

FACULTY EDUCATION AND EXAMINATION REGULATIONS ACADEMIC YEAR 2024–2025

FACULTY OF ENGINEERING AND ARCHITECTURE

(approved by the Faculty Council of 25 September 2024)¹

The faculty additions are added in *italics*.

GENERAL FACULTY ADDITIONS

Each student is obliged to have a laptop, starting from the first bachelor's year in Engineering Technology and from the first bachelor's year in Engineering and Engineering: Architecture.

In the Faculty of Engineering and Architecture, the following faculty regulations also apply:

- Faculty rules for traineeships that entitle to credits*
- Faculty procedures with regard to the master's dissertation*
- Doctorate and doctoral training Faculty of Engineering and Architecture*
- Faculty rules for the appointment of lecturers-in-charge and co-lecturers Faculty of Engineering and Architecture*
- Curriculum rules Faculty of Engineering and Architecture*

¹ General remark:

An English translation is available as a service to the non-Dutch speaking students and staff of Ghent University. The English translation is provided "as is". No warranty of any kind, either expressed or implied, is made as to the accuracy, correctness, or reliability of the translation. Discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in this translation, please refer to the official Dutch version that was approved by the Faculty Board.

PART II EDUCATION CODE

Section II Admission Requirements

Subsection I Diploma-based Admission Requirements

Article 5 Admission requirements for a bachelor's programme

§5. Benchmark test: admission into the Bachelor of Bioscience Engineering Technology, Bioindustrial Sciences, Biomedical Sciences, Engineering Technology, Engineering, Engineering and Architecture, Bioscience Engineering, Mathematics, Physics, and Pharmaceutical Sciences is subject to an additional admission requirement prior to enrolment, i.e. the mandatory benchmark test. If a student does not pass the benchmark test for admission into the intended programme (or a benchmark test assessing similar competencies), the student will have to partake in mandatory remedial activities, cf. Article 24§1 °4.

Participation in the benchmark test is an additional mandatory admission requirement for:

- *Enrolment in the first Bachelor's year in Engineering and Engineering: Architecture, with a degree contract;*
- *Enrolment in the first bachelor's year in Engineering Technology, with a degree contract;*
- *Enrolment via a credit contract for courses from the first Bachelor's year in Engineering and Engineering: Architecture;*
- *Enrolment via a credit contract for courses from the first bachelor's year in Engineering Technology.*

Prospective students who are holder of one of the following certificates are exempted from the compulsory participation in the benchmark test:

- *A certificate of participation in a calibration test (for the intended programme or for another programme) (obtained before 2023), or a benchmark test or a non-compulsory calibration test for another study programme in 2024;*
- *A certificate of participation in the entrance exam for the Medicine, Dentistry or Veterinary Medicine programmes;*
- *A certificate of participation in the admission test of the Royal Military Academy;*
- *A certificate of participation in the entrance exam for the engineering studies (burgerlijk ingenieur) or Veterinary Medicine at a university of the French Community in Belgium;*
- *Students who have obtained 60 credits at the time of enrolment in an academic bachelor's degree programme in Belgium;*
- *Students in exceptional individual circumstances can request an exemption from the Exemption Committee.*

Candidate students who do not meet one of the above exceptions and who have not participated in the benchmark test are referred to the faculty's curriculum committee.

Article 6 Admission requirements for a master's programme

§2. Holders of a diploma awarded by another education institution:
(...)

3° Master's programme and advanced Master's programme

Study programmes can make admission into a Master's programme conditional on the mandatory participation in a GMAT or GRE test.

The study programmes must notify the Director of Education (via onderwijs@ugent.be) at least one month prior to the start of the applications. In the event that students can only be admitted upon obtaining a specific minimum score, the study programme must include said minimum score in their communication to the Director of Education.

At FEA, the participation in a GRE test is an additional mandatory admission requirement for incoming degree students, starting from the academic year 2023-2024. The result is not binding towards being granted admission or not: applicants who do not meet the thresholds scores, may obtain a positive ranking. The FEA uses specific minimum scores and has a number of exemptions (cf. faculty's website).

Subsection II Language Access Requirements

Article 10 Language requirements

§4. Language requirements for Master's programmes:

Based on the advice issued by the competent Programme Committee, and for each Master's programme's language of instruction, the faculty lays down the [level of proficiency](#) (cf. §6) in Dutch or English is required upon enrolment. In case of an interuniversity co-operation, the agreement of which contains specific language requirements, the faculty may set these specific language requirements as an admission criterion instead of a level of proficiency.

Any amendments for the X - X+1 academic year must be submitted to the Registrar's Office at the Education Department via onderwijs@ugent.be before 1 July X-1.

In case the faculty does not set explicit language requirements for the Master's programme, the following provisions apply for Master's programmes with Dutch as the language of instruction:

for a Dutch-taught Master's programme:

- required proficiency in Dutch: Level B2.
- required proficiency in English: 0
- for an English-taught Master's programme:
 - required proficiency in Dutch: 0
 - required proficiency in English: Level B2.

The FEA has specific language requirements for the master's programmes.

Section III Enrolment

Article 24 Enrolment and study progress monitoring

4° Students who do not pass the benchmark test, take part in the mandatory remedial track as stipulated by the relevant faculty. They do so before 1 November (or before 1 April in case of enrolment in the second term). Students who have not taken part in the mandatory remedial track before 1 November (or before 1 April in case of enrolment in the second term) have to obtain a minimum of 30% of the credits in their initial set of course units. If the student does not meet said condition, they will be refused a subsequent enrolment in the same study

programme with a contract to obtain a diploma, as well as enrolment in the applicable common introductory part to various study programmes. They will also be refused enrolment with a contract to obtain credits for said course units. This provision is without prejudice to the application of §1, 3° of this Article.

Prospective students who are holder of one of the following certificates are exempted from the mandatory remedial track:

- *a certificate demonstrating participation in the mandatory remedial track of the same study programme but taken at another university;*
- *a certificate demonstrating that the student has passed a compatible test or entrance exam.*
- *Students in exceptional individual circumstances can request an exemption from the Exemption Committee.*

Article 26 Working student status

For each academic year, students can be registered as working students with the Registrar's Office of the Department of Educational Policy, via oasis.ugent.be. In doing so, they need to present a supporting document or certificate confirming that they are employed for at least 80 hours per month or at least half-time (i.e. 50% of what counts as full-time employment within their sector) or that they are self-employed and work at least 80 hours per month. They are to submit their request at the start of the academic year, unless exceptional circumstances prevent them from doing so.

Under the Faculty regulations, the Faculties specify which facilities may be awarded to students who have working student status. The Faculty may choose to do so for each individual study programme or they may make the same arrangements for the Faculty as a whole.

The Faculties inform the director of the Department of Educational Policy of any amendments to their regulations in this respect by sending an e-mail to onderwijs@ugent.be before 1 April prior to the academic year concerned.

The following facilities may be granted to students with working student status:

- *an exemption from educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organized at a different time within the same academic year for this student;*
- *one or several evaluations rescheduled to a different time in the same academic year;*
- *an alternative time slot for feedback.*

The deadlines and modalities in article 25 §9 also apply to students with working student status. Facilities are always granted in joint consultation with the lecturer-in-charge. The lecturer-in-charge can –in consultation with the faculty Director of Education or with the chair of the Study Programme Committee– refuse an allocated facility, only if it affects the essential study programme competencies or if it is practically impossible to provide the facility.

Section IV Contracts

Article 30 The student's curriculum

§4. Determining the curriculum in case of a contract to obtain a diploma

The student submits a draft curriculum via OASIS, following the relevant faculty's guidelines and deadlines. In determining the curriculum, the Curriculum Committee takes into account the following provisions:

1° students starting a Bachelor's programme must, in their initial set of course units, take up all the first-year course units in the standard study track (BA1). The Curriculum Committee may allow exceptions to students with a special status on the grounds of a disability provided that said students have been granted the facility of a "reduced curriculum", to students with a special status on the grounds of top-level sports or a "working student" status, as well as to students who have already obtained a Bachelor's diploma. The Curriculum Committee may assign these students a curriculum adapted to their needs but still as close to the programme structure as possible. In addition, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot take a negative decision before having consulted a faculty Director of Studies and a student representative on the Education Council. In the event of a student applying for a reduced second-term curriculum, the Curriculum Committee decides whether or not to approve based on the general principles for an optimal study progress.

2° students who have not yet obtained credit units in their initial set of course units, must upon a subsequent enrolment in the same study programme take up at least any remaining first-year course units in said set, so as to ensure the possibility of passing the entire initial set of course units.

The Curriculum Committee may allow exceptions to students who have been granted the facility of a "reduced curriculum", to students with a special status on the grounds of top-level sports activities or a "working student" status, as well as to students who have already obtained a Bachelor's programme. In addition, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot take a negative decision before having consulted a faculty Director of Studies and a student representative on the Education Council.

3° a personalised learning track spanning a Bachelor's programme and an ensuing Master's programme (or ensuing preparatory or academic bridging programme) is possible only if the student has obtained ECTS credits for all the first-year course units in the standard learning track of said Bachelor's programme, has been deliberated (cf. Article 67) or has been granted exemptions.

4° The Curriculum Committee ensures an order of course units as close to the standard learning track as possible, and takes into account any strict dependencies (in accordance with Article 41, 10°) in the draft curriculum, as well as its expediency and suitability.

5° With the exception of the following situations, any student has the opportunity to compose a curriculum of at least 60 ECTS credits:

- the student is not yet able to take up a personalised study track spanning a Bachelor's and an ensuing Master's programme (or ensuing preparatory or academic bridging programme) because the student has not yet obtained ECTS credits for all the first-year course units in the standard study track of the Bachelor's programme;
- there is a question of dependency (cf. Article 41, 10°);
- the Curriculum Committee has decided that the student may not take up the

Master's dissertation yet. Such a decision can only be taken by way of exceptional measure and must be substantiated.

5° bis any student who is not subjected to binding conditions upon enrolment has the right to take up a total of 72 ECTS-worth of course units within the study programme, unless prevented by a dependency.

6° from the second standard study track onwards, a student having scored at least 750/1000 for their first deliberation set of the full-time standard study track can submit a substantiated request to the Curriculum Committee to take up more than 72 ECTS credits.

7° with regard to personalised study tracks, the Curriculum Committee pursues a policy that prevents unnecessary study delay by allowing students to take up sufficiently large sets of course units, if at all feasible. In so doing, it gives students the opportunity to make up for the existing study delay as soon as possible.

8° for students enrolling in an ensuing study programme with a diploma from another education institution, the Curriculum Committee can differentiate said student's personalised study track in the ensuing study programme without changing the total study load. The Curriculum Committee does so based on how strong the content similarities are between the relevant study programmes at Ghent University and the other education institution.

9° save in exceptional circumstances, which have to be assessed by the Curriculum Committee, supernumerary course units are not allowed.

10° the total number of ECTS credits from credit certificates, exemptions and deliberated fail marks as included in the diploma supplement can only deviate from the study programme's total study load as a consequence of:

- the impact of the ECTS credits of electives taken up in the study programme. Negative deviations are not allowed.
- curricular revisions: the faculty ensures transitional measures for students in the standard study track. The Curriculum Committee has the authority to implement necessary transitional measures for students in a personalised study track;
- exchange (cf. 11°)

11° the Curriculum Committee determines the exchange course units for outgoing exchange students based on the Learning Agreement. In this process, the Curriculum Committee strives towards a set of exchange course units at the host institution to substitute a set of course units in the Ghent University curriculum instead of substituting separate course units. Substituting a set of Ghent University course units with a set of exchange course units at a host institution may lead to deviations (either positive or negative) from the total study load of the Ghent University study programme. A negative deviation thus obtained must not exceed 2 ECTS credits.

12° in the event that an outgoing exchange student has not passed an exchange course unit belonging to a set of course units by the end of the academic year, the Curriculum Committee defines which Ghent University course unit will serve as a substitute for the failed exchange course unit. Said course unit is included in the student's curriculum for the following academic year. That way the student can still acquire the programme competencies that they are lacking.

The Curriculum Committee notifies students of their curriculum before 15 November at the latest via oasis.ugent.be. In case a student has not submitted a draft curriculum before 15 November, the Curriculum Committee defines a set of course units and notifies the student

thereof before 1 December at the latest. In accordance with §6, students have the opportunity to lodge an appeal against a decision taken by the Curriculum Committee.

Students are required to submit a curriculum proposal via Oasis, in accordance with the faculty's guidelines and deadlines ('Curriculumregels').

§6. Possibility of appeal:

The student can lodge an appeal against an unfavourable decision regarding the composition of their curriculum with the appropriate appeal body as appointed by the Faculty Council. The membership of said appeal body is different from that of the Curriculum Committee, is chaired by the Dean, has professorial staff among its members who are not a member of the Curriculum Committee, and is incorporated into the additional faculty regulations together with its contact details. The student has the right to legal counsel at the hearing. In situations of legal impediment to appear at the hearing in person, the student has the right to representation by a legal counsellor, or to a written defence. The legal counsellor is to hold a written power of attorney on pain of inadmissibility of the appeal, except if they are registered with the Bar or enrolled as a trainee lawyer. The appeal is lodged by means of a signed and dated application on pain of inadmissibility addressed and sent to the Dean by registered mail. Said appeal contains at the least the identity of the student-applicant, the contested decision(s), and on pain of inadmissibility, a statement of the facts and resources. For information purposes, the student is to simultaneously send an electronic copy of the appeal to the Dean via email. The postmark of the registered mail shall serve as the date of the appeal.

The appeal must be lodged within an expiry period of seven calendar days starting on the calendar day after the student was informed of the relevant decision. The appeal body handles the appeal based on the submitted documentary evidence. However, if the appeal body deems necessary, it can set a hearing and invite anyone whose testimony it deems useful for handling the case. The appeal body can come to either of the following rulings:

- a substantiated dismissal of the appeal on the grounds of inadmissibility or on the grounds of its own lack of competence;
- an affirmation of the decision contested in the appeal;
- a revision of the decision contested in the appeal.

The appeal body's rulings are communicated to the student (as well as to the legal counsel, if applicable) within a term of twenty calendar days, starting on the day after the appeal was lodged. This is done by email as well as by registered mail. In the event that the competent faculty appeal body cannot rule on the student's application in a timely manner, this is communicated to the student and their legal counsel within the above-mentioned term of twenty calendar days, inclusive of an alternative deadline for the ruling.

The faculty's appeal body for the composition of the curriculum is composed of: Patrick De Baets (dean, ex-officio), voting members: Filip De Turck (academic secretary, ex-officio), Kurt Stockman, Jeriffa De Clercq, Bart Verschaffel and Mia Loccufier; advising member (invited to explain the file of the submitter, but not taking part in the discussion nor the decision-making process): Hennie De Schepper (director of studies, ex-officio).

Section V Programme Committee, Study Programme and Course Unit

Subsection III Course Unit

Article 40 Class periods and timetables

§3. For practical considerations and with prior permission by the Director of Education, exceptions to §1 and §2, 1° are possible for academic study programmes that have been integrated into Ghent University. Such exceptions must be requested by the faculty before the start of the academic year via onderwijs@ugent.be.

For the academic programmes that are integrated in the FEA in 2013–2014, the following departures in the class time slots apply because of practical concerns: the educational activities of the course units offered in the Engineering Technology programmes are divided into time slots comprised of 60 minutes.

PART III EXAMINATION CODE

Section I Assessment per Course Unit

Article 53 Provisions for assessments

§1 Exams (end-of-term assessments) are scheduled from 8 AM through 8.30 PM and may take up four hours at the most, unless in accordance with Article 25 additional exam time has been granted (25% additional exam time, or one extra hour at most). Exams cannot take place on Sundays and official holidays. Exams take place at the venue(s) defined by the faculty.

For incoming exchange students, an exam in the resit examination period may be organized at the home institute ('on distance'), if all the requirements and conditions of the International Relations Office are met. Taking an exam 'on distance' is considered to be a favor to the student, by no means an examiner can be obliged to allow an exam 'on distance'.

§6. Unless explicitly communicated otherwise, exams take place without any aids or tools.

If calculators are permitted in the end-of-term assessment and/or the continuous assessment, only a calculator of the type TI-30XB Multiview or the type TI-30XS is permitted, unless otherwise expressly communicated by the lecturer-in-charge.

If other calculators are permitted by the lecturer-in-charge, their memories have to be cleared beforehand, unless expressly communicated otherwise.

Section III Assessment per deliberation set

Article 66 Examination board per deliberation set: membership and power of deliberation

§1. The Faculty Council is authorised to define the membership of Examination Boards per Deliberation Set, provided that the lecturers-in-charge of all the mandatory course units are default members. The chair and secretary of the Examination Board per Deliberation Set and per Study Programme are one and the same.

The lecturers-in-charge of all the course units included in the students' deliberation sets are part of the Examination Board and are entitled to vote.

The Director of Studies and the chair of the applicable Study Programme Committee are appointed Chairman and Secretary, respectively, of all examination boards per deliberation set.

For the interuniversity programmes Master of Science in Engineering: Biomedical Engineering / Master of Science in Biomedical Engineering and European Master of Science in Photonics "the Examination Regulations for the purpose of the interuniversity master programmes for which enrolment at more than one university is possible", as specified in article 48 §5, applies.

For programmes organized in conjunction with other higher education institutions in the Flemish or French Community or from abroad (e.g. Erasmus Mundus programmes), the specific agreements between the institutions apply, as indicated in Article 48 §6.

Section IV Assessment per Study Programme

Article 70 Examination board per study programme: membership and power of deliberation

§1 The Faculty Council is authorised to define the membership of Examination Boards per Study Programme. The Faculty Council also defines the membership of Examination Boards per preparatory programme and per academic bridging programme. Said Examination Boards have the same powers as the Examination Board per Study Programme. To each Examination Board, the Faculty Council also appoints a chair and a secretary, who may or may not be one of the examiners, and who are a member of the professorial staff.

The lecturers-in-charge of all the course units included in the students' deliberation sets of the programme followed by the students form part of the Examination Board and are entitled to vote.

The Director of Studies and the chair of the applicable Study Programme Committee are Chairman and Secretary, respectively, of all examination boards per deliberation set.

For the interuniversity programmes Master of Science in Engineering: Biomedical Engineering / Master of Science in Biomedical Engineering and Master of Science in Photonics Engineering "the Examination Regulations for the purpose of the interuniversity master programmes for which enrolment at more than one university is possible", as specified in article 48 §5, applies.

For programmes organized in conjunction with other higher education institutions in the Flemish or French Community or from abroad (e.g. Erasmus Mundus programmes), the specific agreements between the institutions apply, as indicated in article 48 §6.

Article 73 Grade of merit

§1. Students who pass a Bachelor's or Master's programme successfully, are awarded a grade of merit by the Examination Board per Study Programme. The calculation of the grade of merit factors in the exam results of all the course units the student has taken up in the context of a contract to obtain a diploma for a specific study programme. This calculation factors in the weighting coefficients of course units in the study programme's standard study track, which are defined by the Faculty Council and communicated to the students at the start of the academic year. In the event of course units taken at a foreign education institution, for which by way of exception a "pass" or "fail" mark was recorded as stipulated in Article 56§1, said marks are not factored in for the calculation of the grade of merit.

The weighting factors mentioned are as follows:

- *For a bachelor's programme, the weighting factors of the course units of the first, second and third deliberation set are 0.5, 1 and 1, respectively.*
- *For a master's programme, all course units of the first and second deliberation set account for 70% of the total, the master's dissertation accounting for the remaining 30%.*
- *For master-after-master's programmes, only the weighted average (according to credits) of all course units counts.*

Section V Special Circumstances

Article 78 Fraud or irregularities

§1. Any act committed by a student in the context of a course unit - whether intentional or not - will be considered as an irregularity or a form of fraud if it endangers the objective assessment of the intended learning outcomes.

Carrying and/or using a digital or electronic tool or means of communication during an exam or other assessment will automatically be regarded as fraud, unless explicitly stated otherwise or after permission has been granted in individual exceptional circumstances.

Although Ghent University supports a responsible and ethical use of generative AI, the use of generative AI systems or other (digital) tools can be considered to be a form of fraud or an irregularity if this has previously been prohibited for (a part of) the assessment of a specific course unit, and communicated as such.

Committing plagiarism is considered to be a form of fraud. The Examination Board per study programme may for said study programme supplement or specify the basic definition of "plagiarism" as it is defined in the present code. This information is communicated to the students of said study programme. In case the lecturer-in-charge suspects a student of having committed plagiarism which is likely to affect the assessment of the assignment in question, the chair of the Examination Board per study programme is to be informed forthwith.

In addition to the basic definition of 'plagiarism', specified in the E&E Code:

Plagiarism will be considered, upon submitting papers (projects, theses, ...): copying of texts (either wholly or in part), including translations, of any source (publications, internet, books, courses, ...) without the use of quotation marks or other ways of referring to quotes and without mentioning the source. Furthermore, it also encompasses the copying, without citation, of trial results, figures, diagrams, tables and graphs.