

# GHENT UNIVERSITY GLOBAL CAMPUS KOREA EDUCATION AND EXAMINATION CODE

## 2024-2025 ACADEMIC YEAR

The study guide of Ghent University Global Campus is available for consultation at [studiekiezer.uqent.be](https://studiekiezer.uqent.be).

This English version of the Education and Examination Code serves as the official version for use at Ghent University Global Campus, Korea as adopted by Ghent University's Board of Governors on 28 June 2024. However, in areas which lie outside the scope of this English GUGC version, the [official Dutch version](#) that was adopted by the Board of Governors on 31 May 2024, may be used to clarify and provide guidance on any remaining issues as far as those issues are governed by the areas outlined in the official Dutch version of the Ghent University Education and Examination Code.

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# PREAMBLE

## SCOPE

§1. The present Education and Examination Code is intended as a minimal framework for the education and assessments at Ghent University Global Campus (GUGC) in Songdo, Korea and may be complemented with specific provisions by the Campus Council.

Deviations from the Education and Examination Code can only be granted by the Board of Governors of Ghent University in response to a substantiated request from the Campus Council. The Board of Governors of Ghent University expressly determines the period of validity of the granted deviations.

The Education and Examination Code, the Campus Council's supplements thereto, and any deviations approved by the Board of Governors of Ghent University must be communicated to students in electronic format.

§2. On the date of adoption of the 2024-2025 Education and Examination Code by the Ghent University Board of Governors, said education and examination regulations at GUGC are – in addition to the aforementioned Code – also governed by:

- the 2024-2025 [online study guide](#);
- the [Policy for correct usage of the UGent ICT infrastructure](#), adopted by the Executive Board of 19 May 2017;
- Ghent University's Code of Conduct for Education Data, adopted by the Executive Board on 9 March 2021;
- the Regulations concerning the [Appointment of Lecturers and Co-lecturers](#), and their Temporary Substitutes to Course Units, as adopted by the Board of Governors on 24 May 2013 (see Part XI of the UGent Education and Examination Code ([ugent.be/oer](http://ugent.be/oer)));
- the Regulations concerning the Commercialisation of Research at Ghent University ("[Valorisatiereglement](#)", as adopted by the Executive Board on 18 November 2016;
- the [Disciplinary Regulations for Students](#), as adopted by the Board of Governors on 7 May 2021;
- the [General Research and Collaboration Regulations](#), as adopted by the Ghent University Association's Board of Governors on 18 December 2020;
- the [Generic Code of Conduct for Processing Personal Data and Confidential Information](#), as adopted by the Executive Board on 18 May 2018;
- [Ghent University's policy on transgressive behaviour](#), as adopted by the Executive Board on 28 September 2018;
- the [Non-Discrimination Declaration](#), as adopted by the Board of Governors on 27 May 2011.
- the GUGC Leave of Absence Policy, as adopted by the GUGC Board of Directors on 9 November 2021.

§3. The Education and Examination Code is subordinate to the Higher Education Code of 11 October 2013, laid down by law on 20 December 2013 (Codex Higher Education), and to the following laws and resolutions adopted by the Flemish Parliament and the Flemish Government:

- the [special decree pertaining to Ghent University and the University Centre Antwerp](#), adopted on 26 June 1991;
- the [resolution of the Flemish Government laying down the list of Bachelor's and Master's programmes per higher education institution in Flanders](#), adopted on 30 March 2018;
- the [resolution of the Flemish Government establishing the form of higher education diplomas and the content of the diploma supplement awarded by higher education institutions in Flanders](#), adopted on 12 December 2014.

§4. The Education and Examination Code takes into account the recommendations on student mobility as defined in the [2015 ECTS User's Guide](#) of the European Commission, approved by the European Ministers for Education at the Yerevan conference in May 2015.

§5. The Education and Examination Code is complemented by the Campus' rules and regulations.

§6. By applying for (re-)enrolment, students endorse the stipulations laid down in the present Education and Examination Code.

## **ACRONYMS AND ABBREVIATIONS**

EDUCATION QUALITY CONTROL UNIT (EQCU)

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

GHENT UNIVERSITY (UGENT)

GHENT UNIVERSITY GLOBAL CAMPUS (GUGC)

ELECTRONIC LEARNING ENVIRONMENT (ELE)

## **ACRONYMS AND ABBREVIATIONS (USED IN DUTCH)**

ASSISTANT ACADEMIC STAFF - ASSISTEREND ACADEMISCH PERSONEEL (AAP)

BACHELOR'S PROGRAMMA - BACHELOR (BA)

CoP - COMMISSIE PROGRAMMA'S – INSTITUTIONAL PROGRAMMES COMMITTEE

ELECTRONIC LEARNING ENVIRONMENT (ELE) - ELEKTRONISCHE LEEROMGEVING (ELO)

OTHER ACADEMIC STAFF - OVERIG ACADEMISCH PERSONEEL (OAP)

PERSONALISED STUDY TRACK – GEÏNDIVIDUALISEERD TRAJECT (GIT)

PREVIOUSLY ACQUIRED COMPETENCIES – EERDER VERWORVEN COMPETENTIES (EVC)

PREVIOUSLY ACQUIRED QUALIFICATIONS – EERDER VERWORVEN KWALIFICATIES (EVK)

PROFESSORIAL STAFF – ZELFSTANDIG ACADEMISCH PERSONEEL (ZAP)

STANDARD STUDY TRACK – MODELTRAJECT (MOT)

## LIST OF DEFINITIONS

### A

#### ACADEMIC AND STUDENT AFFAIRS

The Department of Academic and Student Affairs is a central contact within GUGC offering support to students over a wide range of study and study track-related issues. It consists of a faculty and student administration unit (for any administration concerning the enrolment and curriculum), a study counselling unit (for study track-related issues), and a student support unit (contact point for leave of absence, housing, student clubs, other affairs related to student's life on campus).

#### ADMISSIONS AND PR

The Department of Admissions and PR serves as a contact point for students with regards to admissions.

#### ASSESSMENT

An assessment of the extent to which a student has acquired the course unit-specific competencies based on their studies.

#### ASSESSMENT MOMENT

Specification of the period during which students can be assessed for a particular course unit. See also end-of-term-assessment and continuous assessment.

### B

#### BACHELOR'S PROGRAMME

A study programme in higher education which follows secondary education and contains 180 ECTS credits and, at GUGC, contains 240 ECTS credits.

#### BINDING CONDITIONS

Measure for study progress monitoring that can be imposed on students. In the event that a student does not obtain a sufficient study success rate, binding conditions are imposed (in accordance with Article 18).

### C

#### CATCH-UP ACTIVITIES

Education activities that could not take place during the prescribed period of time.

#### CATCH-UP WEEK

A week in the academic calendar during which catch-up activities may be held.

#### CO-LECTURER

Lecturer appointed by the Campus Council to a specific course unit but who does not carry final responsibility for said course unit.

#### CONTINUOUS ASSESSMENT

(Usually several) assessment(s) of the students' study performance staggered throughout the term or academic year. See also end-of-term-assessment.

#### COURSE SHEET

The description of a course unit in the Study Guide following the classification as stipulated in Article 30.

#### COURSE UNIT

A clearly defined set of education, study and assessment aimed at the acquisition of clear-cut competencies in terms of knowledge, insight, skills and attitudes. Each course unit is identified by means of a code and is listed in the Study Guide.

#### CREDIT CERTIFICATE

An document certifying that the bearer (i.e. the student) has acquired the competencies of a particular course unit after assessment. This certificate is recorded in the form of a document or an electronic registration.

#### CREDIT CONTRACT

A contract between the university and the student who enrolls with the purpose of obtaining a credit certificate for a course unit based on full participation in the teaching activities.

#### CREDITS

The acquired ECTS credits that are linked to a specific course unit.

## CURRICULUM

A list of course units per student per academic year.

## CURRICULUM COMMITTEE

The committee with the power to make decisions on awarding exemptions, personalised study tracks, electives and contracts to obtain credits (cf. Article 2).

# D

## DEGREE

The specification of 'Bachelor' or 'Master' awarded upon obtaining a diploma.

## DELIBERATION

A formal debate held by an Examination Board per deliberation set, or per study programme.

## DELIBERATION SET

A cluster of course units, credits and exemptions of in principle 60 ECTS credits laid down per student and per study programme in the context of a contract to obtain a diploma. An Examination Board per deliberation set can make study progress decisions on these clusters.

## DIPLOMA

The document awarded to the student upon successful completion of a Bachelor's or Master's programme.

## DIPLOMA CONTRACT

A contract between the university and the student upon enrolment in a study programme with the purpose of obtaining a diploma, certificate or degree, and based on full participation in the teaching activities.

## DIPLOMA SUPPLEMENT

A supplement to the diploma describing the nature, level, context, contents and status of a study programme, as laid down by this [Resolution of the Flemish Government](#).

## DISCIPLINE

A branch of science which is the focus of academic education, academic research or academic service.

## DISTANCE LEARNING

A mode of study that encompasses a learning process for a comprehensive self-contained course or study programme, and during which the student and the supervisor/organiser of that

learning process can find themselves in different locations. Distance learning can involve varying degrees of individual coaching, as well as communication with fellow students. Distance learning is often governed by the activation and interaction tools encompassed in an electronic learning environment.

# E

## ECTS CREDIT

An internationally recognised unit adopted and recognised by the Flemish Community, which corresponds to at least 25 and at most 30 hours of mandatory education, study and assessment activities, and which is used to indicate the study load per course unit or per study programme.

## ELECTIVE (COURSE UNIT)

A course unit which students can choose in the context of tailoring their curriculum to their own interests.

## ELECTRONIC LEARNING ENVIRONMENT

A web-based environment where students may consult information, do exercises and communicate with the lecturer and/or fellow students. Ghent University and GUGC's electronic learning environment is called Ufora.

## END-OF-TERM ASSESSMENT

Any assessment of the extent to which students have acquired the competencies related to a course unit, and taking place during the examination periods. See also continuous assessment.

## ENROLMENT

To enter into an annually renewable contract to obtain a diploma or to obtain credits.

## EXAMINATION BOARD PER DELIBERATION SET

The competent body to take exam decisions regarding a deliberation set and to formulate study advice, as appointed by the Campus Council.

## EXAMINATION BOARD PER STUDY PROGRAMME

The competent body to take exam-related disciplinary decisions as well as exam decisions regarding an entire study programme with the purpose of awarding a diploma and grade of merit.

## EXAMINATION DECISION

Any decision, which - based on a deliberation or not - comprises a final assessment of whether or not a student meets the

requirements of a course unit, several course units of a study programme, or a study programme as a whole.

#### EXAM MARK

A student's study performance measured per course unit and expressed in a whole number ranging from 0 to 20.

#### EXAMINER

A lecturer-in-charge or co-lecturer who is responsible for the assessment of a particular course unit. Alternatively, in accordance with Article 59, the examiner can be another member of the professorial staff and/or an assistant professor, guest lecturer, or research fellow temporarily or permanently employed by Ghent University, GUGC or the Research Foundation Flanders.

#### EXAMINATION OFFICE

A faculty's or campus' registration and information centre available to all parties involved in end-of-term assessment.

#### EXAM-RELATED DISCIPLINARY DECISION

A decision which is imposed on the grounds of fraud or other irregularities during a (continuous or end-of-term) assessment.

#### EXAM-RELATED DISCIPLINARY MEASURE

A sanction imposed by the Examination Board as a result of an exam-related disciplinary decision.

#### EXEMPTION

The exemption from exam requirements for a specific course unit.

## F

#### FEEDBACK

Feedback involves a review and explanation of a student's assessment(s). The feedback process involves recommendations to enhance, improve or adjust the student's study performance in view of future assessments.

#### FIELD OF STUDY

A cluster of related study programmes, as stipulated by the Higher Education Code.

#### FIRST-TERM COURSE UNIT

A course unit that is scheduled in the first term of the academic year.

#### FULL-TIME STANDARD STUDY TRACK

A standard study track in principle comprising 60 ECTS credits.

#### FULL-YEAR COURSE UNIT

A course unit which is scheduled over the two terms of the same academic year, interrupted by the catch-up week and the first-term exam period.

## G

#### GENERATIVE AI

Generative AI relies on artificial intelligence (AI) methods to create new contents based on user questions (prompts) by analysing huge amounts of existing data (among other things). This contents may comprise text, code, images, video clips or a combination thereof.

#### GRADE OF MERIT

A special designation (cum fructu, cum laude, magna cum laude, summa cum laude) added to the diploma at the recommendation of the Examination Board per study programme upon successful completion of a Bachelor's or Master's programme.

#### GUEST STUDENT

A student who takes a number of course units at GUGC in the context of an interuniversity study programme, another interuniversity collaboration initiative or a collaboration with university colleges, or who benefits from didactical coaching, but is enrolled at a different higher education institute. A guest student is registered at GUGC.

## H

#### HOLIDAYS

A period of time during which teaching and assessment activities organised by GUGC are suspended, cf. the periods of time as stipulated in the academic calendar (cf. Article 6).

## I

#### INCOMING EXCHANGE STUDENT

A student who is enrolled at a different higher education institution in Korea or abroad, but takes up course units at GUGC in the context of a predetermined agreement (cf. Learning Agreement) between the home institution, the student and GUGC.



### INITIAL SET OF COURSE UNITS

A cluster of course units, credits and exemptions of in principle 60 ECTS credits laid down per student in the context of a contract to obtain a diploma. Said cluster is taken from the first standard study track year of the initial Bachelor's programme, and can be subject to study progress decisions. Students who, in accordance with Article 22, §4, 1°, have been granted the permission to take up a "reduced curriculum" (i.e. fewer course units than the first standard track year) will take said reduced curriculum as their initial set of course unit.

### INTEGRATION COURSE UNIT

A course unit in which students apply and further develop the knowledge, insight, skills and attitudes acquired in other course units in an integrated manner. Examples of an integration course unit are the Master's dissertation, independent work for e.g., Bachelor's project, seminars and the work placement.

## L

### LEARNING AGREEMENT

A formal agreement between the three parties involved in student mobility - i.e. the student, the home institution and the host institution (or organisation/company) - which facilitates the organisation of student mobility and the recognition of credits obtained in this context. The Learning Agreement must be signed by all parties before the start of the exchange. The Learning Agreement stipulates any course unit and other teaching and/or research activities that are included in the student mobility. As such, it gives the student legal certainty on credit recognition by the home institution.

### LECTURER-IN-CHARGE

A lecturer appointed by the Campus Council to a specific course unit and who carries final responsible for said course unit.

## M

### MANDATORY COURSE UNIT

A course unit which needs to be taken by all students enrolled with a contract to obtain a diploma, with the exception of those students who have been granted an exemption or a study load reduction.

## O

### OASIS

OASIS is the IT-system that supports the university's education and student administration processes. The OASIS web app, [oasis.ugent.be](https://oasis.ugent.be), gives the student access to information on their enrolment(s) and curriculum, and allows them to upload information.

## P

### PARTIAL EXAMINATION

An examination covering only a part of the learning material.

### PERSONALISED STUDY TRACK

A study track which deviates from the standard study track.

### PLAGIARISM

At Ghent University and GUGC, plagiarism is considered to be a form of fraud or an irregularity. To commit plagiarism is to present (parts of) a source as one's own original work, or to present it as one's own original work without (correctly) crediting the source. Plagiarism can affect various product types such as text (written, oral), image (photos, videos, graphs, diagrams, figures, ...), music, data files, structures, line(s) of reasoning, ideas.

### PREVIOUSLY ACQUIRED QUALIFICATIONS

Every domestic or foreign study certificate which shows that the student has successfully completed a formal study track, either in an education context or not, insofar as it is not a credit certificate obtained at the institution or study programme where the (prospective) student wishes to assert their qualification.

### PUBLIC ANNOUNCEMENT OF EXAM RESULTS

The announcement of the exam results and/or deliberation decisions, either publicly or electronically by means of the transcript of records.

## R

### REGISTER

Individuals who are enrolled at a higher education institution other than Ghent University or GUGC (guest students) are registered at GUGC. Registration only serves administrative purposes: registered students are known to GUGC administrative

services and can thus use a number of facilities otherwise limited to GUGC students.

#### REGULAR COURSE UNIT

A course unit approved by the Executive Board, for which the student obtains a credit upon successful completion.

#### RESEARCH RESULTS

Any results yielded by research or development as conducted by researchers associated with Ghent University and/or by means of Ghent University resources or equipment (cf. Regulations concerning the Commercialisation of Research). These do not comprise literary works or works of art within the meaning of the Copyright and Neighbouring Rights Act of 30 June 1994 (cf. Code of Economic Law, Book XI, Title 5 'Copyright Act'). However, they do comprise computer software and databases protected by the Copyright Act (Book XI, Title 5) of the Code of Economic Law of 1 January 2015. See also research results that can be valorised/commercialised.

#### RESEARCH RESULTS THAT CAN BE VALORISED OR COMMERCIALISED

Research which are property of Ghent University or to which Ghent University can assert certain rights, and which appear at first sight to offer commercial and/or social value. See also research results.

## S

#### SECOND-TERM COURSE UNIT

A course unit that is scheduled in the second term of the academic year.

#### STANDARD STUDY TRACK

A standard study track in a study programme, which aims at an optimal order of course units (taking into account the starting competencies as determined in Article 30, 10°) and an optimal feasibility and organisation of the education offered in said study programme.

#### STANDARD STUDY TRACK YEAR

A part of a standard study track that is offered within one academic year, as laid down in the Study Guide. See also: full-time and part-time standard study track year.

#### STRICT DEPENDENCY

The regulations laid down by the Institutional Programmes Committee on the requirements to have passed (have been deliberated as passed) or been exempted for a particular course unit before a student can take up another course unit in their curriculum.

Strict dependency can only be imposed in case of potential risk or safety issues. This occurs when a student does not master the competencies sufficiently (content-related knowledge, skills or attitudes) and can thus form a risk either to themselves, their fellow students, university staff, or – in case of a work placement, the staff, customers and patients there, the public at large or the internal and external learning, working and living environment. The risk or danger comprises physical, moral, mental, financial, material or reputational damage. Strict dependency can be applied to all forms of education.

#### STUDENT

An individual who is enrolled at Ghent University or GUGC for the current academic year.

#### STUDENT COUNSELLOR

A member of the Academic and Student Affairs department who coaches students to ensure an optimal study process. The student counsellor offers content-specific and/or general programme-specific coaching. They work with lecturers and teaching assistants to develop new coaching initiatives, and also give them feedback on recurring course-specific issues.

#### STUDY LOAD

The number of ECTS credits that are assigned to a course unit or a study programme.

#### STUDY PROGRAMME

The unit that brings structure to the higher education offer, i.e. the coherent whole of education, study and assessment activities which upon successful completion is validated with a diploma or certificate.

#### STUDY PROGRAMME CHARACTERISTICS

The defining characteristics of a study programme, following from (a) the qualification and/or specification of the degree which is awarded upon completion, and/or (b) the study load of the study programme, and/or (c) a specific main subject within a study programme.

#### STUDY PROGRAMME OVERVIEW

The full set of course units contained in a study programme's curriculum.

#### STUDY SUCCESS RATE

The ratio between the number of credits the student has achieved in the course of one academic year (i.e. by successfully passing exams) and the number of credits the student has taken up in that same year (i.e. the actual course units in which the student has enrolled).

### STUDY TIME

The amount of time, expressed in hours, an average student needs in order to complete the mandatory education, study and assessment activities of a course unit or study programme with success.

### STUDY TRACK

The way in which a student's studies are organised, i.e. the terms and conditions governing study progress (number of course units, and the order in which they are taken within a particular timespan). A study track can take the form of a standard study track or a personalised study track.

### STUDY TRACK COUNSELLOR

A member of the Academic and Student Affairs department who offers information, advice, and coaching on various aspects of one's study career: study progress, making choices, study track changes, personalised study tracks. They also act as a contact person between the student and the academic staff, and can refer students to the appropriate services or bodies, if necessary.

### SUPERVISOR (PROMOTOR)

A person who is in charge of supervising and coaching Bachelor's, Master's and doctoral students.

## T

### TEACHING ACTIVITIES

Any activity provided by the academic staff aimed at the transfer, processing, practice, assisted application and integration of learning content.

### TEACHING METHOD

A specific way to give shape to teaching activities which allows students to achieve the predetermined competencies as efficiently as possible. Examples are lectures, practicals, Master's dissertation, guided self-study, independent work, group work etc. (see Part VIII).

### THRESHOLD CONDITIONS

Students enrolling at Ghent University for the first time in the first standard study track year of an initial Bachelor's programme must have either obtained credits for every course unit in their personal curriculum, or have been deliberated after two enrolment years. In the event that a student does not meet this threshold condition, they will be refused for a subsequent enrolment in the same study programme.

### VALIDATING AUTHORITY

The entity which, on behalf of and under the authority of Ghent University, is tasked with the protection and valorisation of Ghent University research results.

### TRANSCRIPT OF RECORDS

A list of exam marks obtained by an individual student for the course units mentioned.

### TUITION FEE

The amount that the student needs to pay in order to participate in teaching activities and/or exams. The tuition fee comprises a fixed as well as a variable amount, the latter depending on the number of ECTS credits for which the student enrolls.

## U

### UFORA

Ghent University and GUGC's electronic learning environment.

## V

### VERTICAL AND HORIZONTAL COHERENCE

A content-based synchronisation of course units within a specific standard study track (horizontal coherence) and across the various standard study tracks (vertical coherence), by means of which gaps in the students' starting competencies and overlap between course units are avoided.

# PART I – THE ORGANISATIONAL STRUCTURE OF GUGC

## ARTICLE 1: THE CAMPUS COUNCIL

Ghent University Global Campus (GUGC) is managed by the Campus President, the Ghent University Vice-Rector (Deputy Vice-Chancellor), and the Campus Council.

The Campus Council consists of representatives of GUGC staff and students and is complemented with the Ghent University Vice-Rector (Deputy Vice-Chancellor). The Campus President chairs the Campus Council, which meets at least once a month when the university is in session.

The Campus Council has the following tasks:

- 1° Advising the Board of Directors of NPO "Ghent University Korea" concerning the appointment and promotion of academic staff, in accordance with Ghent University practices.
- 2° Proposing academic rules and regulations in accordance with Ghent University practices.
- 3° Proposing modifications to the academic programmes offered, based on advice from the Programme Committee.
- 4° Organising the necessary advisory bodies and committees.

## ARTICLE 2: THE EDUCATION COMMITTEES

Education processes at Ghent University Global Campus are supported by the Curriculum Committee, the Programme Committee and the Examination Boards.

### §1. The Curriculum Committee

The Curriculum Committee is set up per cluster of study programmes. The Curriculum Committee is chaired by a full-time GUGC professorial staff member and has as its (voting) members at least the Programme Committee chair and study track counsellor(s) of the relevant study programme(s).

The Curriculum Committee has decision-making powers with regard to exemptions, personalised study tracks, electives, and contracts to obtain credits. At GUGC, the Curriculum Committee will also decide whether or not a student with a personalised study track (i.e. a student that does not follow the standard study track) may proceed to BA4 semester 1 (which in its entirety is organised at the home campus in Ghent, Belgium), after a substantiated request from the student to the committee.

The study track counsellor(s) guide the student to put together a dossier (with regards to their personalised study track, as well as for the above mentioned progression to BA4 semester 1 in Ghent). The Curriculum Committee can obtain advice from any person, council or committee it deems relevant.

### §2. The Programme Committee

The Programme Committee is a permanent advisory body to the Campus Council for general policy and education organisation of the study programme(s) in question. Part II, Section V, Subsection I of the underlying Education and Examination Code deals with the specifics of the Programme Committee.

### §3. The Examination Boards

There are two types of examination boards: the Examination Board per deliberation set and the Examination Board per study programme. Section II in Part III (Examination Code) of the underlying Education and Examination Code deals with the competencies and operation of the Examination Boards.

### §4. The Intercampus Council

The Intercampus Council is an advisory body, chaired by the Ghent University Vice-Rector (Deputy Vice-Chancellor), that ensures coordination of the study programme(s) on offer (and possible changes) with stakeholders from the Faculty of Sciences and the Faculty of Bioscience Engineering, optimizes processes in which ZAP/AAP from UGent (Faculties of Sciences and Bioscience Engineering) in teaching at GUGC are involved, and advises on administrative affairs related to UGent procedures.

## ARTICLE 3: THE EDUCATION QUALITY CONTROL UNIT (EQCU)

The Education Quality Control Unit (EQCU) is responsible for the coordination of the course feedback. It ensures that all course units of any given study programme or any lecturer are frequently surveyed. All course units and the lecturers-in-charge and co-lecturers that are mentioned in the course file shall be surveyed at least once every three years.

#### **ARTICLE 4: THE DEPARTMENT OF ACADEMIC AND STUDENT AFFAIRS**

The Department of Academic and Student Affairs is a central contact within GUGC where there is support to students for a range of study and study track-related issues (provided by the study track counsellors), for any administration concerning their enrolment and curriculum, as well as for all questions related to student's life on campus including leave of absence and housing.

## PART II – EDUCATION REGULATIONS

### SECTION I – THE ORGANISATION OF THE ACADEMIC YEAR

#### ARTICLE 5: THE START AND CLOSE OF THE ACADEMIC YEAR

The 2024-2025 academic year opens on 26 August 2024 and closes on 23 August 2025.

#### ARTICLE 6: THE ACADEMIC CALENDAR

##### §1. Organisation of course units in the term system

1° A course unit is organised and assessed within one term. The academic year is divided into two terms.

2° Contrary to 1°, full-year course units can be organised in the following situations:

- in case of a course unit programmed in the first standard study track year of a Bachelor's programme;
- in case of an integration course unit;
- in case the learning process or the education organisation calls for a continuation or accrual (of skills/knowledge/competencies) that is not achievable in the course of the specified time frame for one-term education activities.

Any such deviations are subject to approval by the Institutional Programmes Committee based on a proposal by the Programme Committee and a substantiated recommendation of said proposal by the Campus Council. Once such a deviation has been granted for a specific course unit, it remains applicable until the Campus Council decides to revoke it and organise the course unit as a one-term course unit again. Barring exceptions granted by the Institutional Programmes Committee, teaching activities in the context of a full-year course unit can never continue during the exam periods, the catch-up week and periods during which teaching and assessment activities are suspended.

§2. The [academic calendar](#) is defined annually and published by Ghent University's Board of Governors before 1 January prior to the start of the academic year in question. The Campus Council is free to add to the calendar specific provisions of its own.

§3. Due to the difference in organisation of the Bachelor years, a customised academic calendar is valid for the different Bachelor years.

**Bachelor 1 and Bachelor 2****Bachelor 1 and Bachelor 2**

<b>SEMESTER 1</b>	
Monday August 26 <sup>th</sup> , 2024	Start of the 2024-2025 academic year
<b>Mon 2024/08/26 up to and including Sat 2024/11/16</b>	<b>12 weeks of first-term education activities (Fall semester)</b>
Mon 2024/11/18 up to and including Sat 2024/11/23	1 week of catch-up activities
Mon 2024/11/25 up to and including Sat 2024/12/21	4 weeks first-term exam period comprised of <ul style="list-style-type: none"> <li>– preparation time for the exams</li> <li>– exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
Mon 2024/12/23 up to and including Sat 2025/02/01	6 weeks of winter holidays
Mon 2025/02/03 up to and including Sat 2025/02/22	3 weeks of first term resit exam period comprised of <ul style="list-style-type: none"> <li>– resit exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
<b>SEMESTER 2</b>	
<b>Mon 2025/02/24 up to and including Sat 2025/05/17</b>	<b>12 weeks of second-term education activities (Spring semester)</b>
Mon 2025/05/19 up to and including Sat 2025/05/24	1 week of catch-up activities
Mon 2025/05/26 up to and including Sat 2025/06/21	4 weeks second-term exam period comprised of <ul style="list-style-type: none"> <li>– preparation time for the exams</li> <li>– exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
Mon 2025/06/23 up to and including Sat 2025/08/02	6 weeks of summer holidays
Mon 2025/08/04 until Sat 2025/08/23	3 weeks of second-term resit exam period comprised of <ul style="list-style-type: none"> <li>– resit exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
Monday August 25 <sup>th</sup> , 2025	Start of the 2025-2026 academic year

### Bachelor 3

<b>SEMESTER 1</b>	
Monday August 26 <sup>th</sup> , 2024	Start of the 2024-2025 academic year
<b>Mon 2024/08/26 up to and including Sat 2024/11/16</b>	<b>12 weeks of first-term education activities (Fall semester)</b>
Mon 2024/11/18 up to and including Sat 2024/11/23	1 week of catch-up activities
Mon 2024/11/25 up to and including Sat 2024/12/21	4 weeks first-term exam period comprised of <ul style="list-style-type: none"> <li>– preparation time for the exams</li> <li>– exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
Mon 2024/12/23 up to and including Sat 2025/02/01	6 weeks of winter holidays
Mon 2025/02/03 up to and including Sat 2025/02/22	3 weeks of first-term resit exam period comprised of <ul style="list-style-type: none"> <li>– resit exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
<b>SEMESTER 2</b>	
<b>Mon 2025/02/24 up to and including Sat 2025/03/15</b>	<b>3 weeks of second-term education activities (1<sup>st</sup> block)</b>
Mon 2025/03/17 up to and including Sat 2025/03/22	1 week of self-study and exam
<b>Mon 2025/03/24 up to and including Sat 2025/04/12</b>	<b>3 weeks of second-term education activities (2<sup>nd</sup> block)</b>
Mon 2025/04/14 up to and including Sat 2025/04/19	1 week of self-study and exam
<b>Mon 2025/04/21 up to and including Sat 2025/05/10</b>	<b>3 weeks of second-term education activities (3<sup>rd</sup> block)</b>
Mon 2025/05/12 up to and including Sat 2025/05/17	1 week of self-study and exam
<b>Mon 2025/05/19 up to and including Sat 2025/06/07</b>	<b>3 weeks of second-term educational activities (4<sup>th</sup> block)</b>
Mon 2025/06/09 up to and including Sat 2025/06/21	2 weeks of second-term exam period comprised of <ul style="list-style-type: none"> <li>– exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
Mon 2025/06/23 up to and including Sat 2025/08/02	6 weeks of summer holidays
Mon 2025/08/04 until Sat 2025/08/23	3 weeks of second-term resit exam period comprised of <ul style="list-style-type: none"> <li>– resit exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
Monday August 25 <sup>th</sup> , 2025	Start of the 2025-2026 academic year



## Bachelor 4

<b>SEMESTER 1 (in GHENT)</b>	
Monday September 23 <sup>rd</sup> , 2024	Start of the 2024-2025 academic year
<b>Mon 2024/09/23 up to and including Sat 2024/12/14</b>	<b>12 weeks of first-term education activities (Fall semester)</b>
Mon 2024/12/16 up to and including Sat 2024/12/21	1 week of catch-up activities
Mon 2024/12/23 up to and including Sat 2025/01/04	2 weeks of Christmas holidays
Mon 2025/01/06 up to and including Sat 2025/02/01	4 weeks of first-term exam period comprised of <ul style="list-style-type: none"> <li>– preparation time for the exams</li> <li>– exams</li> <li>– public announcement of exam results up to and including Sat 2025/02/08</li> </ul>
<b>Mon 2025/02/03 up to and including Sat 2025/02/22</b>	<b>3 weeks of inter-term break</b>
<b>SEMESTER 2 (at GUGC)</b>	
<b>Mon 2025/02/24 up to and including Sat 2025/03/15</b>	<b>3 weeks of second-term education activities (1<sup>st</sup> block)</b>
Mon 2025/03/17 up to and including Sat 2025/03/22	1 week of self-study and exam
<b>Mon 2025/03/24 up to and including Sat 2025/04/12</b>	<b>3 weeks of second-term education activities (2<sup>nd</sup> block)</b>
Mon 2025/04/14 up to and including Sat 2025/04/19	1 week of self-study and exam
<b>Mon 2025/04/21 up to and including Sat 2025/05/10</b>	<b>3 weeks of second-term education activities (3<sup>rd</sup> block)</b>
Mon 2025/05/12 up to and including Sat 2025/05/17	1 week of self-study and exam
<b>Mon 2025/05/19 up to and including Sat 2025/06/07</b>	<b>3 weeks of second-term education activities (4<sup>th</sup> block)</b>
Mon 2025/06/09 up to and including Sat 2025/06/21	2 weeks of second-term exam period comprised of <ul style="list-style-type: none"> <li>– exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
Mon 2025/06/23 up to and including Sat 2025/08/02	6 weeks of summer holidays
Mon 2025/08/04 until Sat 2025/08/23	3 weeks of second-term resit exam period comprised of <ul style="list-style-type: none"> <li>– resit exams</li> <li>– public announcement of the results</li> <li>– feedback moments</li> </ul>
Monday August 25 <sup>th</sup> , 2025	Start of the 2025-2026 academic year

**§4.** During the catch-up periods, the following activities may be held:

- education activities, if they could not take place during the prescribed period of time due to circumstances of force majeure;
- revision classes and/or additional exercises, on the condition that these do not contain new learning contents;
- the assessments as stipulated in Article 35 §4.

**§5.** Education and assessment activities are suspended during the Christmas and Winter holidays, the inter-term break, the Summer holidays, as well as on the following closing days:

- Monday, 2024/09/16, Chuseok (Korean Thanksgiving Day) Day 1
- Tuesday, 2024/09/17, Chuseok (Korean Thanksgiving Day) Day 2
- Wednesday, 2024/09/18, Chuseok (Korean Thanksgiving Day) Day 3
- Thursday, 2024/10/03, National Foundation Day
- Wednesday, 2024/10/09, Hangeul Day
- Wednesday, 2024/12/25, Christmas break up to and including Wednesday, 2025/01/01, New Year's Day
- Tuesday, 2025/01/28, Seollal (Korean New Year) Day 1
- Wednesday, 2025/01/29, Seollal (Korean New Year) Day 2
- Thursday, 2025/01/30, Seollal (Korean New Year) Day 3
- Saturday, 2025/03/01, Korean Independence Movement Day
- Friday, 2025/03/21, Dies Natalis
- Thursday, 2025/05/01, Labour Day
- Monday, 2025/05/05, Children's Day
- Monday, 2025/05/05, Buddha's Birthday
- Friday, 2025/06/06, Memorial Day
- Friday, 2025/08/15, Liberation Day

**§6.** Barring the closing days listed in §5, exceptions can be made for exams to take place outside the designated exam periods in the following situations:

- for students studying at another higher education institution, and for incoming and outgoing exchange students, in execution of the Learning Agreement that has been signed by all parties involved;
- for students who have invoked Article 19 to apply for the facility to "reschedule one or more exam(s) within the same academic year, with a different exam form if necessary".

This decision is taken by the Campus Council at the recommendation of the Programme Committee, and students have to be informed of this decision at the start of the academic year.

## **ARTICLE 7: BA1-MARCH PROGRAMME**

In line with the South Korean academic year, in which students enter local universities in March each year, GUGC offers an additional entry point for admitted students to enrol for a preparatory semester in March (called BA1-March programme) before the start of the first year of the Bachelor's programme.

The BA1-March programme of the Academic year 2024-2025 starts in March 2025 and is organised parallel with the second semester of the Academic year 2024-2025.

Students enrolling in the Preparatory semester complete the admission procedure as specified under Article 8.

The Preparatory semester consists credit-bearing courses identical to courses of the first year of the Bachelor's programme of the upcoming academic year. Students are enrolled under a credit contract for the Preparatory semester and obtain a credit certificate, based on which they will be exempted for those courses in their curriculum of the first year of the standard study track of the Bachelor's programme for which they enroll in September 2025.

Without prejudice to the student's performance within the BA1-March programme semester, in their next enrolment at GUGC, all students will be enrolled under a diploma contract for the first year of the standard study track of the Bachelor's programme.

## SECTION II – ADMISSION REQUIREMENTS

### SUBSECTION I – DIPLOMA-BASED ADMISSION REQUIREMENTS

#### ARTICLE 8: ADMISSION REQUIREMENTS FOR A BACHELOR'S PROGRAMME

Students who intend to enrol for a Bachelor's programme need to complete the [admission procedure](#).

§1. Prospective students wishing to enrol in a Bachelor's programme with a contract to obtain a diploma, must hold one of the following diplomas:

- a secondary education ('high school') diploma awarded by an education institution recognised by the Ministry of Education, South Korea;
- a secondary education diploma awarded by (an education institution recognised by) the Flemish, French or German Community in Belgium;
- a "International Baccalaureate Diploma", awarded by the International Baccalaureate Office in Geneva;
- a [true and certified](#) Bachelor's degree (or equivalent);
- a [true and certified](#) Master's degree (or equivalent);
- a [true and certified](#) "High School Diploma" (USA) with a transcript of records which contains at least 4 Advanced Placements (AP);
- a [certified](#) copy of a high school degree" from New Zealand (National Certificate of Educational Achievement (NCEA), level 3 with at least 42 credits).

§2. The Rector (Vice-Chancellor) may grant permission to enroll for a Bachelor's programme to people who have obtained a diploma or an education certificate other than those listed sub §1. These people need to present a true and certified diploma, together with a certificate that grants them access to university education in the country where it was issued.

The GUGC Admissions and PR Office together with the Registrar's Office of the Department of Educational Policy are in charge of investigating whether the submitted file is complete and the prospective student is admissible. Taking into account the findings of the Admissions and PR and Registrar's Office and recommendations of the Programme Committee and GUGC management, the Rector (Vice-Chancellor) will decide whether or not to admit the prospective student to Ghent University Global Campus.

§3. Prospective students need to submit a transcript of records with the following requirements:

- displaying a minimum of 3 years of secondary school education;
- issued in English or, if issued in other languages, notarised with an English translation.

§4. Compulsory Aptitude Test: prospective students need to submit a valid score report for the Online Aptitude Test held by Ghent University Global Campus. A valid score is a score equal to or higher than 14/20.

#### §5. Headmaster's Recommendation Programme

Students with a secondary education diploma awarded by an education institution recognised by the Ministry of Education, South Korea, can apply for Ghent University Global Campus through the Headmaster's Recommendation Programme.

For this purpose a student must submit:

- a Recommendation Letter signed, stamped and dated by a Principal of the high school along with
- the High School Diploma and
- official transcripts.

The GUGC Department of Admissions and PR will review three subjects (Mathematics, Science and English) in the high school transcript.

Students who apply through the Headmaster's Recommendation Programme are exempted from the Online Aptitude Test, and English Language-based admission requirements.

## SUBSECTION II – LANGUAGE-BASED ADMISSION REQUIREMENTS

### ARTICLE 9: LANGUAGE REQUIREMENTS

§1. Prospective students must provide proof of their proficiency in English, which is considered by Ghent University Global Campus to be equivalent with Level B2 of the Common European Framework of Reference for Languages (CEFR).

All the certificates mentioned below must be valid upon first enrolment in a study programme: this means that, if a term of validity is specified, it should not have lapsed, and that language certificates without term of validity should not be older than 4 academic years (counting from the academic year after the certificate was obtained):

- a TOEFL TEST with a minimum score ranging from 510 to 559 (paper-based), or from 72 to 94 (internet-based) or higher. Participants of the test need to specify the “institution code” B315 so as to share the test results directly with Ghent University Global Campus;
- an original ‘Academic Test Report Form’ (TRF) by IELTS with a score from 6.0 (and higher);
- a SAT Evidence-Based Reading and Writing score of at least 500. Participants are to specify “institution code” 9031 if they want the test results to be communicated directly to Ghent University Global Campus;
- an ACT English score of 21;
- a Cambridge Assessment English B2 First (formerly: Cambridge English First, First certificate in English (FCE));
- a Su-Neung test (College Scholastic Ability Test, CSAT), English component rank 1 or 2 for the language proficiency;
- an International Baccalaureate in English B certificate (SL, level 5, 6 & 7); an International Baccalaureate in English B certificate (HL, level 5 & 6); an International Baccalaureate in English A (SL, level 5 & 6); a Baccalaureate in English A (HL, level 5 & 6). Participants are to specify “institution code” 036561 if they want the test results to be communicated directly to Ghent University Global Campus;
- a Pearson Test of English Academic (PTE Academic) with a score ranging from 59 to 75;
- a B2 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTO – VUB);
- a B2 certificate awarded by a university language centre;
- a Practical English 5 or English for Written Academic Purposes certificate awarded by the Ghent University Language Centre (UCT).

§2. At the substantiated request by the Programme Committee chair, the Campus Council can in exceptional cases exempt prospective students from the language requirements for English stated in §1.

#### §3. Exemptions from applicable language requirements

Prospective students who are holder of one of the following study certificates are exempted from the applicable language requirements for English:

- a secondary education diploma awarded by an education institution recognised by the Flemish Community;
- a higher education diploma awarded by a higher education institution recognised by the Flemish Community;
- if the prospective student has successfully completed one year in an English-taught study programme, either in secondary education or at a higher education institute in one of the states that have ratified the Lisbon Recognition Convention, European Higher Education Area member states, or the United States (i.e. 60 credits obtained, either staggered over several academic years, or not);
- an English-language secondary education diploma, Bachelor’s or Master’s diploma awarded by an English-language institution..

## SECTION III – ENROLMENT

### ARTICLE 10: FIRST ENROLMENT AND RE-ENROLMENT

#### §1. First enrolment at Ghent University Global Campus

Prospective students who – after completing the admission procedure – received a Letter of Admission must enrol before 31 August 2024.

Prospective students who start in the preparatory programme must enrol before 1 March 2025.

The timeliness of an application to enrol is determined by the date on which the (prospective) student applies to the Admissions and PR Office and to Student Affairs, either in person or electronically.

The required documents are:

- a valid international passport;
- the diploma on the merit of which the prospective students may be admitted (or a clear copy or a certificate of successful completion with the required signatures and stamps);
- if required, a language proficiency certificate;
- if required, a valid score report on the Online Aptitude Test;
- if required, a letter or form of admission.

All enrolments based on an international (non-Korean or non-Belgian) or international school diploma must include a legalized copy of said diploma, with the exception of International Baccalaureate diplomas and diplomas awarded by a state that has ratified the Lisbon Recognition Convention (LRC).

Students are enrolled as soon as their electronic or written application for (re-)enrolment has been processed by the student information system. Students receive a(n electronic) confirmation of enrolment including the date of enrolment. This confirmation serves as proof of the establishment of a contract between the student and GUGC on the said date.

§2. The enrolment makes it mandatory upon the students to pay the relevant basic fixed fee and tuition fees.

§3. Enrolments take effect as from the date of enrolment until the close of the academic year, except in cases where students choose to invoke Article 25 (Contract termination).

#### §4. Re-enrolment

Students who were enrolled at Ghent University during the 2023-2024 academic year, receive all the necessary instructions for re-enrolment from the Registrar's Office (Department of Academic and Student Affairs) electronically.

Students are asked to apply for re-enrolment as soon as possible and before the start of the 2024-2025 academic year using this webpage: [oasis.ugent.be](https://oasis.ugent.be). Students who have not obtained credits or exemptions for all the course units in their curriculum, are automatically registered for the resit exam period (cf. Article 40) and can only re-enrol at the end of said resit exam period. As stipulated in Article 18, a re-enrolment may be refused automatically.

The tuition fees are to be paid by bank transfer. Re-enrolment is denied to students who are behind on payments (cf. Article 12).

### ARTICLE 11: FRAUD UPON ENROLMENT

§1. In the event that prospective students avail themselves of falsified attestations, certificates or diplomas for enrolment in a study programme or course unit, any admission procedures that have been initiated will be aborted immediately, and enrolment will be denied.

§2. Using falsified attestations, certificates or diplomas for (re-)enrolment in a study programme or course unit at GUGC, or in the context of an exemption procedure or a procedure on previously acquired competencies is considered a disciplinary offence. It can therefore lead to disciplinary measures as stipulated in the Disciplinary Regulations for Students.

These disciplinary measures are imposed by the disciplinary bodies and according to the procedures as stipulated in the Disciplinary Regulations for Students.

Pending the results of the disciplinary procedure a disciplinary measure may be imposed, as stipulated in the Disciplinary Regulations for Students.

In the event that the disciplinary body decides to deny admission, the party involved will still have to pay tuition fees. Tuition fees that have been paid, will not be reimbursed.

§3. If the fraud only comes to light after the student has been granted a credit certificate for one or more course units, the examination disciplinary body can still pronounce the obtained credit certificate(s) null and void and, where appropriate, may also declare the diploma or certificate that was awarded for the study programme in question null and void, and reclaim it.

## ARTICLE 12: TUITION FEES

§1. After admission, in order to enrol at GUGC, it is mandatory for students to pay a basic fixed fee (once per academic year) and the tuition fee (once per semester), the latter being dependent on the number of credits for the course (units) that the student will follow, after approval of the curriculum by the Curriculum Committee.

The basic fixed fee and the tuition fee are determined by the Board of Governors of Ghent University after the advice of the Campus Council. Both fees are to be paid in KRW.

### §2. Basic fixed fee

- The basic fixed fee is a non-refundable fee used to cover the costs of student administration, use of facilities and various educational and operational expenses. It is invoiced once every academic year at Ghent University Global Campus.
- Newly admitted students receive an invoice for the basic fixed fee before the start of the semester in which they enroll. Payment of this invoice must mandatory be made before the start of the semester.
- Other students pay the basic fixed fee at the beginning of the September semester every year (with an exception of the BA1-March Programme students of the previous academic year).
- For BA1-March Programme enrollers, the basic fixed fee is valid for 3 consecutive semesters (March-September-March of the next Academic Year).
- Exceptions concerning the payment of the basic fixed fee:
  - I. The basic fixed fee will be carried over under exceptional circumstances, such as illness, military services, natural disasters, infectious disease, pregnancy, childbirth. In such a case, the student is required to submit relevant documents (i.e. medical certificate), and a completed official request form to the Student Services office. In these exceptional circumstances, the basic fixed fee will be kept valid for a maximum of 2 years. After this 2-year period, the student will have to pay the basic fixed fee again upon return.
  - II. After 5 consecutive enrolments at GUGC, a student no longer has to pay the basic fixed fee in order to be enrolled (e.g. in the case of personalised study tracks).

### §3. Tuition fee

- The enrolment makes it mandatory upon students to pay the owed tuition fee.
- The tuition fee is calculated for each study programme in proportion to the number of ECTS credits in the curriculum, with the exception of any exemptions and previously acquired credits.
- The fee for 1 credit at Ghent University Global Campus is equivalent to 300,000 KRW. Each academic year for standard study track students at Ghent University Global Campus consists of 60 credits.
- The tuition fee is paid per semester, as follows:
  - newly admitted students: the deadline for tuition fee payment is before the beginning of each semester. Students will receive the tuition fee invoice after the basic fixed fee payment period;
  - current students: the tuition fee payment period is the third week of every semester. Students will receive the tuition fee invoice two weeks into the semester.
- A student re-taking a course from a previous academic year due to failure or non-participation of the exam, should pay the full tuition fee for the retaken course.
- Waiver test: Students who will take the “waiver test” in September, must pay the corresponding tuition fee of the course regardless of the outcome of the test.
- Semester at Ghent University (BA4): students are expected to make both the basic fixed fee and the tuition fee payment (number of courses applicable for students in 4<sup>th</sup> year, 1<sup>st</sup> semester) prior to their departure to Ghent University Home Campus.

### §4. Refund of tuition fees

- The tuition fee is refundable:
  - 1° for students who have been granted a deferment of admission (new students) or a leave of absence (current students),
  - 2° for students permanently withdrawing from Ghent University Global Campus,
  - 3° in exceptional cases as specified under Tuition Refund Exceptional Clause,
  - 4° or after a favorable decision by the Curriculum committee (to drop courses).
- In order to obtain a refund of tuition fee, the student must submit the relevant application form (Deferment of admission application form, Leave of absence application form, Permanent withdrawal application form, Exceptional Tuition refund application form) to

Academic and Student Affairs Office, except in the case of a refund because of a decision by the Curriculum committee to drop courses. Along with the application form, the student must submit a copy of the student's bankbook.

- In the case of a favorable decision to drop courses, no refund will be given for courses dropped after the course edit period. Courses can be changed or dropped till 15<sup>th</sup> of September in the first semester and till 15<sup>th</sup> of March for the second semester.
- In the case of a deferment of admission conform Article 13 §1, the total tuition fee will be refunded (with exception of the basic fixed fee).
- In the case of a leave of absence conform Article 13 §2, the total tuition fee will be refunded (with the exception of the basic fixed fee) if the application of the leave of absence is made before September 15<sup>th</sup> in the first semester and before March 15<sup>th</sup> in the second semester.
- In the case a leave of absence is granted after these deadlines (Exceptional leave of absence only) or in the case of a permanent withdrawal, the refunded amount of tuition is determined based on the submission date of the relevant application form and is calculated following the guidelines hereafter:

Date of submission of Exceptional Leave of absence application form or Permanent Withdrawal form:	Refundable amount
Within 5 weeks after start of semester	Full refund (excluding basic fixed fee)
Within 6 weeks after start of semester	75%
Within 7 weeks after start of semester	50%
Within 8 weeks after start of semester	25%
Over 56 days after start of semester	No refund

- The standard tuition fee refund guidelines indicated above are equally applicable to students spending the semester at Ghent University.
- **Tuition Refund Exceptional Clause** in case of granted Exceptional leave of absence: tuition refund is possible under exceptional circumstances, such as illness, military services, natural disasters, infectious disease, pregnancy, childbirth. The refunded amount of tuition is determined based on the submission date of the Exceptional tuition refund application form and is calculated following the guidelines hereafter:

Date of submission of Exceptional tuition refund application form	Refundable amount
Within 8 weeks from start of semester	Full refund (excluding basic fixed fee)
Within 9 weeks from start of semester	75%
Within 10 weeks from start of semester	50%
Within 11 weeks from start of semester	25%
78 days from start of semester	No refund

- No refund will be given to students who applied for tuition installment payment or tuition payment extension.

**§5.** Non-payment or partial payment of the due basic fixed fee and/or tuition fee leads to a student's refusal of enrolment in the next academic year (cf. Article 10) and a deduction of credit certificates, diplomas, and certificates (including any concomitant diploma and certificate supplements) (cf. Articles 42 and 58), for as long as the due basic fixed fee and/or tuition fee have not been paid in full.



## **ARTICLE 13: DEFERMENT OF ADMISSION AND LEAVE OF ABSENCE**

### **§1. Deferment of Admission**

1° If a student is offered admission to full-time study at GUGC in the first year of a degree program (incl. Ba1 March programme), student may request a deferral for one academic year for personal health reasons or two to three academic years for mandatory military service (the period depends on the service period), only. Students who fail to enrol after the given period must apply for re-admission.

2° Procedures: To be eligible for a deferral, the student must accept the offer of admission and pay the basic fixed fee and request a Deferment of Admission prior to the first day of classes of the academic year. A letter of "Deferment of Admission" will be issued by Academic and Student Affairs after the student submits applicable documents of proof.

3° Tuition: Tuition refund is possible according to the Tuition refund guidelines cf. Article 12. The basic fixed fee is not refundable, but will be valid for the next academic year.

4° The student will not be considered as a GUGC student. The student will not have access to GUGC facilities and digital services. The student will not be able to receive any document issued by GUGC such as proof of enrolment other than for the required submissions mandated by compulsory national military service.

### **§2. Leave of Absence**

1° A leave of absence is an authorized interruption of the study trajectory for academic, family related, medical, financial or personal reasons, or for military service. It is taken in periods of max. 1 year at a time (1 or 2 semesters). However, in the first bachelor year, a leave of absence can only be taken for the entire academic year. Upon application an expected date of return must be set.

2° The total duration of leave of absence during the study trajectory of the student will be limited to a maximum of 6 semesters. Exceptions are possible in case of military service or exceptional personal circumstances.

3° No leave of absence will be allowed if the student has been refused by Ghent University to re-enrol because of Articles 11, 12 §5 or 18.

4° Application must be done during the following periods of the academic year: from the start of the first semester until the 15<sup>th</sup> of September and from the start of the second semester until the 15<sup>th</sup> of March. In the case of unforeseeable personal circumstances an application for Exceptional leave of absence is possible and can be made outside of the stipulated application periods. The student must submit a written motivation explaining the unforeseeable character and must consult a study track counsellor prior to the application.

5° Extension of leave of absence: If the student cannot return from leave of absence at the expected date of return due to unforeseeable personal circumstances, the student must apply for extension of the leave of absence. An extension can be granted for maximum one supplementary year. The student must submit a written motivation explaining the unforeseeable character preventing the return.

6° Procedures: A leave of absence request shall be submitted to Academic and Student Affairs along with the applicable form and documents of proof (if applicable, e.g. Military service documentation).

7° Tuition: No tuition fees will be charged for the duration of the authorised leave. A tuition refund will be made based on the tuition refund criteria. The basic fixed fee is not refundable in any case.

8° Scholarship: a student who takes a leave of absence will not be considered as a scholarship grantee candidate. Any awarded scholarship will be suspended, and upon return the student will no longer be entitled to the scholarship.

9° During a leave of absence the student will not be considered as a GUGC student and loses access to all GUGC facilities and digital services. When a student terminates the enrolment (via leave of absence) he/she will also no longer be subject to the transitional measures that were into effect for that student due to a programme change.

**§3.** Both Deferment of admission and Leave of absence are registered as a contract termination (cf. Article 25). As the moment of terminating a contract has consequences for the calculation of the study progress and possible binding conditions, it is the student's responsibility to take into account the relevant deadlines as mentioned in Article 18 § 4.

### **§4. Return from a Leave of Absence**

1° Between 1st of July till 15th of August before the start of the Academic Year in which the student seeks to return, the student must notify Student Services by submitting the Return from a Leave of absence form. Exceptionally, students who took a Military Leave of Absence are allowed to return either semester of the Academic Year, and should submit the Return from a Leave of absence form between 1st of January till 15th of February or between 1st of July till 15th of August during or before the start of the academic year in which the student seeks to return. It is the student's responsibility to be aware of the relevant application deadlines for housing and scholarship.

2° If the leave of absence period began within the semester, upon return, the student will restart classes from the beginning of that same semester in the education programme. The returning student is subject to the current programme version upon return and the Curriculum Committee is authorized to take the necessary transitional measures for these students' personalised study tracks if applicable. Students will pay the basic fixed fee and tuition fee applied in the year of their return.

3° Upon return, the student will no longer be in a standard study track. It is the responsibility of the student to take into account the rules concerning study progress monitoring (art. 18 §1) and the composition of the student's curriculum (art. 22 §4). The rules under art. 18 §1 (study progress) by all means prevail over the right to return from Leave of absence.

4° Upon return, Bachelor 1 students must take up all the remaining courses of the first year of the standard study track (cf. art. 22 §4, 1° and 2°). Exceptions will only be granted to students returning from Military Leave of Absence in Spring semester who do not have binding conditions.

5° If the student doesn't return after the granted period of leave of absence has lapsed and hasn't applied for an extension, the student will be automatically permanently withdrawn from the programme. Should the student wish to return at a later moment, the student must apply for readmission.

6° Procedures: A leave of absence request or a request for extension of leave of absence shall be submitted to Academic and Student Affairs along with the applicable form and documents of proof (if applicable, e.g. Military service documentation). All applications are reviewed by the Leave of absence Committee. The application can be rejected in case no or insufficient supporting documents are submitted.

## **ARTICLE 14: REGISTRATION**

The following students, who have enrolled at their home institution, are required to register at GUGC:

- incoming exchange students;
- students enrolled at another university or university college and who are taking up course units in the context of a co-operation agreement or as part of an interuniversity study programme.

By registering, students endorse the stipulations laid down in the current Education and Examination Code for the entire duration of the registration period.

## **ARTICLE 15: STUDENT CAMPUS CARD AND CERTIFICATES**

Following enrolment, students receive their personal student campus card and can request a certificate of enrolment from Academic and Student Affairs.

## **ARTICLE 16: UPDATING PERSONAL DATA**

Students commit themselves to informing GUGC immediately of any changes to their personal data (name, first name, address, contact details, etc.) either in person or via email to Academic and Student Affairs.

## **ARTICLE 17: GHENT UNIVERSITY ACCOUNT**

§1. Any student enrolled with a diploma or credit contract receives a Ghent University account and corresponding email address. This account gives access to Ghent University's electronic learning environment (Ufora), the intranet and its applications, and the internet. A Ghent University account remains valid throughout the duration of the enrolment, and expires on 15 October of the following academic year.

§2. Upon enrolment, the student will receive a login and password. The GUGC email address ending on "@ghent.ac.kr" is an official means of communication. The students must read the official emails sent to the Ghent University email address regularly.

§3. Students must register on the electronic learning environment (Ufora) for any course unit for which they have enrolled in the current academic year. The lecturers-in-charge may refuse students access to the website of their course units if said students cannot demonstrate that they have enrolled at Ghent University with a contract that includes the course unit in question.

Students must sign up for any relevant info sites on the electronic learning environment. Students are expected to consult the course sites and info sites on the electronic learning environment regularly. Relevant information on these sites is considered to be announced in a legitimate manner.

## ARTICLE 18: ENROLMENT AND STUDY PROGRESS MONITORING

### §1. Threshold conditions, binding conditions and refusal to enrol in case of contracts to obtain a diploma

1° Threshold conditions for every first enrolment in the first standard study track year of an initial Bachelor's programme:

If a student:

1. has not obtained a credit certificate for all the course units they have taken up from their initial set of course units (cf. Article 22 § 4, 1°) or
2. has not been deliberated for their first deliberation set as laid down in Article 51 § 2,

said student must upon second enrolment in a subsequent academic year in the same study programme or the applicable common introductory part to various study programmes either obtain a credit certificate or a positive deliberation decision for every remaining course unit that is taken up at first enrolment, and that is part of the initial set of course units and the first deliberation set of the full-time standard study track.

Threshold conditions for first enrolment in the first standard study track year in an initial Bachelor's programme in case of a late enrolment or a reorientation: if the student cannot take up all the course units in the first deliberation set due to a late enrolment or re-orientation, said student must:

1. upon a second enrolment in a subsequent academic year in the same study programme or the applicable common introductory part to various study programmes take up any remaining course unit of the first deliberation set, in addition to the initial set of course units;
2. upon a second enrolment and within the course of the two enrolment years (i.e. the current and subsequent enrolment year) either obtain a credit certificate or a positive deliberation decision for said course units.

If a student does not meet said threshold conditions, they will be refused for a subsequent enrolment in the same study programme, as well as for 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 restriction remains in place when a student upon second enrolment in the same Bachelor's programme replaces an elective with another elective.

2° Binding conditions: if the student has obtained less than 50% of the credits in their personal curriculum (i.e. a study success rate of less than 50%), a binding condition will come into effect upon any subsequent enrolment in the same study programme:

- The content of the binding conditions is determined by the Education and Examination Code of the academic year in which the student enrolls again for the same study programme.  
In the 2024-2025 academic year, the binding condition entails that a student must obtain at least 50% of the credits in their personal curriculum.
- If the student does not meet said binding conditions, they will be refused a subsequent enrolment in the same study programme with a contract to obtain a diploma.

3° If upon a first enrolment in the first standard study track of an initial Bachelor's programme, a student obtains less than 20% of the credits in the initial set of course units, 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.

§2. If a student's dossier demonstrates that a subsequent enrolment at a higher education institution will not yield a positive outcome, regardless of the type of contract and regardless of previous binding conditions (whether or not they have been met), said student will be refused enrolment. A student who, after three years of enrolment, has obtained less than a third of the credits in their personal curriculum, is deemed unlikely to be successful upon a new enrolment. Said student is refused enrolment.

§3. In case of a contract to obtain credits, a student will be refused enrolment into the same course unit after two unsuccessful enrolments – i.e. without obtaining the credit certificate. This provision applies regardless of earlier enrolments via a contract to obtain credits or a contract to obtain a diploma.

§4. The following provisions apply to students who terminate their contract (cf. Article 25) or remove course units from a fixed curriculum (cf. Article 22):

- in case of a request to revise the curriculum before 15 November, or a request to terminate the contract before 1 December, the course units in question will not be taken into account in the calculation;

- in case of a request to revise the curriculum on 15 November and after, or a request to terminate the contract before 15 March, second-term course units and full-year course units will not be taken into account in the calculation; first-term course units will be taken into account;
- in case of a termination of contract on 15 March or after, all the course units will be taken into account in the calculation.

§5. In the following events the student is notified via the transcript of records:

- the threshold condition remains in place;
- binding conditions are being imposed;
- a refusal to enrol has been decided.

The decision to refuse enrolment or to impose binding conditions is taken the moment the student applies for enrolment again, in application of the Education and Examination Code that is in force at that time.

A refusal to enrol applies for the duration of one academic year and is renewed at every re-enrolment until it is withdrawn by the Institutional Appeals Committee after an internal appeals procedure, as stipulated in §6. A refusal to enrol expires automatically after a period of six academic years. A refusal to enrol in an initial Bachelor's programme expires automatically when the student obtains another Bachelor's diploma.

§6. As stipulated in Article 65, students may annually lodge an appeal against the decision to impose binding conditions as well as against a refusal to enrol with the Institutional Appeals Committee. On the grounds of force majeure events or exceptional individual circumstances on the part of the student, the Institutional Appeals Committee may still grant permission to enrol. In the event of a nullification of the refusal to enrol by the Institutional Appeals Committee, said Institutional Appeals Committee can at the same time still impose binding conditions.

§7. In special circumstances and on objective grounds, the Examination Board per study programme can decide to terminate the work placement or another practical course unit if the student has displayed behaviour that points towards an unsuitability for the profession to which the study programme leads..

A student whose work placement or practical course unit has been terminated as stipulated above has no right to a resit exam opportunity. Such a decision by the Examination Board per study programme must be well-substantiated. Students may lodge an appeal with the Institutional Appeals Committee (as laid down in Article 65).

§8. The provisions in §1, 1°, 3° and 4° of this Article only apply to each first enrolment in the first standard study track year of an initial Bachelor's programme. The remaining provisions in §1 through §7 of this Article apply to Bachelor's programmes and Master's programmes.

## ARTICLE 19: SPECIAL STATUS FOR STUDENTS

§1. Special status for students can be granted on the grounds of:

- 1° Holding office in a central administration or advisory body of GUGC (cf. §2)
- 2° Disability
- 3° Recognised top-level sports activities
- 4° Professional artistry
- 5° Exceptional social or personal circumstances
- 6° Student-entrepreneurship
- 7° Working student status

Depending on the grounds invoked by the student to apply for a special status, said student may be granted one or more facilities as stipulated in this article.

§2. Special status on the grounds of holding office

The student is granted the special status automatically if they hold at least one of the following offices:

- a seat in the GUGC Campus Council;
- as member of the Programme Committee.

The student with a special status on the grounds of holding office can apply for facilities in accordance with the provisions of §6, exclusively for the purpose of attending official meetings of the governing bodies, of which the student is a member, or in case of an extension of submission deadlines, for the purpose of a proper functioning of the student representation in said governing bodies.

**§3.** Students who deem themselves to be eligible for the special status on the grounds of one or several of the reasons specified under §1 submit a substantiated application – citing the aforesaid ground(s) – to the Director of Education via e-mail to [statuut@ugent.be](mailto:statuut@ugent.be). They are to do so:

- for special status on the grounds of §1, 2°-4 and 6°-7° of this article: on 15 September at the latest (first term) or on 15 March at the latest (second term);
- for special status on the grounds of §1, 5°: as soon as possible.

The application must contain all the necessary documentary evidence and official certificates. In case the student is not in possession of the necessary documentary evidence, the undocumented application must be submitted before the deadline. The student is obliged to submit the documentary evidence as soon as it becomes available.

**§4.** The Director of Education takes a decision based on the documentary evidence and official certificates. The Director of Education cannot take a negative decision before having consulted the GUGC Director of Studies. The student-applicant is informed of this decision electronically. The special status is only granted for the duration of the academic year in which it was requested, starting on the decision date. Depending on the reasons for having granted the special status, the Director of Education can impose an end date on the special status that precedes the close of the academic year in question. If such is the case, the student can no longer enjoy the facilities after that date.

**§5.** In consideration of the grounds based on which they have been granted special status, and in joint consultation between the lecturer-in-charge and the student concerned, special status students can apply for the following education and exam facilities:

1° if the special status was granted for any of the grounds mentioned under §1:

- exemption from/ adjustment to education activities which require mandatory attendance of the student. In this case, the student may be set an alternative assignment or the education activity for said student may be rescheduled to another time within the same academic year;
- one or more assessments may be rescheduled to another time in the same academic year;
- scheduling an alternative feedback moment;

2° additionally, if the special status was granted on the grounds of holding office (§1, 1°), and under the conditions described in §2:

- an extension of a submission deadline for a specific course unit;

3° additionally, if the special status was granted on the grounds of disability (§1, 2°) or on the grounds of exceptional social or personal circumstances (§1, 5°):

- one or more assessments may be rescheduled to another time in the same academic year and within the duration of the special status, should this be limited in time;
- one or more assessments may be taken in another assessment form;
- exams may be sat in a smaller group;
- exams may be sat in a separate room;
- exams may be sat online;
- being provided different terms and conditions with regard to the concrete manner in which tuition is provided.

In so doing, the Director of Education applies the principle of equal treatment and guarantees the student's right to reasonable education and exam facilities which are compatible with the study programme requirements. The student must inform the lecturer(s)-in-charge which of the granted facilities they wish to use in the relevant course units before the deadlines stipulated in §6.

**§6.** If the student who has been granted special status wishes to make use of any of the above facilities, they can contact Academic and Student Affairs, which in turn shall mediate between the lecturer-in-charge and the student about the required facilities. Academic and Student Affairs shall subsequently inform the special status student of the granted facilities. A copy of this notification shall be transmitted by the tutorial service to the lecturer(s) involved.

The student must inform the lecturer(s)-in-charge through email which of the granted education and/or exam facilities they wish to use in the relevant course units:

- no later than 15 November 2024 for the first-term exam period;
- no later than 15 January 2025 for the first-term resit exam period;
- no later than 15 May 2025 for the second-term exam period;
- no later than 15 July 2025 for the second-term resit exam period.

In case the special status is granted later than the above-mentioned deadlines, the student must inform the lecturer(s)-in-charge which of the granted education and/or exam facilities they wish to use in the relevant course units as soon as possible via email.

Facilities must be granted in consultation with the lecturer-in-charge. In consultation with the GUGC Director of Studies or the Programme Committee chair, the lecturer-in-charge may refuse granting a facility if they can substantiate that the facility is either practically infeasible or if it infringes on the essential programme competences.

Refusable facilities that have not been processed by the lecturer(s)-in-charge in a timely manner, will be granted automatically at the start of the exam period in question.

The campus and/or institutional ombudspersons can mediate in this matter if necessary and if so desired.

In case of the special status on the grounds of a disability (§1, 2°), the awarded facilities can be automatically granted based on the student's individual dossier. Under no circumstances can these facilities be refused.

In the event that students are granted the facility to reschedule an assessment or exam to another time within the same examination period, it suffices to refer said students to the deferred exam as stipulated in Article 59.

In the event that students are granted the facility to reschedule an assessment or exam to another time within the same academic year, it does not suffice to refer said students to the deferred exam as stipulated in Article 59. The lecturer-in-charge schedules an alternative exam or assessment moment for their course unit, and in so doing, they take into account the student's specific needs in accordance with their special status to the extent of what is feasible and within the limits of what is reasonable.

- In case of first-term exams, an additional exam moment is scheduled in the second term if this is feasible, or the student can use their first exam opportunity during the resit exam period while maintaining their second exam opportunity within the same exam period.
- In case of second-term exams, an additional exam moment is scheduled in the last week of the official exam period as stipulated in Article Article 6§3, or the student can use their first exam opportunity during the resit exam period while maintaining their second exam opportunity within the same exam period.
- In case of resit exams, an additional exam moment is scheduled in the last week of the official exam period as stipulated in Article 6§3.

In the event that the lecturer and the student cannot agree upon the exam form or exam moment, the exam opportunity expires. The exam opportunity expires as well in the event that the student refrains from taking the rescheduled exam.

**§7.** Students who have been granted a special status but who have been refused education or exam facilities can lodge an appeal against this refusal with the Institutional Appeals Committee, as stipulated in Article 65.

Students who have been granted a special status, including education or exam facilities, but whose facilities are not being implemented, can lodge an appeal with the Institutional Appeals Committee, as stipulated in Article 65.

**§8.** In case a special status is being granted, the student's name and the reason for granting the special status (i.e. the specific category as listed in §1) are made accessible to Academic and Student Affairs. Moreover, the lecturer(s)-in-charge and co-lecturer(s) are given access to an overview per student of requested and granted facilities for their course unit(s). The individual dossiers in their entirety can only be accessed by the relevant advisory actors, the Director of Education and the case handlers.

**§9.** Personal information as well as the reasons why the student has been granted a special status are treated in a strictly personal manner. They can never be disclosed to third parties (including lecturers) without the express permission from the student. This applies to any communication and documentation that relates to the relevant special status. Students retain the right to rescind their permission at any time.

## SECTION IV – CONTRACTS

### ARTICLE 20: GENERAL REGULATIONS

A student can take multiple enrolments simultaneously and, in so doing, combine several contracts and contract types. However, enrolment in one and the same course unit is not possible more than once per academic year.

### ARTICLE 21: CONTRACTS

#### §1. Diploma contract

By means of a diploma contract a student enrolls in a specific study programme, with the purpose of obtaining a diploma. Enrolment by means of a diploma contract entails the right to participate in the regular education activities, to enjoy education support facilities, and to sit exams for course units that are part of the curriculum as determined in Article 22, with the exception of any exemptions and/or previously obtained credits.

The contract contains the curriculum that is assigned to the student based on their enrolment in a particular study programme. Said curriculum is determined in accordance with the stipulations in Article 22.

#### §2. Credit contract

1° Enrolment by means of a credit contract entails the right to participate in the regular education activities, to enjoy education support facilities, and to sit exams for the course units that are included in the contract.

2° With the exception of the Bachelor's project, Ghent University Global Campus course units in the various Bachelor's curricula can be included in a credit contract. A credit contract for a work placement is possible only if said credit contract supplements a (prior) enrolment by means of a contract to obtain a diploma for the study programme containing the work placement.

3° Enrolment conditions for contracts to obtain credits:

In order to enrol by means of a credit contract, the (prospective) student must meet:

- the admission requirements (incl. the language requirements) of the study programme to which the course units belongs ;
- any specific admission requirements to the course unit contained in the course sheet (cf. Article 30, 12° and 13°), i.e. whether or not admission is free or subject to specific admission requirements. If such is the case, and after the mandatory recommendation by the study track counsellor and the lecturer-in-charge has been obtained, the Curriculum Committee assesses the (prospective) student's starting competencies.

If admission is subject to the mandatory approval of the Curriculum Committee, the (prospective) student can enrol under a cancellation clause. This means that if the enrolment by means of a contract to obtain credits is not approved by the Curriculum Committee, said enrolment will be cancelled.

A student can enter into multiple contracts to obtain credits for an unlimited number of ECTS credits. Said course units need not belong to one and the same study programme. The contract always includes the course unit in question.

A student enrolling by means of a contract to obtain a diploma can simultaneously enrol by means of a contract to obtain credits, provided that the provisions in Article 20 are not impaired. Any such request can be denied if the Curriculum Committee has previously decided that the course unit in question cannot be included in the student's personal curriculum.

Taking up a course unit for which one has obtained a credit certificate is not possible for a period of five academic years, starting the academic year ensuing the one in which the credits were obtained.

### ARTICLE 22: THE STUDENT'S CURRICULUM

§1. The curriculum is an integral part of the contract between the university and the student, and is assigned to the student, and approved by the Curriculum Committee per academic year (cf. Article 2). The student must take cognisance of the curriculum that has been determined for them.

#### §2. The curriculum in case of a contract to obtain a diploma

A student's curriculum can be determined based on the standard study track as published on the Study Guide website, or based on a personalised study track (i.e. combining courses from different BA years), insofar the Curriculum Committee approves (cf. §4).

The curriculum contains the course units for which the student has taken up ECTS credits, as well as the student's exemptions and previously acquired ECTS credits.

### §3. The curriculum in case of a contract to obtain credits

1° The curriculum is assigned per academic year by the Curriculum Committee in accordance with Article 21 §2.

2° The curriculum contains the course units for which the student has taken up ECTS credits.

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

The student submits a draft curriculum via OASIS, following the Curriculum Committee's guidelines and deadlines.

In composing 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 "working student" status, as well as to students who have already obtained a Bachelor's diploma. The Curriculum Committee may assign these students an initial set of course units adapted to their needs but still as close to the structure of the programme as possible.

In addition, in the event of a student returning from military leave of absence who is 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. Further, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot take a negative decision before having consulted the Campus Director of Studies and a student representative on the Campus Council.

2° Students who have not yet obtained credits for all the course 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 "working student" status, as well as to students who have already obtained a Bachelor's diploma.

In addition, in the event of a student returning from military leave of absence who is 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. Further, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot take a negative decision before having consulted the Campus Director of Studies and a student representative on the Campus Council.

3° The Curriculum Committee ensures an order of course units as close to the standard study track as possible, and takes into account any strict dependencies (in accordance with Article 30, 10°) in the draft curriculum, as well as its expediency and suitability.

4° With the exception of the following situations, any student has the opportunity to compose a curriculum of at least 60 ECTS credits:

- there is a question of dependency (cf. Article 30, 10°);
- the Curriculum Committee has decided that the student may not take up the Bachelor's project yet. Such a decision can only be taken by way of exceptional measure and must be substantiated.

4bis° 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.

5° From the second standard study track onwards, a student can submit a substantiated request to the Curriculum Committee to take up more than 72 ECTS credits.

6° 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, students have the opportunity to make up for the existing study delays soon as possible.

7° 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 study programmes in question, at Ghent University Global Campus and the other education institution.

8° Save in exceptional circumstances, which have to be assessed by the Curriculum Committee, supernumerary course units are not allowed.

9° 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 Campus Council 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.

The Curriculum Committee notifies students of their curriculum before 15 September at the latest via [oasis.ugent.be](https://oasis.ugent.be). In case a student has not submitted a draft curriculum before 15 September, the Curriculum Committee defines a set of course units and notifies the student thereof by



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

#### **§5. Changing an established curriculum**

Any changes to a defined curriculum (i.e. adding and/or removing course units regardless of the type of contract) must be requested by the student from the Curriculum Committee before 15 September at the latest in case of first-term course units and before 15 March at the latest in case of second-term and full-year course units.

In exceptional and well-substantiated cases, the Curriculum Committee can at its own initiative remove course units from a student's curriculum that had previously been approved. It can do so before 15 October at the latest for first-term course units, and before 31 March at the latest for second-term and full-year course units, provided that these changes at the initiative of the Curriculum Committee are always possible until ten calendar days following the approval of said course unit(s) in the student's curriculum.

In such cases, the Curriculum Committee must implement the above-mentioned changes before 1 October for first-term course units and before 31 March for second-term and full-year course units.

A change to a defined curriculum either on the initiative of the Campus Council or on the initiative of the student can never result in a transition to another study programme. In the event of a student wishing to switch study programmes, Article 24 takes effect.

Revisions of a defined curriculum can have impact on:

- 1° the tuition fee;
- 2° the calculation of study progress measures as stipulated in Article 18.

#### **§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 Campus Council. The membership of said appeal body is different from that of the Curriculum Committee.

The student has the right to legal counsel. 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.

On pain of inadmissibility the appeal is lodged 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 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 decision in question.

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 authority;
- 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 (from the student's UGent email address) as well as by registered mail. In the event that the competent appeal body cannot rule on the student's application in a timely manner, this is communicated to the student and the legal counsel within the above-mentioned term of twenty calendar days, inclusive of an alternative deadline for the ruling.

## **ARTICLE 23: EXEMPTIONS AND STUDY LOAD REDUCTION**

**§1.** Holders of credit certificates or of previously acquired qualifications can make a substantiated request to the Curriculum Committee to be exempted from particular course units of the study programme in question, in accordance with the procedure and regulations stipulated by the Campus Council. To allow the Curriculum Committee to make a well-founded decision, students substantiate their request with the necessary documentary evidence. In so doing, students must respect the following deadlines:

- for first-term or full-year course units: requests for exemptions possible only until 14 August 2024;
- for second-term or BA1-March Programme course units: requests for exemptions possible only until 12 February 2025;
- for first-term course units for AY 2025-2026: requests for exemptions possible only until 14 August 2025.

**§2.** The number of ECTS credits for which a student is exempted equals the study load of the course unit for which the exemption has been granted.

**§3.** Students may lodge an appeal with the Institutional Appeals Committee against the decision to refuse an exemption, as laid down in Article 65. Said appeal must not contain any new elements or documentary evidence. The decision can therefore only be challenged in an admissible manner on the basis of the original elements submitted to the Curriculum Committee. The student is free to ask the Curriculum Committee to reconsider their request.

§4. The recognition of previously acquired qualifications does not involve a transfer of previous exam marks. Only in the event of a change of contract, from a contract to obtain credits to a contract to obtain a diploma within the same academic year can exam marks be transferred.

§5. In the event that credit certificates have been obtained more than five academic years ago, while also showing substantial differences between the competencies then acquired as opposed to the current competencies of a particular course unit, the Curriculum Committee may request of the student to make up for those substantial differences and impose that they (partially) retake one or more course units.

## **ARTICLE 24: NEW CONTRACT AND CHANGE OF STUDIES**

The student can simultaneously enter into multiple (types of) contract(s), provided that the provisions in Article 20 are not impaired.

A student can change study programmes during the period of enrolment, as well as in the course of the academic year provided that the regulations governing late enrolment are followed. Changing study programmes involves entering into a new contract. Before entering a new contract, the initial contract has to be terminated in accordance with Article 25.

Upon entering into a new contract, great care is taken so as not to count double a course unit featuring in the curriculum of the terminated contract as well as in the curriculum of the new contract in terms of tuition fees.

In no way does the termination of a contract affect the results obtained within said contract. Any course unit for which a student has sat an exam will still count as a used exam opportunity, even if the student changes contracts. Entering into a new contract or changing study programmes within the same academic year can never result in the acquisition of additional exam opportunities.

## **ARTICLE 25: TERMINATING A CONTRACT**

§1. The student can terminate a contract by notification to Academic and Student Affairs, preferably after having first consulted with the study track counsellor. They must do this either in person or by registered mail. In doing so, they must hand in their GUGC student campus card.

§2. The termination of a contract does not absolve the student from paying the tuition fee. 'Non-payment' does not equal 'termination of contract'. If upon termination of contract, a student has not yet or only partially paid the tuition fee, GUGC will continue to claim said tuition fee.

§3. Partially sitting the exams or not sitting the exams does not equal termination of contract. Any discontinuation of a series of exams must be reported to the Examination Office and does not automatically entail a final termination of contract.

## **SECTION V - PROGRAMME COMMITTEE, STUDY PROGRAMME AND COURSE UNIT**

### **SUBSECTION I – PROGRAMME COMMITTEE**

#### **ARTICLE 26: MEMBERSHIP AND OPERATION OF THE PROGRAMME COMMITTEE**

§1. The Campus Council installs a Programme Committee for every study programme or group of related study programmes offered at GUGC. A Programme Committee can count among its members professorial and assistant academic staff (including research staff) from other faculties, as long as these members are also involved in education.

Each Programme Committee has a chair and a secretary, appointed by the Campus Council. The Programme Committee chair must be a member of the professorial staff. The secretary need not be a member of the Programme Committee.

Each Programme Committee consists of a delegation of professorial staff involved in education, accounting for at least half of the members.

Each Programme Committee has a student delegation, accounting for at least one-third of the members.

Taken together, the members of the Assistant Academic Staff, Other Academic Staff and Administrative and Technical Staff who are involved in education have at least one representative on the Programme Committee.

If a Programme Committee does not have the required student membership by 1 November, it is the responsibility of the Programme Committee chair to actively recruit prospective student members. Likewise it is the responsibility of the Programme Committee chair to inform student representatives of current and relevant dossiers that are on the agenda of the Programme Committee, the Educational Quality Control Unit and the Campus Council.

§2. Programme Committees are permanent advisory bodies to the Campus Council for general policy and education organisation of the relevant study programme(s). They lay down the objectives, the design and the practical implementation of the education content, they determine the course and supervision of learning processes and are responsible for the results thereof.

In addition, they are responsible for the continuous improvement of education quality and the documentation thereof in the Education Monitor. They are charged with the curriculum of one or more study programmes (curriculum design, implementation, assessment).

### **SUBSECTION II – STUDY PROGRAMME**

#### **ARTICLE 27: DELIBERATION SETS**

§1. The programme committee defines deliberation sets per student and per study programme as follows: said deliberation sets come as close to the full-time standard study track as possible.

§2. If a student is enrolled in a study programme by means of a contract to obtain a diploma, and if the student enrolls in a course unit of said programme by means of a contract to obtain credits within the same academic year, then said course unit is not part of the student's curriculum to obtain a diploma. As such, it cannot be part of the student's deliberation set.

§3. If, in accordance with Article 22 §4, 8°, the Curriculum Committee allows a supernumerary course unit, said course unit is not a part of the student's deliberation set. Exceptions are the supernumerary course units that are allowed by the Curriculum Committee due to a change of a set of electives (e.g. minor, major, track...).

#### **ARTICLE 28: ELEMENTS OF A STUDY PROGRAMME**

Each study programme has an information sheet (study programme information sheet), which is published on the Study Guide.

## SUBSECTION III COURSE UNIT

### ARTICLE 29: CLASS PERIODS AND TIME TABLES

#### §1. Class periods

A course unit's teaching activities are offered in the form of (consecutive) class periods. A class period consists of a multiple of thirty minutes and lasts at least one hour. Class periods of 120 minutes and more must contain a fifteen-minute break. A fifteen-minute changeover time is always included at the end of class periods.

#### §2. Timetables

1° The date, time and place of a class period are communicated to the student in the form of a timetable before the start of the term in question. Class periods may be scheduled in the timetable from Monday through Saturday (included), as a rule starting from 8:30 AM onwards.

2° Classes may be scheduled after 7 PM:

For initial Bachelor's programmes:

- for lectures or sessions scheduled for groups of 200 students and more;
- for lectures or sessions scheduled for groups of less than 200 students, after approval by the GUGC Director of Studies.

### ARTICLE 30: ELEMENTS OF A COURSE UNIT – COURSE SHEET

The following elements are defined and communicated per course unit via the course sheet on the Study Guide website, taking into account the deadlines, procedures, guidelines and advisory authorities stipulated in the Vade-Mecum for Study Programmes. For GUGC the advisory authorities are the Programme Committee and/or the Campus Council. Barring force majeure events, no changes can be made to the course sheets once the academic year is in progress. Any such deviations should be communicated as soon as possible via the electronic learning environment.

#### 1° Course load expressed in study time and credits

The EQCU must hold regular student surveys on the real study time of course units to ensure a correct accordance between the estimated study time and the real study time invested by students.

#### 2° Term in which the course unit is scheduled

#### 3° Teaching methods

A specific way to give shape to teaching activities which allows students to achieve the predetermined competencies as efficiently as possible.

#### 4° Lecturers: lecturers in charge and co-lecturers

The appointment of lecturer(s)-in-charge and co-lecturers to the different course units in a study programme curriculum follows the regulations pertaining to the appointment of the lecturers and co-lecturers, and their temporary substitutes to course units (cf. Part XI of the Ghent University Education and Examination Code). The Campus Council appoints the lecturers-in-charge and co-lecturers, on advice of the Programme Committee. The lecturer-in-charge and the co-lecturers may seek assistance from other academic staff members.

As specified in the above-mentioned regulations, the Campus Council may decide to replace a lecturer-in-charge during the academic year but only in exceptional circumstances and on the recommendation of the Programme Committee, and the GUGC Director of Studies. If substituting a lecturer-in-charge requires changes to the course sheet, these changes must follow the appropriate procedures and the students must be informed in a timely manner.

#### 5° Department of the lecturer-in-charge

#### 6° Language(s) of instruction

The language of instruction is English for all course units offered by GUGC.

#### 7° Keywords

#### 8° Position of the course unit

This section describes the place and purpose of the course unit (within the study programme).

#### 9° Contents

This section describes the course contents by means of which the gap between the starting competencies and learning outcomes is bridged.

### **10° Starting competencies**

The knowledge, skills and attitudes a student should have acquired to start the course unit. The starting competencies of each course unit are the basis for determining the standard study track and the optimal order in which course units are taken up in the curriculum in the context of a diploma contract. In the context of a diploma contract the student need not have obtained all of the listed starting competencies before the relevant course unit concerned can be taken up in the curriculum (cf. Article 22 §4), except upon a dependency decreed by the Institutional Programmes Committee, at the substantiated recommendation by the Campus Council, and on the proposal of the relevant Programme Committee.

The fact that a course unit's learning outcome serves as another (subsequent) course unit's starting competency can never imply that (part of) the learning outcomes of the former course unit have been acquired, when a student obtains a credit for the latter course unit.

Within the context of a contract to obtain credits, (prospective) students may be subjected to an assessment of their starting competencies, as stipulated in Article 21 §2.

### **11° Course competencies/learning outcomes**

Description of the competencies/learning outcomes that are aspired to in this course unit.

### **12° Admission with contract to obtain credits** (cf. the provisions in Article 21 §2)

- open
- open after prior assessment of the starting competencies
- closed

### **13° Study costs**

Description of the required materials for this course unit (including their exact or estimated costs). Additional costs associated with the course unit (lab materials, excursions, etc.) should also be specified in this section.

The study costs should be reasonable and calculated in a transparent manner.

### **14° References to academic publications as recommended reading**

### **15° Course content-related student counselling**

Methods of content-related counselling to help students process the subject matter and attain the course competencies/learning outcomes.

### **16° Assessment moment(s)**

Moments at which study performance is assessed, i.e. either in the form of end-of-term or continuous assessment. In case of continuous assessment, the assessment frequency and the assessment method must be specified.

### **17° Assessment methods**

Description of the form and content of assessment activities and their relation to the learning outcomes: oral, written, open-book, multiple choice, etc. A different assessment method may be scheduled per exam opportunity, but only in case of substantiated exceptions.

### **18° Second exam opportunity for continuous assessment**

- yes
- no
- possible only in modified form

### **19° Calculation of the final mark and specific requirements to pass**

In case of a combination of end-of-term and continuous assessment, and/or partial exams (cf. Article 35 §4), these partial marks make up the final mark. The calculation of the final mark is defined in the course sheet.

This section also stipulates the consequences of an illegitimate absence or non-participation in (part of) the assessment. The provisions apply to any student who has enrolled in the course unit in question.

### **20° Alternating course units**

The course sheet specifies the academic year in which the course unit is taught. The Programme Committee must put in place proper measures for students re-enrolling in any alternating course unit, ensuring that said students can sit exams for the course unit(s) in question.

## ARTICLE 31: ELECTIVES IN PROGRAMME CURRICULUMS

§1. The first and second standard study track year of a Bachelor's programme contain no electives.

§2. The choice of a specific elective in a student's curriculum is approved by the Curriculum Committee based on the composition of the student's personal curriculum.

§3. When, in accordance with Article 23, an exemption is granted for a(n) (elective) course unit, the Campus Council cannot impose an alternate course unit.

§4. The student can lodge an appeal against an unfavourable decision regarding the composition of their curriculum with the appropriate appeals body as appointed by the Campus Council (cf. Article 22 §4).

## ARTICLE 32: COURSE UNITS AT A DIFFERENT INSTITUTION

§1. Electives at a different higher education institution in Korea

In accordance with an agreement (and with due respect to the applicable education and examination code), students can take up a course unit as an elective at another higher education institution that is officially recognized by the Ministry of Education of South-Korea provided that the two institutions approve. This provision only applies to students with a diploma contract.

§2. Elective course units from the online education offer of a higher education institution in Korea or abroad with which GUGC has an exchange agreement.

After approval of the Campus Council and with permission of the partner institution in question, students who have enrolled with a diploma contract can take up one or more online course units as electives at a partner higher education institution in Korea or abroad. The course unit must be completed online, according to the terms of the host institution.

## ARTICLE 33: PROVISIONS FOR TEACHING ACTIVITIES

§1. Participants in education activities (including continuous assessment) – i.e. lecturers as well as students – are expected to show mutual respect. Among other things, this includes not wilfully disrupting said education activities.

Students wishing to participate in education activities, including continuous assessment, are expected to attend said activities from start to end.

Lecturers are expected to organise the education activities, including continuous assessment, as announced. This means that the starting and closing times are to be respected. Any deviations are communicated by the lecturer in due time.

§2. In case of wilful disruptions of the education activities, including continuous assessment, by students, the lecturer or supervisor can refuse said students further access to the education activities by way of disciplinary measure. This disciplinary measure applies only to the activities during which the disruptions took place and comes into effect immediately.

§3. In case of repeated wilful disruptions of the education activities, including continuous assessment, the students involved can be denied access to any remaining education activities of the course unit in question. This disciplinary measure is possible only if the student(s) involved was cautioned and informed of the possible consequences by the lecturer or supervisor on a previous occasion.

A refusal of access is implemented by the Campus Council, after the student has been given a chance to be heard, The campus ombudsperson is invited to attend this hearing. The decision is communicated to the Director of Education.

Students who have been denied further access to education activities can participate in continuous and end-of-term assessment, unless the continuous assessment takes place during the education activities.

§4. During education activities, including assessments, students must be able to identify themselves by means of their student card, their identity card, or another official proof of identity. They must provide said proof to the lecturer or supervisor at first request.

§5. Making audio and/or video recordings of the education activities (incl. continuous assessment and feedback) and learning content projected on screen without permission, is not allowed. It is considered to be a wilful disruption of the education activities. Any such recording (including any textual derivative/transcription thereof) can never be used as evidence in administrative or legal proceedings and must be destroyed at first request.

Students may ask the lecturer involved permission to make audio and/or video recordings of the education activities and learning content. In so doing, they state clearly what will be recorded and how, and to what end. Said recordings must never be used for any other ends than for which the lecturer has granted permission.

In order to carry out its education assignment in the public interest, Ghent University and GUGC reserve the right to organise lecture recordings, and to make those recordings available to the students and teaching staff involved for educational purposes, either simultaneously or at a later point in time using the electronic learning environment. This is provided that the students participating in the classes are informed of the recording before the start of class. Students participating in these classes can thereby be portrayed for recording and distribution within the electronic learning platform, should they appear on screen.

**§6.** It is not permitted for students to disseminate and multiply images and any kind of study and examination materials (e.g. syllabi, exercises, presentations, exam questions, class notes) without the permission of the lecturer-in-charge and, if applicable, the author, in exchange for payment and/or in the pursuit of profit. This may give rise to a disciplinary procedure against the students involved in accordance with the Disciplinary Regulations.

## PART III – EXAMINATION CODE

### SECTION I – ASSESSMENT PER COURSE UNIT

#### ARTICLE 34: PREPARING THE ASSESSMENT

§1. Per course unit, each lecturer defines the learning content that will be covered by the assessment prior to the actual teaching activities. Each lecturer provides study materials that are suited to the education activities and the intended learning outcomes.

§2. Each lecturer incorporates questions and/or exercises into their teaching practice, which reflect the specific requirements of the assessment.

#### ARTICLE 35: ASSESSMENT MOMENTS

§1. Detailed information on the assessment moment(s) of each course unit is made available via the course sheet, as stipulated in Article 30. Regardless of the contract type, assessments proceed according to the assessment moment that has been defined in the course sheet.

§2. There are two types of assessment moments, i.e. continuous assessment and end-of-term assessment (i.e. exams). These two assessment moments can be combined in the assessment of a students' achievements in the context of a specific course unit.

§3. End-of-term assessment (i.e. 'exam')

Exams contained in the first exam opportunity take place in the first-term or second-term examination period depending on the term in which a course unit has been programmed; exams contained in the second exam opportunity take place during the resit examination periods for all course units (cf. Article 6).

Exams can either be written and/or oral. It is the responsibility of the Programme Committee to guarantee that assessment forms are fair and that the study load is in accordance with [Ghent University's assessment concept](#).

§4. Continuous assessment

The dates on which the continuous assessment will take place, and the form it will take, are communicated in advance. A continuous assessment can take place within or without the examination periods, but (with the exception of Summer holidays) can never take place during the holidays/breaks or on collective closing days at GUGC (cf. Article 6).

Continuous assessment covers, among other things, practicals, assignments, work placements, exercises, practical assignments, clinics, debates, and skills tests that are set to students in the context of a study programme, and that in part count towards the final exam mark.

Whether or not course units involve continuous assessment is communicated via the course sheet.

The results of continuous assessments are communicated to the students as soon as possible. Students receive interim feedback so that they can adjust and improve their performance.

It is the responsibility of the Programme Committee to guarantee that assessment forms are fair and that the study load is in accordance with [Ghent University's assessment concept](#).

§5. Partial exams

Partial exams are a mandatory part of full-year course units of the first standard study track year of a Bachelor's programme, unless said course units are integration course units and/or they are subject to continuous assessment.

In all other instances, partial exams are not allowed.

Partial exams are scheduled in the first-term examination period.

Partial exam results are communicated to the students as soon as possible. Only in case of a pass mark do they partially count towards the final exam mark. Neither the mere participation in a partial exam, nor the results obtained in a partial exam may be invoked as a condition to pass the entire course unit (which is possible for continuous assessment).

A partial exam may result in the fact that a part of the learning contents or competencies are no longer subject of an assessment in the second-term examination period.

However, students who have passed a partial exam may choose to sit an exam covering the same learning contents and competencies again in the second-term examination period. In this case, the most recent mark counts as the partial exam mark.

Partial exam marks are never transferred to the resit examination period (barring exceptions cf. Article 41 §3, 2°) or to an ensuing academic year.



Exceptions to the provisions governing partial exams can be decreed by the Institutional Programmes Committee, at the substantiated recommendation of the Campus Council, and on the proposal of the Programme Committee in question.

## **ARTICLE 36: ASSESSMENT METHOD**

§1. Detailed information on the assessment method(s) of each course unit is made available via the course sheets, as stipulated in Article 30.

§2. Regardless of the contract type, assessments proceed in a similar way. However, any student can – after prior consultations with the lecturer-in-charge – obtain permission from the Campus Council to be assessed by means of a different method than the one defined in the course unit. Students send a written request to the Campus Council in advance, with a copy to the lecturer-in-charge.

§3. When in exceptional circumstances an assessment cannot take place at the scheduled time (cf. Article 19 and Article 59), another assessment method may be used.

§4. If, in application of Article 59 a substitute examiner is assigned, another assessment method may be used after approval by the Director of Education and provided that the student(s) involved consent. Prior consent of the student(s) involved is not mandatory, however, in case the examiner is unable to conduct the exam due to force majeure (a long-term illness, pregnancy, parental leave) for a substantial part of the examination period.

## **ARTICLE 37: ORGANISING THE EXAMS**

§1. The Campus Council is responsible for the co-ordination and organisation of the exams.

§2. The academic calendar defines four examination periods per academic year. First- and second-term course units are assessed in the first- and second-term examination period, respectively. The end-of-term assessment of full-year course units are always scheduled in the second-term examination period. Any course unit can be assessed during the resit examination period, provided that the provisions in Article 39 §2 are not impaired.

## **ARTICLE 38: PROVISIONS FOR ASSESSMENT**

§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 19 extra exam time has been granted (25% additional exam time, of one extra hour at most). Exams cannot take place on Sundays and official holidays. Exams take place at the venue(s) defined by the Campus Council.

§2. Regardless of the number of lecturers, there can only be two exam sessions per course unit in the regular examination period (end-of-term and/or continuous assessment): for example, one theoretical exam and one practical exam or an exam focusing on exercises, or a written and an oral exam. The different exam sessions need to take place consecutively, i.e. without interruption from exams on other course units. Deviations are possible only very exceptionally, and solely for organisational reasons, in consultation with the GUGC Director of Studies.

§3. The lecturer-in-charge is responsible for the exam, and can appoint co-lecturers and other staff members to assist them, for example as an exam invigilator.

During an oral assessment, the lecturer-in-charge or the co-lecturer must be present at all times. In case of other exam forms, the lecturer-in-charge or the co-lecturer must be at least reachable. If this is impossible, Article 59 applies. In any event, someone must be present in case explanations are needed.

§4. Students or third parties are not allowed to make audio and/or video recordings of an assessment. Any such recording (including any textual derivative/transcription thereof) can never be used as evidence in administrative or legal proceedings and must be destroyed at first request.

§5. For Ghent University and GUGC to carry out its teaching assignment in the public interest, and provided that the student is notified beforehand, recording an assessment by the examiner and/or the invigilator by means of audio and/or video recordings for a review of the assessment, feedback and the prevention and investigation of irregularities or fraud is permitted.

For the purpose of preventing fraud or irregularities during online assessments, and provided that the student is notified beforehand, the student may be asked to perform a 360° visual check of the student's room. In addition, proctoring software may be used in the following circumstances and provided that the conditions mentioned below are met: if there are valid reasons to assume that no alternatives are available; if upon its use, the chosen setting is as little invasive of the privacy as possible in proportion to its purpose; and if participation in an online assessment is considered reasonably necessary in the context of Ghent University's and GUGC's assessment policy, or for organisational

reasons, or when all or a part of the students must use their own laptop in the context of an online assessment at a on-campus Ghent University or GUGC assessment venue .

Said audio and/or video recordings can only be used for the above-mentioned purposes and must be destroyed one year after the academic year in question.

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

§7. The wilful disruption of an end-of-term assessment is punished in accordance with Article 61.

## ARTICLE 39: EXAMINATION REGULATIONS

§1. The Campus Council is responsible for issuing a complete and detailed set of examination regulations for each standard study track year and for each examination period.

These regulations contain:

- the schedule, the location and starting hour of the exams;
- the contact details of the Examination Office, the chair and secretary of the Examination Board, the campus ombudsperson and the tutorial services.

§2. The exam dates are determined in consultation with student representatives, so that any student in a standard study track has a reasonable preparation period for the exams of mandatory course units, and a fair distribution of these exams across the entire examination period. If the examination regulations schedule are unfair to a specific group of students, a second exam day must be scheduled for this group.

§3. Academic and Student Affairs communicates the examination regulations electronically by 18 October 2024 at the latest for the first-term examination and first-term resit examination period, by 18 April 2025 at the latest for the second-term and second-term resit examination period.

§4. Academic and Student Affairs may ask students to confirm their participation in the exams in advance.

§5. The Campus Council installs an Examination Office, one per study programme, if necessary. This is the contact point for any questions or remarks with regard to the exam schedule. In addition, the Examination Office must be informed of:

- changes of a student's address during the examination periods;
- changes in the examination regulations;
- legitimate absences;
- any facts that can put at risk the examination regulations and a smooth running of the exams.

## ARTICLE 40: EXAM OPPORTUNITIES

§1. Without prejudice to the provisions in Article 18 §6, and the provisions in §1 (3) and in §3 and §6 of this article, each student is entitled to two exam opportunities per academic year for every course unit in the curriculum, barring exemptions and previously acquired credits. Of these two exam opportunities, one is scheduled in the first-term or second-term examination period, respectively, and one in the resit examination periods. A student who does not pass, is by default registered to participate in the second exam opportunity.

Students are entitled to use the exam opportunities as they are provided, regardless of their participation in continuous assessment.

In case continuous assessment is necessary due to the nature of the course unit, a second exam opportunity may either take the form of an alternative activity and take place in between the first and second exam opportunity, or only one exam opportunity may be offered. The Campus Council's decision on this matter is included in the course unit's course sheet.

§2. Students are entitled to use their second exam opportunity during the resit examination period for any course unit for which they have not acquired a credit certificate during the first-term or second-term examination period.

In case a fail mark has been deliberated in accordance of Article 51 or Article 55, the deliberation decision/diploma decision taken during the first-opportunity examination period is retained, including, where appropriate, the grade of merit that was awarded. If a student passes after the resit examination period, this pass mark can only result in a credit certificate for the course unit in question. The diploma supplement contains the mark that was awarded after the period of the first exam opportunity.

Students who wish to have their exam mark from the resit examination period taken into account for the calculation of their grade of merit when obtaining a diploma for the study programme in question, must waive the deliberation decision/diploma decision of the first-opportunity examination period. Vis-à-vis those students a new positive deliberation decision/diploma decision is taken in the resit examination period, which then replaces the decision taken in the first-opportunity examination period. In any such case, the most recent exam mark is factored in

when determining the grade of merit, and is also included in the diploma supplement. Students who wish to avail themselves of this provision, must notify the Examination Office before the start of the resit examination period.

§3. Students cannot resit an exam in the resit examination period for which they have already obtained a credit certificate.

§4. Taking up a course unit for which one has obtained a credit certificate is not possible for a period of five academic years, starting the academic year ensuing the one in which the credits were obtained.

§5. Students who are no longer enrolled in a course unit (in application of Article 22 §5, or Article 25) lose their right to all the concomitant exam opportunities from the date said changes were registered in the curriculum, or the date of enrolment.

## ARTICLE 41: EXAM MARK

§1. The assessment result per course unit is expressed in one exam mark.

The lecturer-in-charge of the course unit involved determines the final exam mark. This exam mark is a whole number ranging from zero to twenty, calculated as stipulated in the course sheet (cf. Article 30, 19°). Unless a thorough motivation prompts otherwise, this entails the following general rules for rounding off: 0.5 and higher is rounded up, whereas anything less than 0.5 is rounded down. Deviations from this general rule are possible only at the recommendation of the Programme Committee, and must be well-substantiated and included in the course sheet.

If the event of absence, the “absent” code can only be used if the student was absent from all parts of the assessment.

In case of exchange course units that are part of a regular Bachelor’s programme taken at a different higher education institution in Korea or abroad, and if for the lack of exact exam marks grade conversion is not possible, the exam results may by way of exception be recorded as “pass” or “fail”, cf. Article 41 §4.

An exam mark can be registered only for those course units in the student’s curriculum (cf. Article 40 §5), with the exception of exemptions and previously acquired credits, as stipulated in Article 22.

§2. Within one and the same exam period, a student cannot be assessed more than once for the same course unit.

§3. Transfer of exam marks and partial results other than the results of a partial exam (for partial exam results, cf. Article 35).

1° Exam marks of less than ten out of twenty are not transferred to a subsequent exam period.

2° Partial results are not transferred to a subsequent exam period.

Exceptions are:

- partial results for which a transfer to the resit exam period has been established in the explanatory section on the calculation of the final mark (cf. Article 30, 19°);
- the partial results of a continuous assessment for which there is no second exam opportunity (cf. Article 30, 18°). In this case, the partial result is transferred to the resit exam period.

3° Exam marks or partial results are never transferred to a subsequent academic year (cf. Article 23 §4).

§4. Students who are enrolled in a GUGC study programme with a contract to obtain a diploma, and who participate in education and assessment activities at a different higher education institution in Korea or abroad, will receive exam marks for these course units from GUGC. These exam marks are awarded in accordance with the locally assigned grade per course unit, based on a conversion (following the guidelines in the ECTS Users' Guide), the procedure of which is defined on [this website](#).

§5. Students may lodge an appeal with the Institutional Appeals Committee against a personally awarded exam mark, as laid down in Article 65.

## ARTICLE 42: CREDIT CERTIFICATE

A student passes any course unit for which the exam mark is at least ten out of twenty. The student acquires a credit certificate for any pass mark at the close of the exam period in question.

The credit certificate is an electronic registration. This registration contains information on the student’s identity, the nature of the study programme, the course unit, the number of credits and the final exam mark. In the event that a student has enrolled with a contract to obtain a diploma, the student can upon explicit request receive the credit certificate via email from Academic and Student Affairs. In case a student

has enrolled with a contract to obtain credits, the student receives the credit certificate automatically via email once they have passed the course unit in question (without prejudice to Article 12 §3).

A credit certificate obtained at GUGC has unlimited validity at GUGC and at Ghent University, unless the Curriculum Committee after a minimum of five academic years can demonstrate that there are substantial differences between the competencies/learning outcomes originally acquired by the student and the current intended competencies/learning outcomes of the course unit. The Curriculum Committee may request of the student to make up for those substantial differences and impose that they (partially) retake one or more course units.

### **ARTICLE 43: LANGUAGE OF ASSESSMENT**

The language of assessment follows the course unit's language of instruction.

### **ARTICLE 44: FEEDBACK AND THE RIGHT OF INSPECTION**

§1. As laid down in Article 6, feedback is scheduled after the first-term and second-term examination period, as well as after the resit examination periods. This feedback enables lecturers to clarify content-related issues to the students. The lecturer-in-charge or a proxy appointed by the lecturer-in-charge is available for the students. Each student has the right to receive feedback within the feedback period (cf. Article 6) or after the publication of the exam results, and the right to inspection of exams and assignments. The feedback dates are published at the start of the exam period. Feedback in the context of continuous assessment and partial exams is given as soon as possible, and can therefore take place outside of the official feedback periods. No feedback or right of inspection is given to third parties.

If a student is legitimately absent from a scheduled feedback session, the feedback or a minimal right of inspection can be organised at a different time or outside of the official feedback period, after consultation between the lecturer and the student.

§2. The student can subsequently also appeal to the tutorial services for a discussion of study progress and/or study approach.

§3. Written exam copies, written preparations of an oral exam and assignments in the context of continuous assessment, as well as the paper copy of the Bachelor's project are retained by the lecturer on site for the period of one year following the close of the current academic year. In case of an oral exam, the examiner takes minutes of how the exam proceeds. This document is retained by the lecturer-in-charge on site for the period of one year after the close of the current academic year.

## SECTION II – EXAMINATION BOARDS

### ARTICLE 45: TYPES OF EXAMINATION BOARDS

There are two types of examination boards: the Examination Board per deliberation set and the Examination Board per study programme. Sections III and IV of the current examination code stipulate the competencies and operation of the examination board per deliberation set and the examination board per study programme, respectively.

### ARTICLE 46: EXAMINATION BOARD DELIBERATIONS

§1. An Examination Board holds deliberations at least twice per academic year (either physically or electronically, cf. §3):

- a first time at the end of the second-term exam period;
- a second time at the end of the resit exam period.

§2. An Examination Board holds deliberations no later than 29 February 2024 in a graduation year of a Bachelor's programme for students who have at that point sat all their exams. Article 55 shall be applied in full.

With the exception of the Bachelor's project, full-year or second-term course units must not be assessed during the first term.

§3. Physical consultations

1° The chair and secretary of the Examination Board check any deliberation lists for possible material errors or anomalies, and make said lists available (electronically) to the board members. The Examination Board (per deliberation set and per study programme) can assemble upon the request of one of the members, or of the ombudsperson.

2° The Examination Board (per deliberation set or per study programme) may assemble and deliberate by video conference if one of the members or the ombudsperson has requested a physical meeting.

§4. The Examination Board per study programme can be called to assemble at any time in the event of disciplinary measures for exams.

§5. The deliberations of the Examination Board are confidential and in the event of a physical meeting, they take place behind closed doors.

### ARTICLE 47: PARTICIPATION IN EXAMINATION BOARD DELIBERATIONS

The members of an Examination Board have the obligation to participate in the deliberation. The secretary of the Examination Board includes the attendances in the meeting minutes. A student's deliberation is only valid if at least half of the members of the relevant Examination Board participate in the deliberation.

When members are unable to participate, they must notify the chair of the Examination Board immediately. In the event of non-attendance or non-participation of a member, the chair may deem it necessary to appoint another member of the academic staff as a substitute. In case the chair cannot attend, the Examination Board in question appoints a substitute. In case the secretary cannot attend, the chair appoints a substitute.

The campus ombudsperson has the right to attend Examination Board deliberations as an observer.

### ARTICLE 48: SUBSTANTIATED DECISIONS BY THE EXAMINATION BOARD

Examination Board decisions are included in the meeting minutes.

The meeting minutes of an Examination Board (be it per deliberation set or per study programme) at least contain: the attendance list and decisions per student, including any well-substantiated deviations from the general principles.

The retention period for these meeting minutes amounts to five years, after the expiration of which they are transferred to the University Archive.

The student's right of inspection applies only to those sections of the meeting minutes that specifically concern them. To invoke this right, students have to get in touch with Academic and Student Affairs.

## ARTICLE 49: RECONSIDERATION OF EXAMINATION DECISIONS

§1. Material errors to the student's advantage whereupon the student is awarded a higher exam mark based on an effective participation in an end-of-term and/or continuous assessment for a course unit

- are rectified within ten calendar days of the public announcement of the exam results, if said material error affects the exam mark, passing the deliberation set, passing the study programme, or the grade of merit. Any such material errors are rectified as a result of a new decision by the chair of the Examination Board in question, with notice to the Campus President of GUGC and the members of the Examination Board;
- are not rectified later than ten calendar days after the public announcement of the exam results if said material error affects the exam mark, passing the deliberation set, passing the study programme, or the grade of merit.

§2. Material errors to the student's advantage whereupon the student is awarded an exam mark for a course unit without having participated in any assessment are rectified at all times.

§3. Material errors to the student's disadvantage, whereupon the student is awarded a lower exam mark, are rectified at all times if the rectification affects the exam mark, passing the deliberation set, and passing the study programme, or the grade of merit. Any such material errors are rectified as a result of a decision by the chair of the Examination Board in question, with notice to the Campus President of GUGC and the members of the Examination Board.

§4. Material errors that do not affect anything are rectified up until ten calendar days after the public announcement of the exam results. These errors did not affect the exam mark, passing the deliberation set, or the grade of merit. They are rectified by the chair of the Examination Board in question.

§5. Detection of fraud:

If the detection of fraud affects the exam mark, passing the deliberation set, passing the study programme or determining the grade of merit, the Examination Board in question can at all times reconsider its decision in accordance with the procedure stipulated in Article 62.

§6. Any such new decisions are communicated to the student via email (Ghent University account) within ten calendar days of the rectification. In case of an error to the student's advantage (whereupon the student has received a higher exam mark), the rectification is communicated to the student via registered mail (or via an acknowledgement of receipt signed by the student) within five calendar days after the rectification. The student is informed of the appeal possibilities as stipulated in Article 65.

## SECTION III – ASSESSMENT PER DELIBERATION SET

### ARTICLE 50: EXAMINATION BOARD PER DELIBERATION SET: MEMBERSHIP AND POWER OF DELIBERATION

§1. The Campus 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 the secretary of the Examination Board per deliberation set and per per study programme are one and the same.

§2. The Examination Board's power of deliberation per deliberation set contains:

- declaring whether or not a student has passed a specific deliberation set, as laid down in Article 50;
- issuing study advice on the first standard study track year of a Bachelor's programme vis-à-vis students who have enrolled with a contract to obtain a diploma for the first time.

§3. With the exception of the circumstances outlined in Article 49, the Examination Board per deliberation set does not have the power to adjust exam marks.

### ARTICLE 51: PASSING A DELIBERATION SET

§1. The Examination Board per deliberation set holds its deliberations as stipulated in Article 46. Based on deliberation sets, the Examination Board deliberates on the study progress of students who have enrolled with a contract to obtain a diploma.

§2. Passing a deliberation set:

1° If the student has obtained a pass mark for every course unit in the deliberation set, i.e. at least a 10/20 (or has passed as stipulated in Article 41 §1), the Examination Board will declare the student has passed the deliberation set in question.

2° The Examination Board per deliberation set will also declare any student enrolled in the first deliberation set of a Bachelor's programme to have passed, if said student meets the following cumulative conditions:

- The first deliberation set only contains course units programmed in the first standard study track year of a Bachelor's programme;
- The deficit for passing one or two course units amounts to no more than 1% of the weighted total of the deliberation set<sup>1</sup> – without exemptions – in which the ECTS credits are used as weights.<sup>1</sup> The deficit is calculated by multiplying the course unit's exam mark with the number of ECTS credits attributed to said course unit;
- The student has used the most recent exam opportunity for the course unit in question;
- The student has obtained a minimum of 8/20 for all the course units in the deliberation set;
- The student has obtained less than 10/20 for no more than two course units in the deliberation set in question;
- The student has obtained a minimum of 50% for the deliberation set.

3° If, in application of the criteria stipulated in §2, 1° and 2°, a student does not pass, the Examination Board per deliberation set can still declare the student to have passed, either by secret vote or not. Such a decision is possible only in special personal or family circumstances, provided that the the study programme's objectives have been broadly acquired. Such a decision must be substantiated specifically. The Campus Director of Studies monitors the implementation of the deliberation policy.

§3. Students may lodge an appeal with the Institutional Appeals Committee against a decision by the Examination Board per deliberation set, as laid down in Article 65.

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<sup>1</sup> For a 60-ECTS credits standard study track, the weighted total stands at 1200, which means that the deficit must amount to no more than 12. For example: according to this provision, for a course unit of 6 ECTS credits the bottom limit of a passable mark is 8/20.

## **ARTICLE 52: VOTING IN THE EXAMINATION BOARD PER DELIBERATION SET**

The chair and the secretary of the Examination Board are all-round voting members, i.e. they also have a vote vis-à-vis students they have not assessed themselves.

The lecturers-in-charge of course units belonging to the student's deliberation set, who are members of the Examination Board per deliberation set have a vote in said student's deliberation.

A student's deliberation is only valid if at least half of the voting members of the Examination Board in question participate in the deliberation. The quorum is constituted based on the number of voting members. Voting members can cast only one vote per student. In case there was more than one examiner for a course unit, the examiner who has been appointed by the Campus Council as lecturer-in-charge of that specific course unit is the voting member.

An examiner who has been substituted in accordance with the procedure as stipulated in Article 60 cannot participate in Examination Board deliberations on the student in question. In such cases, the substitute examiner participates in the Examination Board deliberations on the student in question, and is a voting member.

Unless a member of the Examination Board per deliberation set or an ombudsperson calls for a vote, the chair's proposal of final assessment is accepted as the general consensus.

Decisions are adopted by an ordinary majority of votes. Abstentions are not taken into consideration. In the event of a tied vote, the decision will favour the student.

## **ARTICLE 53: PUBLIC ANNOUNCEMENT OF EXAM RESULTS AND DELIBERATION SETS**

Exam results are communicated to the student after the first-term examination period, the second-term examination period and the resit examination periods. The exact dates are announced in the Campus Calendar as approved by the Campus Council.

After each examination period, the student receives a personal transcript of records. This happens after the close of the examination period at the earliest, and at the latest one week after the closing of the examination period.

If a deliberation has taken place, the decision by the Examination Board per deliberation set is included in the transcript of records. In case of a deliberation after the first-term examination period in application of Article 46§2, the transcript of records may be released to the student in question later than at the close of the examination period but no later than 28 February 2025.

Contrary to these provisions and deadlines, and in accordance with the provisions laid down in Article 35 §4 regarding the announcement of continuous assessment results, the relevant final mark must be communicated as soon as possible after the assessment. This includes course units with only continuous assessment.



## SECTION IV – ASSESSMENT PER STUDY PROGRAMME

### ARTICLE 54: EXAMINATION BOARD PER STUDY PROGRAMME: MEMBERSHIP AND POWER OF DELIBERATION

§1. The Campus Council is authorised to define the membership of Examination Boards per study programme. To each Examination Board, the Campus 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.

§2. The Examination Board per study programme's power of deliberation contains:

- declaring whether or not a student has passed a specific study programme and that the diploma or certificate can be awarded;
- awarding a grade of merit to a student for a study programme;
- implementing a disciplinary decision for an exam (cf. Article 62).

§3. The Examination Board per study programme has the power to take disciplinary decisions for exams in accordance with Article 61, regardless of the type of contract of the student concerned.

§4. With the exception of material errors, the Examination Board per study programme does not have the power to adjust exam marks.

### ARTICLE 55: PASSING A STUDY PROGRAMME

§1. In order to pass a study programme, the student must always meet the following cumulative conditions:

- the student has to meet the study programme's admission requirements. If not, the student is inadmissible and therefore cannot pass said study programme;
- the student has to be enrolled in the programme with a contract to obtain a diploma;
- the student has taken up in their curriculum any remaining course unit in order to pass said study programme;
- the student has used the most recent exam opportunity for the course unit in question.

§2. Without prejudice to the power of deliberation of the Examination Board per study programme, as stipulated in Article 54, the student must have obtained a credit certificate for all the course units in their curriculum (cf. Article 42) or an exemption, and/or must have been declared to have passed all deliberation sets belonging to said study programme (cf. Article 51).

The Examination Board per study programme will also declare to have passed: the student enrolled in the graduation year of a Bachelor's programme, if the following cumulative requirements are met:

- the student has taken up in their curriculum any remaining course unit in order to pass said study programme;
- the deficit for passing one or two course units amounts to no more than 6 weighted marks, whereby the ECTS credits are used as weights. The deficit is calculated by multiplying the course unit's exam mark with the number of ECTS credits, attributed to said course unit;
- the student has obtained a minimum of 8/20 for all the course units;
- the student has obtained less than 10/20 for no more than two course units;
- the student has used the most recent exam opportunity for the course unit in question;
- the Bachelor's project and the mandatory work placements can never be deliberated.

§3. If, in application of the criteria stipulated in §1 and §2, a student does not pass, the Examination Board per study programme can still declare the student as having passed, either by secret vote or not. Such a decision is possible only if the student can demonstrate that there have been exceptional personal or family circumstances, provided that the study programme's objectives have been broadly acquired. Such a decision must be substantiated specifically. The Campus Director of Studies monitors the implementation of the deliberation policy.

§4. Students may lodge an appeal with the Institutional Appeals Committee against a decision by the Examination Board per study programme, as laid down in Article 65.

## **ARTICLE 56: VOTING IN AN EXAMINATION BOARD PER STUDY PROGRAMME**

The chair, the secretary and the members of the Examination Board are all voting members.

A student's deliberation is only valid if at least half of the voting members of the Examination Board in question participate in the deliberation. The quorum is constituted based on the number of voting members.

Unless a member of the Examination Board per study programme or an ombudsperson calls for a vote, the chair's proposed final decision is accepted as the general consensus.

Decisions are adopted by an ordinary majority of votes. Abstentions are not taken into consideration. In the event of a tied vote, the decision will favour the student.

## **ARTICLE 57: GRADE OF MERIT**

§1. Students who pass a Bachelor's or a Master's programme successfully, are awarded a grade of merit by the Examination Board per study programme.

The calculation of the grade of merit takes into account 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 takes into consideration the weighting coefficients of course units in the study programme's standard study track, which are defined by the Campus Council and communicated to the students at the start of the academic year.

In case of course units taken at a different higher education institution in Korea or abroad, for which by exception a "pass" or "fail" mark was recorded as stipulated in Article 41§1, said marks are not taken into account for the calculation of the grade of merit.

§2. The grade of merit obtained by the student for a study programme is defined as follows:

- cum fructu (500/1000 or more)
- cum laude (675/1000 or more)
- magna cum laude (750/1000 or more)
- summa cum laude (825/1000 or more)

The grade of merit published on the transcript of records is the result of the calculation of the weighting coefficients determined by the Campus Council, as stipulated in §1. Said transcript of records also contains the total on 1000 per deliberation set, whereby the ECTS credits are used as weights.

In individual cases, the Examination Board per study programme may deviate from the minimal study results required to obtain a grade of merit as defined in the first section of this paragraph. Such a deviation is possible only in exceptional circumstances and must be substantiated specifically and individual.

§3. A grade of merit can never be awarded if the student has obtained less than 30 ECTS-credits.

§4. Students may lodge an appeal with the Institutional Appeals Committee against a decision by the Examination Board, as laid down in Article 65.

## **ARTICLE 58: PUBLIC ANNOUNCEMENT OF THE EXAM RESULTS OF A STUDY PROGRAMME**

§1. Exam results are communicated to the student after the first-term examination period, the second-term examination period and the resit examination period, as stipulated in Article 53. If a deliberation has taken place, the decision by the Examination Board per study programme is announced and included in the transcript of records.

§2. Decisions by the Examination Board per study programme, including the grade of merit, can be announced publicly.

§3. In accordance with the resolution of the Flemish Government establishing the form of higher education diplomas and the content of the diploma supplement awarded by higher education institutions in Flanders, adopted on 12 December 2014, a student receives a diploma or a certificate with its concomitant diploma or certificate supplement (without prejudice to the provisions in Article 12§5).

## SECTION V – SPECIAL CIRCUMSTANCES

### ARTICLE 59: COMPLIANCE WITH THE EXAM REGULATIONS

§1. All the parties involved in the assessments comply strictly with the outlined exam regulations, in case of end-of-term assessment (cf. Article 39) as well as continuous assessment (cf. Article 30, 16°).

#### §2. End-of-term assessment

1° If a student is absent at the start of the assessment, the exam regulations expire.

- a. If the examiner deems said absence to be illegitimate, the student will be listed as absent.
- b. If the examiner deems said absence to be legitimate, whether or not upon the intervention of the ombudsperson, the student may participate in a deferred exam. The examiner cannot refuse to organise a deferred exam within the same examination period, unless this should prove to be materially infeasible.

The following reasons are considered to be legitimate:

- an illness or injury which prevents sitting the exam;
- the death of a student's relative by blood or marriage in the first degree during the examination period (parents, children) or in the second degree (grandparents, grandchildren, siblings), or someone living with the student;
- legal grounds (e.g. a notice or summons to appear in court);
- overlap between exams, excluding deferred exams, in a personalised study track or a standard study track with electives. Overlap means the occurrence of two or more exams taking place at least partially at the same time. In such cases, the student must respect the order in which the course units are programmed in the standard study track year or the mandatory course unit (in a standard study track), and thus always give priority to the preceding course unit;
- other instances of force majeure (an event that is entirely beyond the student's control, and cannot be foreseen, prevented or overcome);
- mandatory quarantine or isolation.

Exceptionally, a deferred exam can have another assessment method. In such cases, this is communicated to the student in a timely manner prior to the deferred exam by the Examination Office. If the student does not agree to the alternative assessment method, they renounce their opportunity to sit the deferred exam.

After the student has contacted the examiner, the latter determines the exam day. The deferred exam must never coincide with another exam that has been scheduled in accordance with the examination regulations governing the student's standard study track. The student informs the examiner whether or not they will sit the deferred exam as soon as possible.

If the exam regulations as referred to in Article 39 provide more than one exam date for a particular course unit, the examiner may allow the student to participate in the exam scheduled on one of the other dates.

An examiner cannot be forced to organise more than one deferred exam within the same examination period.

2° If an examiner or their substitute (cf. Article 60) fails to start the exam at the scheduled time, the students are asked to inform the Examination Office. The Examination Office will then inform the students as soon as possible if the exam can be deferred to a later time on the same day, or to a later date within the same examination period. If the exam is to take place on the same day, it must start within two hours of the originally scheduled time.

#### §3. Continuous assessment

1° Due to unforeseen circumstances a student may be unable to participate in a part of the continuous assessment, even if the date was scheduled ahead of time and the assessment method described in the course sheet (as stipulated in Article 30). In such cases, the student must inform the lecturer-in-charge immediately.

- If the lecturer-in-charge deems the absence to be legitimate, they may give the student a chance to pass the course unit, either by assigning the same assessment activity or a compensatory assessment activity. The lecturer may also exempt the student from said assessment.
- If the lecturer-in-charge deems the absence to be illegitimate, they may give the student a fail mark for the course unit, provided that this measure is clearly defined in the course sheet (cf. Article 30, 19°).

2° Due to unforeseen circumstances the examiner may be unable to proceed with the continuous assessment, even if said assessment was scheduled ahead of time and the assessment method described in the course sheet (as stipulated in Article 30). In such cases, the lecturer-in-charge must inform the students immediately. The lecturer-in-charge then schedules at least two new dates, preferably in consultation with the student representative(s).

§4. Any absences must be notified to the Examination Office as soon as possible, and by the day of the exam/assessment at the latest. A student who deems to have a legitimate reason for said absence, must submit the original supporting documents to the Examination Office as soon as possible and within three working days after the exam/assessment in question.

In case of illness or accident, a doctor's certificate is required, stating that the doctor has examined the student on the day of the exam/assessment at the latest, and diagnosed the illness or established the consequences of the accident in person. So-called "dixit certificates", only including the student's statement, or "post factum certificates", issued after the illness or accident, are not accepted. A doctor's certificate preventing the student from exercising (certain) sports activities must include the specific actions the student is unable to carry out.

## **ARTICLE 60: SUBSTITUTING THE EXAMINER**

§1. If an examiner is unable to proceed with the exam/assessment on the appointed day and at the appointed time, they must notify the chair of the Examination Board forthwith and in writing. The chair of the Examination Board appoints a substitute examiner.

§2. In case an examiner has to assess a student who is a relative by blood or by marriage up to and in the fourth degree, they request the chair of the Examination Board to appoint a substitute. Any relations arising from a legal cohabitation are hereby considered to be equivalent to those arising from marriage. Likewise, the examiner requests to be substituted on the grounds of any type of personal involvement with the student, which might jeopardise the objectivity of the assessment.

§3. In addition, an examiner may request to be substituted on the grounds of personal reasons. In any such case, the member of the Examination Board informs the chair of the Examination Board who, upon approval, appoints a substitute.

## **ARTICLE 61: OBSERVERS ATTENDING ORAL EXAMS**

Students may request an observer to attend at the oral exam. The observer cannot be a student who will be examined by the same examiner in the current academic year, nor a relative by blood or by marriage up to and in the third degree, or someone with whom the student is personally involved. The student notifies the chair of the Examination Board and the campus ombudsperson at least seven calendar days prior to the scheduled exam, who in turn notify the examiner forthwith. The observer is allowed only to take notes on paper.

The examiner may request a member of the professorial staff to attend the oral exam, provided there are no irreconcilabilities between said member and the student.

## **ARTICLE 62: 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.

§2. In case the invigilator-in-charge suspects a student of having committed fraud or irregularities during an assessment, they can discontinue the assessment immediately for said student, they can provide the student with a new blank exam paper, or restart the online exam.

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 in individual exceptional circumstances. The examiner notifies the chair of the Examination Board forthwith.

**§3.** Whether or not to impose disciplinary exam measures by means of a disciplinary exam decision, is the prerogative of the Examination Board per study programme responsible for the study programme in which the student suspected of committing fraud or irregularities has enrolled with a contract to obtain a diploma, or the study programme in which the course unit is programmed for which the student has a credit contract.

If the student suspected of committing fraud or irregularities is enrolled in more than one study programme, the various relevant Examination Boards per study programme deliberate together. Articles 46 and 55 shall apply in full for each of the members of the Examination Boards involved. If the lecturer-in-charge is a member of said Examination Board(s), the lecturer-in-charge will refrain from participating in the deliberations and decisions.

**§4.** The chair of the Examination Board – or in the event that more than one Examination Board deliberate together on the case of fraud or irregularities as stipulated in §3 (second subparagraph), one of the chairs of the Examination Boards involved – invites the student to the hearing at the latest five calendar days before the hearing is scheduled to take place. The invitation is sent to the student's Ghent University email account. In addition to the venue, date and time of the hearing, it also includes the facts with which the student is being charged as well as the possible disciplinary measures as stipulated in §6. The student may invoke their right of inspection to their dossier.

The campus ombudsperson is invited to attend this hearing. The student has the right to a trusted person or legal counsel at the hearing. 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 trainee lawyer.

If 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. If the student fails to appear at the hearing without legal representation or a written defence, the Examination Board(s) per study programme take(s) note of this, and can then proceed to hold a valid deliberation of the student's dossier as well as to impose on said student disciplinary exam measures.

**§5.** The Examination Board(s) per Study Programme that has/have to deliberate on the fraud case or irregularities, do so to come to a decision as soon as possible after the hearing. The Campus ombudsperson is invited to attend this deliberation.

**§6.** The disciplinary exam measure is pronounced by the disciplinary body, i.e. the Examination Board per study programme, or as described in §3 (second subparagraph), the joint deliberations of several Examination Boards per study programme.

If the facts are deemed to have been proven, the disciplinary body may impose (a combination of) disciplinary measures:

- The student receives an adjusted exam mark for the exam or assignment that was used to assess the course unit in question;
- The student receives the label 'fraud' for the course unit in question;
- Depending on the severity of the offence, the student may be denied from obtaining credit certificates for a number of course units in their curriculum in the current academic year (i.e. resulting in an exam mark of 0/20 for the course units in question). Said number of course units may equal the total number of course units in the student's curriculum;
- The student may be excluded from the assessments in the resit examination period for (a part of) the relevant course units;
- The student is expelled.

The label 'fraud' implies that the student does not receive an exam mark for the course unit in question in the current examination period.

The expulsion leads to an immediate loss of one's student status and a ban to re-enrol at the university for a period to be determined in the disciplinary exam measure, expressed in academic years. Said expulsion cannot exceed ten academic years.

Upon determining the sentence, the disciplinary body takes into account the particularities of the case, including;

- the question whether it concerns an irregularity or outright fraud;
- the question whether the irregularity or fraud was committed willingly or as a consequence of carelessness on the part of the student;
- the severity of the offence;
- possible recidivism on the part of the student.

**§7.** After the disciplinary exam decision ruled by the disciplinary body, the Examination Board per deliberation set decides whether or not the student can still pass the deliberation set, of which the course unit affected by the fraud or irregularities is a part, in so doing taking into account the disciplinary exam measures. If applicable, the Examination Board per study programme can then rule on whether or not the student can still pass the study programme.

**§8.** If the fraud only comes to light after the student has been granted a credit certificate for the course unit in which the fraud was committed, the examination disciplinary body can still pronounce the obtained credit certificate null and void and, where appropriate, they may also pronounce the diploma or certificate that was awarded for the study programme in question null and void, and reclaim it. In that case, the student will receive the label “fraud” for the course unit in question.

Depending on the severity of the offence, the disciplinary body may moreover decide to deny the student from obtaining credit certificates for a number of course units in their curriculum in the current academic year, as well as in a subsequent examination period in the same academic year. Said number of course units may equal the total number of course units in the student’s curriculum.

Finally, the disciplinary body may also decide to expel the student for a maximum period of ten academic years.

**§9.** The disciplinary body includes an attendance list in its meeting minutes. The meeting minutes give an account of the facts as well as the motives that have led to the disciplinary exam measure. A copy of the meeting minutes is sent to the Director of Education (via [ombuds@ugent.be](mailto:ombuds@ugent.be)) as well as to the involved lecturer(s)-in-charge. The disciplinary body sends the substantiated disciplinary exam decision, including the applicable disciplinary exam measure(s) and a referral to the internal appeals procedure to the student by registered mail.

**§10.** As long as the disciplinary exam decision is pending, or the disciplinary exam decision is provisional, the student suspected of committing fraud or irregularities may at their own risk participate in further assessments. A disciplinary exam decision is considered to be final if no timely internal or subsequent external appeal was lodged against said decision.

**§11.** Students may lodge an appeal with the Institutional Appeals Committee, as laid down in Article 65.

**§12.** If an examiner establishes that a substantial group of students has committed fraud or irregularities during an exam or another assessment as a consequence of which the validity of said exam is compromised, but without being able to identify every student involved, said examiner informs the chair of the Examination Board per study programme governing the course unit in question forthwith.

In consultation with the Examination Board per study programme, the examiner may decide to nullify said exam or assessment results entirely or, in case of fraud or irregularities committed by a limited and identifiable group of students, to nullify the results for said group of students. The campus ombudsperson is invited to attend this consultation.

In the event of a nullification of exam or assessment results, and in consultation with the Examination Board per study programme, the examiner may decide to organise a new exam or assessment for the group of students in question. In the event of fraud or irregularities committed during a continuous assessment, the decision may be not to organise a new assessment but to determine the final mark of the group of students in question based on the other components of the assessment. In any such event, the calculation of the final mark may differ from the one that is defined in the course sheet.

Students who have been identifiably involved in fraud or irregularities may become the subject of a disciplinary exam procedure, in accordance with paragraphs 1 and 2 of this article. The examiner involved initiates this procedure.

## PART IV – OMBUDSPERSONS

### ARTICLE 63: CAMPUS OMBUDSPERSON

§1. Before 1 November of each academic year, and at the recommendation of the student representatives, the Campus Council appoints from among the members of the professorial staff at least one effective and one substitute ombudsperson for students.

In default of a recommendation, it is the Campus Council who proposes the candidates. In the unforeseen event that the effective campus ombudsperson is unable to fulfil their duties or is one of the affected parties, the substitute takes over.

§2. The campus ombudsperson handles complaints related to the application of the current Education and Examination Code and/or the regulations on the legal status of the parties involved and/or situations perceived as unreasonable and unfair in the wider education or exam context.

Any complaint must contain a description of the facts at which it is aimed. If applicable, the campus ombudsperson will:

- initiate mediation (i.e. a process of voluntary consultations between the conflicting parties, moderated by the campus ombudsperson to facilitate the conversation) for the parties to settle their dispute themselves;
- inform the plaintiff of the possibility to lodge an appeal with the institutional ombudsperson;
- inform the plaintiff of the possibility to lodge an appeal with the Institutional Appeals Committee in accordance with Article 65.

The campus ombudsperson is not required to handle complaints:

- if the identity or contact details of the plaintiff are unknown;
- if the complaint involves facts that have been subject of a previous complaint filed and handled in accordance with this article;
- if the complaint relates to facts that have occurred more than a year prior to the actual filing of the complaint;
- if the complaint is obviously unfounded;
- if the plaintiff cannot establish a legitimate interest.

If the student has lodged an appeal or if legal proceedings are underway, any further handling of the complaint can be put on hold until these proceedings have been concluded.

In the event that the campus ombudsperson cannot handle the complaint, or the complaint is put on hold pending the conclusion of an administrative appeal or legal proceedings, the ombudsperson informs the plaintiff as soon as possible via letter or email. Any refusal to handle a complaint or to put it on hold must be substantiated.

§3. The campus ombudsperson must be easily available during examination periods. The campus ombudsperson is entitled to any information concerning every assessment for which a complaint has been filed or a dispute has arisen, even prior to the deliberations by the Examination Board. The campus ombudsperson is entitled to attend the deliberations as an observer, and is entitled his right of inspection on the meeting minutes.

§4. In accordance with the competencies defined in this article, the campus ombudsperson can place items that are related to their mandate on the agenda of the Campus Council.

§5. The campus ombudsperson is bound to discretion.

§6. The campus ombudspersons report to the Campus Council annually, before 1 November. The Campus Council passes these reports on to the Office of the Institutional Ombudsperson.

### ARTICLE 64: INSTITUTIONAL OMBUDSPERSON

§1. The institutional ombudsperson is appointed by the Rector (Vice-Chancellor) and handles the complaints related to the application of the current Education and Examination Code, and/or the regulations on the legal status of the parties involved and/or situations perceived as unreasonable and unfair in the wider education and exam context. If applicable, the institutional ombudsperson does so after a complaint has been handled by the campus ombudsperson but has not been settled.

Any complaint must contain a description of the facts at which it is aimed. If applicable, the institutional ombudsperson will:

- initiate mediation (i.e. a process of voluntary consultation between the conflicting parties, moderated by the institutional ombudsperson to facilitate the conversation) for the parties to settle their dispute themselves;
- inform the plaintiff of the possibility to lodge an appeal with the Institutional Appeals Committee in accordance with Article 65.

The institutional ombudsperson is not required to handle complaints:

- if the identity or contact details of the plaintiff are unknown;
- if the complaint involves facts that have been the subject of a previous complaint filed and handled in accordance with this article;
- if the complaint relates to acts that have occurred more than a year prior to the actual filing of the complaint;
- if the complaint is obviously unfounded;
- if the plaintiff cannot establish a legitimate interest.

If the student has lodged an appeal or if legal proceedings are underway, any further handling of the complaint can be put on hold until these proceedings have been concluded.

In the event that the institutional ombudsperson cannot handle the complaint, or the complaint is put on holding pending the conclusion of an administrative appeal or legal proceedings, the ombudsperson informs the plaintiff as soon as possible via letter or email. Any refusal to handle a complaint, or to put it on hold, must be substantiated.

**§2.** The institutional ombudsperson has the same competencies, rights and responsibilities as the Campus ombudspersons.

**§3.** The institutional ombudsperson reports on the previous academic year to the Rector (Vice-Chancellor) annually, before 1 March. A copy of this report is delivered to the Government Commissioner by the Rector (Vice-Chancellor).



## PART V – APPEALS PROCEDURE

### ARTICLE 65: INSTITUTIONAL APPEALS COMMITTEE

§1. Students who deem that an unfavourable

- exam decision, as stipulated in Articles 41, 49, 51, 55 and 57 of the current examination regulations;
- disciplinary exam decision, as stipulated in Article 62 of the current code;
- decision on an application for exemptions, as stipulated in Article 23 of the current code;
- decision to impose binding conditions or a refusal to enrol, as stipulated in Article 18 of the current code;
- decision to terminate the work placement or another practical course unit early, as stipulated in Article 18 §7 of the current code;
- decision to refuse education and exam facilities to students who have been granted a special status;

relating to themselves, has been affected by a violation of the law, can lodge an appeal with the Institutional Appeals Committee.

The student has the right to legal counsel. The legal counsellor is to hold a written power of attorney on pain of inadmissibility of the appeal, except when they are registered with the Bar or enrolled as a trainee lawyer.

§2. On pain of inadmissibility the appeal is lodged by registered and signed mail addressed and sent to the Rector (Vice-Chancellor) at Sint-Pietersnieuwstraat 25, 9000 Gent. 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. The burden of proof is on the student. On pain of inadmissibility, students are required to submit any additional information they might learn upon exercising their right of inspection or attending a feedback session in the form of an addendum to their appeal as soon as possible after the inspection or feedback session, and in any case within seven calendar days of the expiration date of the appeal. For information purposes, the student is to simultaneously send an electronic copy of the appeal to the Office of the Institutional Ombudsperson via email to [ombuds@ugent.be](mailto:ombuds@ugent.be). The postmark of the registered mail shall serve as the date of the appeal.

In case of exam decisions, any appeal must be lodged within the expiration period of seven calendar days, counting from the calendar day after the public announcement of exam results. The provisions above can neither be impaired by the fact that a student has not yet received feedback within said period, nor can the appeal period be extended until after the feedback has taken place. If the event that no public announcement of exam results has taken place, the exam decision is considered to be announced on the dates laid down in Article 53, unless the student can prove that the exam decision was announced at a later date.

In all other events defined in §1, the expiration period starts the calendar day after the student has been informed of the decision.

§3. The appeal is handled by the Institutional Appeals Committee, which is convened ad hoc by the Rector (Vice-Chancellor) and consists of:

- the Rector (Vice-Chancellor) or Vice-Rector (Deputy Vice-Chancellor);
- four members of the professorial staff in the rank of associate professor, full professor or senior full professor of at least two different faculties, and chosen from a faculty-appointed group of professorial staff members; each faculty appoints a male and female member of the professorial staff in the above-mentioned rank to sit on the Institutional Appeals Committee, in the event of a substitution/change of membership, this is reported to the institutional ombudsperson;
- the Chief Academic Administrator or the Director of Education.

A maximum two-thirds of the members of the ad hoc Institutional Appeals Committee can be of the same gender.

The Rector (Vice-Chancellor) or Vice-Rector (Deputy Vice-Chancellor) chairs the meeting. In the event that the chair is unable to attend the meeting or must abstain from voting on the grounds of personal involvement, these members will serve as acting chair according to the following hierarchical order: the Chief Academic Administrator or the Director of Education, or the most senior member present.

The institutional ombudsperson is not a voting member of the Institutional Appeals Committee but may attend the sessions.

The Institutional Appeals Committee can only take valid decisions if at least two-thirds of the members are in attendance. Each member has one vote. In the event of a tie, the chair decides.

§4. The Institutional Appeals Committee handles the appeal based on the submitted documentary evidence. However, the Institutional Appeals Committee may set a hearing and invite anyone whose testimony it deems useful for handling the case.

The Institutional Appeals Committee has the authority to request all the documentary evidence and information it deems necessary for handling the appeal. Any member of the university community is bound to deliver said documentary evidence and information to the Institutional Appeals Committee at first request.

The Institutional Appeals Committee may seek any advice it deems necessary for handling the appeal. It may seek legal counsel, and said counsel may attend the sessions but is not a voting member.

The student or their counsel may ask to exercise their right of inspection on the dossier that is being compiled with regard to the appeal in question. This request is either included in the appeal itself, or addressed to the Office of the Institutional Ombudsperson via [ombuds@ugent.be](mailto:ombuds@ugent.be) at the latest within five calendar days of submitting the appeal. The Institutional Appeals Committee appoints a case handler, who will then make an appointment with the student-applicant. If desired, the student-applicant may then amplify on their grievances in an additional writing, according to the provisions in §2.

**§5.** On a proposal by the chair and provided that all the members agree, the Institutional Appeals Committee may convene electronically:

- in the event of an appeal against a denial of facilities to students with a special status on the grounds of a disability;
- in the event of an appeal that is obviously inadmissible or unfounded;
- in the event of a final decision on a dossier for which the Institutional Appeals Committee has previously already taken an interim decision;
- in the event of an easy and straightforward appeal decision, in which case a physical session in attendance of all the members would add little value to handling the appeal.

In the event that the chair decides to hold an electronic session, the necessary documents will be sent to all the members in advance, preferably electronically.

**§6.** Rulings by the Institutional Appeals Committee may include:

- a substantiated dismissal of the appeal on the grounds of inadmissibility or on the grounds of its own lack of authority;
- an affirmation of the decision contested in the appeal;
- a revision of the decision contested in the appeal. In so doing, the Institutional Appeals Committee has the same authority as the body that took the disputed decision. In the event of an appeal against an exam decision containing a course unit's final assessment, and the Institutional Appeals Committee finds the documentary evidence to reassess the relevant exam to be insufficient, it may rule to grant the student-applicant a new exam opportunity. If such is the case, it will also decide on the exam modalities.

In the event of an appeal against an exam mark for a course unit that is part of a full deliberation set, the Institutional Appeals Committee also rules on whether or not the student-applicant had passed the deliberation set, and if applicable, on whether or not the student-applicant has passed the study programme and can be awarded a grade of merit. The Institutional Appeals Committee holds this authority in accordance with the provisions in Articles 51, 55 and 57. Any ruling contains the underlying substantiation.

The appeal's body's rulings are communicated to the student within a term of twenty calendar days, starting the day after the appeal was lodged. This is done by email as well as by registered mail. If applicable, a copy of said ruling is sent to the student-applicant's counsel, either by email or by regular mail. In the event that the Institutional Appeals Committee cannot rule on the student's appeal 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.

Unless the Institutional Appeals Committee decides otherwise, its ruling comes into effect immediately. In the event that a student is ruled to have passed a study programme, said ruling come into effect on the date of the public announcement of exam results in the exam period during which the contested decision was taken.

Persons who have not enrolled, cannot participate in the education activities. Persons who have lodged an internal appeal prior to 1 September (of the year in which the refusal to enrol came into effect) against the refusal to enrol in accordance with Article 18, can participate in the education activities until the Institutional Appeals Committee has come to a ruling. In the event of a favourable decision by the Institutional Appeals Committee, the student can still participate in the education activities up until five working days after the decision, provided that the student has not (re-)enrolled yet.

**§7.** The ruling by the Institutional Appeals Committee includes the possibilities for appeal and the provisions of the appeal that can be lodged.

## **PART VI – FEEDBACK ON THE EDUCATION BY STUDENTS**

### **ARTICLE 66: COURSE FEEDBACK BY STUDENTS**

§1. Ghent University considers internal quality assurance of education practice to be a crucial aspect of monitoring and optimising academic education. From its academic, administrative and technical staff as well as from its students, Ghent University expects an active involvement in any internal quality assurance processes.

Structural feedback from (former) students and exchange students on their education is one of the tools that is used. After each term, (former) students and exchange students are surveyed on the general organisation, and aspects of the teaching with which they have come into contact.

§2. The output generated by the course feedback by students contains information for the teaching staff and the administrative bodies to monitor the teaching practice, and adjust it wherever necessary. Indirectly, course feedback also contributes to a permanent actualisation of the general education policy. The participation of (former) students and exchange students in these surveys is needed to attain these goals, and is therefore mandatory.

### **ARTICLE 67: COURSE FEEDBACK BY STUDENTS: ORGANISATION**

§1. The course feedback by students consists of an established question set used by the Director of Education on the proposal of the Education Council to survey students. On the proposal of the GUGC Education Quality Control Unit, in consultation with the students, and upon approval by the Campus Council, said question set may be complemented with other items.

§2. The Education Department co-ordinates the proceedings of the course feedback by students. The GUGC Education Quality Control Unit organises the course feedback in consultation with the Quality Assurance Office, making sure that each course unit in a study programme as well as all the course units of each lecturer are surveyed regularly. Every course unit, lecturer-in-charge and co-lecturer as included in the course sheet is surveyed on a three-yearly basis. Every year, the GUGC Education Quality Control Unit selects a number of course units which are then included in the survey. Students may propose an additional selection of course units to the co-ordinating bodies, who decide whether or not to act upon this request.

§3. The questionnaires are sent to all the students in a particular course unit once all the phases of the learning process have been completed, in principle also including the assessments. After processing the results per course unit, these are conveyed to the campus Director of Studies.

§4. The results, including the open answers, are also conveyed to the lecturer in question. The lecturer is invited to analyse their results and to assess whether or not there is room for improvement or further professional development, and if so, in which domains. Within the length of time provided, the lecturer may add personal feedback/reactions vis-à-vis the committee which the authority to handle course feedback results.

§5. The results per course unit (inclusive of possible reactions) are discussed by the appropriate committee within GUGC. This committee determines which course units require monitoring.

§6. Only in the event of a course unit in need of monitoring does the committee determine an action plan:

1. in the event that the lecturer's reaction already contains a tentative action plan, which the committee deems sufficiently clear and adequate, the member of the professorial staff is supported in implementing this action plan. This can either take the form of an email, or a personal conversation with the professorial staff member in question. It is the committee's prerogative to do as it deems appropriate. The member of the professorial staff in question can always request an interview;
2. in the event that the staff member in question does not react, or the reaction and/or the action plan is deemed to be insufficiently clear and/or adequate, the committee invites said staff member to an interview with the Programme Committee chair and/or the Campus Director of Studies and/or the Campus President to discuss the action plan and to make clear agreements for monitoring. If desired, students can be involved in this step.

At all times, the committee keeps in mind the growth perspective of the professorial staff member involved, and aims for agreements that are endorsed by all. In both cases, the member of the professorial staff is informed of the fact that the relevant course unit will be included in next year's survey.

## PART VII – FINAL PROVISIONS

### ARTICLE 68: THE EDUCATION AND EXAMINATION CODE

The provisions in the Education and Examination Code at hand can only be amended by the Board of Governors, at the recommendation of the GUGC Board of Directors. Contrary to these provisions and only in force majeure events, the Rector (Vice-Chancellor) may take immediate actions and decisions that are in the best interest of the institution, its students and its staff.

In events unforeseen by the Education and Examination Code at hand, in the event of a dispute over its interpretation, or of material errors, the Rector (Vice-Chancellor) decides. Any such decision is announced publicly.

The authority stipulated in this code can be delegated by the GUGC Board of Directors to members of the Campus Council or GUGC members, either individually or as a group.

### ARTICLE 69: DEVIATIONS FROM THE EDUCATION AND EXAMINATION CODE

§1. Deviations from the Education and Examination Code are possible:

- in the event of an agreement ratified by the Executive Board in the context of a joint study programme organized by one or more other higher education institutions;
- in the event of student mobility in the context of a bi- or multilateral agreement with other higher education institutions;
- in the context of government-funded framework programmes.

§2. For BA4-students who spend the first semester at Ghent University (Belgium), the Education and Examination Code of Ghent University home campus applies to the education and examination procedures of the course units for which the students are enrolled during this semester.

§3. Without prejudice to the provisions in Articles 2§6 and 18, incoming exchange students with a primary enrolment at another higher education institution are subject to the regulations at hand with regard to the education and assessment process of the course units included in their individual learning agreement, including the provisions in Article 2 §1 and 18. Deliberation decisions of incoming exchange students are not governed by Ghent University's Education and Examination Code, but are subject to the regulations and the agreement framework of the home institution.

### ARTICLE 70: IMPLEMENTATION OF THE EDUCATION AND EXAMINATION CODE

This Education and Examination Code comes into effect at the start of the 2024-2025 academic year.

## PART VIII – GLOSSARY OF TEACHING AND ASSESSMENT METHODS

### SECTION I – GLOSSARY OF TEACHING METHODS

#### CLINIC

A clinic is an individual or collective learning situation during which students acquire knowledge, skills and attitudes under the supervision of a clinician. They discuss and examine specific patients/patient cases taken from clinical practice, determining suitable treatments, and analysing the patient's progress. Throughout the process, the supervisors apply a differentiated approach based on the students' prior knowledge, and adjust the learning process when students lack specific knowledge, skills or attitudes.

#### EXCURSION

An excursion is an individual or collective learning situation during which students leave university premises. In the real-life context of a selected external location (e.g., a company, organization, institution, fieldwork) students acquire and/or practice specific knowledge and skills. The emphasis is on a learning experience derived from a real, external context. Depending on the intended learning outcomes, it is either the lecturer, an on-site expert or guide who supervises/coaches the students.

#### GROUP WORK

Group work is a co-operative learning situation during which students carry out a series of activities in order to acquire and/or consolidate knowledge independently or in group. The lecturer may oversee the learning process by means of assignment instructions and by building in supervision components.

#### INDEPENDENT WORK

Independent work is a learning situation during which students acquire or consolidate knowledge by carrying out a series of activities individually. The lecturer defines the learning activity: a learning pathway, an (scholarly) article, an assignment, independent practice in a skills lab, etc. The lecturer can use instances of independent work as a way of preparing for a lecture, seminar, or practical. The lecturer can oversee the learning process by providing study materials, assignment instructions and feedback sessions.

#### LECTURE

A lecture is a collective learning situation during which a lecturer informs and activates students. Active teaching methods enable the lecturer to ensure whether or not students have acquired new knowledge and to adjust the learning process if necessary. The lecturer may ask students to prepare for the lecture in advance by means of independent work or group work.

#### MASTER'S DISSERTATION

The Master's dissertation is an individual or collective learning situation during which students carry out a research project independently. In so doing, they acquire skills such as interpreting research skills, reporting and assessing research results, and setting up and carrying out research. A supervisor monitors the entire process. Each study programme culminates in a Master's dissertation. The Master's dissertation has to meet legal requirements, as determined in the list of definitions included in the Education and Examination Code.

#### PEER TEACHING

Peer teaching is an independent learning situation during which individual students or a group of students take on the role of student-teacher(s). By means of this teaching method, students support each other's learning process and/or transfer knowledge to each other. This method allows students to practice coaching, presentation and/or didactic skills. The latter case, i.e. when a student-teacher brings a simplified lecture, is called microteaching. The lecturer may oversee the learning process by means of assignment instructions and by building in supervision components.

#### PRACTICAL

A practical is an interactive learning situation during which students acquire techniques, (cognitive) skills or working methods. Practicals can comprise a variety of skills/techniques such as learning to work with specific instruments, programs, materials, as well as examining, treating and following up patients/patient cases as part of clinical practice. Such skills/techniques are best acquired in one-on-one learning situations or in small groups. Lecturers monitor and adjust the students' learning process by means of individual or collective coaching and individual or collective feedback. Unlike a seminar, a practical is bound to a specific didactic surrounding like a laboratory, or other rooms that are equipped for a specific purpose.

#### SEMINAR

A seminar is a collective, interactive learning situation during which students practice skills or techniques, apply knowledge or work on a case or problem statement. The emphasis is on interaction among students and/or interaction with the lecturer. A seminar is organized in such a way that lecturers can monitor and adjust the students' learning process by means of individual or collective coaching and individual or collective feedback.

Unlike a practical, a seminar is not bound to a specific didactic surrounding like a laboratory.

#### WORK PLACEMENT

A work placement is a set of independent learning situations and individual coaching situations. During a period of experiential learning in professional practice students participate in the day-to-day business of a host organization. The purpose of a work placement is to practice and apply profession-oriented knowledge, skills and attitudes. Although students usually engage in a work placement on an individual basis, sometimes a

small group of students embarks on a work placement together. Ghent University as well as the host institution are responsible for work placement supervision. Ghent University selects host institutions, prepares, supports, and follows up students, gives them feedback and is responsible for their assessment. The work placement mentor, i.e. the supervisor at the host institution, is responsible for the day-to-day coaching of the student. Unlike an excursion, a work placement has a longer duration and presupposes more autonomy from the participating student in day-to-day professional practice.

## SECTION II – GLOSSARY OF ASSESSMENT METHODS

### ASSIGNMENT

The assessment of assignments contains the assessment of products by individual students or groups of students. Examples are accounts, papers, reports, scale models, design drawings, video productions, and portfolios.

### ORAL ASSESSMENT

During oral assessments individual students or groups of students answer questions orally. The examiner may ask additional questions to delve deeper into a particular topic, to give students the opportunity to supplement certain gaps in their answer or to deliver a more accurate assessment. Students may or may not have tools or resources at their disposal while sitting the exam (open- vs. closed-book exam).

### PARTICIPATION

The assessment of participation takes into account students' attendance, their commitment and/or content-related input in activities such as discussions, practicals, exercises, ... This assessment method can only have limited weight in the calculation of the final mark.

### PEER AND/OR SELF-ASSESSMENT

Peer assessment means that students assess each other's performance and/or quality of each other's performance. Self-assessment means that students assess their own performance or quality of their performance. This assessment method can only have limited weight in the calculation of the final mark.'

### PRESENTATION

A presentation allows individual students or a group of students to present a finished product, the results of group work or independent work. The examiner may ask additional questions to delve deeper into a particular topic, to give students the opportunity to supplement certain gaps in their answer or to deliver a more accurate assessment. The assessment may take into account the content, form as well as the manner of presentation.

### PROFESSIONAL PRACTICE

The assessment of professional practice contains a broad assessment of complex professional competencies from real-life professional or research contexts. The assessment takes place in a real-life professional environment or a simulated environment.

### SKILLS TEST

A skills test is an assessment of isolated skills, actions, behaviour or attitudes in a real-life or simulated context.

### WRITTEN ASSESSMENT

Written assessments may contain multiple-choice questions prompting students to identify the correct answer from a number of possibilities, and/or open questions requiring students to produce their own answers (e.g., fill-in-the-blanks questions, short-answer questions, broad essay-type questions or case-oriented questions). Students may or may not have tools or resources at their disposal while sitting the exam (open vs. closed-book exam).

## PART IX – RETENTION STRATEGY FOR DOCUMENTS

Document	Retention period?	By whom?
<b>EXAMINATIONS</b>		
Student copies of written exams	Up until one year after the close of the academic year involved	Lecturer-in-charge
Surplus copies of exam questions	May be destroyed after expiration of administrative function	Lecturer-in-charge
Students' written preparation for an oral assessment	Up until one year after the close of the academic year involved	Lecturer-in-charge
Written account of the oral assessment, taken down by the examiner	Up until one year after the close of the academic year involved	Lecturer-in-charge
Proof of absence during exams (example.g., medical certificate)	Up until one year after the close of the academic year involved	Academic and Student Affairs
Deliberation lists and lists of the public announcement of exam results	5 years Afterwards: permanent	Academic and Student Affairs Campus archives
<b>DISSERTATIONS</b>		
Assignments in the context of continuous assessment, e.g., Bachelor's projects and work placement reports	Up until one year after the close of the academic year involved	Lecturer-in-charge
<b>MEETING MINUTES</b>		
Meeting minutes of the Examination Board	5 years Afterwards: permanent	Campus archives
Master's dissertation reports/assessment forms	5 years Afterwards: permanent	Campus archives