

**howest**  
hogeschool

**EDUCATION- AND  
EXAMINATION CODE**

**2022-2023**

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## GENERAL REGULATIONS

### Artikel 1. General Regulations

The present Education and Examination Code is drawn up implementing the statutory decrees on higher education, as recorded in the 'Codex hoger onderwijs van 20 december 2013', the Codex of Higher Education dated 20 December 2013.

This education and examination code applies to all educational activities at Howest in the scope of a study contract for an associate degree, bachelor, advanced bachelor study programme.

A guest student enjoys the rights and obligations of this Education and Examination Code, with the exception of the clauses related to the enrolment and the study contract.

Departures from the Education and Examination Code can only be introduced by decision of the Board of Directors.

Within the spirit of this Education and Examination Code, the study departments can add supplements specific to the study-department in a Supplementary Education and Examination Code. The Board of Directors shall have to approve this Code.

Together with the Supplementary Education and Examination Code and the study contract in which the particularities with regard to the study programme are recorded, the present Education and Examination Code makes up the entry agreement, the contractual engagement between the student and Howest. When enrolling, the student agrees to this accession agreement.

Howest actively focuses on inclusion and strives for everyone to recognize themselves in these Education and Examination Code. For that reason, this text has been written in a gender-neutral way, whenever possible.

The present Education and Examination Code can be consulted via [www.howest.be](http://www.howest.be). The Supplementary Education and Examination Code is available on the information site of the study department on the Leho platform.

### Artikel 2. List of Definitions

**academic year:** a period of one year, which starts at the earliest on 1 September and at the latest on 1 October and ends on the day prior to the beginning of following academic year;

**academic calendar:** a plan of the academic year, approved by the Board of Directors, in which the weeks are numbered, possible activities per week and the vacation periods are indicated;

**accreditation:** the formal recognition of a study programme based on the decision of an independent body, in which is determined that the study programme meets the minimal quality and level requirements set in advance;

**programme major / specialization:** a differentiation in a study programme with a study load of at least 60 ECTS credits and maximally 120 ECTS credits for a bachelor study programme, for an associate degree study programme at least 1/6th (one sixth) and maximally half of the overall credit load of the study programme;

**distance learning:** education, which is mainly provided by means of ICT, which means that the student is not bound to a certain location to follow a study programme;

**association:** the corporate personality, in which at least one university of applied sciences and one university are associated; Howest is a member of the non-profit organization Ghent University Association (AUGent) of which the partner institutions are the Ghent University, the university of applied sciences Hogeschool Gent and the university of applied sciences Arteveldehogeschool;

**Copyright:** the copyright protects “works of literature and art”. This concept is much larger than only the “Fine Arts”. Indeed, the copyright can protect every creative and original creation of the human mind, which is expressed in a literary or artistic language. This right can relate to all sorts of graphic expression forms, such as paintings, drawings, movie clips and pictures, but can also be applicable to other forms, such as pieces of music, sculptures, computer programmes, etc.;

**bachelor programme:** a study programme that follows on secondary education, of which the study load amounts to at least 180 ECTS credits and that is either professionally or academically oriented or a study programme of which the study load amounts to at least 60 ECTS credits which follows another bachelor study programme (advanced bachelor study programme);

**bachelor programme professionally oriented:** a bachelor programme that aims at bringing students to a level of general and specific knowledge and competences necessary for the autonomous practice of a profession or a group of professions;

**advanced bachelor programme:** a bachelor programme that is subsequent to and deepens into the subject matter of (an)other bachelor programme(s) of which the study load contains at least 60 ECTS credits;

**aptitude test:** the examination of a person’s competence(s), prior to awarding him/her with an aptitude certificate;

**scholarship student:** a student who receives a scholarship from the Flemish Government;

**scholarship tariff student:** a student who receives a scholarship from the Flemish Government or who meets the conditions, laid down in article 9 of the decree of 8 June 2007 concerning the study financing of the Flemish Government and who meets the financial criteria for obtaining a study financing in the Flemish Government;

**aptitude certificate:** the proof that a student - based on previously acquired credits (PAC’s) or previously acquired qualifications (PAQ’s) - has acquired the competences and/or learning objectives specific to a well-defined study programme, course unit, cluster of course units or partim;

**almost-scholarship student:** a student who does not receive a scholarship from the Flemish Government, but whose reference income is maximally a fixed amount above the financial maximum limit laid down in the regulations concerning study financing;

**coach:** the member of the student counselling team in a study department to whom (part of the) students are assigned in view of having structural discussions on their study progress;

**competence:** refers to a coherent and complex set of knowledge, skills and attitudes, which are expressed in and developed by specific actions in complex and authentic situations;

**contact hour:** one hour (60 minutes) during which education and training are given or during which the student guided in direct contact between the education provider and the student or a group of

students and on the basis of which the student is bound to specific hours of educational provision. The student is expected to be present. This can be organized both in physical and in online education.

**credit:** an ECTS credit connected to a course unit and from which assessment shows that the student has sufficiently acquired the competences or learning objectives linked to the respective course unit;

**credit certificate:** a document or other form of registration, in which is stated that a student has taken an exam and has acquired the competences or learning objectives connected to a course unit;

**credit contract:** a contract, entered into by Howest and the student, who enrolls with a view to obtaining (a) credit certificate(s) for one or more course units;

**curriculum supervisor:** the person responsible for the content and the educational organization of the study programme, the contact point for the students;

**partial exam:** each exam, outside the examination period, on a specific and previously communicated part of the learning content of a course unit or a part of it that will – according to a previously communicated weighing – be taken into account in the final exam score of the course unit;

**deliberation:** the formal discussion by the examination board about the study progress of the student;

**diploma contract:** a contract, entered into by Howest and the student, who enrolls in view of obtaining a degree or diploma of an associate degree, bachelor study programme, or a postgraduate study programme;

**diploma supplement:** a supplement to the diploma, describing the nature and duration of the programme, the completed study programme and the acquired credit certificates, the possible granted exemptions and possibly the previously followed programme and stating the institute(s) where the student attended the course units, if this is/these are different from the awarding institute or in case of joint degrees. The outline of the diploma supplement is determined by the Flemish Government;

**Director of Study Programmes:** is responsible for the general management of the study programmes assigned;

**ECTS:** 'European Credit Transfer and Accumulation System', a European-wide recognized system for the international transfer and accumulation of the study credits and the score of the student through an objective comparison;

**evaluation:** each assessment of the progress of the student in the field of competences, learning objectives or learning results;

**PAC:** a previously acquired competence, being the whole of knowledge, insight, skills and attitudes acquired through learning processes that was not confirmed by a study certificate;

**PAQ:** a previously acquired qualification, being each study certificate that shows a formal learning track was successfully completed, whether as part of an educational programme or otherwise, insofar as it is not a credit certificate obtained within the institute and programme where the student wishes to assert this qualification;

**exam:** each assessment of the extent to which a student has acquired – based on their study – the competences, the learning results or the learning objectives connected to a course unit or part of a course unit, in terms of an exam score;

**exam decision:** any decision, whether or not based on a deliberation, that holds a final judgement on the fact whether or not the student meets the requirements stipulated for a single course unit, several course units of a study programme or the study programme as such;

**exam score:** the assessment in figures of the extent to which the student has a thorough command of the competences, the learning results of the learning objectives of a course unit/partim, in terms of a score out of 20;

**examination board:** the board that makes the final decisions regarding the student's learning track;

**exam contract:** a contract, entered into by Howest and the student, who – on certain conditions laid down by Howest – enrolls for taking exams in view of obtaining a diploma or credit certificates;

**examination office:** the local contact point open to all parties involved in the exams;

**disciplinary decision regarding breaches of the examination code:** all sanctions imposed in case of irregularities concerning exams;

**adjustment/facility:** a departure from the organization of the study track, the educational and/or evaluation activities due to individual circumstances;

**guest student:** a student who is enrolled in another institute of higher education with which Howest has an agreement and who, in the framework of their study programme, takes one or more course units at Howest.

**deliberated course unit:** a course unit for which a student has not acquired a credit certificate based on (an) exam(s), but on which an examination board has decided that it should not be retaken;

**personalized learning track:** a learning track that differs from the standard learning track, abbreviated in Dutch as IOT(individual learning track) or PDT (personal partial track);

**generation student:** a student who enrolls for the first time with a diploma contract for an associate degree study programme or a bachelor study programme in an institution of higher education in Flanders;

**Associate Degree:** a profession-oriented study programme of higher vocational education that follows on secondary education; with a study load of 90 or 120 ECTS credits;

**degree:** the specification of Bachelor or Associate Degree, awarded at the end of a study programme;

**limit date:** for each course unit of the bachelor study programme, Howest determines a limit date. This date determines whether or not the student is refunded the study credits into his/her learning account in case he/she de-enrolls for this course unit;

**university of applied sciences board:** the bodies of Howest instituted by decree;

**initial bachelor study programme:** bachelor study programme that follows on secondary education;

**placement test:** a compulsory, non-binding test in Flanders that must be taken by all incoming students of the teacher study programme before they enrol;

**international office:** the Howest department responsible for internationalisation and abroad mobility

**qualification:** a completed and accredited whole of competences or domain-specific learning results, with as proof an official certificate or diploma, awarded after successfully having completed a study or learning track or after an PAC and/or PAQ procedure;

**learning agreement:** an agreement between two educational institutes in which the learning track of the student is recorded in case of an exchange;

**learning objective:** the further concretion of learning results. **A learning result** is converted into learning objectives to guarantee the gradual construction of the objective and to concretize the learning result. A learning objective specifies what the student is expected to achieve in the field of knowledge, insights, skills and/or attitudes.

**learning account:** the total set of ECTS credits a student can take up during the study career to enrol for an initial bachelor or master programme under a diploma contract or for a course unit under a credit contract. This set of credits may develop depending on the number of ECTS credits for which the student enrolls and which are acquired. The learning account can be consulted at [www.burgerprofiel.be](http://www.burgerprofiel.be);

**learning result:** determines what the student is expected to know, to understand and to do when he/she completes a learning track and the way how he/she can show what he/she has learned. Learning results are competences linked to the levels of the Vlaamse Kwalificatiestructuur [Flemish Qualification Structure];

**Leho:** the digital learning environment, electronic learning platform of Howest.

**Location supervisor:** the person responsible for the educational organization on a site of a study programme that is organized on several sites, the contact point for the students of that site;

**micro-degree:** a defined and coherent set of course units, for those who wish to specialise in specific (sub)areas of a study programme. Obtaining all the credit certificates of this standard learning track leads to an attestation of the specialisation track or micro-degree.

**standard learning track:** the learning track prescribed for a group of students;

**standard learning track tranche (SMTT):** number which corresponds with the ranking of the semesters of the standard standard learning track (track to graduate within the normally provided time);

**monitoring service:** an educational activity with additional field-substantial explanation, given by the lecturer of the course unit concerned to the student in order to increase the study progress;

**moral rights:** the moral rights in copyright are the rights which concern the immaterial interests of the author, such as reputation, 'integrity' and/or the personal bond with the work in the capacity of a creator;

**educational activity:** all activities organized to acquire the competences, learning results or learning objectives of the programme/course units and/or partims;

**ECTS credits taken:** the study credits related to the course units for which a student has enrolled in a specific academic year;

**study programme:** the structuring unit of the educational offer;

**study programme coordinator:** the person responsible for the content and the educational organization of the study programme, the contact point for the students;

**study programme manager:** is responsible for the management, content and organization of 1 or several study programmes;

**course unit:** a defined unit of educational and assessment activities aimed at acquiring well-defined learning results or competences, learning objectives and/or learning results, also called a module at Howest;

**study programme supervisor:** depending on the programme, this is either the study programme coordinator, the curriculum supervisor or location supervisor;

**transfer:** transferring an exam score of a partim starting from 10/20 when re-enrolling for the same course unit in a next academic year;

**partim:** a defined part of a course unit with a study load of whole ECTS credits;

**permanent evaluation:** the regular evaluation of the student's learning process during the period of teaching;

**plagiarism:** each imitation of another author's work or of earlier work of oneself (ideas, texts, structures, illustrations, plans, ...); identically or slightly altered without the indication of a quote and/or without adequately crediting the source;

**postgraduate:** a learning track with a study load of at least 20 ECTS credits in the scope of the continued professional training, providing more in-depth knowledge and/or broadening of the competences acquired at the completion of a bachelor or master programme;

**professional orientation:** being aimed at the general training and acquisition of professional knowledge and competences, based upon the application of scientific or artistic knowledge, creativity and practical knowledge;

**Council for Disputes on Study Progress Decisions:** administrative board of external appeal concerning study progress decisions, and concerning decisions regarding the study credit. address: Council for Disputes on Study Progress Decisions, Hendrik Conscience building, Koning Albert II-laan 15, 1210 Brussels. More information on <https://onderwijs.vlaanderen.be/nl/raad>

**reasonable adaptation:** a specific measure, of material or immaterial nature, which neutralises the restrictive effect of an inadequate environment on the participation of a person with a disability that is not disproportional and does not affect the possibility to achieve the learning results of the study programme.

**student with a disability:** a student with a long-term (at least 12 months) or permanent impairment of one or more bodily functions, a developmental disability, an auditory impairment, a visual impairment, a motor impairment, a psychiatric impairment, a chronic illness or other limitation, recognized or not by the Flemish Agency for People with a Disability and with an approved file;

**student counselling:** the guidance offered by Howest to help the student to optimize their study, consisting of monitoring service, coaching, learning track guidance and additional study coaching.

**student administration office:** the local contact point for all administrative formalities, references and contact with the Director of Study Programmes for all matters concerning the learning track;



**study coach:** the contact point for assistance at the application of a special status and adaptations/facilities, study choice and coaching at the development of study skills;

**study contract:** the contract between Howest and the respective student, concluded at the moment of enrolment;

**course sheet:** the course sheet of a course unit is composed of the educational and organizational description of this course unit;

**field of study:** the field determined by decree in which study programmes are put together;

**tuition fee:** the amount to be paid by the student to participate in educational and/or assessment activities, and/or exams;

**study guide:** the study guide of a study programme includes the educational and organizational description of that study programme;

**study load:** the number of ECTS credits assigned to a course unit, partim or study programme;

**ECTS credit:** an international unit accepted within the Flemish Government that corresponds to a minimum of 25 and a maximum of 30 hours of study time and that is used to express the study load of each study programme or course unit;

**study time:** the amount of time in terms of hours that an average student needs to successfully complete the prescribed educational and assessment activities of a course unit or study programme;

**learning track:** the way in which a study is arranged;

**stuvo:** Howest department for student facilities

**study progress:** the way in which the student makes progress in the learning track. This may be based on examinations and/or PACs and PAQs;

**admission check:** an inquiry at Howest to receive deviating admission conditions, even as non-holder of a diploma of secondary education, to enrol for a bachelor study programme via a credit contract or exam contract in view of obtaining credit certificates;

**admission examination:** an examination at the level of Ghent University Association to receive, as a prospective student for a bachelor study programme, deviating admission conditions;

**admission test:** a test in which the potentials of a prospective student for an associate degree study programme are assessed in function of the predetermined study programme perspective, in view of obtaining deviating admission conditions;

**entrance agreement:** the contract that Howest enters into with a student, in which the student states to have accepted the general regulations and the study contract;

**learning track counsellor:** the person in the study programme to be contacted or consulted by the individual student to outline and to guide their learning track and/or PAC and/or PAQ procedure;

**property rights:** the property rights in copyright are rights which are either individually or jointly transferable, together with another right, or which aim to provide the rights-holder with a material advantage, or which have been obtained in exchange of a material advantage that was provided or promised;

**acquired ECTS credits:** the credits, connected to the course units, for which a student has obtained a credit certificate;

**renounce / renunciation:** waive the decision "deliberated" as the student still wants to obtain a credit certificate;

**succession:** programme obligatory having followed or succeeded a course unit or a study programme before a student can register for and/or take part in an exam on another course unit or another study programme;

**exemption:** lifting of the obligation to participate in the educational and/or evaluation activities of a course unit or a partim;

**workplace learning:** the learning activities aimed at the achievement of general or profession-oriented competences, whereby the employment situation is the learning environment;

**working student:** a student who meets the following requirements:

- holds a proof of employment, as an employed or self-employed person, with a work load of at least 80 hours per month, or holds a certificate of welfare recipient job-seeker and the study programme fits in with the track in order to find employment, presented by a Regional Employment Service;
- does not yet obtain a second cycle diploma or a master diploma;
- is enrolled in a learning track with particular educational and learning forms and with particular modalities of guidance and offer, which is as such registered in the higher education register.

## EDUCATION REGULATIONS

### 1. ORGANIZATION OF THE ACADEMIC YEAR

#### Artikel 3. Academic Calendar

The academic year is organized according to an academic calendar.

The academic calendar contains the start and end date of the academic year; the educational and assessment activities, including the compulsory internships; start and end date of the 2 semesters; the holiday periods; examination periods; periods of deliberations, feedback and examination results announcements.

The academic calendar is ratified by the Institutional Board of Howest, after ratification by the student council.

Within the limits of this academic calendar, study departments can draw up a study programme-related academic calendar with a half-yearly organization per study programme, the planning for the students in connection with the organization of the academic year.

At the start of the academic year, the study-department organize reception activities, info sessions, at least for those students who enrol for the very first time.

For each standard learning track, a course timetable is drawn up, which is publicized via <https://lesroosters.howest.be/>

Hereby, following regulations apply:

- When the lecturer is not present after 15 minutes, the student representative addresses the reception desk to obtain information or instructions;
- Alterations of educational activities, lecturers, course timetables or class rooms are publicized via the learning platform Leho and/or <https://lesroosters.howest.be/>.

### 2. STUDENTS

#### Artikel 4. Student Status

A student at Howest is someone who meets the admission requirements determined by decree, who is enrolled in a regular way and who has signed for receipt the entry agreement, being the Education and Examination Code, the possible Supplementary Education and Examination Code and the study contract. The student enjoys the rights and obligations stipulated in the entry agreement.

A guest student is a student who is enrolled in another institute of higher education at home or abroad and who, in the frame of their study programme, follows one or more course units at Howest. The guest student is admitted subject to the existence of a written agreement between Howest and the institute where the student is enrolled. The guest student enjoys the rights and duties of the entry agreement, but does not receive a study contract. The guest student, however, does receive a student card, valid for the period in which the student follows course units at Howest.

## 3. ADMISSION REQUIREMENTS

### Artikel 5. Field of Application

The admission requirements, which are recorded in this chapter, apply to both enrolment in a programme and to enrolment in one or more course units.

#### 3.1 General Admission Regulations

### Artikel 6. Diploma Requirement Bachelor Study Programme

As a general admission requirement, students who intend to enrol in a bachelor programme need to hold one of the following diplomas:

- a secondary school diploma awarded by the Flemish Government;
- a short-type higher education diploma with a full curriculum;
- a higher education diploma for social promotion, with the exception of the Certificate of Teaching Competence;
- a diploma of higher vocational education;
- an associate degree diploma ;
- a study certificate which, pursuant to a statutory standard, a European Directive or an international convention, is recognized as being equivalent to one of the diplomas listed above. Failing such recognition, the Director of Study Programmes may allow – via the Dienst Toeelating [Admissions Office], people, who have obtained a diploma or an educational certificate in a country that is or is not one of the member states of the European Union, to enrol in a bachelor programme. These people need to hold a diploma or certificate that grants them access to university education in that country.

This applies to - among others - the following certificates:

- Belgian study certificates
  - A secondary school diploma awarded by the French or German Government;
  - A certificate of complementary secondary vocational education;
  - A First Prize diploma, awarded by a school of music or the Lemmens Institute, with the exception of a First Prize diploma in music theory;
  - A technical engineer diploma;
  - A diploma of first-grade higher music education with full curriculum, awarded by a school of music;
  - A diploma of higher technical education of the third grade;
  - A certificate showing that the student has successfully passed at least two study years in one and the same study area in higher vocational education, or a certificate/certificates/partial certificates of course units from one and the same study area in higher vocational education for which the candidate successfully passed with a total number of contact hours of at least 2/3 of the total;
  - A certificate showing that the student has successfully passed at least two study years with a full curriculum of a study programme resulting in the diploma of higher art education with a full curriculum of the second grade, a diploma of higher art education with a full curriculum of the third grade, a diploma of higher technical education of the third grade or an interior design diploma;
  - A candidate's diploma;
  - A bachelor diploma or equivalent;
  - A master diploma or equivalent.

- Foreign study certificates
  - A legalized foreign bachelor diploma or equivalent;
  - A legalized foreign master diploma or equivalent;
  - A 'European Baccalaureate', awarded by the European Schools in Belgium or abroad;
  - A 'Diplôme du Baccalauréat international' awarded by the Office du Baccalauréat International in Geneva;
  - A diploma awarded by the SHAPE school (NATO);
  - A Luxembourg 'diplôme de Fin d'Etudes secondaires' or a 'diplôme de Fin d'Etudes secondaires techniques';
  - a Dutch diploma 'Voorbereidend wetenschappelijk onderwijs' (VWO), or freely translated: 'Preparatory Scientific Education' (VWO)
  - A Dutch 'Getuigschrift van met goed gevolg afgelegd propedeutisch examen' certificate;
  - A Dutch diploma 'Middelbaar beroepsonderwijs' (MBO) of at least 3 – 4 years with qualification level 4;
  - A French 'Baccalauréat' diploma (minimum score 10/20);
  - A German 'Zeugnis der allgemeinen Hochschulreife/Abitur' diploma;
  - A legalized 'High School Diploma' (USA) with a 'transcript of records', listing at least 4 Advanced Placements (APs);

The student presents the original diploma or certificate to the student administration office, a copy of which document is included in the student's file.

In case of a foreign diploma, the admission procedure must be respected cfr. 'Terms and Conditions for Admission of Foreign Students with a Foreign Diploma'.

## **Artikel 7. Diploma Requirement Associate Degree**

The enrolment for an associate degree is subject to the general admission condition that the student is holder of one of the following diplomas:

- all diplomas enumerated under the diploma conditions for a bachelor study programme;
- a study certificate of the second year of the third degree of secondary education obtained at least three years ago;
- a Dutch diploma 'Hoger algemeen voortgezet onderwijs' (HAVO), freely translated as Higher General Secondary Education (HAVO).

## **Artikel 8. Diploma Requirement Shortened Educational Bachelor Secondary Education**

The enrolment in the study programme of Shortened Educational Bachelor Secondary Education is subject to the possession of a bachelor diploma.

## **Artikel 9. Language Requirements**

When the prospective student enrolls for a Dutch study programme, he/she needs to prove that he/she has sufficient knowledge of Dutch. As conclusive evidence, the following is accepted:

- a certificate that at least one full-time year of study of a Dutch programme has been followed successfully in secondary education or at least 30 ECTS credits Dutch-language course units in higher education;

- a certificate of CEF level B2 Dutch (or higher), being at least equivalent to the requirements set in the Profile Language Sufficiency Higher Education of the Dutch Language Union;
- a certificate of NT2, Vantage 1A+B or Vantage oral and written modules or 'Richtgraad 3' [3rd Degree] of a Centre for Adult Education;
- a certificate of the Interuniversitaire Taaltest Nederlands voor Anderstaligen [Interuniversity Language Test Dutch for Non-Native Dutch Speakers] at level ERK B2 (ITNA-test);
- A NVA5 certificate of the Universitair Centrum voor Talenonderwijs of UGent.
- A certificate Educatief Startbekwaam or Educatief Professioneel (freely translated: Start Competent for Education or Professional Competences for Education) of CNaVT.
- A successful Staatsexamen NTII Programma II (State Examination NTII Programme II) (issued by the College voor Toetsen en Examens in Nederlands [College for Tests and Examinations in The Netherlands]).

When a regular student enrolls for an English study programme, he/she needs an adequate proof of English proficiency. Following certificates are accepted:

- a secondary education diploma awarded by the Flemish Government (except for vocational secondary education (BSO) and CVO (centres for adult education)).
- a Dutch diploma 'Voorbereidend wetenschappelijk onderwijs' (VWO), or freely translated: 'Preparatory Scientific Education' (VWO)
- a diploma of international Baccalaureate in English or at least with grade 5 for the course English A or B high level or at least grade 6 for the course English B standard level;
- a diploma of European Baccalaureate with English as first language and a score of at least 6 or as second language and a score of at least 7;
- a certificate that at least a one-year full-time study programme of an English-language study programme in secondary education or at least 30 credits English-language course units in an English-language study programme at an institute for higher education has been followed successfully. If it appears during the application for enrolment that the prospective student has insufficient command of the English language, the Admissions Department may additionally require one of the other certificates mentioned below;
- a recent TOEFL Certificate: minimum score: 550 points (paper-based), 213 points (computer-based) or 79 points (internet-based);
- a recent IELTS Certificate from the British Council: minimum score 5.5;
- a GCSE Certificate English with score A\* -C;
- a certificate of Cambridge English: First Certificate in English (FCE) or Certificate in Advanced English (CAE) or Certificate of Proficiency in English (CPE);
- a certificate of the 'English Test' awarded by the University Language Center (UCT) of Ghent University;
- a certificate of Duolingo: minimum score of 105;
- a certificate of the IELTS indicator test: minimum score 6.5;
- a certificate of Anglia: minimum level Advanced;
- an attestation of CEF level B2 English (or higher) for speaking, reading, listening and writing skills.

If desired, study programmes can impose stricter language requirements. If a programme, which is offered more than once at the AUGent desires to do so, it consults with the association partners, so the same requirements are valid. The stricter language requirements must be made explicit per programme in the Supplementary Education and Examination Code.

In case of enrolment under a credit contract in course units, a candidate shall prove to have sufficient knowledge of the language of the course unit on the basis of one of the proofs such as mentioned above.

## **Artikel 10. Condition Study Credit**

When the student enrolls in an initial bachelor programme, he/she is admitted amounting to their available learning account.

The Learning Account does not apply to an associate degree study programme.

### **3.2 General Admission Regulations**

## **Artikel 11. Compulsory Placement Test for an Educational Bachelor Study Programme**

Students who, for the first time, want to enrol for an educational bachelor study programme in Flanders must take a compulsory, non-binding, digital placement test on [www.onderwijskiezer.be](http://www.onderwijskiezer.be). When enrolling, the student shall furnish the proof that the test was taken and deliver to the student administration office a valid proof of participation. A copy will be recorded in the file.

This does not apply to the Shortened Educational Bachelor in Secondary Education.

## **Artikel 12. Enrolling in an Educational Associate Degree Study Programme**

To enrol in an educational associate degree study programme, students must be able to show at least three years of relevant professional experience in the educational field concerned.

Before enrolment, the prospective student shall make an appointment with the learning track counsellor of the study programme to prove the professional experience in the educational field concerned.

## **Artikel 13. Enrolling in a Study Programme in Distance Learning**

To enrol in a study programme offered as distance learning, the student must have the working student status or be at least 21 years old on 31 December of the academic year concerned. Contrary to the definition of working student, the student can already possess a second cycle or master diploma.

Prospective students who do not meet these conditions may be given permission to enrol for well-founded reasons, explained in an intake interview with the learning track counsellor.

## **Artikel 14. Enrolling in an Advanced Bachelor Programme**

Howest can limit direct access to an advanced bachelor programme to graduates from bachelor programmes with specific programme characteristics (at least one professionally oriented bachelor programme). This is recorded in the study guide.

## **Artikel 15. Enrolling in a Standard learning track with Specific Admission Requirements**

Study departments may limit access to specific standard learning tracks (shortened tracks, micro-degrees, etc.) to students with specific relevant professional experience and/or to graduates of study programmes with specific educational characteristics.

Before enrolling in a standard learning track for students with specific relevant professional experience, the prospective student must make an appointment with the learning track counsellor of the study programme to demonstrate the relevant professional experience.

This is included in the Supplementary Education and Examination Code of the study programme.

## Artikel 16. Concurrent Enrolments

A student who obtained at least 30 ECTS credits in the last track of a bachelor programme can, even before obtaining the diploma of the bachelor programme, also be enrolled in a complementary advanced bachelor programme, a postgraduate or a refresher course at Howest.

A student who has already achieved 120 ECTS credits in a bachelor study programme, can, even before obtaining the diploma of the bachelor study programme, enrol in a shortened educational bachelor study programme secondary education.

The student can only obtain the diploma or certificate of the post-initial programme after having obtained the diploma of the regarding bachelor programme.

A student who, in the last track of an associate degree study programme, has achieved at least 30 ECTS credits can, even before obtaining the associate degree, enrol in a consecutive bachelor study programme at Howest. The student can only obtain the diploma of the bachelor study programme after obtaining the diploma of the associate degree study programme concerned.

### 3.3 Deviating Admission Requirements

## Artikel 17. Deviating Admission Requirements Diploma Contract and Exam Contract in view of Obtaining a Diploma

Prospective students who do not meet the diploma requirements can be authorized to enrol in a bachelor programme provided they pass an admission examination or to enrol in an associate degree study programme provided they pass an admission test as stipulated in a specific procedure of AUGent.

Provided that the language requirements in force are met, the admission test or the admission examination can be applied for by:

- Prospective students, who do not meet the aforementioned, general admission requirements, on condition that they have reached the age of 21 at the latest on December 31 of the academic year for a bachelor study programme and the age of 18 for an associate degree study programme;
- refugees and displaced persons, without age restriction;
- Candidate virtuosos, young people who have not yet reached the age of 21 and whose talent and sustained will in a specific art discipline clearly go beyond what can be offered by compulsory or part-time artistic education.

Refugees whose asylum request has been declared admissible, as well as their children, prove this by means of:

- appendix 25 delivered at the border to an asylum seeker or appendix 26 delivered in the Realm to an asylum seeker;
- a Belgian certificate "Attest van Immatriculatie"



- the certificate of admissibility of the asylum request, awarded by the Ministry for the Interior.

The documents mentioned above are in accordance with the Royal Decree of 8 October 1981 regarding the access to the realm, the residence, the settlement and the removal of foreigners.

Prospective students can only participate once per academic year to an admission test/admission examination.

A proof of admission to the bachelor study programme is also valid for the admission to an associate degree study programme.

To finally enrol, the candidate also needs to meet possible supplementary admission requirements for the programme in which he wishes to enrol.

For more information, the prospective student contacts the Dienst Toelating [Admissions Office] via [toelating@howest.be](mailto:toelating@howest.be). More information can be found on [www.howest.be/toelatingsonderzoek](http://www.howest.be/toelatingsonderzoek)

### **Artikel 18. Deviating Admission Conditions Credit or Exam Contract in view of acquiring credits**

A Director of Study Programmes can grant permission – via the dienst Toelating [Admissions Office] - to prospective students who do not meet the general admission requirements to enrol in separate course units of a bachelor study programme under a credit contract or an exam contract in view of obtaining one or more credit certificates, provided that it appears from an internal investigation that the prospective student has the ability to follow the course units well. This investigation is called “admission check” and comprises the registration, an exploratory discussion with the study programme supervisor and/or the learning track counsellor, the composition of a portfolio and an assessment of the portfolio.

Prospective students who do not meet the diploma requirements can get authorization to enrol in a bachelor programme provided they pass an admission test or enrol in an associate degree study programme provided they pass an admission test as stipulated in a specific procedure of AUGent .

For more information, the prospective student contacts the Dienst Toelating [Admissions Office] via [toelating@howest.be](mailto:toelating@howest.be). More information can be found on [www.howest.be/toelatingsonderzoek](http://www.howest.be/toelatingsonderzoek)

### **Artikel 19. Admission Requirements for Foreign Students**

Foreign students always must be able to present the permission or authorization for their stay in Belgium, as stipulated by the law of 15 December 1980 regarding access to the territory, stay, settlement and removal of foreigners. They can do this by one of the means below:

- the identity card of a member state of the European Union;
- the residence permit of a member state of the European Union;
- the identity card for foreigners;
- the registration certificate from the Central Register of Foreigners.

Refugees whose application for asylum has been declared admissible, as well as their children, shall furnish proof of this by means of:

- Annex 25 issued at the border to an asylum seeker or Annex 26 issued in the State to an asylum seeker;

- an immatriculation certificate;
- the certificate of admissibility of the asylum application, issued by the Ministry of Internal Affairs.

All documents refer to article 31 of the Royal Decree of 8 October 1981 regarding access to the territory, stay, settlement and removal of foreigners.

This is not applicable to enrolments for study programmes in distance education without on-campus teaching and evaluation activities.

European students are students with the nationality of one of the states belonging to the European Economic Area.

Students meet the diploma requirements with a study certificate which, according to a legal standard, a European directive or an international agreement, is recognized as equivalent to one of the diplomas as listed under the general admission requirements.

In the absence of such recognition, the dienst Toelating [Admissions Office], allow persons having obtained a diploma or certificate that grants access to university studies or the admission examination for university studies of the land in which the respective diploma was awarded, to register for a bachelor programme. When in the land, a maturity examination is a condition, this condition also counts here.

For an associate degree study programme, the condition is that the obtained diploma or certificate grants admission to the higher education of the country where the diploma was awarded.

To that end, the student submits an application for admission via <https://apply.howest.be>.

This application for admission to a study programme shall include:

1. a legalized copy of the secondary and/or higher education diploma or certificate and transcript of records that grants access to:
  - university education in the respective country in the case of a bachelor study programme;
  - higher education in the respective country in the case of an associate degree study programme;
2. a statement that the diploma or certificate grants access to the university in the respective country (bachelor study programme) or to higher education in that country (associate degree study programme);
3. a proof that one meets the language requirements;
4. a copy of the identity card and/or the residence permit;
5. the proof of payment of the application fee.

The documents listed under 1° and 2° must be awarded by the school direction or by official institutes of the country where the (preparatory) programme(s) was/were followed. Or by the institutes that have officially recognized the documents. Furthermore, these documents must be declared as real by a competent diplomatic agent.

For the diplomas or certificates not drawn up in Dutch, French, English or German, a translation by a Belgian sworn translator must be attached.

In addition, Chinese state citizens deliver an APS-certificate.

For Cameroon, Nigeria and Ghana, the institution where the diploma was achieved shall send, in addition to the required legislation by the Belgian embassy, a graduation certificate and score list in a sealed envelope to Howest, Algemene Diensten – Toelating [General Services – Admission].

The dienst Toelating [Admissions Office] checks the file for content and authenticity and if all conditions are met, the student receives a certificate of admission which allows the student to enrol.

More information can be found on <https://www.howest.be/nl/studeren/inschrijven-en-info/toelating-buitenlands-diploma>

Students who do not hold a legal residence permit or student visa cannot be enrolled (with the exception of study programmes offered in distance education for which there are no on-campus teaching and evaluation activities).

If the residence permit expires during the present academic year, the student must hand in a copy of the renewed green card at the student administration office. This is at the initiative of the student.

## 4. ENROLMENT OF THE STUDENT

### Artikel 20. Enrolling as a Regular Student

A prospective student can enrol as a student if the admission requirements are met. Enrolling conditionally is not possible.

A prospective student may enrol for:

- One programme or multiple programmes/majors simultaneously;
- One or more course units, which are part of one or more programmes;

In case of simultaneous enrolment in more than one programme/major, the student first needs to contact the learning track counsellor(s).

When enrolling, the student can choose between a diploma contract, a credit contract and an exam contract. Course units with continuous assessment or with specific educational forms requiring guidance or which are offered via distance education do not qualify for an exam contract.

The smallest unit possible to enrol in is the course unit.

Enrolment can be made physically at the student administration office, or online via [www.howest.be/inschrijven](http://www.howest.be/inschrijven).

The opening hours of the student administration office are mentioned on the website of Howest: [www.howest.be](http://www.howest.be).

The following documents are required:

- identity card;
- document(s) showing that the admission requirements are met, including language requirements, or a proof of admission;
- proof of application for a scholarship, if applicable
- proof of discontinuation of the studies at an AUGent institute current academic year, if applicable;

Enrolling in a programme or course units automatically implies enrolling in the respective exams, except when the Supplementary Education and Examination Code lay down a separate enrolment for examinations.

For some programmes, there is a required, intake test prior to enrolment. This is defined more explicitly in the Aanvullend Onderwijs- en Examenreglement [Supplementary Education and Examination Code].

The enrolment is valid for one academic year.

## Artikel 21. Steps in the Enrolment Procedure

For a first enrolment, the following steps shall be completed:

1. The pre-enrolment: the prospective student registers for one or more study programmes and/or programme majors via the Howest website: [www.howest.be/inschrijven](http://www.howest.be/inschrijven).

All required documents are uploaded at the pre-enrolment.

2. In case it concerns an enrolment in a standard learning track, the candidate-student composes the study programme and signs it. In this case, the pre-enrolment is immediately linked to the effective enrolment in step 6 in this article, with the exception of the students who wish to enrol in the standard learning track for students with specific admission conditions; they shall first make an appointment with the learning track counsellor.

The student choosing a personalized learning track follows steps 3 to 7.

3. The candidate-student contacts the learning track counsellor. The contact details are mentioned in the email the candidate-student receives at the pre-enrolment.

4. Possible start-up of the PAC and/or PAQ procedure.

5. Drawing up the personalized learning track.

6. Actual enrolment: the enrolment is definitive after signing the accession agreement via the study contract or the study programme (in case of online enrolment). As a result, the student shall also fulfil the financial obligations.

In case of inspection of the file, the original proofs or legalized copies can be asked to be presented. If the file is not complete, the student administration office can ask to first upload all required documents before an actual enrolment can take place.

After the actual enrolment, the student receives a student card (except in case of an examination contract), a certificate for subscriptions and all further supporting documents.

At the enrolment, the students receive an account of the institution with accompanying email address. This account gives access to ICT facilities and the electronic learning environment (except in case of an examination contract). Only this email address is used for communication purposes between Howest and the student.

7. Payment of the tuition fee: the payment of the tuition fee shall be effected before 1 October, or if enrolled later, within 15 calendar days after enrolment.

The data regarding a scholarship and growth package are sent to the competent services.

A student who pays, but did not sign the study contract or the study programme, is considered to agree with the contract.

When re-enrolling, the student fills in a re-enrolment application via iBamaflex and the same procedure is followed starting from step 2.

## Artikel 22. Late Enrolment

Enrolments later than 15 October (for the first semester) or later than 1 March (for the second semester) are only possible following to a conversation with the learning track counsellor.

Late enrolments are enrolments after 1 November for the first semester or for the entire academic year, or after 15 March for the second semester.

Late enrolments are only possible provided that the student submits a motivational letter to the Director of Study Programmes via the student administration office. This letter contains all data and documents requested at enrolment and the necessary data and documents to motivate the request of late enrolment.

The learning track counsellor prepares the decision in consultation with the study programme supervisor. In case of rejection, the Director of Study Programmes communicates the motivated decision in writing at the latest 15 calendar days after the application to the student.

The right to two exam chances can be invalid if the student enrolls late. Two exam chances are only still possible depending on the assessment form and if this is organizationally possible. In case of late enrolment, when evaluations already have taken place, the evaluation can deviate from the course sheet. This is indicated at the composition of the study track by the learning track counsellor and signed for approval by the student.

## Artikel 23. Additional and Separate Enrolment

An additional enrolment is an enrolment for (course units of) another programme at Howest, which are no elective course units or elective partims.

With regard to the additional enrolment for a study programme of which the student already holds the diploma, the following condition applies: the student must take at least 30 ECTS credits in another major to be able to obtain the second diploma.

For an additional enrolment, the study fee is determined by the sum of the ECTS credits for which the student enrolls.

Enrolments for advanced bachelor programmes and postgraduates are separate enrolments. For separate enrolments, the complete study fee applies.

## Artikel 24. Refusal of Enrolment

Howest may refuse the enrolment.

Howest refuses the enrolment in a bachelor study programme if the student has a study credit which is smaller than or equal to zero, with the exception of those students who already have obtained a master diploma and of whom the learning credit consequently was decreased by 140 study credits.

In case of insufficient study credit, the student can enrol in a bachelor study programme for the study credit still available, in accordance with the admission conditions regarding the study credit.

The enrolment of a student can be refused when the student did not meet the binding study requirements listed at a previous enrolment.

Enrolment of a student can be refused when the student – after three enrolments with a diploma contract - has obtained less than one third of the ECTS credits that were taken up during those three enrolments. For the application of this article, also possible prior enrolments at other higher education institutes can be taken into account.

The re-enrolment of a student in the bachelor of Digital Arts and Entertainment study programme who still has to acquire more than 120 study credits to obtain the Bachelor's degree can be refused on the basis of too low a study efficiency. The modalities are included in the supplementary Education and Examination code.

Under exceptional circumstances and provided there is a sufficient study credit, it can be deviated from these general principles upon a favourable decision of Howest. In such case, binding study requirements can be imposed immediately.

In this case, the student shall address a written and motivated request for enrolment to Howest via [toelating.kortrijk@howest.be](mailto:toelating.kortrijk@howest.be) or [toelating.brugge@howest.be](mailto:toelating.brugge@howest.be). The decision is taken in consultation with the learning track counsellor, the study programme supervisor and the Director of Study Programmes. The Director of Study Programmes communicates in writing the motivated decision to the student within 15 calendar days after the start of the academic year if the application was submitted before the start of the academic year; within 15 calendar days after the request if it was submitted at a later time.

In case of a credit contract, enrolment for a course unit for which the student already enrolled twice without obtaining the credit certificate, will be refused.

Against refusal of enrolment, the student can internally lodge an appeal with the Internal Appeals Commission, possibly followed by an external appeal with the Council for disputes about decisions on study progress ('Raad voor betwistingen inzake studievoortgangsbepalingen').

## Artikel 25. Validity of Enrolment

Each enrolment is only legally valid after fulfilment of the required formalities and signing the entry agreement via the study contract.

In case of fraud with or missing admission documents, the enrolment and all decisions already taken regarding this enrolment are regarded as not existing, irrespective of the time when this is found. Possible previously acquired results are rendered null and void and the delivered credit certificates, certificates and diplomas are reclaimed.

## 5. STUDY CONTRACT

### Artikel 26. Type of study Contract

The study contract involves an individual programme for which one of the following contracts of a certain type are concluded:

- a) a diploma contract with a view to obtaining a diploma;
- b) a credit contract with a view to obtaining a credit certificate for one or more course units;
- c) an exam contract with a view to obtaining a diploma;
- d) an exam contract with a view to obtaining a credit certificate for one or more course units.

Students with an exam contract cannot take part in the educational activities and do not receive counselling.

Course units with continuous assessment and with specific educational types, which require counselling, do not qualify for an exam contract.

Given the fact that the course units, such as a “final internship”, “workplace learning”, “graduation project” and “bachelor paper” cannot be considered apart from the overall study programme, they do not enter into account for a credit contract.

A combination of an exam contract and a diploma contract for one and the same study programme is excluded.

## Artikel 27. Modifying a Study Contract

All modifications of enrolment on demand of the student must be discussed in advance with the learning track counsellor of the respective study programme. The learning track counsellor approves the request for modification by signing the request form. The student deposits the signed request form at the student administration office before the data stipulated here below.

Following modifications are possible:

1. modifying the contract type:
  - effected jointly by the Director of Study Programmes via the learning track counsellor and the student;
  - has no influence on the already obtained credit certificates;
  - may lead to financial implications, which will be charged to the student; however, no tuition fee is refunded due to a modified type of contract;
  - has possible other implications, which should be pointed out to the student (e.g. scholarship, two exam chances, learning account, etc.).
2. modifying the content of the contract, including modification major/elective learning track:
  - can be effected by the Director of Study Programmes upon consultation with the students' council in case the modification relates to a standard learning track;
  - can be done collectively by the Director of Study Programmes via the study track counsellor and the student in case of or to a personalized learning track;
    - o the content modification of a semester can be done before November 1 insofar this relates to the first semester and before March 1 insofar this relates to the second semester;
    - o After these dates (late), the content of the contract can only be modified provided this is thoroughly motivated; without restitution of learning account credits;
    - o It is not possible to de-enrol for already followed and (partially) examined course units;
  - can, in the event of mobility, be effected by the Director of Study Programmes via the study programme supervisor and the coordinator internationalization;
  - can lead to financial implications, which will be charged to the student or through which the student can be refunded part of the tuition fee;
  - in case of modification of study programme/programme major, implies one has to meet the regulations of late enrolment.

3. modifying the duration of the contract:

- can be effected by the Director of Study Programmes through the learning track counsellor and the student who act jointly. The student who wants to and can obtain the diploma earlier with a personalized learning track, shall submit an 'Aanvraag tot vervroegd afstuderen' [Application for early graduation] via the learning track counsellor. In case the student is declared 'passed' for the entire study programme, he can obtain an early diploma - on the penultimate working day of the month of the last assessment. In case the student is not declared 'passed' after the first examination period, the student can use the second 'early' opportunity in the second semester. The date on which the diploma is obtained is the final date of the contract.

## Artikel 28. De-enrolling and/or Terminating the Contract

A student who wishes to terminate the studies files an application for de-enrolment via iBamaflex or presents himself to the student administration office

- fills out the reason for de-enrolment via iBamaflex;
- can be contacted by a contact person of the study department, the learning track counsellor or the study coach for a talk;
- returns materials that were put at his/her disposal to the institute;
- settles – if need be - the necessary financial obligations. (Cfr. Owed tuition fee at the termination of the study contract + extra study costs)

Students with multiple contracts can terminate one or more contracts.

The date for filing the application through iBamaflex applies as the date of de-enrolment.

In the event of de-enrolment from November 1 student can only de-enrol for course units of the second semester of the respective academic year; in the event of de-enrolment from March 1, it is no longer possible to de-enrol for course units in accordance with the procedure laid down for the modification of the study contract. It is impossible to de-enrol for course units that the student followed from start to end and for which he has already taken an exam.

## 6. TUITION FEE

### Artikel 29. Tuition fee to be paid

The tuition fees for the bachelor and associate degree study programmes are listed in the table below.

Diploma and Credit Contracts		
	Fixed part	Variable part( per ECTS credit)
Non-scholarship student tariff	€ 253.60	€ 12.10
Almost-scholarship student tariff	€ 253.60	€ 4.40
Scholarship student tariff	€ 115.80	€ 0.00
Exam Contracts		
	Fixed part	Variable part (per ECTS credit)
All students	€ 115.80	€ 4.40



Tuition fee advanced bachelor in e-health		
	Fixed part	Variable part (per ECTS credit)
All students	€ 380.40	€18.20
Tuition fee foreign students in the English Bachelor study programmes cfr. "Codex Hoger onderwijs" art.II.215 for students who do not belong to categories 1-7.		
	Fixed part	Variable part( per ECTS credit)
All students	€ 1087.60	€ 98.20

\*ECTS = European Credit Transfer System

Students from the United Kingdom are non-EEA students.

Foreign students who were already enrolled in an English-taught bachelor study programme in 2020-2021 and who on the basis of previous stipulation did not have to pay an increased tuition fee will not be charged an increased tuition fee for the duration of this programme.

For advanced bachelor study programmes, the tariffs for non-scholarship students are applicable.

Irrespective of the number of enrolments by the student during an academic year at Howest, the fixed part is only due once, except for separate registrations.

Students who are in the last year of secondary education and who enrol with a credit contract for maximally 10 study credits, pay €57.9.

When terminating the studies at one of the AUGent institutes, the de-enrolling student receives a certificate of termination of the studies, stating that in case of reorientation within AUGent, the fixed part must only be paid once, except in case of an exam contract. For that reason, the certificate must be submitted when enrolling.

The tuition fee of post-graduate study programmes is approved per study programme by the Board of Directors.

When after enrolment, there is a modification of the learning account, a revision of the tuition fee is possible.

The tuition fee is to be paid at the moment of enrolment or before October 1 of the current academic year. Those who enrol after the start of the academic year must pay within 15 calendar days, after the study contract and learning track have been drawn up.

The tuition fee can be paid through training vouchers (opleidingscheques) (with a maximum of €500 per academic year), in accordance with the regulations regarding training vouchers of the VDAB, as well as via the KMO-portefeuille [SME portfolio].

The tuition fee can also be invoiced to third parties. In that case, the 'non-scholarship tariff student' tariff will have to be paid. This shall be reported at the moment of enrolment. If the tuition fee has already been paid by the student, it is no longer possible to make an invoice in the name of third parties. The student remains in any case jointly and severally bound to pay the tuition fee due. In case of issues at the settlement of the invoice to third parties, it will be drafted in the name of the student.

### Artikel 30. Payment and Refund Modalities for Scholarship Students

New students provisionally pay the tuition fee of a scholarship student when enrolling, provided that, at the enrolment, they submit a proof of application of a study allowance issued by the Flemish Govern-

ment for 2022-23. A study allowance is applied for through <http://www.studietoelagen.be>, and the mail received from the dienst Studietoelagen [Study allowance office] counts as proof.

When re-enrolling, students who were scholarship students the previous academic year, provisionally pay the tuition fee of a scholarship student.

Students who did not receive a scholarship from the Flemish Government the during the previous year and who believe that they are entitled to such scholarship for the next academic year, can apply for reduced tuition fee with the student facilities service of Howest. If, upon calculation, it appears that they are eligible for a scholarship, they provisionally pay the fee for a scholarship student when enrolling.

Refund to scholarship and almost scholarship students is done automatically based on the lists delivered by the Flemish Government, department Scholarships, until December 1 of the sub-sequent academic year and is transferred on the account number provided by the student.

In case of invoicing to third parties, students always pay the “non-scholarship tariff student” tariff. In this case there will be no refund to scholarship students.

The request for additional payment to the students, who – in contrast with past academic year – no longer enjoy a scholarship, is also based on the lists delivered the Flemish Government.

Students who meet the nationality and financial requirement to qualify for a scholarship of the Flemish Government, but who do not qualify because of pedagogic conditions, or students who are not eligible because of the KI-test, can enter an application for reduced tuition fee with the Howest department Studentenvoorzieningen.

A credit contract or an examination contract does not entitle the student to a scholarship.

Advanced programmes (advanced bachelor programmes and postgraduate programmes) do not entitle the student to a scholarship student tariff and reduced tuition fee.

### **Artikel 31. Tuition Fee Due at the Termination of the Study Contract**

At the termination of the contract, the refund of the tuition fee depends on the study contract, the duration and the date of de-enrolment as described here below.

Students, who de-enrol before the start of the academic year or until and including 25 September, will be charged the fixed part of the scholarship tariff of €115.80 as owed tuition fee. This tariff also applies for students who enrol later and subsequently de-enrol within twee weeks after the start date of the enrolment.

Students who de-enrol later:

For non-scholarship and almost-scholarship tariff students:

- When de-enrolling before 1 November, the fixed part of €253.60, or in case of deviation, the amount listed in the table of the payable tuition fees, is charged as owed tuition fee;
- When de-enrolling from 1 November and before 1 March, in addition to the fixed part of €253.60, or in case of deviation, the amount listed in the table of the payable tuition fees, the variable part of the course units of the first semester and annual modules is also charged as owed tuition fee;
- When de-enrolling from 1 March, the entire charged tuition fee remains owed.

Scholarship tariff students always owe the fixed part of €115,80 of tuition fee.

## **Artikel 32. Tuition Fee Due at the Termination of the Study Contract**

For non-scholarship and almost-scholarship tariff students:

- when de-enrolling the course units before 1 November, the variable part conform the amount of ECTS are deducted from the de-enrolled course units ;
- when de-enrolling the course units before 1 November and before 1 March, the variable part conform the amount of ECTS are deducted from the de-enrolled course units of the second semester;
- when de-enrolling the course units from 1 March, there is no study tuition deducted;
- in case of additional enrolment in course units, the study tuition fee was raised with the variable part in accordance with the number of ECTS of the additional course units.

Scholarship tariff students always owe the fixed part of €115,80 of tuition fee.

## **Artikel 33. Refund Modalities upon Termination or Modification of the Study Contract**

In the case of termination or modification of the study contract, the difference between the tuition fee due (cfr. Article Tuition Fee Due in case of termination of the study contract or the Article Tuition Fee Due in case of modification of the tuition fee) and the amount paid is reimbursed into the account known at the student administration office.

In case of alteration of the study contract this happens once in the last quarter of the second semester.

A tuition fee paid with training vouchers does not qualify for a refund.

If the tuition fee was paid via the KMO-portfolio, the difference between the tuition fee owed and the personal contribution is refunded, if the personal contribution exceeds the amount owed.

Post-graduate study programmes do not give right to reimbursement upon de-enrolment.

## **Artikel 34. Non-Payment**

Students who still do not pay the tuition fee before the expiry date after having received a written reminder are considered to have broken the contractual agreements. All access to the ICT infrastructure and electronic learning environment will be denied. Re-enrolment is only possible after paying the amount due.

In case of non-payment an interest will be due by right amounting to the legal interest rate; and upon futile reminder a compensation of 10% with a minimum of €50 and a maximum of €2,500.00 will be due.

Only the Justice of the Peace of the First Sub-district of Kortrijk, respectively the Court of First Instance of West-Flanders, are competent to take cognizance of a dispute regarding the payment of the tuition fee.

## 7. ADDITIONAL STUDY COSTS

### Artikel 35. Charging Additional Study Costs

Specific and limited costs for the use of material and for the organization of specific events are charged to the student, insofar these directly relate to the organization of the study programme.

Certain costs are charged based on a fixed sum to students with a diploma contract or to students with a credit contract of more than 12 study credits or for a micro-degree. It among other things concerns the following costs:

- ISIC international student card with a lot of advantages;
- copy and print costs of several information bundles for among other things the kick-off week, international days, job happening, graduation fairs;
- use of the multimedia classes and studios and lending possibility of multimedia equipment;
- IT support by ICT help desk;
- unlimited use of electricity for charging mobile devices on the Howest campuses;
- not-separately charged consumables for lab classes, experiments, projects, work placement;
- copyrights (Reprobel);
- use of electronic databases multimedia centre, inter-multimedia centre traffic.
- use of educational ICT tools as a plug-in on the electronic learning environment Leho (Panopto video tool, Lockdown Browser and Respondus Monitor as tool for safe testing environment and online exams, Turnitin as tool for plagiarism check, Study Coach as tool for study coaching, Wooclap as tool for interactive performances, ...)
- Software package Basic Microsoft Office (via Microsoft Campus Agreement of Howest), Microsoft Visual Studio and other developer tools (Imagine (Dreamspark) via Microsoft Campus Agreement of Howest), Mathematica, E4Progress Office training, HogeschoolTaal NL and UK (Plantyn), Digital Woordtrainer (Die Keure) , Siemens NX, McAfee Antivirus, Alinea in the cloud (Sensotec), LinkedIn Learning, Digitaal werkboek (Explo), LINQPad...

This fixed sum amounts to €107.

For certain study programmes and micro-degrees, in addition to this fixed sum, a motivated training-specific study cost is charged. This results in an overall extra tuition fee in accordance with the table below:

Study programme	Reason	Total extra study cost
Architectural Design	Extra software Sketchup Studio	€ 165
Communication	Extra software Adobe Creative Cloud	€ 165
Digital Arts and Entertainment (Dutch + English)	Extra software Adobe Creative Cloud Access to and possibility to the borrowing training-specific game hardware and infrastructure Specific events and lectures by inland and foreign experts, organization of study nights and other activities in the framework of government building with the international student population, characteristic of the international character of the training	€ 305

Digital Design and Development DEVINE (Dutch and English)	Extra software Adobe Creative Cloud	€ 165
Industrial Product Design (Dutch and English)	Extra software Adobe Creative Cloud	€ 165
Industrial Informatics: Multimedia (Digital Design)	Extra software Adobe Creative Cloud	€ 165
Journalism	Membership of the official professional association of journalists and enrolment fee Quindo	€ 200
Marketing and communication support	Extra software Adobe Creative Cloud	€ 165
Multimedia and Reative Technology (Dutch and English)	Extra software Adobe Creative Cloud and license Pluralsight and license Cisco	€ 202
Programming (incl. all micro-degrees)	Extra License Pluralsight	€ 147
System and Network Management	Extra license Cisco	€ 112
Applied Architecture	Extra software Adobe Creative Cloud	€ 165
Applied Computer Science (Dutch and English) (incl. all micro-degrees)	Extra License Cisco	€ 112

For all software charged under the extra study cost, it concerns a license valid for 1 academic year.

For study programmes specifically for work students, micro-degrees and/or enrolments with 30 ECTS credits or less, the amount is decreased by €37.50, for the bachelor in Digital Arts and Entertainment study programme, the amount is, in this case, decreased by €102.50.

Students with several enrolments pay the extra study cost only once (the highest amount).

In case of early termination of the contract, within two weeks after the commencement of the contract, and provided there is no question of a reduced tariff, the extra study cost is reduced by €37.50.

In case of termination of the contract:

For the bachelor in Digital Arts and Entertainment study programme, within two weeks after the start, the extra study cost is reduced by € 167.50 or € 65 (reduced tariff). If there is no reduced tariff

applicable and the contract for this study programme is terminated within six weeks after the start, the extra study cost is reduced by €70.00.

Costs for course material, books, other study materials, other training-specific mandatory software and study trips are not included in the additional study costs. These costs are recorded in the estimate of the total study cost of the study programme, which is announced via the website of the study programme on the learning platform Leho and via website [www.howest.be](http://www.howest.be).

Students who do not qualify for the extra study cost or students who within their study programme choose a course unit from another study programme, shall dispose of the legal software in accordance with the study course sheet.

## 8. STUDY CREDIT

### Artikel 36. Study Credit Bachelor Study Programmes

The number of taken up and acquired ECTS credits of a student, enrolled in a bachelor study programme, is calculated for the duration of one academic year.

The limit dates from the restitution of the learning account are fixed at November 1 as far as course units of the first semester and annual course units as concerned, and at March 1 for course units of the second semester.

For generation students who take a reorientation, the learning account is recalculated in accordance with the regulation stipulated by the Flemish Government.

The students can consult their learning account on [www.burgerprofiel.be](http://www.burgerprofiel.be).

In case of a credit contract there is no refund of the study credit.

Study credit is not applicable in case of enrolment for a shortened educational bachelor study programme for secondary education if the student already holds a bachelor diploma.

### Artikel 37. Study Credit and Force Majeure Bachelor Study Programmes

Students who cannot attend an exam because of force majeure and for whom the institution cannot regulate a new exam, for organizational reasons, lose their learning account.

Students who would like to have their study credit returned, first ask for an adapted exam regulation via the exam secretariat. If this is not possible, the student can lodge, within the 7 calendar days after the decision of the institutional board of directors, a request for return of study credit with the Council of disputes regarding study progress decisions. In case the force majeure is found certain, the student will be 'officially' refunded the learning account for the course units concerned on the basis of the decision of the Council. More information on the procedure can be found on <http://onderwijs.vlaanderen.be/nl/er-is-sprake-vanovermacht>.

## 9. INSURANCES AND SAFETY

### Artikel 38. Insurance

All students who are properly registered are insured as described below for the entire duration of the academic year and according to the subscribed insurance policy terms and conditions:

- bodily injuries;
- legal assistance;
- civil liability that can be charged to the insured parties as a consequence of damage (bodily, material and immaterial consequential damage) caused to third parties during school activities or on the way to and from school.

The school insurance applies both intra and extramural, during and after school hours, during the holidays and free days, both in Belgium and abroad (excl. of travel assistance), on condition that the student is under the supervision or acts by order of the educational institute

The civil liability that can rest on the student for the use of or the possession of vehicles coming under the scope of the legislation of the compulsory Insurance of motor vehicles is not covered by the school insurance. In other words, damage to vehicles does not come under these policies and shall be regulated by the compulsory motor vehicle insurance.

Unremunerated apprentices are covered by the occupational accident insurance for accidents with physical injuries which occur on the work placement location.

### **Artikel 39. Safety**

A student doing his/her internship, doing practical work or workplace learning, is regarded as 'equal employee'. This means – among other things – that the act of August 4, 1996 on welfare of workers in the performance of their work applies to students.

The student must correctly comply with the safety directives in force.

Prior to practical work/ an internship / workplace learning, a risk analysis must be made up regarding the activities the student will perform.

For a number of study programmes, the student is obliged, in the scope of practical work / an internship / workplace learning, on the basis of the risk analysis to

- be subjected to a health inspection prior to the practical work / an internship / workplace learning (= a first health assessment);
- to be subjected to a tuberculin test;
- to furnish proof of hepatitis B immunity/vaccination (and possibly hepatitis A);
- to furnish proof of a tetanus vaccination.

Not meeting the requirements mentioned above may result in a refusal of the execution of practical work / an internship / workplace learning by the student.

To meet article X.5-3 of the Codex Welzijn op het Werk [Codex Welfare at Work], all students must immediately communicate a pregnancy or lactation to the study programme supervisor.

## **10. STUDY LOAD, STUDY PROGRAMME AND LEARNING TRACK**

### **Artikel 40. Study Load of Study Programmes**

An initial bachelor programme counts at least 180 ECTS credits. The Bachelor in Nursing counts 240 ECTS credits. The shortened educational bachelor study programme counts 60 ECTS credits.

An advanced bachelor programme has a study load of at least 60 ECTS credits.

An associate degree study programme has a study load of 90 to 120 ECTS credits.

A postgraduate degree programme has a study load of at least 20 ECTS credits.

## Artikel 41. ECTS Credits

One ECTS credit is estimated at a full 25 up until and including 30 hours study time. In the frame of internal quality care and in collaboration with the students, every study programme will regularly control the concordance between the estimated and the actual study time.

## Artikel 42. Study Programme

For each programme, Howest determines a study programme.

This study programme comprises a coherent whole of course units aimed at realizing well-described objectives in terms of end competences/learning results that contain a combination of knowledge, insights, skills and attitudes. When determining the programme, Howest takes into account the conditions determined by or under the law, Decree or European directive, which imply access to certain offices or professions or other regulations concerning the study programme.

Also the study load of the course units is determined. Course units must minimally contain 3 whole ECTS credits.

Course units can be subdivided in partims with a study load of at least 1 ECTS credit.

Each study programme is divided into successive standard learning tracks.

For a bachelor study programme at least one standard learning track is offered in tranches of 54 up to 66 full ECTS credits per academic year spread over two semesters of at least 27 and maximally 33 full ECTS credits. For an associate degree study programme at least one standard learning track is offered of which the study load per academic year can be smaller in function of the target group of the study programme.

Each associate degree study programme includes a share of minimally 1/3rd [one third] of the study load for workplace learning.

The study programme overview and the description of the course units are included in the study guide.

Each study programme overview and each reference to it are approved by the Director of Study Programmes involved and ratified by the Board of Directors before the start of the academic year in which the study programme is offered.

## Artikel 43. Succession

By Succession it is understood the sequence of following or succeeding for course units, taking into account the required initial competences for each course unit.

Succession is aimed at avoiding an educationally pernicious succession of course units, at guaranteeing the quality of the study programme and at monitoring the study efficiency of students.

A difference is made between "hard succession" and "soft succession". In case of hard succession, students are not allowed to follow a course unit if succession links this to another course unit that they did not pass or for which they have not been deliberated. In case of soft succession, students are not allowed to follow a course unit if succession links this to another course unit they did not follow. A student is entitled to submit a well-founded application for departure from this succession regulations when he/she applies for a personalized learning track.



As an exception, with the internship, hard succession can be imposed within a standard learning track in case the student should not obtain an automatically score that can be deliberated. In such case, after the first exam period, a study progress committee must decide on the study track of the second semester. This must be motivated and made explicit in the Supplementary Education and Examination Code of the study programme and included in the course sheet.

#### **Artikel 44. Learning Track**

A learning track refers to the way in which the study programme review is run through and determines the modalities regarding study load, deliberation and study progress monitoring. The type of learning track is determined at enrolment and comprises a standard learning track or a personalized learning track.

A standard learning track is a learning track drawn up in advance by Howest for a group of students. In the study guide, for each study programme, the standard learning tracks are indicated. The institute guarantees the students who follow a standard learning track that they can participate in all educational activities of this learning track.

A personalized learning track is a tailor-made learning track for a certain student. The opportunity of running through a personalized learning track is carefully tested, taking into account the succession, the feasibility in consideration of the student and in function of the organization of the study programme. The student applies for a personalized learning track via the learning track counsellor.

The student declares him/herself in agreement with the determined learning track for the respective academic year by signing the study contract. Signing the latter is a requirement to take part in the exams.

#### **Artikel 45. Study Guide**

For each study programme, a study guide is at the disposal of the student through the information site of the study programme, which site can be found on the Leho portal. This guide comprises at least the following elements:

- for the bachelor study programme the degree and qualification to which the study programme leads;
- for the associate degree study programme the diploma that the study programme leads to;
- if there are, the specializations;
- the intended learning outcomes, the content and the objectives of the study programme;
- the study programme and the course units that are part of it, including the succession;
- the way in which the study programme is offered: via the standard learning tracks;
- The study load in terms of ECTS credits;
- for each bachelor study programme: the succeeding bachelor and master programmes, be it directly or be it with additional conditions;
- for each associate degree study programme the bachelor study programmes which follow;
- for each advanced bachelor programme: the bachelor programmes it succeeds with additional conditions or otherwise;
- the programme coordinator, the ombudsperson and the learning track counsellor of the study programme;
- the course sheets of the course units;
- other relevant, organizational aspects of the study programme, including a specific calendar.

The course sheet of a course unit contains following elements:

- the title of the course unit;
- study load in terms of ECTS credits;
- the type of the course unit: mandatory or elective;
- the educational language, possible per partim if this is different;
- the exit competences /learning results per course unit and partim;
- the succession;
- the content in short;
- the mandatory study material;
- the recommended study material and the recommended literature;
- the educational types;
- the type of assessment, The period(s) of assessment and the composition of the exam score;
- the responsible lecturer and the lecturers per course unit /partim;
- a second exam chance possible or otherwise in the same academic year;
- an exam contract possible or otherwise;
- mentioning whether or not automatic deliberation is possible.

The course sheets are electronically available on the electronic learning platform and on the website [www.howest.be/ECTS](http://www.howest.be/ECTS) .

For the bachelor paper, the graduation project, the internship and workplace learning, specific regulations can be drawn up, in which the rules regarding organization and assessment are recorded.

Except in case of force majeure, no modifications can be made in the study guide and course sheets, after the start of the academic year.

## 11. LANGUAGE CODE AND LANGUAGE REGULATION

### Artikel 46. Language Code

The language code regulates the language in which the educational and assessment activities at Howest are organized in implementation of the stipulations laid down by the decree.

The objective of this language code is to contribute to the Dutch language of our community, to the further development, both as a means of communication and as a language used in higher education and in sciences in their broadest senses.

However, this does not exclude that Howest and the entire higher education should be able to react appropriately to the globalization of the entire social event, the strongly increased internationalization of higher education and the more and more increasing globalization of social and professional life in which our graduates will function.

### Artikel 47. Language Regulation

The educational and administrative language used in Howest is Dutch.

In the bachelor and associate degree programmes, however, another educational language may be used for the following (parts of the) course units:

1. the (parts of) course units that have a foreign language as subject and which are taught in that respective language;
2. the (parts of) course units taught by foreign guest lecturers;
3. the (parts of) course units taught in a foreign language that are followed at another institute of higher education, with the approval of the study programme supervisor.
4. the course units, for which the surplus value for the students and the decreasing field and the functionality for the study programme is proven from one of the motivated decisions below, provided that the lecturer adequately masters the educational language:
  - integration of foreign language competences and professional competences;
  - stimulation of internationalisation@home: students who do not participate in international student mobility, do get the possibility to experience the international study atmosphere by taking courses together with incoming exchange students;
  - international character of the course unit;
  - other explicitly motivated decisions;
5. the course units which are part of a standard learning track which has been made specifically for the need of foreign students.

For a Dutch-spoken bachelor programme and associate degree study programme, the study load of the course units taught in another language is limited to 18,33% ECTS credits of the total load of the course units offered in that study programme, expressed in study credits, in the standard learning track, not taking into account the course units mentioned under 1 and 3.

Howest also offers bachelor programmes in another language than Dutch.

The students have the right to take the exam of a course unit/partim in which another language than Dutch is used and for which no Dutch equivalent course is available in the respective study programme, in Dutch, save the course units/partims mentioned under 1 and 3. This regulation does not apply to study programmes taught in a foreign language.

For study programmes in which course units are lectured in a foreign language and in which this language is not subject of the curriculum, Howest provides as a language assistance measure that the students who enrolled with a credit contract can for free follow one single language course unit per semester for that language in other study programme.

## 12.EXEMPTIONS, TRANSFER OF EXAM SCORES

### Artikel 48. Exemption

An exemption is the abolition of the obligation to participate in the educational and/or assessment activities of a course unit or a partim. Exemptions are only for students from another study programme or for students from other institutes. The load of a (partial) exemption is equated with the study load of the corresponding course unit or partim.

Exemptions can be obtained based on:

- a minimum score of 10 out of 20 per course unit or partim;
- credit certificates;
- an aptitude certificate after an aptitude test according to the PAC procedure;
- a PAQ certificate, such as a report, a certificate or an attestation.

## **Artikel 49. Transfer of Exam Scores**

In case of not qualifying on the level of a course unit at Howest, the scores as from 10 out of 20 on the underlying partims are automatically transferred when re-enrolling for the same course unit within 5 academic years.

## **Artikel 50. Procedure Exemption Award Based on Previously Acquired Qualifications (PAQ)**

A student, who wishes to obtain exemptions based on previously acquired qualifications, sends his/her request to the Director of Study Programmes through the learning track counsellor (via an exemption application after the pre-enrolment or via iBamaflex) , within 15 calendar days after the start of the academic year and in case of late enrolment within 15 calendar days after enrolment. The student submits the application and the necessary pieces of evidence (attestation/certificate/diploma/(link to) course sheets /etc.).

The learning track counsellor gives guidance to the applicant for making up the file.

The study programme supervisor and the learning track counsellor will handle the application in function of well-defined competences / learning results / learning objectives, the content and the study load of the course unit or partim. They can decide whether, besides the examination of the documents, an additional aptitude test is required.

The Director of Study Programmes takes a motivated decision on whether or not awarding exemptions based on PAQs.

The decision will be communicated to the student via the learning track counsellor in writing (whether or not digitally via iBamaflex or via the exemption application after pre-enrolment):

- within 15 calendar days after the start of the academic year, if the application was handed in before the start of the academic year, or
- within 15 calendar days after submitting the application, if the application was handed in after the start of the academic year.

The term of 15 calendar days only begins when the application file is complete and if no additional aptitude test is required.

The student is advised to attend the educational activities of the course units for which the student requested exemptions until a decision is communicated.

One cannot apply for exemptions based on a secondary education diploma.

## **Artikel 51. Procedure Exemption Award Based on Previously Acquired Competences (PAC)**

A student, who wishes to obtain exemptions based on previously acquired competences, must submit an aptitude certificate when he/she submits his application.

1. Obtaining an aptitude certificate via the PAC-procedure of the association AUGent.

A student, who wants to obtain an aptitude certificate for specific or all competences, learning results or learning objectives of a study programme, sends an application for an aptitude test via the standard application form to the accrediting body of the AUGent Association.

To that end, the student contacts the Howest PAC contact person via [EVC@howest.be](mailto:EVC@howest.be).

The student submits the application and his/her portfolio containing all relevant pieces of evidence regarding the requested exemptions. To draw up the portfolio, the student can also make an appeal to the PAC contact person. The aptitude test commences after the contribution is paid.

If the aptitude test shows that additional information is necessary to assess the competences, then the competent institute can decide to organize an additional test.

Whether the competences are recognized or not will be communicated to the student in writing.

The student receives an aptitude certificate in case of a positive outcome of the test.

The aptitude certificate mentions the acquired competences characteristic of the level of an associate degree, bachelor or a well-defined study programme, course unit or cluster of course units.

More information is available in the PAC guide on the website [www.howest.be/EVC](http://www.howest.be/EVC).

## 2. Obtaining exemptions based on an aptitude certificate

A student, who has received an aptitude certificate, qualifies for applying exemptions. To that end, the student sends an application to the Director of Study Programmes via the learning track counsellor within 15 calendar days after the start of the academic year and in case of late enrolment within 15 calendar days after enrolment.

Further, the procedure runs as described in the procedure for PAQ.

When the aptitude certificate concerns all competences of a certain study programme, the student qualifies for applying for exemptions for the entire study programme. To that end, the student sends an application for awarding a diploma to the Director of Study Programmes via the learning track coordinator, within 15 calendar days after enrolment and therefore submits the aptitude certificate and the application.

## Artikel 52. Validity of Exemptions and Transfers

Basically, PAQs and aptitude certificates are unlimitedly valid.

In the event of a reform of the curriculum as a result of which the course unit is integrated in a newly composed course unit, the exemptions and transfers remain valid for at least two academic years following the academic year during which the credit or the partial grade is acquired.

## Artikel 53. Appeal

A student, who does not agree with the decision in the frame of the application for exemptions, can lodge an internal appeal against the latter with the Internal Appeals Commission within 7 calendar days, in accordance with the procedure described under 'Appeal'. If the student does not agree with the result of the internal appeal, appeal can be lodged with the Council for Disputes on Study Progress Decisions.

## 13. STUDY PROGRESS AND STUDY PROGRESS MONITORING

### Artikel 54. Study Progress

Study progress is the manner in which the student progresses in his/her learning track. This may be based on exams and/or based on PAQs and PACs.

A student makes study progress by passing exams or by being deliberated. The student only receives a credit certificate for those course units the student passed.

The study progress can be made dependent on a deliberation by a study progress committee.

A credit certificate is a document that proves that the competences, learning results and/or learning objectives connected to the respective course unit, and thus the corresponding ECTS credits, have been acquired.

The acquired ECTS credits are registered at the student administration office and communicated to the student via the report. The credit certificates are - in case of enrolment with a diploma contract or exam contract in view of obtaining a diploma – delivered upon request of the student.

If the student studied with a credit contract or exam contract in view of obtaining a credit certificate, the credit certificates are delivered after the contract expires.

### Artikel 55. Personalized Learning Track

If the student does not acquire all ECTS credits and/or credit certificates through a standard learning track, the study progress forms the basis for a personalized learning track.

Also those students who make progress based on PAQs and PACs can opt for a personalized learning track.

Because of feasibility for the student, it can be opted for a personalized learning track.

The student must apply for a personalized learning track and with the necessary certificates/documents with the Director of Study Programmes through the learning track counsellor. The learning track is tested based on succession and practicability for the student. In case the nature or the content of the curriculum has been seriously changed since the credits were obtained, the learning track counsellor will determine which course units must be taken in view of obtaining the diploma. Based on the study progress, the Director of Study Programmes can, via the learning track counsellor, impose a maximum study load.

The Director of Study Programmes decides on the personalized learning tracks and the appropriate study contract and communicates the motivated decision in writing within 15 calendar days following the start of the academic year if the application was submitted before the start of the academic year, within 15 calendar days following the application if the application was submitted after the start of the academic year.

The decision is recorded in the file of the respective student.

### Artikel 56. Learning Track Counselling

Learning track counselling is counselling the student when determining a learning track and systematically and actively reflecting on learning track decisions and the personal learning track progress.

General task description of the learning track counsellor:

- informs and advises the student about the possible learning track choices at enrolment and in case of a learning track modification. The choice is determined in mutual consent.
- follows up the acquisition of ECTS credits and credit certificates and uses these to outline the study track and to prepare the file for exemptions. The learning track counsellor monitors the study progress together with the other members of the study counselling and study programme team.
- coaches students who start a PAQ and/or a PAC procedure and possibly refers them.
- is member of the examination board.
- has a signalization, follow up and reference function.

The contact details of the learning track counsellor are communicated to the students; however, this can vary throughout the academic year in function of the student service.

The learning track counsellor is discrete regarding the information communicated or disclosed in the frame of the profession.

## Artikel 57. Study Progress Monitoring

When a student, who has not acquired a credit certificate for at least half of the taken up ECTS credits, enrolls under a diploma contract; he/she is imposed on a binding study requirement. The latter implies that the student, when re-enrolling under a diploma contract for this study programme, must acquire at least half of the ECTS credits. When the student does not meet this binding requirement, enrolment under a diploma contract for that same study programme is refused.

The study progress committee and the Director of Study Programmes can impose additional binding study requirements, via the learning track coordinator, for enrolment, such as passing course units that must be retaken, no permission to enrol for certain course units, following counselling measurements.

In case of a diploma contract or an exam contract with a view to obtaining a diploma, a student is refused enrolment for a certain course unit for which the student was already enrolled twice without having obtained the credit certificate.

A student can only enrol in a bachelor study programme up to the study credit available.

Under exceptional circumstances and after a positive decision of the Director of Study Programmes, these general principles can be deviated from.

In this case, the student shall address a written and motivated request for enrolment to Howest via [toelating.brugge@howest.be](mailto:toelating.brugge@howest.be) or [toelating.kortrijk@howest.be](mailto:toelating.kortrijk@howest.be). The decision is made in consultation with the learning track counsellor, the study programme supervisor and the Director of the Study Programmes. The Director of Study Programmes communicates the motivated decision in writing (if so desired, through a senior staff) to the student within, at the most, 15 calendar days following the start of the academic year if the application was submitted before the start of the academic year, within 15 calendar days following the application, if the application was submitted later.

In the event of insufficient study credit, double tuition fees per study point are asked for the part of the enrolment for which the student has insufficient study credits.

Against imposing binding conditions as well as refusal of enrolment, one can lodge an internal appeal with the Internal Appeals Commission, possibly followed by an external appeal with the Council for Disputes on Study Progress Decisions.

## Artikel 58. Study Progress Committee

In the framework of study progress measurements or due to the learning account status or due to succession, admission to register for modules in the second semester may depend on the obtained results after the first examination period.

The study progress committee is composed of the Director of Study Programmes or a designated representative, the learning track counsellor and the study programme supervisor. The Ombudsperson and lecturers/examiners can be heard by the study progress committee.

The study progress committee has the following authorizations:

- setting binding study requirements;
- determining the study track.

## Artikel 59. Early Termination of Internship or Workplace Learning

Howest can, in exceptional cases and on objective grounds, terminate the internship or workplace learning early, in case the student has, by their behaviour, given evidence of unsuitability for the exercise of a profession to which the study programme trains the student.

The student whose internship or workplace learning is terminated early gets a zero score and is not entitled to a second exam chance for the course unit unless imposed binding conditions, if any, have been met.

The decision to terminate an internship or the workplace learning early follows the disciplinary regulation.

# 14. STUDENT COUNSELLING

## Artikel 60. Student Counselling and Study Coaching

Each regularly enrolled student has a right to student counselling. The structure and the working are explained at the start of the academic year.

Student counselling within the study programme is structured as follows:

- monitoring service: all teachers have a monitoring service for their course unit/partim, which means that students can address the teacher if they have questions regarding the content of the course unit/partim;
- coaching: the coach is the confidential advisor of a group of students and counsels this group in all aspects of the study programme that do not relate to the courses;
- learning track counselling: the track counsellor informs and advises the student about possible track choices at the enrolment and in the event of a track change.

Additionally, there is study coaching: students can consult the study coach of the study programme concerned for study advice or when they need assistance for 'learning to learn'. The study coach helps them to develop an appropriate study method and planning.



## 15. OMBUDSPERSON AND COMPLAINTS HANDLING

### Artikel 61. Ombudsperson

The ombudsperson acts, on the oral and/or written request of the student, as their mediator for all disputes regarding the Education and Examination Code, the rights of the student and actions and situations experienced as unfair. The ombudsperson receives, examines and handles all complaints and tries to come to a solution in the interest of all parties. To adequately do the job, the ombudsperson has a right to all useful information.

The ombudsperson watches over the equal rights of the student and can participate in the study progress and examination board with an advising vote.

The ombudsperson is bound to discretion.

The Director of Study Programmes appoints one or more ombudspersons before the start of the academic year. Since the ombudsperson mediates on all disputes concerning the study contract, the appointment is made for the entire academic year.

For each ombudsperson, a substitute is provided - in case the ombudsperson cannot fulfil the task barring unforeseen circumstances, or in case of partnership, blood relationship or relationship by marriage up to the fourth degree.

The ombudsperson and the substitute cannot be a lecturer and/or examiner of the student.

The ombudsmen and the substitutes, their task description and contact details are communicated at the beginning of the academic year on the reception activities. These data can also be consulted on the website of the study programme on the learning platform Leho and can be asked for at the student administration office.

After the end of the third examination period, the ombudsperson draws up a report of the interventions. This report guarantees the anonymity of the student. This report is given to the study programme supervisor and to the president of the examination board.

### Artikel 62. Complaints Handling

With all complaints regarding the implementation of the study contract, students can address the ombudsperson.

With an oral complaint regarding the educational service, the student can address the respective study programme supervisor and/or the ombudsperson. They start an investigation and attempt to settle the complaint amicably. They also provide feedback on the result of the latter to the parties concerned guaranteeing anonymity.

With a formal, written and signed complaint, the student can address the ombudsperson and/or the Director of Study Programmes. In case of a formal processing of complaints, the Director of Study Programmes can start an internal investigation and/or ask for more information from the parties involved. Formal complaints must have a formal sequel within 15 calendar days and must be reported in writing by the Director of Study Programmes to the filer of the complaint. If, according to the student, the complaint did not lead to a satisfying result, he/she can repeat the formal written and signed complaint to the general director, who similarly investigates the complaint and who makes a decision, which must be reported within 15 calendar days to the parties involved.

## GENERAL EXAMINATION CODE

### 1. GENERAL REGULATIONS

#### Artikel 63. Definitions and Applicability

The examination code comprises the translation of the regulations determined by decree and other regulations to the institute. An examination code regulates the practical organization of the examinations.

Assessment is understood to mean all activities with the goal of controlling how much the student has acquired the competences/learning results and/or learning objectives to be acquired.

Examination is understood to mean each assessment of which the score also (partly) determines the exam score of the course unit. A partial examination is an exam, outside the examination period, on a finished, well-defined and previously communicated part of the competences, learning results, learning objectives and/or learning contents to be acquired of a course unit/partim.

The general examination code applies to all examinations at Howest, irrespective of the nature of enrolment for the associate degree, bachelor and advanced bachelor programme. If a study programme is jointly organized with other institutes, this examination code is valid for the students enrolled at Howest, if no other collective code is applicable. The examination code is not applicable to postgraduates and refresher programmes.

This examination code is integrally applicable to continuous assessment, except for drawing up examination regulations and the attendance list.

The time of organization of each assessment that accounts for part of the exam score is communicated to the respective student group on time.

### 2. ORGANIZATION OF THE EXAMS

#### Artikel 64. Examination Periods

Each academic year, there are three examinations periods: the first one during the first semester, the second one during the second semester and the third one, which start at the earliest on the first working day after 15 August and ends at the very latest on the last working day before the start of the new academic year.

The first and second examination periods do not necessarily take place at the end of the semester, but can be spread out over several partial periods during the semester concerned.

The examination periods are determined each year in the specific calendar of the study programme.

For exceptional reasons, such as force majeure, structural facilities or disputes settlement, an examination period can be extended or re-opened. For the first and second examination periods, this is at the very latest until 31 August or a later settlement of a dispute. For the third examination period, this is at the very latest until 1 October or a later settlement of a dispute.

Course units which are programmed in the first, respectively second semester, are assessed in the first, respectively second semester, except for derogations.

## Artikel 65. Assessment Systems

Two systems of assessment are distinguished: non-period-bound and period-bound assessment.

Non-period-bound assessment: an assessment of the extent to which the intended competencies/learning outcomes or learning objectives have been acquired by a student outside the examination periods defined for this purpose, as provided for in the academic calendar of the study programme.

Period-bound assessment: an assessment of the extent to which the intended competencies/learning outcomes or learning objectives have been acquired by a student during the examination periods defined for this purpose, as provided for in the academic calendar of the study programme. .

Non-period bound and period-bound assessments can be combined to check whether the competencies/learning outcomes or learning objectives were acquired. The mutual relationship in the final exam score is explicitly mentioned in the course sheet of the course unit.

## Artikel 66. Examination Schedule Period-Bound Assessments

For each exam period, per study programme/major and per standard learning track, an examination schedule is drawn up that contains at least the following elements:

- the exam schedule mentioning the name of the course unit or partim, the place and time (date and start and end hour) of the exam;
- contact information of the examination office, the president and the secretary of the examination board, the ombudsperson and the data on which the examination decisions are communicated and the feedback about the examination results, is organized.

The examination schedule of the examination periods which take place at the end of the semester is previously discussed with the student representatives in the study programme council. Especially the examination schedule must be reasonable, i.e. that the exams must be sufficiently spread over the entire exam period for standard learning tracks and that each exam is limited in time as much as possible.

During each examination period, the student administration office is set up as a permanent examination office.

The examination office functions as contact point for all parties involved in the examinations. At the examination office, all parties involved must report – among others – the following:

- change of address;
- changes in the examination schedule;
- stopping the examination series;
- not participating in one or more exams;
- absence because of force majeure is reported in accordance with 'Absences at exams by force majeure' and a proof of force majeure must be uploaded on iBamaflex within 5 calendar days; if not, the student receives 'absent' instead of a score for that part of the exam;
- all matters that can be liable to push aside the examination schedule or that can hinder a fluent course of the examinations, except for the matters raised in confidence with the ombudsperson.

Each reporting of matters that can be liable to push aside the examination schedule or that can hinder the exams and/or influence the deliberation must be recorded in the student file for the deliberation of the examination board, in order to record them in the motivation of the decision.

The examination office is during the examination period responsible for informing the stakeholders – and this certainly before the deliberation – of the matters reported.

### **Artikel 67. Communication of the Final Examination Schedule Period-Bound Assessments**

At least six (6) weeks before the start of the first and second examination period at the end of the semester and one (1) month before the start of the third examination period, the final examination schedule is communicated to the students via <https://lesroosters.howest.be>. The parties involved in the examination must observe the final examination schedule exactly.

When the first and second examination periods do not take place at the end of the semester, but are spread out, the examination regulation for the partial periods provided for in the academic calendar for the specific study programmes, is announced in time.

### **Artikel 68. Deviation from the Examination Schedule**

The Director of Study Programmes can, after consultation with the respective study programme supervisor(s), the respective examiner and possibly the ombudsperson and provided reporting to the examination board, for sound reasons, authorize a student, on written and motivated request of the student, to take the exam of certain course units outside the determined examination schedule within or outside that same examination period of that academic year and/or in another assessment form. Force majeure called by the student and/or the examiner and accepted in accordance with the procedure of absence from exams through force majeure and authorized participation in (inter)national mobility are examples of valid reasons. Each modification must be recorded in the minutes of the activities of the examination board.

A student with a personalized learning track for whom several exams from different standard learning track units are scheduled on the same part of a day, can request a deviation of the exam schedule before the start of the exam period. Upon approval, an exam can be rescheduled to the make-up exams. Requests are effected according to the procedure described under “Exam Arrangements” which are announced via the website of the study programme on Leho – Study contract & administration.

If due to external factors the examination regulation is liable to suffer, the president of the examination board can allow a departure from the examination regulation. This departure is communicated via the learning platform Leho.

For students who follow educational and other study activities at another institute for higher education, both at home and abroad (also see mobility), who wish to participate in exams, following principles are in force:

- the students participate in the exams at Howest, barring motivated exceptions, on all course units and/or partims that are completely finished before they leave for the other institute;
- for the exams at the receiving institute, the student accepts the examination code, the assessment system and the chosen assessment forms in force at that institute.

## Artikel 69. Number of Exam Chances

For each (non-passed partim of a) course unit a student did not pass after the first exam chance, the student is entitled to a second exam chance in order to obtain a credit certificate within the respective academic year, unless the nature of the course unit/partim does not allow this and the latter is as such recorded in the course sheet.

The assessment system and the assessment format can differ for the two exam chances. This is recorded in the course sheet.

Within one and the same exam period, a student only gets one examination chance, except for force majeure or based on an authorized departure. This is also valid for partial exams. Test assessments are as such communicated and can therefore on no account be part of exams.

A student, who can obtain a diploma in the first semester, but who did not pass one or more course units for which the study guide states that no second exam chance is possible, may possibly receive a second exam chance anyhow, if this is organizationally possible and if the equal treatment of students remains guaranteed.

The right to two exam chances may expire if the student enrolls late.

If a student re-enrolls after the first semester with a second contract for the same course unit in the second semester, the second exam chance of the first enrolment expires. For the re-enrolment the right to two exams chances is maintained in as far as this is possible for an organizational point of view.

A student who submitted 'an application for early graduation' but who does not use the first exam chance at the agreed time, is given 'absent' as a score for the first exam chance.

After the first exam chance, the following applies:

- course units, which the student passed or which were deliberated must not be redone in the second exam chance;
- for course units, which the student did not pass or which were not deliberated:
  - o exam scores of the partims of 10 or greater than 10 are transferred to the second exam chance and again considered at the deliberation of the second exam chance;
  - o exam scores of the course unit or partim of less than 10 are transferred to the second exam chance provided these are higher than the result obtained in the second exam chance and are considered at the deliberation of the second exam chance.

A student, who is deliberated for a course unit, can give up the deliberated score with a view to obtaining a credit certificate.

## Artikel 70. Participation in the Exams

To be able to participate in the (partial) exams, the students shall meet the following conditions:

- be enrolled regularly;
- have an administrative file that is complete;
- have paid the tuition fee.

The examination office keeps a list of all participants of exams of the last three exam periods.

A student must be able to proof the identity at the exam through the identity card.

For each examination, students sign the attendance list, with the exception of distance exams, where presences are registered digitally.

Students who hand in their examination pro forma sign the attendance list and write 'PF' or 'pro forma' next to their signature. On the occasion of distance exams, the student expresses his decision to take a pro forma exam at the start of the exams at the very latest, via email to the lecturer concerned.

The Supplement to the Education and Exam Code can demand the installation of specific software (packages) in order to ensure a safe exam environment as an additional condition for the participation in the exams.

A student who did not pass course units/partims in the first exam chance is automatically enrolled for the second exam chance in the third exam period, except when the student de-enrols before the start of the third exam period at the exam office. The Supplementary Education and Examination Code may set out other regulations regarding enrolling in the third exam period.

### **Artikel 71. Advanced Second Exam Chance**

A student who can obtain a degree in the first semester, but failed one or more course units, may be given an advanced second exam chance in the second semester for all failed course units, if this is possible as regards organization. This also applies to a student who is enrolled in a micro-degree that is only organized in the first semester.

The student applies for this advanced second exam chance in writing to the Director of Study Programmes via the learning track counsellor at the very latest within 15 calendar days after the start of the second semester. After consulting with the study programme supervisor(s) and the learning track counsellor, the Director of Study Programmes replies by means of a written, well-founded decision within at the very latest 7 calendar days of receiving the request. This decision is included in the student file and mentioned at the (next) deliberation.

## **3. COURSE OF THE EXAMS**

### **Artikel 72. Preparation of the Exams**

At the start of the course unit, each lecturer provides, according to the course sheet in the study guide, information to the students about the competences/learning results to be acquired, the learning objectives, the content of the course unit/partim, the assessment systems, the type(s) of assessment and the time(s) of the exams, the correlation of the different parts in the complete assessment and whether one or two exam chances are organized.

Every lecturer/examiner timely provides appropriate study material and timely indicates per course unit/partim the study content that will be examined.

Every lecturer clearly indicates the assessment criteria and provides questions and/or exercises if possible, which reflect the concrete requirements, set for the assessment.

### **Artikel 73. Types of Assessment**

The type of assessment is determined according to the competences, learning results or learning objectives to be assessed and is recorded in the course sheet. Multiple types of assessment can be combined to assess to what extent the competences were acquired.

The course sheet describes per exam the assessment format(s) and the relations in the final exam score.

Assessment can be done in writing and/or orally. Each exam can be organized as a combination of a written and oral assessment.

In case of a written (part of an) exam, the student signs an attendance list when handing in the written part, in case of an oral examination, the student signs an attendance list after the interrogation ended, with the exception of distance examinations, where attendance is registered in a digital way.

In case of an oral examination, the student gets sufficient time to structure the answer.

Regarding the bachelor's thesis, final tests, final projects, the internship, workplace learning or any other decisive final assessment, particular regulations can be recorded in a manual per study programme, which is especially designed for that purpose.

Evaluations can be recorded digitally in the scope of feedback and of the assessment of the course of the examination. This shall be announced in advance to the student.

#### **Artikel 74. Digital Distance Examinations**

Distance examinations are organized with specially installed software. Students make sure that they can start the examination with an operating laptop, a stable internet connection, an external mouse, a webcam and an installed secured and up-to-date browser. If the student omits to provide for these affairs and the examination start is delayed as a result hereof, it is not possible to claim additional examination time.

Before each digital examination, students go through an intake in which they (a) identify themselves by means of the identity cards and webcam and (b) visualize the room in which they are located. The course of this intake is necessary to participate to the examination.

The behaviour of the student during the examination is automatically monitored and classified on the basis of (a) facial detection, (b) the use of the browser and (c) the filling-in behaviour of the digital examination. Students receive a notification during the examination when their face is insufficiently monitored. Irregularities in this data flow are recognized and ranked according to review priority. All information about the way of data processing can be found on the page of the software:

(<https://www.respondus.com/products/monitor/review.shtml> )

#### **Artikel 75. Language of the Examinations**

For course units and/or partims with Dutch as educational language, the exam is in Dutch.

For course units and/or partims with a foreign language as subject, the exam is organized in the respective educational language.

If a course unit at a receiving institute is taught in a foreign language, the exam is taken in the used educational language.

For study programmes taught in another language, the exam is in the educational language used.

In any other case, the student always has the right to take the exam in Dutch.

## **Artikel 76. Absences from Exams due to Force Majeure**

### **1. Absence of the Student**

If the student is absent from an exam or an evaluation due to sudden force majeure, he/she must report this to the examination office via iBamaflex and submit a written proof of force majeure within 5 calendar days on iBamaflex, in accordance with the procedure 'Reporting and entering absences' which is published via the website of the study programme on the learning platform Leho – Study contract & administration. The student shall keep the original evidence until the end of the academic year, and shall submit it if the examination secretariat requests so.

To be valid, in case of absence due to an illness, a medical certificate for that day must have been issued by a physician at the very latest on the day following the day of the evaluation.

In case of attributed facilities with regard to the absence, the student shall upload the attestation of the facilities as proof.

In case of legitimate absence the student, in consultation with the respective examiner or the authorized person of the study programme (such as mentioned via the website of the study programme on the learning platform Leho), will agree upon another time of assessment, preferably during that same, possibly reopened, exam period.

On no account can a valid absence from an examination be a ground to refuse the respective student to take part in exams from other course units.

### **2. Absence of the Examiner**

If the examiner or observer is absent at the time and/or the place as determined in the course schedule in case of non-period-bound assessment or the examination arrangement in case of a period-bound assessment, a delegation of the students communicates this to the examination office after fifteen (15) minutes.

The examination office attempts to inform the students involved about the change, after having contacted the examiner involved or after the verdict of the head of the examination board.

## **Artikel 77. Irreconcilability Between Student and Examiner**

In case of partnership, blood relationship or relationship by marriage up to and including the fourth degree of partnership between an examiner and a student, the examiner timely notifies the president of the examination board, who then appoints a substitute to take the exam and attribute the exam score.

## **Artikel 78. Irregularities in Connection With Exams, Examination-Related Disciplinary Decisions and Appeal**

Each finding of an irregularity, such as plagiarism, fraud or any other type of deception in connection with an exam is immediately reported by the examiner or observer to the respective student and to the president of the examination board, who, after having consulted with the examiner and/or observer involved, the respective student, the study programme supervisor and, if so desired, the ombuds-person and/or examination board, takes a relevant decision, and who communicates this in writing, motivated and dated, to the respective student.



Mobile telephones and other electronic devices, except for devices specified by the examiners, are prohibited at the exams.

When using calculators and/or other electronic devices, the memory of such must be erased before the examination starts.

When using a laptop at the examination, the student is not allowed to use a (wireless) network, save stipulated otherwise at the start of the examination.

When the opposite is found, the irregularity is equated with fraud.

In case a student disappears out of sight during a digital distance examination, or another person appears, or the browser is closed early, or the webcam is not connected, or the examination is interrupted early due to internet disruption, the software detects irregularities, ... fraud can be claimed.

Based on an irregularity, the president of the examination board, in consultation with the examiner(s), the study programme supervisor and the ombudsperson, if any, can suggest a score of zero for the evaluation or partim concerned, the respective course unit and the underlying partims, all course units of the respective examination period, all course units of the respective examination chance and/or the loss of the right to the transfer of the best exam score to the examination board, through which the student possibly loses any chance of passing and/or acquiring a credit certificate for the respective course units. The decision taken as a result of an irregularity during an examination must be ratified by the examination board.

Pending a relevant decision, each student, who is suspected of an irregularity, can continue the exams in the same exam chance.

Students can internally lodge an appeal against examination-related disciplinary decisions pronounced as a result of irregularities during examinations.

After the internal appeal procedure above, the student can file a petition to appeal with the Council for Disputes on Study Progress Decisions.

## **Artikel 79. Public Nature**

In case of exams, the public nature presumes that the own exams can be looked into by the student during the provided feedback period. The student cannot make a copy or photo of the evaluation documents.

## **Artikel 80. Presence of Third Parties**

For each exam, every student and examiner have the right to demand the presence of either the ombudsperson or another second member, belonging to the teaching staff or the department Onderwijs of Howest. The student and/or examiner send his/her written request to the president of the examination board, within 15 calendar days before the start of the examination period. The requested third party is merely an auditor and can on no account be involved in the assessment. These persons can be heard by the examination board.

Examiners can also invite external persons to take part of the assessing jury. These external persons cannot be related to the student up until and including the fourth degree of partnership. These external persons can be involved in the assessment of the course unit/partim; however, they are not part of the examination board.

## 4. STUDY PROGRESS BASED ON EXAMINATIONS

### Artikel 81. Determination of the Exam Score

Dependent on the study programme, exam scores are given as per the smallest unit, i.e. the partim or the course unit in case there are no underlying partims.

The assessment of the learning performances is expressed in an exam score. This exam score is expressed in a whole number out of a total score of twenty points and represents the degree to which the student has mastered the competences, learning results or learning objectives to be acquired based on the table below.

Level to which competences have been mastered	Exam score
The student has mastered the competence(s) to an exceptionally high degree	16 +
The student has mastered the competence(s) to such degree that the student stands out	14 – 15
The student has largely and smoothly mastered the competence(s)	12 – 13
The student has mastered the competence(s) to a degree that enables them to function sufficiently and/or to continue his/her studies	10 – 11
The student has not yet mastered the competence(s) to a sufficient degree in order to function and/or to continue his/her studies	7 – 9
The student has not at all mastered the competence(s) to a sufficient degree	0 – 6

The exam score of the course unit and/or partim is calculated according to the ratio or method of calculation that is laid down in the course sheet.

The exam score at the level of the course unit/partim is not necessarily the result of the arithmetic, weighted sum of the scores at the partim or partial level. In case of deviation of that arithmetic, weighted sum, the module team proposes – through the president – one whole number accompanied by a motivation. The latter refers to the degree to which the competences, learning results or learning objectives to be acquired have been mastered and the factual findings substantiating the assessment.

The fact of taking a(n) (partial) exam pro forma leads to a zero exam score for the course unit or partim concerned.

Absence on a period-bound assessment where presence is required, results in an absence score for the course unit or partim concerned.

The definite score at the level of the smallest unit, i.e. the partim or the course unit if there are no underlying partims, is given by the individual examiner(s).

The definite score at the level of the course unit in case there are underlying partims, is automatically calculated on the basis of the exam scores of the underlying partims according to the weighted average with weighting of the study load as integrated in the study programme, except when the weighted average should be larger than or equal to 10, but if one or more underlying partims has a score of 6 or a smaller score, the exam score “9” is attributed. In this case the examination board decides on the final exam score of the course unit.

Within one and the same semester, a student can only get once an exam result for each of the course units or partims.

Students who follow educational activities and who take exams on course units of the study programme at another institute for higher education at home or abroad, receive exam results from Howest. These exam scores are attributed reckoning with the score given per course unit by the receiving institution and possible the ECTS-grade, according to the rules laid down to that end (see Mobility).

## Artikel 82. Credit Certificate

A student obtains a credit certificate for each course unit for which the student obtained a result of at least 10 out of 20.

A credit certificate remains unlimitedly valid.

Credit certificates are obtained at Howest without a degree of merit.

A student cannot renege on an obtained credit certificate.

## Artikel 83. Deliberation Regulation Diploma Contract

The conditions for automatic deliberation are as follows:

- Study efficiency of the academic year  $\geq 50\%$ ;
- Overall percent enrolment programme, i.e. weighted average of the exam scores of the course units with ECTS credits as weighting factor,  $\geq 50\%$ ;
- Course unit can be deliberated according to the course sheet or according to the stipulations with regard to the deliberation laid down in the Supplement to the Education and Exam Code.

Automatic deliberation is effected according to the following rules of deliberation provided all of the following conditions are met:

- the exam score of the course unit amounts to 8 or 9, and no partim score  $\leq 6$ ; and not one single exam score of a course unit  $< 8$ ;
- the overall total weighted number of fail points of the enrolment programme of the academic year, with ECTS credits as weighing factor, is not  $> 20\%$  of the ECTS credits enrolled for;
- the total number of failed modules  $\leq 3$ ;
- the total number of deliberated ECTS credits  $\leq 10\%$  study load of the training.

Deliberation by the examination board is possible for the following specific circumstances:

- specific circumstances of study-related nature: students of whom the examination board is of the opinion that they have realized certain objectives of the enrolment programme, in spite of the fact that all credit certificates are lacking or in spite of a non-automatically deliberation-sensible score, can be deliberated;
- specific circumstances of private nature: the Director of Study Programmes decides to convene the examination board upon advice of the learning track counsellor, the ombudsperson, the study coach or study programme supervisor.

The student does not receive a credit certificate for the course units which were deliberated and does not receive the study credits back either.

## 5. EXAMINATION BOARD

### Artikel 84. Responsibility

Individual examiners and examination boards act under responsibility of Howest when determining exam scores.

The individual examiners are responsible for correctly assessing qualitatively, calculating quantitatively and passing on the correct exam score to the course unit president and/or the examination office in accordance with this examination code.

As president of the examination board, the Director of Study Programmes is responsible for a correct deontological course of the deliberation, the consultation and the decision concerning the composition of the examination board and/or whether the deliberation is effected at the level of study programme or majors.

### Artikel 85. Competences of the Examination Board

The examination board has the following competences:

- Definite determination of the exam scores of the composed course units in case of a deviation from the weighted average as laid down under 'determining the exam score';
- Deliberation of course units in case of exceptional circumstances such as laid down in the 'deliberation regulation';
- Ratification of disciplinary decisions regarding the exams.

### Artikel 86. Frequency of the Examination Board Meetings

In principle, the examination boards meet twice per academic year, viz. after the second and third exam periods.

If necessary, the examination boards also meet for students who can graduate earlier and who did not pass according to the automated deliberation regulations.

### Artikel 87. Appointment of the Examination Board

For the first deliberation, an examination board is appointed by the Director of Study Programmes for all deliberations of the study programmes/majors concerned.

### Artikel 88. Composition of the Examination Board

The president of the examination board is a voting member.

The secretary is a member of the teaching or administrative staff. The secretary is not entitled to vote.

The examination boards consist of maximally 10 voting members, viz. the study programme supervisor(s), the learning track counsellor, the quality officer, if applicable the bachelor's proof coordinator, if applicable the responsible for the specialization and/or location, and a delegation of lecturers/examiners. In addition, the ombudsperson, can participate with an advisory vote.

The other lecturers/examiners can be heard by the examination board with an advisory vote.

### **Artikel 89. Substitution of Members**

In case of blood relationship or relationship by marriage up until and including the fourth degree of partnership between a member of the examination board and a student who is assessed by that same examination board, the member timely notifies the president of the examination board, who in his/her turn appoints a substitute.

The Director of Study Programmes can have himself replaced as president of the examination board.

### **Artikel 90. Attendance of the Members of the Examination Board**

The members of the examination board who are entitled to vote are obliged to take part in the deliberation and to sign the attendance list.

When a member is legitimately hindered from attending the deliberation, the latter instantaneously notifies the president of the examination board, who can appoint a substitute.

Those who are not a member of the examination board cannot take part in the deliberation of that examination board.

The president of the examination board decides which examination boards deliberate jointly. The people present cannot intervene in and are not entitled to vote at the deliberation of the examination boards of which they are not a member.

### **Artikel 91. Deliberation by the Examination Board**

The deliberation of the examination board is undisclosed and is organized behind closed doors. All members and other people present are sworn to secrecy.

An examination board deliberates collectively and can only deliberate legitimately if at least half of the members entitled to vote are present.

The examination board deliberates collectively and decides with a consensus. Unless a member of the examination board and/or the ombudsperson asks for a vote, the proposition of the president is accepted as a consensus.

### **Artikel 92. Regulations for Voting on the Examination Board**

Each member of the examination board who is entitled to vote only has one vote.

The vote is done by show of hands, unless a member requests a secret vote. Decisions taken by vote are made with a two-thirds majority of the votes cast. The president lays down the voting procedure.

When there is no 2/3 majority, the president decides in favour of the student.

### **Artikel 93. Statement of Reasons and Recording of the Decisions of the Examination Board**

The decisions from the examination board are recorded in minutes, either in writing, either digitally and printable.

Herein, both the legal and the actual grounds of the decisions per student are explicitly recorded, and at least the following is recorded: the attendance list, the exam grades for each student, the taken decisions and statements of reasons of the latter (based on the degree of mastering the competences, learning results or learning objectives to be acquired), examination-related disciplinary decisions and if necessary the mention of mediation by the ombudsperson.

The signed minutes are kept for fifty (50) years.

#### **Artikel 94. Public Nature of Administrative Acts and Statement of Reasons**

The public nature of the decisions of the Examination Board and the obligation to provide a statement of reasons are guaranteed by the publication of the exam results and the decisions by means of the report, the right to discussion during the feedback moment about the exam results and the proclamation.

The president of the Examination Board can grant perusal into the official report concerning the student to the student who proves his interest.

## **6. RESULTS AND FEEDBACK**

#### **Artikel 95. Publication of the Exam Results**

The results and the decisions of the examination board, if any, are published after each exam period in the period laid down in the academic calendar or after the procedure "Early graduation"; this by means of the report, that is made available electronically via iBamaflex.

The report shall contain the following elements:

- The course units and the underlying partims;
- The ECTS credits per course unit and underlying partim;
- Explanation of the codes used;
- Binding study conditions if applicable

After the first exam period

- The exam score out of a total of 20 per course unit and partim in accordance with 'Vaststelling van het examencijfer', freely translated 'Determining the exam score', or 'absent';
- Per course unit with an exam score of 10 or more: 'credit certificate.'

After the second and third exam periods or after the procedure 'Early graduation'

- The exam score out of 20 per course unit and partim, except when deliberated without credit certificate. In that case the exam score is masked by 'GD' ("gedelibereerd" or deliberation), or when the student was 'absent';
- per course unit and partim: 'credit certificate' or 'second exam chance' or 'to retake' in view of graduating, if applicable 'no second exam chance' or 'decision postponed'.
- If a part of a course unit was taken 'in exchange', the decision 'achieved' or 'not achieved' is also mentioned.

An examiner can announce early indicative (partial) scores to the student, in view of feedback, remediation or orientation.

## **Artikel 96. Right to Feedback on the Exam Results**

Upon communication of the exam results, the student is entitled to feedback on the examination results within the periods provided to that end in the academic calendar, on the occasion of the planned feedback moments, or as mentioned on the report within the term of 5 calendar days.

Feedback on the examination results is only organized by word of mouth. Every student who wishes to receive feedback on the exam results shall obligatory be present on the planned feedback moments. After the feedback moments no additional feedback on the examination results will be organized, except for proven force majeure.

During the feedback conversation the student is entitled to have perusal into the own copies, in the presence of the lecturer/examiner or any person authorized to represent these and if so desired in the presence of the ombudsperson.

## **Artikel 97. Keeping Examination Material**

Copies of written exams and all other documents concerning the assessments shall, in as far as this is materially possible, be kept for at least 1 year after the end of the academic year or until the procedure of appeal is terminated. Terminating tests shall be kept for 3 academic years in the scope of quality control.

## **Artikel 98. Material Mistakes After Publication of the Results**

Material mistakes in which case an incorrect exam score has been given are communicated in writing to the Director of Study Programmes within a period of 5 calendar days after the date of the publication of the results via the student administration office.

The Director of Study Programmes can officially restore the material mistake. The exam results are published in a new report.

## **Artikel 99. Renunciation to Exam Scores**

The student can only renounce to deliberated exam scores of course units or partims laid down by the examination board at his own risk and because he still wishes to obtain a credit certificate. In case of such renunciation the decision 'deliberated' is cancelled and the same rules apply as with the non-succeeded and non-deliberated course parts, indicated under 'Number of exam chances'.

The student cannot renounce to the exam scores of course units for which he passed and for which he obtained a credit certificate.

In case the deliberated exam score has been waived in case of obtaining the diploma, the decision 'passed for the entire study programme' and the grade of the merit is temporarily cancelled until after the second examination chance. In this case, the diploma received, which has a provisional character, shall be returned to the examination secretariat.

Renunciation shall be communicated by the student in person and in writing to the examination office, within 15 calendar days after publication of the results.

## 7. DIPLOMA

### Artikel 100. Granting a Degree or Diploma

Students acquire a degree or diploma of a study programme if they are declared to have passed the entire study programme.

Students are automatically declared to have passed if a credit certificate, a deliberation score or an exemption was acquired for all course units.

### Artikel 101. Criteria for the Determination of the Degree of Distinction of the Diploma

A degree of distinction is attributed to a student who enrolled for at least 30 ECTS credits by means of diploma contract.

A degree of distinction is automatically attributed and is calculated on the basis of the following formula that results in a number of maximally 20. This number is the sum of the product of the exam score obtained on all course units of the study programme and their weight consisting of the number of ECTS credits of the course unit divided by the sum of all weights. In case of partial exemptions, the weight of the course unit is decreased proportionately with the partial exemptions.

$$\text{Formula: } \frac{(\text{exam score course unit 1} \times \text{weight 1}) + \dots + (\text{exam score course unit n} \times \text{weight n})}{\text{Weight 1} + \text{weight 2} + \dots + \text{weight n}}$$

The degree of distinction for a study programme obtained by a student then depends on the number obtained:

- a)  $\geq 16.50$  (82.5%): passed with greatest distinction;
- b)  $< 16.50$  (82.5%)  $\text{en } \geq 15$  (75%): passed with great distinction;
- c)  $< 15$  (75%)  $\text{en } \geq 13.50$  (67.5%): passed with distinction;
- d)  $< 13.50$  (67.5%)  $\text{en } \geq 10$  (50%): passed.

Once a degree of distinction has been attributed, it cannot be modified afterwards, except in case of a material mistake or upon appeal.

### Artikel 102. Diploma

Howest delivers a diploma to the student who is declared passed for the entire study programme.

By granting the diploma by virtue of the stipulations laid down in the decree it is recognized and ratified by law.

### Artikel 103. Proclamation

The Director of Study Programmes or a representative proclaims the associate degrees of a study programme in a public session.



## 8. REGULATION OF DISPUTES

### Artikel 104. Dispute Regulation Before or During the Exams

When a correct course of the examinations is or was liable to suffer from serious irregularities or from conflicts between examiners and students, the people involved or the ombudsperson inform the president of the examination board.

The ombudsperson intermediates, and the president of the examination board takes measures to guarantee a correct course of the examinations or the deliberation.

### Artikel 105. Dispute Regulation After Publication of the Results

Material errors or irregularities must be concluded within a period of 5 calendar days after publication of the results. Both the student and the examiner and/or the ombudsperson can communicate this in writing to the president of the examination board that takes the appropriate measurements without delay.

When these are not of such nature that they could have influenced the decision of the examination board, the president of the examination board takes the necessary measures to restore these material errors or irregularities. These restorations are immediately added to the minutes by the president of the examination board and reported to the study programme supervisor, the learning track counsellor, the respective lecturer(s) and/or examiner(s) and the student via publication of a new report.

Material errors or irregularities that are of such nature that they could affect the decisions of the examination board lead to re-opening the examination period for the respective student.

To that end, the president of the examination board calls a special meeting, within seven (5) calendar days after the announcement. The examination board can confirm or revise the original decision in a motivational way. The examination board, assembled at a special meeting, deliberates legitimately if at least the president and 2 members of the examination board are present, save in case of force majeure.

### Artikel 106. Appeal

A student can lodge an internal appeal against the decision of the examination boards within a term of seven (7) calendar days after the announcement of the results, in accordance with the procedure described under 'Appeal'.

After the internal appeal procedure above, the student can file a petition to appeal with the Council for Disputes on Study Progress Decisions.

## SPECIAL PROVISIONS REGARDING STATUSES AND FACILITIES

### Artikel 107. Particular Statutes

Students can be granted an exceptional status on the basis of individual characteristics and/or circumstances. To that end, they shall, each year, apply for the status in writing, via the registration tool and motivated with pieces of evidence via the study coach of the study programme concerned. An exception to this rule is the status of 'student with a disability'. The granting of this status is valid during the entire study career of the student at Howest, except in the case of a psychiatric functional disability.

All information about the application procedure, the substantiation, the pieces of evidence and the attestations can be found on the website [www.howest.be/faciliteiten](http://www.howest.be/faciliteiten).

The following statuses are possible:

- student with a (functional) disability (including development disorders);
- student with increased care;
- student in specific social or personal circumstances (including medical issues);
- top sport student;
- student with a culture statute;
- student with a mandate;
- student-entrepreneur;

### Artikel 108. Statute: Student with a Functional Disability

A student with a functional disability, is a student for whom there is a lasting or long-term absence (at least 12 months effective absence and/or an absence of 12 months foreseeable for the future) for one or more body functions enumerated in the International Classification of Functioning, Disability and Health (ICF).

Specifically:

- motoric functional disability;
- auditory functional disability;
- visual functional disability;
- chronical diseases;
- psychiatric functional disability;
- development disabilities: learning disability;
- development disabilities: ASS;
- development disabilities: ADHD;
- development disabilities: tic disability;
- development disabilities: DCD;
- development disabilities: development dysphasia;
- development disabilities: development stuttering;
- development disabilities: combination of development disabilities;
- multiple functional disability;
- other;

Students with a functional disability shall justify their application by means of the VLOR forms or an attributed VAPH number. For learning disabilities, there are no attestation bundles. Here, a motivated report on the basis of diagnostic Prodia protocols is valid.

### **Artikel 109. Student with Increased Care**

A student with increased care has received support in compulsory education on the basis of a specific care need and not on the basis of a specific diagnosis. The student shall substantiate the application by means of a motivated report of the advisory CLB.

### **Artikel 110. Statute: Student in Specific Social or Personal Circumstances**

A student in one of the following circumstances:

- pregnancy and/or parenthood: doctor's certificate pregnancy and/or certificate family composition;
- employment: certificate/declaration of the employer with indication of contract duration and employment fraction;
- different cultural background or foreign mother tongue: written declaration and copy ID of the student;
- transition period transgender: certificate of treating doctor;
- informal care: on the basis of an interview with the social service and/or study coach and/or a certificate of informal caregiver of the health insurance company and/or a certificate of the attending physician of the patient;
- other exceptionally social and personal circumstances: on the basis of a conversation with the social service and/or study coach.

### **Artikel 111. Top Athlete Status**

A top athlete is a student who meets one or more of the following requirements:

- recognized as a top athlete by the BOIC or Sport Vlaanderen;
- recognized as top athlete by a top sport federation recognized by the Flemish government;
- selected for a student World Championship or Universiade;
- selected for participating in a European Championship or a World Championship of a sport on the latest '[Vlaamse Topsporttakkenlijst](#)';
- selected for the national team of a sport on the latest '[Vlaamse Topsporttakkenlijst](#)';
- meet the requirements for team sports or individual sports such as indicated on the website [www.howest.be/stuvo](http://www.howest.be/stuvo).

The student motivates the application with a certificate of their federation or sport club. Specifically for soccer, a competition sheet can also be submitted.

### **Artikel 112. Student with a Culture Statute**

A student with a culture statute is a student who is artistically engaged at a high level within a recognized art and/or culture organization and who is, in the course of the academic year, frequently occupied with cultural activities.

The student substantiates the application with a motivation letter or a portfolio.

### **Artikel 113. Student with a Mandate**

A student with a mandate has a mandate in a management or advisory body of Howest and/or the AUGent and/or VVS and/or ESU or with a political mandate.

A student with a mandate in a management or advisory body substantiates the application with a certificate of the coordinator student participation.

A student with a political mandate substantiates the application with a declaration of his political party.

### **Artikel 114. Student-Entrepreneur**

A student-entrepreneur is a student who meets one or more of the following requirements:

- the student must be enrolled for at least 27 ECTS credits;
- the student must either lead an enterprise or shall submit a plan from which the intention appears to offer a valorisable product or service within 12 months. This plan must also show the intention to launch an entrepreneurial activity under the form of a legal personality or self-employed statute with the student as initiator. The entrepreneurial activity must have a clear growth perspective;
- the application must be approved by the Director of Study Programmes upon advice of an enterprise coach of Howest. More info on [www.howest.be/nl/studeren/student-life/ondernemen](http://www.howest.be/nl/studeren/student-life/ondernemen).

### **Artikel 115. Guest Students**

Students who study at Howest in the scope of mobility can enjoy specific facilities concerning education and assessment. Possible facilities are discussed with the study programme and applied for with the study coach.

### **Artikel 116. Reasonable Adjustments**

Students suffering from long-term physical, mental or sensory impairments can apply for reasonable adjustments; to that end, they send a written application with statement of reasons and pieces of evidence to the study coach.

An adjustment is a concrete measure that neutralizes the restrictive influence of an inadequate environment on the participation of a person suffering from a functional disability. A reasonable adjustment is an adjustment that does not imply a disproportionate charge.

Upon consultation with the study coach and the contact person of study counselling and/or the study programme supervisor(s) the measures are approved by the Director of Study Programmes or rejected with motivation. A rejection shall be motivated in writing by the Director of Study Programmes within a period of 15 calendar days.

Students suffering from functional disabilities can lodge internal and external appeal against the refusal of reasonable adjustments in accordance with the Appeal Procedure.

### **Artikel 117. Adjustments**

Adjustments can concern both education and assessment activities.

Adjustments about education activities can relate to among other things attendance during contact hours, the learning method used, the study material, assignments and tasks, the bachelor paper, graduation projects, internships and workplace learning, briefly the education activities and learning and work methods as described in the study guide.

Adjustments about assessment activities can relate to the form, the rescheduling of examinations, the spreading of examinations, taking examinations outside the examination period, etc. In the scope of inclusive education, Howest offers each student inclusive adjustments for written exams. More information can be found under "Bijzondere statuten en faciliteiten / Howest".

Adjustments are granted on the basis of a specific statute for an academic year. and shall be applied for again every year with the study coach of the study programme.

Upon consultation between the study coach and the contact for student counselling and/or the study programme supervisor and/or the Director of Study Programmes, the adjustments are approved or refused with motivation.

The study department is informed about the attributed adjustments via the adjustments tool (faciliteitentool). If the student wishes to use the adjustments granted the arrangements related thereto shall be respected. When using adjustments in case of exams, the student shall present the certificate of adjustments present to the lecturer.

In case of attributed adjustments relating to absence, the student will communicate the absence via iBamaflex and upload the certificate as proof.

## SPECIAL PROVISIONS REGARDING (INTER)NATIONAL MOBILITY

Students enrolled with a diploma contract can, in the scope of exchange, take course units at another institution in Flanders, abroad or another Belgian community (international mobility).

Students enrolled with a diploma contract can also take an internship abroad or in another community of Belgium (international mobility).

Mobility can take place physically, online or through a combination of both (blended).

Students with binding study requirements do not qualify for mobility, except if the mobility is of the short term and is a part of the study programme.

Students who physically follow part of the educational activities or internship abroad agree to: possess a valid visa, in accordance with the consular requirements of the respective country, timely get the required vaccinations, and before departure fulfil the necessary insurance formalities.

Students who travel intercontinentally, compulsory subscribe to a travel insurance with sufficient cover, inclusive of repatriation, for the entire duration of their stay.

If, in consequence of mobility, the number of study credits recorded in the study contract changes, the tuition fee is recalculated on the basis of the number of study credits taken in accordance with the procedure "wijzigen studiecontract" [Modifying the study contract].

Because of safety measures, Howest can cancel earlier allowed mobility or call back students from abroad. The student cannot claim indemnities or a damage compensation from Howest.

### Artikel 118. Studying at Another Institute for Higher Education in Flanders

1. Course units at another institute of the Association University Ghent Students, who enrol at the University Ghent, University of applied sciences Ghent, Howest or University of applied sciences Arteveldehogeschool for a diploma contract or as a guest or exchange student, can – within their diploma contract or programme as guest or exchange student – follow course units at another AUGent institute (hereinafter referred to as the receiving institute) than the one they enrolled at for a diploma contract.

Three requirements are linked to the above:

- the respective course units cannot be part of one of the study programmes of the sending institute;
- the subject is course units that can be followed by students as an exchange student as part of their study programme: the course units must be accepted as replacements by the sending institute. If students want to follow course units 'supernumerary' at the other institute, they must do the latter in the frame of an additional credit contract;
- the agreement of both the sending and receiving institute is required. This agreement is given in a manner determined by each institute. For Howest, this is effected in accordance with the procedure of 'Geïndividualiseerd studietraject', freely translated as 'Personalized Learning Track'.

The students submit their application according to the established procedure for internal AUGent mobility.

2. The student, who enrolled for a diploma contract, can, within this diploma contract, follow course units at a Flemish institute for higher education other than AUGent; insofar the institutes are part of an officially recognized, bilateral and/or multilateral cooperation or exchange programmes or agreements. For study programmes imposing mandatory student mobility, the study guide indicates to what extent the student must follow course units at another institute for higher education. To that end, the student

shall have the permission of the study programme supervisor. The latter communicates the decision as soon as possible and within 15 calendar days after having received the application. If the study programme supervisor authorizes studying at a receiving institute, the latter also determines which course units are cancelled at Howest. The total amount of ECTS credits of the course units that are cancelled can be compared to the overall number of ECTS credits of the course units taken at the receiving institution.

The programme, which the student wishes to follow at the other institute, is approved by the study programme supervisor, after advice from the learning track counsellor, before December 1 for the second semester and at enrolment for the first semester. Students submit their application within 15 calendar days before these dates. The study programme supervisor shares all necessary data on the student, the period, the receiving institute, the programme, and later the score obtained with the student administration office.

### **Artikel 119. Studying at Another Institute for Higher Education Abroad or In Another Community of Belgium**

The student, who enrolled under a diploma contract, can within the scope of this diploma contract follow course units in a study programme of the same level as the qualification structure at an institute for higher education or a study programme declared equal at an institute for higher education abroad or in another community of Belgium; provided the institutes are part of the officially recognized, bilateral and/or multilateral cooperation or exchange programmes or agreements. For study programmes imposing mandatory student mobility, the study guide indicates to what extent the student must follow course units at another institute for higher education at home or abroad.

To that end, the student shall have the permission of the study programme supervisor. The student files an application in time via the Internationalization Coordinator in accordance with the 'Stappenplan voor buitenlandse studie', the Guide for Studies Abroad, to be found on the website of the study programme – 'Go International' on the learning platform Leho.

The Internationalization Coordinator states a decision with statement of reasons as soon as possible and at the very latest 21 calendar days upon receipt of the application. In case the study programme supervisor should, upon advice of the Internationalization Coordinator of the study department, grants the permission to study at a receiving institution, he also determines which course units will be cancelled at Howest. The total amount of ECTS credits of the course units that are cancelled can be compared to the overall number of ECTS credits of the course units taken at the receiving institution.

The programme that the student wishes to follow at the other institution is approved by the study programme supervisor, upon advice of the Internationalization Coordinator, at the very latest 60 calendar days before the student actually leaves. The Internationalization Coordinator follows up the drafting of the Learning Agreement, gives formal approval thereof and transmits all necessary information on the student, the period, the receiving institution, the programme and the scores obtained later on to the International Office of the campus.

Modifications to the Learning Agreement are only possible upon consultation with the Internationalization Coordinator of the study programme Howest and must be formalized by the student via the relevant part of the Learning Agreement, with signature by both institutions, within the period allowed for modifications by the financing scholarship body and/or the study programmes.

## Artikel 120. Assessment/Exam Result in case of Study at Another Institution

Students who within the scope of their diploma contract follow educational activities at another institute for higher education at home or abroad and who are therefore assessed by the host institution, receive integral recognition from Howest for the exam results achieved elsewhere, whereby the actual exam scores are granted by Howest. These exam scores are awarded taking into account the score awarded per course unit at the hosting institute.

This is effected on the basis of the so-called Grade Distribution Tables of both institutions, if applicable. The table of Howest can be consulted on [www.howest.be/puntenomzetting](http://www.howest.be/puntenomzetting).

In case several Howest scores should correspond at the conversion of the points, the highest score will be attributed.

If the hosting institution does not use the Grade Distribution Tables yet, but uses the ECTS Grading Scale, the exam result is granted according to the table below:

ECTS grade	% of successful students normally achieving the grade	Definition	Howest score out of /20
A	10	EXCELLENT- outstanding performance with only minor errors	16/20 and more
B	25	VERY GOOD- above the average standard but with some errors	14 & 15/20
C	30	GOOD- generally sound work with a number of notable errors	12/20 & 13/20
D	25	SATISFACTORY- fair but with significant shortcomings	11/20
E	10	SUFFICIENT- performance meets the minimum criteria	10/20
FX	-	FAIL- some work required before the credit can be awarded	8/20 & 9/20
F	-	FAIL- considerable further work is required	7/20 and less

In case of a Pass/Fail system, the students gets a score of 14 for Pass and a score of 7 or less for Fail.

In case none of the above systems should apply with the partner institution the awarding of the examination result will be based on the assessment information listed on the bilateral agreement, the Transcript of Records, or the hosting institution's website.

If the student does not agree with the score granted, the student can lodge an internal appeal within a term of 7 calendar days after the announcement of the results, in accordance with the procedure described under 'Appeal'. After the internal appeal procedure above, the student can file a petition to appeal with the Council for Disputes on Study Progress Decisions.

## Artikel 121. Internship Abroad

The student who enrolled under a diploma contract can do an internship abroad under the scope of this diploma contract.



To that end, the student shall have the permission of the study programme supervisor. The student files an application in time via the Internationalization Coordinator in accordance with the 'Stappenplan voor buitenlandse studie', the Guide for Studies Abroad, to be found on the website of the study programme – Internationalization on the learning platform Leho.

The Internationalization Coordinator states a decision with statement of reasons as soon as possible and at the very latest 21 calendar days upon receipt of the application. In case the study programme supervisor should, upon advice of the Internationalization Coordinator of the study programme, grant permission for a foreign internship with a larger study load than the internship provided for in the study programme, he also determines which course units will possibly be cancelled at Howest. The total amount of ECTS credits of the course units that are cancelled can be compared to the overall number of ECTS credits of the foreign internship.

The Internationalization Coordinator or the internship/work placement coordinator draws up the internship agreement/Learning Agreement for Traineeship and transmits it to the International Office of the campus.

Assessment is effected in accordance with the assessment recorded in the study fiche of the internship.

Unremunerated trainees are covered by the occupational accident insurance for accidents with physical damage which occur at the internship. In the case of remuneration, the internship company or the student must personally take out an insurance for this purpose.

## **Artikel 122. Language Assistance Measures**

Howest offers language assistance measures for both incoming and outgoing students.

Under a number of specific conditions, students can have financial support for language preparation by means of self-study or for following an external course. These conditions are laid down by the International Office.

The application for language assistance measures is made in accordance with the procedure to be found on the website of the study programme – "Go International" on the learning platform Leho.

Outgoing Erasmus students shall take a compulsory free online language test of Erasmus before departure. In case the knowledge of the language is insufficient, the student can take a free Erasmus online language course.

## INVOLVEMENT REGULATION, PARTICIPATION AND QUALITY CARE

### Artikel 123. Representation and Authority as Laid Down in the Decree

The students are represented in the administrative and advising bodies of Howest, with the authorities and the organization of elections in accordance with regulations determined. The administrative bodies of Howest, in which students are represented, are the Board of Directors and the STUVO (student services) council in accordance with the organic regulations of Howest. The student council is an advising body, containing at least 8 students.

### Artikel 124. Study programme committees and Minimum Items for Consultation

1. On the level of the study department c.q. major

At the level of the study department, a study programme committee serves as consultative body between the students and the study department.

The study programme committee deliberates on study programme related student affairs, such as the coherence and organization/execution of the study programme, gives advice on among other things the study programme-related academic calendar and the Supplementary Education and Examination Regulations, the spreading of tasks and assignments over the academic year/semester, the learning environment (working methods, quality of learning materials and provisions specific to the study programme) the estimate of the total study cost, study and student counselling (intake support, flow support, and outflow support), the strong connection between education, research and service, assessments, internationalization, quality care including inquiry results, ...

Items on the agenda can be introduced by all students and team members of the study-department. Of each consultation, a report is drawn up, which is available for all students and team members. Third parties involved can be invited to the study programme committee.

The study department organizes the study programme committee on their own initiative or on the request of students. The study programme committee assembles at least twice per academic year.

The study programme committee can give advice to the authorized people and/or bodies.

2. On the level of the campus / cross programme boundaries

At campus level, a campus committee serves as a consultative body between students and staff members. The campus committee deliberates on non-training-bound student affairs, among which the working of the supporting services for students.

The president is the Director of Study Programmes. Items on the agenda can be introduced by all students and staff members. Of each consultation, a report is drawn up, which is available for all students and staff members.

The Director of Study Programmes organizes the campus committee on his/her own initiative or on the request of students. The campus committee assembles at least twice per academic year.

The campus committee can give advice to the authorized people and/or bodies.

3. At the level of the university of applied sciences

At the university of applied sciences level, a student council functions as participation committee. The members of the student council are elected. The student council assigns a president among the members. This council decides on matters determined by decree, such as the own election regulations and the internal regulations, and gives advice regarding the tuition fees, the Education and Examination Code and the academic calendar. Also university of applied sciences-wide student affairs can be treated and advised upon by the student council. The student council can invite technicians ad hoc.

From within the student council, student representatives are delegated to the decision-making bodies of Howest and to external consultation and participation bodies in which the student council takes a mandate.

### **Artikel 125. Quality Care: Shared Responsibility**

The university of applied sciences has developed a quality care system which monitors the quality of the study programmes and services and which actively involves the students. Students have right to qualitative study programmes and services. Each student must actively take part in the activities organized in the frame of internal and external quality care, by which the student is the interested party. The student representatives in the study programme committee, the campus committee and the student council and the administrative bodies incite their colleague students to actively take part in the activities in the frame of quality care.

## DISCIPLINARY RULES and ICT RULES

### 1. DISCIPLINARY RULES

#### Artikel 126. Behavioural and Disciplinary Rules

1. At Howest, students have a smart appearance, an irreproachable behaviour and a correct attitude. Furthermore, students have respect for the human being and do not perform actions – even digitally – that go against the objectives and values of Howest and the deontology of the profession, and this both at and outside Howest.
2. Since Howest from their mission is actively for pluralism, tolerance and respect for other opinions, Howest allows wearing religious symbols and/or clothes when these are required by an acknowledged religion. However, students wearing such symbols and/or clothes must show – being Howest students - openness to dialogue and active pluralism. The clothes must always meet the requirements of smartness, hygiene, identification and safety of Howest and possibly additional obligations imposed at the work placement company or on the workplace in case of workplace learning.
3. From that same mission and values, it is prohibited at Howest to wear party political signs.
4. The student is responsible for the own personal possessions, even when these are locked away.
5. All damage to buildings, furniture or material - malicious or due to gross negligence - may be subject of a disciplinary procedure, possibly a prosecution.
6. Each student may be held severally financially liable. Each student is not only liable for the damage one causes through an action, but also for the damage one caused through negligence or through carelessness.

A student, who breaks, loses and/or steals school property during or outside educational activities, save when one can prove force majeure or culpability of third parties, is liable. In case of dispute, the court can pass judgment on the matter.

7. As a disciplinary measure, the lecturer or counsellor is allowed to deny further access to educational activities to those students who intentionally disturb the organization of the latter. This denial only relates to those activities by which the student displayed disturbing behaviour and is effective immediately.
8. For internships and workplace learning, specific regulations are observed. Internship or workplace learning can be terminated early if the student, through the behaviour, has given proof of incapacity for the execution of a profession to which the study programme leads.
9. The student cannot make voice or image recordings of educational activities, unless specific arrangements have been made on this subject with the lecturer. Recordings can only be used for didactical purposes for the student or the group of students with whom the lecturer made arrangements in advance. Commercial use of the recordings is prohibited. It is never allowed to make recordings of an exam or feedback moment.
10. When not complying with these behavioural and disciplinary and ICT rules, the student can incur the following disciplinary measures:

- a blame;
- an alternative sanction in the form of an individual behaviour remediation disciplinary sanction;
- early termination of an internship or workplace learning;
- a suspension;
- an exclusion from Howest.

A blame and an alternative sanction are pronounced by the Director of Study Programmes. By way of urgent and provisional measurement, the Director of Study Programmes can also proceed to suspension of the student.

The general director must confirm or reject the urgent and provisional suspension pronounced by the Director of Study Programmes within fifteen (15) calendar days.

Early termination of an internship or workplace learning, suspension and exclusion from Howest are pronounced by the general director upon proposal of the Director of Study Programmes.

Before the pronouncement, the student must be communicated which measure is considered and on which grounds, 7 calendar days before the measure is pronounced, save in case of urgent circumstances.

All pronouncements must be substantiated in writing. The student must always be heard by the competent bodies and have access to the entire file. The student has the right to be acted for by a legal lawyer. For all disciplinary measures, the student can lodge an appeal within 7 calendar days with the higher administrative government; for the Director of Study Programmes, this is the Internal Appeal Commission, for the general director, this is the president of the Board of Directors, after (electronic) consultation of the Board of Directors. Each appeal must be pronounced within 7 working days.

For the administrative follow-up, the student also submits – in case of appeal with the president and the Internal Appeal Commission – a copy to the Director of Study Programmes and the general director.

11. In case disciplinary measures are taken, following rules must fully be complied with:
  - minutes are drawn up;
  - each decision taken is motivated in writing;
  - each decision is communicated to the student in writing before the disciplinary measure is brought into effect;
  - there is no possibility to proceed to collective exclusion;
  - the disciplinary punishment must be in accordance with the seriousness of the facts.
12. The internal and external appeal procedure regarding examination disciplinary decisions are recorded in the procedure Internal and External appeal.

## 2. ICT RULES

### Artikel 127. In General

Every student shall have a laptop, with a legal license of the software necessary according to the study guide/course sheets of the study programme. More information can be found on [www.howest.be/laptops](http://www.howest.be/laptops)

When registering, the student receives an account with corresponding e-mail address. This account provides access to the ICT facilities and the electronic learning environment. This e-mail address is used as an official, electronic communication channel between Howest and the student. All electronic study material is spread via the electronic learning platform Leho.

The computer networks of Howest and the other partner institutions of the Associatie Universiteit Gent (AUGent) are intended for education and research and for activities in support thereof.

The network of Howest and the other partner institutions of AUGent is connected to BELNET, the Belgian research network. There is an Acceptable Use Policy (AUP) that determines what is and what is not allowed on BELNET. This AUP is written out in the document AUP BELNET (Acceptable use of the BELNET access), which can be found on <https://www.belnet.be/nl/voorschriften-voor-aanvaardbaar-gebruik-aup-van-belnet-internetdiensten>. When one uses the network, one must not only take into account the rules for a correct use of the network of Howest and the other partner institutions of AUGent, but also the AUP of BELNET.

## Artikel 128. Definitions

ICT infrastructure: both the physical devices and the ICT services (including use at home through VPN) are intended.

ICT administrator(s): people responsible for maintenance and well-functioning of the ICT infrastructure.

## Artikel 129. Unauthorized Use

1. The ICT infrastructure cannot be used to acquire, process, spread or save illegal information. This is understood to mean, among others:

1.1 Information that is in breach of the law, especially (but not limited to):

- the legislation on the protection of personal privacy;
- the legislation on copyright and other intellectual rights;
- the legislation on the fight against racism or that is insulting or libellous for others;
- the legislation on protection of public decency.

1.2 Information that damages Howest and the other partner institutions of AUGent, especially (but not limited to):

- information that defiles the image of Howest and the other partner institutions of AUGent, or that can harm them in a moral or economic way;
- information that is confidential or that must be regarded as confidential through its nature.

1.3 Information that is a hindrance to others, especially (but not limited to):

- information that is offensive for others because it conflicts with the general regulations in force;
- sending electronic mail, messages or chain letters to large groups of people.

2. Following actions are explicitly prohibited:

2.1 Installing and/or using software for which one has no license or in a way that is contrary to the license conditions of the respective software. This applies to the devices that are part of the ICT infrastructure or that make a connection with the ICT network of Howest and the other partner institutions of AUGent. Software that is at your disposal via the AUGent and partner institutions cannot be transferred to personal devices without explicit permission from an ICT administrator. Howest and

other partner institutions of the AUGent can act autonomously against students of whom they suspect to be using and/or spreading illegal software. The onus of proof of the possession of the respective software license rests with the student.

Installing software on devices that are part of the AUGent and partner institutions, without prior consent from the ICT administrator who is responsible for that respective part of the ICT infrastructure.

2.3 Changing the structure or the configuration of the ICT infrastructure without prior consent from the ICT administrator who is responsible for that respective part of the ICT infrastructure.

Taking actions that are against the law in the frame of the law of November 28, 2000 regarding computer science crime. The following, among others, resort hereunder:

- circumventing internal and external network securities;
- designing and/or installing harmful software on devices that are part of the ICT infrastructure of Howest and of the other partner institutions of AUGent;
- wittingly forcing inappropriate and illegal access to systems for which one is not authorized;
- intercepting information (or attempts to do so) that is not meant for the person intercepting;
- using a false identity on the network.

2.5 Using the ICT infrastructure of Howest and the other partner institutions of AUGent for commercial or political activities.

2.6 Actively locating weaknesses in the security or testing the maximal capacity of any part of the ICT infrastructure of Howest and the other partner institutions of AUGent; In general, deliberately generating extreme loads without functional necessity.

2.7 Changing or passing on to third parties system information, system configuration, application programmes or files if one – due to the nature of their function – is not authorized.

### 3. Responsibilities of the student

3.1 Keeping the ICT infrastructure that is put at their disposal in good condition, including an active participation in the security of this ICT infrastructure.

3.1.1 When a student believes to be aware of a defective or malfunctioning part of the ICT infrastructure of Howest and the other partner institutions of AUGent, the student shall report this as soon as possible to the ICT administrator in charge of the respective part of the ICT infrastructure. The same goes for when a student discovers a defect in the security of the ICT infrastructure of Howest and the other partner institutions of AUGent. Others cannot be informed of the latter. Taking advantage of these weaknesses is regarded as illegal use.

3.1.2 Not leaving the ICT means put at one's disposal unattended and taking sufficient precautions to maximally prevent theft. When leaving devices on which one is logged in, the student must log out or lock the device in such a way that only the respective student or an ICT administrator can log in onto the device again. This in order to prevent others from adopting their identity.

3.1.3 Always working with an operational recent virus scanner.

3.1.4 Respecting the limits set on the mailbox or file server, whereby the student, on a regular basis, cleans up or archives redundant mails/files.

3.2 In all communication, the student will always clearly mention the name. In addition, the student who disposes of an email address of Howest and the other partner institutions of AUGent, shall use this address to communicate and to regularly check the corresponding mailbox.

3.3 If data are saved on local hard disks, the student personally must take care of the necessary spare copy (backup) and security.

#### 4. User names and passwords

Access to the ICT infrastructure is granted based on a user name and password. Following rules must be complied with:

- the password cannot be too simple to be retrieved and must be changed on a regular basis.
- spreading the password is prohibited. Those who are careless with the password can be held liable for improper use.
- no one can pass the password to third parties and/or let it be used by third parties. It is prohibited to attempt to retrieve passwords from others.

#### 5. Supervision, control and sanctions

The ICT infrastructure of Howest and the other partner institutions of AUGent are controlled to be able to ensure the good working and to detect and prevent improper use. Each partner institution can control autonomously and determine possible sanctions.

Possible sanctions in case of finding an infringement on these rules are:

- a temporary limitation of the access or otherwise to certain parts of the ICT infrastructure;
- temporary or definite ban on using the ICT infrastructure;
- payment of the costs coming from improper use;
- if improper use regards a criminal fact, the parties involved can also be prosecuted for these facts, irrespective of possible claims;
- data of any form (files, e-mails, data carriers, databases ...), which belong to the respective student, can be inspected and seized;
- all other sanctions as stipulated in the regulations of the AUGent and partner institutions.

### Artikel 130. Acceptable Use of the BELNET Access

1. The student agrees to act according to the standards and protocols of the Internet.
2. The student can solely use the BELNET network with strictly legal intentions. All use that violates Belgian or international law is prohibited.

As a member of category A of ISPA Belgium (Association of the Internet Service Providers), BELNET entirely endorses the «Samenwerkingsprotocol ter bestrijding van ongeoorloofde handelingen op Internet». If there are suspicions of an illegal action by the student, BELNET will, in the strict frame set out in the law, cooperate with the judicial power to ease the research obligation.

3. It is prohibited to use the services of BELNET for all activities that:
  - enable unauthorized access to the data of a third party;
  - inflict damage to the activities of BELNET or the Internet in general,
  - endanger the use or performance of the internet service for other users;
  - can lead to the waste of means (staff, networks, computer sciences);
  - can lead to the partial or complete destruction of the integrity of the IT data;
  - can affect the privacy of the users;



- have as goal to send messages over the network, which resort under 'harassing' or 'spam'.
- 4. The use of BELNET is reserved for public services, education and research purposes. Use for commercial purpose and intensive use for personal purpose are prohibited.
- 5. The institute is responsible for the delivery of the Internet service to the own students, more particular for the set-up of internal access procedures to BELNET via the local network.

The administration of this local network also resorts under the authority of the institute. In that frame, the student must protect him/herself against attempted break-in by a third party via BELNET.

- 6. The institute takes the necessary measures to prevent abuse of BELNET by the own students.

To this end, the institute informs them of these regulations of acceptable use.

If the BELNET network is used in a false way, the student will actively and as soon as possible cooperate with BELNET to retrieve the origin of this abuse and to put an end to it.

If the abuse continues, actions will be taken afterwards; which can lead to the suspension of the service to the student. The suspension ends at the moment that the prescribed user regulations are respected again.

### **Artikel 131. Acceptable Use of Office365 for Education**

1. The student agrees to act according to the standards and protocols of the Internet.
2. The use of Office365 for education is reserved for education and for research purposes. Use for commercial purpose and intensive use for personal purpose are prohibited.
3. Article 114 'Improper use' from the ICT rules completely applies here.

## COPYRIGHT, MORAL and PROPERTY RIGHTS

### Artikel 132. Copyright and Property Rights

Each student conscientiously complies with the law of 30 June 1994 on copyright and neighbouring rights. Each student abstains from reproducing material in any way, shape or form without authorization from the author. In this scope, Howest assumes a coordinating role whereby it is explicitly the purpose to monitor and safeguard the rights of the students. In case the student should not respect the regulations, all costs in this respect charged to Howest will be charged to the student, even if the student has already de-enrolled or graduated.

### Artikel 133. Copyrights, Moral Rights and Property Rights of Student Assignments

#### 1. Different types of student assignments

Work field assignments or tasks in the scope of a research project are student assignments that are executed at the request of and by order of a work field partner or a research project. Lecturers and students act by order of the work field partner or the research project. The modalities of these assignments are arranged by the cooperation agreement between Howest and the work field partner or the terms and conditions of the specific research project.

Assignments given by Howest are student assignments initiated by the lecturers and not by order of or at the request of a work field partner or a research project.

#### 2. Moral rights on student assignments

The student at all times enjoys the moral rights to the own results created on the basis of student assignments which have come into being in the scope of the study programme. These rights concern all immaterial interests of the author, such as reputation, integrity and/or the personal connection to the work, the right to publish the work, the right to recognition as author and the right to respect for the work.

In case of work field assignments or tasks in the scope of a research project, the exercise of the moral rights can temporarily be suspended by the integration of secrecy clauses in the cooperation agreement between Howest and the work field partner or in the modalities of the specific research project.

#### 3. Property rights in case of student assignments

##### 3.1 Transfer of property rights

When submitting student assignments, the property rights of the submitted results on the basis of the educational assignments are automatically transferred to Howest.

3.1.1 As a result, the student consents to publically reveal, publish or expose the results, in compliance with the moral rights of the student. Howest hereby guarantees the protection of the integrity/privacy of the student.

3.1.2 In case of work field or research assignments, the property rights of the assignment come under the modalities of the cooperation agreement between Howest and the work field or research partner.

3.1.3 In case of assignments given by Howest the student consents to use the further results of these assignments world-wide and without compensation or limitation in time, in the scope of further education and valorisation activities. Hereby Howest takes a coordinating role, whereby it is explicitly the objective to promote and safeguard the property rights of the students, both during and after the studies. In case of valorisation opportunities, Howest takes an active coordinating role in the valorisation process.

### 3.2 Restitution of property rights in case of assignments given by Howest

On the basis of the strategic plan, in which entrepreneurship is an important strategic objective, Howest recognises the right of the student to further develop and exploit the own results from the student assignments.

If the student wants to exploit the result of an own assignment, the student shall announce this before the start of the academic year following the academic year in which the assignment was submitted; he will do so in writing and address this document to the study programme supervisor.

In case of group work, the other students concerned are also interviewed to determine the share in the results of all persons involved. This is effected in consultation with experts from the study programme and the Algemene Diensten [General Services] of Howest, if the occasion arises, completed by external experts. Here, the study programme department takes a coordinating role.

If so desired, after the transfer modalities have been effected, the student will also be actively guided by Howest to entrepreneurship and in possible cooperation models.

### 3.3. Further exploitation of assignments given by Howest.

If Howest, upon acquisition of the property rights, transfers these property rights to a third party, Howest commits to contact the student prior to actual commercialization. At that moment, negotiations are started up in order to determine the share in the result of all parties involved, in consultation with experts from the study programme and the General Services of Howest, if the occasion arises, completed by external experts.

## INTERNAL AND EXTERNAL APPEAL

### Artikel 134. Appeal

The student can file an appeal against all study progress decisions.

The student, who thinks that their right is violated by an unfavourable

- examination decision;
- examination disciplinary decision;
- decision pertaining to a request for an exemption;
- decision pertaining to the artistic admission test;
- decision pertaining to the imposition of binding conditions or a refusal of enrolment;
- decision pertaining to the composition of the personal learning track;
- decisions regarding the learning account;
- decision pertaining the execution of reasonable accommodations

can file an internal appeal.

Upon depletion of the internal appeal or when no internal appeal decision has been taken in due time, the student can still lodge external appeal with the Raad voor betwistingen inzake studievoortgangsbeslissingen, established by the Flemish Government.

When it concerns a refusal relating to the attribution of the execution of reasonable adjustments, external appeal can be lodged via Unia, an independent public institution.

#### 1. Internal Appeal

The student or their lawyer submits the notice of appeal, which contains the disputed decision, dated and signed to the general director, Marksesteenweg 58, 8500 Kortrijk, within the term of seven(7) calendar days which starts from the day after the notice to the student of the decision taken. At the same time, the student sends an electronic version of this letter via e-mail to the respective president of the examination board. The date of the postmark shall serve as the date of the appeal.

The internal appeal is treated by the Internal Appeals Commission. The latter is composed of the general director (president), the director of education, and internationalization and a staff member of the general services department [Algemene Diensten].

The Internal Appeals Commission can only deliberate validly if two thirds of the members are present. Each member disposes of one vote. In case of equality, the president decides. The commission may decide to invite any person to be heard if they consider their presence to be useful for the treatment of the file. In case of absence of the president or a member, the president appoints a substitute president/member.

The Internal Appeals Commission firstly decides to declare the internal appeal admissible or otherwise, by which the latter either decides to refuse the appeal in a well-founded way or decides to declare the appeal admissible.

After having declared the internal appeal admissible, the Internal Appeals Commission decides if it assesses the objections invoked by the students well-founded or otherwise.

If the Internal Appeals Commission decides that the invoked objections are valid, it either decides to revise the decision fought by the internal appeal in a well-founded way or to send back the file to the body that took the initial decision with the request of revising the decision.

If the Internal Appeals Commission decides that the invoked objections are invalid, it decides to confirm the decision fought by the internal appeal in a well-founded way.

The decision is communicated to the student and – if appropriate – also to his/her legal lawyer within a term of twenty (20) calendar days, starting on the day after the day the appeal was filed.

The student can also file an appeal against the decision of awarding or otherwise of an aptitude certificate based on PAC by the accrediting body of the AUGent. The internal appeal is filed at AUGent; see 'Guide for the candidate' on [www.howest.be/EVC](http://www.howest.be/EVC).

## 2. External Appeal

After exhaustion of the internal appeal or following the failure to come to a timely internal appeal decision, the student can still file an appeal with the Council for Disputes on Study Progress Decisions, founded by the Flemish Government. To this end, the student must file a signed and dated request, which includes the objections called upon with the Council for Disputes on Study Progress Decisions within a term of seven (7) calendar days, starting the day after the day on which the decision of the internal appeal procedure is communicated, or within seven (7) calendar days following the failure to come to a timely internal appeal decision. The student cannot adduce new objections in this procedure, unless the foundation thereof has only been revealed during or just after the internal appeal procedure, unless the objection relates to the way in which the internal appeal was handled or unless the objection concerns the public order.

More information can be found on <http://onderwijs.vlaanderen.be/nl/raad>.

When it concerns a refusal relating to a reasonable adjustment, external appeal can be lodged via Unia. This centre mediates and provides legal assistance, when necessary. More information can be found on [www.unia.be](http://www.unia.be).

## STUDENT SERVICES

The student services & facilities aim at promoting equal access to and participation of all students in higher education by enhancing the basic conditions when studying. They strive for the latter by offering material and immaterial assistance and services and by removing the factors which might hinder studying.

### **Artikel 135. Access to the Student Services**

The students enrolled at Howest with a diploma or credit contract have within the stipulations of the decree access to the student services & facilities.

The students, who in the framework of international mobility and student exchanges, attend part of their study programme at Howest, but who are not enrolled, have access to the universal student services & facilities connected to Howest.

### **Artikel 136. Granting Student Services**

The granting of student services & facilities in the form of study financing subject to specific conditions and can only be awarded based on an individual social investigation. The Daily Coordination of the Student Facilities Department decides whether or not this form of student services & facilities are granted.

### **Artikel 137. Deontology of the Employee of the Student Services Department**

The Student Services and Facilities Department applies four basic principles: respect for the individual, the professional ability, the professional responsibility and the duty of professional confidentiality. In the framework of the social and psychological services, the student is entitled to: professional assistance, information, free participation in services and assistance, independency and secrecy.

### **Artikel 138. Appeal against Decisions of the Student Services Department**

Internal appeal can be lodged against the decisions of the Day-to-Day Coordination of the Student Services & Facilities Department.

The student files a written application for revision with statement of reasons, by registered and duly signed letter, with the president or the vice-president of the Stuvo council within the expiration term of 10 calendar days. At the same time, the student sends the electronic version of that letter by email to the president or the vice-president. The date of the postmark shall serve as the date of the appeal.

The internal appeal is treated by the Internal Appeal Commission Student Facilities. It consists of the president, the vice-president and one member of the Stuvo council from the staff delegation.

The Internal Appeal Committee Student Services & Facilities will, upon consultation of all parties involved, autonomously take a decision and communicate it in writing with statement of reasons to all parties involved within a period of 15 calendar days.

## DATA PROTECTION

### Artikel 139. Data Protection

Howest respects the privacy of the student and deals with the personal data of the student in accordance with the stipulations the laws on the protection of privacy and the General Regulation Data Protection.

Via iBamaflex each student has perusal to the personal data which Howest stores and can ask correction via the student administration office.

Personal data of graduated students is included in an alumni list for the alumni. This data can be adjusted at any moment via [alumni@howest.be](mailto:alumni@howest.be).

Personal data is only provided to third parties in some well-defined cases.

All information can be found in Howest's privacy declaration on [www.howest.be/nl/privacy-and-copyrights](http://www.howest.be/nl/privacy-and-copyrights). The privacy declaration contains the information regarding the legal basis, the way in which one can give or withdraw consent, the right to lodge an objection, etc.

Howest reserves the right to record lessons for educational purposes. At the start of the lessons, the lecturer informs the students about the fact that the lesson is recorded and about the set-up of the cameras. When the students come into the picture, they automatically give permission for recording and sharing as persons portrayed. Students who do not grant permission to do so, must move out of the sight of the cameras to follow the lessons.

For questions or complaints concerning data protection: [privacy@howest.be](mailto:privacy@howest.be).

## CODE OF ETHICS

Within Howest, a code of ethics has been drawn up for both students, employees and everyone involved in Howest.

The code of ethics is a guide to act with integrity.

Acting with integrity means:

- exercising the function/study properly and carefully, taking responsibilities and the standards and values of the organization into account;
- taking the rights, interests and wishes of all persons concerned sufficiently into account;
- being informed about the rules of conduct and apply these;
- engaging into dialogue with others in this regard.

The code of ethics

- provides a number of rules of conduct that help in making decisions and carrying out actions;
- offers protection against possible risks and the vulnerability with which someone can be confronted;
- inspires to find a good basic attitude in contacts with others.

On the ethics forum of Howest (via Teams STUDENT.ForumEthischeCode) you can find a lot of information on integrity and acting with integrity. The forum is managed by both students and employees.

Questions and/or remarks can always be addressed to the administrators of the ethical forum via e-mail: [ethischforum@howest.be](mailto:ethischforum@howest.be).

## FINAL REGULATIONS

### Artikel 140. Final Regulations

All affairs not recorded in this Education and Examination Code and which are of interest to Howest interdepartmentally, are regulated by the Organic regulations of Howest.

All affairs not recorded in this Education and Examination Code and which are of interest to study departments, are regulated by the Supplementary Education and Examination Code of the study department.