



**Education, Examination and
Legal Position Regulations**

for students PXL-MAD

Academic year 2018-2019

Approved by the Supervisory Board on May 31, 2018.

Education, Examination and Legal Position Regulations for students PXL-MAD

TABLE OF CONTENTS

GLOSSARY	5
GENERAL	10
EDUCATION REGULATIONS	10
1. PROGRAMMES	10
Article 1.1 Available programmes and credit load per programme.....	10
Article 1.2 Course units and their credit load	10
Article 1.3 Academic calendar.....	10
Article 1.4 Curricula – Education Management Team (EMT)	11
Article 1.5 Evaluation meetings regarding quality assurance	11
Article 1.6 Information per programme in the study guide.....	11
Article 1.7 Information per programme in the study guide.....	11
2. LANGUAGE REGULATIONS	11
Article 2.1 Language of instruction in the initial bachelor and master programmes	11
Article 2.2 Provisions regarding quality and democratization	12
Article 2.3 Post initial programmes (Higher Education Codex Art. II.267)	14
3. ADMISSION CONDITIONS	14
Article 3.1 Admission conditions regarding proficiency in Dutch	14
Article 3.2 Admission conditions regarding the proficiency of a language other than Dutch.....	14
Article 3.3 General admission conditions for a bachelor programme	15
Article 3.4 Deviant admission conditions for a bachelor programme	15
Article 3.5. Special admission requirements for the bachelor in Visual Arts	16
Article 3.5 bis Special admission requirements for the academic teacher training programme	16
Article 3.6 Admission requirements for a master programme	16
Article 3.6 bis Admission based on higher education diplomas obtained outside the Flemish Community.....	17
Article 3.7 Admission to separate course units.....	18
Article 3.8 Study progress policy and learning account	18
Article 3.9 Orientation track	20
4. ENROLLMENT AND TUITION FEES	21
Article 4.1 Enrollment	21
Article 4.2 Tuition fees.....	22
5. CONTRACTS	25
Article 5.1 Contract of entry.....	25
Article 5.2 Information in the contracts.....	26
Article 5.3 Change of contract type	26
6. STUDY TRACKS AND COMPOSITION OF THE YEAR PROGRAMME FOR AN INDIVIDUAL STUDENT	27
Article 6.1 Study tracks	27
Article 6.2 Composition of the year programme for an individual student	27
Article 6.3 Changing the contents of a contract.....	27
Article 6.4 Disenrollment from a programme and/or change of programme.....	28
7. EXEMPTIONS.....	30
Article 7.1 Definition of exemption.....	30
Article 7.2 Acquiring recognition of an EVK.....	30
Article 7.3. Acquiring an aptitude certificate based on EVC.....	31
Article 7.4. Territorial validation of an aptitude certificate.....	31
Article 7.5. Validity period of a credit, an EVK or an aptitude certificate.....	31
Article 7.6. Granting exemptions	31
Article 7.7. Certification based on exemptions	32
8. FACILITIES.....	32
Article 8.1. Categories of students who qualify for a status	32
Article 8.2. Supporting documents for the status	34
Article 8.3. Procedure for status application	34
Article 8.4. Procedure for granting facilities	35
Article 8.5. Minimum facilities	35

9.	COURSE UNITS AT OTHER INSTITUTIONS	36
10.	FRAUD RELATED TO DOCUMENTS SUBMITTED	37
EXAMINATION REGULATIONS		38
1.	EVALUATION METHODS AND ORGANIZATION OF EXAMINATIONS	38
	Article 1.1 Examination periods	38
	Article 1.2 Evaluation: methods and arrangements	38
	Article 1.3 Participation in examinations and examination opportunities.....	39
	Article 1.4 Examination schedules during the examination periods.....	41
	Article 1.5 Location and duration of the examinations	41
	Article 1.6 Public nature of oral examinations.....	41
2.	EXAMINER AND EXAMINATION MARKS.....	41
	Article 2.1 Examiner	41
	Article 2.2 Awarding examinations grades.....	42
	Article 2.3 Administrative processing of examination grades.....	42
3.	STUDY PROGRESS COMMITTEE: COMPOSITION, OPERATION AND COMPETENCES	42
	Article 3.1 Composition of the study progress committee	42
	Article 3.2 Deliberation and report of the study progress committee.....	43
	Article 3.3 Competences of the study progress committee	43
4.	RATINGS: 'PASSING' AND DEGREE	44
	Article 4.1 Percentage calculation	44
	Article 4.2 Passing a deliberation package of a bachelor programme	44
	Article 4.3 Passing a bachelor programme	44
	Article 4.4 Passing a master programme.....	45
	Article 4.5 Degree of distinction	45
	Article 4.6 Passing a transition or preparatory programme	45
	Article 4.7 General provisions regarding 'passing'	45
5.	RESITTING EXAMINATIONS	46
	Article 5.1 Unsatisfactory marks	46
	Article 5.2 Credits.....	46
	Article 5.3 Study progress: refusing enrolment	47
6.	PUBLICATION OF THE EXAMINATION RESULTS.....	47
	Article 6.1 Announcement of the examination results.....	47
	Article 6.2 Right to inspection and feedback on the examination results	47
	Article 6.3 Validity of a credit certificate.....	47
7.	SPECIAL PROVISIONS CONCERNING SPECIFIC COURSE UNITS.....	48
	Article 7.1 Bachelor and master dissertations and major projects	48
	Article 7.2 Internships.....	48
	Article 7.3 Group assignments	48
8.	EXAMINATIONS TAKEN AT ANOTHER INSTITUTION	48
	Article 8.1 Modalities, examination results and second examination opportunity	48
9.	IRREGULARITIES.....	48
	Article 9.1 Definition of the term 'irregularity'	48
	Article 9.2 Identifying irregularities.....	49
	Article 9.3 Dealing with irregularities.....	49
	Article 9.4 Possible sanctions.....	49
	Article 9.5 Possibilities for internal appeal	50
10.	MATERIAL ERRORS	50
	Article 10.1 Material errors identified before or during the meeting of the study progress committee	50
	Article 10.2 Material errors identified after the meeting of the study progress committee	50
11.	CONFLICTS	51
	Article 11.1 Conflicts with regard to examinations.....	51
LEGAL POSITION REGULATIONS		52
1.	INTERNAL APPEAL.....	52
	Article 1.1 Object of appeal	52
	Article 1.2 Procedure internal appeal (with the exception of appeal against a decision of the study progress committee and an examination-related disciplinary decision).....	52
	Article 1.3 Internal appeal procedure against a decision of a study progress committee	53
	Article 1.4 Internal appeal procedure against an examination-related disciplinary decision	54
2.	COUNCIL FOR DISPUTES ON STUDY PROGRESS DECISIONS	55

3. OMBUDSPERSONS	55
Article 3.1 Appointing ombudspersons.....	55
Article 3.2 Assignment of the ombudspersons	55
4. ENTITLEMENTS OF THE UNIVERSITY COLLEGE TO WORK OF THE STUDENT.....	56
Article 4.1 Common provisions	56
Article 4.2 Right to Author Works	57
Article 4.3 Right to research results.....	58
Article 4.4 Entry into force and cancellation provisions.....	59
Article 4.5 Practice, traineeship regulations and other departmental regulations.....	59

Glossary

Contiguous programmes	Study programmes that, according to the admission requirements, can follow each other directly without special permission.
Academic year	A one-year period which starts on the 1 st of September at the earliest and 1 st of October at the latest and which ends on the day before the next academic year begins. An academic year can exceptionally be longer or shorter than one year if the institutional board decides to advance or delay the start of the academic year.
Main subject	The differentiation in a study programme with a credit load of at least 30 credits.
Artistic entrance test	Students who want to enrol for a programme of PXL MAD must first successfully pass an artistic entrance test.
KU Leuven Association	Collaboration between the KU Leuven and the university colleges in the Flemish Community.
Association University - University Colleges Limburg	Collaboration between Hasselt University / transnational University Limburg and the PXL University College.
Aptitude test	The examination of a person's competences prior to awarding him/her with an aptitude certificate.
Deliberation	The gathering of a study progress committee that establishes the results of the examinations on the course units, assesses whether the student receives a pass mark for the entirety of a programme and quantifies the final result. A deliberation can also be held <i>ad hoc</i> in case of disagreements regarding results of an examination or when settling an irregularity.
Aptitude certificate	The proof that a student has acquired, on the grounds of EVCs or EVKs, the competences that are typical of: - the bachelor's level in higher professional or academic education, or - the master's level, or - a well-defined study programme, course unit or cluster of course units. The proof referred to is a paper document or a database registration.
Campus	Location and place of residence of the University College.
Competence	The ability to integrally apply all knowledge, skills and attitudes to activities in a social setting. In higher education, competences are referred to as domain-specific learning results.
Contract type	The form of contract by which the student chooses to complete the programme in full or in part by means of a diploma contract, a credit contract or an examination contract (with the aim to obtaining a diploma or credit).
Responsible coordinator	the coordinator of a course unit, who bears the final responsibility for a course unit if there is more than one instructor for that course unit.

Credit certificate	<p>A document or another registration form in which is recorded that a student has passed an examination and that he has acquired the competences associated with a particular course unit.</p> <p>The acquired credits linked to that relevant course unit are referred to as "credits".</p>
Credit contract	<p>An entry agreement concluded between the university college and the student who enrolls in order to obtain a credit for one or more course units.</p>
Dean	<p>Head of Department</p>
Diploma	<p>The document that is awarded at the end of a bachelor, master or academic teacher training programme to a student upon the successful completion of the programme in its entirety and in which the most important identification data of the student and the programme are included.</p>
Diploma contract	<p>An admission contract concluded between the university college and the student who enrolls with the aim to obtaining a diploma or programme certificate</p>
ECTS sheet	<p>Succinct description of the most important elements of a course unit according to the international ECTS standard. ECTS stands for European Credit Transfer and Accumulation System.</p>
Electronic file	<p>The personal electronic file of a PXL-MAD student, which – inter alia – includes all personal information of a student with regard to education. It concerns data such as the number of credits selected per academic year, the obtained study results per academic year, an overview of all the study results achieved and opinions on study progress.</p>
European Economic Area (EEA)	<p>Region of cooperation within the European Union, Liechtenstein, Norway and Iceland.</p>
EVC	<p>A previously acquired competence, being the entirety of knowledge, understanding, skills and attitudes acquired through learning processes that are not backed up by proof of study.</p>
EVK	<p>A previously acquired qualification, being any domestic or foreign study proof indicating that a formal learning pathway, whether or not in educational context, has been successfully completed, as long as it is not a credit certificate obtained within the institution and programme for which the student wishes the qualification to be taken into consideration.</p>
Examination	<p>A means of assessment by which it is verified whether the student, based on his studies, has acquired (partial) competences that are linked to a course unit. An examination can be taken at one particular moment but can also take place in the form of a series of activities spread over time like an internship or any forms of permanent evaluation.</p>
Examination contract	<p>An admission contract concluded between the university college and the student who enrolls only to participate in an examination with the aim of obtaining:</p> <ul style="list-style-type: none">- a diploma or a programme certificate, or- a credit certificate for one or more course units.
Examination period	<p>A period specifically reserved for the organisation of examinations.</p>
Examination regulations	<p>The whole of the rules laid down by the university college for the sake of the examinations.</p>

Functional disability	A permanent or long-term functional deficiency of one or more body functions that is recognized according to the applied registration procedure. A distinction is made between the following subgroups: functional disability of motor skills, hearing disability, visual disability, chronic disease, psychiatric disability, multiple disabilities, learning disability and others.
Personalized study track	A track deviating from the rules for composing a standard learning track as regards the number of credits which may be granted to a student upon his/her well-founded request.
Generation student	A student who enrolls, in a particular academic year, for the first time with a diploma contract for a professional or academically oriented bachelor in the Flemish higher education. The status of generation student is valid for a full academic year.
Certificate	Document that is awarded to a passed student at the end of a programme (postgraduate, transition or preparatory programme) and on which the most important identification data of the student and the programme are mentioned.
Degree	Designation of bachelor, master or doctor awarded at the end of a programme resp. upon promotion together with the delivery of a diploma.
- <i>Degree qualification</i>	Additional information that refers to the completed programme or, for the doctorate, to the discipline.
- <i>Degree specification</i>	Adding of the words "of science", "of arts" or "of laws" to a degree.
Degree of distinction	Special mention awarded at the end of a bachelor, master or academic teacher training programme and possibly at the end of a postgraduate programme.
Enrolment	The registration of a student for a programme or a course unit in the form of a specific contract; the registration is later particularized in the ISP; an enrolment always applies to full course units and never to parts of a course unit.
Degree qualification	The part of a programme designation which indicates the specific orientation of a programme.
Learning account	The total package of credits a student can take up during his/her study career to enrol under a diploma contract in an initial bachelor or master programme or for a course unit under a credit contract and which may develop, depending on the number of credits for which the student is enrolling and how many credits are obtained.
Master's dissertation	Final paper completing a master's programme. In the master's dissertation, the student demonstrates the ability to analyse and synthesize information or to solve problems independently at an academic level or to create art. The project reflects the student's general critical, reflective attitude or his disposition towards research.
Material error	Any composition of an individual study or year programme in which the legal or regulatory requirements are not met, as well as any material act as a result of which an incorrect examination mark has been awarded to the student.

Standard track	A study track with a credit load of 54 to 66 credits per academic year.
Training Bureau	The training bureau constitutes the day-to-day management of the programme, is responsible for the programme policy (vision, strategical choices) and the implementation of the policy in quality actions and monitors the whole in the light of the accreditation of the programme.
Education and learning activity (ELA)	Further division of a course unit in terms of a specific coherent whole of education and learning activities, and with a number of credits attached thereto; each course unit contains at least one educational learning activity.
Education regulations	The whole of the regulations laid down by the university college for each offered programme.
OP Members	Members of the teaching staff.
Study programme	A structural unit within the selection of the available higher education that is authenticated with a diploma upon successful completion.
Head of programme	Designated person who bears the final responsibility for a programme.
Course unit	A clearly defined package of educational, learning and evaluation activities aimed at acquiring well-defined competences in terms of knowledge, understanding, skills and attitudes.
Course features	Elements that define the profile of a programme, namely: <ul style="list-style-type: none"> - the qualification and/or specification of the degree which is awarded upon completion of the programme, and/or - the credit load of the programme, and/or institution where the programme is organised - the specific main subject within a programme can also be considered as course feature.
Postgraduate programme	A programme of continuing education that offers a consistent package of at least 20 credits.
Transition programme	A programme set for a student who wishes to enrol in a master programme based on a bachelor's diploma awarded in professional higher education.
Degree specification	The part of a programme denomination that consists of a suffix "of arts" or "of science" or "of laws".
Certificate of study	Diploma or certificate that indicates that a student has obtained certain competences (learning outcomes) through a programme/course unit on which he/she has passed an examination.
Tuition fee	The amount to be paid by the student for participation in educational and learning activities and/or examinations.
Credit load	The number of credits that are assigned to a course unit or a study programme.
Credits	A credit expresses the time a student invests in a course unit. One credit corresponds with 25 to 30 hours of study time.
- <i>assumed/pursued credits</i>	Credits linked to a course unit, for which a student has enrolled in a particular academic year.
- <i>acquired credits</i>	Credits linked to a course unit, for which a student has obtained a credit certificate

Study time	<p>The total time investment that may be expected from a student with regard to a separate course unit or with regard to a study programme as a whole. The calculation is based on the so-called 'model student'. The model student is the student who exactly demonstrates the foreknowledge, talent, motivation and study behaviour of the audience targeted by the programme.</p> <p>The study time comprises two components. The first component comprises the number of hours of attendance that is in principle expected from every student (the so-called 'contact hours') and the number of evaluation hours. The second component is the 'processing time'. This is the time the model student must invest in preparing a lecture or a practical, completing assignments, undertaking an internship, preparing for the examination, etc.</p> <p>This expected (or estimated) study time is only an approximation of the study time effectively spent which, after all, depends on the characteristics of the individual student.</p>
Study track	<p>The manner in which the study is organized.</p>
Admission Committee	<p>One or more central committees established with the goal of evaluating a request for recognition of previously acquired competences in accordance with the guidelines issued by the validating body of the relevant Association.</p>
Contract of entry	<p>The agreement between the University College and the student in which the rights and duties of both parties are laid down. The agreement is concluded through the student's enrollment; the Education and Examination Regulations form an integral part of the contract of entry.</p>
Tolerance	<p>The choice made by the student to effectively maintain a permissible result; imposing a tolerance implies that the tolerable result is retained. To reject a tolerance means that the student does not wish to retain the tolerable result and that a new examination will be passed in the current or next academic year.</p>
Validating organ	<p>Synonym for an association with the aim of awarding an aptitude certificate.</p>
Continuation programme	<p>The programme that the University College considers to be the most logical contiguous programme.</p>
Succession	<p>The order in which a student may enrol in course units as a result of having taken or having passed one or more other course units. A distinction is made between four possible forms of succession:</p> <ul style="list-style-type: none">- strict succession: the student must have obtained the credit certificate or have used at least a tolerance to be allowed to take a course unit following on this;- flexible succession: the student must have followed the course unit in the past without having necessarily obtained the credit certificate;- Simultaneosity: the student must have followed the course unit in the past or take it simultaneously with another;- Diploma succession: the student must have obtained the diploma or certificate of pre-education prior to the programme in which the course unit is situated.
Preparatory study programme	<p>A programme that may be imposed on a student who holds an academic bachelor's or master's diploma which does not directly confer admission to the master programme for which he/she wishes to enrol.</p>
Exemption	<p>The lifting of the obligation to sit an examination for a course unit or part thereof on the basis of a credit certificate, another study certificate or an aptitude certificate.</p>

General

For provisions that are not explicitly included in these education, examination and legal position regulations, we refer to the education, examination and legal position regulations of the University College PXL and to the provisions contained in the Higher Education Codex.

Education regulations

1. Programmes

Article 1.1 Available programmes and credit load per programme

1. PXL-MAD organizes bachelor programmes, master programmes, preparatory and transition programmes, an academic teacher training programme and permanent training. PXL-MAD also organizes an English-taught master programme in the Visual Arts.
2. A bachelor programme has a credit load of at least 180 credits. A master programme has a credit load of at least 60 credits. Graduation programmes (decree-based differentiation in the programme with a credit load of at least 30 credits) can be incorporated in the study programme. The learning results / final competences are written out for each programme.
3. The credit load of a preparatory programme that is organized for graduates of certain academic bachelor programmes for granting access to a master programme depends on the preliminary education.

A transition programme that is organized for graduates of certain bachelor programmes of higher professional education to gain access to a master programme has a credit load of at least 45 and at the most 90 credits.

4. An academic teacher training programme has a credit load of 60 credits.

Article 1.2 Course units and their credit load

The learning results / final competences of the programme are realized through the course units.

1. The study load of each course unit is expressed in full credits and amounts at least to 3 credits. The number of credits per course unit is stated in the study guide.

Course units can be composed of several partial course units. The study guide mentions for which course units this is the case. Each part of a course unit consists of a defined whole of educational, learning and examination activities and their study load is expressed in full credits. A separate ECTS sheet is provided for each partial course unit in the study guide.

2. The number of credits of a (partial) course unit is a measure for the study time required to achieve the learning results / final competences of the (partial) course unit. Thereby, one credit corresponds to 25 to 30 hours of study time (including the contact moments).

The conformity between the estimated and real study time as well as the balanced spread of the study load over the education periods is verified through evaluations and study time measurements.

3. Each master programme is concluded with a master's dissertation whose study load corresponds to at least one fifth of the total number of credits of the study programme with a minimum of 15 credits and a maximum of 30 credits.

Article 1.3 Academic calendar

1. The education and examination periods and the holidays are recorded in the academic calendar, which can be consulted on the website of PXL-MAD.

Article 1.4 Curricula – Education Management Team (EMT)

This article was repealed (2015-2016).

Article 1.5 Evaluation meetings regarding quality assurance

This article was repealed (2015-2016).

Article 1.6 Information per programme in the study guide

1. The study guide contains at least the following information for each programme (*Higher Education Codex Art. II.221*):
 - the degree the programme leads to, the qualification of the degree and, if applicable, any specifications of the degree;
 - the study load expressed in credits;
 - the specializations, if necessary;
 - the language of instruction that is used in the programme;
 - the contents and the objectives of the programme;
 - the initial and final competences;
 - the curriculum and the division into course units;
 - the organization of the programme in the form of standard tracks and personalized tracks;
 - the succession of the different course units;
 - the preceding programmes that grant access to the programme as well as its consecutive programmes.

Article 1.7 Information per programme in the study guide

1. The study guide contains at least the following information for each course unit (*Higher Education Codex Art. II. 221*):
 - the study load expressed in credits;
 - the language of instruction;
 - the objectives;
 - the initial and final competences;
 - information concerning the examination/evaluation taking into account Art. 1.2 paragraphs 1, 2 and 3, Art. 1.5 paragraph 1, Art. 2.2 paragraph 2, Art. 7.1 and Art. 7.2 of the Examination Regulations;
 - the number of examination opportunities per course unit, taking into account Art. 1.3 paragraph 2, 4, 6 and 10 of the Examination Regulations;
 - if applicable, the indication that the course unit is excluded from tolerance in accordance with Art. 4.7 paragraph 2 of the Examination Regulations;
 - the specific rules applicable to a student with an examination contract if he/she does not participate in the educational activities;
 - whether the course unit is excluded from an examination contract because of its nature;
 - whether or not there is college duty for the course unit.

2. Language regulations

Article 2.1 Language of instruction in the initial bachelor and master programmes

(Higher Education Codex Part 2 Title 4 Chapter 8)

1. The language of instruction at the University College is Dutch. However, in the initial bachelor and master programmes, a language other than Dutch may be used in accordance with the provisions in this part (2. Language regulations). If a programme wants to make use of this possibility, the guarantees regarding quality and democratization as mentioned in Article 2.2. must be fulfilled.
2. In the bachelor and master programmes, a language other than Dutch may be used for:
 - a. the course units of which the subject matter is a foreign language and which are taught in that language;
 - b. the course units which are taught by foreign-speaking guest lecturers;
 - c. the course units in a language other than Dutch which in accordance with Art. 9 are followed at another institution of higher education;
 - d. the course units where the explicitly motivated decision shows the added value for the students and the decreasing field and the functionality for the programme.

3. A different language initial bachelor programme is an initial bachelor programme in which the extent of the course units, expressed in credits, offered in a language of instruction other than Dutch in the standard track of that programme is higher than 18.33 % of the total size of the course units offered in that programme, expressed in credits, in the standard track. In addition, a non-foreign language initial bachelor programme is considered as a foreign language initial bachelor programme if the evaluation made by the Flemish Government shows that more than 33% of the graduated students have obtained more than 18.33% of their credits in course units taught in a language other than Dutch or if the evaluation made by the Flemish Government shows that during two consecutive academic years at least 25% and at the most 33% of the number of graduates in a non-foreign bachelor programme have acquired more than 18.33% of their credits in course units taught in a language other than Dutch. For the calculation of the limit of 18.33%, the course units mentioned in paragraph 2 a and c are not included. (Higher Education Codex Art. II.261 §3 and Art. II.268 §2).
4. A different language initial master programme is an initial master programme in which the extent of the course units, expressed in credits, offered in a language of instruction other than Dutch in the standard track of that programme is higher than 50 % of the total size of the course units offered in that programme, expressed in credits, in the standard track. In addition, a non-foreign language initial master programme is considered as foreign language initial master programme if the evaluation of the Flemish Government shows that more than 33% of the graduated students have acquired more than 50% of their credits in course units taught in a language other than Dutch or if the evaluation of the Flemish Government shows that during two consecutive academic years at least 25% and at the most 33% of the graduates have acquired more than 50% of their credits in a non-foreign language master programme in course units taught in a language other than Dutch. For the calculation of the limit of 50%, the course units mentioned in paragraph 2 a and c are not included (Higher Education Codex Art. II.261 §3 and Art. II.268 §2).
5. The course units taught in a language other than Dutch are mentioned in the study guide. The institutional board shall monitor the use of a foreign language.
6. An institution may only offer an initial bachelor or master programme that is taught in a foreign language if it involves study programmes designed especially for foreign students or if the added value for the students and the decreasing field and the functionality for the programme can be demonstrated in a sufficient way.
7. The institution may offer an initial bachelor or master programme that is taught in a foreign language provided that an equivalent initial bachelor or master programme is offered within the Flemish Community where the student can follow a study track completely in Dutch. The course units referred to in paragraph 2, a and c are not included herein. Except in cases where an exemption from the equivalence condition has been granted, the students must have the guarantee at any time that an equivalent initial bachelor or master programme is offered within the Flemish Community.
8. By way of derogation from paragraph 7, the institutional board may freely offer initial foreign language bachelor or master programmes but solely in the case of study programmes that are specifically designed as part of the International Course Programme of the Development Cooperation for Foreign Students or in case it involves foreign-language initial bachelor or master programmes selected according to the provision of a European programme to promote the international cooperation in higher education and which provides multiple certification or joint certification. (Higher Education Codex Art. II.265 §1).

Article 2.2 Provisions regarding quality and democratization

(Higher Education Codex Art. II.270 and Art. II.271)

1. Each member of the teaching and academic staff, entrusted with an educational assignment, should adequately master the teaching language in which he/she instructs a course unit. This means that the staff member must master that language at the level C1 of the European Reference Framework. This required proficiency level of the language of instruction is demonstrated on the basis of qualification certificates issued by accredited institutions showing that the staff member masters the language of instruction at the required level. The required proficiency level is assumed to exist if the staff member concerned has obtained a secondary education diploma or a bachelor or master diploma or a doctorate in the language he instructs, at an institution where that language is the language of instruction.

By way of derogation from the foregoing, knowledge of French and English at the ERK level B1 is sufficient for a staff member instructing a programme in the study field of Audio-visual and Visual Arts.

2. Each member of the teaching and academic staff, entrusted with an educational assignment, who does not teach course units in Dutch, has to master the Dutch language at the level B2 of the European Reference Framework. The institutional board provides a mandatory integration track that ensures that after two years the staff member at least masters the Dutch language at ERK level A2, which is concluded with the required proficiency level at ERK level B2, and will be completed by the staff member concerned within five years after his appointment or at the moment of his nomination. The required proficiency level of the Dutch level is demonstrated by qualification certificates issued by officially approved institutions showing that the staff member masters the Dutch language at the required level. The required proficiency level of the Dutch language is presumed to be present if the staff member concerned has obtained a Dutch-language bachelor or master diploma or doctorate in a non-native programme. In addition, the required proficiency level of the Dutch language (B2) is presumed to be present for the members of the teaching and academic staff charged with an education assignment, who have been appointed:

1° for 2013-2014;

2° for 2013-2014 with view to a permanent position;

3° for 2013-2014 for an indefinite period of time.

(Higher Education Codex Art. II.389)

3. The institution provides adapted facilities for the members of the teaching and academic staff including an accessible and need covering package of Dutch and foreign language courses as well as language supporting measures.
4. Without prejudice to the provisions of the Articles 3.1 and 3.2 of the Education Regulations, provision has been made by the institution that the students who study an initial bachelor or master programme with non-native course units or a foreign-language initial bachelor or master programme, may test their language skills in this other language.

The institution maintains a training programme of initial bachelor or master programme with different language course units or a different language initial bachelor or master programme in language supporting measures. These language supporting measures may consist of:

1° language course units (including language subjects) offered within the compulsory course unit package or as a compulsory elective course;

2° language supporting measures that are integrated into the other language course units. These language supporting measures provide active guidance for the students and are as such clearly recognizable for the students in the course unit.

That rule may be waived in the following cases:

1° if in case of a contiguous master programme the language supporting measures are included in the preceding bachelor programme;

2° if in case of a non-contiguous master programme the language supporting measures are included in the preparatory or transition programme.

5. The institution provides for adapted facilities for students including a complimentary accessible and need covering range of Dutch and foreign language courses as well as language supporting measures.

Students are entitled to a course unit in which a language of instruction other than Dutch is used and for which in the same programme is not taught an equivalent in Dutch, to take the examination in Dutch, except for the course units referred to in Article 2.1 paragraph 2, a and c. This regulation does not apply to other-language initial bachelor and master programmes.

Article 2.3 Post initial programmes (Higher Education Codex Art. II.267)

1. The institution freely determines the language of instruction in the bachelor-after-bachelor programmes, the master-after-master programmes, the postgraduate programmes and in the educational and other study activities organized within the framework of continuing education as refreshing education and continuing training.

3. Admission conditions

Article 3.1 Admission conditions regarding proficiency in Dutch

(Higher Education Codex Art. II.193)

1. Only students with a sufficient knowledge of Dutch are allowed for the first enrollment for a bachelor programme with Dutch as language of instruction. If a student has insufficient knowledge of the Dutch language, the knowledge of Dutch can be tested by means of a language test organized at association level.
2. More information about the language test itself, the dates on which the language test will be organized and the cost of participation is available on the website of the University College PXL (www.pxl.be) and on the website of the student administration department (taalproef@pxl.be). Students who fail to pass this language test will not be allowed to enrol. In addition, the language test can only be taken once per academic year.
3. The following students are exempt from taking a Dutch language proficiency test:
 - those who have successfully completed at least one year of secondary education in Dutch;
 - those who have been declared passed for a programme or for one or more course units with a total credit load of at least 60 credits in higher education in Dutch;
 - those who hold a certificate showing that they have at least the proficiency level B2 of the European Reference Framework (or equivalent);
 - those who hold a certificate of the Dutch Language Union: Certificate Dutch as Foreign Language (CnaVT) or the type Educational Starting Qualifications (former PTHO: profile higher education language proficiency) or Educational Professional (former PAT: profile academic language proficiency).

For the master programmes, you can already be admitted very exceptionally upon approval of the Training Bureau without being in the possession of the above-mentioned certificate. However, you have to acquire this competence during the course of the programme.

Article 3.2 Admission conditions regarding the proficiency of a language other than Dutch

1. If a programme is offered in a language other than Dutch, admission to the first enrollment will be subject to a test on sufficient proficiency of the language used as language of instruction (*Higher Education Codex Art. II.194*).
2. Students wishing to enrol for the English-language master programme in Visual Arts must comply with one of the following language conditions regarding the English language:
 - those who have completed successfully at least one year of secondary education in the English language;
 - those who have been declared passed for a programme or for one or more course units with a total credit load of at least 60 credits in secondary education in English;
 - those who hold a certificate showing that they have at least the proficiency level B1 of the European Reference Framework (or equivalent): TOEFL iBT (global score minimum 57), IELTS (global score minimum 4), certificate of a CVO (threshold B1 English).

Article 3.3 General admission conditions for a bachelor programme

(Higher Education Codex Art. II.178)

1. For enrolment in a bachelor programme, the general admission requirement is the possession of one of the following diplomas/study certificates:
 - a. a secondary education diploma;
 - b. a diploma of higher education of the short type with full curriculum;
 - c. a diploma of higher education for social promotion with the exception of the Certificate of Pedagogical Aptitude;
 - d. a diploma or certificate issued in the context of the higher professional education;
 - e. a study certificate recognized under a legal standard, an European directive or an international agreement equivalent to one of the afore degrees;
 - f. for students from the Netherlands: having successfully obtained a diploma VWO or propaedeutic;
 - g. for Chinese student: an APS certificate in addition to the secondary education diploma.

These conditions must be fulfilled upon enrollment.

2. The director Education and Student Policy can admit persons who have obtained a diploma or certificate in a country outside the European Union that is not recognized as being equivalent as stipulated in paragraph 1, e (being: *a study certificate recognized under a legal standard, a European directive or an international agreement as being equivalent to one of the afore degrees*). This is only possible provided this document gives access to a bachelor programme in the country where the document is issued, which is comparable to a Flemish bachelor programme. An authentication check of the relevant diplomas or certificates must be performed insofar as measures have been issued by the Flemish Government. This authentication check also applies to the diplomas and certificates referred to in paragraph 1, e (being: *a study certificate recognized under a legal standard, a European directive or an international agreement as being equivalent to one of the afore degrees*).

All students holding a foreign diploma must, in addition to the above stipulations, also have a valid residence permit at the time of registration, they must prove that they are able to fully finance the studies themselves and they must have taken out a health insurance.

Article 3.4 Deviant admission conditions for a bachelor programme

1. Students who do not comply with the general admission requirements of Art. 3.3 and who have not reached the age of 21 on 31 December of the academic year in which they wish to enrol, can be admitted to a bachelor programme on the basis of an investigation of admission performed by an admission committee at association level.

The age condition can only be waived for humanitarian reasons.

2. These candidate students address their application to the study progress department of the University College PXL. They will investigate, on behalf of the association, whether the candidate can be admitted to the procedure. This concerns a general admission to higher education (non-programme specific) to which a non-binding study advice is linked.
3. The admission examination consists of three parts: a study orientation file, an overall level assessment based on a test and a criterion-oriented interview.
4. There are at least 2 periods for handling applications for admission based on deviant admission requirements. The registration of the candidate student must be done in accordance with the procedure and time limits as described on the website of the AUHL (www.auhl.be), on the information page about the Procedure Deviant Admission.
5. The admission committee is compiled at association level, conducts the investigation of admission and takes a decision. The investigation of admission may lead to an artistic admission test (see Art.3.5).

6. The candidates receive an admission certificate. The proof of admission has an unlimited validity. However, if the certificate of admission is older than 5 years, the University College PXL reserves the right to impose an update to the candidate student. Candidates can only take part once in an investigation of admission for enrollment in a specific academic year. If a candidate fails to pass an investigation of admission for that academic year, he/she can only retake the investigation of admission with the aim of enrollment in the next academic year. This retaking restriction applies for the Procedure Deviant Admission at all 5 Flemish associations and their institutions. The admission certificate is recognized by the partners of the AUHL. The general rule is that all 5 Flemish associations and their institutions recognize each other's evidences of admission after the Procedure Deviant Admission.
7. No cost is charged for participation in the investigation for admission.
8. More information on this procedure and the regulations are available on the website of the AUHL (www.auhl.be).

Article 3.5. Special admission requirements for the bachelor in Visual Arts

As stipulated by decree, an additional admission requirement for enrollment in the bachelor programme in Visual Arts is having successfully passed an artistic entrance test.

The certificate for passing the artistic admission test remains valid for 3 years.

Passing the admission test is specific per specialization and also within a specialization for the specific workshop. If you wish to switch to another workshop during your studies, you must pass again the specific part of the workshop within the artistic admission test.

You may only participate once per academic year in the admission test for the same specialization.

Article 3.5 bis Special admission requirements for the academic teacher training programme

For enrollment in the academic teacher training programme, you must be holder of an academic bachelor diploma in the study field Audio-visual and Visual Arts. The diploma can only be awarded after obtaining a master's diploma in the study field of Audi visual and Visual Arts.

Article 3.6 Admission requirements for a master programme

1. Without prejudice to the following general admission requirements, no one will be admitted to the transitional and preparatory programmes of the master programme in the Visual Arts without having passed an artistic admission test inherent to these programmes.

Academic bachelors

2. Up to a certain initial master programme, direct access is granted to graduates of academic bachelor programmes with specific training characteristics. For graduates of (certain) other academic bachelor programmes, a preparatory programme can be organized. (*Higher Education Codex Art. II.182*).
3. The study guide contains the following information for each master programme:
 - the academic bachelor programmes that give direct access;
 - if applicable, the preparatory programmes for frequent transitions.
4. A student can enrol simultaneously for a preparatory programme and for the accompanying master programme (under the conditions determined by the head of programme). However, obtaining the diploma of the continuous master programme is linked to the successful completion of the preparation programme.

Professional bachelors

5. For graduates of a bachelor programme in higher professional education, obtaining an initial master programme diploma is linked to the successful completion of a transition programme with a credit load of at least 45 and a maximum of 90 credits (*Higher Education Codex Art. II.183*).
6. Prior to enrollment, the head of programme may impose an aptitude test. Based on EVKs or the results of the aptitude test, the minimum credit load of the transition programme can be differentiated, the maximum credit load of a transition programme can be determined below 45 credits or the student may be exempted from the obligation to follow a transition programme (*Higher Education Codex Art. II.183*).
7. The study guide indicates the transition programmes that are offered for each master programme.
8. A student can enrol simultaneously for a transition programme and for the accompanying master programme (under the conditions determined by the head of programme).

Simultaneous enrollment with the bachelor programme

9. A student, who has not yet obtained a bachelor diploma that may or may not grant direct access to a master programme, can enrol in the intended master programme and/or the preceding preparatory or transition programme under the conditions determined by the head of programme (*Higher Education Codex Art. II.198*).

However, in order to obtain the diploma of the master programme concerned, it is necessary that he/she holds the diploma of the bachelor programme. The competent progress committee may consecutively deliberate on this matter.

Admission requirements for foreign students for the English taught master programme in Visual Arts

10. A foreign student must submit the following documents when enrolling for a master programme (or when enrolling for any preceding transition or preparatory programme):
 - a legalized copy of his/her bachelor diploma;
 - a sworn translation of his/her bachelor diploma in Dutch, German, French or English;
 - a certificate demonstrating that the student complies with the required level concerning his/her proficiency in English (see Article 3.2);
 - a copy of the passport or identity card;
 - a valid residence permit;
 - for Chinese students: an APS certificate.

Article 3.6 bis Admission based on higher education diplomas obtained outside the Flemish Community (*Higher Education Codex Art. II.192*)

1. Anyone holding a higher education diploma issued outside the Flemish Community may be exempted from the requirements relating to previous education, after having passed the investigation of admission referred to in paragraph 3, in so far as the student's diploma and the specific education profile of the student:
 - has the sufficient level
 - the authenticity check of the relevant diplomas or certificates has been met, in so far as measures have been issued by the Flemish Government; the stipulations and principles adopted by the Council of Europe and the Unesco on the recognition of higher education diplomas in the European Region, drawn up in Lisbon as far as the country of origin has also ratified the Convention, are respected (*Higher Education Codex Art. II.192*).
2. Persons who are not able to submit their study certificate anymore can, for humanitarian reasons, be admitted to further education after an investigation for admission.
3. The investigation for admission referred to in paragraph 1 and 2 is programme-specific and carried out by the head of programme of the relevant programme, which may be assisted by internal or external experts.

It will be checked in the investigation for admission whether the knowledge, the understanding and the skills of the candidate correspond to the admission requirements for the programme. The investigation of admission may lead to the organization of an admission test.

If necessary, approval for enrollment may be subject to the successful completion of a preparatory programme specifically designed for this purpose.

4. The application for admission will be submitted to the head of programme by 1st of September.

The admitted candidate receives a written confirmation of the decision for his/her admission to a particular master programme. Copy of the decision is also sent to the student administration and will be included in the student's file.

Article 3.7 Admission to separate course units

1. Both students who comply with the admission requirements referred to in Article 3.3, 3.6 and 3.6bis and students who do not comply with these admission requirements, can enrol for separate course units under a credit contract or an examination contract (with the goal of obtaining a credit certificate for one or more course units) provided that an inquiry shows that the student has the necessary competences to be able to follow the course unit or the course units. This inquiry is performed by the head of programme (*Higher Education Codex Art. II. 191*). For students who do not comply with the admission requirements, only the purely theoretical course units that are not linked to a practical course unit qualify to enrol under a credit contract.

Article 3.8 Study progress policy and learning account

Study progress policy

To be admitted, students must be able to demonstrate sufficient study progress.

The decree legislator has defined a number of minimum requirements and these have been further defined within the University College PXL.

1. General condition for all students

The following general requirement applies for all students enrolling at the University College PXL for the academic year 2018-2019:

- in the academic year 2018-2019, you must have passed at least 60% of your selected credits after the second examination session.

If you have not achieved this condition after the second examination session, you will no longer automatically be admitted for the programme in the subsequent academic year.

Depending on your situation, stricter binding conditions may also be imposed. The PXL procedure distinguishes here different categories of students who did not achieve a sufficient study progress.

2. Categories of students with insufficient study progress

Students being already enrolled in the previous academic year at University College PXL

a. Students who obtained in the last academic year less than 60% of their selected credits:

If you obtained in the previous academic year less than 60% of your selected credits, you must apply in person with the Study Progress Department for a study progress investigation (see §3 of this Article) before you can re-enrol.

b. Students who have already been enrolled in higher education for several years and succeeded for less than 60% of their study credits:

If you passed less than 60% of your study credits in the previous academic year, you will be registered at re-enrolment under binding conditions, namely:

- you must pass at least 60% of your selected credits after the second exam period in the 2018-2019 academic year;
- you are required to attend a counselling interview at regular intervals with the learning path counsellor and/or student supporter in the 2018-2019 academic year;
- compulsory participation in all exam activities in the 1st and 2nd session, including permanent evaluation.

c. Students who already had binding requirements:

If binding measures have already been imposed on you in the previous academic year and you did not meet these binding requirements, you received an opinion of the progress committee. If you received

positive opinion from the progress committee, you should personally appear at the Study Progress Department for registration in a progress investigation before you can submit a re-enrolment application. If you received a negative opinion from the progress committee, you will be de-enrolled from the programme and re-enrolment for this programme is not possible.

New students at University College PXL

d. Students who have been studying for at least one year in higher education and succeeded for less than 60% of their study credits in the last academic year they studied:

If you are a new student at the University College PXL and you have already studied in higher education before and you passed the last academic year that you studied for less than 60% of your study credits, binding conditions will be imposed on you at your enrolment, namely :

- You must pass at least 60% of your selected credits after the second exam session in the 2018-2019 academic year;
- You are required to attend a counselling interview at regular intervals with the learning path counsellor and/or student supporter in the 2018-2019 academic year;
- Compulsory participation in all exam activities in the 1st and 2nd session, including permanent evaluation.

Students having insufficient credit in the learning account to take or complete a programme

e. Students can enrol to the extent of the remaining credits in their learning account. If your learning account is less than or equal to zero, you will not be allowed to enrol or re-enrol. In case of learning credit shortage, you can only very exceptionally and on the basis of an individual file for a limited number of credits be admitted by the director Education and Student Policy. You therefore have to make an appointment with the Study Progress Department (studievoortgang@pxl.be).

3. Study progress investigation by the study progress department

If you are in a situation as described in section § 2 a, c or e, you must appear in person at the Study Progress Department to apply for admission in the context of a study progress investigation.

You make an appointment for the study progress investigation via <http://afspraken.pxl.be> . Do this as quickly as possible. Then you cannot be (re-)enrolled without permission and you thus will have no access to the education activities. The application for admission is based on a conversation with a staff member of the Progress Study Department and your portfolio containing at least the following documents:

- your secondary education diploma ;
- the documents that substantiate your (educational and/or working) activities for each year after you obtained your secondary education diploma;
- certificates for enrolment at a higher education institution;
- reports on first and/or second examination session of each academic year in higher education;
- in the event of employment: proof of registration with the VDAB (Flemish Employment Agency) and/or certificates of your employer(s) or a statement of honour;
- in case of any stay abroad: evidence of this stay abroad (visa, employment or education attestation ...).

The portfolio can possibly be supplemented with:

- the documents supporting the reasons for your failure to pass, such as:
 - medical certificates;
 - evidence of special circumstances;
 - reports of the ombudsperson, the student supervisor.
- the documents that can prove that you have reasonable chance of succeeding for your next enrolment, such as:
 - an advice of the education of origin (if you have changed the education or educational institute);
 - a non-binding opinion of the progress committee;
 - proof of regular participation in educational activities;
 - a report on a conversation with the student supervisor, dropping out conversation, conversation with the ombudsperson.

The study progress department under the guidance of the director Education and Student Policy will make a decision based on your the study progress file and following the advice of the progress committee (in case of an internal student) or the head of training (in case of an external student for admission to enrol in the same programme). This decision will be communicated (via email) and you are requested to appear personally to sign the decision (only if you are admitted).

This decision may be:

1. The student is not admitted;

2. The student is admitted under the general condition as described in article 3.8 §1 ;
 3. The student is admitted subject to binding conditions, such as:
 - a. pass or deliberation on the full selected study programme after the second examination session;
 - b. pass or deliberation on 3/4 of the selected study programme after the second examination session;
 - c. pass or deliberation on 60% of the selected study programme after the second examination session;
 - d. pass or deliberation on all course units for which you did not pass in the last academic year or for which you have been deliberated;
 - e. compulsory participation in all educational activities;
 - f. compulsory participation in all examination opportunities;
 - g. regular conversation with the track counsellor and/or student supervisor;
 - h. imposing a limited programme (in function the learning credit)
- this summary is not exhaustive, other binding conditions are possible.

Attention: If you have already been imposed binding measures by the Study Progress Department in the previous academic year and if you did not meet them, you can only apply for admission to the same programme if you are in the possession of a positive opinion of the progress committee. You can file your application in the same way as described under §3.

If you have not met your conditions and the progress committee did not give a positive advice based on medical or special circumstances, your re-enrolment for this programme will be rejected and you will be permanently de-enrolled from the programme.

Article 3.9 Orientation track

An orientation track will be organized for all new students in University College PXL.

This orientation track consists of three phases: an intake phase with an optional intake conversation, taking of an entry test Dutch and other programme-specific entry tests, if necessary. A study and motivation test is taken in the second phase and the results of the first examination period(s) are analysed in the third phase.

If the student has passed less than 30% of his course units, the student will receive a personal invitation for a conversation with the track coach. The result of this conversation is a counselling advice with a personalized support offer.

If the student passes 30% to 60% of his course units, the student will receive a personal invitation for a conversation with the track coach. The result of this conversation is a counselling advice with a personalized support offer.

If the student has passed more than 60% of the course units, the student will have a good chance of achieving the same result at the end of the academic year, whether or not after the second examination session. A conversation with the track coach is not mandatory for these students.

4. Enrollment and tuition fees

Article 4.1 Enrollment

1. A student can enrol as far as he/she meets the admission requirements determined by decree and in Art. § 3 of these education regulations.
2. The student can enrol for:
 - one or more programmes simultaneously, and/or
 - one or more course units belonging to one or more programmes, and/or
 - a transition or preparatory programme (*Higher Education Codex Art. II.196*).
3. In principle, a programme is enrolled before the start of the academic year and no later than 30 calendar days after the start of the academic year (in casu 18 October 2017). Enrollment for one or more course units is done before the start of the educational activities of the relevant course unit.

For a late enrollment, a formal request must be addressed to the head of programme.

Procedure for late enrollment

The student enrolls at the student administration department and they will check whether the student complies with the other admission requirements. They refer the student to the track counsellor of the programme. The track counsellor assists the student in compiling his file and submits it to the head of programme.

The head of programme will decide within 7 calendar days upon checking:

- for which course units the enrolment is still admitted or not. The academic year might be too advanced for some course units to be enrolled; for course units being evaluated continuously, you may need to do a replacement assignment, etc.;
- whether the student can follow a standard track or possibly will have to compile a personalized track;
- what type of contract is the best to conclude: a fully missed course unit may still be passed through an examination contract, etc.;
- whether examinations must be retaken;
- whether the evaluation of certain course units is already over. In these cases, it might be possible that the student has to waive the first examination opportunity for that course unit, which means that the student will not be able anymore to use two examination opportunities in the current academic year for that course unit.

All these modalities are part of the contract.

The head of programme may refuse the late enrollment for certain course units if this will jeopardize the study progress.

4. Candidate students enrol according to the registration proceedings indicated on the website.
5. User data of students

Individual user data of a student in the electronic learning environment may be used by the PXL programs for follow-up of the individual learning progress and for targeted providing of feedback and guidance. This is part of the educational policy of the University College PXL concerning the realization of powerful learning environments.

User data of the students in the electronic learning environment may be used for more general analyses of the quality of the course units and the program. In the latter case, the user data will always be anonymous.

Article 4.2 Tuition fees

Tuition fee for students with a diploma or credit contract

1. General principles

By enrolling, you commit to pay your tuition fee associated with your programme.

The tuition fee for students under a diploma or credit contract consists of:

- a fixed portion (lump sum);
- a variable part (pro rata the number of credits you enrol for).

The fixed portion is payable only once per academic year regardless of the number of enrollments during the same academic year. If a student enrolls several times under diploma or credit contract in one and the same academic year at the University College PXL, then the student only owes the lump sum; for the calculation of the tuition fee, the enrollment is considered to be one registration.

Example:

The student enrolls for a bachelor programme under diploma contract of 30 credits and for 38 credits under a credit contract: for the calculation of the tuition fee, the student enrolls for 68 credits.

The size of the variable part per credit (whether due or not) depends on:

- the status as student: non-scholarship student or almost-scholarship student. Students with an examination contract can never claim a scholarship.
- Scholarship students do not have to pay a variable part, only a fixed amount.

Below are the amounts that the student pays, depending on his/her scholarship status. The tuition fee always consists of a lump sum (fixed part) supplemented by a variable amount in function of the number of credits (except for scholarship students):

	Fixed part	Variable part
Non-scholarship student	EUR 238.30	EUR 11.40 per credit
Almost-scholarship student	EUR 238.30	EUR 4.10 per credit
Scholarship student	EUR 108.80	EUR 0.00 per credit

Example:

You enrol for a bachelor programme under diploma contract for 60 credits:

- *if you are a non-scholarship student, the tuition fee amounts to EUR 922.30;*
- *if you are an almost-scholarship student, the tuition fee amounts to EUR 484.30;*
- *if you are a scholarship student, the tuition fee amounts to EUR 108.80.*

2. Terms of payment

- New students

New students who wish to pay as an (almost) scholarship student must demonstrate at the enrollment that they meet the financial conditions to qualify for a study grant of the Flemish Community.

The standard calculation is done on the basis of the personal tax return note of the person on whom the student is dependent, income of the year 2016 – assessment in the year 2017. The calculations are done by the social service of the student facilities department.

- Existing students

Students who re-enrol and who wish to pay as an (almost) scholarship student can do so based on their scholarship status of the academic year 2017-2018 or through the procedure for new students.

The University College reserves the right to claim the remaining amount during the month of April from students who have not yet provided proof that they are entitled to a scholarship or an equivalent. If it later emerges that the student is still entitled to a scholarship, any excess amount paid shall be reimbursed.

- Students with a scholarship from the Netherlands

Students who already obtained a scholarship in the Netherlands, must apply at the enrollment for the tuition fee of a non-scholarship student because they are not eligible to receive a study grant from the Flemish Community.

- Refund of tuition fees

Any reimbursement of the tuition fees, in accordance with §4 of this article, will be basically transferred on the account number that was given upon registration.

3. Exceptional situations

- Tuition fee for some foreign students

The university college determines freely and in a substantiated manner the tuition fee of foreign students who do not belong to the European Economic Education Area or who are not a relative of a citizen of a member state of the European Economic Education Area.

Within the University College PXL, EUR 5,700 will be charged to students outside the EEEA. The director Education and Student Policy may depart from this regulation in a motivated manner, provided that the maximum allowable upper limit of 2 % foreign students is not exceeded.

No higher education tuition fees will be charged to recognized refugees.

- Tuition fee for students with insufficient study progress

Students who are admitted to the programme after the investigation for admission and still have sufficient credit in the learning account do not pay an increased tuition fee for the course units they did not pass in the previous academic year.

- Tuition fee in case of insufficient credits in the learning account

Students who are admitted to the programme after the investigation for admission pay for the number of credits failing in their learning account EUR 11.40 per credit additionally. Students who are entitled to a scholarship and almost-scholarship students do not pay increased tuition fees. In very exceptional and individual cases, the director Education and Student Policy may waive this increase.

- Students in the final year of secondary education (SmartStart@PXL)

Students who follow secondary education in the final year and are enrolled in higher education with a credit contract for maximum 10 credits pay EUR 54.40.

4. Reimbursement of tuition fee upon disenrollment

- Disenrollment up to 1 teaching month after the starting date of the academic year

If you disenroll up to 1 teaching month after the starting date of the academic year, the fixed amount of EUR 238.30 for non-scholarship and almost-scholarship students and EUR 108.80 for scholarship students will be charged as due tuition fee. This regulation also applies when the disenrollment takes place before the start of the academic year.

For students enrolling after the start of the academic year or programmes starting at a later date, the same rule applies, provided that your enrollment date or programme starting date is taken as reference point.

- Disenrollment between the 1st and 2nd teaching month from the start of the academic year

If you disenroll between the 1st and 2nd teaching month from the start of the academic year, in addition to the fixed amount of EUR 238.30 for non-scholarship and almost-scholarship students, also half of the variable part will be charged as due tuition fee.

Scholarship students only owe the fixed amount of EUR 108.80 because they do not have to pay a variable portion.

For students enrolling after the start of the academic year or programmes starting at a later date, the same regulation applies, provided that the date of your enrollment or the programme start date is taken as reference point.

- Disenrollment after the 2nd teaching month from the start of the academic year

If you disenroll after the 2nd teaching month from the start of the academic year, the full tuition fee will remain due. Consequently, there will be no reimbursement of the tuition fee.

For students enrolling after the start of the academic year or programmes starting at a later date, the same rule applies provided that the date of your enrolment of the programme start date is taken as reference point.

- Reorientation within University College PXL

In case of reorientation, the tuition fee is calculated as follows:

- The fixed amount of the study course for which you de-enrol remains due. For almost scholarship students and students without a scholarship, the fixed part amounts to EUR 238.30. For students with a scholarship, the fixed part amounts to EUR 108.80.
- The variable part of the course units for the program for which you de-enrol will be recalculated:
 - o The tuition fee for the course units for which the teaching period has started remains due.
 - o The tuition fee for the course units for which the teaching period has not started yet will be deducted.
- The fixed amount of the new program will not be charged again if reoriented within the University College PXL.
- The variable part of the course units for which you enrol in the new program will be charged.

- Disenrollment with a pending scholarship application

For students who disenroll and whose application for scholarship status is still pending at that moment, the tuition fee will be calculated on the basis of the non-scholarship rate. If, after your disenrollment, you still receive the approval for the study grant, you must submit it to studiegelden@pxl.be in order for the amount paid in excess to be reimbursed.

- Disenrollment with an incomplete administrative file

If you disenroll or in case you are officially disenrolled with an incomplete file, the fixed cost will be charged as due tuition fee. The fixed amount for almost-scholarship students and students without a scholarship amounts to EUR 238.30. The fixed rate for scholarship students amounts to EUR 108.80.

5. Reimbursement of tuition fee in case of change of contract

- Change of contract type

The tuition fee is calculated according to the amount of the tuition fee of the new contract type. Based thereupon, an additional claim or a refund can be made.

- Change of contract contents

- o Adding course units

The tuition fee is recalculated according the size of the new study programme. An additional claim may then be made, if applicable.

- o Disenrolling from course units

The tuition fee for course units of which the education period has not yet started is recalculated.

There will be a possible reimbursement in accordance with the determination of the number of credits (see tuition fee rates). For disenrolled course units not meeting the above requirement, there will be no reimbursement of the tuition fee.

6. General conditions for late payment of the tuition fee

Protests are only accepted within eight calendar days upon receipt of the transfer.

In case of late payment, 1% interest per month is charged.

The penalty payment for late payment amounts to 10 % of the amount claimed.

In case of disputes, the courts of the Hasselt district are competent.

Tuition fee for students with an examination contract

7. If a student enrolls with an examination contract, the tuition fee also consists of:

- a fixed portion (lump sum)
- a variable part (pro rata the number of credits you are enrolling for)

However, the size of the fixed and variable part of the tuition fee is not dependent on the number of selected credits or on the scholarship status. Then, a student with an examination contract can never be entitled to a student grant or scholarship.

	Fixed part	Variable part
Regardless of the volume registration programme and regardless the scholarship status	EUR 108.80	EUR 4.10 per credit

Tuition fee for students with a combination of diploma and/or credit contract with examination contract

8. Students can also enroll simultaneously under a diploma and/or credit contract together with an examination contract. In such case, the tuition fees amounts to:

	Fixed part	Variable part
Non-scholarship student	EUR 238.30 (fixed part diploma or credit contract) + EUR 108.80 (fixed part examination contract)	EUR 11.40 per credit (enrolled under diploma or credit contract) + EUR 4.10 per credit under examination contract
Almost-scholarship student	EUR 238.30 (fixed part diploma or credit contract) + EUR 108.80 (fixed part examination contract)	EUR 4.10 per credit (enrolled under diploma or credit contract) + EUR 4.10 per credit under examination contract
Scholarship student	EUR 108.80 (fixed part diploma or credit contract) + EUR 108.80 (fixed part examination contract)	EUR 4.10 per SP credit under examination contract

9. Charging additional tuition fees

Specific and limited costs for the use of goods and organisation of specific events can be charged to the student as far as they are directly related to the organization of the programme. If this is the case, specific supplementary regulations will provide clarity in due time.

5. Contracts

Article 5.1 Contract of entry

Upon enrollment at the University College, the student concludes a contract of entry. The contract of entry can be terminated unilaterally by the university college when a student has not paid the registration fee due and/or the extraordinary tuition fees within the deadline specified in the 2nd reminder. The student has the choice between the following contract types (*Higher Education Codex Art. II.199*).

1. A diploma contract is concluded with the goal of obtaining a degree or diploma for a programme or for a transition or preparatory programme.
2. A credit contract is concluded with the goal of obtaining a credit certificate for one or more course units.
The enrollment in the form of a credit contract can be made subject to conditions of succession.
3. An examination contract is concluded under the conditions laid down by the institutional board for taking examinations in order to obtain:
 - a degree or a diploma for a programme, or
 - a credit certificate for one or more course units.

Certain course units may, by their nature, be excluded from an examination contract. Excluded course units are listed in the study guide.
When enrolled under an examination contract, the student in principle has no right to participate in the educational activities or to use the education supporting facilities.
If you want to enrol under an exam contract (for obtaining a diploma or for obtaining credit certificates) this will only be possible with permission from the study program.

 - **Enrolment under an exam contract for obtaining a diploma**
You have to submit an application to the learning track counsellor of the relevant study program for which you wish to enroll.
The learning track counsellor examines for which course units it is possible to enrol under an exam contract for obtaining a diploma. The head of department gives the approval for the enrolment.

- **Enrolment under an exam contract for obtaining credits**
You have to submit an application to the study track counsellor of the relevant study program, possibly together with the necessary documents.
These documents show that you have the required initial competences to attend the course unit for which you wish to enrol under an exam contract to obtain credit certificates. The study track counsellor examines for which course units it is possible to enrol under an exam contract for obtaining a credit.
The head of the program decides, taking into account the provisions regarding sequentiality, whether you can enrol for the specific course unit under exam contract for obtaining credit certificates.
4. It is not possible for a student to simultaneously combine a diploma contract, an examination contract and/or a credit contract for one course unit in one academic year and within one programme.
 5. It is not possible to enrol more than once per academic year for the same course unit belonging to two different programmes.

Article 5.2 Information in the contracts (Higher Education Codex Art. II.201)

1. Information in the diploma contract:
 - the diploma the student wishes to obtain and the objectives of the study programme;
 - the credit load of the programme;
 - the course units that must or may be included in the track and the credit load and succession of these course units;
 - the time period to which the enrolment relates;
 - the conditions for obtaining a credit certificate per course unit;
 - if applicable, the credit load reduction as a result of an exemption(s);
 - the number of examination opportunities per course unit;
 - the evaluation and deliberation rules;
 - the possible measures of study progress monitoring;
 - where applicable, the binding conditions for study progress.
2. Information in the credit contract:
 - the course unit(s) for which a student enrolls;
 - the credit load per course unit;
 - if applicable, the admission requirements for enrollment in the relevant course unit;
 - the time period to which the enrollment relates;
 - the conditions for obtaining a credit certificate per course unit;
 - if applicable, the credit load reduction as a result of an exemption(s);
 - the number of examination opportunities;
 - the evaluation rules;
 - the possible measures of study progress monitoring;
 - the binding conditions for study progress.
3. Information in the examination contract:
For students with an examination contract, the provisions in Art. 5.2 paragraph 1 apply if a student enrolls with the goal of obtaining a diploma and the provisions in Art. 5.2 paragraph 2 apply if the student enrolls with the goal of obtaining a credit certificate for one or more course units.

Article 5.3 Change of contract type

1. The contract type can be changed only once per academic year. If the student wishes to change his/her contract type during the course of the academic year (*Higher Education Codex Art. II.202*), he/she submits a motivated application with the head of education.
The procedure for changing your contract is via Mijn SLB. To this end, the student should contact the learning path counsellor who will assist him during this procedure. The head of education decides on the application within 14 calendar days of receipt; he/she can also reject the application for change if the study progress is jeopardized.
2. In certain cases, financial consequences are associated with a contract change; more details can be obtained in Article 4 of these education regulations. Also the student's learning account may be affected by a contract change and will be adjusted accordingly, if applicable.

6. Study tracks and composition of the year programme for an individual student

Article 6.1 Study tracks

1. The study track is laid down in the abovementioned study contracts.
The study track determines the modalities of credit load, deliberation and study progress monitoring:
 - by way of a standard learning track for a group of students;
 - by way of a personalized track for a particular student.
2. An individualized learning track arises when a student deviates from a standard learning track. An individualized track can be awarded, inter alia:
 - a. to students who have a study deficit within a standard learning track (compared to the standard learning track);
 - b. to students with exemptions;
 - c. to students with a medical, social or societal background (for example working students, top athletes);
 - d. in the event of transitional arrangements for curriculum changes.

Article 6.2 Composition of the year programme for an individual student

1. Depending on the type of contract and his/her study track, the student compiles his/her year programme in accordance with the general rules described in these education and examination regulations and in accordance with the specific rules applying for the programme and/or course units selected by the student as described in the study guide.
2. In case of a personalized learning track, the student submits the year programme for approval to the head of programme (see Art. 8 for the allocation of facilities). In the case of an individualized track (IT), the student must apply for IT via My PXL within 30 calendar days upon his/her (re-) enrolment. For students who (re-) enrol during the months of July and August, this term is automatically extended until the start of the academic year (in this case September 17, 2018). The student is recommended to contact the learning path counsellor who assists him with the composition of the dossier.
The learning path counsellor submits the application to the head of program/ to department or, if applicable, to the coordinator of a follow-up course.

The head of the program examines the application in terms of content, taking into account any conditions imposed on study progress and advice from the progress committee.

If necessary, he determines the more individualized conditions regarding the structure of the study program, the study duration, the deliberation rules and study progress monitoring (OER).

The student administration department informs you of the decision and invites you to sign the IT approval and the study contract electronically on 'My PXL'.

The individualized track is an element of the study contract and states in any way the overall composition of the annual program, the total number of credits for each academic year, the number of credits for each academic year, the course units on which the exam will be taken, the binding conditions and any deviations from the education and examination regulations.

Article 6.3 Changing the contents of a contract

1. A student may request to change the contents of his/her contract. The change may relate to:
 - the transition from a standard learning track to a personalized learning track;
 - a change in the composition in the package of course units.
2. In case the student intends to include other or additional course units in his/her contract, he/she will submit a motivated application with the head of education. The procedure for changing your contract is via Mijn SLB. To this end, the student should contact the learning path counsellor who will assist him during this procedure. The head of education decides on the application within 14 calendar days of receipt; he/she can also reject the application for change if the study progress is jeopardized.
3. Disenrollment from course units is possible until the limit date for the relevant course unit. The limit dates are included in the study guide and in the annual calendar.

Summary limit dates academic year 2018-2019

Start (trimester/semester)	Limit date
All course units which start at the beginning of the academic year and are completed in the first quarter of semester 1	October 11, 2018
All course units which start at the beginning of the academic year and are completed in semester 1 or go through them	November 10, 2018
All course units starting in the second quarter of semester 1	December 18, 2018
Course units starting and completed in semester 2	April 1, 2019
Academic Teacher Training programme PXL-MAD	<i>See ECTS sheet per course unit</i>
Internships	<i>See ECTS sheet per course unit</i>

4. More information on the terms of payment and reimbursement of the tuition fees, due to the increase or decrease of the number of credits within a study contract, can be obtained in Article 4 of these education regulations.
5. Any changes in the number of selected credits will be processed in the learning account of the individual student.
Disenrollment from course units by students under a credit contract cannot change the number of selected credits (*Higher Education Codex Art. III.4*).

Article 6.4 Disenrollment from a programme and/or change of programme*Disenrollment from a programme: termination of the study contract*

1. Disenrollment from a programme implies the termination of the relevant study contract. As regards the implications for the tuition fee and the learning account, we refer respectively to Article 4 and Article 6.4 paragraph 2 of these education regulations.
2. De-enrolment by the student:
If you wish to discontinue your studies, you should contact your student counsellor (program counsellor or student assistant). The student counsellor makes a dropping-out report after an interview on your motives to stop your studies.
The student counsellor advises on reorientation or further opportunities within or outside the University College PXL and will refer you to the student administration department (Elide Line campus) for the further course of the enrolment. If applicable, the student administration department will have your final results finalized by a technical committee prior to de-enrolment. You also will have to hand in your student card. In case of early de-enrolment, a student can only obtain credit certificates from course units that have been completed before the date of de-enrolment.
The student administration department provides you with a certificate stating the date of de-enrolment.
Only de-enrolments made through this procedure have validity. Oral de-enrolments or de-enrolments made via email or telephone are never accepted.

De-enrolments are also made known to the student finance service of the Ministry of the Flemish Community and the child benefit service via the Central Higher Education Database. The awarded student grants and child benefit can be reclaimed by these services.
You are also personally responsible for notifying these services of your de-enrolment. You can use a copy of the de-enrolment certificate for this purpose.

3. De-enrolment by the University College:

- Because of unexcused absence

If it is determined that you are repeatedly unexcused absent from the organized educational activities or (partial) examinations, then the university college can write to you with the request to justify the unexcused absences

If you did not answer in a satisfactory manner after expiry of a period of 7 calendar days upon sending the registered, the university college can officially deregister you.

- Because of insufficient learning credit

The university college has the possibility to deregister you when it appears in the course of the academic year that the institution did not have the correct details of the learning account at the time of enrolment and that this proves to be insufficient.

- Because of failure to complete your administrative file

If you enrol for an individual track, you must submit an application to the program counsellor within 30 calendar days of enrolment. If you do not complete your administrative file within the set period, the university college may officially deregister you.

- Because of stopping an internship or practical course

In special cases and on objective grounds, the progress committee may prematurely terminate the internship or another practical course unit if you have demonstrated in your conduct that you are unsuitable for employment in the profession to which the program is training you.

If the internship or the practical course has in application of the first paragraph has terminated, you will not be entitled to a second examination opportunity unless the imposed mandatory conditions have been met. The progress committee motivates in detail the decision to terminate an internship or practical course at an early stage.

Change of programme

4. A student may change programme in course of the academic year. To this end, he will submit a request to the head of programme of the new programme. Changing the programme requires entering into a new contract.

If a student changes in the course of the academic year the specialization or workshop within the bachelor programme in Visual Arts, he/she may need to retake the entrance test (or part thereof) (see Article 3.5).

5. If a generation student changes programme in the course of the academic year:

- the number of selected credits is re-added to the individual learning account if the student changes before 1 December of the academic year* in question;
- half of the number of selected credits, rounded up to the nearest whole number, will be re-added to the individual learning account if the student changes between 1 December and 15 March of the academic year in question*;
- the number of selected credits will be deducted from the learning account if the student changes after 15 March of the academic year in question.

(Higher Education Codex Art. II.204§2)

This (*) applies only to course units for which has not yet been taken an examination. Non-generation students are the credits returned into the learning account at disenrollment for a programme or change of programme for all course units whose expiration date has not yet expired.

7. Exemptions

Article 7.1 Definition of exemption (Higher Education Codex Art. I.3)

An exemption is the waiver of the obligation to take an examination on a course unit and is granted to you on the basis of:

- an aptitude certificate:
 - obtained upon recognition of previously acquired qualifications (EVK): i.e. after having completed the procedure (aptitude test) at association level (see Art. 7.2);
 - obtained upon recognition of previously acquired competences (EVC): after having completed the procedure (aptitude test) at association level (see Art. 7.3).
- one or more previously acquired qualifications (EVK) which no longer need to be recognized through an aptitude test at association level because the relevant documents are sufficient: examination based on the documents by the head of programme/head of department, if necessary in consultation with an internal or external expert is sufficient (see Art. 7.2, item 2).

The extent of an exemption for a course unit is expressed in whole credits and is, unless otherwise stated, equal to the credit load of that course unit.

However, the credit load of the granted exemptions is taken into account for determining the credit load of the programme, unless other stipulations have been made for the credit load. Exemptions can only be given for the entire course unit.

Article 7.2 Acquiring recognition of an EVK

1. Notion of the term EVK

Previously acquired qualifications (EVK) are all domestic or foreign study certificates which indicate that a formal learning track, whether or not in education, has been passed successfully, insofar as it is not a credit certificate obtained within the institution and programme in which the qualification is to be applied.

EVKs are to be recognized by the university college or by the association before you can use them to apply for exemptions.

2. Procedure for recognition EVK within the university college

In order to have an EVK recognized by the university college, the student must submit an application via the electronic procedure (<http://mijnslb.pxl.be>).

The application for EVK and exemption must be submitted within 14 calendar days upon (re-)enrollment. Students (re-)enrolling in the months July and August also have 14 calendar days to apply for EVK and exemption, but when this term expires in the months July and August, this term is automatically renewed until the start of the academic year (in casu 17 September 2018).

It is recommended that the student gets in contact with the track counsellor of the relevant programme before submitting the application. He will assist the student compiling of the recognition file and the demarcation of the application.

The application for recognition of the EVK must be accompanied by the necessary documents of which the authenticity must be certified, if applicable:

- a copy of the study certificate entitling to exemption;
- an official proof of the obtained study results (= credit certificate);
- the ECTS sheet of the course units for which exemption is requested.

The track counsellor will submit the complete file for assessment to the head of programme/head of department.

The head of programme/head of department assesses the file, if necessary after the opinion of at least 1 internal or external expert.

The head of programme decides on the recognition within 14 calendar days after submission of the file by the track counsellor. This decision is communicated to the student via the student administration department. If this results in the acceptance of the EVK as aptitude proof, the student can apply for the exemption.

In order to accelerate the signature of the contract, it is recommended that the student simultaneously submits the application for exemption (see Art. 7.6).

3. Procedure for recognition of EVK at association level

If necessary, an aptitude examination will be requested at association level for 1 or more of the course units for which exemption is requested. This is only required when, in view of the recognition of your EVK, the submitted documents are not sufficient and therefore an additional comprehensive aptitude test is necessary.

The head of programme decides within 14 calendar days after submission of the file by the track counsellor. If an aptitude test at association level is to be performed, this term can be extended. As a result of such test, the student shall receive, if relevant, an aptitude certificate with which he/she can apply for exemptions in the university college.

Article 7.3. Acquiring an aptitude certificate based on EVC

1. Notion of the term EVC

Previously acquired competences (EVC) refer to the entirety of knowledge, understanding, skills and attitudes acquired through learning processes that were not certified by a study certificate, e.g. as a result of a work experience or self-study.

2. Procedure recognition EVC: always at association level

If the student intends to have an EVC recognized and wants to receive an aptitude certificate on the basis thereof in order to apply for exemptions, he/she must contact the EVC coordinator via email or by phone. The EVC coordinator will provide the necessary information and connect you with the right people. More information about the regulations of this procedure laid down at association level can be obtained via the following link <http://www.auhl.be/UH/AUHL/Studenten/EVC-en-EVK.html>.

3. Cost price procedure EVC

Examination of EVKs based on documents	EUR 0.00
Aptitude test at bachelor level	EUR 760.00
Aptitude test at master level (not in possession of a bachelor diploma)	EUR 992.00
Aptitude test at master level (holds a bachelor diploma)	EUR 296.00
Aptitude test of individual/clusters of course units	EUR 70.00 fixed EUR 3.80 per credit

Article 7.4. Territorial validation of an aptitude certificate

An aptitude certificate applies within the institutions of the association as well as within each institution that has concluded an agreement with the validating body. University College PXL constitutes with the University Hasselt and the Transnational University Maastricht the Association of University-Colleges Limburg (AUHL).

Article 7.5. Validity period of a credit, an EVK or an aptitude certificate

The validity of a credit, an EVK or an aptitude certificate is unlimited.

Article 7.6. Granting exemptions

1. Procedure

Exemptions can be granted on the basis of an aptitude certificate.

If the student believes that he is entitled to an exemption for a course unit based on attested EVCs and EVKs, he should submit his application for such via the electronic procedure (<http://mijnslb.pxl.be>).

It is recommended that the student contacts the track counsellor who will assist him/her in compiling the file.

The previously acquired aptitude certificates are to be attached to the file.

The head of programme/head of department or, where applicable, the coordinator of a continuous programme examines, if necessary after consulting at least one internal expert, the substantive connection between the relevant course unit and the attested EVKs or EVCs and takes a motivated decision to grant or exclude exemptions.

The head of programme/head of department takes a decision within 14 calendar days following submission of the file by the track counsellor. The duly substantiated decision regarding granting the exemption(s) is communicated in writing by the student administration department.

The granting of exemption(s) is an element of your study contract and, in any case, mentions the number of credits and the course units for which the exemption is granted as well as the number of credits and the course units of the year programme.

Comment:

You must not apply for an exemption for credits obtained within the same programme. However, for credits obtained in another programme, you must submit an application for recognition of EVK and subsequently request an exemption.

2. Second enrollment for the same programme

If you already hold a bachelor or master diploma and you want to take a second registration (e.g. for another specialization within that programme), you will still need to follow course units for a credit load of at least 30 credits in order to be eligible for obtaining a second bachelor or master diploma.

Article 7.7. Certification based on exemptions

If, on the basis of an aptitude certificate, it is determined that the student possesses the competences inherent to a well-defined programme, the university college may issue the diploma of the relevant programme without requiring enrolment in the programme.

The cost price for issuing the diploma is EUR 50.00.

If the university college decides not to issue the diploma, it can only do so by demonstrating the substantive difference between the competences validated by the aptitude certificate and the final skills used by the university college for the programme.

8. Facilities

Article 8.1. Categories of students who qualify for a status

a) Students with a disability

- a. Functional disability of motor skills (limb paralysis, weak speech motor control, reduced muscle efficiency ...);
- b. Visual functional disability (blindness, poor vision);
- c. Hearing impairment (deafness, hearing problems);
- d. Chronic illness;
- e. Development disability:
 - learning disorder (dyslexia or dyscalculia);
 - autism spectrum disorder;
 - attention deficit / hyperactivity disorder;
 - tic disorder;
 - coordination development disorder;
 - development dysphasia;
 - development of stuttering;
 - combination of development disorders.
- f. Psychiatric disabilities (depression, anxiety, eating disorder, sleeping disorder, psychosis ...)
- g. Other functional disabilities;
- h. Multiple functional impairments.

b) Working students

- a. Working student – working at least 80 hours per month (= working student)
 - i. You must work at least 80 hours per month.
 - ii. You must be enrolled in a basic programme at the University College PXL.
 - iii. You must be enrolled in a work-study project of the University College PXL.
 - iv. You may not yet be holder of a second cycle diploma or master diploma.
 - If you belong to this category, you should apply for a status and based on that status, you may request facilities. However, if your facilities are generically included in your programme for all students (e.g.: evening lessons, less contact hours, distance learning...), you will no longer be eligible for these additional facilities.
- b. Working student – working less than 80 hours per month
 - i. You combine your studies with a job, but you are enrolled for less than 80 working hours per month.
 - ii. You must be enrolled in a basic programme of the University College PXL.
 - If you belong to this category, you should apply for a status and based on that status, you can request facilities.

- c. Job seeking student
 - i. You are a jobseeker eligible for benefits whereby the programme is part of a pathway into labour as proposed by a regional employment agency.
 - ii. You may not yet be holder of a second cycle or master diploma.
 - iii. You must be enrolled in a basic programme of the University College PXL.
 - If you belong to this category, you should apply for a status. You are not entitled anymore to additional facilities for jobseekers because you can follow the ordinary basic programme as an exempt jobseeker. (You may possibly apply for additional facilities if you also belong to one of the 4 other target groups).
 - d. Student with an independent activity/business.
 - i. You must either lead a company or submit a plan showing the intention to offer a valorisable product or service within the next 12 months. This plan should also show the intention to establish an entrepreneurial activity in the form of a legal personality or an independent status with the student as initiator. You have to present a clear business case. After having heard the advice of the steering committee PXL-UHasselt StudentStartUp, the study progress department takes a decision to award a status in consultation with the study programme management. This status provides the right to education and examination facilities.
- c) Top athlete students
- a. Top athlete A
 - i. being recognized on the basis of a certificate category 1, 2, 3 or 4 of the Belgian Olympic and Interfederal Committee (BOIC).
 - ii. being recognized on the basis of a certificate category 1, 2, 3 or 4 of the Flemish Bureau of Top sports (VBT-BLOSO).
 - iii. being recognized on the basis of a certificate category 1, 2, 3 or 4 of the Flemish Sports Federation (VSF).
 - b. Top athlete B
 - i. holding a certificate of the relevant Flemish or National Sports Federation showing that the student complies with the standards required for participation in national and international championships (European Championship, World Championship, and University World Championships).
 - ii. holding a certificate of the relevant Flemish or National Sports Federation showing that the student has been selected for a national junior or senior team.
 - iii. being recognized as promising youngster by the federation.
 - iv. Being a team player in the highest division.
 - c. Top athlete C
 - i. belonging to the promising team in the highest class.
 - i. belonging to, as for soccer, to the A core 1B.
 - ii. all other athletes (e.g. talents who spend a lot of time in their sports branch but have not yet reached the goal).
 - d) Students in exceptional circumstances
 - a. Family Care: you combine your studies with a family or you are responsible for the care of one or more parents/guardians. You will have to prove this situation on the basis of a certificate of household composition or a certificate issued by your family doctor.
 - b. Other circumstances that might impede your studying: the study progress department will examine together with you whether you are eligible for facilities based on exceptional circumstances.
Your situation must always be substantiated with documents requested by the study progress department. They will always make an exceptional and motivated decision in consultation with the study programme management.
 - c. Student as professional artistic practitioner (virtuoso): you provide performances within an artistic framework. You must submit proof of these artistic performances showing the particularity of this achievement as well as proof that these activities impede participation in the educational activities and examinations. The study progress department takes a decision to award a status in consultation with the study programme management. This status provides the right to participation in education and examination activities.

e) Student representatives

If you have a recognized student representative mandate: you are a student with a recognized student representative mandate, if you belong to one of the following groups:

- Students who, after the annual election at the University College PXL, are appointed as student representative in:
 - the student council;
 - the supervisory board of the University College PXL;
 - the executive board of the University College PXL;
 - the general meeting, the executive board or the student council of the AUHL;
 - the stuvoraad.
- Students who are prepared to participate on a regular basis in the participation committees and the educational council or the student committees on their own initiative or at the request of the study programme management (also not through elections).
- Students who are representative in the Flemish Students' Association (VVS) or resulting therefrom in the Flemish Council of University Colleges (VHLORA), the Flemish Education Council (VLOR) and the Flemish Council of Universities and University Colleges (VLUHR).

➔ General comment on the 5 target groups: you may belong to multiple categories.

Article 8.2. Supporting documents for the status

The student must be able to prove that he/she belongs to one of the foregoing categories by means of official documents issued by the competent authorities (physician, employer, sports federation ...).

For a student with a disability, the VLOR determines which certificates apply here. These include:

- attestations of the Flemish Agency for People with a Handicap (VAPH), attestations of the Directorate-General for People with a Handicap;
- attestations of the attending physician, speech therapists, psychologists, remedial education experts, ...;
- institutions such as the Centre for Learning Counselling (CLB), centres for development disorders, revalidation centres

These attestations will be assessed by an expert within the institution according to the criteria set by the Flemish Education Council (VLOR) per category of disability.

The VLOR provides standard documents that may be completed by a specialist physician. These documents will be made available to the students on the website of the University College PXL under the tab 'facilities'.

Article 8.3. Procedure for status application

The student must submit application for his/her status to the study progress department within 30 calendar days following his/her (re-)enrolment or at the moment the status seems to be applicable. For students who (re-)enrol in the months July and August, this period shall be automatically extended until the academic year starts (in casu 17 September 2018).

When applying for the status, the student must be able to submit proof of his/her circumstances (disability, top sports, work, exceptional circumstances, and stuver). This proof is issued by an authority and/or attending physician who has the authority to do so. It is recommended that the certificate of proof also describes the impact of the circumstances on the normal course of study. The study progress department grants the status if the supporting documents meet the conditions. This status is electronically registered. (Note: Only the staff members of the Study Progress Department and the student themselves have access to the electronically requested status, and the additional supporting documents are kept encrypted).

This procedure does not apply to the elected student representatives referred to in Article 33, e), first indent (namely students that are appointed, following annual election, within the University College PXL as representative in the student council, the supervisory board of PXL University College, the executive board of PXL University College, the general meeting as well as the executive board or student council of the AUHL and the stuvoraad) nor for the rowers who are part of the PXL rowing team (Top Athlete C). For these students, the status is automatically awarded.

Article 8.4. Procedure for granting facilities

Step 1: Application for education and examination facilities

Depending on the situation, the study progress department refers the student to the track counsellor or the student supervisor for the application of education and examination facilities.

- A) Track counsellor, if:
 - a. the student is a working student;
 - b. the student is a top athlete;
 - c. the student is a student representative.

- B) Student supervisor, if:
 - a. the student has a disability;
 - b. the student is in exceptional circumstances.

The track counsellor/student supervisor assesses the content of the application and discusses together with the student which facilities, tools and individualized provisions are possible.

The track counsellor/student supervisor makes a proposal on the allocation of the minimum and additional facilities, tools and individualized provisions.

The approval by the head of programme can be ticked in the electronic procedure.

The student must, in principle, have applied for his facilities at least 30 calendar days before the start of the examination period. If the student submits an application for facilities after this period, the facilities may (possibly) not be effective until the next examination period.

Students must re-apply for their facilities in every academic year, even though the status remains valid for several academic years.

Step 2: Signing of the contract

From the moment the facilities are submitted electronically, the student can immediately go to the student secretariat of the student administration department. A staff member of the student administration can print out the contract regarding the student's facilities. The student signs this document and from that moment on, the facilities are the student's right. At the same time, the staff member of the student administration also prints the letter stating the facilities the student is entitled to. The student can submit this letter to the teachers during education and examination activities.

Students who have obtained facilities for the examination must inform the relevant lecturer/examination supervisor and present the related document.

This procedure does not apply to the elected student representatives referred to in Article 33, e), first indent (namely, students who are appointed, upon annual election, within the University College PXL as student representative in: the student council, the PXL University College supervisory board, the PXL University College executive board, the general meeting, the executive board or student council of the AUHL and the stuvoraad) for allocating the minimum facilities (as included in Article 8.5). The minimum facilities will be awarded to these students automatically. However, application and allocation of facilities for the other student representatives or in addition to the minimum facilities of elected student representatives must be done according to the above proceedings

Article 8.5. Minimum facilities

Minimum facilities are provided for certain groups of students with disability and for student representatives. The student is always entitled to the minimum facilities, in other words, these are enforceable. Also, extra facilities can be awarded in addition to the minimum facilities.

In concrete terms, this includes the following minimum facilities:

- Functional disability of motor skills
 - 1. Educational facilities
 - The student can use the utilities adapted to the functional impairment.
 - Guided campus tour by the student supervisor or track counsellor.

- Auditive impairment
 - 1. Educational facilities
 - The student may sit at the very front of the classroom.

- Visual impairment
 1. Educational facilities
 - The student may sit at the very front of the classroom.
 2. Examination facilities
 - Prolonged examination time (1/3 of the examination with a maximum of 1 hour).
 - The examination questions are read aloud by the instructor/supervisor present.
 - Performance of the assignment and/or examination on a laptop made available for that purpose.
 - Availability of the examination paper on A3 format.
 - The examination paper is made available in printed version and in an adapted font.

- Chronic illness:
 1. Chronic fatigue syndrome (CVS)
Educational facilities
 - Student tailored time and/or schedule for performing the tasks.

- Psychiatric disabilities
 1. Autism spectrum disorder
Examination facilities
 - Prolonged examination time (1/3 of the examination with a maximum of 1 hour).
 2. Attention deficit and behavioural disorders (included ADHD, ADD, ODD and CD)
Educational facilities
 - Study counselling by the student supervisor with focus on the learning skills.
Examination facilities
 - The examination is taken in a modified examination room (or isolated).
 3. Learning disorder
Dyslexia
Examination facilities
 - Prolonged examination time (1/3 of the examination with a maximum of 1 hour).
 - The examination paper is made available in printed version and in a tailored font.
 - Spelling mistakes are not taken into account for course units where language is not a subject matter.
 4. Dysorthography (spelling disorder)
Examination facilities
 - Prolonged examination time (1/3 of the examination with a maximum of 1 hour).
 - The examination paper is made available in printed version and in a tailored font.
 - Spelling mistakes for course units where language is not a subject matter are not taken into account.
 5. Dysgraphia (writing disorder)
Examination facilities
 - Prolonged examination time (1/3 of the examination).
 - Performance of the assignment and/or examination on a laptop provided for that purpose.

- Student representatives (STUVER)
 1. Educational facilities
 - Exemption from educational activities requiring the student's attendance.
 - Relocation of feedback to another time.
 2. Examination facilities
 - Relocation of evaluations to another time.
 - Compensatory measures.
 - A substitute task.
 - Substitute attendance at an educational activity.
 - Define another time for the examination.

9. Course units at other institutions

1. A student may submit a substantiated request to the head of programme with the proposal to substitute course units from the programme curriculum by a programme curriculum that can be taken at another domestic or foreign higher education institution. It therefore is required that an agreement has been concluded with the relevant institution to such end, signed by the general director of PXL University College, which provides such mobility (e.g. interuniversity agreement between the Flemish universities, agreements within the framework of Erasmus + Programmes).

10. Fraud related to documents submitted

1. If fraud is established with regard to documents submitted on the basis of which decisions have been made regarding the student, the decisions based on such documents shall be deemed null and void.

Examination Regulations

1. Evaluation methods and organization of examinations

Article 1.1 Examination periods

1. The examination periods are organized by PXL-MAD during the academic year immediately after the study period plus an examination period in August/September prior to the start of the new academic year. These examination periods are explicitly mentioned in the PXL-MAD year planning.

Article 1.2 Evaluation: methods and arrangements

1. An examination is any evaluation of the extent to which a student on the basis of his study has acquired the competences that are connected with a course unit or a partial course unit. This evaluation needs to be carried out within the examination period provided for this purpose, except for the permitted derogations referred to in Art. 1.2 paragraph 3 and 5.

The evaluation method is determined on the basis of the competences to be assessed and is published in the study guide. If necessary, another evaluation format may be used in the second examination opportunity of the academic year; this is mentioned in the study guide. The competent programme department monitors the evaluation methods.

2. Examinations on a course unit or a partial course unit which are organized over multiple education periods are evaluated as a whole. However, the competent programme department may, on the advice of the responsible coordinator, decide that a partial examination may be taken for such (partial) course unit after several education periods.

Participation in all partial examinations is a prerequisite for obtaining an examination mark for the entire course unit. The proportional of each partial examination and the way in which the final result is achieved is determined in advance. It is also indicated whether and under which conditions the results of the examinations can be retained for a second (and possibly next) examination opportunity. This information is mentioned in the study guide.

3. The competent programme department may, on advice of the responsible coordinator, decide that (partial) course units or parts thereof are assessed outside the intended examination periods¹.

In this case, the following information is indicated:

- the description of the educational and learning activities;
- the evaluation methods and assessment moments;
- the proportional share of the individual evaluations and the way in which the final examination result is achieved;
- possible communication of results and individual evaluations;
- whether and under which conditions the results of individual evaluations can be transferred to a second (and possibly following) examination opportunity;
- whether it is possible or not that, if necessary, another evaluation method is used for the second examination opportunity (see also Art.1.3, paragraph 4).

Participation in all partial evaluations is a prerequisite for obtaining an examination result for the entire course unit.

The above information is mentioned in the study guide. The competent programme department monitors a balanced spread of these evaluations outside the examination periods.

¹ Hereinafter, these recognized evaluations will also be considered as (partial) examinations.

4. At the request of the responsible coordinator, the evaluation form referred to in the study guide may be changed on the basis of reasonable grounds, assessed by the competent programme department or its authorized representative(s) and no later than the commencement of the education period of the relevant (partial) course unit. In case of force majeure, the evaluation method may also be changed during the education period and is to be assessed by the education department or its authorized representative(s).
5. Students that are eligible for facilities (see education regulations Art. 8) or in the event of force majeure or in case of demonstrable structural problems, the head of programme may at the request of the student or, where appropriate, of the responsible coordinator, allow deviations from an evaluation method and/or evaluation/examination to occur outside the intended examination periods. The foregoing also applies in case of a special study pathway for working students.

Article 1.3 Participation in examinations and examination opportunities

Requirements

1. A student can only participate in an examination on a (partial) course unit if he/she has been enrolled for that course unit by means of his/her study contract. Without a valid registration, the obtained examination result is considered to be non-existent.
2. Participation in an examination may be subject to conditions regarding sufficient attendance in certain educational and learning activities. The programme department determines, on advice of the responsible coordinator, for which (partial) course units these conditions apply. This will be included in the study guide.

Examination opportunities per (partial) course unit

3. A student has, in principle, the right to two examination opportunities in the course of the academic year for each (partial) course unit for which he is enrolled to obtain a credit certificate (*Higher Education Codex Art. II 223*).
4. If the nature of the (partial) course unit does not allow that two examinations are taken in the same academic year, the right referred to in paragraph 3 may not be exercised in the same academic year. In that case, the student must re-enrol for the relevant course unit in a later academic year. The competent programme department decides, on advice of the responsible coordinator, for which (partial) course units or parts thereof this applies. This is stated in the study guide (*Higher Education Codex Art.II.223*).

First examination opportunity in an academic year

5. A student who is enrolled for a (partial) course unit will take the examination in the examination period immediately following the period during which the (partial) course unit is completed (or during the education period in the case of Art. 1.2 paragraph 3).
6. (*cancelled since 2013-2014*)

Second examination opportunity in an academic year

7. A second examination opportunity can only be taken in August/September (last examination period). Art.1.3 paragraph 4 should hereby be observed.
A student is automatically enrolled for the second examination opportunity on course units for which he/she obtained during the first examination opportunity a non-tolerated shortage. If a student wishes to use a second examination opportunity for course units for which he/she has obtained at tolerated shortage in the first examination opportunity, he/she must inform the head of programme and the student administration department in writing no later than 5 calendar days following the announcement of compliance with the tolerance rules. The student will then be enrolled for the second examination opportunity on the relevant course units.

Students who can graduate before January/February

8. Students who are able to finish their education early by taking an early examination have to submit a formal request to the head of programme within 30 calendar days after the (re-)enrolment. The application for early graduation must be filed electronically via My PXL when applying for the personalized learning track.

If appropriate, examinations may be provided, upon consultation with the responsible coordinator, for course units which have not been regularly evaluated in the previous examination period(s). The student will be automatically enrolled for this. The student can waive the option for early graduation until 6 weeks before the date of the early first examination sitting.

If a student fails to pass the early examination for the full programme, the head of education may allow the student to use his/her second examination opportunity in the examination period of June/July. The student who wishes to make an advanced use of his/her second examination opportunity will request so within three weeks following the first early examination sitting. The student may waive the option for early graduation until 6 weeks before the date of the early second examination sitting.

Force Majeure

9. A student who is absent from an exam, an evaluation moment or an educational activity with an obligatory presence, informs as soon as possible, and in any event on the day of the absence, the student administration department of the campus. An employee of this department will inform the head of department, the head of the program, the exam ombudsperson and the examiner or lecturer concerned.

The student must submit his absence via My PXL in accordance with the following modalities:

- the absence must be entered within five calendar days (including the first day of absence);
- the absence must be substantiated with the necessary supporting documents. These supporting documents must also be uploaded at the latest within five calendar days (including the first day of absence) and/or delivered to the student administration department of the reception (in accordance with the departmental agreements that are distributed via the usual electronic communication channels);
- medical certificates must be issued on the first day of absence. In case this is not possible, a medical certificate issued on the day following the first day of absence is exceptionally accepted, provided that the student can submit a document of proof issued by the (family) doctor that he/she has used the next available appointment;
- if the absence is justified on the grounds of facilities, then the approved contract of the facilities must be uploaded.

If the student wishes to be considered for a catch-up exam, he has to submit an application to the head of department for this purpose within five calendar days (including the first day of absence). If the progress committee meets within this period, the student's application for the catch-up exam must be submitted at least 48 hours before the meeting of the progress committee.

In the event of approval, re-sitting examinations are organized on the last day of the examination period in June or in the case of absences in the second examination period at the end of the last examination period (September).

For the modalities concerning the catch-up exams, we refer to the departmental examination guidelines.

Students having their domicile in the Netherlands or Germany, who, under the regulations in their country cannot provide a medical certificate, should go to a doctor in Flanders.

The rule of absence in case of permanent evaluation is included in the ECTS sheet of the course unit.

Deadline for projects

10. The consequences of delayed submission of a project will be communicated in advance by the responsible coordinator to the student in writing/electronically. If a student, for well-founded reasons, anticipates not being able to respect the deadline, he contacts, before expiration of the deadline, the responsible coordinator who may determine a new submission deadline.

Article 1.4 Examination schedules during the examination periods

1. The examination schedules of the first examination opportunity are announced at least four teaching weeks before the start of the examination period. The examination schedules of the second examination opportunity are announced no later than the 10th of July.
2. The examination schedules mention at least the names of the responsible coordinators.

The names of the external and internal jury members who are also co-responsible for the grading, the chairman of the study progress committee and the ombudsperson are announced by the usual (electronic) communication channels no later than 1 week before the start of the examination period.

3. Examiners and students are not allowed to deviate from the stipulated examination schedules. An examination can only be moved because of weighty reasons. Any decision to move an examination is taken by the head of programme in consultation with the ombudsperson and the responsible coordinator who makes a new arrangement.

Article 1.5 Location and duration of the examinations

1. All examinations shall be taken in the buildings of PXL University College or at a location outside the premises of the university college where the education activities are conducted, except for:
 - cases of force majeure, to be determined by the chairman of the study progress committee;
 - examinations that may be administered at another location on proposal of the competent programme department and the responsible coordinator. In such case, this is indicated in the study guide.
 - examinations for students with granted facilities which may be taken at another location on the advice of the head of programme.
2. An examination which consists of an assessment at one particular moment may not take longer than half a day (approximately 4 hours). Any deviation from this needs the approval of the competent programme department on advice from the responsible coordinator.

Article 1.6 Public nature of oral examinations

1. Examinations are public. The student or the examiner himself has the right to request the attendance of an additional person at the oral examination. This may be a member of the study progress committee and/or an ombudsperson (not necessarily the ombudsperson of the relevant programme) and/or a neutral person within the university college.
2. The student or the examiner needs to file an application with the chairman of the study progress committee at least 7 calendar days prior to the examination. The ombudsperson mediates between the chairman of the study progress committee and the student or examiner on the designation of this additional person. The student cannot demand that an examination be postponed therefore. The additional person may in no way affect the course of the examination.

2. Examiner and examination marks

Article 2.1 Examiner

1. An examiner is any person who is involved in the evaluation of the extent to which a student has acquired the competences that are connected with a (partial) course unit or parts thereof.
2. The responsible coordinator coordinates the evaluation regarding the (partial) course units that have been assigned to him/her. He/she can be assisted by several examiners such as a co-titular, a member of the teaching team or an expert involved in the (partial) course unit.
3. An examiner may not be involved in the assessment of blood relatives and related persons up to the third degree nor in respect of persons with whom he/she is living together or his/her blood relatives and related persons up to the third degree.

Article 2.2 Awarding examinations grades

1. The examination mark for a (partial) course unit (one mark per (partial) course unit) is determined by the responsible coordinator of the (partial) course unit, unless otherwise specified in the study guide.
2. The director Education and Student Policy may, on the advice of the competent programme department and responsible coordinator, decide that the examination result for a (partial) course unit has been/has not been obtained numerically. For the master programme (in English), the terms 'completed / not completed' are used. This is mentioned in the study guide.
3. Except in cases of non-numerical assessment obtained/not obtained or completed/not completed, the examination mark for a (partial) course unit shall always be a whole number with a maximum value of 20 (*Higher Education Codex Art. II.225*).
4. Reference points for assigning examination marks are as follows:

- 0 - 7	: weak
- 8 - 9	: unsatisfactory
- 10-13	: satisfactory
- 14-16	: good
- 16 +	: very good
5. A student has passed a course unit if he/she obtains an examination mark of at least 10 out of 20 or if he/she is assigned a non-numerical 'pass' mark. The term 'completed' is used for the master programme in the English language.
If this is the case, he/she obtains a credit certificate for this course unit.
Part marks of (partial) course units are expressed in decimals (to one decimal after the comma) and are added together according to the mathematical rules but at a score of 4/20 or less on one part, the mark for the course unit shall be 7/20, unless the score according to the mathematic rule is lower.

Article 2.3 Administrative processing of examination grades

The responsible coordinator submits the examination marks to the student administration immediately after each examination period but no later than two working days prior to the deliberation of the study progress committee.

3. Study progress committee: composition, operation and competences

Article 3.1 Composition of the study progress committee

1. A study progress committee is composed for each study programme, possibly differentiated by specialization. The study progress committee of a transition and preparatory programme is identical to the one of the consecutive master programme.
2. A study progress committee consists at least of four members:
 - the head of department as chairman (with voting right);
 - the head of programme (with voting right);
 - a member of the programme teaching staff (with voting right);
 - the examination ombudsperson is part of the study progress committee with an advisory vote;
 - the general director the PXL University College or his/her delegate is, in case of application of the Articles under 1. Internal appeal of the Legal Position Regulations, part of the study progress committee with an advisory vote.

A secretary may also participate in the study progress committee.

If the head of department is practically unable to chair the study progress committee, the head of programme shall act as chairman and the committee shall be expanded with an additional member of the programme teaching staff. Is desired, the study progress committee can be expanded with the track counsellor (with advisory vote), the student supervisor (with advisory vote) and other members of the programme teaching staff (with voting right).

The composition of the study progress committee may vary depending on the time of meeting (January/February or June/July and August/September).

Article 3.2 Deliberation and report of the study progress committee

1. The study progress committee shall deliberate at least 3 times per academic year, namely after semester 1, after semester 2 and after the 2nd examination sitting. These moments are recorded in the year calendar of the programme. An exception to this timing may always be made for students who qualify to complete their studies earlier in the academic year.
2. Each voting member of the study progress committee has one vote. The ombudsperson is not a member of the study progress committee but participates in the meetings with an advisory vote.
3. A study progress committee can only take binding decisions on a student in a meeting if at least the minimum occupation is provided and three voting members are present in the study progress committee meeting. The examination ombudsperson (with advisory vote) must also be present.
4. Any decisions in the study progress committee meeting are taken unanimously if none of the present members demand a vote by show of hands or a secret ballot. The ombudsperson is also allowed to request a vote. In the event of a vote, the study progress committee shall decide with a regular majority of votes. Any abstentions, blank votes or invalid votes shall be considered as non-existent. In the event of a strike of votes or an ex aequo, and if a new ballot has not yielded any other result, the chairman of the progress committee decides.
5. Members of the study progress committee do not participate in deliberations and decisions with regard to relatives up to the third degree nor with respect to persons with whom they are living together or those relatives up to the third degree.
6. The members of the study progress committee and other involved persons are bound to safeguard the confidential nature of the deliberations.
7. The decisions of the study progress committee, including the justifications for deviations from the general rules, are included in a report. This report is signed by the chairman and the secretary of the study progress committee (in the event of a meeting, the attendance list is also included).

Article 3.3 Competences of the study progress committee

1. With regard to students enrolled under a diploma or examination contract with the goal of obtaining a diploma, the study progress committee has the following competences:
 - analysing the established results and approval for publication of these results on My PXL;
 - issuing a non-binding study advice (for example: following programmes of the university college's wide range, additional student support from the student supervisor, re-orientation ...);
 - correct application of the tolerance rules;
 - correct application of the rules regarding the degree of merit;
 - more flexible application, where appropriate, of these tolerance rules or rules regarding the degree of merit in the event of exceptional circumstances;
 - formulation of non-binding advices in the context of the broad study progress policy of the university college after the last examination period.
2. The study progress committee may, in exceptional cases and based on objective grounds, terminate early the internship or any other practical course unit, if the student has demonstrated by actions that he/she is not suitable for employment in one or more of the occupations which the study programme is training him/her. The student, whose internship or practical course unit in implementation of the first paragraph is terminated, is not entitled to a second examination opportunity unless the imposed binding conditions have been met. The study progress committee shall state in detail the reasons for the decision for an early termination of an internship or practical course unit.

3 bis. Bureau of the examination board: composition, operation and competences

These articles have been removed since 2015-2016.

4. Ratings: 'passing' and degree

Articles 4.2, 4.3, 4.4, 4.5, 4.6 and 4.7 paragraph 1 relate to students enrolled under a diploma or examination contract with the goal of obtaining a diploma.

Article 4.1 Percentage calculation

1. For the purpose of determining the weighted percentage obtained over the full programme or part thereof (see Articles 4.2, 4.4, 4.5 and 4.6) applies:
 - the examination marks obtained for each course unit are weighted according to the number of credits linked to it;
 - the weighted percentage is expressed in an integer; this will be rounded up if the first digit after the comma is at least 5 and in other cases rounded down;
 - exemptions as well as non-numerical examination results are not taken into account when calculating the percentage.

Article 4.2 Passing a deliberation package of a bachelor programme

1. In a bachelor programme, the study track of a student (enrolled under a diploma or examination contract with the goal of obtaining a diploma) gives rise to two deliberation packages:
 - a first deliberation package consisting of the course units involved from the first bachelor year of the full-time standard learning track of the relevant programme;
 - a second deliberation package consisting of the course units involved from the second and third bachelor year of the full-time standard learning track of the relevant programme.The two deliberation packages together cover the entire study programme (at least 180 credits). There is only 1 deliberation package of 60 credits for the master programmes.

2. A student has passed the first deliberation package of a bachelor programme (described in the first paragraph) if he/she has obtained an examination mark for each course unit belonging to the deliberation package, except for exemptions, and if he/she meets one of the following conditions:
 - all examination marks lead to credit certificates;
 - he/she has achieved maximum 2 unsatisfactory marks of 8 or 9 out of 20 and the sum of the credits that are linked to these tolerable unsatisfactory marks amounts to 12 credits^(*) at the most; furthermore, he/she needs to have obtained at least 54% (weighted) if there is one unsatisfactory mark and at least 58% (weighted) if there are two unsatisfactory marks (*tolerance rule*).

(*) In case of exemptions, the admitted credits for tolerable unsatisfactory marks are calculated in proportion to the actual selected credits (rounding upwards from 0.5, otherwise downwards). The weighted percentage is calculated as stated in Art. 4.1.

3. A student has passed the second deliberation package of a bachelor programme (described in the first paragraph) if he/she has obtained an examination mark for each course unit belonging to the deliberation package, except for exemptions, and if he/she meets one of the following conditions:
 - all examination marks lead to a credit certificate;
 - he/she has achieved only unsatisfactory marks of 8 or 9 out of 20 and the sum of the credits that are linked to these tolerable unsatisfactory marks amounts to 12 credits^(*) at the most; furthermore he/she needs to have obtained at least 50% as weighted percentage (*tolerance rule*).

(*) In case of exemptions, the admitted credits for tolerable unsatisfactory marks are calculated in proportion to the actual selected credits (rounding upwards from 0.5, otherwise downwards). The weighted percentage is calculated as stated in Art. 4.1.

Article 4.3 Passing a bachelor programme

1. A student has passed the relevant bachelor programme if he/she has passed the first and second deliberation package for the bachelor programme as indicated in Art. 4.2.

Article 4.4 Passing a master programme

1. A student has passed the relevant master programme if he/she has obtained an examination mark for each course unit belonging to the master programme, except for exemptions, and if he/she meets one of the following conditions:
 - all examination marks lead to a credit certificates;
 - he/she has achieved only unsatisfactory marks of 8 or 9 out of 20 and the sum of the credits that are linked to these tolerable unsatisfactory marks amounts to 6 credits^(*) at the most (one-year master programme); furthermore, he/she needs to have obtained at least 50% as weighted percentage (*tolerance rule*).

(*) In case of exemptions, the admitted credits for tolerable unsatisfactory marks are calculated in proportion to the actual selected credits with a maximum of 6 credits, respectively 12 credits (rounding upwards from 0.5, otherwise downwards).

The weighted percentage is calculated as stated in Art. 4.1.

2. The afore-mentioned stipulations for the master programme also apply for the academic teacher training programme.

Article 4.5 Degree of distinction

1. If a student has successfully passed a programme, his/her degree of distinction is calculated as follows:
 - distinction for a weighted percentage from 68 % onwards
 - great distinction for a weighted percentage from 77 % onwards
 - greatest distinction for a weighted percentage from 85 % onwards.The weighted percentage is calculated as indicated in Art. 4.1.
2. A student shall not receive a degree of distinction if his/her actual selected study programme is less than half of the total number of credits linked to the programme.
3. The study progress committee is authorized to deviate from the rules set out in Art. 4.5 paragraph 1 in exceptional circumstances and in a substantiated manner. The deviation may not be stricter than the rules referred to in 4.5 paragraph 1.

Article 4.6 Passing a transition or preparatory programme

1. A student has passed a transition or preparatory programme if he/she has obtained an examination mark for each course unit belonging to the programme, except for exemptions, and if he/she meets one of the following conditions:
 - all examination marks lead to credit certificates;
 - he/she has achieved only unsatisfactory marks of 8 or 9 out of 20 and the sum of the credits that are linked to these tolerable unsatisfactory marks amounts to maximum 10% of the actual selected credits; furthermore, he/she needs to have obtained at least 50% as weighted percentage. Rounding upwards from 0.5, otherwise downwards).
2. No degree of distinction is awarded to a student who passed a transition or preparatory programme. A student who passed a transition or preparatory programme receives a certificate (no diploma).

Article 4.7 General provisions regarding 'passing'

1. The study progress committee is authorized to deviate in a substantiated manner from the rules in Art. 4.2, respectively in Art. 4.3, Art. 4.4 and Art. 4.6, namely if the study progress committee believes that the objectives of the relevant programme part, respectively of the programme, have been globally realized (*Higher Education Codex Art. II.228 §1 and Art.II.231*). The deviation may not be stricter than the tolerance rules.
2. A limited number of course units can be excluded from tolerance; the student need therefore successfully have completed these course units. This is indicated in the study guide.
3. The fact that a student is declared globally passed for a programme does not imply that he/she receives a credit certificate for the course units which he/she did not pass (*Higher Education Codex Art. II.228 §2 and Art. II.231*).

4. If a student has passed a programme he/she will receive the diploma for the programme.

5. Resitting examinations

Article 5.1 Unsatisfactory marks

1. If a student did not obtain a credit certificate for certain course units in the first examination opportunity, it is not necessary for him/her to take an examination on those course units in the second examination opportunity within an academic year.
2. If, at the end of an academic year, a student has not yet passed the first/second deliberation package of the relevant bachelor programme (and has not been declared passed for the programme), respectively has not passed the relevant master's programme, he must resit examinations in the next academic year at least on:
 - the course units for which he/she obtained an examination mark lower than 8;
 - the course units for which he/she did not receive a credit certificate and which are excluded from tolerance;
 - the course units for which he/she obtained tolerable unsatisfactory marks in order to comply with the tolerance rules:
 - * as regards the number of unsatisfactory marks;
 - * as regards the number of credits in respect of the tolerable unsatisfactory marks;
 - * as regards the weighted percentage.

If the above-mentioned course unit is not offered in the subsequent academic year, an examination shall be taken in the first academic year in which the course unit is available again (the chairman of the study progress committee may take an appropriate measure in a graduation phase).

If the course unit is elective, the student is free to choose another elective course unit. An analogous arrangement applies for transition and preparatory programmes.

If a student does not re-enrol in the subsequent academic year for the course units for which he has obtained a tolerable unsatisfactory mark (8 or 9), then this decision is final and the tolerable unsatisfactory marks will be retained for the rest of his/her academic career.

However, the study progress committee may allow a student in exceptional cases to retake an examination for an unsatisfactory mark that was not re-sitted. The student therefore submits a motivated request to the chairman of the study progress committee.

3. By way of derogation from the provision in Art. 5.1 paragraph 2, a student who, at the end of the academic year, has obtained credit certificates for less than half of the credits actually taken in that academic year from the first deliberation package of the relevant bachelor programme, to re-take examination on all course units for which he/she did not obtain a credit certificate in the subsequent academic year.
4. If a student resits an examination on a (partial) course unit in one and the same academic year, the highest of the obtained examination marks will be validated. However, if a student resits the examination in a next academic year, the examination result obtained in that year shall replace the preceding one.
5. If a student passes for a partial course unit but not the course unit of which it is part of, the examination mark for the relevant partial course unit shall automatically be transferred to the next examination period (in the same academic year or, in case of re-enrolment, in the next academic year) and the student may resit this examination.
If a student wishes to waive this, he/she has to inform the chairman of the study progress committee in writing within 5 calendar days following the publication of the results.

Article 5.2 Credits

1. A student cannot waive a credit certificate (Higher Education Codex II. 225).

Article 5.3 Study progress: refusing enrolment

1. If a student is enrolled under a diploma or examination contract with the aim to obtain a diploma, he/she may only be refused further enrolment, whether or not subsequently, if binding conditions for the enrolment were previously imposed without any positive result or if it becomes manifest from the student's file that an enrolment shall not lead to a positive result (*Higher Education Codex Art.II.246; Education Decree XXV Art. IV. 56 §1*).
2. If a student is enrolled under a credit or examination contract with the aim to obtain individual credits, he/she may only be refused further enrolment if he/she has already enrolled twice (in other words: four examination opportunities) for a particular course unit without having obtained a credit certificate for the course unit (*Higher Education Codex Art. II.246*).

6. Publication of the examination results

Article 6.1 Announcement of the examination results

1. After each examination period and upon verification by the study progress committee, the student administration department informs each student as soon as possible via his/her electronic file (see Art. 2.3 paragraph 1 of the Examination Regulations) about:
 - the obtained examination marks including the results of the partial examinations referred to in Art. 1.2 paragraph 2 of the examination regulations
 - whether the student has passed the programme including the achieved degree of distinction
 - whether the student has met the conditions for passing a deliberation package.The results are final at the time of publication via the electronic file and cannot be modified anymore, except in case of material error or filed appeal. Internal appeal is not possible against examination marks that hold an opinion on a partial course unit.
2. The decision (passed and degree of distinction) of the study progress committee on the whole of the programme will be announced in a public session by the chairman of the study progress committee or his/her authorized representative.

Article 6.2 Right to inspection and feedback on the examination results

1. After the announcement of the results, the chairman and the examiners are available to the students for feedback on the results. The examiners will inform where and when they are available to discuss the results of the examination.
2. The head of department is responsible for retaining copies of the written examinations for a period of at least one year following the announcement of the results of the 2nd examination opportunity of the academic year in which the result was obtained. Artistic projects made by students during their education are to be retained by the examiner for at least 7 calendar days following the deliberation on the relevant package. The department is also responsible for the preservation of an electronic version of the submitted bachelor and master's theses and the accompanying completed assessment forms for the past three academic years. Students may inspect their examination at the moment of feedback. Students are deemed to attend such feedback session. In cases of force majeure, the head of department may decide to allow the inspection of the examination at a later time. This inspection is conducted individually and under supervision. The examination copies may not be taken, copied or photographed. Inspection of the examination can be requested with the ombudsperson or lecturer (as included in the examination guidelines).

Article 6.3 Validity of a credit certificate

1. A credit certificate is fundamentally valid for an unlimited period of time at the institution where the credit certificate was obtained (*Higher Education Codex Art. II.225 §3*).
2. In case of curriculum modification, the credits already obtained will be validated within the new study programme. The necessary transition measures are therefore provided (*Higher Education Codex Art. II.225 §4*).

7. Special provisions concerning specific course units

Article 7.1 Bachelor and master dissertations and major projects

The regulations and especially the assessment criteria are mentioned in the study guide together with the information per (partial) course unit.

Article 7.2 Internships

The regulations and especially the assessment criteria are mentioned in the study guide, together with the information per (partial) course unit.

Article 7.3 Group assignments

1. If the evaluation of a (partial) course unit involves a group assignment, the following needs to be communicated to the students, in addition to the provisions of Art. 1.2 paragraph 3 of the Examination Regulations:
 - the assessment criteria;
 - the different stages of the assignment;
 - the role of the group members;
 - the extent to which attendance of the group members is required;
 - the measures that apply if a student fails to fulfil the stated obligations.

If a group counsellor is assigned to each group of students, he/she shall guide the students throughout the entire process. He/she shall report on a regular basis to the relevant programme team and provide immediate feedback to the group members.

2. Every group assignment shall be evaluated afterwards by means of the given criteria. The examiner may differentiate and award an individual result based on motivated grounds.

8. Examinations taken at another institution

Article 8.1 Modalities, examination results and second examination opportunity

1. If a student is following course units at another domestic or foreign institution of higher education, in accordance with the conditions stipulated in the education regulations, the examination for these course units shall be taken at the time, location and under the conditions as determined by the institution involved.
2. If relevant, the result of the examination taken at another institution of higher education shall be converted, under the supervision of the study progress committee, into the point scale referred to in Art. 2.2 paragraph 4. In such case, the student shall be informed of the conversion rules before he leaves.
3. If a student failed to obtain a credit certificate for a course unit taken at another foreign institution for higher education, the study progress committee may grant him/her permission to take an examination in the next examination period of the same academic year at the University College on an equivalent course unit determined by the study progress committee. This will be done according to the rules of the host institution.

9. Irregularities

Article 9.1 Definition of the term 'irregularity'

1. An irregularity is here considered to be any kind of behaviour of a student, within the framework of an examination/evaluation, which makes or intends to make it entirely or partly impossible to form a correct judgment about his own or other students' acquired competences.

2. Plagiarism is an irregularity involving copying or translating the work of others, either in identical or in slightly altered form, without mentioning the source. Having texts drawn up or having the work performed by third parties is also considered to be plagiarism.
3. The possession of tools of which the use during an examination/evaluation was not permitted beforehand either in writing or digitally, is considered to be an irregularity.

Article 9.2 Identifying irregularities

1. During the examination:

When an irregularity is detected during an examination by an examiner or any other person charged with supervision, he/she shall inform the student involved of such observation and interrupt the student's ongoing interrogation. In anticipation of the judgment by the committee, the student is allowed to continue with the set of evaluation and examination, including the examination in question, be it, in case of the latter, after confiscation of the disputed documents and the copy that was already started. If a new blank copy of the examination is available, the student may continue for the remaining time of the examination on a blank copy. If no blank copy is available, the student may continue the examination for the remaining time using a pen in another colour or in any other way in which the student makes clear which part has been completed before and after the detection of the irregularity.

The examiner or any other supervising person shall inform as soon as possible the chairman of the study progress committee and the examination ombudsperson of any irregularity committed during (or as a result of) an evaluation or examination that may affect the final decision of the study progress committee.

Both parties make a statement of their version of the facts and sign it.

2. Before or after the examination:

If the irregularity is detected before or after the examination, the examiner (or another person detecting the irregularity) shall inform the chairman of the study progress committee and the ombudsperson as soon as possible of the irregularity that may affect the final decision of the study progress committee.

Both parties make a statement of their version and sign it.

Article 9.3 Dealing with irregularities

1. Deliberation:

The chairman of the study progress committee and the examination ombudsperson shall deliberate as soon as possible and interrogate the examiner/supervisor/detector on the irregularity as well as the student. Depending on the situation, both parties can be heard simultaneously.

2. The committee:

A committee decides whether or not an irregularity has been committed. The committee is composed of the chairman and the secretary of the study progress committee and of at least three non-involved members of the teaching staff. The ombudsperson participates in the committee with an advisory vote. For all cases of serious fraud, this committee may request an expansion of the committee reaching to all the teaching staff members of the relevant programme.

Article 9.4 Possible sanctions

If the committee is of the opinion that an irregularity has been committed, it may rule an appropriate examination-related disciplinary decision that must be duly motivated.

This decision may include:

- cancellation of the examination or practical test without losing the examination opportunities;
- a score of "0" for the examination or practical test in question;
- Determination that the student does not have any re-sitting opportunities for the examination or practical test in the same academic year;
- annulment of all examination marks obtained in the same examination period in which the fraud is committed;
- exclusion of the student from participation in one or more subsequent examination periods in the same academic year;

- a combination of the previous sanctions
- ...

If the committee believes that no irregularity has been committed, the examination taken will be considered to be a valid examination.

In case of an irregularity, that is so serious that a previous favourable decision has to be considered as legally null and void, the university college may decide, irrespective of the moment the irregularity was detected, to rescind the obtained results as well as any awarded certificates and diplomas.

The decision of the committee is a binding advice for the study progress committee that ultimately judges whether or not the student succeeds.

The student is informed of the decision of the committee by the chairman of the study progress committee in writing, by registered letter, or by email (sent to the student's email address at the university college) at least prior to the meeting of the study progress committee. This decision contains a reference to the possibilities for internal appeal.

Article 9.5 Possibilities for internal appeal

In case of an examination-related disciplinary decision, the student may submit a request for reconsideration of this decision within seven calendar days following the day on which the university college has communicated this decision. This appeal procedure is set out in Article 1.4 of the Legal Position Regulations.

10. Material errors

Article 10.1 Material errors identified before or during the meeting of the study progress committee

1. If a material error is identified before the meeting of the study progress committee, the responsible coordinator shall communicate the correct examination result to the student administration department.
2. Material errors that are suspected or identified during the meeting of the study progress committee shall be remedied as soon as possible during the meeting and with the approval of the responsible coordinator. Should this not be possible, Art.10.2 applies.

Article 10.2 Material errors identified after the meeting of the study progress committee

1. If a material error is suspected or identified after a meeting of the study progress committee, this needs to be formally reported by the student to the chairman of the study progress committee within an expiry period of 10 calendar days starting from the day after the decision was taken (*Higher Education Codex Art. II.282*).
2. If an identified error does not affect a decision taken by the study progress committee, the error will be remedied subject to approval of the responsible coordinator.
If the examination results have already been communicated to the student, the student administration department will formally inform the student of the corrected examination result and all results arising thereof.
The chairman of the study progress committee shall formally inform the study progress committee of these events.
3. If, however, an identified error might affect a decision taken by the study progress committee, the study progress committee shall take a decision on that within 7 calendar days following submission of the complaint. If it is impossible to convene the members of the study progress committee within this time frame, written advices of non-attending members can also be taken into consideration. The study progress committee shall decide in the student's interest regardless of the number of members present.

11. Conflicts

Article 11.1 Conflicts with regard to examinations

1. If a conflict between an examiner and a student before or during an examination/evaluation might jeopardize the correct procedure of the evaluation or assessment, this is communicated as soon as possible to the chairman of the study progress committee, possibly through the ombudsperson.
2. The chairman and the ombudsperson mediate in order to resolve the conflict (or the secretary, if the chairman is personally involved).

Legal Position Regulations

1. Internal appeal

Article 1.1 Object of appeal

Against the decisions referred to as such in these education, examination and legal position regulations, the student may appeal and follow the procedure for internal appeal. These are decisions relating to the enrolment and study progress of the student.

A study progress decision may be one of the following decisions:

- an examination decision being any decision, whether or not based on a deliberation, that involves a final judgment on whether or not one or several course units of a programme or a full programme should be passed;
- an examination-related disciplinary decision being a sanction imposed as a result of certain events during an examination;
- granting an aptitude certificate indicating that a student has acquired certain competences on the basis of previous acquired competences or qualifications;
- granting an exemption being the abolition of the obligation to take an examination on a course unit of part thereof;
- decision imposing a transition and/or preparatory programme and whereby the credit load of such programme is established;
- imposing a measure of study progress monitoring;
- refusal to include a particular course unit under a diploma contract for which the student is following an personalized learning track and for which he has not registered before;
- a decision regarding the equivalence of a foreign diploma of higher education with a Flemish diploma of higher education, taken pursuant to Article II. 256 of the Higher Education Codex;
- refusal of adaptations to students with disabilities, if the institution proves that the requested adaptations are disproportionate;
- in case of an examination-related disciplinary decision, the student may submit a request to reconsider this decision within seven calendar days following the day on which the university college has communicated this decision. This appeal procedure is set out in Article 1.4 of the Legal Position Regulations.

Article 1.2 Procedure internal appeal (with the exception of appeal against a decision of the study progress committee and an examination-related disciplinary decision)

1. The student may file a request for review of these well-defined decisions within seven calendar days following the day on which the university college has communicated this decision.
2. This request is submitted by the student via email to beroepsprocedure@pxl.be. Simultaneously, the request needs to be sent by registered letter to the general director of University College PXL. The student shall state the reasons underlying his request.
3. The appeal must contain, on pain of in-admissibility, the following information:
 - name and address of the student filing the appeal;
 - an email address where the appealing student can be reached during the pending procedure;
 - the date;
 - a description of the decision against which the appeal is directed;
 - a description of the objections against the decision (facts and means);
 - a copy of the decision to which the appeal relates;
 - signature of the student.
4. Within seven calendar days following the submission of the request, a decision is taken whether the request is admissible, or in other words, whether the request complies formally and procedurally with the conditions laid down. If this is not the case, the request is rejected motivated.
5. If the request is admissible, the general director shall arrange for a consultation between the person(s) involved.
He or his delegate shall also be present at the consultation, as well as the head of department that has been indicated as member of the appeal committee (see 6).
The consultation is intended to give the person(s) involved the opportunity to explain their view.

6. The internal appeal committee consisting of the general director or his representative (chairman) and a head of department decide on the basis of the file and the results of the consultation: either the decision is confirmed or the appeal committee takes a motivated other decision. Involved parties may not be part of the internal appeal committee. A secretary attends the meetings of the internal appeal committee.

That decision will be announced to the student via email within 20 calendar days after the appeal has been filed with the general director. This term is suspended during holiday periods until the next working day after the holiday period. Even if the last day of this term falls in the weekend or on a public holiday, the deadline shall be suspended until the next working day following this weekend or this public holiday.

7. If the possibility to file an internal appeal has been exhausted, the student may still file an appeal with the Council for Disputes on study progress decisions (see website <http://www.ond.vlaanderen.be/hogeronderwijs/Raad/>). He/she therefore submits a petition to the Council by means of registered letter within an expiry period of seven calendar days commencing on the day after cognizance of the internal appeal decision or upon expiration of a deadline of 20 calendar days upon filing the internal appeal. The postal stamp is valid as date of the appeal. The student is expected to also mail a copy of the petition to beroepsprocedure@pxl.be. If the last day of the expiry date is a Saturday, Sunday or public holiday, the term will be extended to the next working day on which the postal services are open.

The student cannot submit new resources in the procedure before the Council for Disputes on study progress measures, unless the basis thereof has been revealed only after completion of the internal appeal proceedings.

Article 1.3 Internal appeal procedure against a decision of a study progress committee

1. A student's complaint based on errors or irregularities that may jeopardize the validity of a decision taken by the study progress committee and thus require a new decision by the study progress committee is filed by the student via email and sent to beroepsprocedure@pxl.be. Simultaneously, the request must be sent by registered letter to the general director of PXL University College.

The complaint is submitted within seven calendar days following the official announcement of the results. The first day following the day on which the results are available for the students on My PXL is the day the deadline for the internal appeal procedure starts.

The student hereby announces the reasons underlying his complaint. The student can only file a complaint if he personally benefits from it.

2. The appeal must contain, on pain of in-admissibility, the following information:
 - name and address of the student filing the appeal;
 - an email address where the appealing student can be reached during the pending procedure;
 - the date;
 - a description of the decision against which the appeal is directed;
 - a description of the objections against the decision (facts and means);
 - a copy of the decision to which the appeal relates;
 - signature of the student.
3. Within seven calendar days following the submission of the request, a decision is taken whether the request is admissible, or in other words, whether the request complies formally and procedurally with the conditions laid down. If this is not the case, the request is rejected motivated.
4. If the request is admissible, the general director shall arrange for a consultation between the person(s) involved (such as the examiner(s), the supervisor(s) at the internship and the student), the chairman of the study progress committee, the examination ombudsperson and the head of department (if he is not chairman of the study progress committee). He or his delegate shall also be present at the consultation, as well as the director Education and Student Policy of representative. These two latter together form the internal appeal committee. A secretary is also member of the internal appeal committee without voting right. The parties involved cannot be part of the internal appeal committee. The general director may also decide to hear the student separately. This may be before or after the internal consultation.

The consultation is intended to give the person(s) involved the opportunity to explain their view and to demonstrate the merit of the decision of the study progress committee on the basis of the student's file.

If necessary, a separate hearing of the parties involved and the student is possible.

5. The internal appeal committee decide on the basis of the file and the results of the consultation:
 - the complaint is rejected motivated; or
 - there are sufficient elements available to reconvene the study progress committee in an extraordinary meeting. The study progress committee shall make a new decision autonomously after the views of the involved parties have been explained by the director Education and Student Policy. The general director or representative attends the meeting without voting right.

Each decision will be announced to the student via email within 20 calendar days after the appeal has been filed with the general director. This term is suspended during holiday periods until the next working day after the holiday period. Even if the last day of this term falls in the weekend or on a public holiday, the deadline shall be suspended until the next working day following this weekend or this public holiday.

This decision will be accompanied by full justification, will give reference to the possibilities for appeal with the Council for Disputes on study progress decisions and will mention the deadlines and formalities to be observed, as prescribed by the Higher Education Codex.

6. If the possibility to file an internal appeal has been exhausted, the student may still file an appeal with the Council for Disputes about study progress decisions (see website <http://www.ond.vlaanderen.be/hogeronderwijs/Raad/>). He/she therefore submits a petition to the Council by registered letter within an expiry period of seven calendar days commencing on the day after cognizance of the internal appeal decision or upon expiration of a deadline of 20 calendar days after filing the internal appeal. The postal stamp is valid as date of the appeal. The student is expected to also mail a copy of the petition to beroepsprocedure@pxl.be. If the last day of the expiry date is a Saturday, Sunday or public holiday, the term will be prolonged to the next working day on which the postal services are open.
The student cannot submit new resources in the procedure before the Council for Disputes on study progress measures, unless the basis thereof has been revealed only after completion of the internal appeal proceedings.

Article 1.4 Internal appeal procedure against an examination-related disciplinary decision

1. This request is submitted by the student via email at beroepsprocedure@pxl.be. Simultaneously, the request must be sent by registered letter to the general director of PXL University College.
2. On pain of inadmissibility, this appeal must at least contain the following information:
 - Name and address of the student filing the appeal;
 - An email address where the appealing student can be reached during the pending procedure;
 - The date;
 - A description of the decision against which the appeal is directed;
 - A description of the objections against the decision (facts and means);
 - A copy of the decision to which the appeal relates;
 - Signature of the student.
3. Within seven calendar days following the submission of the request, a decision is taken whether the request is admissible, or in other words, whether the request complies formally and procedurally with the conditions laid down. If this is not the case, the request is rejected motivated.
4. If the request is admissible, the general director shall arrange for a consultation between the person(s) involved (examiner/supervisor, student), the chairman of the study progress committee, the examination ombudsperson. He or his/her delegate shall also be present at the consultation, as well as the director Education and Student Policy or representative. The consultation is intended to give the person(s) involved the opportunity to explain their view. The examination ombudsperson makes a report of the consultation.
5. The internal appeal committee consisting of the general director or his/her representative (chairman) and the director Education and Student Policy or representative decide based on the file and the results of the consultation:
 - either the decision taken by the study progress committee is confirmed;
 - or the appeal committee takes a motivated other decision.
6. If the possibility to file an internal appeal has been exhausted, the student may still file an appeal

with the Council for Disputes about study progress decisions (see website <http://www.ond.vlaanderen.be/hogeronderwijs/Raad/>). He/she therefore submits a petition to the Council by registered letter within an expiry period of seven calendar days commencing on the day after cognizance of the internal appeal decision or upon expiration of a deadline of 20 calendar days upon filing the internal appeal. The postal stamp is valid as date of the appeal. The student is expected to also mail a copy of the petition to beroepsprocedure@pxl.be. If the last day of the expiry date is a Saturday, Sunday or public holiday, the term will be prolonged to the next working day on which the postal services are open.

The student cannot submit new resources in the procedure before the Council for Disputes on study progress measures, unless the basis thereof has been revealed only after completion of the internal appeal proceedings.

2. Council for disputes on study progress decisions

Article 2.1

1. As an administrative court of law, especially established for education, the Council rules on appeals against study progress decisions. The student first must file an internal appeal before he can file an appeal with the Council.

3. Ombudspersons

Article 3.1 Appointing ombudspersons

1. The management board of PXL University College shall appoint at least one ombudsperson per course unit at the start of the academic year (one and the same ombudsperson for multiple programmes is possible). Academic staff or staff members with relevant experience in educational matters may act as ombudsperson. Furthermore, a replacement is appointed for each ombudsperson.
2. The management board of University College PXL shall appoint a central ombudsperson.

Article 3.2 Assignment of the ombudspersons

1. The ombudspersons act as mediators in disputes between students and one or more staff members. These disputes may relate to the application of the education, examination and/or legal position regulations of the student or to actions and situations that were experienced as unfair (*Higher Education Codex Art. II.279*).
2. The ombudsperson is bound to safeguard the confidential nature of consultations and conversations.
3. The ombudsperson of the programme acts as contact person and mediator in issues related to education and examination problems.

The specific assignments of the (programme) ombudsperson concerning examination and study progress decisions are laid down in the examination regulations, see Art. 1.6, Art 3.1, Art. 3.2 and Art. 9.2, Art. 9.3 and Art. 11.1.

4. The (programme) ombudsperson does not act as mediator in disputes concerning course units in which he is involved or if he is related to one of the involved parties (relatives in the first, second and third degree or anyone he is living with and their relatives in the first, second and third degree). In such cases, the replacement shall mediate or, if necessary, anybody else appointed by the PXL management board.
5. For any other disputes within the scope of paragraph 1 or for additional advice, students may contact the central ombudsperson.
Also, student representatives who believe that their rights are not respected can contact the institutional ombudsperson.

4. Entitlements of the University College to work of the student

Article 4.1 Common provisions

1. Scope and definitions

This regulation governs the rights of students of University College PXL on research results and the rights of students of University College PXL on the author works. These regulations are explicitly not applicable to doctoral dissertations.

These regulations are governed by the applicable Belgian intellectual property legislation, which always prevails over the provisions of these regulations in case of contradictions.

For the purposes of these regulations, the following terms will have the following meanings:

- **"Research results"** shall mean all results from research and development which do not qualify as author works;
- **"Author works"** shall mean all works of literature or art, as referred to in article XI.165 of the Belgian Code of Economic Law;

2. Dispute settlement

Disputes concerning the application of these regulations, including disputes about the proprietorship of the rights to research results or author works and publications thereof, will be submitted to the Director of Research and Service Provision, who will always seek legal advice on this. In the event of extreme urgency, the Director of Research and Service Provision may take provisional measures without obtaining prior advice, such as for example the suspension of a publication by the University College PXL. If necessary, a final decision will be taken no later than within a period of fourteen days. That period commences on the day following the written notification of the dispute to the Director of Research and Service Provision.

If the student does not agree with the (final) decision of the Director of Research and Service Provision, the student can file an internal appeal via email at beroepsprocedure@pxl.be. At the same time, the request must also be sent by registered mail to the general director of the University College PXL.

The petition shall be filed within seven calendar days from the date of the written notification of the decision. The student hereby announces the reasons underlying his request. The student can only submit an internal appeal if he/she benefits from it.

The petition must include, on penalty of inadmissibility:

- name and address of the submitting student;
- an email address at which the petitioner can be reached during the current procedure;
- the date;
- a description of the decision against which the appeal is directed;
- an explanation of the objections to the decision (facts and means);
- a copy of the decision which is subject of the appeal;
- signature of the student.

Within seven calendar days upon receipt of the petition, a decision will be made as to whether the request is admissible, or whether it meets the conditions laid down in a formal and procedural manner. If this is not the case, the request will be rejected with motivation.

If the request is admissible, the general manager organizes a consultation between the parties involved. The general manager - or his representative - shall also be present at the consultation, together with the Director of Education and Student Affairs or its representative. Together these two latter members form the internal appeal committee. A secretary, appointed within the members of the administrative staff, is also part of the internal appeals committee without the right to vote. Parties involved cannot be part of the internal appeals committee.

The general manager can also decide to hear the student separately. This may be before or after the internal consultation.

The internal appeals committee decides on the basis of the file and the results of the consultation:

- the (final) decision of the Research and Service Provision director is confirmed; or
- the internal appeals committee takes another motivated decision.

The student will be notified in writing of this decision (possibly via email) within 20 calendar days upon receipt of the petition by the general director. This period is suspended during holiday periods until the first working day after this holiday period. Even if the last day of this term falls on the

weekend or on a public holiday, the term will be suspended until the first working day after that weekend or this public holiday.

The aforementioned dispute settlement system does not affect any effective remedies that the student would be entitled to.

3. Deviation regulation

Articles 4.2 and 4.3 of these regulations apply as general rules for the recording of rights to research results and authors' works for students of University College PXL and the students can always, whether or not in accordance with an external organization, lay down a different regulation insofar as this is done in writing. Any other regulation to the contrary will be sent to PXL Research by the relevant department for information.

Article 4.2 Right to Author Works

1. Property rights

The University College PXL applies the general principle that the rights to authors' works belong to the student who has realized the work.

If an external organization or employee is involved in the financing or realization of the authors' works, the allocation of the property rights (ownership-use-publication-exploitation) must be recorded in writing between the student, the University College PXL and the external organization or employee and must be sent to PXL Research for information in accordance with article 4.1-§3. In connection with practice, internships and/or a bachelor's thesis, reference is made to the specific templates that have to be used for this purpose (see article 4.5).

2. Right of use

For the entire duration of the rights, the student grants the University College PXL a free, inalienable, worldwide, non-exclusive right to use the author's work for non-commercial purposes being education and research. This right of use starts as soon as the student submits his/her authors work at the University College PXL and includes at least the following rights:

- The right to record and archive the work of authors for academic purposes in whole or in part on all media, including but not limited to physical and digital online media, stating the name of the student.
- The right to reproduce, publish and distribute the authors' works for academic purposes, including verification purposes by electronic means or other means, in whole or in part, in an unlimited number of copies and in any possible manner, such as inter alia – but not limited to - the use of the authors work as teaching material, the inclusion of authors' works in a (digital) database, brochure ... and the making available of the authors' works in the library of the University College PXL, with mention of the name of the student.
- Other permitted use for teaching and research, as stipulated in article XI. 19.4 °, 7 ° and 8 ° WER.
- The right to quote within the meaning of Article XI. 189 § 1 WER.

The aforementioned right of use for the University College PXL is always guaranteed by the student, even if the student proceeds to exploit his author's work.

If the University College PXL wishes to publish an author's work, the student will be informed accordingly. The student has the opportunity to request – stating his/her reasons - that the publication is postponed for an additional period of maximum three (3) months in order to protect his commercial interests.

3. Publication conditions

The student may publish or submit his/her author's work in whole or in part for competitions. In these cases, prior to publication, the student must request permission from the relevant head of department whether or not to mention the affiliation with the University College PXL, as well as the statement that the work was realized under the supervision of the coordinating supervisor.

Upon publication, the student respects the regulations that are applied within the discipline concerned.

The University College PXL has the right to oppose the full or partial disclosure or publication if (i) the relevant author's work contains confidential information, or (ii) if this is necessary for the protection of the rights of University College PXL or of external organizations involved, or employees within the meaning of article 4.2-§1. If applicable, the student has the right to publish a summary of the authors' works or to have them published without mentioning confidential

information

Article 4.3 Right to research results

1. Property rights

- 1.1 University College PXL applies as a general principle that the rights to research results generated by the student in the context of his/her study program belong to the student.
- 1.2 The only exception to this is when the research result generated by the student builds, in whole or in part, on the results of research and development that have already been realized within the University College PXL or when the research result is part of a larger research project (internally or externally subsidized projects), of scientific services or contract research. In that case, the rights belong to the University College PXL.
- 1.3 If an external organization or employee is involved in financing or realizing research results, the allocation of all rights (ownership-use-publication-exploitation) must be recorded in writing between the student, the University College PXL and the external organization or employee. In connection with practice, internships and/or a bachelor's thesis, reference is made to the specific templates that have to be used for this purpose (see article 4.5).

2. Right of use

- 2.1 If article 4.3-§1.1 applies, the student grants the University College PXL a free, inalienable, worldwide and non-exclusive right of use for non-commercial educational and research purposes from the origin of the research result for the entire duration of the rights. The student spontaneously and immediately informs his/her coordinating person responsible for the course unit of all research results that he/she generates and provides all useful information to the University College PXL, including drawings and ideas underlying the research results.

The aforementioned right of use for the University College PXL is always guaranteed by the student, even if the student proceeds to exploit his/her research results.
- 2.2 If article 4.3-§1.2. applies, the University College PXL grants the student a free, inalienable, worldwide and non-exclusive right to use the research result for education and research from the origin of the research result for the entire duration of these rights.

3. Operating conditions

- 3.1 If article 26-§1.1. applies, the student may exploit his/her research result that is generated within the framework of a study program at the University College PXL. In that case, prior to the exploitation, the student must request permission from the coordinating person responsible for the course unit for mentioning the affiliation with the University College PXL and/or statement that the research result has been realized under the supervision of the coordinating supervisor.

The student hereby respects the regulations that are applied within the discipline concerned.

The University College PXL has the right to oppose the exploitation if (i) the relevant research result contains confidential information, or (ii) if this is necessary for the protection of the rights of the University College PXL or of involved external organizations or employees within the meaning of article 4.3-§1.3. of these regulations.

If desired, the student can transfer the exploitation rights concerning his research results to the University College PXL. This is only possible by means of a written agreement.
- 3.2 If article 4.3-§1.2. applies, the exploitation right relating to the research results only accrues to the University College PXL.

Article 4.4 Entry into force and cancellation provisions

These regulations enter into force as from the start of the academic year 2018-2019.

This regulation replaces all existing faculty provisions concerning works of literature and art and rights to research results.

Article 4.5 Practice, traineeship regulations and other departmental regulations

The practical regulations, traineeship regulations and other departmental regulations belonging to a department can be found in the study guide as a supplement to the student's education, examination and legal status regulations. You can consult these via the website www.pxl.be