PROGRAMME

ARTICLE 19 COMPILING THE ISP

- 1 The student compiles the ISP based on these education and examination regulations and based on the programme guide:
 - a. Students must draw up their first semester ISP before 1 November; ISPs will be approved before 1 December;
 - b. Students must draw up their second semester ISP before 1 March; ISPs will be approved before 15 March.
- 2 If students do not compile their ISP, the study programme will do it for them.
- 3 Students wishing to add one or more course units to their ISP other than the course units required to earn a degree, must do so by means of a credit contract.
- 4 For bachelor students the ISP usually contains between 27 and 66 credits per academic year.
- 5 Students can only enrol for the number of credits currently available in their study voucher account.
- 6 Students who are still 120 credits short of earning their bachelor degree (180 for programmes totalling 240 credits) must first enrol in all course units of the first study phase before enrolling in other course units.
- 7 Administration will only enrol students in phase x+1 if they have obtained 48 ECTS credits or more in phase x.
- 8 Students who must still complete an earlier programme at the beginning of the academic year, can be admitted to the subsequent programme on condition of approval by the programme involved.

ARTICLE 20 EXEMPTIONS BASED ON PRIOR CERTIFICATED LEARNING (PCL)

- 1 If a prospective student believes that he is entitled to an exemption from one or several course units based on prior certificated learning, he must apply for it with the study programme before 1 November (for those registered before this date) and before 1 March (for those registered after 31 October). If possible, the applications are submitted at time of the first registration for the study programme.
- 2 The study programme will grant an exemption based on:
 - a. a credit certificate earned at our institution or at a different institution;
 - b. a certificate of competence granted by a validating body;
 - c. a PCL validated not by means of a credit certificate but by means of a different certificate of study.
- 3 During the comparability study, the following elements are considered:
 - a. Content-related equivalence with regard to obtained competences/area-specific learning outcomes/content of course units;
 - b. work load and scope, if possible expressed in ECTS credits;
 - c. type and level of study programme;
 - d. specific admission requirements.
- 4 The exemption is expressed in whole credits and does not carry over the examination mark. In case of identical course units, students will be granted an exemption including the examination mark.
- 5 A student must enrol in an entire course unit, whether or not exemptions have been obtained for certain subunits of said course unit. The total amount of ECTS credits for the course unit remains unchanged. A

student obtaining an exemption for a course unit will be granted a grade based on examination marks of the remaining subunits of the course unit.

ARTICLE 21 EXEMPTIONS BASED ON PRIOR EXPERIENTIAL LEARNING (PEL)

- 1 If a prospective student believes that he is entitled to an exemption from one or several course units based on prior experiential learning, he must apply with the study programme before 1 November (for those registered before this date) and before 1 March (for those registered after 31 October) for the recognition of these competences by means of a competence test. If possible, the applications are submitted at time of the first registration for the study programme.
- 2 A student may apply for an exemption for one or several course units with the study programme based on the obtained certificate of competence. 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 may take an elective course unit at another Flemish higher education institution if:
 - a. the student is registered at his own university college with a diploma or examination contract for the purpose of obtaining a diploma;
 - b. the elective course unit is not a mandatory course unit of one's own study programme at the university college;
 - c. permission from the study programme of one's own institution from the person in charge of the course unit at the other institution has been granted.
- 2 The elective course unit for which the required permission has been granted, is not subject to any additional tuition fee by the student. The other Flemish higher education institution agrees to grant the student access to the course unit, the relevant examinations, necessary infrastructure and to communicate the student's examination result to the university college.

ARTICLE 23 INTERNATIONALISATION

- 1 Based on conditions determined by the study programme, students can study at least one semester or do their traineeship period at another (host) institution of higher education abroad or in the French-speaking or German-speaking region of Belgium.
- 2 The university college will draw up a 'learning agreement' which states that the student will generally register for 20 ECTS credits per trimester, 30 ECTS credits per semester and 60 ECTS credits per academic year. Students can only earn credits for the number of credits that he enrolled for at the home institution, even if he enrolls for more credits at the host institution.
- 3 The course units for which the student earned credits at the host institution are mentioned on the diploma supplement. The result of the examination taken at the host institution may be converted into whole numbers (out of 20 points) by the board of examiners. If several foreign course units taken at the host institution are brought together into one course unit at the university college, the board of examiners may weigh the marks. Before departure, the student is notified about the conversion of the final results.
- 4 The student will honour the examination arrangement (time, place, ...) of the host institution, even if examinations at the host institution last longer than the examination moment at the university college.
- 5 A student who is absent from the scheduled examinations at the university college because of participation in an exchange programme, may sit the examinations - which he missed for that reason - at another time.

ARTICLE 24 EARNING A CREDIT CERTIFICATE

- 1 Students earn a credit certificate for each course unit that they pass. If students are granted an exemption based on a PEL or PCL for one part of a course unit, they will earn a credit certificate for the entire course unit if they pass the examination of the other part.
- 2 Credit certificates of course units included in successfully concluded study programmes are mentioned on the diploma supplement for this study programme. Credit certificates for students who leave the university college without finishing a study programme or without certain credit certificates being validated in a study programme, will be made available to students at their request if the tuition fee due has been paid.
- 3 All credit certificates, other study certificates and certificates of competence remain valid indefinitely.

4.2 STUDY PROGRESS

ARTICLE 25 ACADEMIC COUNSELLING

- 1 All students registered with a diploma or credit contract are entitled to academic counselling.
- 2 Students who are over 120 ECTS credits short of earning their bachelor diploma (180 for programmes totalling 240 credits) and who have a study efficiency rate below 60% after the first examination period (January), will receive academic counselling after the results have been announced.

ARTICLE 26 DENYING (FUTURE) ACCESS TO A PRACTICE-BASED COURSE UNIT

- 1 If the student who participate in a practice-based course unit puts himself or others in danger due to extraordinary personal circumstances, the study programme can deny said student access to the practice-based course unit. Access can only be denied if the dangerous situation cannot be avoided by means of support or protection tools.
- 2 In case of serious functional failure by the student during the course of the practice-based course unit, the student's participation in this practice-based course unit can be stopped by the study programme.
- 3 In either case, the study programme must verify whether a (safe) alternative for the course unit is available, such as replacement assignment which is fully equivalent to the (remaining) education activity. When discontinuing the traineeship due to serious functional failure the study programme can invoke this failure when assessing the feasibility of the replacement assignment.

ARTICLE 27 DECLINING FUTURE ENROLMENT IN A STUDY PROGRAMME DUE TO LOW STUDY EFFICIENCY RATE.

Students who are over 120 ECTS credits short of earning their bachelor diploma in academic year x (180 for programmes totalling 240 credits) and who have a study efficiency rate below 30% after the third examination moment (August/September) will be denied access the following academic year (x+1) to the same study programme at UC Leuven-Limburg, and also to all course units of said programme under a credit contract or examination contract.

ARTICLE 28 DECLINING FUTURE ENROLMENT IN A STUDY PROGRAMME BASED ON A BINDING CONDITION

- 1 A binding condition will be imposed by the board of examiners on students who have a study efficiency rate below 50% after the third examination moment (August/September) of academic year x. It means that a students must achieve a 50% study efficiency rate or higher during academic year x+1 if they enrol in the same study programme at UC Leuven-Limburg.

- 2 Students who have received a binding condition and have not achieved a 50% study efficiency rate during academic year x+1, will be denied re-registration during academic year x+2 with a diploma contract for the same programme at UC Leuven-Limburg. This measure of denying enrolment does not apply to students who require 70 ECTS credits or less to obtain the diploma, at the end of academic year x+1.
- 3 If re-enrolment under a diploma contract has been denied, it will automatically mean that students can no longer enrol in course units of that study programme based on a credit contract or examination contract.

ARTICLE 29 DECLINING FUTURE ENROLMENT BASED ON A COURSE UNIT FAIL MARK AFTER SUFFICIENT ENROLMENT OPPORTUNITIES

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

ARTICLE 30 NEW ENROLMENT AFTER DENIED ENROLMENT

A student whose enrolment in a study programme was denied based on above mentioned stipulations, will be denied enrolment for one academic year. After this academic year, the student may enrol again. The obtained ECTS credits, partial transfer of credits and (partial) exemptions will be maintained. The recorded marks, even recorded tolerable fail marks, become invalid. With regard to examination opportunities and study efficiency, these students are considered new students.

ARTICLE 31 STUDENTS WHO SUSPEND THEIR STUDY PROGRAMME FOR AT LEAST ONE YEAR

The credits, partial transfers and (partial) exemptions obtained earlier by students who interrupt their study programme for at least one year, 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 32 COMMISSION OF EXCEPTIONS

- 1 Unless otherwise stated, the present education regulations does not permit any exceptions unless in case of 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 at least 3 members of which 2 members of the Education and Examination Regulations work group of the university college (one of these work group members will assume the role of chair) and a representative of the study programme of the student who submitted the request. This Commission will make a motivated decision about whether the exception can be granted. Exceptions are motivated and entered in the student's file.
- 3 The Commission of Exceptions may impose binding conditions when granting the exception.

3 EXAMINATIONS REGULATIONS

PART 1 GENERAL EXAMINATION REGULATIONS

1.1 ORGANISATION OF EXAMINATIONS

ARTICLE 33 EXAMINATION MOMENTS

- 1 An academic year has three examination periods. During these three periods, various examination moments 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 does not start before 16 August.
- 2 The validation of the examinations by the board of examiners and the communication of results will occur in accordance with the academic calendar, and always at the end of the examination period.
- 3 No educational activities will take place during examination moments.
- 4 All examination moments are determined by the study programme and entered into the study programme calendar;

ARTICLE 34 ASSESSMENT ACTIVITIES

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

ARTICLE 35 ATTENDING AN EXAMINATION

- 1 Students can request an observer to be present during an oral or practice-based examination. The observer cannot be a student who must take the examination of that course unit in the same academic year, or a student who must be examined by the same examiner in the same academic year, nor a relative until the fourth degree. At least seven calendar days before the examination, the student will notify the chairperson of the board of examiners and the examination ombuds, who will in turn notify the relevant examiner. The observer can only write down notes.
- 2 After having consulted with the study programme, the examiner may ask a member of the teaching staff to attend an examination. The study programme will notify the relevant student in due time.

ARTICLE 36 EXAMINATION SCHEDULE

- 1 The entire and detailed examination schedule is communicated at least 30 calendar days before the beginning of the examination moment.
- 2 The study programme will mention:
 - a. the names of the chairperson, of the secretary of the board of examiners and of the examination ombuds;

- b. the name of the examiner and the course unit;
 - c. the place and time and duration of the examination;
 - d. the day and time during which the results will be communicated;
 - e. the deliberation dates.
- 3 The examination schedule is drawn up by the study programme after consultation with the representative members of the student council.
 - 4 Study programmes try to honour the following principles:
 - a. an examination will not take more than four hours;
 - b. there will be sufficient time between two examinations;
 - c. no examinations of different course units on the same day.
 - 5 UC Leuven and UC Limburg will each autonomously determine the conditions for registration for the third examination period.

1.2 SITTING EXAMINATIONS

ARTICLE 37 REQUIREMENT TO TAKE EXAMINATIONS

In order to be able to sit an examination, students must have recorded the relevant course unit in their ISP. Furthermore, certain examinations may have conditions with regard to education activities. Those conditions are mentioned in the programme guide.

ARTICLE 38 SITTING EXAMINATIONS

- 1 Students are allowed to sit no more than two examinations of the same course unit or part of course unit per academic year, regardless of the contracts which they entered into either simultaneously or sequentially. Students resit examinations during the third examination period.
- 2 The programme guide will mention the course units for which students only have one examination opportunity based on the character of the course unit.
- 3 An examination which has not been taken (code NA) is considered a used examination opportunity.
- 4 For those students who are about to graduate, the study programme may determine whether the examination opportunities can be used during earlier examination moments.
- 5 If a student who can graduate after the first examination period, earned a fail mark for a course unit for which only 1 examination opportunity is allowed, the study programme can grant permission to use the next examination opportunity for said course unit during the 2nd semester, on condition that the credits for which the student re-enrolled have been paid for.
- 6 If a student did not pass one or several course unit examinations taken as an exchange student at a host institution during the first examination opportunity, he will use the second examination opportunity at the host institution, if possible. If a second examination opportunity at the host institution is not an option, the board of examiners may grant permission to resit the examination at a next examination moment of the same academic year at the home institution about a course unit which is deemed equivalent by the study programme.

ARTICLE 39 VERIFICATION

Students must present their student ID card at time of examination.

ARTICLE 40 MAKE-UP EXAMINATIONS

The study programme will determine the rules for making up for missed examinations.

1.3 EXAMINATION PROCESS

ARTICLE 41 EXAMINER

- 1 With regard to examinations or parts of examinations, the head lecturer of the course unit is ultimately responsible for the assessment.
- 2 If a student and an 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 act as the person who is ultimately responsible. The participation of external experts in the assessment is mentioned in the programme guide.

ARTICLE 42 EXAMINATION OMBUDS

- 1 If necessary, the examination ombuds will intermediate in examination matters, among others whether it is a case of force majeure or other extraordinary individual circumstances that justify an exception to the examination regulation. To this end, students must submit a motivated request, including relevant evidence.
- 2 Under no circumstances is the examination ombuds allowed to assess the students on whose behalf he acts.

ARTICLE 43 LANGUAGE REGULATIONS

- 1 Students have the right to sit examinations of non-Dutch course units in Dutch. Students who wish to sit an examination in Dutch, will notify the chairperson of the board of examiners at least 40 calendar days before the start of the examination moment.
- 2 This right does not apply to:
 - a. course units that study a living foreign language;
 - b. course units taught by lecturers who speak a language other than Dutch;
 - c. course units taken in a educational institution in Belgium or abroad where the language of instruction is not Dutch, as agreed between the student and the study programme.

ARTICLE 44 ASSESSMENT

- 1 Every course unit and every educational activity has an examination. For every course unit and every educational activity only one examination mark will be submitted to the board of examiners.
- 2 Students can only obtain an examination mark for a course unit if they have obtained a mark for all assessment activities of the 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 examination has a maximum of 20 points. Examinations may also be assessed by means of a pass/fail mark (non-numerical). For final marks, only the following codes are used:
 - .../20 = a whole number /20
 - G = pass
 - NG = fail
 - 0/20 = student sat the examination and his performance earned a 0/20

- GR = no result: certified absence
- NA = not taken: non-certified absence or student did not submit assignments (in time)
- FR = irregularity: board of examiners sanctioned student due to irregularity

- 4 In case of a pass mark, the student obtains the corresponding ECTS credits. In case of a fail mark, the examination must be retaken, unless the study programme decides that the fail mark is a tolerable fail mark. It is mentioned in the programme guide. The course units which have a pass/fail mark are excluded from the calculation of the percentage rate.
- 5 In order to determine the percentage rate obtained, the marks obtained for each course unit are set against the number of ECTS credits attributed to the course units.
- 6 The examination mark of an educational activity is converted into one overall mark (20 points) before deliberations by the head lecturer(s). The final mark of the course unit will be the weighted average of the different partial marks based on the actual number of ECTS credits of the educational activities.
- 7 All results and calculations apply rounding rules. Rounding down in case of decimals ranging from 0,1 to 0,4 and rounding up for decimals ranging from 0,5 to 0,9.
- 8 If a student is not able to attend the majority of appointments in view of assessing his work due to illness or a force majeure, it has to be decided, at the latest, by the end of the absence whether it is still possible to achieve a well-founded overall assessment. If this cannot be achieved, the student must be notified as soon as possible. A partial assessment may serve as overall assessment.
- 9 The result of the examination taken at a host institution may be converted into numbers (out of 20 points) by the board of examiners. If several foreign course units are brought together into one course unit at UC Leuven-Limburg, the board of examiners may weigh the marks. The method to weigh the marks is communicated beforehand.

1.4 BOARDS OF EXAMINERS

ARTICLE 45 COMPOSITION

- 1 Each academic year and each study programme has its own board of examiners. 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 examination ombuds is an advising member of the board of examiners.
- 3 The restricted board of examiners is at least composed of the chair and secretary of the board of examiners, together with the examination ombuds as advising member.

ARTICLE 46 POWERS OF THE RESTRICTED BOARD OF EXAMINERS

- 1 After each examination period 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 This board proposes to validate the registered results, except for students who have allegedly committed or are accomplice to an irregularity or attempted irregularity.
- 3 Every examiner who is not a member of the board of examiners can request to be heard by the restricted board of examiners. Students have the same right in case a decision about them must be made. In case of an irregularity, the restricted board of examiners must hear the lecturer who witnessed the irregularity, before the board of examiners can make a decision. The restricted board of examiners can hear the student upon the latter's request. If the restricted board of examiners determines that the mark proposed by an examiner for an individual student or for a group of students appears to be unreasonable, the former must hear the examiner before the board of examiners can make a decision.

- 4 This board will determine which marks were allegedly granted to which students unjustly.
- 5 The board will draw up a list of students who may receive a binding condition, and a list of students who did not comply with the binding condition imposed. The board will correct material errors. It determines the results of exchange students whose results arrive late in our HEI.

ARTICLE 47 POWERS OF THE BOARD OF EXAMINERS

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

1.5 DELIBERATION

ARTICLE 48 NUMBER OF DELIBERATIONS

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

ARTICLE 49 ATTENDANCE

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

ARTICLE 50 CONFIDENTIALITY

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

ARTICLE 51 VOTING MEMBERS

- 1 The study programme will determine which members of the board of examiners have voting rights. Members of the board of examiners do not take part in deliberations about decisions related to first-degree to fourth-degree relatives.
- 2 Members of the board of examiners whose mark to an individual student or a group of student is deemed unreasonable, do not take part in the deliberations about this student or group of students.
- 3 The examination ombuds takes part in the deliberation as an advising member.

ARTICLE 52 DECISION AND VOTING RULES

- 1 The board of examiners will act collectively. A decision about a student is made by the board of examiners by simple majority (i.e. more than half of the members present). This simple majority is assumed for every decision proposed by the chairperson.
- 2 Upon request by the chairperson or a member of the board, a decision is made by secret vote, during as well as at the end of the study programme. Invalid votes and abstain votes will not be counted. In case of a tie vote, the proposal which is most favourable to the student will be considered the board's decision.
- 3 Examination results for course units submitted after the board of examiners meetings have been concluded in a deliberation period, will be entered during the next deliberation period, with the exception of students who are about to graduate after the relevant examination period.

ARTICLE 53 CRITERIA OF SUCCESSFULLY COMPLETING A COURSE UNIT

- 1 The student passes a course unit if he receives at least 10 points out of 20 or a pass mark.
- 2 In both cases, the student obtains a credit certificate, unless the tuition fee was not paid in a timely manner or some irregularity has been determined for which the student has been disciplined.

ARTICLE 54 CRITERIA OF SUCCESSFULLY COMPLETING A STUDY PROGRAMME

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

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

- 2 Contrary to what has been determined under 1.b above, the study programme can decide, after recommendation by the study programme committee, that:
 - a. only a small number of tolerable fail marks, expressed in ECTS credits, is allowed in a certain set of course units;
 - b. and/or a number of course units do not permit a tolerable fail mark, thus resulting in a fail mark.

This alternative regulations are mentioned in the programme guide.

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

ARTICLE 55 CRITERIA OF OBTAINING A DIPLOMA OR CERTIFICATE, AND A LEVEL OF ACHIEVEMENT

- 1 A student who passes a study programme, is awarded a diploma or certificate of the study programme.
- 2 A student who has been awarded the bachelor diploma or a postgraduate certificate, obtains one of the following levels of achievement:
 - a. cum fructu, when the overall programme score is below 68%;
 - b. cum laude, when the overall programme score is at least 68%;
 - c. magna cum laude, when the overall programme score is at least 77%;
 - d. summa cum laude, when the overall programme score is at least 85%;
 - e. summa cum laude with congratulations of the board of examiners, when the overall programme score is at least 90%.
- 3 The level of achievement is determined based on all ECTS credits of the course units attributed to the last study phase of the programme.
- 4 An individual student who does not comply with the requirements for obtaining a certain level of achievement, can still be awarded this level of achievement, if the board of examiners:
 - a. decides that it is a case of force majeure; or;
 - b. makes a motivated decision. This motivation will become part of the deliberation minutes.
- 5 No level of achievement is awarded to students with a study programme worth less than 20 ECTS credits.

ARTICLE 56 DELIBERATION MINUTES

- 1 The deliberation minutes are written and signed by the chairperson and the secretary of the board of examiners. It contains the attendance list and mentions the decision or conclusion for every student. The

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

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

1.6 IRREGULARITIES

ARTICLE 57 DEFINITIONS

- 1 An irregularity is every student behaviour related to an assessment by which said student entirely or partially impedes or tries to impede a fair judgement of knowledge, understanding and/or skills of oneself or of other students. Every possession of a non-allowed aid during an examination 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 whether behaviour should be sanctioned or not, it is irrelevant:
 - a. whether the irregularity is the result of the student's deliberate choice,
 - b. whether the person involved benefitted from an unjust advantage, and
 - c. whether the student decides to stop the behaviour that is considered irregular.

ARTICLE 58 PROCESS

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

ARTICLE 59 SANCTIONS

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

That the student:

- a. took the examination in an irregular way and must retake the examination at a time to be determined by the study programme;
- b. will receive an adjusted mark for the exam or project;
- c. will receive a zero mark for the exam or project of the course unit or part thereof;

- d. will receive a zero mark for some or all exams of the relevant examination period;
 - e. will be rejected for one or more course units; The student will receive a zero mark for the relevant course units of the examination period and can only take exams again from next academic year onwards;
 - f. rejected for a programme: the student can only enrol in a study programme again from next academic year onwards. The rejected student will lose all examination marks earned in the relevant examination period. This measure will only apply in case of a very severe irregularity.
 - g. will lose his right to register for the next or the next two academic years for any study programme at the university college. The student will also lose all examination marks earned in the relevant examination period. This measure will only apply in case of a very severe irregularity.
- 2 The rule 'will maintain the highest mark' will not apply for decisions c. through g. Previous relevant marks become zero marks.
 - 3 In combination with the sanctions c. through g. the board of examiners can also require the student to thoroughly redo the relevant project following certain suggestions or redo the project based on a new subject.
 - 4 In case of plagiarism, the board of examiners can impose an independent study module or other ways of education about plagiarism, in addition to the sanctions.
 - 5 The board of examiners will evaluate the grade of severity of the irregularity and the level of the sanction based on the following elements:
 - a. the extent of the irregularity;
 - b. the type of irregularity;
 - c. the extent to which the student should be aware of the seriousness of his acts while it will be taken into account how far the student has progressed through his study phases, among others;
 - d. the student's study progress;
 - e. the intent to cheat (which is an aggravating factor).
 - 6 In case of a very serious irregularity, UC Leuven-Limburg can overturn a past favourable decision and deem it legally null and void and regardless of the moment during which the irregularity was determined, can decide that the earned results are void and reclaim the awarded credit certificates, other certificates and diplomas, if any.
 - 7 In all cases for which the board of examiners decides upon one of the above mentioned sanctions, the code FR will be recorded in the student's study progress account.
 - 8 The chairperson of the board of examiners will notify the student in writing about the decision taken and about the student's appeal options.

1.7 NOTIFICATION AND DISCUSSION OF EXAMINATION RESULTS

ARTICLE 60 NOTIFICATION OF THE BOARD OF EXAMINERS' DECISIONS

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

ARTICLE 61 DISCUSSION OF RESULTS

- 1 Students have right of access to his examinations within 7 calendar days after the results have been communicated and are entitled to feedback from the examiner or his substitute appointed by the study programme. The study programme may limit this right of access and feedback moment to one collective right of access moment. This opportunity will allow the student to have access to the written or electronic examination paper or to the relevant electronic data.
- 2 Before the start of the examination moment, the dates and times during which the examiners are available after the examination results have been communicated to give feedback about the examination results, will be entered in the study programme.

ARTICLE 62 KEEPING EXAMINATION PAPERS

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

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

1.8 RETAKING EXAMINATIONS OF COURSE UNITS AND MAINTAINING TOLERABLE FAIL MARKS

ARTICLE 63 FINAL EXAMINATION RESULT: HIGHEST MARK IS VALID

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

ARTICLE 64 RETAKING EXAMINATIONS AFTER THE SECOND EXAMINATION PERIOD

- 1 A student cannot register to take an examination of an educational activity which is part of a course unit for which said student has made a final decision after the second examination period, to maintain the tolerable fail mark.
- 2 A mark of at least 10/20 (or 'pass') of an educational activity will be transferred to the third examination period. If the student nevertheless wishes to retake the examination of this educational activity, he must submit a request with the study programme. If the student retakes the examination, the previously earned mark will be considered no longer existent and the newly earned mark will be used to determine the new final mark of the course unit.
- 3 A student in the final phase of his study programme and declared having passed the study programme, is allowed to retake an examination of the course units for which he earned a tolerable fail mark in the current academic year, during the following examination period of the same academic year. The student will notify

the chairperson of the board of examiners in writing and no later than 24 hours after the examination results have been communicated.

- 4 If the student retakes all examinations of education activities for which he earned a score below 10/20 (or fail), the previously earned marks for these education activities will be considered non-existent. The newly obtained scores are recalculated and become a new overall score for 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.

ARTICLE 65 MAINTAINING TOLERABLE FAIL MARKS AFTER THE SECOND OR THIRD EXAMINATION PERIOD

- 1 Choosing to keep a tolerable fail mark in a study programme is only possible if these fail marks, expressed in ECTS credits, do not constitute more than 10% of the ECTS credits of the entire study programme, after exemptions have been deducted. Furthermore, the number of tolerable fail marks cannot exceed 18 credits. A student can only choose to keep a tolerable fail mark on condition that a 50% study efficiency rate has been obtained for that part of the study programme which said student was enrolled in during the previous academic year.
- 2 If a student does not make a choice before the set deadline to keep tolerable fail marks or not, it is assumed that said student will not use the tolerable fail mark option.
- 3 The decision to keep a tolerable fail mark cannot be revoked, except during the academic year in which the student can graduate.

ARTICLE 66 RE-REGISTRATION FOR THE FOLLOWING ACADEMIC YEAR

- 1 Retaking a course unit for which a credit certificate was obtained, is not possible. The result of a credit certificate is final.
- 2 A student who has not yet passed the entire study programme must review his tolerable fail mark account. Next, the student must enrol in the course units for which:
 - a. he chooses not to maintain a tolerable fail mark;
 - b. he has earned a mark below 8/20;
 - c. a tolerable fail mark is not an option;
 - d. he cannot be granted permission to receive a tolerable fail mark due to non-compliance with the study efficiency requirements;
 - e. 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 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 LEGAL POSITION

PART 1 STUDENT RIGHTS AND DUTIES

ARTICLE 67 UC LEUVEN-LIMBURG COMMITMENT

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

ARTICLE 68 STUDENT COMMITMENT

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

ARTICLE 69 EQUAL TREATMENT

- 1 All UC Leuven-Limburg students are entitled to equal treatment. Differentiated treatment must ensue from objective grounds, while the difference in treatment must be in proportion to the legitimate aim.
- 2 UC Leuven-Limburg takes general measures in order to assure equal opportunities and material and immaterial accessibility to UC Leuven-Limburg's facilities for students with a disability, and student groups which are defined based on the diversity policy.
- 3 With regard to religious holidays of religions that are officially recognised in Belgium, students can make arrangements with the relevant study programmes.
- 4 Students who obtained a recognised status can request education and examination facilities with Student Services. Students with a disability are entitled to reasonable adaptations.

ARTICLE 70 ACCESSIBILITY OF PERSONAL RECORDS

- 1 Upon their request, the student representatives will be granted access to the minutes of the policy body meetings.
- 2 The examination regulations determine the right to access examination sheets and minutes of the board of examiners' meetings. In addition, every student is entitled to access the documents that are the basis of decisions which concern him, without being entitled to access information related to other students. Students will follow the specific procedure.
- 3 In order to comply with regulations of accessibility of personal records, a student may address the faculty dean or the person in charge of the services who made the decision, until three months after the end of the academic year to request access.
- 4 When copies of documents are made, the information that do not pertain to the student will be made unidentifiable. UC Leuven-Limburg will request a reasonable fee per page copied.

ARTICLE 71 IMPARTIALITY

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

ARTICLE 72 RIGHT OF DEFENCE

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

ARTICLE 73 COMPULSORY JUSTIFICATION

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

ARTICLE 74 SPECIFIC RIGHTS AND DUTIES

- 1 Students are particularly entitled to:
 - a. participation in all educational activities and access to the relevant study material;
 - b. use of all social services of UC Leuven-Limburg;
 - c. use of the media centre/learning centre in accordance with specific regulations;
 - d. use of the computer equipment in accordance with specific regulations;
 - e. use of electronic learning platform;
 - f. student counselling;
 - g. a healthy general and study environment on UC Leuven-Limburg campuses.Students with an examination contract can only can use Toledo and its ICT facilities.
- 2 Students must use the UC Leuven-Limburg immovable and movable property with due care and attention and act in conformity with the current UC Leuven-Limburg regulations. A student who does not comply, may be subject to sanctions as determined by the disciplinary regulations.
- 3 UC Leuven-Limburg staff members are entitled to make audio or video recordings involving a student during education activities, on condition that said student grants permission. The recordings can only be used for didactical purposes. Students must allow recordings of educational activities which the lecturer uses for simultaneous broadcasting and/or as learning platform material; nonetheless, students may request not to appear in the video recordings.
- 4 Subject to granted facilities for students with a recognised status or a disability, audio or video recordings of education activities are not allowed unless a specific arrangement has been made with the main lecturer of the course unit. The recording material can only be used for didactical purposes benefiting the student or the student group of the current academic year. Commercial use is never allowed, nor recording examinations for any purpose whatsoever. The recordings cannot be used as evidence in an administrative or judicial procedure and must be destroyed by the student. Students who use the material without complying with these arrangements will be subject to sanctions as determined in the disciplinary regulations.
- 5 Students are never allowed to copy (or have copied) or distribute (or have distributed) for commercial purposes any didactical texts which are made available to them at a fee or at no cost by UC Leuven-Limburg. A student who handles the material in such a way will be prosecuted in accordance with the disciplinary regulations. The student can also be prosecuted before a criminal judge for breaching copyrights.
- 6 In addition, students are not allowed to copy or use for any other than personal purposes the examination material that has been made available to them at a fee or at no cost by the university college as part of their

study programme. A student who does not comply with these rules will be prosecuted in accordance with the disciplinary regulations. The student can also be prosecuted before a criminal judge for breaching copyrights.

- 7 In case of fraudulent copying of UC Leuven-Limburg documents, the facts will be reported to the judicial authorities. When UC Leuven-Limburg students commit a misdemeanour, said students will be prosecuted in accordance with the disciplinary regulations.
- 8 Students are expected to consult UC Leuven-Limburg (electronic) communication network. They must use their UC Leuven-Limburg email address and take note of their personal examination results on the day of the examination results announcement. Every active conversation about the study programme or part thereof will only take place between a UC Leuven-Limburg staff member and the adult student involved.
- 9 During every conversation with a student, with the exception of oral examinations, both parties always have the right to request that a maximum of two persons be present as a third party. These third persons are not allowed to actively take part in the oral conversation. At the beginning of each oral conversation in the presence of third persons, these arrangements will be pointed out. If the arrangements are not respected, the conversation will immediately be stopped.

ARTICLE 75 PRIVACY RIGHTS

- 1 The university college protects the personal information of students. The policy on information security and privacy and the privacy explanation will elaborate about which personal data are processed by the university college and how students can exercise their privacy rights (right of access, correction, deletion, limitation, complaint).
- 2 By registering at UC Leuven-Limburg, students allow UC Leuven-Limburg to:
 - a. have the correctness of documents submitted by the students for the purpose of obtaining certain rights checked by the bodies which delivered them;
 - b. confirm the authenticity of documents (allegedly) delivered by UC Leuven-Limburg to them in case of third party requests.

ARTICLE 76 COPYRIGHT: GENERAL PRINCIPLES

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

ARTICLE 77 COPYRIGHT: SPECIAL REGULATIONS

- 1 Students allow their comprehensive bachelor test to be archived. Students grant unconditional permission to the university college to archive the entire text, illustrations and attachments of their comprehensive bachelor test in the university college's archives, and to make it available on the internet for interested parties.
- 2 Students grant permission to the university college at no cost to use their comprehensive bachelor test and accompanying information for secondary products such as CD-ROMs, DVDs or prints of the whole or partial project. This permission is only valid for internal use by the university college and KU Leuven Association. The same projects may be used by the university college for communication purposes, after consultation with the student. In general, the university college is not allowed to use the projects for commercial purposes. If the university college should wish to use the projects for commercial purposes, an agreement can be drawn up in cooperation with the student to make the projects available. If third parties claim the right to part of the text or the entire text of the comprehensive bachelor test or the illustrations used in the comprehensive bachelor test, students will indemnify the university college. This permission remains valid for the entire duration of protection of the comprehensive bachelor test.
- 3 Students must request an embargo if the comprehensive bachelor test contains confidential information, or if the traineeship provider requests that information not be disclosed.

ARTICLE 78 PROTECTION OF PERSONAL INTEGRITY

Students or staff who encounter inappropriate behaviour can count on support from the university college. To this end, the university college provides a contact point and easily reachable trusted persons.

The contact point is available for anyone wishing to report situations of inappropriate behaviour: victims, witnesses of inappropriate behaviour, third parties who are aware of situations in which inappropriate behaviour occurs, and so on.

PART 2 LEGAL PROTECTION AND PROCESSING OF COMPLAINTS

2.1 BEFORE OR DURING EXAMINATIONS

ARTICLE 79 OMBUDS SERVICES

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

2.2 MATERIAL ERRORS

ARTICLE 80 MATERIAL ERRORS IDENTIFIED BEFORE DELIBERATION

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

ARTICLE 81 MATERIAL ERRORS IDENTIFIED AFTER DELIBERATION

- 1 An error which does not impact whether a student fails or passes a course unit or a study programme or does not impact the level of achievement, will be rectified by the restricted board of examiners. If examination results have already been communicated to the student, the administrative service will communicate the corrected examination mark to the student.
- 2 The results validated by the board of examiners can still be modified:
 - a. if it results in a higher mark or level for the student.
 - b. if it results in a lower mark or level for the student, within 10 calendar days after the communication of the results. The chair of the board of examiners will convene a board of examiners meeting to make a decision.

2.3 INTERNAL APPEAL PROCEDURE

ARTICLE 82 SUBJECT OF INTERNAL APPEAL

- 1 If a student believes that his individual rights have been violated by a university college decision, he can lodge an internal appeal. Such an internal appeal can be lodged after following decisions:
 - a. 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 decisions that do not reside under the above, students can contact the supervisor of those who made the decision and request that the decision be reconsidered.

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

ARTICLE 83 INITIATING AN INTERNAL APPEAL

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

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

ARTICLE 84 COMPOSITION OF THE INTERNAL COMMISSION OF APPEALS

The Internal Commission of Appeals who handles the appeal, is created by the Head of Education and Students and is composed of at least three members, the Head of Education and Students (who assumes the position of chairperson), a faculty dean and a study programme coordinator. A party involved cannot be a member of the Internal Commission of Appeals. A secretary can attend the meetings of the Internal Commission of Appeals yet has no voting right.

ARTICLE 85 APPEAL PROCEDURE

- 1 The Internal Commission of Appeals will treat the appeal based on documented evidence. However, the commission can invite any person to be heard if this person's presence is deemed useful.
- 2 The Internal Commission of Appeals will decide whether the appeal is admissible. If the appeal is not admissible, the student will be notified.
- 3 If the appeal is admissible and a mediation interview is recommended, the Internal Commission of Appeals will notify the relevant faculty dean who will have the mediation interview arranged.
- 4 The internal appeal procedure will result in a decision confirming or adjusting the original decision after thorough motivation, regardless of the fact that the original deciding body has or has not reconsidered its decision.
- 5 The student is notified of the Internal Commission of Appeals' decision within twenty calendar days starting on the day after the post mark of the registered mail by which the internal appeal was lodged. The Internal

Commission of Appeals has the right to communicate to the student within this period that it will make a decision on a later date.

ARTICLE 86 LODGING AN APPEAL AGAINST A DECISION BY THE INTERNAL COMMISSION OF APPEALS

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

ARTICLE 87 PERIOD OF TIME DURING WHICH DOCUMENTS MUST BE KEPT

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

5 DISCIPLINARY REGULATIONS

ARTICLE 88 PREMISE

- 1 Students who register at UC Leuven-Limburg are expected that their behaviour and social relations and (electronic) communication, on campus and outside UC Leuven-Limburg, are inspired by respect for other people and other people's opinions and privacy, and for society in general. They are not allowed to perform activities that are not compatible with the UC Leuven-Limburg mission. It also implies committing an act of violence, 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 89 URGENT DISCIPLINARY ACTIONS

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

ARTICLE 90 RESPONSIBLE BODIES

The board of directors and, on behalf of the former, the vice-chancellor and the faculty deans are responsible for maintaining order at UC Leuven-Limburg. When a student wants to lodge a complaint for inappropriate behaviour against himself, he can address the faculty dean in charge of his study programme.

ARTICLE 91 SANCTIONS

- 1 Based on a disciplinary infringement, the disciplinary commission can impose one of the following sanctions:
 - a. warning; this sanction can only be imposed once for a similar fact. The next sanction will automatically be more severe;
 - b. denying the right to attend educational activities;
 - c. suspension;
 - d. temporary denying access;
 - e. by way of disciplinary action, denying the right to re-register;
 - f. irrevocable expulsion.
- 2 Each sanction is motivated in writing and communicated to the student. The disciplinary commission will evaluate the level of the sanction based on the following elements:
 - a. the extent of the infringement;
 - b. the nature of the infringement;
 - c. the extent to which the student should be aware of the seriousness of his acts while it will be taken into account how far the student has progressed through his study phases, among others
 - d. the student's study progress;
 - e. the intention to commit an infringement (which is an aggravating factor).
- 3 A remedial assignment may be imposed in any case.

- 4 Suspension entails that the student is not allowed to participate in certain activities but is still allowed to continue using certain facilities (access to library, ICT network, ...). The disciplinary commission will determine the specific extent of the sanction.

ARTICLE 92 INITIATING A DISCIPLINARY PROCEDURE

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

ARTICLE 93 COMPOSITION DISCIPLINARY COMMISSION AND PROCEDURE

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

ARTICLE 94 INTERNAL APPEAL

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

6 FINAL PROVISIONS

ARTICLE 95 AMENDMENTS TO THE PRESENT EDUCATION AND EXAMINATION REGULATIONS

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

ARTICLE 96 IMPLEMENTATION DATE

The present education and examination regulations come into effect at the start of the academic year, at a time recorded in the academic calendar.