

# **Additions to the Faculty Education and Examination Regulations 2009-2010**

These additions and explanations to the education and examination regulations apply to all students of the Faculty of Science. The article numbers refer to the general education and examination regulations of the university.

## ***Education regulations***

The education regulations of the K.U.Leuven can be consulted on <http://www.kuleuven.be/onderwijs/aanbod2009/info/algemeen/e/060403.htm#title2>

## **Introduction**

The faculty administration p.a. Geel Huis, Kasteelpark Arenberg 11 3001 Leuven (Heverlee) is acting as a contact desk for all questions from students regarding course programmes, course units, forms of exemptions and reduced study load.

Formal requests regarding exemptions, contents and amendments of the study contract and the education programme of a student, are made to the faculty administration.

The commission on mobility of the course programme that decides which course units and examinations are to be taken in other institutions, is formed by the chair person and the secretary of the examination committee, the programme director and the exchange coordinator for that particular course programme.

### ***1.1.2. Degree Contract***

The student sends his application for exemptions to the dean, who requests advice from the programme director, and in the case of a positive decision, the student will obtain the respective degree.

### ***1.1.4. Examination Contract***

The course units that require intensive supervision due to their specific nature, and therefore do not qualify for an examination contract, will specify this in the syllabus.

They are approved by the faculty upon the advice of the Standing Educational Committee.

### ***1.1.5. Combination of Contracts***

#### ***1.1.5.1. Combination Possibilities***

The faculty can, at the student's request, allow deviations from combination possibilities.

## **1.2.2. Individual course of study**

A central assessment committee investigates the grounds for an individual course of study and decides whether a student complies with the required conditions for this **individual course of study**. The faculty shall thereafter define the composition of the annual programme and study progress supervision for the student.

### **1.3.1.1. Amendment of the type of contract**

At the end of the first semester, students may request that the type of contract be altered as set forth in section 1.1. To this end, the student must submit a justified request to the faculty. Changes shall only be allowed once and following approval by the faculty.

### **1.3.1.2. Amendments to the content of the contract**

During the course of a semester, a student can request a change in the content of a study contract. To this end, the student must submit a justified request to the faculty. Changes shall only be allowed following approval by the faculty.

### **1.3.1.3. Change of course programme and reorientation from another institution**

Students wishing to change institution or course programme during the academic year may only do so provided they receive permission from the faculty of the new course of study at the latest on 15 March, upon agreement of the Standing Educational Committee of the new course programme.

A request for changing course programmes has to be submitted before 15 November in the first semester and before 1 March in the second semester. The faculty takes a decision at the latest on 1 December and 15 March.

The individual annual programme can only, with the formal agreement of the faculty, be completed:

- with the aim of taking exams in the second examination period, course units of the new course programme spread out over the whole academic year insofar as no prior examinations have been organised;
- with the aim of taking exams in the third examination period with first semester course units of the new course programme for which the student wants to take exams at his/her own risk although not having been taking part in course programmes wholly or partially.

## **2.1.5. Special conditions for credit contracts and examination contracts with a view to obtaining individual credit certificates**

The faculty can determine that certain course units cannot be taken under the form of a credit contract unless one complies with the order of enrolment conditions or progress requirements that are stipulated in the programme guide. The initial skills of a course unit have an advisory function.

The faculty determines which courses of study or which course units may or may not be taken under the form of an examination contract because of the specific forms of supervision they require.

Exceptionally, the faculty can permit a student to take up a credit contract or an examination contract with a view to obtaining a credit certificate without complying with the admission conditions of the course of study to which the course unit belongs.

### **3.3.1. General Admission Conditions**

With the aim of a fluid transition between course programmes, the faculty can decide that a student has to take up a modified Master's programme instead of a preparatory programme as described in 2.3.2..

### **3.4.1. Bachelor and Master Degree Programmes with reduced study load**

If students believe they are entitled to a programme with a reduced study load without this being explicitly set forth in the programme guide, they should submit a request for such a programme to the faculty.

Holders of degrees and certificates which may be deemed equivalent to the degrees and certificates described above should in any case submit a request to the faculty, who will seek advice from the programme director.

### **3.4.3. Postgraduate Courses and other Continuous Education Itineraries**

The faculty can grant a deviation from the general conditions of admittance and grant admission to students, after advice by the programme director, if those students have proven on the grounds of an entrance examination that they meet the initial skills of the course of study.

### **4.1.5. Transitional programmes**

Prior to enrolment in a transitional programme, the faculty may require an aptitude inquiry with a view to ascertaining whether the student in question possesses the general scientific skills and basic knowledge required for the academic Bachelor's programme which allows direct access. Based on the aptitude inquiry, the study load of the transitional programme may be changed and the minimal study load of the transitional programme reduced.

Exceptionally, the faculty may exempt the student from following the transitional programme.

### **4.3.2. Structure of the Academic Year**

Art. 73. For the Master in tourism, the structure of the academic year deviates as follows:

The complete educational programme (the actual Master programme, preceded by the preparatory programme) consists of three semesters and therefore takes 1.5 years in total.

The preparatory programme starts during the course of the month of September and runs over the first semester of the academic year, followed by two weeks of Christmas holidays, one week of study time and three weeks with exams. Subsequently there is a week's holiday for the students. During this period, the examination committees hold their deliberations.

The actual Master programme (Master in tourism) commences in the second semester with the first part (30 stp) interrupted by two weeks of Easter holidays. After the 13 weeks, there are two weeks of revision, three weeks of examinations and one week of deliberations. The second part of the actual Master programme (30 stp) commences in the subsequent academic year in September and runs over the first semester of the academic year, followed by two weeks of Christmas holidays, one week of revision, three weeks of examinations, concluded by deliberations.

#### **4.3.3.2. Distribution of the study points across the course of study**

Within each course unit, the lecturer, under the supervision of the faculty, determines the way in which the study time available is divided in contact hours and assimilation activities.

#### **5.1.1. General information**

Students must draw up their individual annual programmes in conformity with the rules that apply to the relevant programmes before the third Wednesday of the academic year. They cannot make further amendments on their own initiative after this date. The faculty shall approve each student's proposal no later than 1 December; alternatively, it will determine another individual annual programme. As from 1 December, the selection made shall be deemed final. A student can make no later than the third Wednesday of the second semester a proposal for adapting his/her individual annual programme, concerning the course units that are only taught in that semester, to the faculty. The faculty shall make a decision no later than 15 March.

Any students authorised to enrol after the third Wednesday of the academic year must set their annual programmes within the week following the authorisation to enrol. The faculty shall approve the individual annual programme as soon as possible, or, if this proves to be necessary, decide on another programme in consultation with the student.

If, after receiving a faculty notice, a student still has not fixed his/her individual annual programme on his/her own initiative, the faculty can impose a programme. Changes to the choices made are not permitted after the dates of 1 December or 15 March, unless a well founded request is made and the motives are accepted by the faculty.

Students wishing to depart from the general regulations must submit a justified request to the body designated by the faculty prior to 15 November (or 1 March for second semester course programmes). The body designated by the faculty shall decide on the deviation requested.

### **5.1.2. Annual Programme of students with exemptions**

If students believe they are entitled to a programme with a reduced study load without this being explicitly set forth in the programme guide, they should submit a request for such a programme to the faculty.

Following an “adjusted programme” and after advice from the programme director, the faculty will determine over which period of time the course units can be spread.

### **5.2.1. Exemption or carrying over examination marks**

The exemption may be total or partial. This is decided on the basis of an equivalence assessment by the faculty, possibly in consultation with the lecturers involved, as set forth in 5.2.3..

The faculty shall grant an exemption on the grounds of:

- a) a credit certificate obtained in its institution or another institution;
- b) a certificate of aptitude delivered by an authenticating body;
- c) a PAS which has not been ratified by means of a credit certificate but via another qualification.

The scope of the exemption from a given course unit equals the study load of the original course unit, unless decided otherwise by the body designated by the faculty on the grounds of an equivalence assessment.

If in a Master programme, the student can elect course units, he/she cannot apply for an exemption for course units taken from a Bachelor programme  
In that case the student needs to make a choice between the remaining course units.  
On the other hand, if for a Bachelor programme, a choice between course units is granted, the student is entitled to apply for an exemption of course units taken from a list of Bachelor course units in order to obtain this exemption.

### **5.2.3.2. Exemption based on a credit certificate or study certificate**

Students who feel that they are entitled to being exempt from a given course unit or a part thereof on the grounds of a credit certificate or other study certificate, should, taking into account the data set forth in 5.1.1., submit a request to the faculty.

### **5.2.3.3. Exemption on the grounds of previously acquired skills that are not supported by a credit certificate or study certificate**

On the basis of the certificate, delivered in accordance with the procedure as laid out in this article, the student can apply for an exemption with the faculty.

### **5.2.3.4. Assessment of equivalence**

Whenever necessary, the faculty shall request advice from the lecturer(s) of the course unit for which a total or partial exemption has been sought.

If the exemption application is based on a study certificate other than a credit certificate, the

faculty may, possibly following recommendation by the lecturer(s), also seek the advice of the authenticating body of the K.U.Leuven Association.

#### **5.2.3.5. Scope and notification of an exemption**

After receiving the advice of the lecturer as to whether a partial or total exemption can be granted, as well as the number of study points related thereto, the faculty notifies the student of the decision, and the grounds on which it has been made.

The faculty shall also communicate the decision to the faculty's student administration..

#### **5.2.3.6. Record of decisions**

The faculty keeps a record of the decisions made and the recommendations connected therewith.

#### **5.2.4.1. Period**

The faculty may decide in its additional regulations that, if an exemption is requested on grounds of a previously obtained credit certificate, another study certificate or a certificate of aptitude, an update programme is necessary for students who have not yet successfully completed a course of study in the sixth calendar year following the obtainment of the certificate.

### ***5.3.1. General principle***

Irrespective of the contract type, the order in which students can take up course units and on which they can sit examinations is determined by the structure of the programme of study, which can be divided into course phases, and in any case taking into account the determined order of enrolment conditions and progress requirements. On the basis of a justified request from the student, the faculty can authorise another arrangement.

#### **5.3.2.4. Deviations**

In exceptional cases, the faculty may on specific grounds allow deviations from the above regulations. To this end, students must submit a justified written request to the faculty.

#### ***5.4.2.1. Elective course units in another Flemish institution of higher education***

Pursuant to an agreement entered into between Flemish universities or the institutions of higher education that are members of the K.U.Leuven Association, students may take a course unit that is taught at another Flemish university or an Association partner of the K.U.Leuven as an elective for their programme. However, this requires the students being enrolled in their own university with a degree contract or an examination contract with the purpose of obtaining a degree, whereas the course unit involved must not be taught as an obligatory course unit in the course of study at their university, and permission must be granted from the faculty of the course of study and the officer responsible for the course unit at the other university involved. The students shall consult with the faculty of the course of study in order to arrange matters with the other institution.

#### **5.4.2.4. Other general agreements on mobility**

Within the framework of student mobility, the faculty may also enter into other agreements with other higher-education institutions, both in Flanders and abroad. These arrangements will then be part of the faculties' education and examination regulations.

#### **5.4.2.5. Special procedure on individual request**

To the extent that this is not covered by the above-mentioned arrangements contained in 5.4.2.3. up until and including 5.4.2.4., students may submit a justified request to the faculty with a view to having course units in a given course of study replaced by other course units that are provided in other course programmes at the K.U.Leuven or other national or international higher-education institutions.

The commission on mobility shall examine the student's request,

In the event of a favourable recommendation, the student is allowed to take the course units and examinations in question elsewhere. In this case, the faculty will also specify the way in which the examination results for the course units will be incorporated in the degree requirements. Unless the faculty makes a different, motivated decision, the number of study points of the foreign institution will be completely validated in the individual annual programme of the student.

In the event that the proposal involves another institution of higher education at home or abroad, the student is bound by the specific instructions provided by the faculty.

#### **5.5.3.1. Advisory consultation and binding study advice**

Students with a degree contract or an examination contract with a view to obtaining a degree who still need at least 120 study points to obtain their Bachelor's degree and who did not obtain at least 50% of the study points for which they were enrolled are invited by the faculty for an advisory consultation.

The binding condition holds that the enrolment for a later academic year will be refused, according to the rules of 5.5.3.2. and 5.5.3.3., if the EEA-student does not meet those conditions in the next academic year for which s/he enrolls.

Following a justified request from the student to the head of Student Administration, the central assessment committee can cancel this binding condition, possibly after advice from the faculty and the unit which organizes the study advice.

#### **5.5.3.2. Refusal of enrolment in a course of study**

Following a justified request of the student to the head of Student Administration, the central assessment committee can grant a new authorisation, possibly after the advice of the faculty and the Office for Study Advice.

### **5.5.3.3. Refusal affecting a specific course unit**

Following a justified request, the central assessment committee may, after possibly seeking advice from the faculty and the Office for Student Advice, grant permission for enrolment.

### **6.2.1.1. In relation to the teaching provisions**

The faculty shall appoint a member of the academic staff or another staff member with relevant expertise in education as education ombudsperson. Prof. C. Van Soom has been appointed ombudsperson for the Faculty of Science. The latter acts as a mediator with whom students can discuss during the academic year aspects of the provision of education which, in view of their personal nature, cannot be adequately addressed by the regular faculty authorities.

### **6.2.2.1. In Relation to the Teaching Provisions**

Complaints with regard to the teaching dispensed by a lecturer are to be submitted to the faculty of a course of study.

The faculty shall make a justified decision within 30 days of receiving the complaint..

## **7.2. Specific amendments with regard to the general education regulations**

### ***Section 3 Admission conditions : 3.1.2. Language conditions***

With regard to the admission to a Master's programme, less strict rules can apply in consultation with the faculty taking into account proven language proficiency and the language profile of the course programme.

### ***Examination regulations***

The examination regulations of the K.U.Leuven are found at:

<http://www.kuleuven.be/onderwijs/aanbod2009/info/algemeen/e/060403.htm#title3>

Exception: for the Master in geography, the [interuniversitair examenreglement Master in de geografie](#) is applicable.

Exception : for the course Master in tourism (inclusive of the transition and preparatory programme), the deliberation criteria as described in [artikel 36 van het examenreglement van het academiejaar 2008-2009](#)), apply as transitional arrangement.

### **Article 3 (Additions and deviations)**

Any additions and deviations at faculty level shall be duly notified to the students on the faculty website page

"<http://www.kuleuven.be/wet/reglement/examenreglement.html>".

### **Article 4 (Examination periods)**

Master students that are deliberated in the first examination period and were proclaimed as "failed", are automatically enrolled for deliberation in the second examination period. Students deciding not to participate, must communicate this to the faculty administration no later than 31 March. (see also guidelines in the programme guide with respect to enrollment in examinations).

Exception to the above rule is the Master in tourism. Students that in the first examination period were proclaimed to have "failed", can enrol for deliberation in the second examination period, on condition that they passed all course units, and only need to resit the dissertation or Master's test. Students that wish to take part in the second examination period, must inform the faculty administration no later than 31 March.

In any case, for each course unit, a student has only 2 examination opportunities.

### **Article 5 (mid-term examinations)**

The faculty may decide to organize mid-term examinations for course units that are taught over two semesters, in which case the exams shall be held at the end of each semester. In this case, the lecturer can make a request to the programme director of the faculty.

### **Article 6 (special examination times for full course units)**

The exercises, practical sessions, seminars and excursions that are part of a theoretical lecture, are examined simultaneously with the lecture, or through continuous assessment.

Separately marked exercises, practical sessions etc. are being evaluated during the work sessions or through continuous assessment.

Reexaminations in the third examination period happen during the week prior to the opening of the third examination period, when the work sessions do not form an integrated part of the examination of a lecture.

Deviations to the abovementioned rule can be requested by the lecturer to the programme director who advises the faculty. The decisions of the faculty remain applicable until they are revoked.

The list of deviations is communicated to the students.

The faculty shall make sure that the evaluation times referred to in Articles 7 and 8 shall be evenly spread.

### **Article 7 (mid-term examinations and continuous assessment)**

In cases where course units comprise various educational activities, the faculty may approve an individual assessment of each of these activities. To this end, the lecturer or coordinator shall submit a proposal to the faculty.

The faculty's decision is binding for the following academic year and remains valid until it is revoked. The decision is mentioned in the syllabus.

When making its decision, the faculty shall at least take into account the following elements:

- the description of the educational activities;
- the relative weight of the various educational activities in the final mark;
- the type and times of assessment;

The faculty may also approve a type of continuous assessment for an entire course unit.

### **Article 10 (attending oral examinations)**

In consultation with the faculty, the examiner may request a member of the teaching staff to sit in on an examination.

### **Artikel 15 (resitting examinations from the first examination period)**

For course units for which an exam is organized in the course of the first examination period, students can resit the examination in the third examination period at the earliest.

### **Artikel 16 (deferring examinations until the second examination period)**

The faculty can grant an individual student, following a justified request, to postpone an exam of the first examination period until the second examination period for course units s/he's required to take when his/her individual study programme for the first semester exceeds 36 study points and when this is the consequence of the programming of the course of study. When the irregular spread is caused by individual choices made by the student, this article cannot be used. When approving the individual study programme, the faculty shall decide when an exam must be taken on which course units.

### **Artikel 17 (catching up on examinations of the first examination period)**

Students who for serious reasons are unable to take part in the first examination period may already during the first period, or subsequently, albeit no later than 1 March, request to sit the examinations involved in the second examination period. Following recommendation from the examination ombudsperson, the faculty may decide to grant this request, after which it sets forth the form of the examination in consultation with the examiner..

### **Article 20 (consequences in regard to common course units)**

If in a combination of enrolments course units occur that qualify for multiple contracts, the following rules apply:

c) the enrolment is applicable to examination periods of consecutive academic years: if the student obtained a credit certificate in the context of the first contract, s/he, according to 5.2.1. 2nd par. of the education regulations, is automatically granted an exemption or carry-over of the examination result for that course unit with the second contract, regardless of whether it is a mandatory or elective course unit.

### **Article 22 (time and place of examinations)**

When, in accordance with the conditions set by the faculty, a student takes course units in another course of study or in another institution of higher education at home or abroad, the examination on these course units shall take place at the time and place determined by the course of study or institution in question, and in compliance with the conditions set forth by said course or institution.

### **Article 24 (replacement by an equivalent course unit)**

The faculty may grant permission to students who did not obtain a credit certificate for a course unit because they failed in the examination in a foreign institution of higher education to sit an examination for a course unit, deemed equivalent by the examination committee in the following examination period of the same academic year at the K.U.Leuven.

### **Article 25 (duties, appointment and availability of the ombudsperson)**

The examination ombudsperson is a person of trust mediating between examiners and students. Therefore, s/he must possess the necessary expertise and be able to fully independently perform his/her duty as an intermediary.

For each group of students the faculty shall on the recommendation of, or in consultation with student representatives and no later than 15 November, appoint each academic year a member of the academic staff or another staff member with relevant expertise in education, to act as examination ombudsperson, and another to serve as substitute examination ombudsperson. Both shall perform their task during all examination periods of the academic year.

### **Article 28 (report)**

After the third examination period, the examination ombudsperson shall submit an activity report to the Dean of the faculty. These reports shall be discussed by the faculty at the start of the next academic year and no later than 15 November.

### **Article 29 (examiner)**

Examinations in the second or third examination periods on course units taught by guest professors shall, in the absence of the latter, be conducted by another examiner to be appointed by the faculty.

### **Article 30 (information prior to examinations and deadline for submission of coursework)**

The lecturer, in consultation with the examination committee can decide that, should the deadline for submission not be observed, the coursework is regarded as non-submitted, with the student being awarded a zero mark or deemed 'not to have passed'.

### **Article 31 (examination form and duration)**

The form of examination shall be determined by the faculty, on the recommendation of the Standing Education Committees involved.

The form of examination is determined in accordance with the procedures as stipulated in article 7.

From the moment that there is personal interaction between the examiner and the student, the examination is regarded as an oral examination for which no deviation needs to be requested.

For course units for which in the third examination period, no reexamination is organised due to their specific nature making it impossible to reexamin, this is mentioned in the syllabi.

### **Article 32 (assessment)**

The faculty may decide that a course unit or part thereof shall be subject to a 'pass/no pass' assessment.

### **Article 34 (composition of the Examination Committee)**

An examination committee shall be set up for each course of study. The examination committee is composed:

- For each Bachelor course programme of a representative examination committee
- For the whole of each Master (Dutch and English) of a representative examination committee, except for the Master in geography  
In accordance with the interuniversity examination regulations, an interuniversity examination committee is set up for the Master in geography, composed of all examiners from the mandatory course units in the common basic modules and all examiners of the mandatory course units in the modules with elective course units.
- For the Postgraduate courses in science education and science communication, of a representative examination committee.
- For the Master in Medical Radiation Physics, of a representative examination committee
- For Master in Tourism, of a representative examination committee
- For the subject-specific teacher training, of a representative examination committee
- For all transitional programmes, preparatory programmes (with the exception of the preparation and transitional programmes of the Master in tourism), the examination committee of the corresponding Bachelor course programme is responsible
- For all other examination committees (preparation and transitional programmes of the Master in tourism, qualified upper secondary school teacher ) of all examiners.

The composition of the representative examination committees is announced at the start of the academic year.

The examination ombudsperson is not a member of the examination committee, but does participate in the proceedings in an advisory capacity.

### **Article 44 (weighting)**

For all courses of study of the Faculty of Science, the weighting of each course unit corresponds to the number of study points designated to that particular course unit. For the academic teacher training, there are 60 points on the total of the bridge course units (3x20 or 2x30); 60 points on the theoretical course units that are specific for the teacher training (3x20); 60 points on the practical initiation (seminars 3x20) and 60 points on the internship (listening internship 10 and course internship 50).

#### **Article 46 (criteria for succeeding in a course of study))**

It is decided that

- insufficient results for the Master's test shall always result in failure
- insufficient results for the "Integrated Cases" (course programme Master in tourism) shall always result in failure
- insufficient results for the course units G0K17A Financial Management and Analysis (course preparation and transitional programmes Master in tourism) shall always result in failure
- insufficient results for the internship of the academic teacher training and the internship of the specific teacher training shall always result in failure.

Students of the preparation or transitional programme for the Master in tourism that failed, can automatically move on to the actual Master course programme provided they can obtain credits for at least 23 study points and have obtained at least 54%. It is not possible to pass for the actual Master course programme if the preparation or transitional programme resulted in failure.

#### **Article 47 (criteria to obtain a degree or certificate and a level of achievement)**

For students who meet the criteria set forward in this article, but who - expressed in study points - have more than 5% of tolerable insufficient results, the faculty may decide that, to acquire the same level of achievement, no larger percentage must be obtained.

For the Master in geography course programme, the criteria of the [interuniversitair examenreglement](#) (In Dutch) apply.

#### **Article 52 (announcement of the decisions of the examination committee during the course of study)**

The examination results of the first examination period are announced to the students after determination of the results by the restricted examination committee.

This announcement is made for all students, with the exception of the Bachelor students in the first programme phase, through their student file of KULoket the second Tuesday of the second semester.

The announcement of the results to the Bachelor students in their first programme phase is made by the ombudsperson by means of a short personal interview at a date to be determined at the beginning of the second semester.

After the second and third examination period, the examination results are announced as follows:

- for all students that are not yet in the final phase of their course of study: after announcement of the general examination results, the students can obtain the detailed results from the ombudsperson
- for all students in the final phase of their course of study (meaning that they obtained a result for all course units of their course of study): it is announced whether they passed or failed. Those who failed can obtain detailed results from the ombudsperson.

For those who passed, the level of achievement and the detailed results will be publicly announced during the graduation ceremony.

**Article 53 (announcement of results of an entire course of study)**

The examination results are NO longer sent in writing to the students, but made public through the student file in their K.U.Loket. Students will receive an email from the moment their results are to be consulted (results are released within 48 hours after the time of announcement).

The period of five calendar days in which to lodge an appeal starts from the moment the students are able to have knowledge of the notification.

**Article 56 (keeping tolerable insufficient results)**

In special circumstances, the faculty can grant a deviation from these rules.

**Article 57 (additional conditions for keeping tolerable insufficient results by students who have not yet obtained 60 study points since their first enrolment in a Bachelor's programme)**

In special circumstances, the faculty can grant a deviation from these rules.

**Article 58 (retaking examinations on course units)**

Exceptionally, students who are in the final phase of their course of study, can be granted a third examination opportunity by the faculty, upon advice from the programme director, undiminished by article 4, par. 2.

**Article 59 (credit certificates and retaking (examinations on) course units)**

Exceptionally, a student can, after a justified request and with the faculty's authorisation, retake a tolerable insufficient result obtained earlier that s/he has kept until now, at the end of his course of study.

**Article 64 (faculty regulations, supervisor), Article 65 (evaluation) and Article 66 (disputation)**

See faculty rules on the Master's test on webpage [Reglement van de Masterproef](#) (in Dutch)

**Article 67 (field of application)**

Prior to each examination, the student must be registered according to the rules defined by the faculty. See programme guide, faculty information, regulations on education and examinations; <http://www.kuleuven.be/onderwijs/aanbod/info/50000405/n/0803.htm> (in Dutch)

## **Article 71**

Examinations for the course units of the faculty's advanced academic course programmes can be taken in the first, second and third examination period.

## **Article 73**

In the case of postgraduate courses and other itineraries of continuous education course programmes that lead to the obtainment of a certificate, the faculty shall draw up additional specific educational provisions regarding the manner and times of assessment, who may assess, and the way in which the results are calculated, communicated and discussed.

The education regulations for the postgraduate course on science education and science communication are drawn up by the steering group.

In the case of postgraduate courses and other itineraries of continuous education course programmes that lead to the obtainment of a certificate after passing an examination, the faculty decides to follow the general regulations on education and examinations.

## **Article 79 (transition from former programmes of study to the Bachelor's-Master's system)**

Students who because of study delays are forced to transfer from a former programme of study to a Bachelor's-Master's programme that replaces it and who passed a given course unit shall obtain a credit certificate for a course unit, or be exempt from retaking it on the grounds of an equivalence provision. The faculty shall decide which of the two evaluation methods shall be applied.

## **Article 80 (transition to the education model as from 2009-2010)**

Percentages obtained beforehand across programme years, a first annual part of a course of study that cannot be divided into programme years or such an entire course of study, for which the student has passed, are taken into account with the results of the remaining part to determine the level of achievement.

For course studies with more than 60 study points (except the Master in geography), a weighted percentage is calculated

- for Bachelor : students who already passed for the first phase (weighting 1-4) / students who already passed for the first and second programme phase (weighting 3-2)
- for Master : students who already passed for the first phase (weighting 1-1)