



Education and Examination Regulations Thomas More



Academic year 2022-2023



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Introduction

All references in these regulations to persons and functions are gender neutral.

These regulations apply to students who are registered at Thomas More with a diploma contract, a credit contract, or an exam contract. These regulations also apply to incoming exchange students. The name 'Thomas More' includes the two legal entities Thomas More Mechelen-Antwerpen and Thomas More Kempen. For all provisions of these regulations, these two legal entities are considered together as a whole.

The description of Thomas More's educational offer as published on the internet is an integral part of these education and examination regulations. The course overview (also called the programme guide) contains a complete overview of the programme-specific information and all ECTS sheets, and can be consulted on the Thomas More website.

The programme guide is final and available before the start of the academic year.

After the start of the academic year, with exception of force majeure, only the lecturers and the number of contact hours per course unit can be changed. Changes of force majeure are discussed in advance with the student council

With every curriculum change, the programme publishes the transitional provisions. These are also part of the education and examination regulations. Thomas More guarantees that a student can validate any previously obtained credits within the new study programme.

Structure of the academic year

Thomas More organises its courses in the form of a semester system. Course units are only spread over more than one semester if this is educationally justified.

Programmes can further subdivide a semester into two quarters. In that case, the course units are offered on a quarterly basis.

Deviations and changes

The program manager can deviate from the education and examination regulations, motivated and to the benefit of the student. With regard to a re-registration of students who have been refused, only the Examination Board can grant an exception.

Only the Academic Council can allow changes to the education and examination regulations.

1 Education regulations

1.1 Conditions for admission

Art. 1. General admission requirements for all Thomas More programmes

A candidate is only admitted to a study programme or course units at Thomas More if he meets the decree conditions with the additions specified below.

The specific diploma conditions for each individual programme (and the course units thereof) are stated in the programme guide.

For admission to a bachelor programme or a course unit in this programme, the candidate must have a learning account higher than zero. Corresponding Art. 28. deviations may be allowed.

Candidates who do not meet the admission requirements for a degree programme can enrol for a credit contract or credit-exam contract for course units of that programme, subject to permission from the director of student affairs. Candidates apply for this admission via toelating@thomasmore.be and adds to their application the study certificates that show that they are sufficiently competent to be able to follow the course units. The director of student affairs assesses the applications and justifies the decision based on the previously acquired qualifications. Pupils who follow the final year of secondary education can always register for a credit contract of a maximum of 10 credits.

A (prospective) refugee who has obtained diplomas abroad, which could be considered equivalent, but who cannot present the obtained diplomas because of their special situation, can prove that they possess the required diploma by all means. The candidate is admitted to the programme if Thomas More can establish with sufficient certainty that the diploma has been obtained. If it turns out to be impossible to provide conclusive evidence, Thomas More can still decide to enrol the candidate on the basis of additional tests: the language test and, if successful, a specific test.

Art. 2. Deviating admission conditions

§1. Specific admission by the director of student affairs is required for the following candidates:

- Candidates who obtained their diploma outside of Belgium. These candidates send an application to admitting@thomasmore.be.

This specific authorization is not required for:

- holders of a VWO diploma, an MBO4 diploma and for candidates who passed a propaedeutic phase in the Netherlands;
- holders of a HAVO diploma who wish to enroll in a graduate program.

- students who have been admitted to the relevant study program at the partner institution as part of a joint or dual degree track.
- Candidates who do not have a diploma that gives access to higher education and who wish to enrol for a Dutch-taught associate degree or bachelor degree programme through the deviating admission procedure of the KU Leuven Association (<http://associatie.kuleuven.be/onderwijs/studeren-op-maat/toelating>).

§2. Specific admission by the programme manager is required for candidates who wish to enrol for a credit contract or an exam contract after the second Wednesday of the semester with a view to obtaining a credit certificate.

Art. 3. Language conditions

§1. Associate degree programmes

A candidate who does not have a secondary education diploma issued by the Flemish community can only be admitted to a Dutch-taught study programme if they meet one of the following language requirements:

prove that they have passed the exams of at least one year of secondary or higher education or at least 60 credits in total in higher education in Dutch;

submit a certificate showing that they master Dutch at the European framework of reference for languages level B1.

However, candidates who wish to register for an educational associate degree must meet the language requirements of the Dutch-taught bachelor programmes (see §2 of this article).

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

A candidate who does not have a Flemish secondary school diploma can only be admitted to a Dutch-taught bachelor programme or an educational associate degree programme if they meet one of the following language requirements:

prove that they have successfully passed the exams of at least one school/academic year in secondary/higher education or successfully completed at least 60 credits in higher education taught in Dutch;

submit a certificate proving that they are fluent in Dutch at level B2 of the European reference framework for languages. However, if they want to follow an educational programme in a track of less than 90 credits, a certificate at level C1 of the European Framework of Reference for Languages is required.

§3. English-taught bachelor programmes

A candidate who does not have a Flemish or Dutch secondary or higher education diploma can only be admitted to an English-taught programme if they meet one of the following language requirements:

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

§4. The language requirements of the postgraduate programs are stated in the program guide.

§5. Exceptions

- To register in the programmes for which an artistic admission test is organised, the language level of the prospective student can be assessed as part of the admission test.
- Students can be exempted from these language requirements if they are registered in the context of a joint or bi-certification track.

Art. 4. Admission requirements for post-bachelor programmes

To be admitted to a bachelor after bachelor programme, the candidate must have a Bachelor's degree.

The programme guide mentions which specific diplomas provide direct access to a bachelor-after-bachelor programme. The admission to registration may also be made subject to an aptitude test.

Art. 5. Admission requirements for a postgraduate programme

To be admitted to a postgraduate program, a candidate must have at least a graduate, bachelor or master degree or an equivalent degree.

The program guide states the additional admission requirements.

Art. 6. Admission to a subsequent study programme

Students who have to complete less than 54 credits of a bachelor programme at the start of the academic year can already register simultaneously for a connecting study program for which the bachelor's degree is the admission requirement.

Students who, at the beginning of the academic year, have to complete less than 30 credits of an associate degree programme, can also register for a subsequent

abbreviated bachelor programme if they meet the admission requirements for a bachelor programme.

1.2 Registration rules

Art. 7. General registration rules

By registering, the student concludes an agreement with Thomas More for the duration of one academic year, which includes rights and obligations for both the student and the university of applied sciences.

Students who register for the first time at Thomas More are definitively enrolled when they either presents themselves for registration at the student administration or when they have fully completed the registration application. For students who re-enrol, enrolment is definitive as soon as they have completed the online re-enrolment application. The student owes the registration fee after the final registration.

If the government demands as an additional registration condition for a specific course programme that the candidate takes part in a compulsory non-binding admission test, the student submits a certificate of participation at the student administration at the latest during the final registration. The candidate downloads this proof after taking the admission test on onderwijskiezer.be. The programme manager may exempt students who have already obtained a Bachelor's degree from the non-binding admission test. The board of examiners may impose further training on a student who has not obtained the caesura for the test or who was exempted from the test.

The agreement can be dissolved if it appears that the student does not meet the necessary conditions.

In the event of fraud with admission documents, any credit certificates and diplomas obtained will be declared null and void, regardless of when the fraud is established.

Art. 8. Moment of registration

A student registers preferably before the start of the academic year and no later than 15 March. No registration is possible after this date.

Art. 9. Re-enrolment after an interruption of at least 3 years

A student who has interrupted a certain study programme for at least three years and who re-enrols, will be considered as a student who is enrolled in this programme for the first time. They retain their acquired credit certificates. For all other applications in this regulation, the calculations are restarted from scratch.

This student regains the right to enrol for that study programme and the course units in spite of any previously, internally imposed study progress measures.

1.3 Tuition fee

Art. 10. General

The tuition fees and the general invoice conditions are published on the Thomas More website: <http://www.thomasmore.be/inschrijven/studiegeld> and <https://www.thomasmore.be/en/degree-students/financial-information>

Art. 11. Additional study costs

A student pays the cost of an annual subscription for software and support per academic year. This allows students to use a download channel for the software that is useful in their studies and to obtain support to help them purchase, install and use software on their own laptop or PC at home. The cost of this subscription depends on the training and depends on the software titles included in the software bundle (s) of the training.

Students with an exam contract pay the one-off sum of 50 euros for the use of the electronic learning environment on top of the tuition fee.

Costs for the use of goods and the organization of specific events can be passed on to the student insofar as they are directly related to the organization of the study program. The additional study costs are charged by the study program.

Art. 12. Non-payment of bills

If, even after a warning notice, a student does not pay his tuition fees before the deadline, their student account will be disabled. As a result of this they will no longer have access to e-mail, the electronic learning environment, KU Loket, etc. They will no longer be entitled to education and will not be able to participate in the exams. Moreover, the examination board will not release their results in SAP and the student will not receive a credit certificate for the course units in question. The suspension is only cancelled when the student has paid the amounts due for the already completed period.

Art. 13. Reimbursement or recalculation of tuition fees at deregistration

For a student who discontinues his studies or changes programmes, a refund or recalculation of the tuition fee is possible.

The amounts are listed on the Thomas More website. (<https://www.thomasmore.be/en/students/discontinuing-your-studies-deregistration>)

1.4 Contract types

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

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

- a diploma contract with a view to obtaining a diploma or certificate;
- a credit contract with a view to obtaining a credit certificate for one or more course units;
- an exam contract with a view to obtaining a diploma (a diploma-exam contract) or a credit certificate for one or more course units (a credit-exam contract).

Students with an exam contract are only entitled to take exams and cannot rely on the support services of Thomas More. The programme guide states which courses cannot be taken in the form of an exam contract.

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

Art. 15. Combination possibilities of contracts

A student can register for a combination of different contracts. A combination of a diploma contract for a study programme and exam contract(s) for course units of the same study programme is excluded.

1.5 The study programme of the individual student

Art. 16. Model route and programme stages

Every initial bachelor and associate degree programme has a model track.

The model track of initial bachelor degrees consists of programme stages of 54 to 66 credits.

The model track of associate degrees consists of programme stages of up to 66 credits.

A student who only follows courses from one programme stage in one academic year will receive a timetable and an exam schedule for all compulsory course units without overlaps.

Art. 17. Composition of the annual programme

Each student submits their individual year program no later than the second Wednesday of the academic year.

A student who registers after the start of the academic year has one week to submit an individual year program.

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

A student can only register for complete course units.

A student can only take courses from a next phase if all credits from the first course have been taken or acquired

The individual year program 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 sequence rules, as described in the program guide, are met.

Students who register after the second Wednesday of a semester and want to take courses that are scheduled in that same semester, can only do so with explicit permission from the program manager.

For organizational reasons, a study program may limit the number of students that can register for a certain non-compulsory course. In that case, the program guide will state:

- that the number of registrations for this course unit is limited;
- which procedure is needed to register for this course unit;
- which criteria determine the order of registration.

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

Art. 18. Changes to the annual programme

A student can change the composition of the individual annual programme up to and including the second Wednesday of the academic year;

When registering after the start of the academic year, the student can change the individual year program up to two weeks after registration.

After this date, barring justified exceptions, a change to the individual year program can only be allowed with regard to the courses that are organized in the second semester. The student can submit an application via the KU Locket from the start of the second semester until the second Wednesday of the second semester.

Notwithstanding this, changes regarding the specialisation or the educational subjects of the educational bachelor for secondary education, possible until the 15th of March.

Art. 19. Tracking courses in another study programme or at other institutions

Each course programme determines whether the student can also take course units in another study programme or at another institution for higher education, be it domestic or foreign, as part of a diploma contract.

A student may also propose to replace course units of a programme with other courses in programmes within or outside Thomas More. The programme manager decides on the student's proposal.

Unless the programme manager justifiably decides otherwise, the number of credits from the other institution is transferred over to the individual annual programme of the student.

Art. 20. Possibility to appeal

A student can lodge an appeal against decisions about the composition of the annual programme, as stipulated in Art. 95.

1.6 Exemptions

Art. 21. Applying for and granting an exemption

Students ask for exemptions at their first registration for a course and no later than the second Wednesday of the academic year. Students who register after the start of the academic year will apply for any exemptions no later than one week after their registration. In the further study route, students can only apply for additional exemptions if new elements present themselves.

Students submit an application for exemption via KULoket. They add a file with the previously obtained credit certificates, certificates of competence or other study certificates.

The programme manager decides on the allocation of the exemptions and on their extent, if necessary after consultation with the lecturers involved. The number of credits for which an exemption is granted is included in the individual study programme of the student.

Does the student want to request an exemption for the entire programme? Then the board of examiners will decide on the allocation of the exemptions at a subsequent deliberation.

Art. 22. Consequences of the exemption

§1. A granted exemption is final. A student cannot undo their requested and granted exemption.

§2. A student must enrol for the entire course unit in the case of course units with partial exemptions or partial transfers.

§3. If the exemption is granted on the basis of a credit certificate, the previously obtained exam result for the corresponding course unit will only be adopted if it concerns identical course units.

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

A student who believes he can claim a certificate of competence on the basis of previously acquired competences (PAC) follows the procedure of the KU Leuven Association. (<http://associatie.kuleuven.be/onderwijs/documenten/reglement-evcevk.pdf>).

Any proof of competence resulting from this procedure is indefinitely valid.

If the the student starts the PAC-procedure after 15 August, then the course programme can no longer guarantee that the file will be processed in time to apply for an exemption for the first semester. If the student starts the PAC-procedure after 1 December, then the programme cannot guarantee that the file will be processed in time to request an exemption for the second semester.

Art. 24. Possibility to appeal

Decisions concerning the allocation and the extent of a certificate of competence or exemption can be appealed against by a student, as stipulated in Art. 95.

1.7 Study progress measures

Art. 25. Refusal on the basis of low study efficiency

Students who – before their last exams of the academic year- have obtained less than 60 credits and after all the exam opportunities have obtained less than 30% study efficiency will be refused re-enrolment in the same programme.

Art. 26. Refusal on the basis of binding conditions

Students who – before their last exams of the academic year - have obtained less than 60 credits and after the third exam period have obtained less than 60% study efficiency will be subject to binding conditions of the examination board. These conditions at least imply that the student must achieve a study efficiency of 60% or more in the following academic year, if they register for the same degree programme.

If students do not meet these conditions during the next academic year, they will be refused re-enrolment in this programme.

Art. 27. Refusal of further enrolment on the grounds of failure to pass a particular course unit after sufficient enrolment opportunities

A student who fails for 2 or more academic years for the same course unit will be refused a third or subsequent enrollment. However, a third registration for the same course unit is possible in the following 2 situations:

- for internship and workplace learning if the Examination Board so decides;
- for other courses if the student has achieved at least 60% study efficiency in either the current or the previous academic year.

A student is always refused for a fourth or subsequent enrollment for the same course unit.

Any refusal on the basis of sufficient enrollment opportunities for a particular course unit applies not only to enrollment for the course unit in question, but to every study program in which the course unit is compulsory.

In the event of program changes in which the course unit that gives rise to the refusal is deleted and is not replaced by course units with comparable learning objectives, the refusal can 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 programs in which it occurs.

Art. 28. Denial of access to a traineeship or work-based learning and possible refusal

In special cases and on objective grounds, the select examination committee may interrupt the internship or work-based learning temporarily or permanently if the student at that time proves to be unfit for the practice of a profession for which they are trained by the programme they are following.

If necessary, the select examination committee will lay down the binding conditions under which the student may resume their internship or work-based learning.

If the information in the file shows that a subsequent enrolment for this internship/work-based learning will not lead to a positive result, the board of examiners may refuse to re-enrol the student whose internship/work-based learning was interrupted or terminated prematurely in the study programme of which it is a part.

Art. 29. Scope and duration of the refusal

A refusal on the grounds of Art. 25. Art. 26. Art. 27. Art. 28. applies for the next three academic years. It applies to the programme in which the student was enrolled and to the programmes that lead to the same diploma, as well as to the continuing programmes. The student cannot register for a credit contract or examination contract either for any of the course units in these programmes.

If the student obtains a graduate diploma during this period, the refusal period will be terminated and the student can re-register for the refused study program(s).

Art. 30. Refusal on the grounds of insufficient learning account

If a student's learning account is lower than or equal to zero, the student will be refused for any study program for which they have to use a learning account.

As an exception to this rule, a student who was enrolled without interruption in the two previous academic years and still has to complete a maximum of 30 credits will be allowed to continue that study programme for one academic year.

A student who has already obtained a master's degree is never refused because of insufficient learning account.

Art. 31. Appeal

Students can appeal against a measure of study progress monitoring as determined in Art. 95.

2 Examination regulations

2.1 Organisation of examinations

Art. 32. Exam periods

There are three exam periods in an academic year:

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

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

If a student registers after the second Wednesday of the semester for a course unit for which the first examinations have already been taken, then these missed exams will be the first exam opportunity. The student includes these course units in his annual programme at his own risk. For course units that run throughout the academic year, the evaluation moments can be scheduled during the first and second exam periods. The final mark is determined during the second exam period.

The deliberations and the communication of the results will take place at the latest at the end of each examination period.

In exceptional individual cases, the chair of the examination board may keep an exam period open. This is possible until 30 September for the third exam period.

Art. 33. Location of the exam

All exams take place in a room assigned by Thomas More or take place online, except for specific teaching methods or in case of force majeure, determined by the chair of the examination committee.

In online exams, a student is considered legally absent if:

- a written exam cannot start for technical reasons;
- during a written exam the proctoring software is interrupted for more than 8 minutes;
- the connection to the electronic learning environment is interrupted during a written exam;
- an oral exam is not started or interrupted for technical reasons and cannot be rectified within half an hour.

In the event of this legitimate absence, a catch-up exam will be scheduled on campus later in the same examination period and insofar as possible from an organizational point of view.

Art. 34. Exam planning

The planning of examinations for (parts of) course units is announced either before the start of the academic year, or at least 5 weeks before these examinations.

In order to meet or anticipate a possible force majeure situation as a result of the spread of the coronavirus and the rules that are imposed by the government, the term can be reduced to 3 weeks.

A student who only enrolls for course units from one programme stage is guaranteed an exam planning without overlaps.

Examiners and students adhere strictly to the recorded examination schedule. Exams can only be moved by the programme manager and only for a very serious reason.

Art. 35. Special exam planning for individual students

On the basis of a student's individual exam measures, the exam schedule for that student can be adjusted (Art. 84.).

If students cannot comply with the planned exam schedule for a very serious reason, they report this to the ombudsperson. If this is for religious reasons, their absence is legitimate on public holidays of their officially recognized religion. The Flemish government determines these holidays. Students are informed via the student portal about how to request a special exam schedule.

The programme manager suggest a different exam schedule for the student.

Art. 36. Special arrangements for 'graduating students'

§1. A student who follows courses scheduled in the second semester, but who wishes to graduate sooner, submits a written request to the programme manager before the second Wednesday of the first semester.

In case of a positive decision, the student may take the exams on course units that are scheduled in the second semester or that are spread over the academic year, at a time determined by the program manager. If, after this decision, the student does not take the exam at the agreed time, this means a lost exam opportunity..

§2. If the second exam period is organized during the third exam period, the programme manager may allow a student to take their second exam opportunity in the second exam period for course units for which they did not obtain a credit in the first exam period and which they have to retake or wishes to retake.

The student can request permission to do so if they meet all of the following conditions:

- they can graduate after the second exam period;
- they have participated in all exams in the first exam period or they were lawfully absent;
- they retake all exams in the second exam period or, if necessary, use tolerance.

The student sends this request in writing to the programme manager before the second Wednesday of the second semester.

Art. 37. Examinations on course units for combined registrations

If a student is enrolled in several contracts for an identical course unit in the same academic year, then the student only takes one exam per exam period. The obtained mark is the exam result for the various contracts.

2.2 Participation in the exams

Art. 38. Identification

The student must be able to prove his identity at the exam.

Art. 39. Absence during examinations and catch-up exams

§1. A student who does not participate in an exam can catch up the missed exam, provided that:

- the student notifies the programme before the start of the exam, unless this is impossible due to force majeure;
- the student provides the documents that legitimise his absence within two calendar days following the exam day;
- the programme manager judges that the absence is sufficiently legitimate;
- the programme manager judges if this is organisationally feasible.

Students are informed via the student portal about the way in which they must report their absences and submit the documents.

In case of fraud with absence certificates, the procedure and the penalties for exam fraud apply.

§2. Students who are unjustifiably absent from a catch-up exam, are no longer entitled to catch up examinations for the next exam periods of the current academic year.

2.3 Exams taken in another study programme or institution

Art. 40. Time and place of exams

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

Art. 41. Deliberation

If necessary, the result of an examination taken at another institute for higher education is converted under the supervision of the select examination committee in accordance with the ECTS guidelines. The student is informed about the conversion rules before their departure.

Art. 42. Replacement by an equivalent course unit

The chairman of the examination board can grant an outgoing exchange student who did not obtain a credit certificate for a course unit within the framework of their international programme, to take an exam at Thomas More for an equivalent course unit in a subsequent exam period of the same academic year. To this end, the chair of the examination committee chooses from the course units that the student exchanged in the context of his international programme.

2.4 Exam procedures

Art. 43. The examiner

Each exam or part of an exam is supervised by the coordinator and/or the lecturers of the course unit.

The programme manager will appoint the examiner in case of:

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

Art. 44. Examination form

The programme guide lists the exam form(s) for each exam opportunity. The programme manager can determine that an exam can take place under another exam form:

- at a catch-up exam;
- with a rescheduled exam;
- on the basis of individual exam measures for a student (Art. 84.);
- if the examiner is absent from an oral exam for reasons of force majeure;
- after consultation with the local student council and to meet or anticipate a possible force majeure situation as a result of the spread of the coronavirus and the rules on social distancing imposed by the government.

Art. 45. General rules for exams

At the exam the student may, with the exception of scrap paper, only use materials, aids and electronic devices that are mentioned in the programme guide. They may not carry any devices which allow communication or storage of data.

Students who have received their exam questions may not leave the examination room during their exam, unless under the supervision of a staff member.

Students register their attendance at the exam before leaving the examination room.

Students may not take or send examination assignments and answers from the examination room.

Violations are sanctioned as exam fraud.

Art. 46. Oral exams

§1. An examiner may, in consultation with the chairman of the examination committee, ask a member of the teaching staff to attend an exam.

§2. A student who wishes to do so may allow an observer to attend an oral exam.

This observer is:

- not registered for the same course unit;
- not related up to the fourth degree.

The observer may only take notes.

The student informs the chair of the examination committee at least five calendar days before the exam. He will inform the examiner concerned in good time.

Art. 47. Written examinations

A written exam may take half a day at the most.

The student may leave the examination room only 30 minutes after the start of the exam.

A student who is more than 30 minutes late will not receive the exam questions and is considered absent.

Art. 48. Online written examinations

If the connection to the electronic learning environment is completely interrupted during the exam, we consider the exam as not taken and the student as legitimately absent.

If an online written is written using proctoring software offered by Thomas More. In doing so, the student carefully follows the following instructions:

- If the proctoring software is interrupted during the exam, the student may resume the exam once within 8 minutes. If the proctoring software is interrupted several times or is interrupted for more than 8 minutes, the student may not continue the exam.
- During the identity check, the student shows an identity document on which their name, first name and photo are visible.
- The face and eyes of the student are visible on the camera during the exam. The student's face never disappears from view during the exam.
- Before the start of the exam, the student performs the room scan and films at least their worksheet or table, the room in front of them, left, right and behind them. In addition, the student films in detail the tools that they will use for the exam.
- The student does not use headphones or a variant, such as a headset, earphones...
- Subject to the approval of the student council, the degree program can impose additional instructions so that the student is filmed from a different perspective.

Failure to follow instructions in this article is considered exam fraud.

Art. 49. Examinations of courses taught in a foreign language

Is the student taking a course in another language, and does the university of applied sciences not organize an equivalent in Dutch? Then they may take the exam in Dutch. Except if:

- they are taking the course at another institution;
- the course deals with the other language;
- the student is following a foreign language study program,
- the student is following an advanced bachelor or postgraduate course.

2.5 Assessment

Art. 50. Assessment of course units

§1. Only one exam mark is presented for each course unit during the deliberation.

An exam will be

- either assessed on twenty points. The final mark for a course unit is only expressed in whole numbers. For rounding, the normal rounding rules for decimals apply (from, 5 is rounded up).
- either assessed in the form of a pass / fail decision. An assessment in the form of a fail is equated with a non-tolerable fail mark (see Art. 69.).

§2. If an exam of a course consists of different evaluation activities, the total score is calculated on the basis of a weighted average, unless another rule is stated in the program guide and justified on the basis of learning objectives to be assessed separately.

§3. If a student does not participate in an assessment activity, the result "Not Passed" (NA) is credited as a 0 score for the assessment activity.

2.6 The deliberation of the Examination Board

Art. 51. Composition of the examination boards

The programme manager is the chairman of the examination committee. The chairman of the examination committee appoints the members of the examination committee before the start of the academic year. These voting entitled members are all examiners in the programme.

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

The chairman of the examination committee appoints the secretary of the examination board before the start of the academic year. If the secretary is not a member of the board of examiners, he does not have the right to vote.

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

The ombudsperson takes part in all meetings of the (select) examination committee with an advisory vote.

If the chairman of the examination board is temporarily absent, the unit manager appoints another chairman.

The select examination committee prepares the deliberation by the board of examiners as a whole. The select examination committee can record the results of outgoing exchange students for whom the results reach Thomas More late.

The examination committee submits the exam results and the study progress measures after each exam period and determine whether a student has passed a study programme and what degree of merit they will receive.

Art. 52. The student informs the board of examiners

If special, objective circumstances influence the student's study performance, the student informs the ombudsperson or the chairperson of the board of examiners. To this end, the student himself takes the initiative for the deliberation of the examination board. If students do not share this information beforehand, they cannot invoke it afterwards.

Art. 53. Number of deliberations

A deliberation will take place at the latest at the end of each examination period. The chair of the examination committee may decide to organise more than one deliberation per exam period.

Art. 54. Deliberation on a continuing programme

An examination committee can only deliberate with regard to the passing and the degree of merit of students who are enrolled for a continuing programme, after they have passed the previous programme.

Art. 55. Presence

All members of the (select) examination committee and the ombudsperson participate in the deliberation. The examination board's decisions are valid when at least half of the members are present. A member who is lawfully prevented will inform the chairman of the examination board as soon as possible.

The students who are being deliberated about can be reached by telephone during the deliberation.

Art. 56. Consultation of non-members by the Examination Board

Any examiner who is not a member of the Examination Board can be heard at their request. The examiner concerned will in any case be heard before an Examination Board takes a decision with regard to:

- exam fraud;
- manifestly unreasonable exam results.

Students about whom the Examination Board will make a decision can also request to be heard by this committee.

Art. 57. Confidentiality

The members of the examination committee and all persons present are obliged to maintain confidentiality regarding the deliberation and the voting.

Art. 58. Those entitled to vote

All members of the examination committee have a vote.

A member of the board of examiners does not take part in the deliberation about a student or group of students if:

- decisions are made about relatives by blood and by marriage up to and including the fourth degree;

- it is suggested that a mark assigned by a member of the exam committee is manifestly unreasonable.

Art. 59. Decision and voting rules

A decision about a student is determined by a board of examiners by a simple majority.

Upon the proposal of the chairman, or when a member of the committee or the ombudsperson requests it, a vote on a decision will be made secret. Invalid votes and abstentions are not taken into account. In the event of a tie, the proposal most favourable to the student is the decision of the committee.

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

The Examination Board will finalize the results of the courses.

If the select examination committee believes that an exam result needs to be adjusted, it will submit this to the complete examination committee. The latter then decides whether the grade or opinion proposed by the examiner is manifestly unreasonable and can adjust the examiner's proposal.

Art. 61. Weighting and percentage calculation

§1. The percentage is calculated on the totality of the actually taken credits of the programme.

Course units that are assessed according to the pass/fail model do not count in the calculation of the percentage.

§2. To determine an achieved percentage, the points that the student achieves for each course unit are weighted according to the number of study points that are linked to it.

2.7 Criteria for obtaining a diploma

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

Students automatically pass an associate degree or bachelor programme if they have taken all the examinations that are part of the study programme, and if all examinations have led to a credit certificate or have led to a tolerance and the weighted percentage for the program as a whole is at least 50%

The calculation of the number of tolerable fail marks to which the student is entitled is based on the totality of the credits actually taken up, with the exception of the credits that the student takes in addition to the number of credits of the model route for the programme.

For the calculation of the tolerances, see also Art. 69.

In special circumstances, the Examination Board will declare a student who does not meet the above criteria to have passed if it judges that the student has achieved the proposed learning outcomes for the entire study programme. Students who wish to invoke this exception must demonstrate that they have achieved the objectives in general and that there are special circumstances.

Art. 63. Criteria for passing a postgraduate course

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

Art. 64. Criteria for obtaining a degree of merit

The following degree of merit is awarded to a student who obtains a diploma:

- passed, if they achieves less than 68%;
- distinction, if they achieves at least 68%;
- great distinction, if they achieves at least 77%;
- greatest distinction, if they achieves at least 85%;
- greatest distinction with the congratulations of the examination committee, if they achieves at least 90%.

The calculation of the percentage is based on the whole of the course programme.

The board of examiners may decide to award a degree of merit to a student who does not meet the criteria.

No degree of merit is awarded:

- for a postgraduate degree;
- to a student whose actual study programme is less than 20 credits.

2.8 Resitting exams and keeping results

Art. 65. Number of exam opportunities

A student is entitled to two exam opportunities to obtain a credit for each course unit per academic year.

There are some exceptions.

- A non-resit or not taken exam is considered as a taken exam opportunity.
- The programme guide lists the course units on which the student can only be examined once per academic year on the basis of the nature of the component.
- The student cannot resit course units for which he applied tolerance.
- A student who registers after the exam has been taken will lose the exam opportunity in question.

Art. 66. Retention of the highest exam result for a course unit

A student cannot achieve a lower result at the second examination opportunity than the result obtained at the first examination opportunity.

Art. 67. Transfer of partial results

A result of at least 10 or a "passed" evaluation for a separately assessed educational activity is transferred to the second exam opportunity.

A result of at least 10 or a "passed" evaluation for a separately assessed educational activity is transferred to a subsequent academic year if the course unit concerned

- consists of 2 individually assessed educational activities and
- a maximum of 5 credits.

In a partial transfer, the transferred partial mark is settled in the new final mark for the course unit. The student only resumes the evaluation activity(ies) for which no transfer of the result took place.

Students who wish to renounce the transfer of partial results, they will inform the chairman of the examination board in writing no later than 15 calendar days after the announcement of the exam result.

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

If it is not possible to organise a second exam opportunity for a (part of a) course unit, even in a different examination form, the exam result will be transferred from the first exam opportunity to a subsequent examination period.

2.9 Applying tolerance

Art. 69. Tolerance: general principle

§1. A student can only apply tolerances for course units of an associate degree or a bachelor's programme. These tolerances are limited to 10% of the total number of actual credits to be taken in the diploma contract or diploma-exam contract; with a maximum of 18 credits.

Grades of 8 or 9 out of 20 are tolerable. All other insufficient marks are non-tolerable.

The programme guide mentions

- for which courses an insufficient mark is always non-tolerable;
- in which groups of course units only a limited volume of tolerable fails may occur. This volume of tolerable fail marks is expressed in credits.

Art. 70. Tolerances used by the student

Students can only apply tolerances if they have achieved a study efficiency of at least 60%.

Students who have not yet obtained the diploma can, after they have taken a full first exam chance for all course units, decide to use tolerance credits. He can also make this decision after the first exam period, if his individual annual programme does not contain courses from the second semester.

Students who have acquired less than 60 credits from one study program for their exams (including any exemptions) may use a maximum of 12 credits in tolerable fail marks after these exams. Use 12 credits for tolerable fail marks.

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

The decision to retain a tolerable fail cannot be revoked.

Exceptionally, after a motivated request and the admission of the chairman of the examination board, a student can still waive a tolerance at the end of their study.

They must then re-enrol for the course unit in question and take an exam on it, based on the subject matter of the academic year for which they enrol.

Art. 71. Tolerances used by the examination committee

The board of examiners always applies tolerances for a student if

- these tolerances are possible in accordance with the general principles set out in Art. 69. and
- the student thereby obtains their degree.

A student who disagrees with a decision made by the examination board to apply tolerances communicates this to the chairman of the examination board no later than 15 calendar days after the announcement of the exam result.

If the student makes use of this option, the general result for the programme (pass/fail and any degree of merit) will be undone for the time being. The student resumes the course unit.

2.10 Exam fraud

Art. 72. What is exam fraud?

Any behavior by a student in the context of an exam that constitutes the entirety of or about the knowledge, understanding and / or skills of the student himself or of other students is considered exam fraud.

Plagiarism is a form of exam fraud that consists of every identical or slightly altered copy of the work (ideas, texts, structures, images, plans, ...) of others without an adequate reference to the source.

Art. 73. Procedure

Every staff member who suspects exam fraud takes the following steps:

- The staff member takes the exam copy and/or other supporting documents.
- The student may answer the remaining questions on a new exam copy.
- The staff member informs the chairman of the examination committee as soon as possible.

The chairman of the examination committee convenes the select examination committee as soon as possible.

The select board of examiners takes the following steps:

- It hears the student. The ombudsperson is present.
- It hears the examiner and the staff member who reported the suspected exam fraud.
- If it concerns a possible case of plagiarism, it will investigate whether plagiarism has been committed, possibly in consultation with a designated expert. It also investigates the seriousness of the violation.
- If it judges that fraud has been committed, it convenes the board of examiners within four weeks.

The board of examiners will record a possible sanction.

The chairman of the exam committee communicates and motivates the sanction in writing to the student.

In anticipation of a decision by the select examination committee and the examination committee, the student may continue to complete the examination series.

Art. 74. Sanctions

§1. In the case of exam fraud, the seriousness of the offense and the sanction will be assessed on the basis of the following elements:

- the extent of exam fraud;
- the nature of exam fraud;
- the intention to deceive.

§2. Based on the established examination fraud, an examination committee may take one or more of the following decisions:

- The student completed the exam in an invalid manner and has to take it again. The examination committee determines the time and the exam form.
- The student receives an adjusted mark for the exam or the paper.

- The student receives a zero for the exam or the paper of the course unit or part of it.
- The student receives 0/20 for one, some or all examinations of the relevant exam period.
- The student is rejected for one or more course units: they receive 0/20 for the relevant course units for that examination period and can take another exam for those course units in the following academic year at the earliest.
- The student is rejected for a study program: they can register again for the following academic year at the earliest. They lose all exam grades obtained in the exam period concerned and may be obliged to change the subject and / or supervisor for the bachelor's thesis or graduation assignment.
- The student loses the right to enroll for the next academic year or the next two academic years. This sanction applies to all courses at Thomas More and can only be pronounced in combination with a rejection for a course.

The examination board can also decide that the rule of retention of the highest exam result will lapse.

Students can appeal against decisions regarding exam fraud as stipulated in Art. 95.

2.11 Communication and discussion of the exam results

Art. 75. Communication of decisions

The chairman of the examination committee determines the time when the exam results and the decisions of the examination committee are reported to the students in writing.

Art. 76. Right to feedback

The student is given the opportunity to receive feedback during the first seven calendar days after the date of publication of the results. This feedback is organised in the form of an inspection of his written exam and/or an individual and/or collective debrief of the exam. The feedback and debriefing scheme will be published at least one week before the announcement of the results.

The student can be accompanied by a person of his/her choice.

The student who wishes to receive a copy of an exam or deliberation report follows the procedure of this Art. 82. Apart from this possibility, it is forbidden to make a reproduction/copy of the above-mentioned documents by means of any device (e.g. photo via smartphone, ...).

2.12 Material errors

Art. 77. Material errors detected after a deliberation

§1. Material mistakes can always be corrected in favour of the student.

Material errors can only be rectified to the detriment of the student within seven calendar days after the communication of the results, except in case of a violation of the legal conditions or fraud by the student.

Procedure

- The student or lecturer who determines the material error, formally informs the chairman of the examination board.
- An error that does not affect the success of the programme nor the degree of merit is corrected by the select examination committee.

If the error that has been made can affect the success of the degree programme or the degree of merit, the chairperson convenes the board of examiners within five days following the notification of the error.

3 General arrangements

3.1 The ombuds service

Art. 78. Tasks and function of the ombuds

The ombudsperson mediates between students and between students and staff of the university of applied sciences.

In addition, the ombudsperson monitors the student's rights and can inform students about their rights and duties in the university of applied sciences.

The ombuds can

- investigate all complaints and disputes of students;
- investigate irregularities that threaten the rights of students.

The ombudspersons inform the students where and when they are available.

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

A student can use the mediation of the ombudsperson regarding any decision or problem in connection with his educational and evaluation activities. The ombudsperson examines the problem and mediates between the parties involved. The student remains anonymous for as long as necessary for the proper conduct of the mediation.

If the mediation does not lead to a result that satisfies all parties, the ombudsperson will contact the supervisor of the staff member concerned. He then takes the appropriate measures.

The ombudsperson informs the student about the possibilities of the internal and external appeal, taking into account the deadline to establish the appeal procedure.

Art. 80. Rights and obligations of the ombudsperson

The ombudsperson always has the right to attend an exam and the right to information concerning each exam.

The ombudsperson has the duty and the right to treat discreetly all information obtained while performing their duties.

Art. 81. Appointment

The ombudsperson is appointed by the programme manager before the start of the academic year. If the ombudsperson is temporarily absent, the program manager appoints another ombudsperson.

3.2 Rights and duties of the student

Art. 82. Public information

All students can view the documents that form the basis for decisions taken with regard to them. They have no right to access data relating to other students.

To this end, the student can submit an application to the programme manager. Within 20 working days after the application, the student is given access to the documents concerned. This period is suspended during the closing period of the university of applied sciences. Copies of documents are only granted with the unrecognizability of all data that does not relate to the student. Thomas More requires a fee of 1 euro administrative cost per copied page.

Because of the investment in validated exam questions, the student cannot receive a copy of exam questions in the form of multiple choice. The student can obviously view the exam questions.

Art. 83. Storage period of documents

Documents relating to decisions regarding a student are kept until 1 December of the following academic year.

Art. 84. Reasonable adjustments

Individual education and examination measures guarantee equal opportunities for students. Thanks to these reasonable adjustments, every student can participate fully in the educational and examination activities of the university of applied sciences.

A student can request individual education and examination measures if they:

- have a functional impairment;
- speak another language;
- are professional athlete or a (semi)professional cultural practitioner;
- are employed for at least half of the work considered as full-time in the sector and insofar as this student is not enrolled in a trajectory for working students;
- are a recognised caregiver
- are a recognised student entrepreneur;
- are elected as a member of the Stuent Council or holds a mandate in an administrative or representative body of the university of applied sciences.

Working students and student representatives request these individual measures from the programme manager. Students from the other groups use the registration form on the Thomas More website: <https://www.thomasmore.be/en/students-special-needs>

The programme manager decides on the allocation of the reasonable adjustments on the basis of three criteria:

- the necessity in the context of equal opportunities for the student;
- the feasibility or workload for Thomas More;
- the essential learning outcomes of the course programme.

Reasonable adjustments can only be guaranteed if they are requested four weeks before they are applied.

Decisions about assigning reasonable adjustments can be appealed to by a student as stipulated in Art. 95. .

Art. 85. Specific rights and duties

§1 The official communication between Thomas More and a student takes place via the university's e-mail address, via the electronic learning environment, via the student portal or via KU Loket. A student checks these information channels and the messages on the university's e-mail address on a daily basis.

The student cannot invoke the non-reading of e-mails, announcements, information and other communication via these channels in order to avoid any obligations/modifications.

§2. A student is not entitled to sound or image recordings of the educational activities and evaluations, unless one of the following conditions is met:

- 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.

§2. The recording can only be used for didactic purposes, for the student or for the student group of the current academic year. Commercial use is excluded. A student who uses the material without taking into account these stipulations will be subject to the sanctions of the disciplinary regulations. A student cannot oppose recordings of educational activities that the teacher uses for simultaneous broadcasting and/or publishing on learning platforms. They can be asked not to be shown personally.

§3. A student may in no case reproduce study material that was made available to them by Thomas More, unless the lecturer gave permission for this. This also applies to exam copies made available to him following the right of inspection. A student who uses the material in this sense is subject to the sanctions of the disciplinary regulations. The student is also exposed to prosecution for violations of copyright laws.

§4. Persons who falsely print Thomas More documents will be prosecuted. If it concerns a Thomas More student, the disciplinary regulations will also be applied.

Art. 86. Intellectual rights: general principles

This provision governs the rights with regard to literary works and works of art, drawings, and models, etc. that students create as part of a study programme at the university of applied sciences.

These regulations are without prejudice to the general principles of copyright and the rights of drawings and models as laid down in the applicable European and Belgian laws.

The author retains his full moral rights (paternity right, decision to disclose and right to integrity) and property rights with respect to the literary works or works of art, subject to the prerogatives and user rights that these regulations provide for the benefit of the university of applied sciences.

Art. 87. Copyright with regard to the bachelor's thesis

The student grants the university of applied sciences free of charge the unconditional permission to include the complete text and the accompanying illustrations and appendices of the bachelor's thesis or graduation assignment in the university's final works archive, and to make this database accessible to potential interested parties via the internet. The student also grants permission to the university of applied sciences free admission to the bachelor's thesis or graduation assignment and the accompanying information for derived products, such as CD-ROMs, DVDs or prints of the complete or partial thesis. In the event that third parties claim a part of the text or the entire text of this paper or the illustrations used in the bachelor's thesis or graduation assignment, the student will indemnify the university of applied sciences for this. This permission applies to the entire duration of the bachelor's thesis or graduation assignment. The student must apply for an embargo: if the bachelor's thesis or graduation assignment contains confidential information or if the company concerned wishes confidentiality.

Art. 88. Literary works and works of art, drawings and models

Thomas More receives a free user right for the duration of the intellectual rights to the work of the student for educational objectives, among which the use of the work in the context of exhibitions, shows, concerts, performances and communication about the university and the study programmes in as far as the intellectual rights have been created as part of the student's study programme.

If the student discloses work that came about during and in the context of his study at Thomas More, to third parties during an exhibition, concert, performance or in another form of presentation, then the student will always refer to Thomas More and mention the relevant training.

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

A student can use all libraries, media and learning centres of the KU Leuven Association as long as the student adheres to the local regulations.

3.3 Disciplinary regulations

Art. 90. General

By enrolling students promise to abide by these regulations and all agreements, including the baptismal charter.

The university of applied sciences expects students to behave in a dignified, courteous and respectful manner, both inside and outside the university, towards fellow students, staff and all people at the internship.

A student has the duty to use the property and movable property of Thomas More 'as a prudentman'.

A student also has the duty to follow the instructions regarding safety and the accompanying urgent measures.

Every staff member of the university of applied sciences supervises disciplinary enforcement. If students do not follow the above rules or the code of conduct, then the university can take disciplinary measures or punish them according to the provisions of this disciplinary regulation.

Art. 91. Urgent measures

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

Art. 92. Disciplinary commission

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

The disciplinary committee consists of six members:

- the director of student affairs (chairman);
- the head of the legal service of Thomas More;
- the unit manager;
- the programme manager;
- a lecturer of the relevant study programme;
- a member of the student council.

In the absence of one of the members due to force majeure, the general director appoints a replacement.

The ombudsperson is an acting member.

The disciplinary committee is convened on the initiative of the programme manager or the chairman of the disciplinary committee. The disciplinary committee will make a decision within 20 days after the notification.

Art. 93. Rights of the student

The student against whom a disciplinary sanction is considered, is entitled to:

- the announcement by the chairman of the disciplinary committee of the nature of the sanction envisaged against them and the grounds on which it is based;
- access to the complete file;
- days to prepare and present an oral and written defence.

The student can be assisted by a person of his choice at any stage of the procedure.

Art. 94. Sanctions

The possible sanctions are:

- the warning: this sanction can only be imposed once for a similar fact. A subsequent sanction will automatically be more severe;
- the denial of the right to be present at one or more educational contact moments;
- the (temporary) suspension for certain course units;
- temporary suspension and/or temporary expulsion;
- cancellation of admission to take course units in another study program or at other institutions;
- refusal to take exams
- the refusal to register;
- the definitive exclusion.

The chairman of the disciplinary committee will communicate the sanction and the reasons for it in writing.

3.4 Internal appeals procedure

Art. 95. Appeal against decisions taken with regard to a student

§1. A student who judges that a decision taken violates his rights can lodge an internal appeal.

§2. The student must initiate the internal appeal procedure within a period of seven calendar days starting on the day after the written notification of the decision.

§3. The student addresses their request by e-mail to the director of student affairs. In the subject line the student notes 'Internal appeal procedure for course programme X'. The mail itself contains the following data about the student:

- Last name and first name
- Programme, programme phase and if possible the specialization.

The student motivates the petition and also clearly describe the facts (possibly the course unit and the name of the lecturers) and their objections to the decision.

The appeals committee consists of:

- the unit manager, unless he is also chairman of the examination board. In that case, the director of study programs appoints a replacement.
- the director of student policy of Thomas More;
- the head of the legal service of Thomas More;

If the director of student affairs or the head of the legal service is absent due to force majeure, the general director appoints a replacement.

At the request of the appeals body, the appeals body will hear the student. The student can only use this right to be heard to explain objections or arguments submitted prior to the hearing. New arguments or objections raised for the first time during the hearing will not be admissible.

The internal appeal procedure leads to:

- the justified rejection of the appeal on the grounds of inadmissibility or unfoundedness.
- a new decision by the appeal instance.

The student receives a new decision or a notice of rejection within a period of twenty calendar days, starting on the day after the day on which the internal appeal has been lodged. This decision will be communicated to the student by e-

mail. For this purpose, the e-mail address given by the student when submitting the appeal is used.

The internal appeals body can inform the student in a reasoned manner within the term it has available that it will make a decision at a later date. In that case, the period for external appeal only starts the day after that date.

After exhausting this internal appeal, the student can further appeal to the Council for disputes concerning study progress decisions, in accordance with the provisions of the Codex Higher Education, codified on 11 October 2013.

4 Definitions

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

continuing programmes: courses that, according to the admission requirements in the programme guide, can directly follow each other without special admission conditions;

exam: each evaluation of the extent to which a student has acquired the competences associated with a course unit. An exam can consist of several **evaluation activities (EVA)**;

disability: a permanent or long-term function loss that is recognised according to the registration procedure used by Thomas More;

learning account: credit granted by the Flemish Community to a student, expressed in credits, can be used to follow one or more programmes or courses. See for this <https://onderwijs.vlaanderen.be/nl/leerkrediet>.

technical error:

- any composition of an individual year or study programme that does not meet the legal or regulatory requirements;
- every material act by which a wrong exam grade is passed as a result for the student;

educational activity (OLA): further subdivision of a course unit in terms of a specific coherent set of educational and learning activities, and linked to this with a number of credits; a **separately assessed educational activity** is an educational activity for which a separate mark is given when the exam results are communicated *or* for which separate evaluation activities are described in the programme guide.

programme manager: the manager who is responsible for the organisation of a specific study programme;

course unit (OPO): a delimited set of educational, learning and examination activities; each course unit contains at least one educational activity;

written notification: unambiguous communication of a request (writing), intention or decision in a way other than verbal (by letter, e-mail, fax, electronic learning platform, KULoket ...);

study efficiency: the ratio between the number of acquired and the number of actually taken credits in an academic year within the same study programme at Thomas More, expressed as a percentage. For the calculation of study efficiency, exemptions are not taken into account;

credit (study point): a unit that expresses the size of each course or course unit. A distinction is made between:

- taken credits: the credits for which you register, including those for which you are granted an exemption;
- actually taken credits: the credits for which you enrol excluding the one(s) for which you obtain an exemption;
- obtained credits: the credits for which a credit certificate has been acquired;

study progress file: the (electronic) document that provides an overview of the state of affairs regarding the study progress of an individual student at every moment of the study;

Thomas More: 'Thomas More' includes Thomas More Mechelen-Antwerp vzw and Thomas More Kempen vzw;

tolerance: the choice made by a student or the board of examiners to maintain a tolerable result. Applying a tolerance implies that the tolerable result is maintained and that the student no longer takes an exam within the diploma contract;

continuing programme: the study programme(s) that are regarded as the most logical continuing programme(s);

acquired credits: the 'acquired credits' in a programme include all obtained credits, tolerated credits and all exempted credits, including the reduction of study duration in abbreviated bachelor programmes.

sequentiality: the order in which a student may enrol for course units in function of having successfully completed one or more other course units. Four possible forms of sequentiality are distinguished:

- strict sequentiality: the student must have obtained the credit certificate or have applied at least a tolerance to be allowed to follow a continuing course unit;
- flexible sequentiality: the student must have followed the course unit in the past, without necessarily having obtained the credit certificate;
- simultaneity: the student must have previously taken the course unit or take it at the same time;
- diploma attendance: the student must have obtained the diploma or certificate of previous education prior to the programme in which the course unit is situated;

exemption: the cancellation of the obligation to take an exam on a course unit or a separately assessed educational activity on the basis of a credit certificate, study certificate or certificate of proficiency