

## CURRICULUM REGULATIONS ACADEMIC YEAR 2024-2025

In compliance with the Education and Examination Code 2024-2025 the Curriculum Committee of the faculty of Economics and Business Administration has made the following decisions concerning both standard learning tracks and personalised learning paths in academic year 2024-2025. These regulations apply to all international degree students who enrol for a programme at the faculty of Economics and Business Administration.

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## 1. DEFINITIONS

**STANDARD LEARNING TRACK YEAR:** an academic year in which all courses of a programme's standard learning track are taken. For example: the first standard learning track year of a bachelor's programme is identical to the 1<sup>st</sup> bachelor.

**PERSONALISED LEARNING PATH (PLP):** a personalised learning path implies that a student takes courses from multiple consecutive standard learning track years (e.g. courses from the preparatory programme and master programme).

**LIMITED-PLP:** a limited-plp is a specific type of personalised learning path in which the student only takes courses from one standard learning track year, but does not take all ECTS-credits (e.g. because of student athlete status, functional impairment, combination of working and studying, ...).

**EXTERNAL-PLP:** an external-plp is a specific type of personalised learning path where students have not yet obtained the degree at another institution that grants admission to the programme at Ghent University but are allowed to already enrol for courses in the master or preparatory programme at Ghent University while finishing the programme at the other institution.

**SIMULTANEITY:** Simultaneity between courses means that a certain course cannot be added to the curriculum without adding one (or several) other course(s) simultaneously.

**BINDING SEQUENTIALITY:** Binding sequentiality means that the student must have acquired a credit for one (or several) course(s) or must have an exemption or deliberation for it before the continuation course can be added to the curriculum.

**RECOMMENDED SEQUENTIALITY:** Recommended sequentiality means that the student is advised to have acquired a credit for one (or several) course(s) implying that he/she meets the required initial competences, before the continuation course is added to the curriculum.

## 2. PERSONALISED LEARNING PATHS

### 2.1 STUDENTS IN A MASTER OR PREPARATORY PROGRAMME

- Economics
- Business Economics
- Business Engineering

#### 2.1.1 REQUIREMENTS FOR A PLP

##### When can you take a PLP

- A PLP within a programme is possible as soon as the student obtained a credit or was exempted for at least one course unit.
- A PLP between a bachelor programme and the consecutive master programme is only allowed when the student has passed all course units of the first standard learning track year of the bachelor programme by obtaining the credits, being exempted or being tolerated (and, in other words, has passed the first deliberation set).
- A PLP between a bachelor programme and the consecutive linking course or preparatory programme is only allowed when the student has passed all course units of the first standard learning track year of the bachelor programme and meets all other PLP requirements.
- Students who do not completely pass the first standard learning track year are not obligated to enrol for a PLP in the next academic year. Students can choose to redo the first standard learning track year and only enrol for the courses they did not yet pass.

##### Limits of a PLP

- The faculty does not impose a minimum limit of ECTS-credits a student should be enrolled for, but advises students to add at least 27 ECTS-credits to their curriculum to avoid problems. International degree students are advised to check with the authorities if they apply a minimum limit regarding residence permits, visa, ...
- The maximum number of credits depends on the student's situation:
  - Students who can graduate in the master programme are allowed to enrol for a PLP with a maximum of 80 credits
  - Students who cannot graduate in the master programme are allowed to enrol for a PLP with a maximum of 72 credits
    - Exception: a student with a binding condition after the first enrolment for the bachelor programme (as a consequence of less than 50% study progress), is only allowed to enrol for a PLP with a maximum of 60 credits
- Deviations to the above mentioned maximum number of credits can only be allowed in case of exceptional circumstances. The Curriculum Committee will evaluate all applications for deviations based on the motivation and the student's recent study progress (more information in point 4 – submitting a curriculum).

For example, if you are enrolled for the preparatory programme in Business Engineering and in the 1<sup>st</sup> year of the master's programme Business Engineering, you can only enrol for 72 ECTS because you cannot yet graduate. If you are enrolled in the 1<sup>st</sup> and 2<sup>nd</sup> year of the master's programme in Business Engineering, you can take up to 80 ECTS because you could graduate.

## **PLP formation**

- When forming a PLP a student must first take all courses from the lowest standard learning track year before adding courses from higher standard learning track years (e.g. students first have to enrol for all courses from the preparatory programme and can then add courses from the master programme).
- When forming a PLP a student must take into account the requirements with regards to sequentiality and simultaneity as described in point 2.1.4 of these regulations.

## **2.1.2 REQUIREMENTS FOR A LIMITED-PLP**

### **When can you take a LIMITED-PLP**

A student is allowed to enrol in a LIMITED-PLP without having to provide a specific reason for it.

One exception applies: students who enrol for the first standard learning track year of the bachelor programme, are required to enrol for all 60 ECTS-credits. The Curriculum Committee can allow exceptions for students who:

- Have a special status for a disability (and have been granted the facility to enrol for a small curriculum)
- Have a special status for top-level sport
- Have a special status as working student
- Have already obtained a bachelor degree
- Are changing to a different programme after the first semester

### **Limits of a LIMITED-PLP**

The faculty does not impose a minimum limit, but advises students to add at least 27 ECTS-credits to their curriculum to avoid problems. International degree students are advised to check with the authorities if they apply a minimum limit regarding residence permits, visa,...

## **PLP formation**

When forming a LIMITED-PLP a student must take into account the requirements with regards to sequentiality and simultaneity as described in point 2.1.4 of these regulations.

## **2.1.3 REQUIREMENTS FOR AN EXTERNAL-PLP**

### **When can you take an EXTERNAL-PLP**

Students who are still following a programme at another institution but wish to follow a linking course, preparatory programme or master programme at the faculty of Economics and Business Administration before graduating at the other institution, can ask the Curriculum Committee to start with a programme at the faculty anyway.

The Curriculum Committee will only evaluate applications of students who can actually graduate in the programme at the other institution that grants admission to a programme at the faculty of Economics and Business Administration.

### **Limits of an EXTERNAL-PLP**

The Curriculum Committee will decide whether a student is allowed to follow an EXTERNAL-PLP and how many credits that student is allowed to follow.

## **PLP formation**

- When forming an EXTERNAL-PLP a student must first take all courses from the lowest standard learning track year before adding courses from the higher standard learning track years (e.g. students first have to enrol for all courses from the programme at the other institution and then add courses from the preparatory or master programme).

- When forming an EXTERNAL-PLP a student must take into account the requirements with regards to sequentiality and simultaneity as described in point 2.1.4 of these regulations.

## 2.1.4 SEQUENTIALITY AND SIMULTANEITY

### **Sequentiality**

There is no binding sequentiality within the programmes at our faculty.

However, the Curriculum Committee would like to warn students that recommended sequentiality does apply to certain courses, which means that there are initial competences the student should have acquired before taking a certain course. Therefore, the student should consult the course specifications in the [Study Guide](#) when forming a PLP, to check whether a course has certain initial competencies (and thus entails recommended sequentiality).

### **Simultaneity**

Simultaneity does apply to certain courses. An overview of the simultaneity can be found below:

#### Business Economics

- Accounting in Practice: It is not possible to add "Accounting in Practice" to the curriculum prior to other courses from the preparatory programme and master's programme (except for the master's dissertation and the elective course).
- Marketing in Practice: It is not possible to add "Marketing in Practice" to the curriculum prior to other courses from the preparatory programme and master's programme (except for the master's dissertation and the elective course).
- Corporate Finance in Practice: It is not possible to add "Corporate Finance in Practice" to the curriculum prior to other courses from the preparatory programme and master's programme (except for the master's dissertation and the elective course).
- Master's dissertation: It is not possible to add the master's dissertation to the curriculum prior to other courses from the preparatory programme and master's programme: in other words, the master's dissertation always concludes the master's programme.

#### Business Engineering

- Master's dissertation: It is not possible to add the master's dissertation to the curriculum prior to other courses from the preparatory course and master's programme: in other words, the master's dissertation always concludes the master's programme.

#### Economics

- Master's dissertation: It is not possible to add the master's dissertation to the curriculum prior to other courses from the preparatory course and master's programme: in other words, the master's dissertation always concludes the master's programme.

## 2.2 STUDENTS IN AN ADVANCED MASTER'S PROGRAMME

- **Banking and Finance**
- **Data Science for Business**

Students who apply for a PLP containing courses from both a master's and an advanced master's programme must meet the requirements for a PLP and must also be able to present the Curriculum Committee with written permission from the programme department of the advanced master's programme.

### 3. ELECTIVE COURSES

Students have to enrol for elective courses in some of the programmes.

The regulations with regards to elective courses are stipulated in article 42 of Ghent University's Education and Examination Code.

#### 3.1 NUMBER OF CREDITS

The number of credits in elective courses that are allowed per programme, can be consulted in Ghent University's Study Guide. Students have to enrol at least for the number of credits that is mentioned in the study guide for that specific study programme.

Students are allowed to exceed that minimum number of credits, on the condition that they do not exceed this supernumerarily. This means that students are not allowed to enrol for an elective course that is entirely on top of the normal number of credits of that study programme. Or, in other words, students would obtain the minimum required number of credits to graduate without that elective course (180 ECTS-credits for a bachelor programme, 60 ECTS-credits for a one year master programme, 120 ECTS-credits for a two year master programme).

#### 3.2 DEVIATION OF THE ELECTIVE COURSE

In exceptional circumstances (for example with regards to a thesis or internship) and on the condition of a very good motivation, students can apply to enrol for an elective course that is not on the list of elective courses. In order to apply for a deviation of an elective course, students have to complete the form 'deviation elective course' which can be found on the faculty's webpage.

#### 3.3 REPLACING A FAILED ELECTIVE COURSE

It is not allowed to replace a failed elective course with another elective course within the same academic year. It is, however, allowed to replace a failed elective course with another elective course in the next academic year.

### 4. SUBMITTING A CURRICULUM

#### 4.1 DEADLINES

The deadline for curriculum submission in academic year 2024-2025 is Monday September 30<sup>th</sup>, 2024.

Students who were allowed to enrol late for a programme (enrolment between October 1<sup>st</sup> 2024 up to and including February 28<sup>th</sup> 2025), have to submit their curriculum within 48 hours. The Curriculum Committee can prohibit the student from enrolling for certain course units in case of a late enrolment.

In case of a late enrolment, it is the student's responsibility to assess if it is still possible to pass a course. The student can check the course specifications to find out if the course has continuous assessment or not. A course with continuous assessment implies that grades can be earned throughout the semester. A student who enrolls late (after the deadline for submitting the curriculum) and who wants to enrol for a course with continuous assessment for earning (a part of the) grades, should contact the professor concerned to verify if it is still possible to pass this course (for example, to check if it is still possible to join a group in case of group assignments or to check if certain deadlines to submit tasks haven't already passed).

## 4.2 PROCEDURE

Before students begin the application process for their PLP they must thoroughly read all information on the faculty website ([www.ugent.be/eb/en](http://www.ugent.be/eb/en)) in the menu 'programme information'.

Students must officially apply for their PLP at the Curriculum Committee via OASIS (<http://oasis.ugent.be>):

- Step 1: enrol for the programme(s).
- Step 2: click on 'edit curriculum EB' and then on 'edit curriculum for the current year', edit your curriculum and submit for approval.

Students will notice the approval of their curriculum in OASIS when the status of their curriculum has been changed from 'proposal' to 'approved'. This can take a few weeks, at the latest up to November 14. Students whose curriculum poses problems will be notified as soon as possible through their Ghent University e-mail address. The reason of disapproving the curriculum will be mentioned in this email.

## 4.3 DEVIATIONS

- Deviations from these curriculum regulations can only be allowed for by the Curriculum Committee under exceptional circumstances. The Curriculum Committee will make a decision and inform the student as soon as possible. The student will be notified through the Ghent University e-mail address.
- Students who wish to apply for a deviation from the curriculum regulations, have to send a motivation to [degree.eb@ugent.be](mailto:degree.eb@ugent.be) using their Ghent University e-mail address, taking into account the deadlines to submit a curriculum (as mentioned in 4.1 of these regulations).
- In case of a deviation from the elective course list, students have to use the form 'deviation elective course' which can be found on the faculty website.
- In case of other deviations from the curriculum regulations, students have to send an email mentioning the following information:
  - student's name
  - student number
  - programme
  - curriculum proposal
  - mention of the requested deviation from the PLP regulations (e.g. extent of EXTERNAL-PLP limit, deviation from simultaneity requirement, extent of COMBI-PLP limit)
  - substantiation (reasons why you are applying for a deviation, motivation why you think the exception is feasible).
- If the PLP has been rejected, it is possible to submit a new application.
- Students can appeal the Curriculum Committee's decision according to the procedure and before the deadline described in article 30 §6 of the Education and Examination Code 2024-2025. The appeal will be delivered to the chair of the faculty appeals body: Prof Dr Paul Gemmel (dean's office – Tweekerkenstraat 2, 9000 Ghent).
- It is not possible to circumvent a PLP rejection (because of simultaneity, PLP size, ...) by enrolling with a credit contract. The Curriculum Committee is also authorised to approve credit contracts and will not grant permission to take a course in credit contract if this means a circumvention of PLP regulations.

## 5. CHANGES IN AN APPROVED CURRICULUM

An approved PLP application can be changed in conformity with the regulations listed in article 30 §5 of the Education and Examination Code 2024-2025.

In case students change their curriculum after the start of the semester, it is their responsibility to verify if it is still possible to pass a certain course, for example when they enrol only in week 3 of the semester.

Students should consult the course specifications to verify if a course has continuous assessment or not because continuous assessment implies that grades will be earned throughout the semester. Students who enrol late (after the deadline to submit the curriculum) for a course that has continuous assessment to earn (a part of the) grades, have to contact the professor concerned to verify if it is still possible to pass this course (for example to check if it is still possible to be assigned to a group in case of group assignments or if deadlines to submit tasks haven't already passed).

Students should always take into account that strict deadlines are applicable to curriculum changes:

#### Changes regarding 1st semester courses

Students have to request changes to the curriculum before **November 14, 2024** with the programme coordinator via [degree.eb@ugent.be](mailto:degree.eb@ugent.be)

Exception: students who are enrolled for the Master in Business Economics or for another programme with an elective course from the Master in Business Economics, cannot subscribe or withdraw after **September 30<sup>th</sup>, 2024** for courses from the first block in the first semester:

- Research Methods in Accounting
- Research Methods in Corporate Finance
- Market Research Methods
- Strategic Management (version Master Business Economics + Master Business Engineering)

#### Changes regarding 2nd semester courses

Students have to request changes to the curriculum before **February 28, 2025** with the programme coordinator via [degree.eb@ugent.be](mailto:degree.eb@ugent.be)

Exception: students who are enrolled for the Master in Business Economics or for another programme with an elective course from the Master in Business Economics, cannot subscribe or withdraw after **February 16, 2025** for the following courses:

- Business Marketing
- Consolidation
- Digital Marketing
- Advanced Corporate Finance
- Management Accounting and Control
- Social Media and Web Analytics
- Advanced Asset Allocation

The Curriculum Committee reserves the right to express itself on additional requirements at a later date.

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Chair of the Curriculum Committee