

# **University College Education and Examination Regulations**

**2017-2018 Academic Year**

This English translation is strictly for reference and cannot be used for legal purposes. In the event of discrepancies in interpretation, the Dutch text will be binding.

**KdG**

Karel de Grote  
Hogeschool

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## 1. GENERAL PROVISIONS

In this text the acronym HOE is used to refer to the university college education and examination regulations.

Are the term 'the student' and reference words such as "he" and "him" used? These indicate every male and female student. 'The university college' always indicates Karel de Grote University College.

Does a person serve as a representative of the university college? He may always appoint someone as his replacement.

Is the Head of the Study Programme competent according to these regulations? This means the Head of Education and Student Policy is competent in case of Sint Lucas-Antwerp.

The HOE (university college education and examination regulations) contains the following appendices:

1. Glossary
2. Erasmus Extended University Charter 2014-2020
3. Acceptable Use Policy of BELNET
4. Tuition fees
5. Library regulations
6. Participation regulations

### 1.1. The HOE (university college education and examination regulations), incl. the legal status of the student

[Students](#) who enrol at the university college enter into an accession agreement. The HOE (university college education and examination regulations) defines the general terms and conditions of that agreement, as it does the rights and obligations for both parties.

This version of the HOE (university college education and examination regulations) is valid for the 2017-2018 academic year and is available on the website of the university college. The student may also receive a hard copy from the university college upon request.

The HOE (university college education and examination regulations) consists of two parts:

- Education and Examination Regulations (incl. legal status of students)
- course catalogue (incl. European Credit Transfer and Accumulation System ([ECTS](#))-sheets).

The HOE (university college education and examination regulations) is subject to educational legislation. Are there (even retroactive) changes to the legislation requiring no further decision on the part of the university college? Then the university college adjusts the HOE accordingly. The Director of Education and Student Policy shall submit the changes and discuss them at the next meeting of the KdG-student council and the Academic Council.

Only the head of Education and Student Affairs, responsible for the study programme, can change the course catalogue (incl. ECTS sheets) during the academic year. The university college brings students up to date on any changes as quickly and appropriately as possible.

## **1.2. Communication between student and university college**

### **1.2.1. E-mail account of the university college**

Has the student enrolled at Karel de Grote University College? Then he receives a personal e-mail address from the university college in order for the university college and the student to communicate with each other.

Both parties thereby follow the rules stated in [Article 1.2.2](#) (notification) and [5.6](#) (code of conduct for students in the use of communication and information processing resources).

### **1.2.2. Notification**

The university college shares official information as quickly and in as focused a manner as possible. Is it impossible to spread communication through the channels prescribed by regulations? If so, the announcement is made at least [ad valvas](#) (on the notice boards).

The university college assumes that the student checks e-mails, schedules and the Blackboard Learning and Community Portal System™ (hereafter 'Blackboard') and the Intranet student portal daily.

### **1.2.3. Personal Information**

The student must report any change of personal information (such as address, telephone number, bank account number) directly to the student secretariat or the [STIP](#). Each year he must enter his own data in the module 'Mijn vraag' ('My question') in e-student services.



## **2. EDUCATION REGULATIONS**

### **2.1. Course programme and study load**

#### **2.1.1. Study Load**

The number of credits determines the study load of a [course unit](#). One credit equals a study load of 25 to 30 hours.

#### **2.1.2. Information sessions**

Has a student enrolled at the university college for the first time? Then he can follow an information session. The university college organizes these at the beginning of the academic year, and makes the content and practical information available on Blackboard/Intranet (see [Blackboard/Intranet](#)).

### **2.2. Organisation of the academic year**

The academic year starts on the first business day in the week of September 18. The student can then view the academic calendar or annual plan per study programme on Blackboard/Intranet (see [Blackboard/Intranet](#)).

### **2.3. Individual education and examination measures**

Individual education and examination measures guarantee equality of opportunity for students. Thanks to these reasonable adjustments, every student can participate fully in the education and examination activities of the university college. Is a student requesting individual measures? Then the university college will evaluate the requested measures on four criteria: necessity, feasibility, justifiability and competence monitoring.

A student may request individual education and examination measures if he:

- has a disability, such as a physical disability, severe learning and/or developmental disability, chronic illness, ...
- is studying in a stressful (psycho)social environment
- completed his prior education in another language than the instructional language of the study programme
- is an athlete or (semi)professional cultural practitioner
- is a working student who is wholly or partially responsible for his own living expenses and study costs, or a student with entrepreneurial ambitions.
- carries out a mandate in a representative body of the university college (see [Appendix 6](#)), of the AUHA (Antwerp University Association), or of the Flemish government
- ...

Does a student want to request individual education and examination measures? Then he must collect the necessary supporting documents and follow the procedures for requesting and completing individual education and examination measures at <http://www.kdg.be/praktisch/studeren-specifieke-noden>.

If a student disagrees with the decision of the university college, he may register an internal appeal (see [Art. 4.4.4.1](#)).

## **2.4. Admission Requirements**

### **2.4.1. General admission requirements**

Does a student want to be admitted to a course at Karel de Grote University College? Then he must meet a number of requirements. He must possess the appropriate diploma and have mastered the instructional language (and have adequate learning account).

#### *2.4.1.1. Diploma Requirements*

##### *Bachelor's Programmes*

In order to be admitted into a bachelor's degree programme, a prospective student must have at least a secondary education diploma.

The following Flemish diplomas meet this requirement:

- Flemish secondary education diploma
- Flemish higher education diploma (short type) with full curriculum
- Flemish diploma of higher education for social promotion - with the exception of the certificate of Pedagogical Aptitude (GPB)
- A degree/certificate issued in the tertiary short cycle (European Qualification Framework Level 5) (HBO5).

The following foreign diplomas also meet this requirement:

- Dutch VWO (Pre-University Education) diploma
- Dutch MBO4 (Middle-Level Vocational Education 4) diploma (only provides access to a professional Bachelor's programme)
- Dutch propaedeutic
- International baccalaureate/international Baccalaureate
- European baccalaureate.

Has a prospective student obtained another (foreign) diploma that grants access to a similar bachelor's degree programme in the issuing country? Then he sends an e-mail to [admission@kdg.be](mailto:admission@kdg.be). The university college then proposes an on-site inspection of the equivalence.

The Director of Education and Student Policy shall decide on these requests 14 calendar days after the submission of the complete dossier, at the latest.

For the Advanced Bachelor's programmes the university college may have other admission requirements. The student will find this in the course catalogue, including ECTS sheets.

## *Master's Programmes*

Does the student hold a degree in an academic Bachelor's programme? Then he can enrol in a Master's programme.

The university limits the direct admission to a Master's programme for students with a degree from a specific academic Bachelor's programme. For a Master's programme the university college's board indicates at least one academic Bachelor's degree as a general admission requirement (see course catalogue).

The university college can also make available a master's degree programme for students with a degree from other academic bachelor's degree programmes. They must then pass a preparatory programme (see course catalogue).

A student with a professional bachelor's degree programme can only be admitted to an (academic) master's degree programme, provided he follows a bridging programme (see course catalogue).

Did a prospective student obtain a Bachelor's degree outside of Flanders?

He then sends an e-mail to [admission@kdg.be](mailto:admission@kdg.be). We then initiate an examination of the equivalence.

For information, the prospective student can visit <http://www.sintlucasantwerpen.be>.

The Director of Education and Student Policy shall decide on these dossiers 14 calendar days after the submission of the complete dossier, at the latest.

For the Advanced Master's programmes the university college may have other admission requirements. The student will find this in the course catalogue including ECTS sheets.

## *Postgraduates*

The university college has additional admission requirements for postgraduates. The student will find this in the course catalogue including ECTS sheets.

### *2.4.1.2. Language requirements*

The university college sets the first enrolment for a bachelor or master's degree programme depending on the proof that a student has mastered the language of instruction at a particular level of the European framework for languages.

*Language requirements for enrolling in courses:*

Initial Bachelor's (other than teacher training programme)	Initial teacher training bachelor's	Master
B2	C1	A1

For the Dutch-taught courses these language requirements are met if the student:

- has completed at least one year of Dutch-language secondary education, regardless of the year of study

- has passed one or more course units in Dutch-language higher education, with a study load of at least 60 credits.

In all other cases, the student must prove his knowledge of the Dutch language.

Does the student have to prove his linguistic knowledge? He will find more information about the procedure on the website

<https://www.kdg.be/inschrijven/toelatingsvoorwaarden>.

#### 2.4.1.3. Learning account

On <http://www.kdg.be/praktisch/inschrijving-en-studiegeld/leerkrediet> the student will find an info clip about the learning account.

The learning account applies to:

- initial bachelor's and master's programmes (degree contract)
- one or more course units (credit contract).

The learning account does not apply to:

- exam contracts
- bridging and preparatory programmes
- Advanced Bachelor's programmes
- Advanced master's programmes
- exemptions

A student cannot take more credits in his **study track** than the number of credits in his learning account.

Does the student still wish to take more credits? He may appeal to the rules concerning exceptions in [Article 2.6.3](#).

#### *Learning account and force majeure*

Does a student lose credits in the learning account through force majeure?

The student can then appeal to the Council for Disputes about Decisions on Study Progress ( [see Article 4.4.4.2](#)), which can return learning credit for the course units in question.

## 2.5. Special admission requirements

### 2.5.1. St Lucas (School of Arts) Admission Requirements: bridging programmes, preparatory programmes and advanced Bachelor's programmes

The Bachelor's programmes, preparatory programmes and bridging programmes and advanced Master's at St Lucas University College of Art & Design Antwerp (School of Arts) have an artistic admission test, beyond the general admission requirements. The head of department assembles a committee for this which includes at least two staff members and an external expert.

The committee determines which candidates are admitted.

## **2.5.2. Admission Requirements: Bachelor's programmes Pre-School Education, Primary Education and Secondary Education**

A student who wants to enrol into the bachelor programme Pre-School Education, Primary Education and Secondary Education, has to take an entrance test. This entrance test will be organised by the Flemish government. The entrance test needs to be taken digitally. The links to the tests for the different programmes are available on <https://ilo.onderwijskiezer.be/instaptoets.html>. After having taken the entrance test, the student receives proof of participation. This proof of participation is valid for one year. The student should deliver this proof to the student administration of the faculty of Welfare, Education and Health. He should do this when he enrolls or at the latest 14 days after enrolling.

If the student cannot deliver the proof of participation at the latest 14 days after enrolling, the university college will dissolve his enrolment. All the already paid money (study cost and other charged costs) will be reimbursed.

## **2.6. Alternative admission requirements**

### **2.6.1. Students who have not completed secondary education**

Does a prospective student fail to meet the general admission requirements? He may still be admitted to a bachelor's programme through the Alternative Admissions procedure of the Antwerp University Association (AUHA). The regulations and procedure are available at [www.associatie-antwerpen.be](http://www.associatie-antwerpen.be).

### **2.6.2. Students attending the last or penultimate year of secondary education**

Is a student currently in the final or penultimate year of secondary education?  
Or can he in the course of the academic year obtain his secondary education diploma from the exam committee?  
Or can he in the course of the academic year obtain the HBO 5 diploma?

Then the head of the study programme can give him permission to enrol in a credit contract for a maximum of 10 credits. The head of the study programme determines the load.

### **2.6.3. Students with insufficient credits in the learning account**

Does a student have insufficient credits in his learning account to register for a full [study track](#)? Then he must limit his study track to the available number of credits.

A student may still, exceptionally, register for more credit than his remaining credit. The student must then fulfil one of these requirements:

- He already holds a Master's degree and has a learning account balance greater than or equal to 0 credits.
- He can finish his professional Bachelor's programme in one academic year of maximum 60 credits (one-time exception) and still has at least 30 credits in the learning account.

The student will then pay an additional fee per additional credit ([see Appendix 4](#) ). This is in addition to the general tuition fee.

Has it been discovered during the academic year that a student no longer has sufficient learning credit available for the study track in which he enrolled? Then the university college de-registers him until his included credits match his remaining learning account, in accordance with Article 2.7.2. .

Does the student still wish to take more credits? Then he may also have recourse to the exceptions above.

Does a student lose learning credit through force majeure?

Then the student can appeal to the Council for Disputes about Decisions on Study Progress ([see Article 4.4.4.2](#)), which can return learning credit for the course units in question.

#### **2.6.4. Credit contract**

Does a student not meet the General admission requirements but wants to register for individual course units under a credit contract or exam contract? Then the head of the study programme can grant him admission based on his file.

The course catalogue including ECTS sheets determines whether a credit contract is possible for a course unit.

## **2.7. Enrolment**

Students register via the website before enrolling.

### **2.7.1. The enrolment of the student**

The student is enrolled if he:

1. has a positive learning account ([see Article 2.4.1.3](#))
2. accepts the diploma, examination, or credit contract
3. submits these documents to the university college (if applicable):
  - ID
  - language certificate
  - his original degree, for students who did not obtain their diploma in the Flemish community
  - his original Flemish diploma, for students who did obtain their diploma in the Flemish community
    - o in adult education
    - o through the exam committee of the Flemish Community before 2002.
  - for Advanced Bachelor's, Advanced Master's, Master's, postgraduate course of study or shortened: original of necessary diploma or certificate, if it was obtained before 2002
  - for students who work under an employment contract for at least 80 hours per month: proof of employment or sworn statement
  - for job-seeking students: proof of job-seeker

- proof that the student has a right to an allowance from the Flemish Agency for Disabled People.

#### *2.7.1.1. Special provisions for concurrent enrolment in Bachelor's or Master's programmes and an Advanced Bachelor's, Master's, or Advanced Master's study programme*

Does a student not possess a Bachelor's or Master's degree that grants (directly or indirectly) access to an Advanced Bachelor's, Master's, or Advanced Master's study programme? He may still be admitted to the programme. The same applies to the preparation and/or bridging programme.

The university college may award the corresponding diploma only after the student has obtained a diploma from his first study programme.

#### *2.7.1.2. Diploma, credit and exam contract*

At registration, students choose from three contracts:

- Credit contract
- Diploma contract:
- Exam contract

Caution: Not all course units are available to students with credit or exam contracts. Students can find more information in the [ECTS sheets](#) (in the course catalogue).

Each academic year the student enrolls for a [standard study track](#) (MDT) or an [individual study track](#) (PDT).

#### Composition of individual study track

Did a student fail to pass course units for which he was registered during the previous academic year? Then he must first take those course units again. Afterwards he can fill his individual study track with new course units.

Has a student changed his study programme, [specialisation](#) or track choice? Then the obligation applies only to course units that are also part of his new study programme, specialisation, or track selection.

If a student fails an elective course unit, he may substitute it with another elective.

Was a student - up to and including the 2012-2013 academic year - declared to have passed a course unit without having therefore obtained a credit? He should not take that unit again.

The Study Programme Director approves the composition of the individual study track on the basis of:

- the student's file
- the organizational feasibility for the university college
- measures taken to monitor study progress ([see Article 2.8.4](#))

- [course sequence](#) and [concordance](#) of the course units.

Does the student disagree with the university college's final decision? Then he can appeal using the procedure described in [Article 4.4.4](#).

The rules of course sequence and concordance apply to each type of contract. Only the Study Programme Director can allow an exception, for example if breaking the course sequence improves the student's advancement opportunities.

Is the student following an individual study track? Then he does not enrol for course units with concurrent classes or classrooms. Is a limited overlap inevitable? Then the Study Programme Director can permit the overlap if presence is not required by the overlapping course units.

### Exam contract

Has the student chosen an exam contract? He may not attend [educational activities](#). He only takes examinations.

The student has access to Blackboard ([see Blackboard](#)) and can find information on his course units in the [ECTS sheets](#) (in the course catalogue). He sends an e-mail to the lecturer/teacher making himself known as an exam contract student.

The student may also request additional information regarding the content of the course and the examination in the same e-mail. He is entitled to a reply to this e-mail.

## **2.7.2. Contract modification and de-registration from a study programme**

### *2.7.2.1. Modifying the content of diploma, credit and exam contracts*

Both registration and de-registration from a course unit count as a modification to the content of a contract.

#### De-registration from a course unit

A [limit date](#) applies for each course unit, until which date the student can de-register. He can learn the limit dates of all his course units via e-student services. In general, these limit dates apply:

- Bachelor's course units and Master's course units: Friday of the fourth week in which the course unit is offered.
- Exceptions are allowed for Bachelor's course units and Master's course units that run throughout a whole academic year: Friday of the sixth week in which the course unit is offered.

Does the student still wish to de-register *after* the limit date of a course unit? Then he must file a written request with the Study Programme Director. The Study Programme Director can allow an exception, if the student has not yet taken all the examinations during the first examination opportunity for that course unit.



### Registration for additional course units

After approval from the Study Programme Director, the student may register for additional course units, as long as:

- the study progress measures, which are imposed and binding, permit
- the [ECTS sheets](#) (in the course catalogue) impose no limitations
- the organisational aspect is feasible
- the student has sufficient learning credit available
- the head of the study programme believes that this contributes to the student's advancement opportunities.

Have all the conditions for additional enrolment been met, but the number of credits for which the student may register are limited by a binding study progress measure? Then only the head of the study programme can allow an exception. In that case, however, the binding study progress measures continue to apply.

### De-registration from a study programme

A student may de-register from a full study programme at any time.

This de-registration does not apply to the course units in which all examinations of the first examination opportunity have already concluded. Does the student wish to use the second examination opportunity for one of these course units? Then he must report this before the start of the second examination period to the Study Programme Career Coordinator.

### Consequences of contract modifications on the learning account

#### *Diploma contract:*

- Has the student de-registered for a course unit before the [limit date](#)? Then the corresponding credits will be added back to his learning credit.
- Has the student de-registered for a course unit after the limit date? The student will lose his learning credit for the de-registered course units. Caution! De-registration after the limit date can only be done with the permission of the Study Programme Director (see above).
- Is a student taking extra credits? Then they will be deducted from his learning account.

#### *Credit contract:*

- Has the student de-registered for a course unit? Then the student's learning credit will not be returned.
- Is a student taking extra credits? Then they will be deducted from his learning account.

#### *Exam contract:*

These students are not committed to a learning account.

### Effects of contract modifications on the tuition fee:

See [Appendix 4](#).

After the limit date, only the university college can correct proven errors. The university college can:

- remove course units and add the credits back to the learning account
- add course units on the date on which the student enrolled for the study programme, and deduct credits from the student's learning account.

Is there a modification to the curriculum? The university college can then make a one-sided modification to a student's contract, if the student enrolled in a [standard study track](#). The university college provides transitional measures such as validation of an acquired point for a (partial) course unit for the diploma.

#### *2.7.2.2. Change in contract type*

If students wish to change their contract type (diploma, credit or exam contract) after the limit date, such changes are only possible with the consent of the Study Programme Director.

### **2.7.3. Tuition fees and additional costs (see also [appendix 4](#))**

Has a student enrolled at the university college? Then the university college will charge him tuition fees. The university college can also charge additional costs for specific material and events per study programme. The student undertakes to pay the tuition fee as well as these additional costs.

Is a student enrolling for the first time? The student will only have access to the electronic student services after he has paid the tuition fee or arranged payment instalments. He then receives a personal e-mail address from the university college, and can consult the course timetable, e-student services and Blackboard ([see Blackboard](#)).

Does a student fail to pay the tuition fees? He then loses his right to participate in the educational and exam activities.

Does a student fail to pay the additional costs? Then he has no right to use the facilities he has not paid for.

He can only be registered again after payment of all the amounts due.

The university college's board shall submit the tuition fee amount for the following academic year before the date set by the Higher Education Codex.

### **2.7.4. Specific procedures pertaining to non-payment by the student**

Has a student enrolled for the following academic year? Then the university college will send the invoice (tuition fee) to the student's KdG e-mail address. The university college will also use that e-mail address for other bills.

Does the student fail to pay, or pay only part of the amount? He will then receive a payment reminder. Does the student ignore the payment reminder? Then the university college de-registers him and the claim is transferred to a bailiff.

Through de-registration:

- the student loses the credits in the learning account for the course units for which he has enrolled, if the [limit date](#) has already passed.
- the student is denied access to the electronic student services: e-mail account of the university college, lessons schedule, e-student services and Blackboard ([see Blackboard](#)).

The student is legally and without notice to pay interest of 10% per year based on the outstanding debt as of the day after the non-fulfilled due date, as well as fifty euros administration costs.

## **2.8. Study progress**

### **2.8.1. Study progress based on examinations: credit certificates**

The student will receive for each course unit a point on a scale of 20 or an assessment in the form of a pass/fail decision. Has he received at least a ten or does he get the assessment "pass"? Then he has passed that course unit.

His earned credits become "credits" and he receives a credit certificate for those course units.

The student can neither refuse or cancel the credit certificate, even if he wants to retake an examination to achieve a better result.

Has a student scored less than 6/20 on one part of a composite course unit? If so, he has not passed the entire composite course unit.

Does the ECTS sheet of a composite course mention that the student must score a 10/20 on one part of the course unit in question? And has the student scored less than 10/20 on that part of the course unit? If so, he has not passed the entire composite course unit.

When adjustments are made to the curriculum, the student may validate credits which have already been acquired (credits or partial marks) within the new curriculum. The university college therefore provides transitional measures in the form of course units which are being phased out, or [concordance](#) between the old and new course units.

In this credit system it is, in principal, the lecturer/teacher who controls the examination results.

### **2.8.2. Study progress based on examinations: maintaining results**

#### Maintaining a passing result for one part of a course unit

Has a student only passed one part of a composite course unit, rather than the entire course unit? If so, the student will then retain the result from that part for a duration of five academic years. The academic year *following* the one in which the student earned

those results is therefore counted as the first year.

But the student will receive no credit for the composite course unit. The student must also reapply for the entire composite course unit in the following academic year.

Does the student wish to participate in a subsequent examination opportunity for part of a course unit which he has already passed? If so, the student must then present the request, in writing, to the chairman of the board of examiners by the [limit date](#) of the course unit part concerned. A period of ten calendar days after notification of the results through e-student services applies to the second examination session.

#### Maintaining a failing result

Has a student failed to pass a single course unit or part of a composite course unit, and retaken that part or unit? The student retains the highest result earned for that (part of) the course unit for a duration of five academic years. The academic year following the one in which the student earned this result is therefore counted as the first year.

### **2.8.3. Study progress on the basis of exemptions**

Students can obtain an exemption through an [EVC](#) (accreditation of prior learning) or [EVK](#) (accreditation of previously acquired qualification, PAQ).

The scope of an exemption is expressed in whole credits. The exemption is equal to the study load of the (part of) the course unit from which the student is exempted.

#### [EVK \(PAQ\)](#)

An EVK (PAQ) is an 'accreditation of previously acquired qualification'.

A student may apply for an exemption based on an EVK, in accordance with the guidelines on Blackboard/Intranet (see [Blackboard/Intranet](#)).

Has a student enrolled before October 1? Then the student can apply for an exemption until 28 October.

Has the student enrolled after October 1? If so, the student has 28 calendar days after his registration to apply for exemptions.

Has the student already participated in the first examination opportunity? If so, the student cannot request any more exemptions for that course unit during the current academic year.

In the request, the student indicates the (parts of) the course units for which an exemption is requested. The student also adds relevant certificates of study. Does the student still not possess relevant certificates of study? If not the student must provide them as soon as possible.

The Study Programme Director examines whether the student qualifies for an exemption. The director compares the study load and content of the attestations of previously acquired qualifications (EVKs) (knowledge, skills, and attitudes) with those of the (parts of) the course units. The director can also summon the student for an interview.

Is additional research into the candidate's competence necessary? The Study Programme Director then refers the student to the validating body of the Antwerp Association (AUHA) (see below under EVC). The Study Programme Director always motivates this decision.

The student will receive a reasoned decision on his request for exemption within 28 calendar days of the request - unless it is not organisationally feasible. Did the student request an exemption before the summer vacation? If so this 28-day period begins only after the summer holidays.

Approved exemptions remain valid as long as the student remains enrolled for the same study programme.

## EVC

An EVC is an accreditation of prior learning. The student can receive an exemption based on an EVC. A certificate of competence is required for this. The validating body of the Antwerp Association (AUHA) awards the certificate after an investigation.

Would the student like to request a competence test? Then he must speak to the EVC institution coordinator or the EVC supervisor of the study programme for which he wants to test his competences.

The student can find a description and the cost of an EVC procedure at [www.associatie-antwerpen.be](http://www.associatie-antwerpen.be).

Foreign students are referred to the responsible *Study Programme Coordinator* for details about the procedure regarding exemptions for *Previously Acquired Competences* (EVC).

### Diploma on the basis of certificates of competence

For fifty euros, students share in the cost of the awarding of a diploma based on certificates of competence.

## **2.8.4. Binding study recommendation and measures of study progress**

### *2.8.4.1. Binding study recommendation for further enrolment of students with a diploma or exam contract to earn a diploma*

Is the student registered in a postgraduate programme? Then this article does not apply to him.

Has a student earned credit for less than half the number of credits in his [study track](#) after one academic year? Then the board of examiners sets binding conditions for further enrolment: An imposed binding study progress measure applies to the next enrolment of the student to the university college, in the same course of study, during the three academic years following the academic year in which the measure was imposed.

- The student enrolls in that academic year for a maximum of 60 credits.
- Must the student still earn 41 or more credits from the first, full-time [standard study track](#)? Then the university college limits the student's individual study track in that academic year. The student enrolls only in the course units of the same standard study track in which he has, at this point, earned neither credit nor exemption.

- In that academic year the student must earn credits for at least 60 percent of the credits included in his [individual study track](#).
- In that academic year the student must earn a credit for the course units referred to in [Art. 2.8.4.2](#), which he failed in the previous academic year.

Does the ombudsperson raise the issue of a student record at the meeting of the exam committee? Then the latter can deviate from the above measures.

#### *2.8.4.2. Refusal for further enrolment*

The university college may refuse further enrolment for a course unit if:

- the student wishes to obtain individual credits with a credit or exam contract, but was twice unsuccessfully enrolled for that course unit.

The university college may refuse further enrolment for a study programme if:

- the student wishes to obtain a diploma with a diploma or exam contract, but:
  - o has not complied with previous binding conditions
  - o binding conditions cannot lead to success.

This is apparent in the student's record when the student failed to earn a credit certificate for particular course units during two academic years. This measure applies to course units in which the student must apply the intended competences in the work field or in a simulated situation which bears a close resemblance to the work field (see ECTS sheets in the course catalogue).

The refusal is valid for three academic years.

Does the ombudsperson raise the issue of a student's record at the meeting of the board of examiners? Then the board can deviate from the above measures.

## **2.9. Presence of the student in educational activities**

There are three reasons for a student's mandatory presence at one or more educational activities:

1. Fellow students are a vital source for learning.
2. The educational activity has a forming value and an equivalent substitution assignment is not possible.
3. Certain objectives need to be evaluated during the educational activity.

Mandatory presence is indicated in the ECTS sheet of the (part of the) course unit.

Is the student still unable to be present for a mandatory educational activity? Then the student must follow this procedure:

- notification of absence
- attestation
- submission of original absence certificate

### 1. Notification of absence

The student must report his absence on the day of absence via e-student service.

### 2. Attestation

The student may justify his absence with one of these certificates:

- Is the student absent for medical reasons? Then he needs a valid medical certificate. The certificate contains the correct date, a determination of sickness, and a doctor's stamp and signature.  
A [backdated](#), [post factum](#) or [Dixit certificate](#) therefore does not justify the student's absence.
- Is the student required to be present at the meeting of a representative body of the university college? Or must he appear as a representative of such body as the [AUHA](#) (Antwerp University Association), [VVS](#) (Flemish Union of Students) or the Antwerp Student Council?  
Then he must submit proof of this.
- Is the student taking part in sporting activities as part of the [BUSF](#) (Belgian University Sports Federation) or [VVSF](#) (Flemish Student Sports Federation)? Then he can request a participation certificate from the KdG Student Services sports coordinator.
- Is the student absent for religious reasons? Then his absence is only legitimate on holidays of officially recognized religions. The Flemish government determines these holidays.
- Is the student absent due to a strike on public transport? Then he must follow the justification conditions in [Article 3.5](#).
- Is the student absent for other reasons? Then the ombudsperson decides about the justification.

### 3. Submission of original absence certificate

He submits his absence certificate via e-student service. This must be done no later than the fifth calendar day following the missed educational activity. The student keeps the original absence certificate available for the rest of the academic year.

Is a student absent for a long time? Then he makes arrangements for his [study track](#) with the ombudsperson or the Study Programme Career Coordinator.

Is the student absent during his internship? Then these rules apply:

- The student informs the university college and the work placement during the first day of his absence.
- The student can only make up his absence if organisationally feasible, and if it was justified. He then follows the guidelines of the [ECTS sheets](#) (in the course catalogue).

Is the student absent during an examination? Then he justifies his absence using the procedure described in [Article 3.4.2.1..](#)

## **2.10. Procedure for failure to function at the work placement**

Does a work placement indicate that it wishes to stop a student's internship, because the student failed in his function or the university college determines that he failed in his function? Then the university college begins the following procedure, even if the student does not agree with the position of the work placement or university college. The student may be assisted by an ombudsperson during the procedure.

#### Phase 1

- The university college staff that guides the student's internship examines the situation, listens to the parties concerned and looks for a solution.
- Does this lead to a mutually agreed solution? The agreements are then recorded in writing.
- Does this fail to lead to a solution? Or does the student not keep to the agreements made? Then the university college begins phase two.

#### Phase 2

The Study Programme Director, acting as chairman, calls a committee and invites the student. This committee is composed of at least one university college staff member who guides the student's internship, and possibly another representative of the study programme. As a counsellor, the ombudsperson forms part of the committee.

The committee listens to the student and makes a decision. Either he receives another work placement, or he must stop his internship.

The committee writes a report in which it justifies its decision. The student receives the reasoned decision, in writing, from the chairman.

### **2.11. Education and examination activities outside the Flemish community**

Every student will have the opportunity to enrich his study programme internationally.

Does a student – in his course programme – follow course activities abroad or in Belgium outside the Flemish community? And/or does the student take examinations there? Then he respects the conditions that the university college determines for 'foreign course activities'.

In addition, the Study Programme Director may impose additional conditions.

#### **2.11.1. Provisions for all foreign educational activities**

##### Organisation

The university undertakes to organise student mobility as well as possible by:

- good planning of foreign studies
- supervising signature of and compliance with study and internship agreements
- use of ECTS for academic accreditation
- provision of information to students who go on Exchange
- provision of information on language preparation for mobile students



- accreditation of the course activities ([see Blackboard/Intranet](#))
- scholarships according to the guidelines of the programme in which the Exchange takes place ([see Blackboard/Intranet](#) for procedure)

The university adopts the period of study at the other institution in the student's diploma supplement.

### Conditions for departure

The student undertakes:

- before departure to register in Mobility Online ([see Blackboard/Intranet](#)), for all foreign course activities of 30 calendar days or more
- to have a valid visa, in accordance with the consular requirements of his destination
- to be vaccinated on time (if necessary)
- to arrange the mandatory insurance formalities before his departure ([see Blackboard/Intranet](#)).
- to master the relevant study or internship language in order to bring the lessons or internship to a satisfactory conclusion (the host institution determines the recommended language level)
- to bear full responsibility for the handling of his file (via Mobility Online), with the guidance of the Internationalisation Office contact person for his course programme (possibly in consultation with the internship coordinator)
- to obtain the documents required by his study programme.

If the student plans a mobility (studies or internship) to a country outside of the EU, the US, Canada, Australia and New Zealand (ic 70 countries mentioned in appendix 1), supplementary conditions apply:

- to prepare oneself for the social and professional environment of the host country through a programme, recognized by the university college. This preparation needs to be attested.
- to inform oneself on safety and health. This preparation needs to be attested.
- to go through the information guide, available to all students (by mail and intranet) and to comply with the herein mentioned provisions.

Is one of these conditions not met? Then the student may not be allowed to depart. Exceptions are allowed, providing a motivated decision of the head of the study programme.

The university college always follows the safety recommendations of Federal Public Service Foreign Affairs ([http://diplomatie.belgium.be/nl/Diensten/Op\\_reis\\_in\\_het\\_buitenland](http://diplomatie.belgium.be/nl/Diensten/Op_reis_in_het_buitenland) <sup>1</sup>). Does the Federal Public Services Foreign Affairs recommend calling off travel to a particular destination? If so, the student is denied permission to depart. The refusal is definitive as of one month before departure. Even if the negative recommendation changes in the last

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<sup>1</sup> Does a student request an internship abroad? The university college shall provide this agreement immediately. The student should keep a close eye on this website.

month. Does this change happen after a student has already incurred travel costs (e.g., purchasing an airline ticket)? Then the student must first try to recover the costs through cancellation insurance. Did that fail? Then the university reimburses the costs incurred. Is the student unable to depart? He must then contact the Internationalization contact person of his course of study. The staff member suggests an alternative programme, along with the head of the study programme.

### **2.11.2. Problems during foreign educational activities**

Do specific problems which affect an exchange student's results arise during the study or internship period at another institution or organisation? The student may then request that the Ombudsperson investigate the situation. On the basis of that investigation, the Study Programme Director proposes a solution to the board of examiners, which takes the final decision.

The Study Programme Director decides upon all other matters that were not expressly set out.

### **2.11.3. Re-examination of foreign educational activities**

Does a student fail a course unit? He then takes his second opportunity at the foreign institution as well. Does the foreign institute fail to organise a re-examination, or must the student participate in compulsory educational or examination activities at Karel de Grote University College at that same time? Then the student asks the head of the study programme for an additional enrolment for a similar course unit from the [course programme](#). The student takes that examination in the second examination period of the current academic year.

### **2.11.4. Provisions for foreign course activities in the framework of Exchange**

Does a student want to participate in an exchange programme?

Then he must go through the application and registration procedure ([see Blackboard/Intranet](#)). After that, at the beginning of the academic year, the student and the head of the study programme arrange an individual [study track](#). That includes both the part of the study track that the student takes at Karel de Grote University College and the part that he takes abroad.

Karel de Grote University College recognizes the academic value of each course unit from the study or internship agreement (*learning agreement for studies/traineeships*) that the student successfully completes.

The student cannot get any assignments that increase his study load during that academic year.

The student always follows the examination regulations (including assessment time and place) of the educational institution at which he follows a course unit.

Karel de Grote University College receives the results that a student obtains at another educational institution, and recalculates them based on a valuation table (see the ECTS requirements).

Karel de Grote University College can only declare a student passed for "foreign" course units under the usual procedure (see [Article 3.6](#)).

Karel de Grote Hogeschool adopts 'foreign' credit in its entirety. Does a student therefore have more credits at the end of his study programme than are possible within his diploma contract? He can then have the extra credits recognised academically as an equivalent to an extra-credit contract.

## **2.12. Code of conduct for language use**

### **2.12.1. Foreign-language study programmes**

[Article 2.4.1.2](#) states the admission requirements for the university college's foreign-language study programmes.

### **2.12.2. Foreign-language course units**

The university college courses can (partly) organise course units in an instructional language other than Dutch, if any of these conditions are fulfilled:

- the course unit is about a foreign language
- visiting professors who speak a foreign language teach the course unit
- the other language of instruction provides clear benefits for the student, the course of study and potential employers.

The university college organises tests with which the student can check his knowledge of the different instructional language.

The ECTS sheet (in the course catalogue) expressly mentions another instructional language.

The university college ensures that its offered language courses and language assistance measures, both those in Dutch and those in foreign languages, are accessible and adaptable to demand.

Does the student follow a course unit in another language for which the university college organises no Dutch equivalent? Then he can take the examination in Dutch. Except if:

- he follows the subject at another institution
- the course unit deals with the other language.

Does the student wish to take the examination in Dutch? Then he must report that in writing to the chairman of the board of examiners - 15 calendar days before the start of the examination period, at the latest.

### **2.12.3. Foreign-language study materials**

Does a lecturer or teacher give a course unit in Dutch? He may then draw upon foreign-language study materials, on condition that the foreign-language study material provides scientific or pedagogical value. Or is of higher quality than the available Dutch material.

### **3. EXAMINATION REGULATIONS**

#### **3.1. Assessment of the student**

An [exam](#) evaluates a course unit: to what extent has the student acquired the intended competences? The [ECTS sheets](#) (in the course catalogue) describe the concrete evaluation methods for each course unit.

For each course unit, the student receives:

- Either a score on a scale of twenty. The score for an entire course unit is a whole number from 0 to 20.
- Either an assessment in the form of a “pass/fail” decision. The score for an entire course unit is a code “Pass (P)”, “Fail (F)” or “Fail but can be deliberated (Fd)”.

In case of a score on a scale of twenty, the total score for a course unit is the weighted sum of the scores on different questions, assignments, partial examinations, or parts of course units, unless the student has failed on the basis of [Article 2.8.1](#). The university college rounds off the weighted sum according to scientific rules. Is the decimal a five or higher? Then the school rounds up; otherwise the school rounds down. The university college calculates the total score for a part of a course in an analogous manner: a weighted sum of the scores from different questions or partial examinations, scientifically rounded to one decimal place.

Rounding only occurs at these levels, not prematurely.

#### **3.2. Organisation of examinations**

##### **3.2.1. General**

Per academic year, every student has two examination opportunities for each course unit for which he enrolled. One opportunity in the first exam session and an extra opportunity in the second exam session. There are a few exceptions:

- Does a student enrol during the first examination period? Then a make-up arrangement applies for past examinations if it is organisationally feasible.
- Has the first examination period already passed when the student enrolls in a course unit? Then he has only one examination opportunity that academic year: in the second examination period. He therefore waives his right to two examination opportunities.
- For some courses units, the university college can only organize an examination once per academic year. The [ECTS sheets](#) (in the course catalogue) contain more information.

##### **3.2.2. Exam sessions and exam periods**

The university college evaluates students during class and during the exam period at the end of each period or semester. There are two exam sessions per academic year:

1. From the first business day in the week of September 18 to July 11
2. From the first business day after August 15 until the first business day in the week of September 18.

The student enrolls for the second examination period in advance via Blackboard/Intranet (see [Blackboard/Intranet](#)).

Has a student, who could get his degree after period 1 or period 2 or after the first semester, not yet obtained all credits for the entire study programme (see article 3.6.2.1)? He may then advance his second examination opportunity to the examination periods of the third or fourth period/the second semester. At least, if it is organisationally feasible. The student applies to the chairman of the board of examiners for an advance within 5 calendar days after the publication of the definitive examination results via e-student services (see [Article 3.7.2](#)).

### **3.2.3. Exam Form**

The student can find the exam form of a course unit [in the ECTS sheets](#) (in the course catalogue). Are there individual exam measures for a particular student (see [Article 2.3](#))? The university college may then change the exam form.

For an oral examination, a student gets at least 20 minutes of preparation time - unless the acquired knowledge or skill can only be tested without preparation. This is also mentioned in the ECTS sheets (in the course catalogue).

### **3.2.4. Exam Schedule**

The university college presents a comprehensive and detailed exam schedule for each exam period. The student will always find the following information in that schedule:

- The (part of) the course unit for which an examination is conducted
- the name of the examiner
- time (date and time) of the examination
- the time of the meeting of the Examination Board and publication of the results (if applicable)
- the names of the ombudsperson and chairman of the board of examiners.

#### *3.2.4.1. Publication of exam schedules*

The final exam schedules contain all examinations of the exam period.

The university publishes them through Blackboard/Intranet (see [Blackboard/Intranet](#)).

#### Timing

- study programmes with a period system: at least 15 calendar days before the first examination of the corresponding exam period.
- study programmes with a semester system: before the Christmas holidays and before the Easter holidays.
- examinations in the second exam session: on July 10 at the latest.

#### *3.2.4.2. Changes to the exam schedules after publication*

In exceptional circumstances and with the approval of the chairman of the board of examiners, the exam schedules may change even after publication. In that case, the university college makes the changes known immediately. Always via Blackboard/Intranet (see [Blackboard/Intranet](#)), and where necessary, through other channels as well.

Therefore, the student will do well to look at the exam schedule on a regular basis. Are there changes taking place less than three calendar days before an examination? The university college is then committed to bringing every student up to date personally. Is a student still experiencing problems due to lack of information? Then he must turn to the ombudsperson. The ombudsperson will look for a solution after consultation with the chairman of the board of examiners, and the examiner.

### **3.3. Public nature of the examinations and right of access**

#### **3.3.1. Public nature of examinations**

The ombudsperson and the Head of the Study Programme always have the right to attend an examination. Also included therein is the right to be an observer, and the [right of access](#) to the public nature of examinations.

##### Oral examinations

In an oral examination both the student and the lecturer or teacher have the right to request the presence of a third person. But the following persons are excluded:

- those related by blood or marriage to the applicant (the third degree)
- students who follow the same study programme or course unit as the requester

The observer may not influence the course of the examination in any way. The requester shall, before the examination, notify the chairman of the board of examiners, in writing, that he wishes an observer and provide the observer's identity information to the chairman.

The chairman of the board of examiners shall notify the other party (the student or lecturer/teacher) that one or more observers will be present.

#### **3.3.2. Right of access**

The university college keeps all exam documents until one year after the publication of the results via e-student services.

The student has the right to:

- read his corrected examination (written exam) or the justifications for the assessment (oral exam) afterwards
- peruse all documents that form the basis for the assessment during the semester
- consult the official minutes of the meeting of the Examination Board (only decisions about the student himself).

The right of access is effective four calendar days from the first day after the publication of the results via e-student services. Students who did not pass a course unit are given priority.

During the access period (see academic calendar) the student can view the assessment documents through the examiner concerned. He can consult the official minutes of the

Examination Board at the Ombudsperson. The university college publishes the practical arrangements for access on Blackboard/Intranet (see [Blackboard/Intranet](#)).

Students who want a copy of an examination may follow the freedom of information procedure for this. They send their motivated request to the Director of Education and Student Policy no later than one month after the start of the new academic year.

Doesn't the student follow the freedom of information procedure? Then he may not copy the examination documents by means of any equipment or device (e.g. photo via smartphone, ...).

### **3.4. Progress of the examinations**

#### **3.4.1. Conditions for taking examinations**

A student can only take examinations if he:

- satisfies the conditions of enrolment (see [Article 2.7.1](#))
- has paid his tuition fees (see [Article 2.7.3](#))
- is present at the latest 30 minutes after the start time of the examination (he gets no extra examination time).

Is the student late for a legitimate reason? Then he may be entitled to a make-up examination (see [Article 3.4.2](#)).

The student taking an examination:

- demonstrates his attendance by a signature on the attendance list or by digital means
- may submit his student card at any time during the exam
- remains in the examination room at least half an hour after the start of the examination
- has no contact with a fellow student or a third party, neither inside nor outside the examination room
- does not use tools such as calculators, reference documents, or communication or storage devices, unless consent is stated on both the evaluation guidelines in the [ECTS sheets](#) (in the course catalogue) and on his copy of the exam (digital communication tools such as a mobile phone are not allowed)
- uses only paper that he receives from the university college during the exam
- takes no exam paper from the examination room
- arrives at the examination room at least 15 minutes before the agreed time for an oral exam.

Assessments that are not carried out through an oral or written exam must follow the guidelines of the ECTS sheets (in the course catalogue).

Is a student required to take a laptop examination in which use will be made of an [exam tool](#) to monitor his laptop use during the exam? Then he must test the admission procedure for laptop examinations, in advance, on the laptop with which he wants to take the exam. This testing will be done at scheduled times during the academic year, and before each exam period.

Has he not tested the procedure? Then he may not take part in the exam. The student can find the complete admission procedure, and an additional explanation, on Blackboard/Intranet for each exam period (see [Blackboard/Intranet](#)).

Does the student not have his laptop with him at the examination? Then he cannot take part in it.

During the laptop examination, the student is responsible for the operation of the hardware and software. He must install the software he needs before the exam, correctly and with the necessary licenses.

### **3.4.2. Presence of the student in the examinations**

The student shows up at the predetermined examination times. Is he absent, and does he wish to make up an exam? Then he must follow the legitimisation procedure described in [Article 3.4.2.1](#).

#### *3.4.2.1. Legitimate absence*

The procedure consists of four steps:

1. Notification of absence
2. Attestation
3. Submission of absent certificate
4. Make-up examination request

1. Notification of Absence

The student must report his absence on the day of absence via e-student service.

2. Attestation

#### Medical

Is the student absent for medical reasons? Then he needs a valid medical certificate. The certificate contains the correct date, a determination of sickness, and a doctor's stamp and signature.

A [backdated](#), [post factum](#) or [Dixit certificate](#) does not justify the student's absence.

#### Religious

Is the student absent for religious reasons? Then his absence is only legitimate on holidays of officially recognized religions. The Flemish government determines these holidays.

#### Other

Is the student absent for other reasons? Then the ombudsperson decides about the justification.

#### Public transport

Is the student absent due to a strike by public transport? Then he must follow the justification conditions in [Article 3.5](#).



### 3. Submission of absence certificate

He must submit his absence certificate as soon as possible via e-student services. This must be done no later than the fifth calendar day following the missed exam or at the latest when applying for a make-up examination if this examination is organised earlier. The student keeps the original absence certificate available for the rest of the academic year.

### 4. Make-up examination request

Was the student legitimately absent? Then he can participate in the make-up examination at the time the university college organises the make-up examination.

Per academic year, the university college allows make-up examinations for one time span of legitimate absence per examination period due to illness. The student can take make-up examinations for a maximum of 2 exams that were organized during that time span.

The Ombudsperson may also allow make-up exams for other legitimate absences.

Practical guidelines for the application and organisation of make-up examinations in the study programme are on Blackboard/Intranet (see [Blackboard/Intranet](#)).

If the student does not take a make-up examination in the first examination period and his absence is not legitimate, then if he is ill in the second examination period he will not be allowed a make-up examination.

#### *3.4.2.2. Consequences of non-participation in an exam*

Is a student absent from a (partial) examination of (part of) a course unit? And he does not take the make-up examination? Then he receives a 0/20 for that part of the examination.

For some course units additional conditions apply for participation in any (partial) examinations of part of the course unit (see [ECTS sheets](#) in the course catalogue).

### **3.4.3. Presence of the examiner**

The examiner reports at the agreed-upon examination. Is that impossible due to force majeure? The ombudsperson then works out, as best as possible, a new examination schedule for the students, in consultation with the chairman of the board of examiners and the examiner.

### **3.4.4. Relationship**

If the examiner examines one of the following persons, this will render the examination procedure null and void. If a member of the exam committee is present at the exam committee of one of the following persons, then the decision of the exam committee will be declared null and void.

- relatives through blood or by marriage, up to the third degree
- spouse
- cohabitant
- or in case of another relationship that affects the objectivity of the assessor

#### Procedure:

An assessor who finds himself or herself in this situation must report this to the head of the study programme as soon as possible and at the latest just before the start of the first assessment. The head of the study programme will then appoint a substitute or an assessor.

A member of the exam committee who finds himself or herself in this situation must report this to the chairman of the exam committee as soon as possible and at the latest just before the start of the exam committee. The chairman will then appoint a substitute. A student who finds himself or herself in this situation should report this to the ombudsperson at the latest just before the start of the first assessment/the exam committee. The ombudsperson must report this to the head of the study programme/the chairman of the exam committee. He will then appoint a substitute or assessor.

### **3.5. Legitimation of public transport strike**

#### **3.5.1. Announced strike**

Is the strike announced at least three workdays in advance? Then the student's absence from examinations and [educational activities](#) is not legitimate. As an exception, the ombudsperson may still justify such an absence. In that case, the make-up arrangement applies ([see Article 3.4.2](#)).

#### **3.5.2. Unannounced strike**

Did public transport fail to announce the strike three business days in advance? Then the university college considers the strike as a force majeure. The student's absence from exams and educational activities is legitimate, and the make-up arrangement applies ([see article 3.4.2](#)).

### **3.6. Exam committee**

#### **3.6.1. Composition**

The exam committee for the professional Bachelor's programme comprises:

- chairman: the head of Education and Student Policy
- a member of the teaching staff
- the head of the study programme or coordinator
- a study programme career coordinator for professional Bachelor programmes
- a second head of the study programme or a second career coordinator of the study programme for the Business Management programme.
- an ombudsperson
- a secretary

The exam committee for the academic Bachelor's and Master's programmes consist of:

- chairman: the head of Education and Student Policy
- a member of the teaching staff in general education course units
- the heads of the specialisations
- the study programme career coordinator
- the ombudsperson

- a secretary

The Chairman shall convene the exam committee. He, or the ombudsperson, may propose to hear a third party, in which category fall staff members who do not sit on the board of examiners.

### **3.6.2. Operation of the exam committee**

Each member has one vote in the exam committee. The ombudsperson, the chairman and the secretary shall not vote.

The exam committee for the Bachelor's programmes:

- take measures and establish the definitive results under 'special circumstances' after each examination period
- take binding measures for monitoring study progress at the end of the academic year ([see Article 2.8.4](#)).

Was a student under multiple contracts for the same study programme during the same academic year for the same study programme, in order to earn a diploma? Then the university college considers the contracts as a single contract.

Does the exam committee of the academic Bachelor's and Master's programmes find that the student exhibited outstanding artistic merit?

They may then deviate from the criteria to record the degree of distinction ([see Article 3.6.2.1](#)).

#### *3.6.2.1. Diploma and deliberation criteria for the entire (Advanced) Bachelor's course of study*

Does a student earn a credit certificate for all course units in his course programme? The student will then receive a diploma. The degree of distinction is also awarded.

If a student with a diploma or an exam contract did not earn credit certificates for every course unit, then this student will only receive a diploma if the following conditions are met:

- in case a grand total is calculated, the student has a grand total of at least 50 percent and
- he earned no study credits for a maximum of six credits and  
he obtained at least 8/20 or an assessment "Fail but can be deliberated (Fd)" on each course unit.

For these deliberation criteria we only take into account the course units for which the student was enrolled as of the 2013-2014 academic year. In applying these deliberation criteria, we consider the course units for which he was earlier deliberated to be successful.

The board of examiners is convinced that the objectives of the course programme global (have been) accomplished or does the Ombudsperson raise issue of a student's file with the board of examiners?

Then the board can deviate reasoned from these conditions.

Deliberation is not possible for some course units. In those cases the student should always obtain a credit certificate. The student will find more information about this in the [ECTS sheets](#) (in the course catalogue).

A student who nevertheless still wants to earn a credit for a deliberated course unit should notify the chairman of the examination board in writing, within five days after the publication of examination results,

- that he wishes to renounce the deliberation of the deficit for the course unit in question,
- and wishes to use his second examination opportunity.

### *Calculation of the grand total*

The student's grand total is a weighted average of 100. The university college starts by taking all of the assessments of the course units which make up part of the student's [study track](#) and for which a score has been granted.

The university college multiplies the assessments with the corresponding credits, and totals all results. That sum, divided by the number of credits, gives a weighted average of 20. When multiplied by five, each student will receive a grade from zero to one hundred.

The grand total is expressed as a whole number. Is the first digit after the decimal point a five or higher? Then the school rounds up.

...

In case the number of course units for which a score on a scale of 20 was granted, is no longer representative of the learning outcomes of the study programme, then the programme can decide not to calculate an end result.

### *Awarding degrees of distinction*

The university college awards degrees on the basis of the student's grand total:

- at least 50%: in an adequate manner
- at least 65%: with distinction
- at least 75%: with great distinction
- at least 85%: with highest distinction.

Would the exam committee like to assign a higher level of distinction than the level to which the student is entitled according to his grand total? Then they can deviate from these rules through 'special circumstances'.

### *3.6.2.2. Diploma and deliberation criteria for the whole of the Master's (and Advanced Master's) programmes and the Postgraduate programmes of at least 60 credits*

Did a student with a diploma or an exam contract earn no credit certificate for any course unit? Then he gets a diploma under these conditions:

- The student has a grand total of at least 50 percent and
  - he earned no credits for a maximum of six credits and earned at least a 9/20 for the course units for which he received no credit
- or
- he earned no study credits for a maximum of three credits and earned at least a 8/20 for the course unit for which he received no credit.

For these deliberation criteria we only take into account the course units for which the student was enrolled from the 2013-2014 academic year.

In applying these deliberation criteria, we consider the course units for which he was earlier deliberated to be successful.

### **3.6.3. Secrecy of the exam committee**

The discussion of an exam committee is secret. Afterwards they only communicate the reasoned final decision to the student. Individual standpoints remain behind closed doors.

### **3.6.4. Procedure of the exam committee**

The ombudsperson explains the "special circumstances".

The exam committee shall take its decisions by consensus. Did that fail? Then the chairman organises a vote. Any member may also request a vote. At the request of a member, the vote remains anonymous.

The chairman formulates each proposal in favour of the student. Does the proposal earn at least half of the votes? Then it is accepted. The board will not count abstentions and invalid votes.

The exam committee makes a record of each meeting. This comprises:

- composition of the exam committee
- attendance of the members
- *per student*
  - o deliberation criteria used
  - o decisions taken about the success of the student
  - o degree of distinction with which the diploma is awarded (if applicable)
  - o results of each course unit
  - o credits earned
  - o course units that the student must re-take to earn a diploma
  - o study progress measures (if applicable)
  - o interventions of the Ombudsperson
  - o reasons for the decision.

The chairman ensures that the reasons for any decision are recorded in the minutes. After the meeting the chairman, the secretary and two voting members of the exam committee sign the minutes as soon as possible.

If no results have to be established in "special circumstances" and no binding measures for study progress monitoring have to be taken, the Chairman may then propose to meet electronically.

All members must agree to this. In that case, all documents must be made available beforehand - and preferably electronically - to the board members.

### **3.7. Publication of examination results and proclamation**

#### **3.7.1. Publication of examination results**

The university college makes the results of each (part of a) course unit known to the students. And that no later than three work weeks after the period or semester in which the examination takes place.

For the results of course units from the first [standard study track](#) which were given in the first period, an exception applies. These results the university college makes known on the third business day before December 1, at the latest.

Only in cases of force majeure does the university deviate from these deadlines. Then the school brings the student up to date as soon as possible via Blackboard/Intranet (see [Blackboard/Intranet](#)).

Publication of results is done via e-student services. The student will find his results there until and including October 15 of the following academic year.

Does a student have a complaint about the progress or outcome of his examinations? Then he must speak to the Ombudsperson as soon as possible (see [Article 4.4](#)).

#### **3.7.2. Proclamation**

The proclamation consists of the publication of the results via e-student services, as referred to in [Article 3.7.1](#).

## **4. LEGAL STATUS OF THE STUDENT**

### **4.1. Ombudsperson**

#### **4.1.1. General**

The Ombudsperson is an independent intermediary between students and between students and staff of the university college. Can the Ombudsperson not mediate independently because he is involved with the student in another way? Then he must allow a replacement.

An ombudsperson:

- informs students about their rights and obligations
- monitors the status of students and contributes to a fair course of education and assessment activities and the disciplinary examination boards.
- is authorised to investigate all complaints and disputes of students about elements which may adversely affect their assessments
- examines, as necessary, his own irregular initiatives that threaten the students' status and reports such to the manager(s) involved
- has a signalling function for the manager(s) of the study programmes and the university college
- makes an annual report on the ombudswork, with improvement proposals and proactive recommendations
- mediates serious problems between students
- mediates problems and conflicts between students and staff
- guides the student who is confronted with an unforeseen, individual, non-study related event that could negatively affect his assessment.

#### **4.1.2. Mediation of problems related to education and examination activities**

Does a student have a problem related to his education and examination activities that cannot be resolved in consultation with the relevant lecturer or teacher? Then he calls upon the services of the ombudsperson, who examines the problem, and mediates between the parties involved. This is done discreetly. The student will remain anonymous as long as necessary.

The ombudsperson keeps the student aware of the mediation procedure, including the current state of affairs and further steps. Does the mediation not lead to a solution? Then the ombudsperson contacts the Director of Education and Student Policy responsible for that study programme. The latter then takes appropriate action.

Before, during and after the examinations, the Ombudsperson investigates all complaints and disputes of students (see [articles 4.3](#) and [4.4](#)).

### **4.1.3. Mediating problems between students**

Are there problems between students, such as bullying? The ombudsperson investigates the problem, and mediates between the students involved. Where necessary, the ombudsperson makes binding agreements with the students to solve the problem permanently. He can seek the assistance of an expert.

Does the mediation involve facts that could lead to disciplinary proceedings? The ombudsperson then informs the Director of Education and Student Policy as soon as possible. The Director may take disciplinary action (see [Article 4.2.3](#)).

## **4.2. Disciplinary Regulations for Students**

### **4.2.1. Commitment to respect for mission and values**

Has a student enrolled in the university college? He implicitly promises to respect its mission and values (see [www.kdg.be](http://www.kdg.be)), and to adhere to the rules and agreements. In addition, the university college expects the student to behave in a dignified and courteous manner towards everyone.

All university college staff are responsible for ensuring disciplinary enforcement. Does a student not abide by the above rules or the Code of Conduct set out in [Article 5.6](#)? The university college may take disciplinary measures (see [Article 4.2.2](#)) or punish him according to the provisions of disciplinary regulation for students (see [Article 4.2.3](#)).

### **4.2.2. Order-maintaining Measures**

Any staff member of the university college may act to maintain order: from a personal reprimand to temporary exclusion from one or more [educational activities](#) or ICT facilities. An exclusion of more than one day is only possible with notification to the Ombudsperson.

### **4.2.3. Disciplinary Measures**

Does a staff member exclude a student temporarily? Or does he find facts that could lead to disciplinary proceedings? He then informs the Ombudsperson as soon possible. Preferably on that same day.

The ombudsperson, in turn, informs the Director of Education and Student Policy as soon as possible. The director decides whether

- to initiate a mediation procedure with the student
- to initiate a disciplinary procedure.

The Director of Education and Student Policy may convene a disciplinary board fifteen calendar days after notification of the facts, at the latest. Christmas, Easter and summer holidays suspend this period during the mediation procedure.

The Disciplinary Board consists of five members:

- the Director of Education and Student Policy (chairman)
- Study Programme Director or Director of Education and Student Policy of the student concerned



- a member of the KdG student council, from a study programme other than that of the student in question
- the Complaint-Handling Policy Officer
- the non-voting secretary.

At the request of the student, the board members, or the ombudsperson himself, the ombudsperson may also be part of the disciplinary board. He then takes part in the meetings without voting rights.

The disciplinary board is responsible for different actions:

- reprimand
- remedial measures
- temporary exclusion from educational activities
- permanent exclusion from educational activities
- loss of credit
- temporary suspension
- permanent exclusion from the study programme
- permanent exclusion from Karel de Grote University College.

The board will hear the staff member and the student.

In addition, the student is entitled to:

- official communication of the measures considered by the disciplinary committee, and the reasons thereof
- access to the entire file
- reasonable time to prepare and bring forward an oral or written defence
- assistance of a counsellor or the ombudsperson.

The ombudsperson shall inform the student about his rights.

The board expresses its decision immediately, and communicates it to the student. They also provide a written reasoned decision to the student, no later than five calendar days after the meeting of the board.

Does a student wish to lodge an appeal? Then he should do it:

- in writing
- to the Rector
- within five calendar days of communication of the decision to the student.

After a conversation with the student, the Rector shall investigate the appeal. The student has the right to access the entire file and to have the assistance of a counsellor or the ombudsperson.

The Rector provides the student with a reasoned final decision within fifteen calendar days after the appeal. This period shall be suspended during the Christmas, Easter and summer holidays.

### **4.3. Examination-Related Disciplinary Decisions**

#### Definitions

An irregularity is any behaviour of a student resulting from an evaluation moment in which making an objective assessment of his skills - or those of other students - can be partially or completely impossible. For example:

- bringing and/or using any unauthorized tools such as course materials, crib sheets, mobile phones, PDAs, Flash drives, mp3 players, iPods and calculators, smartwatches
- incorrectly using the [exam tool](#)
- each type of oral, written or electronic communication, unless part of the examination procedure.

Plagiarism is taking over someone else's work in identical or slightly modified type, without adequate source acknowledgement, and is a specific type of irregularity. The university college also includes in that category:

- submission of purchased or modified pieces of work as one's own
- reuse of own work as new work
- simulation or falsification of research data.

### Sanctions

Does the university college recognise an irregularity during a (partial) exam? Then the student gets at least a 0/20 for that (partial) examination.

Are there extenuating circumstances? The university college may reduce the sanction to a modified point for the (partial) examination.

In addition to the minimum penalty, the university college may impose the following sanctions. In doing so, they take into account the seriousness of the irregularity and any mitigating or aggravating circumstances:

- 0/20 for the full (partial) course unit
- 0/20 for the full (partial) course unit and loss of second examination opportunity for this (partial) course unit
- 0/20 for multiple course units
- 0/20 for multiple course units and loss of the second examination opportunity for these course units
- 0/20 for all course units of the exam session
- 0/20 for all course units of the exam session and loss of the second examination opportunity
- refusal of enrolment for the entire course of study during the next three academic years.

If the student receives a 0/20 for a (partial) course unit, then an earlier-earned higher score cannot replace the 0/20.

These criteria determine the seriousness of the irregularity:

- nature and extent of the irregularity
- intent to influence or falsify examination results
- extent to which the student, given his experience – for example by the course

units that he has followed or the feedback he has already received in previous work, ...-should be aware that he is in error (through plagiarism).

### Procedure

Does an examiner, supervisor or lecturer/teacher note an irregularity which may influence the examination decision? Then he brings it to the notice of the ombudsperson. The ombudsperson speaks in turn to the chairman of the examination board if necessary.

The chairman calls the board of examiners within a reasonable time in order to determine the appropriate examination-related disciplinary decision.

Pending the decision, the student may continue with his examinations. The examiner or supervisor oversees a fair continuation of the examinations. For example, does the supervisor take contraband tools from the student? The student may then continue to work afterwards. Or is there a suspicion of plagiarism? Then the student may still defend his work orally.

The ombudsperson shall inform the student of his rights:

- communication of the measures considered by the exam committee, and the grounds on which they are based
- access to the entire file
- reasonable time to prepare and present an oral or written defence
- assistance of a lawyer or expert.

Does the record appear clear and a decision so obvious that a physical meeting adds no further value? And does the student not wish to be heard? The chairman may then propose to meet electronically. All members must agree on the proposal. In that case, all documents must be in the file beforehand - and preferably electronically - to be made available to the board members.

Five calendar days after the meeting of the exam committee, at the latest, the Chairman should inform the student, via email, of the reasoned examination-related disciplinary decision.

## **4.4. Legal protection in study progress decisions**

These are study progress decisions:

- imposition of a bridging or preparatory programme (see [Articles 2.4.1.1 and 2.7.1.1](#) )
- refusal to include a course unit in the diploma contract - if the student with an [individual study track](#) has never been enrolled in the course unit (see [Article 2.7.1.2](#))
- granting of an exemption (see [Article 2.8.3](#))
- granting of a certificate of competence (see [Article 2.8.3](#))
- imposition of a measure of study progress (see [Article 2.8.4.1](#))
- refusal of further enrolment by the board of examiners (see [Article 2.8.4.2](#))
- examination decision (see [Article 3.6.2](#))

- examination-related disciplinary decision (see [Article 4.3](#))
- decision of the university college on the equivalence of a foreign higher education diploma
- decision of the university college regarding discontinuation of an internship (see [Article 2.10](#)).

#### **4.4.1. Material errors**

##### *4.4.1.1. Examination Decisions*

Did a material error occur in an examination decision?

It must then be reported immediately to the chairman of the examination board in writing.

Then the chairman and the secretary of the board rectify the mistake in consultation with the lecturer/teacher concerned. And they update the student as soon as possible.

If the university college makes a material error and the correction of it is to the detriment of the student, then the university college rectifies the mistake within 10 calendar days after the publication of the results via e-student services.

##### *4.4.1.2. Other decisions*

Material errors must be reported as soon as possible, in writing, to the Study Programme Director. He/She rectifies the error and informs the student as soon as possible. If the university college makes a material error and the correction of it is to the detriment of the student, then the university college rectifies the mistake within 10 calendar days after notification of the decision. Material errors in the procedure for admission to differing bachelor's degree programme (see [Article 2.6](#)) will be rectified by the Director of Education and Student Policy after consultation with the assessment board.

#### **4.4.2. Mediation before the meeting of the exam committee**

During the academic year, does the student complain about an event or situation that could affect his results? He reports that to the ombudsperson.

Does the student have to deal with an unexpected, non-study related event, which may adversely affect his study results? He also reports that to the ombudsperson.

The ombudsperson investigates and keeps a record of any reports or complaints. He intercedes as much as possible before the meeting of the examination board. The ombudsperson operates autonomously, but may seek advice, including from other ombudspersons, and from the Complaint-Handling Policy Officer.

Is there no solution within the framework of the mediation? Then the ombudsperson raises the situation at the meeting of the exam committee if there are special circumstances. Unless the student specifically requests that he not do so.

Even without notification or complaint, the ombudsperson may raise an issue with the board of examiners, if the issue may adversely affect exam results. Any intervention by the ombudsperson is included in the record of the meeting of the exam committee.

#### **4.4.3. Appeal against a decision of the AUHA (Antwerp University Association) in the context of the EVC (accreditation of prior learning/APL) procedure**

Does the student have a complaint about a decision of the Antwerp University Association (AUHA) which issues the certificates of competence? Then he should submit a written complaint to the chairman of the association (p/a Middelheimlaan 1, 2020 Antwerpen) - no later than seven calendar days after he is informed of the decision in writing.

The student can find the continuance of the appeal procedure in the [APL](#) -regulations of the AUHA, at <http://www.associatie-antwerpen.be/>.

#### **4.4.4. Appeal against a study progress decision of Karel de Grote University College**

##### *4.4.4.1. Internal appeal*

If the student does not agree with the university college's study progress decision or if individual measures are refused, he should contact the ombudsperson.

Does the student wish to lodge an appeal?

- The student contacts the Director of Education and Student Policy by e-mail to [regels-klachten@kdg.be](mailto:regels-klachten@kdg.be), requesting a reconsideration of the decision.
- For an examination decision, the student must do the above within seven calendar days after publication of the results via e-student services. For any other case, he does so within seven calendar days after the decision has been sent.
- The appeal must contain the signature of the student or his counsellor. If this legal counsel is not registered as a lawyer (intern), Then the student adds a written authorisation.
- In addition, the student must state at least: his identity, the contested study progress decision or refusal of individual measures and the actual objections he is invoking.

##### *Inadmissibility Procedure*

Does the e-mail not contain these elements? Or did the student fail to send the e-mail within the period of seven calendar days?

The Education and Student Policy Director then declares the appeal inadmissible.

##### *Handling of the appeal*

Has the Education and Student Policy Director declared the appeal admissible?

The Education and Student Policy Director shall then establish a research file. He may seek additional information from anyone, including the student.

##### Is it about an examination-related (disciplinary) decision?

The Education and Student Policy Director shall then convene an internal appeals board.

The internal appeals board shall be composed as follows:

- chairman: Director of Education and Student Policy
- the chairman of the examination board in question

- The Complaint-Handling Policy Officer
- the legal adviser of the university college (non-voting)
- the ombudsperson of the study programme in question (non-voting)
- the secretary of the examination board in question (non-voting).

The student will receive a letter or e-mail with the date and time at which the internal appeals board meets. The internal appeals board is empowered to take a decision and possibly to amend the results.

The student has the right to be heard. He may also be assisted by a counsellor. The lecturer/teacher in question, and the head of the study programme or coordinator also have the right to be heard. He may be assisted by a confidential adviser.

The chairman formulates each proposal in favour of the student. Does the proposal earn at least half of the votes? Then it is accepted. The board will not count abstentions and invalid votes.

Does the record appear clear and a decision so obvious that a physical meeting adds no further value? The chairman may then propose to meet electronically. All members must agree on the proposal. In that case all file documents must be made available to the board members beforehand - and preferably electronically.

Does this concern another study progress decision or a refusal of individual measures?

Then the investigation takes place in consultation with the ombudsperson and the authority that took the decision. The director of Education and Student Policy shall take a new decision.

The Director of Education and Student Policy will communicate the decision to the student via e-mail after the internal appeal, no later than the twentieth calendar day following the filing of the complaint.

#### *4.4.4.2. External appeal*

After the above internal appeal procedure, the student can still appeal to the Council for Disputes on Study Progress Decisions, hereinafter called the Council. The student may find more information about this at <http://www.onderwijs.vlaanderen.be/nl/raad>.

#### Period

The student must submit a petition to appeal within a period of seven calendar days starting on:

- the day after being informed of the decision of the internal appeals board or
- the day after which the period of the internal appeal (twenty days) has expired. Unless the Academic and Student Policy Director notifies the student, within that period, of the date on which the decision on the internal appeal falls.

#### *Exception*

A period of thirty calendar days applies to decisions on the equivalence of a foreign (higher education) degree. This period starts on the day after being informed of the decision of the internal appeals board, or no later than the 31st day following the notification of that decision. The postmark on the letter is counted as the reference date.

Does the last day of the deadline fall on a weekend or on a public holiday? The period is then extended until the next business day on which the postal services are open.

#### Content of petition

The petition minimally contains:

- name, place of residence or elected domicile, fax number and/or e-mail address of the student or his counsellor
- name and seat of the administration of the institution in which the student is enrolled
- subject of appeal, with the objections the student invokes.

The student may add evidence. He, or his counsellor, must sign and date the application. Is this counsellor not registered as a lawyer (-intern)? Then the student adds a written authorisation.

#### Sending

The student or his counsellor sends the petition as a registered letter to the Council:

Council for Disputes on Study Progress Decisions  
Department of Education  
Administration of Higher Education and Scientific Research  
Hendrik Consciencegebouw 2B  
Koning Albert II-laan 15  
1210 Brussel

He also sends a copy to the Director of Education and Student Policy.

#### *4.4.4.3. Internal appeal after refusal of a decision by the Council for Disputes on Study Progress Decisions?*

Does the Council for Disputes on Study Progress Decisions refuse a decision of the university college? Then another internal appeals board convenes.

The Director of Education and Student Policy shall communicate the decision of the internal appeal in writing to the student, within the time limit determined by the Council for Disputes on Study Progress Decisions.

## **5. MISCELLANEOUS**

### **5.1. Portrait right/right of image**

The university college regularly photographs or videos its activities. Does the student express no objection? If not, he thereby agrees that these images may be used for informational and advertising purposes. They appear, for example, in the online and print publications of the university college.

Image recordings can only be made with the permission of the relevant lecturers/teachers.

Sound recordings can only be made after notification to the relevant lecturers/teachers. Both sound and image recordings are only for personal use and may not be made public or handed on to anyone.

### **5.2. Licenses and inventions**

#### **5.2.1. Usage rights to work commissioned by the university college**

Does the student create a work commissioned by the university college? Then the university college receives a non-exclusive right to use the work. They may use the work, or a portion thereof, for non-commercial purposes:

- inclusion in an anthology, database, multimedia network, brochure or exhibition
- multiplication by sound and/or image carriers, dissemination and exploitation.

The university makes precise arrangements about this with the student.

The university college may include the bachelor's thesis of the student in a database that is accessible to the public via the internet without these precise agreements. The student may, however, object to this.

If a thesis contains confidential information or if there is a confidentiality agreement with the internship institute, then the student should inform the media libraries coordinator that their final year project should not be included in the database.

#### **5.2.2. Inventions within a university college assignment**

Research results are always confidential. Students distribute them only after written permission from the university college. Do the research results provide an opportunity for commercialisation or social application? The student shall report this immediately to the Director-General.

Does the student make no use of knowledge, resources or material from the university college in his research? He then owns the results. He may also transfer them to the university college through a written agreement.

Does the student make good use of knowledge, resources or material from the university college? Then the university college sets down their ownership of the results on paper. Does the valorisation of the research results earn anything? Then the student will receive one-third of the net income, in proportion to his share in the invention.



Students always retain the moral rights to research results.

### **5.3. Personal belongings**

Unless otherwise agreed, the university college does not take custody of any personal belongings of students or any possessions that students borrow or rent from a third party. The university is not responsible for loss, theft, damage or destruction of personal belongings or payment methods from students or anything borrowed or rented.

### **5.4. Processing of students' personal data**

The Privacy Act of December 8, 1992 applies to the processing of the data the university college collects from students. The university uses them for:

- Student Administration:
  - o composition student file
  - o yearbook layout
  - o publication of data on student portal
  - o organisation of education and examinations
  - o registration of examination and deliberation results
  - o calculation, billing and collecting amounts due
  - o following former students.
  
- student affairs and social services:
  - o supporting students with intellectual development, psychosocial problems, study reorientation and career choice
  - o social services offerings, such as the placement service
  - o public relations, including media relations
  - o collaboration with educational organisations, including pupil guidance centres and institutions of pupil guidance, secondary and higher education.

The data is registered in the public register of automated processing of personal data under these registration numbers:

- Student Administration: 001052548
- Student Affairs: 001052647
- Public Relations: 001052746.

The student may ask the committee for the protection of privacy for more information on these matters.

The university college can provide the student's identification data to third parties if this is consistent with the objectives of the university college.

The university shares the results of the successful student with other educational organizations, such as the school in which the student attended secondary school and the pupil guidance centre.

The student has the right to access and correct this information. Does he not want the university to disseminate this information? Then he informs the university college about this.

## **5.5. Insurance**

The educational institutions' policy (civil liability and physical accident) is applicable worldwide for all 'school life' activities (except in high-risk countries<sup>2</sup>).

### **5.5.1. Meaning of school life**

The term "school life" includes all the activities of the educational institution for which the institution takes responsibility. It does not matter if the activities take place inside or outside the institution or before, during or after school hours and days. Activities can take place at home and abroad. Are students travelling in the context of school life to another country in the European Union? Then we consider all activities, from departure to return, as "school life".

Only activities that the university college organises, controls or formally allows are part of school life. Do one or more students, staff members or outsiders implement a private initiative? Then that activity is not covered by school life.

### **5.5.2. Meaning of school journey**

We interpret the term 'school journey' as equivalent to the concept of 'work journey' as described in legislation on work accidents. The "school journey" is the outward and return journey to the educational institution or other location where school life takes place.

### **5.5.3. Physical accidents**

A registered student is insured throughout the academic year for all physical accidents that befall him during school life and his internship. How he travels therefore does not matter.

### **5.5.4. Damages not covered**

The university college and the insurer do not cover damage to the vehicle (such as a car, motorcycle, moped, bicycle) that allows the student to travel to and from school or another location where the school life takes place.

The same applies for travel during school life or performance of an assignment.

The university college is not responsible for the loss, theft, damage or destruction of the personal belongings of students. or anything borrowed or rented.

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<sup>2</sup> High-risk countries: does the Belgian Ministry of Foreign Affairs advise calling off travel to foreign destinations? Then the student is denied permission to depart by the board of the university college. The website of the Ministry of Foreign Affairs <http://diplomatie.belgium.be/> will state travel advice from the destination:

- Non-essential travel to certain areas is not recommended
- Non-essential travel is discouraged
- All travel is not recommended
- Countrymen are requested to leave the country.

### **5.5.5. Civil liability**

Is the civil liability of staff and/or students at risk during school life? The civil liability insurance of the university college may then be invoked.

## **5.6. Code of conduct for students in the use of communication and information processing resources**

### **5.6.1. Scope**

This Code of Conduct applies to all students of the university college. The code describes the use of all communication and information processing resources, such as the ICT infrastructure of the university college and all electronic channels through which the student communicates with the college:

- Blackboard Learning and Community Portal System™ ([see Blackboard](#))
- e-mail
- network software
- internal and external networks and databases
- stored or transmitted data
- internet
- electronic learning environment.

We summarise the above as 'ICT resources'.

The code of conduct fulfils the relevant legislation and the BELNET Acceptable Use Policy ([see Appendix 3](#)), which applies to every student.

### **5.6.2. General guidelines**

The student uses ICT tools with care and returns all appliances in the best conditions after use. He reports any defect and/or abuse directly to the student secretariat or the [STIP](#). Does a student intentionally damage a device? Then he is liable.

The student uses ICT resources (including the Internet and e-mail) for study programme-related activities. Use for commercial and/or profitable activities is not allowed.

Limited private use of ICT resources can be made only under these conditions:

- it happens occasionally.
- it neither prevents nor interferes with the study or research activities of fellow students.
- it does not cost the university college anything extra.

The student uses ICT resources in a manner which is respectful and courteous to the university college, its partners, staff, fellow students and the society in general.

Students have access to the ICT resources via a secure username and password. These are strictly personal. Does the student give these data to third parties? He is liable for any damage caused thereby.

### 5.6.3. Prohibited acts

It is forbidden to:

- read e-mails or data from other users
- log on under a false name or as another user in any way
- falsify data
- (try) to break security measures or access an account, client, host, network or services in another prohibited manner
- use ICT resources in a manner inconsistent with the provisions listed in [Article 4.2.1](#)
- use ICT resources in a manner which harms the network of university college or other users
- steal or copy computer software from the college.

A few examples of prohibited use of ICT tools (incomplete list):

- damage to third parties through insults, threats, harassment, obscenity, or software piracy
- production and use of ad-hoc networks without permission
- violation of public order or morals
- violation of the privacy of a third party, bullying and discrimination (including spam and racism)
- violation of copyright or another intellectual property right, such as downloading copyrighted music or offering of files to which intellectual property rights apply
- download and upload of data with file-sharing software such as Kazaa and Gnutella (unless expressly part of the framework of the courses)
- high network load, without permission, for example, through file transfer or downloads
- participation in and/or download of gambling.

### 5.6.4. Monitoring and sanctions

The university college can keep and monitor the student's data, sent or received through the college network. This is done with respect for his privacy.

Does the university college suspect that a student created a computer problem? Then they contact the student to solve the problem.

Does a student commit a serious breach of the code of conduct, or multiple lighter violations? Then the university college sets out a disciplinary measure (see [Article 4.2.2](#)), or starts disciplinary proceedings (see [Article 4.2.3](#)). Possible sanctions:

- temporary or permanent limited access to ICT resources
- temporary or permanent exclusion from ICT resources
- payment of the costs incurred by the misuse
- inspection and seizure of files and other data media of the student
- any other penalties [Article 4.2.3](#) states.

Is the misuse a criminal offence? The students involved may then be judicially prosecuted, regardless of any claims. The university college collaborates in the tracing of

these crimes. Do judicial authorities ask for user data and log files? Then the university college immediately provides them.

## **APPENDIX 1**

### **Glossary**

**Ad valvas:** Does this regulation mention publication *ad valvas* (disclosure on the notice boards)? Then this information will be posted on the notice boards provided on the campus in question.

**Antedated medical certificates:** medical certificates dated on a date other than that on which the patient was examined and the certificate drawn up.

**AUHA: Antwerp University Association**  
[www.associatie-antwerpen.be](http://www.associatie-antwerpen.be)

**Concordance:** With a curriculum renewal, the content and study load agreement determined between the course units of the 'old' and 'new' curriculum. This agreement is the concordance.

**Course unit/part of a course unit:** a defined set of educational activities and evaluation aimed at acquiring determined competences of knowledge, understanding, skills and attitudes.

There are two types of course units:

- a single course unit (eOLOD);
- a composite course unit (sOLOD), consisting of parts of course units (dOLOD).

The student may view his course units and parts of course units in the module 'My current study contract' on e-student services.

**Course programme:** A coherent set of course units focused on the achievement of defined competences/learning outcomes which those completing the programme must have.

**Credit :** an international unit, accepted by the Flemish Community, that corresponds to at least 25 and at most 30 hours of prescribed educational activities and the evaluation thereof. This is the study load of each study programme, each course unit or any part of a given course unit.

**Credits taken:** credits linked to course units for which the student has enrolled in a given academic year.

**Dixit certificate:** a certificate which is merely based on the statement of the student and not a diagnosis by the expert.

**ECTS sheet:** An ECTS sheet for each course unit is included in the course catalogue. It contains important information about the course, such as content and objectives, the targeted competences, methods of evaluation and the required study material.

**Educational activities:** lectures, practical sessions, laboratories, teaching activities, work individually imposed on the student, and internships.

**EVC:** (APL) Accreditation of prior learning. This is a body of knowledge, understanding, skills and attitudes that students acquired through learning processes that are not confirmed with a study certificate.

**EVK:** An EVK (PAQ) is an 'accreditation of previously acquired qualification'. This is any domestic or foreign study evidence which indicates that a formal learning track has been successfully completed, whether or not this learning track took place within education (but not within Karel de Grote University College).

**Examination:** any assessment of the extent to which a student has acquired stated objectives, linked to the competencies targeted in a course unit.

**Exam tool:** Any anti-fraud software or monitoring software, ... which can be used during an exam that is taken on the computer to monitor the student's computing use and detect irregularities.

**Instructional language:** the language which is used in teaching and examination. When the examination is taken in a different language from that in which the course was taught, the language in which the course was taught is considered as the language of instruction.

**Limit Date:** the date until which the student can de-register for a specific course unit.

**Partial study track:** the part of a [study track](#) that a student takes in a given academic year. This can be a standard or individual study track.

- **Standard study track:** A part of a study programme described and set out according to the [standard study track](#).
- **Partial individual study track:** An individualised part of a study programme that is followed by a student and is composed of (parts of) course units from one or more partial standard study tracks.

**Period and period system:** a period system divides an academic year into four approximately equal periods with the following characteristics:  
Each period consists, in principle, of six weeks of classes, one optional week, and one week in which assessment is organised: the examination period.  
In some cases, the assessment already starts in the optional week.  
Course units can be organised over multiple periods; assessment can be adapted for these course units.  
Long-term internships can also be organised over multiple periods.

**Post factum medical certificate:** a medical certificate that was written after the period of illness.

**Right of Access:** the student's right to see his exam and receive an oral explanation thereof.

**Semester system:** A semester system divides the academic year into two semesters with the following characteristics:

Each semester consists of fourteen weeks in which both educational activities and assessment forms of different natures are included.  
An examination period is organised at the end of each semester.  
Course units can be organised over multiple semesters - assessment can be adapted for these course units.  
Long-term internships can be organised over multiple semesters.

**Sequentiality:** a prerequisite to be able to enrol for a course unit. The sequentiality rule states that the student can enrol for a course unit only in one of the following cases:

- if he has passed the course units that are indicated in the course catalogue as a necessary basis incl. ECTS sheets
- if he obtained a minimum score for the course units that are indicated in the course catalogue as a necessary basis incl. ECTS sheets. This minimum score is established in the course catalogue incl. ECTS sheets;
- if he includes the course units that are specified in the course catalogue as a necessary basis incl. ECTS sheets together with the following course unit
- if he has earned a certain number of credits from the study programme as indicated in the course catalogue including the ECTS sheets.

**Specialisation:** a differentiation in a course programme with a study load of at least 30 credits.

**STIP: Study-Information-Point:** student desk at South Campus and Groenplaats Campus

**Student:** a person who is enrolled in the university college.

**Generation student:** a student who in a certain academic year enrolls in Flemish higher education for the first time with a diploma contract for a Bachelor's programme. The status of generation student applies for the full academic year and the student can only be a generation student for one academic year.

**Scholarship student:** a student who receives a grant from the Flemish Community, in accordance with the provisions of the Decree of June 8, 2007 concerning financial assistance for students in the Flemish Community.

**Scholarship Student:** a student who:

- a. receives financial assistance from the Flemish Community, in accordance with the provisions of the Decree of 8 June 2007 concerning financial assistance for students in the Flemish Community, or
- b. meets the financial criteria for receiving financial assistance in the Flemish Community, or
- c. is a national of a State belonging to the European Economic Area and meets the financial criteria for obtaining financial assistance from the Flemish Community, or
- d. is a DGDC (Directorate-General for Development Cooperation) or BTC (Belgian Technical Cooperation) scholarship holder or a scholarship holder in the development co-operation of the Flemish Interuniversity Council.

**Near-Scholarship Student:** a student who does not receive any grant, but whose reference income does not exceed 1,240 euros above the financial ceiling is specified in the regulations governing the grants. This amount is indexed.

**Student with a disability:** A student who has the right to an allowance from the Flemish Agency for Persons with Disabilities.

**Working student:** a student who meets all of the following conditions

- a. he is in possession of a certificate of employment in an employment relationship with a load of at least 80 hours per month, or he is in possession of a certificate of job-seeking benefits and the study programme is part of the job-seeking path proposed by a regional employment service;
- b. He still does not possess a second-cycle diploma or Master's degree;
- c. He is enrolled in a study track with specific educational and learning methods and specific modalities of support and supply, which is registered as such in the Higher Education Register. The individual registration in the Register of Higher Education does not imply that a new study programme, as defined in Article 60-septies of the Structure Decree, is concerned.

**Study track:** The way in which a study is completed in order to earn a diploma. This can be done via a standard or individual track.

- **Standard study track:** A study track that consists of a course programme provided for a course programme which clarifies how a student can earn a degree connected to the study programme. The standard study track clarifies, in particular, the division into partial standard study tracks.
- **Individual study track:** A study path that deviates from the standard track.



## APPENDIX 2

# TEKST 'ERASMUS EXTENDED UNIVERSITY CHARTER 2014-2020'



277876-FXP-1-2014-1-BE-FXPKA3-ECHE

## ERASMUS CHARTER FOR HIGHER EDUCATION 2014-2020

The European Commission hereby awards this Charter to:

KAREL DE GROTE HOGESCHOOL KATHOLIEKE HOGESCHOOL ANTWERPEN

**The Institution undertakes to respect the following principles:**

- Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.
- Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system). Ensure the inclusion of satisfactorily completed study and /or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

The Institution further undertakes to:

- **When Participating in Mobility Activities - Before Mobility**
  - Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
  - Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.
  - Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
  - Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.
  - Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
  - Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
  - Provide guidance to incoming mobile participants in finding accommodation.
- **During Mobility**
  - Ensure equal academic treatment and services for home students and staff and incoming mobile participants.
  - Integrate incoming mobile participants into the institution's everyday life.
  - Have in place appropriate mentoring and support arrangements for mobile participants.
  - Provide appropriate linguistic support to incoming mobile participants.
- **When Participating in European and International Cooperation Projects - After Mobility**
  - Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.
  - Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.
  - Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
  - Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.
- **When Participating in European and International Cooperation Projects - For the Purposes of Visibility -**
  - Ensure that cooperation leads to sustainable and balanced outcomes for all partners.
  - Provide relevant support to staff and students participating in these activities.
  - Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.
  - Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website.
  - Promote consistently activities supported by the Programme, along with their results.

*On behalf of the Institution, I recognise that implementation of the Charter will be monitored and that violation of any of the above principles and commitments may lead to its withdrawal by the European Commission.*

*-signed-*  
Dirk BROOS  
Legal representative  
B. ANTWERP59

## **APPENDIX 3**

### **ACCEPTABLE USE POLICY VAN BELNET ALSO APPLICABLE TO STUDENTS**

([http://support.belnet.be/index.php?module=documents&JAS\\_DocumentManager\\_op=viewDocument&JAS\\_Document\\_id=37](http://support.belnet.be/index.php?module=documents&JAS_DocumentManager_op=viewDocument&JAS_Document_id=37))

#### **ACCEPTABLE USE OF BELNET ACCESS**

- a. The CLIENT undertakes to act in accordance with the standards and protocols of the Internet.
- b. The CLIENT may use the BELNET network only with strict justified intentions. Any use that violates Belgian or international law is prohibited.  
As a member of category A of ISPA Belgium (Association of Internet Service Providers), BELNET completely endorses the "Cooperation Protocol for the Suppression of unlawful acts on the Internet".  
If there are suspicions of an illegal action by the CLIENT, BELNET will, as within the framework that is prescribed by law, work together with the judicial organisation to facilitate its investigation.
- c. It is forbidden to make use of BELNET services for any activity which:
  - makes possible unauthorised access to the data of a third party;
  - causes damage to the activity of BELNET or the Internet in general,
  - endangers the use or performance of the Internet service for other users;
  - may lead to the waste of resources (personnel, networks, computing);
  - may result in the partial or complete destruction of the integrity of computer data;
  - that could affect user privacy
  - which aims to send items that fall under the category of "harassment" or "spam" messages over the network.
- d. The use of BELNET is reserved for public services, for education and for research purposes. Use for commercial purposes and intensive personal use are prohibited.
- e. The CLIENT is responsible for the delivery of Internet services to its own users, and more particularly for the development of internal procedures to access BELNET through its local network.  
The management of this local network also falls under the responsibility of the CUSTOMER. In this context, the CLIENT must protect itself against attempts at intrusion by a third party via BELNET.
- f. The CLIENT shall take the necessary measures to counter any abuse of BELNET by its own users.  
To this end, the CLIENT makes the users aware of the rules of acceptable use.  
If the BELNET network is used incorrectly, the CLIENT will actively cooperate with BELNET as soon as possible to identify the cause of this abuse, and put an end to it.  
If the abuse continues, subsequent actions will be taken that may lead to the suspension of service to the CUSTOMER. The suspension ends at the moment when the specified user rules are respected again.

## **APPENDIX 4**

### **1. Provisions with regard to tuition fees**

The following provisions apply for the **basic course programmes**:

- For students who take on multiple admissions under degree contract and/or credit contract, the credits of these admissions will be summed up. The fixed and variable amount of the tuition fees will be calculated based on this credit total.
- Each exam contract will be charged separately.
- A non-scholarship student can be charged additional tuition fees for credits for which he/she has no longer any learning account.

The admissions for **Bachelors after Bachelors and Masters after Masters** will be charged separately. The provisions for scholarship students do not apply for these course programmes.

The amounts for **postgraduates and continuing education** are established in accordance with the real cost, the market value and the target.

### **2. De-registering from a course programme**

*Refunding tuition fees when de-registering from a course programme*

When not followed by a new registration at Karel de Grote Hogeschool, the university college will partially refund the tuition fees.

If the student de-registers within a month after enrollment or before November 1<sup>st</sup> of the on-going academic year, the university college will charge the tuition fees as follows:

- the fixed amount of the scholarship fee, plus
- the variable amount of the enrolled and/or taken credits,

outside of this period, the university college will charge the tuition fees as follows:

- the fixed amount of the non-scholarship fee, plus the variable amount of the enrolled and/or taken credits
- the supplementary variable amount of not-enrolled and/or taken credits with insufficient learning account (non-scholarship).

Did the tuition fees amount to less, then the tuition fees will remain acquired by, or indebted to the university college.

### **3. Modification study contract: taking supplementary credits or fewer credits.**

*Modification tuition fees when modifying the contract*

Does a student's diploma, examination or credit contract change during the on-going academic year? Then the university college will always balance the tuition fees accordingly.

The university college calculates the tuition fees as follows:

- once the fixed amount for diploma and/or credit contracts
- the fixed part per exam contract
- the variable amount of all enrolled and/or taken credits, in accordance with the type of contract
- the supplementary amount of enrolled and/or taken credits with insufficient learning account (non-scholarship).

If the tuition fees rise, the university college will charge the difference, if the tuition fees fall, the university college will credit the difference.

#### **4. Flat-rate costs**

*How does the university college charge a flat-rate cost?*

Per course unit, if the cost applies to this course unit,

Per course programme, if the cost is generally applicable for who pursues this course programme. This cost will be charged per taken credit. For the university college, taken credits are: the sum of the enrolled credits and the disenrolled credits for which no learning account is given back.

*Does the university college refund the flat-rate when disenrolling?*

The flat-rate of a course unit will be refunded if the limit date of the course unit has not yet been exceeded.

The flat-rate of a course programme will be refunded proportionally to the number of non-taken credits. For the university college, taken credits are: the sum of the enrolled credits and the disenrolled credits for which no learning account is given back.

## **APPENDIX 5**

### **LIBRARY RULES**

#### **1. Access**

In all KdG libraries you are welcome as a student or staff member of the AUHA (Association of University and university colleges Antwerp) but also as an external user.

	<b>Borrowing in KdG / AUHA</b>	<b>Valid registration</b>	<b>Membership card</b>
<b>Externals</b>	€ 10	1 year	AUHA-library card
<b>KdG / AUHA students</b>	free	current academic year	Student card
<b>KdG / AUHA graduates</b>	€ 5	1 year	Student card / AUHA library card.*
<b>KdG / AUHA staff, emeriti and retirees</b>	free	current academic year	Staff Card / AUHA-library card

\* = diploma copy if no longer in possession of old student card

With your current staff member or student card, you will also have access and borrowing privileges in all AUHA libraries. The AUHA libraries apply their own regulations, and may impose appropriate restrictions for the loan of some parts of the collection. View the agreements within the AUHA, <http://www.auha.be/bibliotheeken>.

#### **2. Addresses and opening hours**

See [www.kdg.be/praktisch/bibliotheek](http://www.kdg.be/praktisch/bibliotheek)

#### **3. Work environment**

In the library you seek to avoid any activity that may disturb the normal functioning of the service and/or of the other users. The library is a reading and working area where you do not eat.

KDG is not liable for the loss or theft of, or damage to, the property of visitors in the library. You are expected to cooperate immediately with any inspections of what is taken from the library.

#### **4. Loaning**

##### **4.1. Borrowing**

You can borrow up to 10 items for 3 weeks.

Other loan conditions apply for a number of materials or loaning is not possible. Each KdG library decides independently whether loaning to individual users is permitted.

The library may for justified reasons reclaim any work which has been loaned out.

You bring the borrowed materials back to the library from which you loaned them.

You are responsible for the materials that you borrow. Therefore do not loan out or exchange any library materials to or with other people. You will have to reimburse any loss or damage

(see also paragraph 6).

Loaning is possible up to fifteen minutes before closing time.

#### **4.2. Extending/Reservations**

You can extend the loan period once, providing the item is not reserved. This can be done at the Library Desk, by telephone, by mail or via [My Library](#).

You can reserve borrowed material via [My Library](#) or at the library desk, by phone or mail.

#### **4.3. Fines**

You must return all borrowed library materials no later than the expiry date of the loan period, otherwise a fine is charged.

Fine per item/per day	€ 0.10
2 <sup>nd</sup> reminder costs	€ 2.50
3 <sup>rd</sup> reminder costs	€ 5.00

If you fail-to pay the fine you will be suspended as borrower.

#### **4.4. Document Request**

You can as a KdG student or employee request books and articles that are not in the KdG libraries by means of interlibrary loan from home and abroad (IBL). This service is provided through the library of your campus.

You must pay any costs due to IBL to your library. The library may ask you for an advance payment.

### **5. Copying - Scanning - Printing**

For copying, scanning and printing articles and parts of books you must take into account the legislation on copyright and reproduction law.

Information on this can be found at <http://www.ond.vlaanderen.be/auteursrechten>

### **6. Damage and loss of materials**

Take care of the library materials because if you have damaged or lost a book or other item, then you must pay compensation for that. This depends on the purchase price and administrative costs are added on top of this.

### **7. Responsibility / legal framework**

As a library user, you are expected to know and abide by the library regulations. Those who clearly do not abide by the agreements may be excluded from further library use.

All questions and comments regarding the library can be communicated to the librarians orally or in writing. In the event of disputes, the Director of Education and Student Policy will decide.

#### **7.1. Privacy**

In accordance with Article 4 of the Law of December 8 1992 on the protection of privacy in relation to the processing of personal data, the following is important to you:

In view of the automated processing of the loan and IBL (interlibrary loan) some data is collected. You can consult the automated database in which this data is processed, with regard to the data relating to you, on the desktop of the library. You have the option to request in writing, to inspect or correct this data.

## **7.2. Use of databases**

The use of electronic resources is subject to the provisions of a user license. These licenses include copyright law restrictions that all members of staff and students connected to KdG have to comply with.

Off-campus access to electronic publications is via password identification and authentication.

You may under no circumstances make your password known to any third party.

Remote users have no access to the electronic databases.

Commercial use is not allowed under any circumstances.

## **8. Exceptions**

Depending on the policy on the campus, the library coordinator or the head of the library department may allow exceptions to these rules.

## **APPENDIX 6**

### **PARTICIPATION REGULATIONS**

#### **1 Students in the representative bodies of KdG**

The election regulations of the student representation and the election procedures govern the election of student representatives in the various representative bodies.

The student representative cannot incur any disciplinary sanctions for any acts performed in the exercise of his mandate. An active student member of one of the following internal consultative bodies receives a certificate as proof of commitment and dedication.

If a student fulfils a mandate in one of the representative bodies of KdG or if he is delegated from it. Then he has a right to justification of absence in those moments. (see [Article 2.9](#)).

It concerns the following bodies:

- Student councils per course of study/campus and university college
- Student Services Council (STUVO)
- Academic Council
- StuRa-Plus or delegation in the Board of Directors (see 3)
- the other committees and working groups per field of study or faculty, or at the university college services
- external consultative bodies (e.g. VVS, ASH, AUHA, ASO) at the request of KdG Student Council.

Each representative body can communicate online through the most suitable channel (e.g. Intranet, Blackboard, ...). Either they are entitled to place notices themselves, or this is done via a member of the university college.

#### **2 Powers of the respective student councils**

##### **2.1 Study Programme Student Council**

This student council consists of students who participate on a voluntary basis. Members of this council may ask the Study Programme Director to be present as observer. Study programmes organise a student council per course.

The board of the course of study deliberates with its student council on

- the establishment of the supplements in the course catalogue, including the ECTS sheets referenced in the HOE (university college education and examination regulations) of the next academic year;
- the development of study programme initiatives concerning student guidance;
- other areas of the course of study that concern the students directly.

The discussion leads to an agreement or non-agreement between students and the study programme board. An agreement will be executed by the study programme board. In the event of disagreement, the study programme board takes the final decision. The study programme board will communicate its reasoned decision to the Study Programme Student Council.

Prior to the preparation of the exam schedule of the standard study tracks, the study programme board consults with its Study Programme Student Council on the criteria the exam schedules must fulfil. The Study Programme Student Council can request access to and advice



on the first version of the exam schedule. If the study programme board does not follow this advice, it will communicate its reasoned decision to the Study Programme Student Council.

On any other matter that may concern it, this Study Programme Student Council may advise its study programme board at its own initiative verbally, by letter or by mail. The study programme board is obliged to formulate a written or verbal response, and if it deviates from the advice, to explicitly justify the deviation.

## **2.2 KDG STUDENT COUNCIL**

The KdG Student Council consists of directly elected students per course of study. It is an umbrella student council. Each course of study has the right to at least one student representative. The KdG Student Council may, if necessary, add not directly elected members and establish criteria for this.

The University College Board deliberates with the KdG Student Council on at least the establishment of rules concerning:

- the HOE (university college education and examination regulations, including the legal status of students, the rules of international student mobility, the organisation of the academic year and the holiday and leave arrangements)
- the development of university college initiatives concerning student guidance
- the establishment and spending of the tuition fee and additional flat fees.

The discussion leads to an agreement or non-agreement between students and the university college board. An agreement is executed by the university college board. In the event of non-agreement, the university college board takes the final decision. The university college board will communicate its reasoned decision to the KdG Student Council.

The university college board consults the KdG Student Council on the establishment of the rules relating to:

- the policy on internal quality assurance;
- the establishment of the code of conduct for language use
- the evaluation of the educational and evaluation activities of the teaching staff.
- other areas of the university college that concerns the students directly.

The KdG Student Council formulates an opinion. The university college board takes a decision within a period of thirty calendar days. They can only deviate from the advice given by the KdG-student council with motivated reasons.

On any other matter that may concern it, the KdG Student Council may advise the university college board at its own initiative verbally, by letter or by mail. The university college board is obliged to formulate a response, verbally, by letter or by mail, and if it deviates from this advice, to explicitly justify the deviation.

## **3 Participation at board level**

**Option 1:** If at least 85% of the entities considered as course programme within KdG have a candidate for the election for the Student Council and if together they obtain at least 10% of the votes of all KdG students within these course programmes, then the board of the new KdG

Student Council may choose one of the candidates as delegate to the Board of Directors (see 3.1) OR to set up a Stura-Plus (see 3.2).

**Option 2:** If all candidates for the KdG Student Council obtain at least 10% of the votes of all KdG students, then the board of the new KdG Student Council may also choose one of the candidates as delegate to the Board of Directors (see 3.1) OR to set up a Stura-Plus (see 3.2).

Each year, the list of the exact number of entities considered as course programme is set up during Stura+ or by the Team of Directors, during period 2 at the latest.

If all candidates for the KdG Student Council obtain less than 10% of the votes of all KdG students, then a StuRa-Plus is set up. No delegation to the Board of Directors is then possible.

### **3.1 Delegation in the Board of Directors**

Delegation in the Board of Directors ensures involvement of the students in policy activities around the following themes and guarantees advice at board level, as referred to in Article II. 317 to II. 325, Higher Education Codex.

The delegate member has an advisory voice on the Board of Directors in terms of:

- establishing the legal status of the student and the university college education and examination regulations
- setting and spending the registration fees
- developing initiatives concerning student guidance
- setting the rules concerning international student mobility
- determining the organisation of the academic year, including the holiday and leave arrangements
- determining the regulations concerning the assessment of the course activities of the academic and teaching staff
- the general policy on internal quality assurance.

If the advisory member cannot attend a meeting in which these themes are discussed, he must provide his advice by e-mail or by telephone to the chairman of the Board of Directors.

### **3.2 StuRa-Plus (Student Council-Plus)**

The StuRa-Plus safeguards involvement of the students in policy preparation activities around student-focused themes and ensures participation in decision-making at board level, as referred to in Article II.

In the StuRa-Plus there is a flexible delegation of the Board of Directors (BD) and the Core Board (President and deputies) of the KdG student council.

In order to ensure student representation of all faculties and Sint Lucas, additional members may be arranged. The core board of the KdG Student Council appoints these members.

The StuRa-Plus is convened at least 4 times per year by the Rector at his own initiative or at the request of the president of the KdG Student Council.

All items regarding Board of Directors or Executive Board for which advice and/or consultation of the student representation is required is placed on the agenda of the StuRa-Plus.

Documents that are submitted to the board of directors for decision making that are related to these items are also provided to the members of the StuRa-Plus.

The members of the StuRa-Plus get access to the permanent consultation structure in KdG and where useful can participate in work groups.

Both the board and student representation can add extra items to the agenda.

In period 3 of each academic year the various involved parties, in particular the KdG Student Council and the Board of Directors, will evaluate the functioning of the StuRa-Plus. The output of this assessment results, if necessary, in new operational arrangements for the next academic year.

## **4 STUVO Student Services Council**

The Student Services Council has an equal composition. The Council consists of a student and a member of the Institute's Management Board. Each of the sections has seven members. The student council sets out the voting procedure and organises the election of the student delegation.

## **5 Addendum**

### **Disputes in participation regulations**

Any dispute relating to the interpretation of these participation regulations or the way in which the student participation in the university college is carried out is submitted to an arbitration board of three arbitrators. Both the university college board and the student representation each appoint a representative of the university college (student or staff) as their arbitrator. These two arbitrators together appoint a third arbitrator. The arbitration board unanimously decides by a majority of two votes. The arbitration board motivates its judgement in writing. This judgement is binding for all parties; no appeal is possible.

