THOMAS MORE

ACADEMIC YEAR 2026-2027

Education and examination regulations

2026 - 2027

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Introduction

These regulations apply to students of the non-profit organisation Thomas More Mechelen-Antwerp and the non-profit organisation Thomas More Kempen. The terms 'Thomas More' and 'the university of applied sciences' in these regulations refer to both legal entities. The rights and obligations of the student, as well as the organisation of teaching and examinations, are in principle limited to the legal entity in which the student is enrolled. Notwithstanding this, sanctions and disciplinary measures may, if explicitly provided for in these regulations and subject to a reasoned decision by the competent body, apply to both legal entities.

The Codex Higher Education and these education and examination regulations apply to every student enrolled at the university of applied sciences with a diploma contract, a credit contract or an examination contract and to incoming students. By enrolling, the student undertakes to comply with these regulations and all related regulations.

All ECTS sheets published on the website, the programme guides with specific programme information and the content of the links referred to in this document are an integral part of these education and examination regulations.

The programme guide is final and available before the start of the academic year. After the start of the academic year - barring force majeure - only the names of the lecturers and the number of contact hours per course unit can be changed. Changes due to force majeure are consulted in advance with the student council in question.

For each curriculum change, the programme publishes the transitional measures. These also form part of these education and examination regulations. In doing so, the university of applied sciences guarantees that a student can validate the credits already acquired within the renewed study programme.

Structure of the academic year

The university of applied sciences organises its study programmes in the form of a semester system. Course units are only spread over more than one semester if this is educationally justified.

Programmes may further divide a semester into quarters. In that case, course units are offered quarterly or modularly.

Deviations and amendments

Only the Academic Council can permit amendments to the education and examination regulations.

The programme manager can deviate from the education and examination regulations only to the benefit of the student and with justification.

1. Education regulations

1.1 Admission requirements

Art. 1. General and additional admission requirements

A candidate is only admitted to a study programme or course units at the university of applied sciences if it meets the decree conditions with the additions defined below.

To be admitted to a bachelor's programme or a course unit, the candidate must have a learning account higher than zero. In accordance with Art. 31, exceptions to this may be granted.

The specific admission requirements for each individual study programme (and its course units) are listed in the programme guide.

If the government provides for a compulsory non-binding admission test or start test as an additional admission requirement, the student provides a certificate of attendance as soon as possible. The enrolment is only final thereafter. If there is no certificate of attendance, the enrolment will be refused or cancelled. Students who have already obtained a bachelor's degree shall be exempted from the non-binding entrance test or start test. With regard to the entrance test for teacher training programmes, please refer to the cross-institutional regulations.

Candidates who do not meet the admission requirements for a programme can apply for a credit or examination contract for course units of that programme subject to permission from the director of student policy. Candidates apply for such admission via admissions@thomasmore.be and attach to the application the study certificates proving that they are sufficiently competent to take the course units. The director of student policy reviews the applications and justifies the decision based on the previously acquired qualifications.

Students attending the third stage of secondary education may enrol through credit contracts for up to 12 credits in total.

A (candidate) refugee who obtained diplomas abroad, which could be considered equivalent, but who cannot present the diplomas obtained due to a special situation, can prove by all means of law that he/she has the required diploma. The candidate is admitted to the programme if the university of applied sciences can establish with sufficient certainty that the diploma has been obtained. If it proves impossible to present conclusive evidence, the university of applied sciences may still decide to enrol the candidate on the basis of additional tests: the language test, and, if successful, a specific test.

Non-EEA (prospective) students subject to visa requirements who enrol must be able to prove that they are in possession of a student visa D or a valid residence permit, at the latest at the start of the semester in which they are enrolled. If this cannot be demonstrated, the registration may be refused or cancelled.

Art. 2. Deviating admission conditions

Specific admission by the director of student policy is required for the following candidates:

- the candidate who obtained the diploma outside Belgium. This candidate sends an application to admissions@thomasmore.be. This specific admission is not required for:
  - holders of a VWO diploma, an MBO4 diploma and for candidates who passed a propaedeutic exam in the Netherlands;
  - holders of an HAVO diploma who wish to enrol in an associate programme;
  - students who, within the framework of a joint or dual qualification programme, have been admitted to the relevant programme at the partner institution;
- the candidate who does not hold a degree granting access to higher education and who wishes to enrol in a Dutch-language associate programme or bachelor's programme follows the KU Leuven Association's deviating admission procedures.

A student may appeal decisions on the equivalence of foreign diplomas as stipulated in Art. 95.

Art. 3. Language requirements

§1. Associate degree programmes

Candidates who do not have a diploma of secondary education from the Flemish Community (awarded up to and including school year 2024-2025), or a diploma of secondary education of at least educational qualification level 3 (awarded as from school year 2024-2025), can only be admitted to an associate degree programme if they meet one of the following language requirements:

- have successfully completed at least one year of study in secondary or higher education or a whole of at least 60 credits in higher education in Dutch;
- submit a certificate showing that the candidate masters Dutch at level B1 of the European reference framework for languages.

Candidates wishing to enrol in an educational associate degree programme must meet the language requirements of the Dutch-language bachelor's programmes (see §2 of this article).

§2. Dutch-taught bachelor's programmes and educational associate degree programmes

Candidates who do not have a secondary school diploma from the Flemish Community (issued up to and including school year 2024-2025) or a secondary school diploma of at least educational qualification level 3 (issued from school year 2024-2025) can only be admitted to a Dutch-language bachelor's programme or an educational associate degree programme if they meet one of these language requirements:

- have successfully completed at least one year of study in secondary or higher education or a total of at least 60 credits in higher education in Dutch;
- submit a certificate showing that the candidate masters Dutch at level B2 of the European reference framework for languages.

§3. English-taught bachelor's programmes

A candidate who does not have a diploma of secondary or higher education from the Flemish Community (awarded up to and including school year 2024-2025) or a diploma of secondary education of at least educational qualification level 3 (awarded from school year 2024-2025) or a diploma of secondary or higher education from the Netherlands, can only be admitted to an English-language bachelor's programme if it meets one of these language conditions:

- have obtained an English-language secondary education diploma at an institution of one of the following countries: United Kingdom, USA, New Zealand, Australia, Canada (except Quebec), Ireland, Caribbean Islands or South Africa;
- submit a certificate showing that the candidate masters English at level B2 of the European reference framework for languages.

§4. Postgraduate programmes

The language requirements of postgraduate programmes are listed in the programme guide.

§5. Exceptions

To register in programmes for which an artistic admission test is organised, the assessment of the language level of the prospective student may be part of the admission test.

The student may be exempted from these language requirements if enrolled in the context of a pathway of joint or dual qualification.

Art. 4. Admission requirements for post-bachelor programmes

To be admitted to a post-bachelor programme, the candidate must hold a bachelor's degree.

The programme guide states which specific diplomas grant direct admission to a post-bachelor programme. Moreover, admission to registration may be subject to an examination of the student's aptitude.

Art. 5. Admission requirements for a postgraduate programme

To be admitted to a postgraduate programme, a candidate must at least hold an associate degree, bachelor's or master's degree or an equivalent degree.

The programme guide specifies the additional admission requirements.

Art. 6. Admission to a subsequent study programme

Students who still need to complete less than 54 credits of a bachelor's programme at the start of the academic year may simultaneously enrol for a subsequent programme for which the bachelor's degree is the admission requirement.

Students who, at the start of the academic year, still need to complete fewer than 30 credits of a graduate programme may simultaneously enrol in a subsequent bachelor's programme if they meet the admission requirements.

1.2 Registration rules

Art. 7. General

By enrolling, the student enters into an entry agreement with the university of applied sciences with rights and obligations for both the student and the university of applied sciences.

A student who enrols at the university of applied sciences for the first time is definitively enrolled when he either logs in at the student administration for registration or has completed the online enrolment application. For the students who re-enrol, enrolment is final once they have completed the online re-enrolment application. From the time of final registration, the student is liable to pay the registration fee.

The agreement may be terminated if it appears that the student does not meet the necessary conditions.

In case of fraud with admission documents, any credit certificates and diplomas obtained shall be annulled, regardless of the moment at which the fraud is established.

Art. 8. Time of registration

A student shall preferably register before the start of the academic year.

Students who register after the second Wednesday of a semester and wish to take course units that are scheduled in that same semester, can only do so with the explicit permission of the programme manager.

No registration is possible after March 15.

Art. 9. Re-enrolment after an interruption of at least one academic year

A student who has interrupted a study programme for at least one academic year and wishes to re-enrol must meet the admission requirements. The student retains previously granted exemptions, acquired credit certificates and tolerated or deliberated course units.

1.3 Tuition fees

Art. 10. General

The tuition fees and general billing conditions are published on the Thomas More website (see the following links: tuition fees and billing conditions).

Art. 11. Additional study costs

Per academic year, students pay the cost price of an annual subscription for software and support. The cost of this subscription is programme-dependent and depends on the software titles included in the programme's software bundle(s).

Students with an examination contract pay the one-off sum of 50 euros for the use of the electronic learning environment in addition to the tuition fee.

Costs for the consumption of goods, the organisation of specific events and purchases of materials of which students become owners may be charged to the student insofar as they are directly related to the organisation of the programme.

The charging of additional study costs shall be transparently communicated in advance and shall be done by the programme of study.

Art. 12. Non-payment of bills

If a student does not pay the tuition fee before the due date, even after a reminder, the student account will be deactivated, meaning that the student no longer has access to the electronic learning environment, KU Loket and so on. This student is not entitled to education and cannot participate in the examinations. Moreover, the examination board will not release the results and the student will not receive a credit certificate for the course units concerned. The suspension shall only be cancelled when the student has paid the amounts due for the period already completed.

Art. 13. Reimbursement or recalculation of tuition fees in case of deregistration

For a student who stops studying or changes programmes, a refund or recalculation of tuition fees is possible under certain conditions.

The conditions and possible amounts are listed on the website of the university of applied sciences.

1.4 Contract types

Art. 14. Diploma contract, credit contract and exam contract

When enrolling, a student signs up for one or more of these types of contracts:

- a diploma contract with the aim of obtaining a diploma or certificate;
- a credit contract with the aim of obtaining a credit certificate for one or more course units;
- an examination contract with the aim of obtaining a diploma (a diploma examination contract) or a credit certificate for one or more course units (a credit examination contract).

With an examination contract, a student is only entitled to take examinations and cannot make use of the university of applied sciences's support services. The programme guide states which course units cannot be taken under the form of an examination contract.

By registering, the choice of contract type becomes final. A change is only possible after the end of the academic year.

Art. 15. Combination possibilities of contracts

A student may register for a combination of different contracts. A combination of a degree contract and examination contract(s) for course units of the same study programme is excluded.

1.5 The student's individual study programme

Art. 16. Model track

Every initial bachelor's programme and associate degree programme has a standard study track.

The standard study track of an initial bachelor's programme consists of programme stages of 54 to 66 credits each.

The standard study track of an associate degree programme consists of programme stages of up to 66 credits.

A study track for students in a recognised working track may consist of fewer than 54 credits.

A student who only takes course units from one programme stage in one academic year shall receive a timetable and examination schedule without overlap for all compulsory course units.

Art. 17. Composition of the individual study programme

Students enrolling in a bachelor's programme for the first time must enrol in the standard study track of the programme concerned.

This obligation does not apply to:

- a student with particular status: this is a student who has reasonable adjustments based on Art. 84;
- a student who has already obtained a bachelor's or master's degree or a degree recognised as equivalent;
- a student who receives an individualised study programme based on a motivated individual file;
- a student who belongs to a predefined group for whom an individualised track is offered by default;
- a student in a government-recognised working track who has submitted a declaration on honour as a workstudent.

Students who enrol for fewer than 54 credits or are over 30 years of age and wish to apply for a study grant must follow the procedure set out on this website, in accordance with the legislation currently in force.

If the student registers for a bachelor's programme for which he has previously been enrolled in another Flemish university of applied sciences and for which the decree threshold has not yet been reached, the attainment of the decree threshold is also determined on the basis of the decree threshold at the previous institution.

Each student submits his own individual study programme no later than the second Wednesday after the start of the academic year.

Students registering after the start of the academic year have 14 calendar days to submit their individual study programme.

If a student fails to submit the individual study programme on time, the programme will impose its composition.

A student can only register for complete course units. The student may take a maximum of 72 credits.

A student may only include course units of a subsequent stage if all credits of the first course stage have been taken or acquired.

The individual study programme always contains the compulsory course units for which the student did not pass in a previous academic year.

A student can only register for course units if the continuity rules are met, as described in the programme guide.

For organisational reasons, a study programme may limit the number of students who can register for a particular non-compulsory course unit. In that case, the programme guide will state:

- that the number of enrolments for this course unit is limited;
- what the procedure is to register for this course unit;
- which criteria determine the order of enrolment.

A student of non-EEA nationality and temporarily residing as a student in Belgium must register for at least 54 credits, unless the programme excludes the student from taking certain course units or unless the student is at the end of the study track.

The programme manager approves the individual study programme as soon as possible or establishes another individual study programme in consultation with the student.

Art. 18. Changing the individual study programme

A student enrolling in an initial bachelor's programme for the first time may not change the composition of the individual study programme except in the case of an individualised and justified file.

Any other student may change the composition of their own individual study programme up to and including the second Wednesday after the start of the academic year. When enrolling after the start of the academic year, the student may change the individual study programme until 14 calendar days after enrolment. After this date, subject to justified exceptions, changes to the individual study programme may only be allowed with regard to the course units organised in the second semester. To this end, students may submit a request via the KU Loket from the start of the second semester until the second Wednesday of the second semester.

Notwithstanding this, changes concerning the major or the educational subjects in the educational bachelor's programme for secondary education are possible until March 15.

Art. 19. Taking course units in another programme or at other institutions

Each programme specifies in the programme guide whether, as part of a degree contract, students can also take course units in another programme or at another domestic or foreign higher education institution.

Students may also propose to replace course units in a programme of study with other course units in programmes within or outside the university of applied sciences themselves. The programme manager decides on the student's proposal.

The number of credits of the other institution shall be adopted in the student's individual study programme, unless the programme manager decides otherwise in a justified manner.

Art. 20. Appeals

Students may lodge an appeal against decisions on the composition of the individual study programme, as stipulated in Art. 95.

1.6 Exemptions

Art. 21. Applying for and granting of exemptions

Students shall apply for all possible exemptions to the study programme when first enrolling in a study programme no later than the second Wednesday of the academic year. Students enrolling after the start of the academic year shall apply for any exemptions at the latest 14 calendar days after enrolment. Further on in the study programme, the student can only apply for additional exemptions if new elements present themselves.

An application for exemption is submitted via the KU Loket. The student attaches a complete file with the previously obtained credit certificates, certificates of aptitude or other study certificates.

The programme manager decides on the granting of exemptions. The number of credits for which exemptions are granted shall be included in the student's individual study programme.

Art. 22. Consequences of the exemption

If the exemption is applied for on the basis of a credit certificate of a course unit indicated as identical in the programme guide, the previously obtained examination result shall be adopted.

A student must register for a course unit with partial exemptions or partial transfers for the entire course unit.

An exemption granted is final. A student cannot revoke an exemption that has been applied for and granted.

Art. 23. Obtaining a certificate of competence based on previously acquired competences (PAC)

Students who believe they are entitled to a certificate of competence based on previously acquired competences (PAC) shall follow the procedure of the KU Leuven Association. Any proof of competence resulting from this procedure is valid indefinitely in time.

If the student starts the PAC procedure after August 15, it cannot be guaranteed that the file is processed in time to apply for possible exemptions for course units from the first semester. If the student starts the PAC procedure after December 1, it cannot be guaranteed that the file is processed in time to apply for possible exemptions for the second semester.

Art. 24. Appeals

A student may appeal decisions on the granting and scope of a certificate of aptitude or an exemption as stipulated in Art. 95.

1.7 Measures of study progress supervision

Art. 25. Refusal based on binding conditions for students in an associate programme

Every student in an associate programme, who has not yet acquired the first 60 credits and who achieves less than 60 % study efficiency after all scheduled examination opportunities, shall be subject to binding conditions imposed by the examination board.

These conditions include at least that the student must achieve a study efficiency of at least 60 % in the following academic year, when enrolling in the same programme.

The student is entitled to take at least 45 credits in the programme within which the binding condition applies, unless sequentiality does not allow it. Students who do not meet these conditions the following academic year shall be refused re-enrolment in this study programme during the following academic year.

Art. 26. Refusal based on low study efficiency for students in an initial bachelor's programme

Students in an initial bachelor's programme who have not yet obtained the first 60 credits and who obtain less than 30 % study efficiency after all examination opportunities shall be refused re-enrolment in the same programme in the following academic year.

Art. 27. Refusal based on binding conditions for students in an initial bachelor's programme (decree threshold)

Students in an initial bachelor's programme who did not obtain a credit certificate or did not use a tolerance for one or more course units after their first enrolment and wish to continue this programme must obtain a credit certificate or use a tolerance for these course units at their second enrolment in a following academic year. This provision, the decree threshold, continues to apply if an optional course unit is replaced by another optional course unit at the second enrolment . This decree threshold is reinstated when a student changes majors or educational subjects.

The student is entitled to take at least 45 credits in the programme of study within which the binding condition applies, unless sequentiality does not allow this. If the student does not meet this binding condition, he may not re-enrol in the relevant study programme in Flanders during the following six academic years. However, the student may re-enrol if he has obtained another higher education diploma after the refusal to enrol.

Art. 28. Refusal based on failure after sufficient enrolment opportunities for a certain course unit for students in an initial bachelor's programme

Students in an initial bachelor's programme who fail to pass after two enrolments for the same course unit shall be refused a third or subsequent enrolment. A third and final enrolment for the same course unit is only possible in these two situations:

- if the student has achieved at least 60 % study efficiency in either the current or previous academic year;
- for internship and workplace learning when the examination committee decides to do so.

The student is always refused a fourth or subsequent enrolment for the same course unit. This refusal of enrolment applies to any study programme in which this course unit is compulsory. This refusal applies to the following academic year.

Art. 29. Denial of access to internship or workplace learning and possible refusal

In special cases and on objective grounds, the select examination committee may temporarily or permanently suspend work placement or workplace learning if the student shows at that moment that he is unfit to practise a profession for which the programme trains the student.

If necessary, the select examination committee shall thereby determine whether and under what binding conditions the student may resume the work placement or workplace learning. In this form of interruption of the work placement or workplace learning, the student is not entitled to a second examination opportunity.

If the data in the file show that a subsequent enrolment for this internship will not yield a positive result, the examination committee may refuse to re-enrol the student whose internship or workplace learning was interrupted or terminated prematurely in the programme of which this internship or workplace learning forms part. This refusal applies to the following academic year.

Art. 30. Extent of refusal to enrol

A refusal based on articles 25, 26, 27 and 28 applies to the study programme in which the student was registered and to the programmes leading to the same degree as well as the continuation programmes. The student may not enrol for any course unit in all these programmes, not even under the form of a credit or examination contract.

If the student obtains a higher education qualification during the period of refusal to enrol, the period of refusal shall be terminated.

Art. 31. Refusal on grounds of insufficient learning credit

If a student's learning credit is less than or equal to zero, the student shall be refused for any programme for which learning credit is used.

Notwithstanding this, a student who was enrolled without interruption in the two previous academic years and has yet to complete a maximum of 30 credits shall be allowed to continue to complete that programme for one academic year.

A student who holds a master's degree shall not be refused because of insufficient learning credits.

Art. 32. Request for justified exception to the refusal of re-enrolment due to special individual circumstances

If a student has been refused re-enrolment, the examination board may grant a motivated exception. To this end, the student shall submit a written justified request to the chairperson of the examination committee within seven calendar days of the notification of the refusal under penalty of inadmissibility.

In case of curriculum changes, whereby the course unit causing the refusal is removed and not replaced by course units with comparable learning objectives, the refusal may be lifted at the student's request. If the course unit is replaced by another course unit with identical learning objectives, the refusal also applies to this course unit and the programmes in which it appears.

2. Examination regulations

2.1 Organisation of examinations

Art. 33. Examination periods

There are three examination periods in an academic year:

- the first examination period is equal to the first semester;
- the second examination period is equal to the second semester;
- the third examination period is scheduled in August and September.

The first examination opportunity is always organised in the semester in which the course unit is scheduled.

If students register for a course unit after the second Wednesday of the semester for which the first examination opportunity has already passed, they lose the first examination opportunity. These students take this course unit at their own risk in the individual study programme.

For course units that run over the entire academic year, evaluation moments may be scheduled during the first and second examination periods. The final result of the first examination opportunity is then determined during the second examination period.

At the latest at the end of each examination period, the deliberations of the examination committee and the announcement of the results take place.

Exceptionally, justified and for an individual student, the chairperson of the examination committee may extend an examination period. For the third examination period, this can be done until September 30.

Art. 34. Place of the examination

Each examination shall be held in a room allocated by the university of applied sciences. An examination can also be organised digitally at a distance. In case of force majeure or specific working methods, the chairman of the examination committee shall assign the location of the examination.

Art. 35. Examination schedule

The schedule of examinations for (parts of) course units shall be announced either at the start of the academic year or at least 35 calendar days before the start of these examinations.

A student registering for course units within one programme stage shall have an examination schedule without overlaps.

Examiners and students shall strictly adhere to the established examination schedule. Examinations can only be rescheduled by the programme manager with justification and for a valid reason.

Art. 36. Adjusted examination schedule for the individual student

The examination schedule may be adjusted for students who have been granted reasonable adjustments (see Art. 84).

The student is informed via the student portal on how to request an adjusted examination schedule.

The student who cannot comply with the planned examination schedule for a legitimate reason shall notify the programme before the start of the examinations.

Absence will be justified on holidays of an officially recognised religion. The student must notify the programme at least 24 hours before the absence. If this requirement is not met, the absence will be regarded as unauthorised.

After approval by the programme manager, an adjusted examination schedule shall be composed for the student.

Art. 37. Adjusted examination schedule for students in the diploma year who can graduate early

Students taking course units that are programmed in the second semester, but who wish to graduate early, must submit a written request to this end to the programme manager before the second Wednesday of the first semester. In case of a positive decision, the student may take the examinations for course units that are programmed in the second semester, or that are spread over the academic year, at a time determined by the programme manager. If, after this decision, the student does not take the examination at the agreed time, this means a lost examination opportunity.

If the second examination opportunity is organised during the third examination period, the programme manager may allow a student to take the second examination opportunity in the second examination period for course units of the first semester. The student who can graduate early as a result, shall request this in writing to the programme manager at the latest 15 calendar days after the publication of the examination results. The programme manager may agree to this if all the following conditions are met:

- the student can graduate after the second examination period;
- the student has participated in all examinations in the first examination period or was legitimately absent;
- the student takes part in all examinations in the second examination period or puts in tolerance for them if necessary.

Art. 38. Examinations on course units in case of combinations of enrolments

If a student is enrolled for an identical course unit with several contracts in the same academic year, the student shall take an examination only once. The examination result obtained applies to the different contracts.

2.2 Participation in examinations

Art. 39. Proof of identity

At the examination, students must be able to present proof of identity.

Art. 40. Absence from examinations and catch-up examinations

A student who does not participate in an examination may legitimise the absence if the student notifies the programme before the start of the examination (unless this is impossible due to demonstrable force majeure) and provides the documents legitimising the absence within two calendar days following the examination day.

The student is informed via the student portal how the absence must be reported and the documents must be delivered.

In case of legitimate absence, the student cannot participate in educational or evaluation activities for the duration of the certificate. In case of early return, the legalisation of the absence lapses from that moment.

A 'DIXIT' certificate is not accepted as proof of force majeure.

In case of irregularities with certificates of absence, the procedure and sanctions of irregularity apply (see Art. 72 et seq.).

Specifically for remote digital examinations, a student is considered lawfully absent if:

- a written exam cannot start due to technical difficulties from the university of applied sciences;
- during a written exam, the exam security software is interrupted for more than eight minutes;
- an exam is not started or is interrupted for technical reasons and cannot be restored within half an hour.

The programme manager decides whether the absence is sufficiently justified.

The programme manager decides whether a catch-up examination is organisationally possible and if it will be scheduled.

The student who is absent without justification for a catch-up examination is not entitled to a catch-up examination for any course unit of the academic year.

Bachelor's degree students who find themselves in a force majeure situation preventing them from participating in all or part of the examinations for the course units for which the student is enrolled may submit a request to add these credits back to the learning account. To this end, the student can submit a request to the Council for Disputes on Study Progress Decisions. The request must be submitted at the latest within a three-year period starting on September 1 of the academic year to which the request relates.

2.3 Examinations taken in another programme or institution

Art. 41. Time and place of examinations

If a student takes course units in another programme, or at another domestic or foreign higher education institution, that programme or institution shall determine the time, place and conditions of the examination for these course units.

Art. 42. Conversion of examination results

Where necessary, the result of an examination taken at another institution of higher education shall be converted under the supervision of the select examination board in accordance with the ECTS guidelines. The student shall be informed of the conversion rules before leaving for the other institution of higher education.

Art. 43. Substitution by an equivalent course unit

If students do not obtain a credit certificate for a course unit in the framework of an international exchange programme, the chairman of the examination board may grant permission to take the second examination opportunity in the same academic year at the university of applied sciences. For this purpose, the chairman of the examination committee chooses from the course units that these students exchanged as part of their international exchange programme.

2.4 Proceedings of the examinations

Art. 44. The examiner

Every examination or part of an examination shall be conducted by the lecturer(s) of the course units.

The programme manager shall appoint another examiner in case of:

- force majeure;
- blood relations or affinity up to and including the fourth degree between a student and an examiner.

Art. 45. Examination format

The programme guide mentions the examination format(s) for each examination opportunity.

The programme manager may determine that an examination may take place under a different examination format:

- in case of a catch-up examination;
- in case of a rescheduled examination;
- on the basis of individual examination measures for a student (see Art. 84);
- if the examiner is absent during an oral examination due to force majeure.

Except for scrap paper, after the start of the examination, students may only use materials, aids and electronic devices mentioned in the programme guide.

All other devices that allow communication or storage of data must be completely switched off after the start of the examination.

The student who has received the examination questions may not leave the examination room during the examination, except under the supervision of a staff member.

The student may not take or send examination papers and answers from the examination room.

Violations of this article shall be sanctioned as irregularities (see Art. 72 et seq.).

The student shall register attendance at the examination before leaving the examination room. A student who fails to do so will be considered absent.

Art. 46. Oral examinations

An examiner may, in consultation with the chairman of the examination committee, ask a staff member of the university of applied sciences to attend an examination as an observer.

Anyone who is more than 30 minutes late shall not receive the examination questions and shall be considered absent.

A student who wishes to do so may have an observer attend an oral examination. This observer is:

- not enrolled in the same course unit;
- not a relative by blood or marriage up to and including the fourth degree.

The observer may only take notes. The student must notify the chairman of the examination committee at least five calendar days before the examination. He shall inform the examiner concerned in due time.

Art. 47. Written (digital) examinations on campus

A written examination may take a maximum of three hours. This includes the extra time provided for students with reasonable adjustments.

Anyone who is more than 30 minutes late will not receive the examination questions and will be considered absent.

Students may not leave the examination room until 30 minutes after the start of the examination.

Students are obliged to use the examination security software provided for this purpose correctly. Students must show the reading-in screen to the supervisor before leaving the room. Violations shall be sanctioned as irregularities (see Art. 72 et seq.).

If any (technical) problems during a (digital) examination are not reported during the examination itself, students cannot invoke them afterwards.

Art. 48. Remote written digital examinations

In a remote written digital examination, access to the examination shall be stopped for any student who is more than 30 minutes late. The student is considered absent.

If examination security software is used in an online written examination, this can only be done through the software used by the university of applied sciences. In doing so, the student shall carefully follow the following instructions:

- If the exam security software is interrupted during the exam, the student may resume the exam once within eight minutes. If the exam security software is interrupted more than once or was interrupted for more than eight minutes, the student may not resume the exam.
- At the identity check, the student shall present proof of identity on which name, first name and photo are visible.
- The student's face and eyes are visible on camera during the examination. The student's face never disappears from view during the exam.
- The student performs a full room scan before the start of the exam. This involves filming the work surface or table, the room in front of the student, to the left, right and behind the student. In addition, the student also films in detail the available materials and tools.
- The student does not use headphones or any variant, such as a headset, ear buds, etc.
- The programme may impose additional instructions, subject to the approval of the student council.

Violations of this article are sanctioned as irregularities (see Art. 72 et seq.).

Art. 49. Examinations of foreign-language course units

If the student is taking a course unit in another language and the university of applied sciences does not organise an equivalent in Dutch, the student may still choose to take the examination in Dutch, unless:

- the student takes the course unit at another institution;
- the course unit concerns another language;
- the student is following a foreign-language programme;
- the student is following an advanced bachelor's or postgraduate programme.

2.5 Assessment

Art. 50. Assessment of course units

For each course unit, only one examination result is determined during the deliberation of the examination committee. A student cannot waive a credit certificate that has been awarded.

A course unit is

- either assessed on twenty points.
  The final mark for a course unit is expressed exclusively in whole numbers.
  For rounding off, the normal rules for decimals apply (from 0.5 onwards, it is rounded up);
- or assessed in the form of a pass/fail decision.
  An assessment in the form of a fail is equated with a non-tolerable fail (see Art. 69).

If a course unit examination consists of several evaluation activities, the final result is calculated on the basis of a weighted average unless a different rule is stated and justified in the programme guide on the basis of learning objectives to be assessed separately.

Students who are not present during an evaluation are given the score 'Not taken' (NA). Those who are present during an evaluation but answer blank are given the score 0/20. If a student does not participate in a sub-evaluation activity, this is settled as a 0 score for that sub-evaluation activity.

2.6 The deliberation of the examination committee

Art. 51. Composition of the examination committees

The programme manager is the chairman of the examination committee. The chairman of the examination committee shall appoint the members of the examination committee for each study programme before the start of the academic year.

The voting members are all examiners in the study programme. The chairperson of the examination committee may additionally invite non-voting members in an advisory capacity.

The examination committee consists of the chairperson and at least two other voting members, except in programmes where, all examiners combined, that number is not reached.

The chairperson of the examination committee appoints the secretary of the examination committee before the start of the academic year. If the secretary is not a voting member of the examination committee, he or she has no voting rights.

The chairman and secretary of the examination committee form the select examination committee of a programme.

The ombuds attends all meetings of the (select) examination board in an advisory capacity.
If the chairperson of the examination committee is temporarily absent, the unit manager shall appoint another chairperson.

The select examination committee prepares the deliberations. The select examination committee may record the results of outgoing exchange students for whom the results reach the university of applied sciences late.

After each examination period, the examination committee records examination results and measures of study progress and determines whether a student has passed a programme and with which degree of merit.

Art. 52. The student shall inform the ombuds in case of special personal or family circumstances

If special personal or family, objectifiable circumstances may influence the student's study performance, the student shall inform the ombuds. The student takes the initiative to do so himself prior to the deliberation of the examination board.

In the event of an internal appeal, the student must again provide this information to the internal appeals committee if this would be relevant. If the student fails to do so, it will not be taken into account in the internal appeal.

Art. 53. Number of deliberations

No later than at the end of each examination period, a deliberation shall take place.

The chairman of the examination committee may decide to organise more than one deliberation per examination period.

Art. 54. Deliberation on a continuation programme

An examination committee may only deliberate with regard to the success and degree of merit of a student enrolled in a continuation programme after this student has passed the previous programme.

Art. 55. Attendance

All members of the (select) examination board and the ombuds shall participate in the deliberations. The examination board makes valid decisions when at least half of the voting members are present. A member who is legally prevented from attending shall notify the chairman of the examination board as soon as possible.

Art. 56. Consultation of non-members by the examination committee

Any examiner who is not a member of the examination committee may request to be heard. The examiner concerned shall in any case be heard before an examination committee takes a decision with regard to:

- irregularity;
- manifestly unreasonable examination marks.

The student about whom the (select) examination committee will make a decision may also request to be heard by the examination committee.

Art. 57. Secrecy

The members of the examination committee and all persons present are bound to secrecy regarding the deliberations and votes.

Art. 58. Voting members

The voting members of the examination committee have one vote each.

A member of the examination committee shall not take part in the deliberations on a student or group of students if:

- decisions are taken regarding relatives by blood or marriage up to and including the fourth degree;
- it is proposed that an examination result awarded by this member of the examination committee is clearly unreasonable.

Art. 59. Decision and voting rules

Each decision shall be adopted by the examination committee by a simple majority.

At the suggestion of the chairman, or if requested by a member of the examination committee or the ombuds, a secret vote shall be taken on a decision. Invalid votes and abstentions shall not be counted in the vote. If the votes are tied, the proposal most favourable to the student shall be considered the decision of the examination board.

Art. 60. Adjustment of examination results by the examination committee

The examination committee shall finalise the results of the course units.

If the select examination committee thinks an adjustment of an examination result is necessary, it shall submit this to the full examination committee. The examination committee then decides whether the examiner's proposed examination result or judgement is manifestly unreasonable and may adjust the examiner's proposal.

Art. 61. Weighing and percentage calculation

The percentage calculation is done on all the actual credits of the programme. Course units that are assessed according to the pass/fail model shall not be included in the calculation of the percentage.

To determine a pass percentage, the results obtained by the student for each course unit are weighted according to the number of credits associated with it.

2.7 Criteria for obtaining a degree

Art. 62. Criteria for passing an associate degree or bachelor's degree programme

Students are automatically declared to have passed an associate degree or bachelor's programme if

- they have passed all examinations belonging to the study programme and;
- all examinations have resulted in a credit certificate or a tolerance and;
- the weighted percentage for the programme as a whole is at least 50 %.

In special circumstances, the examination committee may declare a student who does not meet the above-mentioned criteria to have passed if it deems that the student has achieved the prescribed learning outcomes for the programme as a whole. Students wishing to invoke this exception must demonstrate to the examination committee that they have broadly achieved the objectives and that there are special personal or family circumstances. To this end, the student must submit a justified written request to the chairman of the examination committee within seven calendar days after the announcement of the examination results.

Art. 63. Criteria for passing a postgraduate programme

Students shall pass a postgraduate programme if they have passed all course units.

Art. 64. Criteria for obtaining a degree of merit

The student who obtains the diploma shall be awarded the following degree of merit:

- satisfaction, if the student achieves less than 68 %;
- distinction, if the student achieves at least 68 %;
- major distinction, if the student achieves at least 77 %;
- greatest distinction, if the student achieves at least 85 %;
- greatest distinction and the congratulations of the examination board, if the student achieves at least 90 %.

The examination committee may deviate from these criteria with justification but only in favour of the student.

No degree of merit is awarded:

- for a postgraduate degree;
- to a student whose actually taken-up study programme amounts to less than 20 credits.

2.8 Retaking examinations and retention of results

Art. 65. Number of examination opportunities

Students are entitled to two examination opportunities per academic year for each course unit to obtain a credit.

There are some exceptions:

- an exam not retaken or not taken is considered as a taken exam opportunity;
- the programme guide mentions the course units for which only one examination opportunity is possible due to the nature of the course unit;
- the student cannot retake for tolerated course units or for course units for which the student has obtained a credit;
- students who enrol after the examination has been taken shall lose the examination opportunity in question.

Art. 66. Retaining the highest examination result for a course unit

In case of two examination opportunities for a course unit, the student shall retain the highest examination result obtained. This applies within the same academic year. The examination result for a course unit cannot be transferred to a subsequent academic year.

Art. 67. Transfer of partial results

A result of at least 10 or a 'pass' grade for an individually assessed educational activity is transferred to the second examination opportunity.

A result of at least 10 or a 'pass' grade for an individually assessed learning activity shall be transferred to a following academic year if the course unit involved:

- consists of two separately assessed learning activities; and
- comprises a maximum of five credits.

In case of a partial transfer, the transferred partial grade is included in the new final result for the course unit. The student only retakes the evaluation activity(ies) for which there was no transfer of the result.

Students who wish to waive the transfer of partial results shall inform the chairperson of the examination committee in writing no later than 15 calendar days after the announcement of the examination result. The student cannot revoke this decision.

Art. 68. Transfer of (partial) results within an academic year when there is no second examination opportunity

If no second examination opportunity can be organised for a (part of a) course unit, not even in another examination format, the examination result of the first examination opportunity shall be retained.

2.9 Using tolerances

Art. 69. Tolerance: general principle

It is only possible to use tolerances for course units of a graduate or bachelor’s programme. These tolerances are limited to 10 % of the total number of actual credits of the diploma contract or diploma examination contract with a maximum of 18 credits.

Assessments of 8 or 9 out of 20 are tolerable. All other failing grades are not tolerable. The programme guide mentions

- which course units are not tolerable;
- in which groups of course units only a limited number of tolerable fail marks may occur. This volume of tolerable fail marks is expressed in credits.

Art. 70. Tolerance used by the student

Students can only use tolerance if they achieve a study efficiency of at least 60 %.

Students who have not yet obtained their degree may decide to use tolerance after they have taken a full first examination opportunity for all course units.

After the publication of all examination results of all examination opportunities of the academic year, the student has 15 calendar days to use tolerance. After this period, it is no longer possible for the student to use tolerance.

The decision to keep a tolerable fail cannot be revoked.

Exceptionally, a student can still waive a deployed tolerance at the end of the programme after a motivated request and the permission of the chairman of the examination board. The student must then re-enrol for that course unit and take examinations for it based on the subject matter of the academic year for which the student enrols.

Art. 71. Tolerance used by the examination committee (deliberation)

For students who enrolled for the first time in an initial bachelor's programme, tolerance is automatically applied, if possible and after all possible examination opportunities in that academic year, if the student thereby passes the decree threshold.

For the student who can graduate, if possible, automatic tolerance is deployed if the student thereby obtains the degree.

Students who do not agree with a decision of the examination committee to use tolerances shall inform the chairman of the examination committee no later than 15 calendar days after the announcement of the examination result. If the student makes use of this option, the decision of the examination board will be reversed. The student retakes the course unit. The student cannot revoke this decision.

2.10 Irregularity

Art. 72. What is irregularity?

Any conduct by a student in the context of an examination that makes it wholly or partly impossible or that attempts to make it impossible to form a correct judgement of the student's own or other students' knowledge, insight and/or skills is considered an irregularity.

Plagiarism is a form of irregularity that consists of any identical or slightly modified copying of the work (ideas, texts, structures, images, plans, etc.) of others without adequate acknowledgement of the source.

The university of applied sciences takes the necessary measures to prevent irregularities. Should any irregularity be suspected, the invigilators are authorised to make the necessary observations.

Art. 73. Procedure

Any staff member who suspects an irregularity shall take the following steps:

- the staff member collects the necessary evidence;
- the student may answer the remaining questions;
- the staff member informs the chairperson of the examination board as soon as possible.

The chairperson of the examination board convenes the select examination board as soon as possible.

The select examination committee takes the following steps:

- prior to the examination board's deliberations, it shall invite the student to a hearing, setting out the alleged irregularity and informing the student of their right to full access to the file. The student may request that the ombuds be present at the meeting with the select examination board;
- it hears the examiner and the staff member who reported the suspected irregularity;
- if it is a possible case of plagiarism, it investigates whether plagiarism has been committed, possibly in consultation with a designated expert. It also examines the seriousness of the offence;
- if it judges that an irregularity has been committed, it shall handle this irregularity during the next examination committee.

The examination committee may impose a sanction.

The chairman of the examination board communicates and motivates the sanction in writing to the student.

Pending a ruling by the select examination committee and the examination board, the student may continue to complete the examination series.

A student may appeal decisions regarding an irregularity after the examination results have been released and as stipulated in Art. 95.

Art. 74. Sanctions

In case of an irregularity, the severity of the offence and the sanction shall be assessed and justified on the basis of the following elements:

- the extent of the irregularity;
- the nature of the irregularity;
- the intention to commit cheating.

Based on established irregularity, an examination committee may take one or more of the following decisions:

- The student took the examination in an invalid manner and must retake it. The examination committee determines the time and form of the examination.
- The student receives an adjusted mark for the exam or paper.
- The student receives a zero for the examination or the paper of the course unit or part thereof.
- The student receives 0/20 for one, some or all examinations of the examination period in question.
- The student is rejected for one or more course units: the student receives 0/20 for that examination period for the course units in question and can retake an examination for those course units at the earliest in a subsequent academic year.
- The student is rejected for a study programme: the student may re-enrol for the next academic year at the earliest, loses all examination marks obtained in the examination period in question and may be required to take another subject and/or supervisor for the bachelor's thesis or final project.
- The student loses the right to enrol for the next academic year or the next two academic years. This sanction applies to all programmes at both legal entities of the university of applied sciences and can only be pronounced in combination with a rejection for a programme.

2.11 Announcement and discussion of examination results

Art. 75. Announcement of decisions

The chairman of the examination committee determines the time at which the examination results and the decisions of the examination committee are announced to the students in writing.

Art. 76. Right to feedback

During the first seven calendar days after the day of publication of the results, students are given the opportunity for feedback. This feedback shall be organised in the form of inspection of the written examination and/or an individual and/or collective debriefing of the examination. The arrangement for feedback and debriefing shall be announced at least seven calendar days before the announcement of the results.

Students may be accompanied during the feedback moment by a person of their choice. This person may observe but does not take part in the discussion. If this is not respected, the discussion may be terminated.

Students who want a copy of an examination or deliberation report shall follow the procedure in Art. 82. Outside this possibility, it is forbidden to make a reproduction/copy of the documents mentioned above.

2.12 Material errors

Art. 77. Material errors established after a deliberation

Material errors can always be rectified in favour of the student.

Material errors can only be rectified to the student's detriment at the latest seven calendar days after the announcement of the results, except in case of a violation of the legal conditions or irregularity by the student.

Procedure:

- The student or teacher who establishes the material error shall report it in writing to the chairperson of the examination committee.
- A mistake that does not affect the passing of the programme, nor the degree of merit obtained, will be rectified by the select examination committee.
- If the detected error may affect the successful completion of the study programme or the degree of distinction, the chairperson shall convene the examination committee within five calendar days following the notification of the error.

3. General regulations

3.1 The ombuds

Art. 78. Duties and role of the ombuds

The ombuds mediates between students and between students and employees of the university of applied sciences.

The ombuds watches over the student's rights. The ombuds may inform students about their rights and obligations in the university of applied sciences.

The ombuds may:

- investigate all student complaints and disputes;
- investigate irregularities that threaten students' rights.

The ombuds will announce to students where and when the ombuds is available.

Complaints or disputes that may involve transgressive behaviour can be reported via a central registration point. These reports may additionally be followed up by an ombudsplus appointed for this purpose at university of applied sciences level.

Art. 79. Mediation in case of problems related to the educational and examination activities

Students may seek mediation from the ombuds following any decision or problem related to education and examination activities. The ombuds investigates the problem and mediates between the parties involved. The student who wishes to do so shall remain anonymous as long as necessary for the mediation to proceed properly.

If the mediation does not lead to a result that sufficiently meets all parties' views, the ombuds will contact the manager of the employee concerned. The latter will then take appropriate action.

The ombuds will inform the student about the possibilities of internal and external appeal, taking into account the deadline for lodging the appeal procedure.

Art. 80. Rights and obligations of the ombuds

The ombuds always has the right to attend an examination and the right to receive information regarding any examination.

The ombuds has a duty of discretion.

Art. 81. Appointment of the ombuds

The ombuds has no teaching or evaluation duties for that group of students for whom he or she performs the duties of ombuds. The ombuds is appointed by the unit manager before the start of the academic year. If the ombuds is temporarily absent, the unit manager will appoint another ombuds.

3.2 Rights and obligations of the student

Art. 82. Public access to administration

All students may inspect the documents underlying study progress decisions taken with regard to theirselves. The student may submit a request to this effect to the programme manager. Within 20 calendar days of the request, the student will be given access to the documents concerned. This period is suspended during the closing period of the university of applied sciences.

For documents of evaluation activities, there is a right to copy only if the student was also present at the feedback moment.

The student does not have the right to access data relating to other students. All data not related to the student will be made unrecognisable. The college charges a fee of 1 euro administrative cost per copied page.

Because of the investment in quality validated exam questions, the student cannot receive a copy of multiple-choice exam questions. However, students may view the examination questions.

Art. 83. Document retention period

All documents (including video, audio and other material) relating to decisions concerning a student shall be kept until December 1 of the following academic year.

Art. 84. Particular statuses and granting facilities

Students with specific needs can apply for a particular status. Specific facilities can be linked to this particular status. Facilities, reasonable adjustments or individual education and examination measures guarantee equality of opportunity for students. These reasonable adjustments allow every student to fully participate in the educational and examination activities of the university of applied sciences.

A student can apply for a particular status with reasonable adjustments if the student:

- has a disability;
- does not hold a secondary school qualification from the Dutch-language education system and is enrolling in higher education for the first time;
- is a top athlete;
- is a professional art practitioner;
- is a recognised workstudent or a student entrepreneur;
- has medical reasons;
- is a recognised carer;
- is elected as a member of the student council or holds office on a management or participation body of the university of applied sciences.
- can prove exceptional individual circumstances;

In addition a student that does not speak Dutch as a mother tongue can apply for facilities.

The programme manager decides on the allocation of the particular status and reasonable adjustments based on three criteria:

- the necessity in the context of the student's equal opportunities;
- the feasibility or burden on the university of applied sciences;
- the essential learning outcomes of the programme.

Student representatives are automatically granted the reasonable adjustments in accordance with the participation regulations. Students from the other groups use the application form per specific need on the website of the university of applied sciences.

Reasonable adjustments can only be guaranteed if they are requested 30 calendar days before their application. Students who do not agree with the granting of particular status and the associated facilities may seek mediation from the ombuds for their own study programme. If mediation does not lead to a resolution, the student may contact the director of student policy.

Art. 85. Specific rights and obligations

Official communication between the university of applied sciences and a student is through the university of applied sciences's official channels such as the university of applied sciences's e-mail address, the electronic learning environment, the student and internship portal or the KU Loket. The student cannot rely on not reading e-mails, notices, information or other communication through these channels to escape obligations/changes.

A student is not entitled to make audio or visual recordings of educational activities and evaluations unless:

- a specific agreement has been made about this with the lecturer of the course unit;
- this is a reasonable adjustment for the student, granted by the programme manager.

The recording material may only be used for didactic purposes, for the student himself or for the student group of the current academic year. Commercial use is excluded. A student who uses the material without respecting these agreements will be subject to the sanctions of the order and disciplinary regulations. A student cannot oppose the making of recordings of teaching activities used by the teacher for simultaneous broadcast and/or posting on learning platforms. A student may, however, request not to be filmed personally.

Under no circumstances may a student reproduce study material made available by the university of applied sciences unless the lecturer has given permission. This also applies to examination copies made available pursuant to the right of inspection. A student who uses material in this sense will be subject to the sanctions of the order and disciplinary regulations. Students also expose themselves to prosecution for violations of copyright laws.

A person who fraudulently forges documents of the university of applied sciences will be subject to prosecution. Moreover, if the student is a student of the college, the order and disciplinary regulations will be applied.

The student waives all non-contractual claims against staff members and administrators of the university of applied sciences in relation to the period during which these education and examination regulations are in force, except:

- in the case of fraud;
- if the infringement is not exclusively related to the implementation of these regulations and the damage is not related to the non-compliance with the obligations set out in these regulations;
- in case of an impairment of physical or psychological integrity or of an error committed with the intent to cause damage.

Art. 86. Intellectual rights: general principles

This provision regulates the rights relating to works of literature or art and drawings and models, which students create as part of a programme of study at the university of applied sciences.

These regulations are without prejudice to the general principles of copyright and design law as set out in the applicable European and Belgian laws.

The author retains his full moral rights (decision to publish, right to integrity ...) and property rights with regard to the literary or artistic works, subject to the prerogatives and rights of use which these regulations provide for the benefit of the university of applied sciences.

Art. 87. Copyright relating to the bachelor's thesis or graduation assignment

The student grants the university of applied sciences the unconditional permission, free of charge, to include the full text and accompanying illustrations and appendices of the bachelor's thesis or graduation assignment in a database of the university of applied sciences and to make this database accessible via the Internet to potentially interested parties. The student also grants the university of applied sciences free permission to use the bachelor's thesis or graduation assignment and the accompanying information for derived products. If third parties should assert claims on part or all of the text of this paper or on the illustrations used in the bachelor's thesis or thesis assignment, the student will indemnify the university for this. This permission applies for the entire protection period of the bachelor's thesis or thesis assignment. The student must apply for an embargo to publish if the bachelor's thesis or graduation assignment contains confidential data or if the company concerned wishes confidentiality.

Art. 88. Works of literature or art, drawings and models

The university of applied sciences will be granted a free right of use for the duration of the intellectual rights to the student's work for educational purposes, including use of the work in the context of exhibitions, show times, concerts, performances and communication about the college and its programmes, insofar as the intellectual rights have been created as part of the student's education.

If the student makes a work, which was created during and in the context of his studies at the university of applied sciences, known to third parties during an exhibition, concert, performance or in another form of presentation, the student shall always mention the university of applied sciences and the study programme concerned.

Art. 89. Access to libraries, media libraries and learning centres of the KU Leuven Association

A student may use all libraries, media libraries and learning centres of the KU Leuven Association insofar as the student complies with the local library regulations.

3.3 Order and disciplinary regulations

Art. 90. General

The university of applied sciences expects every student to behave in a dignified, courteous and respectful manner inside and outside the university of applied sciences towards fellow students, staff members of the university of applied sciences and all those involved in educational activities, internships and workplace learning. In doing so, the college maintains an ethical compass for staff and students. The university of applied sciences is diverse and strives for inclusion for all. It is expected that this vision of inclusion is known and respected. For the student associations in particular, compliance with the baptism charter applies.

Any form of transgressive behaviour including violence, unwanted sexual behaviour, abuse of power or harassment will not be tolerated under any circumstances. The university of applied sciences provides a reporting centre where reports of transgressive behaviour can be made, if desired anonymously. It follows up these reports using a standard procedure. At the latest seven calendar days after the report, the reporter will receive confirmation of receipt.
No later than three months after the confirmation of receipt, the reporter receives feedback on the internal or external actions taken and on further follow-up by the university of applied sciences. If necessary, this period can be extended once by three months. If an external judicial investigation is initiated, these time limits will be suspended for the duration of the investigation.

Every student has a duty to use the immovable and movable property of the university of applied sciences as a prudent and reasonable person.

A student also has the duty to follow the instructions in the context of security and the corresponding urgent measures.

Every employee of the university of applied sciences supervises order and disciplinary action. If a student does not comply with the above rules or the code of conduct according to the ethical compass, the university of applied sciences may take order measures or sanction the student according to the provisions of these disciplinary regulations.

Art. 91. Urgent order measures

The managers of the university of applied sciences have the authority to take all necessary measures to safeguard the order and safety of the university of applied sciences in all circumstances and with immediate effect. This may include temporarily denying a student access to certain rooms or the use of certain facilities.

Order measures are imposed for a maximum of 14 calendar days. The measures and the duration of the order measures shall be justified and notified to the student.

The programme manager may issue a formal written warning to a student, imposing an agreement framework. If the student fails to comply with this framework, disciplinary proceedings may be initiated.

No appeal is possible against an order measure.

Art. 92. Disciplinary measures

The university of applied sciences management delegates the handling of disciplinary problems to a disciplinary committee.

After reporting a possible disciplinary problem to the chairman of the disciplinary committee, it is investigated. Based on the results of the investigation, a disciplinary sanction may be considered. The chairman of the disciplinary committee communicates the considered disciplinary sanction and its justification in writing via the student's Thomas More e-mail address. The student is invited to an additional hearing by the disciplinary committee at least seven calendar days later. The disciplinary committee is convened by the chairman of the disciplinary committee. Based on the meeting of the disciplinary committee, a possible disciplinary sanction is finally determined and communicated to the student in writing no later than seven calendar days later.

The disciplinary committee consists of six members:

- the director of student policy (chairman);
- the head of the university of applied sciences's legal department;
- the unit manager;
- the programme manager;
- a lecturer from the programme concerned;
- a member of the general student council.

In case of absence due to force majeure of one of the members, the general director will appoint a substitute. The ombuds is invited as an advisory member.

Art. 93. Rights of the student

The student against whom a disciplinary sanction is being considered is entitled, prior to the hearing, to:

- notification by the chairman of the disciplinary committee of the sanction being considered and the grounds on which it is based;
- access to the complete file;
- seven calendar days to prepare and present an oral and written defence.

The student may be assisted by a person of his/her choice at any stage of the proceedings.

Art. 94. Sanctions

The disciplinary committee may impose one or more disciplinary sanctions, each of which always applies to both legal entities:

1. a remedial order;
2. the warning: this sanction can only be imposed once for an analogous offence. A subsequent sanction will automatically be more severe;
3. the denial of the right to be present at one or more teaching contact moments;
4. the (temporary) suspension for certain course units;
5. the provisional suspension and/or temporary expulsion;
6. the cancellation of permission to take course units in another study programme or at other institutions;
7. the refusal to participate in examinations;
8. the refusal to enrol;
9. the final exclusion, which results in the immediate loss of student status and the prohibition to re-enrol at the university of applied sciences.

The remedial assignment is specified in the disciplinary sanction, both in terms of its subject and the length of time within which it must be carried out. The remedial order may be imposed as the main sanction or as a sanction linked to sanctions 2 to 7 mentioned in article 94. This sanction is always linked to a substitute higher sanction that may be imposed if the disciplinary committee considers that the remedial order was not carried out properly.

The chairman of the disciplinary committee communicates the sanction and its justification in writing.

A student may appeal a disciplinary decision as stipulated in Art. 96.

3.4 Internal appeal procedure

Art. 95. Appeal against an individual study progress decision

Students who feel that their own rights have been violated by an individual study progress decision may lodge an internal appeal. Before a student can lodge an appeal, this student must have had an interview with the ombuds. If the student does not make use of this, reasons must be set out in the internal appeal.

With regard to an individual measure of study progress monitoring, the student may only lodge an internal appeal on pain of inadmissibility after having followed the procedure as described in Art. 32. The internal appeal can only be started after the student has received a decision from the examination board.

Students must start the internal appeal procedure within a period of seven calendar days starting the day after the notification of the decision.

Students address the petition from their own Thomas More e-mail address to internberoep@thomasmore.be. In the subject line, the student writes 'Internal appeal procedure programme X'. If the student does not meet this form requirement, the appeal will be declared inadmissible. The e-mail contains the following information about the student:

- surname and first name;
- programme of study, programme stage and, if applicable, the major.

Under penalty of inadmissibility, the student must motivate the petition and clearly describe the facts (possibly the course unit and the name of the lecturers) and the objections to the decision.

The appeals committee consists of:

- the director of student policy of the university of applied sciences (chairman);
- a staff member of the legal department of the university of applied sciences;
- the unit manager, unless he is also a member of the examination committee. In that case, the programme director appoints a substitute;
- the secretary.

In the event of absence due to force majeure of one of the members of the appeals committee, the general director will appoint a substitute.

The appeals committee will only hear the student if the student explicitly requests to be heard in the petition. The student can only use this hearing right to explain objections or arguments made prior to the hearing. New arguments or objections invoked for the first time during the hearing are inadmissible.

The internal appeal procedure leads to:

- either the reasoned rejection of the appeal on grounds of inadmissibility or unfoundedness;
- or a new decision by the appeals committee.

The student receives a new decision or notice of rejection within a period of 20 calendar days, starting from the day after the day on which the internal appeal was filed. This decision will be communicated to the student by e-mail. The student's Thomas More e-mail address is used for this purpose.

The internal appeals committee may, within the time available to it, inform the student in a justified manner that it will render a decision on a later date. In that case, the term for external appeal only takes effect the day after that date.

After exhaustion of this internal appeal opportunity, the student may, in accordance with the provisions of the Codex Higher Education, lodge a further external appeal with the Council for Disputes on Study Progress Decisions. This appeal must be delivered in Dutch to the Council, signed under penalty of inadmissibility, with a secure dispatch within a period of seven calendar days from the day of knowledge of this decision.

A secure dispatch can be made by either:

- a registered letter addressed to the Council for Disputes on Study Progress Decisions, Koning Albert II-laan 15 bus 130, 1210 Brussels;
- a deposit at the registry; Council for Disputes on Study Progress Decisions, p/a Department of the Administrative Jurisdictions, Koning Albert II-laan 15 bus 130, 1210 Brussels;
- a deposit in the digital counter of the Flemish Administrative Law Courts via the website.

A copy of this letter should also be sent by e-mail to internberoep@thomasmore.be.

Art. 96. Internal appeal against a decision of the disciplinary committee (disciplinary committee on appeal)

Students have the possibility to lodge an internal appeal against the decision imposing a disciplinary sanction. Filing an internal appeal does not suspend the sanction imposed.

Students must initiate the internal appeal procedure within a period of seven calendar days starting the day after the notification of the disciplinary decision. Students address the petition from their own Thomas More e-mail address to internberoep@thomasmore.be. In the subject line, the student writes 'Internal appeal against disciplinary decision'. The e-mail contains the following details about the student:

- surname and first name;
- programme of study, programme stage and, if applicable, the major.

Under penalty of inadmissibility, the student justifies the petition and clearly describes the facts and the objections to the disciplinary decision.

The appeals disciplinary committee invites the student via the Thomas More e-mail address to be heard, at least seven calendar days later. The student may be assisted by a person of his/her choice.

The appeals disciplinary committee consists of three members:

- the director of education (chairperson);
- a unit manager who did not sit on the previous disciplinary committee at first instance;
- a member of the general student council.

In case of absence due to force majeure of one of the members of the appeals disciplinary committee, the general director appoints a substitute. The ombuds is invited as an acting member.

The appeals disciplinary committee shall take a decision within seven calendar days of the hearing.

No external appeal is possible against a decision of the appeals disciplinary committee.

4. Definitions

For the application of the education and examination regulations, the following definitions apply, unless explicitly provided otherwise in the further regulations:

academic year: a 1-year period starting at the earliest on September 1 and no later than October 1 and ending on the day before the start of the next academic year;

aptitude test: the examination of a person's competences prior to the delivery of a proof of competence;

bachelor's thesis: final thesis, piece of work or practical test - sometimes in the form of group work - that completes the bachelor's programme and integrates various competences;

continuity: the order in which a student may enrol for course units depending on whether he has taken or passed one or more other course units. Four possible forms of continuity are distinguished:

- **strict continuity** (only in case of risk or safety problems)**:** the student must have obtained the credit certificate or at least a tolerance credit in order to be allowed to take a subsequent course unit. Strict continuity is justified in terms of:
    1. damage to persons or animals and/or;
    2. material damage and/or;
    3. damage to the organisation;

  No strict continuity exists within one phase of the model track.
- **flexible continuit**y: the student must have taken the course unit without necessarily having obtained the credit certificate;
- **simultaneity** (as part of flexible continuity within the enrolment of a student taking course units from different phases)**:** the student must have taken the course unit earlier or take it simultaneously;
- **diploma-continuity:** the student must have obtained the diploma or certificate of the previous study programme prior to the study programme in which the course unit is situated;

course unit (CU; Dutch: OPO): a defined set of educational, learning and examination activities aimed at acquiring well-defined learning objectives regarding knowledge, insight, skills and attitudes; each course unit contains at least one educational activity;

credit: a unit used to express the size of each programme or course unit. One credit represents at least 25 and at most 30 hours of total study time. A distinction is made between:

- credits taken: the credits for which one registers including those for which an exemption is obtained;
- credits actually taken: the credits for which one registers excluding those for which an exemption is obtained;
- acquired credits: the credits for which one has acquired a credit certificate, tolerated credits and all exempted credits, including those for which one obtains an exemption in short bachelor's programmes;

credit certificate: the acknowledgement of the fact that a student has acquired the competences related to a course unit by virtue of an examination. This recognition is recorded in a document or a registration. The credits earned, related to the course unit concerned, are referred to as ‘credits’;

decree threshold: the package of course units that a student takes up in the individual study programme upon the first enrolment in an initial bachelor's programme. The acquisition of this study package is considered the attainment of the decree threshold;

deliberated mark: a result obtained following an examination in a course unit for which a student does not receive a credit certificate, but for which an examination committe decides that the course unit does not need to be retaken;

educational activity (Dutch: OLA): further division of a course unit in terms of a specific coherent set of teaching and learning activities and with a number of credits attached to it; an individually assessed educational activity is an educational activity for which a separate mark is given when the examination results are communicated or for which separate assessment activities are described in the programme guide;

educational subject: within the educational teacher training programme of secondary education, a defined set of specific learning contents for which the student acquires teaching qualifications upon graduation;

examination: any evaluation of the extent to which a student has acquired the competences associated with a course unit. An examination may consist of several evaluation activities (EVA);

exemption: the removal of the obligation to take an examination on a course unit or a separately assessed educational activity based on a credit certificate, study certificate or certificate of aptitude;

functional disability: a permanent or long-term functional impairment recognised in accordance with the registration procedure used by the university of applied sciences;

learning account: credit awarded to a student by the Flemish Community, expressed in credits, which can be used to take one or more courses or course units in an initial bachelor's or master's programme. See https://onderwijs.vlaanderen.be/nl/studenten/studietraject-evaluatie-en-diploma/leerkrediet;

major:

- in a bachelor's programme; a differentiation with a study load of at least 60 credits and no more than 120 credits;
- in an associate programme; a differentiation with a study load of at least one sixth and maximum half of the total study load of the programme;

material error:

- any composition of an individual annual or study programme in which the legal or regulatory conditions have not been met;
- any material act resulting in an incorrect examination mark being communicated as a result for the student;

micro-credential: evidence of the learning outcomes a learner has achieved following a small volume of learning. These learning outcomes have been assessed against transparent and clearly defined criteria. Learning experiences leading to micro-credentials are intended to provide the learner with specific knowledge, skills and competences that meet societal, personal, cultural or labour market needs. Micro-credentials are owned by the learner, can be shared and are portable. They can stand alone or be combined to form broader credentials. They are underpinned by quality assurance in accordance with agreed standards in the relevant sector or field of activity;

notification: the announcement of a decision by the university of applied sciences via e-mail or via KU Loket which is given a fixed date at the time the e-mail is sent or at the time it is published in KU Loket;

PAC (Dutch: EVC): a previously acquired competence, being the totality of knowledge, insight, skills and attitudes acquired through learning processes that have not been validated with a study certificate;

PAQ (Dutch: EVK): a previously acquired qualification, being any domestic or foreign study certificate which indicates that a formal learning track, whether or not within education, has been successfully completed, insofar as it does not concern a credit certificate obtained within the institution and study programme within which one wishes the qualification to be validated;

programme guide: the programme guide of the university of applied sciences includes a complete overview of the educational offering and all ECTS sheets. The programme guide and all study programmes form part of these education and examination regulations and can be found at https://www.thomasmore.be/;

programme manager: the manager responsible for the organisation of a particular programme;

proof of competence: the proof that a student has acquired the competences specific to a well-defined programme, course unit or cluster of course units on the basis of previously acquired competences (PAC; Dutch: EVC) or previously acquired qualifications (PAQ; Dutch: EVK);

reasonable adjustments (facilities or individual educational or examination measures): any concrete measure, of a tangible or intangible nature, that neutralises the limiting influence of an inappropriate environment on a person's participation;

scholarship student: if, on the basis of your family's income, you are entitled to a study grant from the Flemish Community;

scholarship-rate student: a scholarship-rate student pays the scholarship rate or reduced tuition fees but is not eligible for a student grant;

start test: an institution-neutral test that students must take as a condition for first enrolment in certain bachelor's programmes;

study efficiency: the ratio between the number of acquired credits and the number of credits actually taken in an academic year within the same study programme at the university of applied sciences, expressed as a percentage. Exemptions are not taken into account for the calculation of study efficiency;

study progress decision: any of the following decisions:

- an **examination decision:** any decision which, whether on the basis of deliberation or not, entails a final assessment of fulfilment for a course unit, several course units or a study programme as a whole;
- an **examination disciplinary decision:** sanction imposed following irregularities;
- the **award of a certificate of competence** indicating that a student has acquired certain competences on the basis of previously acquired competences or previously acquired qualifications;
- the granting of an **exemption**: the removal of the obligation to take examinations for a course unit, or part thereof;
- the imposition of an individual measure of **study progress monitoring**;
- refusing to include a particular course unit in the study programme for which the student taking an individualised track has not yet registered;
- a decision regarding the equivalence of a **foreign diploma of higher education** with a Flemish diploma of higher education;
- an individual decision to refuse the student's enrolment on the basis of insufficient **learning credit** or learning credit lower than or equal to 0, if not the result of a general regulatory provision;
- an individual decision to **refuse** the student's enrolment on the basis of non-compliance with an imposed measure of study progress monitoring;
- a decision on substantial differences in competences if a **credit certificate** was acquired more than five years ago;

study progress file: the (electronic) document that provides an overview of the status of an individual student's study progress at any time during the study;

study success rate: the total number of credits taken for which the student has received a credit certificate, a tolerance or a deliberation;

study track of the student:
- model track: in a model track, the student takes all course units from only one programme stage in the same academic year;
- individualised track: in an individualised track, the student deviates from the model track;

subsequent programme: the programme(s) that are considered the most logical subsequent programme(s);

the university of applied sciences: either the non-profit organisation Thomas More Kempen or the non-profit organisation Thomas More Mechelen-Antwerp depending on the legal entity in which the student is enrolled;

tolerance: in case of a small deficit (8 or 9 out of 20), the course unit in question does not have to be taken again. Tolerance is possible for a maximum of 10 % of the number of credits of the entire study track with a maximum of 18 credits. The student decides, under certain conditions, for which tolerable courses tolerance is applied. The student does not obtain a credit certificate for the course unit for which tolerance is applied. In case of deliberation, the examination board can also use tolerance units;

transgressive behaviour: any violation of a person’s integrity resulting from an abuse of power, sexual harassment, violence or harassment;

tuition fee: the amount to be paid by the student for participation in educational activities and/or examinations;

working student: a student who combines studies with a job, but does not meet the conditions of a workstudent (see: workstudent);

workstudent: a student who meets all the following conditions:

- in possession of a certificate of employment in an employment relationship of at least half - time employment, or in possession of a certificate of unemployed jobseeker in receipt of benefits and the course fits within the pathway to employment proposed by a regional employment service;
- not yet in possession of a second-cycle or master's degree;
- enrolled in a study programme with specific teaching and learning formats and with specific modalities of guidance and provision, registered as such in the Register of Higher Education.

written communication: unequivocal communication of a request (in writing), intention or decision in a manner other than oral (by letter, by e-mail, by fax, via the electronic learning platform, the KU Loket...).