

Faculty academic calendar 2018-2019

1. Faculty Board

<u>Date</u>	<u>Hour</u>	<u>Deadline for submitting agenda items</u>
Wednesday October 17 th 2018*	14h00	Tuesday October 9 th 2018
Wednesday November 14 th 2018	14h00	Tuesday November 6 th 2018
Wednesday December 12 th 2018	14h00	Tuesday December 4 th 2018
Wednesday January 23 rd 2019	14h00	Tuesday January 15 th 2019
Wednesday February 20 th 2019	14h00	Tuesday February 12 th 2019
Wednesday March 20 th 2019	14h00	Tuesday March 12 th 2019
Wednesday April 24 th 2019	14h00	Tuesday April 16 th 2019
Wednesday May 15 th 2019	14h00	Tuesday May 7 th 2019
Wednesday June 12 th 2019	14h00	Tuesday June 4 th 2019
Wednesday August 21 st 2019	14h00	Tuesday August 13 th 2019
Wednesday September 18 th 2019	14h00	Tuesday September 10 th 2019

*After the Faculty Board of October 17th there will be a reception to welcome all new professorial staff

2. Study Programme Committee

Deadlines for all Study Programme Committees

22 – 26 October 2018	Prepare the programme changes
12 – 16 November 2018	Approve the programme changes and transitional measures
4 – 8 February 2019	Appoint professors
6 – 10 May 2019	Approve the course specifications

3. Educational Quality Control Unit

<u>Date</u>	<u>Hour</u>
Wednesday September 26 th 2018	13h30
Wednesday November 28 th 2018	13h30
Wednesday February 27 th 2019	13h30
Wednesday June 5 th 2019	13h30

4. Registration examination results

The deadlines to register the examination results:

<u>Day</u>	<u>Hour</u>	<u>Examination period</u>
Friday February 8 th 2019	12h00	First semester examination period
Friday June 28 th 2019	17h00	Second semester examination period
Friday September 6 th 2019	17h00	Resit examination period

5. Deliberation

The Examination Boards deliberate either in person or electronically (Education and Examination Code 2018-2019, article 62 §1). The chair and secretary always check the deliberation lists for any material errors or anomalies, and they shall make these available to the members of the Examination Board in electronic format at the latest the day before the dates mentioned below. The Examination Board per deliberation set and the Examination Board per study programme may be convened by a simple request from a member or an ombudsperson (Education and Examination Code 2019-2020, article 62 §3). This request can be done via telephone or email, direct to the chair.

In case of deliberations in person, these shall be organised on the dates mentioned below. The chair will communicate to all members and send an invitation via email, mentioning the date and hour.

All members of the Examination Boards are therefore requested to be available on the following dates, in case a deliberation in person is requested.

Day	Hour	Examination period
Thursday February 14 th 2019*	8 – 10h	First semester examination period
Thursday July 4 th 2019	8h – 10h	Second semester examination period
Thursday September 12 th 2019	8h – 10h	Resit examination period

*only for students who have taken all exams in their programme and can graduate

Deliberation in person, convened at the request of a member of the Examination Board or at the request of the ombudsperson.

Deliberation about passing the following study programmes:

- Linking courses and preparatory programmes
- Postgraduate studies: arts and culture management, social profit and public management

Deliberation about passing the following study programmes and determining the grade of merit:

- Bachelor: economics, business economics, business engineering, business administration, public administration and management
- Master: economics, business economics, business engineering, business administration, public administration and management
- Master in complementary studies: economics, business economics
- Subsequent Master: banking and finance, marketing analysis

6. Announcement examination results

The results will be announced for all students individually with a transcript of records via Oasis.

The results will be announced for students who can graduate in one of the following study programmes:

- Bachelor
- Master
- Postgraduate studies
- Linking course
- Preparatory programme

The degree ceremonies for students obtaining a master's degree or postgraduate certificate, will be organised after the resit examination period (see '7 degree ceremony').

<u>Day</u>	<u>Hour</u>	<u>Examination period</u>
Friday February 8 th 2019*	13h30	First semester examination period
Thursday February 14 th 2019	13h30	First semester examination period
Thursday July 4 th 2019	13h30	Second semester examination period
Thursday September 12 th 2019	13h30	Resit examination period

*Announcement of the results provided individually with a transcript of records via Oasis, for all students except those who can graduate

7. Degree ceremony

The degree ceremony is organised for all students who graduated in a master's programme or postgraduate study in academic year 2018-2019, whether they graduated in the first semester examination period, the second semester examination period or the resit examination period.

<u>Day</u>	<u>Hour</u>	<u>Place</u>
Thursday September 26 th 2019	to be announced	UFO
Friday September 27 th 2019	to be announced	UFO
Saturday September 28 th 2019	to be announced	UFO

The complete programme for the degree ceremonies will be announced later.

Note:

- The official graduation date for master students who passed the study programme in the first examination period is February 14th 2019
- The official graduation date for master students who passed the study programme in the second examination period is July 4th 2019
- The official graduation date for master students who passed the study programme in the resit examination period is September 12th 2019

8. Examination periods

First semester examination period

Monday January 7th 2019 – Saturday February 2nd 2019

Second semester examination period

Friday May 24th 2019 – Saturday July 6th 2019

(including deliberations and feedback, exams will be organised until June 29th, feedback will be organised on July 4th 5th and 6th)

Resit examination period

Monday August 19th 2019 – Saturday September 14th 2019

(including deliberations and feedback, exams will be organised until September 7th, feedback will be organised on September 12th 13th and 14th)

9. Feedback

The lecturer in question will communicate the moment of feedback (date and hour) via Minerva.

First semester examination period

February 11th 2019 until February 22nd 2019

Second semester examination period

July 4th 2019 until July 6th 2019

Resit examination period

September 13th 2019 until September 21st 2019

All examination periods

September 16th 2019 until September 21st 2019

10. Master's dissertation

Interim reporting and feedback

- Master public administration and management, economics, business administration, business economics: Friday March 29th 2019
- Master complementary studies economics, business economics: Friday March 29th 2019
- Master business engineering first year: Friday May 10th 2019
- Personal learning path of one and a half year
 - Students who will submit in 2019-2020: in agreement with the promotor
 - Students who will submit in 2020-2021: Thursday October 31st 2019

First semester examination period

- Written report submission: before Tuesday January 8th 2019 at 16h00
- Presentation and oral defence: Monday January 28th 2019 until Saturday February 2nd 2019

Applicable for students who only have to pass their master's dissertation, whether or not with first semester courses.

Second semester examination period

- Written report submission: before Tuesday June 4th 2019 at 16h00
- Presentation and oral defence: Monday June 24th 2019 until Saturday June 29th 2019

Resit examination period

- Written report submission: before August 13th 2019 at 16h00
- Presentation and oral defence: Monday September 2nd 2019 until Saturday September 7th 2019

11. Registration master's dissertation subject

Students starting with the one year master's programmes public administration and management, economics, business administration, business economics, complementary studies in economics, complementary studies in business economics

- Apply for a subject in SharePoint: Thursday October 25th 2018
- Apply for the dissertation defence in SharePoint: Tuesday April 23rd 2019

Students starting with the two year master's programme business engineering

- Apply for a subject in SharePoint: Thursday October 25th 2018

Students graduating in the two year master's programme business engineering (and submitting in 2018-2019)

- Apply for the dissertation defence in SharePoint: Tuesday April 23rd 2019

Students starting with the personal learning path of one and a half year (and submitting in 2019-2020)

- Apply for a subject in SharePoint: Thursday October 25th 2018

Students who have to pass the master's dissertation and can graduate after the first semester examination period

- Apply for the dissertation defence in SharePoint: Tuesday December 4th 2018

12. Academic year 2018-2019

September 20 th and 21 st 2018	Welcome Days
September 24 th 2018	Ceremonial opening
September 23 rd 2018	Start of the academic year 2018-2019
September 24 th – December 15 th 2018	12 weeks of first-term educational activities
September 27 th 2018	Degree ceremony
September 28 th 2018	Degree ceremony
September 29 th 2018	Degree ceremony
November 1 st 2018	All Saints
November 2 nd 2018	All Souls
November 11 th 2018	Armistice
November 15 th 2018 – November 16 th 2019	Royal Day
December 17 th 2018 – December 22 nd 2018	1 week of catch-up activities
December 24 th 2018 – January 5 th 2019	2 weeks of Christmas recess
December 24 th 2018 – January 1 st 2019	Christmas holidays
January 7 th 2019 – February 2 nd 2019	4 weeks of examination period
February 4 th 2019 – February 9 th 2019	Inter-term recess
February 11 th 2019 – April 6 th 2019	8 weeks of second-term educational activities
March 22 nd 2019	Dies Natalis
April 8 th 2019 – April 22 nd 2019	2 weeks of Easter recess
April 23 rd 2019 – May 18 th 2019	4 weeks of second-term educational activities
April 27 th 2019	Info sessions
May 1 st 2019	Labour Day
May 20 th 2019	1 day of catch-up activities
May 21 st 2019 – May 23 rd 2019	Preparation time for the examination period
May 27 th 2019 – July 6 th 2019	6 weeks of examination period
May 30 th 2019 – May 31 st 2019	Ascension
June 10 th 2019	Whit Monday
July 8 th 2019 – August 17 th 2019	6 weeks of summer recess
July 11 th 2019	Flemish National Day
July 22 nd 2019 – July 26 th 2019	Summer recess
August 15 th 2019 – August 16 th 2019	Assumption
August 19 th 2019 – September 14 th 2019	4 weeks resit examination period
September 16 th 2019 – September 21 st 2019	1 week of feedback for all examination periods
September 19 th and 20 th 2019	Welcome Days
September 23 rd 2019	Start of the academic year 2019-2020
September 26 th 27 th and 28 th 2019	Degree ceremony