

**EDUCATION, EXAMINATION
AND LEGAL POSITION
REGULATIONS**

2018-2019

EDUCATION REGULATIONS

GENERAL

For the students of a PXL-MAD programme, the regulations included in the OER PXL-MAD have priority over the provisions of this regulation.

The provisions contained in these education, examination and legal positions regulations apply to all courses and postgraduate programmes.

EDUCATION REGULATIONS

The education regulations of the University College PXL include all rules related to the education at the University College PXL. It thus contains important and useful information for you. We therefore recommend that you read the following sections of the education regulations at the start of the academic year:

- the language regulations;
- the regulations concerning credits and study time;
- the admission requirements for the bachelor programmes, bachelor after bachelor courses and postgraduate programmes;
- the provisions for enrolment and de-enrolment;
- the regulations with regard to the tuition fees;
- the various study contracts;
- the terms and procedures related to study progress (exemptions, IT, etc.);
- the admission conditions for exchange projects;
- the arrangement for internships during holiday periods.

Definitions

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 new academic year starts. 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.
Association	A non-profit association consisting of a university and one or more colleges with cooperation between these partners as a goal. The cooperation includes tightening the links between professional bachelors and the academic programmes including transition opportunities and development of curricular strands, research and logistic coordination. The University College PXL constitutes an association with the university Hasselt and the Transnational University Maastricht, called AUHL (Association University and Colleges Limburg).
Procedure of Appeal	<p>The procedure that is to be followed by both student and educational institution if the student disagrees with a study progress decision taken by the University College.</p> <ul style="list-style-type: none">• Procedure of internal appeal: Is applied in the event of appeal against decisions referred to in these education, examination and legal position regulations. The complaint will be dealt with internally.• Procedure of external appeal: This procedure is only possible if the internal procedure is exhausted. Appeals are then lodged with the Council for Disputes about Study Progress Decisions.
Scholarship student	A scholarship student is a student who receives a student grant from the Flemish Community or who meets the financial criteria to receive a study grant but does not get one because he/she does not meet the pedagogic conditions (your education).
Almost-scholarship student	A student who does not receive a study grant from the Flemish Community but whose reference income is maximum 3000 euro above the maximum financial maximum limit as laid down in the regulations regarding the study grants. The amount of 3000 euro will be indexed in accordance with Article II.218 VCHO (Codex Higher Education).
Credit certificate	The recognition of the fact that a student has acquired the competences associated with a course unit under an examination. This recognition is recorded in a document or a registration. The acquired credits, linked to the relevant course unit, are referred to as "credits".

You will receive a credit certificate for each course unit for which you achieve at least 10 out of 20. This credit certificate will remain valid indefinitely within the relevant education at the institution where you obtained it.

Credit contract	A contract that you conclude (usually for a limited number of course units) without your immediate intent to obtain a diploma. You will receive a credit certificate for each course unit for which you achieve an examination score of 10 or more out of 20.
Deliberation	The deliberation of the progress committee on the overall outcome of the student.
Diploma contract	A contract entered into by the University College with the student enrolling in order to obtain an education degree or diploma or who enrolls for a switching or preparation programme.
ECTS sheet	Detailed description of the course units for each programme in accordance with the international ECTS standards. ECTS stands for European Credit Transfer and Accumulation System.
EVC	A previous acquired competence, being the entirety of knowledge, insight, skills and attitudes acquired through learning processes that are not backed up by proof of study.
EVK	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 in the institution and training for which the student wishes the qualification to be taken into consideration.
Examination	Any evaluation of the extent to which a student has acquired the competences associated with a course unit on the basis of his/her studies.
Examination contract	A contract entered into by the University College with the student who enrolls under the conditions imposed by the institutional management for taking examinations with a view to obtaining an education degree or diploma, or a credit certificate for 1 or more course units. No lessons are followed in an examination contract and the student consequently only enrolls for taking exams.
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.
Degree	Designation of bachelor, master or doctor, awarded at the end of a course.

Degree of distinction	Special reference in the form of 'sufficient', 'distinction', 'great distinction' and 'highest distinction' on your diploma. This is given at the end of a bachelor or master programme or a specific teacher training programme and possibly at the end of a postgraduate programme (in case of minimum 45 credits).
Year package	Selected study programme or individual track, a package of x number of credits composed of course units of one or more tract stages of one or more programmes for which a student has enrolled and the student follows during a specific academic year. For students following the model track of a programme, the concrete year package coincides with a tract stage; for students with an individual track, the year package deviates from the track stage.
Learning account	The total package of credits that a student can use over the course of his or her studies for enrolment under a diploma contract in an initial bachelor or master programme or a course unit under a credit contract and which, depending on the number of credits for which the student has enrolled and he or she acquires, may evolve.
Educational activity	The general term for theoretical courses, exercise sessions, practicum, laboratories, didactic activities and any individual work and internships imposed on the student.
Education	A structural unit of the educational offer that is attested with a diploma upon successful completion.
Education programme	The programme of a full education consisting of 20 credits or more for a postgraduate degree, 60 credits or more for a bachelor-after-bachelor and 180 or 240 credits for a bachelor programme.
Course unit	A defined collection of educational, study and evaluation activities aimed at the acquisition of specific competences in terms of knowledge, insight, skills and attitudes.
Orientation track	A guiding track consisting of three phases which ensures good orientation and possible reorientation to promote flow and to guide the right student in the right education. This is done on the basis of personalized counselling advice.
Postgraduate degree	An advanced course which, in the context of further professional education, aims to extend and/or deepen the competences acquired upon completion of a bachelor's or master's programme with a credit load of at least 20 credits. A postgraduate certificate is attested with a postgraduate diploma.

Tuition fees	The amount to be paid by the student for participation in education and learning activities and/or examinations.
Credit load	The number of credits allocated to a course unit or a programme.
Credit	A credit expresses the time a student invests in a course unit. One credit represents 25 to 30 hours of study time.
- Selected credits	Credits connected to a course unit, for which a student is enrolled in a particular academic year.
- Acquired credits	Credits associated with a course unit, for which a student has received a credit certificate.
- Deliberated credits	Credits for which a student has not acquired a credit certificate based on examinations but for which a progress committee has decided that the corresponding course units need not to be resumed. The examination board has stated that the student has passed all of the course units that he has followed during the period in question.
Study track	In the context of a diploma contract, you choose a particular study track; you hereby have the choice between a model track (MT) or an individual track (IT).
- Standard track	A study track consisting of a programme-based training programme whereby is clarified by means of the introduction of compulsory and optional selection possibilities how a student can obtain the diploma connected to the programme. A professional bachelor programme of 180 credits is divided into 3 model track stages of each 60 credits.
- Personalized track	A personalized track is any track that differs from the standard track. It is a personalized study programme, for example due to exemptions or study delays.
Track stage	A described and defined part of an education programme consisting of approximately 60 credits (minimum 57 and maximum 63).
Accession Agreement	The agreement between Institution Management and student. The student agrees to be bound by the education and examination regulations and indicates which track he enrolls.
Succession	The registration for a course unit may be subject to the condition that the student must have followed another course unit or that the student must first have obtained a sufficient examination result for another course unit. If such a succession condition is imposed, this will be indicated in the ECTS sheet.
Exemption	An exemption means that you do not have to pass an exam on a particular course unit. You will not receive a credit certificate for the exempt course unit. It is your institution that

determines whether or not you yet an exemption. You can only get an exemption based on approved EVCs and EVKs.

Early de-enrolment

If a student de-enrols from the study program before the end of the academic year without the study program having been completed and the student has obtained a diploma and/or degree, this is called an early de-enrolment.

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Section 1. Language Regulations

Article 1. Educational activities in a foreign language

§1. The instruction and administrative language in the university colleges is Dutch. Only the following course units can be in taught in another language:

1. the course units having a foreign language as their subject, in that language;
2. the course units that are taught by foreign language visiting and guest professors;
3. the course units that are followed at another institution for higher education with the agreement of the university college;
4. the course units for which the university college will decide substantiated that the use of a language other than the Dutch language offers an added value to the student and is functional for the study programme;
5. the course units specifically designed for foreign students and for which an equivalent exists in the Dutch language, e.g. by means of cooperation between the institutions responsible for education within the province involved.

For the bachelor programmes, the use of a language other than Dutch is limited to maximum 18.33 % of the education programme. For this calculation, the course units having a foreign language as subject (Art. 1, §1 item 1) and the other language course units that are followed at another institution for higher education (Art. 1, §1 item 3) are not taken into account for the calculation.

The institution freely determines the instruction language in the bachelor-after-bachelor programmes, the master-after-master programmes, the postgraduate programmes and in the education and other study activities that are organized as part of continuing education as ongoing or further training.

§2. Without prejudice to the provisions of Article 7 of these education regulations, the institution provides the possibility for students who study an initial bachelor or master programme with other language course units or another language initial bachelor or master programme, to test their language knowledge and skills in this other language.

The institution provides for language coaching measures in the training programme for initial bachelor or master courses with other language course units or other language initial bachelor or master programmes. These language coaching measures may consist of:

- Language course units (including the subject language) offered within the package of compulsory courses units or as a compulsory elective course;
- Language coaching measures that are integrated in the other language course units. These language coaching measures provide active guidance for the students and are clearly recognizable as such for the students in the course unit.

§3. Each member of the teaching and academic staff in charge of an educational assignment must adequately master the teaching language in which he is teaching a course unit. This means that the staff member must master that language at the ERK level C1. This required proficiency in the teaching language is demonstrated by qualification certificates issued by officially recognized institutions which show that the staff member manages the teaching language at the required level. The required proficiency level is expected to be present if the staff member concerned has obtained a secondary education or a bachelor or master diploma or doctorate in the teaching language he lectures, at an institution in which that language is the instruction language.

By way of derogation from the above, the command of French or English at ERK level B1 is sufficient for a staff member who teaches a programme in the study field of Music and Performing Arts or Audio-visual and Visual Art.

Each member of the teaching and academic staff, in charge of an educational assignment, who does not lecture course units in Dutch, must master the Dutch language at level B2 of the European Reference Framework. The institutional management provides for a mandatory integration track that ensures that the staff member masters after two years at least the Dutch language at ERK level A2, that is concluded with the required proficiency level at ERK level B2 and that will be completed by the staff member involved within five years after his/her appointment or at the time of his/her appointment. The required proficiency level of the Dutch level is presumed to be present if the staff member concerned has obtained a Dutch bachelor or master diploma or doctorate in a non-foreign training. In addition, the required proficiency level of the Dutch language (B2) is assumed to be present for the members of the teaching staff and academic staff, in charge of an educational assignment, who:

- have been appointed for 2013-2014;
- have been appointed for 2013-2014 with a view to a permanent appointment;
- have been appointed for 2013-2014 for an indefinite period.

The institution provides for the members of the teaching and academic staff appropriate facilities including an accessible and need covering offer for Dutch and English and other language courses as well as language coaching measures.

Article 2. Examinations on educational activities in a foreign language

Students are entitled for a course unit in which a language other than Dutch is used and for which in the same education no equivalent in the Dutch language is lectured, to pass the examination in the Dutch language, except for those course units that have a foreign language as subject (Art. 1, §1 item 1) and the other language course units that are being followed at another institution for higher education (Art. 1, §1 item 3).

Section 2. Credits and study time

Article 3. Credit load

The College Board determines the training scheme for each programme being a coherent set of educational and other activities. The credit load of a programme is expressed in credits. A bachelor study programme has a credit load of 180 credits; a master study programme has a credit load of 60 or 120 credits. The study programme Bachelor in Nursing has a credit load of 240 credits.

A student following a full-time standard track spends between 1500 and 1800 hours to education and other study activities in one academic year.

One credit represents 25 to 30 hours of study time (for the bachelor study programme in nursing even 26-30 hours of study time). This is an internationally accepted agreement. A course unit of the study programme that, for example, includes 7 credits, requires a student's study time of between 175 and 210 hours.

Article 4. Study time measuring

The university college conducts a study time measurement at regular intervals among the students to determine whether the determined credits correspond with the study activity of the average student.

Article 5. Weighted examination mark in function of credits

Each course unit on which an examination is taken will receive an assessment whereby the examination mark for a course unit is expressed as a whole number with a maximum value of 20 except in case of a non-numerical value (pass or fail). Anyone who achieves at least 10 as examination mark or obtains the non-numeric assessment "passed", receives a credit certificate for that course unit. In determining the tolerance of deficits and in the awarding of degrees, a weighted examination mark of a course unit is used: the weight of a grade is proportional to the credits (the examination mark is multiplied by the number of credits of the course unit).

Section 3. Admission requirements

This section explains the admission requirements that apply to bachelor programmes, basic education programmes scheduled for discontinuation, one or more course units belonging to one or more programmes, the bachelor-after-bachelor programmes and the postgraduate programmes.

The admission requirements only apply if you want to enrol under a diploma contract or under an examination contract with a view to obtaining a diploma. If you do not meet the conditions that apply to you, you may however optionally be admitted to enrolment for certain course units subject to the conclusion of a credit contract (see also Art. 14).

If you do not meet the admission requirements or if you still have to comply with another procedure to be admitted, you are not yet enrolled (even not provisionally) and you cannot participate in the educational activities.

A/Bachelor programme

Article 6. Hold a secondary education diploma

§1. The following general admission requirement applies for enrolment in a bachelor programme

- a diploma of secondary education:
 - ASO (general secondary education);
 - TSO (technical secondary education);
 - KSO (secondary arts education);
 - BSO (seventh year) (vocational secondary education);
- or a short-type higher education diploma with full curriculum;
- or a higher education diploma for social promotion, with the exception of the Certificate of Pedagogical Competence;
- or a diploma, awarded in Higher Vocational Education (HBO5 diploma);
- an international baccalaureate awarded by the International Baccalaureate Organization in Geneva;
- a European baccalaureate awarded by a European school;
- or a diploma or certificate which, pursuant to a statutory provision, decree, an European guideline or an international convention is recognized as being equivalent;
- for students from the Netherlands: a VWO diploma, a propaedeutic or MBO 4 diploma (via a Vocational Training Path (BOL));

- for Chinese students: an APS certificate in addition to the secondary education diploma.

The director Education and Student Policy may authorize persons who have obtained a diploma or certificate in a country outside the European Union that is not recognized as equivalent to one of the diplomas listed above, item e (being: *a diploma or certificate which, pursuant to a statutory provision, decree, an European guideline or an international convention is recognized as being equivalent*). This is only possible provided the document in question grants access to a bachelor's programme in the country where it was awarded and is comparable to a Flemish bachelor's programme. An authentication check applies also for these diplomas and certificates as referred to in the above listing, item e, (being: *a diploma or certificate which, pursuant to a statutory provision, decree, an European guideline or an international convention is recognized as being equivalent*).

In addition to the above-mentioned requirements, all students with a foreign diploma must also have a valid residence permit at the time of enrolment and must prove that they are able to fully self-finance their studies and that have taken out an health insurance.

§2. Procedure deviant admission requirements (PAT)

Admission examination

If a student does not meet the admission requirements referred to in Art. 6 §1 for enrolment in a bachelor's degree programme and has reached or will reach the age of 21 on 31 December in the academic year of the intended enrolment, he may be subject to an admission examination conducted by the Admission Committee at association level. Deviation from the age condition may only be allowed for humanitarian causes.

Candidate students wishing to register for the admission examination direct their application to the Study Progress Department of the University College PXL. They investigate, on behalf of the association, whether the candidate can be admitted to the Deviant Admission Procedure. No cost will be charged for participation in the investigation of admission.

The admission examination consists of three parts: a study orientation file, an overall level assessment based on a test and a criterion-oriented interview.

Provided are at least 2 periods per academic year for handling the applications for admission based on deviant admission requirements. The application of the candidate student should follow the procedure and deadlines as described on the AUHL website (www.auhl.be), on the information page for Procedure Derogating Admission.

Admission committee and decision

The admission committee, composed at association level and in which both partner institutions are represented, conducts the admission examination and takes a decision. The candidates who pass the admission investigation will receive a proof of admission. The proof of admission is valid for an indefinite period of time.

It is a general admission for higher secondary education (non-programme-specific) to which a non-binding study advice is linked.

The admission certificate is recognized by the AUHL partners. The general rule is that all 5 Flemish associations and their institutions recognize each other's evidence of admission upon the Deviant Admission Procedure.

Candidates can participate only once in an admission examination for the purpose of enrolling for a specific academic year. If a candidate fails to pass the admission investigation for that academic year, he has the possibility to retake the admission investigation for a subsequent academic year. The restriction for retake applies for the Deviant Admission Procedure to all 5 Flemish associations and their institutions.

More information about this procedure and the regulations can be found on the website of AUHL (www.auhl.be).

Article 7. Requirement of sufficient knowledge of the Dutch language

If you cannot submit a secondary education diploma in Dutch, the university college will make your admission for enrolment subject to proof that:

- you have passed the test on your knowledge of Dutch organised by the association, or
- you are in the possession of a certificate showing that you have acquired at least CEFR level B2 (or an equivalent) at a university language centre or a CVO, or
- you have successfully completed at least one year of secondary education in Dutch, or
- you have declared passed for a programme or one or more programme units with a total study load of at least 60 ECTS in the Dutch-speaking higher education system, or
- you have obtained a language certificate of the Dutch Language Union, certificate for Dutch as foreign language of the type Educational Qualified to Start (former PTHO: profile language proficiency for higher education) or Educational Professional (former PAT: academic language proficiency profile).

If you do not meet the above requirements, you can take a language proficiency test organized at association level.

More information about the language proficiency test, the dates on which the language proficiency test will be organized and the cost of participation in the language proficiency test can be found at the website of University College PXL (www.pxl.be) and at the Student Administration Department (taalproef@pxl.be).

If you do not pass this language proficiency test, you will not be allowed to enrol. In addition, you can take this language proficiency test only once per academic year.

The university college can make the admission to the first enrolment in a programme that is offered entirely in another language than Dutch subject to a language proficiency test for the language in which the programme is taught.

For the programme bachelor in Pop and Rock Music, you can very exceptionally on approval of the head of department and a programme expert be admitted to the programme without being in the possession of the above-mentioned certificate. However, you have to acquire this competence in the course of the programme.

Article 8. Admission test Music

If you wish to enrol for the bachelor in Pop and Rock Music, you must pass an artistic test before enrolling. The modalities of this admission test can be found in the intake regulations.

Article 8bis. Entry test teacher training

The Bachelor's programs Teacher Preschool Education, Primary Education and Secondary Education have a compulsory, non-binding entry test on top of the general admission requirements. The entry test is imposed by the Flemish Government and organized by the Flemish University Council. The student can take the entry test digitally on <https://ilo.onderwijskiezer.be/instaptoets.html>.

After taking the entry test, the student receives a certificate of participation. The certificate of participation remains valid for one year. The student submits this proof to the student administration department. This takes place at registration or at the latest 14 days after registration. If the student cannot submit proof of participation no later than 14 days after enrolment, the university will dissolve his enrolment. All funds already paid (tuition fees and fees charged) will be refunded.

All students wishing to start the teacher training program must be able to present a valid certificate of participation, except in the case of the two situations below:

A student does not have to take a new entry test in order to obtain a valid proof of participation if he has already taken an entry test in the past, and:

- after being enrolled in another institution, now changes the institution and enrolls for the same teacher training program at the University College PXL;

OR

- after having been enrolled in the bachelor's program in Secondary Education and then changes to the bachelor's program Teacher Preschool, or vice versa, regardless of the institution;

OR

- after being enrolled in primary education at the University College PXL or at another institution changes to another teacher training program at the University College PXL.

Article 9. Study progress monitoring

In order to be admitted, you must be able to demonstrate sufficient study progress. The decree legislator has defined a number of minimum requirements. These were further refined within the University College PXL.

§1. General condition for all students

For all students at the University College PXL, at least the following general condition applies when enrolling for the academic year 2018-2019:

- In the academic year 2018-2019, you must have obtained at least 60% of the 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. Investigation study progress 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 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 enrolment 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 have been admitted).

This decision may be:

1. The student is not admitted;
2. The student is admitted under the general condition as described in §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^e 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 of 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 9bis. 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.

Article 10. Financial requirement and valid residence permit foreign students

The content of this article is included in article 6 of these education regulations.

Article 11. Registration within 30 calendar days after the start of the academic year

Your registration with signature for your accession agreement must be done before the thirtieth calendar day following the start of the academic year (in this case October 17, 2018).

If you wish to register after this date, this is only possible upon approval of the head of training via the procedure 'Late registrations': see Article 21 of these education regulations.

Article 12. No outstanding due debts or missing documents in the administrative file

If you want to enrol or re-enrol, it will always be checked whether payments are still due at the university college. You will first have to pay the outstanding balance before you are admitted to another registration. If there are still documents missing in your administrative file, you will first have to submit these documents with the Student Administration Department before you are admitted to a subsequent registration.

Article 13. Determined contingent student/VTE for the professional bachelor programme in Pop and Rock Music

The nature of the programme, its organisation and the financial constraints do not allow that all candidate students who passed the admission test also effectively start the education. For this programme, only the best students will be selected from the number of succeeded candidates in the admission test, preferably the students with a diploma contract (see admission regulations Bachelor in Pop and Rock Music).

Article 14. Enrolment under credit contract

If you wish to enrol under a credit contract, this will always be subject to admission to the programme.

You therefore file an application with the Study Progress Department together with the necessary documents, if necessary.

These documents have to show that you have the required initial competences for the course unit for which you want to register under a credit contract.

The head of education decides, taking into account the provisions on succession, whether you can enrol for the specific course unit under credit contract.

This decision will be communicated to you by the Student Administration Department.

Article 14 bis. Refusal of enrolment

§1. If you do not comply with the general admission requirements that apply to you (see Art. 6 and following), your application for enrolment under a diploma contract will be rejected.

§2. Optionally: admission to registration under credit contract

In exceptional cases and provided you fulfil the language requirements, you may still be admitted to enrol for certain course units, if you conclude a credit contract. You always do this according to the procedure described in Article 14. The head of department may decide that you can only register for a limited number of credits in the form of a credit contract. Students who do not meet the requirements for diploma and evidence that they are enrolled for the Examination Board to obtain the secondary education diploma may benefit from this regulation only in the first academic year.

Article 14 tris. Students in the final year of secondary education (Smart Start)

If you are in the last year of secondary education and if you meet the language requirements, you can be admitted to enrol under a credit contract for one or more course units for a maximum of 10 credits. Application may be submitted in accordance with the procedure described in Article 14 of the education regulations. More information can be obtained from smartstart@pxl.be and via the website www.pxl.be.

Art. 14 quarter – Enrolment under an exam contract

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.

§1. 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 enrol.

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.

§2. Enrolment under an exam contract for obtaining credit certificates

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.

B/Bachelor after bachelor (banaba)

Article 15. Direct access

Bachelor programme students have direct access to subsequent bachelor-after-bachelor programmes. Admission to a bachelor-after-bachelor programme may also be restricted to persons who hold a diploma on a bachelor programme with specific programme characteristics.

OVERVIEW BANABA'S ADMISSION REQUIREMENTS

Bachelor in Intensive and Emergency Care

Direct access

- Bachelor in Nursing
- Master of Science in Nursing

Bachelor in Creative Therapy

To start this bachelor-after-bachelor programme, you must first follow the preliminary track. More information can be obtained from the Training Coordinator, Sarah Willems.

If you are of the opinion, based upon the competences you already acquired (through education and/or work) that you are qualified to access directly phase A of the programme, please contact Sarah Willems, sarah.willems@pxl.be.

Bachelor in Health Care Management

Direct access upon passing the admission test

- Bachelor in Nursing
- Bachelor in Midwifery

Admission test

See intake regulations

Other admission requirements

Other holders of a bachelor diploma that work in health care can be admitted, provided sufficient experience and prospects for a managerial function.

Bachelor in Tax and Management Accounting

Direct access

- Bachelor in Business Management
- Bachelor in Office Management
- Master in Law
- Master in Applied Economics

Students with another bachelor diploma may also be admitted if they already have relevant experience in business management or as independent entrepreneur.

Bachelor Interdisciplinary Elderly Care

Direct access

- Bachelor in Nursing
- Bachelor in Occupational Therapy
- Bachelor in Social Work
- Bachelor in Nutrition and Dietetics
- Bachelor in Applied Psychology
- Bachelor in Speech Therapy and Audiology
- Bachelor in Orthopedagogy

Other admission requirements:

Bachelor programmes from other study areas may be admitted to the programme following an admission investigation.

Article 16. Access via preparatory programmes

If you hold a diploma of a bachelor programme other than the one that gives direct access, you must first successfully complete a preparatory programme. The content and the credit load of such preparatory programme are determined according to the substantive relationship between the two bachelor programmes.

Article 17. Lifted (admission via Admission Board)

C/Postgraduate programme

Article 18. Admission requirements postgraduate programmes

OVERVIEW POSTGRADUATES

Postgraduate Autism-Coach

Direct access aimed at obtaining a postgraduate certificate

- All professional and academic bachelors from the study areas:
 - education (preschool, primary, secondary ...);
 - healthcare (occupational therapy, nursing ...);
 - psychological and pedagogical sciences (psychology, orthopedagogy ...);
 - social agogic work (agogic, social work, family sciences ...);
 - social health sciences (speech therapy ...);
 - movement and rehabilitation sciences (physiotherapy, physical education ...);
 - medicine.
- All professional and academic bachelors from other study areas who are parents of a child with autism.
- All professional and academic bachelors from other study areas who are not parents of a child with autism may enter after a positive interview.

Other admission requirements (aimed at obtaining proof of participation)

- Parents of children with autism who have neither a professional nor an academic bachelor can be admitted after an initial interview.

Postgraduate Credit Management

Direct access aimed at obtaining a postgraduate certificate

- Bachelor or Master diploma

Other admission requirements (aimed at obtaining proof of participation)

- Candidate students who do not (yet) have a higher education diploma can also enrol for the programme and receive a certificate of participation per followed module.

Postgraduate Culture Educator

Direct access aimed at obtaining a postgraduate certificate

- Bachelor Teacher Training for preschool, primary or secondary education
- Bachelor Tourism and Recreation Management
- Bachelor Communication Management
- Bachelor Visual or Audio-visual Arts
- Bachelor or Master from various Art and Culture Activities, Archaeology, History, ...

Other admission requirements (aimed at obtaining proof of participation)

- Candidate students who have not (yet) a secondary education diploma can also enrol for the programme and will receive a certificate of participation per followed module.

Postgraduate Expert ABI (acquired brain injury)

Direct access aimed at obtaining a postgraduate certificate

Persons holding a bachelor or master in health, social or human sciences (nursing, occupational therapy, physiotherapy, social community work, remedial education, psychology, speech therapy and medicine).

Participants must be able to demonstrate that they have acquired basic competences regarding NAH (through work experience, internships or previous education) and/or are prepared to acquire the basic competences through self-study.

Other admission requirements (aimed at obtaining a certificate of participation)

Persons with a different degree (graduate, bachelor or master) who have work experience with the target group.

Postgraduate Digital Marketing

Direct access aimed at obtaining a postgraduate certificate

- Bachelor or master diploma
- Work experience of 3 years

Other admission requirements (aimed at obtaining proof of participation)

- Other diplomas may give access to the postgraduate after following an admission procedure.

Postgraduate Energy Efficiency Services (EES)

Direct access aimed at obtaining a postgraduate certificate

- Bachelor diploma

Postgraduate Fertility Counsellor

Direct access aimed at obtaining a postgraduate certificate

- Bachelor in Nursing
- Master of Science in Nursing
- Bachelor in Midwifery
- Master of Science in Midwifery
- Bachelor Social Work specialisation Social Work
- Master of Medicine
- Master of Psychology
- Master Sexology

Postgraduate Building Management

Direct access aimed at obtaining a postgraduate certificate

- Holder of a bachelor's degree

Other admission requirements (aimed at obtaining a certificate of participation)

- Candidate students who do not (yet) have a higher education diploma can also enrol for the program and receive a certificate of participation for each module they have followed.

Postgraduate Interdisciplinary Mental Health Care

Direct access aimed at obtaining a postgraduate certificate

- All professional bachelors within the study area mental health care and social community work

Other admission requirements (aimed at obtaining a certificate of participation)

- Holders of another bachelor's degree and/or master's degree who work in the health care and welfare can be admitted to the study program after an admission test.

Postgraduate Methodical Treatment Concepts in Learning and Development Problems

Direct access aimed at obtaining a postgraduate certificate

- Bachelor in Occupational Therapy

Other admission requirements (aimed at obtaining proof of participation)

- Third-year students' occupational therapy with a part-time programme may be admitted upon evaluation of the individual file.

Postgraduate Non-confessional Ethics (not in academic year 2018-2019)

Direct access aimed at obtaining a postgraduate certificate

The programme is accessible to diploma holders of at least:

- HOKT + GPB (SLO)
- pBa + GPB (SLO)
- SLO, ILOAN, Aggregation (university / college)
- Integrated teacher training (preschool, primary and secondary) pBa

Students who successfully completed the optional module 'non-confessional ethics' of their preschool or primary education must still achieve 12 credits of the postgraduate.

Postgraduate Public Authorities

Direct access aimed at obtaining a postgraduate certificate

- Holder of a bachelor's degree

Other admission requirements (aimed at obtaining a certificate of participation)

- Candidate students who do not have a bachelor's degree can enrol for the program and a certificate of participation.

Postgraduate Elderly Care

Direct access aimed at obtaining a postgraduate certificate

- Bachelor in nursing
- Bachelor in occupational therapy
- Bachelor in social work
- Bachelor in nutrition and dietetics
- Bachelor in applied psychology
- Bachelor in speech therapy and audiology
- Bachelor in remedial education

Bachelor's programs from other study areas can be admitted to the program after an admission test.

Other admission requirements (aimed at obtaining a certificate of participation)

- Nurses with an HBO5 diploma can also participate. They receive a certificate of participation.

Postgraduate Project Management

Direct access aimed at obtaining a postgraduate certificate

- Bachelor or Master diploma plus 3 years work experience

Other admission requirements (aimed at obtaining proof of participation)

- Candidate students who have not (yet) acquired a bachelor or master diploma but who can submit a work experience of at least 3 years may be admitted after an initial interview.

Postgraduate Somato-Psycho Pedagogy

Direct access aimed at obtaining a postgraduate certificate

- Bachelor or Master Degree from the study areas of Health Care, Social Community Work, Rehabilitation Sciences and Physiotherapy and Psychological Sciences.

Postgraduate Sports Management

Direct access aimed at obtaining a postgraduate certificate

- Bachelor or Master diploma

Postgraduate Study Pathway Coaching

Direct access aimed at obtaining a postgraduate certificate

- Bachelor or Master diploma

Other admission requirements (aimed at obtaining proof of participation)

- Candidate students who do not (yet) have a higher education diploma can also enrol for the programme and receive a certificate of participation per followed module.

Postgraduate Supported Employment Coach

Direct access aimed at obtaining a postgraduate certificate

The postgraduate will principally focus on participants who:

- are involved in supported employment in practice, but participants without experience can participate under strict conditions;
- are motivated to go through a learning process, in which reflection on the own professional practice is central;
- have a Bachelor's or Master's degree;
- have the opportunity to have contact with supported employment customers throughout the entire period of the course. Candidates who have a job in the

broad sector of employment, reintegration and guidance undoubtedly meet this condition. Candidates who do not have such a job will look for opportunities to coach supported employment clients, for example through volunteering.

Other admission requirements (aimed at obtaining a certificate of participation)

- Candidate students who do not have a bachelor's degree can enrol for the program and a certificate of participation. These candidate students may be invited for a personal interview.

Postgraduate Real Estate

Direct access aimed at obtaining a postgraduate certificate

- Bachelor diploma

Other admission requirements (aimed at obtaining proof of participation)

- Students in the final year of their bachelor diploma
- Candidate students who do not (yet) have a higher education diploma may, provided they can proof relevant professional experience and/or sufficient motivation, also register for the programme and will receive a certificate of participation per followed module.

Postgraduate Nurse in General Medical Practice:

Direct access aimed at obtaining a postgraduate certificate

The postgraduate is aimed at persons with a Bachelor or Master in Nursing and Midwifery or Master in Medicine. Other bachelors or masters in the healthcare can be admitted to the programme subject to approval of the coordinator.

Other admission requirements (aimed at obtaining proof of participation)

Nurses with a higher professional diploma HBO-5 can also participate. They receive proof of participation.

Postgraduate Wound Management

Direct access aimed at obtaining a postgraduate certificate

- Bachelor in Nursing
- Bachelor in Midwifery
- Bachelor or Master of Medicine
- Other bachelors in professional health care

Other admission requirements (aimed at obtaining proof of participation)

- Graduated in Nursing (A2 or HBO5 diploma)

Section 4. Enrolment – De-enrolment

Article 19. General

The enrolment is an administrative and contractual procedure whereby the university college and the student conclude an accession agreement. Within the framework of the accession agreement, a contract will be concluded: a diploma contract, a credit contract or an examination contract: see further Section 5, Article 27 to 29.

From the moment of the digital signing of the accession agreement (upon enrolment), you can follow the educational and study activities within the limits of your contract and use all the services offered by the university college.

If the tuition fees have not or not fully been paid, participation in the examinations can be refused or your diploma can be withheld.

The accession agreement and the study contract are concluded for a period of one academic year and are digitally signed by the student via 'My PXL'.

Article 19bis. User data of students

§ 1. 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.

§ 2. 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 20. Enrolment procedure

The Student Administration Department handles the administrative part of the enrolment. Please contact this department to initiate an enrolment. All decisions taken and all approvals granted elsewhere related to registrations and tracks are also communicated to you by this department.

No agreement is legally valid if it is not registered by the Student Administration Department and, if applicable, ratified by a document.

You can enrol for one or more programmes or for one or more course units of one or more programmes.

More information on the concrete registration procedure can be obtained at the website www.pxl.be.

Article 21. Late enrolments

§1. Understanding of the term 'late enrolment'

A late enrolment is an enrolment that does not take place before the thirtieth calendar day following the start of the academic year (in this case October 17, 2018). Registration after this date is possible but only upon approval of the Head of Programme via the procedure 'late enrolments'.

§2. Procedure late enrolment

You enrol with the Student Administration Department and they check whether you meet the other admission requirements. They will refer you to your track counsellor.

The track counsellor will assist you in compiling your file and transfer it to the Head of Programme.

He/she will decide within 7 calendar days and check:

- for which course units the enrolment may still be admitted or not: the academic year may be too advanced for some course units to be enrolled. For course units that are evaluated continuously, you may need to do a replacement assignment etc.;
- whether you can follow a standard track or possibly have to compose a personalized track;
- what kind of contract is the best for you: a completely missed course unit may still be taken through an examination contract etc.;
- whether examinations have to be retaken;
- whether the evaluation of certain course units has already been over. In these cases, you may need to waive your first examination opportunity for that course unit, which means that you will not be able to use two examination opportunities in the current academic year for that particular course unit.

All these modalities are part of your contract.

The Head of Programme may refuse your late enrolment for certain course units if this will jeopardize your study progress.

§3. Change of programme

If you are already studying at the University College PXL and you wish to change your programme, in addition to your dropping out report (see Article 23 §1 of these education regulations) and de-enrolment of the first programme, you also have to file an application for late registration for the new programme, if this application takes places after October 17, 2018.

Article 22. Child support

The university college does not provide certificates for child support any more. The data regarding your enrolment will be forwarded automatically to the Higher Education Database.

For the most recent provisions of child support, we refer to the website of the National Office for Family Benefits for Salaried Persons.

Article 23. De-enrolment

§1. De-enrolment by the student

If you wish to discontinue your studies, you must contact your student supervisor (track counsellor or student coach). The student supervisor will issue a dropping out report following a conversation about your motives to discontinue your studies.

The student supervisor provides advice on a reorientation or on your further opportunities within or outside the University College PXL and will refer you to the Student Administration Department (Elfde Linie campus) for the further course of the de-enrolment. If applicable, the Student Administration Department will have your obtained results recorded permanently by a Technical Commission prior to deregistration. You then also 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 will give you a certificate stating the date of de-enrolment.

Only de-enrolments made through this procedure are valid. Oral de-enrolments or de-enrolments made via email or on telephone will never be accepted.

For the regulation concerning tuition fees for de-enrolment and reorientation, we refer to section 5, article 24, §4 of these education regulations.

De-enrolments are also disclosed via the Central Databank Higher Education to the Service Study Financing at the Ministry of the Flemish Community and the Service Child Benefits. The granted study grant and child support can be recovered by these services.

You are also responsible for notifying these services of your de-enrolment. You can therefore use a copy of the de-enrolment certificate.

§2. De-enrolment by the university college

Due to unauthorized absence

If it is determined that you have been repeatedly illegitimately absent from the organized educational activities or (partial) examinations, the university college may write to you with the request to justify the unauthorized absences.

If you fail to give satisfactory answers upon expiration of a period of 7 calendar days from the date of sending the registered letter, the university college may officially de-enrol you.

Due to inadequate learning account rating

The university college has the opportunity to de-enrol you when during the course of the year it appears that the institution at the enrolment did not receive the correct information on the learning account and that this rating seems to be insufficient.

Due to failure of completing your administrative file

If you enrol for a personalized track (see Art. 27,§2), you must submit a request with the track counsellor of the programme within 30 calendar days following the enrolment. If you do not complete your administrative file within the stipulated deadline, the university college may officially de-enrol you.

Discontinuation internship or practical course unit

The progress committee may, in special cases and based on objective grounds, terminate early the internship or another practical course unit, if you have demonstrated in your behaviour that you are not suitable for employment in the occupation for which the study is training you.

If the internship or practical course unit with application of the first paragraph is terminated, you are not entitled to a second examination opportunity unless the binding conditions are met. The progress committee shall provide sufficient reasons to substantiate its decision for early terminating an internship or practical course unit.

§3. Impact of the de-enrolment on the learning credits (diploma contract)

As a generation student (first enrolment at a college or university), when de-enrolling from a programme before the 1st of December and provided that a reorientation to another programme in our institution or from another institution before the 1st of December is made, your selected credits will be refunded in full*. If you de-enrol as generation student between the 1st of December and the 15th of March and you are re-orientated to another programme in our institution or at another institution, you will get a refund for half of your selected credits*.

This (*) only applies for course units for which you have not yet taken examination.

Overview of the limit dates academic year 2018-2019

Start (trimester/semester)	Limit date
All course units (OLODs) starting at the beginning of the academic year and completed in the first quarter of semester 1	October 11, 2018
All course units (OLODs) starting from the beginning of the academic year and completed in trimester/semester 1 or passing them	November 10, 2018
All course units (OLODs) starting in the second quarter of semester 1	December 18, 2018
Course units (OLODs) starting and completed in trimester 2	February 1, 2019
Course units (OLODs) starting and completed in semester 2 + PBA in education: secondary education: didactic workshop and internship of TS1, cross-subject competencies 2 of TS 2) + PBA in education: preschool: practice support and internship of TS1	April 1, 2019
Course units (OLODs) starting and completed in trimester 3	April 28, 2019
<i>Blocks</i> (Nursing, Midwifery and Occupational Therapy TS1+2+3, the Specific Teacher Training PXL-MAD and Agro- and Biotechnology – Greenery Management TS1 and TS2)	<i>See ECTS sheet per course unit (OLOD)</i>
<i>Internship courses</i>	<i>See ECTS sheet per course unit (OLOD)</i>

You will also find an overview of your limit dates at My PXL.

As a non-generation student, the credits of all course units of which the deadline has not yet expired will be reimbursed into your learning credits when de-enrolling from a programme.

To obtain more information on the learning credits: see www.pxl.be.

§4. Technical Progress Committee

The university college shall set up a Technical Progress Committee.

If necessary, this committee shall definitely determine the results when a student wishes to de-enrol early from the programme during an examination period.

This committee is composed of the chairman of the progress committee of the relevant programme and the director Education and Student Policy.

Section 5. Tuition fees

A/ Basic programmes

Article 24. Tuition fees for students with a diploma or credit contract

§1. General principles

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

In addition to the conventional registration for one single programme, you can also opt for a registration for one or more programme(s) and/or one or more course units in the same academic year.

Examples of such combinations:

- bachelor programme + bachelor programme;
- a bachelor programme + one or more individual course units.

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

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

The fixed part is payable only once in each academic year regardless of the number of registrations in the same academic year. If you intend to have multiple enrolments under a diploma or credit contract in the same academic year at the University College PXL, you only have to pay once the lump sum; for the calculation of the tuition fee, your enrolment will be considered as one enrolment.

Example:

You register for a bachelor programme under diploma contract of 30 credits and for 38 credits under a credit contract; for the calculation of your tuition fee applies your registration for 68 credits.

There are some exceptions to this rule:

- multiple registrations for a banaba are not considered as one registration: both the combination banaba + basic programme and the combination of two banabas are thus considered as two separate registrations (see also below)

The stipulations for scholarship students do not apply to the bachelor-after-bachelor programmes. This means, if you enrol as a scholarship student for a bachelor programme plus a banaba, you pay for the first programme the tuition fee in accordance with the stipulations for scholarship students and for the banaba, you pay the tuition fee according to the stipulations applying for this programme.

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

- Your status as student: non-scholarship student, almost-scholarship student or scholarship student. Students with an examination contract will never be entitled to receive a scholarship.
- Scholarship students do not have to pay the variable part of the tuition fees; they only pay the fixed amount.

Below you can find the amounts that you pay as a student, depending on your scholarship status. The tuition fee always consists of a lump sum (fixed part) supplemented by a variable amount depending on 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	/

SP = credit

§2. Terms and conditions of payment

New students

New students who wish to pay as a (almost-)scholarship student must at enrolment demonstrate that meet the financial requirements in order to qualify for a scholarship of the Flemish Community.

The standard calculation is based on the tax note on personal income tax of the person on whom the student is depending, 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 wish to re-enrol and who wish to pay as (almost-)scholarship student can do so based on their status as scholarship student in 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 April from the students who have not yet provided proof that they are entitled to a scholarship or an equivalent status. However, if it later emerges that the student is entitled to a scholarship, the amount in excess will be reimbursed.

Students holding a scholarship from the Netherlands

Students who already obtained a scholarship in the Netherlands must request at registration the tuition fee for a non-scholarship student. They are not eligible to receive a scholarship 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. Special situations

Tuition fee for some foreign students

The university college determines freely and in a substantiated manner the tuition fee for 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, the price of EUR 5,700 will be charged to students not belonging to the EER.

The director Education and Student Policy may depart from this regulation in a motivated manner provided that the maximum allowable upper limit of 2 % for foreign students is not exceeded.

Recognized refugees will not be charged a higher tuition fee.

Social measures

The tuition fee for the impecunious student will not be reduced unless you enrol for a banaba as an impecunious student, whose application for reduction of the tuition fee is approved on the basis of such calculation by the social services. See Article 24 quinquies of these education regulations.

Other allowances and repayment arrangements for students can be made by the Social Service of the Student Facilities Department.

Tuition fee for students showing an insufficient study progress

Students who are admitted to the programme after the admission examination and still have sufficient credits in the study account do not pay an increased tuition fee for the course units for which they have failed more than 2 consecutive times.

Tuition fee in case of insufficient credits in the study account

Students who are admitted to the programme after the admission examination pay for the number of credits for which their study credit is insufficient EUR 11.40 per credit additionally. Students who are entitled to a scholarship and almost-scholarship do not pay an increased tuition fee. In very exceptional and individual cases, the director Education and Student Policy may waive this increase.

§4. Tuition fees for early de-enrolment from the program and/or from University College PXL

De-enrolment up to 1 teaching month following the starting date of the academic year

If you de-enrol up to 1 teaching month following 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 de-enrolment 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 regulation applies on the understanding that the date of your registration or the start date of the programme is taken as point of reference.

De-enrolment between 1st and 2nd teaching month following the start of the academic year

If you de-enrol between the 1st and the 2nd teaching month following 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 owed tuition fee.

Only the fixed amount of EUR 108.80 will remain due for scholarship students as they do not have to pay a variable part.

The same regulation applies for students enrolling after the start of the academic year or programmes starting at a later date on the understanding that the date of your registration or the start date of the programme will be taken as point of reference.

Deregistration after the 2nd teaching month following the start of the academic year

If you de-enrol after the 2nd teaching month following the start of the academic year, the full tuition fee will remain due. Consequently, no refund of the tuition fee will be made.

The same regulation applies for students enrolling after the start of the academic year or programmes starting at a later date on the understanding that the date of your registration or the start date of the programme will be taken as point of reference.

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:
 - The tuition fee for the course units for which the teaching period has started remains due.
 - 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.

De-enrolment with a pending application for scholarship

For students de-enrolling whose scholarship status is still pending in application at that moment, the tuition fee will be calculated on the basis of the non-scholarship rate. If, after your de-enrolment, you would receive the approval for the scholarship, you must submit the approval to studiegelden@pxl.be in order to receive reimbursement for the overpaid tuition fee.

De-enrolment with incomplete administrative file

If you de-enrol or in case you are officially de-enrolled and your administrative file is incomplete, the fixed cost will be charged as owed tuition fee. The fixed cost for almost-

scholarship students and students without scholarship amounts to EUR 238.30. The fixed cost for students with a scholarship is EUR 108.80.

§5. Tuition fee in case of change of contract within the same study program

Change of contract type (diploma-, credit or exam contract)

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

Change of contract contents

- Additional course units

The tuition fee is recalculated according to the size of the new study programme. If necessary, an additional claim will be made.

- De-enrolment from course units

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

If necessary, there will be a reimbursement according to the determination of the number of credits (see rates tuition fee).

There will be no refund of tuition fee for de-enrolled course units that do not meet the above-mentioned condition.

§6. General terms and conditions in case of late payment of tuition fee

Protests are only accepted within eight calendar days upon receipt of the transfer. An interest of 1% per month is charged in case of late payment.

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

Any disputes will be settled before the competent courts of the District Hasselt.

Article 24bis. Tuition fee for students with an examination contract

If you enrol with an examination contract, your tuition fee also consists of:

- A fixed part (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 your tuition fee is not dependent on your scholarship status. As a student with an examination contract, you can never claim a study grant or scholarship.

	Fixed part	Variable part
Regardless of the scholarship status	EUR 108.80	EUR 4.10

Art. 24ter. Tuition fee for students with a combination of diploma and/or credit contract with examination contract

You can also enrol simultaneously under a diploma and/or credit contract as well as under an examination contract. In such case you will pay:

	Fixed part	Variable part
As 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 (enrolled under examination contract)
As 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 (enrolled under examination contract)
As scholarship student:	EUR 108.80 (fixed part diploma or credit contract) + EUR 108.80 (fixed part examination contract)	EUR 4.10 per credit under examination contract

SP = credit

Art. 24quater. Tuition fee for final-year students from secondary education enrolled under a credit contract for maximum 10 credits (Smart Start)

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

B/ Bachelor-after-bachelor

An enrolment for a banaba is always considered as a separate enrolment. If you combine banabas, you thus pay the imposed the tuition fee several times.

The type of your contract (diploma, credit or examination contract or a combination thereof) and your scholarship status are not relevant for determining the special tuition fees for the banabas.

If the organization of the programme is spread over 2 years, half of the tuition fee is paid in each year.

The university college determines (in conformity with the decree decisions) that the amount of the tuition fee for a banaba for impecunious students may be reduced upon approval of the application by the social service of the Student Facilities Service. For the determination of the tuition fees, the university college is not allowed to distinguish between students who graduated at the University College PXL and students coming from elsewhere.

Art. 24quinquies. Concrete tuition fees bachelor-after-bachelor for the academic year 2017-2018

§1. General provisions

Programme	Regular student	Impecunious student
Banaba Care Management	Fixed EUR 476.50 Variable EUR 22.80 per credit	Fixed EUR 476.50 Variable EUR 11.40 per credit
Banaba Intensive Care	Fixed EUR 476.50 Variable EUR 22.80 per credit	Fixed EUR 476.50 Variable EUR 11.40 per credit
Banaba Creative Therapy	Fixed EUR 476.50 Variable EUR 22.80 per credit	Fixed EUR 476.50 Variable EUR 11.40 per credit

Banaba Elderly Care	Fixed EUR 476.50	Fixed EUR 476.50
	Variable EUR 22.80 per credit	Variable EUR 11.40 per credit
Banaba Taxes and Management Accounting (TMA)	Fixed EUR 476.50	Fixed EUR 476.50
	Variable EUR 22.80 per credit	Variable EUR 11.40 per credit

Multiple enrolments for a banaba are always considered as separate enrolments. Consequently, the fixed amount will be charged at each enrolment.

The tuition fee of a banaba does not depend on the student's scholarship status.

The tuition fee for impecunious students enrolling for a banaba can be reduced if the application for reduction of the tuition fee is approved based on the calculation by the social service. You will then pay a reduced tuition fee for the variable portion, namely 11.40 euro per credit.

§2. Reimbursement tuition fee at de-enrolment

De-enrolment up to 1 teaching month following the start date of the academic year

If you de-enrol up to 1 teaching month following the start date of the academic year, the fixed amount of EUR 476.50 will be charged as owed tuition fee. This arrangement is also applicable if the de-enrolment takes place before the start of the academic year.

The same regulation applies for students enrolling after the start of the academic year or programmes starting at a later date on the understanding that the date of your registration or the start date of the programme is taken as point of reference.

De-enrolment between 1st and 2nd teaching month following the start of the academic year

If you de-enrol between the 1st and 2nd teaching month following the start of the academic year, in addition to the fixed amount of EUR 476.50, half of the variable portion will also be charged as due tuition fee.

The same regulation applies for students enrolling after the start of the academic year or programmes starting at a later date on the understanding that the date of your registration or the start date of the programme is taken as point of reference.

De-enrolment after the 2nd teaching month following the start of the academic year

If you de-enrol after the 2nd teaching month following the start of the academic year, the full tuition fee as charged will remain due. Consequently, no reimbursement of the tuition fee will be made.

The same regulation is applicable for students enrolling after the start of the academic year or programmes starting at a later date on the understanding that the date of your registration or the start date of the programme will be taken as point of reference.

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:
 - The tuition fee for the course units for which the teaching period has started remains due.
 - The tuition fee for the course units for which the teaching period has not started yet will be deducted.
- Both the fixed amount and the variable part of the course units for which you enrol in the new program will be charged.

De-enrolment with incomplete administrative file

If you de-enrol or if you are officially de-enrolled with an incomplete administrative file, the fixed cost of EUR 476.50 will be charged as owed tuition fee.

§3. Reimbursement tuition fee in case of contract change

Change of contract type

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

Change of contract content

- Adding course units.

The tuition fee is recalculated according to the size of the new study programme. If necessary, a new claim may be made.

- De-enrolment from course units.

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

There then will be a possible reimbursement after determination of the number of credits (see tariffs tuition fees).

There will be no tuition fee reimbursement for de-enrolled course units that do not meet the above conditions.

§4. General provisions in case of late payment

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

An interest of 1% per month will be charged in case of late payment.

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

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

C/ Postgraduate programmes

Art. 24sexies. Concrete tuition fees postgraduate programmes

Postgraduate Autism Coach

The tuition fee for the full programme amounts to EUR 1,500. Students, who, on the basis of previously acquired qualifications may be exempted for the first year, pay EUR 750 for the remaining second year.

Postgraduate Credit Management

The tuition fee for the full programme amounts to EUR 900.

Each course unit can be followed separately:

- Standard Credit Management: EUR 150
- Customer Risk Assessment: EUR 350
- Practicum:
- Operational Credit Management: EUR 200
- Collecting: EUR 150
- Specific topics in Credit Management: EUR 150

Postgraduate Culture Educator

The tuition fee for the full programme amounts to EUR 1,350.

Each course unit (module) can be followed separately:

- Orientation and Culture: EUR 350
- Culture and education: EUR 350
- Culture and Communication: EUR 350
- Culture and Product Development: EUR 350

Postgraduate Expert ABI (Acquired Brain Injury)

The tuition fee for the full programme amounts to EUR 900.

Postgraduate Digital Marketing

The tuition fee for the full programme amounts to EUR 1,250.

You can also enrol for the individual modules. The tuition fee for module 1 and 3 is EUR 350. The tuition fee for module 2 is EUR 700.

Postgraduate Energy Efficiency Services

The programme consists of 4 modules. The modules 1, 2 and 3 are essential for obtaining the certificate of postgraduate Energy Efficiency Services. If you enrol for the full programme (4 modules), you pay EUR 2,250.

The enrolment fee per separate module is:

- Performance-oriented energy efficiency projects Buildings: EUR 1,250
- Performance-oriented energy efficiency projects Project Cycle Cost: EUR 875
- Communication: EUR 375
- Materials: EUR 375

Postgraduate Fertility Counsellor

The tuition fee for the full programme amounts to EUR 1,000.

Postgraduate Facility and building management

The tuition fee for the full programme amounts to EUR 1,500.

Postgraduate Interdisciplinary Mental Health

The tuition fee for the full programme amounts to EUR 1,000.

Postgraduate Methodical Treatment Concepts in Learning and Development Problems

The tuition fee for the full programme amounts to EUR 900.

Postgraduate Non-confessional Ethics (not in academic year 2018-2019)

The enrolment fee for the full programme amounts to EUR 590. There is a possibility to enrol per course unit.

Based on exemptions, it may occur that students need to follow only one or a few module(s). The prices per module then are:

- Liberal humanism: EUR 105
- Ethical issues and curriculum NCZ: EUR 175
- Moral education, didactics and deontology: EUR 175
- Internship, spring festival and thesis: EUR 245

Postgraduate Public Administration

The tuition fee for the full programme amounts to EUR 1,500.

The enrolment fee per separate module is EUR 100 per credit.

Postgraduate Elderly Care

The tuition fee for the full programme amounts to EUR 450.

Postgraduate Project Management

The tuition fee for the full programme amounts to EUR 2,750.

Enrolment for separate course units is possible at EUR 100 per credit.

Postgraduate Somato-psycho-pedagogy

The tuition fee for the full programme amounts to EUR 1,250.

Postgraduate Sport Management

The tuition fee for the full postgraduate programme of 21 credits amounts to EUR 950.

The price for a module of 3 credits is EUR 150 and for a module of 4 credits you pay EUR 200.

Postgraduate Study Pathway Coach:

The enrolment fee for the full programme amounts to EUR 1,000. It is also possible to enrol per module at EUR 275 per module (EUR 55/credit).

Postgraduate Supported Employment Coach

The tuition fee for the full programme amounts to EUR 1,950.

Postgraduate Real Estate

The tuition fee for the full programme amounts to EUR 1,500. The enrolment fee per module is:

- | | |
|---|---------|
| - Introductory topics: | EUR 275 |
| - Legal aspects: | EUR 400 |
| - Technical aspects: | EUR 350 |
| - Financial, fiscal and underwriting aspects: | EUR 400 |
| - Marketing and sales: | EUR 275 |

Postgraduate Nursing in General Medical Practice:

The enrolment fee for the full programme amounts to EUR 1,950. It is also possible to enrol per module at EUR 75 per credit.

Postgraduate Wound Management

The tuition fee for the full programme amounts to EUR 900. The course material is included in the participation price. Each module can be followed separately at a cost of EUR 50 per credit.

Art. 24septies. Tuition fee when de-enrolling from a postgraduate programme

The registration fee consists of a fixed portion for the administrative processing of the enrolment and a variable portion depending of the tuition fee for the relevant postgraduate programme.

If you de-enrol after the definite enrolment and before the lessons start (or at the latest on the first (introduction) lesson day), you will pay a cancellation fee (fixed amount) equal to EUR 75.

If you de-enrol after start of the lessons (from the 2nd class day), you will the pay tuition fee for each commenced course unit/module.

If you have enrolled for one or more modules (and not for the full postgraduate programme) and you de-enrol after starting the module(s), you will have to pay the tuition fee of the commenced module(s).

If you have enrolled for the full postgraduate programme and you de-enrol after February 1, you will pay the full tuition fee.

Since you have paid the tuition fee before the start of the postgraduate programme, the amount you are entitled to (less the administrative cost or the tuition fee for each started course unit / module) will be reimbursed into the specified account number.

Art. 24octies. Administrative costs

The university college requests an amount of EUR 25 as administrative cost for producing a duplicate of a diploma.

The university college requests an amount of EUR 50 as administrative cost for producing a declaration of intent for foreign candidate students. This amount may be deducted in case of definitive enrolment.

The university college requests an amount of EUR 4 as administrative cost for producing a new student card in case this card is lost.

The university college requests an amount of EUR 50 as administrative cost for awarding a diploma based on exemptions referred to in Article 48 of these education regulations.

Section 6. Study contracts

A/Accession agreement versus study contract

Article 25. Accession Agreement

Upon enrolment or re-enrolment, you will have to conclude an accession agreement with the university college:

- you herewith express your intention to follow a track at the university college;
- you also agree to accept the education, examination and legal position regulations of the university college (which have been established according to proper participation procedures);
- you will be informed on the reciprocal rights and obligations and you will receive the necessary guiding information;
- you commit to pay the tuition fee associated with your enrolment;
- individual special or derogating provisions on the education, examination and legal position regulations applying to your (re-)enrolment are also included in the accession agreement.

By signing the accession agreement, you also enjoy the collective insurance the university college concludes.

Article 26. Study contract

In the context of this accession agreement, you will then conclude a study contract at the university college. This contract shall be concluded and signed through My PXL no later than the thirtieth calendar day following your registration.

You have the choice between three types of contracts:

- a diploma contract;
- a credit contract;
- an examination contract.

The choice of contract depends on the intended purpose and the study track. You can take multiple enrolments in one academic year and possibly also combine contracts.

B/Types of study contracts

Article 27. The diploma contract

A diploma contract is concluded to obtain a diploma. A bachelor's diploma is obtained after completing a study programme of 180 credits (equivalent to three full-time study years) with the exception of the professional bachelor programme in nursing (credit load of 240 credits).

Within the framework of such a diploma contract, you choose a particular study track whereby you have the choice between a standard track or a personalized track (individual track or IT).

§1. A standard track

In a standard track, the provisions regarding credit load, deliberation and study progress monitoring have been laid down for a whole group of students. A student who enrolls every academic year in a (predefined) track, does not apply for exemptions and does not sustain a study delay, follows throughout his entire study track the standard track as defined by the university college (namely 3 consecutive track stages of 60 credits each).

§2. A personalized track (Individual track or IT)

An individualized track or individual track is any track that differs from the standard track; it is a study programme tailored to your needs due to exemptions and delayed study track.

In case of delayed study track:

- Your IT always consists of the course units, in which you have not been declared passed, completed with new course units.
- Your IT could also be a reduced package, which consists only of those course units in which you have not been declared passed and which you have to retake, and therefore are smaller than the curriculum of course units of one track stage.

In case of exemptions:

- Due to obtained exemptions, your IT may consist of fewer course units than those of the track stage of 60 credits of the standard track.
- Your IT may also consist of course units of different track stages of the standard track.

The student must request his IT within 30 calendar days after his (re-)enrolment. For students (re-)enrolling in the months July and August, this term is automatically extended until the start of the academic year (in this case September 17, 2018).

Once in every academic year, the progress committee will evaluate the whole of the course units that are part of your IT according to the rules set out in the examination regulations.

§3. Contents of a diploma contract

The diploma contract contains the following entries (some of them are submitted as a separate document):

- the diploma that the student wishes to obtain and the objectives of the training programme;
- the credit load of the programme;
- the course units included in the track and the credit load and succession of these course units;
- the time period to which the enrolment relates;
- the conditions to obtain a credit certificate per course unit;
- where applicable: the obtained credit load reduction resulting from one or more exemption(s);
- the number of examination opportunities;
- the evaluation and deliberation rules;
- the possible measures of study progress monitoring (imposing binding conditions and/or refusal of enrolment);
- the binding conditions imposed within the scope of the study progress monitoring;
- any permitted derogations from the University College PXL education and examination regulations;
- possibly the permission to graduate early.

Article 28. The credit contract

If you want to follow a (usually limited) number of course units without the intention of obtaining a diploma, you will conclude a credit contract.

For each course unit for which you acquire an examination mark of 10 out of 20, you will obtain a credit certificate. You can collect as many credit certificates in your study track as you find useful.

If in the course of time you have accumulated enough credit certificates to qualify for a diploma, you can still conclude a diploma contract at that time.

The difference between the current credit contract and the former free student is the fact that the examination marks of 10 or more out of 20 entitle to a credit certificate.

It is possible, after being refused for enrolment due to non-compliance with certain general provisions, to become still permission to enrol for certain course units through a credit contract.

For more information on this procedure (see Art. 14 education regulations) please contact your track counsellor.

Article 29. The examination contract

§1. Understanding of the term examination contract

If you choose for an examination contract, you conclude an agreement with the university college via which both parties only engage for respectively conducting and taking examinations.

The preparation of these examinations is solely your responsibility.

The examination contract can be concluded to obtain either a diploma or a credit certificate. If you conclude an examination contract, you cannot use the material and organizational facilities of the university college. You cannot participate in the educational and other study activities and you cannot rely on interventions of the teaching staff (except for performing examinations).

Certain course units, described as such in the study guide, cannot be followed under an examination contract.

§ 2. Contents of an examination contract

The examination contract contains the elements of the diploma and credit contract that are also relevant for the examination contract.

The examination contract contains the following entries (some of them are submitted as a separate document, particularly as element of the education and examination regulations, the programme description and the course units included in the study guide):

- the course unit or the course units for which the student enrolls;
- the credit load per course unit;
- if applicable: the admission requirements for enrolment in the relevant course unit;
- the time period to which the enrolment relates;
- the conditions for obtaining a credit certificate per course unit;
- where applicable: the obtained credit load reduction resulting from one or more exemption(s);
- the number of examination opportunities;
- the evaluation rules;

- the possible measures of study progress monitoring (imposing of binding conditions and/or rejection of enrolment);
- the binding conditions imposed within the scope of the study progress monitoring.

C/Change of contract

Article 30. Modalities of contract changes

Under certain circumstances, you may change your contract during the academic year. This may involve:

- change of contract type (for example from credit to diploma contract)
- change of contract content, such as:
 - adding one or more course unit(s);
 - removal of one or more course unit(s) with the exception of those course units for which you were enrolled in a previous academic year but for which you were not declared passed;
 - change of choice unit (only for students of the programme bachelor in education; secondary education).

Article 30bis. Change of contract type

The contract type can only be changed once per academic year. Credit certificates already obtained can be entered as exemption.

Article 30ter. Change of contract content

The content of the contract can also be changed only once per academic year. Only once, but at any time of the academic year, you have the possibility upon approval of the head of your programme:

- to add a course unit;
- delete course unit(s) (with the exception of the course units for which you were enrolled in a previous academic year, but for which you did not declare passed) before the expiry of the boundary date of the relevant course unit;
- to change the choice unit.

Comment:

- for the sake of organizational reasons within the University College PXL (scheduling) may be deviated from the one-time opportunity to change;
- derogations from the education and examination regulations which imply a change of your contract during the academic year are not considered as chance as well as changes of your contract resulting from permitted facilities.

Article 31. Impact of the contract change on the learning account

If you add certain course units to your programme, the corresponding amount of credits will be deducted from your learning account balance.

If you delete certain course units from your programme before expiration of the limit date of these course units, the corresponding number of credits will be added to your learning account balance.

When the limit date of a course unit has expired, you can no longer delete the course unit.

Article 32. Procedure for contract change

The procedure for changing your contract is done through the PXL website. If you want to change your track, you are advised to contact your track counsellor who will assist you in this procedure.

The Head of Programme will decide on your application within 14 calendar days upon receipt; he/she may also reject your application for change if your study progress is put in jeopardy. The decision is communicated to you via the Student Administration Department. At any change, the rules being in force before your contract is changed apply for all the study performances already provided.

The number of examination opportunities already used in the previous contract is always taken into account.

If you change to a diploma contract, you will be exempted from the course units for which you already obtained a credit certificate.

D/Facilities

Article 33. Categories of students that qualify for a certain 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 disabilities:
 - i. Learning disorder (dyslexia or dyscalculia);
 - ii. Autism spectrum disorder;
 - iii. Attention deficit / hyperactivity disorder;
 - iv. Tic disorder;
 - v. Coordination development disorder;
 - vi. Development dysphasia;
 - vii. Development of stuttering;
 - viii. Combination of development disorders;
- f. Psychiatric disabilities (depression, anxiety, eating disorder, sleep 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 for a work track of the University College PXL
 - iv. You may not yet be in the possession of a second cycle diploma or master's degree;
 - ➔ If you belong to this category, you should apply for a status and based on the status, you can request facilities. However, if your facilities are generically included in your programme for all students (for example evening lessons, less contact

hours, distance learning ...), you will no longer be eligible for additional facilities.

b. Working student – working less than 80 hours per month

- i. You combine your study with a job, but you are enrolled for less than 80 working hours per month;
- ii. You must be enrolled in a basic programme at the University College PXL.
→ If you belong to this category, you should apply for a status and based on the status, you can apply for additional facilities.

c. Job-seeking student

- i. You are a job-seeker 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 in the possession of a second cycle or master diploma;
- iii. You must be enrolled in a basic programme at the University College PXL.
→ If you belong to this category, you should apply for a status. You are not entitled any more to additional facilities for job-seekers as you can follow the ordinary basic programme as an exempt job-seeker. (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, the Study Progress Department will take 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 sport students

a. Top athlete A

- i. being recognized on the basis of a certificate as category 1, 2, 3 or 4 of the Belgian Olympic and Interfederal Committee (BOIC);
 - ii. being recognized on the basis of a certificate as category 1, 2, 3 or 4 of the Flemish Bureau of Topsports (VBT-BLOSO);
 - iii. being recognized on the basis of a certificate as category 1, 2, 3 or 4 of the Flemish Sport Federation (VSF).
 - b. Top athlete B
 - i. have a certificate from 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, University World Championships);
 - ii. Have a certificate from the relevant Flemish or National Sports Federation showing that the student has been selected for a national junior or senior team.
 - iii. be recognized as promising youngster by the Federation;
 - iv. be a player in a team at the highest division.
 - c. Top athlete C
 - i. belong to the promising team in the highest class;
 - ii. belong, as for soccer, to the A core 1B;
 - iii. 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 special circumstances
 - a. Family Care: you combine your study 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 an attest of your family doctor.
 - b. Other circumstances that might impede your studying: the Study Progress Committee will examine together with you whether you are eligible for facilities based on special circumstances. Your situation must always be substantiated with documents requested by the cell study progress. 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 and you submit 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 education and examination facilities.

e) Student Representatives

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

- Students who, after the annual election in the University College PXL, are appointed as student representative in:
 - o the Student Council;
 - o the Supervisory Board of the University College PXL;
 - o the Executive Board of the University College PXL;
 - o the General Meeting, the Executive Board or the Student Council of the AUHL;
 - o stuvoraad.
- Students who are prepared to participate on a regular basis in the participation committees and the Training Council on their own initiative or at the request of the study programme management (also not through election).
- Students who are deputies in the VVS (Flemish Students' Association) or resulting from there in the VHLORA (Flemish Council of University Colleges), VLOR (Flemish Education Council), VLUHR (Flemish Council of Universities and University Colleges).

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

Article 34. Supporting documents for the status

You must be able to prove that you are part of one of the foregoing categories, using official documents of the competent authorities (doctor, employer, sports federation,...). For a student with a disability, the VLOR determines which certificates apply here. These include:

- Attestations of the VAPH (Flemish Agency for People with a Handicap), attestations of the Directorate-General for Persons with Disabilities.

- Certificates of the attending doctor, speech therapists¹, psychologists, remedial education experts,...
- Institutions such as CLB (Centre for Learning Counselling), 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 also provides standard documents that may be completed by a specialist physician. These will be made available to the students on the website under section 'facilities'.

Article 35. Procedure for status application

The student must apply for his/her status within 30 calendar days following his/her (re-)enrolment with the Study Progress Department 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 this case September 17, 2018). When applying for the status, the student must be able to submit proof of his/her circumstances (disability, top sports, work, special circumstances, and stuver). This proof is supplied by an authority and/or the treating physician who is authorized 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 applied for electronically and registered in "My SLB". (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 representatives referred to in Article 33, e), first indent (namely students that are appointed upon annual election within the University College PXL as student representative in: the Student Council, the Supervisory Board of University College PXL, the Executive Board of the University College PXL, the General Assembly, the Executive Board of the AUHL and the Stuvoraad) nor for the rowers who are

¹ Certificates of a speech therapist can be accepted if it is clearly demonstrated that it is a persistent and lasting problem (at least 6 months of remedy before diagnosing). A one-time test by a speech therapist is not enough.

part of the PXL rowing team (Top Athlete C). For these students, the status is automatically awarded.

Article 36. Procedure for granting facilities

Step 1: Application for the education and examination facilities

Depending on the situation, the Study Progress Department refers the student to the track counsellor or student coach for the application of the 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-coach, if:

- a. The student has a disability.
- b. The student is in exceptional circumstances.

The track counsellor/student-coach assesses the content of the application and discusses with the student which facilities, tools and individualized conditions are possible. The track counsellor/student-coach makes a proposal on the allocation of minimum and additional facilities, tools and individualized conditions.

The approval of the Head of Programme can be ticked in the electronic procedure. The student must, in principle, apply for his facilities within 30 calendar days following his/her (re-)enrolment. For students who (re-)enrol during the months July and August, this term is automatically extended until the start of the academic year (in this case September 17, 2018).

In any case, the student must 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 (possibly) may not be effective until the next examination period.

Students must re-apply for their facilities 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 approved electronically by the Head of Programme, the student can electronically sign the contract through "My SLB".

From that moment on, the facilities are a student's right.

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

This procedure does not apply to the elected student representatives referred to in Article 33, e), first indent (namely, students who are designated upon annual election within the University College PXL as student representative in: the Student Council, the Supervisory Board of University College PXL, the Executive Board of the University College PXL, the General Assembly, the Executive Board or Student Council of the AUHL and the Stuvoraad for allocation of the minimum facilities (as included in Article 36bis). The minimum facilities will be awarded to these students automatically. Application and allocation of facilities for the other student representatives or in addition to the minimum facilities of elected student representatives should be done according to the above procedure.

Article 36bis. Minimum facilities

For certain groups of students with disability and for student representatives, minimum facilities are provided. The student is always entitled to the minimum facilities, in other words, these are enforceable. In addition to the minimum facilities, additional facilities can be also be provided.

In concrete terms, this includes the following minimum facilities:

- Functional disability of motor skills
 - Educational facilities:
 - The student can rely upon the utilities adapted to the functional impairment.
 - Guided campus tour by the student coach or track counsellor.
- Auditive impairment
 - Educational facilities:
 - The student may sit at the very front of the classroom.
- Visual impairment
 - Educational facilities:

- The student may sit at the very front of the classroom.
 - Examination facilities:
 - Extended examination time (1/3 of the examination with a maximum of 1 hour).
 - The examination questions are read aloud by the lecturer / supervisor present.
 - Performance of the assignment and/or examination on a laptop made available for that purpose.
 - The examination assignments are made available on A3 format
The examination assignment is made available in printed version and in an adapted font.
- Chronic illness:
 - Chronic fatigue syndrome (CVS):
Educational facilities:
 - tailored time and/or schedule for performing tasks.
- Psychiatric disabilities
 - Autism spectrum disorder:
Examination facilities:
 - Extended examination time (1/3 of the examination with a maximum of 1 hour).
 - Attention deficit and behavioural disorders [included ADHD (attention deficit hyperactivity disorder), ADD (attention deficit disorder), ODD (oppositional deviant disorder) and CD (conduct disorder)]:
Educational facilities:
 - Study counselling by the student coach with focus on learning skills:
 Examination facilities
 - The examination is taken in a modified examination room (or isolated).
- Learning disorder
 - Dyslexia:
Examination facilities:
 - Extended examination time (1/3 of the examination with a maximum of 1 hour)
 - The examination assignment is made available in a printed version and a tailored font.
 - Spelling mistakes are not taken into account for course units where language is not a subject matter.

- Dysorthography (spelling disorder):
 - Examination facilities
 - Extended examination time (1/3 of the examination with a maximum of 1 hour).
 - The examination assignment is made available in a printed version and in a tailored font.
 - The spelling mistakes for course units where language is not a subject matter are not taken into account.
- Dysgraphia (writing disorder):
 - Examination facilities:
 - Extended examination time (1/3 of the examination).
 - Performance of the assignment and/or examination on a laptop provided for that purpose.
- Student representative (STUVER)
 - Education facilities:
 - Exemption from educational activities requiring the student's attendance.
 - Relocation of feedback to another time.
 - Examination facilities:
 - Relocation of evaluation to another time.
 - Compensation measures:
 - A substitute task.
 - Substitute attendance at an educational activity.
 - Define another time for the examination.

Article 37. Early graduation

The student who is eligible to graduate early in compliance with Article 13 and 14 of the examination regulations must submit an application with the Head of Programme in due time.

Early graduation within the first examination sitting must be applied for under the Individual Track through My PXL.

For the early second examination sitting, this application must be made within three weeks after the early first examination sitting. The application for the early second examination opportunity is requested on paper. This document can easily be obtained from the track counsellor.

This application is to be submitted to the Head of Programme. The Head of Programme takes a decision within a reasonable period of time.

The Head of Programme may reject this application (e.g. because the student still has to earn too many credits or because the student had made too little study progress in previous enrolments).

The student may waive his choice for early graduation up to 6 weeks before the date of the early first examination sitting, respectively early second examination sitting. The student has to report this to the Head of Programme before this term.

Section 7. Study progress

A/Requirements for enrolment in a course unit

Unless in the exceptional cases where a separate arrangement was granted, the following regulation applies to the enrolment in a course unit, to taking examination on it and thus acquire a study progress.

Article 38. Standard track

The classification of a programme in track stages determines the succession for students with a standard track.

The stipulations per programme may stipulate more strict rules regarding the succession of course units.

The descriptive part of the study guide determines for each course unit the rules for having followed or having passed a course unit or a programme before a student can take an examination on another course unit or another programme.

Article 39. Personalized track

§1. A full-time student may earn a maximum of 66 credits per academic year. A student who has obtained for a specific track stage credit certificates or exemptions for more than 50 credits may apply for taking all course units of the next track stage. He/she must therefore obtain permission of the Head of Programme or the Head of Department.

§2. You must always enrol in the lowest track stage if you have not yet fully completed this track stage. You can then take course units from a higher track stage.

§3. The Head of Programme may reject your application to add new course units to your IT if you did not proof a study progress of at least 1/3 of your track in the previous academic year.

He/she may also refuse certain course units in your IT because of succession reasons and/or because your study progress might be jeopardized.

§4. A student who after deliberation was declared to have failed to pass certain course units in an academic year must re-enrol for these course units in the following academic year.

§5. Within the framework of the study progress, a limited programme may be imposed to students who have obtained credits for less than 60% of their selected credits.

B/Study progress based on credits obtained in the relevant programme

Article 40. Understanding of the terms credit certificate and credits

A credit certificate is the recognition of the fact that you, according to an examination, have acquired the competences that are linked to a course unit. This recognition is recorded in a document or registration.

You will receive a credit certificate for a course unit you have passed successfully. You pass a course unit if you have obtained at least 10 out of 20.

The acquired study points that are linked to a course unit are called credits.

Article 41. Study progress

You have passed successfully a track stage or a full programme:

- If you have taken all examinations belonging to the programme of the relevant track stage or programme and based on the fact that all examinations have led to a credit certificate.
- If the progress committee believes in a motivated manner that the objectives of the programme of the relevant track stage of programme have been achieved globally.

C/Study progress on the basis of exemptions

Article 42. Understanding of the term exemption

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

- Proof of competence:
 - o obtained upon recognition of previously acquired qualifications (EVK): this is after completion of a procedure (proficiency examination) at association level (see Art. 43);
 - o obtained upon recognition of previously acquired competences (EVC): this is after completion of a procedure (proficiency examination) at association level (see Art. 44).
- one or more previously acquired qualifications (EVK) which no longer need to be recognized through a proficiency examination at association level because the relevant documents are sufficient: an examination of the documents by the Head of Programme / Head of Department, in consultation with an internal or external expert, will do (see Art. 43 §2).

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

The credit load of the granted exemptions is taken into account for the purpose of determining the credit load of the programme, unless otherwise stipulated for the credit load.

Exemptions can only be allocated for the entire course unit, except for part time course units.

Article 43. Acquiring a recognition of a previously acquired qualification (an EVK)

§1. Understanding of the term EVK

Previously acquired qualifications (EVK) are all domestic or foreign study certificates indicating that a formal learning track, whether or not in education, has been successfully completed, insofar it does not concern a credit certificate obtained within the institution and programme you wish to have the qualification recognized.

EVKs must be recognized by the university college or the association before you can rely on them to apply for exemptions.

§2. Procedure recognition EVK at the university college

If you wish to have an EVK recognized by the university college, you have to submit an application by means of electronic procedure (<https://mijnslb.pxl.be>).

The application for EVK and exemption must be submitted within 14 calendar days upon (re-)enrolment. Students who (re-)enrol in July and August also have 14 calendar days to apply for EVK and exemption, but when this term falls in the months July and August, this term is automatically extended until the academic year starts (in this case September 17, 2018).

Please contact the track counsellor of the relevant programme for submitting your application. He/she will support you in compiling the recognition file and in delineating your application.

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

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

The track counsellor submits the complete file to the head of Programme / Head of department for assessment.

The Head of Programme / Head of Department assesses the file, if necessary after consulting at least 1 internal or external expert.

The Head of Programme will decide on the recognition within 14 calendar days following submission of the file by the track counsellor. This decision will be communicated to you by the Student Administration Department. If this results into acceptance of your EVK as proof of competence, you may file application for your exemption.

In order to speed up the signing of the contract, it is recommended that you submit at the same time your application for exemptions (see Art. 47).

§3. Procedure recognition EVK at association level

If necessary, a proficiency examination will be requested at association level for one or more course units for which an 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 examination of your ability is necessary.

The Head of Programme will decide within 14 days after submission of the file by the track counsellor. If the proficiency examination is to be done at associate level, this period may be extended.

As a result of such examination, you will receive, if relevant, a certificate of competence with which you can apply for exemptions within the university college.

Article 44. Acquiring a certificate of competence based on EVC

§1. Understanding of the term EVC

Prior acquired competences (EVC) refers to the entirety of skills, knowledge, understanding and attitudes acquired through learning processes which were not certified with a study certificate, e.g. following work practice or self-study

§2. Procedure recognition EVC: always at association level

If you want to have an EVC recognized and as a result thereof you want to obtain a certificate of competence to apply for exemptions, you should contact the EVC coordinator via mail or phone. The EVC coordinator will provide you with the necessary information and bring you in contact with the right people. More information on the rules of this procedure, which has been established at association level, can be obtained at the following link <http://www.auhl.be/PUB/AUHL-Studenten/EVC-en-EVK.html>.

§3. Cost price procedure EVC

Proficiency examination of the basis of documents		0 euro
Proficiency examination refers to bachelor level (professional or academic education)		760 euro
Proficiency examination refers to the master level and the applicant already holds a bachelor diploma		296 euro
Proficiency examination refers to the master level and the applicant does not hold a bachelor diploma		992 euro
Proficiency examination refers to separate course units or a cluster of course units (the variable part is proportional to the size of the application: the amount is equal to the number of credits of the course unit(s) for which a full or partial recognition of the corresponding competences is requested, multiplied by 3.80 euro per credit)	fixed	70 euro
	per credit	3.80 euro

Article 45. Territorial validity of a certificate of competence

A certificate of competence applies within the institutions of the association as well as within any institution that has concluded an agreement with the validating body. The University College PXL forms together with University Hasselt and the Transnational University Maastricht the Association of Universities and Colleges Limburg (AUHL).

Article 46. Validity of a credit, an EVK or an aptitude certificate

A credit, an EVK or an aptitude certificate remain in force for ever.

Article 47. Granting exemptions

§1. Procedure

Exemptions can be granted on the basis of a certificate of competence.

If you believe that you are entitled to an exemption for a course unit on the basis of attested EVCs and EVKs, you have to submit your application via the electronic procedure (<https://mijnslb.pxl.be>).

You should also contact your track counsellor who will assist you in compiling your file.

The previously obtained certificates of competence are added to your file.

The Head of Programme/Head of Department or, where applicable, the coordinator of a subsequent programme examines, following the advice of at least one internal expert, the substantive connection between the relevant course units and the attested EVKs or EVCs and makes a motivated decision to grant or refuse exemptions.

The Head of Programme/Head of Department will make a decision within 14 calendar days following submission of the file by the track counsellor. The duly motivated decision regarding the granting of (an) exemption(s) is notified in writing by the Student Administration Department.

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

Note:

- You do not have to apply for exemption for credits obtained in the same programme
- You must, however, file application for recognition of EVK for credits obtained in another programme and subsequently apply for exemption.

§2. Second enrolment in the same programme

If you already hold a bachelor diploma and you wish to re-enrol for the same programme (for example for another specialisation within that programme), you will still have to follow course units for a credit load of at least 30 credits.

Article 48. Certification based on exemptions

If, on the basis of a certificate of competence, it is determined that you possess the competences associated with a specific programme, the university college may issue the diploma of the relevant programme to you without requiring a registration for the programme. The cost price for issuing the diploma is 50.00 EUR.

If the university college decides not to issue the diploma, it can only do so subject to demonstration of the substantive difference between the competencies validated by the certificate of competence and the final competencies used within the university college for the programme.

D/Applications for a personalized track (individual track or IT)

Article 49. Understanding of the term personalized track

A personalized track or individual track is any track that differs from the standard track; it is a study programme tailored to your needs due to facilities, exemptions or study delay. For the sake of convenience, we use within the university college the term individual track or IT.

Who can apply for an IT?

- students who have a study credit deficit in a standard track;
- students who can rely on facilities;
- students who have obtained a large volume of exemptions based on EVC/EVK;
- students who already had an IT in the previous academic year.

In exceptional cases, a year programme of more than 66 credits may be approved.

Article 50. Procedure application IT

The student should apply for IT via My PXL within 30 calendar days following his/her (re-)enrolment. For students who (re-)enrol in the months July and August, this term is automatically extended until the start of the academic year (in this case September 17, 2018).

It is recommended that you contact your track counsellor who will assist you in compiling your file.

The track counsellor will submit the application to the Head of Programme/Head of Department or, where applicable, to the coordinator of an advanced programme.

The Head of Programme examines the application in substance taking into account the possible conditions imposed regarding study progress and the opinion of the progress committee.

He may determine, if necessary, the more individualized conditions regarding the structure of the study programme, the study period, the deliberation rules and the study progress monitoring (OER derogations).

The Study Administration Department informs you of the decision and invites you to sign electronically at 'My PXL' the approval IT and the study contract.

Your personalized track is an element of the study contract and shall in any case mention the overall composition of the year programme, the total amount of credits for each year of study and the number of credits for each year of study as well as the course units on which an examination shall be taken, the binding conditions and possible derogations from the education and examination regulations.

E/Fraud

Article 51. Sanctions in case of fraud

If fraud is detected by one of the procedures described in this section 7, the university college represented by the Director Education and Student Policy shall start a thorough investigation and upon interview of the relevant student apply the following sanctions:

- immediate removal from the university college;
- withdrawal of all credit certificates, diplomas or other study certificates obtained on the basis of the fraudulent actions.

F/Procedure of appeal

Article 52. Object of the appeal

The student may lodge an appeal against the decisions referred to as such in these education, examination and legal position regulations and follow the internal appeal procedure. This concerns decisions regarding the student's enrolment and the study progress decisions.

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

- an examination decision being any decision which, whether based on deliberation or not, results in a final assessment regarding completing a course unit, several course units of a programme or a programme as a whole;
- an examination disciplinary decision being a sanction imposed following examination facts;
- the award of a aptitude certificate indicating that a student has acquired certain competencies on the basis of prior acquired qualifications or prior acquired competencies;
- the grant of an exemption, namely the lifting of the obligation to take examination or a partial examination on a course unit;
- the imposition of a measure of study progress monitoring;
- a decision on equivalence of a foreign higher education diploma with a Flemish higher education diploma taken by virtue of Article II. 256 of the Higher Education Codex;
- a decision whereby following a switch and/or preparatory programme is imposed and whereby the credit load of such programme is determined;
- refusal to include a specific course unit in the diploma contract for which the student who followed a personalized track has not enrolled before;
- refusal of facilities for students with disabilities;
- an individual decision refusing the enrolment on the basis of insufficient credits in the learning account or on the basis that the learning credit is less than or equal to 0, if not the consequence of a general regulatory provision.

Article 53. Internal appeal procedure (except for decisions of the Study Progress Committee and the Examination Disciplinary Decisions)

§1. The student may submit a request for review of the decision against these well-defined decisions within seven calendar days following the date on which the university college has announced this decision.

§2. This request is submitted by the student via email at beroepsprocedure@pxl.be. Simultaneously, the application should be sent with registered mail to the general director of the University College PXL. The student hereby announces the reasons underlying his request.

§3. The appeal must include, on pain of inadmissibility, the following:

- name and address of the student applying;
- an email address where the applicant can be reached during the pending procedure;
- the date;
- a description of the decision against which the appeal is directed;
- an explanation of the objections against the decision (facts and resources);
- a copy of the decision to which the appeal relates;
- signature of the student.

§4. Within seven calendar days following submission of the request, a decision is reached whether or not the request is admissible, whether it complies formally and procedurally with the imposed conditions. If this is not the case, the request is rejected motivated.

§5. If the request is admissible, the general director will organize a consultation between the person(s) concerned.

He/she or the representative will also be present at the consultation as well as the head of department which was appointed as member of the Appeal Committee (see §6). The consultation is intended to offer the party/parties the opportunity to explain their views.

§6. The internal Appeal Committee consisting of a general director or his/her representative (chairman) and a head of department decide on basis of the file and the results of the consultation: either the decision is confirmed or the Appeal Committee

reaches another motivated decision. Both parties cannot be part of the Internal Appeal Committee. A secretary will attend the meeting of the Internal Appeal Committee.

That decision will be announced to the student by 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 this holiday period. Even if the last day of this term falls on a weekend or a public holiday, the deadline will be suspended until the next working day following this weekend or this public holiday.

§7. After having exhausted this internal appeal procedure for the study progress decisions, the student may lodge appeal with the Board for Disputes on Study Progress Decisions (see website <http://www.ond.vlaanderen.be/hogeronderwijs/Raad/>). He/she therefore submits a petition with registered mail to the Board within an expiry period of seven calendar days commencing on the day after notification of the decision by the Internal Appeal Committee or upon expiration of a period of 20 calendar days after the internal appeal has been initiated. The postal stamp will be the proof of the date of appeal. The student is expected to also mail a copy of this petition to beroepsprocedure@pxl.be. If the last day of the expiry period 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 any new resources in the procedure before the Board for Disputes on Study Progress Measures unless the basis thereof has been revealed only after completion of the internal appeal procedure.

Article 54. Material mistakes

Complaints about material errors regarding the learning account and study progress decisions with the exception of the decisions of the study progress committee for which a separate procedure has been started (Art. 74 and following of the examination regulations) must be submitted by the student in writing with the Director Education and Student Policy no later than 10 calendar days following the notification of the decision. If it is considered that there has indeed been a material mistake, the mistake will be repaired and communicated to the student as soon as possible.

Article 54 bis. Force majeure and learning account

A student who believes that he/she is in circumstances beyond his/her control which make it impossible for him/her to participate in all or part of the examinations on the course units, on the basis of which he believes to be eligible for a change in the learning account rating, may contact the Board for Disputes on Study Progress Decisions. The Board accepts, with regard to requests for return of credits due to force majeure, only evidences (including medical certificates,...) which clearly and explicitly show that the student was unable to participate in the examination opportunities in the relevant period covered by the certificate.

Section 8. Admission provisions for exchange for bachelor-, master- and bachelor-after-bachelor students

Article 55. Admission provisions and procedure

Application for international internship or study

Students wishing to pursue an internship at a foreign organisation or wish to attend educational activities at a foreign higher education institution must submit an application in the previous academic year in accordance with the applicable procedures and deadlines (see website: www.pxl.be/internationalisering). Only student enrolled under diploma contract are admitted.

If the application for the international internship or study period also includes a scholarship application (Erasmus, Erasmus Belgica, VLIR-UOS or other), the procedures and deadlines for the applicable scholarship programmes will also apply.

Conditional approval of the application for international internship or study

The Head of Programme gives a conditional approval in writing (via mail) for the international internship or study. This approval is based on the application, considering the selections in the programme in accordance with the applicable procedures and deadlines (see website: www.pxl.be/internationalisering).

Application, ranking and awarding scholarships

For students applying for an Erasmus scholarship, a ranking will be made after the examinations of the first examination opportunity (June), based on:

- Academic aspects: the results on the course units of the selected study package in the academic year of application.
- Financial aspects: the student's status as a student with a Flemish study grant (scholarship student) or no study grant (non-scholarship student).

The modalities for awarding the scholarships can be found on the website: www.pxl.be/internationalisering.

If the final approval for the foreign internship or study period is postponed to the 2nd examination opportunity, the above-mentioned ranking made after the first examination opportunity will remain applicable.

The student must confirm his participation in the scholarship programme no later than 10 calendar days after the announcement whether he/she will receive a scholarship or not. Subsequently, he or she must complete his/her scholarship file in accordance with the applicable timing and criteria of the scholarship programme and the applicable procedures of PXL.

Final approval

The Head of Programme gives a final approval for the international internship or study period in the first or second examination sitting in accordance with the applicable conditions of the programme. These conditions can be found on Blackboard. At least the following conditions apply to all programs:

- the student has completed the first track stage before leaving abroad;
- the student is not subject to binding study conditions during the period when he/she resides abroad.

All rules regarding sequentially also apply to the courses and internships that are followed abroad.

The above conditions do not apply for internship in the form of shuttle mobility, especially internship in a neighbouring region (for example the Euregio), whereby the student daily commutes. This form of internship is handled as a conventional internship.

If the conditions are not met at the end of the first examination sitting of the academic year preceding the internship or study abroad, the final approval may be postponed to the second examination sitting.

The decision can be revoked at any time (both before and during the international internship or study period) by the Internationalization Department in consultation with the Head of Programme and based on possible risks, security reasons, misconduct,...

Approval international study or internship programme

Prior to the start of the study period abroad, the program management provides approval for the study program abroad (Learning Agreement) and the correspondence with the PXL program courses units that are replaced (exchange sheet). This is done in accordance with the applicable procedures and deadlines.

Prior to the start of the foreign internship, the program management provides approval for the foreign internship (Learning Agreement for Traineeship or internship contract) and the correspondence with the PXL program course units that are replaced (Application Form). This is done in accordance with the applicable procedures and deadlines.

Application of the examination regulations

For students who take program courses from a foreign host institution (university college or university), the provisions of the relevant ECTS sheets of the host institution are applicable.

For students completing a foreign internship that is linked to course units of a foreign host institution (University College or university), the provisions of the relevant ECTS sheets of the host institution are applicable.

For students completing a foreign internship that is not linked to course units of a foreign host institution (University College or university), the provisions of the relevant ECTS sheet of the mobile course unit for which the student is registered at the University College PXL are applicable.

In the event of failure in the first examination opportunity, the student will also submit his second examination opportunity (if applicable) at the host institution. This is done according to the rules of the host institution.

The obtained foreign results (transcript of records) are converted to the Flemish equivalent by the head of the program in accordance with the ECTS Grading Tables.

In case of deliberation on the full year package of the student as well as in case of deliberation on the complete program, the provisions as included in the exam regulations of the University College PXL are applicable.

Section 9. Internships in the holiday period

Article 56. Provisions

In principle, it is not possible to practice an internship in the holiday periods.

An exception to this general rule can only be made in a limited number of cases:

- the limited number of internships does not allow that all students undertake an internship or perform the required number of internship hours within the academic year;
- the internship is bound to a certain period or circumstance that is located outside the academic year;
- circumstances specific to a particular student make it necessary to catch up the internship in the holiday periods.

When internships are organized in the holiday period, the following conditions must be fulfilled:

- the internships may not prevent participation in other curriculum activities or hinder a proper preparation for examinations;
- it must be possible to complete the internships within the expected evaluation periods (a sitting time may be exceptionally be kept open for a limited time);
- the internship stress has to be in proportion to the corresponding credits.

When a student is doing an internship during the holiday period, he/she must receive a compensation period during lesson or working period in the form of lesson-free days (except for internships organized during in the holiday due to a force majeure situation on the part of the student):

- if the internship is permitted during the vacation, the student should be able to call on the necessary guidance;
- no internship can be organized during the collective closure of the University College in the period of July and August;
- during the summer holiday, the student must be able to take a vacation of a continuous period of at least 4 weeks.

The deviant internship organization, nature, objective, content/assignments and evaluation form of the internship must be clearly defined (in the study guide in case of a general deviant regulation or in the individual contract with the student in case of an individual deviant regulation).

Article 57. Deviant provisions for the professional bachelor programme in the Midwifery

Due to the limited number of internships, it is not possible for all students of the professional bachelor programme in the Midwifery to do an internship or to complete the required number of internship hours during the academic year (outside the holiday periods). Due to this limitation, students of the professional bachelor' programme in the Midwifery are granted a derogation from Article 56 of the education regulations in order to being able still following an internship in an holiday period and also during the collective closure of the university college in the months July and August.

When a student undertakes an internship during a holiday period (including the collective closure of the university college in the months July and August), the study programme management provides the following compensation and guidance:

- the student may rely upon the necessary guidance from the programme;
- if the student undertakes an internship during the collective closure in July-August, the student may take a 4-week holiday in another period. The period during which the student will be allowed to take a 4-week holiday shall always take place in consultation with the study programme management.