This English translation of the Education and Examination Code is provided as a service to the foreign-language students and staff of Howest. No guarantee of any kind, either expressed or implied, is made as to the accuracy, correctness or reliability of this translation. Discrepancies in this translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in this translation, please refer to the official Dutch version.

INDEX

GENERAL TERMS & CONDITIONS 2
EDUCATION REGULATIONS 10
1. ORGANIZATION OF THE ACADEMIC YEAR 10
2. STUDENTS 10
3. ADMISSION REQUIREMENTS 11
4. ENROLMENT OF THE STUDENT 17
5. STUDY CONTRACT 21
6. TUITION FEE 24
7. ADDITIONAL STUDY COSTS 27
8. STUDY CREDIT 31
9. INSURANCE AND SAFETY 32
10. STUDY LOAD, STUDY PROGRAMME AND LEARNING TRACK 33
11. LANGUAGE POLICY 36
12. EXEMPTIONS, TRANSFER OF EXAM SCORES 37
13. STUDY PROGRESS AND STUDY PROGRESS MONITORING 39
14. STUDENT COUNSELLING 45
GENERAL EXAMINATION CODE 45
1. GENERAL REGULATIONS 45
2. ORGANIZATION OF THE EXAMS 46
3. EXAM PROCEDURE 50
4. STUDY PROGRESS BASED ON EXAMS 55
5. EXAM BOARD 57
6. RESULTS AND FEEDBACK 59
7. DIPLOMA 61
8. HANDLING DISPUTES 62
HANDLING COMPLAINTS AND APPEALS 62
SPECIAL PROVISIONS REGARDING STATUSES AND FACILITIES 66
SPECIAL PROVISIONS REGARDING (INTER)NATIONAL MOBILITY 71
POLICY REGARDING PARTICIPATION AND QUALITY ASSURANCE 75
CODE OF ETHICS 76
RULES OF CONDUCT ICT AND DISCIPLINARY REGULATIONS 77
1. RULES OF CONDUCT 77
2. ICT RULES 78
3. DISCIPLINARY REGULATIONS 82
COPYRIGHT, MORAL and PROPERTY RIGHTS 85
DATA PROTECTION 86
CONCLUDING REGULATIONS 87

GENERAL TERMS & CONDITIONS

Article 1. General Conditions

The following Education and Examination Regulations have been drawn up in accordance with the applicable statutory provisions on higher education, as set out in the 'Higher Education Code of 11 October 2013' (Codex Hoger Onderwijs)

The Education and Examination Regulations apply to all academic activities at Howest within the framework of a study contract for a bachelor's degree programme and a post-bachelor's degree programme.

A visiting student is entitled to the rights and obligations set out in these Education and Examination Regulations, except for the provisions relating to enrolment and the study contract.

Amendments to the Education and Examination Regulations may only be made by decision of the Board of Directors.

Within the framework of this Education and Examination Code, the programme teams can add supplements specific to the study programme in a Supplementary Education and Examination Code. The Board of Directors shall have to approve this Code.

Together with the Supplementary Education and Examination Regulations and the study contract, which sets out the specific details of the programme, these Education and Examination Regulations constitute the enrolment agreement, the contractual commitment between the student and Howest. Upon enrolment, the student agrees to this enrolment agreement.

Howest actively focuses on inclusion and strives for everyone to recognize themselves in these Education and Examination Code. For that reason, this text has been written in a gender-neutral way, whenever possible.

The current Education and Examination Code can be consulted via www.howest.be/OER. The Supplementary Education and Examination Code is available on the information site of the study programme on the electronic learning platform LEHO.

Article 2. List of Terms

academic year: a period of one year, which starts at the earliest on 1 September and at the latest on 1 October and ends on the day prior to the beginning of following academic year;

academic calendar: a plan of the academic year, approved by the Board of Directors, in which the weeks are numbered, possible activities per week and the vacation periods are indicated;

accreditation: the formal recognition of a study programme based on the decision of an independent body, in which is determined that the study programme meets the minimal quality and level requirements set in advance;

final tests: final tests assess to what extent the student masters the learning results of the study programme and whether they achieve the final level of the study programme

major: a differentiation in a study programme with a study load of at least 60 ECTS credits and maximally 120 ECTS credits for a bachelor study programme;

distance learning: education, which is mainly provided by means of ICT, which means that the student is not bound to a certain location to follow a study programme;

association: the corporate entity, in which at least one university of applied sciences and one university are associated. Howest is a member of the non-profit organization Ghent University Association (AUGent) of which the partner institutions are the Ghent University, HOGENT University of Applied Sciences and Artevelde University of Applied Sciences;

copyright: protects "works of literature and art". This concept is much larger than only the "Fine Arts". Indeed, the copyright can protect every creative and original creation of the human mind, which is expressed in a literary or artistic language. This right can relate to all sorts of graphic expression forms, such as paintings, drawings, movie clips and pictures, but can also be applicable to other forms, such as pieces of music, sculptures, computer programmes, etc.;

bachelor's programme: a higher education study programme, of which the study load amounts to at least 180 ECTS credits and that is either professionally or academically oriented or a study programme of which the study load amounts to at least 60 ECTS credits which follows another bachelor's study programme (advanced bachelor's study programme);

professional bachelor's programme: a bachelor's programme that aims at bringing students to a level of general and specific knowledge and competences necessary for the autonomous practice of a profession or a group of professions;

advanced bachelor's programme: a bachelor's programme that builds on and expands upon one or more other bachelor's programmes and comprises at least 60 credits;

aptitude test: the examination of a person's competence(s), prior to awarding them with an aptitude certificate;

grant receiving student: a student who receives a study grant from the Flemish government

grant tariff student: a student who receives a study grant from the Flemish Government or who meets the conditions set out in Article 9 of the Decree of 8 June 2007 on student finance from the Flemish Government, and who meets the financial criteria for receiving student finance from the Flemish Government;

aptitude certificate: proof that a student - based on previously acquired credits (PAC's) or previously acquired qualifications (PAQ's) - has acquired the competences and/or learning objectives specific to a well-defined study programme, course unit, cluster of course units or partim;

partial-grant student: a student who, upon application, does not receive a study grant from the Flemish Government, but pays reduced study fees because the reference income is below a fixed amount laid down in the regulations concerning study financing;

coach: the member of the student counselling team in a study programme to whom (part of the) students are assigned in view of having structural discussions on their study progress;

competence: refers to a coherent and complex set of knowledge, skills and attitudes, which are expressed in and developed by specific actions in complex and authentic situations;

contact hour: an hour (60 minutes) during which teaching is provided or the student is supervised, involving direct contact between the teacher and the student or a group of students, and which, as such, is subject to specific teaching hours. The student is expected to be present. This may take place either in person or online;

credit: an ECTS credit connected to a course unit and from which assessment shows that the student has sufficiently acquired the competences or learning objectives linked to the respective course unit;

credit certificate: a document or other form of registration, which states that a student has taken an exam and has acquired the competences or learning objectives connected to a course unit;

credit contract: a contract, between Howest and the student who enrols with a view to obtaining (a) credit certificate(s) for one or more course units;

midterm exam: any examination held outside the examination period covering a specific and previously announced part of the syllabus of a course module, or part thereof, which is included in the final mark for that course module in accordance with a previously announced weighting;

deliberation: the process of deciding whether to award the student a deliberation mark, either automatically or following deliberation by the exam board;

deliberation grade: a result acquired after the examination for a course unit for which a student does not acquire a credit certificate, but for which the course unit does not have to be retaken under the stipulations of the deliberation regulations;

degree contract: a contract, between Howest and the student who enrols in view of obtaining a degree or diploma for a study programme;

degree supplement: a supplement to the diploma, describing the nature and duration of the programme, the completed study programme and the acquired credit certificates, the possible granted exemptions and possibly the previously followed programme and stating the institute(s) where the student attended the course units, if this is/these are different from the awarding institute or in case of joint degrees. The outline of the diploma supplement is determined by the Flemish Government;

dean: is responsible for the general management of the assigned study programmes;

threshold: a study progress measure, introduced by the Flemish Government from the 2023–24 academic year, under which students must have passed and/or had their results deliberated for all modules in the threshold package within two years of enrolment. Students who meet this threshold may continue to enrol in the same programme. Students who do not meet this threshold will be refused re-enrolment in the programme. The threshold applies only to students starting a particular bachelor's programme from the 2023-24 academic year onwards;

threshold package: all course units taken in the academic year of the first enrolment in a specific bachelor's degree study programme (initial) or replacement choice in case of a second enrolment (final);

ECTS: 'European Credit Transfer and Accumulation System', a European-wide recognized system for the international transfer and accumulation of the study credits and the score of the student through an objective comparison;

European students: students having the nationality of a state belonging to the European Economic Area;

evaluation: any assessment of a student's progress in terms of competences, learning objectives or learning outcomes. This may be formative, to support the learning process, or summative, counting towards the final exam mark;

PAC: previously acquired competence, being the whole of knowledge, insight, skills and attitudes acquired through learning processes not confirmed by a study certificate;

PAQ: previously acquired qualification, being each study certificate that shows a formal learning track was successfully completed, whether as part of an educational programme or otherwise, insofar as it is not a credit certificate obtained within the institute and programme where the student wishes to assert this qualification;

exam: any assessment of the extent to which a student, based on their studies, has acquired the competences, learning outcomes or learning objectives associated with a course module or part thereof, which contributes to the final mark;

exam decision: any decision, with or without deliberation, that holds a final judgement on whether the student meets the requirements stipulated for a single course unit, several course units of a study programme or the study programme as such;

exam score: the assessment in figures of the extent to which the student has a thorough command of the competences, the learning results of the learning objectives of a course unit/partim, in terms of a score out of 20;

examination board: the board that makes the final decisions regarding the student's learning track;

exam contract: a contract, between Howest and the student, who, according to certain conditions laid down by Howest, enrols for exams in view of obtaining a diploma or credit certificates;

examination office: the local contact point open to all parties involved in the exams;

disciplinary decision regarding breaches of the examination code: all sanctions imposed because of irregularities concerning exams;

reasonable adjustments: a departure from the organization of the study track, the educational and/or evaluation activities due to individual circumstances;

guest student: a student who is enrolled in another institute of higher education with which Howest has an agreement and who, in the framework of their study programme, takes one or more course units at Howest;

deliberated course unit: a course unit for which a student has not acquired a credit certificate based on (an) exam(s), but on which an exam board has decided that it should not be retaken;

personalized learning track: a learning track that differs from the standard learning track, abbreviated in Dutch as IOT (individual learning track) or PDT (personal partial track);

generation student: a student who enrols for the first time with a diploma contract for an associate degree study programme or a bachelor's study programme in an institution of higher education in Flanders;

associate degree: a professionally oriented study programme of higher vocational education that follows on from secondary education; with a study load of 90 or 120 ECTS credits;

degree: the specification awarded at the end of a study programme;

limit date: for each course unit, Howest determines a limit date. This date determines whether the student is refunded the study credits into their learning account in case they withdraw for this course unit;

inappropriate behaviour: each violation of a person's integrity, such as abuse of power, sexual harassment, violence and bullying;

iBamaflex: the digital portal for personal student administration at https://ibamaflex.howest.be

initial bachelor's study programme: bachelor's study programme that follows on secondary education;

year of enrolment: the academic year of the enrolment for a specific study programme;

international office: the Howest department responsible for internationalisation and abroad mobility

IOT status: status necessary to derogate from a model track from 54 to 66 study credits at the first enrolment in a bachelor's degree study programme;

qualification: a completed and accredited complete set of competences, domain-specific or study-programme-specific learning results, with as proof an official certificate or diploma, awarded after successfully having completed a study or learning track or after an PAC and/or PAQ procedure;

learning agreement: an agreement between two educational institutes in which the learning track of the student is recorded in case of an exchange;

learning objective: the further realisation of learning outcomes. A learning outcome is translated into learning objectives to ensure its gradual development and to make the learning outcome more concrete. A learning objective specifies what the student is expected to achieve in terms of knowledge, understanding, skills and/or attitudes;

learning account: the total set of ECTS credits a student can take up during the study career to enrol for an initial bachelor or master's programme under a diploma contract or for a course unit under a credit contract. This set of credits may develop depending on the number of ECTS credits for which the student enrols and which are acquired. The learning account can be consulted at http://www.burgerprofiel.be/ (only in Dutch);

learning result: determines what the student is expected to know, to understand and to do when they complete a learning track and the way how they can show what they have learned. Learning results are competences linked to the levels of the Vlaamse Kwalificatiestructuur [Flemish Qualification Structure];

Leho: the digital learning environment, electronic learning platform of Howest.

micro-credential: a defined and comprehensive set of course modules for those wishing to specialise in specific (sub)areas of a degree programme. Successful completion of all credits within this programme leads to the award of a micro-credential certificate;

standard learning track: the learning track prescribed for a group of students;

standard learning track tranche (SMTT): number which corresponds with the ranking of the semesters of the standard learning track (track to graduate within the normally provided time);

monitoring service: an academic activity with additional, field-relevant explanation, given to a student by the lecturer of the course unit concerned to increase study progress;

moral rights: the moral rights in copyright are the rights which concern the immaterial interests of the author, such as reputation, 'integrity' and/or the personal bond with the work in the capacity of a creator;

ombudsperson: someone who independently and objectively investigates a complaint and tries to find a solution to the problem through mediation;

educational activity: all activities organised to acquire the competences, learning results or learning objectives of the programme/course units and/or partims;

educational subject: a subject for which students can acquire teaching qualifications for secondary education;

ECTS credits taken: the study credits related to the course units for which a student has enrolled in a specific academic year;

study programme: the structural unit of the course offering; a language variant of a course is considered to be the same course;

course unit: a defined unit of teaching and assessment activities aimed at acquiring well-defined learning results or competences, learning objectives and/or learning results;

programme coordinator: the person responsible for the contents and the education organization of the study programme, the contact person for the students;

transfer: transferring an exam score of a partim starting from 10/20 when re-enrolling for the same course unit in a next academic year;

partim: a defined part of a course unit with a study load of whole ECTS credits;

permanent evaluation: the regular assessment of the student's learning process during teaching activities. This involves assessing the same learning objectives at various points in time. This can be formative (to support the learning process) or summative (counting towards the final exam mark);

plagiarism: each imitation of another author's work (ideas, texts, structures, illustrations, plans, etc.) or of earlier work of oneself; identically or slightly altered without the indication of a quote and/or without adequately crediting the source;

postgraduate: a learning track with a study load of at least 20 ECTS credits in the scope of the continued professional training, providing more in-depth knowledge and/or broadening of the competences acquired at the completion of an associate degree, bachelor or master study programme;

Council for Disputes on Study Progress Decisions: administrative judicial institution that rules on external appeals concerning study progress decisions, after exhaustion of the internal appeal procedure, and on requests for recovery of learning credits due to force majeure. Address: Council for Disputes on Study Progress Decisions, Koning Albert II-laan 15, box 130, 1210 Brussels. More information on https://onderwijs.vlaanderen.be/nl/raad; (only in Dutch);

reasonable adjustment: a specific measure, of material or immaterial nature, which neutralises the restrictive effect of an inadequate environment on the participation of a person with a disability that is not disproportional and does not affect the possibility to achieve the learning results and/or the learning objectives of the study programme.

nickname: the name by which someone wishes to be addressed;

semester: half of an academic year (excluding the summer holidays), also referred to as a 'half-year' at Howest;

entrance exam: an institution-neutral test that students must take as a condition for initial enrolment in certain bachelor's study programmes;

student with a disability: a student with a long-term (at least 12 months) or permanent impairment of one or more bodily functions, a developmental disability, an auditory impairment, a visual impairment, a motor impairment, a psychiatric impairment, a chronic illness or other limitation, with an endorsed file;

student counselling: the guidance offered by Howest to help the student to optimize their study, consisting of monitoring service, coaching, learning track guidance and additional study coaching.

student administration office: the local contact point for all administrative formalities, references and contact with the dean for all matters concerning the learning track;

study coach: the contact point for assistance in the application for special status and reasonable adjustments, study choice and coaching and the development of study skills;

study contract: the contract between Howest and the respective student, created at the moment of enrolment;

course sheet: the course sheet of a course unit is composed of the educational and organizational description of this course unit;

field of study: the field determined by decree in which study programmes are put together;

tuition fee: the amount to be paid by the student to participate in teaching and/or assessment activities, and/or exams;

study guide: the study guide of a study programme includes the teaching and organizational description of that study programme;

study load: the number of ECTS credits assigned to a course unit, partim or study programme;

ECTS credit: an international unit accepted within the Flemish Government that corresponds to a minimum of 25 and a maximum of 30 hours of study time and that is used to express the study load of each study programme or course unit;

study time: the amount of time in terms of hours that an average student needs to successfully complete the prescribed educational and assessment activities of a course unit or study programme;

learning track: the way in which a study is arranged;

academic progress: the way in which the student makes progress in the learning track. This may be based on exams and/or PACs and PAQs;

academic progress decision: a decision relating to academic progress, namely an exam decision, a disciplinary decision regarding an exam, the award of a certificate of competence, the granting of an exemption, the imposition of a measure to monitor academic progress, the refusal of enrolment, the refusal to include a course module, for which the student had not previously enrolled, in the contract, a decision regarding substantial differences in competences where a credit certificate was obtained more than 5 years ago;

STUVO: Howest department for student services

admissions check: an inquiry at Howest to enjoy deviating diploma requirements and to possibly enrol for a bachelor's study programme via a credit contract or exam contract in view of obtaining credit certificates;

admissions examination: an assessment by AUGent to determine whether, as a prospective student, you are eligible for special admission requirements for a bachelor's degree programme;

admissions agreement: the contract that Howest enters into with a student, in which the student states to have accepted the general regulations and the study contract. This agreement includes the Education and Examination Regulations (OER), the Supplementary Education and Examination Agreement, if any, and the study contract;

learning track adviser: the person in the study programme to be contacted or consulted by the individual student to outline and to guide their learning track and/or PAC and/or PAQ procedure;

property rights: property rights covered under copyright are rights which, either individually or in conjunction with another right, are transferable or serve to provide the right holder with a financial benefit, or have been acquired in exchange for material benefit that has been provided or promised;

acquired ECTS credits: the credits, connected to the course units, for which a student has obtained a credit certificate;

renounce / renunciation: waive the decision "deliberated" as the student still wants to obtain a credit certificate;

prerequisites: the requirement that a student must have taken or passed a course module or a programme before they can enrol in another course module or programme;

exemption: lifting of the obligation to participate in the educational and/or evaluation activities of a course unit or a partim;

workplace learning: the learning activities aimed at the achievement of general or professionally oriented competences, whereby the employment situation is the learning environment;

working student: a student who meets the following requirements:

- holds proof of employment, as an employed or self-employed person, with a workload of at least 80 hours per month, or holds a benefits-recipient certificate as job seeker and the study programme fits within their search for employment, presented by a regional employment service;
- does not yet hold a second cycle diploma or a master's diploma;
- is enrolled in a learning track with particular teaching and learning forms and with modalities of guidance, which is as such registered in the higher education register.

EDUCATION REGULATIONS

1. ORGANIZATION OF THE ACADEMIC YEAR

Article 3. Academic Calendar

The academic year is organised according to an academic calendar.

The academic calendar contains the start and end date of the academic year; the teaching and assessment activities, including the compulsory internships; start and end date of the 2 semesters; the holiday periods; examination periods; periods of deliberations, feedback and examination results announcements.

The academic calendar is ratified by the Institutional Board of Directors of Howest, after ratification by the student council.

Within the limits of this academic calendar, programme teams can draw up a study programme-related academic calendar. This planning for students is organised per half year per study programme, in alignment with the official academic calendar.

At the start of the academic year, the programme teams organise reception activities, info sessions, especially for those students who enrol for the very first time.

For each standard learning track, a course timetable is drawn up, which is publicized via https://timetable.howest.be/
Hereby, following regulations apply:

- When the lecturer is not present after 15 minutes, the student representative addresses the reception desk to obtain information or instructions;
- Alterations of educational activities, lecturers, course timetables or classrooms are publicized via the learning platform Leho and/or https://timetable.howest.be/.

2. STUDENTS

Article 4. Student Status

A student at Howest is someone who meets the admission requirements determined by decree and who is officially enrolled. The student enjoys the rights and obligations stipulated in the admissions agreement, more particularly the Education and Examination Regulations, the Supplementary Education and Examination Regulations, if any, and the study contract.

A guest student is a student who is enrolled in another institute of higher education at home or abroad and who, in the course of their study programme, follows one or more course units at Howest. The guest student is admitted subject to the existence of a written agreement between Howest and the institute where the student is enrolled. The guest student enjoys the rights and duties of the admissions agreement but does not receive a study contract. The guest student, however, does receive a student card, valid for the period in which the student follows course units at Howest

3. ADMISSION REQUIREMENTS

Article 5. Field of Application

The admission requirements, which are recorded in this chapter, apply to both enrolment in a programme and to enrolment in one or more course units.

1.1 General Admission Regulations

Article 6. Diploma Requirement Bachelor's Study Programme

As a general admission requirement, students who intend to enrol in a bachelor's programme need to hold one of the following diplomas:

- a secondary school diploma awarded by the Flemish Government before 2024-2025;
- a secondary school diploma at education level 4 awarded by the Flemish Government as from 2024-2025;
- a secondary school diploma awarded by a CVO (centrum voor volwassenonderwijs or adult education centre) up and until 2026-27;
- a short-type higher education diploma with a full curriculum;
- a higher education diploma for social promotion, with the exception of the Certificate of Teaching Competence;
- a diploma of higher vocational education;
- an associate degree diploma;
- a candidate's diploma;
- a bachelor's degree or equivalent;
- a master's degree or equivalent;
- a study certificate which, pursuant to a statutory standard, a European Directive or an international convention, is recognized as being equivalent to one of the diplomas listed above.

This applies to the following proofs of study:

- Belgian study certificates
  - A secondary school diploma awarded by the French-speaking or German-speaking Communities;
  - A certificate of complementary secondary vocational education;
  - A technical engineer diploma;
  - A diploma of higher technical education of the third grade;
- Foreign study certificates
  - A 'European Baccalaureate', awarded by the European Schools in Belgium or abroad;
  - A 'Diplôme du Baccalauréat international' awarded by the Office du Baccalauréat International in Geneva;
  - A diploma awarded by the SHAPE school (NATO);
  - A Luxembourg ''diplôme de Fin d'Etudes secondaires' or a ''diplôme de Fin d'Etudes secondaires techniques';
  - a Dutch diploma 'Voorbereidend wetenschappelijk onderwijs' (VWO), or freely translated: 'Preparatory Scientific Education' (VWO)
  - A Dutch 'Getuigschrift van met goed gevolg afgelegd propedeutisch examen' certificate;
  - A French 'Baccalauréat' diploma (minimum score 10/20);
  - A German 'Zeugnis der allgemeinen Hochschulreife/Abitur' diploma;
  - A 'High School Diploma' (USA) with a 'transcript of records', listing at least 4 Advanced Placements (APs);
  - A foreign diploma declared equivalent by NARIC;
  - A bachelor's or master's diploma

In the absence of such recognition, the dean, through the Admissions Department, may still allow enrolment in a bachelor's study programme to persons who have obtained a diploma or certificate granting admission to university education in a country within or outside the European Union.

In case of a foreign diploma, the admission procedure must be respected cfr. 'Terms and Conditions for Admission of Foreign Students with a Foreign Diploma'.

Article 7. Diploma Requirement for Shortened Educational Bachelor in Secondary Education

Enrolment in the Shortened Educational Bachelor in Secondary Education study programme requires one to be in possession of a bachelor's diploma.

Article 8. Diploma Requirement Advanced Bachelor's Study Programme

Howest may limit direct admission to an advanced bachelor's study programme to graduates of bachelor's study programmes with specific course features (at least 1 professionally oriented bachelor's study programme). This will be mentioned in the study guide.

Article 9. Language Requirements

When the prospective student enrols for a Dutch study programme, they need proof that of sufficient knowledge of Dutch. The following are accepted as conclusive proof:

- a certificate that at least one full-time year of study of a Dutch programme has been followed successfully in secondary education or at least 30 ECTS credits Dutch-language course units in higher education;
- a certificate of CEF level B2 Dutch (or higher), being at least equivalent to the requirements set in the Profile Language Sufficiency Higher Education of the Dutch Language Union;
- a certificate of NT2, Vantage 1A+B or Vantage oral and written modules or 'Richtgraad 3' [3rd Degree] of a Centre for Adult Education;
- a certificate of the Interuniversitaire Taaltest Nederlands voor Anderstaligen [Interuniversity Language Test Dutch for Non-Native Dutch Speakers] at level ERK B2 (ITNA-test);
- A NVA5 certificate of the Universitair Centrum voor Talenonderwijs of UGent.
- A certificate Educatief Startbekwaam or Educatief Professioneel (freely translated: Start Competent for Education or Professional Competences for Education) of CNaVT.
- A successful Staatsexamen NTII Programma II (State Examination NTII Programme II) (issued by the College voor Toetsen en Examens in Nederlands [College for Tests and Exams in The Netherlands]).

When a regular student enrols for an English-taught study programme, they need sufficient proof of English proficiency. The following certificates are accepted:

- a secondary education diploma awarded by the Flemish Government (except for vocational secondary education (BSO) and CVO (centres for adult education)).
- a Dutch diploma 'Voorbereidend wetenschappelijk onderwijs' (VWO), or freely translated: 'Preparatory Scientific Education' (VWO)
- a diploma of international Baccalaureate in English with at least grade 5 for the course English A or B high level or at least grade 6 for the course English B standard level;
- a European Baccalaureate with English as the first language and a score of at least 6 or as the second language and a score of at least 7;
- a certificate that at least a one-year full-time study programme of an English language study programme in secondary education or at least 30 credits English language course units in an English-language study programme at an institute for higher education has been followed successfully. If it appears during the application for enrolment that the prospective student has insufficient command of the English language, the Admissions Department may additionally require one of the other certificates mentioned below;

- a recent TOEFL Certificate: minimum score: 550 points (paper-based), 213 points (computer-based) or 79 points (internet-based);
- a recent IELTS Certificate from the British Council: minimum score 6.5;
- a GCSE Certificate English with score A* -C;
- a certificate of Cambridge English: First Certificate in English (FCE) or Certificate in Advanced English (CAE) or Certificate of Proficiency in English (CPE);
- a certificate of Cambridge IGCSE English First, IGCSE English as a Second Language with a minimum A grade;
- a certificate of the 'English Test' awarded by the University Language Centre (UCT) of Ghent University;
- a certificate of Duolingo: minimum score of 110;
- a certificate of the IELTS indicator test: minimum score 6.5;
- a certificate of Anglia: minimum level Advanced;
- a certificate of Pearson PTE = minimum score of 59, as the average of the four skills tests;
- an attestation of CEF level B2 English (or higher) for speaking, reading, listening and writing skills.

In case of enrolment under a credit contract in course units, a candidate shall be required to prove sufficient knowledge of the teaching language of the course unit based on one of the proofs such as mentioned above.

Article 10. Conditional Study Credit

When enrolling on an initial bachelor's programme or under a credit contract, students are admitted up to the limit of their remaining study credit. When enrolling for the first time on a degree programme leading to a bachelor's degree, an additional requirement applies: students must have at least 30 credits of study credit.

1.2 Special Admission Requirements

Article 11. Compulsory Entrance Exam for Educational Bachelor in Education Programmes

Students who, for the first time, want to enrol for a specific educational bachelor's study programme in Flanders must take am entrance exam. This exam is cross institutional and is taken digitally.

For the Educational Bachelor in Secondary Education and Nursery Education, the entrance exam consists of the Dutch language section; for the Educational Bachelor in Primary Education, the entrance exam consists of Dutch, French and mathematics.

In the following cases, students are exempted from taking the Dutch entrance exam by default:

- if the student has already taken an entrance exam in the past and was enrolled in a bachelor's study programme in education;
- if, in the past, the student obtained a Dutch-language degree for a bachelor's degree study programme or a specific teacher training programme (SLO), or a Dutch-language degree equated with the degree of bachelor's or master's.

In the following case, students are exempted from taking the French and Maths entrance exam by default:

- if the student has already taken a foundation test and was enrolled in a bachelor's programme in primary education;

In addition, students can request an exceptional exemption from participation due to special individual circumstances. This also applies to those wishing to enrol after the last exam date.

All information on the entrance exam and its exemption is available on the website http://www.vlaamsehogescholenraad.be/nl/starttoets

When enrolling, the student shall furnish the proof that the test was taken and deliver a valid proof of participation. In case of exemption of participation, the student will furnish the proof of exemption.

In case the student is unable to provide proof of participation or exemption, they can only enrol upon presentation of proof of enrolment in the next available test slot or with the application for exemption and then under the condition that the proof of participation or exemption is submitted at least two weeks after the participation or the receipt of the exemption.

After taking the entrance exam, each participant receives an individual feedback report. Every participant is entitled to have a discussion with a study or track adviser based on this report.

The caesura for the entrance exams is set across institutions and included in the cross-institutional regulations "Starttoets lerarenopleiding" [Teacher Training Entrance Exam]. Those who fail the caesura on this exam must participate in a remedial course. Those who are exempted from taking the exam due to special individual circumstances are also obliged to take part in a remedial course.

The modalities of the remediation trajectory are included in the Aanvullend Onderwijs- en examenreglement [Supplementary Education and Examination Regulations] of the study programme.

Article 12. Enrolling in a Distance Learning Study Programme

To enrol in a study programme offered as distance learning, the student must have the working student status, be a job seeker, or have an IOT-status. Contrary to the definition of working student, the student can already possess a second cycle or master's diploma.

Article 13. Enrolling in a Standard learning track with Specific Admission Requirements

Programme teams may limit access to specific standard learning tracks (shortened tracks, micro-credentials, etc.) to students with specific relevant professional experience and/or to graduates of study programmes with specific educational characteristics. This is included in the Supplementary Education and Examination Code of the study programme.

Before enrolling in a standard learning track for students with specific relevant professional experience, the prospective student must make an appointment with the learning track counsellor of the study programme to demonstrate the relevant professional experience.

Article 14. Concurrent Enrolments

A student who obtained at least 30 ECTS credits in the last standard learning track of a bachelor's programme can, even before obtaining the diploma of the bachelor's programme, also be enrolled in a complementary advanced bachelor's programme, a postgraduate or a refresher course at Howest.

A student who has already achieved 120 ECTS credits in a bachelor's study programme, can, even before obtaining the diploma of the bachelor's study programme, enrol in a shortened educational bachelor's study programme in secondary education.

The student can only obtain the diploma or certificate of the post-initial programme after having obtained the diploma of the regarding bachelor's programme.

A student who, in the last part of a standard learning track of an associate degree study programme, and who has achieved at least 30 ECTS credits can, even before obtaining the associate degree, enrol in a consecutive bachelor's study programme for which a subsequent trajectory is offered at Howest. The student can only obtain the diploma of the bachelor's study programme after obtaining the diploma of the associate degree study programme concerned.

1.3 Deviating Admission Requirements

Article 15. Deviating Admission Requirements Diploma Contract and Exam Contract in view of Obtaining a Diploma

Prospective students who meet all admission requirements with the exception of the diploma requirements can be authorized to enrol in a bachelor's programme provided they pass an admission examination as stipulated in the specific procedure laid out by AUGent.

Provided that the language requirements in force are met, the admission examination can be applied for by:

- Prospective students, who do not meet the aforementioned, general admission requirements, on condition that they have reached the age of 21 by December 31 in the academic year for the bachelor's study programme;
- refugees and displaced persons, without age restriction;
- prodigies, young people who have not yet reached the age of 21 but whose talent and sustained abilities in a specific discipline clearly go beyond what can be offered by compulsory or part-time education.

Refugees whose asylum request has been declared admissible, as well as their children, prove this by means of:

- appendix 25 delivered at the border to an asylum seeker or appendix 26 delivered in the Realm to an asylum seeker;
- a Belgian certificate "Attest van Immatriculatie"
- the certificate of admissibility of the asylum request, awarded by the Ministry for the Interior.

The documents mentioned above are in accordance with the Royal Decree of 8 October 1981 regarding the access to the realm, the residence, the settlement and the removal of foreigners.

Prospective students can only participate once per academic year to an admission examination.

To finally enrol, the candidate also needs to meet possible supplementary admission requirements for the programme in which they wish to enrol.

For more information, the prospective student can contact the Admissions Office via toelatingsonderzoek@howest.be. More information can be found on https://augent.be/education-2/ and www.howest.be/toelatingsonderzoek

Article 16. Deviating Admission Requirements Credit or Exam Contract in view of acquiring credits

A dean can grant permission – via the Admissions Office - to prospective students who meet all admission requirements, except for the general diploma requirements to enrol in separate course units of a bachelor's study programme under a credit contract or an exam contract in view of obtaining one or more credit certificates, provided that it appears from an internal investigation that the prospective student has the ability to follow the course units well and meets the language requirements. This investigation is called "admission check" and comprises the registration, an exploratory discussion with the programme coordinator and/or the learning track counsellor, the composition of a portfolio and an assessment of the portfolio.

For more information, the prospective student contacts the Admissions Office via toelatingsonderzoek@howest.be. More information can be found on http://www.howest.be/toelatingsonderzoek (only in Dutch).

Article 17. Admission Requirements for Foreign Students

Foreign students always must be able to present the permission or authorization for their stay in Belgium, as stipulated by the law of 15 December 1980 regarding access to the territory, stay, settlement and removal of foreigners. They can do this by one of the means below:

- the identity card of a member state of the European Union;
- the residence permit of a member state of the European Union;
- the identity card for foreigners;
- the registration certificate from the Central Register of Foreigners.

Refugees whose application for asylum has been declared admissible, as well as their children, shall provide proof of this by means of:

- Annex 25 issued at the border to an asylum seeker or Annex 26 issued in the State to an asylum seeker;
- an immatriculation certificate;
- the certificate of admissibility of the asylum application, issued by the Ministry of Internal Affairs.

All documents refer to article 31 of the Royal Decree of 8 October 1981 regarding access to the territory, stay, settlement and removal of foreigners.

This is not applicable to enrolments for study programmes in distance education without on-campus teaching and evaluation activities.

Students meet the diploma requirements with a study certificate which, according to a legal standard, a European directive or an international agreement, is recognized as equivalent to one of the diplomas as listed under the general admission requirements.

In the absence of such recognition, the Admissions Office, allow persons having obtained a diploma or certificate that grants access to university studies or the admission examination for university studies of the land in which the respective diploma was awarded, to register for a bachelor's programme. When in the land, a maturity examination is a condition, this condition also counts here.

To that end, the student applies for admission via https://apply.howest.be.

This application for admission to a study programme shall include:

1. a legalized copy of the secondary and/or higher education diploma or certificate and transcript of records that grants access to university education in the respective country;
2. a statement that the diploma or certificate grants access to the university in the respective country;
3. a proof that one meets the language requirements;
4. a copy of the identity card and/or the residence permit;
5. the proof of payment of the application fee.

The documents listed under 1° and 2° must be awarded by the school direction or by official institutes of the country where the (preparatory) programme(s) was/were followed. Or by the institutes that have officially recognized the documents. Furthermore, these documents must be declared as real by a competent diplomatic agent.

For the diplomas or certificates not drawn up in Dutch, French, English or German, a translation by a Belgian sworn translator must be attached.

In addition, Chinese state citizens must deliver an APS-certificate.

For Cameroon, Nigeria and Ghana, the institution where the diploma was received shall send, in addition to the required legislation by the Belgian embassy, a graduation certificate and score list in a sealed envelope to Howest, Algemene Diensten – Toelating [General Services – Admissions].

For a country with PISA-Average score of Mathematics, Science and Reading of less than 450 or for a country with no PISA score, Howest reserves the right to impose certain tests and/or interviews as an additional admission requirement.

The Admissions Office checks the file for content and authenticity and if all conditions are met, the student receives a certificate of admission which allows them to enrol.

More information can be found on https://www.howest.be/en/applications-for-english-taught-degree-programmes

Non-EEA students are required to take out a 'Full cover' Expat & Co student insurance policy through http://how-est2.student-travel-insurance.eu/home upon initial enrolment. They should provide proof of this upon enrolment (except for study programmes offered through distance learning where no teaching and evaluation take place on campus).

Students who do not hold a legal residence permit or student visa cannot be enrolled (with the exception of study programmes offered through distance education for which there are no on-campus teaching and evaluation activities).

If the residence permit expires during the current academic year, the student must hand in a copy of the renewed documentation at the student administration office. This is at the initiative of the student.

4. ENROLMENT OF THE STUDENT

Valid enrolment is a prerequisite for participating in the teaching and/or assessment activities, including feedback, associated with the relevant study contract.

Article 18. Enrolling as a Student

A prospective student can enrol as a student if the admission requirements are met. Conditional enrolment is not possible.

A student may enrol for:
- One programme or multiple programmes/majors simultaneously;
- One or more course units, which are part of one or more programmes;

A student may only enrol in the same course once per academic year under a degree contract.

A student enrolling for the first time in a given bachelor's study programme with a diploma contract shall enrol in the first standard learning track with a study load of 54 to 66 credits.

This obligation does not apply to:
1° students who obtained an individualised track based on a dossier, i.e. those who can obtain exemptions based on previously acquired PACs or PAQs. They enrol for at least all non-exempted course units of the first standard track;
2° students with IOT-status.

In case it concerns an individualised track, the student first needs to contact the learning track adviser(s) before enrolling.
When enrolling, the student can choose between a diploma contract, a credit contract and an exam contract. Course units with continuous assessment or with specific educational forms requiring guidance or which are offered via distance education do not qualify for an exam contract.

The smallest unit possible to enrol in is the course unit.

Enrolment can be made physically at the student administration office, or online via http://www.howest.be/inschrijven.

The opening hours of the student administration office are mentioned on the website of Howest: www.howest.be.

The following documents are required:

- identity card;
- document(s) showing that the admission requirements are met, including language requirements, or a proof of admission;
- proofs relating to the special status or IOT-status, if applicable;
- proof of discontinuation of the studies at an AUGent institute current academic year, if applicable;
- Upon enrolment, students may once request another calling name. This can be done via preregistration or via iBamaflex. Approval is granted in accordance with the regulations governing first names in Belgium.
- The official name is stated on all official documents (study contract, invoice, student card, diploma, etc.).

Enrolling in a programme or course units automatically implies enrolling in the respective exams, except when the Supplementary Education and Examination Code lay down a separate enrolment for the second exam chance.

The enrolment is valid for one academic year.

Article 19. Steps in the Enrolment Procedure

For a first enrolment, the following steps shall be completed:

1. The pre-enrolment: the prospective student registers for one or more study programmes and/or programme majors via the Howest website: www.howest.be/inschrijven.

All required documents are uploaded at the pre-enrolment.

2. In case it concerns an enrolment in a standard learning track, the candidate-student composes the study programme and signs it. In this case, the pre-enrolment is immediately linked to the effective enrolment in step 6 in this article.

Students eligible for and choosing a personalized learning track, and the students wishing to enrol in a standard learning track with specific admission requirements, follow steps 3 to 7.

3. The prospective student contacts the learning track counsellor. The contact details are mentioned in the email the candidate-student receives at the pre-enrolment.

4. Possible start-up of the PAC and/or PAQ procedure or application for an IOT-status.

5. Drawing up the personalized learning track.

6. Actual enrolment: the enrolment is definitive after signing the accession agreement via the study contract or the study programme (in case of online enrolment). As a result, the student shall also fulfil the financial obligations.

In case of inspection of the file, the original proofs or legalized copies can be asked to be presented. If the file is not complete, the student administration office can ask to first upload all required documents before an actual enrolment can take place.

After the actual enrolment, the student receives a student card (except in case of an examination contract), a certificate for subscriptions and all further supporting documents.

At the enrolment, the students receive an account of Howest with accompanying email address. This account gives access to ICT facilities and the learning platform Leho. This email address is used for communication purposes between Howest and the student.

7. Payment of the tuition fee: the payment of the tuition fee shall be submitted before the due period mentioned on the invoice which is sent by e-mail.

The data regarding a scholarship/grant and growth package are sent to the competent services.

A student who pays but did not sign the study contract or the study programme, is considered to agree with the contract.

When re-enrolling, the student fills in a re-enrolment application via iBamaflex and the same procedure is followed starting from step 2.

Article 20. Late Enrolment

Enrolments later than 15 October (for the first semester) or later than 1 March (for the second semester) will be considered late enrolments and only possible following a conversation with the learning track adviser.

Late enrolments with a diploma contract in a personalized learning track are only possible upon reorientation or for duly justified reasons, subject to the approval of the dean. The candidate student addresses a motivational letter to the dean via www.howest.be/toelating. This letter contains the necessary proofs to motivate the request of late enrolment. The dean communicates the reasoned decision in writing at the latest 15 calendar days after the application to the student.

The right to two exam chances can be invalidated if the student enrols late. Two exam chances will then only be possible provided it is operationally possible and provided the evaluation form allows to do so. In case of late enrolment, when evaluations already have taken place, the evaluation of the first exam chance can deviate from the course sheet. In case the first exam chance lapses, it will be indicated at the composition of the study track by the learning track counsellor and signed for approval by the student.

Article 21. Additional and Separate Enrolment

An additional enrolment is an enrolment with a distinct contract for the same or another bachelor's degree or associate degree study programme at Howest.

Regarding the additional enrolment for a study programme of which the student already holds the diploma, the following condition applies: the student must take at least 30 ECTS credits in another major to be able to obtain the second diploma.

For an additional enrolment, the study fee is determined by the sum of the ECTS credits for which the student enrols. In case of registrations with different fixed parts, the highest fixed part will be charged.

Enrolments for bachelor's or associate degree study programmes on the one hand and postgraduates on the other hand are separate enrolments. For separate enrolments, the complete study fee applies.

Article 22. Refusal of Enrolment

Howest may refuse the enrolment.

When the student did not meet the binding study requirements listed at a previous enrolment, enrolment for the same study programme can be refused the next academic year.

If the details of a student's individual file shows that a subsequent enrolment in higher education will not yield a positive result, enrolment may be refused. If in a previous enrolment in an English-language bachelor's study programme the student achieved a study efficiency of less than 20%, a subsequent enrolment in all English-language bachelor's study programmes will be refused.

The re-enrolment of a student in the Bachelor of Digital Arts and Entertainment study programme who still must acquire more than 120 study credits to obtain the bachelor's degree can be refused on the grounds of insufficient study efficiency. The modalities are included in the supplementary Education and Examination code.

Under circumstances of force majeure or personal circumstances and provided there is sufficient study credit, exceptions to the general principles given above can be made upon a favourable decision by Howest. In such cases, binding study requirements can be imposed immediately. In this case, the student shall address a written and motivated request for enrolment, accompanied by the proof of force majeure or personal circumstances, to Howest via https://www.howest.be/toelating.

The decision is taken in consultation with the learning track counsellor, the programme coordinator and the dean. The dean communicates in writing the reasoned decision to the student within 15 calendar days after the start of the academic year if the application was submitted before the start of the academic year; within 15 calendar days after the request if it was submitted at a later time.

Howest refuses the enrolment in a bachelor's degree study programme in case the student has a learning account smaller than or equal to zero, to the exception of students who already have obtained a master's degree and of whom the learning account has subsequently be reduced by 140 ECTS.

In case of insufficient study credits, students can only enrol in a bachelor's degree study programme to the extent of the study credits still available in accordance with the admission conditions regarding study credits. When enrolling for the first time on a bachelor's degree programme under a degree contract, an additional requirement applies: students must have at least 30 study credits in their learning credit allowance.

If a student, upon the second enrolment in a specific bachelor's degree study programme, has not achieved the threshold, they cannot re-enrol for the same study programme, not even in another language variant. The student may re-enrol in the same study programme if, after the refusal of enrolment, they have obtained a higher education diploma or after a waiting period of six academic years.

In case of a credit contract, enrolment for a course unit for which the student already enrolled twice without obtaining the credit certificate, will be refused.

Against refusal of enrolment, or in the absence of a timely decision, the student can internally lodge an appeal with the Internal Appeals Committee, in accordance with the procedure described under "Appeal", possibly followed by an external appeal with the Council for disputes about decisions on study progress ('Raad voor betwistingen inzake studievoortgangsbeslissingen').

Article 23. Validity of Enrolment

Each enrolment is only legally valid after fulfilment of the required formalities and signing the admissions agreement via the study contract or the study programme in case of online enrolment.

In case of fraud with or missing admission documents, the enrolment and all decisions already taken regarding this enrolment are regarded as not existing, irrespective of the time when this is found. Previously acquired results are rendered null and void and the delivered credit certificates, certificates and diplomas are withdrawn.

If, following enrolment at Howest, a negative eligibility decision is made regarding the same course at another institution in Flanders in a previous academic year, the enrolment at Howest will not be valid and the contract will be terminated.

Upon termination of the contract, fees will be charged in accordance with the terms governing the termination of the study contract.

5. STUDY CONTRACT

Article 24. Type of study Contract

The study contract involves an individual programme for which one of the following contracts of a certain type are concluded:

a) a diploma contract with a view to obtaining a diploma;
b) a credit contract with a view to obtaining a credit certificate for one or more course units;
c) an exam contract with a view to obtaining a diploma;
d) an exam contract with a view to obtaining a credit certificate for one or more course units.

Students who enrol in a micro-credential do so by signing a credit agreement.

Students with an exam contract cannot take part in the educational activities and do not receive advising.

Course units with continuous assessment and with specific educational types, which require advising, do not qualify for an exam contract.

Given the fact that the course units, such as a final internship, workplace learning, graduation project and bachelor's paper cannot be considered apart from the overall study programme, they do not enter into account for a credit contract.

A combination of an exam contract and a diploma contract for one and the same study programme is excluded.

Article 25. Modifying a Study Contract

Students who enrol in a particular initial bachelor's study programme for the first time must take a standard learning track with a study load of 54 to 66 credits in the first year, with the exception of students with IOT-status or who received exemptions on the grounds of PAC or PAQ, who take at least all non-exempted course units from the first standard learning track.

A student who has not obtained a credit certificate or deliberation mark for all the course units taken, shall, without prejudice to the rules on learning account, re-enrol for at least all the course units for which they do not have a credit certificate or deliberation mark upon subsequent enrolment in that study programme. If one of these course units is an optional course unit, the student may opt for a substitute optional course unit within the applicable agreements of the study programme concerned.

These general provisions must be respected in case of contract changes.

All modifications of enrolment on demand of the student must be discussed in advance with the learning track counsellor of the respective study programme. The learning track counsellor approves the request for modification by signing the request form or via iBamaflex. The student deposits the signed request form at the student administration office or signs the modified study programme via iBamaflex before the data stipulated below.

Attention: if modifications are made before November 1, the learning track interview must take place before the autumn break!

Following modifications are possible:

1. modifying the contract type:
- can be done by the dean in consultation with the programme advisor and the student;
- does not affect credits already earned;
- may have financial implications, which will be passed on to the student; however, no tuition fees will be refunded as a result of a change in contract type;
- may have other implications (e.g. study grant, two exam attempts, study credit, etc.).

2. modifying the content of the contract, including modification major/elective learning track:
- can be done by the dean upon consultation with the student's adviser in the case where modification relates to a standard learning track;

- can be done collectively by the study track adviser and the student in relation to a personalized learning track;
    - the rules in paragraphs 1 and 2 of this article shall be respected;
    - the content modification can be done before November 1 insofar this relates to course units of the first semester or course units on a yearly basis. Given the fact that this date coincides with the autumn break, the learning track review must in this case take place soon enough before the autumn break;
    - the content modification can be done before March 1 insofar this relates to course units of the second semester;
    - After these dates (late), the content of the contract can only be modified provided this is thoroughly motivated; without restitution of learning account credits;
    - It is not possible to withdraw for already followed and (partially) examined course units;
- can, in the event of mobility, be done by the programme coordinator and the international coordinator;
- can lead to financial implications, which will be charged to the student or through which the student can be refunded part of the tuition fee;
- in case of modification of study programme/programme major, implies one must meet the regulations of late enrolment;
- has possible other implications (e.g. scholarship/grant, two exam chances, learning account, growth package, etc.).

3. modifying the duration of the contract:

- can be done by the learning track adviser and the student who act jointly. The student who wants to and can obtain the diploma earlier with a personalized learning track, shall submit an 'Aanvraag tot vervroegd afstuderen' [Application for early graduation] to the learning track adviser. In case the student is declared 'passed' for the entire study programme, they can obtain an early diploma - on the penultimate working day of the month of the last assessment. In case the student is not declared 'passed' after the first examination period, the student can use the second 'early' opportunity in the second semester. The date on which the diploma is obtained is the final date of the contract;
- has possible other implications (e.g. growth package, student status, etc.).

Article 26. Withdrawing and/or Terminating the Contract

A contract may be terminated up to and including 15 May.

A student who wishes to terminate their studies before the cutoff must file an application to withdraw via iBamaflex or they can go to the student administration office,

- fills out the reason for withdrawal via iBamaflex;
- can be contacted by a contact person of the programme team, the learning track adviser or the study coach for a talk;
- returns materials that were put at his/her disposal to Howest;
- settles - if need be - the necessary financial obligations. (cfr. Owed tuition fee at the time the study contract is terminated + extra study costs)

Students with multiple contracts can terminate one or more contracts.

The date upon which the application is filed through iBamaflex applies as the date of withdraw.

In the event of withdrawal from November 1, the student can only withdrawal for course units of the second semester of the respective academic year; in the event of withdrawal from March 1, it is no longer possible to withdraw for course units in accordance with the procedure laid down for the modification of the study contract. It is impossible to withdraw for course units that the student followed from start to end and for which they have already taken an exam.

Students are automatically withdrawn at the end of the academic year or on the date they graduate.

6. TUITION FEE

Article 27. Tuition fee to be paid

The tuition fees for the bachelor's study programmes are listed in the table below. This fee consists of a fixed part and a variable part per ECTS credit.

Diploma and Credit Contracts		
	Fixed part	Variable part (per ECTS credit)
Non-grant student tariff	€ 305,40	€ 14,60
Partial-grant student tariff	€ 305,40	€ 5,30
Grant student tariff	€ 139,40	€ 0.00
Exam Contracts		
	Fixed part	Variable part (per ECTS credit)
All students	€ 139,40	€ 5,30
Tuition fee advanced bachelor in e-health		
	Fixed part	Variable part (per ECTS credit)
All students	€ 458,10	€ 21,90
Tuition fee foreign students in the English bachelor's study programmes cfr. "Codex Hoger onderwijs" art.II.215 for students who do not belong to categories 1-7.		
	Fixed part	Variable part (per ECTS credit)
All students (except for Bioinformatics@home)	€ 2000,00	€ 100,00
Bioinformatics@home	€ 1600,00	€ 80,00

*ECTS = European Credit Transfer System

** situation at the moment of enrolment is determinative. This concerns non-EEA students with the exception of those who have an indefinite stay in Belgium, those who enjoy temporary protection, those who have refugee status or candidate refugee status, as stipulated in Clause II.215,7° of the Codex Hoger Onderwijs [Higher Education Codex], those who al-ready have a residence permit for one year on 31 December of the academic year and which residence permit is not for study. This is demonstrated by means of documents issued by the Immigration Office (DVZ), the Home Affairs Office (IBZ) or a visa.

Students from the United Kingdom are non-EEA students.

Foreign students who were enrolled in an English-taught bachelor's degree study programme at Howest in the previous academic year and who, based on previous stipulation, did not have to pay an increased tuition fee will not be charged an increased tuition fee for the duration of the same programme.

For advanced bachelor's study programmes, the tariffs for non-grant students are applicable.

Irrespective of the number of enrolments by the student during an academic year at Howest, the fixed part is only due once, except for separate enrolments. If it concerns enrolments for study programmes with different fixed parts, the highest fixed part will be charged. The provisions for grant students and partial-grant students do not apply to advanced bachelor's study programmes. This implies that if a grant student or partial-aid student enrols for a bachelor's study programme and for an advanced bachelor's study programme, they will pay tuition fees for the first study programme in accordance with the provisions for grant students or partial-grant students and tuition fees for the advanced bachelor's study programme in accordance with the provisions for these study programmes.

Students who are in the last year of secondary education and who enrol with a credit contract for maximally 12 study credits, pay €69.70.

In case of early termination of the studies at one of the AUGent institutes, the withdrawing student receives a certificate of termination of studies, stating that in case of reorientation within AUGent, the fixed part must only be paid once, except in case of an exam contract. For that reason, the certificate must be submitted when enrolling.

When after enrolment, there is a modification of the learning account, a revision of the tuition fee is possible.

The invoice, if applicable, is sent upon establishment and adaptation of the contract. The tuition fee must be paid at the very latest before the due date of the invoice.

A payment plan, subject to a minimum payment of 100 euros per instalment, can be requested after receiving the invoice via studentadmin@howest.be. In this case, payment must be made in accordance with the dates specified in the payment plan. If the payment plan is requested after the invoice has fallen due, the student must make the first instalment within 7 calendar days.

The tuition fee can be paid with training vouchers (opleidingscheques) (with a maximum of €250 per academic year), in accordance with the regulations regarding training vouchers of the VDAB, as well as via the KMO-portefeuille [SME portfolio].

The tuition fee can also be invoiced to third parties. This shall be communicated at the moment of enrolment. In the case of invoicing to third parties and KMO-portefeuille, the 'non-grant tariff student' will have to be paid. If the tuition fee has already been paid by the student, it is no longer possible to make an invoice in the name of third parties. The student remains in any case jointly and severally bound to pay the tuition fee due. In case of issues at the settlement of the invoice to third parties, it will be drafted in the name of the student.

A combination of 'opleidingscheques' [education vouchers] with an invoice or KMO-portefeuille is not possible.

Article 28. Payment and Refund Modalities for Students Receiving Grants

Students provisionally pay the tuition fee of a grant student if, at the moment of (re-)enrolling they indicate that they apply for a study allowance and provided that for the data supplied by the Flemish Government it appears that a study allowance has actually been applied for 2026-27. A study allowance is applied for through http://www.studietoelagen.be (Dutch only).

Refund to grant and partial-grant students is done automatically based on the data delivered by the Flemish Government until December 1 of the subsequent academic year and is transferred into the bank account number provided by the student upon first enrolment. The student can consult this bank account number at all times via My File – Extra on iBamaflex. In case the information is no longer up to date, the student shall communicate the correct details to the student administration office through studentadmin@howest.be.

In the specific case of invoicing to third parties, students always pay the "non-grant student" amount. In this case there will be no refund to grant students.

The request for additional payment to the students who are not eligible for a grant is also based on the data delivered by the Flemish Government.

Students who meet the nationality and financial requirement to qualify for a grant from the Flemish Government, but who do not qualify because of educational requirements, or students who are not eligible because of the KI-test, can enter an application for reduced tuition fee with Howest Student Services.

A credit contract or an examination contract does not entitle the student to a grant.

Advanced programmes (advanced bachelor's programmes) do not entitle the student to a grant student fee or reduced tuition fee.

Article 29. Tuition Fee Due at the Termination of the Study Contract

At the termination of the contract, the refund of the tuition fee depends on the study contract, the duration and the date of withdrawal as described here below.

Students, who withdraw before the start of the academic year or until and including 27 September, will be charged the fixed part of a grant tariff of €139.40 as owed tuition fee. This tariff also applies for students who enrol after the start of the academic year and subsequently withdraw within twee weeks after the start date of the enrolment.
Non-EEA students in English-taught study programmes with increased tuition fees remain liable for the fixed part of the tuition fee and the application fee.

Students who withdraw later:

For non-grant and partial-grant tariff students:

- When withdrawing before 1 November, the fixed part of €305.40, or in case of deviation, the amount listed in the table of the payable tuition fees, is charged as owed tuition fee;
- When withdrawing from 1 November and before 1 March, in addition to the fixed part of €305,40, or in case of deviation, the amount listed in the table of the payable tuition fees, the variable part of the course units of the first semester and annual modules is also charged as owed tuition fee;
- When withdrawing from 1 March, the entire charged tuition fee remains owed.

Grant tariff students always owe the fixed part of €139,40 of tuition fee.

The same principles apply to the dissolution of the contract because of the absence of the proof of participation or exemption of the entrance exam or a non-legal enrolment because of missing documents or fraud.

Article 30. Tuition Fee Due at the Termination of the Study Contract

For non-grant and partial-grant tariff students:

- if you withdraw from modules before 1 November, the variable fee will be deducted in proportion to the number of credits for the modules from which you have withdrawn;
- if you withdraw from modules between 1 November and 1 March: the variable portion will be deducted in proportion to the number of credits for the modules withdrawn from the second semester;
- if you withdraw from modules on or after 1 March, no tuition fees will be refunded;
- If you enrol in additional modules, your tuition fees will be increased by the variable component in line with the number of credits for those additional modules.

Grant fee students always owe the fixed part of €139,40 of the tuition fee

Article 31. Refund Modalities upon Termination or Modification of the Study Contract

In the case of termination or modification of the study contract, the difference between the tuition fee due (cfr. article Tuition Fee Due in case of termination of the study contract or the article Tuition Fee Due in case of modification of the study contract) and the amount paid is reimbursed into the account known at the student administration office, which can be consulted via Mijn dossier [My File] on iBamaflex.

A tuition fee paid with training vouchers does not qualify for a refund.

If the tuition fee was paid via the KMOportefeuille, a possible refund will also be done through the KMO-portefeuille.

Article 32. Non-Payment

In the case of a payment plan, Howest reserves the right to terminate the payment plan if the student fails to comply with the terms and conditions.

Students who still do not pay the tuition fee before the expiry date after having received a written reminder are considered to have broken the contractual agreements. All access to the ICT infrastructure and learning platform Leho will be denied. Re-enrolment is only possible after paying the amount due.

In the case of non-payment an interest will be due by right amounting to the legal interest rate; and upon futile reminder a compensation of 10% with a minimum of €50 and a maximum of €2,500.00 will be due.

Only the Justice of the Peace of the First Sub-district of Kortrijk, respectively the Court of First Instance of West-Flanders, department Kortrijk, is competent to take settle a dispute regarding the payment of the tuition fee.

7. ADDITIONAL STUDY COSTS

Article 33. Charging Additional Study Costs

Some additional study costs are charged on a flat-rate basis to the students who meet at least one of the following conditions:

- enrolled with a diploma contract;
- enrolled with a credit contract of more than 18 study credits;
- enrolled for a micro-credential for which programme-specific software is required, such as listed in the table below.

The additional study costs consist of two distinct parts:

1. Basic flat-rate part

Some costs are charged based on a fixed sum. It among other things concerns the following costs:

- ISIC international student card with all its advantages;
- copy and print costs for several information bundles, including among other things the welcome week, international days, graduation fairs;
- use of the multimedia classrooms and studios and lending rights of multimedia equipment;
- IT support from the ICT help desk;
- unlimited use of electricity for charging mobile devices on the Howest campuses;

- not separately charged consumables for lab classes, experiments, projects, work placement;
- copyrights (Reprobel);
- use of electronic databases multimedia centre, inter-multimedia centre traffic.
- use of educational ICT tools as a plug-in on the learning platform Leho (Panopto video tool, Lockdown Browser as tool for safe testing environment and online exams, StrikePagiarism tool, Wooclap as tool for interactive presentations, Readspeaker, Lucid for brainstorming, etc.) (€20,00)
- Software package Basic (€ 38) includes MS365 (Excel, Word, Powerpoint, Outlook, Onenote, Teams, Onedrive, ...), McAfee Endpoint Security Suite (Security), LinkedIn Learning (online video tutorials for software, creative and business skills), HogeschoolTaal (NL+UK) (language support software), Combell webhosting (Wordpress templates, CMS, Linux hosting), E4Progress (self-study package for MS Office products), eXplio (digital work book), Siemens NX (software for CAD/CAM/CAE), Sketch B.V. (UX software voor mobile development), Microsoft.NET (platform for programming). Plus additional useful software for students (see https://academicsoftware.eu for the full range);
- 15 GB Standard OneDrive Storage (€5,00)

This basic flat-rate part amounts to €123,00 (reduced tariff: € 83,00).

2. Study-Programme-Specific flat-rate part

For certain study programmes and micro-credentials, an additional study-programme-specific charge is made on a flat-rate basis. This results in an overall extra tuition fee in accordance with the table below:

		Extra study cost (basic part + study-programme-specific part)	
Study programme	**Reason for the study programme-specific flat-rate**	**Total extra study cost Standard tariff**	**Reduced tariff**
biomedical laboratory technology	Costs incurred in the laboratory for the consumption of paper, gloves, etc., the use of laboratory equipment such as spatulas, laboratory goggles, etc., except for the laboratory coat (+ €50)	€173	€108
built environment	Extra software Adobe Creative Cloud with Firefly and Sketchup Studio (+ €154)	€277	€237
communication	Extra software Adobe Creative Cloud with Firefly (+€106)	€229	€189
cybersecurity	Extra license Cisco (+ €5)	€128	€88

digital arts and entertainment (Dutch + English)	Extra software Adobe Creative Cloud and Reaper, HackNPlan, Maxon One; Access to and possibility to borrow study-programme-specific game hardware and infrastructure; Access to or reduced entrance fees for conferences and lectures by inland and foreign experts, organization of study nights and other activities in the framework of community; welcoming and binding activities for the (inter)national students, materials for the creaweek and closing event; diverse work field and network events (Career Fair, Portfolio review, etc.) and master classes (+ €244)	€367	€277
digital design and development DEVINE (Dutch and English)	Extra software Adobe Creative Cloud with Firefly and Node JS Hosting; Use and borrowing of study-programme-specific tools and materials and infrastructure, occasional access to specific laboratories and workshops, community events@buda, organisation of project weeks, workshops, guest lectures, study nights and open atelier (+ €206)	€329	€239
industrial product design (Dutch and English)	Extra software Adobe Creative Cloud with Firefly; Use and borrowing of programme-specific tools and materials and infrastructure, community events, organisation of project work, workshops, guest speakers and open atelier (+ €206)	€329	€239
journalism	Membership in the professional association of journalists and enrolment fee Quindo; Extra software Adobe Creative Cloud with Firefly (+ €141)	€264	€224

multimedia and creative technology (Dutch and English)	Extra software Adobe Creative Cloud with Firefly and license Cisco; Study-programme-specific software services in the cloud – access to Azure Cloud, Google cloud and Amazon AWS, use of programme-specific hardware, Community – functioning and events MCT-circle, Smart tech meets industry and Community nights (+ €211)	€334	€244
idea & innovation management - Start-up School	Software package needed for the student's enrolment programme		
sports and movement	Licence Hylyght platform for screening, testing and training; clothes and use and borrowing of innovative sport and movement materials; participation in group running event as community building (+€122)	€245	€175
applied architecture	Extra software Adobe Creative Cloud with Firefly and Sketchup Studio (+ €154);	€277	€237
applied computer science (Dutch and English) (incl. all micro-credentials)	Extra License Cisco (+ €5)	€128	€88

For all software charged under the extra study cost, it concerns a license valid for 1 academic year.

For study programmes specifically for work students, micro-credentials and/or enrolments with 30 ECTS credits or less, the reduced fee is charged.

Students with several enrolments pay the extra study cost only once (the highest amount).

Students who do not qualify for the extra study costs, or students who choose a course unit in their study programme, whether it is from another study programme, must have the necessary, legal software in accordance with the study sheet.

Article 34. Other Study-Related Costs

In addition to the fixed-fee additional study costs, there are other study-related costs.

1. Variable compulsory fees

These are costs for course materials, books, other study materials, compulsory study trips, laptops and programme-specific compulsory software not included in the group purchase. These costs are not included in the flat rate additional study costs, as they depend on the student's study contract. Where applicable, these costs will be invoiced separately by Howest or settled directly via an external supplier.

2. Ad hoc fees

For the specific use of goods and the organisation of specific events, insofar as these are directly related to the organisation of the study programme, limited ad hoc fees may be charged.

An overview of all costs is included in the estimate of the total study costs for the study programme, which is published on the study programme's information page on the Leho learning platform and on the website www.howest.be.

Article 35. Additional Fees Due Upon Termination of the Contract

In case of early termination of the contract, more particularly before the start of the contract, the extra study costs will not be charged. The start of the contract is the start of the academic year or the start of the second semester in the case of starting in February, for those who register later, the start is the day of registration.

In case of termination of the contract for the bachelor's degree study programmes in Digital Arts and Entertainment, the Digital design and development and Multimedia and creative technology study programmes, within two weeks after the start of the contract, the extra study cost is reduced by € 140 (standard tariff) or € 50 (reduced tariff). In case of standard tariff and termination of the contract for these study programmes within six weeks after the start of the contract, the extra study cost is reduced by €90.

Upon termination of the contract for the bachelor's study programme in sports and movement, the standard additional tuition fee will be reduced by €99 if this occurs within two weeks of the start of the contract and by €36 if this occurs within six weeks. In the event of a reduced tariff, the additional tuition fee will be reduced by €29 in these cases.

Upon termination of the contract for the bachelor's study programme in biomedical laboratory technology within two weeks of the start of the contract, the additional tuition fees will be reduced by €50 (standard tariff) or €25 (reduced tariff) and by €25 (standard tariff) if termination is done within six weeks.

For all other study programmes: In the event of early termination of the contract, within two weeks of the start of the contract, and standard tariff, the extra study cost will be reduced to the reduced tariff.

The same principles apply to the dissolution of the contract because of the absence of the proof of participation or exemption of the entrance exam or a non-legal enrolment because of fraud.

In the event of withdrawal after the start of the contract, the software licences included in the extra study cost remain valid for one year. Upon withdrawal, the software can still be downloaded at https://www.academicsoftware.eu/.

8. STUDY CREDIT

Article 36. Study Credit

Study credit applies to those enrolling with a diploma contract for an initial bachelor's study programme and those enrolling with a credit contract.

Study credit is not applicable to enrolments with a diploma contract for advanced bachelor's study programmes or for abridged educational bachelor's in secondary education study programmes if the student already holds a bachelor diploma.

The number of taken up and acquired ECTS credits of a student, enrolled in a bachelor's study programme, is calculated for the duration of one academic year.

The limit dates from the restitution of the learning account are fixed on November 1 as far as course units of the first semester and annual course units as concerned, and on March 1 for course units of the second semester.

In case of a credit contract there is no refund of the study credit.

For generation students who take a reorientation, the learning account is recalculated in accordance with the regulation stipulated by the Flemish Government.

The students can consult their learning account on www.burgerprofiel.be.(Dutch only)

Article 37. Study Credit and Force Majeure

A student who was in a force majeure situation that prevented him from taking all or part of the exams for the course units for which they have taken credits in an academic year may file an application to add back the study credits taken for which they were unable to take an examination to the learning account.

The student submits the request to the Raad voor Betwistingen inzake studievoortgangsbeslissingen [Council for Disputes on Study Progress] Decisions. The request shall be submitted no later than within a three-year period starting on 1 September of the academic year to which the request relates.

More information on the procedure can be found on http://onderwijs.vlaanderen.be/nl/er-is-sprake-van-overmacht. (Dutch only)

9. INSURANCE AND SAFETY

Article 38. Insurance

All students who are properly registered are insured as described below for the entire duration of the academic year and according to the subscribed insurance policy terms and conditions:

- bodily injuries;
- legal assistance;
- civil liability that can be charged to the insured parties as a consequence of damage (bodily, material and immaterial consequential damage) caused to third parties during school activities.

The school insurance applies both intra and extramural, during and after school hours, during the holidays and free days, both in Belgium and abroad (excl. of travel assistance), on condition that the student is under the supervision or acts by order of the academic institution.

The civil liability that can rest on the student for the use of or the possession of vehicles coming under the scope of the legislation of the compulsory Insurance of motor vehicles is not covered by the school insurance. In other words, damage to vehicles does not come under these policies and shall be regulated by the compulsory motor vehicle insurance.

Students who do an unremunerated apprenticeship, practice work or workplace learning are covered by the occupational accident insurance for accidents with physical injuries which occur on the apprenticeship, practical work or work placement location.

An accident can be declared via https://www.howest.be/en/accident-report-form-student.

Article 39. Safety

A student doing his/her internship, doing practical work or workplace learning, is regarded as 'equal employee'. This means – among other things – that the act of August 4, 1996 on welfare of workers in the performance of their work applies to students.

The student must correctly comply with the safety directives in force.

Prior to practical work/ an internship / workplace learning, a risk analysis must be made up regarding the activities the student will perform.

For several study programmes, the student is obliged, in the scope of practical work / an internship / workplace learning, based on the risk analysis to

- be subjected to a health inspection prior to the practical work / an internship / workplace learning (= a first health assessment);
- to be subjected to a tuberculin test;
- to furnish proof of hepatitis B immunity/vaccination (and possibly hepatitis A);
- to furnish proof of a tetanus vaccination.
- For practice work, apprenticeship or workplace learning in which there is a structural contact (education, assistance or guidance) with minors, the inspection of an excerpt from the criminal records model 596.2 is compulsory. The student shall show irreproachable behaviour at least in the contacts with minors of age. The excerpt shall be applied for before the signing of the apprenticeship contract or the start of the practice work/workplace learning and can be maximally one month old at the moment of presentation.

Not meeting the requirements mentioned above may result in a refusal of the execution of practical work / an internship / workplace learning by the student.

To meet article X.5-3 of the Codex Welzijn op het Werk [Codex Welfare at Work], all students must immediately communicate a pregnancy or lactation to the programme coordinator.

10. STUDY LOAD, STUDY PROGRAMME AND LEARNING TRACK

Article 40. Study Load of Study Programmes

An initial bachelor's programme counts at least 180 ECTS credits. The Bachelor in Nursing counts 240 ECTS credits. The shortened educational bachelor's study programme counts 60 ECTS credits.
An advanced bachelor's programme has a study load of at least 60 ECTS credits.

Article 41. ECTS Credits

One credit point is estimated to correspond to a whole number of hours ranging from 25 to 30 hours of study time. As part of its internal quality assurance process and in consultation with students, each programme regularly checks that the estimated and actual study time are consistent.

Article 42. Study Programme

Howest draws up a curriculum for each programme. Each curriculum and any amendments to it are discussed with the Director of Education, Students and Internationalisation and the programme coordinators, and are approved by the Executive Committee before the start of the academic year in which the programme is offered.

This study programme comprises a coherent whole of course units aimed at realizing well-described objectives in terms of end competences/learning results that contain a combination of knowledge, insights, skills and attitudes. When determining the programme, Howest takes into account the conditions determined by decree or European directive, which imply access to certain offices or professions or other regulations concerning the study programme.

The credit value of the modules is also specified here. Modules must be worth at least 3 ECTS credits.

Course units can be subdivided in partims with a study load of at least 1 ECTS credit.

Each study programme is divided into successive standard learning tracks.
For a bachelor's study programme at least one standard learning track is offered in tranches of 54 up to 66 full ECTS credits per academic year spread over two semesters of at least 27 and maximally 33 full ECTS credits.

In addition, for students with an IOT-status, a standard learning track can be offered with a deviating study load; these are tracks for working students or abridged tracks for associate degree students or bachelors, starting in February, etc.

As part of lifelong learning, the programme can also offer micro-credentials to those who wish to specialise or retrain in a particular subject area.

The study programme overview and the description of the course units are included in the study guide.

Article 43. Succession

Succession refers to the order in which course modules are taken or passed, taking into account the prerequisite skills required for each module.

Succession aims to avoid a disadvantageous sequence of modules from an educational perspective, to guarantee the quality of the programme, and to monitor students' academic progress.

A distinction is made between 'strict prerequisite' and 'flexible prerequisite'.

In the case of a strict prerequisite, students may not take a course module that has been designated as a prerequisite for another module in which they have failed or received a 'deliberated' grade. This applies only in the event of risk or safety concerns. Where applicable, the risks or safety issues based on which the sequential requirement is imposed must be included in the programme's Supplementary Education and Examination Regulations.

In the case of soft prerequisite requirements, students cannot take a module that is designated as a prerequisite for another module which they have not yet taken.

The succession regulations are integrated in the course sheet.

A student is entitled to submit a well-founded application for departure from these regulations when they apply for a personalized learning track.

As an exception, in-between internships, strict prerequisite can be imposed within a standard learning track in case the student does not obtain a score that can be deliberated. In such case, after the first exam period, a study progress committee must decide on the study track of the second semester. This must be motivated and made explicit in the Supplementary Education and Examination Code of the study programme and included in the course sheet.

Article 44. Learning Track

A learning track refers to the way in which the study programme review is run through and determines the modalities regarding study load, deliberation and study progress monitoring. The type of learning track is determined at enrolment and comprises a standard learning track or a personalized learning track.

A standard learning track is a learning track drawn up in advance by Howest for a group of students. In the study guide, for each study programme, the standard learning tracks are indicated. Howest guarantees that the students who follow a standard learning track can participate in all teaching activities of this learning track. This does not apply to elective modules from other degree programmes.

A personalized learning track is a tailor-made learning track for a particular student. The opportunity of running through a personalized learning track is carefully tested based on the student's file, taking into account the succession, the feasibility in consideration of the student and in function of the organisation of the study programme. The student applies for a personalized learning track via the learning track adviser

A student enrolling for the first time in a given bachelor's study programme enrols by default in the first standard track with a study load of 54 to 66 credits, except for students with IOT-status, they can enrol in a standard track with smaller study load or in a personalized track.

By signing the study contract or the study programme upon online enrolment, the student agrees to the study programme set out for the academic year. Signing the document is a prerequisite for sitting the exams.

Article 45. Study Guide

For each study programme, a digital study guide is at the disposal of the student through the information site of the study programme, which site can be found on the learning platform Leho. This guide comprises at least the following elements:

- the degree and qualification to which the study programme leads;
- if the occasion arises, the specializations;
- the intended learning results, the content and the objectives of the study programme;
- the study programme and the course units that are part of it, including the succession;
- the way in which the study programme is offered: via the standard learning tracks;
- The study load in terms of ECTS credits;
- the succeeding bachelor and master's programmes, be it directly or be it with additional conditions;
- for each advanced bachelor programme: the bachelor programmes it succeeds with additional conditions or otherwise;
- the programme coordinator, the ombudsperson and the learning track counsellor of the study programme;
- the course sheets of the course units;
- other relevant, organizational aspects of the study programme, including a specific calendar.

The course sheet of a course unit contains following elements:

- the title of the course unit;
- study load in terms of ECTS credits;
- the type of the course unit: mandatory or elective;
- the educational language, possible per partim if this is different;
- the exit competences /learning results per course unit and partim;
- the succession;
- the content in short;
- the mandatory study material;
- the recommended study material and the recommended literature;
- the educational types;
- the type of assessment, The period(s) of assessment and the composition of the exam score;
- the responsible lecturer and the lecturers per course unit /partim;
- a second exam chance possible or otherwise in the same academic year;
- an exam contract possible or otherwise;
- mentioning whether automatic deliberation is possible.

The course sheets are electronically available on the learning platform Leho and on the website www.howest.be/ECTS .

For course modules (bachelor's thesis, graduation project, internship and workplace learning, specific regulations can be drawn up, in which the rules regarding organization and assessment are recorded. Rules regarding evaluation can be integrated in the Supplementary Education and Examination Code.

Except in case of force majeure, no modifications can be made in the study guide and course sheets, after the start of the academic year.

11. LANGUAGE POLICY

Article 46. Language Policy

The academic and administrative language used at Howest is Dutch.

In the bachelor's study programmes, however, another language may be used for the following (parts of the) course units:

1. the (parts of) course units that have a foreign language as subject and which are taught in that respective language;
2. the (parts of) course units taught by foreign guest lecturers;
3. the (parts of) course units taught in a foreign language that are followed at another institute of higher education, with the approval of the programme coordinator.
4. the course units, for which the surplus value for the students and the decreasing field and the functionality for the study programme is proven from one of the reasoned decisions below, provided that the lecturer adequately masters the language of instruction:
   - integration of foreign language competences and professional competences;
   - stimulation of internationalisation@home: students who do not participate in international student mobility, do get the possibility to experience the international study atmosphere by taking courses together with incoming exchange students;
   - international character of the course unit;
   - other explicitly reasoned decisions;
5. the course units which are part of a standard learning track which has been made specifically for the need of foreign students.

For a Dutch-taught bachelor's study programme, the study load of the course units taught in another language is limited to 18,33% ECTS credits of the total load of the course units offered in that study programme, expressed in study credits, in the standard learning track, not taking into account the course units mentioned under 1 and 3.

Howest also offers bachelor's programmes in languages other than Dutch.

Students are entitled to sit the examination in Dutch for a course module or part-module in which a language other than Dutch is used and for which no equivalent is taught in Dutch within the same programme, with the exception of the course modules or part-modules listed under 1 and 3. This provision does not apply to programmes taught in a language other than Dutch.

For programmes in which modules are taught in a language other than the one covered by the curriculum, Howest offers a language support measure whereby students with a credit contract can take one language module per semester for that language, free of charge, as part of another programme.

12. EXEMPTIONS, TRANSFER OF EXAM SCORES

Article 47. Exemption

An exemption is the abolition of the obligation to participate in the educational and/or assessment activities of a course unit or a partim. Exemptions are only for students from another study programme or for students from other institutes. The load of a (partial) exemption is equated with the study load of the corresponding course unit or partim.

Exemptions can be obtained based on:

- a minimum score of 10 out of 20 per course unit or partim;
- credit certificates;
- an aptitude certificate after an aptitude test according to the PAC procedure;
- a PAQ certificate, such as a report, a certificate or an attestation.

Article 48. Transfer of Exam Scores

If a student fails a module at Howest, scores of 10 out of 20 or higher in the underlying components are automatically carried over when the student re-enrols in the same module within five academic years.

Article 49. Procedure Exemption Award Based on Previously Acquired Qualifications (PAQ)

A student, who wishes to obtain exemptions based on previously acquired qualifications, sends an application to the learning track counsellor (via an exemption application after the pre-enrolment or via iBamaflex), at the very latest within 15 calendar days after the start of the academic year or in case of late enrolment within 15 calendar days after the start date of the enrolment. The student submits the application and the necessary pieces of evidence (attestation/certificate/diploma/ (link to) course sheets, etc.).

The learning track adviser gives guidance to the applicant for making up the file.

The programme coordinator and the learning track counsellor will handle the application in function of well-defined competences / learning results / learning objectives, the content and the study load of the course unit or partim. They can decide whether, besides the examination of the documents, an additional aptitude test is required.

The reasoned decision will be communicated to the student via the learning track counsellor in writing (whether digitally via iBamaflex or via the exemption application after pre-enrolment):

- within 15 calendar days after the start of the academic year, if the application was handed in before the start of the academic year, or
- within 15 calendar days after submitting the application, if the application was handed in after the start of the academic year.

The term of 15 calendar days only begins when the application file is complete and if no additional aptitude test is required.

The student is advised to attend the educational activities of the course units for which the student requested exemptions until a decision is communicated.

One cannot apply for exemptions based on a secondary education diploma.

Article 50. Procedure Exemption Award Based on Previously Acquired Competences (PAC)

A student, who wishes to obtain exemptions based on previously acquired competences, must submit an aptitude certificate when they submit their application.

1. Obtaining an aptitude certificate via the PAC-procedure of the AUGent.

A student, who wants to obtain an aptitude certificate for specific or all competences, learning results or learning objectives of a study programme, sends an application for an aptitude test via the standard application form to the accrediting body of the AUGent Association.

To that end, the student contacts the Howest PAC contact person via EVC@howest.be.

The student submits the application and his/her portfolio containing all relevant pieces of evidence regarding the requested exemptions. To draw up the portfolio, the student can also make an appeal to the PAC contact person. The aptitude test commences after the contribution is paid.

If the aptitude test shows that additional information is necessary to assess the competences, then the competent institute can decide to organise an additional test.

Whether the competences are recognized or not will be communicated to the student in writing.

The student receives an aptitude certificate in case of a positive outcome of the test.

The aptitude certificate mentions the acquired competences characteristic of the level of a study programme, course unit or cluster of course units.

More information is available in the PAC guide on the website www.howest.be/EVC.

2. Obtaining exemptions based on an aptitude certificate

A student, who has received an aptitude certificate, qualifies for applying exemptions. To that end, the student sends an application to the learning track counsellor within 15 calendar days after the start of the academic year and in case of late enrolment within 15 calendar days after enrolment.

Further, the procedure runs as described in the procedure for PAQ.

When the aptitude certificate concerns all competences of a certain study programme and when personal or family circumstances exist, the student qualifies for applying for exemptions for the entire study programme. To that end, the student sends an application for awarding a diploma to the dean via the learning track coordinator, within 15 calendar days after enrolment and submits the aptitude certificate and the proof of personal or family circumstances together with the application.

Article 51. Validity of Credit Certificates, Exemptions and Transfers

Basically, credit certificates and aptitude certificates are unlimitedly valid within the study programme at the institution where it was obtained.

Howest guaranteed that, in case of modifications to the curriculum, a student can validate his acquired study credits and exemptions within the renewed study programme.

If a credit certificate was acquired more than 5 years ago, and there are substantial differences between the competences, the learning track counsellor may require the student to take certain course units in accordance with the "Geïndiviualiseerd studietraject" [Personalized study track].

In case of a curriculum reform resulting in the inclusion of a partim or course unit in a newly composed course unit, transfers remain valid, for at least two academic years following the academic year in which the partim or course unit was acquired.

Article 52. Appeal

A student, who does not agree with the decision in the frame of the application for exemptions, can lodge an internal appeal against the latter with the Internal Appeals Committee within 7 calendar days, in accordance with the procedure described under 'Appeal'. If the student does not agree with the decision of the Internal Appeals Committee, external appeal can be lodged with the Council for Disputes on Study Progress Decisions.

13. STUDY PROGRESS AND STUDY PROGRESS MONITORING

Study progress and study progress monitoring applies to a diploma contract and a diploma examination contract.

Article 53. Study Progress

Study progress is the manner in which the student progresses in their learning track. This may be based on exams and/or based on PAQs and PACs.

A student makes study progress by passing exams or through deliberation. The student only receives a credit certificate for those course units which they have passed.

The study progress can be made dependent on deliberation by a study progress committee.

A credit certificate is a document that proves that the competences, learning results and/or learning objectives connected to the respective course unit, and thus the corresponding ECTS credits, have been acquired.

The acquired ECTS credits and credit certificates are registered at the student administration office and communicated to the student via the report.

Article 54. Personalized Learning Track

If the student does not acquire all ECTS credits and/or credit certificates through a standard learning track, the study progress forms the basis for a personalized learning track.

Students who are attributed exemptions based on PAQs and PACs can opt for a personalized learning track. Upon initial enrolment, students must enrol in at least all the modules in the first model pathway for which they have not been granted an exemption.

Students who meet at least one of the conditions below, are attributed an IOT-status and may also opt for a personalized track:

- students who already have a bachelor's or master's degree;
- students with an associate degree diploma who enrol in a subsequent bachelor's programme for which a follow-up track is offered;
- students who are enrolled in a trajectory for working students;
- working students;
- students with special status with the facility "toestemming individueel traject" [permission individual track] granted by Howest, as evidenced by a certificate of facilities or a certificate of special status;
- students with a VAPH number;
- students with late enrolment due to reorientation, to be proved by the withdrawal certificate of a higher education institution;
- students with a late enrolment for a justified reason, to be proved by a certificate of approval of late enrolment from the dean;
- students enrolling in February, if this is possible according to the succession of the study programme;
- students who switch elective course units, programme major or educational subject after the deadline for withdrawing for first-semester course units
- students with insufficient learning credit; they can only enrol up to the amount of the available learning credit. For first-time enrolment on a degree programme leading to a bachelor's degree, an additional requirement applies: students must have accumulated at least 30 study credits (except for those who have already obtained a master's degree).

The student must apply for a personalized learning track and with the necessary certificates/documents with the learning track counsellor. This is done online via iBamaflex or web registration, or in person via the learning track counsellor. Contact details can be found at www.howest.be/trajectbe-geleiding.

The learning track is tested based on succession and feasibility for the student and the rules on study credit.

Without prejudice to the rules concerning study credit: students who fall under a study progress measure are entitled to take 45 credits; those who do not fall under a study progress measure are entitled to take 72 credits, unless succession does not allow this.

A student who has not obtained a credit certificate or deliberation mark for all the course units taken, at a next enrolment in that study programme shall at least re-enrol for all the course units for which they do not have a credit certificate or deliberation mark. If one of these course units is a choice, the student may opt for a substitute option within the applicable agreements of the study programme concerned.

The student can only deviate from this obligation if the student can prove force majeure (long-term disease) or exceptional personal circumstances (change of status working student, informal caregiver, pregnancy. Late enrolment does not count). In this case, the student shall address a written and reasoned request, accompanied by the pieces of evidence of force majeure or personal circumstances to the dean via the learning track adviser.

If a credit certificate was acquired more than 5 years ago, and there are substantial differences between the competences acquired by the student according to the credit certificate and the currently intended competences of a course unit, the learning track adviser may require the student to bridge these substantial differences by taking one or more course units in full or in part. The five-year period is calculated from the first day of the month of October following the academic year in which the credit certificate was acquired.

The learning track adviser decides on the personalized learning tracks and the appropriate study contract and communicates the reasoned decision in writing via iBamaflex "Mijn studieprogramma" [My Study Programme] within 15 calendar days following the start of the academic year, or within 15 calendar days following the application, if the application was submitted after the start of the academic year. The decision is recorded in the file of the respective student.

Article 55. Learning Track Advising

Learning track advising is support the student receives when determining their learning track and while systematically and actively reflecting on learning track decisions and the personal learning track progress.

General task description of the learning track adviser:

- checks whether the conditions for an IOT-status, based on the pieces of evidence, have been met;
- informs and advises the student about the possible learning track choices at enrolment and in case of a learning track modification. The choice is determined in mutual consent;
- follows up the acquisition of ECTS credits and credit certificates and uses these to outline the study track and to prepare the file for exemptions. The learning track counsellor monitors the study progress together with the other members of the study counselling and study programme team;
- coaches students who start a PAQ and/or a PAC procedure and possibly refers them;
- at the student's request, fixes an appointment to discuss the study progression and the study progression measures;
- is member of the exam board.
- has a signalization, follow up and reference function.

The contact details of the learning track adviser are communicated to the students; however, this can vary throughout the academic year according to student services.

The learning track adviser is discrete regarding the information communicated or disclosed in the frame of their role.

Article 56. Study Progress Monitoring

Notification of measures relating to academic progress and binding study requirements is provided through the publication of the student's individual report via iBamaflex.

If a student has not acquired a credit certificate for at least half of the ECTS credits taken in a previous year of enrolment, a binding study requirement is imposed. The latter implies that the student, when re-enrolling for this study programme, must acquire at least half of the ECTS credits and shall pass all course units that must be retaken. When the student does not meet the binding requirement, enrolment for that same study programme in a next academic year is refused.

If a student has not acquired a credit certificate or deliberation mark after 2 enrolments in a course unit, the next enrolment in this course unit may be refused in the next academic year or a binding condition may be imposed. If the student does not meet the binding condition, enrolment in the same study programme for the next academic year will be refused.

For the Digital Arts and Entertainment study programme: if a student achieves a study efficiency at first enrolment that shows that a subsequent enrolment in this study programme will not yield a positive result, enrolment in the same study programme may be refused. Also, those who still need to acquire more than 120 study credits to obtain the bachelor's degree may be refused on the grounds of insufficient study efficiency The modalities are included in the study programme's Aanvullend Onderwijs- en Examenreglement [Supplementary Education and Examination Regulations].

If compulsory remediation was imposed in response to an entrance exam but the student did not participate, this may also lead to binding conditions. If a student does not comply with an imposed binding condition, this student's enrolment for a following academic year may be refused.

The study progress committee and the dean can impose additional binding study requirements, via the learning track adviser, for enrolment, such as passing course units that must be retaken, or following advising measurements.

A student can only enrol in a bachelor's study programme up to the study credit available.

If a student can prove force majeure or exceptional personal circumstances, deviations from these general principles can be considered for imposing binding conditions or refusal of enrolment.

In this case, the student shall address a written and reasoned request, accompanied by the pieces of evidence of force majeure or personal circumstances to the dean via https://www.howest.be/toelating. The decision is made in consultation with the learning track adviser and /or the programme coordinator and the dean. The dean communicates the reasoned decision in writing (if so desired, through a senior staff member) to the student within15 calendar days following the start of the academic year if the application was submitted before the start of the academic year, within 15 calendar days following the application, if the application was submitted later. In the event of insufficient study credit, double tuition fees per study point are asked for the part of the enrolment for which the student has insufficient study credits.

A student can lodge and internal appeal with the Internal Appeals Committee against imposing binding conditions as well as refusal of enrolment. This might possibly be followed by an external appeal with the Council for Disputes on Study Progress Decisions.

Article 57. Study Progress Monitoring - Threshold Decision

Notification of the threshold decision is provided through the publication of the student's individual report via iBamaflex.

This only applies to students who enrolled for the first time in a particular bachelor's degree study programme from 2023-24 onwards.

A threshold system has been introduced by the Flemish government, with the government deciding that if after the first enrolment no credit certificate or deliberation was acquired for all course units taken, students must acquire these at the second enrolment in a next year of enrolment in the same study programme. This provision remains in force if an elective course unit was replaced by another elective course unit at the second enrolment. This provision does not apply if one changes majors or educational subjects at the second enrolment.

Consequently, any student who after 2 years of enrolment has not passed or has not been deliberated for all course units of the first enrolment, the so-called threshold package, does not achieve the threshold and cannot further enrol in the same study programme, nor its language variant.

The threshold decision is automatically determined based on whether the student has passed or was deliberated for all course units of the threshold package.

The initial threshold package contains all course units taken in the first year of enrolment, being the academic year of the first enrolment with a diploma contract in that bachelor's degree study programme. In case of multiple enrolments in the same study programme in the same academic year, the threshold package is composed based on the different enrolments.

If, after the first year of enrolment, the student passes or is deliberated for all course units in the threshold package, they pass the threshold and receives a positive threshold decision.

In case of not passing the threshold after the first year of enrolment, no decision is taken yet, and the threshold decision is postponed to the second year of enrolment.

When re-enrolling, students should at least enrol for all course units from the threshold package that need to be retaken, in accordance with the procedure described under 'Personalized learning track', but if the threshold package contains elective course units, the latter may be replaced by another choice. For the new elective course unit, students then have only 1 year to succeed and pass the threshold. The final threshold package is redefined in the second year of enrolment, based on the course units from the first enrolment, and the substitute choices from the second enrolment.

If, after the second year of enrolment, the student passes or is deliberated for all course units of the final threshold package, they pass the threshold and receives a positive threshold decision. If this is not the case, the student will receive a negative threshold decision and will no longer be able to enrol in the same study programme nor its language variant. This refusal applies to all Flemish universities of applied sciences.

For students who change institutions but enrol in the same bachelor's degree study programme, the threshold decision will be postponed to the second year of enrolment. The threshold package will only be composed in the second year of enrolment and will be based on the difference of the number of study credits taken and acquired in the first year of enrolment.

In consultation with the study programme adviser, the student administration department will determine the course units that will constitute the final threshold package and communicate the same to the student via iBamaflex, Mijn drempelpakket [My threshold package].

For students who withdraw from the study programme in the first year, no threshold decision will be taken. Students who withdraw from the study programme in the second year of enrolment, after the deadline for withdrawing from course units, will receive a negative threshold decision if they have not passed all the course units that need to be retaken.

Students who change academic subjects/majors in the first year of enrolment after the withdrawal deadline for course units of the first semester, will have course units from the original educational subjects/major in their initial threshold package. These course units will no longer appear in the final threshold package in the second year of enrolment.

For students who change their subject or specialisation after their first year of enrolment, a new introductory package will be put together.

If a student can prove force majeure or special individual circumstances, it is possible to deviate from these general principles of making a negative threshold decision. In this case, the student must send a written and reasoned request together with supporting documents of force majeure or special individual circumstances to the dean at https://www.howest.be/toelating, within the expiry period of 7 calendar days starting from the day after notification of the decision taken to the student. The dean notifies the student of the motivated decision in writing (possibly through a staff member) no later than 15 calendar days after the application.

Internal appeal can be lodged against the composition of the final threshold package and the decision on deviation from a negative threshold decision to the Interne Beroepscommissie [Internal Appeals Committee], in accordance with the procedure described under 'Appeal', which could possibly be followed by an external appeal to the Raad van Betwistingen inzake studievoortgangsbeslissingen [Council for Disputes on Study Progress Decisions].

Article 58. Study Progress Committee

In the framework of study progress measurements or due to succession, admission to register for modules in the second semester may depend on the obtained results after the first examination period.

The study progress committee is composed of the dean or a designated representative, the learning track adviser and the programme coordinator. The Ombudsperson and lecturers/examiners can be heard by the study progress committee.

The study progress committee has the following authorizations:

- setting binding study requirements;
- determining the study track;
- giving study advice.

The study progress committee gives study advice to any student who has acquired a limited number of study credits after the first examination period. Those who have acquired less than 50% of the study credits taken will be given advice on how to appeal the offer of the study guidance services. Those who have acquired less than 20% of the study credits taken will receive study advice on (re)orientation. The study advice is announced via the student's report, which is made available via iBamaflex.

Article 59. Early Termination of Internship or Workplace Learning

Howest can, in exceptional cases and on objective grounds, terminate the internship or workplace learning early, if a student has, by their behaviour, given evidence of unsuitability for the exercise of a profession to which the study programme trains the student.

The student whose internship or workplace learning is terminated early gets a zero score and is not entitled to a second exam chance for the course unit unless imposed binding conditions, if any, have been met.

The decision to terminate an internship or the workplace learning early must be reasoned and follow the disciplinary regulations.

14. STUDENT COUNSELLING

Article 60. Student Counselling and Study Coaching

Each regularly enrolled student has a right to student counselling. The structure and the working are explained at the start of the academic year.

Student counselling within the study programme is structured as follows:

- monitoring service: all teachers have a monitoring service for their course unit/partim, which means that students can address the teacher if they have questions regarding the con- tent of the course unit/partim;
- coaching: the coach is the confidential adviser of a group of students and counsels this group in all aspects of the study programme that do not relate to the courses;
- learning track advising: the learning track adviser informs and advises the student about possible track choices at the enrolment and in the event of a track change, and informs the student about their study progression

Additionally, there is study coaching: students can consult the study coach of the study programme concerned for study advice or when they need assistance for 'learning to learn'. The study coach helps them to develop an appropriate study method and planning.

GENERAL EXAMINATION CODE

1. GENERAL REGULATIONS

Article 61. Definitions and Applicability

The examination code comprises the translation of the regulations determined by decree and other regulations at Howest. An examination code regulates the practical organization of the exams.

Assessment is understood to mean all activities (formative and summative) with the goal of controlling how much the student has acquired the competences/learning results and/or learning objectives to be acquired.

Where the term "assessment" is used in the examination regulations, it refers to summative assessment, which counts towards the final exam mark, unless otherwise stated.

A mid-term assessment or partial examination is an examination held outside the examination period, covering a defined, clearly delineated and previously announced section of the learning objectives and/or learning content to be achieved for a course module or part-module.

Formative assessment refers to the regular evaluation of a student's learning process during the course of educational activities, in relation to a set of predefined learning objectives. Formative assessment can be used both as a means of supporting the learning process and as a means of contributing to the final exam mark.

The general examination code applies to all exams at Howest, irrespective of the nature of enrolment for the bachelor's and advanced bachelor's programme. If a study programme is jointly organised with other institutes, this examination code is valid for the students enrolled at Howest, if no other collective code is applicable.

These examination regulations apply in full to continuous and interim assessments, except for the drawing up of an examination schedule and the attendance register.

The scheduling of the organization of each assessment that accounts for part of the exam score is communicated to the respective student group on time.

2. ORGANIZATION OF THE EXAMS

Article 62. Examination Periods

There are three exam periods per academic year: the first take place during the first semester, the second takes place during the second semester and the third which starts at the earliest on the first working day after 15 August and ends at the very latest on the last working day before the start of the new academic year.

The first and second examination periods do not necessarily take place at the end of the semester but can be spread out over several partial periods during the semester concerned.

The examination periods are determined each year in the specific calendar of the study programme.

In exceptional circumstances, such as force majeure, issues with structural facilities or in the case of dispute settlements, an examination period can be extended or reopened. For the first and second examination periods, this is at the very latest until the last Friday of August or a later settlement of a dispute. For the third examination period, this is at the very latest until 1 October unless there is a later settlement of a dispute.

Courses scheduled for the first or second semester will be assessed in the first or second semester respectively, unless otherwise specified.

Article 63. Assessment Systems

Two systems of assessment are distinguished: non-period-bound and period-bound assessment.

Non-period-bound assessment: an assessment of the extent to which the intended competences/learning results or learning objectives have been acquired by a student outside the examination periods defined for this purpose, as provided for in the academic calendar of the study programme.

Period-bound assessment: an assessment of the extent to which the intended competencies/learning results or learning objectives have been acquired by a student during the examination periods defined for this purpose, as provided for in the academic calendar of the study programme.

Non-period-bound and period-bound assessments can be combined to check whether the competences/learning results or learning objectives were acquired. The weighting of each component in the final exam mark is clearly stated in the course description.

Article 64. Examination Schedule Period-Bound Assessments

For each exam period, per study programme/major and per standard learning track, an examination schedule is drawn up that contains at least the following elements:

- the exam schedule mentioning the name of the course unit or partim, the place and time (date and start and end hour) of the exam via https://timetable.howest.be;
- contact information of the examination office, the chair and the secretary of the exam board, the ombudsperson, this is available on the Leho learning platform – the programme's information site under 'Study Contract and Administration';
- the dates when the examination decisions are communicated via iBamaflex and the feedback about the examination results, is organised via a notice on the programme's Leho site.

The examination schedule for the examination periods which take place at the end of the semester is previously discussed with the student representatives in the study programme council. The examination schedule must be reasonable, i.e., to the extent possible, a reasonable spread of the exams over the entire exam period for standard learning tracks and each exam is limited in time as much as possible.

During each examination period, the student administration office is set up as a permanent examination office.

The examination office functions as contact point for all parties involved in the exams. At the examination office, all parties involved must report – among others – the following:

- change of address and changes of contact information of the students;
- changes in the examination schedule;
- stopping the examination series;
- not participating in one or more exams;
- absence because of force majeure is reported in accordance with 'Absences at exams by force majeure' and a proof of force majeure together with a screenshot of the timetable or exam schedule for the relevant period must be uploaded on iBamaflex within 5 calendar days; if not, the student receives '"niet deelgenomen" [not participated] or a zero score;
- all matters that can be liable to push aside the examination schedule or that can hinder a fluent course of the exams, except for the matters raised in confidence with the ombudsperson or the dean.

Any report concerning matters that could jeopardise the examination regulations, prevent the smooth running of the exams and/or influence the deliberations must be included in the student's file for the exam board's deliberations, so that they can be considered in the reasoning behind the decision.

During the examination period, the examination office is responsible for informing all stakeholders before the deliberation of the matters reported.

Article 65. Communication of the Final Examination Schedule for Period-Bound Assessments

At least six (6) weeks before the start of the first and second examination period at the end of the semester and one (1) month before the start of the third examination period, the final examination schedule is communicated to the students via https://timetable.howest.be. The parties involved in the examination must observe the final examination schedule exactly.

When the first and second examination periods do not take place at the end of the semester, but are spread out, the examination regulation for the partial periods provided for in the academic calendar for the specific study programmes, is announced in time.

Article 66. Deviation from the Examination Schedule

The dean can, after consultation with the respective programme coordinator(s), the respective examiner and possibly the ombudsperson and/or study coach, and for sound reasons, authorize a student, on written and motivated request of the student, to take the exam of certain course units outside the determined examination schedule within or outside that same examination period of that academic year and/or in another assessment form. Force majeure called by the student and/or the examiner and accepted in accordance with the procedure of absence from exams through force majeure and authorized participation in (inter)national mobility, are examples of valid reasons.

A student with a personalized learning track for whom several exams from different standard learning track units are scheduled simultaneously, can request a deviation of the exam schedule before the start of the exam period. Upon approval, an exam can be rescheduled to the resit exam period. Requests are done according to the procedure described under "Afspraken Examens" [Exam Arrangements] which are announced via the website of the study programme on the Leho learning platform – Studiecontract en administratie [Study contract and administration].

If due to external factors the examination regulation is liable to suffer, the chair of the exam board can allow a departure from the examination regulation. This departure is communicated via the learning platform Leho.

For students who follow educational and other study activities at another institute for higher education, both at home and abroad (also see mobility), who wish to participate in exams, following principles are in force:

- the students participate in the exams at Howest, barring motivated exceptions, on all course units and/or partims that are completely finished before they leave for the other institute;
- for the exams at the receiving institute, the student accepts the examination code, the assessment system and the chosen assessment forms at that institute.

Article 67. Number of Exam Chances

For each (failed partim of a) course unit a student did not pass after the first exam chance, the student is entitled to a second exam chance in order to obtain a credit certificate within the respective academic year, unless the nature of the course unit/partim does not allow this and the latter is as such recorded in the course sheet.

The assessment system and the assessment format can differ for the two exam chances. This is recorded in the course sheet.

Within one and the same exam period, a student only gets one examination chance, except for force majeure or based on an authorized departure. This is also valid for partial exams. Test assessments are as such communicated and can therefore on no account be part of exams.

A student, who can obtain a diploma in the first semester, but who did not pass one or more course units for which the study guide states that no second exam chance is possible, may possibly receive a second exam chance anyhow, if this is organizationally possible and if the equal treatment of students remains guaranteed.

The right to two exam chances may expire if the student enrols late.

If a student re-enrols for the same course module in the second semester with a second contract following the first semester, the second examination opportunity associated with that enrolment will no longer apply.

A student who submitted an application "Aanvraag tot vervoegd afstuderen" [Application for early graduation] but who does not use the first exam chance at the agreed time, is given '"niet deelgenomen" [not participated] as a score for the first exam chance.

After the first exam chance, the following applies:

- course units, which the student passed or which were deliberated must not be redone in the second exam chance;
- for course units, which the student did not pass or which were not deliberated:
    - exam scores of the partims of 10 or greater than 10 are transferred to the second exam chance and again considered at the deliberation of the second exam chance;
    - exam scores of the course unit or partim of less than 10 are transferred to the second exam chance provided these are higher than the result obtained in the second exam chance and are considered at the deliberation of the second exam chance.

A student, who is deliberated for a course unit, can give up the deliberated score with a view to obtaining a credit certificate.

Article 68. Participation in the Exams

To be able to participate in the (partial) exams, the students shall meet the following conditions:

- be enrolled in a legally valid way;
- have an administrative file that is complete;
- have paid the tuition fee.

To take part in digital exams, students must have installed and updated the browser software required for secure assessment, as specified by the programme, prior to the exam.

For remote digital exams, students must also have purchased a licence for 'Respondus Monitor' for the exam. If the programme organises remote digital exams, this will be included in the programme's supplementary OER.

The examination office keeps a list of all participants of exams for the last three exam periods.

A student must be able to proof the identity at the exam through the identity card and/or student card.

For each examination, students sign the attendance list, with the exception of distance exams, where presences are registered digitally.

The "Aanvullend Onderwijs- en examenreglement" [Supplement to the Education and Exam Code] can demand the installation of specific software (packages) to ensure a safe exam environment as an additional condition for the participation in the exams.

A student who did not pass course units/partims in the first exam chance is automatically enrolled for the second exam chance in the third exam period, except when the student withdraws before the start of the third exam period. The Supplementary Education and Examination Code may set out other regulations regarding enrolling in the third exam period.

Article 69. Advanced Second Exam Chance

A student who can obtain a degree in the first semester, but failed one or more course units, may be given an advanced second exam chance in the second semester for all failed course units, if this is possible as regards organization. This also applies to a student who is enrolled in a micro-credential that is only organised in the first semester.

The student applies for this advanced second exam chance in writing to the learning track adviser at the very latest within 15 calendar days after the start of the second semester. After consulting with the programme coordinator(s), the learning track adviser replies at the very latest 7 calendar days of receiving the request. If the answer is negative, it will be communicated by means of a written, well-founded decision taken upon consultation with the dean. This decision is included in the student file.

3. EXAM PROCEDURE

Article 70. Preparation of the Exams

At the start of the course unit, each lecturer provides, according to the course sheet in the study guide, information to the students about the competences/learning results to be acquired, the learning objectives, the content of the course unit/partim, the assessment systems, the type(s) of assessment and the time(s) of the exams, the correlation of the different parts in the complete assessment and whether one or two exam chances are organised.

Every lecturer/examiner timely provides appropriate study material and timely indicates per course unit/partim the study content that will be examined.

Every lecturer clearly indicates the assessment criteria and provides questions and/or exercises, if possible, which reflect the concrete requirements, set for the assessment.

For each assessment where the use of AI is permitted, the lecturer must specify the extent to which AI may be used, based on Howest's AI assessment standards.

In the case of digital exams, the student is responsible for ensuring that their software and laptop are up to date. Start-up issues caused by necessary updates or an unsecure browser not being installed do not entitle the student to extra exam time or a resit.

Article 71. Types of Assessment

The type of assessment is determined according to the competences, learning results or learning objectives to be assessed and is recorded in the course sheet. Multiple types of assessment can be combined to assess to what extent the competences were acquired.

The course sheet describes per exam the assessment format(s) and the relations in the final exam score.

Assessment can be done in writing and/or orally. Each exam can be organised as a combination of a written and oral assessment.

In the case of a written exam (or part thereof), the student signs an attendance register upon handing in the written paper. In the case of an oral examination, the student signs an attendance register after the examination. This does not apply to digital exams, where attendance is recorded digitally.

For oral exams, the student gets sufficient time to structure the answer.

Regarding the bachelor's thesis, final tests, final projects, the internship, or workplace learning, particular regulations can be recorded in a manual per study programme, which is especially designed for that purpose.

Evaluations can be recorded digitally in the scope of feedback and of the assessment of the course of the examination. This shall be announced in advance to the student.

Article 72. Digital Distance Exams

Remote exams are organised using specially installed software, as outlined in the article "Participation in Exams". Students must ensure that they can start the exam with a working, up-to-date laptop and up-to-date software, a stable internet connection, an external mouse, a webcam and a secure, up-to-date browser installed. If the student fails to provide these items and the exam consequently starts late, no claim can be made for extra exam time.

Students ensure a quiet environment where they can sit the exam undisturbed and on their own.

Before each digital examination, students go through an intake in which they (a) identify themselves by means of the identity or student card and webcam and (b) visualize the room in which they are located. The course of this intake is necessary to participate to the examination.

The student's behaviour during the exam is automatically monitored and classified based on (a) face detection, (b) browser usage and (c) irregularities in the room. In addition, the entire PC screen will always be recorded during the exam and made available to the lecturer afterwards. During the exam, students will receive a notification if their face is not sufficiently visible on screen. Irregularities in this data stream are flagged and ranked according to review priority. All information regarding data processing can be found on the software's webpage:
(https://www.respondus.com/products/monitor/review.shtml)

Article 73. Language of the Exams

For course units and/or partims with Dutch as educational language, the exam is in Dutch.
For course units and/or partims with a foreign language as subject, the exam is organised in the respective taught language.
If a course unit at a receiving institute is taught in a foreign language, the exam is taken in the used educational language.
For study programmes taught in another language, the exam is in the educational language used.

In all cases, the student has the right to take the exam in Dutch.

Article 74. Absences from Exams or Evaluations due to Force Majeure

1. Absence of the Student

If the student is absent from an exam or an evaluation due to sudden force majeure, they must report this to the examination office via iBamaflex and submit a written proof of force majeure within 5 calendar days after the scheduled exam or assessment date, together with a screenshot of the timetable or exam schedule for the relevant period on iBamaflex, in accordance with the procedure 'Reporting and entering absences' which is published via the website of the study programme on the learning platform Leho – Study contract & administration. The student shall keep the original evidence until the end of the academic year and shall submit it if the exam secretariat requests so.

To be valid, in case of absence due to an illness or an accident, a medical certificate for the day of the exam or the evaluation must have been issued by a physician at the very latest on the day following the day of the exam or the evaluation.

In case of attributed facilities with regard to the absence, the student shall upload the attestation of the facilities as proof.

If it is found that an absence certificate has been forged, this may result in an examination disciplinary decision or disciplinary proceedings.

In the event of a legitimately justified absence, the student may sit a resit exam on the dates specified in the programme's academic calendar within the same exam period. To do so, the student must contact the relevant examiner or a designated representative of the programme (as communicated via the programme's information site on the Leho learning platform) before the start of the resit exams, as set out in the programme's academic calendar. It is the students' responsibility to check their Howest email regularly during this period.

Those who are absent from the make-up exam will receive a 'did not participate' mark or a zero mark for this part of the exam.

Those who are on long-term sick leave may apply to the programme coordinator for an exemption from the examination regulations.

On no account can a valid absence from one exam be a ground to refuse the respective student to take part in exams from other course units.

2. Absence of the Examiner

If the examiner or invigilator is absent at the time and/or place specified in the timetable in the case of non-term-based assessment, or in the examination regulations in the case of term-based assessment, a delegation of students must report this to the Exam Office after 15 minutes.

The exam office attempts to inform the students involved about the change, after having contacted the examiner involved or after the verdict of the chair of the exam board.

Article 75. Irreconcilability Between Student and Examiner

In case of partnership, blood relationship or relationship by marriage up to and including the fourth degree of partnership between an examiner and a student, the examiner timely notifies the chair of the exam board, who then appoints a substitute to distribute the exam and attribute the exam score.

Article 76. Irregularities in Connection With Exams/Evaluations, Examination-Related Disciplinary Decisions and Appeal

Irregularity or exam fraud is understood to mean: any act or omission, whether intentional or not, by a student in the context of an exam or assessment or part thereof, which makes it impossible or could influence an objective assessment of the student's competences or those of other students, either in whole or in part.

Examples of irregularities or exam fraud include: the use or possession of aids that are not explicitly authorized, unjustified collaboration or exchange of information during an assessment, connecting to or setting up a (wireless) network during an examination, the use of artificial intelligence or other generative tools without permission, plagiarism and self-plagiarism, and fraudulent certification with a view to obtaining an assessment advantage, including, for example, the use of a forged doctor's certificate to obtain a postponement, a chance to make up or assessment-related adjustments.

Mobile telephones, smartwatches, smart glasses, headphones and other electronic devices, except for devices specified by the examiners, are prohibited at the exams and assessments.
When using calculators and/or other electronic devices, the memory of such must be erased before the examination starts.
When using a laptop at the examination, only allowed software, websites and other tools are allowed. The allowed software, tools and websites are clearly indicated in the exam briefing or in the assignment description.
When the opposite is found, the irregularity is equated with exam fraud.

In case a student disappears out of sight during a digital distance examination, or another person appears, or the browser is closed early, or the webcam is not connected, or the examination is interrupted early due to internet disruption, the software detects irregularities, … all of these can be considered as exam fraud.

The student is expected to submit self-created work to evaluations unless it is explicitly stated otherwise in the examination or assignment description. Only the use of explicitly authorized aids will be allowed; if not so, they will be considered as an irregularity. The use of AI tools, translation software, code generators, etc. is not considered as own created work. All use of an explicitly authorized aid to which no correct reference is made will be considered as an irregularity.

The student may be asked at any time to explain how certain parts of an assignment were completed. An examiner may always discuss the submitted work and how it was completed with the student.

Any irregularity or fraud found in connection with an exam, assignment or other assessment will be reported immediately by the examiner or invigilator or the exam secretariat to the student concerned, to the chair of the exam board and the study programme coordinator(s). Depending on the nature and circumstances of the finding, the assessment may be interrupted or immediately terminated. Any documents or unauthorised aids may be temporarily confiscated.

The student will be notified by Howest e-mail of the finding of a possible irregularity or exam fraud and of the intended disciplinary sanction. It is the responsibility of students to check their Howest e-mail regularly.

The student has the right to be heard and to defend themselves. Students wishing to exercise this right must notify the chair of the exam board by email within five calendar days of notification. If the student does not respond within this period, the procedure will continue without a hearing.

The chair of the exam board may also decide on their own initiative to hear the student if they deem this appropriate. In that case, the student will be invited to a hearing in the notification. If the student was summoned to a hearing but fails to attend without a valid reason, the procedure may be continued in their absence.

After consultation of the examiner(s) and/or supervisor(s) concerned, the study programme coordinator(s), possibly, the ombudsperson and/or the exam board, and – if applicable – the student, then the study programme coordinator may award a score of zero for the assessment in question; and the chair of the exam board may impose one or more of the following sanctions if it is deemed that the irregularity or exam fraud has been proven:
- a zero mark for the assessment concerned;
- a zero mark for the partim concerned;
- a zero mark for the course unit concerned and the underlying partims;
- a zero mark for all course units of the examination period concerned;
- a zero mark for all course units of the exam chance concerned;
- the loss of the right to transfer the best exam mark;
- the loss of the right to a second exam chance for the course unit concerned;
- the loss of the possibility of obtaining credit certificates for (part of) the course units included in the academic year in question;
- the loss of reasonable adjustments granted in the event of abuse;
- the imposition of an alternative remedial assignment, whether in combination with another sanction. If the student fails to carry out this assignment, this may lead to additional sanctions or the initiation of disciplinary proceedings.

The severity of the sanction is determined based on the nature and the extent of the irregularity or fraud, the intention or deliberateness, previous cases of fraud on the part of the student, the impact on other students and the assessment, and the consequences for the study progress.

Pending a decision on the matter, any student suspected of an irregularity may, at their own risk, continue with the exams in the same exam chance.

A block on the secure browser indicates the installation, purchase or use of circumvention software or the intentional manipulation of the secure examination software; this is regarded as serious unauthorised use as described in the IT Regulations and may give rise to general disciplinary proceedings or a disciplinary decision relating to exams. A student subject to a software ban may not continue to sit the digital exams for that examination period for which the secure browser is mandatory, nor may they claim an alternative or a make-up exam and will receive a 'did not participate' mark or a zero mark for this.

In the event of repeated fraud or serious circumstances, the general disciplinary procedure may be initiated, as provided for in the code of conduct and disciplinary regulations.

The decision of the chair of the exam board shall be communicated to the student concerned in writing, stating the reasons and the date.

Students may appeal internally against examination disciplinary decisions in accordance with the procedure described under "Appeals".

After exhaustion of the internal appeal procedure, the student may submit a request for appeal to the Council for Disputes concerning Study Progress Decisions.

Article 77. Transparency

In case of exams, transparency presumes that exams can be reviewed by the student who took them during the provided feedback period. The student cannot make a copy or photo of the evaluation documents.

Article 78. Presence of Third Parties

Every student and examiner has the right, for any examination or assessment, to request the presence of either the ombudsperson or another third party, who must be a member of the teaching staff or the Office of the Director of Education, Students and Internationalisation at Howest. The student and/or examiner must submit this request in writing to the head of the exam board at least 15 calendar days before the start of the examination period. The requested third party is merely an observer and may under no circumstances be involved in the assessment. These persons may be heard by the exam board. This may be at the request of the exam board or at the request of the third party concerned.

Examiners can also invite external persons to take part of the assessing jury. These external persons can be involved in the assessment of the course unit/partim; however, they are not part of the exam board.

Article 79. Retention of Exam Materials

Copies of written exams and all other documents relating to the evaluations insofar as this is materially possible shall be retained for at least 1 year after the end of the academic year or until the appeal procedure is completed. Final exams are retained for 3 academic years as part of quality assurance.

4. STUDY PROGRESS BASED ON EXAMS

Article 80. Determination of the Exam Score

Dependent on the study programme, exam scores are given as per the smallest unit, i.e. the partim or the course unit in case there are no underlying partims. These exam scores are given by the individual examiner(s).

The assessment of the learning performances is expressed in an exam score. This exam score is expressed in a whole number out of a total score of twenty points and represents the degree to which the student has mastered the competences, learning results or learning objectives to be acquired based on the table below.

Level to which competences have been mastered	**Exam score**
The student has mastered the competence(s) to an exceptionally high degree	16 +
The student has mastered the competence(s) to such degree that the student stands	14 – 15
The student has largely and smoothly mastered the competence(s)	12 – 13
The student has mastered the competence(s) to a degree that enables them to function sufficiently and/or to continue his/her studies	10 – 11
The student has not yet mastered the competence(s) to a sufficient degree to function and/or to continue his/her studies	7 – 9
The student has not at all mastered the competence(s) to a sufficient degree	0 – 6

The exam score of the course unit and/or partim is calculated according to the ratio or method of calculation that is laid down in the course sheet.

The exam score at the level of the course unit/partim is not necessarily the result of the arithmetic, weighted sum of the scores at the partim or partial level. Deviating of that arithmetic, weighted sum, us only possible upon motivation which refers to the degree to which the competences, learning results or learning objectives to be acquired have been mastered and the factual findings.

If a student does not participate in a (partial) evaluation, a zero score is assigned for that (partial) evaluation.

The student will receive a final score "did not participate" if the student was absent to such an extent or participated in an insufficient number of evaluations as a result of which an assessment of the degree of mastery of the competences to be acquired, learning results or learning objectives is not possible.

If there are partims at the course module level, the module mark is automatically calculated based on the exam marks for the underlying partims, using a weighted average where the weighting is based on the study load as specified in the programme syllabus. An exception to this is made if the weighted average is greater than or equal to 10 and one or more underlying modules have a score of 6 or less; in that case, the examination mark '9' is awarded. In this instance, the Exam board decides on the final examination mark for the course unit. Within one and the same semester, a student can only get once an exam result for each of the course units or partims.

Students who follow teaching activities and who take exams on course units of the study programme at another institute for higher education at home or abroad, receive exam results from Howest. These exam scores are attributed with the score given per course unit by the receiving institution and possible the ECTS-grade, according to the established rules (see Mobility).

Article 81. Credit Certificate

A student obtains a credit certificate for each course unit for which the student obtained a result of at least 10 out of 20.

The student is informed of the credit certificates obtained through the report. In the case of enrolment with a diploma contract or examination contract in view of obtaining a diploma, the credit certificates are delivered to the student only upon request. If the student studied with a credit contract or an exam contract in view of obtaining a credit certificate, the credit certificates will be delivered after the expiry of the contract.

A credit certificate remains valid indefinitely.
Credit certificates are obtained at Howest without a degree of merit.
A student cannot renege on an obtained credit certificate.

Article 82. Deliberation Regulation Diploma Contract

In principle, the deliberation takes place twice per academic year, namely after the second and third examination periods, and earlier if necessary for students who can graduate early.

The conditions for automatic deliberation are as follows:

- Study efficiency of the year of enrolment ≥ 50%;
- Overall percent enrolment programme, i.e. weighted average of the exam scores of the course units with ECTS credits as weighting factor, ≥ 50%;
- Course unit can be deliberated according to the course sheet or according to the stipulations with regard to the deliberation laid down in the Supplement to the Education and Exam Code.

Automatic deliberation is done according to the following rules of deliberation provided all the following conditions are met:

- the exam score of the course unit amounts to 8 or 9, and no partim score ≤ 6; and not one single exam score of a course unit < 8;
- the overall total weighted number of fail points of the enrolment programme of the year of enrolment, with ECTS credits as weighing factor, is not > 20% of the ECTS credits enrolled for;
- the total number of failed course units ≤ 3;

Deliberation by the exam board is possible for the following:

- special circumstances of an academic nature: students whom the Exam Board considers to have achieved certain objectives of the degree programme, despite the absence of all credit certificates or a mark that cannot be automatically awarded, may be considered for a degree;
- specific circumstances of private nature: the dean decides to convene the exam board upon advice of the learning track adviser, the ombudsperson, the study coach or programme coordinator.
- If a student did not participate in the imposed obligatory remedial course in the scope of the entrance exam, this can be considered at the deliberation.

The student does not receive a credit certificate for the course units which were deliberated and does not receive the study credits back either.

5. EXAM BOARD

Article 83. Responsibility

Individual examiners and exam boards act under responsibility of Howest when determining exam scores.

The individual examiners are responsible for correctly assessing qualitatively, calculating quantitatively and passing on the correct exam score to the lecturer responsible for the course unit and/or the exam office in accordance with this exam code.

As chair of the exam board, the dean is responsible for a correct deontological course of the deliberation, the consultation and the decision concerning the composition of the exam board and/or whether the deliberation is done at the level of study programme or majors.

Article 84. Competences of the Exam Board

The exam board has the following competences:

- Definite determination of the exam scores of the composed course units in case of a deviation from the weighted average as laid down under 'determining the exam score';
- Deliberation of course units in case of exceptional circumstances such as laid down in the 'deliberation regulation';
- Ratification of disciplinary decisions regarding the exams.

Article 85. Frequency of the Exam Board Meetings

In principle, the exam boards meet twice per academic year, viz. after the second and third exam periods.

If necessary, the exam boards also meet for students who can graduate earlier and who did not pass according to the automated deliberation regulations.

Article 86. Appointment of the Exam Board

For the first deliberation, an exam board is appointed by the dean for all deliberations of the study programmes/majors concerned.

Article 87. Composition of the Exam Board

The chair of the exam board is a voting member.

The secretary is a member of the teaching or administrative staff. The secretary is not entitled to vote.

The exam board consist of maximally 10 voting members, viz. the programme coordinator(s), the learning track counsellor, the quality officer, if applicable the bachelor's proof coordinator, if applicable the responsible(s) for the specialization and/or location, and a delegation of examiners of the study programme. In addition, the ombudsperson, can participate with an advisory vote.

The other lecturers/examiners can be heard by the exam board with an advisory vote.

Article 88. Substitution of Exam Board Members

In case of blood relationship or relationship by marriage up until and including the fourth degree of partnership between a member of the exam board and a student who is assessed by that same exam board, the member timely notifies the chair of the exam board, who in their turn appoints a substitute.

The dean can have himself replaced as chair of the exam board.

Article 89. Attendance of the Members of the Exam Board

The members of the exam board who are entitled to vote are obliged to take part in the deliberation and to sign the attendance list.

When a member is legitimately hindered from attending the deliberation, the latter instantaneously notifies the chair of the exam board, who can appoint a substitute.

Those who are not a member of the exam board cannot take part in the deliberation of that exam board.

The chair of the exam board decides which exam boards deliberate jointly. Those present cannot intervene in and are not entitled to vote at the deliberation of the exam boards of which they are not a member.

Article 90. Deliberation by the Exam Board

The deliberation of the exam board is undisclosed and is organised behind closed doors. All members and other people present are sworn to secrecy.

An exam board deliberates collectively and can only deliberate legitimately if at least half of the members entitled to vote are present.

The exam board deliberates collectively and decides with a consensus. Unless a member of the exam board and/or the ombudsperson asks for a vote, the proposition of the chair is accepted as a consensus.

Article 91. Regulations for Voting on the Exam Board

Each member of the exam board who is entitled to vote only has one vote.

The vote is done by show of hands, unless a member requests a secret vote. Decisions taken by vote are made with a two-thirds majority of the votes cast. The chair lays down the voting procedure.

When there is no 2/3 majority, the chair decides in favour of the student.

Article 92. Statement of Reasons and Recording of the Decisions of the Exam Board

The decisions from the exam board are recorded in minutes, either in writing or digitally and printable.

Herein, both the legal and the actual grounds of the decisions per student are explicitly recorded, and at least the following is recorded: the attendance list, the exam grades for each student, the taken decisions and statements of reasons of the latter (based on the degree of mastering the competences, learning results or learning objectives to be acquired), exam-related disciplinary decisions and if necessary the mention of mediation by the ombudsperson.

The minutes are kept for fifty (50) years.

Article 93. Transparency of Administrative Acts and Statement of Reasons

The transparency of the Examination Board's decisions and the obligation to state reasons are ensured through the publication of examination results and decisions in the report, the right to discuss these during the feedback session on examination results, and the announcement of results.

The chair may grant a student who demonstrates a legitimate interest access to the minutes relating to that student.

6. RESULTS AND FEEDBACK

Article 94. Publication of Exam Results, Monitoring Measures for Academic Progress and Decisions Concerning Thresholds

The results and the decisions of the exam board, if any, are published after each exam period in the period laid down in the academic calendar or after the procedure "Early graduation"; this by means of the report, that is made available electronically via iBamaflex.

The report shall contain the following elements:

- The course units and the underlying partims;
- The ECTS credits per course unit and underlying partim;
- Explanation of the codes used;
- Study advice, if applicable;
- Binding study conditions if applicable.
- Threshold decision, if applicable.

After the first exam period:

- The exam score out of a total of 20 per course unit and partim in accordance with 'Vaststelling van het examencijfer', freely translated 'Determining the exam score', or "not participated";
- Per course unit with an exam score of 10 or more: 'credit certificate.

After the second and third exam periods or after the procedure 'Early graduation':

- The exam score out of 20 per course unit and partim, except when deliberated without credit certificate. In that case the exam score is masked by 'D' ("gedelibereerd" or deliberation), or 'did not participate';
- per course unit and partim: 'credit certificate' or 'second exam chance' or 'to retake' in view of graduating, if applicable 'no second exam chance' or 'decision postponed'.
- If a part of a course unit was taken 'in exchange', the decision 'achieved' or 'not achieved' is also mentioned.

An examiner can announce early indicative (partial) scores to the student, in view of feedback, remediation or orientation.

Article 95. Right to Feedback on the Exam Results

Upon communication of the exam results, the student is entitled to feedback on the examination results within the periods provided to that end in the academic calendar, during the planned feedback moments, or as mentioned on the report within the term of 5 calendar days.

Feedback on the examination results is only organised by word of mouth. Every student who wishes to receive feedback on the exam results is obliged to be present on the planned feedback moments. After the feedback moments no additional feedback on the examination results will be organised, except for proven force majeure.

During the feedback conversation the student is entitled to view their own records, in the presence of the lecturer/examiner or any person authorized to represent them and if so desired in the presence of the ombudsperson.

Article 96. Errors After Publication of the Results

In the event of an error resulting in an incorrect exam mark, this must be reported in writing to the Director of Studies via the Student Registry within five calendar days of the date on which the results are published. The dean may rectify the error ex officio in accordance with the "Dispute Resolution Procedure following the Publication of Results".

Article 97. Renunciation of Exam Scores

Students may only renounce deliberated exam marks for course modules or parts thereof, as determined by the examination boards, at their own risk, if they still wish to obtain a credit certificate. In the event of such a waiver, the 'deliberated' decision is revoked, and the same rules apply as for failed and non-deliberated modules, as set out in 'Number of examination chances'.

The student cannot renounce the exam scores of course units for which they passed and for which they obtained a credit certificate.

In case the deliberated exam score has been waived in case of obtaining the diploma, the decision 'passed for the entire study programme' and the grade of the merit is temporarily cancelled until after the second examination chance. In this case, the diploma received, which has a provisional character, shall be returned to the examination secretariat.

Renunciation shall be communicated by the student in person and in writing to the examination office, within 15 calendar days after publication of the results.

7. DIPLOMA

Article 98. Granting a Degree or Diploma

Students acquire a degree or diploma of a study programme if they are declared to have passed the entire study programme.

Students are automatically declared to have passed if a credit certificate, a deliberation score or an exemption was acquired for all course units.

Article 99. Criteria for the Determination of the Degree of Distinction of the Diploma

A degree of distinction is attributed to a student who enrolled for at least 30 ECTS credits by means of diploma contract.

A degree of distinction is automatically attributed and is calculated based on the following formula that results in a number of maximally 20. Thus, number is the sum of the product of the exam score obtained on all course units of the study programme and their weight consisting of the number of ECTS credits of the course unit divided by the sum of all weights. In case of partial exemptions, the weight of the course unit is decreased proportionately with the partial exemptions.

$$\text{Formula: } \frac{\text{(exam score course unit 1 x weight 1) + … + (exam score course unit n x weight n)}}{\text{Weight 1 + weight 2 + … + weight n}}$$

The degree of distinction for a study programme obtained by a student then depends on the number obtained:

a) ≥ 16.50 (82.5%): passed with greatest distinction;
b) < 16.50 (82.5%) and ≥ 15 (75%): passed with great distinction;
c) < 15 (75%) and ≥ 13.50 (67.5%): passed with distinction;
d) < 13.50 (67.5%) and ≥ 10 (50%): passed.

Once a distinction has been attributed, it cannot be modified, except in case of error or upon appeal.

Article 100. Diploma

Howest delivers a diploma to the student who is declared passed for the entire study programme.

By granting the diploma by virtue of the stipulations laid down in the decree it is recognized and ratified by law.

Article 101. Proclamation

The dean or a representative proclaims the associate degrees of a study programme in a public session.

8. HANDLING DISPUTES

Article 102. Dispute Regulation Before or During the Exams

When a correct course of the exams is or was liable to suffer from serious irregularities or from conflicts between examiners and students, the people involved or the ombudsperson inform the chair of the exam board.

The ombudsperson intermediates, and the chair of the exam board takes measures to guarantee a correct course for the exams or the deliberation.

Article 103. Dispute Regulation After Publication of the Results

Errors or irregularities must be determined within a period of 5 calendar days after publication of the results. Both the student and the examiner and/or the ombudsperson can communicate this in writing to the chair of the exam board that takes the appropriate measurements without delay.

When these are not of such nature that they could have influenced the decision of the exam board, the chair of the exam board takes the necessary measures to resolve errors or irregularities. These actions are immediately added to the minutes by the chair of the exam board and reported to the programme coordinator, the learning track adviser, the respective lecturer(s) and/or examiner(s) and the student via publication of a new report.

Errors or irregularities that are of such nature that they could affect the decisions of the exam board lead to reopening the exam period for the respective student.
To that end, the chair of the exam board calls a special meeting, within seven (5) calendar days after the announcement. The exam board can confirm or revise the original decision with motivation. The exam board, assembled at a special meeting, deliberates with at least the chair and 2 members of the exam board present, save in case of force majeure.

Article 104. Appeal

A student can file an internal appeal with the Internal Appeals Committee against the decision of the exam board within a term of seven (7) calendar days after the announcement of the results, in accordance with the procedure described under 'Appeal'.

After exhaustion of the internal appeal procedure above, the student can file an external appeal with the Council for Disputes on Study Progress Decisions.

HANDLING COMPLAINTS AND APPEALS

Article 105. Ombudsperson

At the student's verbal and/or written request, the ombudsperson acts as a mediator in all disputes concerning the enrolment agreement that relate to the student's academic career, the student's legal position, and any actions or situations perceived as unfair. The ombudsperson receives, investigates and handles complaints and endeavours to reach a solution in the interests of all parties. To perform this task properly, the ombudsperson is entitled to review all relevant information.

The ombudsperson ensures that the student is treated fairly and may participate in the study progress and examination committee in an advisory capacity.

The ombudsperson is bound by a duty of confidentiality.

The dean appoints one or more ombudspersons before the start of the academic year. As the ombudsperson mediates in all disputes concerning the study contract, the appointment applies for the entire academic year.

A deputy is appointed for each ombudsperson, if the ombudsperson is unexpectedly unable to perform their duties or in the event of kinship up to and including the fourth degree or partnership.

The ombudsperson and the deputy may not be a lecturer and/or examiner for the student.

The ombudspersons and their deputies, their job descriptions and contact details are clearly communicated at the start of the academic year during the welcome activities. This information is also made available on the programme's information site on the Leho learning platform and can always be requested from the student secretariat.

After the conclusion of the third examination period, the ombudsperson draws up a report on the interventions. This report guarantees the student's anonymity. It is forwarded to the programme coordinator and the chair of the exam board.

Article 106. Handling Complaints

Students may contact the ombudsperson with any complaints regarding the implementation of the study contract.

Students may raise a verbal complaint regarding the provision of education with the relevant programme coordinator and/or the ombudsperson. They will investigate the matter and endeavour to resolve the complaint. They will provide feedback on the outcome to the parties involved, whilst guaranteeing anonymity.

Students may submit a formal, signed written complaint to the ombudsperson. In the event of a formal complaint, the dean may initiate an internal investigation and/or request additional information from the parties involved. Formal complaints must be formally followed up within 15 calendar days, and the ombudsperson must report the outcome in writing to the complainant. If, in the student's view, the complaint has not led to a satisfactory outcome, the student may resubmit the formal complaint in writing and with a signature to the Rector of Howest, who will conduct an investigation in a similar manner and issue a decision which must be reported in writing to the parties concerned within 15 calendar days.

Article 107. Reporting Inappropriate Behaviour

Inappropriate behaviour is behaviour that crosses personal boundaries. It can take various forms: verbal or physical abuse, bullying, unwanted sexual behaviour, discrimination, stalking, racism, false accusations, etc.

The reporting procedure aims to lower the threshold for reporting inappropriate behaviour in complete confidence.

Inappropriate behaviour can be reported via https://www.howest.be/en/reporting-center-for-inappropriate-behavior.

Article 108. Appeals

Students may submit an appeal against any decision regarding their academic progress.

A student may submit an appeal if they feel their rights have been infringed by an unfavourable
- examination decision;
- disciplinary decision regarding an examination;
- decision regarding an application for exemption;
- decision regarding the imposition of binding conditions or a refusal of enrolment;
- decision regarding the composition of the individualised study programme;
- decision regarding the composition of the threshold package;
- decision regarding the deviation from a negative threshold decision;
- decisions relating to learning credit;
- decision regarding the granting or implementation of reasonable adjustments;
- decision regarding the granting of student status;

Once the internal appeal process has been exhausted or if no internal appeal decision is reached in a timely manner, the student may go on to submit an external appeal with the Council for Disputes regarding Study Progress Decisions, established by the Flemish Government.

In the event of a refusal to grant or implement reasonable adjustments, the student may contact the Flemish Human Rights Institute, an independent public institution.

1. Internal Appeal

The student or their legal representative must submit the notice of appeal, setting out the grounds for the appeal, by registered and signed letter (handwritten or digital signature) to the Rector (algemeen directeur), Marksesteenweg 58, 8500 Kortrijk, within the time limit of 7 calendar days, which begins on the day following notification of the decision to the student. The date of the postmark shall be deemed the date of the appeal.

The fact that a student has not yet received feedback within the seven-day deadline does not affect this. No new appeal period commences after feedback has been received. However, students are strongly advised to make timely use of the feedback session, as provided for in the article 'Right to feedback on examination results', to make a well-informed decision regarding a possible appeal. Nor do other discussions or forms of internal consultation, such as a meeting with the ombudsperson, suspend the appeal period.

The process by which the exam mark was determined is explained during the feedback session. A request for an explanation of how the exam mark was determined does not constitute an objection and cannot therefore be invoked as grounds for an appeal.

The internal appeal is handled by the Internal Appeals Committee. This consists of the Rector (algemeen directeur - chair), the Director of Education, Students and Internationalisation, and at least one member of staff from General Services.

The Internal Appeals Committee may only validly deliberate if two-thirds of its members are present. Each member has one vote. In the event of a tie, the chairperson shall have the casting vote. The committee may decide to invite any person whose presence it deems useful for the consideration of the case to be heard. In the absence of the chairperson or a member, the chairperson shall appoint a deputy chairperson/member.

The Internal Appeals Committee shall first decide whether to declare the internal appeal admissible, whereby it shall either decide to reject the appeal on the grounds of its inadmissibility, giving reasons, or decide to declare the appeal admissible.

After declaring the internal appeal admissible, the committee decides whether it considers the objections raised by the student to be well-founded.

If the committee considers the objections raised to be well-founded, it shall either decide to review the decision contested by the internal appeal, giving reasons, or to refer the case back to the body that took the initial decision, requesting that the decision be reviewed.

If the committee considers the objections raised to be unfounded, it shall decide to confirm, with reasons, the decision contested by the internal appeal.

The decision shall be notified to the student and, where applicable, also to their legal representative within a period of 20 calendar days, commencing on the day following that on which the appeal was submitted.

An appeal may also be submitted against the decision by the validating body of AUGent as to whether to award a certificate of competence based on EVC. The internal appeal must be filed with AUGent; see the 'Guide for Candidates' at https://www.howest.be/EVC.

2. External appeal

Once the internal appeal process has been exhausted, or if no decision on the internal appeal is reached within the prescribed time limit, the student may file an appeal with the Council for Disputes concerning Academic Progress Decisions, established by the Flemish Government. To this end, the student must submit a signed petition setting out the grounds for the appeal to the Council for Disputes concerning Study Progress Decisions within a time limit of 7 calendar days, commencing on the day following notification of the decision of the Internal Appeals Committee.

In the absence of a timely decision by the Internal Appeals Committee within a period of 20 calendar days, the appeal must be filed with the Council for Disputes concerning Study Progress Decisions within a time limit of 7 calendar days following the expiry of this period, unless, before the expiry of the period available to the Internal Appeals Committee, the Committee informs the student of a later date on which it will deliver its decision. In that case, the 7-calendar-day deadline for lodging an appeal with the Council for Disputes concerning Study Progress Decisions shall commence on the day following that date.

The appeal must be filed via a secure delivery method, preferably via the digital platform of the Administrative Courts Service (DBRC), available at: https://www.dbrc.be/digitaal-platform. The appeal may also be lodged by submitting it to the registry or by registered letter to the Appeals Board for Study Progress Decisions.

The appeal must be drafted in Dutch.

In this procedure, the student may not raise any new objections, unless the basis for such objections only came to light during or after the internal appeal procedure, unless the objection relates to the manner in which the internal appeal was handled, or unless the objection concerns public order.

More information at https://www.dbrc.be/raad-voor-betwistingen-inzake-studievoortgangsbeslissingen.

If an internal appeal was filed against a refusal to provide a reasonable accommodation and the internal appeal procedure did not provide a solution for the student, the student may contact the Flemish Human Rights Institute. This institute mediates and, if necessary, provides legal assistance. More information at https://www.vlaamsmensenrechteninstituut.be/

SPECIAL PROVISIONS REGARDING STATUSES AND FACILITIES

Article 109. Special Statuses

Students and guest students can be granted a special status based on individual characteristics and/or circumstances. To that end, they shall, each academic year, apply for the status in writing, via the registration tool and motivated with pieces of evidence via the study coach of the study programme concerned. An exception to this rule is the status of 'student with a disability'. The granting of this status is valid for the entire study career of the student at Howest, except in the case of a psychiatric disability.

All information about the application procedure, the substantiation, the pieces of evidence and the attestations can be found on the website https://www.howest.be/en/stuvo/special-status-and-reasonable-adjustments.

Certain statutes entitle students to an exemption from the credit limit to be eligible for a student grant. These statutes are set out in the Decree on Student Finance and on the website www.studietoelagen.be.

Article 110. Approval of Personalised Track upon Initial Enrolment (IOT status)

Under the IOT status, students are given the option to enrol on an individual study pathway when they first enrol on a bachelor's degree programme. This permission is automatically granted by the study coach to all students with a special status (with the exception of those with a status granted based on specific personal circumstances), which was awarded following a formal assessment.

Article 111. Status: Student with Functional Disability

A student with a functional disability, is a student for whom there is a lasting or long-term absence (at least 12 months effective absence and/or an absence of 12 months foreseeable for the future) for one or more body functions enumerated in the International Classification or Functioning, Disability and Health (ICF).

Specifically:

- motor disability;
- auditory disability;
- visual disability;
- chronical diseases;
- psychiatric disability;
- development disabilities: learning disability;
- development disabilities: ASS;
- development disabilities: ADHD;
- development disabilities: tic disability;
- development disabilities: DCD;
- development disabilities: development dysphasia;
- development disabilities: development stuttering;
- other functional disability;

Students with a functional disability shall justify their application by means of a certificate delivered by an instance that has been declared competent by the government, as published on https://www.howest.be/en/stuvo/special-status-and-reasonable-adjustments.

Article 112. Status: Student with Increased Care Needs

A student with increased care needs has received support in compulsory education based on a specific care need and not based on a specific diagnosis. The student shall substantiate the application by means of a motivated report from the advisory CLB.

Article 113. Status: Student with Exceptional Social or Personal Circumstances - Pregnancy and/or Parenthood

This applies to any student who is pregnant or has children. The student must support their application with a doctor's certificate confirming their pregnancy and/or a certificate of family composition.

Article 114. Status: Student with Exceptional Social or Personal Circumstances - Language Needs / Non-Native Language Background

This applies to any student with a non-Dutch-speaking background or whose mother tongue is not Dutch, and who does not hold a secondary school certificate from the Dutch-language education system. The application must be supported by a copy of the identity card and the secondary school certificate.
The exemption from the credit limit for the study grant is only granted to those enrolling for the first time in a higher education programme in Flanders.

Article 115. Status: Student with Exceptional Social or Personal Circumstances - Caregiver

A student who regularly provides care and support to a family member or close relative, who is not themselves a professional career, and where the care, in terms of duration or intensity, goes beyond what is considered 'ordinary mutual care'. The status is granted based on an assessment by the Stuvo social services department and/or a study coach and/or a certificate of informal carer from the health insurance fund and/or a certificate from the patient's attending doctor.

Article 116. Status: Student with Exceptional Social or Personal Circumstances

A student in one of the following circumstances:
- transitioning as a transgender person, to be applied for with a certificate from the treating doctor;
- other exceptional social and personal circumstances: based on an assessment by the social services department and/or a study coach, and following consultation with the study coach and the programme.

Regarding the 'exemption from the credit limit for student finance', this is subject to approval by the rector (algemeen directeur).

Article 117. Status: Student Elite Athlete

An elite athlete is a student who meets the eligibility criteria for elite athlete status. These can be found at https://www.howest.be/nl/stuvo/student-life/sport#topsport.

The student must support their application with a certificate from their federation or sports club.

Article 118. Status: Student Athlete United Spurs

A student who plays sport in one of the United Spurs teams: KV Kortrijk, HC Kortrijk Spurs, Balti Kortrijk Spurs, KZK Spurs, HBC Apolloon Spurs, KWK Spurs, KKS Spurs, RC Curtrycke Spurs, House of Talents Spurs. Depending on the level of the sports team, certain facilities are granted. Students must be active in the first team (competition or training).
The application must be supported by a certificate from the sports club. This status is awarded by the Stuvo.

Article 119. Status: Student Competitive Athlete

A student who participates in sport at an intensive level, but who does not quite meet the criteria for elite or top-level sport status, yet trains with a view to achieving such status, is eligible for 'competitive sport participant' status. This status is granted by Stuvo based on the submitted training schedule and a certificate from the sports club.

Article 120. Status: Student-Artist

A student artist is a student who is artistically engaged at a high level within a recognized art and/or culture organization and who is, in the course of the academic year, frequently occupied with cultural activities.

The student substantiates the application with a portfolio or artistic C.V. and documents that can substantiate the performances and activities, such as a certificate of artistic merit, proof of receipt of an amateur arts grant, a collaboration agreement with a professional artistic partner, or proof of having carried out commissioned artistic work.

Article 121. Status: Student with a Mandate

A student representative holds a mandate on a governing or advisory body of Howest and/or the AUGent association and/or VVS and/or ESU. The student must support the application with a certificate from the student participation coordinator.

A student holding a political or public mandate must support the application with a statement from the political party or institution in which the student holds the mandate.

Article 122. Status: Working Student

A student who is employed for at least 50% of full-time hours or 80 hours per month. The student must support their application with proof of employment, either as an employee or as a self-employed person, for at least 50% of full-time hours or 80 hours per month.

Article 123. Status: Student Entrepreneur

A student entrepreneur is a student who meets one or more of the following requirements:

- the student must be enrolled for at least 27 ECTS credits;
- the student must either lead an enterprise or shall submit a plan from which the intention appears to offer a valorisable product or service within 12 months. This plan must also show the intention to launch an entrepreneurial activity under the form of a legal personality or self-employed status with the student as initiator. The entrepreneurial activity must have a clear growth perspective;
- the application must be approved by the dean upon advice of a business coach at Howest. More info on www.howest.be/nl/studeren/student-life/ondernemen.

Article 124. Status: Medical Condition

The student has a medical condition that makes studying difficult. The student must support their application with a medical certificate from a doctor confirming the diagnosis.

Article 125. Status: Student with Specific Personal Circumstances – Religious Grounds

The student adheres to a religious belief recognised by Belgium and wishes to register this in connection with a request to reschedule an assessment, compulsory teaching activity or work placement, provided this is organisationally feasible, due to a clash with one of their religious holidays. The student must support the request with a sworn statement regarding their religious beliefs, specifying a maximum of two permitted recognised holidays per academic year.

Article 126. Reasonable Adjustments

Students suffering from a functional impairment can apply for reasonable adjustments; to that end, they send a written application with statement of reasons and pieces of evidence to the study coach.

An adjustment is a concrete measure that neutralizes the restrictive influence of an inadequate environment on the participation of a person suffering from a functional disability. A reasonable adjustment is an adjustment that does not imply a disproportionate charge.

Upon consultation with the study coach and the contact person of study counselling and/or the programme coordinator(s) the measures are approved by the dean or rejected with motivation. A rejection shall be motivated in writing by the dean within a period of 15 calendar days.

Students suffering from functional disabilities can lodge internal and external appeal against the refusal of reasonable adjustments in accordance with the Appeal Procedure.

Article 127. Adjustments

Adjustments can concern both teaching and assessment activities.

Adjustments about education activities can relate to among other things attendance during contact hours, the learning method used, the study material, assignments and tasks, the bachelor paper, graduation projects, internships and workplace learning, briefly the education activities and learning and work methods as described in the study guide.

Adjustments about assessment activities can relate to the form, the rescheduling of exams, the spreading of exams, taking exams outside the examination period, etc. In the scope of inclusive education, Howest offers each student inclusive adjustments for written exams. More information can be found under "Special Circumstances and provisions / Howest".

Adjustments regarding teaching and assessment activities are granted based on a specific status for an academic year. and shall be applied for again every academic year with the study coach of the study programme.

Upon consultation between the study coach and the contact for student counselling and/or the programme coordinator and/or the dean, the adjustments are approved or refused with motivation.

The lecturers of the programme are informed about the attributed adjustments via the adjustments tool (faciliteitentool). If the student wishes to use the adjustments granted the arrangements related thereto shall be respected. When using adjustments in case of exams, the student shall present the certificate of adjustments to the lecturer.

In case of attributed adjustments relating to absence, the student will communicate the absence via iBamaflex and upload the certificate as proof.

STUDENT SERVICES

The aim of student services is to promote equal access to and participation in higher education for all students by improving the basic conditions for studying. They pursue this aim by providing material and non-material support and services, and by removing barriers to study.

Article 128. Access to Student Services

Students enrolled under a degree or credit contract have access to student facilities in accordance with the provisions of the decree.

Students who, as part of international mobility and exchange programmes, are undertaking part of their studies at Howest but are not officially enrolled, have access to the general student facilities associated with Howest.

Article 129. Allocation of Student Services – Financial aid

Student finance, as a means-tested student benefit, is awarded based on an individual means test, following approval by the social services consultative body.

The student must submit all required supporting documents in good time when applying for the means test, relating to the following criteria:
- nationality requirements;
- educational requirements;
- conditions relating to academic progress and previously obtained higher education qualifications;
- family income;
- student finance from abroad;
- ownership of a second home;
- study costs;
- other conditions, if applicable.

The conditions, along with the required supporting documents and deadlines, are set out in the 'Student Finance Application' form. Applications should be submitted to the Stuvo service; contact details can be found at https://www.howest.be/nl/stuvo/contact#studiefinanciering

Article 130. Code of Conduct for Student Services Staff

The Student Services Department operates based on four core principles: respect for the individual, professional competence, professional responsibility and the duty of confidentiality. In the context of social and psychological support services, staff are bound by professional confidentiality. Students are entitled to expert assistance, information, free access to services and support, independence and confidentiality.

Article 131. Appeals Against Student Services Decisions

An internal appeal may be lodged against decisions taken by the Head of Student Services or by other authorised members of staff within the Student Services department.

The student must submit a written and reasoned request for review, by registered and signed letter (handwritten or digital signature), to the Director of Education, Students and Internationalisation, Marksesteenweg 58, 8500 Kortrijk, within the time limit of 7 calendar days, which begins on the day after notification of the decision to the student. At the same time, the student must send the electronic version of this letter by email to stuvo@howest.be. The date of the postmark shall be deemed the date of the appeal.

The internal appeal shall be handled by the Internal Appeals Committee for Student Services. This committee consists of the following members of the Stuvo Council: the chair, the vice-chair and one member from the staff delegation.

The Internal Appeals Committee for Student Services will, after consulting all parties concerned, take an independent decision and communicate this in writing, stating the reasons, to the parties concerned within a period of 15 calendar days.

SPECIAL PROVISIONS REGARDING (INTER)NATIONAL MOBILITY

Students enrolled with a diploma contract can, in the scope of exchange, take course units at another institution in Flanders, abroad or another Belgian community (international mobility), except when it concerns a first enrolment in a specific initial bachelor's study programme and when the student has not yet acquired 60 ECTS credits, and is therefore subject to the threshold.

Students enrolled with a diploma contract can also do an internship abroad or in another community of Belgium (international mobility).

Study programmes may make an international placement or study period a compulsory requirement, provided that the terms and conditions and the rationale are set out in the Supplementary Education and Examination Regulations.

Mobility can take place physically, online or through a combination of both (blended).

Students with binding study requirements do not qualify for mobility, except if the mobility is of the short term and is a part of the study programme.

Students who physically follow part of the educational activities or internship abroad agree to: possess a valid visa, in accordance with the consular requirements of the respective country, timely get the required vaccinations, and before departure fulfil the necessary insurance formalities.
It is compulsory for those travelling intercontinentally or overseas, or those travelling on an Erasmus or RUN grant, to register for travel insurance with sufficient cover, inclusive of repatriation, for the entire duration of their stay.

If, in consequence of mobility, the number of study credits recorded in the study contract changes, the tuition fee is recalculated based on the number of study credits taken in accordance with the procedure ''wijzigen studiecontract' [Modifying the study contract].

Because of safety measures, Howest can cancel already approved mobility or call back students from abroad. The student cannot claim indemnities or a damage compensation from Howest.

Article 132. Studying at Another Institute for Higher Education in Flanders

1. Course units at another institute of AUGent Students, who enrol at the University Ghent, Gent University of Applied Sciences Ghent, Howest or Artevelde University of Applied Sciences for a diploma contract or as a guest or exchange student, can – within their diploma contract or programme as guest or exchange student – follow course units at another AUGent institute (hereinafter referred to as the receiving institute) than the one they enrolled at for a diploma contract.
Three requirements are linked to the above:

- the respective course units cannot be part of one of the study programmes of the sending institute;
- it concerns course units that can be followed by students as an exchange student as part of their study programme: the course units must be accepted as replacements by the sending institute. If students want to follow course units 'as an extra' at the other institute, they must do the latter in the frame of an additional credit contract;
- the agreement of both the sending and receiving institute is required. This agreement is given in a manner determined by each institute. For Howest, this happens in accordance with the procedure of 'Geïndividualiseerd studietraject', freely translated as 'Personalized Learning Track.

The students submit their application according to the established procedure for internal AUGent mobility.

2. The student, who enrolled for a diploma contract, can, within this diploma contract, follow course units at a Flemish institute for higher education other than AUGent; insofar the institutes are part of an For study programmes imposing mandatory student mobility, the study guide indicates to what extent the student must follow course units at another institute for higher education. To that end, the student shall have the permission of the programme coordinator. The latter communicates the decision as soon as possible and within 15 calendar days after having received the application. If the programme coordinator authorizes studying at a receiving institute, the latter also determines which course units are cancelled at Howest. The total amount of ECTS credits of the course units that are cancelled can be compared to the overall number of ECTS credits of the course units taken at the receiving institution.

The programme, which the student wishes to follow at the other institute, is approved by the programme coordinator, after advice from the learning track counsellor, before 1 December for the second semester and at enrolment for the first semester. Students submit their application within 15 calendar days before these dates. The programme coordinator shares all necessary data on the student, the period, the receiving institute, the programme, and later the score obtained with the student administration office.

Article 133. Studying at Another Institute for Higher Education Abroad or In Another Community of Belgium

The student, who enrolled under a diploma contract, can within the scope of this diploma contract follow course units in a study programme of the same level as the qualification structure at an institute for higher education or a study programme declared equal at an institute for higher education abroad or in another community of Belgium; provided the institutes are part of the officially recognized, bilateral and/or multilateral cooperation or exchange programmes or agreements. For study programmes imposing mandatory student mobility, the study guide indicates to what extent the student must follow course units at another institute for higher education at home or abroad.

To that end, the student shall have the permission of the programme coordinator. The student files an application in time via the International coordinator in accordance with the 'Stappenplan voorbuitenlandse studie', the Step-by-Step Guide for Studies Abroad, to be found on the website of the study programme – 'Go International' on the learning platform Leho.

The international coordinator provides a decision with statement of reasons as soon as possible and at the very latest 21 calendar days upon receipt of the application. In case the programme coordinator should, upon advice of the international coordinator of the study programme, grants the permission to study at a receiving institution, they also determine which course units will be cancelled at Howest. The total amount of ECTS credits of the course units that are cancelled can be compared to the overall number of ECTS credits of the course units taken at the receiving institution.

The programme that the student wishes to follow at the other institution is approved by the programme coordinator, upon advice from the International coordinator, at the very latest 60 calendar days before the student actually leaves. The course units that are replaced by this programme are listed in the Learning Agreement. The International coordinator follows up the drafting of the Learning Agreement, gives formal approval thereof and transmits the Learning Agreement and later the Transcript with the score(s) obtained, including the translation thereof, to the International Office of the campus.

Modifications to the Learning Agreement are only possible upon consultation with the international coordinator of the Howest study programme and must be formalized by the student via the relevant part of the Learning Agreement, with signature by both institutions, within the period allowed for modifications by the financing grant body and/or the study programmes.

Credits are recognized according to the number of study credits taken in the Learning Agreement.

Article 134. Assessment/Exam Result from Another Institution

Students who within the scope of their diploma contract follow academic activities at another institute for higher education at home or abroad and who are therefore assessed by the host institution, receive integral recognition from Howest for the exam results achieved elsewhere, whereby the actual exam scores are granted by Howest. These exam scores are awarded taking into account the score awarded per course unit at the hosting institute.
The score given is based on the so-called Grade Distribution Tables of both institutions, where applicable. The table of Howest can be consulted on https://www.howest.be/en/study-abroad/recognition-and-grade-conversion.
In case several Howest scores should correspond at the conversion of the points, the highest score will be attributed.

If the hosting institution does not yet use the Grade Distribution Table, but uses the ECTS Grading Scale, the exam result is granted according to the table below:

ECTS grade	% of successful students normally achieving the grade	Definition	Howest score out of /20
A	10	EXCELLENT- outstanding performance with only minor errors	16/20 and more
B	25	VERY GOOD- above the average standard but with some errors	14 & 15/20
C	30	GOOD- generally sound work with a number of notable errors	12/20 & 13/20
D	25	SATISFACTORY- fair but with significant shortcomings	11/20
E	10	SUFFICIENT- performance meets the minimum criteria	10/20
FX	-	FAIL- some work required before the credit can be awarded	7/20 & 8/20 & 9/20
F	-	FAIL- considerable further work is required	6/20 and less

In case of a Pass/Fail system, the students get a score of 14 for Pass and a score of 7 or less for Fail. If the student does not agree with the score granted, the student can lodge an internal appeal within a term of 7 calendar days after the announcement of the results, in accordance with the procedure described under 'Appeal'. After the internal appeal procedure above, the student can file a petition to appeal with the Council for Disputes on Study Progress Decisions.

Article 135. Internship Abroad

The student who enrolled under a diploma contract can do an internship abroad under the scope of this diploma contract.

To that end, the student shall have the permission of the programme coordinator. The student files an application in time via the International coordinator in accordance with the 'Stappenplan voor buitenlandse studie', the Step-by-Step Guide for Studies Abroad, to be found on the website of the study pro-gramme – Internationalisation on the learning platform Leho.

The International coordinator states a decision with statement of reasons as soon as possible and at the very latest 21 calendar days upon receipt of the application. In case the programme coordinator should, upon advice of the International coordinator of the study programme, grant permission for a foreign internship with a larger study load than the internship provided for in the study programme, they also determine which course units will possibly be cancelled at Howest. The total amount of ECTS credits of the course units that are cancelled can be compared to the overall number of ECTS credits of the foreign internship.

The international coordinator or the internship/work placement coordinator makes sure that the internship agreement/Learning Agreement for Traineeship is drawn up and uploaded onto the Mobility Online platform.

Assessment is undertaken in accordance with the assessment recorded in the study fiche of the internship.

Unpaid trainees are covered by the occupational accident insurance for accidents with physical damage which occur at the internship. If the position is paid, the internship company or the student must personally take out an insurance for this purpose.

Article 136. Language Assistance Measures

Howest offers language assistance for both incoming and outgoing students.

Under a few specific conditions, students can receive financial support for language preparation by means of self-study or by following an external course. These conditions are set by the International Office.

The application for language assistance is made in accordance with the procedure to be found on the website of the study programme – "Go International" on the learning platform Leho.

Outgoing Erasmus students shall take the compulsory Erasmus online language (free) before departure. In case the knowledge of the language is insufficient, the student can take a free Erasmus online language course.

POLICY REGARDING PARTICIPATION AND QUALITY ASSURANCE

Article 137. Representation and Authority as Laid Down in the Decree

Students are represented on Howest's governing and advisory bodies, with powers and election procedures in accordance with the provisions of the decree. The governing bodies of Howest on which students are represented are the Board of Directors and the Student Council, in accordance with Howest's organisational regulations. The Student Council is an advisory body comprising at least eight students.

Article 138. Study programme committees and Minimum Items for Consultation

1. At the study programme level c.q. major

At the level of the study programme, a study programme committee serves as consultative body between the students and the programme team.

The study programme committee deliberates on study programme related student affairs, such as the coherence and organization/execution of the study programme. They give advice on among other thigs the study programme-related academic calendar and the Supplementary Education and Examination Regulations, the spreading of tasks and assignments over the academic year/semester, the learning environment (working methods, quality of learning materials and provisions specific to the study programme), the estimate of the total study cost, study and student counselling (intake support, flow support, and outflow support), the strong connection between education, research and service, assessments, internationalisation, quality care including inquiry results, …

Items on the agenda can be introduced by all students and staff members of the study department. For each consultation, a report is drawn up, which is available for all students and staff members. Third parties involved can be invited to the study programme committee.

The programme team organises the study programme committee on their own initiative or at the request of students. The study programme committee assembles at least twice per academic year.

The study programme committee can give advice to the authorized people and/or bodies.

2. At the campus / cross programme level

At campus level, a campus committee serves as a consultative body between students and staff members. The campus committee deliberates on non-training-bound student affairs, among which the working of the supporting services for students.

The chair is the dean. Items on the agenda can be introduced by all students and staff members. For each consultation, a report is drawn up, which is available for all students and staff members.

The dean organises the campus committee on their own initiative or at the request of students. Questions can be communicated via campus.kortrijk@howest.be, campus.brugge@howest.be or campus.oudenaarde@howest.be.

The campus committee can give advice to the authorized people and/or bodies.

3. At the institutional level

At the institutional level, the student council acts as a participation committee. The members of the student council are elected. The student council elects a chairperson from among its members. They decide on matters covered by decree, such as their own electoral regulations and internal regulations, and provide advice on tuition fees, the Education and Examination Regulations and the academic calendar. The student council may also address and advise on university wide student matters. The student council may invite experts on an ad hoc basis.

Student representatives are delegated from within the student council to the decision-making bodies of Howest and to external consultation and participation bodies in which the student council takes a mandate.

Article 139. Quality Assurance: Shared Responsibility

Howest has developed a quality assurance system that monitors the quality of its programmes and services and actively involves students in this process. Students are entitled to high-quality programmes and services. Every student has a duty to actively participate in activities undertaken as part of internal and external quality assurance in which the student is a stakeholder. The student representatives on the programme, campus and student councils call on their fellow students to actively participate in activities undertaken as part of quality assurance.

CODE OF ETHICS

Article 140. Code of Ethics

A code of ethics has been drawn up for students, staff members and all those involved in Howest.

The Code of Ethics is a guide to acting with integrity.

Acting with integrity means:

- performing the job/study properly and carefully, taking into account responsibilities and the norms and values of the organisation;
- taking the rights, interests and wishes of all parties involved sufficiently into account in making choices, decisions and in behaviour;
- being aware of the rules of conduct and applying them;
- engaging in dialogue with others in this respect.

The Code of Ethics

- provides a set of rules of conduct to help with decisions and actions;
- offers protection against possible risks and the vulnerability that a person may face;
- inspires to find a good basic attitude in contacts with others.

Questions and/or remarks can always be addressed to the administrators of the ethics' forum via e-mail: ethischforum@howest.be.

RULES OF CONDUCT, ICT AND DISCIPLINARY REGULATIONS

1. RULES OF CONDUCT

The rules of conduct govern the implementation of disciplinary sanctions as a result of students' non-compliance with these rules, as laid down in the Howest Code of Ethics and in the following rules of conduct.

Article 141. Rules of Conduct

1. Based on its mission, Howest stands for active pluralism, tolerance and respect for other opinions. Howest allows to wear religious symbols and/or clothing when prescribed by a recognised religion. Students who wear such symbols and/or clothing must remain permanently open to dialogue and active pluralism as Howest students.

2. At Howest, students demonstrate a neat appearance, impeccable behaviour and a correct attitude. Clothing must always comply with the requirements of cleanliness, hygiene, identification and safety of Howest and any additional obligations imposed at the internship site or at the workplace in case of workplace learning. Moreover, the students shall be guided in their behaviour, both inside and outside Howest, by respect for human beings and shall not perform any actions, including digital ones, that are incompatible with the objectives and values of Howest and the deontology of the profession for which they are being trained.

3. Inappropriate behaviour, in whatever form (such as verbal or physical violence, harassment, unwanted sexual advances, discrimination, stalking, racism or unjustified accusations, etc.), will not be tolerated and may result in disciplinary proceedings. Students can report such behaviour in confidence via the designated inappropriate behaviour reporting page as described in the Education and Examination Regulations – Reporting Inappropriate Behaviour

4. In line with the same mission and values, Howest students are prohibited from wearing party political insignia and/or displaying and/or disseminating messages and symbols (such as clothing or emblems) that incite discrimination, hatred, violence, segregation or Holocaust denial, or that relate to racial superiority or racial hatred.

5. Any damage to buildings, furniture or equipment, wilfully or through gross negligence, may be subject to disciplinary proceedings, possibly legal action.

6. Each student can be held jointly and severally financially liable. Each is liable not only for damages caused by an act, but also for damages caused by negligence or carelessness.

7. A student who breaks, loses and/or steals property belonging to Howest during or outside academic activities must compensate for the damage suffered, barring force majeure or fault of third parties. In the event of a dispute, the dean may formulate an amicable proposal.

8. The lecturer or supervisor may refuse further access to students who wilfully disrupt the organisation of educational activities as a measure of order. The refusal relates only to the activities in which the disruptive behaviour occurred and takes immediate effect. In case of recurrent behaviour, disciplinary proceedings may be initiated.

9. For the implementation of internships and workplace learning, the specific regulations of the internship or workplace will be observed. Internship or workplace learning may be terminated early due to inappropriate behaviour.

10. The student may not make audio or video recordings of educational activities, unless specific arrangements have been made with the lecturer on that subject. Recorded material can only be used for didactic purposes for the student himself or for the student group with which the lecturer has made prior arrangements. Commercial use of recordings is prohibited. It is never allowed to make recordings of an exam or feedback moment, unless specific agreements have been made with the lecturer on this subject.
11. Serious violations of Howest's internal regulations on student accommodation may result in disciplinary proceedings.
12. Students shall respect the confidentiality obligations arising from internship, workplace or research assignments. Violation of this confidentiality may result in disciplinary proceedings.
13. The creation or use of false documents, certificates or reports is considered a serious offence and may result in disciplinary proceedings.

2. ICT RULES

Article 142. General

Every student shall have a laptop, with a legal license of the software necessary according to the study guide/course sheets of the study programme. More information can be found on https://www.howest.be/en/hardware.

When registering, the student receives an account with corresponding e-mail address. This account provides access to the ICT facilities and the learning platform Leho. This e-mail address is used as an official, electronic communication channel between Howest and the student. All electronic study material is spread via the learning platform Leho.

The computer networks of Howest and the other partner institutions of the AUGent are intended for education and research and for activities in support thereof.

The network of Howest and the other partner institutions of AUGent is connected to BELNET, the Belgian research network. There is an Acceptable Use Policy (AUP) that determines what is and what is not allowed on BELNET. This AUP is written out in the document AUP BELNET (Acceptable use of the BELNET access), which can be found on https://www.belnet.be/nl/voorschriften-voor-aanvaard-baar-gebruik-aup-van-belnet-internetdiensten. When one uses the network, one must not only take into account the rules for a correct use of the network of Howest and the other partner institutions of AUGent , but also the AUP of BELNET.

Article 143. Definitions

ICT infrastructure: both the physical devices and the ICT services (including use at home through VPN) are intended.

ICT administrator(s): people responsible for maintenance and well-functioning of the ICT infrastructure.

Article 144. Unauthorized Use

1. The ICT infrastructure cannot be used to acquire, process, spread or save illegal information. This is understood to mean, among others:

1.1 Information that is in breach of the law, especially (but not limited to):
- the legislation on the protection of personal privacy;
- the legislation on copyright and other intellectual rights;
- the legislation on the fight against racism or that is insulting or libellous for others;
- the legislation on protection of public decency.

1.2 Information that damages Howest and the other partner institutions of AUGent, especially (but not limited to):

- information that defiles the image of Howest and the other partner institutions of AUGent, or that can harm them in a moral or economic way;
- information that is confidential or that must be regarded as confidential through its nature.

1.3 Information that is a hindrance to others, especially (but not limited to):

- information that is offensive for others because it conflicts with the general regulations in force;
- sending electronic mail, messages or chain letters to large groups of people.

2. Following actions are explicitly prohibited:

2.1 Installing and/or using software for which one has no license or in a way that is contrary to the license conditions of the respective software. This applies to the devices that are part of the ICT infrastructure or that make a connection with the ICT network of Howest and the other partner institutions of AUGent. Software that is at your disposal via the AUGent and partner institutions cannot be transferred to personal devices without explicit permission from an ICT administrator. Howest and other partner institutions of the AUGent can act autonomously against students of whom they suspect to be using and/or spreading illegal software. The onus of proof of the possession of the respective software license rests with the student.

Installing software on devices that are part of the AUGent and partner institutions, without prior consent from the ICT administrator who is responsible for that respective part of the ICT infrastructure.

2.3 Changing the structure or the configuration of the ICT infrastructure without prior consent from the ICT administrator who is responsible for that respective part of the ICT infrastructure.

Taking actions that are against the law in the frame of the law of November 28, 2000 regarding computer science crime. The following, among others, resort hereunder:

- circumventing internal and external network securities;
- designing and/or installing harmful software on devices that are part of the ICT infrastructure of Howest and of the other partner institutions of AUGent;
- wittingly forcing inappropriate and illegal access to systems for which one is not authorized;
- intercepting information (or attempts to do so) that is not meant for the person intercepting;
- using a false identity on the network.

2.5 Using the ICT infrastructure of Howest and the other partner institutions of AUGent for commercial or political activities.

2.6 Actively locating weaknesses in the security or testing the maximal capacity of any part of the ICT infrastructure of Howest and the other partner institutions of AUGent; In general, deliberately generating extreme loads without functional necessity.

2.7 Changing or passing on to third parties system information, system configuration, application programmes or files if one – due to the nature of their function – is not authorized.

3. Responsibilities of the student

3.1 Keeping the ICT infrastructure that is put at their disposal in good condition, including an active participation in the security of this ICT infrastructure.

3.1.1 When a student believes to be aware of a defective or malfunctioning part of the ICT infrastructure of Howest and the other partner institutions of AUGent, the student shall report this as soon as possible to the ICT administrator in charge of the respective part of the ICT infrastructure. The same goes for when a student discovers a defect in the security of the ICT infrastructure of Howest and the other partner institutions of AUGent. Others cannot be informed of the latter. Taking advantage of these weaknesses is regarded as illegal use.

3.1.2 Not leaving the ICT means put at one's disposal unattended and taking sufficient precautions to maximally prevent theft. When leaving devices on which one is logged in, the student must log out or lock the device in such a way that only the respective student or an ICT administrator can log in onto the device again. This is to prevent others from adopting their identity.

3.1.3 Always working with an operational recent virus scanner.

3.1.4 Respecting the limits set on the mailbox or file server, whereby the student, on a regular basis, cleans up or archives redundant mails/files.

3.2 In all communication, the student will always clearly mention the name. In addition, the student who disposes of an email address of Howest and the other partner institutions of AUGent, shall use this address to communicate and to regularly check the corresponding mailbox.

3.3 If data are saved on local hard disks, the student personally must take care of the necessary spare copy (backup) and security.

4. User names and passwords

Access to the ICT infrastructure is granted based on a username and password. Following rules must be complied with:

- the password cannot be too simple to be retrieved and must be changed on a regular basis.
- spreading the password is prohibited. Those who are careless with the password can be held liable for improper use.
- no one can pass the password to third parties and/or let it be used by third parties. It is prohibited to attempt to retrieve passwords from others.

5. Supervision, control and sanctions

The ICT infrastructure of Howest and the other partner institutions of AUGent are controlled to be able to ensure the good working and to detect and prevent improper use. Each partner institution can control autonomously and determine possible sanctions.

Possible sanctions in case of finding an infringement on these rules are:

- a temporary limitation of the access or otherwise to certain parts of the ICT infrastructure;
- temporary or definite ban on using the ICT infrastructure;
- payment of the costs coming from improper use;
- if improper use regards a criminal fact, the parties involved can also be prosecuted for these facts, irrespective of possible claims;
- data of any form (files, e-mails, data carriers, databases ...), which belong to the respective student, can be inspected and seized;
- all other sanctions as stipulated in the regulations of the AUGent and partner institutions.

Article 145. Acceptable Use of the BELNET Access

1. The student agrees to act according to the standards and protocols of the internet.

2. The student can only use the BELNET network with strictly legal intentions. All use that violates Belgian or international law is prohibited.

   As a Category A member of ISPA Belgium (Association of Internet Service Providers), BELNET fully endorses the 'Cooperation Protocol for Combating Illegal Activities on the Internet'. Should there be any suspicion of unlawful activity on the part of the student, BELNET will cooperate with the judicial authorities, within the strict framework prescribed by law, to facilitate the investigation.

3. It is prohibited to use the services of BELNET for all activities that:
   - enable unauthorized access to the data of a third party;
   - inflict damage to the activities of BELNET or the Internet in general,
   - endanger the use or performance of the internet service for other users;
   - can lead to the waste of means (staff, networks, computer sciences);
   - can lead to the partial or complete destruction of the integrity of the IT data;
   - can affect the privacy of the users;
   - have as goal to send messages over the network, which resort under 'harassing' or 'spam'.

4. The use of BELNET is reserved for public services, education and research purposes. Use for commercial purpose and intensive use for personal purpose are prohibited.

5. The institute is responsible for the delivery of the Internet service to the own students, more particular for the set-up of internal access procedures to BELNET via the local network.

The administration of this local network also resorts under the authority of the institute. In that frame, the student must protect themself against attempted break-in by a third party via BELNET.

6. The institute takes the necessary measures to prevent abuse of BELNET by the own students.

To this end, the institute informs them of these regulations of acceptable use.

If the BELNET network is used in a false way, the student will actively and as soon as possible cooperate with BELNET to retrieve the origin of this abuse and to put an end to it.

If the misuse continues, action will subsequently be taken which may result in the suspension of services to the student. The suspension will end once the prescribed rules of use are once again being observed.

Article 146. Acceptable Use of Office365 for Education

1. The student agrees to act according to the standards and protocols of the Internet.
2. The use of Office365 for education is reserved for education and for research purposes. Use for commercial purpose and intensive use for personal purpose are prohibited.
3. Article 114 'Improper use' from the ICT rules completely applies here.

3. DISCIPLINARY REGULATIONS

Article 147. Start of Disciplinary Proceedings

If a student breaches the code of conduct or the IT regulations, or in the event of repeated or a serious form of exam fraud, this must be reported to the dean, who will initiate a disciplinary investigation. The disciplinary investigation is conducted in writing in accordance with the procedure set out in the section entitled 'Disciplinary investigation and preventive suspension'.

Article 148. Disciplinary Measures

A student who fails to comply with the rules of conduct, the Code of Ethics and other regulations may be subject to the following disciplinary measures:

1. a written reprimand;
2. an alternative sanction in the form of an individual remedial disciplinary measure. If the student does not comply with the proposed alternative sanction, the file will be transferred to the Disciplinary Committee;
3. early termination of internship or workplace learning;
4. disciplinary suspension: a partial or general prohibition to use certain or all services of Howest during a certain period and to participate in certain or all educational and evaluation activities. The modalities and duration of the disciplinary suspension are decided by the Disciplinary Committee;
5. exclusion from Howest: definitive exclusion leads to the immediate loss of the capacity as a student at Howest and the impossibility to re-enrol.

Article 149. The Disciplinary Bodies

The disciplinary bodies are:

1. the deans (written reprimand, alternative sanction and early termination of internship or workplace learning);
2. the Disciplinary Committee;
3. The Disciplinary Appeals Committee.

The Disciplinary Committee is composed as follows:

1. the rector (algemeen directeur) sitting as chair;
2. the dean of a campus other than the one where the study programme concerned is located;
3. a study department manager, depending on the case, a study department manager from another cluster;
4. a non-voting secretary.

The Disciplinary Appeals Committee is constituted by the Management Committee and consists of the following members:

1. the chair or deputy chair of Howest's Board of Directors who sits as chair;
2. a member of the Executive Board of the administrative branch, proposed by the chair of the Disciplinary Appeals Committee;
3. a student council member appointed by the Student Council;
4. an external expert;
5. a non-voting secretary.

All correspondence addressed to the Disciplinary Committee and the Disciplinary Appeals Committee should be addressed respectively to the Disciplinary Committee or the Disciplinary Appeals Committee, Marksesteenweg 58 in 8500 Kortrijk.

Members of the Disciplinary Committee and the Disciplinary Appeals Committee must be able to demonstrate their independence in relation to those involved in the disciplinary case.

The Disciplinary Committee and Disciplinary Appeals Committee's decision is valid if taken when all members are present. They decide by a simple majority. In the event of a tie, the chair decides.

Article 150. Disciplinary Investigation and Preventive Suspension

The disciplinary investigation is initiated by the dean and must be held in writing.

As soon as the dean of the study programme in which the student is enrolled is informed of a complaint or of facts that could potentially lead to disciplinary proceedings, the dean shall investigate the complaint and/or facts.

If it is determined that the complaint or the facts presented do not give raise to the imposition of a disciplinary sanction, the dean will inform the student without delay. Otherwise, a disciplinary file will be compiled within a period of 7 calendar days.

If it is determined that the complaint or the facts presented do give raise to the imposition of a disciplinary sanction, the dean summons the student to be heard within 7 calendar days. The notice shall state that the student may come to inspect the documents of the disciplinary file before the hearing. The student may be assisted by counsel.

In case of serious facts or serious disruption of the proper functioning of Howest or the internship or workplace, the Rector, on the advice of the dean, may pronounce a preventive suspension with immediate effect and refer the file to the Disciplinary Committee. This decision is immediately served upon the student by registered letter. This letter is simultaneously the summons for hearing by the Disciplinary Committee within 7 calendar days, as further mentioned in the article Disciplinary Procedure 2.

If, for any reason, the dean of the study programme in which the student is enrolled considers that they cannot follow up this disciplinary file, the file will be handled by the Director of Education.

Article 151. Disciplinary Procedure

The disciplinary procedure is confidential. The hearing(s) and hearings of the disciplinary bodies take place behind closed doors.

The dean is authorised to impose a written reprimand, an alternative sanction or the early termination of internship or workplace learning.

The more severe sanctions are imposed by the Disciplinary Committee.

1. Sanctions Taken by the Dean: Written Reprimand, Alternative Sanction or Early Termination of Internship or Workplace Learning

Within 7 calendar days of being summoned and notified of the documents of the disciplinary file, the student is heard by the dean. An official report is drawn up of this hearing, which is signed by both parties for agreement and disagreement. After the hearing and based on all the documents of the disciplinary file, the dean will take a reasoned decision within 7 calendar days in which:

- either a decision is made not to impose any sanction;
- or a decision is made to impose a written reprimand, an alternative sanction, or the early termination of the work placement or workplace learning. This sanction is sent to the student by registered post;
- or a decision is made to refer the case to the Disciplinary Committee because a more severe sanction is deemed appropriate. In this case, the dean shall immediately refer the case to the Disciplinary Committee and shall immediately notify the student concerned by registered letter.

Within 14 calendar days from the day of notification of the decision taken by the dean, the student may submit a reasoned appeal to the chair of the Disciplinary Appeals Committee.

2. Sanctions by the Disciplinary Committee: Disciplinary Suspension or Exclusion from Howest

In case the disciplinary file is referred to the Disciplinary Committee, either by the dean, as stipulated in point 1, or following a preventive suspension, as stipulated in 'Disciplinary Investigation and Preventive Suspension', the student will be summoned for hearing by the Disciplinary Committee. This registered letter shall state:

- the place, day and hour of the hearing;
- the facts about which the student is being heard;
- the place where the file can be accessed for perusal;
- the fact that possible disciplinary sanctions will be imposed with description of the possible disciplinary sanctions;
- the student's right to be assisted by counsel;
- the right to call witnesses;
- the list of witnesses who may be called by the Disciplinary Committee;
- the right to submit a written defence.

As from the notice to appear before the Disciplinary Committee until 3 calendar days before the hearing, the student has the right to inspect the file for perusal and request a copy of the file.

The student provides a list of witnesses the student wishes to call no later than 3 calendar days before the hearing. The student himself ensures that the witnesses are present. The chair of the Disciplinary Committee determines the order in which the witnesses are heard.

An official report of the hearing and, where appropriate, of the hearing of witnesses shall be drawn up and signed by the chair and secretary.

After the hearing(s) in which the student and any witnesses were heard, the Disciplinary Committee will decide on a disciplinary sanction within 10 calendar days by means of a reasoned decision communicated to the student by registered letter. This decision states how an appeal can be lodged.

Article 152. Appeal

Within 14 calendar days from the day of notification of the Disciplinary Committee's decision, the student can submit a reasoned appeal by registered letter to the chair of the Disciplinary Appeals Committee. The appeal shall be heard by the Disciplinary Appeals Committee within 14 calendar days of receipt of the appeal.

The student will be notified of the date and time of the hearing by registered letter at least 7 calendar days before the hearing. The student has the right to be assisted by a counsel at the hearing.

Within 7 calendar days after the hearing, the Disciplinary Appeals Committee shall make a reasoned decision. This decision is immediately communicated to the student by the chair by registered letter. This decision shall state how an appeal can be lodged with the Administrative Court.

The chair shall provide a copy of this decision to the rector (algemeen directeur).

COPYRIGHT, MORAL and PROPERTY RIGHTS

Article 153. Copyright and Property Rights

Each student conscientiously complies with the law of 30 June 1994 on copyright and neighbouring rights. Each student abstains from reproducing material in any way, shape or form without authorization from the author. In this scope, Howest assumes a coordinating role whereby it is explicitly the purpose to monitor and safeguard the rights of the students. In case the student should not respect the regulations, all costs in this respect charged to Howest will be charged to the student, even if the student has already withdrawn or graduated.

Article 154. Copyrights, Moral Rights and Property Rights of Student Assignments

1. Different types of student assignments

Work field assignments or tasks in the scope of a research project are student assignments that are executed at the request of and by order of a work field partner or a research project. Lecturers and students act by order of the work field partner or the research project. The modalities of these assignments are arranged by the cooperation agreement between Howest and the work field partner or the terms and conditions of the specific research project.

Assignments given by Howest are student assignments initiated by the lecturers and not by order of or at the request of a work field partner or a research project.

2. Moral rights on student assignments

The student always enjoys the moral rights to the own results created based on student assignments which have come into being in the scope of the study programme. These rights concern all immaterial interests of the author, such as reputation, integrity and/or the personal connection to the work, the right to publish the work, the right to recognition as author and the right to respect for the work.

In case of work field assignments or tasks in the scope of a research project, the exercise of the moral rights can temporarily be suspended by the integration of secrecy clauses in the cooperation agreement between Howest and the work field partner or in the modalities of the specific research project.

3. Property rights in case of student assignments

3.1 Transfer of property rights

When submitting student assignments, the property rights of the submitted results based on the educational assignments are automatically transferred to Howest.

3.1.1 As a result, the student consents to publicly reveal, publish or expose the results, in compliance with the moral rights of the student. Howest hereby guarantees the protection of the integrity/privacy of the student.

3.1.2 In case of work field or research assignments, the property rights of the assignment come under the modalities of the cooperation agreement between Howest and the work field or research partner.

3.1.3 In case of assignments given by Howest the student consents to use the further results of these assignments world-wide and without compensation or limitation in time, in the scope of further education and valorisation activities. Hereby Howest takes a coordinating role, whereby it is explicitly the objective to promote and safeguard the property rights of the students, both during and after the studies. In case of valorisation opportunities, Howest takes an active coordinating role in the valorisation process.

3.2 Restitution of property rights in case of assignments given by Howest

Based on the strategic plan, in which entrepreneurship is an important strategic objective, Ho-est recognises the right of the student to further develop and exploit the own results from the student assignments.

If the student wants to exploit the result of an own assignment, the student shall announce this before the start of the academic year following the academic year in which the assignment was submitted; they will do so in writing and address this document to the programme coordinator.

In case of group work, the other students concerned are also interviewed to determine the share in the results of all persons involved. This happens in consultation with experts from the study programme and the Algemene Diensten [General Services] of Howest, if the occasion arises, completed by external experts. Here, the study programme department takes a coordinating role.

If so desired, after the transfer modalities have been set into place, the student will also be actively guided by Howest to entrepreneurship and in possible cooperation models.

3.3. Further exploitation of assignments given by Howest.

If Howest, upon acquisition of the property rights, transfers these property rights to a third party, Howest commits to contact the student prior to actual commercialization. At that moment, negotiations are started to determine the share in the result of all parties involved, in consultation with experts from the study programme and the General Services of Howest, if the occasion arises, completed by external experts.

DATA PROTECTION

Article 155. Data Protection

Howest respects the privacy of the student and deals with the personal data of the student in accordance with the existing laws on the protection of privacy and the General Regulation on Data Protection.

Via iBamaflex each student has access to the personal data which Howest stores and can request corrections via the student administration office.

Personal data of alumni is included in a a list specifically designated for them. This data can be adjusted at any moment via alumni@howest.be.

Personal data is only provided to third parties in some well-defined cases.

All information, rights and obligations can be found in Howest's privacy declaration on http://www.howest.be/nl/privacy-and-copyrights.The privacy declaration contains information regarding the legal basis, how one can give or withdraw consent, the right to file an objection, etc.

Howest reserves the right to record lessons for educational purposes. At the start of the recorded lesson, the lecturer will inform the students about the fact that the lesson will be recorded and about the positioning of the cameras. When students appear in the frame, they automatically give their consent as subjects to be filmed and for the footage to be distributed. Students who do not give their consent must move out of the camera's view to attend the lessons.

For questions or complaints concerning data protection: privacy@howest.be.

CONCLUDING REGULATIONS

Article 156. Concluding Regulations

All matters not addressed in this Academic and Examination Code and which are of interest to Howest interdepartmentally, shall be dealt with according to the statutory regulations of Howest.

If applicable, all matters not addressed in this Academic and Examination Code and which are of interest to a particular study programme, shall be dealt with according to the Supplementary Academic and Examination Code of that study programme.