



**erasmus**  
HOGESCHOOL BRUSSEL

**GENERAL**  
**EDUCATION AND EXAMINATION**  
**REGULATIONS**  
**2023-2024**

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## Part 1 General provisions

### Article 1 Student enrollment agreement

§1. The Erasmushogeschool Brussel and the student automatically enter into an adhesion contract when the student enrolls. This adhesion contract is henceforth referred to as student enrollment agreement. The following documents contain the general provisions of this agreement and are binding on all students enrolled.

1° the education and examination regulations drafted in accordance with the Codex Hoger Onderwijs (Higher Education Code).

2° the general regulations on legal position, including the code of conduct in interpersonal contacts;

3° the library regulations;

4° supplements to the present regulations drafted by the departments and schools of arts;

5° the educational and examination regulations for postgraduate certificate programs 2023-24;

6° the regulations on internships;

7° Regulations regarding bachelor final project or final work and master thesis;

8° the Flemish regional regulations on the benchmark competency test for teacher education for the academic year 2023-24;

9° the study programs;

10° the ECTS-course descriptions for each course.

§2. The documents mentioned above are available through the website of the Erasmushogeschool Brussel or through the digital learning platform for students named Canvas.

### Article 2 Glossary

English	Dutch	Definition
Academic year	Academiejaar	A period of one year beginning on September 1 at the earliest and October 1 at the latest and ending on the day before the starting date of the following academic year. The institution can decide to depart from the fixed duration of one year for the academic year, should an earlier or later start of the academic year exceptionally be warranted.
Qualifications of prior formal learning (EVK)	Eerder verworven kwalificaties (EVK)	A qualification of prior formal learning is any Belgian or foreign study certificate that indicates that a formal study program was successfully completed either in education or outside of it. This does not include credit certificates obtained from the institution and study program in which a



		student intends to validate study certificates from prior formal learning.
Advanced bachelor program	Bachelor bacheloropleiding na	A bachelor program of at least 60 credits that is consecutive to another bachelor program.
Advisor	Raadsman	An attorney or expert
Application for course enrollment / Course schedule application	Studieprogramma aanvraag	(Electronic) document listing the courses a student is requesting to take in a specific academic year.
Aptitude assessment	Bekwaamheidsonderzoek	Assessment aimed at evaluating a person's competencies prior to issuing an aptitude certificate.
Aptitude test	Bekwaamheidsproef	A written and/or oral test in which the competencies of a person are tested. This test is part of an aptitude assessment.
Association	Associatie	A non-profit association as referred to in Part 2, Title 1, Chapter 2 of the Codex Hoger Onderwijs (Higher Education Code). Erasmushogeschool Brussel and Vrije Universiteit Brussel constitute the vzw Universitaire Associatie Brussel (UAB)
Bachelor program / Bachelor degree program	Bacheloropleiding	A degree program consecutive to secondary education. Bachelor degree programs carry a course load of 180 credits and can have a professional or academic orientation.
Benchmark (competency) test	Starttoets	A mandatory statewide test for students who wish to enroll in certain bachelor programs for the first time, as referred to in article II.188/1 of the Higher Education Code (Codex Hoger Onderwijs).
Board	Bestuur	Every governing body of an association or institution which – pursuant to a legal provision or statutes - has the power to take executive decisions in matters referred to in the Codex Hoger Onderwijs (Higher Education Code).
Bridge program	Schakel Programma	A study program which students holding a bachelor's degree in higher professional education, can be required to complete before they can enroll in a master program. The program is designed to develop overall scientific competencies and provide basic subject specific scientific knowledge as described in Article II.141, 3° of the Higher Education Code (Codex Hoger Onderwijs). The course load of bridge programs is between 45 and 90 credits.
Certificate of aptitude	Bewijs bekwaamheid van	A document or proof of registration attesting that a student has acquired all competencies on the basis of prior formal or experiential learning (EVC/EVK) that are characteristic of

		<ul style="list-style-type: none"> <li>a) the level of an associate's degree in higher professional education;</li> <li>b) the level of Bachelor in higher professional or academic education;</li> <li>c) the level of Master</li> <li>d) a well defined study program, course or cluster of courses.</li> </ul>
Codex Higher Education	Codex Hoger Onderwijs	<p>Order from the Flemish Government dated 11 October 2013 codifying legal provisions regarding higher education, published in the Belgian Official Journal (Belgisch Staatsblad) on 27 February 2014 and as amended later.</p> <p>See <a href="https://data-onderwijs.vlaanderen.be/edulex/document.aspx?docid=14650#307">https://data-onderwijs.vlaanderen.be/edulex/document.aspx?docid=14650#307</a> .</p>
Composite course	Samengesteld opleidings onderdeel	A course which comprises at least two clearly identifiable units, which are called sub-courses or parts of a composite course.
Continuous assessment	Permanente evaluatie	Periodic assessments of students' performance during a course outside of examinations periods and accompanied by regular written feedback.
Council for academic progress disputes	Raad voor studievoortgangsbepalingen	An administrative court established by the Ministry of the Flemish Community (het Ministerie van de Vlaamse Gemeenschap). It has jurisdiction over appeals students can lodge against study progress decisions after they have exhausted all internal appeal options within their educational institution.
Course	Opleidings Onderdeel	A well-defined set of teaching, learning and assessment activities aimed at developing a well-defined set of competencies regarding knowledge, insight, skills and attitudes.
Course load/ study load	Studieomvang	The number of credits allocated to a course or a study program.
Course program/ Course schedule	Studieprogramma	Program or schedule listing all courses a student is enrolled in during a particular academic year and for which the student entered into a contract.
Credit certificate	Creditbewijs	A document or registration attesting to the fact that a student has acquired all competencies related to a course, as demonstrated on the basis of an exam. The credits related to the course become "earned credits"
Credit contract	Creditcontract	An enrollment contract between the institution and student for the purpose of earning one or more credit certificates for one or more courses.
Credit	Studiepunt	An internationally accepted measuring unit which indicates the study load of a course or an entire study program. Within the Flemish community,

		each credit represents between 25 and 30 hours of study, learning and assessment activities.
Curriculum	Opleidings programma	A cohesive set of courses aimed at realizing well-defined objectives with respect to knowledge, insight, skills and attitudes which students must have reached upon graduation.
Decree on Governance	Bestuursdecreet	Decree dated 7 December 2018 which deals with open government. <a href="https://codex.vlaanderen.be/Zoeken/Document.aspx?DID=1030009&amp;param=inhoud&amp;AID=1249175">https://codex.vlaanderen.be/Zoeken/Document.aspx?DID=1030009&amp;param=inhoud&amp;AID=1249175</a>
Degree	Graad	The degree of Associate, Bachelor, Master conferred upon successful completion of a study program when the diploma is awarded.
Department	Departement	An organizational entity within Erasmushogeschool Brussel which accommodates a number of study programs. A department has a department council and is run by a department director responsible for operational management and policy.  There are two departments within Erasmushogeschool Brussel: <ul style="list-style-type: none"> <li>• Department Mens &amp; Maatschappij (People and Society)</li> <li>• Department Gezondheid, Design &amp; Technologie (Health, Design &amp; Technology)</li> </ul>
Diploma contract	Diplomacontract	An enrollment contract between the institution and student for the purpose of earning a degree or diploma in a study program or for the purpose of taking a bridge or preparatory program.
Earned credits	Verworven studiepunten	Course credits for which a student received a credit certificate.
Education and Examination Regulations	Onderwijs- en examenreglement	The Regulations referred to in Part 2, Title 4, chapter 3 of the Higher Education Code (Codex Hoger Onderwijs) dated 11 October 2013.
Enrolled credits	Opgenomen studiepunten	Credits linked to a course a student is enrolled in during a specific academic year.
EVC prior experiential learning	EVC eerder verworven competenties	Competencies acquired through prior experiential learning. This means knowledge, insight, skills and attitudes acquired by means of learning processes that were not endorsed by a study certificate.
Exam fraud	Examenfraude	Any type of behavior a student displays during an evaluation or part of an evaluation which renders a sound evaluation totally or partially impossible of this student's or other students' knowledge, skills and/or insights; or by which attempts are made to thwart such sound evaluation. Intent is not required to establish exam fraud. Using

		<p>fraudulent documents intended to secure a make up exam is considered exam fraud.</p> <p>Mobile telephones, digital receivers (e.g. smartwatches) and other devices are prohibited during final examinations, unless otherwise stated by the examiner. The mere possession of a prohibited accessory during an exam is also considered (attempted) fraud.</p>
Exam jury /Exam panel	Examenjury	A panel evaluating an exam or part of an exam.
Examination / Exam	Examen	Assessment of the extent to which students have acquired the competencies of a course through their studies. An exam can consist of several partial exams.
Examination board	Examencommissie	Body which decides on the evaluation of learning activities.
Examination contract / Exam contract	Examen contract	<p>An enrollment contract between the institution and student allowing the student to take exams for the purpose of earning</p> <ul style="list-style-type: none"> <li>- A degree or diploma in a study program (i.e. a diploma oriented contract) or</li> <li>- A credit certificate for one or more courses (i.e. a credit oriented exam contract)</li> </ul> <p>The institution determines the conditions under which this type of contract can be entered into.</p>
Examination decision	Examenbeslissing	Any decision expressing a final judgment on whether a student has successfully completed a course, multiple courses in a study program or a study program as a whole. The decision can be the result of deliberations or not.
Examination disciplinary decision	Examentuchtbeslissing	A sanction imposed as a result of examination irregularities.
Examination period / Exam period	Examenmoment	<p>Period in the academic year in which examinations can be taken. Each academic year is divided into 5 examination periods:</p> <p>1° an advanced January examination period (i.e. exam weeks prior to January);</p> <p>2° a January examination period;</p> <p>3° an advanced June examination period (i.e. exam weeks between February and May);</p> <p>4° a June examination period;</p> <p>5° an August/September examination period.</p> <p>The exam periods listed from 1° through 4° are part of the first exam session. The exam period mentioned in 5° constitutes the second exam session.</p>

Examination session / Exam session	Examenzittijd	A period in the academic year in which the examination board convenes. The first exam session includes all examinations taken before the summer break; the second examination session includes all exams taken after the summer break.
Examiner	Examinator	A faculty member who is charged with teaching activities and evaluates students on them.
Exemption	Vrijstelling	An exemption relieves the student of the obligation to take an exam on (part of) a course.
Field of study	Studiegebied	A field of study is an umbrella term used to categorize study programs into groups. The different study fields are listed in Articles II.71 and II.73 of the Codex Hoger Onderwijs (Higher Education Code).
First-time freshman	Generatiestudent	A student who enrolls for the first time in Flemish higher education in a particular academic year. The enrollment must be under diploma contract for a study program in higher vocational education or for a professionally or academically oriented bachelor program. The status of first-time freshman applies to the entire academic year.
Individualized study track	Geïndividualiseerd studietraject	<p>An individualized study track is a study track that is customized to the needs of a specific student and differs from a standard study track.</p> <p>Students in an individualized study track are students who take courses in a different order from the one prescribed in a standard study track or whose courses differ from the ones in a standard study track with the exception of the courses specified below.</p> <p>The following courses are also considered part of the standard study track of a study program: courses which students take at another institution according to modalities described in the educational regulations and which have previously been judged equivalent to courses from the standard study track of a study program</p>
Force majeure	Overmacht	Force majeure is an occurrence that is out of a person's control, could not have been foreseen, avoided or overcome and prevents the person concerned from fulfilling his/her obligations.
Governing body of an institution	instellingsbestuur	Every governing body of an institution, in casu Erasmushogeschool Brussel, which - pursuant to a legal provision, decree or statutes - has the power to take executive decisions in matters referred to in the Codex Hoger Onderwijs (Higher Education Code).
Government grant recipient / financial aid student	Beursstudent	A student who receives student financial aid from the Flemish Community in accordance with provisions in <i>Het decreet betreffende de</i>

		<i>studiefinanciering van de Vlaamse Gemeenschap</i> dated 8 June 2007.
Graduation honors / levels of achievement	Graad van verdienste	An honor designation awarded for an entire study program upon graduation. The following levels of achievement are distinguished: with merit (cum fructu); with distinction (cum laude); with great distinction (magna cum laude); with greatest distinction (summa cum laude).
Institution	Instelling	A university or a university of applied sciences and arts.
Learning account	Leerkrediet	<p>The number of government subsidized credits that a student can apply during his/her studies to enroll under a diploma contract in an initial bachelor or master degree program; or to enroll under credit contract for one or more individual courses. The balance in the account evolves through time in relation to the number of enrolled credits versus the number of credits earned.</p> <p><a href="https://onderwijs.vlaanderen.be/studenten/studietraject-evaluatie-en-diploma/leerkrediet">https://onderwijs.vlaanderen.be/studenten/studietraject-evaluatie-en-diploma/leerkrediet</a></p> <p>The learning account is not used for:</p> <p>1° associate's degree course;  2° an educational bachelor program for students who already hold a bachelor's degree;  3° an educational master program for students who already hold a master's degree.</p>
learning activities	Onderwijs activiteiten	A general term to refer to different types of study activities such as lectures, exercise sessions, practicums, labs, didactic activities, individual assignments and internships.
Lecture free week	Lesvrije week	Period in the academic year during which no learning or examination activities are scheduled and which is reserved for students to finalize their administrative enrollment and complete their student guidance record, if they haven't already done so before.
Master program	Masteropleiding	Master programs are either consecutive to academic bachelor programs or to other master programs.
Master's thesis	Master thesis	Final thesis to complete a master program through which students must demonstrate their analytic and synthetic aptitude, or skill at independent problem-solving at an academic level or capacity for artistic creation. The thesis must reflect students' overall critical reflective mind-set or research attitude. The course load of a Master thesis must be between 15 and 30 credits and constitute at least one fifth of the total number of credits of the study program as a whole.
Microdegree or microcredential	Microdegree of microcredential	A study program consisting of a coherent and well-defined set of courses that is smaller than a full degree program. Micro-credentials provide a more

		in-depth study of certain knowledge and skills suited to be used immediately in the work place.
Module exam	Module examen	An exam to conclude a module which covered the entire subject matter of a course. Participation is mandatory.
Partial exam	Deelexamen	Each assessment activity in a (part of a) course which – after it has been weighted - contributes to the calculation of the final grade along with other assessment activities for that (part of a) course. The grade on a partial exam is called a partial exam result.
Plagiarism	Plagiaat	Plagiarism is a type of exam fraud. It occurs when someone passes someone else's thoughts and arguments off as one's own. This includes copying work verbatim without citation; paraphrasing into one's own words without citation or translating without citation of the original author and source. Use of one's own work or work to which one has contributed, is also considered plagiarism if it occurs without citation. Faculty members can test for originality using plagiarism detection software.
Postgraduate certificate program	Postgraduaats-Opleiding	A study program which is organized as part of continuing education and is intended to broaden or deepen the competencies acquired in a bachelor, master or associate's degree program. It's course load is at least 20 credits. A postgraduate certificate is awarded upon successful completion of the program.
Preliminary examination	Tentamen	An exam on a course or a part thereof held during the advanced January or advanced June exam periods. The grades earned are final for the first examination session.
Preparatory program	Vorbereidings-programma	A study program that can be imposed on students who do not hold a diploma that grants immediate access to a study program they wish to enroll in. A preparatory program teaches competencies that are missing in relation to the final learning outcomes of the diploma that grants immediate access. If more diplomas grant immediate access, the preparatory program covers the common missing competencies.
Professional development program	Na- en bijscholing	Universities and universities of applied sciences & arts can organize short programs as part of their offerings in continuing education. These programs are intended for further professional development. The educational institutions can determine independently or in mutual agreement which qualification and certification framework they will use for these programs and must make that information public.

Programming authorization	Onderwijs bevoegdheid	<p>Authorization given to registered institutions of higher education in the Flemish community to offer study programs in certain</p> <ul style="list-style-type: none"> <li>• fields of study;</li> <li>• subparts of a field of study;</li> <li>• combinations of fields of study;</li> <li>• combinations of subparts of fields of study;</li> <li>• combinations of fields of study with subparts of fields of study</li> </ul> <p>This authorization is granted pursuant to the Higher Education Code (Codex Hoger Onderwijs) dated 11 October 2013.</p>
Qualification of a degree	Kwalificatie van een graad	A qualification of the degree which refers to the study program that was completed.
Reorientation	Heroriëntering	Reorientation means that a student would like to switch study programs. This requires disenrolling from the original study program before enrolling in the new study program.
Schools of Arts	School of Arts	<p>A School of Arts is an organizational entity within a university of applied sciences &amp; arts or across several universities of applied sciences &amp; arts where professionally oriented bachelor programs and/or academically oriented bachelor and master programs in the fields of Audiovisual &amp; Visual Arts and/or the field of Music &amp; Performing Arts can be programmed.</p> <p>A School of Arts is led by a director responsible for operational management and policy. Each School of Arts must establish a school of arts' council.</p> <p>Erasmushogeschool Brussel had two Schools of Arts:</p> <ul style="list-style-type: none"> <li>• Royal Conservatory of Brussels (Koninklijk Conservatorium Brussel (KCB))</li> <li>• Royal Institute for Theatre, Cinema &amp; Sound (RITCS)</li> </ul> <p>In the present text, the term "department" should also be read as "the School of Arts", and the term "departmental" as "of the School of Arts".</p>
Semester exam	Semesterexamen	An exam in a course which runs throughout one semester.
Sequence rules	Volgtijdelijkheid	<p>Sequence rules are rules drawn up by the institution to list the course(s) or study program students must have taken or successfully completed before being allowed to sit for exams in another course or study program.</p> <p>Only when risks or safety issues are involved, can the institution require students to have successfully passed a course or study program before allowing them to take another course and its exams.</p>
Specialization	Afstudeerrichting	A differentiation in the study program's curriculum of the following course load:



		<p>1° For associate degree programs in higher vocational education: minimally one sixth and maximally half of the total course load of the study program. The differentiation must be based on the officially recognized professional qualifications that are part of the overall educational qualification.</p> <p>2° The following rules apply to initial bachelor programs in higher professional education, except for those in the study fields of Audiovisual &amp; Visual Arts and Music &amp; the Performing arts:</p> <p>If the bachelor program already existed prior to the academic year 2018-19: minimally 60 credits and maximally 150 credits;</p> <p>If the bachelor program is new as of the academic year 2018-19: minimally 60 credits and maximally 120 credits.</p> <p>3° For advanced bachelor programs in higher professional education: at least 30 credits;</p> <p>4° For bachelor- and master programs in academic education, except for BA and MA programs in the study fields of Audiovisual &amp; Visual Arts and Music &amp; the Performing arts: minimally 30 credits and maximally 120 credits.</p> <p>5° For bachelor and master programs in academic and higher professional education in the study fields of Audiovisual &amp; Visual Arts and Music &amp; the Performing arts: at least 30 credits</p>
Standard study track	Modeltraject	A study track that includes a predefined program which must be taken in a certain sequence and within a certain time frame. Usually a standard study track comprises 60 credits worth of courses but study tracks with different course loads also exist (e.g. work-study tracks).
Student	Student	A person enrolled in a higher educational institution.
Student registration agreement	Toetredingsovereenkomst	A contract of adhesion which arises by virtue of an enrollment between the institution and a student as described in article II.273 of the Codex Hoger Onderwijs (Higher Education Code). The institution describes the general terms of this adhesion contract in its regulations on education, examinations and legal position with due observance of student participation rights.

Student with a disability	Student met functiebeerperking	<p>A student with a disability (physical, auditory or visual impairment, chronic medical illness, learning disability or mental health problem) who is recognized as such by the Erasmushogeschool Brussel.</p> <p>The group of students with disabilities is limited to persons who are entitled to an allowance from the Vlaams Agentschap voor Personen met een Handicap (Flemish Agency for Persons with a Disability) because of provisions regarding financing in higher education.</p>
Study program	Opleiding	The structuring unit in course offerings. If completed successfully, a diploma will be awarded.
Study program features	Opleidings kenmerken	<p>A study program's profile consisting of:</p> <ul style="list-style-type: none"> <li>• its qualification and/or specification of the degree granted upon graduation; and/or</li> <li>• the course load of the study program;</li> <li>• a specific specialization within a study program can also be marked as a feature of the study program.</li> </ul>
Study progress decision	Studievoortgangs-Beslissing	<p>One of the following decisions:</p> <ol style="list-style-type: none"> <li>a) an examination decision, i.e. any decision which includes a final pronouncement as to whether the requirements of a course, a set of courses or the study program as a whole have been met, either through deliberation or not.</li> <li>b) an examination disciplinary decision, i.e. a sanction imposed as a result of an examination irregularity.</li> <li>c) a decision granting an aptitude certificate indicating that a student has attained certain competencies on the basis of prior experiential or formal learning.</li> <li>d) A decision granting an exemption i.e. removing the obligation to sit for exams for (part of) a course.</li> <li>e) A decision which imposes a bridge and/or preparatory program and specifies its course load.</li> <li>f) a decision imposing an individual measure of study progress monitoring as described in article II.246, § 1 through § 6, § 8 and § 9 of the Codex Hoger Onderwijs (Higher Education Code);</li> <li>g) a decision refusing a student who is enrolled in an individualized study track, to add a particular course to the study contract when the student has not been enrolled in that course before.</li> <li>h) A decision regarding equivalency between a foreign diploma of higher education and a Flemish diploma of higher education pursuant to article II.256 of the Codex Hoger Onderwijs (Higher Education Code);</li> </ol>

		<ul style="list-style-type: none"> <li>i) an individual decision regarding refusal to enroll on the grounds of a learning account balance that is insufficient, nil or negative, if this is not as a consequence of a general regulatory provision.</li> <li>j) an individual decision regarding refusal to enroll on the grounds of non compliance with a measure of study progress monitoring that was imposed in accordance with article II 246 of the Codex Hoger Onderwijs (Higher Education Code).</li> <li>k) a decision regarding substantial differences in competencies in credit certificates that are more than five years old as described in article II 225,§3, section 2, of the Codex Hoger Ondewijs (Codex Higher Education)</li> </ul>
Study track	Studietraject	A study track refers to the way in which courses are sequenced.
Sub-course / part of a composite course	Deelopleidings onderdeel	A clearly identifiable part within a composite course.
Tolerance rule	Tolerantie	A rule of leniency described in the higher education institution's examination regulations detailing the conditions under which students do not have to retake a limited number of courses even though no credits were earned for them. The rule also stipulates whether it is the institution or the student who determines which courses this leniency can be applied to.
Tolerated credits	Getolereerde studiepunten	Tolerated credits are credits for which the examination board shows leniency by applying a tolerance rule which relieves the student of having to retake a course in spite of a failing grade. No credit certificates are issued for tolerated credits.
Tuition fee	Studiegeld	The amount to be paid by students for participating in study activities and/or examinations.
Working student	Werkstudent	<p>A student who meets all of the following conditions:</p> <ul style="list-style-type: none"> <li>• he/she can prove employment of at least 80 hours a month; or he/she has proof of being a job seeker who is eligible for unemployment benefits and whose study program is part of a job placement trajectory set up by a regional employment agency.</li> <li>• he/she does not yet have a second cycle diploma or a master degree;</li> <li>• he/she is enrolled in a study track that is registered in the Hoger Onderwijsregister (Higher Education Register) as using specific teaching and learning formats and offering different modalities of organization and support.</li> </ul>

Year-end exam	Jaarexamen	An exam for a course that runs throughout the academic year.
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## Part 2 Regulations on education

### Article 3 Academic calendar

§1. The academic year is organized in an academic calendar and observes the following principles:

- ▶ maximum 45 examination days during the first examination session (= both January and June examination periods and including all deliberations);
- ▶ the 2nd semester starts in week 21 of the calendar year;
- ▶ 2 weeks of winter recess and 2 weeks of spring recess;
- ▶ 1 mid-term recess week in the fall;
- ▶ 6 consecutive vacation weeks in the summer, starting immediately upon closure of the first examination session;
- ▶ 1 lecture-free week in week 52 of the calendar year;
- ▶ 1 lecture-free week in week 21 of the calendar year;
- ▶ maximum 4 examination weeks in the second examination session (= August/September examination period including all deliberations).

An academic year is divided into terms (semesters or other division) in which study activities are grouped together. Within each of these periods, attempts are made to balance study load in terms of time devoted to teaching, evaluating and reviewing.

§ 2. The Executive Board sets the general academic calendar annually. Within the framework of this general academic calendar, departments draft an academic calendar specific to their department and submit it for approval to their department council. Any deviation from the basics of the general academic calendar requires the approval of the Executive Board which decides on the matter based on a reasoned request submitted by the department.

§3. The general academic calendar 2023-2024 is available through the following link:  
<https://www.erasmushogeschool.be/nl/studenten>

## Chapter 1 Admission requirements

### 1.1. General provisions

#### Article 4 Scope

§ 1. The admission requirements specified in this chapter apply to enrollments in a study program as a whole and to enrollments in one or more individual courses.

§ 2. The Executive Board (or the president by delegation) can nullify a student's enrollment promptly and at any time during the academic year, if it turns out that the student's enrollment was based on falsehoods in the application.

#### Article 5 Language requirements

§ 1. As a general rule, departments can require the following from students who are enrolling for the first time:

- Successful completion of a test proving satisfactory knowledge of Dutch
- Successful completion of at least one school year in secondary education in Dutch or

- A statement that they were declared successful in a study program or in one or more courses with a total course load of at least 60 credits in higher education in Dutch.

§ 2. The minimal level of proficiency in Dutch required to start a program is specified in the department's supplement to the general education regulations.

§ 3. When the language of instruction in a study program is not Dutch, the institution can require a language test to ensure students are sufficiently proficient in the program's language of instruction.

#### Article 6 Learning account

§ 1. Erasmushogeschool Brussel does not allow students to enroll if the balance in their learning account is nil or negative. In derogation from this rule, the institution must accept students with a negative or zero balance in their learning account for enrollment in an initial master program if they meet alle admission requirements for that program and have not yet earned a master's degree before.

§ 2. The department council must appoint a learning account commission in the month of June at the latest of the academic year preceding the academic year in which this commission will be operational. The learning account commission minimally consists of the following two members: 1 subject expert and 1 pedagogical expert.

(Prospective) students whose learning account balance is insufficient to enroll for the desired number of credits, can request a derogation by submitting a substantiated application to the learning account commission. The commission will prepare a substantiated advice on behalf of the department council. The council (or its director by delegation) will make the final decision upon which the student will be informed of the decision.

Applications for derogations can be submitted from September 20<sup>th</sup> through November 30<sup>th</sup> for enrollment in the 1<sup>st</sup> semester and from February 4<sup>th</sup> through March 15<sup>th</sup> for enrollment in the 2<sup>nd</sup> semester.

The application must include a complete study history: report cards per academic year (1<sup>st</sup> and 2<sup>nd</sup> examination sessions), any advice from the examination board or study progress commission and any other documents that could further substantiate the application.

The application and all supporting documents must be submitted to the director of the department of the study program concerned and according to the procedure described in the supplement to the general education regulations of the relevant department.

§ 3. Authorization to enroll only applies to the relevant academic year X and does not automatically entail admission for academic year X+1.

## 1.2. Associate's degree programs

#### Article 7 General admission

§ 1. In order to be accepted as a regular student in an associate's degree program, the student must be older than the age of mandatory education in Belgium.

§ 2. In addition, the student must have 1 of the following study certificates:

- 1° a study certificate from the second year of the third level in secondary education, earned at least 3 years prior;
- 2° a diploma of secondary education;
- 3° a certificate of a study program of at least 900 hours of instruction in secondary adult education, called "sociale promotie";

- 4° a certificate of a study program of at least 900 hours of instruction in adult secondary education;
- 5° a diploma in adult higher education of the type "sociale promotie";
- 6° a certificate in higher vocational education;
- 7° a diploma in higher vocational education;
- 8° a diploma in higher education (full time short cycle);
- 9° a bachelor or master diploma;
- 10° a study certificate which - pursuant to a legal standard, a European guideline or an international agreement - is recognized as equivalent to one of the above mentioned diplomas.

§ 3. Admission to the educational associate's degree in secondary education is restricted to students who can prove at least 3 years of relevant experience in a technical or practical subject. The Flemish Government determines the manner in which this relevant experience must be demonstrated.

#### Article 8 Foreign diploma

§ 1. If there is no equivalency as described in article 7 §2-10°, the institution can still admit prospective students to enroll in an associate's degree program if they hold a diploma or certificate from outside of the European Union that grants access to higher education in the country where the diploma or certificate was issued.

§ 2. To be admitted in that case, the student must submit an application to the student office. The application must include:

- attestations, certificates and diplomas issued by the qualified foreign educational institution;
- a statement explaining which study programs the diploma or certificate gives access to in the country where the diploma or certificate was earned. This statement must be issued by the foreign country's embassy or department of education unless international treaties prescribe different arrangements or unless the student can provide other valid evidence.

Documents submitted with the application must be certified. Diplomas or certificates written in a language other than one of the official languages of Belgium or English, must be accompanied by a translation by a translator who is certified in Belgium.

§ 3. The department council (by delegation its director) will come to a reasoned decision on the basis of the application.

#### Article 9 Prospective students without a secondary education diploma

§ 1. In derogation from Article 7, the institution can admit prospective students to an associate's degree program provided they successfully pass an admission test.

§ 2. The admission test can be taken by:

- refugees, displaced persons and persons not yet officially recognized as refugees and who are unable to submit satisfactory documents about their prior education in their country of origin;
- persons who, for medical, psychological or social reasons, are unable to meet the necessary prior education requirements;
- persons who are unable to meet the necessary prior education requirements.

§ 3. The admission test will verify whether the student has sufficient knowledge and skills to start the desired study program.

§ 4. The admission test is standardized throughout Flanders and assesses whether prospective students have sufficient knowledge and skills to start an associate's degree

program. Prospective students must register for the test through the online platform <https://www.toelatingsonderzoek.be/>. Participation is free of charge. The test can only be taken once for admission in a specific academic year. To participate the candidate must at least be 18 years of age on December 31 of the year in which the academic year started.

§ 5. Candidates must notify EhB if they cannot take the admission test. If a candidate registered twice to take the test, but did not show either time without notifying EhB, a subsequent registration will be denied unless the candidate can prove force majeure that prevented notifying EhB.

§ 6. The evaluation of test results will be written up in a report which must be added to the student's record. The student will receive the result via e-mail. Test results are valid indefinitely and across all institutions for higher education in Flanders.

### 1.3. Bachelor degree programs

#### Article 10 General admission

With the exception of advanced bachelor programs, students must hold one of the following study certificates as a general admission requirement for enrollment in a bachelor degree program:

1. a diploma of secondary education;
2. a diploma in higher education (full time short cycle)
3. a diploma in adult higher education of the type "sociale promotie" with the exception of certificates of Pedagogical Competence (Getuigschrift Pedagogische bekwaamheid);
4. a study certificate which - pursuant to a legal standard - a European guideline or an international agreement, is recognized as equivalent to one of the diplomas mentioned above;
5. an associate's degree in higher vocational education

#### Article 11 Foreign diploma

§1. The institution can admit prospective students holding a diploma or certificate from outside of the European Union that is not recognized as equivalent in the sense of article 10 point 4. This is only allowed if the diploma or certificate gives access to a bachelor degree program in the country where it was issued. The foreign bachelor degree program must be comparable to Flemish bachelor degree programs and the authenticity of the documents must have been verified to the extent the Flemish government issued provisions in that regard.

§ 2. Students who wish to be admitted on the basis of such foreign diploma, must submit an application to the student office.

The application must include:

- attestations, certificates and diplomas issued by the qualified foreign educational institution;
- a statement explaining which study programs the diploma or certificate gives access to in the country where the diploma or certificate was earned. This statement must be issued by the foreign country's embassy or department of education unless international treaties prescribe different arrangements or unless the student can provide other valid evidence.



Documents submitted with the application must be certified. Diplomas or certificates written in a language other than one of the official languages of Belgium or English, must be accompanied by a translation by a translator who is certified in Belgium.

The department council (by delegation its director) will come to a reasoned decision on the basis of the application.

#### Article 12 Prospective students without a secondary education diploma

§1. The institution can admit certain prospective students to a bachelor degree program even though they do not meet all requirements regarding prior education. These candidates must successfully pass an aptitude assessment designed to evaluate their suitability for admission.

The decision will be based on the results of the aptitude assessment and an evaluation of the content of the application as referred to in §4 . Departments may require more specific aptitude tests than the general one. If so, this will be specified in their supplement to the general education regulations.

§ 2. The aptitude assessment can be taken by:

- refugees, displaced persons and persons not yet officially recognized as refugees and who are unable to submit satisfactory documents about their prior education in their country of origin;
- persons who - for medical, psychological or social reasons - cannot meet the necessary prior education requirements;
- persons who cannot meet the necessary prior education requirements.

§ 3. Prospective students must be 21 years of age on December 31 of the academic year in which they wish to be admitted. This condition does not apply to refugees or persons who can demonstrate virtuosity in a specific domain.

§ 4. Prospective students who wish to take the aptitude assessment in accordance with §1, must submit an application in a timely fashion via [bekwaamheidsproef@ehb.be](mailto:bekwaamheidsproef@ehb.be). Participation is only possible once per academic year.

The application must contain the following documents:

- a statement explaining why the candidate wants to start a particular study program;
- an educational and/or employment history;
- a statement explaining why the candidate did not turn to the Flemish examination board (Vlaamse examencommissie/middenjury) to earn a study certificate.

If applicable, the application must also contain one or more of the following documents:

- documents proving one's status as a refugee, displaced person or person not yet officially recognized as a refugee;
- attestations and/or documents corroborating the medical, psychological or social condition;
- a sworn statement testifying to the fact that the person holds the prerequisite diploma in the country of origin but is not able to produce the official document;
- proof that the diploma the candidate claims to hold but cannot produce, is equivalent to a Belgian diploma granting access to universities of applied sciences and arts;
- evidence of any nature which indirectly shows that the student completed the required preliminary education in the country of origin.

## 1.4. Advanced Bachelor degree programs

### Article 13

§1. An initial bachelor degree is required to be admitted to an advanced bachelor program. The following diplomas issued by the Flemish Community are equivalent to a bachelor's degree:

- Diplomas in higher education - short cycle full-time program (Diploma's van het hoger onderwijs van het korte type met volledig leerplan)
- Diplomas from the 1<sup>st</sup> cycle issued by universities of applied sciences and arts (Diplomas van het hogeschoolonderwijs van één cyclus)

§ 2. The institution can decide which type of bachelor degree is required for admission to a particular advanced bachelor program and restrict admission to those graduates. However, the institution must select at least one bachelor program in professional higher education that grants direct access to that advanced bachelor program.

§ 3. The institution can make enrollment depend on an assessment of a student's aptitude to take the advanced bachelor degree.

§4. Provided they successfully complete a preparatory program, the institution can decide to make an advanced bachelor program accessible to other bachelors in higher professional education whose degree has different program features from the bachelor degree selected for direct access. The institution can differentiate the content and course load of such preparatory programs based on the extent to which these bachelor programs differ from the bachelor program which grants direct access to the advanced bachelor program.

## 1.5. Master degree programs

### Article 14 General admission requirements

§ 1. As a general rule a bachelor diploma is always required to be accepted into a master program.

To apply this rule, the following diplomas issued by the Flemish Community are equivalent to a bachelor's degree.

- Diplomas in higher education - short cycle- fulltime program (Diploma's van het hoger onderwijs van het korte type met volledig leerplan)
- Diplomas in the 1<sup>st</sup> cycle issued by universities of applied sciences and arts (Diplomas van het hogeschoolonderwijs van één cyclus)

§ 2. The institution can decide which type of bachelor degree is required for admission to a particular master program and restrict admission to those graduates. However, the institution must match each master program to at least one bachelor program and give those graduates direct access to that master program.

### Article 15 Diploma not awarded in the Flemish Community

§1. The institution can accept students into their master programs who do not meet the general admission requirement described in article 14. This is possible if the candidate holds a higher education degree from outside of the Flemish community which the institution deems equivalent to the degrees mentioned in article 14 §1. The authenticity of these diplomas or certificates must also have been verified to the extent the Flemish government issued provisions in that regard. If these conditions are not met, the institution can make admission depend upon successful completion of a customized preparatory program.

By way of an individual measure, the institution can decide to admit students who meet all admission requirements but whose diploma is not listed in the Hoger Onderwijsregister (Higher Education Register).

#### Article 16 Preparatory program

§ 1. Provided they successfully complete a preparatory program, the institution can decide to make a master program accessible to certain bachelors in academic education whose degree has different program features from the bachelor degree which was selected for direct access into the master program.

§2. The institution can differentiate the content and course load of such preparatory programs based on the extent to which these bachelor programs differ from the bachelor program which grants direct access to the master program.

#### Article 17 Bridge program

§1. Graduates from bachelor programs in higher professional education can only enroll in a master program provided they have successfully completed a bridge program with a course load of at least 45 and at most 90 credits.

§ 2. The institution can require an aptitude assessment before allowing enrollment in a bridge program. This assessment is meant to evaluate whether a student has sufficient overall scientific competencies and basic subject specific scientific knowledge to match the level of competence bachelors in academic education are required by law to reach upon graduation from their bachelor program.

§ 3. Based on certificates of prior learning or the results of an aptitude assessment, the institution can

- Differentiate the (minimal) size of a bridge program
- Exempt the student from a bridge program

#### Article 18 Simultaneous enrollments

§1. A student who does not yet hold a bachelor's degree which is required for direct or indirect access to a particular master program, can - in some cases - already enroll in that master program and/or the preceding preparatory or bridge program. To be eligible, the student must have completed at least 70% of the required bachelor, bridge or preparatory program. The departmental supplements to the general education regulations further specify these conditions.

§ 2. The student must submit an application for simultaneous enrollment as described in §1 to the academic advisor. The department's council (by delegation its director) will make a final decision taking the academic advisor's advice into account.

§ 3. The bachelor's degree must have been earned or the bridge or preparatory program successfully completed, before the student can be awarded the master's degree. The examination board can hold successive deliberation meetings to that end.

#### Article 19 Educational Master degree for artistic subjects

Students who wish to enroll in an educational master program in music and performing arts must hold a master's degree from the same study field that educational master program belongs to.

## 1.6. Enrollment in individual courses under a credit or exam contract

#### Article 20

§ 1. Students who do not meet admission requirements can enroll in individual courses under a credit contract or exam contract if an evaluation shows they have sufficient background to take the course(s) properly.

§ 2. The student must submit a written application to the academic advisor. The council of the department (or by delegation its director) will rule on the matter after evaluating the application.

§ 3. A student who is enrolled under a credit contract and disenrolls prematurely, will not get any learning account credits reimbursed.

## 1.7. Special admission requirements

### Article 21 Artistic admission test

§1 Acceptance into any program in the artistic study fields of Audiovisual & Visual Arts and Music & Performing Arts (bachelor degree programs, bridge programs, preparatory programs and individual courses) requires passing an artistic admission test in addition to all other general and special admission requirements. Each artistic study program designs and organizes its own artistic admission test for acceptance into their programs and courses.

Prospective students must register for the artistic admission test in the school of arts they wish to attend. The school of arts administers the test and establishes an artistic admissions commission composed of faculty from schools of arts and external experts.

Schools of arts must specify the rules governing the admission test before the start of the academic year. These rules must minimally include the modalities of registration, registration deadlines, testing dates, the composition of the artistic admissions commission and the format for decision making.

Prospective students who want to contest the result of their artistic admission test, can lodge an internal appeal against the decision within a period of 7 calendar days starting the day after they have been notified of the result. The appeal must be submitted according to the terms described in article 129.

The appeal must be sent to the chairperson of the artistic admissions commission who will convene the members. The commission will examine the grief on its merits and in a reasoned fashion either confirm the original decision or modify it. The student will be notified of the reasoned decision by e-mail within 20 calendar days from the day following the day on which the student submitted the appeal.

### Article 22 Benchmark competency test for the educational bachelor programs

§1. Enrolling for the first time in an educational bachelor program (pre-primary, primary and secondary education) requires taking a mandatory benchmark competency test.

§2. After completing the benchmark test, participants will receive

- A certificate of participation: this certificate is only valid for enrollment in an educational bachelor's program either during the academic year in which the test was taken or in the academic year following the date when the test was taken.
- An individual feedback report: participants have the right to discuss their feedback report with an academic advisor or student counsellor from the institution they'd like to study at.

§3. A remediation plan is mandatory for students who fail to reach one or more cut-off points on the benchmark test or on a part thereof. Students cannot however be denied enrollment in the study program on the grounds of their results on the benchmark test.

§4. The document '[instellingsoverschrijdend reglement starttoets lerarenopleiding academiejaar 2023-2024](#)' (Regional regulations regarding the benchmark test for teacher education for the academic year 2023-24) applies in its entirety to all students who enroll

for the first time in an educational bachelor program in pre-primary, primary or secondary education. These regulations pertain a.o. to:

- 1) the cut-off point or points in the benchmark test or in a part thereof and its ramifications with respect to mandatory remediation;
- 2) Ramifications with respect to mandatory remediation if a different assessment test is taken or if one is exempt from the test.
- 3) Terms of test administration;
- 4) Exemption from mandatory participation in the benchmark test and the manner in which these exemptions are granted;
- 5) Rules regarding appeals;
- 6) Agreements with respect to reasonable accommodations during the test for students with disabilities.

## Chapter 2 Enrollment

### Article 23 Enrollment procedure

§1 Enrollment must be done online through the website (<https://voorinschrijving.ehb.be>). The process takes place in two stages: (1) General registration and selection of a study program and (2) Registration for courses in that study program.

New students must complete the first stage by registering their personal data and selecting a particular study program. After they have registered, they will receive an e-mail containing further instructions on how to register for courses in their study program.

In the second stage the student selects courses from the study program and submits this proposal for approval. The student's electronic file including the course proposal will be examined and the student will receive an e-mail with the results.

§ 2. The following documents are required at the time of enrollment:

- Identity card (EU), international passport, valid student visa (D visa) for non-EU/EER nationals, or valid residency permit for the Belgian territory.
- A study certificate entitling access to the desired study program: either the original diploma accompanied by a copy or a certified copy of the diploma. A non-certified copy without the original diploma is not sufficient to enroll. Enrollments based on a foreign diploma and diplomas issued by an institution in the French Community always require prior individual authorization.
- When enrolling in a work-study program, proof of employment or proof of being a job seeking recipient of unemployment benefits is also required.

§3. If the student meets all admission requirements, the application will be processed into an official enrollment and the student will receive a study contract electronically. The student must sign this contract electronically.

§ 4. Enrollment only becomes effective when tuition fees have been paid and all other conditions have been met. Enrollment with cleared tuition fees is a necessary condition to take part in examinations.

### Article 24 Study track

§1. Study tracks refer to the ways in which students can sequence courses in their study program: either in a standardized fashion, which is called a standard study track, or in an individualized fashion, which is called an individualized study track.

§2. Students who want to opt for an individualized study track, must submit an application to the academic advisor accompanied by a statement of reasons. The feasibility of an individualized study track will be checked carefully on the basis of the

student's record. Enrollment in an individualized study track requires a positive recommendation from an academic advisor.

#### Article 25 First-time enrollment in a bachelor program

§1. A student who enrolls for the first time in a bachelor program at a particular institution must enroll in a standard study track.

§2. This requirement does not apply to

1° students who were approved to take an individualized study track based on their record;

2° students belonging to a specific group for whom the institution is allowed to develop a separate standard study track with a different course load;

3° students who have already earned a bachelor- or master degree or a degree that has been recognized as equivalent.

#### Article 26 Re-enrollment in the same study program

§1. Students who did not acquire a credit certificate or tolerated credits in all courses for which they were enrolled, must minimally retake these failed courses in their subsequent enrollment in that program. In that case students can substitute elective courses or courses belonging to a particular specialization or teaching subject for other elective courses or for courses from a different specialization or teaching subject, within the limits of what the institution allows in that regard.

§2. Students who received binding conditions within a particular study program, are entitled to enroll for at least 45 credits in that program during the academic year in which the binding conditions apply .

§ 3. Students who did not receive binding conditions in a particular study program but who did not acquire credit certificates or tolerated credits for all courses taken the previous year, have the right to enroll for 72 credits in that study program every year.

§4. The provisions in §2 and §3 do not apply to associate degree programs.

§5. The provisions in §1, §2 and §3 only hold when

- The balance in the student's learning account is sufficient for such enrollment, and
- All course prerequisites are fulfilled to allow enrollment in the courses desired.

#### Article 27 Course sequence rules

§1. In case of risks or safety issues, the institution can require students to successfully complete a certain course or study program before allowing them to enroll in another course and take its exams.

§2. Course enrollment in a well-defined sequence can be imposed for the following risks or safety issues:

- Contact with patients, care recipients, clients and end users
- Work at height, use of electricity, rigging, fire hazard,...
- Lab work
- Film or drama production
- High risk sports
- Contacts with the professional field
- Internships (except for observational ones)

## Article 28 Deadlines for enrollment in a study program

§ 1. Enrollment is possible up to and including November 30 of the ongoing academic year and up to and including March 15 of the ongoing academic year for students who want to start in the second semester. Enrollment is closed after these dates.

§ 2. If a student enrolls after the academic year has started, pedagogical and didactic criteria will determine whether a course can still be included in the program. Enrollment in a standard study track can therefore no longer be guaranteed.

Students who want to enroll after the start of the academic year, must submit a reasoned request thereto to the academic advisor. They will need the advisor's positive advice in order to enroll.

## Article 29 Study contracts

Students can choose between the following three types of study contracts:

- a **diploma contract** is intended for students who enroll for the purpose of earning a degree or diploma in a study program or who want to complete a bridge or preparatory program.
- a **credit contract** is intended for students who enroll in order to earn credit certificates for one or more courses.
- an **examination contract (exam contract)** is intended for students who – given certain conditions - enroll to take exams only either for the purpose of earning a degree or diploma in a study program or to acquire credit certificates for one or more courses.

## Article 30 Enrollment under an exam contract

§ 1. Students who enroll under an exam contract cannot participate in any of the learning activities. Courses that are open to enrollment under an exam contract, may require the student to do alternative activities as a substitute for certain learning activities in these courses.

§ 2. Courses that meet any of the criteria below, are not eligible for enrollment under an exam contract:

- courses using particular course formats (e.g. group work)
- courses involving practical exercises, lab work, field work, study visits or internships
- courses using expensive materials and/or consumables
- courses for which no alternative assessment method can be provided

The ECTS course description indicates whether a course is open for enrollment under an exam contract.

## Article 31 Enrollment under a credit contract

§ 1. Internships and final projects (bachelor final work, master's thesis,..) can be excluded from enrollment under a credit contract because of the nature of these courses.

The ECTS course descriptions specify which courses are open to enrollment under a credit contract.

§ 2. If the number of students registered for a particular course exceeds available infrastructural capacity and if the group cannot be split because of course scheduling, degree seeking students under a diploma contract are prioritized over students enrolled under a credit contract.

Enrollment under a credit contract is therefore conditional upon room availability and should be viewed as temporary up until the end of the second week after the start of the academic year. Enrollment of students in a credit contract will be finalized during the third

week of the academic year. The spots available will be allocated to students according to the date of their conditional enrollment starting from the earliest date.

§3. Enrollment in a micro-credential is only possible under credit contract.

## Chapter 3 Changes to the study contract

### Article 32 Changing the type of study contract

§1. Mutual agreement is necessary between the student and the institution to modify the type of contract.

§2. A **change in study contract type** is possible continuously during the academic year. However, once an exam has taken place in a course, its contract type can no longer be changed. To request a change in contract type, students must consult with an academic advisor before submitting a request in writing to the student office.

### Article 33 Changing the content of a study contract

§1. Mutual agreement is necessary between the student and the institution for content changes in the study contract.

§ 2. Provided all of the conditions listed below are met, the content of a study contract can be modified up to and including November 30 for first semester courses and full-year courses, and up to and including March 15 for second semester courses:

- The change must be justifiable from a pedagogical and didactic perspective;
- If a course is being added: Course prerequisites must have been fulfilled. Course prerequisites describe which courses must have been taken or successfully passed before a student can enroll and take exams in another course or study program. Course prerequisites are described in the ECTS-course description for each course.
- If a course is being dropped: No (partial) exams may have taken place yet in that course.
- The academic advisor must advise the change positively in consultation with the head of the study program.

§ 3. Students who wish to modify the content of their study contract can do so by submitting a reasoned application through the module "studieprogrammawijzigingen" ("course program changes") in their electronic student record in iBaMAFLEX!. Students can request a maximum of 5 modifications in their course program per academic year.

§4. Within one academic year, students can only enroll once for a particular course in an associate's, bachelor's or master's program, regardless of contract type.

§ 5. Upon the recommendation of the academic advisor, enrollment is exceptionally possible after the above mentioned dates for:

- Students who start in the 2nd semester in a study program related to the one they were previously enrolled in.
- Students who have made exceptional progress in the first semester, thereby proving their ability to handle a greater course load in the 2nd semester.

§6. Students who received binding conditions in accordance with article 104-106, cannot disenroll from courses the binding conditions require them to retake.

§ 7. Reimbursement of **learning account credits** for disenrollment from a course is possible:

- for full-year courses: up to and including November 30;
- for first semester courses: up to and including November 30;



- for second semester courses: up to and including March 15.

#### Article 34 Disenrolling from an entire study program

§1. Students who wish to disenroll from a study program during the academic year, must do so through a "disenrollment request" (uitschrijvingsaanvraag) in their electronic student record in iBaMaFlex. The contract will be terminated on the date the student requested termination in iBaMaFlex. Students who terminate all of their study contracts during an academic year, are viewed as having disenrolled from EhB.

§ 2. Students can disenroll from the entire study program up to and including **November 30** of the relevant academic year. **Learning account credits** will be reimbursed for courses in which no exams had taken place yet.

§ 3. The official date of disenrollment from a study program represents its formal termination. It is an important administrative date significant in determining eligibility for refunds in tuition and learning account credits, eligibility for child benefits, financial aid status, possible reclamation of financial aid and loans.

#### Article 35 Reorientation

§ 1. Reorientation means that a student switches to a different study program from the one the student was originally enrolled in. The student must first disenroll from the original study program before enrolling in the new one. In order to do so administratively, the student must disenroll from the original study program by using the "disenrollment request" (uitschrijvingsaanvraag) in their electronic student record in iBaMaFlex! and subsequently register their new enrollment through an "enrollment request" (inschrijvingsaanvraag) in their electronic student record.

§ 2. Reorientation is possible up to and including November 30 (or up to and including March 15 for students who started in the second semester), provided all of the following conditions are met:

- The change is justifiable from a pedagogical and didactic perspective;
- The academic advisor assesses the change positively. The academic advisor of the new study program must evaluate the application and inform the student thoroughly about the learning activities of the program. In consultation with the head of the program and the student, the academic advisor will put a program together of courses the student can still take during the ongoing academic year and determine under which conditions this program can be taken.

§ 3. The following reimbursement rules of learning account credits apply to first-time freshmen and wish to reorient:

- Up to and including November 30: all enrolled credits will be returned to the learning account.
- Between December 1 and March 15: half of the enrolled credits, rounded up to the whole number, will be returned to the learning account;
- After 15 March: the number of enrolled credits remains deducted from the learning account.

## Chapter 4 Accelerated study progress

#### Article 36 Exemptions

§ 1. An exemption relieves the student of the obligation to take exams for a course or a sub-course. Exemptions are expressed in whole credits and their size corresponds to the course load of the course or sub-course to which the exemption applies.

§ 2. The department's council of the study program concerned (by delegation its director) can grant exemptions for courses or sub-courses either on the basis of qualifications of prior formal learning (EVK) or on the basis of certificates of aptitude earned after completing an aptitude assessment of prior experiential learning (EVC).

#### Article 37

At the time of enrollment, students must report whether they intend to request exemptions. If so, they need to submit a written application to the academic advisor using the appropriate forms. The application must list all course titles for which exemptions are requested, include a motivational statement and contain all necessary pieces of evidence.

#### Article 38

§ 1. Courses for which a student requested an exemption, remain part of the student's course program for as long as the decision on the exemption is pending. Therefore tuition remains due for these courses. Only after the requested exemptions have been granted, will the course program be reduced with the number of credits exempted. Tuition paid for exempted credits will be reimbursed to the account it was originally paid from.

§2. Until the exemption has been granted, students are required to participate in all learning activities of courses for which they have an application for exemption pending.

#### Article 39

A student can waive an exemption during the academic year it was granted. In order to do so, the student must submit a reasoned application to the academic advisor. The application will be processed within a period of three weeks. The council of the department, or its director by delegation, will decide on the matter and inform the student promptly of its reasoned decision.

#### Article 40 Recognition of prior experiential learning (EVC)

§1. Aptitude certificates of prior experiential learning can only be obtained from the EVC-validating body of the Universitaire Associatie Brussel (UAB) after an aptitude assessment has been conducted.

§2. Recognition of prior experiential learning is governed by regulations approved by the Executive Board of the Universitaire Associatie Brussel (UAB). These regulations are attached as a supplement to the present regulations on education and examinations and are therefore a full part of them.

#### Article 41 Recognition of qualifications of prior learning (EVK)

§1. An application must be submitted to an academic advisor of a particular study program to have previously earned study certificates validated in that study program. The application must contain all relevant supporting documents such as original diplomas or certified copies, diploma supplements, study certificates and grade transcripts issued by the original educational institution. Course schedules, descriptions of course content, learning outcomes of the study programs and any other material on the basis of which applicants believe they can demonstrate they have acquired the necessary competencies.

§ 2. The application and supporting documents must be submitted before October 15. Students who join the study program after October 15, must submit their application to the academic advisor within 7 calendar days of enrollment. For second semester courses an application can be submitted through week 23 of the academic year. Late applications will be ruled inadmissible.

§ 3. The application and supporting documents will be evaluated based on their content, learning outcomes, course level and number of credits.

Only applications with complete supporting documents will be ruled admissible,

Applications and their supporting documents that are ruled admissible and complete, will be processed within a period of **three weeks** after the date of submission. The applicant will receive prompt written notice of the decision and its motivation.

§4. The application and evaluation process for recognition of qualifications of prior learning is free of charge for the applicant.

#### Article 42 Diploma based on the recognition of prior learning (EVK and EVC)

§1. Students who believe to have mastered all competencies related to a particular study program on the basis of prior formal or experiential learning and who can prove this overall competence through qualifications of prior learning (EVK) or recognition of prior experiential learning (EVC), can request to acquire the degree on those grounds by submitting a substantiated application to the chair of the council of the relevant department.

§2. If assessment of the application is positive, the institution will grant the applicant the diploma and charge a fee of 50 euro to process the diploma. In order to process these applications administratively, the applicant must enroll as a degree seeking student under a diploma contract in the relevant study program of the institution.

§3. The institution must substantiate its reasons when it concludes not to grant the degree and requires the applicant to do additional course work. The institution must show a significant difference between the learning outcomes of its study program and the applicant's certificates of aptitude and qualifications of prior formal learning (EVC/EVK).

#### Article 43 Second enrollment in the same study program

If students wish to enroll for a second time in the same bachelor or master program they already graduated from, they must take a course load of at least 30 credits.

## Chapter 5 Study costs

### 5.1. Tuition fee

#### Article 44 General

§ 1. Tuition consists of a fixed and a variable amount per course and varies according to type of study contract and a student's government financial aid status. Tuition amounts are listed on the website: <https://www.erasmushogeschool.be/en/tuition-cost>

§ 2. If a student enrolls in more than one study program at the same institution, the fixed amount of the tuition fee is generally only due once. For the purpose of tuition calculation, simultaneous enrollments under diploma and/or credit contracts for one or more study programs or for one or more courses are viewed as a single enrollment.

However, this rule does not apply to simultaneous enrollments involving advanced bachelor programs and postgraduate certificate programs which are always treated as separate enrollments, also for the purpose of tuition calculation. Enrollments under exam contract are also always considered as separate enrollments.

If a student combines an enrollment under diploma- or credit contract with an enrollment under exam contract, the fixed part of the tuition fee will therefore be due for each of those enrollments separately.

§ 3. Upon enrollment students will be issued a bank transfer form to settle tuition within 15 calendar days. Tuition must be paid through bank transfer before the due date.

Government issued training vouchers can be used as (partial) tuition payment and should be sent to [opleidingscheques@ehb.be](mailto:opleidingscheques@ehb.be). Students can also pay with the SME portfolio (KMO portefeuille) in which case they will receive an invoice after submitting the application. There is never any tuition reimbursement in those cases.

§ 4. If a student fails to settle their bill by the due date on the form, the following procedure will be activated:

1. a second bank transfer form containing a new due date, will be mailed to the student through the student e-mail address. If payment is not received by this second due date, a first reminder will be sent to the student's e-mailbox. This reminder contains a warning that administrative sanctions (i.e. blocking of the account) will be taken if the bill is not paid by the due date stated on the reminder.
2. If payment is still not made by the due date on the first reminder, a second and last reminder will be sent to the student's e-mailbox, informing him/her of his/her suspension due to non-payment. This will be sent to the student's personal e-mail address. Suspension implies: no access to educational activities or participation in exams and blocking access to the e-learning platform.
3. If payment of the outstanding balance is not received by the due date on the final reminder, the Executive Board – or the president by delegation - will decide to disenroll the student. The student will be informed of this decision by certified mail. Grades which the student might already have received in the course of this lengthy collection procedure, are declared void and the student cannot receive credit certificates for the courses concerned. The student's rights will be reinstated as soon as the outstanding balance has been paid.

Suspension of a student does not discharge the student from his/her financial obligations towards the Erasmushogeschool Brussel.

Students with an outstanding balance cannot register for another study program. Re-enrollment is only possible after the outstanding balance has been paid.

#### Article 43 Reduced tuition for government grant recipients.

§ 1. Students who apply for student financial aid with the Flemish Community and submit proof of their application to their student office before December 15 of the ongoing academic year, can qualify for tuition fees at the reduced rate of government grant recipients.

If the Flemish Community does not grant government financial aid status to the student, full tuition will be owed and the student will be charged additionally for the difference between the reduced and full rate.

After December 15 this reduced tuition rate will only apply to students who have actually received notification from the Flemish government that their application for government financial aid was approved. It will no longer apply to students who only submitted proof of having filed an application for government financial aid.

§ 2. Students who meet all financial and nationality requirements to qualify for government financial aid but do not meet the educational requirements, can submit a request to student social services, STUVO, for tuition reduction.

#### Article 44 Tuition refund for disenrollment from a study program

§1. When a student disenrolls from a study program, an administrative cost of €128,80 will be charged. This part of tuition will never be reimbursed.

§ 2. Depending on the date of disenrollment, there is full, partial or no reimbursement of the remainder of the tuition.

- If a student disenrolls **within 2 weeks** from the date of enrollment or from the starting date of the academic year - tuition will be refunded in full except for the above mentioned administrative cost which is non-refundable.
- If a student disenrolls **between 2 weeks and 8 weeks** from the date of enrollment or from the starting date of the academic year, half of the tuition amount will remain due in addition to the above-mentioned administrative cost.
- If a student disenrolls **after 8 weeks** from the date enrollment or from the starting date of the academic year, all tuition fees must be paid in full. There are no longer any tuition refunds.

Refunds will always be deposited into the account they were paid from. If more than one party made the payment, reimbursement will be done pro rata to each party.

§ 3. Any outstanding balance must first be paid before a student can receive proof of disenrollment. Disenrollment from a study program does not discharge students from their financial obligations towards the Erasmushogeschool Brussel.

§ 4. The above mentioned tuition refund rules do not apply to disenrollment from postgraduate programs and professional development programs. There is no reimbursement for these programs.

#### Article 45 Tuition adjustment due to changes to the student's course program

§ 1. If credits are added to the student's course program, additional payment per credit is due. Students who are registered for courses with a foreign partner institution within the framework of a learning agreement, will only be charged extra tuition for credits above 4 additional credits.

§ 2. If credits are dropped, tuition will be adjusted in the following manner:

- **Through the 8<sup>th</sup> week** from the date of enrollment or from the starting date of the academic year: tuition will be adjusted to the number of credits taken; tuition for dropped credits will be refunded.
- **More than 8 weeks** from the date of enrollment or from the starting date of the academic year: there will no longer be any tuition refund for dropped courses.

#### Article 46 Termination due to force majeure

If a student is forced to terminate his/her studies due to force majeure, he/she can submit an application to student social services through [stuvo@ehb.be](mailto:stuvo@ehb.be). If student social services renders a positive advice, tuition refund rules will be applied using the starting date of the force majeure instead of the date of administrative disenrollment. The starting date of the force majeure will also be used to calculate if learning account credits can be reimbursed for courses in which no exams have taken place yet.

#### Article 47 Tuition fees for non-EEA<sup>1</sup> students

§ 1. Non-EEA students who have a Belgian diploma that gives access to the study program they wish to enroll in and who are awaiting a ruling on their immigration status in Belgium, are charged regular tuition rates for EEA-students.

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<sup>1</sup> EEA = European Economic Area

§ 2. Non-EEA students who enroll in an artistic study program (or one of their corresponding bridge or preparatory programs) are charged increased tuition rates. These increased rates do not apply to the educational master's program.

§ 3. If students can show exceptional artistic potential, they can qualify for a reduction in the increased tuition fees. The schools of arts' supplement to these regulations specifies the criteria to obtain this reduction. If reduced tuition is granted, the student must show satisfactory study progress to continue to qualify for it in the following years. The reduced tuition amount can never be less than standard tuition rates and the student must apply for it each year.

§ 4. As of 2021-22, the increased tuition fee also applies to new British students. British students who started their studies at EhB prior to 2021-2022 can, however, still enroll at standard non-EER tuition rates. This exception only applies to the study program they started in prior to 2021-2022 and only for the standard duration of the study program involved.

§ 5. The increased tuition fee for non-EEA students includes an administrative fee. The amount of this administrative fee equals the tuition amount for a standard enrollment of 60 credits of an EEA student who is not a government grant recipient. This administrative cost is non-refundable. Regular tuition refund rules apply to the remainder for students who were charged the full amount. Tuition refund rules do not apply to non-EER students who were granted a tuition fee reduction in accordance with paragraph 3 of this article. In that case, the entire tuition amount remains due regardless of date of disenrollment.

## 5.2. Additional expenses

### Article 48 Types of additional expenses

§ 1. The department's council can decide to charge additional fees for expenses incurred for lab costs, extra services, study travel and academic software. These categories are defined as follows:

#### 1) Lab costs

- Identifiable costs for goods, raw materials and materials that are used by each student individually for participation in workshops, labs or other learning activities.
- Costs for damage caused by students during workshops, labs or other learning activities.

#### 2) Costs for services

##### - *Optional extra services*

The department can purchase licences for multiple users for the use of professional software. This software should be seen as a study accessory that in itself is not required for participation in learning activities, but that is made available to students purely by option. The student may be asked to share in the cost of such licence purchase for multiple users provided that the added value can clearly be demonstrated for the students' use of this software outside of their regular curriculum.

Expenses connected to the purchase of (digital) subscriptions to magazines and newspapers as well as expenses related to the purchase of licences for electronic information databases, cannot be charged to the student as an additional fee. These purchases are an essential part of the development of EhB's library resources to support regular educational and research activities.

##### - *Logistic services*

The department provides technical support and services during or in preparation of learning activities for artistic practice. This support is not needed to participate in

learning activities *per se*, but is an added value to students because it helps them realize and organize their own productions more efficiently than would be the case if they had to take care of all logistics themselves. Students who wish to use these services can be asked to share in the cost provided the added value can clearly be demonstrated.

- *Hiring experienced professional artists*

For exercises in artistic practice, experienced professional artists are often hired to assist students in performing these exercises. The artistic exercises can be done without these experienced artists but the student's artistic development is enhanced by their participation. Students who wish to work with these professional artists may be asked to share in the cost for hiring them provided the value to the student can be demonstrated clearly.

### 3) Costs for study trips

This cost must cover expenses for travel, accommodations, guided tours and visits during domestic or foreign study trips. Some study trips are a mandatory part of the curriculum, others are extracurricular and therefore not mandatory.

### 4) Academic software

Each student will be required to purchase a basic package of essential software through the Erasmushogeschool Brussel from the download-platform Academic Software. Some students will be required to purchase additional software through that channel as it is specific to their particular study program.

The cost for Academic Software is non-refundable in case of disenrollment from the study program, regardless of the date of disenrollment.

#### Article 49 Payment of additional expenses

§ 1. Each expense must be identifiable and fall within the categories mentioned above. The department's council must define maximal amounts prior to the start of the academic year.

§ 2. Expenses per course can be found in the ECTS-course description via <https://ects.ehb.be/#/>. The total expense for a student's entire course program will appear on the study contract which the student receives at the start of the academic year. The amount is due upon enrollment.

§ 3. Since these expenses must be identifiable or be the result of damage caused, the accounts must be settled at the end of the year. If there is a positive balance, the remaining amount must be reimbursed to the student.

§ 4. Only those students who have paid the additional expenses are entitled to use the goods and/or services the department makes available.

## Chapter 6 International mobility

### Article 50 General

§ 1. Students enrolled under a diploma contract may take courses at a foreign or a non-Flemish Belgian higher educational institution. Internships can also be done abroad.

§ 2. Students will be informed about eligibility requirements for international mobility, procedures, deadlines and opportunities for scholarships during the "Go Abroad" information sessions organized in the department. This information is also available in the

learning path "*Go Abroad ... and do it well!*" on EhB's electronic learning platform: <https://ehb.instructure.com/courses/4176>.

§ 3. EhB provides travel assistance insurance to all students who participate in a student exchange program or go abroad for an internship.

§ 4. Students with disabilities can take advantage of scholarship programs that offer additional funding and - in some cases - additional support to facilitate study or an internship abroad. All information is available on the electronic learning platform or through the [International Office](#).

§ 5. It is the student's responsibility to strictly comply with the provisions of the mobility program. Students who go abroad for their studies and/or internship must be committed to:

- complete the administration for travel assistance insurance at least 2 weeks before departure;
- make sure they have all necessary travel documents and that they are valid.
- arrange for the required vaccinations in accordance with consular requirements;
- register for consular assistance.

All costs related to these matters are at the student's expense.

#### Article 51 Language support

To enhance the quality of international mobility, Erasmushogeschool Brussel offers language assistance to both incoming and outgoing students

- Prior to departure, students going abroad with an Erasmus+ scholarship for internship and/or studies, must take an online language assessment in the Online Language Support tool of the European Commission. Free of charge, they can take a language course in the study/work language of the host country.
- Under certain conditions, they can also receive financial support for language courses organized by a third party. See the electronic learning platform for details.
- Incoming exchange students and other international students can take an intensive Dutch course – Survival Dutch – before the start of the academic year.

#### Article 52 Study abroad

§ 1. Only institutions with which the Erasmushogeschool Brussel has concluded an official **collaboration agreement** are eligible for study mobility. Various scholarship programs are available offering financial support for study abroad.

§ 2. Students who want to study abroad, must comply with the procedures and deadlines described in "*Go Abroad ... and do it Well!*". The study program's liaison for internationalization and the advisors in the international office offer guidance on content and administration.

§ 3. The course program which will be taken abroad, must be written down in a **learning agreement** prior to mobility. This is an agreement between the student, the hosting institution and the Erasmushogeschool Brussel which lists both the courses the student will take abroad and the EhB courses that are being substituted for the foreign courses. The language of instruction of the foreign courses must also be included.

Upon arrival at the hosting institution, the student can still make changes to the learning agreement provided there is a good reason and after consulting with the study program's liaison for internationalization. The modified learning agreement must be signed by all parties within 1 month at the latest from the start of the study period abroad.

§ 4. The recommended course load (number of enrolled credits) for a study period abroad is:



- 60 credits for a full academic year;
- 30 credits for a semester;
- 18 credits for a trimester.

Different course loads are possible if they can be properly justified. The total number of credits taken abroad cannot be smaller than the total number of credits of the EhB-courses that are being replaced by the courses abroad.

#### Article 53 Examination results

§ 1. EhB will determine the final grade for the courses listed in the learning agreement. In determining that final grade EhB will take the grade transcript into account issued by the foreign institution or the the Belgian non-Flemish institution

§ 2. Students in an international mobility program who are unable to take an exam in the format described in the ECTS-course description of a particular EhB-course, can request a change in exam format. Such requests must be addressed to the international coordinator of the study program in an annex to the learning agreement.

§ 3. The final determination of grades must comply with the provisions of the Credits User's Guide (2017). This means that a student who successfully passed a course abroad will also receive a passing grade at EhB. The actual score can differ, however, because of differences in assessment systems and cultures.

§ 4. Students who failed one or more courses taken abroad during the first exam session, must retake these exams abroad in the second exam session. They must check with the host institution which procedure and timing apply to sit for this second exam session. For an examination board to pronounce a student successful in completing a study program as a whole despite a deficit in grades for a course, the student must have exhausted all exam opportunities for the course with a deficit.

§ 5. Incoming mobility students who failed courses taken at EhB during the first exam session, can participate in the second exam session along with the other students. In order not to extend their study period, they are allowed to retake these exams early or can be given a different exam format. This should be arranged with the faculty of the study program.

#### Article 54 Internship abroad

§ 1. The conditions to do an internship abroad and the possibilities for financial support through a scholarship program are explained during the Go Abroad information sessions for students.

§ 2. The internship's duration, the intern's assignments and the basis for assessing the internship are written up in an internship agreement between the student, the study program and the foreign institution or company providing the internship. An Erasmus Learning Agreement for Traineeship must be drawn up for internships within the framework of the Erasmus program.

## Chapter 7 Language regime

#### Article 55

Dutch is EhB's language of instruction and administration. Languages other than Dutch can be used in associate's, bachelor's and master's programs to teach the following types of courses:

1. courses in which a foreign language is the subject matter and which are taught in that language;
2. courses taught by non Dutch-speaking guest professors;
3. courses in a foreign language from another institution of higher education which students can take on their own initiative with the institution's approval.
4. courses for which the institution can amply demonstrate that the foreign language is of particular value to the students, their future employers and the overall operation of the study program;

#### Article 56

§ 1. Maximum 18,33% of the entire course load of an associate's or bachelor's program can be taught in a language other than Dutch; in master programs maximum 50% of the study program's course load can be taught in a language other than Dutch. Courses listed in article 55 points 1 and 3 are not included in determining these limits.

§ 2. With due regard for all of the above, students have the right to take exams in Dutch in courses taught in a language other than Dutch if no Dutch variant of the course is available in the study program. The student must ask to take the exam in Dutch by submitting a request in writing to the course lecturer at least three weeks prior to the start of the relevant exam period.

#### Article 57

§ 1. For the benefit of foreign students, the institution can offer full programs of study in a foreign language provided they also offer an equivalent program in Dutch. At no time should this infringe upon a student's right to an entire program in Dutch .

§ 2. For the benefit of foreign students, the institution can offer master programs in a language other than Dutch within the framework of an International Course Program (development cooperation) or as an Erasmus Mundus master program.

#### Article 58

The institution can offer advanced bachelors, postgraduate certificate programs and short professional development programs in a language other than Dutch.

## Chapter 8 Information sessions for new students

#### Article 59

Orientation sessions are organized at the beginning of the academic year for freshmen in an associate's or bachelor's program who are enrolling for the first time. They are part of a welcoming program organized by the departments. The orientation schedules are available through the student office, study guide and notice boards of the department.

## Chapter 9 Early termination of a course

#### Article 60 Collaboration with external parties

§ 1. In courses that are co-organized or assessed in collaboration with external partners the Erasmushogeschool Brussel expects:

- students to participate in all of the learning activities
- students to submit assignments and any preparatory work in a timely fashion
- students to behave in a respectful and responsible manner

Departments can expand upon the above code of conduct in their supplement to the present regulations or in their regulations on internships.

§ 2. If a student does not abide by the rules described in §1, the study program can impose the following sanctions:

- the student can continue to participate in the course's educational activities but binding conditions are imposed during these learning activities;
- the student is temporarily suspended from participating in the course's educational activities. Remedial measures are imposed which must be satisfied for the suspension to be lifted. If the student fails to meet the remediation requirements, the student will receive a "non-attendance" code for the course or part thereof.

#### Article 61 Unsited for the profession

§ 1. If a student's conduct during an internship or a practical course shows he/she is not suited to the professions this study program trains for, a committee on conduct can decide to prematurely terminate the student's participation in the internship or practical course. If that decision is made, the student has no right to a second exam opportunity for that course.

§ 2. The course's lecturer must promptly report problematic student conduct in writing to the director of the department and to the ombudsperson. After establishing the irregularity, a committee on conduct will be convened which includes the department's director (or deputy), the head of the study program, the academic advisor or student counsellor. The student, lecturer and any other relevant party will be heard during the meeting. The ombudsperson is present in an advisory capacity. Minutes are made of the meeting.

§3. The student will receive written notification of the committee's reasoned decision by certified mail or in person against receipt.

§4. The student can file an appeal against this decision within 7 calendar days to be counted from the day following the day the student was notified of the decision, and according to the procedure described in article 129.

## Chapter 10 Insurance

#### Article 62

All legally enrolled students are insured against personal accidents for the duration of the academic year:

- Normal travel itinerary to and from Erasmushogeschool Brussel
- during learning activities
- in all rooms of Erasmushogeschool Brussel where students need to be for their studies
- during trips, excursions and internships organized by Erasmushogeschool Brussel from the time of departure to the time of return

#### Article 63

Civil liability of all legally enrolled students is insured during study activities, trips, excursions and internships organized by the Erasmushogeschool Brussel.

## Part 3 Regulations on examinations

### Chapter 1 Organization of examinations

#### Article 64 Examination office

The department's council is responsible for coordinating and organizing exams. In their supplement to the general examination regulations they must specify:

- duties, name, office address and availability of the ombudsperson;
- duties, office address and telephone number of the manager of the examination office.

The examination office provides all necessary information to all parties during examination periods. Students must turn to the examination office to

- request changes in the examination schedule
- report termination or non-participation in an exam
- report absence due to force majeure.

#### Article 65 Examination sessions

Per academic year, there are two examination sessions:

- The 1<sup>st</sup> examination session includes all exams held before the summer break. It includes an advanced January exam period (i.e. exam weeks prior to January), the January exam period, an advanced June exam period (i.e. exam weeks between February and May), the June exam period and assessments held outside of exam weeks.
- The 2<sup>nd</sup> examination session only has one examination period. It includes all exams held after the summer break in August/September.

Before the start of the academic year, the council of the department must decide on the opening and closing dates of the examination sessions for that year and on exam formats during the academic year. This information must be available before the start of the academic year and will be published on the website [www.ehb.be](http://www.ehb.be).

The 2<sup>nd</sup> examination session is the earliest moment students can retake an exam taken during one of the exam periods of the 1<sup>st</sup> examination session.

#### Article 66 Early 2<sup>nd</sup> examination session

As an exception to the rule above, exam retakes can be held during the first exam session instead of the 2<sup>nd</sup> exam session for students who could have graduated after the January exam period but did not because they did not successfully pass or receive tolerated credits for all courses.

To be eligible, the student must meet the following conditions:

- 1) the student should be able to graduate after using this 2<sup>nd</sup> exam opportunity;
- 2) the student participated in all exams in January;
- 3) the student must retake all of his/her examinations.

To take advantage of this opportunity the student must submit a request in writing to the chairperson of the examination board at the start of the 2<sup>nd</sup> semester.

#### Article 67 Examination periods

Exams must be scheduled during the examination periods the council of the department decided on. Except for exams in artistic study programs, they can not be scheduled on Sundays, official holidays and vacation days,

Deviations from the set examination periods are exceptionally possible:

- In the event of force majeure as described in article 72.
- For students who were granted reasonable accommodations. Students must request such exception at least three weeks before the start of the June examination period and at least 1 week before the start of the examination periods in January and August/September. In exceptional circumstances, these time limits and types of reasons can be deviated from.
- For students in an international exchange program, for courses taken at an associated educational institution or for study programs organized in collaboration with another institution for higher education. These deviations must be registered in the department's supplement to the general examination regulations.

Deviations from the set examination periods can not be scheduled after the official closing dates of the examination sessions. Examination sessions close when exam results are officially announced.

#### Article 68 Exam schedule

An exam schedule must be made for each course of the study program. It must at least specify the date, time and location of the exam. Efforts are made to evenly spread exams throughout the students' exam schedule to balance their study load.

The exam schedule for the June examination period must be published on the (digital) notice boards at least one month prior to the start of the exam period. The exam schedule for the January exam period and the August/September exam period must be published at least fourteen days before they start. Any change in exam schedule after its publication must be posted immediately on the notice boards. An exam can not be rescheduled to a time prior to the one it was originally scheduled for.

If a student who is enrolled in an individualized study track, happens to receive an exam schedule in which more than one exam is scheduled on the same day, the student must give precedence to exams from the lowest tier of the study program. A rescheduling request for the other exam can be filed. This must be done within 5 calendar day from publication of the exam schedule and submitted to the examination office and the course's lecturer. If approved and if rescheduling is still possible organizationally, the student must contact the lecturer to set a new exam date.

The chairperson of the examination board has the authority to reschedule an exam autonomously in the event of a legitimate problem or force majeure. After assessing and discussing the situation, a new exam arrangement can be made and communicated to the students, the ombudsperson and the examination office.

#### Article 69 Examiner's duties

Exams are administered by the course's lead instructor or by the instructor who was assigned to teach the class instead. Faculty members with teaching assignments must be present when students take exams for their classes. If an exam will be evaluated by a jury, the jury must administer the exam.

The examiner must adhere to scheduled exam times and locations. If an examiner is absent without notification, the exam schedule lapses after a waiting period of one hour from the originally scheduled exam time. The student must promptly notify the examination office which will reschedule the exam in consultation and agreement with the student.

In the event of force majeure or a legitimate problem, examiners can request to be relieved of their examination duties or part thereof. To that end, the examiner must file a reasoned petition with the department's director who will appoint a substitute examiner.

No one can administer an exam or participate in any exam deliberations regarding a partner, blood or other relative up to and including the third degree. An examiner who is confronted with that situation, must ask the department's director to be replaced before the start of the examination session. The director will appoint a substitute examiner.

An examinee has the right to request the presence of an ombudsperson or an additional faculty member during each exam. These are not allowed to influence the course of the examination in any way.

#### Article 70 Exam opportunities

The student has the right to two exam opportunities for each course, except when the nature of the course only allows for one exam opportunity. Some courses or parts thereof do not lend themselves to a second exam opportunity because of the assessment formats used in them.

The ECTS-course descriptions specify which courses do not allow for a second exam opportunity. In that case, the student will only have one exam opportunity per enrollment period.

The second exam opportunity for a course lapses automatically as soon as the student has earned a credit certificate in the first examination session.

#### Article 71 Participation in exams

Students must present themselves for their exams at the scheduled time and place. They may be asked to show ID (their student card or identity card) at the start of the exam.

Students can only take exams for courses they are officially enrolled in during the relevant academic year. This means that all prerequisite certificates must have been submitted and that tuition must have been paid.

In order to participate in the second examination session, students must register for it through the examination office in the manner specified in the department's supplement to the general examination regulations. Such registration is necessary to ensure a smooth and efficient administrative organization of the exam session.

#### Article 72 Absences

If a student is absent from an exam in a singular course (i.e. a course without sub-courses), the mention "not participated" will be assigned. If absent for an exam in a sub-course of a composite course, the label "not participated" will also be assigned. In that case no final grade can be calculated for the composite course. Therefore the mention "partially participated" will appear as the final result for the composite course. Turning in an assignment late qualifies as an absence.

The student must report absences from exams promptly to the examination office, at the latest on the day of the examination. In the event of force majeure, the absence must be legitimized within 4 working days at the latest from the end of the situation of force majeure by submitting a precise description of the situation or context of force majeure as well as medical or other certificates which support the claim of force majeure.

The following medical certificates will not be accepted as adequate:

- a "dixit note" (a medical certificate containing only the patient's claim);
- a post-factum note (a medical certificate that is not dated on the day of the illness or accident);
- an incomplete medical certificate;
- a medical certificate containing contradictions.

### Article 73 Make up exams

Make up exams are only available to students provided all of the following conditions have been met:

- the absence was reported in a timely fashion;
- the absence is substantiated with a valid original medical certificate or the required evidence in the event of another situation of force majeure.

Under supervision of the department's director, the examiner will check if a make up exam is still possible and will consult with the student. A change in evaluation format may be necessary.

Make up exams must be scheduled during the same examination session as the original exam. If that is no longer possible, the student must forfeit that exam opportunity. If the course only allows for a single exam opportunity, that opportunity is not forfeited in case of force majeure but can be postponed and be used during the second examination session.

No 2<sup>nd</sup> make up exams will be scheduled for students who do not show for their original make up exams whether the absence is justified or not. In that case, the student will receive the code "absent" for that particular exam.

The department's supplement to the general examination regulations must specify the way in which make up exams are organized in each of the examination sessions.

### Article 74 Force majeure and learning account

If force majeure prevented students from taking some or all of the exams for which they were enrolled in a particular academic year, they can petition to recuperate learning account credits for enrolled credits of courses in which they missed exams.

This petition must be submitted to the Council for Academic Progress Disputes (Raad voor Studievoortgangsbeslissingen) within 3 years at the latest from the 1<sup>st</sup> of September of the academic year the petition pertains to.

<http://onderwijs.vlaanderen.be/nl/studenten/klachten-en-problemen/beroep-aantekenen-bij-de-raad/in-beroep-gaan/terugvordering-van-leerkrediet-wegens-overmacht>

## Chapter 2 Evaluation formats

### Article 75

The evaluation format for each course is specified in its ECTS course description.

A student can request a different evaluation format on medical grounds or because of a need for reasonable accommodations. Such request must be addressed to the chair of the examination board three weeks at the latest before the start of the relevant examination period. In exceptional circumstances, a different timeline or basis for such a request can be accepted. The chair of the examination board will inform the lead instructor(s) of such deviation.

### Article 76 Information for the student

At the start of a course, lecturers must explain the content of the ECTS course descriptions of their courses. This includes

- the objectives and contents of the course;
- the assessment method and evaluation moments;
- the percentage value of each assessment in the calculation of the final grade.

#### Article 77

Exams can be done in writing, orally, electronically or by performing practical actions. They can be part of continuous assessment, a preliminary exam, semester exam, module exam or year-end exam.

Preliminary exams and continuous assessment can be used in combination with semester exams, module exams and year-end exams. Continuous assessment can consist of several distinct evaluations (written, oral or electronic) spread throughout the course. These serve to calculate the final grade without necessarily requiring a formal final exam.

#### Article 78

Requirements for a master's thesis, bachelor thesis, final project and/or internship report are detailed in the department's supplement to the examination regulations which must also specify how these works must be submitted. The department's council decides on the deadlines for submission of these works in order for them to be eligible for evaluation in the 1<sup>st</sup> examination session or the 2<sup>nd</sup> examination session.

#### Article 79 Database for final papers

Students authorize the Erasmushogeschool Brussel to include their final paper, its abstract and relevant metadata in its database for final papers. They also authorize the school to make these documents accessible to the public through the internet. This authorization holds for the entire period the work is protected. The student will not receive any remuneration for this from the Erasmushogeschool Brussel.

The authorization is granted provided the student successfully completes the course concerned. The authorization does not detract from the student's right as an author of his/her final work pursuant to the Code of Economic Law, Book XI, Title 5, its implementation decrees and other national and international copyright laws and regulations. The student remains fully responsible for any infringement of applicable legislation and regulations and for all claims by third parties that may result from it.

The student can oppose publication of his/her final work if the work includes confidential information or if publication would hamper normal exploitation of the work or technology described in it. If the data used in the final work were collected during the internship, the student must inform the business or organization that provided the internship about the database of final works.

## Chapter 3 Irregularities during examinations

#### Article 80 Definitions

§ 1. **Exam fraud:** any type of behavior a student displays during an evaluation or part of an evaluation which renders a sound evaluation totally or partially impossible of this student's or other students' knowledge, skills and/or insights; or by which attempts are made to thwart such sound evaluation. Intent is not required to establish exam fraud. Fraudulent documents intended to secure a make up exam are also considered to be exam fraud.

Students are prohibited from having mobile telephones, digital data carriers (e.g. smartwatches) and other devices during exams, unless otherwise stated by the examiner. They should neither be on the person nor within their reach. The mere possession of a prohibited device during an exam, is considered equal to (attempted) fraud.

**Plagiarism** is a type of exam fraud. It occurs when someone passes someone else's thoughts and arguments off as one's own without citation. This includes a verbatim copy of work without citation; a paraphrase into one's own words without citation or a translation



without citation of the original author and source. Use of one's own work or work to which one has contributed is also considered plagiarism if the citation is missing. Faculty members can test for originality using plagiarism detection software.

**Ghostwriting** is a type of exam fraud. It means that a (written) assignment was partially or entirely written or generated by third parties.

§2. Exam fraud can be established before an evaluation, after an evaluation or after deliberation about exam results. Every presumption of exam fraud can lead to exam disciplinary proceedings.

#### Article 81 Procedure upon discovery of irregularities

§ 1. A disciplinary board at the level of the department handles cases of exam fraud. The board consists of at least 4 members belonging to at least 2 different study programs and is chaired by the department's director. The ombuds is part of the board in an advisory capacity without voting right. If a member of the commission is party to a case, a replacement must be appointed.

§ 2. When exam fraud is suspected, the student must be informed about it. The exam can be interrupted temporarily at that time. Any documents or supporting aids which the student might wrongfully have been using, can be confiscated. The student can proceed with the exam for the remainder of the exam time after it has clearly been established which part of the exam had already been completed before the irregularity occurred and which part had not been completed yet. If the student was taking the exam in a digital assessment platform, the time the irregularity occurred must be noted as well as the set of questions which had already been answered; the student can proceed with the unanswered questions.

The chair of the disciplinary board on exam matters and the ombuds must be informed in writing as soon as the alleged exam fraud has been discovered.

The chair of the disciplinary board on exam matters and the ombuds will schedule hearings as soon as possible with all parties involved. The parties can be heard during the same meeting if so desired. Under the chair's responsibility, a statement of facts as reported by each party must be written and conveyed to all parties. The parties can submit amendments to the statements. Amendments must be addressed to the ombuds within 48 hours of expediting the report. The ombuds must add the amendments to the case file and the final report must be forwarded to the chair of the disciplinary board on exam matters.

Subsequently the chair will convene a meeting with the disciplinary board to rule on the alleged exam fraud. The meeting is valid if at least half of its members are present. Each member has one vote. If the vote is tied, the chair decides.

§ 3. The minutes of the deliberation of the disciplinary board on exam matters include the list of attendees, the ruling and its motivation. A copy of the decision and its motivation must be sent by certified mail to the student or delivered in person against receipt. It will also be sent digitally to the student through the student e-mail address.

#### Article 82 Examination disciplinary decision

If the disciplinary board on exam matters determines that the incident constitutes exam fraud, one or more of the following sanctions can be imposed:

- the student will receive the grade of 0;
- the student will lose 1 or 2 examination opportunities.

An examination disciplinary decision can be applied to one or more of the following levels:

- the level of the (partial) examination;
- the level of the course (or a part thereof);
- the level of several courses;
- the level of an examination period;
- the level of an examination session.

The rules of grade retention between examination sessions as described in article 94 do not apply to courses that are subject to an examination disciplinary decision.

If the gravity of the offense is such that a positive decision from the examination board should legally be considered as non-existent, the Erasmushogeschool Brussel can rule that the grades received are void and can reclaim any certificates or diploma's that were issued. This decision can be made regardless of when the irregularity was discovered.

#### Article 83

As long as the decision of the disciplinary board on exam matters is pending, the student can continue to take exams.

#### Article 84 Internal appeal

Students can lodge an internal appeal against an examination disciplinary decision imposed on them. The modalities for lodging such an internal appeal are described in articles 128 and 129.

## Chapter 4 Course of digital examinations

#### Article 85 General and technical specifications

Students must comply with all technical requirements their study program imposes in order to administer exams electronically. If they neglect to do so, they can not claim additional time to complete the exam or request a make up exam.

Students must install all necessary software to take written exams electronically. A test exam will be administered during each exam period for each study program. During this test exam, students must verify whether the software is operating correctly on the computer they will be using during the actual exams. If a student fails to participate in the test exam and runs into technical difficulties during the actual exam, he/she cannot claim additional exam time to complete the exam or request a make up exam.

#### Article 86 Digital exams on campus

For their exam to be valid, students must sign the attendance list of exams that are administered on campus. If a student takes the exam in a location other than the one assigned to the exam, the student will be considered absent and receive an absence code.

#### Article 87 Remote digital exams

§ 1. If a digital exam is taken remotely, additional technical requirements apply. The student must perform a scan of the surroundings following the study program's instructions in that regard.

§ 2. Before taking a digital exam, the student must show ID (student card or national identity card). The student must remain clearly identifiable at all times during the exam. If not, the exam is considered void and the student will receive an absence code for that exam.

§ 3. A student's conduct during a proctored exam is monitored and archived automatically.

The lecturer (the institution) is proprietor of all recordings: students are prohibited from saving, using or distributing this footage. Lecturers are only allowed to use the footage to identify students and verify whether an exam was taken legitimately without fraud. They can review recordings of oral exams to increase grade accuracy (e.g. compare student answers; double check a reply if in doubt about a score). They can use the footage to give feedback to students if needed. Under no circumstances can they distribute the footage.

Exam recordings can be used as evidence in disciplinary decisions on exam fraud.

The footage is archived at the end of each exam period and will be retained for a period equivalent to the retention period for regular non-digital exams. Exams are kept for a period of one year counting from the end of the academic year in which the exam was taken. Afterwards the recordings will be removed permanently and destroyed.

§ 4. Unless a lockdown situation is in effect, students always have the right to refuse a remote digital exam and can request to take the exam on campus.

§ 5. In the event of technical problems before or during a remote digital exam, the student must notify the instructor and the designated contact person within 15 minutes of detecting the problem. The notification must be done in accordance with notification procedures as established by the study program.

The student can undertake one attempt to restart the exam with guidance from the helpdesk. If the problem cannot be resolved and if the student complied with all technical requirements to take the exam legitimately, he/she can request a make up exam in accordance with article 75 of the present regulations.

If the student notifies the lecturer and designated contact person later than 15 minutes from discovering the problem, the exam will be considered void. The student will receive an absence code for the exam and cannot claim an alternative exam or a make up exam.

## Chapter 5 Grading

### Article 88 Lead instructor of a course

The lead instructor of a course (or sub-course) is individually responsible for the accuracy of assigned grades.

If a material error is suspected, the student must follow the procedure as described in article 133.

### Article 89 Exam panel/jury

An exam panel or jury consists of at least three members and the department's council must determine its powers.

### Article 90 Numerical and non-numerical calculation of grades

A final numerical result must be expressed in whole numbers on a scale from 0 to 20. Exam results should not be communicated to the examinee at the end of the exam.

The department's council can decide that a non-numerical type of grading is better suited to certain courses. These courses must be listed in the department's supplement to the general examination regulations, their non-numerical grade calculation must be described and the minimal value to successfully pass the course in that system must be determined.

### Article 91 Rounding rules

Decimals in final grades for a singular or composite course<sup>2</sup> are rounded down to the lower number for decimals < (smaller than) 0.5 and rounded up for decimals ≥ (greater than or equal to) 0.5.

Exam results of partial exams are expressed in numbers with two decimals and are never rounded.

### Article 92 Rules for retaining an exam result

Final grades from the first examination session are transferred to the second examination session for courses students decide not to retake in the 2<sup>nd</sup> examination session.

If students retake exams in the 2<sup>nd</sup> examination session, the highest score from both sessions is retained:

- If the result of the 2<sup>nd</sup> examination session is lower than the result from the 1<sup>st</sup> examination session, the student retains the final grade from the 1<sup>st</sup> examination session.
- If the result of the 2<sup>nd</sup> examination session is higher than the result from the 1<sup>st</sup> examination session, the student retains the final grade from the 2<sup>nd</sup> examination session.

If a student earned a score ≥ 10/20 on a partial exam, this score is automatically transferred to the 2<sup>nd</sup> exam session, unless otherwise stated in the ECTS-course description. Transfer to the 2<sup>nd</sup> exam session of results on a partial exam applies to every exam format and every exam period. Grade transfers can only be done from the first to the second examination sessions and never between academic years.

If an evaluation format does not allow for a retake and therefore has no second examination opportunity, the grade from the first examination opportunity automatically holds for both examination sessions.

### Article 93 Credit certificate

§ 1. Students will receive a credit certificate for each course they successfully pass. Students successfully pass a course if their final result for the course is at least 10/20, or if a non-numerical type of grading is used, when the requirements for successful completion of the course are met.

§ 2. A credit certificate remains valid without restriction within the relevant study program at the institution where it was earned.

If - after a period of five years - substantial differences can be demonstrated between the competencies the student has acquired according to the credit certificate and the competencies that are presently taught in a particular course, the institution can require the student to bridge this gap by taking one or more courses in part or completely.

The five-year term should be calculated from October 1<sup>st</sup> of the academic year following the academic year in which the credit certificate was earned.

§3. When the curriculum of a study program changes, the institution guarantees – without prejudice to article 95§2 – that students will be able to apply credits they earned in the study program's original curriculum to the new curriculum. To that end, the study program must see to appropriate measures of transition and guidance.

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<sup>2</sup> A composite course consists of several sub-courses. A sub-course of a composite course is not the same as a partial exam – see definitions in the glossary article 2

§ 4. Students cannot renounce a credit certificate. They can, however, renounce a tolerated grade deficit. A tolerated grade deficit relieves students of the requirement to retake the exam for the course in the 2<sup>nd</sup> examination session; they do not, however, receive credit certificates for courses with grade deficits. If a student wishes to renounce a tolerated grade deficit, he/she must inform the examination office in writing within 3 working days of the publication date of the examination results. Renouncing a tolerated grade deficit is final.

#### Artikel 94 - Examination board

§1. An examination board must be established for each study program. The board must be representative for the program and include at least 4 voting members. The department's director or his/her delegate presides over the board and is also a voting member. Academic advisors can participate in the meetings but are not qualified to vote. The examination board can request to hear other faculty members in an advisory capacity.

Students must be informed about the composition of the examination board.

§2. The examination board convenes after the examination periods of January, June and August/September and has the power to:

- determine examination results
- apply the rules on tolerating grade deficits;
- Impose measures of study progress monitoring;
- Deviate in a reasoned fashion from the tolerance rule for students who can graduate;
- Pronounce students successful in completing a study program and determine graduation honors.

§3. Attendance of at least half of the voting members is required for deliberations of the examination board to be valid. If this attendance quorum is not met, the director of the department invites the members for a second meeting within 3 working days. In that case, the board's deliberations are valid if at least 3 members are in attendance.

§4. The examination board decides by consensus if possible; if not, by simple majority vote from among the voting members in attendance. The ballot is in writing and secret if at least one member requests such a vote. Blank votes and invalid votes are not counted in a secret ballot. If not secret, hand raising is used in the voting process.

If the vote is tied, the option most beneficial to the student is taken.

The members of the examination board are bound to discretion and confidentiality about deliberations and votes.

§5. The examination board can decide autonomously and sovereignly in all matters and in all cases that are not explicitly regulated by these examination regulations or by any other legal provisions or orders.

#### Article 95 Tolerance rule

A cumulative grade average of minimally 50% across the study program is required to graduate from a study program.

Leniency can be shown regarding some failing final grades through the application of a tolerance rule.

The tolerance rule can never be applied to failing grades below 8/20 nor can it ever be applied to a failing grade in certain courses no matter how small the deficit. The ECTS-

course descriptions specify which courses do not qualify for the application of the tolerance rule.

#### Article 96 Tolerance margin

Qualifying failing grades can only be tolerated if they don't exceed a certain tolerance margin. This tolerance margin is calculated on the basis of the number of credits the student is enrolled in during the ongoing academic year combined with the cumulative percentage of all final grades the student has already received thus far in the entire study program.

This cumulative percentage includes all of the student's final grades from the study program the student is enrolled in under a diploma contract or a diploma oriented exam contract. This means all final grades from credit certificates earned, all final grades from courses that were tolerated and all final grades of courses the student is enrolled in during the ongoing academic year. This cumulative percentage does not include courses the student was exempted from on the basis prior formal or experiential learning (EVC/ECK).

50% is subtracted from this cumulative percentage in order to determine the degree to which the student meets the required minimum grade average of 50% as described in article 97 for the part of the program he/she has completed thus far. The result of this subtraction is still expressed in percentages – only the figure without % sign is retained after this and is called the tolerance value.

Since course loads taken up by students can vary greatly, this tolerance value must be adjusted for the size of the enrollment program. The enrollment program does not include exempted courses based on EVC/EVK. The adjustment consists in multiplying the tolerance value by the number of credits the student is enrolled in and dividing the result by 60. The tolerance value therefore remains unchanged with an enrollment program of 60 credits, increases for an enrollment program of more than 60 credits and decreases for an enrollment program of less than 60 credits.

To prevent a student with a cumulative percentage of exactly 50% from being completely excluded from the application of the tolerance rule, a starting bonus is awarded. The starting bonus is 5% of the total number of enrolled credits (excluding exemptions from EVC/EVK).

The tolerance value multiplied by the starting bonus results in the tolerance margin which will be used to decide if any qualifying failing grades can be tolerated. The tolerance value is always rounded up.

The difference between a course's final grade and the number 10 is multiplied by the number of credits for the course. The resulting figure represents the weighted deficit for the course.

The calculation of the tolerance margin can be summarized as follows:

$$= (\text{average cumulative \%} - 50\%) + 3 \times \frac{\text{\# of credits enrolled} - \text{exemptions}}{60}$$

3 represents the starting bonus for an enrollment program of 60 credits (excl. exemptions).

#### Article 97 Application of the tolerance rule

The tolerance rule can be applied in both examination sessions. Tolerance credits are granted based on an "all or nothing" principle: If the sum of all weighted deficits exceeds

the tolerance margin, no failed grade can be tolerated for any course. If the sum of weighted deficits is smaller than the tolerance margin, all qualifying failing grades will be tolerated.

#### Article 98 Pronouncement of successful completion of a study program

§ 1. A student will earn the diploma of a study program if he/she is declared to have successfully passed the program as a whole. To complete a study program successfully all exams in the study program must have resulted in credit certificates or tolerated credits.

§2. The examination board can decide to declare a student globally successful in completing the study program. The board's decision must be substantiated and be the result of assessing the overall goals of the study program against the student's individual trajectory in which he/she might also have widened or deepened the scope of the study program. For the examination board to reach this decision, the student must minimally prove that special personal or family circumstances were at play and that he/she has reached the goals of the study program.

The fact that a student was declared globally successful in completing the study program, does not mean that credit certificates will be issued for courses the student did not pass.

§ 3. A student in a micro-credential will receive a certificate if he/she has taken all examinations of the study program and if all examinations have led to a credit certificate. The tolerance rule, as described in articles 97 through 99 does not apply to micro-credentials.

#### Article 99 Calculating graduation honors

§1. Graduation honors are calculated on the basis of final grades received in courses from the last 60 credits of the standard study track of a study program.

The number of credits of each course represents the weight of that course in the final result. A different weight can exceptionally be assigned to a course. If that is the case, it must be noted in the ECTS-course description and in the department's supplement to the education and examination regulations.

§2. Graduation honors are only awarded to students who took exams for at least half of the total number of credits of the study program. Deviations from this rule are possible in exceptional cases. They must be motivated and specified in the department's supplement to the examination regulations.

§3. Graduation honors do not apply to:

- Enrollments in a bridge or preparatory program
- Enrollments in credit contracts or credit oriented exam contracts
- Enrollments in postgraduate certificate programs and micro-credentials

#### Article 100 Graduation honors

The following graduation honors are distinguished:

- Cum fructu (with merit): obtaining at least 50%;
- Cum laude (with distinction) obtaining at least 68%;
- Magna cum laude (with great distinction): obtaining at least 78%;
- Summa cum laude (with the greatest distinction): obtaining at least 88%.

§2. The percentage result is expressed in a figure with 2 decimal points and is never rounded.

## Chapter 6 Monitoring study progress

### Article 101 Study guidance following to 1st exam period

§1. The institution provides study guidance to all students who – after their first exam period - received credit certificates or tolerated credits for less than 60% of the number of credits for which they are enrolled.

§2. Students who qualify for study guidance as described in article 103 §1, can be invited for a meeting. Students are expected to follow through on this invitation.

### Article 102 Students enrolled in an associate's degree program

§1. If a student did not earn 60% of enrolled credits in a previous academic year, the examination board can impose the following binding condition on a new enrollment in the same study program: *The student can no longer freely choose the courses he/she will take and must earn credit certificates or receive tolerated credits for all courses that must be retaken from the enrollment program.*

§2. Students who are subject to binding conditions pursuant to article 104 §1 have the possibility of choosing another elective course, courses from a different specialization or courses from a different teaching subject.

§3. If a student does not meet a binding condition, the examination board can deny a new enrollment in the same study program.

### Article 103 Students with a first enrollment in an initial bachelor degree program.

§1. If a student hasn't earned credit certificates or received tolerated credits for all of his/her courses during the first enrollment, he/she must acquire them in the second enrollment in the same study program in a subsequent academic year.

This requirement also holds when a student switches one elective course for another one in the second enrollment. It does not apply when there is a switch in specialization or teaching subject.

§2. If this binding condition is not met, the student can no longer enroll in the same study program.

### Article 104 Other measures of study progress monitoring

§1. The measures for monitoring study progress as described in §2-§3-§4 of this article, do not apply to students who are subject to provisions from articles 104 and 105.

§2. If a student earned less than 60% of enrolled credits in a previous academic year, the examination board can impose the following binding condition on a subsequent enrollment in the same study program: *The student can no longer freely choose the courses he/she will take and must earn credit certificate or receive tolerated credits for all courses he/she is retaking from the enrollment program.*

§ 3. If a student fails to earn a credit certificate or tolerated credits after being enrolled twice for a course, the examination board can decide to:

- Deny a new enrollment in the same study program, or;
- Impose the following binding condition upon a subsequent enrollment:  
*The student can no longer freely choose the courses he/she will take and must earn a credit certificate or receive tolerated credits for all courses he/she is retaking from the enrollment program.*



§4. Students who are subject to binding conditions pursuant to article 106 §2 and §3 have the option of choosing another elective course, courses from a different specialization or courses from a different teaching subject.

§5. The examination board can decide to deny a subsequent enrollment if a student does not meet a binding condition.

#### Article 105 Denial to enroll based on an individual case file

If a student's individual case file indicates that a subsequent enrollment in higher education is unlikely to bear any fruit, the examination board can come to a reasoned decision to deny a new enrollment.

#### Article 106 Force majeure or exceptional individual circumstances

If a student can prove force majeure or exceptional individual circumstances, the director of the department can decide not to impose binding conditions or deny further enrollment.

#### Article 107 Re-enrollment subsequent to a denial to enroll

Students whose enrollment in a particular study program was denied in accordance with this chapter, article 104 - 107, can re-enroll in the same study program after a waiting period of six years to be counted from the academic year following the academic year for which enrollment was denied – or - if they earned a degree in higher education after they were denied enrollment.

## Chapter 7 Announcement of examination results

#### Article 108

Examination results are communicated to the students through an individual report card labelled "het individueel rapport" in the digital student office IBaMaFlex.

Partial exam results are communicated in the section labelled "mijn behaalde (deel)resultaten" in IBaMaFlex. Confidentiality of student data is guaranteed in this process.

#### Article 109 Transparency in examinations

Erasmushogeschool Brussel guarantees transparency in oral exams by allowing the presence of individuals who wish to attend. The student who wants other people to be present during an oral exam, must submit a written request thereto to the director of the department. The request must be filed before the start of the relevant exam period, include information about the identity of the extra person and state the capacity in which this person will be present during the oral exam.

Transparency about written and electronic examinations is achieved by allowing the students the opportunity to review their exams, their correction and grading during a specific period of time after the exam results have officially been announced. The department's supplement to these general examination regulations specifies the modalities for student to review their exams.

The department must keep all written documents for a period of one year after the results have been announced.

#### Article 110 Feedback after examinations

Students are entitled to feedback on their exam results after the results have officially been announced. Faculty members must make themselves available to the students to that end. If a student would like a copy of their written exam after feedback, they have a right to receive it. Copies must remain 2personal and be handled with confidentiality. They can

only be used in relation to the student's educational trajectory. The charge per exam copy is 20 euros.

#### Article 111 Internal appeal

An appeal against an examination decision can be lodged and must be submitted within 7 calendar days from the day following the day the exam results were officially announced. The modalities for filing such an appeal are described in the rules on legal position (see part 4 of these regulations).

## Chapter 8 Ratification of studies

#### Article 112

The institution confers the appropriate degree and issues the diploma and its supplement to all students who were legally enrolled in a diploma contract or in a diploma oriented exam contract, and who were pronounced successful in completing their study program. The act of conferring the diploma automatically renders it legally recognized and ratified pursuant to *Het decreet tot bekrachtiging van de decretale bepalingen betreffende het hoger onderwijs, gecodificeerd op 11 oktober 2013*.

The degree of *Associate* followed by its qualification is conferred upon every student who successfully completed a study program in higher vocational education.

The degree of *Bachelor* followed by its qualification and specification, if applicable, is conferred upon every student who successfully completed a study program at the bachelor level.

The degree of *Master* followed by its qualification and specification, if applicable, is conferred upon every student who successfully completed a study program at the master level.

#### Article 113

The president of the institution is authorized to sign all diplomas awarded pursuant to government order "*Besluit van de Vlaamse Regering tot vaststelling van de vorm van het hoger onderwijsdiploma en de inhoud van het bijbehorend diplomasupplement*" dated 12/12/2014.

The diploma supplement provides information on the nature of the study program, its duration, the courses completed by the graduate, the credit certificates earned and any exemptions granted. If applicable, it also lists prior education and the institution(s) where these courses were taken if different from the institution awarding the degree, or if the degree is conferred jointly with another institution.

#### Article 114

The institution issues credit certificates to students who have successfully completed a course. The act of awarding the certificate automatically recognizes it by law and ratifies it pursuant to Title 4, chapter 4 of *Het decreet tot bekrachtiging van de decretale bepalingen betreffende het hoger onderwijs, gecodificeerd op 11 oktober 2013*.

#### Article 115

A student who did not successfully complete a study program can receive a statement attesting what the student studied, for which courses he/she took exams and what the exam results were. In all other cases a certificate is issued listing exam results.

## Part 4 Regulations on legal position

### Chapter 1 Rights and obligations

#### Article 116 General principles of law

§1. The principle of equality: students must be treated equally.

§2. Transparent government: the institution's board acts as a governing body towards students in the sense of Title II, chapter 3 of the *Bestuursdecreet* dated 12 December 2018. As far as examinations are concerned, transparent government signifies that students are entitled to review their completed examinations and receive feedback. If students wish to receive a copy of their completed exam after review and feedback, they have a right to receive such copy. All copies must remain personal and be handled with confidentiality and can only be used in the student's educational trajectory.

§3. Impartiality: students must be treated without bias. The institution establishes rules to prevent people who have a personal interest in a decision about a specific student, from influencing the decision process about that student.

§4. Substantiation: bodies executing one sided legal acts with individual scope that aim to have legal consequences for one or more students, must state in their documents on which legal and factual grounds the acts are based. The reasoning must be adequate.

#### Article 118

Student participation rights are guaranteed through the student council.

### Chapter 2 Equal opportunities and special groups

#### Article 118 Reasonable accommodations

§1. All educational activities should be inclusive. All students should have an equal opportunity to participate in an academic program. This may call for certain educational and examination facilities for students in very specific situations. These facilities are called "reasonable accommodations".

§2. Criteria were established for the following categories of students to assess whether reasonable accommodations are advisable: students with disabilities, top tier sports students, students starting an enterprise, working students, student representatives, foreign language students and multilingual students. If they qualify, these students will be given the status of "student eligible for reasonable accommodations in one of the above mentioned categories". This will entitle them to these accommodations.

§3. Students who find themselves in a special situation other than the ones mentioned above in §1, can also apply for reasonable accommodations.

#### Article 121 Assessment of the application

Applications for reasonable accommodations will be assessed on the basis of the following criteria:

- **Effectiveness**

The accommodations must primarily serve to facilitate participation in learning activities and exams and aim to create equal opportunity for success given a student's specific restrictive situation.

- **Acceptability**

The accommodations must be acceptable in the sense that they must still require students to reach the same learning outcomes for their courses. Quality assurance must be put in place to guarantee that assignments or exams are set to the same standard independent of reasonable accommodations. The final competencies or knowledge requirements can not be changed – only the way in which they can be achieved.

- **Proportionality**

The accommodations should not have an undue financial or organizational impact on the institution.

#### Article 120 Criteria for recognition

**Students with disabilities** we consider the following personal conditions to be hindrances to optimal and efficient participation in higher education:

- Physical disability;
- Auditory impairment;
- Visual impairment;
- Chronic medical condition;
- Psychiatric problems (including developmental disorders);
- Multiple impairments;
- Learning disability
- Other

Students can contact a student counsellor for more information on the criteria and the attestations that are required.

<https://www.erasmushogeschool.be/nl/begeleiding-tijdens-je-studie/studentenbegeleiding>

**Top tier sports students:** recognition as a top tier sports student may apply to individual sports as well as team sports. Students can contact an academic advisor for more information regarding the recognition criteria.

<https://www.erasmushogeschool.be/nl/begeleiding-tijdens-je-studie/trajectbegeleiding>

**Students starting an enterprise:** Students can contact an academic advisor for more information regarding the recognition criteria.

<https://www.erasmushogeschool.be/nl/begeleiding-tijdens-je-studie/trajectbegeleiding>

All students holding a position as **student representative** are automatically given the status of student representative. When a student representative has a scheduling conflict between a meeting requiring his/her attendance as a student representative and a mandatory learning activity or exam, the student can ask for reasonable accommodations in order to be able to exercise the duties of a student representative and still be able to fulfil all course requirements. The student must address this issue with the lecturer concerned and discuss possible arrangements.

**Foreign language speakers and multilingual students:** All students whose home language is not (exclusively) Dutch, can apply for this special status. When granted, the student will be allowed to use a translation dictionary during exams except for exams of courses that do not qualify **on the basis of Article 6 of the regulations on legal position**. In a study program taught in Dutch, the student can use a translation dictionary from the foreign language into Dutch; in a study program taught in English the student can use a translation dictionary from the foreign language into English.

#### Article 121 Procedure

Students must specify on which grounds they want to apply for reasonable accommodations and must follow the procedure that applies to their situation.

The need for reasonable accommodations is recognized for a specific period of time but can be renewed if there is a continued need for reasonable accommodations after that period.

Special study and exam arrangements that are agreed upon to accommodate for a student's special needs, must be written down in a report which must be approved by the department's council (or its director by delegation). The student accepts the report by signing it as "read and approved".

Students must request any change in examination format or examination time at least 3 weeks prior to the start of the exam period of June and at least 1 week prior to the start of the exam periods of January and August/September. If exams must be rescheduled, they must take place before the examination session officially closes. Examination sessions close with the official announcement of examination results.

#### Article 122 Internal appeal

Students can lodge an internal appeal in accordance with article 129 against a decision to deny reasonable accommodations.

## Chapter 3 Grievance about the educational process

#### Article 123 The ombudsperson

At the start of each academic year, the department's council must appoint one or more ombudspersons from among the members of the staff. Each faculty member or member of the administrative and technical staff at level A or B, is eligible except for the director of the department.

Ombudspersons may not act on behalf of students they administer exams to themselves. In that case, another ombudsperson must be appointed.

Ombudspersons must always be easily accessible to all students. The department's supplement to the general education regulations contains all practical details which must also be communicated at the start of the academic year.

#### Article 124 The ombudsperson's duties

The ombudsperson had a mediating role in disputes between a student and one or more staff members insofar as they pertain to the way in which regulations on education, examinations and legal position are being applied or if they concern actions or situations that are perceived as unreasonable. The ombudsperson also has a mediating role in disputes between student representatives and staff members with regard to respecting a student's rights as student representative.

Ombudspersons are tasked with safeguarding student rights. When necessary, they can draw attention to special situations and backgrounds.

Ombudsperson are privy to examination results and are bound to confidentiality and discretion.

#### Article 125

Students can also report issues with the educational organization to their student representatives who can then raise them in the various governing and consultative bodies.

# Chapter 4 Options for appeal

## 4.1. Internal appeal

### Article 126 Object of the appeal

A student who believes that an unfavorable study progress decision is affected by a violation of law, can lodge an internal appeal against the decision.

### Article 127 Filing an internal appeal

§1. The student must send the appeal by certified mail to the institution's president: Nijverheidskaai 170, 1070 Anderlecht. A copy of the appeal must simultaneously be submitted to [internberoep@ehb.be](mailto:internberoep@ehb.be). The date on the postmark counts as submission date.

§2 the appeal is admissible provided the following conditions have been met:

- the appeal must have been submitted on time i.e. within an expiry period of 7 calendar days to be counted from:
  - 1) for an exam decision: the day following the publication date of the individual report card
  - 2) for any other study progress decision: the day following the day the student was given written notice of the decision.
- the appeal must include a statement of reasons: a factual description and the reasons for the objections invoked
- the appeal must have been submitted in compliance with §1 of this article and be sent both by certified mail and through [internberoep@ehb.be](mailto:internberoep@ehb.be).

§3. The student can only add supplementary evidence to the case file if he/she was not yet cognizant of that evidence at the time the appeal was drafted and if the hearing of the internal appeals board has not yet taken place. The petitioner must deliver these documents promptly to the secretary of the internal appeals board through [internberoep@ehb.be](mailto:internberoep@ehb.be).

§4. The internal appeal proceedings are held in Dutch. This means a.o. that the appeal must be written in Dutch.

### Article 128 The internal appeals board

§1. The internal appeals board will be assembled on a ad hoc basis and includes:

- The president (or delegate) as chair
- The director of academic affairs (or delegate)
- A director from a different department from the one the student belongs to (or delegate)
- 2 heads of study programs from different programs from the one the student belongs to.

The board's secretary is present as a non-voting member.

§2. The attendance of at least 3 of the 5 members is minimally required for the appeals board to deliberate validly.

### Article 129 Grievance proceedings

§1. The chair of the internal appeals board (or delegate) investigates the grief's admissibility.

The student will be notified through [internberoep@ehb.be](mailto:internberoep@ehb.be) if the appeal is deemed inadmissible.

§2. If the appeal is deemed admissible, the chair or other mandated person compiles a case file containing all relevant information for the internal appeal. Deliberation proceedings will solely be based on documents. The internal appeals board decides in a reasoned fashion to confirm, modify or nullify the original decision. The internal appeals board convenes either in person or digitally. Minutes are drafted of the proceedings regarding the substance of the case.

§3. The student must be notified of the internal appeals board's decision within a period of 20 calendar days to be counted from the day following the day the appeal was lodged. This notification will be sent through [internberoep@ehb.be](mailto:internberoep@ehb.be). Within that time frame the internal appeals board could also inform the student that it will rule on the case on a later date.

## 4.2. External appeal

### Article 130

§1. When the internal appeal options have been exhausted, students can lodge an external appeal with the Raad voor betwistingen inzake Studievoortgangsbepalingen (Council for Academic Progress Disputes) <https://onderwijs.vlaanderen.be/nl/raad>.

§2. Instructions on how to lodge such an external appeal with the Council, can be found through the link below:

<https://onderwijs.vlaanderen.be/nl/studenten/klachten-en-problemen/beroep-aantekenen-bij-de-raad/zo-dien-je-een-verzoekschrift-in>

## Chapter 5 Material errors

### Article 131 Examination decisions

A material error occurs when someone unintentionally makes a mistake in entering or copying an element in a decision, which leads to an inconsistency between this element and the content of the decision.

Staff members or students can report surmised material errors in writing to the director of the department within an expiry period of 10 calendar days from the day following the day the examination results were announced.

If the material error is confirmed, the director of the department can correct the error immediately. An amended exam report card will be published.

The matter must be decided on within 10 calendar days after notification and must be communicated in writing to all parties concerned.

### Article 132 Other decisions

At the student's or staff member's request, the director of the department can ex officio correct all other study progress decisions containing material errors and/or inaccuracies. This must be done within 10 calendar days from the day following the day the decision was made.

Students must address their request in writing to the director of the department. The matter must be decided within 10 calendar days from the day following the reception of the request and must be communicated in writing to all parties concerned.

## Chapter 6 Code of conduct and disciplinary procedure

### 6.1. Code of conduct

#### Article 133 General provisions

§ 1. Students are expected to behave both within and outside of the university community with a sense of responsibility and respect for others and the environment.

§ 2. No student is authorized to take initiatives on behalf of the Erasmushogeschool Brussel.

§ 3. Students are responsible for their own possessions, also when they are stored away.

§ 4. The department's supplement to the general education and examination regulations describes which educational activities are mandatory, how absences must be reported and how absences can be sanctioned.

Dixit attestations and post factum attestations<sup>3</sup> are not accepted to justify an absence due to illness or an accident.

Students cannot be sanctioned for non-attendance with an exclusion from participating in examination sessions.

Students cannot be sanctioned for absences due to their participation in activities in the context of student participation that are officially recognized by the institution.

If more than one course is scheduled at the same time in a student's course schedule because he/she is enrolled in an individualized study track, and if the individual track cannot be organized in a different way, the student has to contact the course lecturers and make arrangements regarding attendance.

§ 5. Promptness and correctness are required in appointments and assignments. Students are expected to read all communication sent to them through their EhB student e-mail account, either directly or after they have redirected the mail to a personal e-mail address. They must also set notifications in the digital learning platform Canvas in such a way that they are informed of official messages in time. When lecturers send out a communication to students via the Canvas digital learning platform, the students are assumed to have been informed.

§ 6. Authorization from the department's director is required for students to participate in conferences, manifestations, festivals, contests, etc. with projects and/or productions created during their studies at EhB. This participation will be regulated through a contract.

§ 7. All materials and recording devices used by students, remain the property of the Erasmushogeschool Brussel.

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<sup>3</sup> A dixit attestation is an attestation in which only the statement of a patient is noted  
A post factum attestation is an attestation after the fact that was not written on the day of the illness or the accident.



§ 8. Rules regarding the use of libraries, video libraries, media libraries, language labs, stockrooms, studios and the like are specified in the department's supplement to the general education and examination regulations.

§ 9. Each student can be held jointly and severally liable. He/she is liable for damage caused through his/her actions, negligence or carelessness. A student who breaks or loses school equipment is liable unless he/she can prove force majeure or someone else's responsibility. The matter can be brought before the courts in case of disputes. The student is still liable even if the mistake occurred during classes. Rules on borrowing recording equipment through the lending library are not part of these regulations, but are specified in the department's supplement and/or in user agreements.

§ 10. Except when a recording is required in the context of a class, students are prohibited from audio- or videorecording discussions between staff and/or students during educational and/or assessment activities without written consent from all parties involved. This also means that lecturers are not required to provide recordings of their lectures to students.

§ 11. Breaking any other house rules (study area, library, acceptable user policy for ICT facilities, etc.) can lead to disciplinary measures depending on the gravity of the offense.

§ 12. Faculty members are permitted to record educational activities for the purpose of streaming them in a simultaneous broadcasting and/or posting them on the e-learning platform. Students cannot object to this practice. At the start of a class lecturers must inform students that they will record the class and to what end. If a student does not want to be seen or heard in the recording, he/she must express that to the teacher at that point. Failure to do so at that point, implies student consent.

#### Article 134 Measures to restore order

§1. To restore order and/or secure uninterrupted proper functioning of the department, the director (or mandated person) can take measures when faced with infringements on the code of conduct. The following measures to restore order can be issued:

- a reprimand;
- withdrawal of the student card;
- blocking access to the electronic learning platform;
- imposing cleaning or repair work to restore the result of the misconduct;
- exclusion/removal from a study activity;
- temporarily depriving access to a room or area.

§ 2. After the measure to restore order has been taken, the director of the department must inform the student office. The student office must register the incident and make a report which minimally (1) identifies the student and (2) details the time, place and course of the incident.

§ 3. Without prejudice to the above provisions, faculty members are authorized to remove students from their own classes to restore order in educational and assessment activities.

#### Article 135 Code of conduct in interpersonal contacts

Protocol no. 264 – "Code of conduct in interpersonal contacts at Erasmushogeschool Brussel" applies to all students and staff. The code of conduct is available through <https://www.erasmushogeschool.be/en/code-conduct-interpersonal-contacts>

## 6.2. Disciplinary procedure

### Article 136 Causes

A student can be subjected to a disciplinary procedure after committing repeated, serious or intentional offenses. Among others, a disciplinary procedure may be started in the following instances:

1. use of violence against members of the EhB community or deliberate damage to their property;
2. disturbing the peace within the EhB community;
3. deliberately or through gross negligence causing damage to EhB infrastructure or goods;
4. theft or unauthorized use of tangible or intangible property (including but not limited to intellectual property rights);
5. committing acts that violate the dignity of the person;
6. taking actions that are incompatible with the objectives of the Erasmushogeschool Brussel or damage its reputation;
7. any type of fraud except for exam fraud which is covered by the the examination disciplinary procedures described in the general examination regulations.

### Article 137 Disciplinary sanctions

§ 1. The following disciplinary sanctions can be pronounced:

- restitution of material damage;
- an alternative sanction;
- a blame;
- disciplinary suspension (may vary in scope and time period);
- exclusion.

The president (by delegation the administrative director of academic affairs) can preventively suspend the student as an urgent and provisional measure. The preventive suspension is a protective measure, not a disciplinary sanction.

§ 2. Disciplinary suspensions are pronounced for a period of one year at the most.

§ 3. Exclusion can only be pronounced when intent can be demonstrated and implies immediate loss of the status as a student. Re-admittance is only possible after a period of 3 years and on the basis of a reasoned decision.

§ 4. Once the disciplinary sanction has expired, it can no longer be taken into account in any way, except to determine the gravity of a penalty in case of repeat offenses.

### Article 138 Disciplinary investigation

§1. The director of the department initiates and leads a disciplinary investigation. The student must be notified in writing through the student e-mail address of the fact that a disciplinary investigation has been started and what the alleged charges are. If the student is a minor, the student's legal representative must also be notified.

§2. During the investigation the director of the department can receive assistance from teaching or administrative staff who are not members of the disciplinary board nor of the disciplinary board of appeal. During this investigative phase all relevant facts are compiled in a case file which will be used to determine whether to dismiss the case or refer it to the disciplinary board .

§3. The decision to dismiss the case or refer it to the disciplinary board will be communicated to the student through the student e-mail address.

§ 4. If referred to the disciplinary board, the chairperson of the disciplinary board will invite the student to a hearing. The invitation will be sent through the student e-mail

address and must be mailed at least 5 calendar days prior to the hearing. It must contain a description of the alleged charge and propose a disciplinary sanction

§5. A student who is involved in a disciplinary procedure always has the right to

- Review the entire case file
- Assistance from one or more (legal) experts. If so desired, the student can also request the presence of a representative of the student council at the hearings.

#### Article 139 Disciplinary board

§1. Before the start of each academic year, the council of the department must appoint a disciplinary board for their department. Each disciplinary board includes:

- The director of the department (or his/her delegate) as chair of the disciplinary board ;
- depending on the grounds for the disciplinary proceedings: either the department's administrative coordinator, campus coordinator or head of the study program to which the student belongs.
- 1 faculty member from the department to which the student belongs;
- 1 student representative delegated by the department's student council from the department to which the student belongs.

§2. The chair and 2 voting members must minimally be present for the disciplinary board to deliberate validly. Decisions are made by simple majority. In the event of a tie, the chair decides.

§ 3. The members of the disciplinary board are bound to confidentiality.

#### Article 140

§ 1. The hearing(s) of the disciplinary board will take place behind closed doors, either digitally or in person. Minutes must be made of the hearing. Except when force majeure can be demonstrated, the student will be deemed to have waived all rights to be heard if he/she does not show for the hearing. The decision, as referred to in §3, will then be made in his/her absence.

§ 2. The disciplinary board is authorized to take all investigative steps it deems necessary, including hearing witnesses. Witnesses are not part of the disciplinary board .

§ 3. When the hearing(s) have been concluded, the disciplinary board will decide on disciplinary sanctions. The student must have been notified of this reasoned decision through the student e-mail address before the disciplinary measure can come into force. The student's right to appeal this decision with the disciplinary board of appeal must also be mentioned in this notification.

§ 4. The disciplinary measure must be commensurate with the gravity of the offense. Collective exclusions are not possible.

#### Article 141 Internal appeal

§1. The student can lodge an appeal against the decision with the internal disciplinary board of appeal within a period of 10 working days to be counted from the day following the day on which the student was notified of the disciplinary board 's decision.

§2. To lodge an appeal the student must address the petition to the chair of the disciplinary board of appeal. The student can request to be heard by the disciplinary board of appeal. In order to be admissible the appeal must (1) be sent by certified mail, (2) be on time, (3) contain a statement of reasons and (4) be signed.

§3. The disciplinary sanction will be suspended until the disciplinary board of appeal has ruled on the appeal or until expiry of the appeal period.

#### Artikel 142 Disciplinary board of appeal

§1. The disciplinary board of appeal will be assembled on a ad hoc basis and comprises:

- The president as chair
- The director of academic affairs or his/her delegate
- 2 members of the Executive Board
- The chair of the general student council

§2. The attendance of the chair and 2 voting members is minimally required for the disciplinary board of appeal to deliberate validly. Decisions are made by simple majority. In the event of a tie, the chair decides.

§3. The disciplinary board of appeal must rule on the student's appeal within one month of receiving the request. The disciplinary board of appeal rules both on the admissibility and validity of the appeal. After taking all necessary investigative measures, the disciplinary board of appeal can confirm or refute the decision made by the disciplinary board .

§4. The student must receive official notification of the decision within 10 working days through the student e-mail address. The decision must state the appeal option with the State Council (Raad van State).

## Chapter 7 Final provisions

#### Article 143

The executive board is competent to amend the general regulations on education and examinations; the board of governors is competent to amend the regulations on student legal position. The student council must be consulted on all amendments prior to their introduction.

#### Article 144

These regulations come into force for the academic year 2023-2024.

## Appendix – Translation glossary

### 1. From Dutch into English

<b>DUTCH</b>	<b>ENGLISH</b>
academiejaar	academic year
adviseur	advisor
afgestudeerde	graduate
afstudeerrichting	specialization
afstuderen	to graduate
afstuderen (het feit van afstuderen)	graduation
algemeen directeur	president
artistieke toelatingscommissie	artistic admissions commission
artistieke toelatingsproef	artistic admission test
associatie	association
bachelor na bacheloropleiding	advanced bachelor program
bacheloropleiding	bachelor program / bachelor degree program
bekwaamheid (als enkele telbare competentie)	competency
bekwaamheid (als verwijzing naar een algemeen niveau van bekwaamheid)	competence
bekwaamheidsonderzoek	aptitude assessment
bekwaamheidsproef	aptitude test
beroep instellen	lodge an appeal
bestuur	board
bestuurscollege	executive board
beursstudent	government grant recipient / financial aid student
bewijs van bekwaamheid	certificate of aptitude
bibliotheek	library
bijkomende kosten	additional expenses
bindende voorwaarde	binding condition
campuscoördinator	campus coordinator
Codex Hoger Onderwijs	Higher Education Code
contactpersoon internationalisering	internationalization liaison
coördinator internationalisering	coordinator internationalization
creditbewijs	credit certificate
creditcontract	credit contract
cumulatief gemiddelde	cumulative average
deelexamen	partial exam
deelopleidingsonderdeel	sub-course / part of a course
departement	department
departementaal coördinator	administrative coordinator of the department
departementaal directeur	department director / director of the department
departementsraad / raad school of arts	council of the department/ council of the school of arts
digitaal studentensecretariaat	digital student office

diplomacontract	diploma contract
directeur onderwijs	director of academic affairs
directeur van de school of arts	director of the school of arts
docent	lecturer
ECTS-fiche	ECTS course description
educatieve graduaatsopleiding	educational associate's degree program
eerder verworven kwalificaties (EVK)	qualification of prior formal learning (EVK)
eindcijfer (voor een evaluatie)	final grade
eindcompetentie	learning outcome
electronisch leerplatform	electronic learning platform
enkelvoudig opleidingsonderdeel	singular course
Erasmushogeschool Brussel (EhB)	Erasmus Brussels university of applied sciences and arts (EhB)
European Credit Transfer & Accumulation System (ECTS)	European Credit Transfer & Accumulation System (ECTS)
Europese Economische Ruimte (EER)	European Economic Area (EEA)
evaluatievorm	evaluation format
examen	examination/exam
examenbeslissing	examination decision/exam decision
examencommissie	examination board
examencontract	examination contract /exam contract
examencontract met het oog op een creditbewijs	credit oriented exam contract
examencontract met het oog op een diploma	diploma oriented exam contract
examenfraude	exam fraud
examenjury	exam panel / exam jury
examenmoment	examination period / exam period
examenresultaat	exam result / grade
examentuchtbeslissing	examination disciplinary decision
examentuchtcommissie	disciplinary board on exam matters
examenvorm	exam format
examenzittijd	examination session / exam session
examinator	examiner
gedragscommissie	commission on conduct
geïndividualiseerd studietraject	individualized study track
gemiddelde	average
generatiestudent	first-time freshman
getolereerde studiepunten	tolerated credits
gewogen gemiddelde	weighted average
gewogen tekort (in een examencijfer)	weighted grade deficit
graad	degree
graad van verdienste	graduation honors / levels of achievement
graduaatsopleiding	associate's degree program
heroriëntering	reorientation
Hoger Onderwijs Register	Higher Education Register
hoger onderwijsinstelling	higher education institution
hogeschool	university of applied sciences and arts

inschrijven	enroll
inschrijving	enrollment
inschrijvingsaanvraag	enrollment request
Instelling	institution
instellingsbestuur	governing body of an institution
interne beroepscommissie	internal appeals board / internal board of appeal
jaarexamen	year-end exam
klacht	grief / complaint
KMO	SME
KMO portefeuille	SME portfolio
kwalificatie van een graad	qualification of a degree
leerkrediet	learning account
leerkredietcommissie	learning account commission
Leerresultaat	learning outcome
lesgever	instructor
lesvrije week	lecture free week
maatregel van studievoortgangsbewaking	measure of study progress monitoring
master thesis	master's thesis
masteropleiding	master program
microdegree of microcredential	microdegree or microcredential
modeltraject	standard study track
module examen	module exam
na- en bijscholing	professional development program
onderwijs- en examenreglement	education and examination regulations
onderwijsaanbod	portfolio of study programs / course offerings
onderwijsactiviteiten	learning activities
onderwijsbevoegdheid	programming authorization
onderwijsvak	teaching subject
onderwijzend personeel	faculty / faculty member
opgenomen studiepunten	enrolled credits
opleiding	study program
opleidingscheque	government issued training voucher
opleidingshoofd	head of the study program
opleidingskenmerken	study program features
opleidingsonderdeel	course
opleidingsprogramma	curriculum
overmacht	force majeure
permanente vorming	continuing education
plagiat	plagiarism
postgraduaatopleiding	postgraduate certificate program
prior experiential learning	eerder verworven competenties (EVC)
punt, cijfer (voor een evaluatie)	grade
raad van bestuur	board of governors
Raad van State (extern)	State Council
Raad voor Studievoortgangsbeslissingen	Council for Academic Progress Disputes
raadsman	attorney / (legal) expert

redelijke voorzieningen	reasonable accomodations
samengesteld opleidingsonderdeel	composite course
schakelprogramma	bridge program
schools of arts	schools of arts
semesterexamen	semester exam
stage	internship
starttoets	benchmark test /benchmark competency test
starttoets educatieve BA opleidingen	benchmark test for bachelor programs in education
starttoets lerarenopleiding	benchmark test for teacher education
student	student
student met functiebeperking	student with a disability
studentendossier	student record
studentenparticipatie	student participation
studentenraad	student council
studentensecretariaat	student office
studentenvertegenwoordiger	student representative
studentenvoorzieningen (Stuvo)	student social services (Stuvo)
studiebegeleider	student counsellor
studiecontract	study contract
studiegebied	study field / field of study
studiegeld	tuition / tuition fee
studieomvang	course load / study load
studieprogramma	course program / course schedule
studieprogramma aanvraag	application for course enrollment
studieprogrammawijzigingen	course program changes
studiepunt /credit	credit
studietraject	study track
studievoortgangsbeslissing	study progress decision
studievoortgangsbewaking	study progress monitoring
studievoortgangscommissie	study progress commission
tekort	deficit
tekort (in een examencijfer)	grade deficit
tentamen	preliminary exam
titularis van een opleidingsonderdeel	lead instructor / instructor of records
toelatingsproef	admission test
toetredingovereenkomst	student enrollment agreement
tolerantiemarge	tolerance margin
tolerantieregeling / tolerantie	tolerance rule /tolerance
trajectbegeleider	academic advisor
tuchtcommissie	disciplinary board
tuchtcommissie in beroep	disciplinary board of appeal / disciplinary appeals board
uitschrijven	disenroll
uitschrijving	disenrollment
uitschrijvingsaanvraag	disenrollment request
verantwoordelijke van het examensecretariaat	manager of the examination office



verworven studiepunten / verworven credits	earned credits
verzoeker	petitioner
verzoekschrift	petition / request
Vlaamse examencommissie/middenjury	Flemish examination board
volgtijdelijkheid	sequence rules
voorbereidingsprogramma	preparatory program
vrijstelling	exemption
werkstudent	working student
werktraject	work study program

## 2. From English into Dutch

<b>DUTCH</b>	<b>ENGLISH</b>
academic advisor	trajectbegeleider
academic year	academiejaar
additional expenses	bijkomende kosten
administrative coordinator of the department	departementaal coordinator
admission test	toelatingsproef
advanced bachelor program	bachelor na bacheloropleiding
advisor	adviseur
application for course enrollment	studieprogramma aanvraag
aptitude assessment	bekwaamheidsonderzoek
aptitude test	bekwaamheidsproef
artistic admission test	artistieke toelatingsproef
artistic admissions commission	artistieke toelatingscommissie
associate's degree program	graduaatsopleiding
association	associatie
attorney / (legal) expert	raadsman
average	gemiddelde
bachelor program / bachelor degree program	bacheloropleiding
benchmark test / benchmark competency test	starttoets
benchmark test for bachelor programs in education	starttoets educatieve BA opleidingen
benchmark test for teacher education	starttoets lerarenopleiding
binding condition	bindende voorwaarde
board	bestuur
board of governors	raad van bestuur
bridge program	schakelprogramma
campus coordinator	campuscoördinator
certificate of aptitude	bewijs van bekwaamheid
commission on conduct	gedragscommissie
competence	bekwaamheid (als verwijzing naar een algemeen niveau van bekwaamheid)
competency	bekwaamheid (als enkele telbare competentie)
composite course	samengesteld opleidingsonderdeel
continuing education	permanente vorming
coordinator internationalization	coordinator internationalisering
Council for Academic Progress Disputes	Raad voor Studievoortgangsbeslissingen
council of the department/ council of the school of arts	departementsraad / raad school of arts
course	opleidingsonderdeel
course load / study load	studieomvang
course program / course schedule	studieprogramma
course program changes	studieprogrammawijzigingen
credit	studiepunt /credit
credit certificate	creditbewijs
credit contract	creditcontract

credit oriented exam contract	examencontract met het oog op een creditbewijs
cumulative average	cumulatief gemiddelde
curriculum	opleidingsprogramma
deficit	tekort
Degree	graad
department	departement
department director / director of the department	departementaal directeur
digital student office	digitaal studentensecretariaat
diploma contract	diplomacontract
diploma oriented exam contract	examencontract met het oog op een diploma
director of academic affairs	directeur onderwijs
director of the school of arts	directeur van de school of arts
disciplinary board	tuchtcommissie
disciplinary board of appeal / disciplinary appeals board	tuchtcommissie in beroep
disciplinary board on exam matters	examentuchtcommissie
disenroll	uitschrijven
disenrollment	uitschrijving
disenrollment request	uitschrijvingsaanvraag
earned credits	verworven studiepunten / verworven credits
ECTS course description	ECTS-fiche
education and examination regulations	onderwijs- en examenreglement
educational associate's degree program	educatieve graduaatsopleiding
eerder verworven competenties (EVC)	prior experiential learning
electronic learning platform	electronisch leerplatform
Enroll	inschrijven
enrolled credits	opgenomen studiepunten
enrollment	inschrijving
enrollment request	inschrijvingsaanvraag
Erasmus Brussels university of applied sciences and arts (EhB)	Erasmushogeschool Brussel (EhB)
European Credit Transfer & Accumulation System (ECTS)	European Credit Transfer & Accumulation System (ECTS)
European Economic Area (EEA)	Europese Economische Ruimte (EER)
evaluation format	evaluatievorm
exam format	examenvorm
exam fraud	examenfraude
exam panel / exam jury	examenjury
exam result / grade	examenresultaat
examination board	examencommissie
examination contract /exam contract	examencontract
examination decision/exam decision	examenbeslissing
examination disciplinary decision	examentuchtbeslissing
examination period / exam period	examenmoment
examination session / exam session	examenzittijd
examination/exam	examen

examiner	examinator
executive board	bestuurscollege
exemption	vrijstelling
faculty / faculty member	onderwijzend personeel
final grade	eindcijfer (voor een evaluatie)
first-time freshman	generatiestudent
Flemish examination board	Vlaamse examencommissie/middenjury
force majeure	overmacht
governing body of an institution	instellingsbestuur
government grant recipient / financial aid student	beursstudent
government issued training voucher	opleidingscheque
grade	punt, cijfer (voor een evaluatie)
grade deficit	tekort (in een examencijfer)
graduate	afgestudeerde
graduation	afstuderen (het feit van afstuderen)
graduation honors / levels of achievement	graad van verdienste
grief / complaint	klacht
head of the study program	opleidingshoofd
Higher Education Code	Codex Hoger Onderwijs
higher education institution	hoger onderwijsinstelling
Higher Education Register	Hoger Onderwijs Register
individualized study track	geïndividualiseerd studietraject
institution	instelling
instructor	lesgever
internal appeals board / internal board of appeal	interne beroepscommissie
internationalization liaison	contactpersoon internationalisering
internship	stage
lead instructor / instructor of records	titularis van een opleidingsonderdeel
learning outcome	eindcompetentie
learning account	leerkrediet
learning account commission	leerkredietcommissie
learning activities	onderwijsactiviteiten
learning outcome	leerresultaat
lecture free week	lesvrije week
lecturer	docent
library	bibliotheek
lodge an appeal	beroep instellen
manager of the examination office	verantwoordelijke van het examensecretariaat
master program	masteropleiding
master's thesis	master thesis
measure of study progress monitoring	maatregel van studievoortgangsbewaking
microdegree or microcredential	microdegree of microcredential
module exam	module examen
partial exam	deelexamen
petition / request	verzoekschrift

petitioner	verzoeker
plagiarism	plagiaat
portfolio of study programs / course offerings	onderwijsaanbod
postgraduate certificate program	postgraduaatsopleiding
preliminary exam	tentamen
preparatory program	voorbereidingsprogramma
president	algemeen directeur
professional development program	na- en bijscholing
programming authorization	onderwijsbevoegdheid
qualification of a degree	kwalificatie van een graad
qualification of prior formal learning (EVK)	eerder verworven kwalificaties (EVK)
reasonable accomodations	redelijke voorzieningen
reorientation	heroriëntering
schools of arts	schools of arts
semester exam	semesterexamen
sequence rules	volgtijdelijkheid
singular course	enkelvoudig opleidingsonderdeel
SME	KMO
SME portfolio	KMO portefeuille
specialization	afstudeerrichting
standard study track	modeltraject
State Council	Raad van State (extern)
student	student
student council	studentenraad
student counsellor	studiebegeleider
student enrollment agreement	toetredingovereenkomst
student office	studentensecretariaat
student participation	studentenparticipatie
student record	studentendossier
student representative	studentenvertegenwoordiger
student social services (Stuvo)	studentenvoorzieningen (Stuvo)
student with a disability	student met functiebeperking
study contract	studiecontract
study field / field of study	studiegebied
study program	opleiding
study program features	opleidingskenmerken
study progress commission	studievoortgangscommissie
study progress decision	studievoortgangsbeslissing
study progress monitoring	studievoortgangsbewaking
study track	studietraject
sub-course / part of a course	deelopleidingsonderdeel
teaching subject	onderwijsvak
to graduate	afstuderen
tolerance margin	tolerantiemarge
tolerance rule /tolerance	tolerantieregeling / tolerantie
tolerated credits	getolereerde studiepunten

tuition / tuition fee	studiegeld
university of applied sciences and arts	hogeschool
weighted average	gewogen gemiddelde
weighted grade deficit	gewogen tekort (in een examencijfer)
work study program	werktraject
working student	werkstudent
year-end exam	jaarexamen