artevelde university of applied sciences

EDUCATION AND EXAMINATION REGULATIONS 2026-2027

POSTGRADUATE PROGRAMMES

Date of approval: 18 May 2026.

The Education and Examination Regulations explain the rights and obligations of each participant. They arise from the decree provisions relating to higher education.

The regulations are particularised by means of specific information for every study programme which can be consulted via the student portal on the programme page (My Dinar).

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

These three are the basic documents which apply to all participants.

In this text, the noun 'participant' is used as a neutral term. This refers to all gender identities.

This English translation of the Education and Examination Regulations is provided as a service to the foreign-language students and staff of Artevelde University of Applied Sciences. No warranty of any kind, either expressed or implied, is made as to the accuracy, correctness, or reliability of this translation. Discrepancies in this translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in this translation, please refer to the official Dutch version.

CONTENT

0. DEFINITIONS 6
1. EDUCATION REGULATIONS 12
1.1. Organisation of education 12
Article 1. Determining the curricula and study tracks 12
Article 2. Study load and activities 12
Article 3. Guided distance learning 12
Article 4. The language of instruction 12
1.2. Admission requirements, enrolment, and study tracks 13
Article 5. Scope 13
Article 7. The tuition fee 14
Article 8. Financial support for professionals 14
Article 9. Deregistration 14
Article 9bis. Cancellation of postgraduate programme 15
1.3. Provisions relating to educational activities 15
Article 13. Authorised absences 16
1.4. The study progress and ratification of the studies 17
Article 14. Study progress based on the examinations 17
Article 15. Credit certificates 17
Article 16. Ratification of the studies 17
2. EXAMINATION REGULATIONS 18
2.1. Organisation of the examinations 18
Article 17. Assessment systems 18
2.2. The composition and types of examination boards 18
Article 18. Members of the examination board 18
Article 19. Examiner 19
2.3. Course of the examinations 19
Article 20. Observing the examination regulations 19
Article 21. Assessment 19
Article 22. Discontinuation of exams and (final) assignments 20
2.4. Determining the examination result 20
Article 23. Declaring passed 20
2.5. Prevention measures and irregularities 20
Article 24. Definition of irregularities and plagiarism 20
Article 25. Prevention measures 21
Article 26. Substantive errors after publication of the exam results 21
Article 27. Procedure in case of irregularities 21

Article 28. Penalty in case of irregularities 22
2.6. Communication of the examination results 23
Article 29. Communication of the examination results 23
Article 30. Discussion of the examination results 23
Article 31. Right to access 24
Article 32. Right of copy 24
2.7. Ombudsperson 24
Article 33. General job description 24
2.8. Appeals procedure in the context of the examination regulations 25
Article 34. Object of the appeal 25
Article 35. Lodging appeal 25
Article 36. Composition of the internal appeals committee 26
Article 37. Handling the appeal 26
Article 38. Council for disputes concerning study progress decisions 27
2.9. Order and disciplinary rules 27
Article 39. General provisions concerning order and discipline 27
Article 40. Disciplinary measures 28
Article 41. Preventive suspension 28
Article 42. Disciplinary procedure 28
Article 43. Composition of disciplinary committee 29
Article 44. Defence of the participant 29
Article 45. Appeal against the decision of the disciplinary committee 29
Article 46. Appeals procedure 30
3. PROTECTION OF PERSONAL DETAILS 31
Article 47. Protection of personal details 31
4. INSURANCES 32
Article 48. Loss or theft 32
Article 49. Damage, loss, or theft of entrusted property 32
Article 50. Bodily injury insurance 32
Article 51. Third-party liability 32
Article 52. Health insurance 32
Article 53. Insurance during enrolment programmes abroad 32
Article 54. Insurance during activities abroad in the context of the enrolment programme 33
Article 55. Insurance during foreign activities in the context of the enrolment programme: early return of the participant due to exceptional circumstances (e.g. pandemic) 33
Article 56. Occupational accident insurance for unremunerated interns 33
5. CODE OF CONDUCT 33
Article 57. Behaviour 33

Article 58. Transgressive behaviour 34
Article 59. Complaints 34
Article 62. Ethics and confidentiality 36
Article 63. Copyright 36
Article 64. Student ID Card 36
Article 65. Prohibition on making sound or image recordings 37
Article 66. Prohibition on distributing course and examination materials 37
6. FINAL PROVISION 37
Article 67. Final provision 37
7. ANNEXES 38
Annex A: Processing of personal details of participants 38
Annex B: Cases of recordings and corresponding policy 42
Annex C: Artevelde UAS media library regulations 45
Annex D: Assessment framework 47
Annex E: Code of conduct 48
Annex F: Recognised religious holidays 51
Annex G: Calendar of the academic year 2026-2027 52

0. DEFINITIONS

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 participants. 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.

Special status: Participants with a disability, working students, student-athletes, student-entrepreneurs, student-artists, student representatives, participants with a political mandate, non-Dutch speaking participants, and participants 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 addressed.

Binding condition: A condition imposed by the examination board in the context of study progress monitoring and which must be respected by the participant.

Cutting score: The quantitative result that a participant 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 participant's performance (assigning a score).

Credit certificate: The recognition of the fact that a participant has demonstrated in an examination that they have acquired the competences or parts thereof related to a course unit. This recognition is stipulated 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 participant who enrols 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 participant who enrols with a view to obtaining a degree or diploma.

Diploma year: The year in which a participant obtains the diploma.

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 participant 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 Director of the Expertise Network fulfils the position of Chair. This board takes the final decisions concerning the study track a participant has completed. This concerns in particular: determining grades, deliberations, declarations of passing a study programme in its totality, awarding grades of merit, and taking measures concerning study progress monitoring (including binding conditions and refusals).

Examination opportunity: An examination is organised for every course unit. For every enrolled course unit, a participant is entitled to 2 examination opportunities in the course of the academic year to obtain a credit certificate. If the nature of the course unit does not allow for two examination opportunities, then the right mentioned in the first paragraph cannot be exercised during the same academic year. In that case, the participant must re-enrol in the course unit concerned in a subsequent academic year.

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 smooth proceeding, processing, 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: When there is a serious suspicion that a student has committed an irregularity in the context of an assessment, then this will be discussed in the examination disciplinary committee of the department. The composition of this committee is identical to that of the examination board. This committee checks the file and can take an examination-related disciplinary decision. The examination disciplinary committee guarantees the rights of defence of the student

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

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

Frequency table: shows how often a score was achieved. Based on this table, you get the accumulative frequency distribution: this reveals the percentage of participants 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 participant in question, in interaction with various obstacles, to participate fully and effectively in higher education on an equal footing with other participants.

Transgressive behaviour: every violation of the integrity of a person, including power abuse, unwanted sexual behaviour, violence, and bullying. Participants who do not keep to the code(s) of conduct – and especially the code of conduct for students for the prevention of transgressive behaviour – may be penalised.

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.

Artevelde Academy Head of Business Development: Person in charge of Artevelde Academy and all postgraduate programmes.

Inclusive evaluation accommodations: these are facilities that are granted to every participant, both during the semester and during the examination period. More information can be found via inclusive measures.

Deferred examination: A moment determined in the programme calendar, when participants who were unable to attend an examination due to authorised absence or force majeure, can make up this exam. The consent of the Postgraduate Manager is always required.

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

Internal appeals committee: The internal appeals committee handles the internal appeal lodged by a participant 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 participant. 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 participant has acquired competences of a course unit or parts thereof.

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

Teaching activities: The general term for theoretical courses, seminars, practical sessions, laboratories, educational activities, work assigned individually to the participant, 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 core business.

Education and Examination Regulations: The combination of education regulations, examination regulations, code(s) 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 participant.

Credits taken: Credits related to course units for which a participant 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.

Force majeure: Force majeure concerns a non-attributable impossibility to fulfil an obligation, so that the person in question is released from this obligation.

Postgraduate Manager: (organisational) authority on specific postgraduate level in which the participant is enrolled, and as such the participants' contact person. The Postgraduate Manager assists the participant in the composition of the study track and takes care of the administrative follow-up. The Postgraduate Manager formulates a non-binding recommendation for the examination board on the basis of the examination results.

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 participants 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 (for instance generative AI tools); simulating or falsifying research data. The UAS considers plagiarism as an irregularity.

Report: Personal and written announcement of the study results of an examination period by the Postgraduate Manager.

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: Participant who combines the start of a business and the entrepreneurship itself with studies at Artevelde UAS. By acquiring the status of student-entrepreneur, the participant can apply for facilities via the diversity coach after an intake interview by Gentrepreneur.

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 participant 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: Representation in percentages of the number of credits obtained in relation to the number of credits used. In the calculation, potential exemptions are not taken into account.

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

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

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

Mid-term grade: A mid-term grade is a (partial) grade that is awarded in the course of an academic year, and that gives an indication as to what extent the student has acquired competences or parts thereof at that specific moment. The mid-term grade is not a final grade. It is a preliminary grade with a view to support, remediation opportunities, and encouraging the study progress. A student can find the meaning of these grades in annex D of these Education and Examination Regulations.

Confidential advisor for participants: confidential advisor who participants can turn to for reports on transgressive behaviour between participants and between participants and staff.

Course sequence: The rules determined by the UAS Board concerning the requirement to have passed a course unit or study programme before a participant can take a different course unit and do the exam. 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 participant who meets the following three conditions:

- The participant 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 participant does not yet possess a second-cycle degree or master's degree;
- The participant 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 falls under the responsibility of a Postgraduate Manager.

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 participant 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. De 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.

A postgraduate programme can only be started when the involved participant has obtained the preceding associate, bachelor's, or master's degree. The concrete admission requirements – if applicable – are stated in the course guide and in the information brochures/on the website.

A student who did not achieve the diploma can request permission from the Postgraduate Manager to enrol via credit contracts in separate course units without meeting the admission requirements.

The postgraduate certificate can only be obtained if all admission requirements were met.

Article 5bis. Exemptions on the Basis of Previously Acquired Competences (PAC)

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

§1 Obtaining an aptitude certificate

A participant who wishes to obtain an aptitude certificate for certain competences or for all competences of a particular study programme should submit a request for an aptitude test to the Accrediting Body of Ghent University Association using the standard application form.

Applications must be submitted no later than 4 weeks before the start of the postgraduate programme.

The aptitude test starts after payment of the administrative cost. Should the aptitude test show that additional information is needed to assess the competences, then the competent authority may decide to arrange an additional investigation.

The participant will be notified in writing whether or not competences are recognised. The participant will receive an aptitude certificate in the event of a positive outcome of the investigation.

The aptitude certificate states the acquired competences of a course unit or cluster of course units of the postgraduate programme.

§2 Acquiring exemptions on the basis of an aptitude certificate

A participant who has received an aptitude certificate is eligible to apply for exemptions. The participant submits an application to the Postgraduate Manager no later than thirty calendar days after enrolment. The participant submits the aptitude certificate along with the application. The Postgraduate Manager assesses whether the participant can have exemptions in the programme.

A request for (an) exemption(s) is no longer possible if the participant already participated in evaluations for the course unit or partial course unit for which the participant wants to request an exemption.

Article 6. Enrolment

The participant can enrol in one or more postgraduate programmes simultaneously. This enrolment can occur simultaneously with the enrolment in a final year associate degree, bachelor, or master programme, subject to contrary provisions arising from article 5.

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

An enrolment automatically involves registration for all related exam opportunities.

Article 7. The tuition fee

Upon enrolment, the participant pays the tuition fee per study programme. The tuition fee must be paid entirely at the very latest two weeks prior to the start of the programme. In case of late enrolment, the tuition fee must be paid *before* the start of the programme.

As long as the tuition fee has not been paid:

- the participant may lose access to the ICT facilities;
- the participant is not allowed to take classes;
- the participant is not allowed to participate in the exams and/or (final) assignments;
- the certificate is not awarded;
- a subsequent enrolment may be refused;
- it is not possible to deregister from the programme.

Article 8. Financial support for professionals

To promote training courses and lifelong learning, the government offers diverse support measures. More information and requirements can be found on the website: Financial support for professionals | Artevelde University of Applied Sciences Ghent.

Article 9. Deregistration

If the participant deregisters from the postgraduate programme before the start of the study programme, then the tuition fee is reimbursed with the exception of an administrative cost of € 250. As of two weeks before the start of the programme, no refunds will be made, regardless of whether certain course units are offered in the first or second semester.

For online study tracks, reimbursement is not possible once the track was initiated by the participant (for instance by opening course(s) in the digital learning environment, Canvas.).

Reimbursement is not possible in case of late enrolment.

In situations of force majeure, the Artevelde Academy Head of Business Development can still decide to repay the tuition fee. The participant must contact the Artevelde Academy Head of Business Development for this, and must add the required supporting documents to the application.

Article 9bis. Cancellation of postgraduate programme

Artevelde UAS reserves the right to cancel (a) postgraduate programme(s) if, due to organisational, financial, or other reasons, it is not possible to organise the programme. In that case, all participants will receive a reimbursement of the tuition fee.

1.3. Provisions relating to educational activities

Article 10. Participant target groups

The following categories of participants 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;
- participants with a political mandate;
- participants with special individual circumstances;
- participants with a disability;
- working students;
- participant-entrepreneurs;
- foreign-language participants.

To obtain facilities or reasonable accommodations, the participant submits a request by email to the Postgraduate Manager. The participant adds to their request the necessary documents to prove that the participant belongs to one of these target groups.

The Postgraduate Manager grants the status and decides on awarding facilities. The Postgraduate Manager informs the participant of the decision in writing (by email) 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.

The participant 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 participant and a factual description and motivation of the objections invoked.

The application must be dated and signed by the participant 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 format, rescheduling, and spreading of exams.

The Postgraduate Manager will decide on the practical details of the facilities granted.

Possible modifications that affect the participant's facilities may amount to a type of force majeure.

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 participant 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). Participants 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.

In that case, the participant must notify and justify any absence to the Postgraduate Manager immediately and prior to the start of the evaluation. The participant sends supporting documents by email to the Postgraduate Manager and keeps the physical evidence for the entire academic year.

Medical certificates such as 'dixit certificates' or 'backdated certificates' are not accepted as proof to justify an absence, except in cases of force majeure where the written burden of proof of the force majeure situation rests with the participant. For more information on the absences and procedure, the participant can follow this link or Annex F.

If examinations and/or mandatory class activities coincide with religious holidays in Belgium that are recognised by Artevelde UAS (see Annex F), the participants can be legitimately absent. However, this is a favour measure which can be taken by the Postgraduate Manager and therefore not an enforceable right. Participants submit an application to the Postgraduate Manager no later than thirty calendar days after enrolment. Religious holidays never give the right to an authorised absence.

Authorised absences may give rise to a specific performance improvement track. Participants 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, participants 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 ECTS sheet. In that last case, the right cannot be exercised during the same academic year, and the participant must re-enrol for the concerning course unit in a subsequent academic year.

The right to two examination opportunities may also lapse if the participant enrols late, and if it is not possible in terms of organisation to organise a first examination opportunity.

A participant who deregisters from a course unit however, is not allowed to re-enrol in the same course unit in the same academic year, regardless of the contract type.

The highest obtained result of the two used exam opportunities counts as final result and will replace all previously obtained results. Maintaining the highest obtained score only applies to the final score of the course unit or partial course unit.

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

Article 15. Credit certificates

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

A participant cannot renounce a credit certificate.

Article 16. Ratification of the studies

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

A certificate is awarded to the participant 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/evaluation *within the programme-specific exam schedule* means: assessing the extent to which a participant has acquired the competences (or parts thereof) of a course unit at a specific moment, as provided in the exam schedule.

Assessment/evaluation *outside of the programme-specific 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

The Expertise Network Director is the chair of the examination board. If the Expertise Network Director is absent, the remaining members of the examination board select a substitute.

In the examination board, members participate who have an overview of the full track of a participant: the Postgraduate Manager, an ombudsperson, a representative portion of the teaching staff (maximum 10 members per department), and a secretary. If necessary, the lecturers who do not participate permanently must be heard in advance (individually or in a group). Afterwards there is feedback from the examination board.

All members of the examination board are entitled to vote. Exceptions are the ombudsperson and the secretary, who are members with an advisory vote. At the request of the chair, experts can 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 chair.

An examination board is representative if at least half of the members are present. If necessary, 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 chair 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 chair of the examination board can also call upon an external person who has the expertise to examine the expected competences of the participants. Examiners are not allowed to conduct examinations, nor participate in the deliberation of participants 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 chair of the examination board as soon as possible of every existing incompatibility.

An examiner can tell the chair of the examination board there are circumstances that prevent an examiner to question a certain participant. If the chair 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

Participants prove their identity for each examination by means of their (digital) student ID card or identity card. The department registers the presence of participants at the start of an examination. The participant who is unable to take an examination, notifies the Postgraduate Manager at the latest on the day of the examination, and justifies their absence. Only when the Postgraduate Manager judges that the absence is justified, whether or not based on the presented evidence, a new time for the exam in the examination period is scheduled.

Article 21. Assessment

For each examination or every (final) assignment, the 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 participant in the course unit for which the examination is organised. The awarded numerical grade per course unit does not necessarily agree with a mathematical sum or a calculation of the partial grades. The participant is informed of the meaning of the grades through the assessment framework included as Annex D to these Education and Examination Regulations.

With a view to remediation or orientation, departments announce mid-term grades. Mid-term grades published in Canvas are always numerical. 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 participant who does not participate in the exam/exams or (final) assignment(s), or stops their participation must notify the Postgraduate Manager without delay, who in turn notifies 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 participant is successful and hence is entitled to the certificate when the participant obtains no less than a 10 on every course unit.

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

The participant can apply for a second examination opportunity for those course units they did not obtain a 10 for. If the nature of a course unit does not allow for two exam opportunities, then this right cannot be exercised during the same academic year. In that case, the participant must re-enrol in the course unit concerned in a subsequent academic year.

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 participant 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 participants 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 irregularities are closely linked to plagiarism: having someone or something else write or edit your paper (digital tools included, except if the use of digital tools exists as an explicit learning objective or if a specific exception was determined for this); simulating or falsifying research data.

Even though Artevelde UAS supports the responsible and ethical use of generative AI, the use of generative AI systems or other (digital) tools may be considered fraud or an irregularity if this was prohibited and communicated in advance for the assessment of a course unit or part thereof.

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 Postgraduate Manager provides guidelines for assessors and for the participants when carrying out oral and written exams.

The Postgraduate Manager organises the examination supervision. The supervisors are authorised to ensure the proper conduct of examinations. The supervisors carry out active surveillance.

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

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

Silence must be observed in the vicinity of the examination premises. Participants 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

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

- in favour of the participant at all times;
- to the prejudice of the participant 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 Postgraduate Manager, who takes on the role of chair of the examination disciplinary committee.

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

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

The chair 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 chair 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 chair 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 this decision within fourteen calendar days of the hearing and notifies the involved participant by email.

§4. Rights of defence of the participant

No examination-related disciplinary decision can be pronounced by the examination disciplinary committee without hearing the involved participant, or at least calling upon this participant properly. The participant is invited by email, and this at least two 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 participant has right of access to the entire file that was composed by the Head of the Department, and a reasonable term to prepare and present an oral or written defence;

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 participant has the right of access to the entire file that was composed by the Postgraduate Manager, and a reasonable period to prepare and present an oral or written defence;

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

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

Article 28. Penalty in case of irregularities

If the examination disciplinary committee considers the irregularity proven, all grades and/or partial grades of the course unit involved are reduced to ‘0’.

The participant is referred to the second exam opportunity for the entire course unit, if there is a second examination opportunity; Additionally, after an investigation, the examination disciplinary committee may take the following additional sanctions:

- all grades and partial grades of the course unit involved in the irregularity are set to ’0’. The participant loses the second exam opportunity for the course unit;
- all grades of the examination period are set to ’0’. The participant retains the second examination opportunity if there is one;
- all grades of the examination period are set to ’0’. The participant loses the second exam opportunity;

- in case of repeated irregularities throughout the study period, the participant is excluded immediately and permanently from the study programme in question.

These examination-related disciplinary decisions are thoroughly motivated and sent by Artevelde email.

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, meaning to establish and validate the grades. The examiner must not divulge the grades under any circumstances before the publication of the examination results.

The examination office 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 participant 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;
- the appeal possibilities.

Article 30. Discussion of the examination results

Each study programme provides the opportunity to have a feedback interview on the completed exams. This moment is planned within a period of four calendar days after the publication of the results of the concerning exam period. It allows the participants 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 participant. With an explicit consent of the participant, an observer may be present at this conversation. In this case, the participant still remains the only conversation partner of the lecturer.

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

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

Article 31. Right to access

Outside every procedure, the right of inspection remains valid at all times. Participants are always entitled to inspect the examinations 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 participant who requests a right to access and clarification of the examinations they took, will be granted access.

If the participant was unable to obtain access during the feedback moment, then the participant 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 participant in question wants a copy of the exam taken, then this participant is entitled to a copy, but the copy must be treated confidentially and can only be used in the context of their academic journey.

The participant is to submit a substantiated request to the Postgraduate Manager. They register the reception date of the application and identity (and contact details) of the applicant. In the event of an appeals procedure, the participant 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 participant are 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 ombudsperson takes on a preventive and mediating role in disputes between the participant and the UAS. These disputes are related to the application of the education and examination regulations, the legal status of the participant, and any acts and situations within Artevelde UAS that affect the participants' study career and which are experienced as unfair.

The ombudsperson performs this task with full independence and expertise. The ombudsperson works with discretion and with an understanding of how the involved department(s) is/are organised. The ombudsperson has a function of notification for the purpose of strengthening the UAS policy. The ombudsperson follows a code of ethics in the execution of their duties.

The ombudsperson is consulted and advises on the design of the exam schedule. They investigate all complaints and problems associated with the exams and study progress decisions. The ombudsperson also carries out this task in the application of the deliberation rules. This person informs the participants, refers them to the competent bodies, advises and acts as a mediator in disputes or complaints. The ombudsperson, under no circumstances acts as lawyer or legally authorised representative of the participant and in no circumstances can assess the participants for

whom this person acts as ombudsperson. The ombudsperson carries out this assignment for the participants assigned to them.

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

Should the ombudsperson of the department involved be unavailable or if there is a situation of incompatibility, the institution-wide ombudsperson intervenes to guarantee the continuity of the ombuds services. 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 a (prospective) participant believes that a decision of the UAS is violating the individual rights of the (prospective) participant, they can appeal and ask for the decision to be reconsidered. This can be:

- when permission to enrol in a study programme or course unit was refused;
- when he is refused an individual study track or when type or content of his enrolment contract have changed;
- when reasonable accommodations were not granted based on (requested) special status;
- concerning an exam-related disciplinary measure;
- concerning a study progress decision.

Prior to filing an appeal, the participant must use the feedback opportunity. In this manner, the participant can distinguish between a material error and the possible necessity to file an appeal. If participants 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 participant, and contains at least the name and signature of the participant, the study programme concerned, and the disputed study progress decision.

The internal appeals committee shall see to it that participants 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. Time limit to lodge an appeal

Apart from the condition that the default template must be completed correctly, the participant 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 participant can lodge an appeal.
- example 2: participant receives an email from the Postgraduate Manager 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 participant can submit an appeal.

§3. Method of submitting an appeal

The participant 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 participant, it is accompanied, under penalty of inadmissibility, by a power of attorney from the participant to the confidential advisor. This power of attorney is not required if the confidential advisor is a lawyer.

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

Participants 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 Students, who presides, and/or the Head of the Office of Student Administration, and/or the Head of Education and Guidance and a Postgraduate Manager, or a substitute appointed by the chair. 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 chair decides.

The decisions of the Internal Appeals Committee are brought to the attention of the participant digitally, by email, within twenty calendar days. This term begins on the day after the appeal was lodged. This decision will also be sent by email to the Postgraduate Manager and the ombudsperson(s) of the department.

The internal appeals committee must be followed before the participant 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, participant and UAS, which end the filed appeal according to the agreed modalities.

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

The internal appeals procedure leads to:

- the motivated rejection of the appeal on the basis of inadmissibility. This decision is brought to the attention of the participant digitally, by email, within a period of twenty calendar days, starting on 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 participant 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 participant may appeal against the study progress decision of the Internal Appeals Committee to the Council for disputes concerning decisions on study progress, with an exception for rejection of the request for reasonable accommodations, as the Council has no authority in this. This appeal should be sent by registered letter within seven calendar days upon notification of this decision or after the term of twenty calendar days—starting on the day on which the internal appeal was filed—has expired (postmark registered letter or receipt). This external appeal must be signed by the participant or it will be declared inadmissible.

The participant can contact the Board by writing to the following address: Council for disputes on study progress decisions (Office of the Administrative Court), Koning Albert II-laan 15 bus 130**,** 1210 Brussel, Belgium.

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

Please note: the physical address of the Council differs from the mailing address! Physical address**:** Council for Disputes concerning Decisions on Study progress (Office of the administrative Courts)**,** Marie-Elisabeth Belpairegebouw**,** Toren Noord (2nd floor)**,** Simon Bolivarlaan 17**,** 1000 Brussel, Belgium.

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 participant 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.

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

The participant 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 Postgraduate Manager:

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 participant has the right to be heard (afterwards) by the Postgraduate Manager.

Disciplinary measures four and five are always taken in agreement with the Postgraduate Manager. Appeal against disciplinary measure five is possible at the order and disciplinary committee in conformity with the procedure as regulated in article 42 and further of the Education and Examination Regulations. There is no right of appeal against the other disciplinary measures.

Article 41. Preventive suspension

A participant can be suspended as a preventive measure in the context of a criminal procedure. Before taking this measure, the participant must first be heard by the Director of Education and Students and a member of the office of legal issues. If the participant cannot be heard in advance, for instance following a measure within the criminal 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 participant 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 42 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 Postgraduate Manager 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 participant. The involved participant 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 restorative measure;
- the denial of the right to temporarily attend 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 sanction (exclusion), the participant 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 Postgraduate Manager, the UAS Board will put together the disciplinary committee.

The disciplinary committee consists of the Director of Education and Students, who acts as chair, two directors of expertise networks, two UAS staff members, and two students/participants. The latter four have a seat in the Academic Council. They cannot have any connection with the reported situation. The participant may be assisted by a lawyer. The disciplinary committee may appeal to a legal advisor and/or other expert. The disciplinary committee may meet physically and/or digitally and/or occasionally in hybrid format.

Article 44. Defence of the participant

No disciplinary sanction can be pronounced by the disciplinary committee without hearing the involved participant, or at least having duly summoned participant. The participant 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 Postgraduate Manager prepares a file. The participants will be given the opportunity to defend themselves. They have the right to access the entire file. Participants may be assisted by a person of their choice. If the participant 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 participant involved and the Postgraduate Manager by email.

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

Article 45. Appeal against the decision of the disciplinary committee

The participant can appeal against the decision of the disciplinary committee. To this end, the participant is to send an email to the President at Artevelde University of Applied Sciences, to the attention of Isabelle Dewulf, 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 participant is invited by email, and this at least seven calendar days in advance to the hearing of the appeals committee. The participant will have the opportunity to defend themselves. The participants have a right to access the complete file. Participants may be assisted by a person of their choice. If the participant 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 of the hearing. They will either accept the disciplinary sanction or withdraw it and make a new decision. They shall notify the participant involved and the Postgraduate Manager by email.

3. PROTECTION OF PERSONAL DETAILS

Article 47. Protection of personal details

The UAS processes personal data for the purpose of the organisation of education, the applied research and the effective functioning of the internal and external services. Any person who proves their identity has the right to know which of their personal data was recorded and to correct and delete any incorrect data free of charge. Participants may exercise this right by requesting the available information on them in writing. Participants must contact the Postgraduate Manager for this. Other possible parties involved should send a motivated letter to the Director of Education and Students, Artevelde University of Applied Sciences, Hoogpoort 15, 9000 Gent, Belgium. The Ministry of Education and Training has the Artevelde email address of each participant. 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 participants.

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 participants to property entrusted to the participant 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 participants to property entrusted to the participant 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 participant. The participant 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 participants 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. Third-party liability

For the duration of the academic year, all participants 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

The participant who is 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

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

Article 54. Insurance during activities abroad in the context of the enrolment programme

Artevelde UAS has taken out a travel insurance for participants, alumni, and staff members: the Global Student Insurance. This has a mandatory nature. A participant is only allowed to participate in activities abroad in the context of their enrolment contract if they have taken out a travel insurance before departure for the whole period of their stay abroad via the electronic learning platform Mobility Online.

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 the Dinar page.

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

Article 55. Insurance during foreign activities in the context of the enrolment programme: early return of the participant 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 before the start of the travel, 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 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. Behaviour

Participants 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 this mission a success. We expect our participants to behave and act accordingly.

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

Article 58. Transgressive behaviour

All participants will therefore refrain from any form of unacceptable behaviour such as: bullying, violence, sexual harassment, and discrimination. In case of suspicion or identification of transgressive behaviour, this can be reported to the confidential advisor for participants, see article 60.

For support, participants can always contact the campus staff members of the Office of Student Support.

Article 59. Complaints

Every participant who believes to have been the victim of transgressive behaviour can report this to the student confidential advisor, see article 60.

Article 60. Confidential advisor for participants, in general

The staff members and participants of Artevelde UAS respect the institution and everyone who works or studies at the aforementioned institution. The staff members and participants must respect the international and constitutional principles on human rights. The staff members and participants behave correctly when interacting.

Article 61. task description and work method confidential advisor for participants

§1. The confidential advisor for participants is the person whom a participant can turn to for reports on transgressive behaviour between participants, associated to the institution, among themselves within the educational context and between participants and staff, associated to the institution within the educational context or outside of the educational context if there is a hierarchical relation between the participant and the staff member.

It concerns reports concerning transgressive behaviour: every violation of the integrity of a person, including power abuse, unwanted sexual behaviour, violence and bullying:

- power abuse: making use of position and powers in an intimidating, manipulative or violent manner at the expense of the one(s) they are having a confidential and/or authority relationship with;
- unwanted sexual behaviour: any form of undesired verbal, non-verbal or physical behaviour with a sexual connotation that has as purpose or result that the person's dignity is harmed, or when a threatening, hostile, insulting, humiliating or hurtful environment is created.
- violence: every occurrence where a participant or staff member is physically or psychologically threatened or attacked within a professional siltation or educational context in higher education;
- bullying: an unlawful series of several similar or diverse behaviours outside or inside Artevelde UAS, that occur during a certain period, that have as goal or consequence that the personality, the dignity or the physical or psychological integrity of a participant or staff member is affected, or that a threatening, hostile, insulting, humiliating or offensive environment is created.
- Discrimination: 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 gender reassignment, 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.

§ 2. The confidential advisor for participants undertakes, in agreement with the reporter, one or several of the following actions:

1. consultations involving reception and active listening;
2. a mediation between the involved persons if all the involved persons agree;
3. a report or intervention with another participant or staff member, or the hierarchy of that staff member, after explicit consent by the reporter;
4. a targeted referral;
5. identifying other potential internal and external actions and the supporting of those actions which the reporter can undertake if the reporter considers the actions stated in item 1° to 4°, as unsatisfactory.

§ 3. The confidential advisor for participants can, if several reports were received concerning a certain person involved, officially take initiative to take the next steps. The confidential advisor always considers the potential question of one or several reporters to stay anonymous.

§4. Should a situation occur that holds an acute risk for participants or staff members, the confidential advisor for participants or for staff members takes initiative in compliance with the rules of professional confidentiality, stated in article 458 of the Criminal Code.

Taking initiative may consist of the actions included in paragraph 2, informing the disciplinary authority and/or the prosecution offices.

§5. The confidential advisor for participants can inform the authorised Order and Disciplinary Committee of a report on transgressive behaviour if several reports were received about one person. In a first stage, only the details are passed on that enable the committee to decide whether they want to start disciplinary proceedings.

§6. The confidential advisor for participants work within the rules of professional secrecy, stated in article 458 of the criminal code.

§7. The confidential advisor for participants keep an individual file per report. It concerns a representation of the events concerning the transgressive behaviour as described by the reporter, and identification information of all persons who, according to the reporter are directly or indirectly involved in the transgressive behaviour, in any capacity. In the file is also included which actions from paragraph 2 are taken.

§8. Should a reporter prefer not to have the reporter's name included in the individual file, then if possible the confidential advisor will arrange an anonymous registration. The confidential advisor informs the reporter about the consequences for the follow-up of the file.

Article 62. Ethics and confidentiality

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

Article 63. Copyright

§1 When working on every intellectual or creative paper, the participant 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 participant will refrain from copying any materials from third parties in any way whatsoever without the permission of the third party.

§2 The participant enjoys shared moral rights in the paper or any other intellectual or creative paper that is created in the context of their study programme. These rights are explicitly shared with any supervisor of the relevant educational activity or activities. The participant 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 Postgraduate Manager, in a separate written agreement, waives these rights and gives their approval for commercialisation by the participant. In that case, a copy of the agreement is sent to the Director of Education and Students of Artevelde UAS.

Should the participant submit an 'enterprising project' (in the context of enterprising education), this will be object of a confidentiality clause, signed by all parties involved. The principle in this case is that the property rights lie with the participant unless this is deviated from 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 paper or any other intellectual or creative project when this is the result of research and development.

§4 When the paper or any other intellectual or creative project occurs at 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 paper or any other intellectual or creative project, and to make this available to its students, participants, and staff through the library, intranet or otherwise, in order to use it for educational or scientific purposes, or for private use.

Article 64. Student ID Card

The participant 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 participant must charge their card. This is done through the web shop.

In case the student ID card is lost, the participant is to notify the reception immediately. The participant 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 65. Prohibition on making sound or image recordings

participants 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 66. Prohibition on distributing course and examination materials

The participants 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 participants 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 67. Final provision

Modifications of the teaching and examination regulations are only possible after consultation in the Academic Council.

If the teaching 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 participants

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 participant.

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 participants 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 participants 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 participants: 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 participant, 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 participant, and only exceptionally in non-aggregated form)
- data concerning the financial situation of the participant (as far as this is relevant for the financial support of the participant)
- 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 participant, 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 148 EER (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.

Occasionally, and in compliance with the related provisions in the Decree of 8 December 2023, the following (personal) details will be processed: the confidential advisor for students, the staff counsellor and the Health and Safety Officer psychosocial aspects as intended in the law of 4 August 1996 on the wellbeing of the staff members in the executions of their work, have the right and duty to contact one another if required, so that it becomes possible to collect all the made reports in the institution in one location. They make common agreements on the central register and can exchange pertinent information with a view to the execution of their position. The regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data, and on the free movement of such data and repealing Directive 95/46/EC (general data protection regulation) is observed. The personal details are processed on the basis of the justification in article 6.1, c), of the general data protection regulation.

4. **Access to and provision of personal details to third parties**

Personal details of the participant 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 participants 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 participants 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 participant to the concerning foreign educational institution. With respect to the exchange of participants who temporarily study at Artevelde UAS, Artevelde UAS needs to request this information at the home institution of the involved participant;

  - with respect to a participant 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 participant;
  - 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 and participants 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, the deliberation report, and whether certificates were obtained, the conventional retention period is fifty years.

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 appropriate organisational measures in order to:

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

8. **Privacy policy**

More information on the privacy policy can be found on https://www.arteveldehogeschool.be/en/privacy-policy.

Annex B: Cases of recordings and corresponding policy

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

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

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

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

What:
More and more lecturers choose to make complete recordings of their lessons to make those available to their participants. In that way, participants can review parts of lessons or the complete recording when preparing for the exams.

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

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

Policy case 1

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

Participants 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 participant's back may be visible.

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

If a participant asks a question and indicates he does not want this to be included in the recording, then the lecturer can mute the microphone so the participant's question is not recorded in the audio.

Lesson recordings are not kept any longer than needed. If, after four years, a recording no longer has any views from the target audience (participants), then the recordings musts be removed from Panopto. We decide on a period of 4 years, so the participants 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 participants keep their reading rights for the courses of previous cycles as long as they are enrolled at Artevelde UAS.

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

Participants do not have to sign an additional consent for recordings that are described in this case.

If recordings will be shared with external persons, then the participants 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.

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

Case 2: Skills recordings

What:
In certain study programmes and, more specifically, certain course units that are intended to train specific skills of participants, recordings are made of participants practising these skills. Lecturers choose this kind of recording to provide optimal guidance and support to participants when they train skills. In turn, participants receive individual and thus personalised feedback on their performance of these skills. In this kind of recording, there is no equal alternative without recordings (taking notes and giving feedback afterwards) that is equally efficient and effective. it is not possible for a lecturer to be present with all groups during the entire performance of a specific action.

Recording the practice of the participants is a full-fledged solution. It is much more effective to give feedback on the behaviour of a participant based on a video compared to a written report.

Additionally, interrupting participants while performing an action has a negative effect on the learning process.

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

Policy case 2

The purpose of skills trainings recordings is to guide and support participants 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 participant 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.

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

Participants do not have to sign an additional consent for recordings that are described in this case.

If recordings will be shared with external persons, then the participants 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.

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

Case 3: Guest lectures

What:
Guest lectures, keynotes can be recorded and provided to internal and external staff and participants 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 participants, 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 participant'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 participants 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 participants 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.

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

Annex C: Artevelde UAS media library regulations

ACCESSIBILITY

The Artevelde UAS media libraries are freely accessible.

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

BORROWING

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

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

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

The standard loan period is three weeks, one week for specific items. Day loans must be returned to the desk before closing time.

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

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

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

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

FACILITIES

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

Each media 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. Participants and staff of Artevelde UAS can log in with their personal account. Other visitors request a guest account at the information desk.

BEHAVIOUR

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.

DISPUTES AND SANCTIONS

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

If you use the media library, this implies that you agree with the regulations. The regulations on order and discipline from the Education and Examination Regulations also apply in the media library.

Annex D: Assessment framework

The grade is a **numerical score out of 20** that is determined on the basis of:

- Whether or not the basic standard of the learning objectives has been met.
- The extent of excelling on the learning objectives.

Score	Description	Basic standard	Excels	Meaning
20	Perfect	Achieved	Exceptionally strong	You excel in the intended learning objectives and there are no required points for improvement.
18 or 19	Exceptionally good	Achieved	Very strong	
16 or 17	Very good	Achieved	Strong	
14 or 15	Good	Achieved	Limited, in certain goals	You achieve the basic standard* for the intended learning objectives, but there are still points for improvement.
12 or 13	More than acceptable	Achieved	Not	
10 or 11	Acceptable	Achieved	Not	You achieve the basic standard* for sufficient learning objectives, but there are still obvious points for improvement.
8 or 9	Insufficient	Not achieved	Not	You do not achieve the basic standard* for sufficient learning objectives and you have a few obvious shortcomings
6 or 7	Poor	Not achieved	Not	You do not achieve the basic standard* for most learning objectives. You have many shortcomings.
4 or 5	Very poor	Not achieved	Not	
1, 2 or 3	Severe shortcoming	Not achieved	Not	You do not achieve the basic standard for any learning objective*. You delivered a very limited performance.
0	No performance	Not achieved	Not	You did not deliver any performance. You were legitimately absent from a partial assessment or absent without authorisation.
ND0	Absent without authorisation			You were illegally absent at the assessment of the full course unit.

*Basic standard = if the student has sufficiently mastered the required competences for achieving a learning objective. Reflects the required minimum competence level.

Annex E: Code of conduct

Code of conduct for students for the prevention against transgressive behaviour

Dealing respectfully with others with attention to personal boundaries

Artevelde UAS makes efforts for an environment in which personal boundaries and general values and standards are respected and where there is no room for transgressive behaviour, such as every violation of the integrity of a person, among which power abuse, unwanted sexual behaviour, violence, and bullying.

To guarantee this for every student and participant of the UAS, we make a set of agreements for UAS students:

• All interactions you have with others start from the principle of equality.

• You always treat others caring, kind, and with respect. You do not only do this in physical interactions, but also on social media, in emails, and other communication channels. You refrain from using (or forwarding) degrading, insulting or obscene remarks and/or language.

• you do not discriminate (for instance based on gender, age, migration background, nationality, sexual orientation, religious conviction, disability, etc.), you respect others and you actively react if you witness discrimination.

• You refrain from every violation of a person's integrity, including power abuse, unwanted sexual behaviour, violence and bullying.

• You retain the right to having religious, political, trade union-related, philosophical, or other beliefs, but you do not enforce them on others.

• You retain the right to present your appearance how you prefer, as long as this is appropriate in the context and it is not an expression of intolerance towards other individuals and/or groups in society.

Additionally, you are also expected to comply with the legal stipulations and applicable regulations of the UAS (for instance the education and examination regulations).

Collaborating with each other

We want to encourage participants to talk with each other, also if there are tensions, differences, or conflicts.

• You listen in a non-judgemental way to the opinion and views of others.

• You give each other respectful and constructive feedback.

• You respect the views of others and you do not prioritise your opinion over that of others.

• You make differences in opinion discussable and you search constructively for a solution. You can request support for this. Participants can turn to the lecturer or other staff members or the confidential advisor for support.

Information handling

Participants possess a lot of information. Hence it is important that this information is treated carefully.

• You only spread information if you are sure that it does not concern confidential data.

• You do not manipulate or withhold any information.

• You treat personal information with care. You distinguish vital information (*need to know*) and information that is just interesting (*nice to know*). The participant only shares the information that they want to share. It is the participant who decides which information is being shared. Information can always be shared if it is required for the education and guidance process of the participant.

• It must remain possible to make correct use of certain communication tools. A lecturer may for instance ask the participants' telephone numbers in the context of internship guidance, but only provided they do this in the same manner for all participants.

• You do not make or share any audio or visual recordings from or with others without consent from those involved.

Witness to transgressive behaviour

Have you witnessed transgressive behaviour as a participant, or do you know that such behaviour occurred, then you have the responsibility to discuss this with the person involved, or to report this to the Internal Hotline for Transgressive Behaviour. In this way, we can guarantee a safe environment for everyone.

Consequences of not following the code of conduct

If participants fail to observe this code of conduct, then disciplinary measures may be taken in accordance with the applicable procedures. Here you will find the link to the education and examination regulations:

Education and Examination Regulations (sharepoint.com) or Portal – My Dinar > Offices > Director of Finances, Legal Issues and Insurances > Legal Issues > Education and Examination Regulations

More information

For questions or reports concerning transgressive behaviour, students, participants and staff members can turn to the Internal Hotline for Transgressive Behaviour, or directly to the confidential advisor Griet Pennewaert by email to griet.pennewaert@arteveldehs.be.

https://www.arteveldehogeschool.be/nl/intern-meldpunt-grensoverschrijdend-gedrag

https://www.arteveldehogeschool.be/en/internal-hotline-transgressive-behaviour

Definitions of transgressive behaviour

Transgressive behaviour is understood as every violation of the integrity of a person, including power abuse, unwanted sexual behaviour, violence and bullying.

Definition of bullying

Bullying: an unlawful series of multiple similar or diverse behaviours outside or inside Artevelde UAS, that occur during a certain period, that have as purpose or consequence that the personality, the dignity, or the physical or psychological integrity of a participant or staff member is affected, or that a threatening, hostile, insulting, humiliating or offensive environment is created.

Bullying can be:

• verbal bullying: gossiping, making hurtful remarks, laughing at someone …

• non-verbal bullying: ignoring or excluding an individual or group, withholding information from someone …

• material bullying: hiding or damaging items …

Definitions of sexually transgressive behaviour

unwanted sexual behaviour: any form of undesired verbal, non-verbal or physical behaviour with a sexual connotation that has as purpose or result that the person's dignity is harmed, or when a threatening, hostile, insulting, humiliating or hurtful environment is created.

Examples are

• unwanted verbal sexual behaviour: sexual jokes, a compromising proposal, sexual messages ...

• unwanted non-verbal sexual behaviour: obscene gestures, staring at someone with sexual intentions ...

• unwanted physical sexual behaviour: unwanted touching …

Definition of violence

violence: every occurrence where a participant or staff member is physically or psychologically threatened or attacked within a professional siltation or educational context in higher education.

It may concern

• verbal violence: swearing, cursing, yelling …

• physical violence: hitting, kicking, pushing …

• threats: obstructing access, threatening language …

Definition of discrimination

Discrimination: 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 gender reassignment, 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 trade union-related ideas of the person.

Definition of power abuse

power abuse: making use of position and powers in an intimidating, manipulative or violent manner at the expense of the one(s) they are having a confidential and/or authority relationship with.

Annex F: Recognised religious holidays

Christmas	Jewish New Year (Rosj Hasjana)	Feast of Lots (Purim)
Easter	Day of Atonement (Jom Kippoer)	Festival of Breaking the Fast (Eid-al-Fitr)
Easter Monday	Feast of Tabernacles (Sukkot)	Passover (Pesach)
Ascension Day	Eighth Day of Assembly (Shemini Atzeret)	Feast of Weeks (Shavuot)
Pentecost	Joy of Torah (Simchat Torah)	Feast of Sacrifice (Eid-al-Adha)
Whit Monday	Orthodox Christmas	

Annex G: Calendar of the academic year 2026-2027

Legend
Introduction days
Educational activities and assessments *
No activities on campus
Grades publication deadline

General calender of Academic Year (AY) 2026-2027

Make sure to consult your programme-specific calendar via Mijn Dinar.

artevelde university of applied sciences

	SEPTEMBER '26	OCTOBER '26	NOVEMBER '26	DECEMBER '26	JANUARI '27	FEBRUARI '27	MARCH '27	APRIL '27	MAY '27	JUNE '27	JULY '27	AUGUST '27	SEPTEMBER '27
1			All Saint's Day		Christmas holidays	Intersemester period		Easter holidays	Labour Day		Summer holidays		
2			Autumn holidays									Summer holidays	
3													
4													
5								Easter holidays			Summer holidays		
6									Ascension Day				
7									Bridging holiday				
8	Grades publication					**Start 2nd semester**							
9												Summer holidays	Grades publication
10													
11			Armistice Day										
12											Summer holidays		
13													
14													
15												Assumption Day	
16									Pentecost				
17									Pentecost Monday				
18												**Start 2nd exam chance**	
19											Summer holidays		
20			Grades publication**										
21	**Start AY 26-27**			Christmas holidays									
22													
23								Grades publication**					
24													
25										Grades publication			
26											Summer holidays		
27													**Start AY 27-28**
28				Christmas holidays			Easter			Summer holidays			
29					Grades publication		Easter holidays						
30													

* Educational activities and assessments are defined for each programme in a programme-specific academic calendar (see Mijn Dinar and the website)

** **Optional** grades publication deadline for modular programmes