

**EDUCATION, EXAMINATION  
AND LEGAL POSITION  
REGULATIONS**

**2018-2019**

**EXAMINATION REGULATIONS**

## Examination regulations

The examination regulations of the University College PXL include all rules related to the examinations at the University College PXL. They thus contain important and useful information for you. We therefore strongly recommend that you review the following sections of the PXL examination regulations:

- general provisions;
- the conditions for participation in the examinations;
- the provisions relating to the organization of the examinations: examination opportunities, examination periods, examination dates, etc.;
- the concrete examination modalities;
- the course of the examinations;
- the procedure to be followed in the event of irregularities;
- the provisions related to the examination marks: awarding, quotation, weighting and discussion of the figures;
- the provisions related to the credit certificates: terms and conditions, validity period, etc.;
- the regulations for the Progress Committees and the deliberations;
- the procedure to be followed in the event of disputes arising from the deliberations, etc..

# Table of Contents

<b>SECTION 1. GENERAL PROVISIONS .....</b>	<b>- 1 -</b>
Article 1. Objective .....	- 1 -
Article 2. Scope .....	- 1 -
Article 3. Supplement with special departmental provisions .....	- 1 -
Article 4. Publication.....	- 2 -
Article 5. Derogations .....	- 2 -
<b>SECTION 2. REQUIREMENTS FOR PARTICIPATION IN EXAMINATIONS .....</b>	<b>- 3 -</b>
Article 6. Valid enrolment.....	- 3 -
Article 7. Requirements for participation in examinations or evaluation units.....	- 3 -
Article 8. Sequentially .....	- 3 -
<b>SECTION 3. ORGANIZATION OF THE EXAMINATIONS .....</b>	<b>- 4 -</b>
Article 9. Examination opportunities .....	- 4 -
Article 10. Examination periods.....	- 4 -
Article 11. First Examination opportunity.....	- 5 -
Article 12. Special examination dates and assessment methods .....	- 6 -
Article 13. Exceptional previous examination opportunities in the final programme year .....	- 6 -
Article 14. Second examination opportunity .....	- 7 -
Article 15. Special students.....	- 8 -
<b>SECTION 4. EXAMINATION MODALITIES.....</b>	<b>- 8 -</b>
Article 16. Examiner – responsible coordinator.....	- 8 -
Article 17. Examination regulations.....	- 8 -
Article 18. Compliance with the examination regulations.....	- 9 -
Article 19. Location .....	- 9 -
Article 20. Advance information .....	- 9 -
Article 21. Examination format.....	- 10 -
Article 22. Change of examination format.....	- 10 -
Article 23. Preparation time for oral examinations .....	- 10 -
Article 24. Public accessibility of oral examinations .....	- 10 -
Article 25. Partial examinations.....	- 11 -
<b>SECTION 5. COURSE OF THE EXAMINATIONS.....</b>	<b>- 12 -</b>
Article 26. Presence examiner .....	- 12 -
Article 27. Presence and absence student.....	- 12 -
Article 28. Discontinuation of the examinations .....	- 13 -
<b>SECTION 6. PROCEDURE IRREGULARITIES DURING THE EXAMINATION OR OTHER EVALUATION METHODS (FRAUD) .....</b>	<b>- 14 -</b>
Article 29. Definition irregularity during the examination or other evaluation methods.....	- 14 -
Article 30. Application procedure irregularities.....	- 14 -
Article 31. Identification of irregularities.....	- 14 -
Article 32. Dealing with the irregularity.....	- 15 -
Article 33. Possible sanctions.....	- 16 -
Article 34. Possibilities of internal appeal.....	- 16 -
Article 35. Procedure internal appeal.....	- 17 -
<b>SECTION 7. EXAMINATION MARKS.....</b>	<b>- 18 -</b>
Article 36. Awarding examination marks.....	- 18 -
Article 37. Quotation for each examination and partial examination .....	- 18 -

Article 38. Weighting coefficient for each examination or partial examination .....	- 19 -
Article 39. Announcement of the examination marks .....	- 19 -
Article 40. Right of access – discussion of the results .....	- 20 -
<b>SECTION 8. CREDIT CERTIFICATES .....</b>	<b>- 21 -</b>
Article 41. Conditions for obtaining a credit certificate .....	- 21 -
Article 42. Validity period .....	- 21 -
Article 43. Article has been deleted .....	- 21 -
<b>SECTION 9. PROGRESS COMMITTEES AND DELIBERATIONS .....</b>	<b>- 22 -</b>
<i>A/Progress committee for each track stage of a programme (in function of model track and individual track) .....</i>	<i>- 22 -</i>
Article 44. Objective and target group .....	- 22 -
Article 45. Competences .....	- 23 -
Article 46. Conditions for passing .....	- 23 -
Article 47. Initiative convening and timing .....	- 23 -
Article 48. Deliberation rules .....	- 24 -
Article 49. No credit certificate for a deliberated course unit .....	- 25 -
Article 50. Announcement of the deliberation results .....	- 25 -
Article 51. Publication of the credit certificates .....	- 25 -
Article 52. Students not passed in the 1st examination opportunity .....	- 25 -
Article 53. Passed students 1st examination opportunity .....	- 26 -
Article 54. Students not passed in the 2nd examination opportunity .....	- 26 -
Article 55. Passed students 2nd examination opportunity .....	- 26 -
Article 56. Transferability of the highest obtained examination mark from first to second examination opportunity .....	- 27 -
<i>B/Progress committee per study programme .....</i>	<i>- 28 -</i>
Article 57. Objective .....	- 28 -
Article 58. Competences .....	- 28 -
Article 59. Initiative convening – timing .....	- 28 -
Article 60. Conditions for passing – degrees of distinction .....	- 28 -
<i>C/Composition progress committee .....</i>	<i>- 30 -</i>
Article 61. Composition progress committee .....	- 30 -
Article 61bis. Composition progress committee postgraduate programme .....	- 31 -
Article 62. Legal composition: progress committee per enrolled study programme .....	- 32 -
Article 62bis. Legal composition: progress committee per enrolled study programme in the postgraduate programme .....	- 32 -
Article 63. Legal composition: progress committee for the entire programme .....	- 32 -
Article 63bis. Legal composition: progress committee for the entire course postgraduate programme .....	- 32 -
<b>SECTION 10. THE DELIBERATION .....</b>	<b>- 33 -</b>
Article 64. Presence of the members of the progress committee .....	- 33 -
Article 65. Presence students .....	- 33 -
Article 66. Confidentiality .....	- 33 -
Article 67. Voting rights .....	- 33 -
Article 68. Voting .....	- 34 -
Article 69. Irregularities .....	- 34 -
Article 70. Minutes of the deliberation .....	- 34 -
<b>SECTION 11. EXAMINATIONS TAKEN IN ANOTHER INSTITUTION .....</b>	<b>- 35 -</b>
Article 71. Provisions .....	- 35 -
Article 72. Substitution by an equivalent course .....	- 35 -
Article 73. Deliberation .....	- 35 -
<b>SECTION 12. DISPUTES RELATED TO EXAMINATIONS .....</b>	<b>- 36 -</b>

Article 74. Complaints arising from material errors.....	- 36 -
Article 75. Student’s complaint requiring a new deliberation: internal appeal procedure .....	- 36 -
Article 76. Extraordinary session progress committee .....	- 38 -
Article 77. Announcement of the decision .....	- 38 -
Article 78. Inconsistencies .....	- 38 -
Article 79. Mandatory provision .....	- 39 -
<b>SECTION 13. SPECIAL EXAMINATION REGULATION FOR CERTAIN STUDENT GROUPS.....</b>	<b>- 40 -</b>
Article 80. Special status regarding education and examination regulations .....	- 40 -
Article 81. Examination facilities.....	- 40 -
<b>SECTION 14. OTHER ISSUES .....</b>	<b>- 41 -</b>
Article 82. Autonomous decision progress committee.....	- 41 -
<b>SECTION 15. PARTNERSHIPS.....</b>	<b>- 41 -</b>
Article 83. Examination regulation cooperating educational institutions .....	- 41 -
<b>SECTION 16. SPECIAL DEPARTMENTAL PROVISIONS RELATED TO THE EDUCATION, EXAMINATION AND LEGAL POSITION REGULATIONS .....</b>	<b>- 42 -</b>
PXL HEALTHCARE.....	- 42 -
Article 84. Rules for absences from course units that are permanently evaluated, and from examinations.....	- 42 -
Article 85. Information files, guidelines for graduation projects and internship .....	- 43 -
PXL BUSINESS .....	- 43 -
Article 86. Permanent evaluation and assignments .....	- 43 -
Article 87. Internships.....	- 43 -
Article 88. Use of codex in the professional bachelor programme in the company management.....	- 43 -
PXL EDUCATION .....	- 44 -
Article 89. Internship and activities of didactic practice .....	- 44 -
PXL MUSIC .....	- 45 -
Article 90. Assignments, practice and internships .....	- 45 -

## **Section 1. General provisions**

### *Article 1. Objective*

These regulations establish the rules that ensure smooth and correct progress of the examinations at the University College PXL. They determine the rights and duties of examiner and student.

### *Article 2. Scope*

§1. The general examination regulations apply to all examinations at the University College PXL for which no exception provisions have been established as incorporated or referred to at the Blackboard or in the internship guidelines or for which no deviating provisions have been established in accordance with the procedure described in Article 5 regardless of the education system applied within the education.

§2. The general examination regulations apply to students with a diploma contract, a credit contract and an examination contract (with a view to obtaining a diploma or a view to obtaining credits), except for those articles that are impossible to carry out because of the individual nature of the contract type.

§3. They also apply to the examinations organized for the bachelor-after-bachelor and postgraduates, unless otherwise stated.

§4. The examination regulations apply to all examinations and the deliberations. An examination includes any evaluation of the extent to which a student has acquired the competences associated with a course unit on the basis of his studies.

### *Article 3. Supplement with special departmental provisions*

Each department may supplement the general examination regulations with special or derogating provisions after hearing the opinion of the departmental office and following approval by the university college board. These provisions are included at the Blackboard or in the internship guidelines.

For example, each department may also provide specific examination guidelines, which can be consulted by the students of the department via the usual electronic channels.

#### *Article 4. Publication*

§1. The general examination regulations and the special departmental provisions are only included in the study guide of the university college. Exceptional amendments or supplements during the academic year are communicated via the usual electronic communication channels, after hearing the opinion of the departmental offices and following approval by the board of directors.

§2. Some provisions of the examination regulations contain references to information communicated through the usual electronic communication channels. It is always the responsibility of the student to consult these communication channels.

§3. The study guide, of which these examination regulations are a part, can be consulted on the website of the university college.

The student, who requests so, can obtain a paper version of the education and examination regulations.

#### *Article 5. Derogations*

Exceptional derogations of the examination regulations may only be granted by a motivated decision of the board of directors, after hearing the opinion of the relevant departmental offices. The board of directors explicitly determines the validity period of the permitted derogations.

## **Section 2. Requirements for participation in examinations**

### *Article 6. Valid enrolment*

A student may only participate in an examination of a course unit if he has been enrolled for that course unit via his study contract. An examination taken without a valid enrolment is an invalid examination; the examination result is considered to be non-existent.

### *Article 7. Requirements for participation in examinations or evaluation units*

The admission to an examination may be subject to certain conditions such as, for example, the presence at practical parts and/or sufficient participation in group obligations relating to the education associated with the relevant course unit. Each programme determines these conditions per course unit in this study guide, namely in the detailed description of the course units per programme (the so-called ECTS sheets).

### *Article 8. Sequentially*

§1. The enrolment for a course unit may be subject to the condition that the student must have followed or must follow simultaneously another course unit, or that the student must first have obtained a sufficient examination result for another course unit.

§2. Is considered to be sufficient examination result: a grade of 10 or more out of 20 or a lower grade that was deliberated by the progress committee.

§3. If such a condition of sequentially is imposed, this will be indicated in this study guide, namely in the detailed description of the course units per programme (the so-called ECTS sheets).

§4. The condition for following a course unit simultaneously with another course unit does not apply if one of the course units has already been followed.



## **Section 3. Organization of the examinations**

### *Article 9. Examination opportunities*

§1. An evaluation is arranged for each course unit. A student is entitled to two examination opportunities for each course unit for which he is enrolled in the course of the academic year in order to obtain a credit certificate. Within a single examination period, a student can only be assessed once on a single subject matter.

§2. A student who is illegitimately absent from an examination loses the relevant examination opportunity. A student who is absent due to circumstances beyond his control or is absent from an examination by reason of a foreseeable serious reason and can provide documentary proof of his absence in accordance with Article 27, is entitled to repeat the examination in accordance with the modalities laid down in the Articles 11 and 14.

§3. If the nature of a course unit precludes two examinations within one academic year or in the cases as stipulated in the Articles 11 and 14, the right referred to in the first paragraph cannot be exercised within the same academic year. In that case, the student must re-enrol for the relevant course unit in a subsequent academic year.

In this study guide, namely in the detailed description of the course units per programme (the so-called ECTS sheets) is indicated which course units do not include a second examination opportunity.

§4. In the event of a late registration, there is the possibility that the evaluation of certain course units may be over. In these cases, it may happen that the student waives his first examination opportunity and thus has no possibility anymore of using two examination opportunities in the academic year in question. Should this be the case, it will be included in the student's contract (see also Art. 25 education regulations).

### *Article 10. Examination periods*

§1. The university college organizes several examination periods in each academic year. The number and their start and end dates are included in the annual calendar of each study programme.

§2. The final examination period of an academic year is, subject to the provisions of Art. 14 §2, the only period in which the student, if necessary, can use his second examination

opportunity per course unit (the so-called second session). The preceding examination periods represent the first session.

§3. In principle, deliberation on the first and second examination opportunity of each course unit shall only take place in June/July and September (exception: see also Article 13 and Article 14 §2 and technical progress committee).

### *Article 11. First Examination opportunity*

§1. General rule regarding timing first examination opportunity.

A student that is enrolled for a programme unit shall use his first examination opportunity and thus take his examination in the examination period immediately following the period that concludes the education for the course unit. The same regulation applies if examination is taken on only a part of the course unit.

§2. Catching up regulation in the event of force majeure.

If a student cannot use his first examination opportunity on the scheduled examination day in the examination period referred to in §1 for reasons of force majeure, the (partial) examination will be moved to the final examination period (= September).

Derogation from this rule is possible in very exceptional cases on an ad hoc basis and duly motivated by the head of department in consultation with the ombudsperson. The student must apply for the resitting examination with the head of department within 4 calendar days following the first day of absence. If the progress committee meets within this term, the student must apply for the resitting examination at least 48 hours before the meeting of the progress committee.

This regulation does not necessarily apply for students with facilities (e.g. disability, working student) that were granted a spreading and/or transfer of examinations as facility.

§3. Rescheduling of examination due to foreseeable serious reason.

Rescheduling of an examination may also be requested in case of a foreseeable serious reason. Such applications for amendment of the examination regulations are submitted to the head of department before begin of the examinations. The application must be substantiated with the supporting documents. The head of department will decide whether the rescheduling of the examination(s) is justified on the basis of the supporting documents submitted. If this is the case, the ombudsperson will, if necessary, also before the start of the examinations, find a new arrangement within the same period after having consulted the examiner or, where appropriate, the responsible coordinator.

## *Article 12. Special examination dates and assessment methods*

§1. In certain well-defined situations specific to the learning formats of the course, evaluations can take place outside of the normal examination periods and can be organized together or immediately after these learning formats.

The study guide determines per department, per education programme and per course unit the form of assessment for these working methods, namely in the detailed description of the course units per education programme (the so-called ECTS sheets). The time of these examinations will also be announced in advance, if possible, via the usual electronic communication channels.

§2. The study guide also indicates whether such a course unit or part thereof is evaluated once or twice and whether a replacement of the second evaluation can be performed as a substitute. This is indicated in the detailed description of the course units per education programme (the so-called ECTS sheets).

## *Article 13. Exceptional previous examination opportunities in the final programme year*

§1. By way of derogation from Article 11 §1, for course units that occur in the final track stage of an education programme (or the final year package), the examinations can be taken during an examination period following a previous education period, even if no education is provided on those course units. This offers the student the possibility to graduate earlier (premature).

§2. This examination opportunity can only be used if the student complies with all the conditions for taking examinations and if he/she can complete his/her degree by passing these examinations.

§3. The application for premature graduation must be filed electronically within 30 calendar days upon (re)enrolment at the Application Individual Track via My PXL. The head of training must always approve; he/she looks at the feasibility taking into account the sequentially, the student's academic record, the number of credits etc. and may refuse in function thereof the possibility to graduate premature.

The student may waive the choice for premature graduation until 6 weeks before the premature date of the first session.

## *Article 14. Second examination opportunity*

### §1. General rule relating to timing second examination opportunity

In principle, a student can only take his/her second examination opportunity in the final examination period (August-September). Students who did not pass the programme they enrolled are automatically enrolled for the second examination opportunity and this for all course units they did not pass. Students who do not wish to participate must disenroll before July 3<sup>rd</sup> for the second examination opportunity via 'My PXL'.

### §2. Premature admission second examination opportunity.

A student in the final track stage of an education programme (or in the last year package) can make an advanced use of his/her second examination opportunity, provided that:

- he/she fulfils all the conditions to take examinations;
- the competent progress committee ruled (premature) on the results obtained after using the first examination opportunity for the course units to be completed;
- by completing these examinations, he/she may complete his/her education in an examination period preceding the final examination period.

A student who wishes to use his/her second examination opportunity in an earlier period than the stipulated period (August-September) will request this with the head of training within the three weeks after the premature first examination opportunity.

The student may waive the choice for premature graduation until 6 weeks before the date of the premature second examination opportunity.

### §3. Catching up in case of force majeure.

If a student is unable to use his second examination opportunity on the scheduled examination day in the examination period referred to in §1 due to circumstances beyond his/her control, he/she may only exceptionally and with the approval of the head of department catch up on the examination within the examination period referred to in §1. If this is the case, the ombudsperson will find a new arrangement within the same period after consultation with the examiner and the responsible coordinator, where appropriate.

### §4. Rescheduling examination for reason occasioned by foreseeable serious circumstance.

Examinations may also be moved within this last examination period for reason occasioned by a foreseeable serious circumstance. Such applications for amendment of the examination regulations must be filed with the head of department before the examinations begin. The application must be substantiated with the necessary supporting documents. The head of department assesses whether the rescheduling of examination(s) is justified on the basis of the supporting documents submitted. If this is the case, the ombudsperson

will find a new arrangement, also before the start of the examinations within the same period after consultation with the examiner or the responsible coordinator, if necessary.

#### *Article 15. Special students*

For special categories of students, the chairman of the progress committee may allow that the examinations are taken outside the examination periods referred to in the study guide. These and other examination modalities should be stipulated in the study contract. See also in the education regulations: Section 6, Articles 33-36.

### **Section 4. Examination modalities**

#### *Article 16. Examiner – responsible coordinator*

§1. The lecturer (or at least one of the lecturers) who is/are in charge of teaching or supervising a course unit, is also the examiner. The examiner is the one who carries out the examination on the relevant course unit and assigns an examination mark.

For certain course units, external jury members from the professional field and internal jury members (education members other than the lecturers or supervisors themselves) may also be responsible for assessment and quotation.

§2. If more lecturers are in charge for the same course unit, one of them will be indicated as responsible coordinator and announced via the usual electronic communication channels. This appointed person shall be responsible for compiling and submitting the examination mark for the relevant course unit and he is the only one having voting right in the progress committee. The other lecturers can also attend the progress committee.

§3. In case of force majeure on the part of the examiner, the chairman of the progress committee provides a substitute examiner or an assessor (see also Article 26, §3 of these examination regulations).

#### *Article 17. Examination regulations*

§1. The complete and detailed examination regulations are announced per department at least 3 lecture weeks before the start of the examination period through the usual electronic communication channels. Examinations on different course units are, as far as possible, not organized on the same day.

§2. These regulations contain the schedule for the written and oral examinations, the date, location and starting time of these examinations. The examinations schedules also mention the names or title/capacity of the examiners (possibly the responsible coordinators).

The names of the external and internal jury members co-responsible for the quotation (not nominative), the chairman of the progress committee and the ombudsperson are announced by the usual electronic communication channels no later than 1 week before the examination period starts.

§3. In PXL Healthcare, the complete and detailed examination regulations will be announced by the usual electronic communication channels at the latest when the fourth quarter of the course unit begins.

§4. For the final examination period, this scheme will be announced via the usual electronic communication channels at least 3 weeks before the examinations begin.

§5. The examination schedules will try to find the best possible balance between the examiners' schedules and the study pressure of the students.

### *Article 18. Compliance with the examination regulations*

Examiners and students will strictly respect the established examination regulations.

### *Article 19. Location*

All examinations and partial examinations are conducted in a room of the university college or at a location outside the university college where educational activities are conducted, except in cases of force majeure to be established by the chairman of the progress committee.

### *Article 20. Advance information*

In the detailed description of the course units per study programme (the so-called ECTS sheets), this study guide gives detailed information on the course content, the initial competences, the intended competences, the examination format and any special evaluation conditions of all course units. This information is binding on the examiner and the students.

### *Article 21. Examination format*

The examination format will be communicated to the students via this study guide, namely in the detailed description of the course units per programme (the so-called ECTS sheets). If the examination format is missing in the study guide, the examination format will be selected in the classroom by 2/3 majority.

When using a format of permanent evaluation, the modalities should be communicated to the students before the start of the course.

### *Article 22. Change of examination format*

A student may, for reasons of physical or psychological nature or other exceptional circumstances and provided he/she has requested so via the ombudsperson in good time, if possible before the start of the examination period, obtain approval of the head of department or the head of training to take examinations in a manner other than the provided one.

If an examiner is in a situation of force majeure, the head of department or the head of training may authorize that the examinations are taken in a manner other the prescribed way.

In the context of facilities, the student may also be allowed to take examinations in a manner other than the prescribed way.

If the examination format has to be changed during the academic year, this must be submitted for signature to the students enrolled for the relevant course unit.

### *Article 23. Preparation time for oral examinations*

At an oral or partly oral examination, the student is given the necessary written preparation time. The minimum preparation time to be respected should be equal for each student. Exceptions to this may be made for students with a recognized disability or with a recognized special status. The adapted modalities for preparation time should be included in the student contract of the student concerned.

### *Article 24. Public accessibility of oral examinations*

§1. Examinations are public. The student or the examiner has the right to request that an additional person is present at the oral examination. This may be a member of the progress committee and/or examination ombudsperson and/or a neutral person in the university college.

§2. At least 48 hours prior to the examinations, he/she shall direct an application in writing to the ombudsperson, who will submit this to the chairman of the progress committee. The examination ombudsperson mediates between the chairman of the progress committee and the student or the examiner on the indication of this additional person. The student cannot require that an examination is postponed for this reason. The additional member of the progress committee, the examination ombudsperson or the neutral person within the university college cannot influence the course of the examination in any way.

### *Article 25. Partial examinations*

A course unit will in principle be evaluated as a whole. However, partial examinations are also possible, namely of distinctly important parts of the course units. The information on this is included in the study guide, namely in the detailed description of the course units (the so-called ECTS sheets).



## **Section 5. Course of the examinations**

### *Article 26. Presence examiner*

§1. An examiner will only conduct examinations on the educational activities for which he is responsible and is obliged, except in cases of force majeure, to be present at the start of the examination or during the examination to answer any questions from students.

§2. If more persons are responsible for the same course unit, one of them will be designated as responsible coordinator who shall be present during the examination.

§3. If the examiner is aware of a family relationship or affinity with the student (up to the second degree) or in case of other relational ties that might jeopardize the objectivity as reviewer, the examiner is not allowed to conduct an examination nor participate in the deliberation of the progress committee. The examiner requests the chairman of the progress committee to appoint a substitute examiner or assessor. The same happens in case of force majeure on the part of the examiner.

### *Article 27. Presence and absence student*

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

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

- the absence must be entered within five calendar days (including the first day of absence);
- the absence must be substantiated with the necessary supporting documents. These supporting documents must also be uploaded at the latest within five calendar days (including the first day of absence) and/or delivered to the student administration department of the reception (in accordance with the departmental agreements that are distributed via the usual electronic communication channels);
- medical certificates must be issued on the first day of absence. In case this is not possible, a medical certificate issued on the day following the first day of absence

is exceptionally accepted, provided that the student can submit a document of proof issued by the (family) doctor that he/she has used the next available appointment;

- if the absence is justified on the grounds of facilities, then the approved contract of the facilities must be uploaded.

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

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

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

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

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

§2. An examination index card is drawn up for each student and for each examination period. This card records the student's presence and the fact that an examination has been taken; it represents proof of participation in the examination for the student. Both the student and the supervisory staff member shall sign this card. It is the responsibility of the student that this card is completed.

In case of loss of an examination copy, the student who is able to prove the participation in that examination by means of the examination index card is entitled to the grade 10/20 or to a resitting examination. His choice is confirmed in a document signed by him at the service students' administration.

§3. The student will report at the examination and present his student card.

### *Article 28. Discontinuation of the examinations*

A student who is enrolled for an examination period and who does not participate in all examinations or who terminates his participation, immediately informs the examination ombudsperson.

## **Section 6. Procedure irregularities during the examination or other evaluation methods (fraud)**

### *Article 29. Definition irregularity during the examination or other evaluation methods*

Irregularities are defined as any kind of behaviour of a student that makes or intends to make it entirely or partially impossible to form a correct judgement about the knowledge, the understanding and/or competences of himself or other students within the scope of an examination or another evaluation method.

As such, irregularity is also understood to include the copying of data or the work of others, fully or partially, without clear source information, in an identical or slightly modified form, for example, written assignments such as bachelor tests or projects (plagiarism).

This may also include irregularities established before or after the examination or after the deliberations.

Examination is here to be understood in a broader sense as any evaluation to the extent to which a student has acquired the competences associated with a course unit or part thereof on the basis of his studies.

### *Article 30. Application procedure irregularities*

This procedure is applied to any situation involving an irregularity committed by a student for the benefit of the own person. It is also applied analogously as much as possible to analogous situations (e.g. proven alienation of examination questions for multiple students without it being possible to prove which student(s) is/are at the origin of the fraud).

### *Article 31. Identification of irregularities*

§1. During an examination.

When an examiner, or another person who is charged with the supervision, determines that a student commits irregularities during an examination, he informs the student of that determination and interrupts the student's ongoing interrogation. Pending a judgement of the committee, the student is allowed to continue with the evaluation or series of

examination, including the examination concerned, be it, in case of the latter, after confiscation of the disputed documents and the copy that was already started, if necessary. If a new blank copy of the examination is available, the student may continue working on a blank copy for the remaining examination time. If a blank copy is not available, the student can continue work for the remaining examination time with another colour pen or in another way in which the student makes clear which part has been filled out before and after the irregularity has been ascertained.

The examiner, or another person who is charged with the supervision, informs as soon as possible the chairman of the progress committee and the examination ombudsperson about any irregularity committed during (or following) an evaluation or examination that might affect the final decision of the progress committee.

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

§2. Before and after the examination.

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

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

### *Article 32. Dealing with the irregularity*

§1. Consultation.

The chairman of the progress committee and the examination ombudsperson will hear as soon as possible the examiner/supervisor/person that ascertained the irregularity and also the student. Depending on the situation, both parties can be heard together.

§2. De committee.

A committee decides whether or not an irregularity has occurred.

The committee is composed of the chairman, the secretary of the progress committee and at least three non-involved members of the teaching staff. The ombudsperson will participate in the committee with an advisory vote.

This committee may request an extension of the committee for all cases of serious fraud reaching to all members of the teaching staff of the relevant education programme.

### *Article 33. Possible sanctions*

If the committee is of the opinion that an irregularity has been committed, it can pronounce an appropriate examination disciplinary decision that must be duly motivated. Such decision may include:

- declaring the examination of the practical test as invalid without losing any examination opportunities;
- giving the grade "0" for the examination of the practical test;
- determining that the student does not have the opportunity of resitting the examination or the practical test in the same academic year;
- annulling all examination grades obtained in the same examination period as the fraud was committed;
- exclusion of the student from participation in one or more subsequent examination periods in the same academic year;
- a combination of all previous sanctions;
- ...

If the committee is of the opinion that no irregularity has been committed, the passed examination is considered to be a valid examination.

In case of an irregularity being so serious that an already favourable decision is to be considered as legally non-existing, the university college may decide, irrespective of the time when the irregularity has been detected, that the results obtained are void and revoke any certificates and diplomas that have already been awarded.

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

The student is informed by the chairman of the progress committee in writing, by registered mail or email (to the student's mail address in the university college) of the decision of the committee and this at least before the meeting of the progress committee.

This decision draws the student's attention to the possibilities for internal appeal.

### *Article 34. Possibilities of internal appeal*

In the event of an examination disciplinary decision, the student may submit a request to review this decision within seven calendar days following the date on which the university college has notified this decision.

## *Article 35. Procedure internal appeal*

§1. This request is submitted by the student via email at [beroepsprocedure@pxl.be](mailto:beroepsprocedure@pxl.be). At the same time, the request must be sent with registered mail to the general director of the University College PXL.

This appeal must include, on pain of inadmissibility, at least the following:

- name and address of the applying student;
- an email address at which the applicant can be reached during the current procedure;
- the date;
- a description of the decision against which the appeal action is brought;
- an explanation of the objections against the appeal (facts and resources);
- a copy of the decision which is the subject of this appeal ;
- signature of the student.

§2. Within seven calendar days following submission of the request, decision is reached whether the request is admissible, or, in other words, whether the request is formally and procedurally in accordance with the stated conditions. If this is not the case, the request is rejected motivated.

§3. If the request is admissible, the general director organizes a consultation between the involved (examiner/supervisor, student), the chairman of the progress committee and the examination ombudsperson. He, or his delegate, is also present at the consultation, as well as the director Education and Student Policy, or its delegate. The consultation is intended to give the person(s) concerned the opportunity to explain their views. The examination ombudsperson will prepare a report of the consultation.

§4. The internal appeals committee consisting of the general director or his representative (chairman) and the director Education and Student Policy, or its representative, decides on the basis of the dossier and the consultation results:

- either the sanction pronounced by the disciplinary committee is confirmed;
- or the internal appeals committee reaches another motivated decision.

This decision will be announced to the student in writing (possibly by email) within 20 calendar days following submission of the appeal to the general director.

§5. After exhaustion of this internal appeal procedure, the student may lodge an appeal for the study progress decisions with the Council for Disputes about decisions on Study Progress Decisions (see website <http://www.ond.vlaanderen.be/hogeronderwijs/Raad/>).

He/she therefore must submit a petition by registered letter to the Board within an expiry period of seven calendar days commencing on the day following the notification of the internal appeal procedure or after expiry of a period of 20 calendar days following submission of the internal appeal. The student is expected to also mail a copy of this petition to [beroepsprocedure@pxl.be](mailto:beroepsprocedure@pxl.be). The postmark will be the proof of the date of appeal. If the last day of the expiry period is a Saturday, a Sunday or a legal holiday, the term will be extended to the next working day on which the postal services are open. The student cannot submit new resources in the procedure before the Board of Disputes regarding study progress measures, unless its basis has been revealed only after completion of the internal appeal procedures.

## **Section 7. Examination marks**

### *Article 36. Awarding examination marks*

The examination mark for a course unit is awarded by the examiner (or, where applicable, by the responsible coordinator in consultation with the involved educational members of the relevant course unit) as referred to in Art. 16 of these examination regulations. If necessary, the examination results will be obtained after consultation by a jury consisting of external and/or internal jury members.

### *Article 37. Quotation for each examination and partial examination*

For each examination an examination mark is awarded to the student which is expressed in a whole number with a maximum value of 20 instead of a numeric value in accordance with the provisions of the ECTS sheet. Partial grades of an examination and partial assignments are calculated to the decimal (up to one digit after the comma). The non-numeric quotation can only be used upon approval of the director Education and Student Policy.

The final examination marks are mathematically rounded. The rounding is done downwards for the decimals 0.1–0.4 and upwards for the decimals 0.5–0.9. Partial grades of an examination and partial assignments are never mathematically rounded.

### *Article 38. Weighting coefficient for each examination or partial examination*

§1. The partial examination results per course unit are weighted; the weight factor is expressed in percentages and the sum of the weight factors for the various partial examinations of the course unit is always equal to 100 %. The weight factor of a partial examination in relation to the whole is communicated in this study guide, namely in the detailed description of the course units per study programme (the so-called ECTS sheets).

§2. The examination mark of a course unit is weighted in relation to the full year package in function of the credits. The weighting is done by multiplying the examination result with the number of credits of the relevant course unit. The weighted average of the examination results gives the outcome for the annual or final examination and is expressed as a percentage.

### *Article 39. Announcement of the examination marks*

§1. No examination marks will be communicated to the student during the examination period. Consequently, the examiner does not inform the student about the result at the end of the examination.

§2. The results of all examinations are communicated within four weeks following the end of an examination period. This is done via My PXL. For the Healthcare Department, the marks are communicated after each examination period via the block key programme in EPOS and following the meeting of the progress committee via My PXL.

§3. The lecturers will deliver the examination marks to the department student administration at least two working days before consultation by the progress committee. Following the deliberation by the progress committee, the final results will be announced to the students on behalf of the chairman of the progress committee. The students are informed via the usual electronic communication channels about the day from when the results are available and, if applicable, the reports will be issued. The first day following the day on which the results are available to the students via My PXL is also the day on which the deadline for the internal appeal procedure starts (see Art. 75).

§4. Each student receives the following detailed information per course unit: the results obtained, the credit certificates obtained, the course units whether or not deliberated, the course units to be retaken with a view to obtaining a diploma afterwards, any advice on the further study track and, if necessary, binding progress measures.



#### *Article 40. Right of access – discussion of the results*

§1. After the announcement of the results, the chairman and the examiners are available to the students for discussing the results. The examiners will communicate where and when they are available for the feedback on the examinations.

§2. The department is responsible for storing the copies of the written examinations up to at least one year after the announcement of the results of the 2nd examination opportunity of the academic year in which the result was obtained. The department is also responsible for the preservation of an electronic version of the submitted bachelor and master's theses and the accompanying completed assessment forms for the past three academic years.

Students can consult their examination at the feedback moment. Students are deemed to be present. The head of department may decide to allow consultation of the examination at a later time in cases of force majeure. This is done individually and under supervision. The examination copies shall not be taken, copied or photographed. Consultation of the examination can be requested from the ombudsperson or the lecturer (as included in the examination guidelines).

## **Section 8. Credit certificates**

### *Article 41. Conditions for obtaining a credit certificate*

§1. A student obtains a credit certificate for each course unit he/she has passed. A student passes a course unit if he/she achieves at least 10 out of 20. A student cannot relinquish credit certificates (see also Article 53 and 55).

§2. A credit certificate is, in principle, not automatically laid down in a document for a student with a diploma contract or with an examination contract with a view to obtaining a diploma. This only happens at the student's request.

§3. Students who started their studies in the academic year system prior to the entry into force of the flexibilization decree are deemed to have obtained a credit certificate for the course units for which examinations have been taken within the academic year system and for which the student has obtained at least 10 out of 20.

### *Article 42. Validity period*

A credit certificate will remain fundamentally valid for an unlimited period of time throughout the study programme concerned.

*Article 43. Article has been deleted.*

## Section 9. Progress committees and deliberations

A/Progress committee for each track stage of a programme (in function of model track and individual track)

For the purpose of application of the articles on progress committees and deliberations, the terms below are understood as follows:

- **Training programme:** the programme of a full educational programme 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 degree).
- **Track stage:** a defined and described part of a study programme consisting of 60 credits (minimum 57 and maximum 63).
- **One year package (selected study programme or individual track):** a package of x number of credits consisting of course units of one or more track stages of one or more specific course(s) for which a student is enrolled and that the student follows in a particular academic year. For students following the model track of a programme, the concrete one year package coincides with a track stage; for students with an individual track, the one year package deviates from the track stage.
- **Academic year:** a one-year period starting on 1<sup>st</sup> of September at the earliest and on later than 1<sup>st</sup> of October and ending on the day before the next academic year starts. An academic year can exceptionally be longer or shorter than one year if the university board decides to advance or delay the start of the academic year.

### *Article 44. Objective and target group*

§1. A progress committee is established for each track stage of a programme, which decides on the success of a student for the course units belonging to this track stage.

This progress committee can delegate the students who enrolled for the model track of the relevant track stage, insofar as they are bound by:

- a diploma contract, or
- an examination contract with a view to obtaining a degree or a diploma of a particular programme.

§2. For the student with an individual track, as the case may be, composed of course units of more track stages, a progress committee is appointed which will decide on the student's passing for the course units belonging to his/her one year package. This applies to students with an individual track as a result of exemptions and due to credits already obtained, as long as they are bound by:

- a diploma contract, or
- an examination contract with a view of obtaining a degree or a diploma for a programme.

### *Article 45. Competences*

The progress committee referred to in Article 44 has the following competences for each meeting:

- Analysing the determined results and approve the publication of these results on My PXL;
- Issuing non-binding study advice (for example: taking university college broad trainings, additional study support at the student support, reorientation...);
- Monitoring the application of the broad range of deliberation criteria at the university college after the penultimate and the last examination period;
- Use, where necessary, the university college broad-based deliberation criteria more smoothly after the penultimate and last examination period in case of special circumstances;
- Formulating non-binding advice within the framework of the university college after the final examination period.

### *Article 46. Conditions for passing*

The student will be declared passed for his one-year package if he has taken all the examinations belonging to the relevant one-year package and in view of the fact that:

- All examinations have led to a credit certificate, or
- The progress committee believes in a motivated manner that the objectives of the one-year package have been globally realized.

### *Article 47. Initiative convening and timing*

§1. The progress committee exercises its competences at least three times per academic year.

§2. This progress committee meets at least 3 times per academic year, namely after semester 1, after semester 2 and after the 2<sup>nd</sup> session. These moments are recorded in the annual calendar of the programme. Exceptions from this timing may always be made for the students eligible to be declared passed for the last track stage of the programme (or, if applicable, the last one-year package) and which may therefore complete their study in the academic year premature.

#### *Article 48. Deliberation rules*

§1. The progress committee decides collegially on the passing of the students not referred to in Article 46.

§2. The progress committee takes into account that an insufficient grade on certain course units in principle cannot be tolerated and therefore not qualifies for deliberation. Whether this is the case, is mentioned in the study guide, namely in the detailed description of the course units per programme (the so-called ECTS sheets).

The shortage of these course units (weighted deficits) are however included in the calculation of the whole deliberation.

§3. If the student did not obtain a credit certificate on all course units of his/her one-year package and when his/her weighted deficits are located within the deliberation criteria referred to in §4, the progress committee will deem upon application of these deliberation rules that the student nonetheless has achieved the goals of the relevant one-year package. Therefore, the progress committee deliberates on potential deficits. The deficits are jointly deliberated; in other words, they are deliberated all together as a whole or not at all, with the exception of the provisions of §2.

§4. The general deliberation rules that are applied in the whole university college for all of the programmes are based on:

- the ratio between the volume of the one-year package on the one hand;
- and the weighted deficits on maximum two course units for which not less than 8/20 was achieved on the other hand.

Course units with a result of less than 8/20 are not eligible for deliberation.

The maximum number of weighted deficits to be deliberated is:

- 0 for a package of less than 27 ECTS;
- 6 for a package of 27-40 ECTS;
- 8 for a package of 41-50 ECTS;
- 10 for a package of 51-60 ECTS;
- 12 for a package of more than 60 ECTS .

§5. In response to each individual deliberation under particularly motivated circumstances, the progress committee may apply deliberation rules that differ from those contained in §2 and §4 and which may not be stricter than the deliberation rules applied in the whole university college

The reason therefore will be substantiated described in the minutes during deliberation.

#### *Article 49. No credit certificate for a deliberated course unit*

The fact that a student is declared globally passed does not mean that he/she is eligible for a credit certificate for those course units for which he/she has failed. If, by applying the deliberation rules, the student is declared passed for a year package, this means that the inadequate examination result does not constitute an objection to obtaining a diploma.

#### *Article 50. Announcement of the deliberation results*

The overall outcome of the deliberation is announced on behalf of the chairman of the progress committee (see Article 39). No degrees of distinctions are awarded.

#### *Article 51. Publication of the credit certificates*

If the student has failed, it will be announced for which course units he/she obtained credit certificates.

#### *Article 52. Students not passed in the 1st examination opportunity*

§1. Students who were declared to have failed to pass after the deliberation of the penultimate examination period (June/July) are automatically enrolled for the 2<sup>nd</sup>

examination opportunity for the course units they did not pass and for which a 2<sup>nd</sup> examination opportunity is possible.

§2. If the student wishes to waive his/her 2<sup>e</sup> examination opportunity, he/she must report so before July 3<sup>th</sup> via My PXL.

If the student decides not to complete only a number of course units in the second examination opportunity, he/she should inform, for practical reasons, the relevant lecturer of that course unit as well as the ombudsperson of the programme.

§3. Students concerned resubmit the results thereof to the progress committee which is meeting after the final examination period (September). They are redeliberated taking into account the results of the full relevant year package.

#### *Article 53. Passed students 1<sup>st</sup> examination opportunity*

Students who were declared passed after the deliberation of the penultimate examination period (June/July) cannot waive credits obtained, but they will be allowed to resume one or more examinations on the relevant deliberated deficits in order to yet obtain a credit in this way. They need to submit an application before July 3<sup>th</sup> at the Student Administration department.

In this case, the first decision of the progress committee is suspended until the new results are available. The progress committee always decides on the basis of the highest results.

#### *Article 54. Students not passed in the 2<sup>nd</sup> examination opportunity*

§1. Students who are declared to have failed after the deliberation of the final examination period must re-examine in the following year the course units for which they did not achieved a credit certificate.

§2. Students who were declared to have failed after the deliberation of the last examination period can already enrol (restricted) course units from the following academic year in accordance with the conditions set out in the education regulations.

#### *Article 55. Passed students 2<sup>nd</sup> examination opportunity*

Students who are declared passed after the deliberation of the final examination period (August/September) cannot waive the credits obtained, but will have the opportunity to

resume the deliberated deficits following their re-enrolment and within scope of a credit contract in order to achieve nevertheless the necessary credits in this way.

*Article 56. Transferability of the highest obtained examination mark from first to second examination opportunity*

If a student uses the second examination opportunity, the highest mark assigned will be the final grade. If a student decides not to use the second examination opportunity for a particular course unit for which he/she did not achieve 10/20, the grade obtained in the first examination opportunity for this course unit will remain in force during the current academic year.



## B/Progress committee per study programme

### *Article 57. Objective*

Each study programme will establish a progress committee for the whole of the programme and in function of the deliberation with a view to awarding a degree or diploma.

### *Article 58. Competences*

§1. This progress committee has the following competences:

- declare whether the student has passed the entire programme or not;
- determine the course units to be renewed, if necessary, in order to obtain a diploma;
- determine the degree of distinction with which the diploma is awarded.

§2. This committee is bound by the deliberations made by the annual progress committees.

### *Article 59. Initiative convening – timing*

This progress committee exercises its competences when a student is eligible to pass a programme. A student who meets the stipulated conditions for the whole of the programme is registered with the progress committee. A student is registered irrespective of the kind of track, thus both after completing a model track and after the faster or slower achievement of an individual track.

### *Article 60. Conditions for passing – degrees of distinction*

§1. The student is declared passed if he/she has taken all examinations belonging to the study programme and based upon the fact that:

- all examinations have led to a credit certificate, or
- the progress committee believes in a motivated manner that the objectives of the study programme have been achieved globally.

§2. In any case has a student passed a programme when he/she has been declared passed for each of the followed year packages in accordance with Article 44 and following.

§3. The fact that a student is declared to have globally passed does not mean that he/she is eligible for a credit certificate for those course units for which he/she has failed.

§4. The overall outcome of the deliberation is announced in public proclamation by the chairman of the progress committee with the following terminology:

- passed with the highest distinction;
- passed with great distinction;
- passed with distinction;
- passed with satisfaction;
- not succeeded.

§5. The degree of distinction for a bachelor programme is calculated on the basis of the examination results obtained in the last track stage. The degree of distinction for a bachelor-after-bachelor is awarded on the basis of all examination results obtained during the programme.

§6. The degree of distinction for a bachelor programme and a bachelor-after-bachelor programme is only awarded if the student has obtained at least 45 credits in the bachelor programme by taking an examination on it.

§7. The passed student receives the indication with satisfaction if he/she achieves a global percentage of less than 68 %; with distinction, great distinction or highest distinction if he/she respectively achieves at least 68, 77 or 85 %. The progress committee may grant a higher degree in a motivated manner.

§8. In order to be able to determine the percentage on the final track stage of a bachelor programme, this track stage must contain at least 45 credits. If the track stage contains less than 45 credits because of exemptions, the course units of the 3<sup>rd</sup> track stage will be supplemented to 45 credits with course units with the highest achieved results of the (preferably) 2<sup>nd</sup> track stage (and, if applicable, the 1<sup>st</sup> track stage).

## C/Composition progress committee

### *Article 61. Composition progress committee*

§1. Progress committee per enrolled study programme:

The progress committee consists of at least three voting members and the examination ombudsperson:

- The head of department as chairman (with voting right);
- The head of training (with voting right);
- A member of the teaching staff from the programme (with voting right);
- The examination ombudsperson with advisory vote is part of the progress committee;
- The case of application of Article 76, §3 and Article 77 of these regulations, the general director or his representative shall be part of the progress committee with an advisory vote.

A secretary can also be part of the progress committee.

If the head of department is practically unable to chair the progress committee, the head of training will fulfil the role of chairman and the committee shall be extended with an additional member of the teaching staff from the programme.

If desired, the progress committee can be expanded with the track counsellor (with advisory vote), the student assistant (with advisory vote) and the other members of the teaching staff from the programme.

§2. The progress committee for a deliberation for the entire programme (diploma deliberation)

The progress committee consists of at least three voting members and the examination ombudsperson:

- The head of department as chairman (with voting right);
- The head of training (with voting right);
- A member of the teaching staff from the programme (with voting right);
- The examination ombudsperson is part of the progress committee with advisory vote;
- In case of application of Article 76, §3 and Article 77 of the regulations, the general director or his representative shall be part of the progress committee with an advisory vote.

A secretary can also be part of the progress committee.

If the head of department is practically unable to chair the progress committee, the head of training will fulfil the role of chairman and the committee shall be extended with an additional member of the teaching staff from the programme.

If desired, the progress committee can be expanded with the track counsellor (with advisory vote), the student assistant (with advisory vote) and other members of the teaching staff from the programme.

### *Article 61bis. Composition progress committee postgraduate programme*

#### §1. Progress committee per enrolled study programme:

The progress committee consists of at least three voting members:

- The coordinator of the postgraduate programme as chairman (with voting right);
- The head of department (or his representative) (with voting right);
- A member of the teaching staff from the programme or the general coordinator lifelong learning (with voting right);
- In case of application of Article 76, §3 and Article 77 of the regulations, the general director or his representative shall be part of the progress committee with an advisory vote.

A secretary can also be part of the progress committee.

#### §2. Progress committee for a deliberation for the entire study programme (diploma deliberation)

The progress committee consists of at least three voting members:

- The coordinator of the postgraduate programme as chairman (with voting right);
- The head of department (or his representative) (with voting right);
- A member of the teaching staff from the programme or the general coordinator lifelong learning (with voting right);
- In case of application of Article 76, §3 and Article 77 of the regulations, the general director or his representative shall be part of the progress committee with an advisory vote.

A secretary can also be part of the progress committee.

*Article 62. Legal composition: progress committee per enrolled study programme*

In order to make legally binding decisions, the minimum occupation of three voting members must be present (with the exception of a special progress committee). The examination ombudsperson (with advisory vote) must also be present.

*Article 62bis. Legal composition: progress committee per enrolled study programme in the postgraduate programme*

In order to make legally binding decisions, the minimum occupation of three voting members must be present in the progress committee (with the exception of a special progress committee).

*Article 63. Legal composition: progress committee for the entire programme*

In order to make legally binding decisions, the minimum occupation of three voting members must be present (with the exception of a special progress committee). The examination ombudsperson (with advisory vote) must also be present.

*Article 63bis. Legal composition: progress committee for the entire course postgraduate programme*

In order to make legally binding decisions, the minimum occupation of three voting members must be present in the progress committee (with the exception of a special progress committee).

## **Section 10. The deliberation**

### *Article 64. Presence of the members of the progress committee*

The members of the progress committee must attend the deliberation.

### *Article 65. Presence students*

The students will be available to the progress committee by telephone during the deliberation.

### *Article 66. Confidentiality*

The deliberation of the progress committee is secret. The members of the progress committee and all persons being mandatory present at the session shall be bound to secrecy on the deliberation and the voting.

### *Article 67. Voting rights*

§1. Each voting member of the progress committee, except for the examination ombudsperson (and, if present, the track counsellor and the student assistant), has one vote.

§2. When a course unit is assessed by more than one member of the teaching staff, the responsible coordinator is entitled to vote when he is a member of the progress committee.

§3. The responsible coordinator may pass his vote to another member of the teaching staff who is affiliated with the course unit, subject to a motivated statement in the minutes.

§4. A member of the progress committee who has assessed several course units will receive one vote per course unit, if relevant.

## *Article 68. Voting*

§1. If decision is made by voting, the chairman shall formulate the proposal on which the members will vote. The voting implies that the voting members vote with a 'yes' or a 'no'. It is accepted if the majority of the votes cast are yes-votes. Abstentions, blank and invalid votes in this regard do not count as cast votes. In the event of an equality of votes, the chairman shall decide if a renewed voting has not produced another result.

§2. The examination ombudsperson and/or the track counsellor have the right to request a voting (possibly a renewed voting) and, if desired, the secret voting without having a voting right.

§3. The votes will be in written and secret if at least one member wishes so. If not, the members shall vote by show of hands.

§4. The chairman may decide not to open a voting procedure if he finds that no member or examination ombudsperson is going to contest and that all members agree with the formulated proposal.

## *Article 69. Irregularities*

Appeal against findings and decisions of the progress committee based on irregularities in the deliberations or voting procedures may only be lodged by the members of the progress committee or the examination ombudsperson. This should be done immediately, if possible, in the session of the progress committee and before the public announcement of the results.

## *Article 70. Minutes of the deliberation*

Each department determines the practical organisation of the voting operations. The minutes of the procedures of the progress committee shall state at least the date and all decisions taken on the passing, possible indications and justification of the sanctions for fraud. The chairman and the secretary of the progress committee shall sign the minutes.

## **Section 11. Examinations taken in another institution**

### *Article 71. Provisions*

The head of department decides, following consultation within the department, under which conditions a student may follow part of his/her course units at another institution for higher education in the home country and abroad. These conditions are also determined by a thorough comparison of the educational level, the training programmes, the intended study period and the study programme implemented by the relevant partner institutions within the scope of a bilateral agreement. For the period during which the student resides in a host institution, the currently taught course units and their evaluations are in principle taken over, without prejudice to the deliberation authority of the progress committee.

### *Article 72. Substitution by an equivalent course*

Results for the course units taken at these other host institutions in Belgium and abroad will be settled in the same way as the examination marks for the equivalent course units of the home institution, after possible adjustments to the system's quota system of the own department. In the event of failure in the first examination opportunity, the student will also complete his second examination opportunity (if applicable) at the host institution. This will be done according to the rules of the host institution.

### *Article 73. Deliberation*

The overall results achieved by a student in the department and in the host institution are discussed in the ordinary deliberations.



## **Section 12. Disputes related to examinations**

### *Article 74. Complaints arising from material errors*

Complaints about material mistakes must be lodged in writing by the student to the chairman of the progress committee at the latest within 10 calendar days following the deliberation.

If the chairman finds that there is indeed a material error which does not affect the result obtained and therefore does not require a new deliberation, he will restore the mistake and the student will be notified as soon as possible.

If the chairman finds that there is a material error that has an effect on the result achieved and thus requires a new deliberation, he will reconvene the progress committee as soon as possible. The progress committee shall take a new decision as soon as possible but no later than 7 calendar days following the complaint lodged. If it is impossible to convene the members of the progress committee within this time frame, written advices of non-present committee members may also be taken into consideration. Regardless of the number of members present, the progress committee shall reach a decision in the interest of the student. The student may appeal against this decision, if necessary, in accordance with Article 75 and following.

### *Article 75. Student's complaint requiring a new deliberation: internal appeal procedure*

§1. A student's complaint based on mistakes or irregularities that might jeopardize the validity of a decision taken by the progress committee and thus require a new decision by the progress committee is submitted by the student via email at [beroepsprocedure@pxl.be](mailto:beroepsprocedure@pxl.be). At the same time, the request must also be sent with registered letter to the general director of the University College PXL.

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

The student hereby states the reasons underlying his/her complaint. The student can only lodge a complaint if he/she personally benefits from it.

§2. On pain of inadmissibility, the appeal must include the following:

- name and address of the student applying for the appeal ;

- an email address under which 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 decision which is the subject of the appeal;
- signature of the student.

§3. Within seven calendar days following the submission of the request, a decision is reached whether the request is admissible and whether there is, in other words, formally and procedural compliance with the stated conditions. Should this not be the case, the request is rejected motivated.

§4. If the request is admissible, the general director organizes a consultation between the person(s) involved (such as for example the examiner(s), supervisor(s) at the internship and the student), the chairman of the progress committee, the head of training, the examination ombudsperson and the head of department (if he is not chairman of the progress committee). The general director or his representative is also present at the consultation together with the Director of Education and Student Policy or its representative. These two latter together form the internal appeal committee. A secretary, appointed within the members of the administrative staff, will also be part of the internal appeal committee without voting right. Parties concerned cannot be part of the internal appeal committee.

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

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

§5. The internal appeal committee takes a decision based on the dossier and the results of the consultation:

- the complaint is rejected motivated; or
- there are sufficient elements available to reconvene the progress committee in extraordinary session. The progress committee will make a new decision autonomously after the views of the involved parties have been explained by the Director Education and Student Policy. The general director or his representative shall attend the meeting without voting right.

### *Article 76. Extraordinary session progress committee*

*This article has been deleted.*

### *Article 77. Announcement of the decision*

§1. Any decision taken pursuant Article 75 of the examination regulations shall be communicated to the student with email within 20 calendar days following submission of the internal appeal to the general director. This deadline is suspended during holiday periods until the next working day after these holiday periods. Even if the last day of this deadline falls in the weekend or on a public holiday, the deadline will be suspended until the next working day following this weekend or holiday.

Sufficient grounds will be provided to substantiate this decision; information shall be given on the possibility to appeal with the Council for disputes about study progress decisions as well as on the deadlines and formalities to be respected as prescribed by the Codex Higher Education.

§2. After exhaustion of this internal appeal procedure, the student may lodge appeal with regard to the study progress decision with the Council for Disputes about study progress decisions (see website <http://www.ond.vlaanderen.be/hogeronderwijs/Raad/>). He/she therefore submits a petition to the Council by registered letter within a deadline of seven calendar days commencing on the day following the notification of the decision of internal appeal procedure or upon expiry of a period of 20 calendar days following the lodging of the internal appeal. The student is expected also to send a copy of this petition with email to [beroepsprocedure@pxl.be](mailto:beroepsprocedure@pxl.be). The postmark will be the proof of the date of appeal. If the last day of the deadline is a Saturday, a Sunday or a public holiday, the deadline will be extended until the next working day on which the postal services are open.

The student cannot submit new resources in the procedure before the Council for disputes about study progress decisions, unless the basis thereof has been discovered only after completion of the internal appeal procedure.

### *Article 78. Inconsistencies*

If in the cases referred to in Article 75 the chairman of the progress committee or the general director himself is involved in the dispute, a replacement will be provided by the board of the university college or its representative.

*Article 79. Mandatory provision*

In case of any irregularity, conflict of mistake as referred to in Article 75, the student is obliged to follow this dispute settlement.

## **Section 13. Special examination regulation for certain student groups**

### *Article 80. Special status regarding education and examination regulations*

§1. Certain groups of students can obtain a special status in the field of examination regulations that must be applied for at the enrolment. Students wishing to obtain the special status have to contact the student administration. See also the information and procedures included in the education regulations (Article 33-36).

### *Article 81. Examination facilities*

The head of training may, after examination of the validity of the application, grant students with a special status certain examination facilities. The facilities may include:

- the time when the examinations are taken (spreading and/or moving examinations);
- the examination format (for example, make a study project instead of oral or written examination);
- the examination conditions.

The special examination modalities awarded to them must be mentioned in the study contract.

## **Section 14. Other issues**

### *Article 82. Autonomous decision progress committee*

The progress committee shall decide autonomously on all matters not provided for in these examination regulations and which are not settled by decree.

## **Section 15. Partnerships**

### *Article 83. Examination regulation cooperating educational institutions*

For the students of a programme organized in the context of a partnership with another college or university, the regulations agreed between the cooperating educational institutions have priority over the provisions of these examination regulations.

## **Section 16. Special departmental provisions related to the education, examination and legal position regulations**

To the extent that these provisions should differ from the information contained in the detailed description of the course units per programme in Part II of the PXL study guide (the so-called ECTS sheets), these latter provisions take precedence.

### **PXL Healthcare**

*Article 84. Rules for absences from course units that are permanently evaluated, and from examinations*

§1. Justification of absences from course units that are partly or fully permanently assessed.

For any absence from educational activities that are partly or fully based on permanent evaluation, an evidence document (doctor's certificate) is required from the first day of absence.

The student submits this evidence document (doctor's certificate) to the department student administration within four calendar days following the commencement of the absence and in any event before the deliberation (see article 27 of these Examination Regulations).

Unauthorized absences are sanctioned (see §3).

§2. Justification for absences on internships

§1 also applies for any absence on internships. In addition, the student will inform the place where the internship is performed by telephone before the start of the internship shift and with email the internship counsellor of his/her absence.

The course unit internship is bound by statutory regulations. A legitimate absence from internship will therefore, in principle, be caught up unless this is practically no longer feasible (see training-related 'internship procedures').

§3. Consequences of absenteeism during certain educational activities

The consequences of the absences referred to in §1 and §2 are included in this study guide, namely in the detailed description of the course units per programme.

### *Article 85. Information files, guidelines for graduation projects and internship*

For additional provisions regarding the education and examination regulations with respect to the problem-oriented education, the internship and the graduation project refers here to the information files, the guidelines for graduation project and internship that are an integral part of the study guide.

## **PXL Business**

### *Article 86. Permanent evaluation and assignments*

For permanent evaluation and assignments given during the academic year outside the written or oral examinations, additional guidelines will be provided in the study guide (the so-called ECTS sheets) and also on the Blackboard.

### *Article 87. Internships*

Additional guidelines are provided for internships in the study guide, namely in the detailed description of the course units per programme (the so-called ECTS sheets).

### *Article 88. Use of codex in the professional bachelor programme in the company management*

Issued coded legislation (bound) may always be used in a written examination on a legal course unit, unless the lecturer of the relevant course unit explicitly excludes the use of legislation or codex. This legislation (codex) may not be provided with legally explanatory comments (annotations). For the purpose of this application, it does not matter at all who has made the non-authorized annotations.

#### Underline, frame, colour or circle:

underlining, framing, colouring or encircling is allowed in any colour whatsoever, with any means whatsoever: pencil, ballpoint pen, fluorescent marker, highlighter. it must at least involve 1 word; the underlining, framing, colouring or encircling of separate letters or parts of words is prohibited. Therefore, a dotted line is thus not allowed. Drawing a continuous vertical line next to a particular article is also not allowed.



#### Cross-references:

Cross-references in law books and on self-brought legislation are prohibited. The use of the word 'see' and cf. followed by an article or the official or abridged name of the law is prohibited. It is forbidden to add additional words to the legal provisions, for example (but not limitative) 'by analogy', 'contra', 'not applicable', 'exception', 'important', etc.

#### Add symbols:

It is forbidden to add other symbols. Arrows or a question and exclamation mark are not allowed.

#### Writing in codex:

It is allowed to write the own name and first name at a logical place in the codex with the purpose of identifying the own codex (thus on the front page as the name otherwise becomes meaningless). For the rest, writing in the codex is absolutely forbidden.

#### Post-it notes:

It is allowed to use post-it notes or other self-adhesive papers or plastics. The purpose of the post-it notes is to find certain legislation faster. No indication whatsoever may be written on the post-it notes, thus no designation of law, no article number, no serial number, etc. Post-it notes may be used in any colour.

## **PXL Education**

### *Article 89. Internship and activities of didactic practice*

Additional guidelines are provided in the study guide for internships, namely in the detailed description of the course units per programme (the so-called ECTS sheets) and a separate internship guide is provided with concrete rules to be respected. This guide will be delivered to each student at the start of the academic year.

## **PXL MUSIC**

### *Article 90. Assignments, practice and internships*

Any absence during a practical assignment, project, internship or other activity that is characterized by training skills and/or permanent evaluation, must be legitimate. Students have to justify such absence at the student secretariat and to the relevant teacher and inform themselves on the replacement activity or assignment to be carried out, if provided.