



Education and Examination Regulations

ACADEMIC YEAR
2023-2024

www.odisee.be

Odisee
UNIVERSITY COLLEGE

Note: We provide you with an English translation of the Education and Examination regulations for information purposes only. Please be advised that only the Dutch version of the Education and Examination regulations constitutes the authentic version that is binding for Odisee. The English text version is not legally binding.

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MISSION OF THE UNIVERSITY COLLEGE

We are Odisee

We train highly qualified professionals.

We are proud of our graduates.

We have beliefs.

We, Odisee...

Believe in the strength of people.

Our focus is on 'people', their talents and their development.

Students are our central objective.

Optimism drives us in everything we do .

We have faith in each other, we share experiences, knowledge and skills in open networks.

To think, dare, do, persevere and dream are the central themes in everything that we do.

We embrace differences.

By cooperating in an intensive way and participating actively we strive for high quality.

We make the most of ourselves and we help shape the future .

*Our University College is a launch pad for new environments that we are in a dialogue with ,
even when confronted with difficult situations.*

We provide challenging frameworks that offer space for experiments and renewal.

From Flanders and Brussels we choose for Europe and the world.

*From a Christian tradition we are open to everybody and we stimulate a credible social
commitment.*

Our values are

To be open

To connect

To emancipate

To push limits

As a community we are

Passionate

Optimistic

Curious

Respectful

Committed

PREFACE

Scope of these regulations


The Education and Examination Regulations apply to students and study programmes (associate and bachelor's degrees), education and examination activities and services provided by Odisee. Additions and derogations on the general provisions of Title 1 and 2 are included in Title 3 and 4. These regulations also apply to all students who participate in a mobility window (incoming as well as outgoing students, including students who are studying at Odisee within the framework of a double degree agreement with another institution where a different language is used.)

In line with Odisee's educational vision, a mix of on-campus and online teaching and assessment is applied.

Where possible and relevant, services are offered digitally through e.g. online appointments or through the service's email address. Documents can be submitted digitally via the service's email address or be uploaded electronically in the administrative applications. Everywhere in these regulations where a signature on a document is required, digital solutions may be accepted.

These Education and Examination Regulations are subordinate to the decree provisions on higher education and their related implementing provisions. The most important of these texts can be consulted on www.ond.vlaanderen.be.

The programme guide of Odisee, available on the website of Odisee, www.odisee.be, contains an overview of the educational offer as well as all ECTS course descriptions. The provided study programmes contain additional information and are added to these regulations in annex. The content of the programme guide and study programmes are considered part of the Education and Examination Regulations.

	<p><i>Additions and deviations are available in Title 3 for the cluster:</i></p> <ul style="list-style-type: none">• <i>Applied Social Studies</i>
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Point of contact

The learning path coaches of the various study programmes serve as a point of contact for all questions the student may have concerning following a programme, the included courses, obtaining exemptions and a decrease of the study load.

For international students the point of contact for all inquiries is admissions@odisee.be at the student administrative services centre of campus Brussels, via the online application and the corresponding instructions that can be found on the website of Odisee: www.odisee.be.

If in these Education and Examination Regulations is referred to the "cluster", this means that the competent bodies or persons of the cluster (as stipulated in their respective operational regulations) can handle the relevant cases and take decisions, taking into account the provisions of these regulations. The director of the cluster always assumes the final responsibility for the decisions concerning the programmes and students within his area of competence.

Other regulations

These regulations do not apply to postgraduate programmes, other forms of advanced education, and the HBO5 programme nursing. For these programmes Odisee draws up specific regulations concerning the admission criteria, the educational activities and services, the assessment moments

and methods, who can assess, the calculation of results and the methods of announcements and discussions of results.

These regulations are communicated clearly to the students or participants who register for the study or training programme.

The Tuition Fee Regulations, Disciplinary Regulations and the Regulations on Special Statuses are added as separate annexes to these Education and Examination Regulations.

The cross-institutional regulations on starting tests are available on the Council of Flemish University Colleges website <https://www.vlaamsehogescholeeraad.be/nl/starttoets>.

All regulations referred to in these Education and Examination Regulations are also considered as part of the Education and Examination Regulations.

Authorization procedure of these regulations

The Academic Council approves the Education and Examination Regulations annually, before the start of the new academic year as part of its decree consultation powers.

All other deviations to and/or modifications of these regulations due to force majeure, unforeseen circumstances or technical errors can only be implemented by the Academic Council - optionally upon reasoned request of the cluster involved - always after consultation with the Consultation Platform on Educational Organisation. The Academic Council ensures that the decision is communicated to all students involved.

If, as a result of unforeseen outbreaks of a pandemic and/or changing measures taken by the government, an urgent decision has to be taken in the course of the academic year, for which the above-mentioned procedure cannot be followed, the Odisee Executive Board has the authority to decide on all necessary deviations from and/or amendments to these regulations. The Executive Board shall motivate the decision and the urgency, inform immediately the President of the General Student Council and inform the Academic Council as soon as possible.

Additions and deviations by cluster

Where the regulations require this, each cluster should complement the Education and Examination Regulations with specific provisions and criteria. They can also complement the Regulations with additional provisions which do not violate the provisions of these Regulations. The additions are submitted to the Consultation Platform on Educational Organisation, together with the Education and Examination Regulations, for advisement and only take effect when they are authorized by the Academic Council following the exercise of its decretal consultation powers.

Deviations to these Education and Examination Regulations can only be authorized by the Academic Council, upon a reasoned request of the cluster, after consultation with the Consultation Platform on Educational Organisation and after the Academic Council exercises its decretal consultation powers.

The additions and deviations, together with the Education and Examination Regulations, are carefully communicated to the students of the cluster involved.


Rounding rules

Unless stated otherwise in these regulations, for all calculations the normal rounding rules apply: rounding down up until 0.5 and rounding up from 0.5 onwards (0.5 inclusive).

Academic calendar - Structure of the academic year

Odisee organizes its study programmes by semesters. Within each semester, the teaching and evaluation activities take place as defined in the academic calendar of each study programme. Courses are only distributed over more than one semester when this is educationally justified.

The central academic calendar as well as the academic calendars of each study programme can be consulted on the website of Odisee, www.odisee.be

	<p><i>Additions and deviations are available in Title 3 for the clusters:</i></p> <ul style="list-style-type: none">• <i>Business Management</i>• <i>Applied Social Studies</i>
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TITLE 1: EDUCATION REGULATIONS

Section 1. Admission

Article 1. Admission requirements: general

In order to be admitted to a study programme or course at Odisee, students should meet the requirements determined by decree as well as the below mentioned degree and language requirements. These conditions must be met at the start of the academic year.

Students wishing to register in a bachelor's programme must also meet the following conditions:

- he must have a learning account higher than zero in order to register under any type of contract;
- he must not have an active refusal of enrolment for the study programme in question due to a failure to reach the decree threshold, as stipulated in *Article 30. Refusal based on the decree threshold for students in an initial bachelor's programme.*

The possibility of deviating from this is very exceptional, in particular in the cases described in *Article 33. Refusal based on a learning account equal to zero or below zero* and *Article 34. Lifting the refusal of enrolment*

The learning account does not apply for students who enrol in an associate degree programme nor does it apply for students who enrol in an bachelor of education programme if they have already obtained a bachelor's degree.

Article 2. Degree requirements

§1. Associate degree programmes

In order to be admitted to an associate degree programme, the candidate student should have obtained:

- a) A completion certificate for the second year of the third cycle of secondary education, obtained in Belgium at least 3 years prior;
- b) A Belgian diploma of secondary education, educational qualification level 3, awarded from the 2024-2025 academic year;
- c) A Belgian diploma of secondary education, awarded until the 2024-2025 academic year;
- d) A Belgian diploma of secondary education, educational qualification level 4, awarded from the 2024-2025 academic year;
- e) A Belgian certificate of a programme of secondary adult education of at least 900 course hours;
- f) A Belgian certificate of a programme of secondary education for social promotion of at least 900 course hours;
- g) A diploma of Flemish higher vocational education;
- h) A certificate of Flemish higher vocational education;
- i) A Belgian diploma of higher education (short cycle) with a full learning plan;
- j) A Belgian diploma of higher education of social promotion;
- k) A Belgian bachelor's or master's degree;
- l) A study certificate that is recognized by law, decree, European directive or another international agreement as the equivalent of the diplomas/study certificates in the above mentioned categories (a) to (i). In the absence of such recognition, the institution's management may also admit any person who has obtained a diploma or certificate in a country outside the European Union that gives access to higher vocational education in said country.

§2. Bachelor's degree programmes

In order to be admitted to a **bachelor's programme**, the candidate student should have obtained:

- a) A Belgian diploma of secondary education, awarded until the 2024-2025 academic year;
- b) A Belgian diploma of secondary education, educational qualification level 4, awarded from the 2024-2025 academic year;
- c) A Belgian diploma of higher education (short cycle) with a full learning plan;
- d) A Belgian diploma of higher education of social promotion, with the exception of the certificate for educational competence;
- e) A diploma or certificate, issued in the framework of the Flemish Higher Professional Education;
- f) A Belgian bachelor's or master's degree;
- g) A degree or certificate that is recognized by law, decree, European directive or another international agreement as the equivalent of the diplomas in the above mentioned categories.

Special arrangement for international students

For associate degree programmes j) and for bachelor's degree programmes f) implies that:

- 1) a student with a diploma obtained in a country that signed the Lisbon recognition convention¹, is admitted if the obtained diploma provides access to equivalent higher education in the country in question;
- 2) a student with a diploma obtained in a country that did not sign the Lisbon recognition convention, can be admitted if the obtained diploma provides access to higher education in the country in question. In this case the admission can depend on an additional test of the competences needed to start the programme. In *Title 3: Additions and deviations to the Education and Examination Regulations by cluster* this is further detailed by study programme where applicable.

§3. Bachelor after bachelor's degree programmes

People holding a bachelor's degree or an equivalent degree of higher education are admitted to a **bachelor after bachelor's programme**. The admission can also depend on an additional aptitude test.

In *Title 3. Additions and deviations to the Education and Examination Regulations by cluster* is indicated which degrees give direct access to a bachelor after bachelor's programme. If the student does not hold a degree which gives direct access to the bachelor after bachelor's programme, he can be granted admission to a preparatory programme.

§4. Diplomas /degrees obtained outside of Belgium

Special arrangements for international students

Students who do not hold a Belgian diploma that is stipulated as one of the admission criteria for a certain study programme, should always submit an application for admission to the student administration services centre in Brussels.

¹ <http://conventions.coe.int/Treaty/Commun/ChercheSig.asp?NT=165&CM=&DF=&CL=ENG>

Non-EEA students without “long-term residence” in Belgium will be charged an application fee of 75 EUR. “Long-term residence” implies holding a residence permit which is valid for at least 5 years. Elements that play a role in obtaining admission to study at Odisee for international students:


- the location where the degree was granted, i.e. in a country that ratified the Lisbon Recognition Convention or not;
- the equivalence of the obtained degree with the Flemish degrees that grant access to the study programme involved;
- the nationality;
- the resident status as well as the location where the candidate has obtained a “long-term residence” permit;
- the language skills.

An application for admission should be completed:

- before the 1st of May by non-EEA students who require a visa to study in Belgium, or who are in possession of a temporary Belgian residence permit (valid no longer than 31/10 in the academic year for which they submit an application) ;
- before the 15th of August by all other students.

EEA-students and students with a “long-term residence” in Belgium can also register in the second semester. In this case their application for admission needs to be completed no later than 31 January.

A (candidate) refugee who obtained degrees abroad that could be eligible as an equivalent to a Flemish degree, but who due to his special circumstances is unable to present these degrees, is allowed to demonstrate by all legal means that he has indeed obtained the required degree. If Odisee is able to determine with a sufficient degree of certainty that the diploma was indeed obtained, the candidate will be allowed to enrol. If it proves impossible to present sufficient evidence, Odisee may decide to enrol the candidate based on additional tests. These comprise a language test and, if successful, a further specific test. Candidate students who fit this profile should submit their file to the student administrative services centre in Brussels which will start the assessment procedure.

	<p><i>Additions and deviations are available in Title 3 for the clusters:</i></p> <ul style="list-style-type: none"> • <i>Health Care</i> • <i>Education</i> • <i>Applied Social Studies</i>
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Article 3. Language conditions

§1. Language conditions for programmes taught in Dutch

No special language conditions apply for students who obtained a Dutch diploma/degree granted by the Flemish Community or issued in the Netherlands.

Candidate students who obtained a diploma/degree outside of the Flemish community are admitted to a programme in which the language of instruction is Dutch if they meet at least one of the following conditions:

- a) to provide proof that they successfully completed at least one year of study in secondary or higher education, or obtained a total of at least 54 credits in higher education, in Dutch;
- b) to have passed a Dutch examination which, according to the '*Nederlandse Taalunie*' is of a sufficiently high level to allow access to higher education. The institution may require a higher level for some specific programmes;

- c) to have passed the *'Interuniversitaire Taaltest Nederlands voor anderstaligen'* (ITNA) organised by an authorised language institute;
- d) to submit a certificate that demonstrates that the candidate student has obtained at least a level of:
 - B1 proficiency in Dutch, in accordance with the Common European Framework of Reference for Languages: for an associate degree programme (excluding the associate degree of education: secondary education)
 - B2 proficiency in Dutch, in accordance with the Common European Framework of Reference for Languages: for a bachelor's degree programme and the associate degree of education: secondary education

Procedure

The following certificates are accepted cfr. point b) and d):

For an associate degree programme (excluding the associate degree of education: secondary education):

- *"Educatief Startbekwaam" (STRT)* of the *"Centrum Nederlands als Vreemde Taal"* ('Nederlandse Taalunie' exam)
- *"Maatschappelijk Formeel" (FORM)* of the *"Centrum Nederlands als Vreemde Taal"* ('Nederlandse Taalunie' exam)
- At least *"Richtgraad 2 – niveau 2.4"* of an acknowledged adult education centre (CVO or 'Centrum voor Volwassenenonderwijs')
- At least Level 4 obtained at a language institute of a Flemish university

For a bachelor's degree programme and the associate degree of education: secondary education:

- *"Educatief Startbekwaam" (STRT)* of the *"Centrum Nederlands als Vreemde Taal"* ('Nederlandse Taalunie' exam)
- At least *"Richtgraad 3" (3.1 and 3.2)* of an acknowledged adult education centre (CVO or 'Centrum voor Volwassenenonderwijs')

All proofs of language proficiency as mentioned in point b) up to and including d) are valid for five years.

The same language conditions apply to the International Nursing Programme.

Students can be exempted from the language conditions if they are enrolled in the context of a joint or double degree.

§2. Language requirements for bachelor's degree programmes taught in English

To be admitted to the programmes taught in English, the candidate students must submit a certificate that demonstrates that he has at least a level B2 of proficiency in English, in accordance with the Common European Framework of Reference for Languages.

Procedure

The following certificates are accepted for this purpose (a certificate is valid for 2 years):

- TOEFL-score of at least 79 - internet-based test (no subscore below 18)

- TOEFL-score of at least 79 – Home Edition internet-based test (no subscore below 18)
- ITACE – level B2 (no subscore below 5.5)
- IELTS Academic-score of at least 6.5 (no subscore below 5.5)
- IELTS Indicator-score of at least 6.5 (no subscore below 5.5)
- IELTS Online – score of at least 6.5 (no subscore below 5.5)
- ESOL Cambridge: Certificate of Advanced English (CAE) and the Certificate of Proficiency in English (CPE) – score of at least 176

For bachelor's programmes taught in English it is assumed that students who obtained a diploma of secondary or higher education, issued by the Flemish Community or in the Netherlands, have the required language level.

Students who obtained an International Baccalaureate diploma are exempted from submitting a language certificate. In the cases of the bilingual International Baccalaureate or the European Baccalaureate, students must have followed at least half of the courses in English as well as well exempted from this requirement.

Students who obtained a degree in English in a country that is included in the 'Inner Circle'² are exempted from the language test and do not need to provide an additional certificate.

§3. Students who obtained a diploma outside of Flanders

Special arrangement for international students

For students who have not obtained a diploma/degree issued by the Flemish Community the evaluation of the language requirements will be done by the student administrative services centre; in accordance with the procedure stipulated in Article 2. §4 Diplomas/degrees obtained outside of Belgium.

Article 4. Admission requirements for a credit contract or a credit-exam contract

In order to be granted admission to register with a credit contract or a credit-exam contract, the requirements of the programme in which the course unit is included have to be met.

The cluster can determine that certain courses cannot be taken in a credit contract or credit-exam contract unless the student has met the progress requirements stipulated in the study programmes, added as Annex to these Education and Examination Regulations.

The cluster can decide to exceptionally allow a student to register for a credit contract or credit-exam contract without meeting the admission requirements of the study programme in which the course is included. In that case, the student needs to follow the procedure under *Article 5. Specific admissions point 2.*

If the student's application for a certain study programme with a diploma contract is rejected, based on the measures of study progress, this automatically implies that the student can no longer enrol for any of the courses included in that study programme in a credit or credit-exam contract.

Special arrangements for international students

² Countries of the Inner Circle include: the United Kingdom, the United States of America, New Zealand, Australia, Canada (except Québec), Ireland, the English Caribbean and South Africa

Non-EEA students who reside temporarily in Belgium as students may not enrol with a credit contract or credit-exam contract, unless they are simultaneously enrolled with a degree contract.

Article 5. Specific admissions

A specific admission is required for following students:

- 1) students who do not hold a diploma that gives direct access to enrolment for an associate degree or bachelor's degree programme as stipulated in Article 2. Degree requirements, and want to enrol in an associate degree or initial bachelor's programme with a degree contract or degree-exam contract.

Applicants may be admitted to an associate degree programme on the condition that they have fulfilled they have reached the age of 18 before the 31 of December of the academic year of their first enrolment and have passed an admission assessment for an associate or bachelor's degree programme.

Applicants can be granted admission to a bachelor's programme taught in Dutch on the conditions that they have reached the age of 21 before the 31 December of the academic year of their first enrolment, and that they have passed an admission assessment for bachelors' programmes. Exceptions to these conditions are allowed when the applicant can demonstrate that he possesses exceptional abilities in a certain domain.

Procedure

The applicant submits their file online through the website of Odisee, www.odisee.be. Odisee will examine via an admission assessment whether the applicant meets the average aptitude level of students admitted to an associate degree or bachelor's programme.

The applicant can submit their application for an admission assessment for a bachelor's programme until 1 September preceding the academic year in which they would like to register for the first semester.

The applicant can submit their application for an admission assessment for a bachelor's programme until the first Wednesday after the Christmas break at the latest, if they wish to register for the second semester.

The applicant can submit their application for an admission assessment for an associate degree programme until the day before the digital admission assessment takes place.

The application includes a digital application via the website, www.odisee.be, enclosing the requested documents.

Proof of admission to a bachelor's programme, issued as of academic year 2015-2016, is valid across associations. This proof of admission is also valid for admission to an associate degree programme.

Proof of admission to an associate degree programme, issued as of academic year 2018-2019, is valid across associations.

If an applicant does not pass the admission assessment for an associate degree programme, including at another institution, he can only retake the assessment after a period of one year. If a candidate does not pass the admission assessment for a bachelor's programme, including at another institution, he can only retake the assessment for admission for a bachelor's programme after a

period of one year; however, he can still participate in an assessment for an associate degree programme.

Participation to the procedure is free of charge.

An admission certificate is technically valid indefinitely. An update assessment can be organised after five years.

- 2) students who do not hold a diploma that gives access to a study programme and want to enrol with a credit contract or credit-exam contract. Odisee can grant admission for enrolment with a credit contract for specific courses if the student:
- a) is registered with the Examination Board Secondary Education, and at the time of applying, still has to complete no more than 2 courses with the examination committee and would like to take up a maximum of ten credits in preparation of his future choice of study programme;
 - b) is registered in the final year of secondary education in Flanders and already wants to take no more than ten credits to prepare him for his programme choice;
 - c) registers for a limited amount of courses, not for the purpose of obtaining a degree of higher education;
 - d) has not passed the admission assessment (see point 1) and by exceptional authorization of the cluster has been allowed to enrol with a credit contract or credit-exam contract.

Procedure

Time and place of the application

The candidate-students can submit their application up until the 1st of September, prior to the academic year in order to enrol in the first semester. The candidate-students can submit their application until the first Wednesday after the Christmas break at the latest, in order to enrol in the second semester.

The student directs his request to the assessment coordinator of Odisee.

The application format

The application includes:

For category a:

- a completed application form,
- a motivation letter,
- a cv,
- a proof of registration with the Examination Board Secondary Education and the obtained results/transcripts,

For category b:

- a completed application form,
- a motivation letter,
- a cv,
- a proof of registration in a school of secondary education,

For category c:

- a motivation letter.

For category d:

- an admission letter of the assessment committee.

Assessment

For category a, b and c the admission is granted by the learning path coach of the study programme in agreement with the assessment coordinator of Odisee.

Based on the student's file and his chances of passing, they will determine for which courses the student can enrol. For category d the committee that has conducted the admission assessment grants the admission and decides for which courses it applies. In case of refusal of admission a motivation is provided, however students are not able to appeal against this decision.

Enrolment

Students can enrol via the online application on the website of Odisee or at the student administrative services centre of the campus after receiving an admission letter of the assessment coordinator of Odisee.

If the student obtains a diploma that gives access to the study programme during the academic year of enrolment, the credit contract is valorised by the Student Administrative Services Centre of the campus into a degree contract. This is done upon the student's request, provided that the student can present the obtained diploma. This means that the credits obtained under the credit contract or credit-exam contract are now included in the degree contract as an exemption while maintaining the results, as stipulated in Article 25. Exemption.

Duration of the admission

Students from category a can only be granted admission for enrolment with a credit contract or credit-exam contract during one semester of the current academic year so long as they have not yet obtained the diploma that gives access to the study programme. Students from category b, c and d can be granted admission for no more than 1 academic year with a credit contract or credit-exam contract. This rule can only be deviated from if the learning path coach of the study programme and the assessment coordinator of Odisee decide there is a case of force majeure.

- 3) students who want to enrol with a degree-exam contract or credit-exam contract via the student administrative services centre.

Procedure

Students address their request for enrolment with a degree-exam contract or credit-exam contract to the student administrative services centre.

Special arrangements for international students

Non-EEA students who reside temporarily in Belgium as students cannot enrol with an exam contract, unless they are enrolled simultaneously with a degree contract.

Section 2. Enrolment

2.1 Enrolment regulations

Article 6. Enrolment: general

§1. General

By enrolling at Odisee, an agreement is made for one academic year with rights and duties for both parties. The agreement can be dissolved by Odisee at the latest on 30 November if a student does not meet the necessary requirements. Even after that date the registration is considered non-existent in case of fraud of admission documents, regardless of the moment on which the fraud is determined.

§2. Bachelor of education and associate degree of education programmes

Students who enrol with a diploma contract or a diploma examination contract in **educational bachelor's programmes** must take part in a government mandated binding starter test.

The starter test is imposed by the Flemish Government and is organised by the Flemish Council of Colleges in collaboration with the Flemish university colleges.

Participation in the start test is a registration requirement for the educational bachelor's programmes. As long as the registration requirement has not been met, the student can only participate in educational and evaluation activities with reservations.

The registration requirement must be met:

- at the start of the academic year
- or at the latest after the next starter test following the student's registration.

For students who do not meet the registration requirement at that time, the registration is considered non-existent.

A compulsory remediation is imposed on students who do not achieve the benchmark for Dutch starter test, as well as on students who register after the last examination moment of the starter test of the academic year and who can no longer take part in the compulsory starter test.

More information on the cross-institutional regulations and all practical information is available on: www.vlaamsehogescholenraad.be/nl/starttoets.

Procedure

For each student registered in an educational bachelor's degree, the institution will check via the database of the Council of Flemish University Colleges whether the student has participated in the starter test or, if applicable, obtained an exemption for this, in order to establish that the registration requirement has been met.

If the student does not meet the registration requirement by the abovementioned deadline, the registration is considered non-existent and the student does not acquire any rights based on his registration in the previous period. Consequently, any results already obtained will be considered non-existent and the student will not receive a credit certificate for the course unit in question.

Access to the **associate degree of education: secondary education programme** is limited to students who can demonstrate at least three years of relevant experience in a technical or practical discipline. A document proving relevant professional experience of three years is sufficient to gain access if the knowledge gained in secondary education corresponds to the field of expertise of the relevant professional experience; if the professional expertise and the knowledge do not correspond, a relevant professional experience of five years is required.

If there is no match between the professional experience and the knowledge gained in secondary education, only less than five years of relevant experience can be demonstrated and one nevertheless still wishes to register, an assessment is required. The cluster assesses whether the relevant professional experience is present.

Procedure

The student contacts the learning path coach of the associate degree of education programme, who will explain the procedure as determined by the VLHORA and will request the required documents in order to make a decision regarding the admission.

§3. Students who enrol in a work route

Students who enrol in a work route that is recognized by the government also need to meet an additional administrative condition as stipulated in the procedure below.

Procedure

If a student is enrolled in a recognized work route as defined and enumerated in Title 7, he needs to complete and sign a written statement on the appropriate document provided by the student administrative services centre after enrolment.

Submitting this document is a prerequisite to getting his administrative file in order.

The statement requires that the student submits the following information regarding his worksituation:

- whether or not he holds a proof of employment (contract) with a workload of at least 80 hours per month, or if he holds proof of being a job seeker who is entitled to unemployment benefits if the study programme is recognised by the regional employment service as part of a suggested route towards employment
- whether or not he already holds a second cycle degree or Master's degree



Additions and deviations are available in Title 4 for students who participate in a Mobility Window.

Article 7. Enrolment: time and procedure

Students preferably register before the start of the academic year and no later than the 10th of October.

A student registering in a programme that offers a new route at the start of the second semester shall do so by the 25th of February at the latest.

A student who wants to join an ongoing routes for courses of the second semester shall do so by the 25th of February at the latest after consulting with the learning path coach.

Registration after this date is only allowed after consulting with the learning path coach, who will determine with the student for the course the registration is still feasible. From 15 March onwards registration is no longer allowed.

Procedure

Registrations take place online. In some cases, an interview with a study path coach is mandatory before registering. All information about the registration procedure is available on the website of Odisee, www.odisee.be.

When enrolling for the first time or after an interruption of the studies at Odisee, the student provides the necessary information needed to verify his identity, and whether or not he meets the

admission and registrations requirements.

All changes to an enrolment are made through the student administrative services centre.

Article 8. Deregistration/Withdrawal

Students who wish to cancel their studies during the academic year need to deregister. A student who deregisters for a specific programme cannot reregister for the same programme or courses included in this programme during the same academic year, regardless of the type of contract.


§1. Consequences for the tuition fees

For both associate degree and bachelor students, the date of deregistration has consequences for their tuition fees. See appendix 'Regulations tuition fees'.

§2. Consequences for the learning account

For bachelor students, the date of deregistration has consequences for their learning account as well:

- Before the 1st of December:
If the student deregisters before the 1st of December, he will be deregistered with a refund of the learning account of all courses for which he has not taken up an examination opportunity in the current academic year.
- Between the 1st of December and the 15th of March:
If the student deregisters between the 1st of December and the 15th of March, he will be deregistered without a refund of the learning account of the courses that started in the first semester. The student will be deregistered with a refund of the learning account for the courses in the second semester for which he has not taken up an examination opportunity in the current academic year.

	<p><i>Additions and deviations are available in Title 3 for cluster:</i></p> <ul style="list-style-type: none"> • <i>(Bio)technology</i> • <i>Health Care</i>
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- After the 15th of March
If the student deregisters after the 15th of March, he will be deregistered without a refund of any learning account.

Procedure

Students who want to deregister need to notify the student administrative services centre of their campus. There they will need to complete a deregistration form which will make their deregistration official. They will also need to complete the related exit questionnaire and have the opportunity to talk about reorientation possibilities.

Special arrangement for international students

If non-EEA students who temporarily reside in Belgium as a student deregister, this can be communicated to the Belgian Immigration Department.

§3. Consequences for the decree threshold

For bachelor students to whom the decree threshold system as stipulated in *Article 30. Refusal on the grounds of the decree threshold of students in an initial bachelor's programme* applies, the enrolment in the bachelor's programme continues to count, even after deregistration, for determining the time span of two academic years within which all course units belonging to the threshold package must have been completed.

Article 9. Enrolment modification

§1. General

Changing to another Odisee programme consist administratively and technically of two steps: the student deregisters from one programme and registers again for the other programme. The same steps apply to a change of contract.

A students who wants to change programmes first request permission from the cluster in which he wants to register. The student contracts the study path coach of the programme in which he wishes to register. Together they compose the new ISP. The student then submits his application for a change of programme to the Student Administrative Services Centre.

An application for a change of programme, because of the consequences for the learning account, is preferably done before the 1st of December in the first semester and before the 15th of March in the second semester, and it is only possible from the 10th of October with permission from the cluster of the new programme. Every cluster offers reorientation opportunities at the start of the second semester.

Changing between variants of the same programme is possible by submitting an application to the Student Administrative Services Centre, taking into account the abovementioned dates and as long as the student has not taken up any exam opportunities.

Once the student has already taken up exam opportunities, he needs to submit a motivated request to the Student Administrative Services Centre, which, after advise from the study path coach, will assess what the options in the current academic year re in function of the student's individual situation.

§2. Consequences for the exam opportunities

If the student registers for programme at Odisee and wishes to take up in his ISP a (part of a) course for which a first examination opportunity has already been organised, he loses the right to the first examination opportunity for that (part of a) course, unless the programme want to offer it in a specific reorientation context at a later moment.

Procedure

Students who wants to take up their first examination opportunity for a (part of a) course for which the first examination opportunity has already been organised need to submit a written request to the study path coach of the programme by deadline to submit the ISP at the latest. The student cannot revoke this decision at a later moment.

De study path coach informs the student of the negative decision or provides the planning department and the student with a positive decision 15 working days before the deadline to submit the ISP at the latest.

The exam is added to the individual exam schedule (IES) of the student, unless the form of evaluation is permanent evaluation without an examination date. In that case, the programme

makes the necessary arrangements with the student.

§3. Consequences for the tuition fees


Changing programmes during the academic year has consequences for the calculation of the tuition fees owed (see appendix Regulations tuition fee).

§4. Consequences for the learning account

Changing programmes has an impact in the learning account of bachelor's programmes' students:

The learning account of the programme for which he deregisters follows the same regulations described in Article 8. Deregistration/withdrawal. De credits taken up in the new programme are deducted from the learning account.

Generation students who deregister between the 1st of December and the 25th of December and before the 15th of March register again for another programme are refunded half of the learning account of the courses that started in the first semester and of those spread throughout the whole year and for which the student has not taken up the first examination opportunity.

	<p><i>Additions and deviations are available in Title 3 for the cluster:</i></p> <ul style="list-style-type: none"> • <i>Health Care</i>
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Article 10. Reregistration after a break of at least one year


Students who were not registered for at least one year in a specific study programme keep the acquired credits and results, as well as the applied tolerances. Calculations are reset for the number of registration opportunities for each course, except for the courses that belong to the threshold package of the bachelor student to whom the threshold system applies.

This rule also applies if students were refused based on internally imposed measures of study progress, for all programmes and courses to which these measures applied.

2.2 Tuition fees

Article 11. Tuition fees: general

The general rules on tuition fees can be found in the *Annex "tuition fee regulations"*.

	<p><i>Additions and deviations are available in Title 4 for students who participate in a Mobility Window.</i></p>
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Article 12. Charging extra study costs

Limited costs can be passed on to students to the extent that they are directly related to the organisation of the programme. If this is the case, specific additional information will be provided by the cluster before the start of the academic year.

Article 13. Non-payment

Anyone who does not pay the tuition fee before the due date, even after receiving a warning notice, is suspended as a student, has no right to education and cannot participate in the exams. This

suspension is only nullified one day after the registration of the payment of the amount due for the already completed period. No study or credit certificates are issued in accordance with the Examination Regulations.

Section 3. Contracts and routes

3.1 Contracts

Article 14. Degree contract, credit contract and exam contract

When enrolling, students register for one or more of the following contract types:

- 1) a degree contract with a view of obtaining a degree;
- 2) a credit contract with a view of obtaining a credit certificate for one or more courses. The cluster can decide that courses which aim at an integrated assessment (e.g. internship, bachelor thesis, workplace learning,...) cannot be completed under a credit contract and indicate this in the study programmes added as an annex to these Education and Examination Regulations;
- 3) an examination contract with a view of obtaining a degree (a degree-exam contract) or a credit certificate for one or more courses (a credit-exam contract); in the case of an examination contract the student only has a right to take the exams and cannot use the supporting services of Odisee, except for the use of the digital learning platform for which an annual administrative cost of 50 EUR is charged. The cluster decides which programmes and courses cannot be taken with an examination contract because of the specific types of supervision or work and evaluation methods that they require. They indicate this in the study programmes added as an annex to these Education and Examination Regulations. A registration with a degree-exam contract in a work route is not allowed.

By registering the choice for a contract type is made final.

Students can only obtain a diploma if they are registered for a degree contract or a degree-exam contract.

When students transfer from one contract type to another, the regulations of the contract type to which they transfer, apply.

Article 15. Possibilities of combining contracts

In one academic year, a student can register for various contract types, taking into account the following restrictions:

- a degree contract for a programme can only be combined with a credit contract if the courses in the credit contract belong to another major/elective component of the same programme or to a completely different programme.

Students decide which courses are included in which contract when composing their ISP. Courses cannot be changed from one contract to another after the deadline to submit the ISP as stipulated in *Article 19. Composition of the individual study programme (ISP)*.

- a degree contract for a specific programme format and second-degree contract for another specific programme format, which result in the same degree with the objective to actually obtain both those 2 degrees, is only allowed if there is a difference between both programmes of at least 30 credits and if the student is in the final stage of one of the programmes.
- combining a degree contract for a specific programme format with a degree-exam contract for

another specific programme format which results in the same degree is not possible.

- a combination of contracts that is not logical with respect to the normal study progress of the student can be refused. In this case, the reasons for the refusal will be provided.

3.2 Types of routes

Article 16. Model routes and programme stages

Each bachelor's degree programme for which students can register with a degree contract or a degree-exam contract has at least one model route, divided into programme stages of 54 to 66 credits.

For an associate degree programme the study load per programme stage can be smaller, depending on the target group of the programme.

Article 17. Model or individualised study route

Students can follow a model route or individualised study route.

Students who follow a model route in a specific academic year take all courses of one specific programme stage.

An individualised study route is a route in which students deviate from the model route, in which they take courses from multiple programme stages in one academic year or in which they do not take all courses of one programme stage.

Students who follow a programme via a model route are guaranteed to have a manageable timetable and an exam schedule with no more than one exam per day for all compulsory courses.



Additions and deviations are available in Title 3 for the cluster:

- Applied Social Studies

Article 18. Changes to the model route of a programme by Odisee

Alterations in the model route by Odisee, barring force majeure, become effective at the earliest at the start of the academic year following the year in which the alteration has been approved of. Alterations are announced immediately and transparently. Odisee provides appropriate transition measures.

Section 4. The individual Study Programme (ISP)

4.1 Composition of the individual study programme (ISP) of individual students

Article 19. Composition of the individual study programme

Students compose their ISP in accordance with the general rules described in these regulations and in accordance with the specific regulations that apply to the chosen programme and/or included courses, as stated in the study programmes in annex.

Students need to submit their ISP by means of the ISP application on the website of Odisee, www.odisee.be. They will take into account the due date for submitting the annual programme, as stated in the procedure.

Odisee has the right to permanently deregister students from the programme if they do not submit their ISP prior to the due date.

Students who were already enrolled for a programme in a previous academic year first need to make decisions in their compensation file concerning keeping tolerable fails before they can submit their ISP (see *Article 91. Tolerance*).

Procedure

Due dates for submitting the ISP:

The student submits his ISP by 15 October in accordance with the rules applicable to the programme. After that date, the student can no longer make any changes on his own initiative. Before 1 December the cluster will approve this proposal or will, in consultation with the student, confirm a different ISP. The choices made with regards to courses that start in the first semester are final as of 1 December.

At the start of the second semester, a student can make changes until the 25th of February at the latest for courses that start in the second semester. The cluster will decide on these changes before 15 March. On this date the modifications are final.

Any student who registers after the latest date possible is required to submit his ISP within a week of his registration. The cluster approves the ISP as quickly as possible or confirms a different ISP in consultation with the student.

In any case, from the moment an examination opportunity for one course has taken place for the student in question, that course is considered as definitively taken and cannot be taken off the ISP of the student anymore.

Rectifications after said dates are only possible in cases of force majeure or administrative errors.

Article 20. Regulations for all students with a degree contract or degree-exam contract who do not enroll for the first time in a specific programme at Odisee

§1. Order of enrolment

Students should take into account the sequencing requirements and progress requirements when composing the ISP, as determined in the programme's guide in the attachment.

§2. Number of credits

An ISP comprises between 27 and 72 credits per academic year for enrolment with a degree contract or degree-exam contract.

Students can take up less than 27 credits in one programme if:

- this programme is not their main enrolment;
- the size of the ISP that still has to be completed in order to obtain a degree or certificate, comprises less than 27 credits.

Students are entitled to take at least 45 credits within a study programme, unless the sequencing requirements do not allow it and provided that the student has not received binding conditions based on *Article 29 Refusal based on insufficient study efficiency of students in an associate degree*

programme and Article 30. Refusal based on the decree threshold for students in an initial bachelor's programme.

For students enrolled in a preparatory programme there are no restrictions on the number of credits they can take up per academic year.

Special arrangements for international students

Non-EEA students who are residing temporarily in Belgium as a student must take up at least 54 credits, unless the programme department excludes them from taking particular courses or if they are at the end of their study route.

§3 Retaking courses

Students must always first take the courses of the programme for which they were registered in the previous academic year, but for which they did not obtain a credit certificate or did not apply tolerance.

In the case of elective courses or courses belonging to a major or educational subject, students may include another course in their ISP, but the provisions of *Article 30. Refusal based on the decree threshold for students in an initial bachelor's programme* apply.

In addition, students can add other courses to their ISP in accordance with the above mentioned rules.

§4 Identical course

A student who has already taken up a certain course in his ISP, can't, in the same programme, take up a second course which is defined as identical to the first course in the ECTS course description.

Article 21. Rules for starting students in a degree contract or a degree-exam contract who enroll for the first time in a specific programme at Odisee

Students enrolling for the first time in a particular study programme at Odisee must first take all courses of the first programme stage, as provided for in the programme's model track. Exceptions to this may only be granted to the extent provided for in §2 of *Article 22. Exceptions to the regulations concerning the individual study programme (ISP)*.

In addition, students can add other courses to their ISP in accordance with the rules stipulated in *Article 20. Regulations for all students with a degree contract or degree-exam contract who do not enroll for the first time in a specific programme at Odisee*.

The ISP thus composed for students in an initial bachelor's programme contains the courses that students must have obtained by the end of the second academic year at the latest as part of reaching the decree threshold as indicated in *Article 30. Refusal based on the decree threshold for students in an initial bachelor's programme*. We refer to this as the 'threshold package'.

Article 22. Exceptions to the regulations concerning the individual study programme (ISP)

Students who wish to deviate from the general regulations with regards to composing an ISP need to provide their cluster with a well-motivated proposal. The cluster decides if the requested derogation(s) can be permitted.

§1. Derogations to Article 20. Regulations for all students with a degree contract or degree-exam contract who do not enroll for the first time in a specific programme at Odisee

A derogation to the set minimum number of credits or to the sequencing can be permitted if the student:

- is enrolled in a recognized work route;
- registered late and the cluster cannot ensure that the student can take up the minimum required number of credits;
- has obtained a special status or recognition e.g.:
 - a special status due to a serious functional impairment
 - a special status based on serious medical grounds
 - a recognized athlete or artist status
 - an entrepreneur-student
 - a special status due to full-time employment (working at least 80 hours per month or at least half of what counts as full-time employment within their employment sector)

A derogation to the set maximum number of credits can, on request of the student, be permitted by the cluster to students with an outstanding study efficiency the previous year and to highly gifted students, in each case at their request.

Deviations on strict sequencing (SSQ) are not allowed due to the risks and safety requirements involved.

Deviations on the obligation to retake courses for which the student was enrolled in a previous academic year but did not obtain a credit or applied tolerance cannot be granted pursuant to the decree provision.

Procedure:

The request is submitted to the learning path coach by the due date for composing the ISP (see Article 19).

The student will be notified of the decision within fourteen days after the submission of the motivated request.

§2. Derogations to Article 21. Rules for starting students in a degree contract or a degree-exam contract who enroll for the first time in a specific programme at Odisee

Student who enroll for the first time in a particular programme at Odisee in a degree contract or degree-exam contract may, at their request and with the permission of the cluster, compose an ISP that deviates from the first stage of the model programme, only if

- they have a status or recognition pursuant to the Regulations on special statuses as appended to these Education and Examination Regulations, or if they are enrolled as a working student in a recognised work route.
- they already hold a bachelor's or master's degree (or equivalent) and have obtained exemptions on that basis.
- the study path coach has authorised an individualised path, for the following reasons:
 - the student has obtained a number of exemptions based on *Article 25. Exemption* or *Article 26. Exemption on the grounds of previously acquired competences (EVC)*
 - the student is enrolled based on an admission assessment and has been advised by the cluster to limit the number of courses in the ISP.

- the student was enrolled after 10 October, and due to the limited time frame, cannot take up all the course units of the first stage.
- the student has been advised to reduce the number of courses in the ISP based on disappointing results after the first semester.
- the student belongs to a predefined group for which the programme offers an individualised route by default.
- based on an individual file with a motivated decision.

Procedure:

The request is submitted to the learning path coach by the due date for composing the ISP (see Article 19).

The student will be notified of the decision within fourteen days after the submission of the motivated request.

Article 23. Regulations for students who de-register or change programme

§1. General

Students cannot deregister for:

- a course in which they were registered in a previous academic year and for which they did not obtain credit or applied tolerance.
- a course for which an examination opportunity has already taken place for the students in question.

§2. Deadline

Both for graduate and bachelor students, it is no longer possible to deregister for courses that started in the first semester as from 1 December or as soon as the students have taken an examination opportunity for the course in question.

Similarly, it is no longer possible to deregister for courses that started in the second semester after 15 March or as soon as the students have taken an examination opportunity for the course in question.

§3. Consequences for the tuition fee

For both associate degree and bachelor students, the date of deregistration for a course has consequences for the tuition fee. See Appendix Regulations tuition fee.

§3. Consequences for the tuition fee

For bachelor students, the date of deregistration for a course has consequences for the learning account. The deadlines for refunding the learning account indicated in *Article 8. Deregistration / Withdrawal* apply as well in this situation.

Article 24. Taking courses and exams in another programme or at another institution

Each cluster stipulates, taking into account the existing regulations and agreements with other higher education institutions, the extent to which a student as part of his degree contract or degree-exam contract may also take courses from another programme or at another Belgian or foreign higher education institution. Specific provisions for students who participate in a Mobility Window are included in *Title 4*.

§1. Electives at another (Flemish) higher education institution

In application of the agreements concluded between Flemish higher education institutions within the KU Leuven Association, students may take as an elective for their programme a course that is offered at another association partner. To that end, it is required that the student is enrolled with a degree contract or degree-exam contract in the home institution, that the said course is not a compulsory course within the programme at the home institution and that the permission to do so is granted by the cluster and by the person responsible for the course at the other institution.

Procedure

Students contact the student administrative services centre of their campus to complete the agreement regarding taking a course at another higher education institution. They submit the agreement signed by all parties to the Student Administrative Services Centre no later than the due date to submit the ISP as stipulated in *Article 19. Composition of the individual study programme (ISP)*.

Students don't need to pay an additional tuition fee for taking up an elective course for which the required permission was granted. Odisee is responsible for the student's accident insurance. The other Flemish higher education institution commits to granting students access to the course, the associated examinations, and the required infrastructure. The other Flemish institution informs Odisee of the student's examination results.

§2. Special procedure on individual request

Students can propose in a reasoned way to the cluster to replace courses from a programme with other courses offered in Odisee programmes or in programmes at other Belgian or foreign higher education institutions. The cluster will examine the application and will make a decision.

In case of a positive decision, the cluster will indicate how the exam results for the alternative courses will be settled in the context of the obtaining of a degree. Unless the cluster decides otherwise in a reasoned way, the total number of credits obtained at the other institution will be taken up in the ISP of the student.

§3. Assessment criteria

In the assessment of the proposal of the student in execution of §1 and §2, the cluster uses the following criteria:

- a) the connection of the objectives of the alternative course with the objectives of the programme;
- b) the level of the course;
- c) the study load of the course.

4.2 Exemptions

Article 25. Exemption

§1. Equivalence

An exemption is the removal - on the basis of a credit certificate, study certificate or certificate of competence - of the obligation to take an exam on (part of) a course.

The cluster bases the exemption on an evaluation of equivalence, possibly after consultation with the lecturers involved.

For an exemption, only forms of competences, knowledge, insight, skills and attitudes that at least meet the following criteria can be acknowledged:

- authentic: they represent the performance of the candidate;
- up-to-date: they reflect the current competence level of the candidate;
- relevant: they are sufficiently covering relevant elements of the programme.

The size of the exemption for a course is equated with the number of credits of the course which one is exempted from. The size is expressed as integer credits.

A partial exemption can only be granted if it concerns a course module. Students must still enrol for the entire course for which they receive a partial exemption.

In case of granted exemption the obtained examination result for the equivalent course is no longer taken into account. In deviation of this, previously obtained examination results are adopted in the case of courses with the same code.

A granted exemption is definitive. Students cannot reconsider a requested and granted exemption.

Procedure

Exemptions should be requested upon the first registration for a programme. A request for exemption upon reregistration for the same programme is only possible if there are new elements.

Students who believe they are entitled to an exemption for a course or a part thereof based on a credit certificate or another proof of study must submit their application to the cluster the last day to submit the ISP at the latest. This by means of a completed application form directly to the cluster or via the Student Administrative Services Centre of their campus. They also need to enclose a supporting file which includes the previously obtained credit certificates or other proofs of study.

The student registers the exemptions he has been granted in the application on the website of Odisee, www.odisee.be, and provides all the requested documents.

The exemptions are approved at the latest, on the same date of the approval of the ISP.

§2. Reduction of the study load

In programmes with reduced study load that are offered to specific target groups, students are exempted for a package of credits.

This is also possible on an ad hoc basis if no such programme was included in the programme overview, but always based on a previously obtained diploma.

Article 26. Exemption on the grounds of previously acquired competences (EVC)

Students who consider themselves eligible for an exemption for (part of) a course on the basis of previously acquired competences should follow the procedure below. The possible confirmation of the previously acquired competences flowing from this procedure has unlimited validity.

Procedure

- a) The application format

A student who believes he possesses certain competences which he is unable to attest via a credit certificate, or another proof of study that show that his achievements were evaluated, submits an application for the recognition of his competences to the assessment coordinator of Odisee. If Odisee does not organize a programme or courses in which the competences to be judged are taught and therefore does not have the opportunity to examine certain competences, the applicant will be notified and may be referred to another institution within the association. In all other cases, the application will be examined following the rules provided below. The student documents his application with a portfolio, following the guidelines communicated to him by the learning path coach. The learning path coach of the programme guides the student in the compilation of the portfolio.

b) Admissibility requirements

For a certificate of competence, only forms of competences, knowledge, insight, skills and attitudes can be acknowledged which meet at least the following criteria:

- authentic: they represent the performance of the candidate;
- up-to-date: they reflect the current competence level of the candidate;
- relevance: they are sufficiently covering relevant elements of the programme;
- quantity; they refer to a significant volume of activities;
- variation in contexts: they refer to a sufficient variation in operational and educational contexts.

c) Assessment

On the basis of the common procedures and quality parameters agreed upon within the KU Leuven Association, Odisee conducts a formal competence evaluation and establishes which competences the applicant possesses. The evaluation starts with an intake interview with the head or learning path coach of the study programme to establish whether the student has sufficiently broad and relevant experience to warrant a meaningful competence evaluation. If this is not the case, the intake interview may be the end of the procedure. The assessment committee further examines the competences and requests the assistance of the education providers of relevant courses.

d) Financial contribution

Before an application is examined, the applicant pays an initial fee of 55 EUR.

After the intake interview and preceding the further settlement of the procedure, the applicant pays the following additional costs:

1. For an entire programme:
590 EUR, if he wishes to have examined, the general competences on bachelor's level or the specific competences of a well-defined bachelor's programme; 335 EUR if the examination concerns the level of an associate degree;
2. For specific competences required for a course or cluster of courses: a maximum of 590 EUR, respectively 335 EUR, in relation to the complexity of the competence validation. A distinction is made between:
 - simple tests (in a large group, standardized) for which 50 EUR is charged per test;
 - and more elaborate tests (individual, more guidance) for which 150 EUR is charged per test.

If a combination of assessment methods is used, the amounts are added up without exceeding the maximum for an entire programme.

The amounts mentioned above for bachelor's programmes are applicable from the academic year 2009-2010 onwards and can be adjusted annually following the evolution of the health index. The amounts for assessments regarding the level of an associate degree are applicable from the academic year 2019-2020 onwards and can be adjusted annually following the evolution of the health index.

e) Certification

On behalf of the KU Leuven Association, Odisee grants a certificate of competence for the competences for which was established that the student has effectively acquired them;

f) Timing

Applications for the recognition of competences can be carried out throughout the year. Applications with the aim of obtaining exemptions, however, must be filed at the latest on 31 May preceding the academic year in which candidates wish to use the exemption. It is only possible to deviate from this date if the assessment coordinator has agreed on another possible time frame with the programme for which the exemptions are to be granted. If this is possible needs to be checked with the assessment coordinator.

Based on the certificate of competence (or a certificate from another validating body), granted in conformity with the above-mentioned procedure, students may submit an application for exemption with the cluster taking into account the provisions of *Article 25. Exemption*. In their application, students indicate for which course or part thereof they wish to obtain an exemption and enclose a file with the obtained certificate of competence in support of their application.



Additions and deviations are available in Title 3 for the cluster:

- Health care

Section 5. Measures of study progress

Article 27. Right to discussion

Every student has the right to meet with a study path coach.

The contact details of a programme's study path coaches are published on the Odisee website www.odisee.be.

Article 28. Study advice

After each announcement of results to students, they are given insight into their overall study progress in their study programme via their study progress file.

Through the study progress file, students learn when they run the risk of being refused further enrolment due to negative study results, or when they are definitively refused further enrolment in accordance with the provisions of this section 5, as well as on what grounds they are refused further enrolment.

In each case, they are encouraged to discuss their study results and study progress with the study path coach, who can examine with the students what the best options are in their personal situation and assist them in their decisions with personal study advice.

Article 29. Refusal based on insufficient study efficiency of students in an associate degree programme*§1. General Principle*

Starting students in an associate degree programme who after the second or third examination period, have a study efficiency that is lower than 50% are imposed binding conditions. This entails that these students must achieve a study efficiency of at least 50 % in the next academic year if they wish to be able to reregister for the same programme in the year thereafter.

§1. Duration of the refusal

The refusal applies to the following academic year.

§3. Extent of the refusal

The refusal of enrolment applies to the study programme in question, all its courses and all the study programmes that lead to the same degree.

Article 30. Refusal based on the decree threshold for students in an initial bachelor's programme*§1. General Principle*

The decree threshold/threshold system is a decree-based compulsory study progression system based on a student's first ISP in an initial bachelor's programme, which requires the student to complete all courses in that ISP by the end of the second academic year of enrolment the latest in the programme concerned at.

The 'threshold package' is the package of courses that students include in the ISP upon the first enrolment in an initial bachelor's programme. Acquiring this course package is regarded as reaching the decree threshold.

If students have not obtained all the included courses (so-called 'threshold package') after their first enrolment in a particular initial bachelor's programme, they must obtain them no later than at the second enrolment in the same programme in a following academic year.

This provision continues to apply if students have replaced an elective course at their second enrolment with another elective course.

This provision does not apply if students change their major or teaching subject.

If, after the second academic year, students have again failed to acquire all course units belonging to their threshold package, they shall be refused further enrolment in the relevant initial bachelor's programme.

§2. Duration of the refusal

A refusal of enrolment in the relevant initial bachelor's programme is valid six years or until a graduation from another higher education programme.

§3. Extent of the refusal

The refusal to enrol applies to the relevant initial bachelor's programme at Odisee and to any programme registered in the Higher Education Database in Flanders with the same programme code and offered by Odisee or another institution in Flanders.

Article 31. Refusal of enrolment based on repeatedly failing a particular course of students in a bachelor's programme or of students registered in a credit-contract or a credit-exam contract

§1. General principles: third enrolment

Students who during two academic years do not pass the same course (or courses defined as identical in the ECTS course descriptions), regardless of the contract type, are refused to register for a third time if they:

- did not obtain at least 50% study efficiency for the ISP in each academic year;
- or for two consecutive academic years did not pass with a credit contract;
- or for two consecutive academic years did not pass, the respective first year with a degree contract or a degree-exam contract with a study efficiency of less than 50% and the second year with a credit contract, or vice versa.

§2. General principles: fourth enrolment

Students who, during three academic years, do not pass the same course (or courses defined as identical in the ECTS course descriptions), regardless of the contract type, are refused a fourth or subsequent enrolment, with any contract type.

§3. Duration of the refusal

A refusal of enrolment applies to the following academic year.

§4. Extent of the refusal

Every refusal on the basis of repeatedly failing a particular course applies to an enrolment for the course in question (or a course defined as identical in the ECTS course description), and for every programme of which these courses are part, with any contract type.

This denial also applies to programmes that lead to the same degree as well as to continuation programmes, regardless of the location on which these programmes are organized.

Changes of contract types during the academic year or over the academic years do not influence the number of allowed enrolments.

In the case of programme changes, when the course which gives rise to the refusal is removed and is not substituted by another course with comparable learning outcomes, the refusal can be removed at the motivated request of the student. If the course is substituted by another course with comparable learning outcomes, the refusal also applies to this course and the programmes of which it is part.

Article 32. Refusal of further enrolment of students who do not meet the admission requirements and who are enrolled with a credit contract

Students who do not meet the admission requirements may be granted permission to enrol with a credit contract based on *Article 5. Specific admissions*. This permission is valid only for one academic year.

Article 33. Refusal based on a learning account equal to zero or below zero

A student will not be able to register or re-register for any type of contract for a bachelor's degree programme if his learning account is equal to, or below, zero.

This does not apply for students who enrol in a bachelor of education programme if they have already obtained a bachelor's degree.

In deviation from this and on condition of a written request to the Student Administrative Services Centre (sa@odisee.be), students who have a learning account equal to or below zero, who were enrolled the two previous academic years and who still have to complete 30 credits or less to obtain the bachelor's degree concerned are allowed to complete the programme during one academic year. In this case they will pay the maximum tuition fees as stipulated by decree, for the part for which they have insufficient learning account.

In this case refusal is still possible based on repeatedly failing a particular course.

Article 34. Lifting the refusal of enrolment

In exceptional cases a refused student can ask approval to still start or complete a study programme, based on special individual circumstances.

Students who have incurred a refusal of further enrolment for a particular study programme at another institution due to failure to meet the decree threshold, and who wish to invoke special individual circumstances to lift the refusal, must follow the procedure at the institution where they incurred the refusal. Only if that institution decides to lift the refusal can the student enrol in Odisee for the programme concerned.

In the case of a refusal under:

- *Article 29. Refusal based on insufficient study efficiency of students in an associate degree programme;*
- *Article 30. Refusal based on the decree threshold for students in an initial bachelor's programme;*
- *Article 31. Refusal of enrolment based on repeatedly failing a particular course of students in a bachelor's programme or of students registered in a credit-contract or a credit-exam contract*
- *Article 33. Refusal based on a learning account equal to zero or below zero*

exceptional permission shall be granted by the Refusal Lifting Committee, consisting of the persons mandated to do so by the Executive Board.

Students who are refused further enrolment due to failure to reach the decree threshold, because they achieved a study efficiency of less than 50% in their second academic year and therefore cannot use tolerances for threshold courses, may ask the Committee to lift the refusal, if their tolerance credit is sufficient to tolerate the threshold courses. If the Committee decides to lift refusal, the tolerances for the threshold subjects are automatically applied.

Students who wish to apply for an exception to the refusal must submit a well-motivated request in writing (a letter) to the Refusal Lifting Committee no later than 10th of October via the online form available in the website of Odisee, www.odisee.be. This is also possible before the 25th of February for students who, in the same academic year, have not yet submitted an application for an exception to the refusal.

As exceptions are only allowed on the grounds of special individual circumstances, students must be very clear in their request on which special individual circumstances it is based. This information is kept confidential. In their decision, the Refusal Lifting Committee take into account in its decision the already completed study track as well as the chances of the student to complete the programme successfully.

TITLE 2: EXAMINATION REGULATIONS

Section 1. General provisions

Article 35. Examinations: general provisions

All exams are organised in such a way, according to the following rules, that students have the chance to prove the competences required for the course. This requires a constant care of the examiner and all qualified bodies to guarantee an optimally organised exam for each course.

Section 2. Organisation of examinations

Article 36. Examination periods

An academic year consists of three examination periods:

- the first examination period which coincides with the first semester, in which examinations are organized for the courses that are completed in the first semester or in which partial examinations can be organized for the courses that cover more than one semester;
- the second examination period which coincides with the second semester, in which examinations are organized for the courses that are completed in the second semester or for courses that cover more than one semester;
- the third examination period after the summer break, in which the student can take up the second examination opportunity for a course.

At the end of each examination period, the examination results are officially published. Furthermore, at the request of the cluster, an extra announcement of the examination results can be arranged during the first and second examination period.

These possible extra dates to officially publish examination results are set the central academic calendar. In the academic calendar of the programme it is indicated which dates apply specifically to the programme in question. The calendars can be consulted via the Odisee website, www.odisee.be.

In exceptional individual cases, the ombuds person and the director of the cluster involved, can may decide in agreement to keep the examination period open. The last examination period can only be kept open until 30 September. They inform the examination committee of this decision.

For students participating in a mobility window whose results for the previous academic year are not yet known, the results may exceptionally be published after 30 September, but in any case before 15 November.



Additions and deviations are available in Title 4 for students who participate in a Mobility Window.

Article 37.

Deleted

Article 38. Partial examinations, partial assessments and continuous assessment

The cluster can allow:

- For courses that consist of multiple course modules to have partial examinations for each course module

- For courses that are organized over two semesters, to have a partial examination at the end of the first semester.

The results of partial examinations are communicated in the study progress file and give rise to partial transfer in accordance with *Article 89. Retaking (examinations on) courses within an academic year* and *Article 90. Retaking (examinations on) courses spread over academic years*.

The cluster can also allow multiple partial examinations within a course or course module. The cluster defines the following elements in the ECTS course description:

- the description of the component evaluations;
- the relative share of the various component results in the exam result for the course as a whole;
- the method of evaluation and the moments of evaluation.

The results of partial assessments are not communicated separately in the study progress file.

The cluster can also allow for a form of continuous assessment for a complete course or course module. The modalities are defined and communicated in advance to the students by means of the ECTS course description.

The cluster watches a balanced staggering of the evaluation moments.

Article 39. Second examination attempt and lack of retakes

The cluster decides if for certain exams or certain partial exams, there is a second examination opportunity, possibly of an alternative type, or if, exceptionally, there is no second examination opportunity.

The result of a partial exam for which no retake is possible, is taken in to account again when calculating the exam result of the course in the second examination opportunity.

Article 40. Intermittent tests

The cluster decides whether results of intermittent tests organised for courses of the first year of a programme, with a view to facilitate the orientation of students, count towards the final result. If this is the case, the way of counting these results is accurately described in the ECTS course description.

Article 41. Time and place

Valid exams can only be organised in the periods or on the moments stated in *Article 36. Examination periods* and *Article 38. Partial examinations, partial assessments and continuous assessment*

Exceptions are:

- circumstances beyond one's control.
- examinations for students that can take exams outside the examination period based on *Article 50. Spreading examinations outside of the examination period* and *Article 51. Exam deferral for working students*.

All examinations are taken in a classroom of Odisee.

Exceptions are:

- exams with special individual circumstances, to be determined by the ombudsperson;
- specific methods (e.g. workplace learning);
- examinations can also be organised online and remotely.



Additions and deviations are available in Title 4 for students who participate in a Mobility Window.

Article 42. Attending oral examinations

Any student who wishes to do so, may invite an observer to attend the oral examination. The observer may not be a student who has to sit that course in that academic year or a student who will be examined by the examiner involved in that same academic year, nor can it be a relative up to the fourth degree. The student is required to notify the director of the cluster concerned at least seven calendar days beforehand, as well as the examination ombudsperson who shall inform the examiner involved in due course. The observer may only take written notes.

The examiner may, in consultation with the cluster, ask an employee of the institution to attend.

Article 43. Examination schedule and changing dates of examinations

The cluster informs the students of the period in which each course unit will be evaluated for every programme, so that each student is aware of this no later than five weeks before an examination or an evaluation activity.

Procedure

Each student receives from the 16th of October an individual examination schedule via the application 'Individual Examination Schedule (IER)' on the website of Odisee, www.odisee.be, that is progressively updated during the academic year with the upcoming exams.

Permanent evaluation without an examination date is not shown in the IER or on the examination card. The cluster is responsible for informing the students in time.

In case a cluster organises exams within five weeks after the opening of the IER on the 16th of October, the cluster is responsible for announcing these exams five weeks in advance through the academic calendar of the study programme on the website of Odisee, www.odisee.be.

Examination rooms are announced at least three days before the examinations takes place.

Only students following a model route are guaranteed to have an examination schedule in which not more than one obligatory course is examined per day.

Examiners and students shall strictly abide by the examination schedule that is set.

Examinations can only be rescheduled for serious reasons that have been reported in good time.

Procedure

Examinations can be rescheduled through the cluster in the case of short-term and attested force majeure.

The student shall report his force majeure in time and always before the end of the exam in question according to the procedure communicated to him by the programme of study. If the force majeure is accepted, a new exam moment shall be scheduled in the examination opportunity in question as far as possible. Disputes can be reported to the ombudsperson who will make a final decision on whether or not to accept the force majeure.

If the exam cannot be taken at the new time, the examination opportunity is cancelled, unless it concerns a very serious case of force majeure that will be evaluated by the ombudsperson.

Students who wish to reschedule an exam because the exam is scheduled on a religious holiday for them, need to submit their request within a week of the announcement of the exam schedule.

In case of very serious and prolonged force majeure situations, students should always contact the ombudsperson. The ombudsperson will then determine, in consultation with the programme of study, what is possible.



Additions and deviations are available in Title 3 for the cluster:

- Applied Social Studies

Section 3. Taking part in the examinations

Article 44. Conditions to take part in the examinations

§1. Tuition fee paid

Students can only participate in an exam if the owed tuition fee is paid or if an arrangement has been made via the STUVO+ department of the institution. If this condition is not met, the registration of the examination shall be suspended. As long as the suspension is not withdrawn the student will not be granted access to the digital learning platform and will not be allowed to participate in the examination. In case the student has already obtained results, these will be regarded as non-existent and the student will not be awarded a credit certificate for the courses concerned.

§2. Registered for the course

The course needs to be included in the student's ISP and they may not have obtained credits for the examination involved, nor obtained a partial transfer unless they have waived this in accordance with the procedure in *Article 89. Retaking (examinations on) courses within the academic year* and *Article 90. Retaking (examinations on) courses spread over academic years*.

Students who participate in an examination for a course for which they are not registered, cannot obtain an exam result. The exam is considered invalid and non-existent.

§3. Duties per course

Participation in an exam can be subject to conditions such as an attendance requirement with regards to the practical components, sufficient participation in group obligations or timely submission of assignments.

For the courses for which this is the case, these conditions, as well as the consequences for the exam evaluation if students do not meet these requirements, will be clearly mentioned in the ECTS course description. The programme department stipulates in the ECTS course description whether students who do not meet the conditions will be given a zero score or a "not passed" for the (part of) the course involved.


§4. Verification of identity and examination participation

Students must be able to prove their identity at the exam, whether it takes place on campus or online remotely, by means of their student card (ideally), or his Belgian identity card, or his Belgian driving licence, or his international passport or another document with name and photo with which the student can conclusively prove his identity.

The student's identity check for the online written exam in which proctoring is used is done at the end of the exam on the basis of recordings of the student's face on the one hand and the photo on the student's card or identity card, ... on the other hand.

Verification of examination participation is done by means of the examination card. Students bring their examination card to each examination. After the completion of each examination and after the verification of identity, the examiner or supervisor signs or stamps the examination card. In case of an online remote examination, participation is registered via the list of participants in the system and the student himself notes down the start and end time of the exam on his examination card. Students are entitled to an examination result if the original signature or stamp of the examiner or supervisor appears on the examination card or if the list of participants in the system proves the student's participation in the exam.

Any student can, upon request, receive official proof of participation in the examination.

	<p><i>Additions and deviations are available in Title 3 for the cluster:</i></p> <ul style="list-style-type: none"> • <i>Applied Social Studies</i>
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Article 45. Resitting examinations

For courses for which an examination is organized during the first or second examination period, a second examination opportunity will be organized in the third examination period. The same applies to partial exams, partial examinations and permanent evaluation, but not to (parts of) courses that, due to their nature, are indicated as 'no resit' in the programme guide as appendix.

In agreement with the supporting services, the cluster can decide to offer an early second examination opportunity in the first and/or second examination period besides the second examination opportunity in the third examination period.

The student can choose to already take up his second examination earlier as long as the programme, or to take up his second examination opportunity in the third examination period.


Before the start of the second examination opportunity:

- the student must have taken note of the examination result of his first examination opportunity via the study progress file;
- the student may not have used any tolerance credits for the course in question;
- the student must have had the opportunity to have a discussion;
- the period to lodge an internal appeal in accordance with article 101, must have expired.

<p><u>Procedure</u></p> <p>The student requests to be able to take up his second examination opportunity for a course unit to the programme following the course of action instructed by the study programme. The exam is added to his individual examination schedule (IER, in Dutch)</p> <p>The student cannot withdraw this request later on.</p>
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The student registers with the study programme to take up earlier a second examination opportunity of a course. The registration is final, the student cannot reconsider this decision thereafter. The study programme provides with a list of participating students to the Planning department within 20 working days of the publication of the results of the first examination opportunity.

The exam is added to the individual examination schedule (IER) of the students involved, unless the form of evaluation is 'permanent evaluation without an examination date'. In that case, the programme will make the necessary arrangements with the student.

	<p><i>Additions and deviations are available in Title 3 for the cluster:</i></p> <ul style="list-style-type: none"> • <i>Applied Social Studies</i>
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Article 46. Changing examinations due to an unbalanced individual study programme (ISP)

The cluster can allow an individual student, based on a well-motivated request, to postpone an examination to a later date or to advance it to a new date if the ISP of the student, composed after consultation with the study path coach, is not evenly divided over the two semesters or if prerequisite requirements hinder the study progress of the student.


Such change is only allowed if the cluster agrees that the courses can be organized effectively in the semester in which the examination concerned will be taken.

Procedure

The student submits his written request to the study path coach of the study programme no later than the due date for submitting the ISP. The student cannot withdraw this request later on.

The study path coach communicates the negative decision to the student or, in case of a positive decision, provides the information to the Planning department no later than 15 days after the deadline for submitting the ISP.

The exam is added to the student's Individual Examination Schedule (IER), unless the form of evaluation is "permanent evaluation without examination date". In that case, the programme makes the necessary arrangements with the student.

	<p><i>Additions and deviations are available in Title 3 for the cluster:</i></p> <ul style="list-style-type: none"> • <i>Business management</i> <p><i>Additions to this article are available in Title 4 for students who participate in a Mobility Window.</i></p>
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Article 47.

Deleted

Article 48. Early graduation by rescheduling exams

A student can request to take one or more examinations early in order of graduating earlier than foreseen in a standard examination schedule, concretely, the next time when examination results for the programme concerned are officially communicated via the study progress file.

This is allowed when the student only has complete:

- the bachelor thesis and/or the internship and/or the workplace learning and they can be completed within the time available and/or
- a limited number of courses already included in the ISP of the previous academic year

When the student meets this requirements, all the examinations that he has to complete get rescheduled to an earlier moment. If the cluster considers that rescheduling an exam to an earlier date is not feasible due to organisational reasons, changes of teachers or significant changes in the ECTS file in comparison to the previous year, they can argue these reasons and maintain the standard examination schedule for all the courses.

In case the student makes use of this arrangement and fails the courses concerned in the first examination opportunity, the same principles apply for rescheduling a second examination opportunity to an earlier moment.

Procedure

The student submits a written request to take the first examination opportunity earlier to the study path coach of the programme no later than the due date to submit the ISP. The student cannot revoke this decision later. The study path coach communicates the negative decision to the student or, in case of a positive decision, provides the information to the Planning department no later than 15 days after the deadline for submitting the ISP.

The exam is added to the student's Individual Examination Schedule (IES), unless the form of evaluation is "permanent evaluation without examination date". In that case, the programme makes the necessary arrangements with the student.

The abovementioned principles apply to reschedule a second examination opportunity. Students submit again a written request to the study path coach of the programme within 10 working days of the publication of the results in the study progress file. Students cannot revoke this decision later. The study path coach communicates the negative decision to the student or, in case of a positive decision, provides the information to the Planning department within 20 working days of the publication of the exam results of the first examination opportunity.

The exam is added to the student's Individual Examination Schedule (IER), unless the form of evaluation is "permanent evaluation without examination date". In that case, the programme makes the necessary arrangements with the student.

Article 49. Non-participation in (an) examination(s)

A student who decides not to participate in an examination that has been scheduled for him should immediately de-register for that examination via the applications Individual Examination Schedule (IER). The student cannot reconsider this decision thereafter and loses his examination opportunity.

Special provision for international students

Non-EEA students currently residing in Belgium with a temporary residence permit as a student cannot deregister for an exam. If they do so and do not participate in the exam, they risk their visa might not be extended.

Section 4. Exam deferral

Article 50. Spreading examinations outside the examination period

The deferral of exams outside of the regular examinations periods can be allowed for students who:

- have a serious functional impairment
- have serious medical grounds
- are recognized as athlete or artist
- are recognised as entrepreneur-students

and can provide evidence of special individual circumstances.

Margins for these deferral options are established by the ombudsperson (and in case of impairment in consultation with the special needs coordinator) and students cannot deviate from this decision on their own initiative. The ombudsperson, in consultation with the cluster ensures that a consistent arrangement is agreed upon across all cluster.

However, allowing exam deferral does not automatically imply that deviations from determined submission dates, explicitly obligatory attendance or the applicable work and examination methods are possible. If this is necessary, a concrete arrangement is established with the cluster concerned.

Procedure

Requests are filed with the ombudsperson at the latest:

- on 1 December for the first examination period or 5 days before the exam concerned
- before the beginning of the Easter break for the second examination period or 5 days before the exam concerned

The ombudsperson will inform the student and the competent administrative department of his decisions.

Article 51. Exam deferral for working students

§1. Working students who are registered for a programme alternative not intended specifically for working students and to whom this alternative is also not offered, can only invoke *Article 50 Spreading examinations outside the examination period* in case of special individual circumstances.

§2. Students who are registered for a programme alternative intended specifically for working students cannot make use of exam deferral outside of the examination periods. Structural facilities for deferral of study and exam load are already provided for these students. The cluster specifies these measures in *Title 3. Additions and derogations to the Education and Examination Regulations by cluster*.

Procedure

If the structural facilities as stipulated in §2 imply a choice, students who want to rely on them need to submit their application to the learning path coach of the cluster on the appropriate form no later than 15 October, or in case of a late enrolment within a week after they received the admission to register, together with the submission of their individual annual programme.




Additions and deviations are available in Title 3 for all clusters.

Section 5. Exams on identical courses when combining enrolments

Article 52. Exam results of the same courses in multiple contracts

If students are registered for course with the same code in multiple contracts in the same academic year, they will only take one exam per examination opportunity, which is valid for all contracts. The mark obtained counts as the examination result parallel for the various contracts.

Section 6. Examinations taken in another programme or in another institution

	<i>Additions and deviations are available in Title 4 for students who participate in a Mobility Window.</i>
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Article 53. Time and place of examinations

When, in accordance with the conditions set by the cluster, students take courses in another programme of study or in another institution of higher education at home or abroad, the examinations on these courses take place at the time and place determined by the programme of study or institution in question.


Article 54. Assessment scale

Under the supervision of the cluster it is possible, if necessary, that the result of an exam taken at another institution of higher education is converted into the assessment scale as stipulated in *Title 4. Specific provisions for students who participate in a Mobility Window*. Students who follow part of the programme at another institution are notified about the conversion rules before departure.

Article 55. Replacement by (an) equivalent course(s)

The cluster may grant permission to students who did not obtain a credit certificate for a course because they failed the examination in a foreign institution of higher education to sit an examination for a course deemed equivalent by the cluster in the third examination period of the same academic year at Odisee.

Section 7. Ombudsperson

	<i>Additions and deviations are available in Title 4 for students who participate in a Mobility Window.</i>
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Article 56. Duties, appointment and availability

The ombudsperson mediates between examiners and students. Therefore he must possess the necessary expertise and be able to fully independently perform his duty as intermediary.

For each programme an ombudsperson with relevant experience is appointed, as well as a substitute ombudsperson who assumes this title for all examinations of that academic year.

The ombudsperson clearly notifies students of where and when he can be reached and at what times the substitute ombudsperson replaces the effective ombudsperson.

Article 57. Powers and disputes

If necessary, the ombudsperson mediates on the date, location, form and conditions of an examination. The ombudsperson judges sovereignly on examination movements and on the assignment of an examination moment. The rescheduled exams are always organized within the same examination period, if possible, notwithstanding the provisions in Section 4. Exam deferral.

In order to be able to adequately perform the role of mediator, the ombudsperson is entitled to access information regarding each examination, even prior to the deliberation of the examination committee. The ombudsperson is bound by professional secrecy.

The ombudsperson participates in an advisory capacity in the meeting of the examination committee for which he is appointed. He also participates in the discussions of the select examination committee.

Article 58. Conflict of interest

Under no circumstances will the ombudsperson be allowed to assess students for whom he is acting as ombudsperson. If in exceptional circumstances the ombudsperson has participated in the assessment of a student for a course, the substitute ombudsperson will mediate for this student in this case.

Article 59. Report of the ombudsperson

After the third examination period of each academic year, the ombudsperson submits a report to the cluster regarding the ombudsperson's activities. This report is discussed before the start of the new academic year, i.e. at the latest on 15 November in the cluster concerned.

Section 8. Running of the examinations**Article 60. Examiner**

The task of the examiner is to work out whether students have obtained the learning outcomes of a certain course.

The examiner is responsible for the final award of the exam result of (part of) a course of the academic year and group concerned. An exam result is established by assessment activities that are performed by the examiner and possibly co-examiners.

In the case of blood or family ties up to and including the fourth degree between a student and an examiner or in case of force majeure on the part of the examiner, the examiner requests the director of the cluster to appoint a substitute.

Examinations may be conducted by examiners other than the course lecturer. The course lecturer or the coordinator, if there are several lecturers, remains fully responsible for the final assessment.

When in these regulations the term examiner is used this refers to the examiner or his substitute.

Exams on courses taught by guest lecturers are examined by another examiner appointed by the cluster if these guest lecturers are absent

Article 61. Information prior to examinations by means of the ECTS course description

For each course, the ECTS course description provides detailed information about the content and objectives, the examination subjects and the assessment, including the weighting of any components for which a partial mark is awarded and including the consequences of non-participation in a part of the examination. The ECTS course description also states how the end result of the course is determined if one of the course units is evaluated with a pass/fail mark.

If, exceptionally, the examination subject or assessment methods should vary from one examination period to another, this will be mentioned in the ECTS course description.

The Executive Board can decide that the examination form as described in the ECTS file needs to be changed as a result of urgent measures by the authorities. In that case, the changed examination form will be announced via the online learning platform within a reasonable period of time before the examination moment, which will be agreed upon with the General Student Council.

Procedure

To establish agreements between the student and the teachers that deviate from the provisions in the ECTS course description, the student makes use of the form "Deviations from ECTS agreements". The student can pick up/download this form on the website of Odisee, www.odisee.be. This form mentions the name of the course, the teacher and the student, the agreed terms and the agreement of the student and teacher involved and the responsible learning path coach. Afterwards, the student submits a copy to the student administrative services centre of the campus.



Additions and deviations are available in Title 3 for the cluster:

- Health Care

Article 62. Deadline for the submission of coursework

If a particular deadline has been set for the submission of course work and a student anticipates not being able to comply with it for valid reasons, he should, before the deadline, contact the course lecturer, who may then decide to set a new deadline. The course lecturer may include in the ECTS course description that should the deadline for submission not be respected the coursework is considered as not-submitted, with the student being awarded a zero mark for the assignment or it being deemed 'not taken'. If such a penalty is provided, then it is also applicable if a new deadline is not respected.



Additions and deviations are available in Title 3 for the cluster:

- Applied Social Studies

Article 63. Non-compliance with contractual obligations regarding internship, workplace learning, ...

If a student repeatedly or seriously ignores the obligations enforced by an internship agreement, an workplace learning agreement or another agreement with Odisee and/or third parties, the agreement can be terminated.

In this case the student is not entitled to an alternative assignment and the (part of) the courses concerned are deemed as "not taken".

Article 64. Examination form and duration

The form of an examination is determined in accordance with the objectives / competences of the course and the teaching method. The examination format is established by the cluster, on the recommendation of the course lecturer.

In the case of an individual movement of an exam, the examination format may deviate from the established format.

In case of an oral examination on campus, the student is given a written preparation time of at least 20 minutes, except in oral language exams, when elaborating further on previously submitted assignments or when giving further explanation on practical exercises/skill tests where an immediate student response may be expected.

In case of an online oral examination, the student is given a preparation time of at least 5 minutes per main question. Extra questions for deeper understanding or clarification can certainly be asked without giving any preparation time.

In deviation to the previous paragraphs, the preparation time does not apply to oral language exams, to explanations about assignments that have been submitted beforehand, or to explanations during practical exercises or ability tests where an immediate reaction is expected from the student.

Unless explicitly announced otherwise to the students, all exams are taken without the use of any resources.

An exam consisting of an evaluation at one specific moment can take no longer than half a day (ca. 3 hours including the inclusive time).

Article 65. Assessment

Students are awarded only one final mark by the examiner for each course within a study programme.

For each course the final mark, or the mark of a partial examination, is expressed in an integer ranging from 0 to 20/20, except for the courses for which is mentioned in an annex of the course programme that the evaluation is done in terms of a pass/fail decision. An assessment in the form of a fail grade is equal to an intolerable fail.

In the case of partial examinations, as stipulated in *Article 38. Partial examinations, partial assessments and continuous assessment*, the examination result of a course is weighted by means of the credits of the course modules concerned. If a 7/20 grade or less is awarded on one of the partial examinations, the result of the course is reduced to the result of the partial examination with the lowest grade.

The cluster can decide to calculate the exam result of a course in a different manner, which is then clearly stated in the ECTS course description. In this case possible grades of partial examinations are converted into one final grade out of twenty, by the course lecturer, or in case of multiple lecturers by the course coordinator.

Article 66. Non-participation in an assessment activity

If a student does not participate in an assessment activity, the exam is evaluated as 'not taken' (NA).

In these regulations, NA is considered equivalent to an intolerable fail mark, as stipulated in *Article 79. Criteria for succeeding in a programme of study*.

If there are partial examinations or evaluations for one course as stipulated in *Article 38. Partial examinations, partial assessments and continuous assessment* and the student does not participate in one of these evaluations, then the general principle is that the student receives NA for the whole course, unless stated otherwise in the ECTS course description.

Article 67. Administrative processing

The examiners should announce their evaluation to the student administrative services centre as soon as possible after the examination, in the required format and no later than two working days before the publication of the results.

Section 9. The examination committees and their authority

Article 68. Composition of the examination committee

Five limited and five full examination boards are established:

- the examination committee Education for the cluster Education;
- the examination committee Health Care for the cluster Health Care;
- the examination committee Applied Social Studies for the cluster Applied Social Studies;
- the examination committee for (Bio)Technology for the clusters Technology and Biotechnology together;
- the examination committee Business Management for the cluster Business Management.

Each examination committee acts as a examination committee of the programme with regard to all programmes belonging to the cluster(s).

If in these regulations the term examination committee is mentioned this refers to the complete examination committee.

The select and complete examination committees deliberate before the official announcement of examination results included in the academic calendar of a programme for which they are competent.

§1. The complete examination committee

The complete examination committee consists of the following members:

- the director of the cluster
- all the heads of the study programmes which are included in the examination committee.

The complete examination committee is set up representatively with regards to the decisions it has to take in the context of its competences.

The director of the cluster acts as the chairman of the examination committee.

A head of a programme included in the examination committee is appointed secretary of the examination committee.

In case of force majeure on part of the chairman or secretary:

- the chairman is replaced by another director of the cluster;
- The secretary is replaced by the head of another programme included in the examination committee.

An ombudsperson acts as an advisory member of the examination committee he is appointed for.

The composition of the examination committee is approved annually by the Academic Council.

§2. The select examination committee

The select examination committee consists of the chairman and the ombudsperson.

Article 69. Competences of the select examination committee

The select examination committee prepares the deliberation of the complete examination committee.

It is responsible for:

- the inventory and the research of possible unreasonable mark profiles;
- the inventory of the files regarding irregularities and fraud, as indicated by the chairman;
- the inventory of the files regarding special individual circumstances, as indicated by the ombudsperson.

The select examination committee acts in the cases stipulated in *Article 74. Right and duty to appeal*.

The select examination committee may decide in a well-founded manner to officially announce one or more results at a later time than previously communicated.

Article 70. Competences of the complete examination committee

§1. If the select examination committee decides that the mark proposed by the examiner for an individual student or for a group of students is clearly unreasonable, the complete examination committee can exceptionally adjust the proposal of the examiner. This decision is thoroughly motivated.

§2. The complete examination committee settles possible disputes. It takes decisions on exam fraud files, in accordance with *Article 85. Sanctions*, which were prepared by the select examination committee.

§3. The complete examination committee takes decisions on the files of individual students in the context of special individual circumstances, which were prepared by the select examination committee.

The task of the examination committee is to verify whether an individual student has obtained the learning outcomes related to the programme or courses and therefore masters the competences necessary for a successful completion.

The examination committee can in such cases decide to consider one or more intolerable fails to be tolerable and to settle these as such within the 10% tolerance credit as defined under *Article 79. Criteria for succeeding in a programme of study*. Furthermore it can decide to deviate from the 10% rule. It can also decide to award a level of achievement to a student who does not meet the criteria as defined in *Article 81. Obtaining a diploma or a level of achievement*. The decision of the examination committee is carefully justified.

Section 10. Deliberation

Article 71. Attendance

The members of the examination committee participate in the deliberation and sign the list of attendance. The assembly of the examination committee can also be organised via an online meeting. In that case, a printout of the list of participants of the online meeting will serve as attendance list.

Members who are legitimately unable to partake, should report this to the chairperson of the examination committee and the student administrative services centre as soon as possible.

The examination committee makes a valid decision if at least 50% of the members (or their substitute) is present.

If certain students should be available for the examination committee during the deliberation, then they will be notified in advance on the initiative of the chairperson of the examination committee.

Article 72. Secrecy

The members of the examination committee and any other persons that attend the meeting are bound to secrecy regarding the deliberation proceedings and voting

Article 73. Voting right

All members of the examination committee have a decisive vote.

Members of the examination committee do not participate in the deliberation of decisions concerning relatives up to and including the fourth degree.

Members of the examination committee about whom it is suggested that a mark awarded by the latter to an individual student or a group of students is unreasonable, do not take part in the deliberation of this student or this group of students.

Article 74. Right and duty to appeal

Each examiner that is not a member of the examination committee can be heard at his request by the select examination committee and the examination committee. The same applies to each student about whom a decision will be made by the examination committee.

In cases of exam fraud, the chairman concerned must hear the examiner of the course in which the exam fraud was determined before the select examination committee can prepare the file and before the complete examination committee can make a decision. The chairman concerned must also hear the student concerned in the presence of an ombudsperson.

If the select examination committee decides that the suggested mark for an individual student or group of students given by the examiner is clearly unreasonable, it must first hear the examiner before the examination committee can make a decision.

The select or complete examination committee can always decide on its own initiative to hear an examiner who is not a member of the examination committee about it a decision it has proposed.

In all the cases described in the previous text or in the Education and Examination Regulations, the right to hearing and the hearing duty can be organised and exercised in person or online and remotely.

Article 75. Decision-making and voting rules of the examination committee

The examination committee acts as a college. The decision about a student is established by the examination committee by a simple majority of the votes (i.e. more than 50% of the present members).

At the suggestion of the chairperson or, when a member of the committee or the ombudsperson requests it, a vote will be organized on a decision, either during the programme of study or at its end. During voting, invalid votes and abstentions are not counted. In case of a tie, the examination committee will decide on the proposal that is most favourable to the student.

Article 76. Criteria for passing a course

Students pass a course following the official announcement of the results if they are awarded at least 10 out of 20 points or a 'pass' assessment.

In both cases students are granted a credit certificate, unless they do not meet the conditions for participation as stipulated in *Article 44. Conditions to take part in examinations* or if they are sanctioned for examination fraud.

Article 77. Credit certificate

Following the official announcement of the results, a student automatically obtains a credit certificate for each course which he has passed.

The examination committee can decide that a student, on the basis of exam fraud, does not obtain a credit certificate. Exceptionally it can also decide to annul and recover previously obtained credit certificates.

A credit certificate can only be granted for a whole course.

If a student has received an exemption for part of a course, then he receives a credit certificate for the whole course if he has obtained at least 10 out of 20 for the exam of the remaining part, or if he is declared successful according to the criteria of non-numeric assessment.

Procedure

Credit certificates are registered in the database of Odisee.

Credit certificates for courses contained in successfully completed programmes are mentioned in the diploma supplement for that programme. They are no longer issued separately per course.

Credit certificates for students who leave Odisee without completing any particular programme or without that those individual credit certificates have been valorised in a programme, can be requested by the student at the student administrative services centre. This applies for courses of the bachelor's degree programmes that were taken as of the academic year 2005-2006 and for the courses of the associate degree programmes that were taken as of the academic year 2019-2020.

The student administrative services centre issues the credit certificate within three weeks after the request.

A credit certificate is not provided as long as the student has not settled the payment of the required tuition fees.

Article 78. Establishment of the percentage obtained for a whole programme

In order to establish the percentage obtained for a whole programme of study, a weighting should be applied to the results for each course, in accordance with the number of credits involved, in the academic year the student obtained the examination result.

The courses that are only assessed by means of the 'pass/fail' system are excluded from the calculation of the percentage.

Article 79. Criteria for succeeding in a programme of study

Following the official announcement of their results students automatically succeed in a programme if they:

- a) either have been exempted from or passed all courses of the programme within the degree contract or the degree-exam contract (at least 10/20 or 'pass' assessment);
- b) or meet both of the following conditions:
 - they obtain at least 50% as a weighted percentage for the programme as a whole;
 - they do not obtain intolerable fail marks and a maximum of 10% tolerable fail marks. Tolerable fail marks are assessments of 8 or 9 out of 20. All other fail marks are intolerable.

The calculation of the number of credits for tolerance to which the student is entitled (the tolerance credit) is done by taking into account the total number of actual credits of the programme. Credits that the student took up in addition to the number of credits included in the model route of the programme are not taken into account. Exemptions received are also not included in the calculation.

Notwithstanding the provision mentioned under b) above, the cluster can decide that for certain courses a fail mark is not tolerable and thus always leads to a fail. These so-called intolerable courses are included in the study programmes in annex.



Additions and deviations are available in Title 3 for the cluster:
 ▪ Education

Article 80. Successfully completing a contiguous programme

Students who register for a contiguous programme can only successfully complete the contiguous programme after they have successfully completed the previous programme.

Article 81. Obtaining a diploma and a level of achievement

Students who have successfully completed a programme are awarded the degree or certificate of the programme of study.

Students who are awarded the degree will be awarded the following levels of achievement, after the official announcement of the results:

- passed (*cum fructu*), if less than 68% of the weighted examination marks have been obtained;
- distinction (*cum laude*), on condition that at least 68% of the weighted examination marks have been obtained;
- great distinction (*magna cum laude*), on condition that at least 77% of the weighted examination marks have been obtained;
- greatest distinction (*summa cum laude*), on condition that at least 85% of the weighted examination marks have been obtained;
- greatest distinction (*summa cum laude*) and the congratulations of the examination committee, on condition that their weighted examination grade is at least 90%.

The calculation covers the entire programme.

No level of achievement will be awarded to students whose actual programme of study amounts to less than 20 credits or for a study programme where all courses are evaluated with a pass/fail mark. Similarly, no level of achievement will be awarded for a bridging or preparatory programme.

Article 82. Deliberation report

The deliberation report is drawn up and signed by the chairperson and the secretary of the examination committee. It includes the attendance list and, for each student, the decision as stipulated in *Article 70. Competences of the complete examination committee* and possibly the compliance of the procedure regulations of *Articles 71 up to and including Article 75*. The report refers to the examination marks that are comprised in a secured electronic file at the student administrative services centre.

Section 11. Exam Fraud

Article 83. Definitions

Examination fraud involves any conduct on the part of a student during an examination in an attempt to make it completely or partially impossible to arrive at an accurate assessment of his own knowledge and skills or of those of other students.

Plagiarism is a form of examination fraud that consists of the action of copying the work (ideas, texts, structures, images, plans, etc.) of someone else without adequate acknowledgement, in an identical form or in slightly changed form. For the application of these regulations the copying of one's own work without adequate acknowledgement is considered exam fraud.

For the actual determination of examination fraud, it is irrelevant whether:

- the irregularity is the result of a conscious choice by the student,
- the irregularity has or has not given rise to an unjustified advantage, and
- the students involved decided whether or not to stop the behaviour that is considered an irregularity.

Simply carrying documents or objects which are not allowed, like a mobile phone, smart phone, smart watch, multimedia or other information carriers can be considered as examination fraud.

Article 84. Procedures

The examiner should notify the chairman of the examination committee and the ombudsperson as soon as possible of any irregularity that has occurred in an assessment or examination and which may influence the final decision of the examination committee.

Pending the verdict of the examination committee, the student in question may continue his assessment and examination session. This includes the examination concerned, be it, in case of the latter, after the confiscation of any incriminating evidence and the part of the examination already completed.

The chairman of the examination committee hears the student, in the presence of an ombudsperson, prior to any decision regarding the committed examination fraud.

Notwithstanding *Article 74. Right and duty to appeal*, it is stated that in case of an infringement that can be considered as plagiarism, the chairman of the examination committee together with the relevant teacher and the head of the study programme in question will investigate if plagiarism has been committed, possibly in consultation with an expert assigned by the chairman of the examination committee. They will also investigate the gravity of the infringement.

Article 85. Sanctions

§1. On the grounds of irregular conduct (cheating) at an examination, the examination committee may decide during the deliberation proceedings or at an earlier meeting that the student:

- 1° has not taken the exam in a valid way, and therefore needs to retake it at a time specified by the cluster;
- 2° will be awarded an appropriate mark for the examination or assignment;
- 3° will be awarded a zero mark for the examination or assignment of the course or a part of it;
- 4° will be awarded a zero mark for some or for all of the examinations in the examination period concerned and possibly following examination periods, provided that the exam results have not yet been officially communicated and the fraud does not concern exam results that have already been communicated;
- 5° will be excluded for one or more courses. Students receive a zero mark for the courses in question and will only be able to retake the examination(s) in the next academic year;
- 6° will be excluded from a programme of study: the student can at the earliest enrol for the next academic year. The excluded student loses all examination results obtained during the examination period in question. This sanction can only be imposed on the grounds of gross irregularities, with the seriousness of the irregularity being judged by the examination committee. The examination committee can additionally oblige students to change the subject and/or supervisor of their paper, final dissertation, or Bachelor's thesis;
- 7° will lose the right to enrolment in the next academic year or the two next academic years. This sanction is valid for all programmes of study at Odisee and can only be imposed in combination with exclusion for a programme of study.

In conjunction with the abovementioned sanctions, with the exception of 1°, the examination committee can additionally decide that the rule of maintaining the highest examination result, obtained in the current academic year, for the course does not apply.

The seriousness of the infringement and the sanction to be imposed in case of plagiarism shall be considered taking into account:

- 1° the proportions of plagiarism;
- 2° the kind of plagiarism (incorrect acknowledgements, absence of acknowledgements...);
- 3° the experience of the student (the way in which the student should already be knowledgeable about the gravity of his actions, taking into account his advancement in a study programme);
- 4° the intention to commit fraud

§2. A decision to exclude students from a programme of study, with or without the loss of the right to register, can only become final after approval by the competent fraud authority. The Director of the Department of Education and Quality will act as the competent fraud authority and decides upon request of the chairman of the Examinations Committee, after consulting with an ombudsperson and the chairman of the Student Council. If the president of the Student Council or, in his/her absence, a student who is a member of the Student Council, does not give an advice within 48 hours, the condition of this advice can be disregarded. In absence of the Director of the Department of Education and Quality, or in case of force majeure, the rector will act as the competent fraud authority.

Procedure

Ratifications by the competent fraud authority are communicated to the Examinations Committee which is responsible for the final communication of the examination results via the student administrative services centre. The period for appeal starts after the notification of the results.

If the competent fraud authority does not ratify a decision, the Examinations Committee will make a new decision as soon as possible, taking into account the reasoning of the fraud authority. The new decision will be considered as an examination result and will be communicated by the examinations committee via the student administrative services centre. The period for appeal starts after the notification of the result by the student administrative services centre.

§3. In the event of serious exam fraud the University College may deem any favourable decision non-existent by law, and irrespective of the time at which the exam fraud is established, decide that the results obtained are null and void and demand the return of any (credit) certificates or degrees that have already been awarded. This decision can only become final after approval by the competent fraud authority.

§4. In all cases in which the examination committee opts for one of the above-mentioned sanctions, the code FR is mentioned in the student's study progress file.

Section 12. Announcement and discussion of the examination results

Article 86. Announcement of the examination results

In consultation with the chairman of the Examinations Committee, the Student Administrative Services Centre determines the time when the examination results for all courses are communicated via the study progress file.

When announcing the examination results, a reference is also made to the appeal procedure.

The announcement of the examination results via the study progress file is the only official announcement of the examination results. Therefore, an appeal in accordance with Article 101 of these regulations can only be lodged following this official announcement.

Results that are announced orally or by other means are therefore always provisional results.

An examiner can give qualitative feedback during the examination period in function of maximizing the study efficiency of follow-up courses, while not communicating the actual obtained examination result.

The result for an entire programme can be announced publicly during the graduation ceremony.

Students who are registered with a degree contract or a degree-exam contract or certificate are presented an updated overview of the condition of their study progress file, including possible measures of study progress.

Students with a credit contract or a credit-exam contract only receive a notification of the results of the course for which they took exams in the examination period in question and possibly of a refusal of enrolment for one or more courses.

Students are given the opportunity to learn about the generalized exam results of the relevant student group in order to situate their results for the courses for which they took examinations in the academic year in question.

On diploma supplements, the examination marks are converted into the following codes:

- for the courses for which the student obtained a credit certificate: code C, supplemented with the examination mark or the letter P in case of non-numeric evaluation;
- for the courses for which the student obtained a mark lower than 10 or “failed”: code G.

Article 87. Discussion of the examination results and right to feedback

During the first five calendar days after the announcement of the examination results, students have the opportunity to receive feedback, in the form of viewing their digital or paper-based exams as well as an individual or collective discussion of the examination.

Examiners should report the feedback regulations for their exam before each examination period to the administrative service of the cluster. Those regulations are announced to the students at least a week before the official announcement of the results.
The feedback session can take place on campus or online.

Students may be accompanied by anyone of their choice to the extent that the latter is not a student who himself has to sit examinations on the course in question in the same academic year or a student who has to be examined in that same academic year by the examiner involved.

Students who wish to have a copy of an examination or a deliberation report, request this in accordance with the procedure of *Article 95. Right to access and to copies (open government)*.

Article 88. Retention of the examination copies

The examiners are responsible for retaining the copies of all written examinations until at least three months after the deliberation of the third examination period.

For examinations for which the student lodges a formal complaint the internal appeal body retains the copies for five years.

Section 13. Retaking (examinations on) courses and keeping tolerable fail marks

Article 89. Retaking (examinations on) courses within an academic year

§1. General principle

Per academic year, students can take an exam on (part of) a course twice, and no more than twice, no matter the contracts they have. An exam not-taken or not-retaken is considered a taken examination opportunity, notwithstanding Article 46. *Changing examinations due to an unbalanced individual study programme (ISP)*. Students cannot gain more examination opportunities by changing contracts.

The study programmes in annex state the courses (or parts of the courses) for which students, on the basis of the nature of the course, can only take one exam per year. These are the so-called 'no resit' (parts of) courses.

§2. Retaking examinations on failed courses within an academic year

After the second examination period, students decide which unsuccessful courses they wish to retake in the third examination period via the provided procedure, without prejudice to by *Article 45. Resitting examinations*. In the third examination period, students can retake courses for which they did not apply tolerance or for which they obtained non-tolerable fail marks and for which a third examination opportunity is organised. Students cannot retake courses in the third examination period which they already tolerated.

If a student retakes a fail mark in the same academic year, the first result for the course is maintained if this is higher than the result obtained for the course in the second examination opportunity.

A course that is scheduled in the second semester or over the academic year and that cannot be resumed during the summer holidays for organisational reasons and is therefore marked as 'no resit', can exceptionally and with the cluster's permission be resumed during the second examination period. This can only be granted to students who can graduate and who have received an examination change for this course on the basis of *Art. 48. Early graduation by rescheduling exams* as a result of which they have taken up a first examination opportunity during the first examination period.

Procedure

Students need to register for the examinations of the third examination period before the deadline indicated in the academic calendar via the tool available on the website of Odisee, www.odisee.be. After the deadline registrations for the examinations of the third examination period can only be arranged through the ombudsperson on grounds of special individual circumstances.

§3. Retaking examinations on passed courses within an academic year

The result of a credit certificate is final. Once the credit certificate is obtained, students can no longer retake the course.

§4. Note that the second examination opportunity may involve a different type of assessment than the first.

§5. Transfer of partial results in case the credit certificate has not been obtained

A result of a partial examination of at least 10 out of 20 or a "pass" assessment that has been announced officially through the electronic study progress file, as stipulated in *Article 38. Partial examinations, partial assessments and continuous assessment* can be transferred to the following examination opportunity within the same academic year.

In case of a partial transfer the originally obtained mark of a partial examination is included in the new final mark for that course. The student only retakes the assessment activity/activities for which no transfer of the result took place.

Students can decide to retake a partial transfer within the academic year in accordance with the below procedure. In this case the latest obtained result will be the final mark.

Procedure

The student informs the student administrative services centre within 5 calendar days after the announcement of the exam results, by completing the appropriate form, of which partial transfers they wish to retake.

§6. Transfer of partial results when there is no second examination opportunity

If there is no second examination opportunity for a part of a course, the examination result of the first examination opportunity remains valid for the second examination opportunity.

Article 90. Retaking (examinations on) courses spread over academic years

§1. Retaking examinations on failed courses units between academic years

After the third examination period, students who are not yet in the final stage of their programme and can therefore not be awarded the diploma or certificate, should update their tolerance choice in their study progress file, as stated in the procedure of *Article 91. Tolerance*.

The result previously obtained for the course will be considered non-existent and the results of the current academic year will replace those obtained in the previous year(s).

§2. Retaking examinations on passed courses between academic years

The result of a credit certificate is final. Once in a certain academic year a credit certificate was obtained, the student cannot retake this course within the same programme of study.

§3. Exceptionally, on special request and subject to approval by the cluster, a student can – at the end of the programme - resit a course for which he previously accepted a tolerable fail. He will then need to reregister for this course no later than the due date to submit the ISP and take the exam, based on the subject matter covered in the current academic year. The mark obtained after retaking the course and examination will then replace the original tolerable fail mark.

§4. If a student retakes a course, the assessment will be based on the subject matter and the examination content of the current academic year

§5. Transfer of marks of a partial examination when the credit certificate has not been obtained

A mark of a partial examination of at least 10 out of 20 or a "pass" assessment that has been announced officially through the electronic progression file can be transferred to the following examination opportunity between academic years.

In case of a partial transfer the originally obtained mark of a partial examination is included in the new final mark for that course. Students only retake the assessment activity/activities for which no transfer of the result took place.

Students can decide to retake a partial transfer in the following academic year in accordance with the below procedure. In this case the latest obtained result will be the final mark.

Procedure

The student informs the student administrative services centre, no later than the due date to submit the ISP of which partial transfers they wish to retake, by completing the appropriate form.

Article 91. Tolerance

§1. General principle

Tolerance can be applied provided that:

- the total number of applied tolerances, expressed in credits, amounts to no more than 10% of the total number of credits required to complete the study programme, after deduction of exemptions. Thus, for the programme nursing, the maximum number of credits that can be tolerated is limited to 18 credits.
- students have a study efficiency of at least 50%.

For starting students in bachelor's degree programmes is the number of possible applicable tolerance limited to 12 credits.

§2. Tolerance applied by the student

After being informed of the exam results of the first examination opportunity for all course units in their ISP, students can decide to apply tolerance.

Procedure

In their study progress file, students indicate the courses for which they wish to keep a tolerable fail mark. This decision must be taken within 15 calendar days from the day on which the exam results become available in their study progress file.

If students wish to participate in the second examination opportunity, it is recommended to await the complete results of that academic year, before making a final decision on their tolerable fail marks.

After announcing the exam results of the second examination opportunity in the study progress file, students must indicate the courses for which they wish to apply tolerance. The decision to apply tolerance cannot be revoked.

If students fail to take a decision to apply tolerance within the specified time frame, it is assumed that they will not be applying for compensation.

Procedure

In their study progress file, students indicate the courses for which they wish to keep a tolerable fail mark and save this selection to finalize their choice. This decision must be taken within 15 calendar days from the day on which the exam results become available in their study progress file.

Students cannot submit their ISP for the following academic year as long as they have not completed their tolerance file.

§3. Automatically applied tolerances

For students for whom in an initial bachelor's programme the decree threshold as mentioned in *Article 30. Refusal based on the decree threshold for students in an initial bachelor's programme* apply, tolerances are automatically applied after the end of the first academic year and after the end of the second academic year of enrolment in the initial bachelor's programme in question, if this allows the students to reach the decree threshold.

For students who have obtained a 7 out of 20 for one course of their threshold package and have obtained a credit for all other courses of the threshold package, the 7 out of 20 is exceptionally considered a tolerable grade that is automatically tolerated, if all other tolerance conditions are met.

For students in the final stage of their study programme, who are thus able to obtain a diploma or certificate, tolerances are automatically applied if this implies that students automatically passes the programme.

A student who disagrees with the decision to automatically apply tolerances, communicates this at the latest 5 calendar days after the announcement of the examination result.

If the student makes use of this possibility:

- after the first examination opportunity, the general result of the programme (pass/fail and possible level of achievement) is provisionally undone;
- after the second examination opportunity, the student neglects to obtain the diploma of reach the threshold decree and the general result of the programme (pass/fail and possible level of achievement) is undone.

Students retake the courses according to the rules in *Article 89. Retaking (examinations on) courses within an academic year* and *Article 90. Retaking (examinations on) courses spread over academic years*.

Procedure

Students who do not agree with the decision to automatically apply tolerances, communicate this to the student administrative services centre of the campus at the latest 5 calendar days after the announcement of the examination result in their study progress file.

If they already received documents that attest the successful completion of the programme, they need to return these documents to the student administrative services centre.

Students who then however want to retain tolerable fail marks within the academic year need to follow the procedure as stipulated in *Article 91. Tolerance §2*.

Section 14. Settlement of disputes

Article 92. Disputes prior to or during an examination

Any irregular conduct or conflicts arising between a student and an examiner prior to or during examinations, which jeopardises the smooth course of the evaluation should be communicated by either party as soon as possible to the Chairman of the Examinations Committee concerned via the ombudsperson. The Chairman of the Examinations Committee mediates and will take, if necessary,

possibly after consultation with the ombudsperson, measures in order to ensure the correct course of the examination. The complete examination committee will then take the final decision. The Chairman of the Examinations Committee will also hear the student and examiner.

Article 93. Technical (material) errors

If a technical error is detected after the official announcement of the results, this is formally reported to the Chairman of the Examinations Committee involved.

The complete examination committee rectifies the technical errors that imply that a student who previously was declared to have passed a programme, is nonetheless declared to have failed. The Chairman of the Examinations Committee involved together with the student administrative services centre rectify other technical errors. For this purpose they draw up a report.

The results can still be changed within the terms mentioned in *Article 102. Procedure regarding administrative and material (technical) errors*

If examination results have already been communicated to the student, the student administrative services centre will provide the student with a corrected examination result.

TITLE 3: ADDITIONS AND DEROGATIONS TO THE EDUCATION AND EXAMINATION REGULATIONS BY CLUSTER

Cluster Health care

Additions to Article 2. Degree requirements

To be admitted to the bridging programme nursing, the student must have obtained a diploma HBO5 nursing. This condition is verified in an intake interview with the study patch coach before the first enrolment.

Additions to Article 7. Enrolment: time and procedure

Students who wish to enrol in the bachelor in medical imaging and radiotherapy programme after 1 October must first contact the learning path coach. Because of the legal obligation to wear a personal dosimeter in the lessons where radiation is used and because these personal dosimeters have to be ordered by 1 October, the students who enrol after this date will only be able to enrol for a part of the curriculum.

Addition to Article 9. Changes of registration

Students of the bachelor of nursing programme can only switch from the Dutch-language track to the international track or vice versa by submitting a motivated request to the director of the cluster.

The transition can take place between two academic years, but also during an academic year. If the transition takes place during the course of an academic year, the student must submit a motivated application to the director of the cluster before 15 February of said academic year.

Addition to Article 26. Exemption on the grounds of previously acquired competences (EVC)

Students who have a HBO5 degree in nursing can obtain an exemption for a maximum of 60 credits for the nursing programme of 180 credits without participating in an aptitude test. They will be invited for an intake interview by the learning path coach. Bridging students who wish to obtain exemptions for more than 60 credits, need to complete an aptitude test in accordance with the regulations of the KU Leuven Association.

Addition to Article 51. Exam deferral for working students

The following structural facilities are provided for students who are enrolled in an alternative study programme intended for working students:

Campus of Ghent

In the programme of food and dietary sciences, students can opt to postpone one of the following courses which they cannot defer to the third examination period: Personal and professional Development 1 of the first programme stage or Clinical internship, Specialisation internship or Work placement in Flanders before/after Mobility or Short Mobility of the third programme stage. Students will then need to follow the same procedure as stipulated in Article 51.

Addition to Article 61. Information prior to the examinations by means of the ECTS course description

Derogations to the ECTS agreements can only be requested no later than the deadline to submit the ISP (see *Article 19. Composition of the annual programme*).

Cluster Business management***Derogations to Preface: Academic calendar - Structure of the academic year***

It is possible that introductory activities, which students are expected to attend, are organized in the week before the official start of the academic year.

Addition to Article 45. Resitting examinations

In the associate degree in programming and the associate degree in system and network management, the educational and evaluation activities in the two semesters are divided into two quarters each.

Because of the educational concept, the first examination opportunity of the course is organised at the end of the quarter concerned and the second examination opportunity in the next quarter. The second examination opportunity of the fourth quarter is organised in the third examination period.

Students are expected to participate in that second examination opportunity as scheduled and can only deviate from it for special reasons approved by the programme or special individual circumstances through the ombuds.

Addition to Article 46. Changing examinations due to an unbalanced individual study programme (ISP)

The cluster can allow students, who already obtained a Bachelor's degree and wish to obtain a second Bachelor's degree for the same study programme but a different major, to take their examination opportunity for the course that they cannot retake, i.e. 'internship', in the third examination period.

Addition to Article 51. Exam deferral for working students

The following structural facilities are provided for students who are enrolled in an alternative study programme intended for working students:

In the programmes Business Management and Organisation and Management - distance education track at the campus of Aalst, the examinations are offered throughout the first and second semesters, as indicated in the academic calendar of the program published on the website of Odisee, www.odisee.be. In some cases it is also possible to join the exams of the students of the regular track.

Cluster (Bio)technology***Derogations to Article 48. Early graduation by rescheduling exams*****Campus of Aalst**

The conditions as stipulated in article 48 of the EER are applicable to the programmes in construction, electro mechanics and real estate provided there is no continuous assessment for the courses in

question. In the programmes construction and real estate it is not possible to complete the bachelor thesis in the first examination period.

Campus of Ghent

An examination on a course that is organised in the second semester and for which obligatory laboratory classes are provided during the second semester, cannot be taken in the first examination period.

Associate degree of Electromechanical Systems

In addition, for the students of the Associate degree of Electromechanical Systems, in order to graduate in the first examination period, the workplace learning can be shifted to the first semester only on the condition that the student does not have to take any other course unit, neither from the first nor from the second semester.

Additions to Article 51. Exam deferral for working students

For students enrolled in a programme variant specifically intended for working students, the following structural facilities are provided:

For the higher distance students of the business management and organisation and management programmes at the campus of Aalst, the examinations are offered staggered during the first and second semester, as indicated in the academic calendar of the programme published on the Odisee website, www.odisee.be.

In some cases, it is also possible to join the examinations of regular students.

Cluster Education

Additions to Article 2. Degree requirements

§1. Bachelor-after-bachelor's programme in school development

In order to be admitted to the bachelor-after-bachelor's programme in school development students must have obtained a bachelor's, master's degree or equivalent, have relevant experience in the education sector, and must currently be working in the education sector.

Procedure

The students need to have an intake interview with the responsible person in the cluster.

A student who has not yet obtained a bachelor's degree that gives admission to the bachelor-after-bachelor's programme, can still be admitted to the bachelor-after-bachelor's programme. However in order to obtain the bachelor-after-bachelor's degree it is necessary to also have obtained the required bachelor's degree.

§2. Bachelor of Education: Primary Education – short programme –for holders of a bachelor's or master's degree – 120 credits

In order to be admitted to the the Bachelor of Education: Primary Education – short programme – for holders of a bachelor's or master's degree – 120 credits, students need to have obtained:

- a bachelor's or master's degree (or equivalent)

In order to be admitted to the Bachelor of Education: Primary Education – short programme – workplace learning for holders of a bachelor's or master's degree – 120 credits, students need to have obtained:

- a bachelor's or master's degree (or equivalent)

and

- work at least half-time in the field of primary education or intend to work in education during the study career.

For students who already hold a bachelor of education or master of education at the time of enrolment, or who hold a Pedagogical Sciences/Educational Studies degree and who work at least half-time in primary education, the 120-credit route is reduced to 60 credits.

For a student with a degree in the social sector (orthopedagogy, social work, ...) the 120-credit route can be reduced.

Procedure

Students need to have an intake interview with the responsible person in the cluster.

§3. Bachelor of Education: Secondary Education

In order to be admitted to the Bachelor of Education: Secondary Education with one teaching subject, students need to have obtained:

- a bachelor of education or a master of education

or

- a bachelor's or master's degree in combination with a certificate of pedagogical competence, as mentioned in Article 3 of the Decree of the Flemish Government of 14 June 1989 concerning the certificates of competence, the salary scales, the performance system and the remuneration system in secondary education.

§4. In order to be admitted to the Bachelor of Education: Secondary Education – short programme without a teaching subject, students need to have obtained:

- a bachelor's degree

or

- a master's degree (or equivalent).

Students who have not obtained their bachelor's degree yet, but have completed 135 credits in a bachelor programme with success, can register for that bachelor programme and the Bachelor of Education: Secondary Education - short programme without a teaching subject, at the same time, taking up a maximum of 72 credits in total. Deviation from this maximum is possible after approval by the learning path counsellor. To obtain Bachelor of Education: Secondary Education - short programme without a teaching subject, it is necessary to have obtained the initial bachelor's degree.

Additions to Article 51. Exam deferral for working students

The following structural facilities are provided to students who are enrolled for an alternative study programme intended for working students on the campus of Aalst and Sint-Niklaas:

- Examinations can be organized: in the evening and/or on Saturday. In some cases students who are registered for the distance programme can also join regular students for examinations.

Additions to Article 79. Criteria for succeeding in a programme of study

For the study programmes bachelor in education: secondary education offered in Sint-Niklaas additional criteria apply in order to successfully complete the programme :

The student can apply a maximum of 6 tolerance credits per teaching subject.

Cluster Applied Social Studies***Addition to Preface: Scope***

In the case of the Social Work programme for adults, of which 90 credits are organized by Odisee and 90 credits are organized by the Erasmus Hogeschool Brussel, the rules of this Education and Examination Regulations only apply for the credits that are organized by Odisee.

Additions to Article 2. Degree requirements

- Special admission requirements apply to the Social Work programme for adults. Taking into account the specific objectives of this professional Bachelor's programme, only students who are able to demonstrate (work) experience can be admitted. The following experience is accepted: work experience of 6 month, or 600 working hours as a volunteer in (preferably) the social sector.
- In the case of the Family Sciences programme - route for adults - special admission requirements also apply. Students between 21 and 25 years old can be admitted based on a portfolio; students older than 25 years are automatically admitted to this route if they meet all other admission requirements.

Procedure

The application should be submitted to the programme. The head of the programme and the director of the cluster will make a well-founded decision on the application within a period of 14 days and notifies the student of this decision.

- Students need to hold one of the following bachelor's or master's degrees to get direct access to the bachelor-after-Bachelor's programme in psychosocial gerontology.
 - Bachelor of family sciences
 - Bachelor of nutrition and dietetics
 - Bachelor of speech therapy and audiology
 - Bachelor of occupational therapy
 - Bachelor / master of (applied) psychology
 - Bachelor / master of nursing
 - Bachelor / master of socio educational care work
 - Bachelor / master of social work
 - Bachelor / master of rehabilitation sciences and physiotherapy
 - Bachelor / master of pedagogical sciences
 - Bachelor / master of agogic sciences
 - Bachelor / master of educational Sciences

Other diplomas can provide admission if a portfolio is submitted and after consultation with and approval of the cluster.

In addition, students must be able to demonstrate sufficient experience in working with and/or for older people. This means a minimum of one year of relevant work experience (professional career, family care, voluntary work and/or work placement). If the student does not meet these admission requirements, the inclusion of an extra internship experience is mandatory.

Procedure

The application should be submitted to the programme. The head of the programme and the director of the cluster will make a well-founded decision on the application within a period of 14 days and notifies the student of this decision.

Students who have not yet obtained a bachelor's degree that allows them to participate in the bachelor-after-bachelor's programme, can still be admitted to the registration for a bachelor-after-bachelor's programme. However to obtain the bachelor-after-bachelor's degree it is necessary to have the underlying bachelor's degree.

Derogations to Article 17. Model or individualised route

For the programmes offered on Campus Schaarbeek the exam deferral system does not always allow that only one examination of one mandatory course per programme stage is organised per day. For this reason, examinations are sometimes grouped into two per examination day per programme stage (spread over the period of November until June).

Derogations to Article 48. Early graduation by rescheduling examinations

§1. Students of the Family Sciences programme can only graduate in the first examination period if they only need to complete their bachelor thesis and/or internship. The students need to follow the procedure for requesting a change of examination opportunities, as stipulated in Article 48.

§2. In case of the Bachelor-after-Bachelor's programme of Psychosocial Gerontology, students can graduate in the first examination period if all courses included in their ISP are organized or examined in the first semester and/or if they only needed to complete the course Practical Experience Project (*Werkveldproject*) during the current academic year. In the latter case they need to follow the procedure for requesting a change of examination opportunities, as stipulated in *Article 48*.

Additions to Article 51. Exam deferral for working students

The following structural facilities are provided to students who are enrolled for an alternative study programme intended for working students:

Campus of Brussels

In case of the social work programme for adults, the examinations are spread over the academic year from November up to and including June. Examinations can be organised on Saturdays.

Campus of Schaarbeek

In case of the family sciences programme, (not applicable to the first programme stage of the route for young adults), the examinations are spread over the academic year from November up to and including June. Also see derogation to *Article 43. Examination schedule and changing dates of examinations*

Derogations to Article 62. Deadline for the submission of coursework

Decisions for the programmes of the campus of Schaarbeek are taken by the Head of the study programme. Students contact the Head of the study programme prior to the indicated deadline for submission, who may specify a new deadline for submission in consultation with the teacher.

TITLE 4: SPECIFIC PROVISIONS FOR STUDENTS WHO PARTICIPATE IN A MOBILITY WINDOW

Incoming and outgoing students who participate in a Mobility Window are subject to the regulations of the sending institution, unless stated otherwise in these regulations. The regulations of partner institutions/receiving organisations are also applicable to outgoing students who participate in a Mobility Window.

Concept definitions

Equivalence file

An equivalence file is part of a learning agreement for study / internship, indicating the balance between the internship or study load at a partner institution/the receiving organisation in the context of an exchange programme, and the equivalent courses at Odisee.

Learning agreement for study

This document states which courses are taken at a partner institution/the receiving organisation in the context of a Mobility Window with approval of both the sending and partner institution.

Learning agreement for internship

This documents states the objectives of the Internship at the receiving institution in the context of a Mobility Window with approval of both the sending and receiving institution.

Addition to Article 6. Enrolment: general

Incoming students are registered (administratively) by the International Relations Office (DIRO). On the basis of this registration the incoming student cannot assert any other rights to Odisee than those concluded in the agreement between Odisee and his sending institution.

Additions to Article 11. Tuition fees: general

Students who participate in a Mobility Window pay the tuition fee to the sending institution. Possible additional costs (on the account of the partner institution) may apply to outgoing students who participate in a Mobility Window for mandatory insurance costs of the partner institution, for making photocopies or for using various consumables such as laboratory equipment. The same rates apply as those for regular students of the partner institution.

Odisee is not liable for accidents and travel issues of students who have not explicitly been approved by their programme. If students travel abroad during their studies without any supervisor of Odisee and this outside the context of a Mobility Window (as stipulated in this *Title 4. Specific provisions for bachelor students who participate in a Mobility Window*), they need to make sure that the exchange opportunity is mentioned in the ECTS course description of the course for which they will travel and that the teacher involved has given explicit approval for the journey. If the ECTS course description of the unit for which the student will travel, does not include the mobility window, approval is needed by the teacher and the cluster.

The institution is not liable for travels by students who do not meet that condition.

Procedure

Students request approval by submitting the file 'Application for derogation of the ECTS course description' to the cluster. Students provide a completed copy of this file to the teacher of the course in the framework of which the travel takes place, who will then take measures as far as insurance is concerned. Furthermore, students will follow all safety and health instructions.

Addition to Article 36. Examination periods

In case of late results of outgoing students who participate in a Mobility Window or results of other higher education institutions Odisee, results can exceptionally be announced after 30 September, but no later than 15 November.

Addition to Article 41. Time and place

Examinations can be taken elsewhere in the framework of special agreements between the institution with the partner institution, to be stated by the International Relations Office (DIRO).

Addition to Article 45. Resitting examinations

The cluster may decide to offer incoming exchange students an early second examination opportunity for a course, under the conditions described in Article 45. The incoming exchange student chooses whether or not to make use of it according to the conditions as described in Article 45.

The programme and the students follow the same procedure as mentioned in Article 45.

Addition to Article 46. Changing examinations due to an unbalanced individual study programme (ISP)

The cluster can allow outgoing students to postpone an examination of Odisee of the first examination period to the second examination period for courses they had to include in their ISP.

The student follows the same procedure as stipulated in Article 46.

Additions to Section 6. Examinations taken in another programme or in another institution***1. General***

Students who are registered for a programme of Odisee and who want to gain international experience, can apply for a Mobility Window. This implies that students will complete part of their ISP at a partner institution (in case of study mobility) or receiving organisation (in case of internship mobility) in another community or in another country. In some cases, i.e. if Odisee has concluded a double degree agreement with a partner institution, successful completion of a Mobility Window can result in a double degree.

2. Study programme mobility

In the programmes the mobility window is structurally included and made visible by means of Mobility Windows. For this purpose exchange students can include one of the following mobility windows in their ISP: internship mobility in Europe (option 1), internship mobility outside of Europe (option 2), study mobility in Europe or outside of Europe (option 3), English programme of the study

programme (option 4), Short mobility (option 5) or intercommunity mobility (option 6). Not every study programme offers every mobility window.

3. *Conditions to participate in a mobility option*

3.1. The student has to file an application with the / International Relations Office (DIRO) in accordance with the procedure stipulated in point 4.

3.2. To be selected for a Mobility Window a student needs to:

- Be registered with a degree contract.
- Departure in the 1st semester of the third stage of the bachelor programme for mobility windows 1, 2 and 3: have acquired 81 credits, tolerance credits and/or exemptions by the examination period after the application deadline for submitting the declaration of intent, in accordance with the procedure stipulated in point 4.
- Departure in the 2nd semester of the third stage of the bachelor programme for mobility windows 1, 2 and 3: have acquired 108 credits, tolerance credits and/or exemptions by the examination period after the application deadline for submitting the declaration of intent, in accordance with the procedure stipulated in point 4.
- For departures in the 1st or 2nd semester of other programme stages, under mobility window 5, or in the second stage of the associate degree programme the educational team will base their decision on the study progress of the individual student.

3.3. To apply for a participation in a Mobility Window in the framework of a double degree agreement, students need to:

- Be registered with a degree contract.
- Have acquired 120 credits (at least 108 credits and/or exemptions and a maximum of 12 tolerance credits) in the programme concerned and as a consequence students only need to complete the courses of the final programme stage, subject to possible exemptions.

4. *Selection procedure for participation in a Mobility Window*

The International Relations Office (DIRO) of the cluster will launch an annual call for participation in a Mobility Window. Students who meet the conditions as stipulated in point 3 will follow the procedure.

Procedure

a) Format of the application

Students can apply by submitting a digital declaration of intent which is transferred to the Liaison Officer of the study programme and to the International Relations Office (DIRO).

b) Time of the application

Departure in the first semester: Students submit their declaration of intent online (<https://odiseegoessabroad.odisee.be/nl/stel-je-kandidaat>) no later than the 15th of December of the academic year preceding the year of mobility. Scholarships must be requested before the 15th of March of the year preceding the year of mobility.

Departure in the second semester: Students submit their declaration of intent online (<https://odiseegoessabroad.odisee.be/nl/stel-je-kandidaat>) ideally before the 15th of March (to be

able to make use of the scholarship offer) of the academic year preceding the year of mobility. Scholarships must be requested before the 15th of March of the year preceding the year of mobility. Candidatures submitted after the 15th of March are not considered for the obtention of a scholarship.

Students e-mail their declaration of intent to outgoing@odisee.be no later than the 1st of May of the year preceding the year of mobility.

In exceptional cases late applications can still be taken into account. The programme department and the International Relations Office (DIRO) decide together up until which date this is still possible, taking into account that the student can still depart in a safe way and that all administrative obligations (internal: e.g. ISP, external: e.g. visa, language test) can be completed.

c) Admissibility conditions and selection procedure

1. The International Relations Office (DIRO) verify that the declaration of intent is complete and provide a list of candidates to departmental internationalization coordinator.

2. The educational team decides if the study progress of the student is sufficient to be able to take part in a Mobility Window.

Departure in the first semester: the Education team will meet after the first examination period of the academic year preceding the mobility period and will decide whether or not a student can participate in a Mobility Window (deferred decision to be made by the Education team after the second examination period). Departure in the second semester: the Education team will meet after the second examination period of the academic year preceding the mobility period and will decide whether or not a student can participate in a Mobility Window (deferred decision to be made by the Education team after the third examination period).

3. Candidates who have been selected by the Education team will be invited for a mandatory language screening to test the main language the student will be using during their study or internship abroad.

In case of participation in Mobility Window 3 each partner institution will establish the expected language level in the Inter Institutional Agreement between the partner and Odisee. In case of participation in Mobility Window 1 and 2 the study programme will determine the language level expected of the student (in accordance with the European Framework for Languages). Students are informed of the expected language level by the departmental internationalization coordinator. Students who do not meet the expected level, can take part in one of the initiatives mentioned in the Language Brochure of the International Relations Office (DIRO).

5. *Composition of the ISP, learning agreement for study / internship and the equivalence file*

5.1. In the case of participation in Mobility Window 1 or 2, the internship programme is established prior to departure in a learning agreement for internship which is signed by the student, the mobility coordinator of Odisee involved and the responsible person at the receiving organisation where the internship will take place. It includes an equivalence file for each outgoing student

5.2. In case of participation in Mobility Window 3 the courses which are taken at the partner institution are stated in the Learning Agreement for Study which is signed by the student, the mobility coordinator of Odisee involved and the partner institutions before departure. It includes an equivalence file for each outgoing student.

5.3. In case of participation in Mobility Window 3 all the courses that are taken at the partner institution will not always perfectly coincide with the corresponding Mobility Window 3 of the Odisee

study programme. It is possible that the student takes a different amount of credits at the partner institution than what is provided by the corresponding Mobility Window 3 of the Odisee study programme. The minimum amount of credits at the partner institution needs to correspond with the minimum amount of credits of the corresponding study package at Odisee.

5.4 In the case of study mobility, the Flemish course units (options 3 and 6) are given in the Odisee programme guide - as a result of general agreements within Odisee - the standard characteristics retakeable, tolerable, excluded for examination/credit contract, second semester course unit. In the ECTS course description of the Flemish course unit, it is mentioned that the characteristics of the course units effectively taken by the student outside Flanders, are actually applicable.

In the case of traineeship mobility, the Flemish course units (option 1, 2 and 5) are given in the Odisee programme guide - as a result of general agreements within Odisee - the standard characteristics of no resit, no tolerance, excluded for exam/credit contract, second semester course unit.

Exception for Option 5: this can be both study mobility and traineeship mobility. Option 5 receives the standard characteristics of placement mobility. However, in case of study mobility, the ECTS course descriptions of Flemish course units state that the characteristics of the course units effectively followed by the student outside Flanders are applicable.

5.5. The transcript of records states how the study results obtained at the partner institution will be interpreted, if the institution does not work with ECTS grades.

6. Grants for exchange students

Exchange students can apply for a mobility grant under certain conditions.

The International Relations Office (DIRO) will include the information on application modalities and selection of the various scholarships in their brochure "Je grenzen verleggen".

Next to these specific grants, students who meet the nationality conditions as listed in the Student Services department (STUVO) study funding criteria as listed on the website www.odisee.be can also submit an application for an interest free loan or fee to the Student Services department (STUVO) in order to compensate for the additional study costs caused by a stay abroad. This loan/fee will only be granted if the social file indicates that the available budget (of the family or the student) is insufficient.

All fees mentioned can be combined with a regular grant of the Flemish Community.

7. Scholarship agreement

A scholarship agreement is concluded with the students who participate in Mobility Window 1, 2 or 3, stating the rights and obligations with regards to the exchange. This contract is binding on both parties. It is signed by the student and the head of the International Relations Office (DIRO).

8. Modifications to learning agreement for study/ traineeship

Modifications to the courses taken at the partner institution are only possible if the student, by reasons beyond his control is not able to take the previously approved programme, or if the reality at the partner institution differs from the information which was available at time the study package was composed. In this case he needs to report this to the mobility coordinator as soon as possible in order to establish a modified learning agreement for study / internship in consultation with the mobility coordinator and the relevant departmental internationalization coordinator. An approved modification results in an altered learning agreement for study / internship that needs to be signed by the parties involved in the first month of the mobility.

9. Examination results and deliberation

9.1. For mobility windows 3 and 6 of the programmes, the ECTS grades are converted by means of the (1) EGRACONS method (= system of comparable ECTS conversion tables between Odisee and the partner institution) or (2) if the partner does not work with EGRACONS according to the conversion table below.

ECTS Grade	Score
A or excellent	18
B or Very good	16
C or good	14
D or Satisfactory	12
E or Sufficient	10
Fx or Tolerable failure	9
F or Complete failure	7
Not taken	NA
Pass with distinction	14
Pass	12
Fail	7

The ECTS grade A is converted in an 18 mark unless the student can demonstrate, based on a declaration signed by the teacher and the mobility coordinator of the partner institution, that he has obtained a higher mark.

If the ECTS grades are not or insufficiently included in the Transcript of Records of the partner institution, the marks of the student are converted according to the information of the mobility office of the partner institution. If the partner institution communicates the results in the form of a pass (with distinction)/fail mark, this mark is converted as mentioned in the conversion table, unless the student can demonstrate, based on a declaration signed by the teacher and the mobility coordinator of the partner institution, that he obtained a higher mark.

For mobility windows 1, 2, 4 and 5 (except for the Blended Intensive Programmes), the exam results are observed by the concerned programme at Odisee. For mobility windows 3, 6 and the Blended Intensive Programmes the partner institution decides on the exam results. If the partner institutions does not provide the exam results before the publication of the results at Odisee, the missing exam results will be published as soon as they are received.

9.2. In the context of a double degree agreement with another institution, the student successfully completes the programme and obtains the double degree of the programme only if he meets the criteria for successful completion as stipulated in the Examination Regulations of Odisee. The other institution will adapt this decision in the context of the agreement and also grant its diploma. A student can never obtain a degree if he only passed according to the criteria of the other institution. The level of achievement is automatically granted according to the criteria as stipulated in the Examination Regulations and the other institution adapts this on its granted diploma.

Addition to Section 7. Ombudsperson

Outgoing students who participate in a Mobility Window refer to the ombudsperson of the institution in which they are sitting exams.

TITLE 5: GENERAL REGULATIONS

Section 1 Rights and duties of the student

Article 94. Equal treatment

Odisee students are entitled to equal treatment.

Education or examination facilities should be requested according to the procedures stated in the Education and Examination Regulations.

Students with a disability are entitled to reasonable adjustments. These are only granted after completing a status approval and advisory procedure.

Article 95. Right to access and to copies (open government)

Any student can ask to consult or obtain a copy of documents containing decisions about him or documents on which a decision about him or her is based. He does not have the right to view data relating to other people; these data will be made unrecognizable.

The request for inspection or a copy can be submitted until the end of the current academic year. The application will be dealt with within a reasonable period of time. No costs will be charged.

If a student wishes to have access to or a copy of an examination he has taken, Odisee expects that he will first take part in the follow-up discussion of this examination. Afterwards, he can submit a request at the student administrative services centre of the campus, through the form provided for this purpose. The student must treat the copy obtained personally and confidentially and may only use it in function of his own educational career.

The same application rules apply to deliberation reports.

For all other documents, the student can submit the request to the director of the cluster concerned or to the head of department who made a decision about him.

Article 96. Specific rights and duties

§1. Internal regulations

Students are entitled to:

- a) support from the STUVO department (student facilities services department) at the institution, in accordance with the criteria set by the cross-campus area teams and the criteria of each campus;
- b) use of the library in accordance with the library regulations;
- c) use of the ICT-services and computer infrastructure in accordance with the global IT code of conduct and the specific applicable IT regulations;
- d) use of the infrastructure of skills labs, labs, sport facilities and other specific classrooms in accordance with the corresponding regulations;
- e) education support via the digital learning platform;
- f) participation and involvement based on the rules established in the participation regulations.

Procedure

The regulations/criteria can be consulted via the website of Odisee, www.odisee.be, and/or are available from the responsible services.

Students should take into account all regulations/criteria applicable to them and accept all these regulations/criteria by registering.

§2. Official communication via student e-mail and the website of Odisee

Every registered student is provided with a student e-mail address and specific software so that he can participate adequately in the teaching and evaluation activities. Odisee chooses a suitable partner for this purpose.

The official communication between Odisee and the students happens via the student e-mail address and the website of Odisee, www.odisee.be. Registered students should regularly read the e-mails sent to this e-mail address and read the posts on the website of Odisee, www.odisee.be. They cannot invoke not-reading them in order to escape obligations/changes.

In the case the student has multiple registrations at different institutions of the Association KU Leuven and, consequently, has multiple student email addresses, only one address will be indicated as standard. This standard student email address is used by all the institutions where he is registered for the correspondence sent by the administrative system and the learning platform. The student can select his preferred student email address through the My Admin application "My student file".

§3. Audio or video recordings

Students are not allowed to make audio or video recordings of educational activities, unless this has been arranged with the lecturer of the course. Authorized recordings can only be used for didactic purposes either by the student making it or by the whole student group of the current academic year. Commercial use is prohibited.

Audio and/or video recordings of feedback or assessment activities, including the oral defence of a bachelor's/ final dissertation, is only authorized by prior written consent of all present and relevant parties. As long as the audio and/video recordings are necessary for proctoring of online written exams, this authorisation is not required.

Under no circumstances these recordings can be used as supporting evidence for an internal appeal procedure.

Unauthorised recordings cannot be used as evidence in administrative or judicial proceedings and should be destroyed upon first request.

Students cannot object to the recording of teaching activities by the lecturer for simultaneous transmission and / or use on learning platforms, posters, info brochures and leaflets. However, they can request not to be personally recognisable.

§4. Use of learning material

Students may under no circumstances copy or distribute learning material (course texts, exercises, slides...) which has been made available for them, at a charge or for free, by Odisee in the context of their study programme, in a way that violates applicable copyright regulations. Students may not copy or use examination material, which has been made available to them, at a charge or for free, by Odisee in the context of their study programme, for other purposes than personal ones.

Students who do not abide by these rules are subject to sanctions as described in the disciplinary regulations. Students furthermore risk prosecution for breaches of copyright laws.

§5. Forging of documents

Any person who forges documents of Odisee can be prosecuted. If it concerns students of Odisee disciplinary regulations can also apply.

§6. Use or publication of papers and theses

This article regulates the copyrights with regard to a thesis or any other paper, including the appendices, drawings, models, programmes or databases that form part of the paper that a student creates as part of his study programme at Odisee.

This article does not affect the general principles of copyright as laid down in the applicable Belgian copyright laws. The author retains his full intellectual rights (right of paternity, decision to publish and right to integrity) and property rights in respect of a paper, subject to the prerogatives and rights of use imposed in this article for the benefit of Odisee and third parties.

The student is responsible for respecting the intellectual rights of Odisee and third parties in every paper he creates.

Odisee has the right to, at no charge, make partial or full use of each paper for teaching and scientific research purposes, including for verification purposes and plagiarism detection by electronic or other means, for the entire duration of the protection of the papers. This right means, among other things, that Odisee can publish the work, make it available for consultation in libraries and make it available to the public online via a database/'open archive' repository or related system.

Odisee may use the paper for Odisee marketing purposes if the student has given his written permission to do so.

If the external partner with whose cooperation the paper was created has requested the confidentiality of the paper, the student must strictly respect the confidentiality. The paper cannot then be used for scientific purposes, marketing or any form of publication unless the external partner has granted written permission.

Procedure

When submitting the final bachelor's thesis / final dissertation, the student must state that the work must be treated confidentially, as well as the period in which the confidentiality applies. If the student fails to report confidentiality in time, the student is liable for any damage he or others may suffer as a result.

Use of the paper for scientific research respects the rules for quoting and referring that are customary within the discipline concerned.

This article does not exclude the possibility that agreements can be made with third parties that relate to the copyright of the above-mentioned papers. Such agreements are not determined by this article and must be the subject of a separate written agreement between Odisee, the student and the third party or parties concerned.

Article 97. Derogations for student representatives

A student automatically acquires the status of student representative when elected to a mandate at a participation body.

The General Student Council has this information and makes it available on its website at all times. The clusters are informed as soon as changes are made to the mandates..

In the framework of student participation:

- student representatives have the right to be lawfully absent from a teaching activity (or at the place of his/her internship/workplace learning) if their presence is required at an activity related to their mandate.
- student representatives may request the postponement of an examination or of the submission date of an assignment because of their presence as a member in a meeting of a participation body (within or outside the university college).
- student representatives may request a deviation from the education and examination formats used, as well as facilities during internships/workplace learning, if this can be justified on the basis of the exercise of their mandate.

Procedure

The students who are absent in an educational activity or at the place of their internship/workplace learning shall report this in advance in writing to the lecturer concerned or to the internship supervisor/supervisor of work place learning and the person in charge of the place of internship.

Students requiring educational facilities shall submit their written request to the head of programme no later than 10 working days after the start of the educational activity or as soon as a situation requiring the presence or intervention of a student representative is known. The head of the programme shall make the necessary arrangements with the students and inform the lecturer.

Students requiring examination facilities shall submit their written request to the ombuds no later than 10 working days after the announcement of the examination regulations or as soon as a situation requiring the presence or intervention of a student representative is known.

Article 98. Protection of personal data

Which personal data of students are collected and how the personal data of students are protected is described in the 'Students' Privacy Statement', which can be consulted via the website of Odisee, www.odisee.be

Section 2 Legal protection and handling of complaints**Article 99. Handling of complaints and working of the ombudsperson**

For each programme an ombudsperson with relevant experience is appointed, as well as a substitute ombudsperson. Students can contact this person during the academic year with regards to aspects of education that, due to their personal nature, cannot be handled by the regular bodies of the cluster. The education ombudsperson mediates between the student(s) involved, the teacher(s) and the policy institutions.

With regards to examinations, the ombudsperson acts as a mediator between the examiner and the student. The examination regulations describe the task, appointment and authority of the ombudsperson.

Complaints with regards to the educational activities of a teacher should be submitted to the cluster via the ombudsperson, who takes a motivated decision within 30 calendar days of the receipt of the complaint. The decision consists of an advice for the Cluster Director on the seriousness of the complaint and can include recommendations with regards to a review of the educational tasks and programmes.

Article 100. Denial of (further) access to a course

The cluster can, in accordance with the determined procedure, in particular cases and on objective grounds, cancel an internship, workplace learning or another practical course early, if students through their behaviour have shown to be incapable of performing a job for which the programme prepares them.

Students whose internship, workplace learning or practical course is terminated, by application of the first paragraph, are not entitled to a second examination opportunity, and are refused to reregister.

Procedure

The cluster decides on the early cancellation of a course. The decision is motivated in detail.

If they wish to deny the possibility to continue to follow a course, this will only be definite after confirmation by a central commission. This commission consists of the rector, a representative of the cluster in question and the ombudsperson.

Students who are denied the right to continue a certain course, receive:

- a) the announcement by the cluster concerning the denial of the right to continue the course;
- b) the notification of the grounds on which this decision was taken;
- c) a term of seven calendar days to lodge an appeal against this decision with the internal commission of appeals according to the procedures as stipulated in *Article 101. Appeals against individual decisions*.

Article 101. Appeals against individual decisions

Appeal is possible against:

- a) the rejection to lift a refusal to a student, after a refusal based on:
 - *Article 29. Refusal based on insufficient study efficiency of students in an associate degree programme*
 - *Article 30. Refusal based on the decree threshold for students in an initial bachelor's programme*
 - *Article 31. Refusal of enrolment based on repeatedly failing a particular course of students in a bachelor's programme or of students registered in a credit-contract or a credit-exam contract*
 - *Article 33. Refusal based on a learning account equal to zero or below zero*
- b) the denial of the right to continue a course as stipulated in *Article 100*;
- c) the imposing of, and the size of, a preparatory programme or programme with reduced study load;

- d) a decision with regards to the granting and the size of a certificate of competence or exemption;
- e) the refusal of the inclusion of a particular course unit in the contract for which students following an individualised track have not previously enrolled;
- f) an examination decision: this is each decision in which:
 - an evaluation of a separate course is determined definitively;
 - a conflict is settled;
 - the general result and the possible granting of a level of achievement for a whole programme is decided
- g) an examination disciplinary decision, being a sanction imposed as a result of examination facts. An examination disciplinary decision is considered to be any decision of an examination board on an irregularity as stipulated in *Article 85. Sanctions*;
- h) the refusal of a reasonable adjustment for students with a disability

Students who consider that a decision as mentioned in the previous paragraph is violating their rights can file an internal appeal.

Under penalty of inadmissibility, the petition should include the identity of the student involved, the decision(s) in question as well as a description of the facts and objections and should be submitted by registered mail to the Director Education, Odisee, Campus Brussels, Warmoesberg 26, 1000 Brussels, and this in a timely manner.

The student should also send an electronic version of the petition to juridische.zaken@odisee.be, at the same moment he sends his registered letter.

The appeal should be filed within a time period of seven calendar days. In case of an appeal against an examination decision, this period starts on the day following the day of the announcement of the exam results. For appeals against other measures of study progress this period starts on the calendar day following the day on which the student is notified of the decision.

The date of the appeal is the postal date of the registered letter.

The appeal should state an e-mail address on which the student can be contacted during the whole procedure. This e-mail address will be used for all correspondence concerning the appeal, including the announcement of the final decision. If no e-mail address is stated, the student accepts that the e-mail address that is assigned to him by the institution will be used for this correspondence.

Students who consider an appeal against an examination decision but who wish to postpone this decision until after receiving the feedback described in these regulations, should also register the appeal within the period described in the previous paragraph. If they do not provide a more elaborate justification of the complaint within the next five calendar days following the submission of the petition, the appeal is automatically considered invalid.

The appeal is handled by the internal appeal authority. The internal appeal authority is the person mandated by the Executive Board. The Executive Board may delegate several persons, each of whom may be an internal appeal authority.

The internal appeal authority can hear the student (online and remotely or in person). This in presence of a lawyer of the university college and an ombudsperson. The internal appeal authority asks information from all parties involved and in any case from the teacher of the course in question (if applicable). After consulting the lawyer and the ombudsperson, the internal appeal authority will make a final decision.

This internal appeals procedure leads to:

- a) a motivated denial of the appeal on the basis of inadmissibility or groundlessness;
- b) a new decision by the internal appeal authority.

The decision is sent to the student by e-mail. (The e-mail address which the student stated in the registration of the appeal is used.)

The decision is reported to the student within a period of twenty calendar days, starting on the day on which the internal appeal is made. The internal appeal authority can announce to the student, within the provided time and in a reasoned way, that a decision will be made on a later date. In that case the period for external appeal only starts after said date.

After depletion of these internal appeal possibilities, the student can, in accordance with the determinations of the Codex Hoger Onderwijs, codified on 11 October 2013, file further appeal against the decision in categories a) up to and h) with the Council for conflicts of study progress decisions.

Article 102. Procedure regarding administrative and technical (material) errors

Administrative or material errors in favour of the student can always be corrected. At the expense of the student, a correction can only take place within 10 calendar days after the decision is made, except in the following cases:

- if the material error implies a breaching of legal conditions;
- if the material error is demonstrably the result of a serious negligence or serious mistake of the student.

Section 3 Code of conduct regarding the language regulations

Article 103. General provision regarding the language of education and administration

Dutch is the language of instruction at Odisee. For specific reasons, subject to legal and decree provisions, other languages may be used. When this is the case, this will be explicitly mentioned. Courses taught in Dutch are also assessed in Dutch.

The administrative language of Odisee is Dutch. To facilitate the communication with students, teachers, services or institutions, an international lingua franca may also be used.

Article 104. Courses that are in any case taught in another language

The following courses will in any case be organised, either entirely or partly, in an international language:

- courses that involve the study of a foreign living language;
- courses taught by non-Dutch-speaking guest professors;
- courses which, in mutual consultation between students and the cluster, are taught at a non-Dutch-speaking higher education institution in Belgium or abroad.

These courses will be assessed in the language in which they are taught.

Article 105. Other courses taught in another language

Fully aware of the need to prepare its students for an international context, Odisee provides students within its Dutch-language courses with the possibility of attending courses, other than those

mentioned in *Art 104 Courses that in any case are taught in a language*, in another language than Dutch. This possibility is justified on the grounds of the added value this extra language offers to the students and the practicality of the use of a foreign language in the course in question. The courses of which parts are taught in a language other than Dutch are clearly mentioned in the study programme guide and ECTS course descriptions.

In accordance with decree provisions, the number of possibilities within an associate or bachelor's programme is limited to the decree standard. In a Bachelor-after-Bachelor's programme, the cluster is free to determine the number of courses taught in a foreign language.

Students are entitled to take examinations in Dutch on these courses instructed in other languages.

Article 106. Programmes of study entirely taught in a foreign language

For the purpose of the international students, Odisee may offer a bachelor's programme taught entirely in a foreign language. For initial bachelor's programmes, provisions are made to ensure an equivalent Dutch-taught programme, as stipulated in *Article 104. Courses that are in any case taught in another language and Article 105. Other courses taught in another language* are applicable. Bachelor's programmes designed for foreign students are exceptionally and completely taught and examined in another language.

There is no Dutch alternative for Bachelor-after-Bachelor programmes taught in another language. Both non-Dutch speaking as well as Dutch-speaking students can follow these programmes. All students who follow these programmes, including Dutch-speakers, are expected to take the examination in the language of the programme or in the language of the course if this should differ from the language used in the entire programme.

Article 107. Quality control

When appointing staff, Odisee ensures that the prospective member of staff has sufficient knowledge of the international standard language required for teaching. Particular attention is paid to this aspect during the internal quality control of programmes of study.

Article 108. Translation of the ECTS course description

Only the ECTS course description in the original language of the course includes all official information. The provided translations are merely indicative.

TITLE 6: IMPLEMENTATION AND TRANSITIONAL PROVISIONS

Article 109. Implementation

These regulations take effect from the beginning of the academic year 2023-2024 and apply to all students of Odisee.

Article 110. Transitional measures with regards to the integration of the associate degree programmes in the university colleges and the reformation of the educative programmes

The following regulation applies to the HBO5 programmes that were still offered in the CVO KISP, the CVO Lethas and "de Fiscale Hogeschool" in the academic year 2018-2019 and that were transferred to Odisee as of academic year 2019-2020.

The university college will take into account the study certificates the student has already acquired in the programme in question and will apply the exemptions that the student has obtained in the programme in question as stated in Art. 25. All the consequences of the exemptions on the tolerance credit and on the calculation of the degree of merit, as described in these Education and Examination Regulations, will be applied.

Article 111.

Deleted.

Article 112.

Deleted.

Article 113. Equal treatment in case of transitional arrangements

The examination committee as described in *Article 70. Competences of the complete examination committee*, is authorized to make examination decisions for students who by the application of the measures outlined in Title 6. could possibly be treated in an unequal manner.

TITLE 7: CONCEPT DEFINITIONS

Complementary programmes

Programmes that, according to the admission criteria in the programme guide, can be taken consecutively, without further special authorisations;

Cluster

Odisee organises its programmes and research in clusters. At the head of each cluster is a director whose powers are laid down in the Odisee Management, Participation and Functioning manual.

There are 6 clusters:

Education

Health Care

Applied Social Studies

Technology

Biotechnology

Business Management

An overview of which programmes belong to which cluster can be found in Odisee's Programme Guide at www.odisee.be > Studying@Odisee > Programmes.

Threshold degree/threshold system

The decree threshold/threshold system is a decretal compulsory study progress system based on a student's first ISP in an initial bachelor's programme, whereby the student must have completed all course units of that ISP by the end of the second academic year of enrolment in the programme in question at the latest.

Threshold package

The threshold package is the package of courses that a student takes in the ISP when first enrolling in an initial bachelor's programme. Acquiring this course package is considered as reaching the decree threshold.

Examination

An assessment situation in which is verified if the student, on the basis of his studies, has acquired the (partial) competences related to a course. An examination can take place in one particular moment, but can also be organised in the form of a number of activities spread over time, which is the case with an internship or types of permanent evaluation.

Disability

A permanent or long-term disability recognised in line with the Odisee registration procedure;

Identical courses

Courses which are considered as completely equivalent by the programme department, as mentioned in the ECTS course descriptions.

Learning account

Credit granted by the Flemish government to a student, expressed in credits, which can be used to follow one or more programmes or courses.

Technical (material) error

Each composition of an ISP that does not comply with the legal and regulatory conditions, as well as each material act by which an incorrect mark is passed on as an exam result for the student;

Educational activity / course module (OLA)

Subdivision of a course in terms of a specific coherent total of teaching and learning activities and an associated number of credits;

Programme stage

A programme stage is a coherent part of a programme of study, that facilitates the structuring of the model route and the supervising of study progress;

Course (OPO)

A course is a delineated set of teaching, learning and examination activities; each course includes at least one course module;

Programme alternative

A programme can be offered in different alternatives. These are alternative ways, included in the course overview, by means of which students can obtain a degree of a certain programme.

Programme alternatives include the different locations a programme is offered at, the different majors offered in a programme, the work route compared to the regular route of a programme, the different languages a programme is offered in, double degrees or joint degrees compared to a single degree.

Written notification

An unambiguous notification of a request, intention or decision in another way than orally (by means of a letter, e-mail,...);

Starter

A student is considered a starter if he is enrolled in a programme (except for an bachelor after bachelor's programme) with a diploma contract or a diploma exam contract and if he has not yet obtained 60 credits in the programme concerned (credits, exemptions and applied tolerances added up).

Study efficiency

The ratio between the number of credits obtained and the number of credits actually taken in an academic year within a programme, expressed in a percentage.

Credit

A unit expressing the size of a programme or course. A distinction is made between:

- Taken credits: credits for which one registers including those for which one gets an exemption;
- Actually taken credits: credits for which one registers and for which one has to take an examination, i.e. excluding those for which one gets an exemption;
- Obtained credits: credits for which one obtained a credit certificate;

In case of the programmes Nursing and Midwifery a credit comprises a study load of at least 26 hours.

Study progress file

The (electronic) document which at every stage of a student's studies presents an overview of the state of affairs concerning the individual student's study progress;

Tolerance

A tolerable result that automatically or by the decision of a student is taken into account in order to obtain a degree. Applying tolerance implies that the tolerable result is maintained; refusing tolerance implies the student does not wish to keep the tolerable result.

Order of enrolment (sequencing)

The order in which students are allowed to register for courses. Two possible forms of prerequisite requirements are distinguished:

- Sequential (indicated in the programme's guide as SQ (followed)): is the order of courses of different programme stages determined by the programme. The programme obliges students to have taken one before being allowed take the other one.
- Strictly sequential (indicated in the programme's guide as SSQ (obtained)): is the order of courses of different programme stages determined by the programme. The programme obliges students to have obtained a credit or exemption or to have tolerated one before being allowed take the other one.

Preparatory programme

A programme that may be imposed on students holding an academic Bachelor's degree which does not allow direct access to the Bachelor-after-Bachelor's programme for which they wish to register.

Continuation requirement

The requirement that a students can only take a certain course or a certain track when they already obtained a certain number of credits, as stipulated in the ECTS course description.

Work route

A programme alternative recognized by the government as a work route in the context of government funding.

The following programme alternatives in distance and/or day and/or evening education offered by Odisee are recognized as a work route:

- Associate Degree of Education: Secondary Education
- Associate Degree in Accounting Administration
- Associate Degree in Information Technology
- Associate Degree in Social Work and Social Care
- Associate Degree in Marketing and Communication Support
- Associate Degree in Programming
- Associate Degree in Renewable Energy Systems³
- Bachelor of Agro- and Biotechnology
- Bachelor of Business Management
- Bachelor of Construction
- Bachelor of Electromechanics
- Bachelor of Facility Management
- Bachelor of Organisation and Management
- Bachelor of Education: Preprimary education
- Bachelor of Education: Primary Education (Incl. short learning path)
- Bachelor of Education: Secondary Education (Incl. short learning path and 1 teaching subject)
- Bachelor of Real Estate
- Bachelor of Nursing (Incl. bridging programmes)
- Bachelor of Midwifery
- Bachelor of Nutrition and Dietetics

³ Supplement to educational offer 2022-2023 after approval on date 13-10-2022

- Bachelor of social Work: route for adults
- Bachelor of Family Studies: route for students with life and/or work experience

APPENDIX: TUITION FEE REGULATION

Article 1. Tuition fee

§1. Payment of the tuition fee gives students who are registered with a degree or credit contract the right to participate in course modules and examinations. For students who are registered with an examination contract the payment of the tuition fee only gives them the right to participate in examinations. Students with an examination contract pay 50 EUR in addition to the normal tuition fee (one lump sum per academic year) for the use of the digital learning platform and the therefore required ICT services.

§2. Registered students are covered by a third-party liability insurance policy and collective accident insurance policy for educational activities of Odisee, after mediation of the healthcare fund or health insurance.

In the event of a claim or for more information, the student should contact the person responsible for insurances of the campus (see the website of Odisee, www.odisee.be)

Special arrangement for international students

Signing up for a third-party liability insurance policy for private-life is an additional obligation for non-EEA students temporarily residing in Belgium as a student.

§3. Partial exemptions or partial transfers for a course do not result in a reduction of the tuition fee. For courses with partial exemptions or partial transfers, students should still register and pay for the whole course.

Article 2. Elements that determine the tuition fee amount

The elements that determine the tuition fee amount are:

- the grant status of the student (entitled vs. not entitled to a grant of the Flemish community)
- the type of contract (degree and credit contract vs. examination contract);
- the nature of the programme (associate degree, teacher training, bachelor or preparatory programme vs. Bachelor-after-Bachelor);
- the number of credits a student has actually taken (number of credits of complete courses in the ISP);
- the amount of the learning account (higher or lower than the number of credits a student has actually taken).

The tuition fees is made up of a fixed cost and a variable cost per credit taken. All enrolments of a student with a diploma and/or credit contract at the same institution for the same academic year are considered as one enrolment. This means that only one fixed cost will be charged.

Exception: enrolments for Bachelor-after-Bachelor's programmes or enrolments with an examination contract are considered as separate enrolments. This always implies one amount is calculated per enrolment.

Students who are no longer entitled to a study grant of the Flemish Community due to study conditions but still fall below the income threshold can submit an application for a reduced tuition fee to the Student Facilities Services department (STUVO).

Students in the final year of secondary education and who enrol with a credit contract for a maximum of ten credits, pay 50% of the tuition fee of a scholarship student.

Article 3. Tuition fees for the academic year 2023-2024

DEGREE AND CREDIT CONTRACTS		
ASSOCIATE DEGREE, TEACHER TRAINING AND BACHELOR'S DEGREE PROGRAMMES		
<ul style="list-style-type: none"> ▪ Non-scholarship student 	<ul style="list-style-type: none"> ▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits 	<ul style="list-style-type: none"> ▪ € 282,10 ▪ € 13,50/credit ▪ € 1092,10
<ul style="list-style-type: none"> ▪ Nearly-scholarship student 	<ul style="list-style-type: none"> ▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits 	<ul style="list-style-type: none"> ▪ € 282,10 ▪ € 4,20/credit ▪ € 576,10
<ul style="list-style-type: none"> ▪ Scholarship student 	<ul style="list-style-type: none"> ▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits 	<ul style="list-style-type: none"> ▪ € 128,80 ▪ € 0/credit ▪ € 128,80
BACHELOR-AFTER-BACHELOR'S PROGRAMMES		
	<ul style="list-style-type: none"> ▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits 	<ul style="list-style-type: none"> ▪ € 282,10 ▪ € 13,50/credit ▪ € 1092,10
EXAM CONTRACTS	<ul style="list-style-type: none"> ▪ Fixed cost ▪ Variable cost 	<ul style="list-style-type: none"> ▪ € 128,80 ▪ € 4,90/credit + € 50 for access to the digital learning platform
Increased tuition fee for an insufficient learning account (not for scholarship or nearly-scholarship students)		<ul style="list-style-type: none"> ▪ € 13,50/credit for which no learning account is available
Student in the final year of secondary school who enrol for a maximum of 10 credits		<ul style="list-style-type: none"> ▪ € 64,40

Article 4. Collection of the tuition fee

Students will receive an account statement for the fixed cost upon registration. After approval of the ISP the variable cost is charged, based on the number of credits the student has actually taken, the learning account⁴ and whether or not the student is entitled to a grant⁵.

During the academic year the tuition fees are reassessed, depending on the evolution of the elements that determine the tuition fee. If this results in a balance:

- in favour of the student, the difference is transferred as soon as possible back into the bank account that was specified by the student;
- in favour of Odisee, the student will be informed of the additional payment due and keeps his rights until the payment due date has expired.

Procedure

The student pays the fixed and or variable costs before the expiration period indicated in the invoice (14 days).

Article 5. Payment with training vouchers or SME portfolio or through the VDAB

Training vouchers for employees

The programmes that are eligible for payment by training vouchers are included in the Database of programmes for Flemish training incentives (in Dutch):

<https://www.vlaanderen.be/opleidingsdatabank>

The student can apply for training cheques via <https://www.vlaanderen.be/opleidingscheques-voor-werknemers>. Here, he can also consult about the conditions he needs to fulfil to be able to pay with training vouchers.

Conditions:

- Only the tuition fee, and course materials self-published by Odisee, can be paid with training vouchers. This means that students cannot pay with training vouchers for course material of *Standaard Boekhandel* and/or access to the digital learning platform for examination contracts.
- The start date of the programme or the date of enrolment of the student cannot exceed the period of validity of the training vouchers.
- Tuition fees and course material must be paid separately with different training cheques. The value of these cheques must not exceed the specific amount to be paid. Reimbursement is not possible for payments made with training vouchers.

Payment via the SME portfolio

⁴ In case of an insufficient learning account, students need to pay upon registration the maximum tuition fee as stipulated by decree for the part that they have an insufficient learning account. This rule does not apply to scholarship students. The learning account is requested from the Database of Higher Education (DHO) before enrolment. Registered credits and credits obtained in the first examination period are taken into account in the event of recalculation of the final tuition fee.

⁵ Students pay the initial grant rate if they can prove upon enrolment that they are eligible for a scholarship from the Flemish Community. The Flemish Community provides Odisee with a list of names of students requesting a scholarship. For students not included in this list, the tuition fee is recalculated based on a non-scholarship rate. Students are charged the balance immediately. Students who have not submitted evidence of their scholarship application by January 31 will need to pay the full rate of the tuition fee. Students who enrol after January 1 need to submit evidence of their scholarship application immediately.

The SME portfolio can provide subsidies for programmes at approved service providers, such as Odisee – Associate degree and Bachelor’s programmes with approval number DV.O100326. Those who are self-employed can apply for these subsidies. (more info on www.agentschapondernemen.be)

Students who wish to pay via the SME portfolio need to take into account the following:

- Only the tuition fee can be paid via the SME portfolio. Students are not able to pay for course materials, insurance and/or access to the digital learning platform for examination contracts.
- Applications with the SME portfolio need to be submitted within a period of two weeks after the beginning of the programme. Applications after this period will be refused.
- The start date of the programme is the start date of the academic year or the actual date of enrolment.
- The correct tuition fee amount needs to be included in the application.
- Applications are submitted via the approval number DV.O100326 Odisee – Associate degree and Bachelor’s Programmes (For both associate degree and bachelor’s programmes)

Payments by VDAB

Students registered via the OKOT regulations (see <https://www.odisee.be/ik-ben-werkloos-vdab-trajecten>) upload the VDAB certificate as part of their registration. The VDAB will sort out the payment of the tuition fees for these students.

Article 6. Notice in case of non-payment of the tuition fee - suspension

Students with financial difficulties can contact STUVO.

Students who do not pay the tuition fee or who have not made an arrangement with STUVO are subject to the reminder procedure:

- After the due date, students will receive a first reminder with a warning for administrative sanctions.
- After an additional two weeks students will receive the final reminder with a warning that the enrolment will be cancelled in the event of non-payment. This implies that the digital learning platform and all administrative applications via the website of Odisee, www.odisee.be, become inaccessible. These application will only be accessible again on day after the registration of the payment of the owed amount for the already completed period. During the collective closure of the school no payments are registered.
- After again an additional two weeks students will be suspended. All amounts will still be due, even after the academic year, and no certificates will be issued in accordance with the Examination Regulations. In case students have already obtained results, these shall be regarded as non-existent and students will not be awarded credit certificates for the courses involved.
- Students with an outstanding balance cannot start a new programme. Re-registration will only be possible once all outstanding debts have been paid.

Article 7. Refund of the tuition fee in case of deregistration

Students who wish to discontinue their studies in the course of the academic year may deregister according to the procedure stipulated in the Education Regulations.

Financial consequences:

In case of **deregistration in the first semester:**

- within 4 weeks after the start of the academic year (or in case of a late enrolment, the enrolment date) the student pays the fixed fee.
- within 8 weeks after the start of the academic year (or in case of a late enrolment, the enrolment date) the student pays the fixed fee and the variable fee for half of the credits of the courses of the first semester and of the year courses.
- 8 weeks after the start of the academic year (or in case of a late enrolment, the enrolment date) the student pays the fixed fee and the variable fee for all of the credits of the courses of the first semester and of the year courses.

In case of deregistration in the second semester

- within 4 weeks after the start of the second semester (or in case of a late enrolment, the enrolment date), the student pays the fixed fee and the variable fee for the credits of the courses of the first semester.
- within 8 weeks after the start of the second semester (or in case of a late enrolment, the enrolment date) the student pays the fixed fee and the variable fee for the credits of the courses of the first semester and the variable fee for half of the credits of the courses of the second semester.
- 8 weeks after the start of the second semester (or in case of a late enrolment, the enrolment date), the student pays the fixed fee and the variable fee for all of the credits of the courses that were taken up.

To determine if a course is a first semester, second semester or year course, the semester indication in the programme guide on the website of Odisee, www.odisee.be, is used as reference.

The courses that are charged are the courses that are registered in the ISP.

Special arrangement for international students

Non-EEA students with a temporary residence permit as a student in Belgium are not eligible for a refund of the tuition fee when deregistering.

Article 8. Reorientation within the Association KU Leuven in the same academic year

An associate degree or bachelor student registered in a degree-contract who deregisters during the academic year and then, within the same academic year, registers for an associate degree or bachelor programme in a degree-contract or credit-contract at another institution of the Association KU Leuven (KU Leuven, LUCA, Odisee, Thomas More, UCLL or VIVES) must no longer pay the fixed part of the tuition fees when registering at the new institution as long as he has paid them to the previous institution. For scholarship students, it concerns the full (flat-rate) amount of the tuition fee.

Procedure

Following the deregistration at the first institution, the student receives a reorientation certificate stating the payment of the fixed fee. Upon registration, or as soon as possible thereafter, he provides Odisee with this reorientation certificate.

APPENDIX: DISCIPLINARY REGULATIONS

Article 1. Principle

Students enrolling at the Odisee are expected to behave, both within and outside the university college community, in a way that shows respect for others, for the society and its goods, to not commit acts that are incompatible with the elevated mission of the university college in general and the principles on which this university college is founded, in particular.

Every student needs to abide by the following non-exhaustive list of obligations:

- The student contributes actively to a safe, clean and orderly environment. He abides by the legal provisions, complies with regulations and agreements that are in force at Odisee and contributes actively to check proper implementation.
- The student shows respect and courtesy towards the people he meets in the context of his programme and all activities at Odisee.
- The student respects the boundaries of a respectful way of dealing with others and refrains from transgressive behaviour, sexual harassment, stalking, discrimination and violence in any form whatsoever.
- The student refrains from any form of bullying and cyberbullying.
- The student respects the privacy, the image right and all other intellectual rights of people they meet in the context of their programme and all activities at Odisee. Unless the teacher involved approves it, students are not allowed to record educational activities or disclose these recordings by using whatever technical means or methods.
- When using electronic means of communication and social media, the student does not create or distribute recordings or information about others if the persons involved have not given permission to do so or if the persons involved can reasonably be negatively affected, as is the case for example when personal, derogatory or offensive information is shared.
- The student respects the property of all people they meet in the context of their programme and all activities of Odisee.
- By using the infrastructure and technical equipment of the university college, the student complies with all regulations issued by the university college. The student needs to follow the fire safety instructions strictly. The student who damages buildings or equipment of Odisee will be held liable for any costs incurred, notwithstanding possible disciplinary measures.
- No smoking is allowed on the campuses, except in the designated smoking areas. Food and drinks are only allowed in the therefor designated areas. It is strictly forbidden to eat or drink in class or in training areas, the library/resource centre and classes with computer or audio-visual equipment.
- The student respects the safety and health of all people they meet in the context of their programme and all activities at Odisee, and prevents causing them harm or endangering them.

- The student is obliged to comply with all rules of conduct, oral and written guidelines and orders issued by the authorities and the university college aimed at protecting everyone's health in order to reduce the risk of spread of germs.
- The student needs to be able to identify himself at any time by means of his student card. He shows his student card or in lack of this, his identity card, at the first request by Odisee staff. Odisee staff can take the card temporarily in order to make a copy.
- The possession of drugs, fake weapons, weapons and dangerous objects is explicitly prohibited. It is also prohibited to use any object as a weapon. Odisee can contact the police in case of violations or infringements on this prohibition. The prohibition applies both in the buildings of Odisee and its surroundings, and during activities of Odisee that are organized elsewhere. The student needs to participate in controlling the observance of this prohibition. He needs to follow up on a request by an Odisee employee to hand in a prohibited object. Prohibited objects can be confiscated temporarily by Odisee to transmit them to the police. The student can also be asked to empty his pockets, bags etc. in order to demonstrate that he does not possess prohibited objects. If the student refuses to cooperate, the police can be notified to carry out an investigation. If Odisee suspects an infringement of the prohibition, a collective control can be performed, this after consulting with the police or public prosecutor.

Additional regulations such as these on the use of the library/multimedia centre, the ICT-services, the computer equipment, the use of the student card and skills labs, labs and other specific areas can complement and extend these disciplinary regulations. These regulations can be consulted via the website of Odisee, www.odisee.be, and/or are available at the department concerned.

Article 2. Disciplinary measures

The stipulations of these disciplinary regulations do not affect the authority of the members of the board, directors of the clusters, heads of the programmes, campus directors or campus coordinators and team coordinators to take the necessary measures to maintain the order and safety of the university college in all circumstances with immediate effect. This may imply that:

- the student is temporarily denied access to certain rooms or the use of certain facilities;
- the student card is confiscated for at least 24 hours without resulting in exclusion from participation in exams;
- the student needs to perform cleaning, repair or other services to make up for the consequences of their behaviour, this under the supervision of Odisee staff.

Article 3. Competent authorities

The persons and bodies who are in charge of discipline enforcement at the university college include: the directors of the clusters, the appointed disciplinary committee in accordance with Article 6, and the appointed disciplinary appeals commission in accordance with Article 7.

Article 4. Sanctions

The disciplinary sanctions are:

- a) a warning; this sanction can only be imposed once for a similar fact. The next sanction will automatically be more severe;
- b) a denial of access to the library/multimedia centre, skills labs, labs and computer classes including associated facilities for a period ranging from one week up until to the end of the current academic year;
- c) a denial of the right to be present at official teaching contact times;
- d) a provisional suspension and/or expulsion;

- e) a refusal, as a disciplinary measure, of a permission to enrol;
- f) a permanent expulsion or consilium abeundi.

The student is informed about these sanctions in writing.

Article 5. Start of the procedure

A student against whom a disciplinary measure is considered, is entitled to:

- a) be informed by the Cluster Director of the nature of the measure that is considered against him and the grounds on which it is based.
- b) have access to the entire file;
- c) be given a reasonable period in which they can prepare and submit an oral and written defence.

The student may be assisted by a person of his choice in every stage of the procedure.

Article 6. Composition of the disciplinary committee and procedure

The disciplinary committee comprises: the Rector, the Cluster director of the cluster for which the student is registered and the President of the General Student Council. The Rector is the chairman of the disciplinary committee.

Procedure

Within 5 calendar days, starting from the day after the announcement is made as set forth in *Article 5. Start of the procedure* the student must notify the Cluster Director of whether he wishes the decision to be taken by the disciplinary committee described in this article. If not, the Cluster Director takes the decision at first instance.

If the fifth calendar day is a Sunday or a holiday, the period in which the student can indicate his preferred procedure can be extended to the next weekday.

During the session with the Cluster Director or the disciplinary committee the case is explained and discussed. Students have the opportunity to reply.

The Cluster Director announces the decision, even if it is made by the disciplinary committee, including the internal appeal option as stipulated in *Article 7. Appeal*.

Article 7. Appeal

Within 5 calendar days of the notification of the sanction by e-mail, the student can file an appeal to the disciplinary appeals committee in writing with a justified request. The five-day window for appeals starts on the day after the notification of the sanction. If this period ends on a Sunday or a holiday, the next calendar day is included for the admissibility of appeal. The guarantees mentioned in *Article 5 Start of the procedure* also apply to this appeal procedure. In addition, for the protection of the student, the file is provided only to the members confidentially closed under cover.

The disciplinary appeals committee consists of:

- two representatives of the university college's management;
- two staff representatives (one teaching staff, one administrative staff or patrimony staff);
- two representatives of the student council.

The internal appeal procedure does not suspend the penalty imposed.

The Rector and Cluster Director are not part of the committee.

This internal appeals procedure may have the following outcomes:

- a) a reasoned denial of the appeal on the grounds that it is inadmissible or unfounded;
- b) a new decision by the disciplinary appeals committee.

The disciplinary appeals committee will hear the student (online and remotely or in person) within a period of thirty calendar days following the petition receipt. The student may be assisted by a legal adviser or counsellor.

The disciplinary appeals committee makes a decision within fifteen days after hearing the student.

The decision will be communicated via the e-mail address from which the student submitted the appeal.

APPENDIX: REGULATIONS ON SPECIAL STATUSES

Article 1. Special statutes: general

A student who can demonstrate that he studies in special circumstances (cfr. article 2 to 9) can apply for a recognised special status or recognition at Odisee, which can be granted by the competent person/committee after the examination of the student's file.

Students with a special status or recognition are granted reasonable adjustments/facilities by the authority mentioned in article 2 to 9 in order to make it feasible to study. Alternations are approved upon request by the student and in function of his individual situation. They are not enforceable on the basis of the status only.

Facilities that can be granted on request are:

- reasonable adjustments to the educational regulation of the student, such as:
 - taking less than 27 credits in the ISP, as stipulated in *Article 22. Exceptions to the regulations concerning the individual study programme* of the Education and Examination Regulations;
 - allowed absence for educational activities;
 - modifications to the timetable;
- adjustments of the evaluation modalities such as
 - another form of examination;
 - rescheduling of examinations within the examination period;
 - exceptional: exam deferral outside of the examination period, as stipulated in article 50 of the Education and Examination Regulations;

Students with specific needs can also be entitled to specific facilities to compensate the issues. Within the framework of inclusive education, Odisee can apply certain facilities universally.

Article 2. O-status

Students with one of the following impairments can apply for the student with a disability status: The O-status is granted to students with:

- a learning disorder
- a long-term physical or psychic illness
- a concentration disorder
- autism spectrum disorder
- an auditory, visual or physical impairment
- a severe and/or long history of psychological or medical problems
- a report raised concern from secondary education

The student with a O-status is granted by the care coordinator of the Student Facilities Services department (STUVO). Said coordinator also grants the facilities that are deemed necessary after consulting with the head of the study programme.

Procedure

Students submit their application for the O- status to the care coordinator of their campus no later than the deadline to submit the ISP at the latest, or as soon as possible after the circumstances have taken place (in case of medical or psychological problems).

Students who have doubts about their eligibility may contact the care coordinator for an appointment.

Students submit their applications independently to the care coordinator of the campus. The care coordinator creates a file including the necessary certificates.

The care coordinator or the inclusion coach processes the file and afterwards informs the student, the head of the study programme and the ombudsperson of the granted facilities.

If the student with a specific need entitled to a concession of the Flemish Agency for People with a Disability, he needs to proof this by providing said certificate to the care coordinator.

Article 3. Student athlete status

§1. Students who combine their studies with professional sports can be granted the student athlete status A, B or C. This is done by the Student Athlete Committee.

§2. Granting reasonable adjustments to the educational regulations of the student is done by the head of the study programme/ the learning path coach.

Granting reasonable adjustments to the educational regulations of the student is done by the ombudsperson.

§3. Exam deferral outside of the examination period in accordance with article 50 of the Education and Examination Regulations is, if circumstances require this, only allowed for students with a status A.

Exam deferral within the examination period is, if circumstances require this, only allowed for students with a status A or B.

Students with a status C are not entitled to examination facilities based on their status.

Procedure

Students submit their application for the student athlete status to the sport staff of the Student Facilities Services department (STUVO) of their campus no later than the deadline to submit the ISP at the latest. The sport staff will prepare a file which is then presented to the Student Athlete Committee.

The sport staff will inform the student, the head of the study programme / the learning path coach and ombudsperson of the granted status.

Applications for facilities in the educational regulations need to be submitted to the head of the programme/ the learning path coach at least 10 working days before the implementation of the facility.

Facilities in the assessment regulations are requested to the (exam)ombuds as soon as possible and up to 10 working days maximum after the publication of the assessment regulations or at the latest 5 working days before the examination date if the examination takes place in that period.

Exam deferral outside the examination period is not organized for the third examination period.

Article 4. Artist status

§1. Students who combine their studies with high-level art practice can be granted an artist status A, B or C. This is done by the Art Committee.

Students with a C-statute are not entitled to examination facilities under their statute.

§2. Granting reasonable adjustments to the educational regulations of the student is done by the head of the study programme / the learning path coach

Granting reasonable adjustments to the educational regulations of the student is done by the ombudsperson.

§3. Exam deferral outside of the examination period in accordance with article 50 of the Education and Examination Regulations is, if the circumstances require it, only allowed for students with a status A.

Exam deferral within the examination period is, if circumstances require this, allowed for students with a status A or B.

Procedure

The student submits his application to obtain the artist status to the culture staff of the Student Facilities Services department (STUVO) of their campus no later than the deadline to submit the ISP at the latest. The area coordinator of the Student Facilities Services department (STUVO) will prepare a file which will be presented to the Art committee. The culture staff of the Student Facilities Services department (STUVO) informs the student, the head of the study programme / the learning path coach and ombudsperson of the granted status.

Applications for facilities in the educational regulations need to be submitted to the head of the programme/ the learning path coach at least 10 working days before the implementation of the facility.

Facilities in the assessment regulations are requested to the (exam)ombuds as soon as possible and up to 10 working days maximum after the publication of the assessment regulations or at the latest 5 working days before the examination date if the examination takes place in that period.

Exam deferral outside the examination period is not organized for the third examination period.

Article 5. Working status

§1. For some programmes Odisee offers a special alternative for working students (i.e. the work route) (see definition concept list of the Education and Examination regulations).

These routes include structural measures to enable the combination of work-study and/or special education and examination facilities that have been agreed upon with the learning path coach of the programme route when composing the ISP. A working status cannot be granted to students who follow a work route.

§2. In programmes where no work route is provided, students can be granted the status of working student if they work at least 80 hours per month during the entire academic year (or at least half of a full-time employment within their sector).

Granting reasonable adjustments to the educational regulations of the student is done by the head of the study programme / the learning path coach.

Granting reasonable adjustments to the examination regulations of the student is done by the ombudsperson.

Exam deferral outside of the examination period in accordance with article 50 of the Education and Examination Regulations is only allowed for students with a working status if their working conditions require it and can only be granted to students who are registered with a degree contract and who have taken at least 27 credits in their ISP.

Procedure

The student submits his application for the working status to the Student Administrative Services Centre of their campus no later than the deadline to submit the ISP at the latest. The student administrative services centre will inform the student, the head of the study programme / the learning path coach and ombudsperson of the granted status.

Applications for facilities in the educational regulations need to be submitted to the head of the programme / the learning path coach at least 10 working days before the implementation of the facility.

Facilities in the educational regulations are requested to the (exam)ombuds as soon as possible and up to 10 working days maximum after the publication of the assessment regulations or at the latest 5 working days before the examination date if the examination takes place in that period.

Exam deferral outside the examination period is not organized for the third examination period.

Article 6. Recognition as entrepreneur-student

§1. Students who, independently of their curriculum, own their own business or have prepared a business plan to offer a product or service within a period of 12 months can be recognised as entrepreneur-students. This business may relate to both profit and social/non-profit initiatives. The assessment of the file is done by a committee consisting of head of the Student Facilities Services department (STUVO) and the director of the cluster involved. Recognition as an entrepreneur-student applies for the remainder of the study programme at a university of applied sciences, unless the student ceases his entrepreneurial activity. In the latter case, the student no longer qualifies for reasonable adjustments in the education regulations (§3) and for examination deferral outside the examination period (§4).

§2. In order to be eligible for the recognition the entrepreneur-student needs to meet the following conditions:

- He needs to provide a description of his existing business or the business plan with the intention to offer a product or service within a period of 12 months. In the latter case he needs to provide evidence that a staff of the university college or KU Leuven campus Brussels or KU Leuven Technology Campus Gent or KU Leuven Technology Campus Aalst
- has accepted to be his mentor for his (future) business.
- In case of a re-registration he needs to have obtained a study efficiency of at least 50% in the previous academic year.

§3. Granting reasonable adjustments to the educational regulations of the student is done by the head of the study programme / the learning path coach.

Granting reasonable adjustments to the examination regulations of the student is done by the ombudsperson.

§4. Exam deferral outside of the examination period in accordance with article 50 of the Education and Examination Regulations is only allowed if required by the circumstances associated with the

business and only to students who are registered with a degree contract and who have taken at least 27 credits in their ISP.

Procedure

Students apply for the recognition as entrepreneur-student with the Student Facilities Services department (STUVO) of the campus by submitting a complete file no later than the deadline to submit the ISP at the latest.

The file consists at least of:

- the company number
- proof of joining the “Sociaal Verzekeringsfonds”
- a brief description of the activities of the (future) company
- in case of a future company: the details of the mentor

The head of the Student Facilities Services department (STUVO) will inform the student, the head of the study programme / the learning path coach and ombudsperson of the decision.

Applications for facilities in the educational regulations need to be submitted to the head of the programme / the learning path coach at least 10 working days before the implementation of the facility.

Facilities in the assessment regulations are requested to the (exam)ombuds as soon as possible and up to 10 working days maximum after the publication of the assessment regulations or at the latest 5 working days before the examination date if the examination takes place in that period.

Applications for facilities in the assessment regulations are submitted no later than 2 weeks following the announcement of the examination regulations.

The following strict deadlines apply to applications for exam deferral outside the examination period in accordance with article 50 of the Education and Examination Regulations:

- 1 December for the first examination period (January) or at the latest 5 days before the exam concerned
- Before the start of the Easter Holidays for the second examination period (June) or at the latest 5 days before the exam concerned

Exam deferral outside the examination period is not organized for the third examination period.

Article 7. Student representative status

For this status we refer to article 97 of the Education and Examination Regulations;

Article 8. Facilities due to religious reasons

§1. Education and/or Examination facilities on grounds of religious considerations can be granted on request if the educational or assessment activity coincides with one of the holidays that have been recognized by the contact point of Religion and Ideology of KU Leuven.

- for Islamic students: Feast of the Sacrifice (Eid al-Adha), Festival of Ramadan (Eid ul-Fitr);
- for Orthodox Christians: Orthodox Easter, Orthodox Ascension, Orthodox Pentecost
- for Jewish students: Pesach, Feast of Weeks, Jewish New Years, Jim Kipper, Feast of Tabernacles, Final Feast, Joy of the Law Feast

Procedure

Students submit their application for facilities in the education regulations to the head of the study programme / the learning path coach at least 10 working days before the implementation of the facility.

Applications for facilities in the assessment regulations are submitted no later than 10 working days following the announcement of the examination regulations.

Article 9. Facilities for students in other special individual circumstances

§1. Students who feel they find themselves in a special situation (e.g. care giver, political mandate...) other than those mentioned in article 2 to 8 can submit an application for reasonable adjustments with the ombudsperson of their campus.

§2. The ombudskoordinator will assess in deliberation with the Cluster Director whether the circumstances are such that reasonable accommodation can be granted.

The granting of the reasonable adjustments to the student's teaching arrangements is done by the head of programme / learning path coach.

The granting of the reasonable adjustments to the student's examination arrangements are done by the ombuds.

Procedure

The student submits his application to the ombudsperson before the deadline to submit the ISP, or as soon as the special individual circumstances allow it.

The ombuds will submit the situation to the ombuds coordinator who will consult with the Cluster Director. If the special circumstances are taken into consideration for reasonable adjustments, the ombuds consults with the head of the study programme / learning path coach who decides on the reasonable adjustments to the teaching arrangements. The ombuds determines the reasonable adjustments to the examination arrangements.

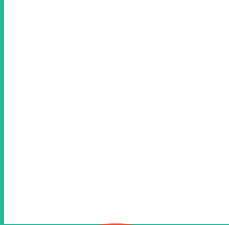
Article 10. Disputes

§1. Disputes concerning not-granting a status or recognition can be reported to the ombudskoordinator or the head of the Student Facilities Services department (STUVO) who will discuss and mediate.

§2. Disputes about the (application of) facilities in the education regulations can be reported to the ombudsperson who will act as a mediator.

§3. Disputes about the (application of) facilities in the examination regulations can be reported to the ombudskoordinator or the Head of the Student Facilities Services (STUVO) who after mutual consultation will assess the reasonability of the decision.

§4. Only a student with a specific needs who, after the intervention of the ombuds coordinator or the head of the Student Services department (STUVO), is still believes that reasonable adjustments have been refused to him/her, can lodge an internal appeal in accordance with Article 101 of the Education and Examination Regulations.



CAMPUSES

- **Campus Brussel**
Warmoesberg 26
1000 Brussel
02/210 12 11
- **Campus Aalst**
Kwalestraat 154
9320 Aalst-Nieuwerkerken
053/72 71 70
- **Campus Brussel
Terranova**
Blekerijstraat 23-29
1000 Brussel
02/608 14 44
- **Technologiecampus Gent**
Gebroeders De Smetstraat 1
9000 Gent
09/265 86 10
- **Campus Schaarbeek**
Huart Hamoiriaan 136
1030 Brussel
02/240 68 40
- **Campus Dilbeek**
Stationsstraat 301
1700 Dilbeek
02/466 51 51
- **Campus Sint-Niklaas**
Hospitaalstraat 23
9100 Sint-Niklaas
03/776 43 48