

**DEPARTMENTAL SUPPLEMENTATION OF THE  
GENERAL EDUCATION AND EXAMINATION  
REGULATIONS AND THE LEGAL POSITION  
REGULATIONS**

**East Brabant functional unit  
2021-2022**

## **I. General Education Regulations**

**Article 1:** The required level of Dutch language comprehension for all programmes of study is B1.

**Article 2:** Additional and more detailed regulations apply to work placements and theses. The students will be informed about them through the digital Canvas learning platform and/or via syllabuses/STIF.

## **II. General Examination Regulations**

### **Article 1**

#### **Examination office**

Chair: The Head of the East Brabant functional unit

Secretary: Student registration office secretary

**Examination Office:** Interleuvenlaan 5, 3001 Heverlee (campus Volt Leuven) and Boudewijnvest 3, 3290 Diest (campus De Oranjerie Diest).

The examination office coordinates all activities related to the examinations and informs interested parties (students and members of the examination board). The information is published on the digital notice boards (intranet course in Canvas). The official communication regarding assessments always runs via the examination office.

#### **The following must be reported to the Examination Office:**

- Every change of address during the examination time;
- Requests to change the Examination Regulations;
- Suspension of or discontinued participation in one or more examinations;
- Absences during module examinations. See Code of Conduct for the modalities.

**Article 2:** The examination periods are indicated on the ECTS course descriptions. Students aiming to graduate early in January, must submit their application to the examination board secretary before 30 November.

**Article 3:** All requirements regarding the work placement report/thesis are included for each programme of study/specialisation in the guidelines and are announced at the beginning of the academic year.

#### **Article 4:**

When students following an individual study degree course have multiple final examinations scheduled at the same time, they must take the lowest-level final examination at its scheduled time. For the other exam, they use the catch-up moment. This does not apply to situations where the student has multiple final examinations on the same day but at different times.

If final examinations for a student in an individual study degree course are scheduled during his/her internship, the student must sit the final examination at the scheduled time and inform their internship supervisor in a timely manner of their absence due to final examinations. After the final examination, students may request a written confirmation from the examination office confirming that they were sitting finals, which will serve to excuse their absence from their internship duties.

#### **Article 5:**

Students who are too late may not participate in the assessment if other students have already left the room. This will be indicated on the report with an absence code.

If a student who is too late may nevertheless participate in the assessment, this does not entitle him/her to an extension of the duration of the assessment.

An examination not taken in combination with unlawful absence means that the student is automatically referred to the following examination session.

**Article 6:**

Catch-up examinations will be organised during one fixed catch-up examination day per examination session per degree course. This information will be determined and communicated at the start of the academic year.

When legally absent the practical feasibility of taking the examination/test or undergoing the continuous assessment is worked out, in consultation with the examiner, under the responsibility of the chairperson of the examination board.

When permitted to make up the examination/test, the student is informed of the new regulation. If moved, it is not always possible to guarantee the same assessment format. Not attending a catch-up examination cannot result in an additional catch-up moment.

**Article 7:** Examination results are published within four weeks after the examination time. If a course unit has a non-numeric form with regard to the result determination, this will be specified in the ECTS course description.

**Article 8:** If a course unit cannot be tolerated, it will be indicated as such on the ECTS course description.

**Article 10:** The results of all course units of the standard learning path of the graduate degree course are used to determine the degree of distinction.

**Article 10:** The student can view his/her partial results together with the involved lecturer and can, if required, be assisted by the ombudsperson. The written examinations can be viewed during the defined moments at the relevant lecturer.

**Article 11:** Students who have not passed their examinations during the first examination time will automatically be registered for the second examination time. Students are asked to confirm their participation.

**Article 12:** Remote examinations are organised with software that is especially installed. The student must ensure that he/she can start the examination on a working laptop, a stable internet connection, and external mouse, a webcam and an installed secure and up-to-date browser. If the student does not provide these and therefore starts his/her examination after a delay, he/she cannot request extra examination time or a catch-up examination. With technical problems before or during a digital examination, the student must inform the lecturer and the designated contact within fifteen minutes of ascertaining the problems. If the student informs the lecturer and designated contact later, the examination will be regarded as 'not taken'. The student will be given an absence code for the examination and is not entitled to an alternative or catch-up examination.

Every digital examination will start with the identification of the student based on a student card or identity card via the webcam followed by showing the examination room.

The behaviour of the student will be monitored and classified automatically during the examination. All information about the data processing method can be found on the software page: (<https://www.respondus.com/products/monitor/review.shtml>)

**Article 13:** If the student has not attained 30% of the registered credits in a previous academic year, a binding condition may be imposed on a new enrolment in the same programme of study.

These conditions always consist of one or more of the following elements in relation to the East Brabant functional unit:

- The student must pass (credit or tolerated) at least 60% of the credits taken.
- The student must pass (credit or tolerated) all course units that the student is following a 2<sup>nd</sup> time

### **III. Legal Position Regulations**

**Article 1:** The ombudsperson will be appointed by the East Brabant functional unit board at the start of the academic year and will be announced through email and on the online notice board. The ombudsperson can be contacted through Canvas and email. The tasks of the ombudsperson can be found in the Legal Position Regulations of the Erasmus Brussels University of Applied Sciences and Arts.

**Article 2:** Attendance during internships, external activities, projects and seminars is mandatory. The consequences of an unjustified absence are indicated in the ECTS course descriptions.