

Faculty academic calendar 2019-2020

1. Faculty Board

Date	Hour	Deadline for submitting agenda items
Wednesday October 16 th 2019*	14h00	Tuesday October 8 th 2019
Wednesday November 13 th 2019	14h00	Tuesday November 5 th 2019
Wednesday December 11 th 2019	14h00	Tuesday December 3 rd 2019
Wednesday January 15 th 2020	14h00	Tuesday January 7 th 2020
Wednesday February 12 th 2020	14h00	Tuesday February 4 th 2020
Wednesday Marc 18 th 2020	14h00	Tuesday March 10 th 2020
Wednesday April 22 nd 2020	14h00	Tuesday April 14 th 2020
Wednesday May 13 th 2020	14h00	Tuesday May 5 th 2020
Wednesday June 17 th 2020	14h00	Tuesday June 9 th 2020
Wednesday August 26 th 2020	14h00	Tuesday August 18 th 2020
Wednesday September 16 th 2020	14h00	Tuesday September 8 th 2020

*After the Faculty Board of October 16th there will be a reception to welcome all new professorial staff

2. Study Programme Committee

Deadlines for all Study Programme Committees

21 – 25 October 2019	Prepare the programme changes
18 – 22 November 2019	Approve the programme changes and transitional measures
27 – 31 January 2020	Appoint professors
27 – 30 April 2020	Approve the course specifications

3. Educational Quality Control Unit

Date	Hour
Wednesday September 25 th 2019	13h30
Wednesday November 27 th 2019	13h30
Wednesday February 26 th 2020	13h30
Wednesday June 10 th 2020	13h30

4. Registration examination results

The deadlines to register the examination results:

Day	Hour	Examination period
Friday February 8 th 2020	12h00	First semester examination period
Friday June 26 th 2020	17h00	Second semester examination period
Friday September 4 th 2020	17h00	Resit examination period

5. Deliberation

The Examination Boards deliberate either in person or electronically (Education and Examination Code 2019-2020, 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 13 th 2020*	8 – 10h	First semester examination period
Thursday July 2 nd 2020	8h – 10h	Second semester examination period
Thursday September 10 th 2020	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 7 th 2020*	13h30	First semester examination period
Thursday February 13 th 2020	13h30	First semester examination period
Thursday July 2 nd 2020	13h30	Second semester examination period
Thursday September 10 th 2020	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 2019-2020, 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 24 th 2020	to be announced	UFO
Friday September 25 th 2020	to be announced	UFO
Saturday September 26 th 2020	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 13th 2020
- The official graduation date for master students who passed the study programme in the second examination period is July 2nd 2020
- The official graduation date for master students who passed the study programme in the resit examination period is September 10th 2020

8. Examination periods

First semester examination period

Monday January 6th 2020 – Saturday February 1st 2020

Second semester examination period

Monday May 25th 2020 – Saturday July 4th 2020

(including deliberations and feedback, exams will be organised until June 27th, feedback will be organised on July 2nd 3rd and 4th)

Resit examination period

Monday August 17th 2020 – Saturday September 12th 2020

(including deliberations and feedback, exams will be organised until September 5th, feedback will be organised on September 10th 11th and 12th)

9. Feedback

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

First semester examination period

February 10th 2020 until February 21st 2020

Second semester examination period

July 2nd 2020 until July 4th 2020

Resit examination period

September 10th 2020 until September 14th 2020

All examination periods

September 14th 2020 until September 19th 2020

10. Master's dissertation

Interim reporting and feedback

- Master public administration and management, economics, business administration, business economics: Friday March 31st 2020
- Master complementary studies economics, business economics: Friday March 31st 2020
- Master business engineering first year: Friday May 8th 2020
- 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: Friday October 30th 2020

First semester examination period

- Written report submission: before Tuesday January 7th 2020 at 16h00
- Presentation and oral defence: Monday January 27th 2020 until Saturday February 1st 2020

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 2nd 2020 at 16h00
- Presentation and oral defence: Monday June 22nd 2020 until Saturday June 27th 2020

Resit examination period

- Written report submission: before August 11th 2020 at 16h00
- Presentation and oral defence: Monday August 31st 2020 until Saturday September 5th 2020

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: Friday October 25th 2019
- Apply for the dissertation defence in SharePoint: Tuesday April 21st 2020

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

- Apply for a subject in SharePoint: Friday October 25th 2019

Students graduating in the two year master's programme business engineering (and submitting in 2019-2020)

- Apply for the dissertation defence in SharePoint: Tuesday April 21st 2020

Students starting with the personal learning path of one and a half year (and submitting in 2020-2021)

- Apply for a subject in SharePoint: Friday October 25th 2019

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 3rd 2019

12. Academic year 2019-2020

September 19 th and 20 th 2019	Welcome Days
September 20 th 2019	Ceremonial opening
September 23 rd 2019	Start of the academic year 2019-2020
September 23 rd 2019 – December 14 th 2019	12 weeks of first-term educational activities
September 26 th 2019	Degree ceremony
September 27 th 2019	Degree ceremony
September 28 th 2019	Degree ceremony
November 1 st 2019	All Saints
November 2 nd 2019	All Souls
November 11 th 2019	Armistice
November 15 th 2019	Royal Day
December 16 th – December 21 st 2019	1 week of catch-up activities
December 23 rd 2019 – January 4 th 2020	2 weeks of Christmas recess
December 25 th 2019 – January 1 st 2020	Christmas holidays
January 6 th 2020 – February 1 st 2020	4 weeks of examination period
February 3 rd 2020 – February 8 th 2020	Inter-term recess
February 10 th 2020 – April 4 th 2020	8 weeks of second-term educational activities
March 20 th 2020	Dies Natalis
April 6 th 2020 – April 18 th 2020	2 weeks of Easter recess
April 20 th 2020 – May 16 th 2020	4 weeks of second-term educational activities
May 1 st 2020	Labour Day
May 6 th 2020	Sarton medal prof. dr. Youssef Cassis
May 18 th 2020 – May 23 rd 2020	1 week of catch-up activities
May 21 st 2020 – May 22 nd 2020	Ascension
May 25 th 2020 – July 4 th 2020	6 weeks of examination period
June 1 st 2020	Whit Monday
July 6 th 2020 – August 15 th 2020	6 weeks of summer recess
July 11 th 2020	Celebration Flemish Community
July 20 th 2020 – July 24 th 2020	Summer recess
August 15 th 2020	Mary Assumption
August 17 th 2020 – September 12 th 2020	4 weeks of resit examination period
September 14 th – September 19 th 2020	1 week of feedback on all examination periods
September 16 th , 17 th and 18 th 2020	Welcome Days
September 24 th , 25 th and 26 th 2020	Degree ceremonies