GENERAL REGULATIONS

Article 1. General Regulations

The present Education and Examination Code is drawn up implementing the statutory decrees on higher education, as recorded in the 'Codex hoger onderwijs van 20 december 2013', the Codex of Higher Education dated 20 December 2013.

This Education and Examination Code applies to all educational activities at Howest in the scope of a study contract for a postgraduate programme or a continued education track following on a postgraduate programme for which the enrolment procedure is effected through Howest. For education activities organised in collaboration with an external partner, enrolment is effected through the external partner and the code of the external partner will be applicable.

Departures from the Education and Examination Code can only be introduced by decision of the Board of Directors.

The present Education and Examination Code constitutes the entry agreement, the contractual commitment between the student and Howest. Upon enrolment, the student declares to agree to this entry agreement.

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

The present Education and Examination Code can be consulted via www.howest.be/OER.

Article 2. List of Definitions

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 year plan of the academic year, approved by the Board of Directors, in which the possible activities per week and the holiday periods are indicated;

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

Copyright: the 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 programme: a study programme that follows on secondary education, 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 study programme (advanced bachelor study programme);

bachelor programme professionally oriented: a bachelor study 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;

contact hour: one hour (60 minutes) during which education is given or during which the student is guided in direct contact between the education provider and the student or a group of students and on the basis of which the student is bound to specific hours of educational provision. The student is expected to be present. This can be organized both in physical and in online education.

Diploma contract: a contract, entered into by Howest with the student who enrols in view of obtaining a degree or diploma of an associate's degree, a bachelor's degree or a postgraduate's degree study programme;

Dean: is responsible fort he general management of the assigned study programmes;

evaluation: each assessment of the progress of the student in the field of competences, learning objectives or learning results;

exam: any form of assessment of the extent to which a student has acquired – based on their study – the competences, the learning results or the learning objectives connected to a course unit or part thereof, expressed in an exam score;

exam decision: any decision, whether or not based on a deliberation, that holds a final judgement on meeting in a satisfactory way the requirements stipulated for a course unit, several course units of a study programme or a study programme as such;

examination board: the board that makes the final decisions regarding the learning track taken by the student;

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 in case of irregularities concerning exams;

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

degree: the specification of Bachelor or Associate Degree, awarded at the end of a study programme;

management of the university of applied sciences: the decretalgoverning bodies of Howest;

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

site coordinator: the person responsible for the educational organisation on a particular site of a study programme that is organised on several locations, the contact point for the students of that site;

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;

advanced training track from a postgraduate programme: a track that consists of several course units or subjects from a postgraduate study programme for which a student enrols;

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

study programme: the structuring unit of the educational offer;

postgraduate coordinator: the person responsible for the contents and the educational organisation of the study programme, the contact point for the students;

study programme manager: the person responsible for the management, the content and the organisation of 1 or more study programmes;

study programme coordinator: dependent on the study programme this either is the study programme coordinator, the person responsible for the curriculum or the site manager;

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 a bachelor or master study programme;

postgraduate certificate: the proof the student receives at the successful termination of a postgraduate study programme;

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 contract: the contract entered into between Howest on the one hand and the respective student on the other hand, concluded at the moment of enrolment;

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

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

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, a study programme or a training;

property rights: the property rights in copyright law are rights which, either separately or together with another right, are transferable or intended to confer a material advantage on the rightholder, or are obtained in return for a material advantage provided or promised;

EDUCATION REGULATIONS

1. ORGANISATION OF THE STUDY

Hogeschool West-Vlaanderen (Howest) offers specific and regulated study programmes that can be concluded with a postgraduate certificate. These are bundled in the Howest Aca-demy (www.howest.be/academy).

Postgraduate certificates can be awarded by universities of applied sciences after the successful completion of study programmes with a study load of at least 20 ECTS credits. These are study programmes which, in the context of further professional training, aim to broaden or deepen the competences acquired on completion of an associate's degree, a bachelor's degree or a master's degree study programme. Specific components of a postgraduate study programme are sometimes offered separately as an advanced training programme. This continued educational track brings together a range of contents of interest to a defined target group.

Postgraduate study programmes are not subsidised by the Education Department.

Postgraduate courses aim for a minimum group size in order to cover costs and may be cancelled if the minimum group size is not achieved. Cancellation is communicated in good time to the enrolled students; for postgraduates this occurs at the latest 2 weeks before the start date, for advanced training tracks this must be communicated at the latest 5 working days before the start of the first session.

Each postgraduate programme falls under the responsibility of a postgraduate coordinator, who is responsible for the content and the practical organisation of the programme. The postgraduate coordinator is also the contact point for the students.

Article 3. Determination of the Study Programmes and Study Tracks

For each postgraduate programme, the coordinator shall establish the study programme curriculum and the advanced training tracks, taking into account the intended competences and the requirements for practising the profession or for obtaining a qualification to which the postgraduate certificate gives access at the Flemish, federal or European level. The study programme manager approves the study programme curricula of the postgraduate programmes.

The objectives of the study programmes offered and the structure of the study programme are described on the study programme page on the Howest website.

Article 4. Study Load and Study Activities

The study load of a postgraduate study programme is expressed in ECTS credits. These credits include both teaching and self-study activities as well as assessment activities. A postgraduate study programme comprises at least 20 ECTS credits. The study load of each postgraduate study programme is specified on the study programme page on the Howest website.

An advanced training track is only part of a postgraduate study programme; its load is not necessarily expressed in ECTS credits.

Article 5. Flexible Studying

A postgraduate study programme is designed to be accessible to learning professionals. The study programme can use various teaching methods to enable flexible studying.

- online at your own pace: some of the educational activities are offered via learning paths.
- virtual classroom: students follow online classes from their own location
- hybrid classes: students have the opportunity to follow campus classes remotely
- campus class: students are expected to attend classes at the campus, the specific timetable(daytime, evening, weekend) is provided.

The study programme page on the Howest website clearly states with teaching methods are used and in what proportions.

Article 6. The Language of Instruction

The language of instruction and administration at Howest is Dutch. However, a study programme referred to in this code may be organised entirely or partially in another language if this offers inherent added value. Any deviation from Dutch will be indicated on the study programme page on the Howest website.

2. Admission Requirements, Enrolment and Learning Tracks

Article 7. Field of Application

Postgraduates aim, within the framework of further professional training, to broaden or deepen the competences acquired upon completion of an associate's degree, a bachelor's degree or a master's degree study programme.

Students are admitted on the basis of an associate's degree, a bachelor's degree or master's degree. Special entry requirements linked to the field in which the postgraduate study programme is situated are always stated on the study programme page on the Howest website.

A student who has obtained at least 30 ECTS credits in the final model learning track of a bachelor's or associate's degree study programme may, before obtaining the bachelor's degree, also enrol in a consecutive advanced bachelor's study programme, a postgraduate study programme or a continuing professional education or advanced training programme at Howest.

Students can only obtain the diploma or certificate for the post-initial study programme after obtaining the diploma for the relevant bachelor's or associate's degree study programme. The certificate only relates to the study programme for which the student is enrolled.

Students who do not meet these admission requirements are not entitled to a postgraduate certificate but may, upon successful participation, request a "certificate of successful participation" from the student administration office of the Howest Academy.

Advanced training tracks – coming from a postgraduate study programme – do not lead to a postgraduate certificate but to a certificate of successful participation. However, successful completion of an advanced training track leads to an exemption from following the full postgraduate study programme at a later stage.

Students who do not pass the postgraduate study programme are not automatically entitled to re-enrol in the following academic year, as not all postgraduate study programmes are offered annually and as the study programme can only be organised if there is a sufficient number of enrolments.

Article 8. Enrolment

Students can enrol online for one or more postgraduate study programmes at the same time. This enrolment can run concurrently with the enrolment for a final year of aa associate's degree, a bachelor's degree or a master's degree programme.

Upon enrolment, students automatically register for the assessment activities and commit to paying the tuition fees.

Enrolment is only possible online via https://webreg.howest.be/

The following documents are required:

- copy of identity document (front and back)
- document(s) proving that the admission requirements are met, i.e. copy of higher education diploma

Late enrolment (after the start of the first educational activity) is only possible with the approval of the study programme coordinator.

Enrolment is valid for one academic year.

Enrolment for an advanced training programme from a postgraduate follows the same procedure, but during online registration, you must select the track for which you wish to enrol.

Enrolment will be refused if there is an outstanding balance for another study programme or advanced training programme at Howest.

Article 9. Admission Requirements for Foreign Students and STudents with a Foreign Diploma

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 furnish 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.

Moreover, students must be holder of an Expat and CO insurance valid until the end date of the study programme.

In the absence of such recognition, the dienst Toelating [Admissions Office], can allow persons having obtained a diploma or certificate that grants access to university studies or the admission examination for university studies of the country in which the respective diploma was awarded, to register for a bachelor study programme. When in the country, a maturity examination is a requirement, this requirement also counts here.

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

This application for admission to a study programme shall include:

1. a legalized copy of the higher education diploma or certificate and transcript of records;
2. a proof that one meets the language requirements;
3. a copy of the identity card and/or the residence permit;
4. the proof of payment of the application fee.

The documents listed under 1° and 2° must be awarded either by the school direction or by official institutes of the country where the (preparatory) study programme(s) was/were followed, or else by the institutes that have officially recognized the documents. Furthermore, these documents must be certified as authentic 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 deliver an APS-certificate.

For Cameroon, Nigeria and Ghana, the institution where the diploma was achieved 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 – Admission].

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

More information can be found on https://www.howest.be/en/applications-for-english-taught-degree-programmes. / https://www.howest.be/nl/studeren/inschrijven-en-info/toelating-buitenlands-diploma.

Non-EEA students shall take out a 'Full cover' Expat & Co student insurance policy through http://howest2.student-travel-insurance.eu/home upon initial enrolment. They should provide proof of this upon enrolment (except for study programmes offered in 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 in 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 or the new residence permit at the student administration office. This is at the initiative of the student.

Article 10. Tuition Fee

The tuition fees requested were approved by the board of directors of the university of applied sciences, taking into account the direct costs associated with the organisation of the study programme. The tuition fees will be communicated in good time on the website of the university of applied sciences. Discounts on tuition fees are not possible. Payment of tuition fees in instalments is not possible either.

Upon finalising the online registration, the student agrees to pay the tuition fees for the postgraduate programme/advanced training track.

Tuition fees must be paid before the start of the programme; payment in instalments is not possible. If the payment conditions are not met, access to the learning environment, study materials and the campus may be denied.

A postgraduate certificate/certificate of successful participation can only be issued after the tuition fees have been paid.

If it is stated that specific software is required for the study programme and that this software will be provided by the school, it is included in the tuition fees. The Microsoft Office package is not included in the tuition fees under any circumstances, so students must provide their own legal software for submitting projects.

Article 11. KMO portefeuille [SME Portfolio]

If the postgraduate programme/advanced training programme is recognised for the SME portfolio, you, as an employer of a small or medium-sized enterprise and a provider of a liberal profession, can pay part of the training costs of your employees via the SME portfolio of the Flemish Government. The study programme page of the postgraduate study programme/advanced training programme clearly states whether and under which themes the SME portfolio is valid.

Applying for the SME portfolio implies that the applicant undertakes to confirm their attendance at the exams and thus claim the SME portfolio. Only then will the SME subsidy be guaranteed. Failure to participate in exam activities implies that the subsidy for SMEs may be reclaimed. The above applies to both advanced training programmes and the full postgraduate study programme.

More information about the SME Portfolio van be found online.

Article 12. Vlaams Opleidingsverlof [Flemish Training Leave]

The Vlaams opleidingsverlof (VOV) entitles employees in the private sector to additional leave (expressed in hours) to pursue their education. The study programme page on the website informs students whether the postgraduate study programme/advanced training programme is eligible for the Vlaams opleidingsverlof.

Students can apply for VOV after online enrolment on the basis of their enrolment certificate, which contains all the information required to apply for VOV.

When applying for VOV, students undertake to comply with the agreements and requirements as formulated by the government. More information about the Vlaams opleidingsverlof can be found here: https://www.vlaanderen.be/vlaams-opleidingsverlof

Article 13. Betaald Educatief Verlof [Paid Education Leave]

The betaald educatief verlof is the Vlaamse opleidingsverlof for employees in Brussels. The study programme page on the website informs students whether the postgraduate study programme is eligible for Betaald Educatief Verlof [Paid Educational Leave].

When applying for paid educational leave, the student undertakes to comply with the agreements and requirements as formulated by the government and specified by Howest. More information about paid educational leave can be found here: https://economie-werk.brussels/betaald-educatief-verlof.

Article 14. De-enrolling

If the student de-enrols from a postgraduate study programme/advanced training programme 10 working days before the start of the study programme, the tuition fees will be reduced by 20% to cover administrative costs. If the student transfers their enrolment to a colleague within the same organisation before the start of the study programme, no administrative costs will be charged.

If the student de-enrols from the study programme before it actually starts (< 10 working days before the start date), no refund will be made, regardless of whether certain course units are offered in the first or second semester. If the student transfers their enrolment to a colleague within the same organisation during the course of the study programme, an administrative cost of 20% (of the initial tuition fee) will be charged.

3. OMBUDSPERSOON EN KLACHTENBEHANDELING

Article 15. Ombudspersoon

Students can submit verbal complaints about the quality of teaching to the relevant postgraduate programme coordinator. The coordinator will investigate the complaint and attempts to resolve it amicably. They will provide feedback on the outcome to the parties involved, guaranteeing anonymity.

If this investigation cannot be carried out properly, the student can turn to the ombudsperson associated with the postgraduate study programme. At the verbal and/or written request of the student, the ombudsperson acts as a mediator in all disputes concerning the Education and Examination Code, the legal position of the student and in cases of treatment or situations experienced as unfair. The ombudsperson receives, investigates and handles the complaints and attempts to reach a solution in the interests of all parties. In order to perform this task properly, the ombudsperson is entitled to all useful information.

The ombudsperson watches over the equal judging of the student and can participate in the study progress and examination board with an advising vote. The ombudsperson is bound to discretion.

The Dean appoints one or more ombudspersons before the start of the academic year. Since the ombudsperson mediates on all disputes concerning the study contract, the appointment is made for the entire academic year.

For each ombudsperson, a substitute is provided - in case the ombudsperson cannot fulfil the task barring unforeseen circumstances, or in case of blood relationship or kinship up to and including the fourth degree or partnership.

The ombudsperson and the substitute cannot be a lecturer and/or examiner of the student.

The ombudsmen and the substitutes, their task descriptions and contact details are clearly communicated at the beginning of the academic year on the information site of the postgraduate study programme.

Article 16. Klachtenbehandeling

Students can address the ombudsperson with all complaints regarding the implementation of the study contract,

The student can address the respective study programme coordinator and/or the ombudspersonin case of an oral complaint regarding the educational service. They start an investigation and attempt to settle the complaint amicably. They also provide feedback on the result to the parties concerned guaranteeing anonymity.

The student can address the Dean in case of a formal, written and signed complaint. In case of a formal processing of complaints, the Dean can start an internal investigation and/or ask for more information from the parties involved. Formal complaints must have a formal sequel within 15 calendar days and must be reported in writing by the Dean to the filer of the complaint. If, according to the student, the complaint did not lead to a satisfying result, he/she can repeat the formal written and signed complaint to the chief of the Howest Academy (via howestacademy@howest.be), who similarly investigates the complaint and who makes a decision, which must be reported within 15 calendar days to the parties involved.

EXAMINATION CODE

1. ORGANISATION OF THE EXAMS

Article 17. Assessment System

There are two types of assessment to be distinguished: assessment within the examination schedule and assessment outside the examination schedule. A combination of both systems is permitted.

The proportion of the different systems is specified for each course unit on the study sheet. These study sheets can be consulted at https://app.howest.be/bamaflex/ectssearch.aspx

For each postgraduate study programme, an examination schedule is drawn up, providing an overview of the assessment moments and forms for each examination period.

Assessment within the examination schedule is understood to mean: the assessment of the extent to which a student has acquired the competences (or parts thereof) of a course unit at a time as specified in the examination schedule.

Assessment outside the examination schedule is understood to mean: the assessment of the extent to which competences for a course unit have been acquired by means of assignments, reports, observations, continuous assessment, etc.

In principle, the form of assessment for course units fro which a resit is possible, is the same for both examination periods, unless this is not possible due to the form used. If the form of assessment for the second examination period differs from the one of the first examination period, this will be announced in advance on the online learning environment (Canvas).

2. COMPOSITION OF THE EXAMINATION BOARD

Article 18. Members of the Examination Board

The examination board consists of the following voting members: the chair and the titural lecturers of the course units. The chair of the examination board is person responsible for the postgraduate study programme. At the request of the chair of the examination board, non-members may be heard. An examination board is representative if at least half of its members are present.

Article 19. Examiner

Each exam is conducted by a person who has taught the course unit.

The titular lecturer of the course unit determines the grading in consultation with the examiners.

If an examiner is unable to conduct an examination, the chair of the examination board will, in principle, appoint another member of the teaching staff to conduct the examinations or carry out an assessment.

If circumstances so require, the chair of the examination committee may also call upon an external person who has the expertise to examine the expected competences of the students.

An examiner may not conduct examinations or participate in deliberations involving students who are related to him by blood or in a direct line or in a collateral line up to and including the fourth degree. He may not conduct examinations of his spouse or partner.

The examiner shall notify the chair of the examination board as soon as possible of any existing incompatibility. An examiner may inform the chair of the examination board that circumstances prevent him or her from conduction an exam of a particular student. If the chair of the examination board agrees with this position, the examiner shall be replaced.

3. Course of the Exams

Article 20. Compliance with the Examination Code

The study programme registers the attendance of students at examinations. Students who are unable to take an examination must notify the study programme coordinator at the latest on the day of the examination and provide a reason for their absence. Only if the chair of the examination committee deems the absence to be justified, whether or not on the basis of the supporting documents submitted, will a new date for the examination be set within the examination period.

Article 21. Assessment

For each exam, the assessment is recorded in a numerical grade. The numerical grade is a whole number between zero and twenty. The numerical grade expresses the actual performance of the student in the course unit for which the exam is organised. The numerical grade awarded for each course unit does not necessarily correspond to a mathematical sum or an operation of partial scores.

Article 22. Discontinuation of the Exams

A student who does not participate in the examination or examinations or who discontinues their participation must immediately notify the study programme coordinator in writing, who will in turn notify the chair of the examination board and the examiner(s).

4. Determination of the Exam Results

Article 23. Declaration of Passing

The examination board determines the overall result. The student has passed and is therefore entitled to the certificate if they obtain at least a 10 on each course unit and meets the entry requirements laid down in the decree. No grades of merit are awarded.

The student may reapply for a second examination chance for those course units for which they did not obtain a 10, if a second examination chance is available.

5. Regulation of Disputes

Article 24. Dispute Regulation Before or During the Exams

When a correct course of the examinations is or was jeopardised because of serious irregularities or because of conflicts between examiners and students, the parties involved shall immediately inform the chair of the examination board.

The chair of the examination board takes measures to guarantee a correct course of the examinations or the deliberation.

Article 25. Dispute Regulation After Publication of the Results

Material errors or irregularities must be concluded within an expiry period of 5 calendar days after publication of the results. Both the student and the examiner can communicate this in writing to the chair of the examination board who takes the appropriate measurements without delay.

Article 26. Appeal

A student can lodge an internal appeal against the decision of the examination board within a term of seven (7) calendar days after the announcement of the results, in accordance with the procedure described under ‘Appeal’.

DISCIPLINARY RULES and ICT RULES

1. Rules of Conduct and Disciplinary Rules

The rules of conduct and disciplinary rules govern the implementation of disciplinary sanctions as a result of students' non-compliance with the rules of conduct, as laid down in Howest Code of Ethics and in these rules of conduct.

Complaints about lecturers and staff members of Howest are handled in accordance with the 'Complaint handling'.

Article 27. Gedragsreglement

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. Based on the same mission and values, it is prohibited at Howest to wear party-political signs.

4. Any damage to buildings, furniture or equipment, wilfully or through gross negligence, may be subject to disciplinary proceedings, possibly legal action.

5. 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.

6. A student who breaks, loses and/or steals property belonging to Howest during or outside educational 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.

7. 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.

8. 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.

9. 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.

Article 28. Start of Disciplinary Proceedings

When a student violates the rules of conduct, this should be reported to the Dean who initiates the disciplinary investigation

Article 29. Disciplinary Sanctions

A student may be sanctioned with the following disciplinary measures for non-compliance with the rules of conduct, the Code of Ethics and other regulations:

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. the early termination of internship or workplace learning;
4. the disciplinary suspension: a partial or general prohibition to use certain or all services of Howest during a certain period of time 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. the exclusion from Howest: the definitive exclusion leads to the immediate loss of the capacity of student at Howest and the prohibition to re-enrol.

Article 30. 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, or in case of preventive suspension the Dean, sitting as chairman;
2. the Dean of a campus site other than the one of the study programme concerned;
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 chairman or deputy chairman of Howest's Board of Directors who sits as chairman;
2. a member of the Board of Directors of the administrative branch, proposed by the chairman 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 to the General Secretary of Howest, 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 can validly decide if all members are present. They decide by a simple majority. In the event of a tie, the chairman decides.

Article 31. Disciplinary Investigation

The disciplinary investigation is initiated by the Dean and must be held in writing. An investigation can only be carried out on facts that are not older than 6 months.

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.

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 1.2.

If, for any reason, the Dean of the study programme in which the student is enrolled considers that he cannot follow up this disciplinary file, the file will be handled by another Dean.

Article 32. 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 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 or disagreement. After the hearing and on the basis of all the documents of the disciplinary file, the Dean will take a reasoned decision within 7 calendar days in which:

- a written reprimand, an alternative sanction or the early termination of internship or workplace learning is imposed. This disciplinary sanction is immediately delivered to the student by registered letter;

If the Dean thinks that a more serious sanction should be imposed, he refers the file to the Disciplinary Committee.

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 chairman 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 or following a 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 chairman 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 chairman 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 33. 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 chairman 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 chairman by registered letter. This decision shall state how an appeal can be lodged with the Administrative Court.

The chairman shall provide a copy of this decision to the Rector.

2. ICT Rules

Article 34. Algemeen

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 www.howest.be/laptops.

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 Associatie Universiteit Gent (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-aanvaardbaar-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.

Het netwerk van Howest en de andere partnerinstellingen van AUGent is aangesloten op BELNET, het Belgische onderzoeksnetwerk. Er is een Acceptable Use Policy (AUP) die bepaalt wat wel en niet toegelaten is op BELNET. Deze AUP is beschreven in het document AUP BELNET(Aanvaardbaar gebruik van de BELNET toegang) te vinden op https://www.belnet.be/nl/voorschriften-voor-aanvaardbaar-gebruik-aup-van-belnet-internetdiensten. Wanneer men het netwerk gebruikt, dient men dus niet alleen rekening te houden met de regels voor goed gebruik van het netwerk van Howest en de andere partnerinstellingen van AUGent, maar ook met de AUP van BELNET.

Article 35. 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 36. Ongeoorloofd gebruik

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.

2.2 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.

2.4 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 in order 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 user name 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 37. 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 solely use the BELNET network with strictly legal intentions. All use that violates Belgian or international law is prohibited.

   As a member of category A of ISPA Belgium (Association of the Internet Service Providers), BELNET entirely endorses the «Samenwerkingsprotocol ter bestrijding van ongeoorloofde handelingen op Internet». If there are suspicions of an illegal action by the student, BELNET will, in the strict frame set out in the law, cooperate with the judicial power to ease the research obligation.

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 him/herself 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 abuse continues, actions will be taken afterwards; which can lead to the suspension of the service to the student. The suspension ends at the moment that the prescribed user regulations are respected again.

COPYRIGHT, MORAL and PROPERTY RIGHTS

Article 38. 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 de-enrolled or graduated.

Article 39. Copyrights, Moral Rights and Property Rights of Student Assignements

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 at all times enjoys the moral rights to the own results created on the basis of 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 on the basis of 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

On the basis of the strategic plan, in which entrepreneurship is an important strategic objective, Howest 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; he 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 is effected 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 effected, 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 up in order 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.

INTERNAL APPEAL

Article 40. Appeal

The student can file an appeal against all study progress decisions.

The student, who thinks that their right is violated by an unfavourable
- examination decision;
- examination disciplinary decision;

can file an internal appeal.

The student or their lawyer submits the notice of appeal, containing the objections invoked, by registered and duly signed letter to the Rector, Marksesteenweg 58, 8500 Kortrijk, within the term of seven(7) calendar days starting from the day after the notice to the student of the decision taken. At the same time, the student sends an electronic version of this letter via e-mail to the respective president of the examination board. The date of the postmark shall serve as the date of the appeal.

The internal appeal is treated by the Internal Appeals Committee. The latter is composed of the Rector (president), the Vicerector of education, internationalization and the chief of Howest Academy.
The Internal Appeals Committee can only deliberate validly if two thirds of the members are present. Each member disposes of one vote. In case of equality, the president decides. The commission may decide to invite any person to be heard if they consider their presence to be useful for the treatment of the file. In case of absence of the president or a member, the president appoints a substitute president/member.

The Internal Appeals Committee firstly decides to declare the internal appeal admissible or otherwise, by which the latter either decides to refuse the appeal in a well-founded way or decides to declare the appeal admissible.

After having declared the internal appeal admissible, the Internal Appeals Committee decides if it assesses the objections invoked by the students well-founded or otherwise.

If the Internal Appeals Committee decides that the invoked objections are valid, it either decides to revise the decision fought by the internal appeal in a well-founded way or to send back the file to the body that took the initial decision with the request of revising the decision.

If the Internal Appeals Committee decides that the invoked objections are invalid, it decides to confirm the decision fought by the internal appeal in a well-founded way.

The decision is communicated to the student and – if appropriate – also to his/her legal lawyer within a term of twenty (20) calendar days, starting on the day after the day the appeal was filed.

DATA PROTECTION

Article 41. Data Protection

Howest respects the privacy of the student and deals with the personal data of the student in accordance with the stipulations the laws on the protection of privacy and the General Regulation Data Protection.

Via iBamaflex each student has perusal to the personal data which Howest stores and can ask correction via the student administration office.

Personal data of graduated students is included in an alumni list for the alumni. 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 can be found in Howest's privacy declaration on www.howest.be/nl/privacy-and-copyrights. The privacy declaration contains the information regarding the legal basis, the way in which one can give or withdraw consent, the right to lodge an objection, etc.

Howest reserves the right to record lessons for educational purposes. At the start of the lessons, the lecturer informs the students about the fact that the lesson is recorded and about the set-up of the cameras. When the students come into the picture, they automatically give permission for recording and sharing as persons portrayed. Students who do not grant permission to do so, must move out of the sight of the cameras to follow the lessons.

For questions or complaints concerning data protection: privacy@howest.be.

CODE OF ETHICS

Article 42. Code of Ethics

A code of ethics was drawn up within Howest for both 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;
- be aware of the rules of conduct and apply them;
- engage 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.

Howest's ethics forum (via Teams STUDENT.ForumEtischeCode) offers a lot of info on integrity and acting with integrity. The forum is managed by both students and staff members.

Questions and/or remarks can always be addressed to the administrators of the ethics' forum via e-mail: ethischforum@howest.be.