



Exam Regulations

2007-2008



Exam regulations

I. GENERAL DEFINITIONS

Art. 1. Field of application

§1. These general exam regulations shall be applicable to all exams administered at EHSAL, European University College Brussels, for which no deviations have been allowed or supplements been added according to the definitions in §2.

§2. Deviations and supplements for these general exam regulations shall only be allowed upon a decision by the University College's Management and after consultation with the Academic Council. Definitions of deviations and supplements shall be included in complementary exam regulations.

§3. As to courses taught at an offshore campus, it is allowed to deviate in the complementary exam regulations from the following articles: Art.5 §2 and §3, art.6 §2 and §3, art.7 §3, art.8 §2, art.10 §1 and §2, art.11, art.20, art.21, art.24 §1, art.32, art.34, art.39 §1, art.41, art.42. Art.4, art.43, art.44 and art.45 are not applicable to the offshore campus.

§4. Upon registration, every student shall be notified where he can digitally consult and print the general and complementary exam regulations.

§5. In case of force majeure or unforeseen circumstances, exam regulation rules may change. Possible changes shall only be allowed after approval of the Academic Council. All students concerned shall be notified.

Art. 2. Exam definition

These exam regulations define an exam as each form of evaluation that aims to discover if a student, based on his studies, has acquired the competences that are linked to a (part of a) course.

Art. 3. Exam results

For each course a final mark shall be given in the form of an integer ranging from 0 to 20, barring courses for which the complementary exam regulations allow a pass/fail mark. This final mark shall serve as the exam result.

The exam result in figures shall be based on the grid below, which shall, in its turn, be based on the ECTS grading scale. The distinction between a tolerable failure (Fx) and a non-tolerable failure (F) is relevant when it comes to the tolerance rule explained in article 30.

ECTS grade	EHSAL grade	Definition
A	≥17	EXCELLENT, outstanding performance
B	15-16	VERY GOOD, above the average standard
C	13-14	GOOD, generally sound work
D	11-12	SATISFACTORY, fair
E	10	SUFFICIENT, performance meets the minimum criteria
FX	8-9	FAIL, (some more work required before the credit can be awarded) = Tolerable Failure.
F	≤7	FAIL, considerable further work is required. Intolerable failure

The conversion table shall also be used to turn the results of inbound Erasmus students who take exams at EHSAL within the framework of a mobility programme into ECTS grades, which shall then be sent to the home institute.

Art. 4. Results of students who are part of an international exchange programme

§1. The results of students who take part in an international exchange programme shall be converted according to the grading scale below.

The ECTS grade F will be converted to the EHSAL grade 5 unless the student is able to prove that he has obtained a higher score on the basis of a declaration signed by the teacher and the Erasmus coordinator of the foreign institute.

In case more than one score obtained for courses followed abroad must be taken into account in order to calculate the EHSAL result for the related EHSAL course, the weighted average of the results achieved abroad shall be calculated.

In case fewer scores than the corresponding EHSAL courses have been obtained, the score of the course followed abroad shall be taken into account for each related EHSAL course.

§2. The provisions of article 30 concerning passing a degree programme shall be applicable insofar as the foreign institute differentiates between tolerable failures and intolerable failures. If the latter is not the case, a failure received in such an institution cannot be tolerated.

ECTS grade	EHSAL GRADE
A	18
B	16
C	14
D	12
E	10
FX	9
F	7

Art. 5. Exam period

§1. An exam period is a period in the academic year, established in the academic calendar, during which a degree programme shall be allowed to organize examinations and during which results of these examinations, continuous assessments, and assignments shall be registered and announced to the students by the Student Administrative Services Centre. Continuous assessment and assignments during the academic year as well as advance exams and the second exam chance for inbound Erasmus students may be organised outside the exam period.

§2. Five exam periods in which a degree programme is allowed to organize examinations shall be scheduled during each academic year: November, January, March/April, May/June, September. These exam periods shall be established in the academic calendar of each faculty, which is included in the education regulations under chapter 8.

Advance examinations may be organised outside the five established exam periods if the ECTS sheet of the course in question mentions that option. If a student has registered for an advance exam, it is mandatory that he take part in the exam.

§3. During the January exam period the University College Management Board shall organize semester exams. Participation shall be compulsory unless the complementary exam regulations state otherwise.

§2. During the November and/or March/April exam periods, modular exams may be set for modular courses after educational activities of the module concerned have ended. Modular



exam shall only be set in degree programmes that are organised in modules. Sitting these modular examinations shall be compulsory.

Art. 6. Deliberation periods

§1. A deliberation period is a period in the academic year, established in the academic calendar, during which special and representative exam commissions shall convene to exercise the power conferred on them by articles 22 and 23.

§2. Each academic year three deliberation periods shall be set: in January/February, June, and September.

§3. The January/February deliberation period is there only to determine the results obtained during the two preceding examination periods (November and January).

The June deliberation period is there to determine the results obtained during the four preceding examination periods, save for those students who were registered for the January/February deliberation period. Students who received a fail for their degree programme in the January/February deliberation period may register for the June deliberation period so as to have their results of the two preceding exam periods (March/April and May/June) determined.

During the September deliberation period results shall be determined which were obtained during the September exam period or which were transferred to the September deliberation period.

Art. 7. Number of exam chances per academic year

§1. During a given academic year a student shall have a right to two exam chances for one course unless the nature of the course does not allow for a resit within the same academic year.

§2. The study programmes shall include a list of courses for which it is impossible to organise two exam sessions within the same academic year.

§3. In principle, the first exam chance is taken in the June deliberation period. Also in principle, the second exam chance is taken in the September deliberation period. Students who registered for the January deliberation period and whose exam was unsuccessful, may take their second chance in June, providing the course is resittable.

§4. The second exam chance result of a course (part) shall never be determined in the same deliberation period as the result of the first exam chance.

§5. Students shall respect the exam schedule strictly. If they do not take their exam at the scheduled time, the exam chance will be considered passed up.

Art. 8. Registration for exams and deliberation period

§1. In order to sit exams and be eligible for deliberation the student shall:

- be registered at EHSAL according to one of the terms described in chapter 5 of the Education Regulations;
- be registered for the applicable deliberation period according to one of the terms described in chapter 9.1 of the Education Regulations;
- have fulfilled all administrative and financial requirements.

§2. Only the following students shall be allowed to register for the January/February deliberation period:

- students registered for a diploma contract or an exam contract with a view to obtaining a diploma:
 - if they have sat all exams of their year programmes
 - and if they are eligible to obtain their final diploma
- students registered for a credit contract if they have sat all exams of their year programmes.

Art. 9. Study progress tests

At the end of the first semester, within a degree programme, study progress tests/trial exams may be organised. These tests/exams are organised to orient (first-year) students. Taking these tests is optional.

Art. 10. Announcing the exam timetable

§1. Students shall be notified of the exam schedule in the form of an exam card not later than one calendar month before the exam in question. The Master dissertation/final project exam schedule shall be announced not later than one calendar week before the exam.

§2. An exam card is an individual survey of the exam timetable mentioning the day, date, course and part of the day the student shall take his exam. As to oral examinations, the part of the day shall be indicated by means of the general starting time.

The exam card shall be brought to each exam and be shown, together with the student card, to the examiner or supervisor, who will sign the exam card. A student is entitled to a particular exam result if his exam card carries the authentic autograph of the supervisor or examiner.

Art. 11. Ombuds Office

The Centre for Student Counselling and Guidance shall provide an exam ombuds service during all exam periods. It is their task to mediate between examiners and students. The exam ombuds service shall be involved in rescheduling exams in case of force majeure; in treating exam irregularities; and in preparing the gatherings of the exam commissions. The Ombuds Office shall get access to all information necessary to carry out its task.

Art. 12. Deviations from the exam schedule

§1. Students shall notify the Ombuds Office as soon as possible if they cannot take an exam due to force majeure. The Ombuds Service shall judge independently on the legitimacy of the reason(s) and may reschedule the exam preferably within the same exam period.

§2. All situations of force majeure preventing the examiner to administer an exam, shall be reported to the Exam Commission President. He shall consult an ombuds person, the Curriculum Team Coordinator, and if possible the examiner concerned, to find a solution that is as adequate as possible for the student.

§3. In case of force majeure a deviation from the established exam method (laid down in the ECTS sheet) may be necessary.

Art. 13. Exam information and exam method

The aims of a course shall be communicated to the students during the first classes or information sessions. The examination method (written, oral, written + oral, continuous evaluation, paper, learning report, integral knowledge test, etc.) shall be determined in function of the aims set by the examiner in consultation with the faculty or year coordinator. The exam method shall be communicated in the course of the first month of class of each course and shall also be laid down in the ECTS sheet¹.

Art. 14. Deviating from the exam method

The Exam Commission President may allow to deviate from the exam method if either student or teacher invoke force majeure and after having consulted the Ombuds Office. Students who wish to invoke force majeure to deviate from the set exam method, shall submit a motivated request to the Ombuds Office. Teachers who wish to invoke force majeure to deviate from the set exam method, shall submit a motivated request to the Exam Commission President.

Deviating arrangements that have been allowed, shall remain valid for the whole exam period concerned. The teachers involved shall be notified by the Ombuds Office.

If a teacher has been allowed to deviate from the set exam method, all students involved shall be notified through the digital notice-boards.

Art. 15. Administering examinations to blood relations or in-laws

An Exam Commission member is not allowed to examine a blood relation up to the fourth degree or an in-law. The examiner shall report the situation to the Exam Commission President. He shall appoint a substitute to administer the examination.

¹ The ECTS sheet is an information sheet per (part of a) course. It is made available to students in a digital form. In it, the exam method is recorded. The latter shall be definitive as of 1 November for all first semester courses, and as of 1 March for all second semester courses.

Art. 16. Preparation time.

During each (partially) oral exam students shall be granted at least 15 minutes of preparation time; however, the preparation time shall not be granted when spontaneous language skills during a language exam are tested. Students may waive their right to preparation time.

Art. 17. The public nature of examinations

Students, examiners, and/or ombuds persons shall have the right to request the presence of a third person during each oral exam. The requestor shall submit a written request to the Exam Commission President, who shall set the conditions for this presence.

The third person shall not be a student of the same academic year who will be examined by the examiner involved, nor shall the third person be a blood relation up to the fourth degree or an in-law. That restriction shall not apply to viva voce of extended essays or master projects. The examiner may ask for a teaching staff member.

The public nature of written examinations is guaranteed by the right to inspection of the exam copy (cf. art.34) after the exam results have been determined by the exam commission concerned.

Art. 18. Disputing the examination proceedings and determining irregularities

§1. If a student disputes the exam proceedings, he shall notify the Ombuds Office as soon as possible, but in any case before the deliberations. The Ombuds Office shall mediate and inform the Exam Commission President who will, if necessary, take measures to guarantee correct exam proceedings.

§2. Examination irregularities or fraud shall be defined as any attempt by a student under examination to (partially) prevent the examiner to form a correct judgement of a student's or a fellow student's knowledge, cognitive knowledge, and/or skills. An irregularity or fraud shall also be defined as copying or partially copying written assignments such as papers, master projects, extended essays, etc. without a clear or correct source indication, as well as possession of documents or objects that are not permitted during an examination.

§3. If an examiner, supervisor, or member of the evaluation commission discovers an irregularity in a master project/ extended essay, he shall immediately report the irregularity to the Exam Commission President, the ombuds person, as well as to the student if he is present at the time. The ombuds person shall contact the student, the Exam Commission President, and if necessary the examiner. The Exam Commission President shall hear the student involved in the presence of the ombuds person, who shall write up a report. The student shall sign said report for inspection and lodges objections should he wish to do so.

§4. A student awaiting the Exam Commission's decision – which reserves the right to impose any sanction provided for in article 23 following the irregularity – has the right to continue both sitting the exam in question and all exams that have still to be taken in the ongoing exam period. During the examination in question, the examiner shall confiscate the incriminating evidence to hand it to the Exam Commission President.

II. EXAM COMMISSIONS

Art. 19. Determining the exam results

The exam result of all students (save for inbound Erasmus students) for a (part of a) course shall be determined by the examiner. The exam commission concerned shall subsequently officially determine the result during the deliberation period. The commission shall do so as follows:

- The exam commission of the degree programme shall officially determine the exam results of all students who have registered for the deliberation period according to regulations and for whom no fraud or force majeure was determined.
- The special exam commission shall officially determine the exam results of all students during whose exams force majeure or fraud was determined.

Inbound Erasmus students' exam results of a (part of a) course shall be determined by the examiner. The examiner shall also determine the result officially.

Art. 20. Exam Commission President, secretary, and ombuds person.

§1. The Dean shall serve as president of the Exam Commission of all degree programmes of his field of study.

§2. The Exam Commission's secretary shall be appointed by the University College's Management on the recommendation of the Student Administrative Services Centre.

§3. The Exam Commission's ombuds person shall be appointed by the University College's Management on the recommendation of the Centre for Student Counselling and Guidance. The ombuds person shall not be an examiner of the student whose case will be decided.

Art. 21. Substituting the Exam Commission President, secretary, and ombuds person.

In case of force majeure regarding the president or the secretary or if the ombuds person is an examiner of the student whose case will be decided:

- the president shall be replaced by the Faculty President;
- the secretary shall be replaced by a member of the Student Administrative Services Centre;
- the ombuds person shall be replaced by a member of the Centre for Student Counselling and Guidance.

Art. 22. Constitution and competences of the Exam Commission of a degree programme.

§1. In addition to the president, the secretary, and the ombuds person, the degree programme Exam Commission shall also comprise at least 3 representative teaching staff members of the degree programme who have been appointed by the Academic Council on the recommendation of the degree programme. The latter shall justify the number and the representativeness of the proposed members. This exam commission shall be called 'representative exam commission'.

§2. The Exam Commission shall determine the exam results of the students who received a mark for the courses of their degree programme during the deliberation period in question.

§3. The Exam Commission shall also have the following powers:

- 1° For students who received marks for all programme courses of the degree programme:
 - to declare if a student has passed or not for the whole degree programme in accordance with the procedure referred to in art. 30.
 - to award honours degrees in accordance with the procedure referred to in art. 31.
- 2° For students who registered at the university college for a year programme of at least 30 credits of the first year of the standard learning path of a Bachelor degree programme in the academic year in question:
 - to determine the number of credits for which a tolerable failure can be granted provided that the tolerable failures do not exceed 1/9 of the number of credits earned
 - to give non-binding study advice based on the exam results.
- 3° For all other students:
 - to determine the number of credits for which a tolerable failure was obtained provided that bachelor students can only keep tolerable failures if they have taken exams for at least 30 credits
 - to give non-binding study advice based on the exam results.
- 4° Degree programmes of a special character shall be allowed to deviate from the abovementioned tolerance conditions if the complementary exam regulations provide for such a deviation.
- 5° If the Exam Commission President is of the opinion that the marks of one or more teachers in a certain deliberation period are sharply deviant from the mark profiles or a serious complaint was received by the Exam Commission, the latter may decide to rescale the marks of a (group of) students if the president is of the opinion that marks given by an examiner are unfair. If necessary, the examiner concerned will be assigned to the Exam Commission.

Art. 23. Constitution and competences of the Special Exam Commission

§1. The Special Exam Commission comprises all members of the representative commission of the degree programme and, in addition, all examiners who will examine the student in the ongoing academic year for a (part of a) course.

§2. The Special Exam Commission shall hold all powers as described in article 22 regarding the students involved.

§3. In case of fraud the Special Exam Commission shall determine the exam results of students during the nearby deliberation period:

- The president shall notify the Special Exam Commission of the reported irregularities. The Exam Commission may then decide to hear the student concerned. A hearing shall always be held when the student concerned asks for one. The Special Exam Commission shall decide on the admissibility and the severity of the irregularity.
- The Special Commission may decide to impose one or more than one of the following sanctions:
 - the student is denied the exam result for the examination in question;
 - the student is denied the exam result for a number or all of the exams he has already taken and for which the exam results have not yet been officially determined by the Exam Commission;
 - The student loses his first exam chance for one or more than one of the courses/course parts during the ongoing academic year;
 - The student loses his second exam chance for one or more than one of the courses/course parts during the ongoing academic year;
 - The student loses both exam chances for one or more than one of the courses/course parts during the ongoing academic year;
 - The student does not receive a mark for his or her final project and shall make a new final project, with or without a new supervisor;
 - A combination of the abovementioned sanctions

§4. The Ombuds Service must have received a student's request to invoke force majeure not later than five days before the Exam Commission convenes so that the Ombuds Service is able to transfer the information to the Exam Commission President.

If necessary the President shall convene a Special Exam Commission. The Special Exam Commission shall decide on the force majeure request and, in the interests of the student, may deviate from the listed criteria:

- relating to tolerating certain fail marks;
- relating to the number of credits for which a fail may be tolerated
- relating to the criteria for awarding an honours degree

Art. 24. Constitution and competence of the internal appeals body

§1. The faculty president of the faculty involved shall act as the internal appeals body and shall take note of the lodged appeals. If the faculty president was part of the Exam Commission who took the challenged decision, or in case of force majeure, he shall be replaced by the faculty president of the other faculty of EHSAL.

§2. The internal appeals body shall be competent for handling complaints, establishing that results from a partner institution abroad have arrived late, and rectifying material mistakes.

III. DELIBERATION

Art. 25. Presence

§1. The Exam Commission members who take part in the deliberation, shall sign the attendance register. A member who has a good reason not to attend, must notify the Exam Commission President as soon as possible.

§2. An Exam Commission's decision shall be valid if more than half of its members are present. If the quorum is not made the Exam Commission concerned shall be reconvened 24 hours later. Then, the Commission shall be able to take a legally valid decision irrespective of the number of persons present.

§3. If certain students must hold themselves at the disposal of the Exam Commission, they shall be notified by the Ombuds Service at least 24 hours in advance.

Art. 26. Members entitled to vote

All members of the Exam Commission (save the ombuds person and the secretary if the latter is not an examiner within the degree programme) are qualified to vote. Each member has one vote. If necessary, the ombuds person and, if applicable, the secretary may take part in the deliberation proceedings but he shall be entitled to right of discussion only.

Art. 27. Deliberation procedure

§1. All Exam Commissions shall discuss the proposals put forth by the President in accordance with the exam regulations rules and shall reach a consensus on them. If no consensus can be reached, the proposal shall be put to a vote.

§2. Each commission member shall be allowed to request a vote.

§3. If a vote is requested, the President, after the discussion, will put forward a proposal that shall be voted upon by the voting members. The proposal is adopted if more than half of the votes cast are yea votes, abstentions and invalid votes not included. In case of equality of votes, the final decision shall be in favour of the student. Voting members shall vote by show of hands. Should a commission member ask so, voting may also be in writing and secret.

Art. 28. Confidentiality

Members of the Exam Commission and all persons present during the deliberation proceedings shall be held to confidentiality.

IV. SUCCEEDING IN A COURSE OR A DEGREE PROGRAMME

Art. 29. Succeeding in a course

§1 . A student shall pass a course if he has received a 10 out of 20 mark or a "Pass". The latter is only applicable to courses for which the complementary exam regulations allow marking in non-numeric characters.

§2. A student shall obtain a credit validation for each course for which he has passed.

§3. No honours degree shall be awarded to a credit validation.

§4. A credit validation shall remain valid indefinitely within the degree programme in question and at the institution where it was obtained.

An update programme may be imposed when at least five calendar years passed since the credit validation was obtained. The five calendar year period shall start on the first day of the month of October that follows the month the credit validation was obtained.

Art. 30. Succeeding in a degree programme

§1. A student shall succeed in a degree programme if he has sat all examinations that go with the degree programme and if:

- 1° a credit validation was granted for all exams or
- 2° 2° The Exam Commission determines that no intolerable failures (F) were received and moreover tolerable failures (Fx) were received for not more than 10% of the study load of the whole degree programme, where appropriate less study load concessions and insofar as the tolerable failure(s) did not concern no fail subjects.

§2. Courses that are bound by the no fail subject rule are courses that are essential to achieving the aims of the degree programme. The study programmes shall mention which courses are no fail subjects.

§3. Receiving an overall pass for a degree programme does not mean that a student is eligible for credit validation for the courses he did not pass.

§4. A student who succeeds for the whole degree programme, shall gain a diploma of the degree programme.

Art. 31. Awarding honours degrees

§1. An honours degree may only be awarded to students whose study programme at EHSAL – after subtraction of exemptions - covers at least 1/3 of the degree programme credits, in accordance with the criteria laid down hereunder.

§2. A student who has succeeded in the Bachelor programme shall:

- be awarded a distinction if he obtained a code C for at least 70% of the credits for which he took an exam and he did not receive tolerable failures (Fx) for more than 5% of the credits.
 - be awarded a great distinction if he, moreover, obtained a B code for at least 60% of the credits;
 - be awarded a greatest distinction if he obtained an A code for at least 50% of the credits.
- A student who obtained the required percentage(s) of credits for a certain honours degree but who received too many tolerable failures, shall be awarded the honours class below the class he would receive based solely on the percentage(s).

§3. A student who has succeeded in the Master programme shall:

- be awarded a distinction if he obtained a code C for at least 75% of the credits for which he took an exam and he did not receive tolerable failures (Fx) for more than 5% of the credits.
 - be awarded a great distinction if he, moreover, obtained a B code for at least 65% of the credits;
 - be awarded a greatest distinction if he obtained an A code for at least 50% of the credits.
- A student who obtained the required percentage(s) of credits for a certain honours degree but who received too many tolerable failures, shall be awarded the honours class below the class he would receive based solely on the percentage(s).

V. ANNOUNCEMENT OF RESULTS AND DISCUSSION AFTERWARDS

Art. 32. Announcement of exam results procedure

§1. After the deliberation by the competent Exam Commission the University College shall establish the time when the exam results will be announced digitally. The University College shall also establish a date from when the exam results will be available for inspection at the Student Administrative Services Centre of the campus in question.

Moreover, by means of surface mail, each student shall receive a hard copy of his exam results carrying the signature of the General Director.

The five calendar day time limit for lodging an appeal shall start from the moment the examination results are available digitally.

§2. Provided they succeeded, students with a diploma contract or an exam contract with a view to obtaining a diploma and who received marks for all programme courses of the degree programme shall be informed of the following:

- the honours degree awarded;
 - the exam results per degree programme course;
- A formal graduation ceremony shall be held for those students.

§3. All other students shall be informed of:

- the course exam results achieved in the deliberation period in question;
- the courses of the degree programme for which the student has already earned the validated credits and how many credits correspond to that;
- the courses of the degree programme for which the student has received a tolerable failure and how many credits correspond to that;
- the number of tolerable failures that shall be tolerated, expressed in credits, and in accordance with the rules laid down in art.22 and 23;
- if applicable he shall be told who to consult if he wants to know the Exam Commission's non-binding study advice.

§4. The results obtained during the semester exams shall be released to the students only in a digital way and under the usual reserves of the definite establishment by the competent Exam Commission.

Art. 33. Renouncing the exam results

Students shall be allowed to renounce an exam result until the Exam Commission has declared that they have passed their degree programme. Students must follow the procedure described in the Education Regulations.

Art. 34. Discussion of the exam results

Students shall have a right to feedback on their performance during an exam. They shall therefore be allowed to ask their examiner(s) for more information on their performance after the results have been announced. After having taken semester or modular exams students

may make an appointment with the examiner to discuss the exam results. After the June and September deliberation periods, each degree programme shall therefore organise feedback moments. In any case an examiner must be able to give more information on exam marks lower than 10. If a student has sat a written examination, he shall be allowed to inspect his exam copy during the feedback moment.

Art. 35. Diploma

A diploma consists of the diploma proper and a diploma supplement which mentions the courses followed as well as the credit validations received. The diploma proper bears the signature of the General Director as well as the seal of the University College. The diploma supplement bears the signature of the degree programme Exam Commission's President and secretary as well as the seal of the University College.

Art. 36. Credit validations

Students who registered with a credit contract will receive a credit validation for the courses that they passed.

Students with a diploma contract or an exam contract shall only receive such a credit validation on special written request to be filed to the Student Administrative Services Centre.

Art. 37. Keeping the examination documents

Examiners shall be responsible for keeping all copies of written exams as well as their own notes of oral exams. The examiner shall keep the documents at least three months after the results have been announced in the September deliberation period of the academic year concerned.

Art. 38. Minutes

§1. The Exam Commission secretary shall take the minutes of the Commission and shall mention all exam results determined by the Exam Commission, as well as the decisions taken on students who pass, the honours degrees, and decisions in case of irregularities or force majeure. The minutes include the deliberation attendance register. The chairperson and the secretary shall sign the minutes.

§2. The minutes of the activities of the Internal Appeals Commission shall mention all exam results determined by the Commission but which reached the University College too late. The minutes shall also include the decisions taken to rectify errors as well as the motivated decision on whether an internal appeal against an exam decision was well-founded.

VI. MATERIAL MISTAKES AND APPEAL PROCEDURE

Art. 39. Material mistakes: establishment and rectification

§1. Material mistakes discovered by the examiner before the official announcement of the exam results, must be reported to the Student Administrative Services Centre as soon as possible. If an error is made in marking semester or modular exams of which the results have already been announced to the students, the Student Administrative Services Centre shall digitally provide the student(s) in question with a modified results sheet.

§2 Material mistakes established after a deliberation shall be reported to the internal appeals body in writing within ten calendar days after the official announcement of the examination results.

§3 If the only consequence of the material mistake is the student passing or failing a certain course, the faculty president shall establish the new examination result. The student concerned shall be notified as soon as possible and shall receive a rectified results sheet.

§4. If the material mistake concerns a student who was assessed by the Exam Commission for the entire degree programme, the faculty president shall establish the new examination result and, moreover, shall apply the rules stipulated in articles 30 and 31 to the student's corrected result for the entire degree programme. He shall then take one of the following actions:

- If he ascertains that the application of articles 30 and 31 does not affect the student's overall result for the entire degree programme, he shall establish the new examination result. The student concerned shall be notified as soon as possible and will receive a rectified results sheet.
- If he ascertains that the application of article 30 eventuates in the student's result changing from a fail to a pass by right, he shall reverse the decision that was taken on wrong grounds. The student shall receive a corrected results sheet that mentions that he obtained a pass. The same procedure shall be followed when the faculty president establishes that under art 31 the corrected result leads to a higher class of honours.
- If he ascertains that the application to the corrected result of articles 30 and 31 leads to an unfavourable decision for the student (a fail instead of a pass, or a lower class of honours), he shall convene the involved Exam Commission as soon as possible.

Art. 40. Internal appeals procedure against an exam decision

§1 An exam decision is each decision taken by an Exam Commission concerning:

- determining the exam result for a course
- The decision on passing or failing a degree programme
- The decision on the class of honours that will be awarded for a degree programme
- an exam disciplinary measure

§2. Every student who is of the opinion that an unfavourable exam decision or an exam disciplinary measure was influenced by a violation of the law shall have access to the internal appeals procedure.

The student shall lodge an appeal against the exam decision or exam disciplinary measure by means of a motivated petition addressed to the faculty president and sent by registered mail or against acknowledgement of receipt within five calendar days upon the announcement of the results.

§3 The faculty president shall investigate the complaint and shall decide on the admissibility.

§4. If the faculty president admits the complaint, he shall hear the student, the president of the Exam Commission involved, and all useful parties. All hearings must be held in the presence of an EHSAL legal expert and a representative of the Ombuds Office.

After the legal expert and the Ombuds Office representative have given their advice, the faculty president shall decide if there are sufficient reasons to have the Exam Commission involved reconsider the decision.

If there are not sufficient reasons to reconsider, the faculty president shall motivate why the initial decision is upheld.

If, on the contrary, there are sufficient reasons to reconsider, the faculty president shall reconvene the Exam Commission concerned. The student in question shall have the right to be heard.

§5. The faculty president shall send the motivated final decision to the student by registered mail or against acknowledgement of receipt. All the above must take place within fifteen calendar days after the appeal has been lodged. The final decision shall mention the possibility to lodge an external appeal.

Art. 41. External appeal

An appeal against the internal appeals body may be lodged to the Raad voor Betwistingen Inzake Studievoortgangsbeslissingen (Appeals Council for Study Progress Decisions) under articles II 23 up to II.40 of the decree of 19 March 2004 concerning the legal status of the student.

VII. ENTRY INTO FORCE AND TRANSITION MEASURES

Art. 42. Application

§1. The present regulations shall enter into force for all students at the University College from the start of academic year 2007-2008 onwards.

§2. Because the present Exam Regulations entail fundamental changes due to the implementation of the flexibilisation decree, students who registered for a certain study year in the past shall be able to benefit from transition measures.

§3. The transition measures below shall apply to all students who will change from the study year system to the flexible study progress system, such as provided for in the present Exam Regulations.

Art. 43. Transition measures relating to passing a degree programme

§1. For the students referred to in §3 of article 42, at the start of academic year 2005-2006, it shall be determined for how many credits the Exam Commission of a certain study year has already declared them passed. It shall then be determined how many credits they still need to earn to complete their degree programme. This means that courses followed previously may not be taken into account when the number of remaining credits is determined.

§2. In line of the application of article 30, §1, the 10% tolerable failures to pass for a degree programme shall be calculated based on the remaining number of credits for a degree programme.

Art. 44. Transition measures relating to awarding honours degrees

§1. In accordance with the rules referred to in article 31 and applied to the credits of the study years which the student in question still had to do from 2005-2006 onwards, an honours degree shall be awarded to all students who passed one or more study years before academic year 2005-2006

§2. In the latter case the acquired special mention pro rata the percentage of C, B, and/or A codes which it represents, shall be added to the results referred to in §1.

§3. The percentages of the Bachelor programmes shall be applicable when determining the class of honour of students who obtain a candidature diploma or a continued (teacher) training diploma of Education, Health, and Social Work.

The percentages of the Master programmes shall be applicable to students who obtain a licentiate diploma, a Master after Master diploma, an Initial Teacher Training diploma of academic level, or a diploma of a continued programme at the faculty of Economics and Management.

Art. 45. Equal treatment in case of transition measures

As stipulated in art. 22 of the exam regulations, the Exam Commission of the degree programme shall be competent for taking examination decisions for students who would be treated in an unequal manner following the application of the transition measures included in articles 43 and 44 of the exam regulations.