

**EDUCATION AND
EXAMINATION
REGULATIONS
2023-2024**

LIFELONG LEARNING

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0. 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 A).

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.

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

Rounding rules: In the UAS, regardless of the object, all numbers relating to Education 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.

Foreign-language programme: A post-initial degree programme, (additional) training, or refresher course that is organised and assessed entirely or partly in a foreign language.

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, 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.

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.

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 this person 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 a student has 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.

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 a student obtains the 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 student and with respect for their privacy, tries to find reasonable education and examination facilities according to a decision taken by the head of lifelong learning 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.

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

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

Examination board: Per study programme, one examination board is organised in which the head of lifelong learning fulfils the position of chairperson. This committee takes the final decision concerning the study track a student has completed. This concerns in particular: determining grades, deliberations, declarations of succeeding in a total study programme, awarding grades of merit, and taking measures concerning study progress monitoring (including binding conditions and refusals).

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 – and within certain study programmes five – examination periods per academic year.

Exam schedule: The exam schedule is the indication of a period of examinations, and offers a detailed overview 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 taken by the examination board in response to irregularities.

Examination disciplinary committee: If there are serious suspicions that a student has committed an irregularity in context of an assessment, then this will be discussed in the examination disciplinary committee of the department. This committee checks the file and can take an examination-related disciplinary decision. The examination disciplinary committee guarantees the rights of defence on the part of the student.

Examiner: The person appointed by the head of lifelong learning to assess to what extent 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 cumulative 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.

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 in a lifelong learning department appointed by the UAS Board.

Make-up examination: A 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 lifelong learning is always required.

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

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

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

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. In other words, 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 out an Excel file, switching 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.

Numerical grades: A whole number within the range from zero to twenty that, according to the assessment framework (see Annex D), 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, internships, and workplace learning.

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.

Education and Examination Regulations: The combination of teaching regulations, examination regulations, code of conduct, and disciplinary procedures within the UAS which can be consulted on the [Artevelde University of Applied Sciences website](#).

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.

Credits taken: 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.

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

Study programme 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.

Plagiarism: Using all or part of one's own work or someone else's work without the indication 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 extracts from various sources. In addition, the following serious forms of exam fraud are closely linked to plagiarism: having someone or something else write or edit your paper; simulating or falsifying research data. Plagiarism is considered by the UAS as an irregularity. Plagiarism is a type of irregularity.

Report: Personal and written announcement of the study results of an examination period by the head of lifelong learning.

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 this person is entitled. Reasonable means that the accommodation does not impose a disproportionate burden or that the burden is sufficiently remedied by existing measures.

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 details, and information on study progress and counselling of a student.

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 curriculum, or study programme.

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 credits obtained in relation to credits used.

Study track: The manner in which the curriculum 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.

Study Track Manager: The Study Track Manager assists the student in choosing a study track and does the administrative follow-up. The study track manager formulates a non-binding recommendation for the Examination Board on the basis of the examination results.

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. This obligation to succeed is restricted to the obvious cases of risk or safety issues, which were determined by the institutional board.

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

- The student possesses 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;
- The student does not yet possess a second-cycle degree or master's degree;
- The student is enrolled in a study track with special teaching activities and assessment methods.

1. EDUCATION REGULATIONS

1.1. Organisation of Education

Artevelde UAS offers specific and regulated study programmes that can be concluded with a postgraduate certificate. Postgraduate certificates can be issued by the universities of applied sciences after the successful completion of study programmes with a study load of at least 20 credits. It concerns study programmes that aim for a broadening and deepening of the acquired competences in the completion of an associate degree programme, a bachelor programme, or a master programme in the context of the further professional training. Every postgraduate programme resorts under a head of lifelong learning.

Article 1. Determining the curricula and study tracks

For each postgraduate programme, the UAS Board determines the curriculum and study tracks, taking into account the competences aimed at, and possibly the requirements to practise the profession, and a qualification to which the certificate of the postgraduate programme provides access, at Flemish, federal, and European level. These curricula and study tracks are only realised after advice from the authorised bodies.

The objectives of the study programmes on offer and the structure of the curricula are made public before the start of the academic year. This (and other) relevant study information is announced via the student portal (My Dinar). Each student actively monitors the study information via the student portal.

Article 2. 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. These study hours include educational activities as well as other study and assessment activities.

Article 3. 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 organises customised support and assessment.

Article 4. The language of instruction

Artevelde UAS is free to decide what the language of instruction is in its postgraduate programmes and in the teaching and other study activities that are being organised in the context of permanent training as a refresher course or further training. The language of instruction and the official language at Artevelde UAS is Dutch, but a study programme, (extra) training, or refresher course indicated in these regulations may be organised and assessed completely or partially in a different language.

1.2. Admission requirements, enrolment, and study tracks

Article 5. Scope

In the context of further professional training, postgraduate programmes aim for a broadening and deepening of the acquired competences in the completion of an associate degree programme, a bachelor programme, or master programme. The course member is allowed based on an associate degree, bachelor's degree, or master's degree. A course member who enrolls in the last cycle of an associate degree, bachelor, or master can request to enrol additionally in a postgraduate programme, a professional title diploma, or a permanent training study track. An additional study programme can only be started when the involved course member has obtained the preceding associate, bachelor's, or master's degree. The concrete admission requirements are stated in the course guide and in the information brochures/on the website.

Article 6. Enrolment

The course member can enrol in one or more postgraduate programmes simultaneously. This enrolment can occur simultaneous with the enrolment in a final-year associate degree, bachelor, or master, except when this is not possible due to other provisions that arise from article 5. Upon enrolment, the course member automatically registers for the examinations.

Article 7. The tuition fee

Upon enrolment, the course member pays the tuition fee per study programme/cycle. The tuition fee must be paid entirely before the start of the programme. This arrangement does not apply if a repayment plan has been agreed with the student and the student closely follows this plan.

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/(final) assignments;
- The certificate is not awarded;
- A subsequent enrolment may be refused.

Article 8. SME portfolio

As employer in a small or medium-size enterprise and as practitioner of a liberal profession, you can pay the training costs of your employees and of yourself via the SME portfolio of the Flemish authorities. More information and conditions can be found on the website: www.vlaio.be/en/subsidies/sme-e-wallet.

Article 9. Deregistration

When the course member deregisters for the postgraduate programme before the start of the study programme, then the tuition fee is reimbursed with the exception of an administrative cost of € 50. Once the programme has begun, you will not be refunded, regardless of whether certain course units are offered in the first or second semester.

1.3. Provisions Relating to Educational Activities

Article 10. Target Groups of Students

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

- 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;
- Students with a disability;
- working students;
- student-entrepreneurs;
- foreign-language students.

In order to obtain facilities or reasonable accommodations, the student must submit a request to the diversity coach and the head of lifelong learning via the digital registration system and in accordance with the procedures described in the special status guide. The student adds to his request the necessary documents to prove that they belong to one of these target groups. The head of lifelong learning receives advice of an internal advisory committee on whether or not to award the special status to the student.

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 lifelong learning. 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 lifelong learning;
- 'study and practice of the arts', headed by the director of education and research, advises the head of lifelong learning;
- 'study and entrepreneurship', headed by the director of education and research, advises the head of lifelong learning.

The head of lifelong learning grants the status and decides on awarding facilities. The head of lifelong learning 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 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 their lawyer, or it will be declared inadmissible.

The composition of the internal appeals committee is identical to that of the internal appeals committee for the Education and Examination Regulations.

The internal appeals committee shall decide on an appeal within thirty calendar days after the appeal was lodged.

Article 11. Facilities

The facilities may relate to the teaching, education and assessment activities.

Facilities for the teaching and educational activities may include attending classes, study materials, tasks, (final) assignments, 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 lifelong learning will decide on the practical details of the facilities granted.

This application must be submitted to the diversity coach within 15 calendar days upon enrolment.

Possible modifications that affect the student's facilities may amount to a type of force majeure. For more information, the students can consult the [special status guide](#).

Facilities must be requested again every year at the department in question.

Article 12. 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 Office of Legal Issues and Insurance Policy regarding the scope of personal or confidential information, interpretations regarding privacy, professional confidentiality, and culpable omission.

Article 13. Authorised absences

For every postgraduate programme, a programme calendar is determined and announced via the student portal (My Dinar). The course members are responsible for participating in all educational activities of the course units they enrolled in. The department specifies in the ECTS sheet for which course units notification and (legitimate) justification of absence is required. Every absence is reported to the department secretariat.

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 student. For more information on the absences and procedure, the student can follow [this link](#).

If examinations and/or mandatory classes coincide with [religious holidays](#) that are recognised in Belgium, the students can be legitimately absent. However, this is a favourable measure which may be taken by the department and not an enforceable right. Students must apply to the Diversity Coach at

the latest fifteen calendar days after the start of the semester and, in case of late enrolment, at the latest fifteen calendar days upon enrolment. Religious holidays never give the right of an authorised absence.

The head of the department decides if the absence is authorised. The student will be informed through the digital registration system.

Authorised 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. More information can be found in the study information.

1.4. The study progress and ratification of the studies

Article 14. Study progress based on the examinations

For each course unit they are enrolled in, course members 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. For the concerned course units this is indicated in the course guide/ECTS sheet. The highest obtained result of the two (used) exam opportunities counts as final result and will replace all previously obtained results.

An integrated test as examination format can apply to several course units if this was described in the ECTS sheet.

Article 15. Credit certificates

Course members obtain a credit certificate for each course unit they have passed. The course member succeeds in a course unit if this person obtains at least ten out of twenty. The examination Board establishes if you finally are successful. A Credit certificate remains valid for at least 5 years in the involved programme. If, after 5 years, substantial differences are observed between the then acquired competences and the competences currently aimed at in a course unit, then it may be imposed to bridge these differences by taking one or more course units, either partially or completely.

Article 16. Ratification of the Studies

At the end of the programme or study track, the course member, after deliberation, receives a report of the examination board with their study results.

A certificate is awarded to the course member who is declared to have passed the total postgraduate programme.

2. EXAMINATION REGULATIONS

2.1. Organisation of the examinations

Article 17. Assessment Systems

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 and is explained by the lecturer.

In every postgraduate programme, an exam schedule is established in which an overview is given of the assessment moments and methods per examination period.

Assessment in the exam schedule means: assessing the extent to which a course member 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.

Generally, the assessment method for course units that can be retaken is the same for both examination periods, except when this is not possible because of the used method. If the assessment method of the second examination period differs from that of the first examination period, then this is made public in advance in the ECTS sheet.

An integrated test as examination format can apply to several course units.

2.2. The composition and types of examination boards

Article 18. Members of the Examination Board

In the examination board, members participate who have an overview of the full track of a student: the head of lifelong learning, the ombudsperson(s), the study track manager, the diversity coach, a representative part of the lecturer group (maximum 10 members per department). If necessary, the lecturers who do not participate permanently must be heard in advance (individually or in group). Afterwards there is feedback from the examination board. The head of lifelong learning is chairperson of the examination board.

The study track manager and the diversity coach are permanent members 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.

Non-members can be heard by the examination board at the request of the chairperson. An examination board is representative if at least half of the members is present. Usually, the deliberation occurs digitally and/or in hybrid format.

Article 19. Examiner

Every examination is conducted by a person who organised the education of the course unit. The lecturer of the course unit, in consultation with the examiners, determines the grading.

If an examiner is prohibited to conduct examinations, then the Chairperson of the examination board basically appoints another member of the teaching staff who is charged with conducting the examinations or carrying out an assessment.

If the circumstances require this, the chairperson of the examination board can also call upon an external person who has the expertise to examine the expected competences of the course members. Examiners are not allowed to conduct examinations, nor participate in the deliberation of course members to which they are related by birth or marriage up to and including the fourth degree. Examiners may not conduct exams of their spouse or partner. The examiner warns the Chairperson of the Examination Board as soon as possible of every existing incompatibility.

An examiner can tell the chairperson of the Examination Board there are circumstances that prevent an examiner to question a certain course member. If the chairperson of the examination board can reconcile themselves with this position, the examiner is replaced

2.3. Course of the Examinations

Article 20. Observing the examination regulations

Course members prove their identity at each examination by means of their student ID card or identity card. The department registers the presence of course members at an examination. The course member who is unable to take an examination, notifies the programme manager at the latest the day of the exam, and accounts for their absence. Only when the chairperson of the examination board judges that the absence was authorised, whether or not based on the presented evidence, a new time for the exam in the examination period is determined.

Article 21. Assessment

For each examination or every (final) assignment, an assessment is determined as a numerical grade. The numerical grade is a whole number within the interval of zero up to and including twenty. The numerical grading expresses the real performance of the course member in the course unit for which the examination is organised. The awarded numerical grading per course unit does not necessarily agree with a mathematical sum or a calculation of the partial scores. The course member is informed of the meaning of the grading through the assessment framework included as Annex D of these Education and Examination Regulations.

The departments, with a view to remediation or exploration, always apply the announcement of grade indications (in letters). The publication of final numerical results is only done during the official publication periods that follow the three - and within certain programmes five - determined examination periods.

Article 22. Discontinuation of exams and (final) assignments

A course member who does not participate in the exam/exams or (final) assignment(s), or stops their participation must notify the programme manager without delay, they in their turn must notify the chairperson of the examination board and the examiner(s).

2.4. Determining the examination result

Article 23. Declaring Passed

The examination board determines the global result. The course member is successful and hence is entitled to the certificate when the course member obtains no less than a 10 on every course unit.

Grades of merit are not awarded. If the course member does not pass for the total, the course member obtains a credit certificate for those course units they have passed.

The course member can apply for a second examination opportunity for those course units they did not obtain a 10 on.

2.5. Prevention measures and irregularities

Article 24. 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 course member is an irregularity. Proof that malicious intent was involved is not required. Plagiarism and falsifying (medical) certificates of authorised absence are two examples of such irregularities that fall under the authority of the examination disciplinary committee.

Plagiarism takes many forms: Using all or part of one's own work or someone else's work, but not indicating 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 course members 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 irregularities are closely linked to plagiarism: having someone or something else write or edit your paper (digital tools included); simulating or falsifying research data.

Article 25. Prevention 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 lifelong learning provides guidelines for assessors and for the course members when carrying out oral and written exams.

The head of lifelong learning 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 course members who wish to take an examination may be checked. The course member signs an attendance list after each examination. The attendance lists are kept at the examination office.

During exams and assessments, course members are not allowed to keep their coats and bags with them. Possession of personal media such as mobile phones or other information carriers 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 rooms. Course members 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 26. Substantive Errors after Publication of the Exam Results

Substantive errors are reported to the head of lifelong learning within an expiration period of ten calendar days. This period starts the day after the exam results are announced. After investigation, the head of lifelong learning may officially remedy the substantive error:

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

Article 27. Procedure in Case of Irregularities

§1. Determination of irregularity

The UAS staff member, who discovers facts that may give rise to an irregularity, immediately notifies the head of lifelong learning, who takes on the role of chairperson of the examination disciplinary committee.

§2. Role of the chairperson of the examination disciplinary committee

The chairperson of the examination disciplinary committee hears the testimonies of the involved course member(s), staff member(s), and possible witnesses. The course member may be assisted by an ombudsperson.

The chairperson collects the necessary supporting documents 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.

The chairperson may decide to call an examination disciplinary committee meeting, should they judge that there are sufficient indications – that the facts that could be subject of an irregularity – justify the start of an examination disciplinary procedure.

§3. Examination disciplinary committee deliberation

The chairperson explains the file concerning the irregularities to the examination disciplinary committee. The deliberation may occur either physically, digitally, or in hybrid format. The examination disciplinary committee shall take its decision within fourteen calendar days of the hearing and notifies the involved course member by email.

§4. Rights of defence of the course member

No examination-related disciplinary decision can be pronounced by the examination disciplinary committee without hearing the involved course member, or at least calling upon this student properly. The course member is invited by email, and this at least three calendar days prior to the meeting of the examination disciplinary committee.

The invitation will state where and when the meeting takes place, the specific facts at issue, and the examination-related disciplinary decision that is proposed. Additionally, the course member has (right of) access to the entire file that was composed by the head of lifelong learning, and a reasonable term to prepare and present an oral or written defence;

The course member is allowed to have a person of their choice assist them (ombudsperson, confidential advisor, lawyer, etc.). If the course member does not show up to the meeting, the meeting of the examination disciplinary committee nevertheless takes place.

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

Article 28. Disciplinary Measures in Case of Irregularities

If the examination disciplinary committee 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(s) involved in the irregularity are set to '0'. The course member is 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 course members lose their second exam opportunity for the course unit;
- All grades of the examination period are set to '0'. The course members retain their second examination opportunity if there is one;
- All grades of the examination period are set to '0'. The course members lose their second exam opportunity;
- In case of repeated irregularities during the study period, the course member is excluded immediately and permanently from the study programme in question.

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

2.6. Communication of the Examination Results

Article 29. Communication of the Examination Results

The examiner and the examination board are responsible for the numerical grades, respectively 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 lifelong learning will publish the examination results at the moments defined in the programme calendar, being at the end of every examination period provided in the Education and Examination Regulations in (November) January, (April) June, and August-September.

The course member 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 take 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;
- if necessary, and at the end of all examination periods (optional exam periods included), the notification that the course member cannot enrol for the period of one academic year due to a success rate of less than 20 %;
- if necessary, and at the end of all examination periods (optional periods included), the indication of the (applied) deliberation(s);
- the appeal possibilities.

Article 30. Discussion of the Examination Results

Each department 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 course member to access the copy of their written or digital exam or digital data relating to them.

The feedback interview is a dialogue between the lecturer and the course member. With an explicit consent of the course member, 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 authorised absence.

Such a feedback interview serves as an explanation for the exercise of the right to access by the course member.

Article 31. Right to Inspection

Apart from every procedure, the right to access continues to apply at all times. Course members always have the right to access for the exams they have taken. The right to access 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 concrete terms, this means that every course member who requests a right to access and clarification of the examinations they took, will be granted access.

If the course member was unable to obtain access during the feedback moment, then the course member who requests this, is to obtain this access within 3 business days after their request of access in the context of an appeals procedure. In all other cases, a term of 15 calendar days applies.

Article 32. Right of 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 course member in question wants a copy of the exam they have taken, then this course member is entitled to a copy, but the copy must be treated confidentially and can only be used in the context of their educational career.

The course member is to submit a substantiated request to the head of the department. The head of the department registers the date the application and identity information (and contact details) of the applicant are received. In the event of an appeals procedure, the course member receives a copy of the exam paper within three business days. In all other cases, a term of 15 calendar days applies.

Copies of documents are only provided if the personal details that do not relate to the course member are made unrecognisable. The exam questions too must be made unrecognisable. Artevelde UAS can request a reasonable compensation per copied exam, i.e. € 25 per exam.

2.7. Ombudsperson

Article 33. General Job Description

The president shall appoint the Ombudspersons who will carry out a preventive and mediating role in (possible) disputes between the course member and one or more UAS staff members. These disputes are related to the implementation of the Education and Examination Regulations, the legal status of the course member, 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 ombudsperson is involved in the design of the exam planning and researches all complaints and problems related to the examinations. The ombudsperson also carries out their tasks in the application of the rules of deliberation. The Ombudsperson informs the course members, refers them to the competent bodies, gives advice, and acts as a mediator in disputes or complaints. The ombudsperson, under no circumstances acts, as lawyer or legal authorised representative of the course member and in no circumstances can assess the course members for whom this person acts as ombudsperson. The ombudspersons carry out their assignment for the course members assigned to them.

The ombudsperson notifies the examination board after they have been informed of the special circumstances of a course member.

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 ombudspersons can appeal to the institution-wide ombudsperson for peer consultation and support.

2.8. Appeals procedure in the context of the examination regulations

Article 34. Object of the Appeal

When (prospective) course members 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 were refused permission to enrol in a study programme or course units;
- when they were refused a personalised study track or when type or content of their enrolment contract has changed;
- when he is refused reasonable accommodations based on disability;
- concerning an exam-related disciplinary measure;
- concerning a study progress decision.

Prior to filing an appeal, the course member must use the feedback opportunity. In this manner, the course member can distinguish between a material error and the possible necessity to file an appeal. If course members do not use this feedback, they must justify this on lodging the appeal.

Article 35. Lodging appeal

§1. Structure and validity of the application

The appeal is lodged by means of an application that follows the design of the default template. This template provides a logical structure of the appeal for the course member, and contains at least the name and signature of the course member, the study programme concerned, and the disputed study progress decision.

The internal appeals committee shall see to it that course members fill out this template correctly and completely. If this condition was not met, then the internal appeals committee may decide not to accept the application, and the appeal is declared inadmissible.

§2. Term of lodging an appeal

Apart from the condition that the default template must be completed correctly, the course member must also submit the application on time. The application is submitted within a term of seven calendar days. This term starts the day after the written announcement of the decision by the department.

- example 1: announcement of exam results on 5 February 20XX. The term to lodge an appeal begins on 6 February 20XX and runs until 12 February 20XX. 12 February 20XX is the last day on which the course member can lodge an appeal.
- example 2: course member receives an email from the head of lifelong learning on 5 October 20XX, which states that the enrolment in the study programme is refused. The term to lodge an appeal begins on 6 October 20XX and runs until 12 October 20XX. 12 October 20XX is the last day on which the course member can submit an appeal.

§3. Method of submitting an appeal

The course member submits the appeal and the relevant annexes by sending an email via the Artevelde email address to the internal appeals committee on the following email address: ibc@arteveldehs.be

§4. Other provisions

If the appeal is sent by the confidential advisor of the course member, it is accompanied, under penalty of inadmissibility, by a power of attorney from the course member to the confidential advisor. This power of attorney is not required if the confidential advisor is a lawyer.

If foreign-language course members wish to lodge an appeal with the internal appeals committee, they can ask for their application to be translated into Dutch.

Course members who are not yet enrolled at Artevelde UAS address the Office of Legal Issues to acquire access to the default form.

Article 36. 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 the Office of Student Administration, and/or the head of the Office of Study and Career Guidance and/or the head of the Office of Education Policy and a director of an expertise network, or their substitute(s) appointed by the chairperson. A secretary shall attend the meetings of the Internal Appeals Committee. The committee may be assisted by a legal counsellor. 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 is present. The deliberation can occur physically, digitally, or occasionally in hybrid format. 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 course member digitally, by email, within twenty calendar days. This term commences on the day after the appeal was lodged. This decision will also be sent by email to the head of lifelong learning involved and the ombudsperson(s) of the department.

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

Article 37. Handling the appeal

The Internal Appeals Committee takes note of possible written amicable settlements between both parties, course member 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 is deemed useful to be heard.

The internal appeals procedure leads to:

- the motivated rejection of the appeal on the basis of inadmissibility. This decision is brought to the attention of the course member digitally, by email, within a period of twenty calendar days, starting on the day after the day on which the appeal was lodged (date of email or digital sent date); or
- a decision that confirms or reforms the original decision in a reasoned manner.

The Internal Appeals Committee communicates its decision digitally by email.

The Internal Appeals Committee may, during the available period, notify the course member 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 38. Council for disputes concerning study progress decisions

The course member can lodge an appeal against the study progress decision at the Council for disputes on study progress decisions, with an exception for rejection of the request for reasonable facilities, 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 after the day on which the internal appeal was filed—has expired (postmark registered letter or receipt). This external appeal must be signed by the course member or it will be declared inadmissible.

The course member can contact the Board by writing to the following address: Council for disputes on study progress decisions, Koning Albert II-laan 35 bus 81, 1030 Brussel.

A copy of this letter should simultaneously be sent by email to the chairperson of the Artevelde UAS Internal Appeals Committee: Internal Appeals Committee, Arteveldehogeschool p/a Hoogpoort 15, 9000 Gent, Belgium and ibc@arteveldehs.be.

2.9. Order and Disciplinary Rules

Article 39. General Provisions Concerning Order and Discipline

Disciplinary measures and disciplinary sanctions may be imposed when the behaviour of the course member 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.

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

The course member will also be subject to order and disciplinary measures if they commit serious breaches of the conditions of these Education and Examination regulations.

Article 40. Disciplinary Measures

When an incorrect attitude is determined, the following disciplinary measures can be applied immediately by the staff member involved, and afterwards confirmed (by email) by the head of lifelong learning:

1. warning;
2. reprimand;
3. remedy;
4. dismissal from an activity.
5. the temporary dismissal for a period longer than one week within the limits of the principles of reasonableness for one educational activity.

If desired, the involved course member has the right to be heard (afterwards) by the head of lifelong learning.

Disciplinary measures four and five are always taken in consultation with the involved head of lifelong learning. Appeal against disciplinary measure five is possible at the order and disciplinary committee in conformity with the procedure as regulated in article 39 and further of the Education and Examination regulations. There is no right of appeal against the other disciplinary measures.

Article 41. Preventive suspension

A course member may be suspended as a preventive measure in the context of a criminal procedure. Before taking this measure, the course member must first be heard by the Director of Education and Research, and a member of the Office of Legal Issues. If the course member cannot be heard in advance, for instance following a measure within the legal procedure, they must be heard as soon as possible (afterwards).

The suspension measure shall be subject to a mid-term review, and this upon the first request of the course member and/or other relevant involved parties if significant elements occur in the criminal procedure. Appeal against this (protective) measure is possible at the order and disciplinary committee in conformity with the procedure as regulated in article 39 and further of the Education and Examination regulations.

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

Article 42. Disciplinary Procedure

The head of lifelong learning 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 course member. The involved course member is 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:

- a remedy;
- the denial of the right to temporarily do one or more educational activities with the exception of exams or other evaluation moments;
- the exclusion from one or more course units during the current academic year, including the exams or other evaluation moments;
- the permanent exclusion from the UAS.

In the event of the last two sanctions, the course member will be assisted when looking for another study programme or UAS.

Article 43. Composition of Disciplinary Committee

After it has been informed of one or more unacceptable facts by the head of lifelong learning, the UAS Board will put together the disciplinary committee.

The disciplinary committee consists of the director of education and research, who acts as chairperson, two directors of expertise networks, two staff members of the UAS, and two course members. The latter four have a seat in the Academic Council. They cannot have any connection with the reported situation. The course member may be assisted by a lawyer. The disciplinary committee may be assisted by a legal advisor and/or a different expert. The disciplinary committee may deliberate physically, or digitally, and/or occasionally in hybrid format.

Article 44. Defence of the course member

No disciplinary sanction can be pronounced by the disciplinary committee without hearing the involved course member, or at least calling upon this course member. The course member is invited by email, and this 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 lifelong learning composes a file. The course members will be called upon to defend themselves. They have the right to access the entire file. Course members may be assisted by a person of their choice. If the course member does not show up to the meeting, the meeting of the disciplinary committee nevertheless takes place.

The disciplinary committee shall take its decision within 14 calendar days of the date of the hearing and notifies the course member involved and the head of lifelong learning by email.

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

Article 45. Appeal Against the Decision of the Disciplinary Committee

The course member can appeal against the decision of the disciplinary committee. To this end, the course member is to send an email to the President at Artevelde University of Applied Sciences, to the attention of Tomas Legrand, Algemeen Directeur, Hoogpoort 15, 9000 Gent, Belgium. The appeal period is seven 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 46. Appeals Procedure

The course member is invited by email, and this at least seven calendar days in advance to the hearing of the appeals committee. The course members will have the opportunity to defend themselves. The course members have a right to access the complete file. Course members may be assisted by a person of their choice. If the course member does not show up, the appeals committee hearing will nevertheless take place. The committee may be assisted by a 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 take a new decision. This decision is announced by email to the course member in question and to the involved head of lifelong learning.

3. PROTECTION OF PERSONAL DETAILS

Article 47. Protection of Personal Details

The UAS processes personal details 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 details was recorded and to correct and delete any incorrect data free of charge. Course members may exercise this right by requesting the available information on them in writing. Course members address their head of lifelong learning to this end. Other possible parties involved should send a motivated letter to the director of education and research, Artevelde University of Applied Sciences, Hoogpoort 15, 9000 Gent, Belgium. The Ministry of Education and Training has the Artevelde email address of each course member. More information on the processing of personal details can be found in annex A.

4. INSURANCES

Article 48. Loss or Theft

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

Article 49. 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 course members to property entrusted to them in the context of internships is covered by the UAS school insurance policy, as far as it concerns accidental damage and entrusted property.

Accidental damage caused by the course members 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, the burden of proof of the theft lies with the course member. The course member 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 50. Bodily Injury Insurance

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

Article 51. Civil liability

For the duration of the academic year, all course members can rely on the civil liability insurance for the educational activities of the postgraduate programme. All information can be found on DINAR.

Article 52. Health Insurance

Course members who are not an entitled person within a system of compulsory health insurance must register with a health insurance fund.

Article 53. Insurance During Enrolment Programmes Abroad

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

Article 54. 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 course members, alumni, and staff members: the Global Student Insurance. This has a mandatory nature. A course member is 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 55. Insurance during foreign activities in the context of the enrolment programme: early return of the course member 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 56. 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.

5. CODE OF CONDUCT

Article 57. Attitude

Course members 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 course members to behave and act accordingly.

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

Article 58. Unacceptable Behaviour

All course members 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, wealth, 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, course members can always contact the campus staff members of the Student Support Office who act as counsellors.

Article 59. Complaints

Course members 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. Via [this link](#) the students can consult the complete vision and approach of Artevelde UAS.

For complaints about lecturers or staff members, students can turn to the ombudsperson (see article 138).

The campus staff members of the Office of Student Support and the ombudspersons are, in the context of providing assistance, at all times bound by their code of ethics and confidentiality.

Article 60. Ethics and confidentiality

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

Article 61. Copyright

§1 When working on their bachelor's thesis or any other intellectual or creative paper, the course member complies with the laws of 19 April 2014 where copyright and related rights were included in Book XI of the Civil Code on economic law. Every course member will refrain from copying any materials from third parties in any way whatsoever without the permission of the third party.

§2 The course member enjoys shared moral rights in the bachelor's thesis or any other intellectual or creative paper that is created in the context of his study programme. These rights are explicitly shared with any supervisor of the relevant educational activity or activities. The course member must obtain the written consent of all co-authors before making the work public. The agreement contains regulations 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 their approval for commercialisation by the course member. In that case, a copy of the agreement is sent to the director of education and research of Artevelde UAS.

If the course member 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 course member unless waived in a special agreement.

The research and collaboration rules of Ghent University Association (to be consulted via [this link](#)), with specifications for Artevelde University of Applied Sciences, 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 the bachelor's thesis or any other intellectual or creative project, and to make this available to its students, course members, and staff through the library, intranet or otherwise, in order to use it for educational or scientific purposes, or for private use.

Article 62. Student ID Card

The course member is responsible for his 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 last facility, the course member must charge their card. This is done through the web shop.

In case the student ID card is lost, the course member is to notify the reception immediately. The course member 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.

Article 63. Prohibition on Making Sound or Image Recordings

Course members 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 64. Prohibition on Distributing Course and Examination Materials

Course members 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 course members allowed to multiply examination materials and lesson recordings which were made available for them against payment or for free, nor use these for any other than personal purposes.

6. FINAL PROVISION

Article 65. Final Provision

Modifications of the Education and Examination Regulations are only possible after consultation in the Academic Council and upon decision by the Administrative Board.

If the Education and Examination Regulations are modified in the course of the academic year 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. Except when the amendment states otherwise, every amendment begins at the start of the next academic year after the amendment came into force.

7. ANNEXES

Annex A: Processing of personal details of course members

1. Scope of the data processing

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

Only those personal details required to achieve the in-advance-determined objectives below may 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 may not 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 student.

2. Objectives of the data processing

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

2.1. 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

2.2. 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, workplace learning, 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 internship/workplace learning
- the processing of personal details for monitoring education processes and activities, quality of education, the quality of the student guidance, the efficiency of the organisation, and the operational functioning of the organisation, with respect to the analysis and optimisation of these processes
- 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 (plagiarism detection system)
- 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) or parts thereof
- 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 (if applicable) on (satisfaction) surveys (insofar as relevant to the guidance or support of the student, and only exceptionally in non-aggregated form)
- data concerning the use of digital materials or applications (insofar as relevant to the guidance or support of the student, and only exceptionally in non-aggregated form)
- 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 details 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.

The data concerning health are processed as far as this is required, or for the purpose of awarding a facility contract (and apart from exceptions which must be interpreted as restrictive, only in pseudonymised and/or aggregated format). The initiative to share health information comes from the student, except in the context of Article 422bis SW (culpable omission).

3.3. Processing of personal details concerning criminal convictions and criminal offences

The personal details concerning criminal convictions and criminal offences in principle are not processed, except (occasionally) in the application of article 146 OER (preventive suspension in the context of a criminal procedure) or if the Decree of 3 June 2022 as regards the obligation for certain organisations to check an extract from the criminal record as stated in article 596, second paragraph, of the Code of Criminal Procedures, for certain new staff members, prescribes such processing. Such processing is always done, barring exceptions that must be understood restrictively, in pseudonymised and/or aggregated format.

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:

- this is required for the implementation of the objectives included in Article 2:
 - with respect to students doing an internship/workplace learning at an internship location/workplace organised by Artevelde UAS (company, internship school, or another educational institution etc.), Artevelde UAS must exchange all relevant personal details with the internship location/workplace.
 - 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 student 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 student.
 - with respect to a student who is 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 student
 - 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 details 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. Fons, the Flemish payer of the growth package or child benefit).

- or insofar 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 period and deletion of personal details

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

8. Privacy policy

More information on the privacy policy can be found on <https://www.arteveldehogeschool.be/privacybeleid>.

Annex B: Cases of recordings and corresponding policy

The Panopto and MS Teams platforms were 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. Next, these recordings are made available to the course members 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 in which recordings are mainly used. 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 course members. Course members 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 course members that are sitting between the lecturer and the camera may be visible too. Usually this will not be the case, but sometimes course members may be recognisable. Concerning audio recordings, everything that is said by lecturer and course member is recorded, and audio recordings can be listened to afterwards.

Audience:

Recordings are only available to internal staff and course members, 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, course members, etc.

Policy case 1

Lecture recordings are intended to offer the course members extra support when processing the learning contents to prepare for an assessment. The lecture recordings are only started and made available to the course member via the integration with the UAS learning environment. At the start of the lecture, the lecturer announces that the lesson will be recorded. The lecturers make this announcement when the recording is already in progress, so they can prove they have informed the course members. If lecturers use a presentation, they can indicate on the first slide that the lesson is being recorded.

Course members 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 course member's back may be visible.

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

If a course member asks a question and indicate they do not want this to be included in the recording, then the lecturer can mute the microphone so the course member's question is 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 (course members), then the recordings must be removed from Panopto. We decided on a period of 4 years, so the course members from a higher cycle can still watch the recordings from their previous cycle. The course unit syllabus 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.

Course members 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 Education and Examination Regulations.

If recordings will be shared with external persons, then the course members that appear in the images implicitly must provide permission with a signed consent. The template of the informed consent can be requested via dpo@arteveldehs.be.

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

Problems are reported to 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 certain study programmes and, more specifically, certain course units that are intended to train specific skills of course members, recordings are made of course members practising these skills. Lecturers choose this kind of recording to provide optimal guidance and support to course members when they train skills. In turn, course members 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.

Having students record their practice is a full-fledged solution. It is much more effective to give feedback on the behaviour of a course member based on a video compared to a written report. Additionally, interrupting course members while performing an action has a negative effect on the learning process.

Who:

In this kind of setting, several course members and their actions appear in the recordings. The camera is aimed at the course member(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 course members involved and their lecturer via the Artevelde UAS learning environment. Recordings can be used by the lecturer to organise peer feedback on the course member's skills in order to adjust and support the learning process.

Policy case 2

The purpose of skills training recordings is to guide and support course members 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 course member 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.

Course members can request an alternative for this method by applying for a special status (e.g. because of religious reasons).

Course members 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 Education and Examination Regulations.

If recordings will be shared with external persons, then the course members that appear in the images explicitly must provide permission with a signed consent. The template of the informed consent can be requested via dpo@arteveldehs.be.

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

Problems are reported to 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 course members 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 course members, staff members and the broad audience (who may not have been present at the lecture) the opportunity to watch the lecture (again).

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 when the recording is already in progress, so they can prove they have 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 course member'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 course members from a higher cycle can still watch the recordings from their previous cycle. The course unit syllabus 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 persons 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.

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

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

Annex C: 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

Course members and staff of Artevelde UAS and Ghent University Association may borrow materials of the Artevelde Learning Network using their course member 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 their 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. Course members 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 Education and Examination Regulations also apply in the library.

Annex D: Assessment Framework

Grading	Description	Grade indication	General basic standard?	Excels?	Meaning
20	Perfect	E Excellent	Achieved	Exceptionally strong	You excel in all targeted learning objectives. There are no required improvement areas.
18 of 19	Exceptionally good		Achieved	Very strong	
16 of 17	Very good		Achieved	Strong	
14 of 15	Good	G More than acceptable to good	Achieved	Limited in certain learning objectives	You achieve the basic standard* for the intended learning objectives, but there are still a lot of points for improvement.
12 of 13	More than acceptable		Achieved	Not	
10 of 11	Acceptable	A Acceptable	Achieved	Not	You achieve the basic standard* for sufficient learning objectives, but there are still obvious points for improvement.
8 of 9	Insufficient	I Insufficient	Not achieved	Not	You do not achieve the basic standard* for sufficient learning objectives and you have a few obvious fail marks
6 of 7	Poor	P Poor to very poor	Not achieved	Not	You do not achieve the basic standard* for most learning objectives. You have many fail marks.
4 of 5	Very poor		Not achieved	Not	
1, 2 of 3	Severe fail mark	SF Severe fail mark	Not achieved	Not	You do not achieve the basic standard for any learning objective*. You delivered a very limited performance.
0	No performance	NP No performance	Not achieved	Not	You did not deliver any performance. Your absence from the partial assessment was (un)authorised.
NDO	Unauthorised absence	UA Unauthorised absence			Your absence from the assessment of the entire course unit was unauthorised.
*Basic standard = if the student has sufficiently mastered the required competences for achieving a learning objective. Reflects the required minimal competence level.					