



**REGULATIONS ON EDUCATION AND EXAMINATIONS
2022-2023**

LUCA SCHOOL OF ARTS

Table of contents

Preliminaries

TITLE I: EDUCATION REGULATIONS

Section 1. Admission requirements

Section 2. Registration regulations

2.1. Registration regulations

2.2. Tuition fees

Section 3. Types of contracts and learning paths

3.1. Types of contracts

3.2. Types of learning paths

Section 4. The individual student's study programme

4.1. Composition of the individual student's year programme

4.2. Exemptions

Section 5. Internal provisions on study progress

TITLE II: EXAMINATION REGULATIONS

Section 1. General provisions

Section 2. Organisation of examinations

Section 3. Participation in examinations

Section 4. Deviating examination schedules

Section 5. Examinations on shared courses in combined registrations

Section 6. Examinations taken in another study programme or institution

Section 7. Ombudsperson

Section 8. Examination procedure

Section 9. The examination committees and their responsibilities

Section 10. Examination board meeting

Section 11. Irregularities

Section 12. Announcement of and feedback on examination results

Section 13. Resitting examinations on courses and retaining tolerable fail marks

Section 14. Settlement of disputes

TITLE III: GENERAL REGULATIONS

Section 1. Rights and obligations of the student

Section 2. Legal protection and handling of complaints

Section 3. Code of conduct relating to the language provisions

TITLE IV: TRANSITIONAL ARRANGEMENTS

Section 1. Transition to the bachelor-master structure

Section 2. Transitional arrangements relating to the credit accumulation system, the zero tolerance principle and binding conditions for students who were registered at the university college before 2013-2014

Section 3. Duration of a refusal of registration based on sufficient examination opportunities

TITLE V: CONCEPT DEFINITIONS (GLOSSARY)

TITLE VI: DISCIPLINARY REGULATIONS

Other regulations

Tuition fee regulations

Regulations on Education and Examinations LUCA School of Arts 2022-2023

Preliminaries

Scope of these regulations

These regulations apply in full to students registered for a bachelor's programme, initial master's programme, advanced master's programme, subject-specific teacher training programme, bridging programme or preparatory programme with a degree contract, credit contract or examination contract.

The provisions laid down in the decrees for higher education and their implementing provisions, in particular the Higher Education Code, supersede these education and examination regulations. The description of the LUCA School of Arts [programme overview](#) forms an integral part of these education and examination regulations. The programme overview (also referred to as programme guide) includes a complete outline of the programme-specific information and all ECTS programme descriptions. It can be consulted on the website of the university college.

Other regulations

Each cooperation agreement concerning the coordination of an interuniversity programme or a programme coordinated jointly by a university and a university college or between university colleges, determines which examination regulations apply.

Rounding numbers

Unless otherwise specified in these regulations, standard rounding rules apply: rounding down until 0.5 and rounding up from 0.5 (0.5 inclusive).

Definitions

Concepts are used as described in the Higher Education Code. For terms that are not mentioned in the Code, a definition has been included at the end of these regulations.

Complementary and deviating faculty regulations

Each head of programme shall complement these general regulations with specific provisions and criteria where required. The head of programme can also complement the regulations with additional provisions provided they do not contravene the provisions in these regulations. Deviations from and adjustments to

the education and examination regulations can only be possible upon the recommendation of the Management Committee and after authorisation by the Academic Council and endorsement by the management body of LUCA School of Arts. These additional provisions, deviations or changes are announced to the students.

Structure of the academic year

LUCA School of Arts programmes are organised according to a semester system. Courses can only be spread over multiple semesters when it is educationally justified.

Each semester in the academic year contains teaching and learning activities. Each semester is followed by an examination period. A third examination period is organised after a summer break.

The general [academic calendar](#) can be consulted at the website of LUCA School of Arts.

Force majeure, guaranteed safety and health of students and staff

In the event that the university college is faced with situations of general force majeure or circumstances which propose a risk to the health and safety of members of the LUCA School of Arts community, the Management Committee can, after consulting the Academic Council, amend (temporarily) titles 0 to 5 of the regulations insofar as this is necessary to organise education and evaluation activities or to avoid unnecessary programme extension.

TITLE I: EDUCATION REGULATIONS

Section 1. Admission requirements

Article 1.

§1 General information

In order to be admitted to a LUCA School of Arts programme or course, students must meet the provisions determined by decree and the supplementary provisions as described below. They have to meet these requirements at the start of the academic year. Specific diploma requirements for each individual programme (including learning paths with reduced study load) and for its courses are set out in the programme guide.

For admission to a bachelor's or initial master's programme with a degree contract or a degree-examination contract and for registration for courses with a credit contract or credit-examination contract, students must hold a learning account with a credit number higher than zero (art. 29).

§2 Admission requirements for a bachelor's programme

In order to be admitted to a bachelor's programme, prospective students must hold:

- a) A secondary school certificate obtained in Belgium;
- b) A non-university Higher Education (one cycle) certificate with full curriculum in Belgium;
- c) A Social Advancement Education certificate obtained in Belgium, with the exception of the certificate of pedagogical competence;
- d) A diploma or certificate, awarded in the context of Flemish vocational education;
- e) A diploma or certificate recognised by a law, decree, European directive or other international agreement as being equivalent to the diplomas in categories a), b), or c).

§3 Specific provisions for a bachelor's programme, a bridging programme or a preparatory programme

In order to be allowed to register for a bachelor's programme, a bridging programme or a preparatory programme in the field of study of audiovisual and visual arts as well as music and performing arts, the admission requirement is to pass the artistic aptitude test specific to the study programme. Passing the artistic aptitude test is also a specific admission requirement for the professional bachelor's programme of audiovisual techniques: film, tv and video.

Anyone who wishes to transfer to LUCA School of Arts from another institution within the same art programme (audiovisual arts, visual arts, music or performing arts), must always take an artistic aptitude test before registering for a bachelor's programme, bridging programme or preparatory programme.

A first enrolment on the basis of a successful artistic aptitude test is possible for the academic year for which the test is being taken (academic year x) and the following academic year (academic year x + 1). In the event of a later re-enrolment after an interruption of studies, the artistic aptitude test for which one previously passed, does not have to be taken again. In case of an interruption of studies of three academic years or more, re-enrolling students will always get a non-binding recommendation from the head of programme (or his/her mandate(s) on the campus where they wish to enrol).

<u>Specific provisions for Erasmus students</u>

Students who were Erasmus students at LUCA School of Arts in the academic year prior to enrolment are not automatically exempted from taking the artistic aptitude test or the master assessment. They must formally apply for admission through the Admissions office which verifies the diploma and language requirements. Students who, during their exchange at LUCA, have followed the same study programme or specialisation as the programme/specialisation for which the application for admission has been submitted, can put in a request for exemption from the artistic aptitude test to the head of programme (or his/her mandated representative(s)). The head of programme (or his/her mandated representative(s)) will take a decision on the request for exemption based on the academic progress file at LUCA, taking into account the artistic track and also the language level of the candidate achieved during the exchange.

§4 Admission requirements for an initial master's programme and an advanced master's programme

In order to be admitted to an initial master's programme, the general admission requirement is to have obtained an academic bachelor's degree or a certificate equivalent to (part of) a second cycle of a programme that is (being) phased out (licentiate, master, ...). The programme guide states which specific diplomas, including diplomas obtained at other institutions, grant direct admission to an initial master's programme or for which a bridging or preparatory programme must first be followed.

The general admission requirement for an advanced master's programme is a master's degree or a diploma of a second cycle of a programme that is (being) phased out. In addition, admission to registration is determined by a suitability assessment. More information about this will be published on the website of the university college. The diplomas which, after a suitability assessment, grant admission to an advanced master's programme, are stated in the programme guide.

With a view to smooth progress between programmes, the authorised Programme Committee or its mandated person(s) can decide that a student follows an adapted master's programme instead of a preparatory programme. In that special programme, to replace exempted courses of the master's programme or to replace elective components, other courses can be taken from the bachelor's or master's program that grant direct admission to that master's program, with a total number of credits of no more than the same study load. Where applicable, the programme guide states which changes can be made to the master's programme for students with a diploma from another study programme or institution.

These admission requirements do not prevent students from registering for a complementary programme or its courses.

Specific provisions for international students

All international students shall request permission for registration for a first programme through the Admissions office. Non-Belgian students who live in Belgium, have completed secondary education in Flanders and want to register for a bachelor's programme, can do so directly at the education administration office on campus.

All non-EEA students re-register with the Admissions office for each academic year.

Students with a degree obtained in a country that ratified the Lisbon Recognition Convention (link: <http://conventions.coe.int/Treaty/Commun/ChercheSig.asp?NT=165&CM=&DF=&CL=ENG>) will be admitted to a bachelor's programme, provided that the obtained degree gives access to higher education in the said country.

Students with a degree obtained in a country that has not ratified the Lisbon Recognition Convention, can be admitted provided that their degree gives access to equivalent higher education in the said country and provided that they pass an additional test when required.

(Candidate) refugees with degrees obtained abroad that might come into consideration to be deemed equivalent, but, due to their special circumstances, cannot present the degree certificates, can demonstrate by all legal means that they have obtained the required degree. If the university college can establish with sufficient certainty that the degree has been obtained, the applicant will be allowed to register. The university college can also decide to register applicants who cannot present the said legal means provided that they pass a language test and an additional specific test. Prospective students that fall into this category have to present their case to the Admissions office, who will initiate the assessment procedure.

§5 Conditions and consequences of participation in the artistic aptitude tests

For the programs for which the artistic aptitude test applies as a specific admission condition, an artistic aptitude test is organised at least twice every academic year for each bachelor's programme, preparatory or bridging programme and, if applicable, each specialisation, corresponding to the period before and after the summer break of the teaching staff. Additional artistic aptitude tests can be organised in the six months prior to the summer holiday.

Once the academic year has started, artistic aptitude tests for individual exceptions will only be taken in the month of October, on the initiative of the head of programme concerned. Afterwards, no artistic aptitude tests will be taken, except in case of force majeure after the student submits a motivated request via <https://proform.luca-arts.be>. The Vice Dean of Education will make a decision about these applications.

Once the academic year has started, taking an artistic aptitude test in October is only possible for individual exceptions and on the initiative of the head of programme concerned. Afterwards, no artistic aptitude test will be taken, except in case of force majeure after approval by the Vice Dean of Education.

Prospective students can take an artistic aptitude test at the same campus or at another campus for different programmes, preparatory and bridging programmes and, if applicable, specialisations.

Prospective students who have successfully completed an artistic aptitude test for a particular programme/specialisation on one campus may register for the same programme/specialisation on another campus on this basis. In this case, prospective students always receive a non-binding recommendation from the head of programme (or his/her mandated representative(s)) on the campus where they wish to enrol.

Prospective students who have not passed an artistic aptitude test for a particular programme/specialisation on campus cannot take a second artistic aptitude test for the same programme/specialisation in the same academic year, neither on the same campus nor on another campus, unless on the advice and invitation of the admission committee that organised the artistic aptitude test.

Prospective students who show up at an artistic aptitude test without prior registration may be rejected.

Prospective students who received facilities in secondary education as a result of a functional limitation can, on the basis of a certificate from their secondary school, make use of a limited number of facilities when taking the artistic entrance test. They can report this when registering online for the artistic aptitude test.

Article 2. Language requirements

Prospective students who meet the diploma requirements will be admitted to a study programme if they meet at least one of the following language requirements:

- a) Demonstrate that they have passed the examinations of at least one year of study in secondary education in the language of the study programme concerned, or successfully obtained at least 54 credits in higher education in the said language.
- b) Provide proof which LUCA School of Arts considers to be equivalent to holding a certificate that demonstrates that the prospective student obtained at least level B2 of the Common European Framework of Reference for Languages for the said language.

Students who have obtained a diploma of secondary education in the Flemish Community automatically meet this condition as regards Dutch, French and English.

If a certificate or proof other than the one mentioned above does not sufficiently demonstrate the language proficiency of the candidate student, the student may only be admitted after passing a language test that is recognised by the university college. Candidate students can be exempted from this if they are enrolled in the context of a joint degree programme or a bi-degree programme;

The Admissions office of the university college evaluates whether the prospective students meet the language requirements.

The accepted certificates demonstrating sufficient proficiency in English and Dutch can be consulted at:

[https://www.luca-arts.be/en/applying-master-degree-student#%3E language requirements](https://www.luca-arts.be/en/applying-master-degree-student#%3E%20language%20requirements)

[https://www.luca-arts.be/nl/inschrijven-als-bachelorstudent#%3E taalvoorwaarden](https://www.luca-arts.be/nl/inschrijven-als-bachelorstudent#%3E%20taalvoorwaarden).

Article 3. Admission requirements for a credit contract or a credit-examination contract

In order to be allowed to register for a credit contract or a credit-examination contract, the prospective student has to meet the admission requirements of the study programme in which the course concerned is included. If candidate students meet the admission requirements of the programme of study to which the course unit belongs and, if applicable, the continuity and/or progress requirements that are included in the ECTS sheet, the head of programme (or his delegate(s)) of the programme concerned grants admission.

Subject to justification, the head of programme may stipulate in the programme guide that certain courses such as internships, bachelor's and master's theses are not eligible to be taken via a credit contract.

The head of programme may - after conducting an assessment of suitability - grant an enrolment permit to a prospective student who does not meet the diploma requirements or who does not meet the requirement of having passed the artistic entrance examination (if applicable), if he believes that the person concerned is competent to take the course unit.

To be admitted to a credit contract, the prospective student must hold a learning account with a credit number higher than zero (art. 29).

Courses that, according to the programme guide, are organised at a higher education institution other than LUCA cannot be taken in a credit contract at LUCA.

Article 4. Admission to a complementary programme

Students who, at the start of the academic year, have to obtain less than 66 credits to complete their study programme, can already register for a complementary study programme and for its courses.

This provision also applies to students from other higher education institutions who have to obtain less than 66 credits to complete their study programme and who wish to continue their studies at LUCA School of Arts.

However, students who have not yet obtained their professional bachelor's degree can only register for a LUCA School of Arts bridging programme or bachelor's programme with reduced study load if, at the beginning of the academic year, they have to obtain less than 30 credits to complete the professional bachelor's programme and if the head of programme (or his/her mandated representative(s)) concerned grants permission to register.

Combination with a full complementary programme can be ruled out if the student does not meet the course prerequisites and the study progress requirements.

Article 5. Admission to a programme with reduced study load

Programmes with a reduced study load are organised for students who have had a specific educational background.

The programme guide states which previous qualifications give access to a course with a reduced study load for which you can enrol directly. If students believe that they are entitled to such a reduction in study load, without this being explicitly described in the study guide, they must submit a request to follow such a

course to the head of programme (or his/her mandated representative(s)) concerned. Holders of other degrees that are considered to be equivalent to the degrees stated in the study guide, should in any case submit a request to the head of programme concerned (or his/her mandated representative).

Article 6. Deviating admission requirements and conditions for a change of study programme or specialisation within the same field of study

§1. Students who do not hold a degree that grants permission to higher education and who wish to register for a bachelor's programme taught in Dutch through the KU Leuven Association's special admission procedure have to obtain specific authorisation. The university college organises this procedure three times each year. For further information and concrete data, the regulations refer to the university college's website.

Specific provisions for international students

Non-EEA applicants who wish to reside in Belgium temporarily as students, but do not hold a secondary education degree or an equivalent degree, cannot be admitted to a bachelor's programme through the special admission procedure described in § 1.

§2. Change of specialisation within the same bachelor's or master's programme or during the transition from an academic bachelor's program to the subsequent master's programme.

Students who wish to change their main subject / specialisation within the same bachelor's or master's programme or during the transition from an academic bachelor's program to the subsequent master's program must undergo a suitability test and submit an application via <https://proform.luca-arts.be>. The application must be motivated and substantiated as much as possible, e.g. with recommendations from teachers from the specialisation that the student wishes to follow. The head of programme will make a decision based on the submitted file and, if necessary, after further coordination with the lecturers. If the head of programme refuses the application, the decision will be motivated. The decision will be sent to the student by e-mail within a reasonable period of time.

Section 2. Registration regulations

2.1. Registration regulations

Article 7. General information

By registering at LUCA School of Arts, both parties enter into a contract involving mutual rights and obligations, which is valid for the duration of one academic year. The contract can be terminated not later than 30 November of the academic year concerned, if the student does not meet the necessary requirements. The registration will be considered non-existent after the said date in case of fraud relating to the admission documents, regardless of when the fraud was detected.

LUCA can cancel the registration in case of insufficient registrations, without liability to compensation other than a full refund of tuition fees paid.

Article 8. Registration

As a general rule, students have to register before the start of the academic year and no later than the fourth Wednesday of the academic year. Students can register for study programmes that do not begin at the start of the academic year, up to three weeks after the start of the study programme. Students can register for a contract containing only courses organised in the second semester, not later than the third Wednesday of the second semester.

Students who wish to register late by way of exception have to send a well-founded request, via <https://proform.luca-arts.be>, to the Vice Dean of Education, who will decide whether or not registration is still possible. In this request, students must indicate their special individual circumstances in order to motivate a deviation from the normal registration process.

Registration for a credit contract or a credit-examination contract will be final only after approval of the individual year programme (ISP).

Article 9. Deregistration

Students (including non-EEA students) who wish to discontinue their studies, have to deregister via the online deregistration form which can be found on the website of the university college. Students who wish to discontinue their studies during the academic year or who wish to change their study programme can expect a reimbursement or recalculation of their tuition fee and of the expense allowance in accordance with the regulations on tuition fees (cf. infra).

Separate regulations apply to students who deregister and redirect to a programme in another institution of the Association KU Leuven. For this, see article 8 about the Regulations on Study Fees.

Article 10. Change of study programme or contract type

A change of study programme or contract type involves a deregistration and a new registration. A change of study programme can occur within the university college, or it can involve a change of higher education

OER 2022-2023 – LUCA School of Arts – after positive advice from the Academic Council on 24 March 2022 and approval by the Executive Committee on 20 April and 15 June 2022, approved by the Governing Body on 22 June 2022.

institution.

Students wishing to change programmes must submit an application to the Head of Programme (or his/her representative(s)) of the programme to which they would like to transfer, using the web form <https://proform.luca-arts.be>. After receiving approval, students can change their registration no later than the fourth Wednesday in the first semester and no later than the third Wednesday of the second semester.

Article 11. Re-registration after an interruption of studies of at least three years

Students who have not been registered for a particular study programme for three consecutive years, regain the right to register for this particular study programme and its courses, independent of prior internally established study progress provisions, provided that they meet the requirements of Article 29 regarding learning account. These students conserve their obtained credit certificates and their exam results. For all other applications in these regulations, the calculations made for this particular study programme and for its courses will restart at zero.

2.2. Tuition fees and expense allowance

Article 12. General

The general rules on tuition fees can be consulted in the tuition fee regulations, which is the last section of the Regulations on Education and Examinations.

Article 13. Charging of additional study costs

§1. Specific and limited costs covering the use of goods and the organisation of specific events can be charged to the students, provided that the costs are related to the organisation of the study programme. The additional study costs are charged and collected by the Finance Team of LUCA School of Arts.

§2. Some services or resources that are strictly not the responsibility of the school are charged in the form of an expense allowance, the amount of which may vary depending on the programme. The expense allowance for additional study costs is a solidarity system that aims to help students financially by offering services and resources more cheaply. The amount per study program is determined annually after prior consultation with the Academic Council, without the need to change these regulations as a whole. For the amounts, reference is made to the website of LUCA School of Arts; They will be put on the agenda of the Academic Council every year.

§3. Students enrolling for a full academic year must pay the full amount of the expense allowance for additional study costs, regardless of the type of contract or the number of credits for which they are enrolling.

§4. Certain categories of students may qualify for a reduction of the fixed rate of additional study costs. It is:

- working students for whom a particular study program applies a reduced rate;
- the students who are only registered for one semester; they receive a refund of half of the amount;
- Students who spend a period abroad as part of their studies (e.g. Erasmus (with the exception of Erasmus Belgica), compulsory traineeship abroad) will be reimbursed part of the expense allowance for additional study costs at the rate of 1/10th of the amount for each month they spend abroad.

For these categories of students there will be an automatic settlement of the amount due for extra study costs; they do not have to submit an application for this themselves.

§5. Students who, due to the nature of the included course units (e.g. only theoretical courses or only internship) can demonstrate that a significant part of the predefined services and resources do not apply to them, can use the web form <https://proform.luca-arts.be/student/afwijking-extra-studiekosten> to submit a motivated request for full or partial remission of the amount owed. The administrative director will decide on these applications, after an assessment by the education administration and a prior advice from the head of the study program concerned.

Article 14. Non-payment tuition fee and extra study costs

§1. Non-payment tuition fee

Students who fail to pay the tuition fee and/or the expense allowance before the deadline, despite repeated reminders, will be suspended as a student from that date until after the next examination period. This suspension does not apply to students who have requested and obtained a postponement or spread of payment in time. During the suspension, students lose their right to education and the right to take part in examinations. These students will no longer have access to the university college's administrative and IT applications. All examinations and tests that suspended students would have taken in the examination period in question are considered non-existent and they do not receive any study certificates or credit certificates for them.

After the suspension period, the suspension is revoked for students who have already paid the amounts due.

§2. Non-payment extra study costs

Anyone who, despite repeated reminders, does not pay the extra study costs by the set date, shall from that date be denied access to all facilities that are offered with the extra study costs allowance.

This access will remain denied during the suspension period applicable in §1, i.e. until after the next examination period and will only be made possible again for students who have meanwhile paid the overdue extra study costs.

Section 3. Types of contracts and learning paths

3.1. Types of contracts

Article 15. Degree contract, credit contract and examination contract

Students register for one or more of the following contract types:

1° a degree contract with a view to obtaining a degree or certificate (of a preparatory or bridging programme);

2° a credit contract with a view to obtaining a credit certificate for one or more courses;

3° an examination contract with a view to obtaining a degree (a degree-examination contract) or a credit certificate for one or more courses (a credit-examination contract). When registering for an examination contract, the student is only entitled to take part in examinations and cannot benefit from the support services at the university college. The choice of contract type is made final at registration.

Students can only obtain a degree or certificate if they are registered for a degree contract or a degree-examination contract.

The programme guide determines which courses cannot be registered for with a degree-examination contract or a credit-examination contract due to specific types of supervision or types of course and examination format the courses require. Students who wish to register for these courses, have to register with a credit contract where appropriate.

The programme guide determines for each study programme if the students can register for internships, bachelor's paper or master's thesis with a credit contract. If the study programme does not allow a credit contract registration for internship, bachelor's paper or master's thesis, it has to justify this decision.

Special provisions for international students

Non-EEA students residing in Belgium temporarily as students, cannot register exclusively for a credit contract, an examination contract or a combination of both.

Article 16. Combination of contracts

Students can register for different contract types within the same academic year.

They cannot, however, combine a credit contract and a credit-examination contract for the same course, nor a degree contract and a degree-examination contract for the same study programme;

If a change of contract type occurs, the regulations of the new contract type will apply.

3.2. Types of learning paths

Article 17. Standard learning paths and programme stages

Each programme for which students can register with a degree contract or a degree-examination contract has at least one model route, divided into programme stages.

A programme stage of a bachelor's or initial master's programme includes 54 to 66 credits. For advanced master's programmes, bridging programmes, preparatory programmes, programmes with reduced study load and postgraduate programmes, the Programme Committee (or mandated representative(s)) determines the size of a programme stage.

Article 18. Standard learning path or flexible learning path

Students can follow a standard learning path or a flexible learning path.

Students following a standard learning path in a particular academic year take courses of only one programme stage. Students following a flexible learning path take courses from more than one programme stage in a particular academic year.

Students registered for a study programme following a standard learning path will be guaranteed a feasible class schedule for all compulsory courses and a balanced, feasible examination schedule. This applies to all study programmes in the programme guide. If this cannot be guaranteed for advanced master's programmes, bridging programmes, preparatory programmes, study programmes with reduced study load or postgraduate programmes, it will be clearly specified in the programme guide.

Article 19. Changes to standard learning paths by LUCA School of Arts

If the university college changes a standard learning path, the amendments will apply from the start of the new academic year at the earliest. The amendments will be communicated transparently immediately through the programme guide. The university college will provide transitional arrangements where necessary.

Section 4. The individual student's study programme

4.1. Composition of the individual student's year programme

Article 20. Composition of the year programme

Students compose their individual year programme in accordance with the regulations as stipulated below.

If the students fail to compose their individual year programme, the head of programme concerned (or his/her mandated representative(s)) can determine its composition on its own initiative.

If students have obtained partial exemptions for a course, they have to register for the complete course.

Procedure

Students submit their individual year programme no later than the fourth Wednesday of the academic year. After this deadline, they cannot make any changes on their own initiative. The head of programme of the programme concerned (or his/her mandated representative(s)) approves the student's proposition by 30 November or composes a different individual year programme by that deadline. The choices are made final on 1 December.

Students can change their year programme no later than:

- the fourth Wednesday of the academic year for courses starting in the first semester;
- the third Wednesday of the second semester for courses starting in the second semester.

After these deadlines, the head of programme (or his/her mandated representative(s)) can exceptionally decide to accept changes, only upon a well-founded request. This decision has to be made by 30 November for the first semester and by 14 March for the second semester. After these deadlines, corrections can only be made in the case of an error by the university college administration.

Students who obtained permission to register late, have to submit their year programme within one week after obtaining the permission to register. The head of programme (or his/her mandated representative(s)) approves the year programme as soon as possible, or composes a different year programme in consultation with the student concerned.

Article 21. Regulations concerning all students

§1. Course prerequisites

When composing their individual year programme, students have to take into account the established course prerequisites and study progress requirements.

§2. Number of credits: minimum

Students have to register for a minimum of 27 credits combining all study programmes and contract types for which they want to register, unless:

- the number of credits in the year programme they have to complete to obtain a degree or certificate is less than 27;
- they are allowed to deviate from the credit limits in accordance with article 23 of these regulations;
- they are exclusively registered for a preparatory programme, master of teaching (accelerated programme), bridging programme, advanced master's degree or credit contract;
- they are registered at a different institution with a degree contract.

Specific provisions for international students

Non-EEA Students residing in Belgium temporarily as students, have to register for a minimum of 54 credits. Deviations from this provision can only be authorised by the Vice Dean of Education. There are no exceptions to this rule for a first registration. Only non-EEA students who can demonstrate special individual circumstances during a subsequent registration can submit a motivated request to take fewer than 54 credits. This request is made via <https://proform.luca-arts.be>; the vice dean of education will decide.

§3. Number of credits: maximum

Students can register for a maximum of 72 credits combining all study programmes and contract types for which they want to register.

§4. Retaking compulsory courses

Students must first take the compulsory courses from the programme for which they were enrolled in a previous academic year, but for which they did not obtain a credit certificate or used tolerance, before they are allowed to take other courses in the same programme.

§5. In the event of adjustments to the study programme's curriculum (curriculum reforms), the university college guarantees that the number of credits already acquired by students will also remain validated

within the renewed study programme, so that students will ultimately not need to acquire more credits than the total amount of the programme. Every programme that implements a curriculum reform provides for the necessary structural or content-related transitional measures to guarantee this.

§6. Language requirements

Students following a bachelor's programme taught in Dutch can register for a maximum of 18.33 % of courses taught in a language other than Dutch (in terms of credits). Students following a master's programme taught in Dutch can register for a maximum of 50 % of courses taught in a language other than Dutch (in terms of credits).

Courses regarding a language other than Dutch that are taught in the said language and courses taught in a language other than Dutch taken by students at a different higher education institution in agreement with the university college, are not considered in this percentage.

§7. Courses deemed identical

Students cannot register for courses that are deemed identical with respect to content within the same study programme.

Article 22. Specific regulations for students registering for a specific bachelor's programme for the first time

Students who didn't yet acquire 60 credits of their bachelor, first have to register for all the credits from the first programme stage before they can register for other courses.

Article 23. Deviations from the regulations regarding the individual study programme (ISP)

The head of programme (or his representative(s)) can grant a deviation to the composition of the individual year programme, for instance to students with special personal circumstances, students with a recognised status (see article 93), students registering late for a study programme in the second semester, or highly gifted students. Students who wish to take this opportunity, can submit a well-founded request to the head of programme (or his representative(s)) by the deadline set for the composition of the individual study programme (see article 21). The head of programme (or his representative(s)) decides on the requested deviation.

Students with a recognised status for whom the accreditation body advised a deviation to the number of credits in the ISP, will in any case grant this deviation by the head of programme (or his representative(s)).

Article 24. Regulations for students who deregister or change study programme

§1. Deregistration

Before 1 December

If deregistration occurs by no later than 30 November, the credits of all courses are returned to the learning account, except for the courses for which results have been registered by the examination committee.

From 1 December to 14 March

If deregistration occurs between 1 December and 14 March, the credits of first-semester courses and courses spread over the academic year are not returned to the learning account. Only the credits of courses organised in the second semester and for which results have not yet been registered by the examination committee are returned to the learning account.

15 March or later

If deregistration occurs on 15 March or later, none of the credits will be returned to the learning account.

§2. Late registration or registration when changing study programme

Before 1 December

If registration occurs late, but by the deadline of 30 November, the student is registered for courses in accordance with the regulations set out in articles 21 and 22, in consultation with the head of programme concerned (or his/her mandated representative(s)), excluding the courses for which results have been awarded or for which the student can no longer meet the examination requirements at the moment of registration.

From 1 December to 14 March

If registration occurs between 1 December and 14 March, the student is registered for second-semester courses, in consultation with the head of programme concerned (or his/her mandated representative(s)), excluding the courses for which results have been awarded or for which the student can no longer meet the examination requirements at the moment of registration. The approval of the head of programme (or his/her mandated representative(s)) is required to add first-semester courses or courses spread over the academic year to the individual year programme. The student can no longer participate in the first examination period.

Students can, in their new study programme, take courses for which they were registered in their previous study programme, provided that these courses are a registered part of the new study programme.

§3. Specific provisions for generation students

Generation students who deregister and transfer to another study programme (at the university college or at another higher education institution) in the period from 1 December to 20 December, regain half of the credits of the first-semester courses and of the courses spread over the academic year for their learning account, provided that no results have been registered by the examination committee for these courses, and provided that the student is registered for the new study programme by 14 March at the latest.

Article 25. Provisions for students in complementary programmes

Students combining a study programme with a complementary programme, first have to add all the credits of the first study programme to their individual study programme before the individual year programme of the complementary programme can be approved.

Article 26. Taking courses and examinations from another study programme or at other higher education institutions

Each LUCA study programme determines whether students can, as part of a degree contract or a degree-examination contract, take courses from another study programme or at another higher education institution (in Belgium or abroad).

§1. Optional courses at another institution of Association KU Leuven

In application of the agreements concluded between the institutions of higher education within the KU Leuven Association, students may, as an elective course for their programme, take a course that is offered at an association partner. To this end, it is required that the students are enrolled in the university college with a diploma contract or a diploma examination contract, that the course unit concerned does not appear as a compulsory programme component within the programme of study at the university college and that admission is obtained from the head of the programme responsible (or from his/her mandated representative(s)) and from the person responsible for the course at the other institution involved.

No additional tuition fees are to be paid by the students for following an elective course for which the required admission has been obtained. The university college is responsible for the insurance against accidents of the students. The other Flemish institution commits itself to grant the student access to the course, the subsequent examinations and the necessary infrastructure. The other Flemish institution notifies the university college of the results of the examinations on student performance.

§2. Special procedure on individual request

Students can send their head of the programme responsible (or his/her mandated representative(s)) a well-founded request to replace some of the courses in their study programme with courses from other study programmes within or outside the university college. The head of the programme (or his/her mandated representative(s)) decides on the request and, if approved, indicates how the examination results for the replaced courses are taken into account with a view to obtaining the degree.

Unless the head of the programme (or his/her mandated representative(s)) decides otherwise, the number of credits from the other institution are transferred to the student's individual year programme.

§3. Assessment criteria

When assessing the student's request pursuant to §1 and §2, the the head of the programme (or his/her mandated representative(s)) considers the following criteria:

- a) the conformity of the objectives of the substitute course with those of the study programme;
- b) the level of the course
- c) the number of credits of the course.

4.2. Exemptions

Article 27. Exemption

§1. Equivalence

An exemption is defined as the withdrawal of the obligation to take an examination for a course, based on a credit certificate, study certificate, or a certificate of competence.

A partial exemption is defined as the withdrawal of the obligation to take an examination for part of a course, based on a credit certificate, study certificate, or a certificate of competence.

All provisions in these regulations that apply to exemptions, also apply to partial exemptions.

Partial exemptions, however, do not affect calculations based on credits made in these regulations: for all these calculations, the number of credits of the whole course is always taken into account.

The exemption is granted by the head of the programme (or his/her mandated representative(s)) based on an assessment of equivalence, after consulting the members of the teaching staff concerned.

Knowledge, competences, skills and attitudes are only taken into account for obtaining an exemption if they meet at least the following requirements:

- authenticity: they reflect the candidate's personal achievements;
- recency: they reflect the candidate's current competence level;
- relevance: they adequately cover the study programme's relevant elements.

The head of the programme (or his/her mandated representative(s)) shall take into account the following elements for the assessment of equivalence:

- content equivalence in terms of acquired competences
- study load and volume, where possible expressed in credits
- type and level of training: professional or academic orientation or programmes outside higher education
- specific admission requirements

As a general rule, the scope of the exemption should equal the number of credits of the course for which the exemption was granted, unless the head of programme (or his/her mandated representative(s)) determines otherwise. The scope of the exemption is expressed in full credits.

A partial exemption can only be granted for a learning activity or a complete section. The head of programme (or his/her mandated representative(s)) determines the scope of partial exemptions.

If an exemption is granted, the initial examination result will not be taken into account for the equivalent course. However, by way of derogation, previously obtained examination results are taken into account for courses with the same course code.

All approved exemptions are final. Requests for withdrawal are not accepted.

Procedure

Students have to submit an application for exemptions at their first registration for the study programme. In the case of re-registering for the same study programme, an application for exemptions can only be submitted if new elements apply.

Applications for exemptions have to be submitted before the fourth Wednesday of the academic year. After this date, students can no longer rely on previously obtained credit certificates, certificates of competence or other study certificates to change their individual year programme. Students registering in the

second semester have to submit their applications for exemptions before the third Wednesday of the second semester. Applications for exemptions for study programmes or courses subject to a calendar different from the academic year, have to be submitted before the end of the third week after the start of the programme or course. Students who receive permission to register after the fourth Wednesday of the academic year, have to apply for exemptions a week later at the latest.

Students have to address their application for exemption for a course or part of a course to the head of programme (or his/her mandated representative(s)). They have to add a file containing the previously obtained credit certificates, certificates of competence or other study certificates. The head of programme will approve or reject the applications for exemptions at the latest at the same time the approval of the individual year programme. The number of credits for which the exemption was granted, will be included in the individual study programme. Exemptions can no longer be granted after the individual year programme for the semester concerned has been definitively confirmed.

In accordance with Article 21.5 of these regulations, students deviate from this procedure in the case of programme changes as a result of curriculum reforms and submit an annual request for (review of) exemptions.

§2. Broadening modules

With a view to smooth transfers between study programmes, the Programme Committee (or their mandated representatives) can decide to allow students to register for an adjusted master's programme instead of a preparatory programme. In this adjusted programme, exempted or optional components are replaced by broadening modules with a scope of maximum the same number of credits as the granted exemption or replaced optional component. When broadening modules are introduced in the master's programme, the Programme Committee (or the mandated representative) does not grant exemptions for courses in the broadening module if the application for exemption is based on an optional course completed in the initial study programme. This is mentioned in the information on the broadening module in the programme guide.

§3. Reduction of the study load

In programmes with reduced study load, students are granted an exemption for a number of credits. This is also possible on an ad hoc basis, if no such study programme has been included in the programme guide.

Students may obtain a second Bachelor's or Master's degree, which they have already obtained, on condition that they take a programme that differs from the first programme by at least 30 credits.

Article 28. Exemptions based on previously acquired competences

Students who believe they qualify for an exemption for a course or part of a course based on a PAC (previously acquired competence that has not been validated with a study certificate), have to follow the association-wide procedure (link: <https://associatie.kuleuven.be/onderwijs/documenten/reglement-evcevk.pdf>). A certificate of competence arising from these procedures is valid indefinitely.

<p>Procedure</p> <p><u>Students have to address their PAC application to the central assessment committee appointed by KU Leuven, or to the contact person of the assessment committee on the campus where they are registered.</u></p> <p>Students can submit their applications for recognition of competences throughout the whole year. However, applications for exemptions have to be submitted before 31 May preceding the academic year in which the students wish to draw on the exemption. Applications for exemptions for the second semester must be submitted by 1 December at the latest. Deviation from this provision is only possible if the assessment committee has agreed a different time schedule with the programme in which the exemption was to be granted.</p> <p>When students obtain exemptions on the basis of PAC for all course units of the degree programme, it is the Examination Board that decides in accordance with Article 70 of these regulations that the students have passed the degree programme.</p> <p>Students cannot submit a PAC application with a view to an exemption for courses that they have included in their individual study programme in a previous or in the current academic year.</p>
--

Section 5. Internal provisions on study progress

Article 29. Number of registration opportunities and consequences of insufficient learning account

All students are entitled to a second registration opportunity for courses for which they were registered in a previous academic year and for which they did not obtain a credit certificate, unless articles 33 to 35 apply or unless the students have zero or a negative number of credits in their learning account.

Students who do not hold a sufficient learning account to start or complete a programme or course under any contract type:

- will not be admitted to enrolment or re-enrolment if their learning account is lower than or equal to zero;
- are allowed to enrol or re-enrol for a programme if their learning account is higher than zero, without prejudice to internal academic progress provisions (refusal on the grounds of binding conditions or sufficient examination opportunities). Students may only enrol in an individual annual programme that does not exceed their learning account in terms of number of credits. The head of the programme (or his/her mandated representative(s)) may decide to allow the student to take more ECTS credits after all.

In exception to this (first two exceptions only at the request of the students):

- those who have obtained an academic bachelor's degree, without sufficient learning credits to start the subsequent master's programme, can still be admitted to that master's programme if they have not previously obtained a master's degree and if they respect the conditions of a binding clause regarding their study progress during the master's programme; this clause is drawn up by the authorised head of programme (or his/her mandated representative(s)) and signed by the head of programme (or his representative(s)) and the student;
- those who were enrolled in a particular programme in the previous academic year and who still need to complete no more than 30 credits of that programme, are permitted to continue (and complete) that programme for one academic year.
- those who are in possession of a Master's degree, without sufficient learning credit (lower than or equal to zero), are nevertheless admitted to a complementary educational Master's programme; the learning credit is not used for these students in the educational Master's programme.

Refusals in these cases can still be made on the basis of Article 34.

Article 30. Application of internal study progress provisions

Each decision of refusal of registration based on articles 32-34 will be communicated at the end of the academic year in which the students do not comply with the study progress provisions. This communication represents the start of the duration of the refusal.

Article 31. Non-binding study advice and warnings

Students who have not yet obtained 60 credits of the bachelor's programme, or students who are registered for a bridging programme and who, after the January examination period, note the unambiguous, concrete continuation of study problems in the results of their interim tests and in their official examinations, should contact the learning path counsellor of their programme as soon as possible with a view to timely remediation or reorientation.

Students who are at risk of being refused to register based on article 32, 33 or 34, will receive a warning via their study progress file after the first and/or second examination period. They will receive a message stating the scope and duration of the possible refusal.

Article 32. Refusal of further registration for a study programme based on low study efficiency

§1. Who does the refusal apply to?

A refusal of registration based on low study efficiency applies to students who have not yet obtained 60 credits of the bachelor's programme, or students who are registered for a bridging programme, if they have a cumulative study efficiency of less than 30 % after the September examination period.

§2. Duration of the refusal

A refusal of registration based on low study efficiency is valid for the duration of the next academic year.

§3. Scope of the refusal

A refusal of registration based on low study efficiency applies to the study programme the student was registered for, to study programmes leading to the same degree, to its consecutive study programmes and its language equivalents. Furthermore, students with a refusal of registration based on low study efficiency cannot register for any of the courses of the study programme concerned with a credit contract or a credit-examination contract.

Article 33. Refusal of further registration based on binding conditions

§1. Who does the refusal apply to?

A refusal of registration based on binding conditions applies to students who have not yet obtained 60 credits of the bachelor's programme, or students who are registered for a bridging programme, if they have a cumulative study efficiency of less than 50 % after the September examination period. The binding conditions imposed on these students by the examination committee include as a minimum the provision that if the students registers for the same study programme in the following academic year, they have to obtain a cumulative study efficiency of at least 50 %.

If students do not comply with these binding conditions, the registration is refused.

§2. Duration of the refusal

A refusal of registration based on binding conditions is valid for the duration of the next academic year.

§3. Duration of the refusal

A refusal to enroll on the basis of binding conditions applies to the study program itself, to study programs leading to the same diploma, to further study programs and the language equivalents, and also for all-course units of the study program under a credit contract or credit exam contract.

Article 34. Refusal of further registration based on failing a particular course after sufficient examination opportunities

§1. Third registration

Students who fail a particular course (or its language equivalent, or a course deemed identical by the head of programme) from a bachelor's programme, preparatory programme, or bridging programme, over a period of two academic years, regardless of the contract type, will be refused a third registration if they:

- either did not obtain at least 50% annual study efficiency in the second academic year in which they included the course concerned in their ISP of the programme for which they are enrolled under a diploma contract or a diploma examination contract;
- either failed two academic years: one year with a diploma contract or a diploma examination contract with an annual study efficiency of less than 50%, or in the other year with an enrolment with a credit contract or a credit examination contract;

Students who fail to pass the same programme component in a credit contract or a credit examination contract for two academic years will be refused a third enrolment in that programme component, regardless of the type of contract.

§2 Fourth registration

Students who fail to successfully complete a particular course (or a course deemed identical by the head of programme), over a period of three academic years, will be refused a fourth or subsequent registration, regardless of the contract type.

§3. Duration of the refusal

A refusal of registration based on §1 is valid for the duration of the next academic year.

A refusal of registration based on §2 is valid for the duration of the next three academic years.

§4. Scope of the refusal

A refusal of registration based on failure to complete a particular course successfully after sufficient examination opportunities applies to all registrations for the course concerned, for its language equivalent and for all the courses deemed identical by the head of programme, regardless of the contract type. In addition, this refusal of registration applies to registrations for study programmes that include the courses concerned, for study programmes leading to the same degree, for consecutive study programmes and for the study programmes' language equivalents with a degree contract or degree-examination contract, as well as to registrations for any of their courses with a credit (exam) contract.

If the course leading to the refusal of registration is eliminated from the study programme during a programme change and is not replaced by courses with similar learning goals, students can send a well-founded request to lift the refusal of registration. If the course unit that is the cause of the refusal is replaced by a course unit with comparable learning objectives, the refusal will continue to apply to the replacement course unit and to the courses in which it occurs, to courses that lead to the same diploma as well as to the follow-up courses and the language equivalents and for registration with a credit (exam) contract for the course units.

Article 35. Deviations from the refusal of registration

The Vice Dean of Education can decide that students can re-register by way of derogation from article 32, 33 and 34.

Procedure

To request permission for a deviation from the refusal of registration, students have to address a well-founded request to the Vice Dean of Education via <https://proform.luca-arts.be> before the fourth Wednesday of the academic year when registering for the whole academic year, or before the third Wednesday of the second semester when registering for the second semester. In this well-founded request, they have to indicate the specific individual circumstances they consider to be a justification for the permission to re-register. In considering the request, the Vice Dean of Education takes into account the study trajectory and the prospects of successful completion of the study programme.

TITEL II: EXAMINATION REGULATIONS

Section 1. General provisions

Article 36. General provisions

Each examination is organised according to the provisions set out below in a way that allows students to demonstrate that they master the competences required for the course.

This calls for a permanent engagement from the examiner and all bodies concerned, to guarantee a well-organised examination for each course.

In the organisation of examinations, special attention is given to providing the possibility for students to use the toilet upon individual request.

Section 2. Organisation of examinations

Article 37. Examination periods

Each academic year, three examination periods are organised:

- the first examination period at the end of the first semester, with examinations on the courses completed in this semester;
- the second examination period at the end of the second semester, with examinations on the courses completed in this semester;
- the third examination period after the summer break, where students can take their second examination opportunity of the current academic year.

Examinations on courses spread over more than one semester are taken at the end of the second semester. After the first semester, a partial examination can be organised for courses that are not yet completed.

At the end of each examination period, an examination committee meeting is organised and the results are communicated to the students.

In exceptional cases, the examination committee can decide to postpone the conclusion of the current examination period. The examination committee concludes the last examination period no later than 30 September. However, the examination committee can form a decision after 30 September, but no later than 14 November, for students participating in exchange programmes whose results from the previous academic year have not yet been communicated.

For advanced master's programmes, the times at which examinations are taken within the same academic year are determined within the programme.

Article 38. Special examination times for complete courses

The Programme Committee (or its mandated representative(s)) can decide to organise examinations outside the regular examination periods:

- 1° for learning activities other than lectures;
- 2° for lectures that are terminated in the course of a semester for artistic or pedagogical reasons or when their examination form involves a form of continuous assessment;
- 3° for courses taught by visiting professors or by teaching staff who are legitimately absent during an examination period.
- 4° for students who participate in exchange programmes with other universities or university colleges.

Article 39. Partial examinations and continuous assessment

The Programme Committee (or its mandated representative(s)) can allow for partial examinations to be organised, inter alia, for courses that consist of more than one learning activity or courses that are spread over two semesters. This means that multiple examinations are organised for this course, during one or more examination periods. The result of a partial examination is a partial result.

The Programme Committee (or its mandated representative(s)) can also allow for a form of continuous assessment to be organised for a complete course or for a learning activity. This means that the examination takes place (in part) outside the examination periods. The Programme Committee (or its mandated representative(s)) determines how the continuous assessment will be organised and communicates it clearly and in advance to the students.

The Programme Committee (or its mandated representative(s)) ensures a balanced distribution of the assessments.

When deciding on partial examinations and continuous assessments, the Programme Committee (or its mandated representative(s)) takes the following into account:

- the description of the partial examinations;
- the various partial results' relative contributions to the examination result for the course as a whole;
- the assessment methods and the timing of the examination;
- the course holder's communication of the results of the individual examinations to the students;
- the format of a possible second examination opportunity, or the decision not to offer a second examination opportunity, but instead transferring the partial result to a following examination period within the same academic year.

Partial results from partial exams or interim results from continuous assessment, communicated by a course holder, are always provisional. Only the academic progress file can be used to communicate the final results as referred to in article 86.

Article 40. Second examination opportunity

The Programme Committee (or its mandated representative(s)) records in the ECTS course description whether a second examination opportunity can be organised for specific courses or partial examinations, as an exception, with a different assessment method, or whether, as an exception, no second examination opportunity will be offered.

Article 41. Interim Tests

The results from interim tests organised as a way of indicating the student's progress in courses of the first stage of the bachelor's programme cannot be included in the final results.

Article 42. Time and place

Valid examinations can only be organised during the periods or according to the timing specified in articles 37-39.

Exceptions to this provision:

- cases of force majeure;
- examinations for students with permission to take examinations outside the examination period (see article 50).

Students have to be present at the scheduled start of their examination at the latest. Students who arrive late to a written examination can, in case of serious reasons, still be accepted to the examination. However, the scheduled end of the examination will not be adapted for these students.

All examinations are taken in a LUCA School of Arts room.

Exceptions to this provision:

- examinations subject to specific individual circumstances, to be determined by the ombuds;
- examinations held online (see also Art. 48 § 3 and Art. 94)
- examinations taking place at another institution cf. art. 52.

Specific provisions for incoming exchange students

The Programme Committee (or its mandated representative(s)) can provide exceptional second examination opportunities for incoming exchange students if organising them in the third examination period leads to an unreasonable situation for the students.

Article 43. Third party attendance at an oral examination

§ 1. As a general rule, an oral examination cannot be attended by anyone other than the examiner or the jury committee (see art. 60, section 5) and the student. Students who wish to do so, can have an observer attend their oral examination to check that the exam is conducted regularly. Cannot act as an observer: students who have to take examinations for that course in the same academic year or who have to be questioned by the examiner involved, and blood relatives or relatives by marriage up to the fourth degree. Students who wish to make use of this possibility must inform the chairman of the Examination Board and the ombudsperson no later than seven calendar days before the examination. The ombudsperson shall inform the examiner concerned well in advance. An observer may only take written notes.

§ 2. If an examiner, in consultation with the head of programme (or his/her mandated representative(s)), so requests, or if the Vice Dean of Education so decides, a member of the teaching staff may attend an examination.

Specific provisions for incoming exchange students

As an exception and only if an agreement has been made with the home university, incoming exchange students can take an examination at the home university.

§ 3. Opening of certain examinations to the public

By way of exception to Article 44, section 1, a programme may due to the special nature of the course, which comprises a practical examination and is assessed by a jury committee, stipulate in the ECTS sheet that the examination is open to the public.

Article 44. Examination schedule

The examination schedule for the first and second examination period will be established for every individual student no later than 4 weeks before the start of the examination period. The examination schedule for the third examination period will be established for every individual student no later than 2 weeks before the start of the examination period. This should be done according to the procedure laid down for the academic year and the study programme concerned.

Only students following a standard learning path can be guaranteed a balanced and feasible exam schedule.

Examiners and students strictly comply with the determined examination schedule. Exams can only be rescheduled for a valid reason, which is at the sovereign discretion of the ombudsperson. In such a case, the ombudsperson makes a new arrangement (see article 49).

No later than four weeks before the start of the first and second examination periods, and no later than two weeks before the start of the third examination period, students shall be clearly informed which Examination Board is responsible for them, who the chairperson and secretary are, who the ombudsperson is, and when the results will be announced.

Procedure

The examination schedule is established under the responsibility of the heads of programme with the support of the relevant campus department. This department involves, according to a set procedure, the students via the participation committees and the ombudspersons in drawing up the regulations. This department is also responsible for the public release of the examination regulations for each of the examination periods, at the times indicated above.

Students with a special examination schedule due to individual circumstances are subject to the provisions laid down in article 50.

Exceptionally, students who are members of a body of the university college in which their participation is essential and in so far as this participation can have an impact may also be granted exemptions from explicitly compulsory attendance or from the work and examination formats used, or postponement of the submission dates for assignments or examination moments.

Specific provisions regarding religious facilities

Students who apply for rescheduled examinations due to the examination taking place on a religious holiday should submit a request to the ombudsperson no later than 15 November for rescheduling during the first semester.

Students who wish to reschedule an exam because the exam takes place on a religious holiday should submit a request to the ombudsperson no later than 15 November for rescheduling in the first semester. Before this deadline, they may also apply for exam rescheduling for the rest of the academic year. Reschedulings for the second semester and for the third examination period must in any case be requested by 15 March at the latest.

The recognised religious holidays of LUCA School of Arts can be consulted on the website <https://www.kuleuven.be/studentenvoorzieningen/reldiv/overzicht>. The ombudsperson will move the exam that falls on a recognised religious holiday in consultation with the teacher.

Section 3. Participation in examinations

Article 45. Conditions for participation in examinations

§1. Non-payment

Students can only take an examination if they have paid the tuition fees they are due or if they have come to an agreement with the university college.

§2. Requirements per course

Participation in an examination can be subject to specific requirements, such as required participation for practical course components, sufficient participation in group obligations, or timely submission of assignments. The ECTS course description of the course concerned states the consequences for the examination when students do not meet the necessary requirements. The lecturer of the course or the coordina-

tor, if there are more than one lecturer, can decide that students who do not meet the necessary requirements will receive a zero mark, an “exam not taken” or a fail in terms of a pass/fail decision for the course concerned or part of the course concerned (see article 62 and so on).

§3. Verification of identity

When participating in an examination, students have to be able to prove their identity. Students have to prove their identity by means of their student card preferably. Alternatively they can prove their identity by means of their international pass port, Belgian identity card or Belgian driver's license. For written examinations, the attendance of the students is registered. Students can, upon request, receive official proof of participation in the exam.

§4. Registration for exams

For all examination periods, students who do not follow the established examination regulations by taking an exam at a time other than the scheduled time may receive the result 'not taken' for the exam in question. Being late for a scheduled exam as described under Article 42 does not fall under this provision.

Students who wish to participate in examinations during the third examination period, have to register for this following the procedure (cfr. art. 87, § 3). Students who participate in examinations for which they did not register explicitly, despite specific regulations, cannot be awarded an examination result. In this case, the examination is considered void.

Article 46. Resitting examinations from the first examination period

For courses with an examination organised in the first examination period, students can resit the examination in the third examination period at the earliest. This also applies to partial examinations and continuous assessment.

The head of programme concerned (or his representative(s)) can decide to allow students in their last programme stage to resit an examination in the second examination period for particular courses for which they have already taken an examination in the first examination period, but for which they have not obtained credit and which they want to, or have to, resit. The head of programme concerned (or his representative(s)) determines the conditions this provision is subject to. The student must submit a written request to this effect to the head of programme no later than 1 March.

Article 47. Assessment after the first semester

If a master's thesis, bachelor's paper or internship equals a full-year course, the head of programme (or his/her mandated representative(s)) can decide to allow an assessment after the first semester for students in specific categories.

The head of programme (or his/her mandated representative(s)) decides whether or not the assessment of second semester courses or full-year courses other than the master's thesis or work placement can be organised after the first semester for students in specific categories if this enables them to graduate. The head of programme (or his/her mandated representative(s)) determines the student categories and circumstances for which this is possible.

Article 48. Not participating in the examinations and the right to a make-up exam

§1 Non-participation in examinations

Students who registered for an examination period but are unable to participate in an examination or partial examination, have to report this to the ombudsperson as soon as possible, via <https://proform.luca-arts.be>. The ombudsperson will inform the examiners concerned as soon as possible. At the latest two days before the deliberation, the ombudsperson must also inform the department responsible for administrative processing. The ombudsperson decides whether the absence is justified. If the absence is justified, the student is offered one make-up moment for the exam missed due to the absence. A make-up exam can take place in a modified form. The make-up exam preferably takes place in the same examination period, but it can also take place outside the exam period or be moved to a following exam period within the same academic year.

§2 Medical certificates to prove non-participation in exams

Students can justify an absence for instance with a medical certificate, provided that the certificate has been written by a physician no later than the day of the absence and provided that the student presents the medical certificate to the ombudsperson within three working days. The certificate specifies that the person concerned was unable to take part in the class (in the case of continuous assessment, compulsory activities or compulsory participation) or the exam.

The following medical certificates will not be accepted:

- an incomplete or inconsistent certificate;
- a dixit certificate (certificate based solely on the patient's declaration);
- a post factum certificate (a certificate issued posterior to the illness or after the medical consequences of an accident can no longer be identified).

§ 3 Technical malfunction in online examinations

Students who are unable to participate in an online examination or partial examination due to a technical malfunction should immediately report this by phone to the examiner(s) involved, in order to try to find a solution. If the technical problem persists and the exam or partial exam cannot be continued, students should notify the ombudsperson as soon as possible, via <https://proform.luca-arts.be>. To prove the technical impossibility of participating in the exam or partial exam, students are asked to take a picture or print screen of the screen where they were informed of the technical malfunction.

The ombudsperson then judges whether the absence on the basis of a technical malfunction is justified. If the absence is well-founded, one online catch-up exam is scheduled within the same exam period.

Section 4. Deviating examination schedules

Article 49. Adapted examination scheduling outside the standard examination periods

Students with special individual circumstances (e.g. serious medical reasons) and students with a recognised status (see article 92) can request permission for an adapted examination schedule outside the standard examination periods. Students can only take an examination after the classes of the course concerned have ended.

Students with a recognised status (see article 92) for whom the accreditation body advised such an adapted examination schedule outside the standard examination periods, will in any case be granted this permission. For students working their way through university college (status of working student), the advice for an adapted examination schedule applies only if they have an individual study programme of at least 27 credits.

In addition, an adapted examination schedule outside the standard examination periods is possible for students combining two full-time study programmes provided that, for each of the study programmes, they have included at least 54 credits in their individual study programme.

Authorising an adapted examination schedule does not automatically imply the possibility to deviate from set submission deadlines, from explicitly stated mandatory participation or from determined course formats and assessment methods. Where necessary and by way of exception, specific arrangements are made with the programme concerned. The ombudsperson mediates in the event of a disagreement; continuing conflicts are settled by the vice dean.

For examinations taken as a first examination opportunity after the second examination period, the results will be communicated to the students as soon as possible after the examination, in accordance with the head of programme regulations concerned. Students who were authorised an adapted examination schedule decide whether or not they want to resit these examinations before the examination board meetings for the third examination period. Students who have not yet taken an examination for all their courses in the second examination period due to the adapted examination schedule granted to them, can already use tolerance credits for other courses, provided that they comply with the provisions set in article 89.

Procedure

Applications have to be send to the head of programme, no later than 1 December for first semester examinations and no later than the start of the Easter holiday for the second semester. The head of programme will ask the care coach for students in special individual circumstances and for students with a recognised status for advice in advance. In the event of special individual circumstances that arise for the first time and unexpectedly after these dates, it is possible to deviate from these dates.

Section 5. Examinations on shared courses in combined registrations

Article 50. Examination results for courses with the same course code in different contracts

Students who are registered for a course with the same course code under different contracts in the same academic year, only take one examination per examination period. The result they obtain is considered to be the first examination result across the different contracts.

Article 51. Examination results for complementary programmes

For students registering for a complete complementary programme, a deliberation on graduation and level of achievement can only take place if the students have successfully completed their previous degree.

Section 6. Examinations taken in another study programme or institution

Article 52. Time and place of examinations

When students take courses in another study programme or in another higher education institution (within or outside Belgium) according to the provisions set by the Programme Committee, they take an examination on these courses on the time and place and under the conditions set by the study programme or institution concerned.

Article 53. Conversion of results obtained at another institution

Results obtained for an examination taken at another higher education institution are, if necessary, converted to the university college's marking scale, under the supervision of the Programme Committee. Students who follow part of their programme at another institution are informed of the conversion rules before departure.

Article 54. Replacement with an equivalent course

The head of programme can grant permission to students who did not obtain a credit certificate for a course because they did not successfully complete the course at a higher education institution outside Belgium to take an examination at the university college in the third examination period of the same academic year. If this permission is granted, the students have to take an examination on an equivalent LUCA course determined by the examination committee, for which the course at the institution outside Belgium was considered a replacement.

The head of programme (or his/her mandated representative(s)) can grant permission to students who did not obtain a credit certificate for a course because they did not successfully complete the course at a higher education institution outside Belgium to take an examination at LUCA in the third examination period of the same academic year. If this permission is granted, the students have to take an examination on an equivalent LUCA course determined by the examination committee, for which the course at the institution outside Belgium was considered a replacement.

Section 7. Ombudsperson

Article 55. Duties, appointment and availability

The ombudsperson with regard to exams aims to 1) support the student and make decisions where necessary in the context of the organisation, planning and the course of the exams, taking into account the specific situation of the student and the organizational feasibility within the training; and 2) to monitor and improve the quality of the examination.

The management committee of LUCA appoints, on the proposal of or in consultation with the student representatives, a staff member with relevant competences as ombudsperson and another as deputy ombudsperson. The appointed person acts as ombudsperson for all examinations, including partial and continuous assessment, for a group of students until the executive committee relieves the ombudsperson of this task and appoints a new ombudsperson for that group of students.

The ombudsperson plays a mediating role between examiners and students. The ombudsperson must be expert and be able to perform the task in full independence.

The ombudsperson clearly communicates to the students where and when he/she can be contacted and when the substitute ombudsperson stands in.

Article 56. Responsibilities and disagreements

Where necessary, the ombudsperson mediates on the date, place, assessment methods and conditions of an examination, without prejudice to the specific responsibilities laid down in other articles. The ombudsperson decides independently on the rescheduling of examinations and on the assignment of an examination moment.

In order to perform their duties as an intermediary effectively, the ombudsperson is entitled to gain information on each and every examination, including prior to the examination board meeting. The ombudsperson is bound by the duty of discretion.

The examination ombudsperson takes part in the negotiations of the examination board meeting and in the negotiations of the select examination committee, without the right to vote.

LUCA's management committee ensures the competence and independence of the ombudsperson. Disputes concerning the competence of the ombudsmen or their independence may at any time be submitted by the ombudsmen and by each examiner to the Vice Dean of Education, who shall try to mediate and, if necessary, take measures.

Article 57. Conflicts of interest

The ombudsperson may in no circumstances assess the students he represents as an ombudsperson. If, by way of exception, the ombudsperson is involved in the assessment of students for a particular course, the substitute ombudsperson will, for this group of students, stand in for the ombudsperson.

Article 58. Report of the examination ombudsperson

After each academic year, the ombudsmen submit a report on the activities to the Executive Committee of LUCA for discussion. This report is submitted to the first Executive Committee in January of the following academic year at the latest. The Executive Committee is responsible for further coordination with the student representatives, where it deems this necessary.

Section 8. Examination procedure

Article 59. Examiner

The task of the examiner is to determine whether students have achieved the learning outcomes of a specific course.

Every examination or part of an examination is held by the course holder(s) or by the person(s) who officially replaced the course holder in teaching the class concerned or supervising the activities or exercises concerned.

In the event of a relationship by blood or marriage to the fourth degree inclusive between a student and an examiner, or in case of force majeure on part of the examiner, the examiner asks the chair of the examination committee, in consultation with the Vice Dean of Education, to appoint a substitute.

Examinations on learning activities other than lectures can be held by examiners who are not course holders, provided that they were co-responsible for the content of the learning activity. The Programme Committee (or its mandated representative(s)) regulations can determine that external parties who are

not university staff members can act as examiners. The committee (or its mandated representative(s)) also establish in which situations this is an option and which quality requirements these external parties have to meet.

The examinations for certain artistically-oriented courses listed in the programme guide, which may include the bachelor's thesis, the master's thesis, the dissertation, the dissertation or the graduation project, may be assessed by a committee made up on the one hand of the coordinator and possibly (part of) the lecturers of the course and on the other hand of a panel of internal and/or external examiners. The external examiners should meet the following requirements:

- a) they can be considered to have an artistic reputation or a high level of professional expertise within the discipline to which the course relates;
- b) they are to be representative of the professional field or artistic environment that inspires or defines the final competences of the course in question;
- c) they are familiar with the didactic context of the course and its conceptual place within the programme on the basis of their training or experience.

The course holder, or the course coordinator (if there are multiple course holders) remains fully responsible for the final assessment.

At the end of the examination or partial examination, the examiner does not communicate the result to the student, without prejudice to articles 39 and 85.

Only the course holder, the course coordinator (if there are multiple course holders) or the official substitute can be a member of an examination committee if the examination committee is composed of one representative for each course.

Examinations on courses taught by visiting professors are, in their absence, conducted by another examiner appointed by the head of programme or his/her mandated representative(s).

Article 60. Information prior to the examinations

The ECTS course description provides detailed information on the content and goals for each course, as well as on the examination content and assessment methods, including, where necessary, the weighting of components with a partial mark and the consequences for not participating in an examination component as stated in article 65. If, by way of exception, the examination content or the assessment methods vary from one examination period to another, this will be specified in the ECTS course description.

The information in the ECTS sheet is recorded annually before 15 July prior to the academic year in which the sheet is valid. Exceptionally, changes are possible up to the start of the academic year for course units that start in the first semester, and until the start of the second semester for course units that start in the second semester. ECTS sheets can only be adjusted after these moments in the event of force majeure.

Article 61. Submission deadlines for assignments

If certain deadlines are set for the submission of an assignment, but students anticipate that they will not be able to meet the deadline for valid reasons, they have to report this to the course holder or the course coordinator or the ombudsperson before the deadline.

If the deadline is not respected, the assignment will be considered 'not submitted' and the students will obtain a 'not taken' for this assignment. If the programme to which the course belongs wishes to apply a different penalty, this must be mentioned in the ECTS course description. The penalty also applies when a new deadline is not respected.

Article 62. Not complying with work placement obligations

The course holder can determine in the ECTS course description that, in the case of serious or repeated non-compliance by students with the obligations set in a work placement agreement or any other agreement with the university college and/or third parties, the agreement will be ended. The course holder also determines whether these students receive a zero or a 'not taken' result for (part of) the course. This penalty has to be mentioned in the ECTS course description. In this case, the students are not entitled to an alternative assignment.

Article 63. Examination type and duration

The examination type is determined in accordance with the learning goals of the course and the teaching method. The Programme Committee establishes the examination type on the recommendation of the course holder or the course coordinator, if there are multiple course holders. The most recently established examination type applies until decided otherwise. Adjustments are approved in the same way by the permanent education committee, in principle in the academic year preceding the academic year in which the regulation is applied.

When an examination is rescheduled individually, the examination type can differ from the established type. The ombudsperson informs the students of this new examination form in advance.

Unless otherwise explicitly communicated to the students, all examinations are taken without the use of any resources. Any possession during an examination of an unauthorized device is considered an irregularity (see art. 83).

An examination consisting of a an assessment on one specific moment, can take no longer than half a day (approximately 4 hours).

For oral examinations or partial oral examinations, students are granted a written preparation of at least twenty minutes, unless otherwise stated in the ECTS course description of the courses that are wholly or partly evaluated on the basis of practical exercises or realisations, designs, papers, dissertations, theses, Master's thesis, the final thesis or the final project.

For students with a recognized status with accompanying advice for examination accommodations (see article 92) or students with temporary special individual circumstances of physical or psychological nature, an adapted examination type or the use of a technical aid may be allowed upon the ombudsperson's approval. Applications for examination facilities will be submitted to the care coach on campus (see also article 92); it is decided by the head of programme.

Article 64. Assessment scale

An examination is organised for each course within a study programme. Only one examination mark is presented on the examination board meeting for each course.

Each course is assessed according to a 0-20 marking scale. The result is expressed exclusively in whole numbers. For the master's thesis, the result can be a number with one decimal place, unless the Programme Committee decides not to use decimal numbers. The Programme Committee can decide to assess a course or part of a course in terms of a pass/fail decision; this information shall be included in the ECTS course description. A fail in terms of a pass/fail decision is considered equivalent to a non-tolerable fail (see article 79).

Where necessary, partial marks are converted to one final mark according to the 0-20 marking scale by the course holder or, if there are multiple course holders, by the course coordinator prior to the examination board meeting. This conversion takes the credit weight into account, unless otherwise stated in the study guide.

Where necessary, numbers are rounded in accordance with the guidelines set in article 78.

Article 65. Not participating in an examination

If students do not participate in an examination, the examination will be assessed as 'not taken' (NA). In these regulations, NA is considered equivalent to a fail for which no tolerance credits can be used (see article 79). If partial examinations are organised for a course (see article 39) and students do not participate in one of these examinations, the general principle is that they receive a NA mark for the whole course, unless a different assessment is specified in the ECTS course description.

Article 66. Administration process

The examiners send the examination marks to the education administration office concerned in the prescribed format as soon as possible after the examination and no later than two working days before the examination board meeting.

Section 9. The examination Committees and their responsibilities

Article 67. Composition

The management committee of LUCA assembles a select and a full examination committee for each study programme per campus. The committees are responsible for the decisions in accordance with articles 68 and 69, which are related to the educational track the students have followed at the campus concerned.

The management committee of LUCA determines the number of members of the examination committee for each study programme, taking into account the provisions in this article. In addition, the management committee decides how members are appointed and whether they can be replaced.

The examination committee has to be representative. It consists of at least six members, except for programmes with less than six examiners, including the chair and the secretary of the committee.

The management committee of LUCA appoints for each committee a member of the teaching staff to act as chair by no later than the start of the academic year. It also appoints a secretary. The chair and the secretary do not necessarily have to be examiners. The other members of the examination committee, however, are always examiners.

The ombudspersons participate in the deliberations of the full and select examination committee for the group of students they represent, without the right to vote.

The select examination committee consists of the chair and the secretary of the full examination committee and the ombudsperson.

If the programmes so wish, they can propose to the LUCA management committee to set up specific examination committees for:

-students who have not yet obtained 60 credits of the bachelor's programme;

-students who can graduate;

Specific provisions for incoming exchange students

In order to create a file to send to the home university, the exchange coordinator can participate in the deliberations of the (select) examination committee on incoming exchange students, without the right to vote.

Article 68. Responsibilities of the select examination committee

The select examination committee consists of the chair and the secretary of the examination committee and the ombudsperson. The ombudsperson does not have a right to vote, in accordance with article 67.

After each examination period, the select examination committee definitively establishes the results of the examinations on the courses, with the exception of the results for those students who could graduate after the examination period concerned. The select examination committee prepares the deliberations of the full examination committee.

For students with a credit contract or a credit-examination contract whose courses are organised in more than one study programme, the examination results are definitively established by the select examination committee of the study programme where these courses are programmed under the authority of a Programme Committee.

The select examination committee registers the results of exchange students whose results were provided late to LUCA.

In the cases mentioned in article 69, paragraph two and three, the select examination committee does not register the results permanently, but restricts itself to preparing the decision by the examination committee.

The select examination committee also plays a role in the cases mentioned in article 73, related to the students' and examiners' right to be heard. The select examination committee rectifies material errors, except for the cases in which students who were declared to have passed a study programme, are declared not to have passed after all.

Specific provisions for incoming exchange students

The results registered by the select examination committee for incoming exchange students, are registered permanently by the competent bodies in the home institution after conversion.

Article 69. Responsibilities of the examination committee

The task of the examination committee is to determine whether students have achieved the learning outcomes of the study programme or those of separate courses and thus possess the competences necessary to graduate or pass.

After every examination period, the examination committee decides to establish the results of students who could graduate after the examination period concerned.

After every examination period, the examination committee settles any possible disputes. In case of examination fraud (art. 82), the examination committee takes decisions in accordance with article 74.

If the examination committee decides that the mark proposed by the examiner for an individual student or a group of students is unreasonable, the committee can adjust the proposal of the examiner. This decision needs to be adequately substantiated.

Subject to the provisions relating to material errors laid down in article 100, the results registered by the select examination committee and, where appropriate, the full examination committee, can only be adjusted to the detriment of the students if a serious irregularity has been detected.

After every examination period, the examination committee decides whether students who present results for all of the study programme's courses in their degree contract or degree-examination contract, except for the courses for which they have been granted exemption, have successfully graduated the study programme. Where appropriate, the examination committee uses tolerance credits for these students, in accordance with article 89. In addition, the examination committee determines the level of achievement for graduating students.

The Examination Board also determines that students who have received exemptions for all course units of the degree program on the basis of an PAC procedure (see Article 28) have passed the degree programme.

After each examination period, the examination committee decides on student cases regarding force majeure or other special individual circumstances. In such cases, the examination committee can decide to allow the use of tolerance credits for one or more non-tolerable fail marks. These courses will then be

included in the 10 % tolerance credit as specified in article 79. The examination committee can, however, decide to depart from this 10 % criterion. It can also decide to allow the use of tolerance credits for courses in a master's programme in the case of special individual circumstances. This decision needs to be adequately substantiated.

In the third examination period, the examination committee has the task to impose binding conditions on students who have not yet obtained 60 credits of the bachelor's programme or on students registered for a bridging programme who have not obtained a cumulative study efficiency of 50 %. In the case of force majeure or special individual circumstances, the examination committee can decide not to impose binding conditions, or to grant the students concerned one extra academic year, after the next academic year, to comply with the binding conditions. The examination committee's decision to extend the period granted to comply with the binding condition or the decision not to impose any binding conditions, needs to be adequately substantiated.

The examination committee also has the right to give advice to individual students and/or to impose specific study progress provisions on individual students.

Section 10. Examination board meeting

Article 70. Attendance

The members of the examination committee attend the examination board meeting. If a member is lawfully absent, they communicate this to the chair of the examination committee as soon as possible.

The decisions of the examination committee are valid if half of the members, plus one, (or, where appropriate, their substitutes) are present. If certain students have to be available during the examination board meeting, they are notified by the chair of the examination committee in advance.

Article 71. Confidentiality

The members of the examination committee and all other persons present at the examination board meeting are under an obligation of secrecy regarding the deliberations and votes.

Article 72. Voting right

All members of the examination committee have the right to vote.

Members of the examination committee cannot participate in the deliberation on relatives by blood or marriage, to the fourth degree inclusive.

Members of the examination committee who are suspected of having granted an unreasonable mark, cannot participate in the deliberation on the individual student or group of students concerned.

Article 73. Consultation of non-members by the (select) examination committee

Every examiner who is not a member of the examination committee, can always request to be heard by the select and the full examination committee. In addition, every student for which the committee will take decisions, can request to be heard.

If the select examination committee decides that the mark proposed by the examiner for an individual student or a group of students is unreasonable, the committee has to hear the examiner before the full examination committee can make a decision.

The full examination committee can always decide to hear an examiner who is not a member of the committee on a proposed decision. The learning path counsellor can participate in the select and/or full examination committee on his own initiative and without voting rights; other study career counsellors can be heard if the select and/or full Examination Board deems this necessary and invite them to do so.

Article 74. The examination committee as a college and decision-making and voting rules

The examination committee acts as a college. A decision about a student is established by the examination committee by a simple majority of the members present. On proposal of the chair or on request of a member of the committee or the ombudsperson, a decision about cases during or at the end of the study programme can be made by secret ballot. Invalid votes and abstentions are not taken into account. In case of a tie, the decision of the committee will consist of the proposal most beneficial to the student.

Article 75. Criteria for passing a course

Students pass a course if they obtain at least a 10 out of 20 or a pass in terms of a pass/fail decision.

Article 76. Obtaining credit certificates

Students obtain a credit certificate for each course they passed, after the select or full examination committee definitively establishes the result. This occurs after every examination period. The result of a credit certificate obtained is final.

The examination committee can determine that students do not obtain a credit certificate based on examination fraud (art. 83). By way of exception, the committee can also decide to cancel and revoke previously obtained credit certificates on the basis of earlier serious irregularities.

A credit certificate can only be granted for a complete course.

Students who were granted an exemption for part of a course, can only obtain a credit certificate for the complete course if they obtain at least a 10 out of 20 for the examination on the remaining part of the course, or if they pass the remaining part of the course according to the criteria for non-numeral assessment.

Procedure

The credit certificates are registered in the university college's database. Credit certificates for courses from successfully completed study programmes are mentioned in the diploma supplement of the study programme concerned. Students leaving the university college without having successfully completed a certain study programme or without having certain individual credit certificates validated in a study programme can apply for the obtained credit certificates following the procedure laid down for this purpose.

A credit certificate is issued by the education administration office on the student's request. Credit certificates cannot be presented if the required tuition fee isn't paid.

Article 77. Weighting

To determine the percentage students obtained on their complete study programme, the marks they obtained for each course are weighted according to the number of credits of the course.

After receiving the opinion of the Programme Committee, the head of programme can decide to apply an additional weighting to the results for specific courses or sets of courses. In such a case, the head of programme also determines the conditions of the weighting. These arrangements are announced in writing (e.g. in the programme guide) before the start of the academic year. The arrangements cannot be adapted for students who complete the study programme in the minimum standard period of time.

Courses assessed according to the pass/fail model are not taken into account when calculating the percentage.

For courses for which part of the credits are exchanged for in the context of student mobility, the total number of course credits is always taken into account for the weighting, even if the partial exchange is assessed as a pass/fail.

Article 78. Rounding rules

§1. General

The course holder is responsible for rounding the results of a course.

If no specific rounding rule has been communicated, the standard rounding rules for decimals apply.

If the programme involves a course with multiple partial results, the course holder must clearly indicate to the students the manner in which the course is rounded.

The rounding of numbers occurs only after including the partial results in the final result. Individual partial results cannot be rounded, as referred to in Article 39, Paragraph 1.

§2. Percentages and study efficiency

For the rounding of percentages, the combined results of the student are rounded down to the nearest integer for decimals 0.1-0.4 and rounded up to the nearest integer for decimals 0.5-0.9.

The number of credits relating to a specific study efficiency provision is rounded down to the nearest integer for decimals 0.1-0.4 and rounded up to the nearest integer for decimals 0.5-0.9.

Article 79. Criteria for passing a study programme

§1. Passing a study programme other than a master's programme

Except for master's programmes students successfully complete a study programme if:

- a) they passed or were granted an exemption for all courses of the programme in their degree contract or degree-examination contract, i.e. they obtained at least 10/20 or a pass in terms of a fail/pass decision;
- b) or they meet both of the following conditions:
 - obtain a weighted percentage of at least 50 % for the study programme as a whole;
 - not obtain any non-tolerable fail marks and obtain a maximum of 10 % of tolerable fail marks.

A tolerable fail mark consists of a result of 8 or 9 out of 20. No tolerance credits can be used for all other fail marks.

The number of tolerance credits students are entitled to is calculated based on the total number of credits the student registered for in the study programme, excluding the credits the students register for in addition to the total number of credits in the standard learning path of the study programme. Exemptions are not taken into account for this calculation. See article 90 for the provisions relating to tolerance credits.

By way of derogation from the provisions laid down in b), the Programme Committee (or its mandated representative(s)) can decide that:

-only a limited number of tolerable fail marks (expressed in credits), can be accepted in a certain set of courses;

-and/or for some courses, tolerance credits can never be used for a fail mark, meaning that a fail mark always leads to failing the course.

§2. Passing a master's programme

Students pass a master's programme if they passed or were granted an exemption for all courses of the programme in their degree contract or degree-examination contract, i.e. they obtained at least 10/20 or a pass in terms of a fail/pass decision;

§3. Special provisions

In the case of special individual circumstances or force majeure (see article 69), the examination committee can decide to allow students to graduate despite the fact that they do not meet the requirements set in §1 or §2 in the current article, if the examination committee considers that the students have met the learning outcomes set for the study programme as a whole. In this case, the students concerned have to be able to demonstrate that special individual circumstances apply and that, overall, they have achieved the objectives. The Examination Board pays special attention to students who have a single unsatisfactory mark.

Article 80. Criteria for obtaining a diploma or certificate and a level of achievement

Students who successfully complete a study programme in accordance with criteria laid down in article 79, obtain the diploma or certificate of the study programme.

Students obtaining the diploma of a bachelor's programme or master's programme are awarded one the following levels of achievement:

- cum fructu, if they obtain a weighted percentage of less than 68 %;
- cum laude, if they obtain a weighted percentage of at least 68 %;

- magna cum laude, if they obtain a weighted percentage of at least 77 %;
- summa cum laude, if they obtain a weighted percentage of at least 85 %;
- summa cum laude with the congratulations of the examination committee, if they obtain a weighted percentage of at least 90 %.

The calculations are made on the study programme as a whole. Having obtained a fail mark does not lead to a lowering of the level of achievement.

The examination committee can award a certain level of achievement to individual students who do not meet the criteria for obtaining this level of achievement provided that the committee:

- establishes a case of force majeure;
- or makes a decision substantiated in the examination board meeting report.

No level of achievement is awarded to students with a registered study programme consisting of less than 20 credits. Likewise, no level of achievement is awarded for bridging programmes or preparatory programmes.

Article 81. Examination board meeting report

The examination board meeting report is drafted and signed by the chair and the secretary of the examination committee. It contains the attendance list and states the decisions taken for all individual students in accordance with articles 75, 79 and 80. Where appropriate, it also states the observance of the procedural requirements specified in articles 70 to 73. The report contains examination marks or refers to the examination marks added as an annex to the report or recorded in a secure electronic file. Where appropriate, the examination board meeting report also contains the substantiated decisions made by the examination committee in accordance with articles 69, 73, 74, 79, 80, 84, 89 and 91.

Section 11. Irregularities

Article 82. Definitions

Every conduct individual students display with which they (partially) inhibit or attempt to inhibit a correct judgement of their own knowledge, understanding and/or skills or those of other students, is considered an irregularity which may result in a suitable penalty.

A special type of irregularity is plagiarism, i.e. copying the work (ideas, texts, structures, designs, images, plans, codes, ...) of others or prior personal work in an exact or slightly modified way without adequately acknowledging the sources.

Every possession of prohibited resources during an examination (see article 63) is considered an irregularity.

Irrelevant to the finding of fact is:

- whether or not the irregularity is the consequence of a deliberate choice of the students,
- whether or not the irregularity has led to an unfair advantage for the parties concerned,
- whether or not the students decided to stop the behaviour that can be considered as an irregularity.

Article 83. Procedures

The examiner informs the chair of the examination committee as soon as possible about every irregularity detected during an assessment activity that could affect the decision of the examination committee. The select examination committee investigates the severity of the irregularity, hears the student and forms a proposal on the penalty and/or on whether or not to implement a prevention plan. In accordance with article 73, the select examination committee can also invite other people.

For irregularities relating to possible plagiarism, the select examination committee preferably consults with the study programme expert on plagiarism. The final decision on discipline regarding examinations is an independent decision of the examination committee.

Pending the decision of the examination committee, the students concerned can finish the examinations of the examination period concerned, including the examination in question, but, if necessary, after the confiscation of the items and the copy of the examination under dispute. The student will receive any personal belongings that were confiscated as soon as possible after the examination.

The select examination committee can decide, in consultation with the examiner, to convene the examination committee early.

Specific provisions for incoming exchange students

After hearing the parties concerned, the select examination committee and the exchange coordinator compile a file containing at least the results obtained at LUCA and a proposed penalty. This file will allow the examination committee responsible in the home institution to make a final decision on a penalty in accordance with the established rules of the home institution.

The exchange coordinator contacts the exchange student's home institution and discusses the further progress and the conclusion of the exchange.

Article 84. Penalty

§1. General

The examination committee independently assesses the severity of the irregularities and the possible penalty related to them. For irregularities relating to plagiarism, the severity and the level of penalties is assessed according to the following elements:

- 1) the scope;
- 2) the nature;
- 3) the experience of the students concerned (the extent to which students are expected to be aware of the importance and implications of academic integrity standards, taking into account, inter alia, the students position in their study career).

When deciding on a penalty for an irregularity, the intention to commit fraud can be taken into account as an aggravating factor. If the committee considers a penalty to be of limited impact on the curriculum of the students, it can make a substantiated decision to impose a more severe penalty.

§2. Penalty

On the grounds of an irregularity committed during the examination, the examination committee can decide, without prejudice to article 89§2, during the examination board meeting or an early meeting, that the students concerned:

- 1° have taken an invalid examination and have to retake the examination on a moment determined by the Programme Committee (or the mandated representative(s));
- 2° will receive an adjusted mark for the examination or assignment of the course or part of the course;
- 3° will receive a 0 for the examination or assignment of the course or part of the course;
- 4° will receive a 0 for some or all of the courses they took an examination on during the examination period concerned;

5° will be rejected for one or more courses from the study programme or credit contract in which the irregularity was detected. In this case, the students concerned will receive a 0 for the courses concerned in the said examination period and will only be able to take an examination for these courses in the next academic year at the earliest;

6° will be rejected for a study programme or type of contract in which the irregularity was detected. In this case, the students can only re-register in the next academic year at the earliest. The rejected students receive a 0 for some or all of the courses they took an examination on during the examination period concerned. This penalty can only be imposed in cases of very severe irregularities. The examination committee decides on the severity of the irregularity;

7° will lose the right to register for the next academic year or for the next two academic years. This penalty applies to all types of registrations, contracts and study programmes at LUCA and can only be imposed in combination with a rejection for a study (sanction °6) .

In addition to penalties 2° to 7°, the examination committee can determine that the rule of retaining the highest examination result will not apply.

In addition to penalties 3° to 7°, the examination committee can require the students concerned to thoroughly revise the assignment concerned based on certain suggestions or to create a new assignment based on a new subject.

For irregularities relating to the unauthorised copying of texts, the examination committee can pair the penalties with a compulsory participation to a self-study module or other type of training related to the prevention of plagiarism.

§3. Severe examination fraud

In the case of very severe examination fraud, the university college can determine to withdraw a favourable decision for the student. In addition, the university college can, regardless of the moment the irregularity was detected, decide that the results obtained in the study programme concerned are considered void and, where appropriate, revoke the diplomas, certificates and credit certificates awarded for the study programme.

§4. Notification in the student progress file

In all cases where the examination committee imposes one of the penalties from 2° to 7° above, the student progress file will contain the code 'OR', which represents an irregularity.

Section 12. Announcement of and feedback on examination results

Article 85. Announcement of the decisions of the examination committee

The management committee determines the moment and the manner in which, after every examination period, the examination results for all courses and the decisions of the examination committee on the study programme as a whole are communicated to the students through the study progress file. Only the results established by the examination committee and communicated with the study progress file are final. This communication includes the procedure students can follow to appeal against a decision of the examination committee.

The Programme Committee determines whether and when the result of a bachelor's programme, a master's programme, an advanced master's programme or a teacher training programme are announced publicly during a graduation ceremony.

Students who are registered with a degree contract, a degree-examination contract or for a study programme with a view to a certificate, will receive a recent overview of their study progress in their study progress file.

Students registered with a credit contract or credit-examination contract are communicated only the results of the courses for which they took an examination in the examination period concerned and, if necessary, the announcement that they will be refused re-registration for one or more courses.

Students will have the opportunity to consult the generalised examination results of the group of students relevant to them, so they can compare the results they obtained for the courses for which they took an examination in the academic year concerned.

On diploma supplements, the examination results are stated using the following code:

- For courses for which the students obtained a credit certificate: the letter C, accompanied by the examination mark or the letter G in the case of non-numerical assessment;
- For the courses for which they obtained a score of less than 10 or a fail in terms of a pass/fail decision: the letter T.

Specific provisions for incoming exchange students

The exchange coordinator sends the home institution a file containing at least the transcript of the incoming student's study programme with the results they obtained.

Article 86. The right to feedback and discussion of the results

Students are granted the opportunity to receive feedback during the first seven calendar days after the day the examination results were announced. This feedback includes a look into their written examination and an individual and/or collective discussion of the examination in which the students also get insight into the results of permanent or partial evaluation (cf. Art. 40). An individual discussion consists of a conversation between examiner and student about an individual examination.

These feedback arrangements are announced to the students no later than one week before the end of the examination period.

During the discussion, students may be accompanied by a person of their choice, who acts as observer. If the observer is a student who was registered for the same course in the same academic year, the observer must have passed the course.

Students can report problems with and complaints about the feedback arrangements to the examination ombudsperson, who will mediate to find an appropriate solution.

Specific provisions for incoming exchange students

Incoming exchange students whose permitted official period of stay at LUCA has been concluded, which prevents them to participate in the feedback or discussion of the results, can contact the exchange coordinator. The coordinator, in consultation with their colleague at the home institution, will facilitate the organisation of remote feedback.

Section 13. Resitting examinations on courses and retaining tolerable fail marks

Article 87. Resitting examinations on courses within the same academic year

§1. General principle

Students can take no more than two examination opportunities for the same course or part of a course per academic year, regardless of the (possibly simultaneous or consecutive) contracts they registered for. An examination not taken or a resit not taken is considered to be a used examination opportunity. Students cannot obtain additional examination opportunities by changing their contract. If, based on the course format, only one examination opportunity will be provided (see article 40), this has to be mentioned in the ECTS course description.

§2. Resitting successfully completed examinations

The result of a credit certificate is final. Once a credit certificate has been obtained for a course in a certain examination period, the student cannot resit the examination on this course within the same study programme.

§3. Resitting examinations on failed courses within the same academic year

After the second examination period, the students decide for which failed courses they want to take a re-sit examination in the third examination period, following the procedure laid down for this purpose. During the third examination period, students can resit courses for which they did not use tolerance credits or obtained a non-tolerable fail mark and for which an examination is organised. In the third examination period, students cannot resit examinations on courses for which they used tolerance credits.

If students resit a failed examination in the same academic year, they preserve the first result they obtained if it was better than the result of the resit.

Procedure

Students who want to resit exams in the third examination period need to register explicitly for this.

The deadline for this registration as determined by the Management Committee and as published in the academic calendar on the LUCA website must be respected in order to be validly registered. See also art. 45 § 4.

§4. Type of examination for the second examination opportunity

The type of examination is not necessarily the same for the second examination opportunity. The ECTS course description should mention if the examination form differs for the second examination opportunity.

§5. Transfer of partial results

As a general rule, partial results are not transferred to the next examination period. Only if a transfer of partial results is convenient because of the examination type, the Programme Committee can decide to transfer the partial result (consisting of at least 10/20 or a pass in terms of a fail/pass decision) to a successive examination period within the same academic year. Such a partial transfer can only be granted if it relates to a learning activity or a complete section as mentioned in the academic progress file and the

ECTS course description. Partial results cannot be transferred to the next academic year. For partial transfers, the initial partial result will be calculated into a new final result for the course. In this case, students only resit the assessment activities for which no result has been transferred. Students who wish to waive a partial transfer must apply to the chairperson of the examination board. If that is the case, the previously obtained result is replaced with the new result.

§6. Transfer of results when no second examination opportunity is organised

If no second examination opportunity is organised for part of a course in accordance with articles 40 and 87§1, the result of the first examination opportunity is maintained.

Article 88. Resitting examinations across academic years

§1. Resitting failed examinations across academic years

After the third examination period, students from a bachelor's programme, bridging programme, preparatory programme who are not in the final stage of the programme and who cannot yet obtain their diploma or certificate, have to communicate their decisions regarding the use of tolerance credits as specified in article 89§2.

The result they had obtained for the course will be considered void and the results obtained in the new academic year will replace those of the previous one.

§2. Resitting successfully completed examinations across academic years

The result of a credit certificate is final. Once a credit certificate has been obtained for a course in a certain examination period, the student cannot resit the examination on this course within the same study programme.

§3. Resitting a course for which tolerance credits were used previously

By way of exception, students with an individual year programme that allows them to graduate can, upon motivated request and with the permission of the head of programme, resit a course they had previously used tolerance credits for. In this case, the students have to re-register for the course and take an examination based on the course's content for the academic year concerned. The result of this examination replaces the previously obtained result for which tolerance credit was used.

§5. The content to learn for the examination

The content to learn for the examination is the one from the academic year in which the student re-registers for a certain course.

Article 89. Tolerance credits

§1. General principle

Tolerance credits can be used for courses in a bachelor's programme, bridging programme or preparatory programme. No tolerances can be used for courses of a master's program or a master after master's programme.

Tolerance credits can only be used in a bachelor's programme, bridging programme or preparatory programme provided that the fail marks, expressed in credits, together amount to a maximum of 10% of the credits in the entire study programme, after deducting the exemptions.

Students who, at the start of a certain examination period, have not yet obtained 60 credits of the bachelor's programme, can use a maximum of 12 tolerance credits after this specific examination period.

§2. Tolerance credits used by individual students

Students who are not yet in the final stage of the study programme and can therefore not obtain the degree yet, can decide to use tolerance credits after the second examination period. Only in case they did not register for courses in the second semester in their individual study programme can they decide to use tolerance credits after the first examination period.

After the third examination period, students who are not yet in the final stage of the study programme and can therefore not obtain the degree yet have to indicate for which courses they want to use tolerance credits.

If students do not indicate within the given deadlines that they want to use tolerance credits, it is assumed that they do not want to use any tolerance credits.

Students in a bachelor's programme, preparatory programme or bridging programme can only use tolerance credits if they have obtained a year study efficiency of at least 50 %.

Students can only re-register at LUCA after making a final decision on the use of tolerance credits or after the deadline for using tolerance credits after the third examination period has passed.

The decision whether or not to use tolerance credits cannot be revoked unless under the circumstances specified in article 88§3.

Procedure

In their study progress file, students have to indicate for which courses they want to retain a fail mark for which tolerance credits could be used and submit this final decision. They have 15 calendar days to do so, starting from the day after the results for the examinations of the second examination period (or, by way of exception mentioned above, of the first examination period) have been published in KU Loket.

§3. Tolerance credits used by the examination committee

The examination committee can decide to use tolerance credits for students in the end stage of a bachelor's programme, bridging programme or preparatory programme who could obtain a diploma or certificate, provided that this decision allows the students to graduate from their study programme.

For a master's programme the examination committee can also decide to:

- use tolerance credits in the case of special individual circumstances, in accordance with article 69;

Students who do not agree with a decision from the examination committee to use tolerance credits have to communicate this to the chairperson of the examination committee no later than 5 calendar days after the announcement of the examination result.

If students exercise this option:

- after the first or second examination period, the general result for the study programme (graduating/not graduating and possible level of achievement) is revoked temporarily;
- after the third examination period, they refrain from obtaining their diploma and the general result for their study programme (graduating/not graduating and possible level of achievement) will be revoked.

Students who appeal against the decision of the examination committee following this procedure have to re-register for the course in accordance with the provisions set in articles 87 and 88.

Procedure

Students who appeal against the decision of the examination committee and have already obtained the documents stating that they graduated for the study programme, have to return these documents to the body that issued them.

Section 14. Settlement of disputes

Article 90. Conflicts before or after an examination

Irregularities or conflicts between individual students and examiners occurring before or during an examination that affect the correct coordination of the examination, have to be communicated to the chair of the examination committee by one of both parties as soon as possible, where appropriate via the examination ombudsperson. The chair mediates and takes temporary measures where necessary (where appropriate in consultation with the select examination committee) to safeguard the correct coordination of the examination. The examination committee makes the final decision. In any case, the select examination committee first hears the students and examiner concerned.

Specific provisions for incoming exchange students

After hearing the parties concerned, the select examination committee and the exchange coordinator compile a file on the conflict which will allow the examination committee responsible in the home institution to make a final decision.

The exchange coordinator contacts the exchange student's home institution and discusses the further progress and the conclusion of the exchange.

Article 91. Material errors

When a material error is detected, this has to be formally communicated to the chair of the examination committee.

If this material error leads to the withdrawal of the decision to declare a student graduated from a study programme, the decision on the rectification of the error has to be made by the full examination committee, as specified in article 68, last paragraph. All other material errors are rectified by the select examination committee.

When a material error is detected, the chair of the examination committee has to convene the examination committee as soon as possible. The results established can still be adapted before the deadlines specified in article 100.

If the students concerned have already been notified of their examination results, the education administration office communicates the adjusted results to them. The chair and the secretary report this at the next meeting of the examination committee.

Specific provisions for incoming exchange students

If necessary, the exchange coordinator sends an adjusted transcript to the home institution and discusses the further progress and the conclusion of the exchange with the home institution.

TITLE III: GENERAL REGULATIONS

Section 1. Rights and obligations of the student

Article 92. Equal treatment

LUCA School of Arts students are entitled to equal treatment.

Certain students can be given a specific status upon request, which gives them the right to education and examination accommodations. Receiving a recognised status is possible for students who:

- Have a disability;
- Are high level student athletes or student artists;
- Are caregivers;
- Are student entrepreneurs;
- Work their way through university college (working students), which implies that they work at least 80h per month or are employed on a half-time basis (except students following a specific work-study trajectory offered by the programme)

Students with a recognised status or students with special individual circumstances can request education or examination accommodations. More information and procedure can be found on the [website](#).

Requests for reasonable adjustments via education and examination facilities in connection with one of the above statutes must be submitted before October 31 of the academic year; the deadline for uploading the necessary documents is December 1. In the second semester, applications are possible until March 1 of the academic year, the deadline for uploading the necessary documents is April 1.

§2 After the recognition of their status and after an additional advisory procedure, students are entitled to reasonable accommodations.

Specific provisions for incoming exchange students with disabilities

LUCA adopts the recognition of the disability from the home institution. The granting of the reasonable adjustments takes place in accordance with the application procedure stated in the preceding paragraph (art. 92 §1).

Article 93. Freedom of information

Individual students have the right to access documents on which any decisions concerning the students were based. They do not have the right to access data regarding other students.

Students who want to exercise their right to freedom of information can submit a request to the head of programme or to the head of the unit that made a decision on the students. This request has to be submitted no later than a month after the start of the next academic year. The head of programme or head of unit concerned will grant access within a reasonable period of time.

Copies of documents requested in the context of freedom of information can only be made available masking the data that do not apply to the student concerned. These copies are free of charge. Copies of exam documents can only be provided to students in the context of the feedback procedure according to article 86, or to students that have previously gone through this procedure. Each copy shall be treated as personal and confidential and can only be used in the context of the educational career of the student.

Article 94. Specific rights and obligations

§1. Rights

Students are entitled to support from the student services at the campus they study at, the use of the library, according to the library regulations on campus, the use of the computer infrastructure, educational support through Toledo, and study career counselling. Students also have access to and use of the workshops, studios, labs and similar practice rooms according to the applicable campus regulations.

Students with an examination contract do not have the right to attend classes. They are not entitled to any of the facilities mentioned above. Students with an examination contract can, however, get access to the digital learning environment Toledo. An annual mandatory administrative cost of 50 Euro will be charged for the use of Toledo.

§2. Obligations in regard to immovable and movable property

OER 2022-2023 – LUCA School of Arts – after positive advice from the Academic Council on 24 March 2022 and approval by the Executive Committee on 20 April and 15 June 2022, approved by the Governing Body on 22 June 2022.

Students have a responsibility to use the immovable and movable property of the university college 'with due and proper care' and to behave in accordance with the regulations in place within the university

college and the campus. Students who violate these rules and regulations may be subject to the sanctions set forth in the disciplinary regulations and will compensate the full damage caused by them.

The internal regulations of the work, practice and rehearsal areas and rooms must be respected by all users. Some instruments, devices and equipment may be borrowed for off-campus use. In such cases, the students are personally liable for damage, theft, loss or destruction of the borrowed material and will be charged for the entire cost of the damage.

§3. Regulations and communication

Students should take into account all regulations applicable to them. With their registration, they accept these regulations. Just like the staff members, the students respect the LUCA code of conduct, which can be found on the [website](#).

The official communication between the university college and the students takes place, depending on the nature of the message, by post, via the official e-mail address of the university college, via the intranet and/or via the electronic learning platform Toledo. Only the student email address of the university college is used for the email traffic. Registered students cannot invoke failure to check the email address in order to evade specific obligations or changes.

§4. Recording teaching activities and examinations

The students are not entitled to make sound or image recordings of the educational activities, unless a specific agreement has been made about this with the lecturer of the course. In that case, the recording material can only be used for didactic purposes for the student himself or the student group of the current academic year. Commercial use of recordings of educational activities is prohibited. Moreover, the recording cannot be used as evidence in an administrative or judicial procedure and must also be destroyed on first request. Recording of exams or interviews with examiners for any purpose is not allowed. A student who uses the material without taking these agreements into account is subject to the sanctions of the disciplinary regulations. The students cannot oppose the recording of educational activities that the teacher uses for simulcasting and/or placement on learning platforms. They can, however, ask not to be recorded individually.

In the context of online examinations, audio and/or video recordings may be made of the students in their home environment for the purpose of assessment, feedback and the prevention and investigation of irregularities. The students will be informed about this before the start of the evaluation. To prevent irregularities in online evaluations, students may also be asked to provide a 360° view of the room in which they are located. Students will also be informed of this prior to the online evaluation. The audio and/or video recordings can only be used for the purposes mentioned above and will not be kept longer

than necessary.

§5. Distribution of learning and examination materials

Students may only use learning material (course texts, exercises, slides, recordings of educational activities by lecturers, etc.) that the university college has made available to them in the context of their study

program for payment or free of charge for didactic purposes for the student himself. They may not reproduce or distribute this learning material. The same applies to exam material that the university college has made available to them as part of their education against payment or free of charge.

Commercial use of learning and examination material is excluded, even if it concerns notes made by the student himself.

Students who do not comply with these regulations will be subject to the penalties laid out in the disciplinary regulations. In addition, they risk prosecution for infringement of copyright legislations.

§6. Fraudulent copies of LUCA documents

Anyone making fraudulent copies of LUCA documents, will be prosecuted. For LUCA students, the disciplinary regulations apply additionally.

§7. Working students – rights of use university college

As part of their study programme, students may not receive any remuneration or claim additional rights from the university college for assignments that are part of their study programme. The university college is entitled to retain, or to have retained, works of students who are the product of assignments within the framework of the programme. Students give the university college explicit permission to use (show, exhibit, publish) the works within the framework of didactic initiatives or for promotional or research purposes, provided that the university college mentions the name of the author(s) or performers and respects moral copyright.

§8. Working students – safeguard clause with regard to claims by third parties concerning infringements of copyright and related rights.

The students indemnify the university college against all claims of third parties concerning the works of students created within the framework of the training at the university college, including portrait rights and copyrights and related rights of co-authors, actors, composers, musicians, photographers, writers, film producers and producers of music recordings.

§ 9. Copyright in student audiovisual works

9.1 With regard to audiovisual works, students undertake to use the following beginning and end credits and to mention the end credits in all exploitations of the audiovisual work, including on the covers of carriers and in the promotional material:

Beginning: LUCA SCHOOL OF ARTS PRESENTS ...

Ending: LUCA SCHOOL OF ARTS

OER 2022-2023 – LUCA School of Arts – after positive advice from the Academic Council on 24 March 2022 and approval by the Executive Committee on 20 April and 15 June 2022, approved by the Governing Body on 22 June 2022.

LOGO LUCA

© name student, year.

9.2 Until five years after obtaining a credit certificate for the programme component in which the work was created, students may not commercially exploit their audiovisual graduation works without informing the head of programme of Audiovisual Arts, in order to give the university college the opportunity to take part in the negotiations.

§ 10 University promotional material - student images

For its own promotional purposes, the university college regularly takes images and/or makes recordings of the work of students and of students themselves on campus, which it distributes on various information and social media channels. The focus here is on visualising educational and/or research activities or other activities in the broader context of the university college and not on visualising the students themselves. Nevertheless, it may happen that students are recognisably portrayed. Students can at all times request that an image in which they are recognisably portrayed be removed. They can send a request to this effect to the Communication Department via communicatie@luca-arts.be, which will comply with the removal request within a reasonable period of time.

The university college has the right to make images and/or recordings of the works of students for its own promotional purposes, in accordance with the provisions of Article 94 § 7.

Article 95. Deviating regulations for students in participation bodies

Students who are a member of a university college (KU Leuven Association) body can be granted some deviations by the Vice Dean of Education upon request, provided that their participation in these bodies is essential and provided that this participation has an impact. These include deviations from explicit mandatory participation, from specific course formats or assessment methods, from submission deadlines for assignments or from examination moments. In this context, an exam moment can be rescheduled if it coincides with a meeting of one of the participation bodies mentioned below, or if the exam moment is the day after the meeting.

On the level of Flemish education, this applies to the terms of student representatives in VLUHR and VLOR.

At the central university level, this applies to the participation of student representatives in the Governing Body, the Academic Council, the Education Council, the Student Council and the Student Services Council; at the study programme level, this applies to the standing educational committees and campus consultations.

On the level of the Association, this applies to the mandates of the student representatives in the Board of Governors of the Association and the Advisory Body of Education and Students.

If their rights to deviation are not respected, the students and student representatives concerned can contact the education ombudsperson, who will mediate in case of disagreements. Persistent conflicts are settled by the Vice Dean of Education.

Article 96. Protection of personal data

Students are entitled to the protection of their personal data, in accordance with the university college's policy. In accordance with the legislation concerning protection of personal data, all students can, once a year, request access to and, where appropriate, changes to and a copy of the personal data the university electronically stores about them.

With their registration, the students give the university college permission to:

- a) Have the authenticity and veracity of documents that they submit in order to obtain certain rights checked by the issuing authorities;
- b) Confirm the authenticity of documents the university college issued to the students if requested by third parties.

Procedure

In order to access the personal data the university college electronically stores about them, students have to submit a request to the head of programme.

Section 2. Legal protection and handling of complaints

Article 97. Handling of complaints and ombuds service

The management committee of LUCA appoints a member of the teaching staff or another staff member with relevant experience in educational matters as ombudsperson. During the academic year, students can contact this person with regard to aspects of educational care and/or service provision. The ombudsperson mediates between the student involved, the lecturer and the policy authorities.

The ombudsperson also handles all cases regarding examinations. The duties, appointment and responsibilities of the examination ombudsperson are specified in the examination regulations.

Formal complaints regarding the teaching and/or educational services must be submitted to the ombudsperson prior to submission.

If the mediation does not lead to a mutually acceptable solution to the problem raised by the student, the complaint is formally submitted to the Vice Dean of Education. Formal complaints about breaches of the regulations on education and examination are also submitted to the Vice Dean for Education. He makes a substantiated decision within 30 calendar days after receipt of the complaint. The verdict consists of a decision on the merits of the complaint and may, for example, contain recommendations for the revision of teaching assignments and programmes; the Vice Dean for Education forwards the decision to the complainant and to the head of programme.

Article 98. Denying (further) access to a course

In particular cases and on objective grounds, and according to the procedure set out for this purpose, the Vice Dean of Education can, without prejudice to article 62, end a student's participation in a work placement or another practical course early, if students have demonstrated to be unfit for a job for which the programme prepares them, in consequence of their behaviour, and provided that reasonable adjustments offer no solution. This decision can only be made after a warning and a remediation attempt.

Students whose work placement or practical course has been ended according to the first paragraph, are denied a second examination opportunity. They are also denied re-registration for this course, unless they meet the binding conditions imposed on them where appropriate.

Procedure

The Vice Dean of Education decides whether a course should be ended early and whether any binding conditions should be imposed. The decision is duly substantiated and refers to the warning issued at an earlier stage and to the remediation attempt.

Students who are denied the right to continue a course:

- a) Receive a communication from the Vice Dean of Education stating that they are denied the right to continue the course;
- b) Receive the motivation on which this decision was based;
- c) Are granted seven calendar days to appeal to the Internal Appeal Committee, in accordance with the provisions laid down in article 99.

Article 99. Appeals against individual decisions

Internal appeals can be made against:

- a) the refusal of an exceptional permission to register after a prior refusal to register based on low study efficiency, binding conditions or after sufficient examination opportunities (article 35);
- b) decisions regarding the awarding of a certificate of competence and its scope (article 28);
- c) the denial of the right to continue a course (article 98);
- d) the imposition of a bridging programme, preparatory programme or a programme with reduced study load and its scope;
- e) decisions regarding the granting of an exemption and its scope (article 27);
- f) the refusal to include a specific course, for which students following a flexible learning path had not been registered before, in their contract;
- g) an examination decision. An examination decision is defined as every decision made by an examination committee in which:

- a result for an individual course is definitively established;
 - a dispute is settled;
 - a decision is made on the general result and the awarding of a level of achievement;
- h) the non-equivalence of a foreign diploma for the purpose of admission to the studies;
- i) an individual decision refusing re-enrolment on the basis of insufficient learning account, if not the result of a general regulatory provision;
- j) a decision on passing the artistic aptitude test with a view to admission to studies in the field of audio-visual and visual arts and music and performing arts (art. 1 §3)
- k) the refusal of a reasonable accommodations for students with a recognised status;

Students who consider the decision taken a violation of their rights can submit an internal appeal. They may informally address the ombudsperson, the learning path counsellor or the chairman of the Examination Board, and are asked to go to the feedback moment in accordance with article 87 if it concerns examination decisions. If they wish to submit a formal complaint in internal appeal after all, they can write to the Internal Appeals Committee, consisting of the dean and the administrative director, within the indicated term (see next section).

If the internal appeal concerns one (or more) examination contestation(s), they must always be submitted via the web form <https://www.luca-arts.be/en/Appeal-Procedure>. For the other internal appeals, a request must be submitted via the e-mail address beroepsinstantie@luca-arts.be. In the complaint, students must at least include a factual description of the objections they raise, otherwise their appeal will be dismissed as unfounded.

The appeal has to be submitted within a period of seven calendar days. For an appeal against an examination decision, this period starts the day after the written announcement of the examination results. For all other appeals, this period starts on the day after the student concerned learns about the initial decision.

The appeal body hears the students at their request and obtains information from all parties involved and in any case from the course holder of the course concerned, where appropriate. The individual students personally engage in talks with the appeal body. If, for reasons of force majeure, a member of the appeal body is unable to attend the student's hearing and/or is unable to follow up the file in time, he or she may exceptionally be replaced.

The internal appeal procedure leads to:

- a) a substantiated rejection of the appeal on the grounds of inadmissibility or groundlessness;

b) a new decision made by the appeal body.

This rejection or new decision is communicated to the students by email within a period of twenty calendar days. This period starts on the day after the internal appeal was submitted. The communication is sent to the email address the students indicated when submitting the appeal.

The internal appeal body can inform the student within the time available to it that it will issue its decision at a later date. In that case, the time limit for external appeal starts on the day after that date.

If the possibility to file an internal appeal has been exhausted, students can appeal to the Council for challenging study progress decisions against a decision of the appeal body concerning the categories a) to i), in accordance with the provisions set in the Higher Education Codex, codified on 11 October 2013.

In the case of challenges of students against the university college, besides the Council for challenging study progress decisions, only the courts of Brussels are competent.

Specific provisions for incoming exchange students

Incoming exchange students at LUCA School of Arts can also appeal against decisions relating to the examination and examination process of a course they took at LUCA, in accordance with the procedure set in this article.

Final decisions regarding:

- the valorisation of the study programme the exchange students followed at LUCA School of Arts,
 - the study progress,
 - the valorisation of the examination results,
- remain the responsibility of the home institution.

As a consequence, students who wish to appeal against a decision made by their home institution have to contact the appeal body of their home institution. This appeal body can ask the exchange coordinator for information on the examination process or on the decisions made at LUCA School of Arts.

Article 100. Procedure regarding material and administrative errors

Material or administrative errors can always be rectified to the benefit of students.

A rectification to the detriment of students can only occur within the period of 5 calendar days after the initial decision was made, unless in one of the following cases:

- if the material error entails a violation of legal provisions;
- if it can be demonstrated that the material error is caused by a serious mistake or negligence of the student.

As a general rule, the body that made the initial decision has to rectify the material or administrative error, without prejudice to the provisions in article 68 and 91.

If the error is detected in the context of an appeal or a procedure by the Council for challenging study progress decisions, the appeal body mentioned in article 101 can rectify the error.

Section 3. Code of conduct relating to the language provisions

Article 101. General provision on language of education and policy

Dutch is the educational language at KU Leuven. Other languages can be used for specific reasons, in accordance with the legal provisions and the provisions determined by decree. If this is the case, it should be mentioned explicitly. Courses organized in Dutch are assessed in Dutch.

Dutch is also the policy language at KU Leuven. In order to facilitate communication with students, academics, services or institutions, an additional international forum language can be used.

Article 102. Courses always taught in a language other than Dutch

§ 1. Courses that are always taught in a language other than Dutch

The following courses are always mainly or completely taught in a language other than Dutch:

1° courses with a foreign language as subject, and which are taught in that language;

2° courses taught by non-Dutch-speaking visiting professors;

3° non-Dutch-language courses taken, on the initiative of the student and with permission of the institution, are taken at another higher education institution.

These courses are evaluated in the language in which they are taught.

§ 2. Andere opleidingsonderdelen die in een andere taal worden georganiseerd

Considering the importance of preparing students for life in an international context, LUCA School of Arts offers its students in Dutch language programmes the opportunity to take courses, other than the ones mentioned in art.105, in a language other than Dutch. When composing the study programme, this opportunity is justified based on the benefit for students and the appropriateness of using a foreign language in the course. Courses that are taught (in part) in language other than Dutch are indicated as such in the programme guide and the ECTS course descriptions of the study programme.

In accordance with the provisions determined by decree, the scope of this opportunity is limited to a maximum of 33 credits (18,33% of the programme) in a bachelor's programme and a maximum of 50 % of the study programme for initial master's programmes. For advanced master's programmes, it is free to choose the number of courses taught in a language other than Dutch.

Students in an initial bachelor's or initial master's programme have the right to take the examinations on these courses taught in a foreign language and for which there is no Dutch equivalent in the same programme in Dutch, except for courses mentioned in article 102, §1, 1° and 3°. This regulation does not apply when registered for a non-Dutch-language version of an initial bachelor's and Master's programme.

If students wish to take the examinations in Dutch, they have to communicate this following the procedure set by the responsible for the study programme.

Article 103. Evaluation of courses organised in a language other than Dutch

For its international student group, LUCA School of Arts provides a number of initial master's programmes in languages other than Dutch. In consultation with other institutions for higher education in the Flemish Community, an equivalent Dutch-language programme is provided. This Dutch-language programme is subject to the provisions laid out in articles 105 and 106.

As a general rule, no Dutch-language version is provided for advanced master's programmes. Both international students and Dutch-speaking students can register for these study programmes. All students, including the Dutch-speaking students registered for these programmes take the examinations in the language of the study programme or in the language of the course concerned if it is taught in a language different from the language of the whole programme.

Article 104. Quality assurance

The university college ensures that its staff has sufficient proficiency in the international language necessary for education and keeps a close watch on this aspect of academic competence in the context of internal quality assurance in the study programmes.

Article 105. Translation ECTS course description

Only the ECTS course description in the original language of the course includes all official information. Translations provided are merely indicative.

TITLE IV. TRANSITIONAL ARRANGEMENTS

Section 1. Transition to the bachelor-master structure

Article 106. Transition of students who started a study programme before the academic year of 2005-2006 according to the system subject to the provisions of these education and examination regulations

Students who started a study programme before the academic year of 2005-2006 are considered to have signed a degree contract, degree-examination contract or a certificate, unless they explicitly opt for a different contract. They are subject to the current education and examination regulations.

They are considered to have obtained a credit certificate for all courses for which they took examinations in the previous system, provided that they passed these courses.

Section 2. Transitional arrangements relating to the credit accumulation system, the zero tolerance principle and binding conditions for students who were registered at the university college before 2013-2014

Article 107. Transition to the credit accumulation system starting from 2009-2010

All students who had not successfully completed their study programme in the academic year of 2008-2009 are subject to the provisions in these regulations starting from 2009-2010.

The provisions in art. 79 and section 13 of the examination regulations only apply to the remaining part of their study programme, including advance credits. Previously obtained fail marks are not taken into account for students who:

- passed a programme year in a previous academic year;
- passed the first annual part in a study programme not divided in programme years for which the head of programme organised a deliberation after every annual part.

If a student passed a certain programme year and its courses, the results remain valid. In the case of serious programme changes, only after five years can the head of programme oblige students to retake the adjusted courses and retake examinations on them. If this is the case, the head of programme clearly communicates whether this leads to partial exemptions and/or whether the courses already taken can be taken into account. The provisions in article 80 and section 13 of the examination regulations apply to the remaining part of the study programme, including the courses that have to be retaken according to the examination regulations of 2008-2009, for students who:

-had not passed a programme year in a previous academic year. This provision also applies to advance credits;

-had, in a previous academic year, not passed a study programme not divided in programme years, provided that this study programme consisted of ≤ 66 credits;

-had, in a previous academic year, not passed a complete component of a study programme not divided in programme years for which the head of programme organised a deliberation after completion of this component;

-had, in a previous academic year, not passed the second part of a study programme not divided in programme years for which the head of programme organised a deliberation after every part;

-were, in a previous academic year, registered for the first annual part of a study programme not divided in programme years for which the head of programme organised a deliberation after the complete study programme.

The provisions in article 80 and section 13 of the examination regulations also apply to the remaining part of the study programme, including advance credits, for students with a part-time or flexible learning path who had not yet passed a programme year. These students have to retake the courses they had failed.

In particular, this means that:

a) obtained credit certificates for which no deliberation had been organised in the year system are included in the set of courses to be assessed in the context of the credit accumulation model. The complete set of credits to be obtained/credit certificates already obtained will be taken as the basis for the calculation of the 10 % tolerance credit.

b) the cumulative study efficiency of these students will be calculated based on registrations and results starting from 2009-2010.

Previously obtained percentages for programme years, for the first annual part of a study programme not divided in programme years or for a similar study programme in its entirety, which the students had passed, will be combined with the results of the remaining part of the study programme in order to calculate the level of achievement.

The percentages previously obtained for these programme years, for the first annual part of a study programme not divided in programme years or for a complete study programme not divided in programme years will be converted and included in accordance with the provisions laid out in article 81. The head of programme decides whether or not these percentages are weighted before combining them with the results for the remaining part of the study programme.

Article 108. Transition to zero tolerance for master's programmes starting from 2010-2011

Students who were registered for a master's programme in 2009-2010 can retain tolerable fail marks in the next academic year, provided that this is possible according to the examination regulations of 2009-2010. This is also possible between for the master's programme.

However, students can also re-register for these courses. The content to learn for the examination is the one from the academic year in which the student re-registers for a certain course.

Section 3. Duration of a refusal of registration based on sufficient examination opportunities

Article 109. Duration of a refusal of registration based on sufficient examination opportunities

For students who are subject to a decision of refusal of registration made before the end of the academic year 2013-2014 based on failing a particular course after sufficient examination opportunities, and who would be refused further registration for the next 5 academic years, this duration is reduced to 3 academic years starting from the academic year 2014-2015. Students who wish to re-register after three academic years in accordance with this provision have to ask permission following the procedure stipulated in article 35. They will, however, always be admitted.

TITLE V. CONCEPT DEFINITIONS (GLOSSARY)

Terms are used as described in the Higher Education Codex.

For terms not mentioned in the Codex, for the purposes of the Education and Examination Regulations, the following definitions apply:

1° complementary programmes: study programmes that can be taken successively in accordance with the admission requirements stated in the programme guide;

2° disability: a permanent or long-term loss of ability recognised by the university college through the university college's registration procedure;

3° main study programme: the programme students indicated as their main study programme if they are registered for more than one study programme, except for complementary programmes, in which case the main study programme is the study programme preceding the complementary programme;

4° incoming exchange students: students enrolled at another university college or university who, on the basis of an agreement with that university college or university, study a semester or an academic year in an exchange at LUCA School of Arts. The institution in which they are registered with a view to obtaining a diploma is the home institution of the incoming exchange students;

5° course deemed identical: a course that is considered completely equivalent to another course;

6° international students: the general category of 'international students' includes the following groups of students:

a) EEA students who do not have the Belgian nationality and stay in Belgium temporarily in the context of their studies;

b) non-EEA students who stay in Belgium temporarily in the context of their studies;

c) non-EEA students with a precarious right of residence in Belgium, e.g. candidate refugees;

d) students who do not have the Belgian nationality but have obtained the right of permanent residence in Belgium. Unless otherwise stipulated in these regulations, these students are considered equal to EEA students in all applications;

e) students who do not have the Belgian nationality but have obtained the right of permanent residence in the EEA. Unless otherwise stipulated in these regulations, these students are considered equal to EEA students in all applications;

f) students who do not hold a degree from the Flemish Community or a VWO certificate from the Netherlands;

7° annual programme: the course units that a student takes up as a study programme in a given academic year;

8° learning account: the set of study credits granted to students by the Flemish Community. Students can use these credits to take one or more study programmes or courses. For more information, see www.onderwijs.vlaanderen.be/nl/leerkrediet;

9° location or campus: the place where (part of) a study programme is taught: the LUCA locations/campuses are: Brussels, Genk, Ghent and Leuven;

10° material error: every composition of an individual study programme or individual year programme that does not meet the regulatory provisions and every physical act leading to the definitive establishment of an incorrect examination result;

11° learning activity (OLA): part of a course in terms of a specific coherent set of teaching and learning activities linked to a number of study credits;

12° programme stage: a coherent part of a study programme, established with a view to structuring the study programme and monitoring the students' study progress;

13° course (OPO): a coherent set of teaching, learning and assessment activities; each course consists of at least one learning activity;

14° Programme Committee (POC): a committee composed with a view to the development and monitoring of one or more study programmes;

15° programme year: the requirements regarding a set of courses corresponding to a standard or flexible learning path of 54 to 66 credits students had to meet in the period prior to 2009-2010;

16° bridging programme: a study programme imposed on students who wish to register for a master's programme after having obtained a professional bachelor's degree;

17° written announcement: unambiguous announcement of a request, intention or decision in a manner other than orally (per letter, email, fax, ...);

18° study efficiency: LUCA School of Arts applies the principle of year study efficiency: the ratio between the number of credits obtained and the number of credits actually registered for in an academic year within one bachelor's programme, preparatory programme, bridging programme or initial master's programme, expressed as a percentage; Exemptions are not taken into account when calculating the study

OER 2022-2023 – LUCA School of Arts – after positive advice from the Academic Council on 24 March 2022 and approval by the Executive Committee on 20 April and 15 June 2022, approved by the Governing Body on 22 June 2022.

efficiency;

19° credit: a unit used to express the study load of each study programme or course. A distinction is made between:

- credits registered for: the credits students register for including those credits for which they were granted an exemption;
- credits actually registered for: the credits students register for excluding those credits for which they were granted an exemption;
- credits obtained: the credits for which students obtained a credit certificate;

20° study progress file: the (electronic) document that gives an overview of the study progress of the individual student at any given time in the student's studies.

21° course holder: the staff member officially appointed by KU Leuven as the person responsible for (part of) a course;

22° tolerance (credits): the possibility for students (or, in the case of students who could graduate, for the examination committee) to retain tolerable fail marks. Using tolerance credits implies that the tolerable fail mark is retained. Rejecting the use of tolerance credits implies that the student does not wish to retain the tolerable fail mark;

23° consecutive study programme: the study programme(s) considered the most logical complementary programme(s) by the university college;

24° course prerequisites: the order in which students can register for courses within one study programme or across study programmes depending on whether the students took and/or passed one or more other courses. A distinction is made between four possible forms of course prerequisites:

- strict course prerequisites: students need to have obtained the credit certificate of a course or used tolerance credits in order to be allowed to register for a consecutive course;
- flexible course prerequisites: students need to have taken the course concerned before without necessarily having obtained the credit certificate;
- corequisites: students need to have taken the course concerned before or register for the course together with another course;
- diploma prerequisites: students need to have obtained the diploma or certificate of the study programme that acts as an admission requirement for the study programme of the course concerned. This form of course prerequisites can apply to a level (e.g. bachelor) or to a certain study programme;

25° preparatory programme: a study programme that can be imposed on students with an academic bachelor's or master's degree that does not allow direct admission to the master's programme they wish to register for;

26° study progress requirement: the provision that states that students can only register for a certain course if they have to obtain less than the maximum number of credits in order to obtain their degree;

TITLE VI: DISCIPLINARY REGULATIONS

Article 110. Basic principle

Students registering at LUCA School of Arts are expected to behave, both within and outside the university college community, in a way that shows respect for others, for society and its property. They are also expected to not commit acts that are incompatible with the mission of the university college in general and the principles on which this university college is founded, in particular.

Article 111. Urgent disciplinary measures

The provisions in these disciplinary regulations do not prejudice the power of the General Manager, the Dean, the Vice Dean of Education and Heads of Programme to immediately, in all circumstances, including outside disciplinary cases, take the measures necessary to ensure the order and safety of the university college. This may include temporarily denying students access to certain rooms or the use of certain facilities.

Staff members of LUCA, or persons engaged by LUCA in the context of LUCA's assignments may, as a disciplinary measure, require students who compromise the health of others or the order and safety to leave a room, building or campus immediately.

Article 112. Competent authorities

The authorities responsible for maintaining discipline at the university are:

- the Vice Dean of Education for the referral of the case and the communication cf. art. 114 a);
- the Dean for the penalties stipulated in art. 113, a)-d);
- the disciplinary committee for the penalty stipulated in art. 113, e).

Article 113. Penalties

The penalties consist of:

- a) warning. This penalty can be imposed only once for a similar irregularity. A subsequent penalty will automatically be more severe.
- b) denial of the right to participate in official educational contact moments;

- c) temporary suspension and/or expulsion;
- d) denial of the permission to register (as a form of disciplinary measure);
- e) permanent expulsion or consilium abeundi.

Every penalty is substantiated and communicated in writing.

Article 114. Start Procedure

Students for whom a disciplinary measure is considered, are entitled to:

- a) an announcement by the Vice Dean of the nature of the measure considered and the grounds on which it is based;
- b) access to the complete file;
- c) a period of seven calendar days commencing on the day of the announcement mentioned in a) to prepare and bring an oral and written defence.

They can be assisted by a person of their choice in each stage of the procedure.

Procedure

Students have to communicate to the Dean which additional elements they wish to bring forth in their defence, no later than seven calendar days starting from the day of the announcement mentioned in article 114.

If a penalty is proposed in accordance with article 113 a)-d), the Dean makes the final decision.

If a consilium abeundi is proposed as stated in article 113 e), the file is sent to the disciplinary committee and the parties concerned are summoned to appear before this committee. The parties concerned can waive this right.

Every decision is communicated by the Dean, including when the decision was made by the disciplinary committee.

Article 115. Composition of the disciplinary committee

The disciplinary committee consists of the Dean presiding, a head of programme appointed by the Dean, a member of the student council, and a student from the same study programme designated by the student council.

Article 116. Appeal

Students can lodge a substantiated and written appeal to the management body of the university college within a period of seven calendar days following the written announcement of a penalty.

This period starts the day after the announcement. If the period ends on a Saturday, Sunday or public holiday, the next working day will be included for the admissibility of the appeal. The guarantees mentioned in article 114 also apply to this appeal procedure. In addition, for the protection of the student, the file is sent only to the members of the disciplinary committee confidentially closed under cover.

The appeal does not suspend the penalty imposed.

The internal appeal procedure leads to:

- a) a substantiated rejection of the appeal on the grounds of inadmissibility or groundlessness; This decision will be communicated to the student in writing within a period of twenty calendar days starting from the day after the internal appeal has been lodged;
- b) a new decision made by the management body.

The rejection or new decision is made at the next meeting of the management body of the university college. The date of this meeting will be communicated to the student concerned immediately after the appeal has been lodged. The decision is made by the management body, in the absence of the Dean and with the representation of the student council of LUCA School of Arts as a full member. Students can be heard by the management body on their request. The decision is communicated to them through the email address they used to lodge the appeal.

Tuition fee regulations

PRELIMINARIES

These regulations establish the principles of tuition fees for all persons that are registered as students at LUCA School of Arts or participate in a programme or activity organised by LUCA. The current tuition fees can be consulted through the website of LUCA School of Arts.

Article 1. General requirements

§1. The tuition fee includes the examination fee and affiliation with the collective accident insurance as well as the civil liability insurance for study-related activities of the university college (both insurances do not cover students with an examination contract). Students can freely take out the ‘collective private life civil liability’ insurance policy.

The enrolment with the private life civil liability insurance is an additional obligation for students of non-EEA nationality staying temporarily as a student in Belgium.

§2. Each student is charged a fixed sum when they register at the start of the academic year. In the course of the academic year, on the basis of the actual number of credits registered for by the student or on the basis of the evolutions within their learning account, the tuition fee is recalculated. If the recalculated tuition fee:

- is lower than the initial tuition fee, the difference is refunded to the student’s account number as soon as possible;
- is higher than the initial tuition fee, the students are demanded additional payment and retains their rights at least until the due date determined in the demand note.

Calculation, rates and payment of tuition fees can be found on the LUCA School of Arts website.

Non-EEA students who are part of the residence law categories as defined in the Higher Education Code (Art.II.215), are subject to the same rules regarding tuition fees as holders of the Belgian nationality.

Non-EEA students with the status of candidate refugee in Belgium are subject to the same rules regarding tuition fees as holders of the Belgian nationality.

§3. The student does not have to pay tuition for courses for which he has a full exemption (i.e. an exemption for all credits of the course).

Partial exemptions for a course or transfers of partial marks do not lead to a lower tuition fee. The student pays tuition for the whole course.

§4. The amounts for tuition fees may be adjusted in accordance with the agreements within the KU Leuven Association or between the institutions of higher education - but within the decree rules - without these rules as a whole having to be modified.

Article 2. Tuition fees for degree and credit contracts

§1. Students can register for one or more programmes and/or one or more courses in the same academic year. For the calculation of the tuition fees, all registrations of a student with a degree contract and/or credit contract in the same academic year within the university college are considered as one registration. This does not apply to the exceptional registrations mentioned in the procedure.

§2. The tuition fee consists of a fixed component which is due only once per academic year and a variable component per credit.

Special (increased) fees can be charged for advanced master's programmes or based on nationality, in accordance with the Higher Education Code. For these programmes, there are no separate regulations for near-grant students or grant students.

The list of programmes charging higher tuition fees can be found on the LUCA School of Arts [website](#).

For the calculation of the variable component of the tuition fees, all course credits that are taken up by the student in the course of the same academic year and in all programmes/contract forms are added up. This does not apply to the following registrations, for which the fees are always calculated separately:

- advanced master's programmes;
- continuing education trajectories which lead to a certificate

In case of special tuition fees for advanced master's programmes or some categories of international students, the calculation is done as follows:

- all students are charged the fixed minimum amount applying to all registrations;
- students who register for 60 credits are charged the fixed nominal amount for the whole programme;
- if students register for $X < 60$ or $X > 60$ credits, the nominal amount for the whole programme after deduction of the fixed amount is charged in relation to $X/60$ th;

Students who register for a second time for the same programme with special tuition fees must pay the special tuition fee for a second time for the failed courses.

If the calculation of the tuition fee leads to a result with decimals, then the resulting sum is rounded off to one decimal place (less than 0.05: 0.00 Euro; 0.05 or more: 0.1 Euro).

Students in the last year of secondary education who register with a credit contract for maximum 10 credits, are charged 50% of the tuition fee for grant students.

§3. Students with insufficient credits in the learning account and who are allowed to enrol, will be charged a special tuition fee for the part of the enrolment for which they have an insufficient learning account.

Article 3. Tuition fees for exam contracts

Students with an examination contract are charged €50 (once-only amount per academic year) on top of the regular tuition fee for the use of Toledo and the necessary IT service.

Article 4. Tuition fees for combinations of exam contracts with degree and/or credit contract

Students can register for one or more programmes and/or one or more courses in the same academic year.

An examination contract always requires a separate registration. When calculating the tuition fees, all of a student's registrations with an examination contract in the same academic year within LUCA are considered as one registration, except for the following registrations which are always calculated separately:

- advanced master's programmes;
- certified continuing education programmes.

The tuition fee consists of a fixed component and a variable component per credit.

Article 5. Tuition fees for continuing education programmes

For certified continuing education programmes the tuition fee is determined per study programme. Students pay the tuition fee to the university college. The registration for these programmes is done centrally and the tuition fees are also collected centrally.

For continuing education programmes with proof of attendance, the (potential) tuition fee is paid directly to the organizers. The registration is not done centrally.

Article 6. Possibility of spreading the payment of tuition fees and extra study costs

§1. Students who register for a full academic year under a diploma contract may submit a substantiated request to spread out their tuition fees and extra study costs through <https://proform.luca-arts.be>.

Students who do not receive a study grant from the Flemish government and near scholarship students can pay their tuition fees and extra study costs in four instalments:

- On enrolment: the extra study costs and any additional costs such as bus pass, insurance, culture card or sports card
- 1 November: the administration fee (fixed part)
- 15 January: the first half of the variable part
- 1 March: the second half of the variable part

Scholarship students can pay their tuition fees and extra study costs in two instalments:

- On enrolment: the extra study costs
- 1 November: the administration fee (fixed part)

§2. The possibility of spreading the tuition fee is not offered to students who have only concluded a credit contract, who are registered for the study programmes 3D, Design for Impact and Brand & Packaging Design or who only register for one semester.

§3. The deadline for applying for this spread is 31 October of the current academic year.

Article 7. Refund regulations for tuition fees and additional costs

§ 1 The tuition fee costs that are not refunded when leaving the institution:

- before 1 November: administration fee (the fixed component) is not refunded;
- between 1 November and 1 March: the fixed component (administration fee) and half of the feeper credit is not refunded;
- as of 1 March the entire tuition fee is not refunded and no refunds will be made.

§ 2 The additional costs that are not refunded when leaving the institution:

- before 1 November: 80% of the amount is refunded, 20% therefore remains due.
- between 1 November and 1 March: half of the fee is refunded; 50% therefore remains due.
- as of 1 March: no refunds will be made; the entire amount of additional costs remains due.

Article 8. Reorientation and tuition fees

A Bachelor or Graduate student, enrolled for a degree contract, who deregisters within the academic year and then, within that same academic year, enrolls for a Bachelor or Graduate programme with a degree or credit contract at another institution of the KU Leuven Association (KU Leuven, LUCA, Odisee, Thomas More, UCLL or VIVES) will receive a 'deregistration certificate' upon deregistering. With this certificate, the student is no longer required to pay the fixed part of the tuition fee when enrolling at the new institution. For scholarship students, it concerns the full (lump sum) amount of the tuition fees.