



TEACHING AND EXAMINATION REGULATIONS
ASSOCIATE DEGREE PROGRAMMES
BACHELOR PROGRAMMES
ADVANCED BACHELOR PROGRAMMES

STUDY CONTRACT 2022-2023

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Article 34. Additional Admission Requirements for the Advanced Bachelor Programmes	28
Article 35. Refusal of Enrolment Due to a Negative Learning Account.....	30
2.8 Enrolment and Deregistration	30
Article 36. Enrolments.....	30
Article 37. Late enrolment	30
Article 38. Changing the contract	31
Article 39. Registration Deadline for an Exam Contract.....	31
Article 40. Tuition Fees.....	31
Article 41. Termination of the Contract.....	32
Article 42. Sanctions in Case of Non-Payment	33
2.9 Exemptions.....	33
Article 43. Exemption	33
Article 44. Previously Acquired Qualification (PAQ).....	33
Article 45. Previously Acquired Competence (PAC)	34
2.10 Special Groups	34
2.10.1 Target Groups	34
Article 46. Target Groups of Students	34
Article 47. Facilities	36
Article 48. Duty of Discretion	36
2.10.2 Students Who Attend Educational Activities at a Host Institution	36
Article 49. Conditions for Course Units Taken at a Host Institution.....	36
Article 50. Ratification of the Study.....	38
Provisions Relating to Educational Activities	39
Article 51. Participation in Educational Activities	39
Article 52. Absences	39
Article 53. Termination of Internship, Workplace Learning, or Another Practical Course Unit/Unit of Study	39
Ratification of the Study	41
Article 54. The Report, Credit Certificate, Diploma, and Diploma Supplement.....	41
Article 55. Transferability and Valorisation of (Partial) Grades and Credits	41
Article 56. Changes to the Curriculum.....	41
3. Examination Regulations	42
General Provisions	42
Article 57. Scope.....	42
Article 58. Deviations	42
Article 59. Additions	42
Organisation and Course of the Examinations	43
Article 60. Examiner	43
Article 61. Examination Periods.....	43
Article 62. Exam Opportunities.....	43
Article 63. Assessment Systems.....	44
Article 64. Preparation and Communication of the Exam Schedule	44
Article 65. Attendance at Exams	45
Article 66. Absence from Examinations.....	45
Article 67. Make-Up Exams.....	45
Article 68. Examination Days and Hours of the Exam	46

Article 69. Information on Exams	46
Article 70. Assessment Method	46
Article 71. Numerical Grading	46
Article 72. Communication of the Examination Results	47
Article 73. Substantive Errors after Publication of the Exam Results.....	47
Article 74. Proper Course of the Examinations.....	47
Article 75. Discontinuation of Exams.....	48
Examination Board: Procedure	49
Article 76. Members of an Examination Board	49
Article 77. Incompatibilities	49
Article 78. Presence of the Members of the Examination Board	49
Article 79. Attendance Quorum	49
Article 80. Voting Rules	49
Article 81. Nondisclosure	49
Article 82. Deliberation Report	50
Examination Board: Deliberations	51
3.1 General.....	51
Article 83. Subject of Deliberation	51
3.2 Personal Conditions.....	51
Article 84. Deliberation Due to Exceptional Circumstances	51
Article 85. Declaration of Passing the Entire Study Programme	51
Article 86. Deliberation Rules for higher professional education (HBO5) and Associate Degree Programmes	52
Article 87. Deliberation Rules for the Associate Degrees in Education	52
Article 88. Deliberation Rules for Bachelor Programmes	52
Article 89. Deliberation Rules for Advanced Bachelor Programmes	53
3.3 Study-Related Conditions	53
Article 90. Study Progress Monitoring	53
3.4 Irregularities and Examination-Related Disciplinary Decisions	54
Article 91. Definition of Irregularities and Plagiarism	54
Article 92. Preventive Measures	54
Article 93. Procedure in Case of Irregularities	54
Article 94. Disciplinary Measures in Case of Irregularities	55
3.5 Declaring Passed, Awarding of Diplomas and Level of Achievement	55
Article 95. Declaring Passed.....	55
Article 96. Awarding a Diploma.....	55
Article 97. Awarding a Level of Achievement	56
Follow-Up of the Decisions of the Examination Board	57
Article 98. Feedback Interview After the Publication of the Examination Results....	57
Article 99. Right of Inspection.....	57
Article 100. Right to Copy.....	57
Article 101. Storage of the Examination Material.....	57
4. Student Rights and Obligations	58
Personal Conduct.....	58
Article 102. Information	58
Article 103. Attitude	58
Article 104. Unacceptable Behaviour	58

Article 105. Complaints.....	59
Article 106. Ethics and confidentiality.....	59
Article 107. Language.....	59
Article 108. Clothing and Appearance.....	59
Article 109. Use of Personal Media.....	59
Article 110. Student ID Card.....	59
General Conditions and Rules of Conduct	60
Article 111. Prohibition on Certain Activities.....	60
Article 112. Prohibition on Making Sound or Image Recordings.....	60
Article 113. Prohibition on Distributing Course and Examination Materials.....	60
Article 114. Respect for Buildings, Materials and Equipment.....	60
Article 115. Non-Smoking UAS.....	60
Article 116. Reserving Classrooms and/or Areas.....	60
Article 117. Library and Practice Rooms.....	61
Article 118. Denial of the Right of Access.....	61
Article 119. Copyright.....	61
Article 120. Right of Publicity.....	61
Article 121. Gifts.....	62
Article 122. Penalties.....	62
Health and Safety	63
Article 123. Safety Provisions.....	63
Article 124. Health Provisions.....	63
Insurance.....	64
Article 125. Loss or Theft of Personal Property.....	64
Article 126. Damage, Loss, or Theft of Entrusted Property.....	64
Article 127. Health Insurance.....	64
Article 128. Bodily Injury Insurance.....	64
Article 129. Civil Liability Insurance.....	64
Article 130. Insurance During Enrolment Programmes Abroad.....	64
Article 131. Insurance During Activities Abroad in the Context of the Enrolment Programme.....	64
Article 132. Insurance during foreign activities in the context of the enrolment programme: early return of the student due to exceptional circumstances (e.g. pandemic).....	65
Article 133. Occupational Accident Insurance for Unremunerated Interns.....	65
Appeal Procedure in the Context of the Education and Examination Regulations.....	66
Article 134. Object of Appeal.....	66
Article 135. Lodge an Appeal Against Decisions Concerning a (Prospective) Student.....	66
Article 136. Composition of the Internal Appeals Committee.....	67
Article 137. Handling an Appeal against Decisions on a (Prospective) Student.....	67
Article 138. Council for Disputes about Decisions on Study Progress.....	67
Ombudsperson	69
Article 139. General Job Description.....	69
Article 140. Appointment.....	69
Article 141. Availability.....	69
Article 142. Right to Information.....	69
Article 143. Participation in Deliberations.....	70

Article 144. Reporting.....	70
Order and Disciplinary Rules	71
Article 145. General Provisions	71
Article 146. Disciplinary Measures	71
Article 147. Preventive suspension.....	71
Article 148. Disciplinary Procedure	71
Article 149. Composition of the Disciplinary Committee.....	72
Article 150. Defence of the Student	72
Article 151. Appeal Against the Decision of the Disciplinary Committee	72
Article 152. Appeals Procedure.....	72
5. Protection of Personal Data.....	73
Article 153. Protection of Personal Data	73
6. Final Provision.....	74
Article 154. Final Provision	74
7. Annexes	75
7.1 Calendar Academic Year 2022-2023	75
7.2 List of names and contact details of Directors of Expertise Networks	76
7.3 List of names and contact details of Heads.....	77
7.4 Assessment Framework	80
7.5 Counselling Offer for Students.....	81
7.6 Artevelde UAS Library Regulations.....	82
7.7 Processing personal details of students.....	83
7.8 Cases of recordings and corresponding policy.....	87

0. INTRODUCTION

The education and examination regulations explain the rights and obligations of each student. They arise from the decree provisions relating to higher education.

The study contract can be supplemented with specific information for every study programme. These additions can be consulted via the student portal (My Dinar).

Information on the course units can be found in the ECTS sheets.

These three are the basic documents which apply to all students in all study programmes.

1. EDUCATION LEXICON

Academic year: A period of one year that starts at the earliest on 1 September and no later than 1 October and ends on the day before the start of the subsequent academic year (see Annex 1).

Academic Council: The Academic Council is composed of representatives from the UAS Board, the staff, and the students. The members of the Academic Council are entitled to information on all matters related to the UAS. They consult or advise on the educational aspects of the UAS.

Rounding rules: In the UAS, regardless of the object, all numbers relating to teaching and examination regulations are rounded down to the nearest whole number for the decimals 0.1-0.4 and rounded up to the nearest whole number for the decimals 0.5-0.9. Deviations from this rule are included in the study information and/or the ECTS sheet.

Specialisation: The study load of a specialisation is:

- for a professional bachelor programme offered in the academic year 2018-2019, at least 60 credits and no more than 150 credits;
- for a professional bachelor programme organised since the academic year 2019-2020, at least 60 credits and no more than 120 credits;
- for an advanced bachelor programme, at least 30 credits.

Foreign-language study programme: An initial bachelor programme taught in a foreign language is an initial bachelor programme of which, expressed in credits, the volume of course units that are offered in a different language of instruction than Dutch in the standard study track, is higher than 18.33% of the total volume of the course units of the standard study track, expressed in credits.

Deliberation report: This report from the Examination Board contains the attendance list and for every student states the decision concerning whether the student has passed all the involved course units, possibly the grade of merit, the established examination results (expressed in grades or partial grades), the course units that must be retaken, the non-binding study advice, and the motivation of the decision.

Grant student: A student who receives a student grant from the Flemish Community, in conformity with the stipulations of the decree of 8 June 2007 concerning student finance of the Flemish Community.

Grant student: Students who:

- a) receive a student grant from the Flemish Community, in conformity with the stipulations of the decree of 8 June 2007 concerning student finance of the Flemish Community, or
- b) meet the conditions, determined in Article 9 of the decree of 8 June 2007 concerning student finance of the Flemish Community, and meet the financial criteria for obtaining student finance in the Flemish Community, or
- c) are a national of a state of the European Economic Area, and meet the financial criteria to obtain student finance of the Flemish Community, or
- d) are a DGDC fellow, a BTC fellow, or has a fellowship in the programmes of the Flemish Interuniversity Council.

Aptitude certificate: Evidence that, based on Previously Acquired Competences (PAC) or Previously Acquired Qualifications (PAQ), a student has acquired the competences specific for:

- a) the level of associate degree in higher professional education, or bachelor in higher professional education, or academic education, or
- b) master level, or
- c) a well-described study programme, course unit, or cluster of course units.

The intended evidence is a document or registration.

Statement of admission: Evidence that grants a person access to higher education when he does not meet the diploma requirement to enrol in an initial associate degree programme or bachelor programme.

Dual degree programme: Receiving a diploma from two higher education institutions where the students did part of their education for at least 27 credits.

Partial grant student: A student who does not receive a student grant of the Flemish Community, but whose reference income is no more than €3,000 above the financial maximum limit, determined in the regulations concerning student grants. The amount of €3,000 is indexed annually.

Special status: Students with a disability, working students, student-athletes, student-entrepreneurs, student-artists, student representatives, students with a political mandate, foreign-language students, and students with specific individual circumstances can have their situation recognised via a special status, so education and examination facilities can be granted and possible obstacles for the study track are eliminated. Additionally, facilities may be granted when exams coincide with religious holidays. Applications must be addressed to the Diversity Coach at the start of the academic year, at the latest fifteen calendar days following the start of the semester and, in case of late enrolment, at the latest fifteen calendar days following enrolment.

Binding condition: A condition imposed by the Examination Board in the context of study progress monitoring, and which must be respected by the student.

Cutting score: The quantitative result that a student must achieve in order to obtain a 10/20 grade.

Competence: A competence is the ability to function adequately in a specific (professional) context by selecting and using the appropriate integration of knowledge, skills, and attitudes. A person is competent if he has the ability and is willing to act appropriately in this way, and is able to demonstrate this. Competences and learning outcomes are interchangeable as concepts.

Correction key: Concrete guidelines and criteria for an assessor to evaluate and grade a student's performance (assigning a score).

Credit certificate: The recognition of the fact that students have demonstrated in an examination that they have acquired the competences or parts thereof related to a course unit. This recognition is recorded in a document or registration. The acquired credits associated with the course unit in question are referred to as 'credits'.

Credit contract: A contract between the UAS Board and the student who enrolls with respect to obtaining one or more credit certificates for one or more course units.

Deliberation: The registration by the Examination Board of the course units which must not be retaken on the basis of deliberation rules.

Diploma contract: A contract between the UAS Board and the student who enrolls with a view to obtaining a degree or diploma.

Diploma year: The year in which students obtain their diploma.

Director of Expertise Network: Person in charge of an expertise network, appointed by the UAS Board.

Diversity Coach: The Diversity Coach promotes diversity as an asset to the UAS, participates in initiatives related to diversity in the department and acts as a point of contact for students and staff with respect to questions and suggestions regarding diversity. Where necessary, the Diversity Coach—in consultation with the students and with respect for their privacy—tries to find reasonable study and examination accommodations according to a decision taken by the Head of the department and acts on this decision.

ECTS: European Credit Transfer and Accumulation System: credit system that allows mobility and academic recognition of course units within a European context. .

ECTS sheet: The ECTS sheet of a course unit includes the educational and organisational description of this course unit. It contains information on the content, learning objectives, learning outcomes, lecturer(s), study materials, organisation of education, and evaluation and assessment criteria.

Previously Acquired Competence (PAC): A Previously Acquired Competence, being all knowledge, understanding, skills, and attitudes acquired through learning processes that have not been ratified with a study certificate.

Previously Acquired Qualification (PAQ): A Previously Acquired Qualification, being any domestic or foreign study certificate indicating that a formal learning track, whether or not in education, has been successfully completed, as far as it does not involve a credit certificate obtained within the institution and study programme one wishes to assert this qualification for.

Assessment method: The assessment method describes the manner in which the assessment is done: e.g. written assessment, oral assessment, report, project, observation, continuous assessment.

Examination: Every assessment activity that focuses on the extent to which students have acquired the competences or part thereof related to (part of) a course unit.

Examination Board: The committee that takes the final decision concerning the study track a student has followed.

Exam opportunity: Possibility to take an examination. Per enrolment and per course unit, a student usually has two exam opportunities.

Examination period: The period of evaluation in an academic year. There are three exam periods per academic year.

Exam schedule: The exam schedule is the indication of a period of examinations, and offers a detailed survey of assessment moments and methods of the course units. Permanent assessment is not allowed within the exam schedule.

Examination Office: The secretariat that is managed by the Head of Business Administration and performs all supporting work for the proper course, functioning, and follow-up of the assessment. Contact details are stated in the study information.

Examination-related disciplinary decision: A decision made by the Examination Board in response to irregularities.

Examiner: The person appointed by the Head of the department to assess to what extent the students of a particular course unit have acquired the competences (or parts thereof).

Frequency table: shows how often a score was achieved Based on this table, you get the accumulative frequency distribution: this reveals the percentage of students who achieved at least this score. The same accumulative value at the home institution then determines the home score.

Disability: Long-term physical, mental, intellectual, or sensory limitations that hamper the student in question, in interaction with various obstacles, to participate fully and effectively in higher education on an equal footing with other students.

Host institution: An educational institution where the student takes a number of course units as part of an exchange programme and which is associated with Artevelde UAS by means of an agreement.

Guest student: A student coming from a host institution that is associated with Artevelde UAS by means of a learning agreement.

Grade of merit: The Examination Board awards the student the following level of achievement: Cum Fructu, Cum Laude, Magna Cum Laude, and Summa Cum Laude.

Deadline: The UAS sets a deadline for each course unit. This date determines for example whether or not credits are recovered upon deregistration for this course unit.

UAS Board: The institutional board of the UAS which is appointed by the legislator as responsible body for the exercise of powers relating to education.

Head of Business Administration: Management position in an expertise network, appointed by the UAS Board.

Head of Lifelong Learning: Management position appointed by the UAS Board. In this study contract, the Head of Lifelong Learning has the same power as the Head of a department.

Head of a department: Management position in a department, appointed by the UAS Board.

Indicative partial grade: An indicative partial grade is a grade that indicates the extent to which the student has acquired competences of a course unit or parts thereof. The indicative partial grade is preliminary information with a view to support, remediation opportunities, and promoting the study progress.

Make-up examination: Moment determined in the programme calendar, when students who were unable to attend an examination due to late arrival or force majeure, can make up this exam. The authorisation of the Head of the department is always required.

Enrolment programme: The set of course units a student enrolls in (including the exempted course units).

Introductory course: Before the start of the educational activities, introductory courses may be organised for course units that require specific prior knowledge. For certain course units, counselling sessions may be organised which can provide prospective students with advice based on their level of skill or knowledge. Both activities are beyond the normal teaching activities.

Internal Appeals Committee: The Internal Appeals Committee handles the internal appeal lodged by a student who disagrees with a study progress decision.

Introduction days: The days on which introductory sessions are organised for all students. They receive information on the curriculum and course units, the key points regarding their legal status, the teaching and examination regulations, infrastructure and security, services, and rules of the UAS.

Learning agreement: Agreement between two educational institutions in case of an exchange, in which the study track of the student is set down in accordance with the learning outcomes to be achieved.

Unit of study: Part of a course unit for which an ECTS sheet exists.

Learning account: The total package of credits students can use during their study career for an enrolment in a bachelor programme with a diploma contract or in a course unit of a bachelor programme with a credit contract, and which can evolve depending on the number of credits for which students enrol and the number of credits which they acquire. The learning account does not apply to higher professional education (HBO5) and associate degree programmes.

Learning outcome: An observable and therefore testable capacity (i.e. the integration of knowledge, skills, and attitudes) to function successfully in a specific role or function in a contextual situation as a result of a learning track.

Material error: Every error, other than a legal error, regarding the accuracy of the grades or partial grades obtained by the student. This concerns writing or calculation errors and other processing errors or other mistakes in the broadest sense of the word, such as an erroneous grading due to mistakes made when filling in an Excel file, changing a file or name confusion. This list is not exhaustive.

Amicable solution: An agreement that permanently ends points of disagreement so it is no longer possible to attest them, nor to raise any disputes or exceptions.

Standard learning track: For professional bachelor programmes and advanced bachelor programmes: A pre-drawn study track comprising 60 or 30 credits per academic year which, due to its educational consistency, allows the students to obtain their diploma within the specified minimum duration. For Higher Professional Education and associate degree programmes, the number of credits may be lower.

Numerical grades: A whole number within the range from zero to twenty that, according to the assessment framework (see Annex 3), shows the extent to which a student has acquired competences of a course unit or parts thereof.

Ombudsperson: Person acting as mediator in disputes and problems between the student and one or more staff members.

Educational activities: The general term for theoretical courses, seminars, practical sessions, laboratories, educational activities, work assigned individually to the student, and internships.

Educational concept: A policy statement that guarantees high-quality education at the UAS. It is future-oriented and includes goals for continuous educational development. The educational concept concerns specific aspects and priorities the school wants to focus on in education and the manner in which this is to be achieved. In this sense, it is a mission statement for education as a core process.

Language of instruction: The language in which a course unit is taught.

Teaching method: In each course unit, different types of teaching methods can be distinguished which are associated with their own teaching activities. The teaching method describes the manner in which the teaching is carried out: e.g. lecture, seminar, practice, internship, workplace learning, project assignments. The teaching method comes with learning activities so that the objectives can be achieved. The teaching method along with the assessment method forms a coherent whole.

Irregularity: Any act or situation, or any behaviour that prevents the examiner—and by extension the Examination Board—from reaching an objective opinion regarding the competence(s) of a student.

Used credits: Credits related to course units for which a student has enrolled in a given academic year.

Study programme: The structural unit of the curriculum. A diploma is awarded upon successful completion.

Department Advisory Council: Advisory body within a study programme with representation from the professional sector or other experts and members of the department team.

Programme calendar: The contents of the calendar of the academic year as set out in the Annex of this study contract according to the needs of the study programme.

Course unit: A defined whole of teaching, learning, and assessment activities, aimed at acquiring defined competences or parts thereof.

Study profile: An ordered list of the specific competences/learning outcomes acquired within a study programme.

Curriculum: A coherent set of course units aimed at the achievement of the described competences/the learning outcomes which the person completing the study programme should possess.

Department Council: Joint representative body composed of elected students and staff members from a department under the Chairmanship of the Head of the department.

Participation Forum: Deliberation and consultation body of the UAS with four student representatives from the Artevelde UAS Student Council and four representatives from the UAS Board.

Partner institution: Educational institution the UAS has an agreement with for the organisation of a joint programme.

Personal study track: A study track tailored to a particular student which deviates from a standard study track. A distinction is made here between a personal partial study track and an individual study track which includes course units from various programmes.

Plagiarism: Using all or part of one's own work or someone else's work without marking that it is a quotation and/or without adequate acknowledgement of the source. This applies to all types of sources (texts, images, music, databases, etc.). The use of translations and paraphrases without adequate acknowledgement also falls under plagiarism. In addition, the following serious forms of exam fraud are closely linked to plagiarism: having someone else write or edit your paper; simulating or falsifying research data. Plagiarism is considered by the UAS as an irregularity.

Practical supervisor: Person commissioned by Artevelde UAS to supervise the student during practical classes.

Counsellor: Person who acts in a legal dispute as authorised representative or who takes on the defence by writing a legal argumentation or oral defence.

Report: Personal and written announcement of the study results of an examination period by the Head of the department.

Reasonable accommodation: A concrete measure, of material or immaterial nature, that neutralises the restrictive effects of an inappropriate environment on the participation of a person with a disability and to which he is entitled. Reasonable means that the accommodation does not impose a disproportionate burden or that the burden is sufficiently remedied by existing measures.

Semester: Each academic year is divided into two semesters.

Internship: A teaching activity in which the students optimally develop their skills by carrying out professional activities under the supervision of an internship mentor at the internship location and a UAS lecturer who acts as internship coach. Internships also involve self-study time for the targeted preparation of the internship and in-depth reports.

Internship coach: Person commissioned by Artevelde UAS to supervise the student during the internship. The final grading is the responsibility of the Internship Coach.

Internship Mentor: Person commissioned by the internship location to guide the student during the internship.

Student-entrepreneur: Student who combines the launch of an enterprise and the entrepreneurship itself with studies at Artevelde UAS. By acquiring the status of student-entrepreneur, the student enjoys coaching by Idea Factory and can apply for facilities via the diversity coach.

Student representative: Students elected by fellow students who are committed to the students' interests at educational level, institutional level, and supra-institutional level.

Student tracking system (STS): The student tracking system consists of digital student files. Such files include personal data, and information on study progress and counselling of a student.

Study contract: The combined set of education regulations, examination regulations, code of conduct and disciplinary procedures in the UAS that can be consulted on the website www.artevelde-uas.be.

Tuition fee: Amount to be paid by the student for participation in educational activities and/or examinations.

Study load: The number of credits allocated to a course unit, a study programme, or course of study.

Credit: A within the Flemish Community accepted international unit that represents at least 25 and at most 30 hours of prescribed teaching, learning, and assessment activities, and which is used to express the study load of every study programme or course unit. .

Success rate: percentage of obtained credits in relation to credits used.

Study track: The manner in which the study programme is organised. Each study programme offers one or more standard study tracks for its students. In addition, individual tracks can be agreed upon per student.

Study progress decision: One of the following decisions:

- an exam decision,
- an examination-related disciplinary decision,
- awarding a Certificate of Competence,
- granting an exemption,
- imposing a measure concerning study progress monitoring,
- refusal to include a specific course unit in the diploma contract, which the student following an individualised track has not enrolled in before.
- an individual decision involving the refusal of enrolment based on insufficient learning credits, or a learning account lower than or equal to 0, if this does not result from a general regulatory provision.

Study progress monitoring: The monitoring of the normal study progress of each student by the UAS. To this end, Artevelde UAS can make enrolment dependent upon binding or non-binding conditions.

Language Coach: The Language Coaches will screen the language skills of the students. They also organise collective language guidance in Dutch and English on topics such as email etiquette, business writing and speaking skills.

Admission procedure: The investigation to determine whether prospective students who do not meet the general admission requirements can obtain permission to enrol in a bachelor programme. For this investigation, the accrediting body of Ghent University Association is authorised.

Admission exam: A test of arithmetic and language skills to determine whether prospective students who do not meet the general admission requirements can obtain permission to enrol in an associate degree programme.

Testing Committee: Body in the department that is responsible for developing the testing policy. The Testing Committee is responsible for the quality, organisation, and strategy of the tests.

Study Track Manager: The Study Track Managers supervise the student in choosing a study track and do the administrative follow-up. They formulate a non-binding recommendation for the Examination Board on the basis of the examination results.

Transitional course unit: A course unit that, in the context of curriculum changes, is added to the study programme to allow a student enrolled with a diploma contract to obtain a diploma despite the curriculum changes, by acquiring the decretal number of credits for the study programme.

Course sequence: The rules determined by the UAS Board concerning having taken or having passed a course unit or study programme before a student can take exams in a different course unit or study programme.

Exemption: An exemption means that the student no longer needs to take exams for a specific course unit or unit of study. There is no retaining of quotations.

Workplace supervisor: Person commissioned by Artevelde UAS to supervise the student during workplace learning. The final evaluation is the responsibility of the workplace supervisor.

Workplace learning: Learning activities aimed at the acquisition of general or professional competences, the work situation being the learning environment.

Workplace mentor: Person commissioned by the workplace to supervise the student during workplace learning.

Working student: A student who meets the following three conditions:

- Possessing a certificate of employment for at least eighty hours per month, or a certificate of job seeker entitled to benefits, and the study programme fits in a pathway towards work proposed by the regional employment service;
- Not yet possessing of a second-cycle degree or master's degree;
- Having enrolled in a study track with special teaching activities and assessment methods.

2. EDUCATION REGULATIONS

General Provisions

Article 1. Scope

The education regulations apply to all educational activities at the UAS as part of a diploma contract, credit contract, or exam contract.

Article 2. Deviations

General deviations from the education regulations may be permitted by the Participation Forum, after deliberation by the Academic Council.

Individual deviations are notified in writing to the student by the Head of the department.

Article 3. Additions

Before the start of the introduction moments, each Head of a department can supplement the general education regulations with special rules and criteria, insofar as they do not conflict with the law and the general education regulations, following the advice from the Department Council and subject to approval by the Director of Education and Research. These additions are included in the study information as a complete package, and can be consulted via the student portal (My Dinar). The role of the Internship Supervisor and Mentor and/or Workplace Supervisor and Mentor in terms of guidance and assessment is accurately determined.

Article 4. Announcement

The general education regulations as well as the modifications, deviations, and additions are communicated to the students involved via the UAS communication channels.

The main communication channels are the student portal (My Dinar), the electronic learning environment (Canvas), and Artevelde UAS email. The student should actively monitor these communication channels.

Organisation of Education and the Academic Year

2.1 Organisation of Education

Article 5. Determining the Curricula and Study Tracks

For each study programme, the UAS Board determines the curriculum and study tracks, taking into account the professional profiles, the derived competences, and any requirements to practise the profession to which the diploma of the study programme provides access at Flemish, federal, or European level.

For the Bachelor of Nursing and the Bachelor of Midwifery, Artevelde UAS follows the provisions of European Directive 2013/55/EC.

Article 6. Study Information

Each student actively monitors the study information on the student portal (My Dinar). The Head of the department is responsible for mentioning the relevant study information before the start of the academic year.

The objectives of the provided study programme and its curriculum content are described in this information and in the ECTS sheets, and are made public before the start of the academic year. The study information mentions for each study programme the course units, the standard study tracks, the course units for which a course sequence was determined, and modalities concerning study load and study progress monitoring. For each study programme, the study load is expressed in credits in accordance with the provisions of the Flemish Government. The Head of the department will indicate in the study information which course units are, by their very nature, not eligible for:

- an exam contract;
- a credit contract;
- a deliberation;
- a second examination opportunity;
- re-enrolment within the same academic year.

Article 7. Study Load and Activities

§1 General provisions on study load and activities

For each course unit, the UAS Board indicates the study load in accordance with the provisions of the Flemish Government. The study load of each course unit is at least three credits. An associate degree has a load of at least 90 credits. A professional bachelor programme has a study load of at least 180 credits, and an advanced bachelor programme has a study load of at least 60 credits.

§2 Specific provisions concerning study load and activities in the Bachelor of Nursing.

- Since the academic year 2016-2017, the study load of the study programme has been 240 credits instead of 180 credits. The standard study track of the study programme is spread over a period of four years.
- In determining the curriculum of the Bachelor of Nursing, Artevelde UAS observes the conditions set by the European Directive 2013/55/EC.
- The study programme leading to the bachelor's degree with a qualification in nursing, which provides direct access to the regulated profession of general care nurse, includes at least 4,600 hours of theoretical and clinical teaching, whereby the duration of the

theoretical teaching amounts to at least one-third and that of the clinical training at least half of the minimum duration of the study programme.

- One credit is equivalent to a study load of 26 hours.

Article 8. Guided Distance Learning

The UAS may offer the entire or part of a study programme or course unit in the form of guided distance learning. This information is communicated in the study information. The UAS provides suitable study and learning materials and offers customised support and assessment.

Article 9. Study Materials

Each lecturer is responsible for the quality of the education they provide, as well as the study materials they use, under the ultimate responsibility of the Head of the department.

The UAS Board is to provide all study materials on time and at the best price/quality ratio available in the region.

2.2 Organisation and Structure of the Academic Year

Article 10. Academic Year Calendar

The UAS Board ratifies an annual planning of the academic year and records this in the academic year calendar. The calendar is included as Annex 1.

Article 11. Programme Calendar

The Head of the department determines—after hearing the opinion of the Department Council and on the basis of the academic year calendar determined by the UAS Board—the programme calendar with the layout of the academic year, if the programme was divided into modules: the start and end date of those, the dates of special activities, exam periods, days without teaching activities in preparation and follow-up of exams, and days on which the examination results are published.

Exceptions to the academic calendar must be requested through the Director of Education and Research. These may, after recommendation by the Academic Council, be authorised by the Participation Forum.

In case of force majeure, exceptions to the academic calendar must be made by the Director of Education and Research. The Academic Council and the Participation Forum are consulted and informed. The decision is motivated.

2.3 Language Code of Conduct

Article 12. Official Language

The official language at Artevelde UAS is Dutch.

Article 13. Language of Instruction

As a rule, the language of instruction at Artevelde UAS is Dutch.

Additionally, Artevelde UAS offers several initial bachelor programmes in other languages. The language of instruction in these programmes is indicated in the study information.

Artevelde UAS is free to determine the language of instruction of the advanced bachelor programmes. The language of instruction of these advanced bachelor programmes is indicated in the study information.

At Artevelde UAS, the following educational activities may be organised and assessed in a language other than Dutch in any initial bachelor programme:

- the course units that have a foreign language as a subject and that are taught in that language;
- the course units that are taught by non-native guest lecturers;
- the foreign language course units which, at the initiative of the student and with the consent of the institution, are taken at a different higher education institution;
- the course units which, by virtue of explicit reasoning, can be assumed to be an asset for the students and for the professional field and functionality of the study programme;
- course units in study programmes that are designed specifically for foreign students.

The load of course units taught in a foreign language in the standard study track of any initial bachelor programme with Dutch as language of instruction, is no more than 18.33 % (i.e. 33 credits) of the total volume of the course units offered in the standard study track of that study programme. The calculation of this load does not include the course units that have a foreign language as subject and that are taught in that language, and course units taught in a foreign language at another higher education institution.

If the entire or part of a course unit is taught in a language other than Dutch, this is stated on the ECTS sheet. Moreover, for course units taught in a foreign language, a Dutch and an English ECTS sheet is always provided.

The students retain the right to follow an entire bachelor programme in Dutch at all times. In addition, the students at all times retain the right to take an examination in Dutch for a course unit in which a language of instruction other than Dutch is used, and for which the same study programme has no equivalent in Dutch. This regulation does not apply in the following three cases:

- the educational activities with a foreign language as subject
- the course units taught in a foreign language which, at the initiative of the student and with the consent of the institution, shall be taken at another higher education institution
- initial bachelor programmes taught in a foreign language

In these three cases, assessment may only be carried out in the concerning language of instruction.

Lecturers who teach course units in a foreign language should be proficient in the respective language of instruction at proficiency level C1 of the Common European Framework of Reference for Languages.

Article 14. Language Coaching Measures

For students who take course units in an initial bachelor programme that are taught in a foreign language, Artevelde UAS provides the possibility to test their linguistic knowledge of this foreign language.

For the curriculum of initial bachelor programmes with course units taught in foreign languages, Artevelde UAS provides free, accessible, and needs-dependent language coaching measures. These language coaching measures include:

- language training components (including language courses) offered within the package of compulsory course units or as a compulsory elective;
- language coaching measures that are integrated into the course units that are taught in a foreign language. These language coaching measures provide active support for the students and are recognisable as such for the students in the course unit.

2.4 Specific Activities

Article 15. Introductory Days and Sessions

At the start of the academic year, introductory sessions are organised for all students. Information is given about the study programme and course units, the main issues concerning their legal status, the course and examination regulations, infrastructure and security, services and rules of the UAS.

Article 16. Introductory Courses and Counselling Sessions

The UAS organises introductory courses. For certain course units, screening and/or counselling sessions can be organised in which the prospective student receives specific advice concerning their level of competence or knowledge.

Article 17. Learning and Language Coaching

During the academic year, counselling sessions may be organised by the UAS in which the students can develop their general learning and language skills, and can process the learning content under the supervision of a language or learning coach.

Students with a diploma contract or credit contract may call upon the learning and language coaches for individual guidance during the academic year. The learning and language coaches can make limited use of the Student Tracking System platform (see annex 4) of the Head of the department. They behave in conformity with what is understood by the duty of discretion. They always act under the responsibility of the Head of the department.

Article 18. Screening

Screenings may be organised as part of the study and language coaching. These screenings are mandatory, but are not part of any assessment.

2.5 Study Track Management and Coaching

Article 19. Study Track Management and Coaching

Study track management comprises assisting the student in choosing a learning track and the administrative follow-up. Study Track Coaching comprises guidance for systematic and active reflection on study track choices and the progress of the personal study track.

Article 20. General Duties of the Study Track Manager

The Study Track Manager informs the student of possible study track choices at the time of enrolment or in case of study track changes, and gives advice. They will present these to the prospective student. The choice is made in mutual consultation.

They supervise students who initiate a PAC or PAQ procedure. They are a member of the Examination Board.

Article 21. General Description of the Study Track Coach

The Study Track Coach performs a function of notification, follow-up, and referral.

They are responsible for the supervision of the study progress of the students. They follow up on non-binding study advice. They guide the study progress options. They can coach students in acquiring general competences.

Article 22. Duty of Discretion and Liability

The Study Track Manager and Study Track Coach treat the information communicated to them during the performance of their duties with discretion. They always act under the responsibility of the Head of the department.

2.6 Learning Account

Article 23. Learning Account

§1 Changes to the enrolment programme of students affect their learning account. The learning account applies to both enrolment with a diploma contract and enrolment with a credit contract. For a course unit that is added to the enrolment programme, the learning account of the student is reduced with the credits of the concerning course unit.

Students can regain their learning account when they obtain the credits connected to the concerning course unit. For the first 60 credits obtained, students will regain twice their learning account when they obtain the credits connected to the concerning course unit.

If students are in a situation of force majeure during the academic year and are at risk of losing their learning account, they should go to the Head of the department who will investigate whether adapted examination regulations are possible. If the Head decides that modified regulations are not possible, this is communicated in writing to the students. The students can then submit this decision to the 'Council for disputes concerning decisions on study progress'. The Council may decide to return the lost credits. Requests to return credits which relate to previous academic years and/or credits used in other institutions shall be submitted directly by the students to the 'Council for disputes concerning decisions on study progress'.

Students may contact the Council in writing at the following address:

Council for disputes concerning study progress decisions
Hendrik Conscience Building
Koning Albert II-laan 15, 1210 Brussels, Belgium

§2 However, the learning account does not apply to Advanced Bachelor programmes, Bachelor programmes of education if the students already have a bachelor's degree, higher professional education (HBO5)- and associate degree programmes.

2.7 Admission Requirements

Article 24. Scope

The admission requirements listed apply to any student who enrolls in one or more programmes simultaneously, and/or one or more course units that belong to one or more study programmes.

A visiting student is admitted provided there is a written agreement between Artevelde UAS and the institution the student is enrolled at, or according to the provisions on exchange projects. The visiting student has the same rights and obligations as a student of Artevelde UAS.

Article 25. Types of Contracts

Upon enrolment, the UAS offers the student the choice of the following contracts:

- a diploma contract;
- a credit contract in view of obtaining credits for one or more course units;
- an exam contract in view of obtaining a diploma;
- an exam contract in view of obtaining credits for one or more course units.

Students with an exam contract cannot participate in the educational activities and will receive no guidance.

Article 26. Conditions for Initial Enrolment in an Associate Degree Programme

Persons who want to enrol in an associate degree programme must meet the diploma requirement and the language requirement:

§1 Diploma requirement

Persons will be allowed to the associate degree programme if they possess:

- a study certificate of the second year of the third stage of secondary education, obtained at least three years ago;
- a diploma of secondary education awarded by the Flemish Community;
- a certificate of secondary education for social promotion of at least 900 teaching periods;
- a certificate of secondary adult education of at least 900 teaching periods;
- a diploma of short-type higher education with full curriculum;
- a bachelor's or master's degree;
- a Dutch diploma of higher general continued education (HAVO);
- a certificate which is, pursuant to a statutory standard, European directive, or international agreement, recognised as equivalent to any of the foregoing diplomas. In the absence of such recognition, the institutional board may allow persons who have earned a diploma or certificate in a country outside the European Union that grants access to university education in that country to enrol for a higher professional education programme.

§2 Language requirement

For enrolment in a Dutch associate degree programme, a second general requirement is the proof of sufficient knowledge of Dutch.

Prospective students who can demonstrate they have completed their entire secondary studies in one of the countries listed below, are not required to present an additional Dutch language certificate: The Kingdom of the Netherlands (Aruba, Curaçao, the Netherlands, or Saint Martin) and Suriname.

For all other prospective students, as sufficient proof is accepted: proof that at least one study year in Dutch secondary education was successfully completed; proof that the student was declared passed for a study programme or one or several course units, with a total study load of at least 60 credits in Dutch higher education; a level 5 certificate of the Language Centre (UCT, ILT, HUB or Linguapolis); a certifying language test of the Agency of Integration and Civic Integration at level B2; an ITNA certificate (*Interuniversitaire Taaltest Nederlands voor Anderstaligen*); a module

certificate 3.1 (NT2 - *Vantage mondeling*) of a centre for adult education; the *Certificaat Nederlands als Vreemde Taal (CNaVT) Educatief Startbekwaam* or *Zakelijk professioneel*; a CEF level B2 certificate Dutch (or higher); the State Exams Dutch as a Second Language, Programme II. The certificates may be no more than two years old.

Permission to enrol at Artevelde UAS may be subject to a language screening organised by the study programme involved.

Article 27. Conditions for Initial Enrolment in a Bachelor Programme

Persons who want to enrol in a bachelor programme must meet the following conditions:

§1 Diploma requirement

Persons will be allowed to the bachelor programme if they possess:

- a diploma of secondary education awarded by the Flemish Community;
- a diploma of short-type higher education with full curriculum;
- a diploma of higher education for social promotion, with the exception of the Certificate of Pedagogical Competence;
- a higher professional education certificate or diploma
- a certificate which is, pursuant to a statutory standard, European directive, or international agreement, recognised as equivalent to any of the foregoing diplomas. In the absence of such recognition, the institutional board may allow persons who have earned a diploma or certificate in a country outside the European Union that grants access to university education in that country to enrol for a bachelor programme.

§2 Language requirement

For enrolment in a Dutch bachelor programme, a second general requirement is the proof of sufficient knowledge of Dutch.

Prospective students who can demonstrate they have completed their entire secondary studies in one of the countries listed below, are not required to present an additional Dutch language certificate: The Kingdom of the Netherlands (Aruba, Curaçao, the Netherlands, or Saint Martin) and Suriname.

For all other prospective students, as sufficient proof is accepted: proof that at least one study year in Dutch secondary education was successfully completed; proof that the student was declared passed for the subject 'Dutch' during at least one study year in secondary education in the Walloon region; proof that the student was declared passed for a study programme or one or several course units, with a total study load of at least 60 credits in Dutch higher education; a level 5 certificate of the Language Centre (UCT, ILT, HUB or Linguapolis); a certifying language test of the Agency of Integration and Civic Integration at level B2; an ITNA certificate (*Interuniversitaire Taaltest Nederlands voor Anderstaligen*); a level 3 certificate of a centre for adult education; the *Certificaat Nederlands als Vreemde Taal (CNaVT) Educatief Startbekwaam (STRT)*; a CEF level B2 certificate Dutch (or higher); the State Exams Dutch as a Second Language, Programme II. The certificates may be no more than two years old.

Permission to enrol at Artevelde UAS may be subject to a language screening organised by the study programme involved.

For enrolment in a bachelor programme that is taught in a foreign language, an additional requirement is that you can prove sufficient knowledge of this foreign language. As sufficient proof is accepted: a certificate stating that secondary education in the concerning language of instruction was successfully completed in one of the following countries: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada (with the exception of Quebec), Dominica, Grenada,

Guyana, Ireland, Jamaica, New Zealand, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, United Kingdom and United States of America.

All other prospective students must present a certificate that was issued no more than two years ago. As sufficient proof is accepted: TOEFL test with a score of at least 85, IELTS test with a score of at least 6.5, Duolingo test with a score of at least 110, ITACE test with at least level B2 for all completed parts, Cambridge English Advanced Certificate with at least level B2 for all completed parts, Cambridge English Business Higher certificate, Cambridge English Proficiency Certificate, IB diploma (diploma programme), IGCSE awarded by Edexcel with at least three IGCSEs level O and three IGCSEs level A, certificate issued by Artevelde UAS of at least level B2.

Permission to enrol at Artevelde UAS may be subject to a language screening organised by the study programme involved.

Article 28. Conditions for initial enrolment in the Associate Degree in Secondary Education

Before being able to enrol in the Associate Degree in Education, the prospective students must prove their substantive initial competences as follows:

- three years of relevant professional experience in an educational subject of the Associate Degree in Education, if this experience is in line with the previously followed studies of secondary education;
- five years of relevant professional experience in an educational subject of the Associate Degree in Education, if this experience is not in line with the previously followed studies of secondary education;
- three years of relevant professional experience in an educational subject of the Associate Degree in Education, as well as a VDAB professional certificate or an equivalent certificate, if this experience is not in line with the previously followed studies of secondary education;

Article 29. Entrance Test for the Bachelors of Education

The Bachelor of Preschool Education, Primary Education, Secondary Education, and the abridged Bachelor of Secondary Education have a mandatory, non-binding entrance test on top of the general admission requirements. The entrance test is imposed by the Flemish Government and is organised by the Flemish Council of University Colleges. Students can take the entrance test digitally at <https://ilo.onderwijskiezer.be/instaptoets.html> (Dutch).

After taking the entrance test, the students receive a certificate of participation. The certificate of participation is valid for one year. The students submit this certificate to Artevelde UAS Student Administration. This is done at enrolment (through online registration) or at the latest fourteen days upon enrolment. If the student cannot present the certificate of participation at the latest fourteen days upon enrolment, then the UAS will terminate their enrolment.

All students who want to start the Bachelor of Education must present a valid certificate of participation, except in one of the two situations described below:

Students are not required to take a new entrance test to obtain a valid certificate of participation if they have already taken such a test in the past, and:

- enrolls in the same Bachelor of Education at Artevelde UAS as they were enrolled in before at a different institution;

OR

- enrolls in a teacher training programme at Artevelde UAS after having been enrolled in the Bachelor of Primary Education at Artevelde UAS or at a different institution.

All modalities related to the non-binding entrance test are described on the website www.arteveldehogeschool.be/verplichte-instaptoets-voor-lerarenopleidingen (Dutch).

Based on individual circumstances, the UAS may grant an exception to the obligation for a prospective student to take the entrance test. In this case, the UAS will provide a document that justifies the exemption from the entrance test for the student in question.

Article 30. Special Provisions Relating to International Students for Enrolment in Academic Year 2022-2023

Students who are not in possession of a diploma as mentioned in Article 27 must always apply for admission to the Office of Student Administration via admissions@arteveldes.be.

An application fee of € 75 must be paid when applying for admission by non-EEA students who (will) stay in Belgium with a student or work visa.

The procedure starts on 1 November 2021.

Deadline to start the application:

- before 1 May 2022 for non-EEA students who will stay in Belgium with a student or work visa and non-EEA students who are already staying in Belgium and whose residence permit expires on 31 October 2022.
- before 1 September 2022 for all EEA students who are not in possession of a Flemish diploma and for non-EEA students who already reside in Belgium and whose residence permit remains valid after 1 November 2022.

EEA students and non-EEA students with a residence permit of indefinite duration in Belgium can also apply for admission to the second semester. In that case, they must apply for admission before 31 January 2023.

Article 31. Deviating Enrolment Conditions

Notwithstanding Articles 26, 27, and 30, the UAS Board can only take into account humanitarian, medical, psychological, and social reasons, or the general level of the candidate to allow any deviation from the general admission requirements.

Admission procedure for enrolment in a first bachelor programme

Individuals who have reached at least the age of 21 on 31 December of the academic year for which they wish to enrol and who do not have a diploma of secondary education can only enrol after an initial audit by the Accrediting Body of Ghent University Association. The result of this entrance examination involves a binding study advice.

Anyone who believes to qualify for an exception to the general admission requirements may contact the Office of Student Administration (studentenadministratie@arteveldes.be).

Admission exam for enrolment in a first associate degree programme

Individuals who do not possess an appropriate study certificate (see admission requirements) can only enrol after passing an admission exam by the Accrediting Body of Ghent University Association. The exam can only be taken once for enrolment in a certain academic year. The result of this entrance exam is binding.

Anyone who believes to qualify for an exception to the general admission requirements may contact the Office of Student Administration (studentenadministratie@artevelddehs.be).

Article 32. Enrolling in Individual Course Units

If prospective students only want to take some course units, they may conclude a credit contract. The students generally take classes. If the students cannot or will not take classes, they can conclude an exam contract with a view to obtaining a credit.

The department can indicate that certain course units cannot be taken with an exam contract, as the students for instance must be present in class (for instance a practical class). These course units can only be taken via a diploma or credit contract.

Article 33. Decision of the UAS Board to enrol via credit or exam contract

Prospective students who do not meet the diploma requirements can submit a request to enrol in separate course units with a credit or exam contract. This request is addressed to the Head of the department, is duly justified, and the required supporting documents are attached.

The Head of the department uses these documents to do a research that shows that the applicant is capable to take these course units and/or succeed in the exam. The applicant must also meet the language requirements and have sufficient study credits.

The Head of the department decides on the application on behalf of the UAS Board. They shall inform the applicant of the decision no later than thirty calendar days after submitting the application.

A credit contract is always concluded for a complete course unit. The enrolment programme can only contain course units that start in the same semester.

Article 34. Additional Admission Requirements for the Advanced Bachelor Programmes

§1 Advanced Bachelor of Arts Therapies

Candidates in possession of a bachelor's degree in Occupational Therapy can directly enrol in the Advanced Bachelor of Arts Therapies.

Candidates in possession of one of the following bachelor's or master's degrees or who have demonstrated sufficient motivation, can enrol in the preparatory programme and subsequent Advanced Bachelor of Arts Therapies.

All prospective students must follow an advisory track before they can enrol in this advanced bachelor programme.

The candidates can start the study programme or the preparatory programme if they have obtained:

a bachelor's degree at a university in one of the following fields of study:

- medicine;
- physical education, rehabilitation sciences and physiotherapy;
- psychology and educational sciences;
- social health sciences;
- arts;
- philosophy and moral sciences

a bachelor's or master's degree obtained at a UAS in one of the following fields of study or subjects:

- healthcare;
- education;
- social work and welfare studies;
- audiovisual and visual arts (optional track: art therapy);
- music and dramatic arts (optional track: music therapy or drama therapy);
- music and performing arts/contemporary dance (optional track: dance therapy).

§2 Advanced Bachelor of Special Education

Candidates holding an associate, bachelor's or master's degree can enrol.

In the part-time track, during the academic year at least one day per week must be spent on workplace learning in special education of pupils with specific educational needs under supervision.

In the full-time track, a student can combine workplace learning with employment in education of up to 25 % after prior consultation with the Team Leader.

§3 Advanced Bachelor of Special Educational Needs and Remedial Teaching

Candidates holding an associate, bachelor's or master's degree can enrol.

In the part-time track, during the academic year at least one day per week must be spent on workplace learning in regular education of pupils with specific educational needs under supervision of a critical friend.

In the full-time track, a student can combine workplace learning with employment in education of up to 25 % after prior consultation with the Team Leader.

§4 Advanced Bachelor of School Development

All holders of a teaching diploma who can demonstrate a minimum of three years of professional experience as a teacher can directly enrol in the Advanced Bachelor of School Development.

Teaching diploma is understood to mean a diploma from an integrated teacher training programme (Bachelor of Primary Education, Preschool Education, Secondary Education, and equivalent) or the specific teacher training programme (and equivalent).

During the academic year, at least one day per week must be spent on teaching practice.

§5 Deviating conditions to enrol in advanced bachelor programmes

The Head of Lifelong Learning in an advanced bachelor programme may deviate from these admission requirements if an investigation reveals that the prospective student has the ability to successfully follow this study programme and/or pass the examination.

The prospective student must submit an application to the Head of Lifelong Learning in the respective programme. The application is comprehensively justified, and the necessary certificates are added. This should allow the Head to thoroughly test the expediency of the application. The Head decides on the application on behalf of the UAS Board. The Head also informs the prospective student of the decision no more than thirty calendar days after the application was submitted.

Article 35. Refusal of Enrolment Due to a Negative Learning Account

To enrol in a professional bachelor programme, one must meet the admission requirements and have a positive learning account.

The volume of the enrolment programme is limited to the available learning account.

A student who, at the time of registration, has a learning account that is less than or equal to zero and wants to enrol with a diploma or credit contract, is not allowed to enrol/re-enrol in a professional bachelor programme. This student may submit a reasoned request to the Head of the department to obtain a deviation. The Head of the department will, in exceptional cases, on behalf of the UAS Board determine whether the student is allowed to enrol on the basis of the already completed study track and the possible chances of success. The enrolment is limited to the course units of one semester. On the basis of the study results after one semester, a re-enrolment may be allowed for the course units of a subsequent semester.

A deviation is not allowed in case of a negative learning account of more than 30 credits.

2.8 Enrolment and Deregistration

Article 36. Enrolments

The enrolment comes into effect as soon as the students have signed their contract (manually or digitally) and the UAS has confirmed it. As of that moment, all rights must be guaranteed and all obligations must be met.

An enrolment in a study programme or in separate course units automatically involves registration for all related exam opportunities. Departments may require students to register separately for exams.

The UAS Board shall formulate how fees and charges are calculated and what are the mode(s) of payment.

A prospective student who wants to enrol, but is not able to sign a contract with the UAS or first needs to have the pre-set conditions for enrolment investigated, must register via studentenadministratie@arteveldehs.be. This registration only results in the person involved receiving a unique registration number as proof that their application file was opened. Submitting an incomplete enrolment file or application may result in refusal of enrolment.

Article 37. Late enrolment

Enrolment after 15 October (for the first semester or full academic year) or after 1 March (for the second semester) is only allowed after consulting the Study Track Manager.

Enrolment as of 1 December (for the first semester or full academic year), or as of 15 March (for the second semester) is only possible provided there is detailed motivation by the applicant and written approval by the Head of the department for which enrolment is desired.

If the student enrolls late, their right to two exam opportunities for course units may lapse.

Under exceptional circumstances and providing that permission is given by the Director of Education and Research, the Head of the department can end the enrolment of certain course units early because of their nature. Notification of this deviation shall be given in the study programme information.

Article 38. Changing the contract

Changes can only be made if agreement is reached between the Head of the department and the student.

All changes to the enrolment at the request of the student should be discussed in advance with the Study Track Manager of the department.

The following changes are possible:

Changing the type of contract

- does not affect the credit certificates already obtained;
- may lead to financial implications that are passed on to the student; however, tuition fees are not refunded due to a modified contract;
- has possible other implications the student may be informed of (e.g. child benefit, access to electronic learning environment, etc.)

Changes to the contents of the contract (including changes in study programme or specialisation)

- are carried out by the Head of the department and the student jointly before the cut-off dates of the course units involved. The cut-off date for course units organised in semester 1 or full-year course units is 1 December. For course units organised in semester 2, the cut-off date is 15 March. After these cut-off dates, the contents of the contract may be modified by the Head of the department only if the student provides valid reasons;
- are made before the date mentioned above, unless a different date was established in the ECTS sheet;
- may lead to financial implications that are passed on to the student or which may result in the student receiving a partial refund of the tuition fee;
- implies, in the event of a change of study programme or specialisation, that the rules of late enrolment must be complied with;
- the institutional board may unilaterally change the content of a standard study track during the academic year due to exceptional circumstances, after consultation with the Artevelde UAS Student Council.

Article 39. Registration Deadline for an Exam Contract

The registration deadline for an exam contract is thirty calendar days prior to the examination of the course unit for which one enters into the contract.

Article 40. Tuition Fees

Diploma and credit contract for EEA students			
	Grant students	Partial grant	No grant
Associate degree, Associate Degree in Education, Bachelor (of Education), Specific teacher training programme	€ 115.80	€ 253.60 + € 4.70 * N	€ 253.60 + € 12.10 * N
Advanced bachelor programme (Special Education, School Development, Special Educational Needs and Remedial Teaching)		€ 253.60 + € 12.10 * N	

Advanced bachelor (Arts Therapies)	€ 253.60 + € 24.30 * N
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Diploma and credit contract for non-EEA students
€ 1.700 + € 85 * N

Exam contract for EEA students
€ 115.80 + € 4.70 * N

Exam contract for non-EEA students
€ 1.700 + € 85 * N

N: number of credits

Combination exam contract with a diploma and/or credit contract (bachelor)
Every enrolment shall be processed separately, and the tuition fee is determined on the basis of the above tables.

Specific groups (only EEA students)	
Students of limited means	See grant students

The final determination of the enrolment programme is done at the time of enrolment. Upon modification of the enrolment programme, a settlement of the tuition fee takes place as determined hereinafter, upon signing the new enrolment programme. The settlement is also used for the termination of a contract.

Article 41. Termination of the Contract

§1 Students who wish to discontinue their studies:

- follows the exit procedure;
- returns materials of the UAS to the office in question;
- fulfils any necessary financial obligations.

Students with multiple contracts may also terminate one or more of them separately. The procedure mentioned above must be followed for any deregistration. The necessary administrative changes are made.

As long as this procedure was not followed, the student remains enrolled.

§2 Owed tuition fee upon deregistration

- Deregistration before that start of the academic year: administrative cost of 50 euro.
- Deregistration from the start of the academic year until 30 November: fixed charge is still due.
- Deregistration between 1 December and 15 March: payment fixed charge + payment of the credits that were taken in the first semester and the credits of the full-year course units. Credits of semester two are deregistered and paid back.
- Deregistration after 15 March: fixed charge + payment of the credits used in the second semester. Credits are not deregistered any more.

- The above does not apply if the concerning course unit was already subject to an assessment. In that case, deregistration for that course unit is no longer possible and the amount per credit is still due.

§3 Learning Account

For students who deregister before 1 December for course units of the first semester or full-year course units and before 15 March for course units of the second semester, a reimbursement will be made on the learning account for the credits of the concerning course unit, except when an examination activity was taken for this course unit. Students who deregister for a course unit after the deadline, will not regain the credits of this course unit in their learning account.

Article 42. Sanctions in Case of Non-Payment

If the tuition fee has not been paid:

- the student may lose access to the ICT facilities;
- the student is not allowed to participate in the exams;
- a subsequent enrolment may be refused.

This arrangement does not apply if a repayment plan has been agreed with the student and the student closely follows this plan.

2.9 Exemptions

Article 43. Exemption

An exemption may be granted to someone who has acquired all or some competences of a course unit. An exemption may be granted on the basis of Previously Acquired Qualifications (PAQ) or Previously Acquired Competences (PAC).

Each study certificate of a formal learning track that was successfully completed, whether or not in education, can be presented as proof.

Previously Acquired Qualifications (PAQ) and aptitude certificates as a result of the examination of Previously Acquired Competences (PAC) are valid indefinitely.

Article 44. Previously Acquired Qualification (PAQ)

A student seeking an exemption on the basis of previously acquired qualifications submits an application to the Head of the department via the Study Track Manager at the latest fifteen calendar days after the start of the semester or at the latest fifteen calendar days upon enrolment if the semester has already started.

The student submits the application along with the necessary original documents (certificate/diploma/etc.). The department will process the application in function of well-defined competences, content and study load of the course unit. The department may decide that, in addition to investigating documents, an additional aptitude test is required. The student will pay any necessary contributions.

The Head of the department shall take a reasoned decision on whether or not to grant exemptions based on PAQs.

The decision will be communicated to the student in writing as soon as possible:

- at the latest within thirty calendar days of the start of the academic year, if the application was submitted before the start of the academic year;
- or at the latest within thirty calendar days of submission of the application, if the application was submitted after the start of the academic year.

The term of thirty calendar days begins to run when the application file is complete and if no additional aptitude test is required.

Article 45. Previously Acquired Competence (PAC)

A student seeking an exemption on the basis of previously acquired competences must present an aptitude certificate upon application.

§1 Obtaining an aptitude certificate

A student who wishes to obtain an aptitude certificate for certain competences or for all competences of a particular study programme should submit a request for an aptitude test to the Accrediting Body of Ghent University Association using the standard application form. The deadline is 1 October for enrolment in the second semester and 1 April for enrolment in the next academic year.

The student submits the application along with the portfolio that contains all the relevant proof in connection with the requested competences. The Study Track Manager or a staff member of the Office of Study and Career Guidance can be approached to help put together the portfolio. The aptitude test starts after payment of the contribution.

Should the aptitude test show that additional information is needed to assess the competences, then the competent authority may decide to arrange an additional investigation. The student will be notified in writing whether or not competences are recognised.

The student will receive an aptitude certificate in the event of a positive outcome of the investigation.

The aptitude certificate shall state the competences acquired at the level of a bachelor's degree, a master's degree or a well-defined degree programme, course unit, or cluster of course units.

§2 Acquiring exemptions on the basis of an aptitude certificate

Students who have received an aptitude certificate are eligible to apply for exemptions. They shall submit a request to the Head of the department within fifteen calendar days after the start of the academic year, or within fifteen calendar days upon enrolment if the academic year has already started. When the aptitude certificate relates to all competences of a particular study programme, the students are eligible to apply for exemptions for the entire study programme. They shall submit a request to the Head of the department no later than fifteen calendar days after the date of the awarding of a diploma. They submit the aptitude certificate along with the application.

2.10 Special Groups

2.10.1 Target Groups

Article 46. Target Groups of Students

The following categories of students may apply for facilities related to the education and/or examinations:

- people with disabilities: they are entitled to reasonable accommodations;

- top athletes;
- practitioners of the arts;
- student representatives of Artevelde UAS, Ghent University Association, VLOR, and VVS;
- students with a political mandate;
- students with special individual circumstances;
- working students;
- student-entrepreneurs;
- foreign-language students.

In order to obtain facilities or reasonable accommodations, the students must submit a request to the Diversity Coach and the Head of the department via the digital registration system and in accordance with the procedures written in the special status guide. The students add to their request the necessary documents to prove that they belong to one of these target groups. The Head of the department receives advice of an internal advisory committee on whether or not to award the special status to the students.

It concerns the following internal advisory committees:

- 'studying with a disability', under guidance of the staff member responsible of diversity coaching, advises the Head of the department. They employ the principle of equal treatment and guarantee the right to reasonable accommodations for the students.
- 'study and elite sport', headed by the Director of Education and Research, advises the Head of the department;
- 'study and practice of the arts', headed by the Director of Education and Research, advises the Head of the department;
- 'study and entrepreneurship', headed by the Director of Education and Research, advises the Head of the department.
- 'foreign-language students', headed by the Director of Education and Research, advises the Head of the department.

Additionally, facilities may be granted when exams or mandatory class activities coincide with religious holidays of religions that are recognised in Belgium. This is a favourable measure which may be taken by the department and not an enforceable right. This application must be addressed to the Diversity Coach at the start of the academic year, at the latest fifteen calendar days following the start of the semester and, in case of late enrolment, at the latest fifteen calendar days following enrolment. Religious holidays do not entitle students to be granted facilities.

The Head of the department grants the status and decides on awarding facilities. The Head of the department informs the student of the decision in writing as soon as possible, and no later than thirty calendar days after the application was submitted. The decision to award facilities or reasonable accommodations is binding on all members of the teaching, administrative, and technical staff of the UAS.

Students with a disability whose accommodations have been refused can appeal against this decision to the Internal Appeals Committees within seven calendar days after notification of the decision.

The appeal is lodged by filing an application which includes at least the identity of the student and a factual description and motivation of the objections invoked.

The application must be dated and signed by the student or his counsellor, or it will be declared inadmissible.

The composition of the Internal Appeals Committee is identical to that of the Internal Appeals Committee for teaching and examination regulations.

The Internal Appeals Committee shall decide on an appeal within thirty calendar days after the appeal was lodged.

Article 47. Facilities

The facilities may relate to the education and assessment activities.

Facilities for the teaching and learning activities may include attending classes, study materials, tasks, assignments, bachelor's thesis, internships, and workplace learning, in short, the entire study track and enrolment programme.

Facilities regarding assessment activities may relate to the form, rescheduling, and spreading of exams.

The Head of the department will decide on the practical details of the facilities granted.

This application must be addressed to the Diversity Coach at the start of the academic year, at the latest fifteen calendar days following the start of the semester and, in case of late enrolment, at the latest fifteen calendar days following enrolment.

Facilities must be requested again every year at the department of the taken programme.

Article 48. Duty of Discretion

All staff members who, through their professional relationship, have access to student information must comply with the duty of discretion when carrying out their duties

They may at any time consult with the staff member responsible of diversity and the Head of Legal Issues and Insurance Policy regarding the scope of personal or confidential information, interpretations regarding privacy, professional confidentiality, and culpable omission.

2.10.2 Students Who Attend Educational Activities at a Host Institution

Article 49. Conditions for Course Units Taken at a Host Institution

The Head of the department will decide under what conditions and criteria students can follow part of their enrolment programme at a domestic or foreign institution and communicates those conditions and criteria to the students in the study information.

§1 Mobility in Flanders

Course units at a different institution in Ghent University Association

Students who enrol at Ghent University, University College Ghent, Artevelde University of Applied Sciences, or University College West Flanders with a diploma contract, or as a guest student can, within their diploma contract or programme as a guest student, take course units at another institution of Ghent University Association than the one they enrolled at with a diploma contract (hereinafter referred to as the host institution).

Three conditions attached:

- the concerning course units cannot be included in any of the study programmes of the sending institution—in case of doubt, the Head of the department decides;
- it concerns course units that students are allowed to take as part of their enrolment programme as an exchange student: the course units must be accepted as a substitute by

the sending institution. If students coming from another institution wish to take additional course units, then they must do so in the context of an additional credit contract;

- the agreement of both the sending and the receiving institution is required. This agreement shall be given in the manner specified by each institution. For Artevelde University of Applied Sciences, this involves the approval of the Head of the department.

Students must submit their application in accordance with the procedure laid down for internal Ghent University Association mobility. If the application is approved, the students do not have to pay any additional tuition fees for the course unit in question.

*In case of reorientation in Ghent University Association, the fixed amount (see article 40) can only be recovered if it concerns an initial degree programme (bachelors, associate degrees, and masters).
Course units at another institution outside Ghent University Association*

Students registered with a diploma contract can take course units within this diploma contract at a Flemish higher education institution outside Ghent University Association, provided the institutions are part of officially recognised, bilateral, and/or multilateral cooperation programmes, or exchange programmes, or agreements. For study programmes that impose mandatory student mobility, the study information indicates the extent to which the students must take course units at another domestic higher educational institution. The students must obtain permission from the Head of their department. The Head communicates their decision as soon as possible and no later than fifteen calendar days after receipt of the application. If the Head grants permission to study at a host institution, he also determines which course units are replaced at the home institution. The total number of ECTS credits of the course units to be replaced is equivalent to the total number of ECTS credits of the course units taken at the host institution. The programme the students wish to attend at the other institution is approved by the Head of the department before 1 December for the first semester and before 15 March for the second semester.

Students should submit their application before the date set by the UAS.

§2 Studying abroad or in another community in Belgium

Students enrolled with a diploma contract can take course units within this diploma contract at an institution of higher education abroad or in another Belgian community, providing the institutions are part of an officially recognised, bilateral and/or multilateral cooperation or exchange programme or agreement. For study programmes that impose mandatory student mobility, the study information indicates the extent to which the students must take course units at another domestic or foreign higher educational institution.

Students who want to study or do an internship abroad, shall submit an application to Internationalisation before the date determined by the UAS (Internationalisation: see Annex 4). The department follows the procedure of Artevelde UAS using programme-related criteria to make a selection. The Head of the department determines which course units are replaced in the study track. The total number of credits of the course units to be replaced is equivalent to the total number of ECTS credits of the course units taken at the host institution.

The programme the students wish to attend at another institution is approved by the Internationalisation Coordinator prior to the start of the semester in which the programme is taken. The initial registered enrolment programme of the students is adjusted on the basis of this approval.

The UAS will make maximum efforts to announce the selection criteria of potential mobility grants in a clear and timely fashion.

Article 50. Ratification of the Study

If the students are assessed at the host institution, the assessment shall be accepted fully by Artevelde UAS. Furthermore, the course unit followed and the scores obtained at the host institution are mentioned in full in the diploma supplement.

The scores obtained at the host institution are converted into the corresponding Artevelde UAS score. This conversion is done according to the frequency distribution of the scores within the institutions. This is done via the Egracons conversion tool or via supplied/available frequency tables. For students from a host institution studying at Artevelde UAS, the following conversion table shall apply.

Score	10	11	12	13	14	15	16	17	18	19	20
%	16.2%	15.9%	17.9%	16.7 ¹ %	14.2%	9.2%	5.7%	2.6%	1.2%	0.4%	0.1%
AC%	100.0%	83.8%	67.9%	50.0 ² %	33.3%	19.1%	9.9%	4.2%	1.6%	0.4%	0.0%

A student who obtains a quotation of 13/20 at Artevelde UAS gets a cumulative percentile score (AC %) of 50 %. That means that 50 % of the successful students at Artevelde UAS achieves a grading of 13 or more. A foreign partner institution can check what grade is obtained by minimum 50 % of the students. And at Artevelde UAS, a home quotation is awarded based on the percentile score at the host institution.

Provisions Relating to Educational Activities

Article 51. Participation in Educational Activities

Students who have entered into a diploma or credit contract with Artevelde UAS are to participate in all activities of their enrolment programme.

The UAS guarantees that students following a standard study track will be able to participate in all educational activities of this study track.

Students are responsible for participating in all educational activities of the course units they enrolled in.

Students whose study track deviates from a standard study track personally bear the responsibility for participating in the educational activities.

The lecturers may check on the attendance of the students in those course units for which attendance is required.

Article 52. Absences

§1 The department specifies in the ECTS sheet for which course units notification and justification of absence is required. It concerns among others course units with practice and/or internship components, continuous assessment, etc. The department can elaborate on this arrangement in the study information, practice guide, internship guide, workplace learning guide, etc.

For these course units, the students must report and justify any absence via the digital registration system immediately. The students must upload certificates digitally and keep the physical documents available for the course of the entire academic year.

Medical certificates such as 'dixit certificates' or 'backdated certificates' are not accepted as proof to justify an absence, except in cases of force majeure where the written burden of proof of the force majeure situation rests with the students.

The Head of the department decides if the absence is justified. The students will be informed through the digital registration system.

Justified absences may give rise to a specific remediation process.

Students who are illegitimately absent are not entitled to make-up opportunities.

These regulations may be supplemented in every study programme. Please refer to the study information.

§2 If a doctor refuses to provide a certificate because of legislation, the students are to consult an independent doctor. With consent of the students, this doctor is allowed to request information from the attending physician concerning the student's health.

Article 53. Termination of Internship, Workplace Learning, or Another Practical Course Unit/Unit of Study

The Head of the department can, in special cases and on objective grounds, prematurely terminate the internship, workplace learning or another practical course unit/unit of study if the

student's conduct demonstrates unsuitability to exercise a profession his study programme is preparing him for.

The student whose internship, workplace learning, or practical course unit/unit of study is terminated prematurely is no longer entitled to participate in educational activities for this course unit/unit of study and is therefore excluded from the first and second examination opportunity. In this case, the student obtains a zero mark for the course unit/unit of study involved.

A (foreign) internship may be terminated by the President if the internship location offers insufficient learning opportunities or if, due to circumstances, the internship location cannot be reasonably expected to continue its engagements concerning the internship contract.

A second examination opportunity may still be allowed in exceptional circumstances if the students meet any binding conditions imposed by the Head of the department.

The (international) internship can be suspended by the President if he finds the health and safety of the student can no longer be guaranteed, and if he provides extensive motivation and explanation.

(Internal) appeal against the decision of the President is not possible.

The decision to end an internship, workplace learning, or practical course unit/learning unit prematurely because of an acute and not directly remediable danger or risk, is considered a study progress decision in which exam opportunities lapse. Consequentially, the standard procedure must be followed and the rights of defence on the part of the student must be guaranteed. This decision is elaborately motivated and explained. This detailed justification expressly refers to the appeal period of 7 days.

Ratification of the Study

Article 54. The Report, Credit Certificate, Diploma, and Diploma Supplement

At the end of each examination period, the student will receive a report of the study results.

The students obtain a credit certificate for each course unit they have passed.

A diploma with a diploma supplement is awarded to the student who has been declared to have passed the whole of the study programme. The students are declared to have passed if they have accomplished the objectives of the study programme.

The mere fact that the students have been declared to have passed the whole study programme does not mean they are eligible for a credit certificate for the course units for which they were not successful and were deliberated.

When the students have successfully passed at least one third of their study programme at a partner institution of the UAS in accordance with the Codex, in the context of the joint degree, they also acquire a diploma awarded by the partner institution.

Article 55. Transferability and Valorisation of (Partial) Grades and Credits

Students who fail a course unit that consists of units of study can transfer the partial grades of those units of study they passed to a subsequent examination period and any subsequent enrolments.

Article 56. Changes to the Curriculum

The UAS ensures that in case of future adjustments to the curriculum, a student can validate any earned credits in the programme within the new curriculum. This can be achieved by, among other things, transitional course units.

3. EXAMINATION REGULATIONS

General Provisions

Article 57. Scope

The examination regulations apply to all UAS exams that are taken in the context of a diploma contract, credit contract, or exam contract.

Article 58. Deviations

General deviations from the examination regulations may be permitted by the Participation Forum, after deliberation by the Academic Council.

Individual deviations are notified in writing to the student by the Head of the department.

Article 59. Additions

Before the start of the academic year, the Head of each study programme can supplement these general examination regulations with specific rules and criteria to the extent that they are not in conflict with the law and the general examination regulations, and after advice from the Department Council, and subject to approval of the Director of Education and Research. These additions are included as a package in the study information.

Organisation and Course of the Examinations

Article 60. Examiner

Each examination is conducted by the person or people appointed by the Head of the department.

If circumstances require, the Head of the department may use the services of another internal examiner or an external examiner who has the expertise to evaluate the competences of the students. In cases of force majeure, the examination format can—by exception—be amended by the Chairperson of the examination committee in consultation with the Director of Education and Research.

Examiners cannot administer examinations nor be involved in a discussion or decision of the Examination Board concerning students to whom they are related by birth or marriage up to and including the fourth degree. They may not administer examinations, nor participate in any discussion or decision of an Examination Board concerning their spouse or partner. The examiners will notify the Head of the department of any existing incompatibility as soon as possible.

Examiners shall notify the Head of the department of any circumstances that would make it impossible for them to assess a particular student. If the Head of the department can reconcile themselves with this position, the examiner is replaced. In case of replacement, the Head of the department always notifies the Ombudsperson and student concerned.

Article 61. Examination Periods

There are three examination periods per academic year: the first examination period in the first semester, the second examination period in the second semester, and the third examination period begins at the earliest on the first working day that follows 15 August. The examination periods are recorded annually in the programme calendar.

Course units scheduled in the first semester are assessed during the first examination period. Course units scheduled in the second semester are assessed during the second examination period. Exceptions may be granted by the Head of the department.

Annual course units are assessed in the first and/or second examination period.

Article 62. Exam Opportunities

For each course unit they are enrolled in, students are entitled to two exam opportunities in the course of the academic year, unless the nature of the course unit or the competences to be acquired do not allow for a second assessment. Students who did not obtain a credit at the first exam opportunity are obliged to use the second exam opportunity, except when the students are able to obtain their diploma after the first exam opportunity. The result of the second exam opportunity counts as final result and will replace previously obtained results.

The right to two exam opportunities may lapse if students enrol late.

Students cannot renounce a credit certificate.

The Head of the department may agree to offer a second exam opportunity in the second examination period to students who have not passed one or more course units in the first examination period of their graduation year.

If students re-enrol for the same course unit in the second semester, the second examination opportunity of their first enrolment expires. For the re-enrolment, the right to two exam opportunities is maintained to the extent that it can be organised.

Students who are deliberated for a course unit do not acquire a credit certificate and can re-enrol for that course unit with the aim of obtaining the credit certificate.

Exams can be organised by decision of the Head of the department for special groups of students outside the moments scheduled in the programme calendar and outside the exam schedule.

For students from a target group and to whom facilities were granted regarding assessment activities, the prerequisites and assessment method may be established individually.

Article 63. Assessment Systems

The exam schedule of an exam period is drawn up under the responsibility of the Head of the department, after consultation with the Department Council, and shall be presented to the Ombudsperson for advice at least ten days before being announced. During the consultation, it is ensured that the exam schedule is reasonable, that examinations are limited in time, and that the exams are spread in time for the standard study tracks. Attention is given to the self-study time of the student. The Head of the department will then approve the final exam schedule.

All examiners and students adhere strictly to the exam schedule. Exams can only be rescheduled if there is a justified reason. The Head of the department decides on this and shall, in consultation with the Ombudsperson, ensure a fair and viable alternative.

There are two assessment systems: assessment within the exam schedule and assessment outside the exam schedule. A combination of both systems is permitted. The proportion of the various systems is listed in the ECTS sheet, in the study information, and is explained by the lecturer.

Assessment in the exam schedule means: assessing the extent to which a student has acquired the competences (or parts thereof) of a course unit at a specific moment, as provided in the exam schedule.

Assessment outside the exam schedule means: assessing to what extent competences for a course unit were acquired through papers, reports, observations, continuous assessment, etc.

Students who take part of their study programme at a host institution accept the assessment systems and assessment moments of this institution.

For students who do this in the context of an exchange programme, this will be recorded in the *Learning Agreement* between Artevelde UAS and the host institution.

For students who do so in the context of the enrolment programme that leads to a joint degree, programmes and evaluation systems are established in an agreement between Artevelde UAS and the partner institution.

Article 64. Preparation and Communication of the Exam Schedule

§1 The complete and detailed examination schedule is announced by the Head of the department via My Dinar:

- at the latest on 1 December for the first examination period;
- at the latest on 1 April for the second examination period;
- at the latest on 1 July for the third examination period.

§2 If the study programme is organised in a modular fashion, the dates of the respective exams are announced by the Head of the department no later than twenty calendar days before the examination.

§3 The exam schedule includes at least the following elements:

- indication of the course unit or part thereof, the place, the moment (date and time) of the examination, assessment method and the name of the examiner(s),
- contact details of the Examination Office, the Chairperson, and Secretary of the Examination Board, the Ombudsperson and the dates when the results will be communicated and feedback given.

Article 65. Attendance at Exams

The department registers the presence of a student at the start of an examination. Students prove their identity at each examination by means of their student ID card or identity card.

Students who cannot register in time for an exam due to late arrival, report this to the examination office. They prove their identity through their student ID card or identity card.

Article 66. Absence from Examinations

The students notify their absence via the digital registration system before the start of the exam. Departments can explain this requirement further in the exam section of their study information. This rule does not apply if it is actually impossible for the students to make their absence known before the start of the exam for reasons of force majeure. They give the reason of force majeure and submit a request for make-up examination(s) to the Head of the department. The students justify every absence at the latest at the end of the day that follows on the examination through the digital registration system. The students must upload certificates digitally and keep the physical documents available for the course of the academic year. The Head of the department decides if the absence is justified. The students will be informed through the digital registration system.

Medical certificates such as a 'dixit certificates' or 'backdated certificates' are not accepted as evidence to justify absence. The student is to report every legitimate absence immediately and justify this at the Department Secretariat.

Students who are illegitimately absent are not entitled to make-up opportunities.

These regulations may be supplemented in every study programme. More information can be found in the study information.

Article 67. Make-Up Exams

Students who registered for an examination for which they arrived late, may be permitted by the Head of the department to take this examination at the make-up moment or at another convenient time within the same exam schedule. The Head of the department decides on the legitimacy of the proof provided.

A student, who, because of legitimate absence cannot participate in one or more exams, may be eligible in the same way for one or more make-up exams at the make-up moment or at another convenient time within the same exam schedule.

Make-up exams are always a favour and do not constitute an automatic right.

Students who have to take several exams on the same day can timely request a postponement at the Head of the department. The Head of the department may allow for one or more exams to be rescheduled to the make-up moment or to another convenient time within the same exam schedule.

Article 68. Examination Days and Hours of the Exam

Exams can take place on any day in the exam period except Sundays and public holidays, and between 8:00 and 20:00, subject to circumstances judged by the Head of the department.

All exams take place in a UAS room, subject to circumstances judged by the Head of the department.

Article 69. Information on Exams

Each examiner of a course unit gives, both at the start and at the end of the educational activities, information based on the study information and the ECTS sheet regarding the required competences, assessment system and assessment method, the relationship between the various parts, and whether there is the possibility of a second examination opportunity.

Article 70. Assessment Method

Each examination must be organised in such a way that the students get the chance to prove their competence(s) as objectively as possible.

The examination method corresponds to the competence(s) that are to be assessed. The Head of the department will decide on the assessment method after consulting the involved lecturers and examiners. The assessment method is described in the ECTS sheet. Subject to force majeure, any necessary adjustments are announced, at the latest thirty calendar days before the concerning examination to all the students involved via the communication channels of the UAS.

The assessment method is the same for the first and second examination opportunity. If this is not possible because of the method used, the other method is stated and justified in the ECTS sheet.

For an oral or partly oral examination, written preparation time is always allowed. To ensure maximum objectivity, the student should be able to draw a random question card, unless this is not possible because of the nature of the competence(s) to be assessed or the nature of the examination method.

During the examination period, due to special individual circumstances, a student may be given permission by the Head of the department to take exams in a different way than the established manner. The Head of the department will confirm this in writing to the involved student and examiner.

Article 71. Numerical Grading

Each examination is marked using whole numbers from zero to twenty. The grade reflects the degree to which the student has acquired the (partial) competence(s) of the course unit for which the examination was designed. For a compound course unit, the grade does not necessarily correspond to the processing of the partial grades according to the credits of the unit of study. The grading is duly justified in the ECTS sheet.

Rounding rules: In the UAS, regardless of the object, all numbers relating to teaching and examination regulations are rounded down to the nearest whole number for the decimals 0.1-0.4, and rounded up to the nearest whole number for the decimals 0.5-0.9. Deviations from this rule are included in the study information and/or the ECTS sheet.

The examiner may communicate indicative partial scores with a view to remediation or orientation.

The student is informed of the meaning of the grading through the assessment framework included as Annex 3 of this study contract.

The same applies to course units that were taken at a host institution. These are settled in the same manner as grades for the equivalent course units at the home institution, based on the ECTS (European Credit Transfer and accumulation System). Before the student leaves, the equivalence of course units is recorded in a Learning Agreement and Transcript of Records.

The student cannot be assessed on performances or activities that fall outside the enrolment programme for which he is enrolled.

Article 72. Communication of the Examination Results

The examiner and the Examination Board are responsible for the numerical grades, meaning to establish and validate the grades. The examiner must not divulge the grades under any circumstances before the publication of the examination results.

The Head of the department will publish the examination results at the moments defined in the programme calendar, being at the end of the provided exam periods in January, June, and August-September.

The student will receive a report with the following statements:

- the exam results, in the form of a grade or partial grade;
- the credits earned;
- if necessary, announcement of the course units to be retaken for the purpose of obtaining a diploma later;
- if necessary, announcement of the course units for which there is no second opportunity to sit an examination;
- if necessary, the level of achievement;
- if necessary, a non-binding study advice on the basis of the examination results;
- if necessary, a binding study condition;
- the appeal possibilities.

Article 73. Substantive Errors after Publication of the Exam Results

Substantive errors are reported to the Head of the department within a period of ten calendar days. This period starts the day after the exam results are announced. After investigation, the Head of the department may officially remedy the material error:

- in favour of the student at all times;
- to the prejudice of the student within ten calendar days of notification of the results.

The examination results are published in a new report.

Article 74. Proper Course of the Examinations

Should the proper course of the examinations be compromised, each of the parties involved or the Ombudsperson can bring this to the attention of the Head of the department. The latter shall hear all parties and will take appropriate action.

Article 75. Discontinuation of Exams

Students who do not participate in the examination or examinations or who discontinue their participation, shall inform the Examination Office of this immediately in writing. The Examination Office in turn notifies the Head of the department, the Ombudsperson, and the examiner(s).

Examination Board: Procedure

Article 76. Members of an Examination Board

The Head of the department is Chairperson of the Examination Board. One Examination Board is organised for each study programme. The composition of an Examination Board is determined by the Chairperson and announced at the latest by 1 December for the first examination period, 1 April for the second examination period, and 1 July for the third examination period. The Study Track Manager is a permanent member of the Examination Board. All members of the Examination Board are entitled to vote. Exceptions are the Ombudsperson(s) and the Secretary, who are members with an advisory vote. At the request of the Chairperson, experts may attend the deliberations of the Examination Board with an advisory vote. In exceptional circumstances, non-members can be heard by the Examination Board at the request of the Chairperson.

Article 77. Incompatibilities

Members of the Examination Board who consider themselves to be in a state of incompatibility inform the Chairperson of this.

The Chairperson shall examine the grounds of possible incompatibilities and make a decision.

When the Chairperson finds themselves in a situation of incompatibility, they communicate this to the President. He will appoint a substitute if necessary.

Article 78. Presence of the Members of the Examination Board

The members of the Examination Board take part in the deliberations and sign the attendance list. A member who is legitimately absent notifies the Chairperson of the Examination Board as soon as possible.

Article 79. Attendance Quorum

At least half of the voting members of the Examination Board must be present in order to have a valid meeting. If this is not the case, the Chairperson should schedule a new meeting where at least half of the members are present.

Article 80. Voting Rules

When taking decisions, the Examination Board acts as a collegiate body. When there is no unanimity among the voting members, the Chairperson makes a proposal. The proposal will be accepted if the majority of the present voting members support the proposal. Abstentions are not counted when determining the majority. The Chairperson of the Examination Board may officially, or at the request of a member of the Examination Board or Ombudsperson, impose a secret ballot.

If the voting is tied, the Examination Board will decide upon the proposal most favourable to the student.

Article 81. Nondisclosure

The members of the Examination Board, all persons present at the hearing, and all persons involved in the data management of assessment results are sworn to secrecy about all aspects of the deliberations.

Article 82. Deliberation Report

The deliberation report includes the attendance list and states for each student the decision taken: the final exam results expressed in grades or partial grades, the motivation of the decision taken, if appropriate, the examination-related disciplinary decision, and its motivation. When the Ombudsperson expressly requires it, the deliberation report contains their observations on specific complaints and decisions. The Chairperson, Secretary, and at least three voting members sign the report. The Chairperson may provide access to the deliberation report of the student concerned if the student shows sufficient interest. The deliberation report is kept for fifty years by the Office of Student Administration.

Examination Board: Deliberations

3.1 General

Article 83. Subject of Deliberation

The Examination Board validates the results of the exams, takes decisions relating to irregularities and certification.

The Examination Board shall deliberate under the following conditions:

- personal circumstances, in particular applying the deliberation rules;
- study-related conditions, in particular imposing binding conditions and non-binding study advice and declaring whether the student has passed the whole of the study programme;
- examination-related disciplinary measures.
- Certification
- You cannot request a deliberation if the student has left the programme and afterwards wants to re-enrol in the same programme. In other words, negative grades are not kept.

If students enjoys exemption(s) or dispensation(s), the course units involved are not part of their enrolment programme. The exempted course units are not subject to deliberation.

3.2 Personal Conditions

Article 84. Deliberation Due to Exceptional Circumstances

The examination board may deliberate a fail mark. Course units with a mark lower than 7/20 are not eligible for deliberation. This article requires that the student can demonstrate the existence of special circumstances, in particular personal and/or study-related circumstances. The student reports these exceptional circumstances to the Ombudsperson at the latest on the business day prior to the deliberation by the Examination Board. The Examination Board motivates its decision.

Article 85. Declaration of Passing the Entire Study Programme

The student will be declared to have passed the entire study programme by the Examination Board if there are sufficient grounds to believe that the learning outcomes of the study programme have been realised in general.

The fact that students are declared to have passed in general does not mean that they are eligible for a credit certificate for the course units they have failed.

The application of this article expects the students to be able to demonstrate it concerns special conditions and that they have achieved the objectives globally. The Ombudsperson notifies the Examination Board after they have been informed of the special circumstances of a student. The Examination Board justifies its decision.

Article 86. Deliberation Rules for higher professional education (HBO5) and Associate Degree Programmes

The following deliberation rule applies to students who are enrolled in a diploma year of a HBO5 programme or an associate degree programme, with the exception of the Associate Degree in Education:

For an entire study, students have a margin of 6 credits for which, depending on the number of credits of the course units concerned, they can have one or two fail marks of 9/20. The deliberation rules are only applied in a diploma year.

For students in a study programme of less than 120 credits, or alternatively 90 credits (e.g. due to exemptions), the tolerance is calculated pro rata.

These deliberation rules only apply to students enrolled with a diploma contract or an exam contract aiming to obtain a diploma.

Article 87. Deliberation Rules for the Associate Degrees in Education

For a student enrolled in a diploma year of an Associate Degree in Education, the following deliberation rule applies:

For an entire study, students have a margin of 6 credits for which, depending on the number of credits of the course units concerned, they can have one or two fail marks of 9/20. The deliberation rules are only applied in a diploma year.

For students in a study programme of less than 90 credits (e.g. due to exemptions), the tolerance is calculated pro rata.

These deliberation rules only apply to students enrolled with a diploma contract or an exam contract aiming to obtain a diploma.

Article 88. Deliberation Rules for Bachelor Programmes

For a student enrolled in a diploma year of an initial bachelor programme, the following deliberation rules apply:

In a study programme of 180 credits, or alternatively a study programme of 240 credits, 6 credits, or alternatively 8 credits, are tolerated under these conditions: only one or two fail marks are allowed, depending on the number of credits per course unit, and the fail marks may not be lower than 9/20. The deliberation rules are only applied in a diploma year.

For students in a study programme of less than 180 credits, or alternatively 240 credits (e.g. due to exemptions), the tolerance is calculated pro rata.

This means for example that students in a study programme of 180 credits obtain their degree in the following situations:

- 9/20 for one course unit of 3, 4, 5, or 6 credits
- 9/20 for two course units of 3 credits

These deliberation rules only apply to students enrolled with a diploma contract or an exam contract aiming to obtain a diploma.

Article 89. Deliberation Rules for Advanced Bachelor Programmes

Deliberation is not possible in advanced bachelor programmes, except due to special individual circumstances.

3.3 Study-Related Conditions

Article 90. Study Progress Monitoring

For students who did not achieve one third of the credits (including exemptions) yet, with a maximum of 60 credits

§1 Students with a diploma contract and a success rate of 20 % to 60 %

Students who obtained a success rate of 20 to 60 % after all examination periods of the current enrolment, will be imposed a binding condition in the concerning study programme in the subsequent academic year. The binding condition implies that the student engages in obtaining at least a success rate of 60 % in the next academic year.

If the student is unable to meet this binding condition, enrolment in this study programme will be refused. After this period, the student will be allowed to enrol in this study programme again.

§2 Students with a diploma contract and a success rate of less than 20 %

Students with a success rate of less than 20 % will be informed clearly through the report. We focus on coaching and reorientation. Students who, after all examination periods of the current academic year, still have a success rate of less than 20 % will no longer be allowed to enrol in the same study programme in the subsequent academic year. This refusal of enrolment will last for one academic year.

For all students

§3 Students with a diploma contract or credit contract

Students can enrol no more than two times for the same course unit.

§4 Measures concerning study progress with credit and exam contracts

The enrolment of a student for a course unit with a credit or exam contract aiming to achieve a credit will be refused if the student has already enrolled in the same course unit twice without obtaining a credit certificate.

§5 Refusal of enrolment

If from the data of the record appears that a next enrolment in higher education will not have a positive result, then the enrolment of the student may be refused. The Head of the department motivates the decision.

§6 Deviations

On the basis of an elaborately substantiated application, the students can apply for an exemption on §3 and §4. They must send a request to the Head of the department who will assess the application and may allow for a deviation if appropriate. The department motivates the decision.

3.4 Irregularities and Examination-Related Disciplinary Decisions

Article 91. Definition of Irregularities and Plagiarism

Any act, any behaviour or any situation that disrupts the normal course of the assessment or prevents the assessor from making an objective assessment of the competences of the student is an irregularity. Proof that malicious intent was involved is not required.

Plagiarism takes many forms: Using all or part of one's own work or someone else's work without marking that it is a quotation and/or without adequate acknowledgement of the source. This applies to all types of sources (texts, images, music, databases, etc.). The use of translations and paraphrases without adequate acknowledgement also falls under plagiarism. Additionally it is vital that the students process the source material in an original manner. Papers are not meant to be a patchwork of passages from various sources.

In addition, the following serious forms of exam fraud are closely linked to plagiarism: having someone else write or edit your paper; simulating or falsifying research data. Plagiarism is considered by the UAS as an irregularity.

Article 92. Preventive Measures

For the protection against plagiarism or unauthorised use of copyrighted works, the UAS can use digital detection or anti-plagiarism software.

The Head of the department provides guidelines for assessors and for the students when carrying out oral and written exams.

The Head of the department organises the exam supervision. The supervisors are authorised to ensure the proper conduct of examinations. The supervisors carry out active surveillance.

The identity of the students who wish to take an examination may be checked. The student signs an attendance list after each examination. The attendance lists are kept at the examination office.

During exams and assessments, students are not allowed to keep their coats and bags with them. Possession of personal media such as mobile phones or other media is prohibited unless permission is explicitly stated. The mere possession of such personal media during assessments and examinations is considered an irregularity.

Silence must be observed in the vicinity of the examination premises. Students are to cooperate actively to ensure a normal progress of examinations.

The UAS has an active policy in preventing study fraud. Any kind of study fraud is considered a grave offence.

Article 93. Procedure in Case of Irregularities

The UAS staff member who discovers facts that may give rise to an irregularity, immediately notifies the Chairperson of the Examination Board.

This person collects the necessary proof and takes measures to ensure a further proper conduct of the examinations, if necessary after the seizure of any disputed documents, fraudulently created copy, used tools, etc.

They hear the involved student(s), staff member(s) and any witnesses. The student may be assisted by an Ombudsperson.

As Chairperson, the Head of the department can decide to convene the examination board, if they find that the irregularity has been proven and an examination discipline procedure must be started.

The Head of the department, as Chairperson, will report to the Examination Board.

The student can look into the examination disciplinary file as well as the disciplinary proposal.

The student has the right to be heard by the Examination Board of the concerning examination period.

They can be assisted by the Ombudsperson or a counsellor of their choice.

Next the examination board takes a decision as disciplinary authority.

Article 94. Disciplinary Measures in Case of Irregularities

If the Examination Board considers the irregularities proven, the Examination Board may, after an investigation, take the following additional disciplinary measures:

- All grades and partial grades of the course unit involved in the irregularity are set to '0'. The students are referred to the second exam opportunity for the entire course unit, if there is a second examination opportunity;
- All grades and partial grades of the course unit involved in the irregularity are set to '0'. The students lose their second exam opportunity of the course unit;
- All grades of the examination period are set to '0'. The students retain their second examination opportunity if there is one;
- All grades of the examination period are set to '0'. The students lose their second exam opportunity;
- In case of repeated irregularities during the study period, the students are excluded immediately and permanently from the study programme in question.

These examination disciplinary decisions are thoroughly motivated and sent via the Artevelde email.

3.5 Declaring Passed, Awarding of Diplomas and Level of Achievement

Article 95. Declaring Passed

The students are automatically declared to have passed if they have passed all the exams associated with the curriculum, and if all examinations have led to a credit certificate or a deliberation mark as stated in the study contract.

The students will be declared to have passed the entire study programme by the Examination Board if there are sufficient grounds to believe that the learning outcomes of the study programme have been realised in general.

Article 96. Awarding a Diploma

A student obtains a diploma of a study programme:

- if they are automatically declared to have passed;
- if they are declared to have passed for the whole of the study programme.

Article 97. Awarding a Level of Achievement

The level of achievement of the degree is automatically assigned based on the study results of the course units in which the final learning outcomes are tested. These course units are determined by the Head of the department, subject to the prior advice of the testing committee, the Department Council and Department Advisory Council.

These course units have a combined minimum value of 30 credits and are announced in the study information.

The level of achievement is determined based on the weighted average of the course units involved. To calculate this weighted average, the credits of the course units in question are used.

The following levels of achievement may be awarded: Cum Fructu, Cum Laude, Magna Cum Laude and Summa Cum Laude. The lower limits are 50 %, 67.5 %, 75 % and 82.5 % respectively.

In case of a shortened programme it is possible not to assign a grade.

Follow-Up of the Decisions of the Examination Board

Article 98. Feedback Interview After the Publication of the Examination Results

Each study programme provides the opportunity to have a feedback interview on the completed exams. This moment is planned within a period of four calendar days after the publication of the results of the concerning exam period. It allows the students to access the copy of his written or digital exam or digital data relating to them.

The feedback interview is a dialogue between the lecturer and the student. With an explicit consent of the student, an observer may be present at this conversation. In this case, the student still remains the only conversation partner of the lecturer.

It is not possible to plan a feedback interview at another time than the moment organised by the department, except for reasons of legal absence.

Such a feedback interview serves as an explanation for the exercise of the right of inspection by the student.

Article 99. Right of Inspection

Outside every procedure, the right of inspection remains valid at all times. Students are always entitled to inspect the examinations they have taken. The right of inspection follows from the administrative decree of 7 December 2018. Artevelde UAS falls under Article II. 28, Title 2, Chapter 3 of the administrative decree. In practice, this means that every student who asserts his interest and requests inspection is granted permission.

Article 100. Right to Copy

The UAS has the basic obligation to allow copies of exam papers (including all evaluation documents). If, after inspection of the exam, it turns out that the students in question want a copy of the exam they have taken, these students are entitled to a copy, but the copy must be treated confidentially and can only be used in the context of his or her educational career.

The students are to submit a substantiated request to the Head of the department. They register the date when the application and identity information (and contact details) of the applicant are received. Within fifteen calendar days, an answer to the request is formulated. If a decision to grant the request is taken, this will be executed within thirty calendar days upon approval.

Copies of documents are only provided if the information that does not relate to the students is made unrecognisable. Artevelde UAS requests a reasonable compensation per exam, i.e. € 25 per exam.

Article 101. Storage of the Examination Material

The Head of the department is responsible for the storage of the examination copies and all documents in the assessment file. The exam copies and all documents for the assessment file are stored in the UAS for one calendar year after the conclusion of the academic year. This period is extended in the event of any disputes going to court. In this case, all documents are kept until a final decision is taken.

4. STUDENT RIGHTS AND OBLIGATIONS

Personal Conduct

Article 102. Information

Students are expected to actively keep themselves informed via the official communication channels of the UAS, being the student portal (My Dinar), the website (www.artevelde-uas.be), the electronic learning environment (Canvas) and Artevelde email. The official communications of the department and the UAS to the students are carried out via the communication channels of the UAS. Communications of the student representatives are also communicated through these channels.

There are separate information panels for communications of students. Communications from the students can only be distributed after authorisation by the Head of the department.

Article 103. Attitude

Students are expected to observe respect for the individual through their behaviour and social relationships, both inside and outside Artevelde UAS. They shall not engage in any acts that compromise or are inconsistent with the objectives of the department, the customs and proper functioning of the campus and the mission statement of the UAS.

The UAS wants to create opportunities for all participants in society. It endorses diversity as an important added value to make its mission a success. We expect our students to behave and act accordingly.

Students are asked to take loyal and active part in quality studies that concern the UAS.

Article 104. Unacceptable Behaviour

All students will therefore refrain from any form of unacceptable behaviour such as: bullying, violence, sexual harassment, and discrimination.

Bullying is the repeated exhibition of a certain behaviour by a person with the intention of inflicting mental or physical suffering upon another person.

Violence is understood to mean a person being psychologically or physically harassed, threatened or attacked. Verbal aggression, such as taunts or insults, also falls under this definition.

Sexual harassment includes all forms of verbal, non-verbal or physical conduct of a sexual nature of which the person guilty of it knows or should know that it affects the dignity.

Discrimination is understood to mean all exclamations, actions, or decisions that are offending because of nationality, a supposed race, skin colour, origin, or the national or ethnic background, age, sexual orientation, religious or philosophic belief, a disability, gender and related criteria such as pregnancy, giving birth, and motherhood, or change of sex, gender identity and gender expression, marital status, birth, fortune, political conviction, language, current or future state of health, a physical or genetic trait, social background, or ideas concerning trade unions of the person.

For support, students can always contact the campus staff members of the Student Support Office who act as counsellors.

Article 105. Complaints

Any students who believe they are the victim of violence, bullying, sexual harassment or discrimination in the context of the UAS can go to the campus staff member of the Office of Student Support. When entering the search term 'transgressive behaviour' on Dinar, students can consult the entire vision and approach of Artevelde UAS.

The campus staff members of the Office of Student Support are at all times bound by their code of ethics and confidentiality when providing support.

Article 106. Ethics and confidentiality

All students are to observe care and discretion regarding confidential information they come into contact with as part of their study programmes. In that sense, they are bound by the rules of confidentiality and ethics that apply to all employees of the UAS and its internship locations and workplaces.

Article 107. Language

During the study programme, it is important that the students observe correct and proper language use, both at the UAS and during internships.

Article 108. Clothing and Appearance

Clothing and appearance should be in line with the education and assessment activities during the study programme. During practice, the internship, and workplace learning, the students comply with the applicable customs and standards in terms of safety and proper functioning.

Article 109. Use of Personal Media

Any disruptive use of mobile phones or other personal media is not allowed during the educational activities.

Article 110. Student ID Card

The students are responsible for their student ID card. This card provides access to (parts of) campuses. This card is also used to make prints or copies at UAS devices. To make use of this facility, the students must charge their card. This is done through the web shop.

In case the student ID card is lost, the student is to notify the reception immediately. The student may receive a new card for the amount of € 10. The remaining amount of the lost card will be added on the new card.

In case of (early) termination of studies at Artevelde UAS, the remaining amount remains available on the card to make prints or copies on devices of Artevelde UAS until the end of the calendar year. After that, this amount will be lost.

General Conditions and Rules of Conduct

Article 111. Prohibition on Certain Activities

Commercial activities, promotions and party-political information are not permitted in the context of the UAS unless the motivated permission is given by the Head of the department.

Article 112. Prohibition on Making Sound or Image Recordings

Students are not allowed to make sound or image recordings of educational or assessment activities, unless specific agreements were made with the lecturer in charge of the course unit. Agreements are also made with regard to the retention time of sound or image recordings.

Article 113. Prohibition on Distributing Course and Examination Materials

Students are under no circumstances allowed to multiply and (have) distribute(d) for commercial purpose course materials (course texts, exercises, slides, etc.) which were made available for them against payment or for free in the context of their education. Selling course books does not fall under this arrangement.

Neither are the students allowed to multiply examination materials and recordings which were made available to them against payment or for free, nor use these for any other than personal purposes.

Article 114. Respect for Buildings, Materials and Equipment

Students are also responsible for their UAS environment.

The students keep the classrooms, hallways and toilets clean, clean up the tables in the dining room and cafeteria and take care of furniture and equipment. Whoever damages furniture or equipment will have to compensate this damage.

Students are careful with the UAS computers they have available, as well as the Artevelde UAS network. They act with due diligence.

Eating, drinking, smoking and chewing gum is not allowed in any classroom.

Bicycles and mopeds should be placed in the racks provided for this purpose.

Whoever causes a false alarm pays a compensation.

Students who do not comply with the provisions of this article shall be punished in accordance with the disciplinary rules of Artevelde UAS.

Article 115. Non-Smoking UAS

There is a ban on smoking in all buildings and on the grounds of the UAS and in the buildings and on the grounds where educational activities are organised. As an exception, a separate area in an open space may be provided for smokers.

Article 116. Reserving Classrooms and/or Areas

Students wishing to book a classroom and/or area are to contact the relevant department of the campus in question on time.

Article 117. Library and Practice Rooms

The UAS has library rooms, open learning centres, practice rooms, and study rooms. In these rooms, a calm working atmosphere is essential. All users show respect for the material.

Article 118. Denial of the Right of Access

The staff members of the UAS have the right to prohibit students to access the rooms if they disrupt proper functioning. They may also dismiss a student from a room.

Article 119. Copyright

§1 When working on their bachelor's thesis or any other intellectual or creative paper, the students comply with the laws of 19 April 2014 where copyright and related rights were included in Book XI of the Civil Code on economic law. Students will not copy any materials in any way whatsoever without the permission of the author.

§2 The students enjoy shared moral rights in the bachelor's thesis or any other intellectual or creative paper that is created in the course of his study programme. These rights are explicitly shared with any supervisor of the relevant educational activity or activities. The students must obtain the written consent of all co-authors before making the work public. The agreement contains a provision regarding the extent to which and under what conditions the work can be made public.

§3 The property rights are transferred to Artevelde UAS, unless the Head of the department, in a separate written agreement, waives these rights and gives his approval for commercialisation by the student. In that case, a copy of the agreement is sent to the Director of Research and Services of Artevelde UAS.

If the student submits a project in relation to Idea Factory, this is subject to a confidentiality agreement signed by all parties involved. The principle in this case is that the property rights lie with the student unless waived in a special agreement.

The research and collaboration rules of Ghent University Association, with specifications for Artevelde UAS, apply to the findings and/or the bachelor's thesis or any other intellectual or creative project when this is the result of research and development.

§4 When the bachelor's thesis or any other intellectual or creative project occurs or is realised through the internship location or external company, a separate agreement must be prepared. As a minimum, the intellectual property rights have to be settled for this.

§5 Artevelde UAS has the right to archive a bachelor's thesis or any other intellectual or creative paper, and to make this available to its students and staff through the library, intranet or otherwise, in order to use it for educational or scientific purposes, or for private use.

Article 120. Right of Publicity

The students give the UAS permission to take untargeted pictures in the context of a school event (information day, public announcement of exam results, group photo, filming in the classroom, etc.).

The students give the UAS permission to make recordings of educational activities which the lecturer may use for simultaneous broadcasting and/or may upload to electronic learning platforms. The recording policy applied by the UAS is attached to and is an integral part of the study contract. The students may request not to be focussed on.

The use of visual material is limited to administrative or educational purposes.

When using portraits on banners, advertisements and the like, individual consent from the student is required.

Article 121. Gifts

It is correct and courteous to thank the internship supervisor(s) and internship mentor(s) at the end of the internship or workplace learning.

However, gifts, in whatever form, would not be appropriate.

Article 122. Penalties

Infringements on rules on personal conduct and general rules of behaviour may be sanctioned in accordance with the disciplinary rules of Artevelde UAS.

Health and Safety

Article 123. Safety Provisions

The UAS board is responsible for a safe and healthy environment. The UAS provides first aid facilities and takes measures for fire prevention, fire control, and evacuation.

During teaching and assessment activities, everyone should respect the health legislation and the General Regulations for the Protection of Employees.

Article 124. Health Provisions

In cooperation with its Office of Student Support, the UAS wishes to actively teach students skills that focus on their own health and that of others. It promotes health awareness, stimulates health-enhancing behaviour, and discourages or prohibits conduct or agents that are harmful to health. Alcohol abuse and the possession, use, and trafficking of drugs are prohibited. Violations will be sanctioned in accordance with the order and disciplinary rules. The UAS can refer for assistance.

Insurance

Article 125. Loss or Theft of Personal Property

The UAS is not responsible for the loss or theft of personal belongings of the students.

Article 126. Damage, Loss, or Theft of Entrusted Property

Entrusted property is property that is the object of a work (to be interpreted literally) or that serves as a work instrument. Damage to vehicles for which, at the time of the accident, the legislation on compulsory insurance is applicable, is excluded.

Accidental damage caused by the intern or the workplace student to property entrusted to him in the context of internships or workplace learning is covered by the UAS school insurance policy, as far as it concerns accidental damage and entrusted property.

Accidental damage caused by the students to property entrusted to them by the UAS is covered by the UAS school insurance policy, as far as it concerns accidental damage and entrusted property.

In the event of theft of property entrusted by the UAS or of property entrusted in the context of internships or workplace learning, the burden of proof of the theft lies with the students. The students must have an official report of the theft drawn up as soon as possible and send it to the UAS. If proof of the theft is provided, the entrusted property will be insured by the UAS school insurance policy.

Loss of entrusted property is not covered by the UAS school insurance policy.

Article 127. Health Insurance

Students who are not an entitled person within a system of compulsory health insurance must register with a health insurance fund. For this, the students use a certificate that they have received at the time of their definite enrolment.

Article 128. Bodily Injury Insurance

For the duration of the academic year, all students are insured against physical injuries that may occur as part of the activities of the UAS. All information can be found on My Dinar.

Article 129. Civil Liability Insurance

For the duration of the academic year, all students can rely on the civil liability insurance for the education and assessment activities of the UAS. All information can be found on My Dinar.

Article 130. Insurance During Enrolment Programmes Abroad

Students who take part of their study programme at a host institution abroad should adhere strictly to the guidelines on prevention and health insurance of the UAS. All information can be found on My Dinar.

Article 131. Insurance During Activities Abroad in the Context of the Enrolment Programme

After a competitive procedure with negotiation (AHS/2021/025), Artevelde UAS has taken out a travel insurance for students, alumni, and staff members: the Global Student Insurance. This has

a mandatory nature. Students are only allowed to participate in activities abroad in the context of their enrolment contract if they have taken out a travel insurance via the electronic learning platform Mobility Online for the whole period of stay abroad before departure.

The Global Student Insurance covers medical costs after an accident or disease. Additionally, the insurance also provides assistance and repatriation after an accident or disease. Further, a.o. luggage and furniture, non-contractual liability private life (physical and material damage to third parties) and rental liability are insured. All information can be found on Dinar.

The UAS cannot be held liable if the student avoids the obligation stated above.

Article 132. Insurance during foreign activities in the context of the enrolment programme: early return of the student due to exceptional circumstances (e.g. pandemic)

The Global Student Insurance, that must be taken out via 'Mobility Online', intervenes for medical repatriation or evacuation and in case of early return because a family member has deceased.

The additional option cancellation insurance of the Global Student Insurance still provides many benefits for cancellation, early return, or late return, quarantine, prolonged stay, and additional travel expenses. Also, yet under specific circumstances, in case of a pandemic.

For more information you can consult the general terms and conditions of the Global Student Insurance on My Dinar.

Article 133. Occupational Accident Insurance for Unremunerated Interns

Unremunerated student interns have priority insurance through the statutory Occupational Accident Insurance for accidental bodily injury occurring at the internship location or during workplace learning. All information can be found on My Dinar.

Appeal Procedure in the Context of the Education and Examination Regulations

Article 134. Object of Appeal

When (prospective) students believe that a decision of the UAS is violating their individual rights, they can appeal and ask for the decision to be reconsidered. This can be:

- when they are refused permission to enrol in a study programme or course unit;
- when they are refused an individual study track or when type or content of their enrolment contract have changed;
- when they are refused reasonable accommodations based on disability;
- concerning an exam-related disciplinary measure;
- concerning a study progress decision.

Article 135. Lodge an Appeal Against Decisions Concerning a (Prospective) Student

The appeal is lodged by filing an application which at least states the identity of the students, the contested decision, and a factual description and motivation of the objections invoked. The application must be dated and signed by the students or their counsellor, or it will be declared inadmissible. The appeal must be lodged within an expiry term of seven calendar days counting from the day that follows notification of the decision. The students can legally submit the application in the following ways:

1. The students send the registered letter to the Internal Appeals Committee at Artevelde UAS, or delivers it against a receipt at the following address: Hoogpoort 15, 9000 Ghent, Belgium. At the same time, the students send an electronic version of this letter by email to ibc@arteveldehs.be. The date of posting of the registered letter or the date of the receipt counts as date of the appeal.
2. The students send an electronic version of the application to ibc@arteveldehs.be and sign it with an electronic advanced signature. In order to be advanced, it must:
 - a. be uniquely linked to the signatory and allow the signatory to be identified. A scanned signature is not allowed;
 - b. be created using electronic signature-creation data that the signatory can use under his sole control with a high level of confidence (e.g. via eID) and must be linked to the data signed in such a way that any subsequent change to the data can be detected.

If the appeal is sent by the counsellor of the student, it is accompanied, under penalty of inadmissibility, by a power of attorney from the student to the counsellor. This authorisation is not required if the counsellor is a lawyer.

If non-Dutch-speaking students wish to lodge an appeal with the Internal Appeals Committee, they can ask for their application to be translated into Dutch.

Article 136. Composition of the Internal Appeals Committee

The internal appeal is handled by the Internal Appeals Committee. This consists of three or five members: the Director of Education and Research, who presides, and/or the Head of Student Administration, and/or the Head of Study and Career Guidance and/or the Head of Education Policy, and the Director of an expertise network, or their substitute(s) appointed by the Chairperson. A secretary shall attend the meetings of the committee. The committee may be assisted by a legal advisor. An involved party cannot be a member of the Internal Appeals Committee.

The Internal Appeals Committee may only validly deliberate if at least half of the members are present. Each member shall have one vote. In case of equal votes, the Chairperson decides.

The decisions of the Internal Appeals Committee are brought to the attention of the student within twenty calendar days. This term commences on the day after the appeal was lodged. An electronic version of the decision will be sent by email to the Head of the department involved and the Ombudsperson(s) of the department.

The Internal Appeals Committee must be followed before the student can appeal to the Council for Disputes Concerning Decisions on Study Progress.

Article 137. Handling an Appeal against Decisions on a (Prospective) Student

Before filing an appeal against an examination decision, the students must attend the feedback interview. In this manner, the students can distinguish between a material error and the need to file an appeal. If students do not attend the feedback interview, they must justify this on submitting the appeal.

The Internal Appeals Committee takes note of possible written amicable settlements between both parties, student and UAS, which end the filed appeal according to the agreed modalities.

The Internal Appeals Committee deals with the appeal by means of the delivered files and documents. However, the committee may invite any person whose presence deems useful to be heard.

The internal appeals procedure leads to:

- a) the motivated rejection of the appeal on the basis of inadmissibility. This decision is brought to the attention of the student in writing within a period of twenty days, starting on the day on which the appeal was filed (postmark registered letter or receipt); or
- b) a decision that confirms or reforms the original decision in a reasoned manner.

The Internal Appeals Committee communicates its decision digitally.

The Internal Appeals Committee may, during the available period, notify the students that it will take a decision at a later date. In that case, the term for external appeal starts the day after this decision is taken.

Article 138. Council for Disputes about Decisions on Study Progress

The students may appeal against the study progress decision of the Internal Appeals Committee to the Council for disputes concerning decisions on study progress, with an exception for rejection of the request for reasonable accommodations, as the Council has no authority in this. This appeal should be sent by registered letter within seven calendar days upon notification of this decision or

after the term of twenty calendar days—starting on the day on which the internal appeal was filed—has expired (postmark registered letter or receipt). This external appeal must be signed by the student or it will be declared inadmissible. A copy of this external appeal should simultaneously be sent by registered letter and by email to the Chairperson of the Internal Appeals Committee: Internal Appeals Committee, Artevelde UAS c/o Hoogpoort 15, 9000 Ghent, Belgium and ibc@arteveldehs.be.

Ombudsperson

Article 139. General Job Description

The President shall appoint the Ombudspersons who will carry out a preventive and mediating role in disputes between the students and one or more members of the UAS. These disputes are related to the implementation of the Education and Examination Regulations, the legal status of the student, and any acts and situations within the UAS which are experienced as unfair.

The Ombudspersons perform their tasks with full independence and expertise. They work with discretion and with an insight into the organisation of the involved department(s). They have a function of notification for the purpose of strengthening the UAS policy. The Ombudspersons follow a code of ethics in the execution of their duties.

The Ombudspersons are consulted and advise on the design of the exam schedule. They investigate all complaints and problems associated with the exams and study progress decisions. They also carry out their tasks in the application of the deliberation rules. The Ombudspersons inform the student, refer them to the competent bodies, advise and act as a mediator in disputes or complaints. They shall not in any case act as counsellor for the student. They may not in any case assess the students for whom they act as Ombudsperson. They carry out their task for the students they have been appointed to.

The Ombudsperson notifies the Examination Board after they have been informed of the special circumstances of a student.

The institution-wide Ombudsperson intervenes in matters for which the Ombudsperson of the department involved is not available or if there is a situation of incompatibility. The department-related ombudsmen can appeal to the institution-wide Ombudsperson for peer consultation and support.

Article 140. Appointment

The Head of the department shall notify the student delegation of the Department Council of the candidacy of the Ombudsperson(s). The Director of Education and Research notifies the Student Council of Artevelde University of Applied Sciences of the candidacy of the institution-wide ombudsperson. The candidacy of the Ombudsperson(s) is accompanied by a brief curriculum vitae. The student representatives who are part of the Department Council/Artevelde UAS Student Council discuss the candidacy of the Ombudsperson(s) and give a positive or negative opinion. Based on this advice, the President makes a decision on the appointment of the Ombudsperson(s) for the next academic year by 1 July. This appointment is for one academic year, but can always be extended. Reaffirmation and/or appointment of the Ombudsperson(s) is announced via the student portal and website.

Article 141. Availability

The availability of the Ombudsperson is announced via the student portal and on the website of the UAS (www.artevelde-uas.be). This availability—place and hours—varies depending on the services provided to the students.

Article 142. Right to Information

In order to properly fulfil his task, the Ombudspersons are entitled to all information relating to each examination, even before the deliberations of the Examination Board. They are sworn to secrecy.

Article 143. Participation in Deliberations

The Ombudsperson is not a member of the Examination Board. They shall act in a consultative capacity in the deliberations.

Article 144. Reporting

After the closing of the third examination period, the institution-wide Ombudsperson reports to the President through an institution-wide report stating the programme-related points of attention and suggestions for improvement.

Order and Disciplinary Rules

Article 145. General Provisions

Order measures and disciplinary sanctions may be imposed when the behaviour of the students poses a threat to the orderly provision of education and/or when the behaviour jeopardises the realisation of the mission statement of the UAS.

Serious offences include theft, violence, forgery, imitation of Artevelde UAS documents, vandalism, and drug trafficking. The police can always be called upon for such offences. It is irrelevant whether the events took place at the UAS.

Students who do not comply with the code of conduct may be penalised.

The students will also be subject to order and disciplinary measures if they commit serious breaches of the conditions of this study contract.

Article 146. Disciplinary Measures

When an incorrect attitude is determined, the following disciplinary measures can be applied immediately after a decision has been made by the Head of the department or responsible staff member:

- a) warning;
- b) dismissal from an activity.
- c) a remedy;

If desired, the involved students have the right to be heard by the Head of the department afterwards. There is no right of appeal against the order measures.

Article 147. Preventive suspension

Students may be suspended as a preventive measure in the context of a criminal procedure. Before taking this measure, the students must first be heard by the Director of Education and Research and a member of the Office of Legal Issues. If the students cannot be heard, they must be heard as soon as possible after their release. The suspension measure shall be subject to a mid-term review.

After the conclusion of the criminal proceedings, the UAS may decide to initiate disciplinary proceedings.

Article 148. Disciplinary Procedure

The Head of the department of the UAS who is made aware of a fact or attitude that is contrary to the proper functioning of the UAS can initiate a disciplinary procedure against the students. The involved students are called to be heard.

The disciplinary committee may, after they have followed the procedure set out in the articles listed below, announce the following disciplinary sanctions:

- d) reprimand;
- e) a remedy;
- f) the temporary denial of the right to follow one or more educational activities with the exception of exams;

- g) temporary suspension for a period longer than one week;
- h) exclusion from one or more course units during the current academic year;
- i) the permanent exclusion from the UAS.

In the event of sanction h, the students will be assisted when looking for another study programme or UAS.

Article 149. Composition of the Disciplinary Committee

After it has been informed of one or more unacceptable facts by the Head of a department, the UAS Board will put together the Disciplinary Committee.

The Disciplinary Committee consists of the Director of Student Policies who acts as Chairperson, two Directors of Expertise Networks, two staff members of the UAS, and two students. The latter four have a seat in the Academic Council. They cannot have any connection with the reported situation. The party of the accused may be assisted by a counsellor. The Disciplinary Committee may appeal to a legal advisor and/or other expert.

Article 150. Defence of the Student

No disciplinary sanction can be pronounced by the disciplinary committee without hearing the involved students, or at least calling upon these students. The students are invited by registered letter and by email at least seven calendar days prior to the meeting of the Disciplinary Committee. The invitation will indicate where and when the meeting takes place, the specific facts at issue, and the disciplinary measure proposed. The Head of the department prepares a file. The students will be called upon to defend themselves. They have the right to access the entire file. They may be assisted by a person of his choice. If the students do not show up to the meeting, the meeting of the disciplinary committee nevertheless takes place.

The Disciplinary Committee shall take its decision within fourteen calendar days of the hearing and notifies the student by registered letter and by email, and the Head of the department/Head of Lifelong Learning by email.

In the interest of the students, the disciplinary file cannot be transferred from Artevelde UAS to another educational institution.

Article 151. Appeal Against the Decision of the Disciplinary Committee

The students may appeal against the decision of the disciplinary committee. To this end, they are to send a registered letter to the President at the Artevelde UAS address, to the attention of Tomas Legrand, President, Hoogpoort 15, 9000 Ghent, Belgium. The appeal period is eight calendar days, starting on the day following the date of notification of the disciplinary measure taken. The appeals committee consists of the President and two members of the UAS Board.

Article 152. Appeals Procedure

The students are invited by registered letter and by email, and this at least eight calendar days in advance to the hearing of the appeals committee. The students will have the opportunity to defend themselves. They have a right to access the complete file. They may be assisted by a person of their choice. If the students do not show up, the appeals committee hearing will nevertheless take place. The committee may be assisted by the legal counsellor and/or another expert.

The appeals committee will take its decision within fourteen calendar days after the hearing. The appeals committee will either accept the disciplinary sanction or withdraw it and make a new decision. This decision is announced by registered letter to the students in question and by email to the Head involved of the department Lifelong Learning.

5. PROTECTION OF PERSONAL DATA

Article 153. Protection of Personal Data

The UAS processes personal data for the purpose of the organisation of education, the applied research and the effective functioning of the internal and external services. Any persons who prove their identity have the right to know which of their personal data was recorded and to correct and delete any incorrect data free of charge. Students may exercise this right by requesting the available information on them in writing. Students are to approach the Head of their department for this. Other possible parties involved should send a motivated letter to the Director of Education and Research, Artevelde University of Applied Sciences, Hoogpoort 15, 9000 Ghent, Belgium. The Ministry of Education and training has the Artevelde email address of each student.

6. FINAL PROVISION

Article 154. Final Provision

Changes to the education regulations and the examination regulations, code of conduct and order and disciplinary rules can only be made in the course of the academic year after consulting the Academic Council and upon the decision of the Participation Forum. With a view to immediate implementation, the amending provision states expressly when they enter into force and from what date the change will be applied. If necessary, this amendment contains the required transitional arrangements.

7. ANNEXES

7.1 Calendar Academic Year 2022-2023

Start of introductory courses	Monday, 13 September 2021
End of introductory courses	Friday 17 September 2021
Start of Academic Year	Monday, 20 September 2021
Start of First semester	Monday, 20 September 2021
Start of autumn holidays	Monday, 1 November 2021
End of autumn holidays	Friday 5 November 2021
Armistice Day	Thursday, 11 November 2021
Start of Christmas holidays	Monday, 27 December 2021
End of Christmas holidays	Friday 7 January 2022
Deadline publication date first exam period	Thursday, 3 February 2022
End Semester 1	Friday 4 February 2022
Start of semester holidays	Monday, 7 February 2022
End of semester holidays	Friday 11 February 2022
Start of Second semester	Monday, 14 February 2022
Start of Easter holidays	Monday 4 April 2022
End of Easter holidays	Monday 18 April 2022
Ascension Day	Thursday 26 May 2022
Additional holiday Ascension Day	Friday 27 May 2022
Whit Monday	Friday 6 May 2022
Deadline publication date second exam period	Thursday 30 June 2022
End of Second semester	Friday 1 July 2022
Start of summer holidays	Monday 4 July 2022
Start of Third exam period	Tuesday 16 August 2022
Deadline publication date third exam period	Thursday, 8 September 2022
End of Third exam period	Friday, 9 September 2022
Start of next academic year	Monday, 19 September 2022

Start of introductory courses	Monday, 12 September 2022
End of introductory courses	Friday, 16 September 2022
Start of Academic Year	Monday, 19 September 2022
Start of First semester	Monday, 19 September 2022
Start of autumn holidays	Monday 31 October 2022
End of autumn holidays	Friday 4 November 2022
Armistice Day	Friday 11 November 2022
Start of Christmas holidays	Monday, 26 December 2022
End of Christmas holidays	Friday 6 January 2022

Deadline publication date first exam period	Thursday, 2 February 2023
End of Semester 1	Friday 3 February 2023
Start of semester holidays	Monday, 6 February 2023
End of semester holidays	Friday 10 February 2023
Start of Second semester	Monday, 13 February 2023
Start of Easter holidays	Monday 3 April 2023
End of Easter holidays	Monday 17 April 2023
Ascension Day	Thursday 18 May 2023
Additional holiday Ascension Day	Friday 19 May 2023
Whit Monday	Friday 29 May 2023
Deadline publication date second exam period	Thursday, 29 June 2023
End of Second semester	Friday 30 June 2023
Start of summer holidays	Monday 3 July 2023
Start of Third exam period	Tuesday 15 August 2023
Deadline publication date third exam period	Thursday 7 September 2023
End of Third exam period	Friday 8 September 2023
Start of next academic year	Monday 18 September 2023

Info days in the context of enrolment in academic year 2022-2023	
Saturday 12/03/2022	Open Day 1 (10:00 – 17:00)
Saturday 23/04/2022	Open Day 2 (10:00 – 17:00)
Saturday 25/06/2022	Open Day 3 (10:00 – 17:00)
Wednesday 07/09/2022	Open Day 4 (15:00 – 20:00)

Open days in the context of enrolment in academic year 2023-2024	
Saturday 11/03/2023	Open Day 1 (10:00 – 17:00)
Saturday 22/04/2023	Open Day 2 (10:00 – 17:00)
Saturday 24/06/2023	Open Day 3 (10:00 – 17:00)
Wednesday 06/09/2023	Open Day 4 (15:00 – 20:00)

7.2 List of names and contact details of Directors of Expertise Networks

Expertise network Business and Management:

Kathy Dewitte, kathy.dewitte@arteveldhs.be

Expertise Network Communication, Media and Design:

Esther van Tilburg, esther.vantilburg@arteveldhs.be

Expertise Network Health and Care

Patricia Claessens , patricia.claessens@arteveldes.be

Expertise Network People and Society:

Caroline Detavernier, caroline.detavernier@arteveldes.be

Expertise Network Education:

Sofie Landuyt, sofie.landuyt@arteveldes.be

7.3 List of names and contact details of Heads

Expertise Network Health and Care

Bachelor of Occupational Therapy

Karen Van de putte, karen.vandeputte@arteveldes.be

Bachelor of Speech and Language Therapy and Audiology

Griet De Smet, griet.desmet@arteveldes.be

Bachelor of Dental Hygiene

Jean-Marc Mullie, jeanmarc.mullie@arteveldes.be

Bachelor of Nursing

Nadia Vanderstraeten, nadia.vanderstraeten@arteveldes.be

Bachelor of Podiatry

Eva De Mulder, eva.demulder@arteveldes.be

Bachelor of Midwifery

Veerle De Frène, veerle.defrene@arteveldes.be

Lifelong Learning, Expertise Network Health and Care

Lies Henderickx, lies.henderickx@arteveldes.be

Business Administration, Expertise Network Health and Care

Lynn De Conseth, lynn.deconseth@arteveldes.be

Expertise Network Education

Bachelor of Preschool Education

Veerle Martens, veerle.martens@arteveldes.be

Bachelor of Primary Education

Sofie Michels, sofie.michels@artevelddehs.be

Bachelor of Secondary Education

Ilse De Bolster, ilse.debolster@artevelddehs.be

Abridged Bachelor of Secondary Education

Femke Dierickx, femke.dierickx@artevelddehs.be

Associate Degree in Secondary Education

Femke Dierickx, femke.dierickx@artevelddehs.be

Lifelong Learning, Expertise Network Education

Veerle Vandenberghe, veerle.vandenberghe@artevelddehs.be

Business Administration, Expertise Network Education

Kenneth De Smet, kenneth.desmet@artevelddehs.be

Expertise network Business and Management**Bachelor of Business Management**

Sofie De Prijcker, sofie.deprijcker@artevelddehs.be

Bachelor of Organisation and Management

Sofie Vispoel, sofie.vispoel@artevelddehs.be

Bachelor of International Business Management

Neji Milad, neji.milad@artevelddehs.be

Bachelor of International Organisation and Management

Neji Milad, neji.milad@artevelddehs.be

Associate Degree in Accounting Administration

Veerle Demeyere, veerle.demeyere@artevelddehs.be

Associate Degree in Marketing and Communication Support

Veerle Demeyere, veerle.demeyere@artevelddehs.be

Lifelong Learning, Expertise network Business and Management

Freya Roosens, freya.roosens@artevelddehs.be

Business Administration, Expertise network Business and Management

Marjan Coene, marjan.coene@artevelddehs.be

Expertise Network Communication, Media and Design

Bachelor of Journalism

Dries Rombouts, dries.rombouts@artevelddehs.be

Bachelor of Graphic and Digital Media

Alain Van Audenaerde, alain.vanaudenaerde@artevelddehs.be

Bachelor of International Graphic and Digital Media

Alain Van Audenaerde, alain.vanaudenaerde@artevelddehs.be

Associate Degree in Computer Programming

Alain Van Audenaerde, alain.vanaudenaerde@artevelddehs.be

Bachelor of Communication Management

Mark Verbeke, mark.verbeke@artevelddehs.be

Bachelor of International Communication Management

Mark Verbeke, mark.verbeke@artevelddehs.be

Lifelong Learning, Expertise Network Communication, Media and Design

Ingrid Verbanck, ingrid.verbanck@artevelddehs.be

Business Administration, Expertise Network Communication, Media and Design

Pieter Vandaele, pieter.vandaele@artevelddehs.be

Expertise Network People and Society

Bachelor of Social Work

Tom Oosterlinck, tom.oosterlinck@artevelddehs.be

Bachelor of Early Childhood Education

Sofie De Backer, sofie.debacker@artevelddehs.be

Associate Degree in Social Work and Social Care

An Beghein, an.beghein@artevelddehs.be

Associate Degree in Social and Cultural Work

An Beghein, an.beghein@artevelddehs.be

Associate Degree in Flemish Sign Language Interpreting

An Beghein, an.beghein@artevelddehs.be

Associate Degree in Information Management: Libraries and Archives

An Beghein, an.beghein@artevelddehs.be

Associate Degree in Social Educational Care Work

An Beghein, an.beghein@artevelddehs.be

Expertise Network Lifelong Learning People and Society

Caroline Hoedemakers, caroline.hoedemakers@artevelddehs.be

Business Administration, Expertise Network People and Society

Wendy De Weyer, wendy.deweyer@artevelddehs.be

7.4 Assessment Framework

Grading	ECTS description	Can be assessed?	Meets basic requirements?	Excels?	Meaning
20	Excellent	Yes	Yes	Strong	You excel in all targeted learning objectives. There are no required improvement areas.
18 or 19	Excellent	Yes	Yes	Strong	You excel in almost all intended learning objectives. There are no required improvement areas.
16 or 17	Excellent	Yes	Yes	Strong	You excel in most learning objectives. There are no required improvement areas.
14 or 15	Very good	Yes	Yes	Limited	You can demonstrate all learning objectives and you excel in some . There is still some growth potential
12 or 13	Good	Yes	Yes	Limited	You can demonstrate all learning objectives and you excel in some . There is still some growth potential .

10 or 11	Sufficient, satisfactory	Yes	Yes	No	You can sufficiently demonstrate all learning objectives. There is still some growth potential .
9	Fail	Yes	No	No	You cannot demonstrate one or several of the intended learning objectives.
7 or 8	Fail	Yes	No	No	You cannot demonstrate several of the intended learning objectives .
5 or 6	Fail	Yes	No	No	You cannot demonstrate most of the intended learning objectives.
3 or 4	Fail	No	No	No	You cannot demonstrate any of the intended learning objectives as your performance is too limited .
1 or 2	Fail	No	No	No	You cannot demonstrate any of the intended learning objectives as you hardly delivered any performance .
0	Fail	No	No	No	You were present but did not deliver any assessable performance or you were legally absent.
NDO	Fail	No	No	No	You were illegally absent.

7.5 Counselling Offer for Students

1. Offer in every study programme
 - 1.1 lecturers of the study programme
 - 1.2 Ombudsperson
 - 1.3 Study Track Manager
 - 1.4 Study Track Coach
 - 1.5 learning coach
 - 1.6 diversity coach
 - 1.7 language coach
 - 1.8 student participation coach
 - 1.9 Internationalisation Coordinator
 - 1.10 Guidance Coordinator
 - 1.11 alumni officer
 - 1.12 Student Support staff
2. Possibilities at Artevelde UAS
 - 2.1 Office of Student Administration: responsible for student records and enrolments, responsible for study track management
 - 2.2 Office of Study and Career Guidance: responsible for diversity coaching, responsible for intake, Study Track Coaching and learning coaching, responsible for outflow and

- alumni, responsible for language support, responsible for student and disability, institution-wide ombudsperson
- 2.3 Office of Student Support: student sports staff, student housing, student mobility, cafeteria and restaurant, advice and guidance in studying with psychosocial concerns
 - 2.4 Office of Education Policy
 - 2.5 Office of International Policy
 - 2.6 Office of ICT Policy: help desk - Accessible via: servicedesk@arteveldehs.be

7.6 Artevelde UAS Library Regulations

Accessibility

The libraries of Artevelde UAS are freely accessible.

The opening hours of the libraries are announced on the website.

Borrowing

Students and staff of Artevelde UAS and Ghent University Association may borrow materials of the Artevelde Learning Network using their student or staff ID card.

External users can register and purchase a library card (€ 5). This allows them to borrow materials for one year in all libraries of Artevelde UAS.

You can borrow up to five materials at the same time.

Loans are personal and must be registered at the information desk. Each borrower is responsible for the materials listed under his name.

The standard loan period is three weeks, one week for specific items.

Day loans must be returned to the desk before closing time.

Loans can be renewed and reserved online, at the desk, by telephone or by email. Items can only be reserved if they are currently lent out.

If you return items late, you will need to pay a fine of € 0.10 per day/item. Notification costs are at your expense. This may be limited to postage costs and may go as far as costs due to a collection agency.

You are to take care of items and check for damages before you borrow them.

If you have lost or damaged a book, you pay a fine. The library staff member will determine the amount due.

Facilities

For information and help, the user can call upon the services of the library staff.

Each library has scanning, copying and printing facilities. Bear in mind the copyright legislation.

The computers in the libraries are intended solely for education and study purposes. Students and staff of Artevelde UAS can log in with their personal account. Other visitors request a guest account at the information desk.

Attitude

The library has a reading, work and study room. The user takes this into account and ensures there is a quiet study environment. Mobile phones and audio devices must be turned off.

The user returns items to their correct place after use.

Coats and bags are placed in the storage places provided.

Food and drink are not allowed in the library.

Dispute and sanctioning

All unforeseen circumstances are taken care of by the library staff.

If you use the library, this automatically implies that you agree with the regulations. The regulations on order and discipline from the study contract also apply in the library.

7.7 Processing personal details of students

1. SCOPE OF THE DATA PROCESSING

The regulations apply to the automatic processing of personal data and the processing of personal data in a (manual) file.

Only those personal details required to achieve the in-advance-determined objectives below can be processed. The basic assumption is that no more data are requested than absolutely necessary for the goal these data are needed for (= data minimisation).

These data cannot be processed in any manner which is incompatible with that objective, nor may these be provided to anyone else (third parties), unless there is a legal foundation or subject to explicit consent of the involved students.

2. OBJECTIVES OF THE DATA PROCESSING

The processing of personal data occurs only according to the predetermined objectives:

- a. the implementation or application of a legal obligation or an obligation set by decree: it concerns data that must be processed and are required for:
 - enrolment or deregistration
 - certification
 - treatment of disputes in the context of study progress or examination disciplinary decisions
 - whether or not a facility contract is granted
 - the mandatory registration of personal details in the Higher Education Database
 - keeping deliberation reports

- b. organising or providing education: processing required for organising educational activities. Processing relating to, among others:
 - financial follow-up: calculating, determining and collecting enrolment fees and other tuition fees, contributions or reimbursements in the context of study trips or other extramural activities and insurances
 - keeping attendances and absences of students during the mandatory lessons, examinations, internship, study trips or other extramural activities

- registration of doctor and/or absence certificates to justify absence at exams and tests and organising make up days or internships
- keeping examination materials
- assessing and evaluating students as well as giving study advice
- sending out information that is required to organise mandatory study trips or other mandatory activities in or out of the school
- guidance and support to students: required activities relating to student financing and student wellbeing
- providing or making available of study materials
- treating disputes
- use of plagiarism detection software
- treating and dealing with insurance files
- managing and securing buildings, the electronic network, or other provisions of the educational institution that facilitate studying

3. PERSONAL DETAILS: TYPE AND NATURE

3.1 TYPE OF PERSONAL DETAILS

The **following personal details** are processed in the educational institution:

- name, first name, gender, national identification number, date of birth, address, postcode, town, telephone number, mobile number, email address
- student number
- bank account number
- nationality and place of birth
- type of enrolment
- Period of enrolment
- study programme(s), course unit(s)
- data required for student finance
- possible certificates
- last prior education that provides access to higher education
- year in which the diploma of the prior education was obtained
- data concerning study progress
- data concerning presence and absence: attendance lists
- data concerning study counselling (if applicable)
- data concerning the financial situation of the student (as far as this is relevant for the financial support of the student)
- other data collected via cameras that are visible in the building and on the grounds of Artevelde UAS or of which the presence has been announced
- digital photo (only for student ID card for the purpose of identification)

3.2 NATURE: SPECIAL OR SENSITIVE PERSONAL DETAILS

The processing of personal data concerning religion or creed, race, political preference, sexual life, health, as well as personal details concerning the membership of a professional association is prohibited. Generally, these kinds of data are not processed.

Data concerning health are processed as far as this is required, or for the purpose of awarding a facility contract. The initiative to share health information comes from the student, except in the context of Article 422bis SW (culpable omission).

4. ACCESS TO AND PROVISION OF PERSONAL DETAILS TO THIRD PARTIES

Personal details from the student can only be accessed by those persons who need to access this information in their function or role and in order to achieve the above-stated objectives.

Personal details are only provided to third parties insofar as:

- a. this is required for the implementation of the objectives included in Article 2:
 - with respect to students doing an internship at an internship location organised by Artevelde UAS (company, internship school, or another educational institution etc.), Artevelde UAS must exchange all relevant personal details with the internship location.
 - with respect to students who want to do a period of study or internship abroad, Artevelde UAS is to provide all relevant personal details and study results of the involved students to the concerning foreign educational institution. with respect to the exchange of students who temporarily study at Artevelde UAS, Artevelde UAS needs to request this information at the home institution of the involved students.
 - with respect to students who are in an emergency which is life-threatening, Artevelde UAS must pass on all relevant information to the involved instances and this to protect the vital interest of the involved students.
 - with respect to the treatment and dealing with insurance files, relevant information can be passed on to the insurance broker/insurance company Artevelde UAS has an agreement with or will have an agreement with
 - with respect to the use of facilities of the associated partner(s) (use of restaurants and swimming pool of Ghent University)
 - with respect to the use of integrated teaching tools and applications of companies Artevelde UAS has closed or will close a processing agreement with. The use of personal data can, in that case, only be used for the purposes agreed on in advance, or resulting from legal or statutory prescriptions. For instance: on the basis of the Belgian Higher Education Codex, mandatory registration of data concerning enrolment, deregistration, examination results and study progress are provided to the Department of Education and Training (Higher Education Database); it is mandatory to provide certain data to instances for public service (e.g. child benefit fund)
- b. or as far as this occurs with approval of those involved.

5. DUTY OF DISCRETION

All staff members who consult personal details in the context of their position are obliged to secrecy. They can only share these personal details or make them public if the need of notification results from their task, or as far as any legal prescription obliges them to do so.

6. RETENTION AND DELETION OF PERSONAL DATA

Personal details of students are not kept any longer than is required for the objectives they were collected for or are being processed for, unless all these details are anonymised.

For personal details concerning access to the study programme, enrolment and possibility to achieve certificates and Deliberation report, the conventional retention period is fifty years. The deliberation report is drafted under the circumstances in which the Examination Board consults: see Articles 82 to 93).

For the retention of examination materials, such as data concerning the nature and proceedings of the examination, the study progress results and study counselling, the conventional retention period is one calendar year following the end of the academic year, except in case of a dispute.

Data collected by cameras are not kept any longer than is needed for the objective they were collected for: up to one month.

7. SECURITY

Artevelde UAS will take fitting and organisational measures in order to:

- accurately secure the personal details of the students;
- protect the personal data of students against loss or any form of unlawful processing;
- guarantee the rights of the students.

8. PRIVACY POLICY

More information concerning our privacy policy can be found on the internal Artevelde UAS website (<https://studentarteveldehsbe-my.sharepoint.com>).

7.8 Cases of recordings and corresponding policy

The Panopto and MS Teams platforms were recently introduced at Artevelde UAS as integral parts of the Artevelde UAS motivating learning environment in order to meet the lecturers' increasing need for low-tech solutions to offer enriched lecture recordings. We describe lecture recordings or web lectures as recordings of lectures, presentations or workshops which offer a combination of video, sound and digital presentation material. Artevelde UAS provides this environment to its lecturers to record lectures and skills and knowledge clips. These recordings are made available to the students online in the electronic learning environment or via Panopto.

When using recordings, we must pay explicit attention to protect the privacy of persons who, implicitly or explicitly, appear in the recordings. This document is an addition to the Artevelde UAS [privacy policy](#) and briefly describes the three cases recordings are mainly used in. It also contains a set of guidelines and agreements to deal with the privacy of the persons that appear in these recordings.

If you have questions or if anything is unclear, you can turn to the steering group by sending an email to gdprstuurgroep@arteveldehs.be or by contacting the Artevelde UAS Data Protection Officer at dpo@arteveldehs.be.

Case 1: Lecture recordings in an auditorium or in a regular classroom

What:

More and more lecturers decide to make integral lesson recordings and make those available to their students. Students can then watch specific parts of lessons or integral lesson recordings to prepare for the exams.

Who:

Such lecture recordings are made with a camera with an integrated or external microphone. Another option is using a robot cameraman. In practice this means that the camera is always aimed at the lecturer, but students that are sitting between the lecturer and the camera may be visible too. Usually this will not be the case, but sometimes students may be recognisable. Concerning audio recordings, everything that is said by lecturer and students is recorded, and audio recordings can be listened to afterwards.

Audience:

Recordings are only available to internal staff and students, and more specifically only to the students and lecturers that are enrolled in the Canvas course of that course unit. However, a specific recording may be shared with external lecturers, students, etc.

Policy case 1

Lecture recordings are intended to offer the students extra support when processing the learning contents to prepare for an assessment.

The lecture recordings are only started and made available to the student via the integration with the UAS learning environment.

At the start of the lecture, the lecturer announces that the lesson will be recorded. The lecturer makes this announcement when the recording is already in progress, so he can prove he has informed the students. If the lecturer uses a presentation, he can indicate on the first slide that the lesson is being recorded.

Students must have the opportunity to sit in a place that is not in the recording frame. In this setting, if seated in front of the camera, the student's back may be visible.

If requested by the student, the lecturer will edit (cut or trim) the recording, so the student's intervention can no longer be seen or heard in the final recording.

If students ask a question and indicate they do not want this to be included in the recording, then the lecturer can mute the microphone so the students' questions are not recorded in the audio.

Lecture recordings are not kept any longer than needed. If, after four years, a recording no longer has any views from the target audience (students), then the recordings must be removed from Panopto. We decide on a period of 4 years, so the students from a higher cycle can still watch the recordings from their previous cycle. The course from the learning environment continues to exist, and students keep their reading rights for the courses of previous cycles as long as they are enrolled at Artevelde UAS.

Lecture recordings can never be used in the context of the performance of a lecturer.

Students do not have to sign an additional consent for recordings that are described in this case. This type of recording is covered by articles 120 and 153 of the study contract.

If recordings will be shared with external persons, then the students that appear in the images implicitly must provide permission with a signed consent.¹

At all times, Artevelde UAS can remove recordings that were not made according to the agreements described above.

Issues should be reported via servicedesk@arteveldehs.be. In case of a dispute or complaint, the Artevelde UAS Data Protection Officer can be contacted via dpo@arteveldehs.be.

Case 2: Skills recordings

What:

In study programmes and, more specifically, course units that are intended to train specific skills of students, recordings are made of students practising these skills. Lecturers choose this kind of recording to provide optimal guidance and support to students when they train skills. In turn, students receive individual and thus personalised feedback on their performance of these skills. In this kind of recording, there is no equal alternative without recordings (taking notes and giving feedback afterwards) that is equally efficient and effective. It is not possible for a lecturer to be present with all groups during the entire performance of a specific action. Recording the practice of the students is a full-fledged solution. It is much more effective to give feedback on the behaviour of students based on a video compared to a written report. Additionally, interrupting students while performing an action has a negative effect on the learning process.

Who:

In this kind of settings, several students and their actions appear in the recordings. The camera is aimed at the student(s) who are performing the skills. For these settings, more than one camera position is used, so the performance of the action can be viewed from several perspectives.

Audience:

This recording is only accessible to the students involved and their lecturer via the Artevelde UAS learning environment. Recordings can be used by the lecturer to organise peer feedback on the students' skills in order to adjust and support the learning process.

¹ The template of the informed consent can be requested via dpo@arteveldehs.be.

Policy case 2

The purpose of skills trainings recordings is to guide and support students effectively and efficiently during their learning process.

These recordings are always started via the UAS learning environment and are only used in the context of student guidance.

The lecturers indicate in the ECTS sheets that these recordings are an inherent part of the teaching methods, used to realise the objectives of the concerning course unit.

Recordings in the context of this policy case are deleted the end of the academic year or earlier.

Students can request an alternative for this method by applying for a special status (e.g. because of religious reasons). See article 45 of the study contract.

Students do not have to sign an additional consent for recordings that are described in this case. This type of recording is covered by articles 120 and 153 of the study contract.

If recordings are to be shared with external persons, then the students that appear in the images explicitly must provide permission with a signed consent.²

At all times, Artevelde UAS can remove recordings that were not made according to the agreements described above.

Issues should be reported via servicedesk@arteveldehs.be. In case of a dispute or complaint, the Artevelde UAS Data Protection Officer can be contacted via dpo@arteveldehs.be.

Case 3: Guest lectures

What:

Guest lectures, keynotes can be recorded and provided to internal and external staff and students after a certain event. In this case, the speaker often is an external person who does not have access to the internal platforms and applications. A recording will be initiated from an Artevelde UAS device by an internal staff member, or via the installation of the recorder client on a USB drive (Windows only).

Who:

With this kind of recordings, people (internal and external) from the audience (recognisable or not) may appear in the recordings.

Audience:

In most cases, such recording will also be made available via live streaming. Therefore, the entire world should be considered as potential audience.

Policy case 3

The purpose of these recordings or live streams is to offer students, staff members and the broad audience (who may not have been present at the lecture) the opportunity to watch the lecture (again).

² The template of the informed consent can be requested via dpo@arteveldehs.be.

These recordings or live streams are always started via the integration with the UAS learning environment and are made available via a direct link that is also accessible for external persons.

When developing this event, the invitation will state that the lecture will be recorded or spread via live streaming, so external persons not present can follow the lecture too.

At the start of the lecture, the host will announce that the lecture is being recorded or streamed. The host makes this announcement this when the recording is already in progress, so he can prove he has informed the audience.

The audience is given the opportunity to take a seat in a place that is not in the recording frame. In this setting, if seated in front of the camera, the student's back may be visible.

These recordings are not kept any longer than needed. Recordings that after four years have no more views from the target audience can be removed from Panopto. We decide on a period of 4 years, so the students from a higher cycle can still watch the recordings from their previous cycle. The course from the learning environment continues to exist, and students keep their reading rights for the courses of previous cycles as long as they are enrolled at Artevelde UAS.

There is no need for people from the audience to sign an additional consent, as they have already been informed in the invitation that the event will be recorded.

The speaker must provide a signed informed consent in advance to give permission for the recording/live streaming of the lecture.³

At all times, Artevelde UAS can remove recordings that were not made according to the agreements described above.

Issues should be reported via servicedesk@arteveldehs.be. In case of a dispute or complaint, the Artevelde UAS Data Protection Officer can be contacted via dpo@arteveldehs.be.

³ The template of the informed consent can be requested via dpo@arteveldehs.be.