



Education and Examination Regulations

ACADEMIC YEAR
2026-2027

www.odisee.be

Odisee
UNIVERSITY COLLEGE

Note: We provide you with an English translation of the Education and Examination regulations for information purposes only. Please be advised that only the Dutch version of the Education and Examination regulations constitutes the authentic version that is binding for Odisee. The English text version is not legally binding.

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MISSION OF THE UNIVERSITY OF APPLIED SCIENCES

We are Odisee

We train highly qualified professionals.

We are proud of our graduates.

We have beliefs.

We, Odisee...

Believe in the strength of people.

Our focus is on 'people', their talents and their development.

Students are our central objective.

Optimism drives us in everything we do .

We have faith in each other, we share experiences, knowledge and skills in open networks.

To think, dare, do, persevere and dream are the central themes in everything that we do.

We embrace differences.

By cooperating in an intensive way and participating actively we strive for high quality.

We make the most of ourselves and we help shape the future.

Our University of Applied Science is a launch pad for new environments that we are in a dialogue with,

even when confronted with difficult situations.

We provide challenging frameworks that offer space for experiments and renewal.

From Flanders and Brussels, we choose for Europe and the world.

From a Christian tradition we are open to everybody and we stimulate a credible social commitment.

Our values are

To be open

To connect

To emancipate

To push limits

As a community we are

Passionate

Optimistic

Curious

Respectful

Committed

PREFACE

Scope of these regulations

These Education and Examination Regulations apply to all Odisee students and to all of Odisee's associate's degree and bachelor's programmes. The regulations apply to teaching, examinations and services provided by Odisee.

These regulations also apply to all students participating in a mobility programme, whether incoming or outgoing. This includes students studying at Odisee under a dual-degree agreement with a foreign-language institution and students participating in an Erasmus+ Blended Intensive Programme (BIP).

In line with Odisee's educational vision, we use a combination of on-campus and online teaching and assessment. Where possible and appropriate, services are provided digitally, for example via online appointments or via the email address of the relevant service provider. Students may submit documents digitally via email or upload them to the administrative systems. Where a signature is required in these regulations, digital signatures may also be accepted.

These Education and Examination Regulations are subject to the statutory rules on higher education and the associated implementing conditions. The most important regulations can be consulted at www.ond.vlaanderen.be.

The Odisee programme guide is available on the Odisee website, www.odisee.be, and contains a complete overview of the educational programmes offered and all ECTS descriptions. The study programmes provide additional information and are appended to these Education and Examination Regulations. Both the programme guide and the study programmes form an integral part of these Education and Examination Regulations.

	<i>Additions and deviations are available in Title 3 for the cluster:</i> • <i>Applied Social Studies</i>
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Point of contact

The study path coaches are the first point of contact for students with questions about their programme, courses, exemptions or a reduction in their study load.

For international students, the first point of contact is the Student Administrative Services Centre at the Brussels campus via admissions@odisee.be.

Where these regulations refer to the cluster, this means that the competent persons or bodies within that cluster may handle cases and take decisions in accordance with their own operating regulations. In doing so, they shall take into account the conditions of these regulations. The cluster director is always ultimately responsible for decisions concerning programmes and students within the cluster.

Other regulations

These regulations do not apply to postgraduate programmes, continuing professional development programmes and the HBO5 Nursing programme / associate's degree programme in Basic Nursing. Odisee draws up separate regulations for these programmes and courses. These regulations include rules on admission, teaching activities, assessment, evaluation, calculation of results and communication of results.

These specific regulations will be clearly communicated to students or course participants upon

enrolment.

The Tuition Fee Regulations and the Special Status Regulations are appended to these Education and Examination Regulations.

The cross-institutional regulations on entry tests are available via the website of the Flemish Council of Universities of Applied Sciences:

www.vlaamsehogescholelenraad.be/nl/starttoets<http://www.vlaamsehogescholelenraad.be/nl/starttoets>

All these regulations are part of the Teaching and Examination Regulations.

The Disciplinary Regulations are also attached as an appendix and form part of the regulations governing the legal status of students.

Approval procedure for these regulations

The Academic Council approves the text of these Teaching and Examination Regulations each year before the start of the new academic year, within the scope of its statutory consultative powers.

Amendments or deviations from these regulations, for example due to force majeure, unforeseen circumstances or material errors, may only be implemented by the Academic Council. This shall take place following consultation and always after consulting the Education Organisation Consultation Platform. The Academic Council shall ensure that all affected students are properly informed of this.

Where urgent circumstances, such as a pandemic or new government measures, require a decision to be taken quickly and the normal procedure cannot be followed, the Odisee Executive Committee may temporarily make decisions regarding necessary deviations or amendments. The Executive Committee shall justify this decision, immediately inform the chair of the General Student Council and notify the Academic Council as soon as possible.

Additions and deviations by cluster

Additional conditions and criteria may be added by the clusters where these regulations so require. Such additions must not conflict with the regulations.

Deviations must be justified by the clusters.

Additions and deviations are submitted to the Education Organisation Consultation Platform for advice. Together with the Education and Examination Regulations, they come into force following approval by the Academic Council after it has exercised its statutory consultation powers.

Additions and deviations from the general rules of Title 1 and Title 2 are set out in Title 3 and Title 4.

All additions and deviations shall be clearly and carefully communicated to the students of the relevant cluster.

Rounding

Unless otherwise specified in these regulations, the standard rounding rules apply: marks are rounded down until 0.5 and rounded up from 0.5 inclusive.

Academic calendar - Structure of the academic year

Odisee operates on a semester system. Each academic year consists of semesters during which

teaching and assessment activities take place, in accordance with the academic calendar for each programme.

Courses are only spread over several semesters where this is justified on educational grounds.

The central academic calendar and the academic calendar for each programme are available on the Odisee website, www.odisee.be



Additions and deviations are available in Title 3 for the cluster:

- *Business Management*

TITLE 1: EDUCATION REGULATIONS

Section 1. Admission

Article 1. Admission requirements: general

To be admitted to a degree programme or courses at Odisee, students must always meet the decretal requirements. In addition, further academic and language requirements apply, as described in more detail in these regulations. Students must meet these requirements at the start of the academic year or, if they enrol later, at the latest at the time of enrolment during the academic year.

Students wishing to enrol in a bachelor's programme must also have a study credit balance greater than zero, regardless of the type of contract for which they are enrolling. Furthermore, they must not have an active refusal of enrolment due to failing to meet the decretal threshold for the relevant bachelor's programme, as described in Article 30.

Exceptions to these conditions may only be made in very exceptional cases. These are described in Article 33 and Article 34.

The study credit does not apply to students enrolling in an associate's degree programme. Nor does the study credit apply to students enrolling in an educational bachelor's programme if they have already obtained a bachelor's degree.

Special provision regarding international students

Students who do not hold a Flemish diploma that grants access to a degree programme must submit an application for admission via the online procedure when enrolling for the first time. They should follow the instructions on the Odisee website, www.odisee.be.

Students with a non-EEA nationality who do not hold a residence permit valid for 5 years or longer in Belgium must pay an application fee of 75 euros (excluding additional bank charges). This does not apply to those who have refugee status or subsidiary protection status.

The application for admission must be complete:

- For all EEA nationals and for non-EEA nationals holding a Belgian residence permit valid until at least 31 October following the start of the academic year: by 15 August prior to the start of the academic year for which they wish to enrol.
- For all others: by 1 May prior to the start of the academic year for which they wish to enrol, so that there is sufficient time to arrange their legal residence in Belgium.

Enrolment in the second semester is only possible for EEA nationals and non-EEA nationals holding a Belgian residence permit valid until at least 15 March of the current academic year and who have received prior approval from the study path coach. For these students, the application for admission must be complete by 31 January of the current academic year.

When assessing the application for admission, Odisee takes into account, amongst other things:

- compliance with the academic requirements (Article 2)
- the student's nationality
- residence status and possible long-term residence
- compliance with the language requirements (Article 3)

Students with refugee status or in a similar situation who are unable to present their diplomas may demonstrate, by any means of evidence available, that they hold the required diploma. If Odisee can establish with sufficient certainty that the diploma has been obtained, these students will be admitted. If this is not possible, Odisee may decide to administer additional tests, including a language test and, where necessary, a supplementary subject-specific test. The entire procedure is handled by the Student Administrative Services Centre in Brussels.

Article 2. Degree requirements

§1. Associate degree programmes

Students are admitted to an associate's degree programme if they hold one of the following Belgian diplomas, certificates or academic transcripts:

- a) a certificate of completion of the second year of the third stage of secondary education, obtained at least three years previously;
- b) a secondary education diploma, educational qualification level 3, awarded from the 2024–2025 academic year onwards;
- c) a secondary education diploma, awarded by a secondary school or by the Examination Board of the Flemish Community up to and including the 2024–2025 academic year;
- d) a secondary education diploma, educational qualification level 4, awarded from the 2024–2025 academic year onwards;
- e) a secondary education diploma awarded by an adult education centre up to and including the 2026–2027 academic year;
- f) a certificate of completion of a secondary adult education course comprising at least 900 teaching hours;
- g) a certificate of completion of a secondary education course for social advancement comprising at least 900 teaching hours;
- h) a diploma from Flemish higher vocational education;
- i) a certificate from Flemish higher vocational education;
- j) a diploma from short-cycle higher education with a full curriculum;
- k) a diploma from higher education for social advancement;
- l) a bachelor's or master's degree;
- m) a certificate of study recognised, pursuant to a statutory provision, a European directive or an international agreement, as equivalent to one of the diplomas / certificates / study certificates listed above. In the absence of such recognition, the governing body of the institution may admit persons who have obtained a diploma or certificate in a country outside the European Union that grants access to higher education in that country to enrol on a higher vocational education programme.

§2. Bachelor's degree programmes

Students are admitted to a bachelor's programme if they hold one of the following Belgian diplomas or certificates:

- a) a secondary education diploma awarded by a secondary school or by the Examination Board of the Flemish Community up to and including the 2024–2025 academic year;
- b) a secondary education diploma, educational qualification level 4, awarded from the 2024–2025 academic year onwards;
- c) a secondary education diploma awarded by an adult education centre up to and including the 2026–2027 academic year;
- d) a short-cycle higher education diploma with a full curriculum;
- e) a higher education diploma for social advancement, with the exception of the certificate of pedagogical competence;

- f) a diploma or certificate awarded within the framework of Flemish Higher Vocational Education;
- g) a bachelor's or master's degree;
- h) a diploma or certificate recognised as equivalent to the diplomas in the categories mentioned above by or pursuant to a law, decree, European directive or other international agreement.

§3. Bachelor after bachelor's degree programmes

Students are admitted to a bachelor after bachelor's programme if they hold a Belgian bachelor's degree or an equivalent degree from a higher professional education institution. Admission may be subject to an aptitude assessment.

Title 3 of these regulations specifies, for each cluster, which degrees grant direct access to a post-bachelor's programme. Students who do not hold such a degree may be admitted to a preparatory programme.

§4. Non-Belgian qualifications

Special provisions relating to international students

When assessing an application for admission, Odisee takes into account, amongst other things:

- the country in which the qualification was obtained and whether that country has ratified the Lisbon Recognition Convention:
 - Students with a qualification obtained in a country that has ratified the Lisbon Recognition Convention will be admitted if that qualification also grants access to a comparable higher education programme in that country.
 - Students with a qualification obtained in a country that has not ratified the Lisbon Recognition Convention may be admitted if that qualification grants access to higher education in that country. In such cases, Odisee may require additional tests to assess whether students are suitable for the programme. Where applicable, this is further detailed for each programme in Title 3 of these regulations.
- the equivalence of the qualification with Flemish qualifications.



Additions and deviations are available in Title 3 for the clusters:

- *Health Care*
- *Education*
- *Applied Social Studies*

Article 3. Language requirements

§1. For Dutch-language programmes

Students holding a Dutch-language diploma awarded by the Flemish Community or in the Netherlands are not required to take an additional language test.

Other students must demonstrate that they have a sufficient command of the Dutch language. This can be done in the following ways:

- a) They have successfully completed at least one full academic year (secondary education) or 54 credits (higher education) in Dutch.
- b) They have passed a Dutch language examination which, according to the Dutch Language Union, demonstrates a level sufficient for admission to higher education. For some programmes, Odisee may require a higher level.
- c) They have passed the Interuniversity Dutch Language Test (ITNA) for non-native speakers

organised by a recognised language institute.

- d) They hold a recognised certificate proving that they have achieved at least B1 (associate's degree programme, excluding the educational associate's degree programme) or B2 (bachelor's and educational associate's degree programme) according to the Common European Framework of Reference for Languages.

Procedure

The following certificates are accepted:

For associate degree programmes, excluding the associate degree of education: secondary education):

- “*Educatief Startbekwaam*” (STRT) of the “*Centrum Nederlands als Vreemde Taal*” ('Nederlandse Taalunie' exam)
- “*Maatschappelijk Formeel*” (FORM) of the “*Centrum Nederlands als Vreemde Taal*” ('Nederlandse Taalunie' exam)
- At least “*Richtgraad 2 – niveau 2.4*” of an acknowledged adult education centre (CVO or 'Centrum voor Volwassenenonderwijs')
- At least Level 4 obtained at a language institute of a Flemish university language centre

For a bachelor's degree programme and the associate degree of education: secondary education:

- “*Educatief Startbekwaam*” (STRT) of the “*Centrum Nederlands als Vreemde Taal*” ('Nederlandse Taalunie' exam)
- At least “*Richtgraad 3*” (3.1 and 3.2) of an acknowledged adult education centre (CVO or 'Centrum voor Volwassenenonderwijs')

Validity: language certificates are valid for 5 years.

These language requirements also apply to the bachelor's degree in nursing – multilingual study path.

Students in joint or dual-degree programmes may be exempted from the language requirements.

§2. For English-taught programmes

Students must demonstrate that they have at least level B2 English proficiency according to the Common European Framework of Reference for Languages with one of the following certificates:

- TOEFL – a minimum score of 80 on the internet-based test (no sub-score below 20) for tests taken before 21 January 2026
- TOEFL – a minimum score of 4.5 on the internet-based test (no subscore below 4.0) for tests taken on or after 21 January 2026
- TOEFL – a minimum score of 80 on the Home Edition internet-based test (no subscore below 20) for tests taken before 21 January 2026
- TOEFL – minimum score of 4.5 on the Home Edition internet-based test (no subscore below 4.0) for tests taken from 21 January 2026 onwards
- IELTS Academic – minimum score of 6.5 (no subscore below 6.0)
- IELTS Online – minimum score of 6.5 (no subscore below 6.0)
- ITACE – level B2
- ESOL Cambridge: Certificate of Advanced English (CAE) and the Certificate of Proficiency in English (CPE) – minimum score of 180 (no subscore below 165)

Exemptions apply to:

- students holding a secondary or higher education qualification from Flanders or the

Netherlands.

- students holding an International Baccalaureate (IB) diploma. In the case of the International Baccalaureate bilingual diploma or the European Baccalaureate diploma, students must have completed at least half of their lessons in English to be eligible for this exemption.
- students with an English-language qualification from an Inner Circle¹ country.

Article 4. Admission requirements for a credit contract or a credit-exam contract

In order to enrol in a credit contract or credit exam contract, students must, in principle, meet the same entry requirements as those for the degree programme that the course is a part of.

The cluster may stipulate that certain courses are not available for a credit contract or credit exam contract due to sequencing (students must first successfully complete other courses).

In exceptional cases, a cluster may nevertheless allow students to enrol without meeting the normal conditions.

In that case, the procedure set out in Article 5 applies.

Where students have been refused admission to a programme due to academic progress measures, those students may no longer enrol in courses from that programme via a credit contract or credit exam contract.

Special provisions relating to international students

Students who are non-EEA nationals and temporarily reside in Belgium as students (with a student residence permit) may not enter into a credit contract or credit exam contract, unless they also enter into a degree contract.

Article 5. Specific admissions

Some students require specific admission before they may enrol.

§1. Students without a qualification granting access to an associate's degree or bachelor's programme

Such students may nevertheless be admitted to a Dutch-language associate's degree or bachelor's programme if they:

- turn 18 before 31 December of the academic year (associate's degree)
- or
- turn 21 before 31 December of the academic year (bachelor's programme)
- and pass an admission assessment

Exceptions to these conditions may be made for students who can demonstrate exceptional ability in a particular field.

¹ Countries of the Inner Circle include: the United Kingdom, the United States of America, New Zealand, Australia, Canada (except. Québec), Ireland, the English Caribbean and South Africa

Procedure

Students must submit a digital application via the Odisee website, www.odisee.be. A committee will assess, via an entrance assessment, whether the students possess the average starting level of other incoming students in the same programme.

Deadline for the associate's degree admission test:

- up to the day before the scheduled test, subject to availability
- if sessions are full, students will be referred to another session, either within Odisee or at another University of Applied Sciences

Deadlines for the bachelor's programme admission assessment:

- by 1 September for the first semester
- by the first Wednesday after the Christmas holidays for the second semester

If students fail at Odisee or another institution, they may only retake the assessment after one year. Students who fail a bachelor's assessment may, however, still take an admission test for an associate's degree programme.

Participation in the procedure is free of charge.

Certificates of admission to a bachelor's programme, issued from the 2015–2016 academic year onwards, are valid across the associations. These certificates of admission are also valid for admission to an associate's degree programme.

Certificates of admission to an associate's degree programme, issued from the 2018-2019 academic year onwards, are valid across associations.

In principle, a certificate of admission remains valid indefinitely, but after five years, Odisee may require candidates to sit an update examination.

§2. Students without a qualification granting access to a programme who nevertheless wish to enrol under a credit contract

In specific situations, such students may nevertheless apply for a credit contract or a credit exam contract:

- a) students who have a maximum of two subjects remaining to be taken before the Secondary Education Examination Board and who wish to take a maximum of twelve credits;
- b) students in the third stage of secondary education in Flanders who wish to take a maximum of twelve credits;
- c) students who wish to take a limited number of courses without the aim of obtaining a degree;
- d) students who failed an entrance assessment but were nevertheless granted exceptional admission by the cluster to enrol on a one-off basis with a credit contract.

Procedure**Application deadline and location**

Students may submit their application to the Odisee assessment coordinator by 1 September prior to the academic year at the latest, for entry in the first semester, and by the first Wednesday after the Christmas holidays at the latest, for entry in the second semester.

Contents of the application

The contents of the application vary by category.

Students in category a) must submit a fully completed application form, together with a letter of motivation, a CV and proof of enrolment with the Secondary Education Examinations Board, supplemented by their previously obtained report card.

Students in category b) must submit a fully completed application form, together with a letter of motivation, a CV and proof of enrolment in secondary education.

Students in category c) must submit a letter of motivation.

Students in category d) must attach a letter of admission issued by the assessment committee.

Assessment

For categories a, b and c, the study path coach and assessment coordinator decide which courses the student may enrol in.

For category d, the decision is made by the committee that conducted the admission assessment.

There is no right of appeal against a refusal.

Enrolment

Once students have been granted admission, they may enrol via the Odisee website, www.odisee.be.

If students subsequently do obtain a qualification that grants access to the programme, the credit contract may be converted into a degree contract, whereby credits previously obtained count as exemptions with retention of results (Article 25).

Duration of the admission

Students in category a may only be admitted for enrolment under a credit contract or a credit exam contract for one semester of the current academic year, provided they have not yet obtained the qualification granting admission to the programme. Students in categories b, c and d may be admitted for a maximum of one academic year under a credit contract or a credit exam contract. An exception to this rule may only be made if the study path coach and the Odisee assessment coordinator consider that a force majeure situation applies.

*§3. Students wishing to enrol on an examination contract*Procedure

Students wishing to enter into a degree exam contract or a credit exam contract must submit an application to the Student Administrative Services Centre.

Special provisions regarding international students

Students who are non-EEA nationals and hold a temporary residence permit may only enter into an exam contract if they also have a degree contract.

Section 2. Registration

2.1 Registration rules

Article 6. Registration: general

§1. General

By enrolling at Odisee, students enter into an agreement with the University of Applied Sciences for one academic year. This agreement sets out the rights and obligations of both parties. Odisee may terminate this agreement up to and including on 30 November if the Student Administrative Services Centre determines that students do not meet the necessary conditions for enrolment. Where fraud is detected in relation to admission documents, the enrolment shall always be deemed null and void. This also applies if the fraud is only discovered after 30 November.

§2. Bachelor of education and associate degree of education programmes

Students who register with a diploma contract or a diploma exam contract in a bachelor's programme in education must take the compulsory and binding Dutch language entry test. Students in the bachelor's programme in primary education must also take an entry test in mathematics and French.

These entry tests are imposed by the Flemish Government. They are organised by the Flemish Council of Universities of Applied Sciences (VLHORA), in collaboration with the universities of applied sciences.

Participation in the entry test is a condition for valid registration. Until students have met this requirement, they may only participate in teaching and assessment activities on a provisional basis.

Students must meet this registration requirement:

- at the start of the academic year,
- or at the latest after the next available sitting of the placement test in the semester in which they have enrolled.

If students do not yet meet the registration requirement at that time, their enrolment will be deemed invalid. In that case, they will not accrue any rights, any results achieved will lapse, and they will not receive a credit certificate for the relevant courses.

Students are required to undertake remedial work if they:

- fail to achieve the target mark for the Dutch language placement test;
- fail to achieve the target mark for French and/or mathematics in the bachelor's programme in primary education;
- enrol after the final sitting of the placement test for the current semester and are therefore no longer able to take the placement test.

Further information and the cross-institutional regulations can be found at: www.vlaamsehogescholenraad.be/nl/starttoets.

Procedure

Upon initial registration, students must upload their certificate of attendance or proof of exemption from the placement test to the enrolment application. If they do not yet have this document, they must temporarily upload a statement regarding the placement test, which can be found on the Odisee website, www.odisee.be. As soon as students have the correct document, they must submit it to the Student Administrative Services Centre.

If students do not meet the registration requirement by the above-mentioned deadline, their enrolment will be deemed invalid and they will not acquire any rights based on their enrolment in the previous period. Consequently, any results already achieved will be deemed invalid and students will not receive a credit certificate for the course in question.

The educational associate's degree programme for secondary education is only open to students who have at least three years of relevant professional experience in a technical or practical subject. Where this professional experience aligns with the subject knowledge from secondary education, three years' experience is sufficient. Where this is not the case, five years of relevant professional experience is required. Students who have less than five years' experience but still wish to enrol must sit an assessment. The cluster will assess whether the professional experience is sufficient.

Procedure

Students should contact the study path coach of the relevant educational associate's degree programme. The coach will explain the procedure, as determined by VLHORA, and request the necessary documents to decide on admission.

§3. Students on work routes

Students who register on a government-recognised work route must meet an additional administrative requirement. The recognised work routes are listed in Title 7.

Procedure

Upon each (re)registration in a recognised workroute, students must complete a digital declaration of honour regarding their employment status. This is necessary to ensure administrative compliance. Odisee may ask students to provide supporting documents to substantiate this declaration.

In the declaration, students must state:

- whether they have proof of employment in a position of at least 80 hours per month, or proof that they are a jobseeker entitled to benefits, which forms part of the pathway to work proposed by a regional employment service;
- whether they already hold a master's degree or a second-cycle degree.

§4. Non-EEA students

Non-EEA students must upload their valid residence permit when applying for registration.

Non-EEA students who have interrupted their studies must upload their valid residence permit when they register next.

Whenever their residence permit expires, students must submit a new valid residence permit to the Student Administrative Services Centre. This is necessary to ensure that all administrative requirements are met.

The residence status and the validity of the residence permit on 31 December of the current academic year determine whether students fall within the exceptional categories described in Article II. 215 of the Higher Education Code, which affects the tuition fee rate that is charged.

	<i>Additions to this article are available in Title 4 for students participating in a mobility programme.</i>
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Article 7. Registration: deadline and procedure

Students should preferably register before the start of the academic year and no later than 10 October.

Those enrolling for a programme with a new track at the start of the second semester must do so by 25 February at the latest.

Students wishing to join an ongoing track in the second semester must also do so by 25 February at the latest, following a meeting with the study path coach.

After these dates, late registration is only possible following a meeting with the study path coach. Together, they will assess for which courses enrolment is still feasible. All registrations for the academic year will close by 15 March at the latest.

<u>Procedure</u> Registration takes place online. For some enrolments, a prior consultation with a study path coach is mandatory. All relevant information can be found on the Odisee website, www.odisee.be. When registering for the first time or re-registering after a break, students must provide the necessary details for verification of their identity and of the admission and registration requirements. Changes to a registration must always be made via the Student Administrative Services Centre.	
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	<i>Additions and deviations are available in Title 3 for the clusters:</i> • Health Care
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Article 8. Deregistration/Withdrawal

Students who wish to discontinue their studies during the academic year must officially deregister. Anyone who deregisters from a programme variant may not re-enrol in the same academic year for that same variant or for courses within it, regardless of the type of contract.

§1. Consequences for tuition fees

The date of deregistration has consequences for tuition fees, for both associate's degree and bachelor's students. The relevant rules are set out in the appendix 'Tuition Fees Regulations'.

§2. Consequences for the learning account

For bachelor's students, the deregistration date also has consequences for the learning account.

- If a student deregisters before 1 December, they will receive a refund of the learning account for courses for which they have not yet taken an exam.
- If they deregister between 1 December and 15 March, they will not receive a refund of their learning account for courses starting in the first semester, but they will receive a refund for courses starting in the second semester for which they have not yet taken an exam.

- If they deregister after 15 March, students will not receive a refund of their learning account.

§3. Consequences for the decretal threshold

For Bachelor's students subject to the decretal threshold system, deregistration before 1 December does not count towards the two-academic-year period within which the threshold package must be completed.

Where students have only enrolled after 1 December, the same principle applies in the event of deregistration before 15 March.

Procedure

Students wishing to withdraw must complete a deregistration form and an exit questionnaire. These can be found on the Odisee website, www.odisee.be. The withdrawal date is the date on which the Student Administrative Services Centre receives the form. We encourage students to also have a discussion about reorientation and other options.

Special provision regarding international students

Students of non-EEA nationality who are temporarily residing in Belgium as students must submit proof of removal from the population registers (Model 8) to the Student Administrative Services Centre upon deregistration. The deregistration may be reported to the Immigration Office.

Article 9. Change of registration

§1. General

Anyone wishing to transfer to a different programme or a different contract must first deregister and then re-enrol.

Students must first apply for admission to the cluster of the new programme and contact the study path coach. Together, they draw up a new Individual Study Programme (ISP). Students must then submit the application to transfer to the Student Administrative Services Centre.

A change of programme should preferably take place before 1 December in the first semester and before 15 March in the second semester. From 10 October, permission from the cluster is required for this. Each cluster offers opportunities for reorientation at the start of the second semester.

Furthermore, changes between variants of the same programme are only possible as long as students have not yet taken any exams. After that, the Student Administrative Services Centre, together with the study path coach, will assess what is still possible on a case-by-case basis.

Bachelor's students subject to the threshold system who wish to change their specialisation or teaching subject in their second year after 10 October require permission from the study path coach. A study efficiency of at least 75% over both years is expected.

§2. Consequences for the exam opportunities

If students enrol in a course (or part thereof) for which the first exam opportunity has already passed, they will, in principle, forfeit that exam opportunity. The programme may deviate from this rule only in exceptional cases of reorientation.

Procedure

Students wishing to take advantage of the option to take a first exam opportunity for a course (or part thereof) for which the first exam opportunity has already taken place must submit a written application to the study path coach by the deadline for submitting the ISP at the latest. Students cannot subsequently change their mind.

The study path coach will make a decision no later than 15 working days after the deadline for submitting the ISP and will inform the students. In the event of a positive decision, the exam will be added to the individual exam timetable (IER), except in the case of continuous assessment without an exam date. In the latter case, the programme will make the necessary arrangements with the student itself.

§3. Consequences for the tuition fees

A change of programme may have consequences for tuition fees. The rules are set out in the appendix 'Tuition Fees Regulations'.

§4. Consequences for the learning account

For bachelor's students, the same rules apply as for deregistration. The credits from the new programme are deducted from the available learning account.

	Additions and deviations are available in Title 3 for the clusters: • Health Care
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Article 10. Re-registration after a break of at least one year

Students who have not been enrolled in a particular programme for at least one year retain their previously earned credits and any tolerances already used. The number of enrolment opportunities per course starts again from zero, except for courses in the threshold package for bachelor's students subject to the statutory threshold regulations.

This arrangement also applies to students who were previously refused admission due to internal measures regarding academic progress, for all programmes and courses to which those measures applied.

2.2 Tuition fees***Article 11. Tuition fees: general***

The general rules regarding tuition fees are set out in the appendix 'Tuition Fee Regulations'. In this appendix, students can find out how much they are required to pay and how this amount is calculated.

Article 12. Charging of additional study costs

In addition to tuition fees, students may also be charged limited additional costs. This is only permitted where these costs are directly related to the organisation of the programme, for example for compulsory materials or specific activities. Where additional costs apply, the cluster will provide clear information in advance. This will be done before the start of the academic year, so that students know what additional costs they can expect.



Additions to this article are available in Title 4 for students participating in a mobility programme.

Article 13. Non-payment

If students fail to pay their tuition fees by the specified date and do not pay even after a reminder, they will be suspended as students. During this suspension, students are not entitled to educational activities and may not sit examinations. The suspension ends one day after payment of the outstanding amounts for the previous period has been recorded. While the suspension is in force, no study certificates or credit certificates will be issued, as stipulated in the examination regulations.

Section 3. Contracts and study paths

3.1 Contracts

Article 14. Degree contract, credit contract and exam contract

A degree contract is intended for students who wish to obtain a degree.

A credit contract is intended for students who wish to obtain a credit certificate for one or more courses. The cluster may decide that certain courses cannot be taken under a credit contract. This applies in particular courses with integrated assessment, such as work placements, bachelor's theses or workplace learning. This information is set out in the study programmes included as an appendix to these regulations. Registration for a micro-credential is considered to be enrolment under a credit contract. The same rules apply.

An exam contract is intended for students who wish to sit exams only. This may involve obtaining a degree (degree exam contract) or obtaining a credit certificate (credit exam contract). Students with an exam contract are only entitled to sit exams. They cannot make use of Odisee's support services, except for the digital learning environment. An annual administrative fee of 50 euros is charged for the use of this learning environment.

The cluster determines which programmes or courses cannot be taken under an exam contract, due to the required supervision, teaching methods or assessment methods. This information is included in the programme syllabuses as an appendix to these regulations.

Enrolment with a degree exam contract within a recognised work-based pathway is not permitted.

Registration determines the choice of contract type.

Students may only obtain a diploma if they are enrolled with a degree contract or a degree exam contract.

When students switch to a different contract type, the rules of the new contract type apply from that moment onwards.

Article 15. Options for combining contracts

Students may combine different types of contracts within a single academic year, but this is not possible in all situations.

- A degree contract may be combined with a credit contract if the courses in the credit contract belong to a different specialisation or elective cluster within the same programme, or to a completely different programme.

When drawing up the Individual Study Programme (ISP), students decide which courses they wish to include under which contract. After the deadline for submitting the ISP, courses can no longer be transferred between contract types.

- Combining two degree contracts for different programme variants leading to the same degree is only permitted if students are in the final phase of one of the variants.
- A combination of a degree contract and a degree exam contract for programme variants leading to the same degree is not permitted.
- Where a combination of contracts does not allow for logical progression of studies, Odisee may refuse this combination. In such cases, Odisee will provide reasons for its decision.

3.2 Study paths

Article 16. Model study path and programme phases

Every bachelor's programme for which students can enrol under a degree contract or a degree exam contract must have at least one model study path. This model study path is made up of programme phases worth between 54 and 66 credits.

For associate's degree programmes, the study load per programme phase may be smaller. This depends on the target group of the programme.

Article 17. Standard study path or flexible study path

Students may follow either a standard study path or a flexible study path within a degree programme.

In a standard study path, students complete all courses of a single complete programme phase within one academic year.

In a flexible study path, students deviate from the standard study path. They then take courses from different programme phases, or do not take all the courses of a single programme phase within the same academic year.

Students following a standard study path are guaranteed a feasible and coherent timetable for all compulsory courses.



Additions and deviations are available in Title 3 for the cluster:

- *Applied Social Studies*

Article 18. Changes to the standard study path by Odisee

Where Odisee amends the standard study path for a course, such changes will, in principle, only take effect from the academic year following the academic year in which the amendment was approved. This applies to all existing agreements, except in cases of force majeure.

Odisee will communicate these changes clearly and in good time. In doing so, Odisee will provide transitional measures to ensure that students can continue their studies in a feasible manner.

Section 4. The individual Study Programme (ISP)

4.1 Composition of the individual study programme (ISP) of individual students

Article 19. Submission of the Individual Study Programme (ISP)

Students shall draw up their Individual Study Programme (ISP) in accordance with the general rules of these regulations and the specific rules of their degree programme. These programme-specific rules are set out in the degree programmes appended to these regulations.

Students must submit their ISP via the ISP application on the Odisee website, www.odisee.be. In doing so, they must take into account the deadlines for submitting the ISP.

Odisee reserves the right to permanently deregister students who have not submitted their ISP on time.

Students who were already enrolled in the same programme in a previous academic year must first make decisions in their tolerance file regarding the retention of tolerable failing grades under Article 91 before they can submit their ISP.

Procedure

Deadlines for submitting the ISP:

Students must submit their ISP by 15 October at the latest, in accordance with the programme's rules. After this date, students may no longer make any changes themselves. The cluster will approve the ISP by 1 December or, by that date, in consultation with the students, finalise an amended ISP. From 1 December, all choices for courses starting in the first semester are final.

At the start of the second semester, students may still make changes to courses starting in the second semester. This is possible until 25 February at the latest, subject to Article 23. The cluster will make a decision on this by 15 March. From that date, these choices are also final.

Students who register after these deadlines must submit their ISP within one week of enrolment. The cluster will approve the ISP as soon as possible or, in consultation with the students, draw up an amended ISP.

Once a student has had the opportunity to sit an examination for the course unit included in their ISP, that course unit can no longer be removed from the ISP and remains permanently included.

Changes after the specified dates are only possible in cases of force majeure or administrative error.

Article 20. Rules for students with a degree contract or degree exam contract who do not register for the first time in a specific programme at Odisee

§1. Sequencing

When drawing up their ISP, students must take into account the rules on sequencing and progression requirements. These rules are set out in the programme syllabuses appended to these regulations.

§2. Number of credits

The ISP comprises between 27 and 72 credits per academic year.

Students may take fewer than 27 credits within the same programme if:

- the programme is not their main enrolment, or
- they require fewer than 27 credits to obtain their degree or certificate.

Students are entitled to take at least 45 credits within the same programme, unless the sequence of courses does not permit this or unless they have been subject to binding conditions based on the measures for monitoring academic progress set out in Article 29 or Article 30.

For students in a preparatory programme, there is no restriction on the number of credits.

Special provision regarding international students

Students of non-EEA nationality who are temporarily residing in Belgium as students must take up at least 54 credits. This does not apply if the programme does not permit certain courses or if students are at the end of their study programme.

§3. Retaking courses

Students are required to enrol in the courses for which they were registered in a previous academic year but for which they have not obtained a credit certificate and have not applied a tolerance.

For elective courses or courses from a specialisation or subject area, students may choose a different course, taking into account the threshold provision of Article 30.

In addition, within the above rules, students may further supplement their ISP with other courses.

§4. Identical courses

Within the same programme, students may not enrol in a second course that is considered identical in the ECTS course description to a course already included in their ISP.

Article 21. Rules for starting students in a degree contract or a degree-exam contract who register for the first time in a specific programme at Odisee

Students enrolling for the first time on a particular degree programme at Odisee must first take all the courses of the first phase of the programme, as set out in the programme's model study path. Exceptions are only possible in the cases described in Article 22, §2.

Within the rules set out in Article 20, students may further supplement their ISP with other courses.

For students in an initial bachelor's programme, this ISP is also the set of courses that must be completed by the end of the second academic year at the latest in order to meet the decretal threshold set out in Article 30. This set is known as the threshold package.

For students who were enrolled in the same Bachelor's programme at another University of Applied Sciences from the 2023–2024 academic year onwards, and who transfer to the same Bachelor's programme at Odisee in their second academic year, the cluster will put together a tailor-made threshold package. In doing so, the cluster takes into account the size of the threshold package and the credits obtained at the previous institution, as well as the substantive equivalence of the courses. Students must complete these courses by the end of the academic year at the latest in order to meet the decretal threshold set out in Article 30.

Article 22. Exceptions to the rules concerning the ISP

Students wishing to deviate from the general rules governing the ISP must submit a reasoned proposal to the cluster by the ISP submission deadline at the latest. The cluster will decide on this application.

§1. Exceptions for students with a degree contract or degree exam contract who are not registering in a particular programme at Odisee for the first time

The cluster may grant an exemption from the minimum number of credits or sequencing if students:

- are registered in a recognised work-based programme;
- have registered late and it is impossible to take the minimum number of credits;
- have obtained a status or recognition on the basis of the appendix ‘Regulations on special statuses’.

An exemption from the maximum number of credits is possible for students who demonstrated outstanding academic efficiency in the previous year or for gifted students.

Exemptions from the mandatory sequencing are not permitted for safety and risk reasons.

Exceptions to the compulsory retake of courses for which students were enrolled in a previous academic year but for which they did not obtain a credit certificate or apply a tolerance are only possible in the following cases:

- special individual circumstances determined by the ombudsperson
- re-enrolment from 1 December for courses that started in the first semester.

<u>Procedure:</u> The application must be submitted to the study path coach by the ISP submission deadline at the latest. Students will receive a decision within fourteen days.
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§2. Exceptions for students registering for the first time in a specific programme at Odisee under a degree contract or degree examination contract

Students registering for the first time in a specific programme at Odisee with a degree contract or degree exam contract may, with the cluster’s permission, deviate from the first phase of the programme if:

- 1) they have a status or recognition based on the Annex to the Regulations on Special Statuses, or are enrolled in a recognised work route.
- 2) they already hold a bachelor’s or master’s degree and have been granted exemptions.
- 3) a flexible study path has been authorised on the grounds of:
 - a) exemptions obtained on the basis of Article 25 or Article 26.
 - b) late registration after 10 October and the inability to take all courses of the first phase due to the limited timeframe
 - c) a reduction in the ISP at the start of the second semester. This is only possible if students fall into one of the exceptional categories set out in this article, or if students decide, on the basis of disappointing results, to withdraw from all courses in the second semester with the intention of reorienting their studies after the current academic year, or if they decide to withdraw from the programme entirely.

- d) For students who belong to a predefined group for which the programme offers a standardised flexible study path.
- e) On the basis of an individual case file, with a reasoned decision following consultation with the ombudsperson or the Student Administration Department.

Procedure:

The application must be submitted to the study path coach by the deadline for submitting the ISP at the latest. Students will receive a decision within fourteen days.

Article 23. Deregistration from a course listed in the ISP**§1. General**

Students may not deregister from a course for which they were already enrolled in a previous academic year and for which they have not obtained a credit certificate and have not applied a tolerance. The ombudsperson may grant exceptions on the grounds of special individual circumstances.

Furthermore, students may not withdraw from a course for which an examination opportunity has already taken place.

Bachelor's students who fall under the threshold regulations of Article 30 may not withdraw from courses that form part of their threshold package.

§2. Deadline

For both associate's degree and bachelor's students, deregistration from courses starting in the first semester is no longer possible from 1 December, or from the moment students have taken an exam opportunity for that course.

For courses starting in the second semester, deregistration is no longer possible after 15 March, or from the moment students have registered for an examination opportunity for that course.

§3. Consequences for the tuition fee

For both associate degree and bachelor's students, the date of deregistration for a course has consequences for the tuition fee. See Appendix Regulations tuition fee.

§3. Consequences for the tuition fee

The date on which students deregister from a course has implications for tuition fees, for both associate's degree and bachelor's students. The specific rules on this matter are set out in the appendix 'Tuition Fees Regulations'.

§4. Consequences for the learning credit

The same cut-off dates for the refund of learning credit set out in Article 8, which apply when deregistering from the programme, also apply here for bachelor's students.

Article 24. Taking courses in another degree programme or at another institution

Each cluster determines, on the basis of the programme of study and the applicable regulations, the extent to which students may take courses within their degree contract or degree exam contract in another programme or at another higher education institution, in Belgium or abroad. Existing

partnerships between institutions are also taken into account in this regard. Additional rules apply to students participating in a mobility programme, as described in Title 4.

§1. Elective courses at another (Flemish) higher education institution

Under the agreements between the higher education institutions of the KU Leuven Association, students may take an elective course at another partner institution. This is only possible if students are registered at Odisee under a degree contract or a degree exam contract, if the course is not a compulsory part of their own programme, and if they obtain permission for this from both the cluster of their own programme and the person responsible at the other institution.

The same arrangement applies on the basis of the agreement concluded between Odisee and Artevelde University of Applied Sciences.

Procedure

Students should contact the Student Administrative Services Centre at their campus to have an agreement drawn up for taking a course at another institution. They must have this agreement signed by all parties involved and submit it no later than the deadline for submitting the ISP.

Students do not pay any additional tuition fees for an approved course at another Flemish institution. Odisee provides accident insurance. The other institution provides access to the course, the exams and the necessary infrastructure, and sends the exam results to Odisee.

§2. Special procedure upon individual request

Students may submit a reasoned proposal to replace courses from their programme with other courses, either within or outside Odisee. The cluster decides on this application and determines how the examination results count towards the award of the degree. Unless the cluster decides otherwise for valid reasons, the credits from the other courses will be transferred to the ISP.

§3. Assessment criteria

When assessing applications, the cluster takes into account:

- a) the alignment of the learning outcomes of the course with the learning objectives of the programme;
- b) the level of the course;
- c) the study load of the course.



Additions and deviations are available in Title 3 for the cluster:

- Education

4.2 Exemptions

Article 25. Exemption

§1. Equivalence

An exemption means that students are not required to sit an examination for a course or part thereof, as they have already obtained an equivalent credit certificate, study certificate or certificate of competence. The cluster assesses the equivalence, where necessary in consultation with the lecturers concerned.

Only competences that can be demonstrated to have been acquired by the students themselves (authentic), that are sufficiently recent (current) and that are relevant to the programme (relevance) are eligible for exemptions.

The exemption covers the same scope as the course and is expressed in full credits. A partial exemption is only possible for a teaching and learning activity. In such cases, students must still register for the full course.

When an exemption is granted, a previously obtained examination mark is not counted again. The examination mark is only carried over for courses with the same code.

A granted exemption is final. Students cannot withdraw a requested and granted exemption.

Procedure

Students apply for exemptions when they first register in the programme. Upon re-registration, this is only possible if there are new relevant elements. The application is submitted to the cluster via a fully completed application form, available on the Odisee website, www.odisee.be, no later than the deadline for submitting the ISP. Students must attach the necessary supporting documents.

Students must record the exemptions granted in the Odisee application. Approval is granted no later than at the same time as the approval of the ISP.

§2. Reduction of the study load

In programmes with a reduced curriculum for specific target groups, students are granted exemption from a set number of credits. This may also be granted on an individual basis where no standard curriculum exists, in each case based on a previously obtained qualification.

In the case of a second enrolment in a bachelor's programme for which students have already obtained a qualification, they must still take at least 30 credits.

Article 26. Exemption on the grounds of previously acquired competences (EVC)

Students wishing to apply for an exemption on the basis of previously acquired competences must follow the EVC procedure as set out by the KU Leuven Association. Odisee formally assesses the competences students have acquired and, where applicable, issues a certificate of competence. In principle, this certificate is valid indefinitely.

Only the following competences are eligible for recognition:

- authentic: they reflect the candidate's own performance;
- current: they reflect the candidate's current level of competence;
- relevant: they are sufficient to cover relevant elements of a programme;
- quantity: they refer to a sufficient volume of activities;
- variety of contexts: they refer to sufficient variety in practical and training contexts.

Procedure

The EVC procedure generally consists of the following phases:

- Phase 1: the intake interview;

- Phase 2: the application file
- Phase 3: the EVC-assessment
- Phase 4: the certificate of competence
- Phase 5: the exemptions

There are costs associated with the EVC procedure, consisting of an administrative fee and assessment costs.

The full procedure, exact amounts and conditions are available on the Odisee website, www.odisee.be.



Additions and deviations are available in Title 3 for the cluster:

- Health care

Section 5. Measures of study progress

Article 27. Right to discussion

All students have the right to request a meeting with a study path coach.

The contact details of the study path coaches for each degree programme are available on the Odisee website, www.odisee.be.

Article 28. Study advice

Following each release of academic results, students receive an overview of their overall academic progress within the programme via their study progress file.

In this file, students can also see whether they are at risk of being refused in the future due to insufficient academic results, or whether they have actually been refused re-registration. The rules or provisions on which this refusal is based are always stated.

Students are encouraged to discuss their academic progress and results with their study path coach. Together with the students, the advisor explores the options available in their personal situation and supports them with individual academic advice when making further decisions.

Article 29. Refusal based on insufficient study efficiency of students

§1. General Principle

Students who achieve a study efficiency of less than 50% after the second or third exam period will be subject to binding conditions. These conditions require them to achieve a study efficiency of at least 50% in the following academic year, within the same programme. If they fail to do so, they will be refused re-registration in the same programme.

§2. Duration of the refusal

The refusal to re-register applies to the following academic year.

§3. Scope of the refusal

The refusal applies to the programme in question and to all courses belonging to that programme. In addition, the refusal also applies to all programme variants of that programme, as described in the Glossary of these regulations.

The refusal applies to all contract types.

Article 30. Refusal based on the decretal threshold for students in an initial bachelor's programme

§1. General Principle

For students in an initial bachelor's programme, a statutory system of academic progress applies, known as the threshold system: students must have passed all courses of their first ISP by the end of the second academic year of registration in the programme in question.

The 'threshold package' consists of all courses that students include in their ISP upon their first enrolment in an initial bachelor's programme. Passing this entire package is considered to be 'passing the decretal threshold'.

If students replace an elective course with another elective course, they must also have passed the latter by the end of their second academic year of enrolment in the relevant programme.

Where students change their specialisation or teaching subject after the first academic year, subject to Article 9, the deadline is extended by one academic year. In such cases, the ISP that students put together based on their new specialisation or teaching subject counts as a new threshold package. Students must complete this new threshold package by the end of their third academic year of registration at the latest.

If, after the second or, where applicable, the third academic year, students have not passed all the courses in their threshold package, they will be refused further enrolment in the relevant initial bachelor's programme.

§2. Duration of the refusal

The refusal of enrolment for the relevant initial bachelor's programme applies for a period of six years, or until the students obtain a degree from another higher education programme.

§3. Scope of the refusal

The refusal applies to the relevant initial bachelor's programme at Odisee and to any programme registered in the Higher Education Database in Flanders with the same programme code, regardless of whether this programme is offered by Odisee or by another Flemish institution.

Article 31. Refusal of registration based on repeatedly failing a particular course for students in a bachelor's programme or for students registered in a credit contract or a credit exam contract

§1. General principle

Where students fail the same course, or a course considered identical in the ECTS module description, for three academic years, a fourth or subsequent registration for that course shall be refused.

This refusal applies regardless of the type of contract under which students were enrolled.

§2. Duration of the refusal

The refusal of registration applies to the following academic year.

§3. Scope of the refusal

The refusal applies to:

- the programme in question and its courses;
- all courses designated as identical in the ECTS module description;
- any other programme in which this course appears;
- all programme variants of those programmes, as described in the Glossary of these regulations

A change in contract type, whether within the same academic year or across multiple academic years, does not affect the number of permitted registrations.

If a course that led to the refusal has been completely removed and has not been replaced by a course with comparable learning objectives, the refusal may be lifted upon a reasoned request from students.

If the course is replaced by a course with comparable learning objectives, the refusal remains in force for this new course and for the programmes in which it appears.

Article 32. Refusal of further registration for students who do not meet the admission requirements and who are registered with a credit contract

Students who do not meet the admission requirements for a degree programme may, in exceptional cases, still enrol under a credit contract. This is only possible via the procedure for specific admissions set out in Article 5.

This admission is valid for one academic year only. After that academic year, the admission automatically expires. Students must then either meet the admission requirements again or apply for a new specific admission.

Article 33. Refusal based on a learning account equal to zero or below zero

Students will not be allowed to register or re-register in a bachelor's programme, regardless of the type of contract, if their learning credit balance is zero or less. This rule does not apply to students enrolling in an educational bachelor's programme who already hold a bachelor's degree.

In exceptional cases, students with a study credit balance of zero or less may still be allowed to complete their bachelor's programme. To do so, they must submit a written application to the Student Administrative Services Centre via sa@odisee.be. This application will be approved if they have been enrolled in a bachelor's programme without interruption during the two preceding academic years and still need to obtain a maximum of 30 credits to complete the relevant bachelor's programme.

In this case, students are admitted for one academic year. For the part of the programme for which they no longer have any study credit, they pay the maximum tuition fee set by decree.

In this situation too, Odisee may refuse enrolment if students are subject to, among other things, measures relating to academic progress.

Article 34. Lifting the refusal

In exceptional cases, students who have been refused may still request permission to commence or continue a programme. This is only possible on the basis of special individual circumstances.

Students who have been refused further registration at another institution due to failing to meet the decretal threshold must first submit an application to that institution to have the refusal lifted. Only if that institution decides to lift the refusal may students register for the same programme at Odisee.

The Refusal Lifting Committee will assess a possible exceptional admission where the refusal is based on:

- Article 29: refusal due to insufficient academic progress;
- Article 30: refusal due to failure to meet the decretal threshold in an initial bachelor's programme;
- Article 31: refusal due to repeated failure to pass a course;
- Article 33: refusal due to a study credit lower than or equal to zero;

This committee consists of persons appointed by the Executive Committee.

For students who are refused further enrolment because they have failed to meet the decretal threshold—due to achieving a study efficiency of less than 50% in their second academic year and are therefore unable to apply tolerance credits for threshold subjects—the refusal will be automatically lifted if their tolerance credit is sufficient to cover the threshold subjects. They will be contacted by the Student Administrative Services Centre for this purpose following the publication of the results.

Procedure

Students wishing to apply for the lifting of the refusal must submit an application to the Refusal Lifting Committee by 10 October at the latest via the online form on the Odisee website, www.odisee.be.

Students who have not yet submitted an application for the lifting of the refusal in the same academic year may, exceptionally, still do so before 25 February.

In their application, students must clearly state the specific individual circumstances that form the basis of their request. This information will be treated confidentially.

In reaching its decision, the Committee takes into account the students' previous academic record and their prospects of successfully completing the programme.

TITLE 2: EXAMINATION REGULATIONS

Section 1. General provisions

Article 35. Examinations: general provisions

An examination is defined as any assessment situation in which it is determined whether students, on the basis of their studies, have acquired the (sub-)competencies associated with a course. An examination may take place at a single point in time, but may also consist of several assessment activities spread out over time, such as in the case of a work placement or continuous assessment.

Every examination is organised in accordance with the provisions of these examination regulations. The purpose of an examination is to offer students the opportunity to demonstrate that they have acquired the required (sub-)competences for the course.

Examiners and the competent bodies share the responsibility for organising each examination carefully, transparently and to a high standard. The clusters ensure a balanced distribution of assessment opportunities.

Section 2. Organisation of examinations

Article 36. Exam Periods – Timing of Results Announcement

An academic year consists of three exam periods:

- the first exam period, which coincides with the first semester. During this period, exams are held for courses completed in the first semester, as well as any partial exams for courses that span multiple semesters;
- the second exam period, which coincides with the second semester. During this period, exams are held for courses completed in the second semester and for courses that span multiple semesters;
- the third exam period, which takes place after the summer break and during which students may take up a second exam attempt.

At the end of each exam period, exam results are officially announced.

At the request of the cluster, an additional official announcement of exam results may take place during the first and/or second exam period.

The possible dates for the official announcement of exam results are set out in the central academic calendar. The academic calendar for each programme specifies which dates apply to that program. These calendars can be viewed on the Odisee website, www.odisee.be. The Student Administrative Services Centre, in consultation with the chair of the examination committee, determines the date and time at which exam results for all courses will be announced.

This decision takes into account the official announcement dates listed in the programme's academic calendar.

In exceptional individual cases, the ombudsperson and the director of the relevant cluster may jointly decide:

- to announce results from a first exam attempt only after the end of the second exam period;
- to announce results from a second exam attempt only after the end of the third exam period.

The Examination Board will be informed of this decision.

All exam results from the past academic year must be officially announced by September 30 at the latest. If results from abroad for students participating in a mobility programme are received late, or if results come from another institution of higher education, these may, in exceptional cases, be officially announced after September 30.

In any case, the results will be announced no later than November 15.



Additions to this article are available in Title 4 for students participating in a mobility programme.

Article 37.

Deleted.

Article 38. Partial Exams, Partial Assessments, and Continuous Assessment

§1. Partial Exams

The cluster may allow a course to be assessed through one or more partial exams.

This is permitted in the following situations:

- if a course consists of various teaching and learning activities, a separate partial exam may be organized for each teaching and learning activity;
- when a course unit spans two semesters, and the programme offers a partial exam after the first semester.

The results of partial exams are officially communicated via the study progress file and result in partial credit transfers within an academic year (Article 89) and to the following academic year (Article 90).

§2. Partial Assessments

The cluster may also permit multiple partial assessments to be organized within a course or teaching and learning activity.

In such cases, the cluster clearly specifies in the ECTS form:

- which partial assessments will be organized;
- the weight of each partial assessment in the final grade;
- how and during what period the partial assessments will take place.

The results of partial assessments are not reported separately in the study progress file and do not result in partial credit transfers.

§3. Continuous Assessment

The cluster may decide that a course or teaching-learning activity will be assessed entirely through continuous assessment. In that case, the relevant provisions are set forth in the ECTS form.

Article 39. Second examination attempt and lack of resit opportunities

Deleted.

Article 40. Intermittent tests

Intermittent tests are intended to help students gauge their progress in a course from the first phase of a degree programme.

The cluster decides whether the results of the intermittent tests may count toward the final grade for a course. In that case, the cluster clearly describes in the ECTS course description how these results are calculated and what percentage of the total exam grade the intermittent tests account for.

Article 41. Time and place

Exams may only take place during the exam periods or at the times specified in Articles 36 and 38.

In principle, all examinations are held in Odisee's examination rooms. Examinations may also be organised online and remotely.

Exceptions may be made in the event of special individual circumstances determined by the ombudsperson, or in the case of specific learning formats such as work-based learning.

	<i>Additions to this article are available in Title 4 for students participating in a mobility programme.</i>
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Article 42. Attending an oral examination

Students may request that an observer be present at an oral examination. The observer must not be a student taking that course module in the same academic year or being examined by the same examiner in that same academic year. Nor may a blood relative or relative by marriage of the student up to and including the fourth degree act as an observer.

Students must notify the director of the relevant cluster and the ombudsperson no later than seven calendar days before the examination. The ombudsperson shall inform the examiner in time. The observer may only take written notes.

The examiner may, in consultation with the cluster, ask a member of Odisee's staff to attend the oral examination.

Article 43. Examination arrangements and rescheduling of examinations**§1. Examination arrangements**

For each degree programme, the cluster shall specify the period during which each course is to be assessed. Students shall be notified of this no later than five weeks before the examination or assessment activity, via the IES or via the cluster itself.

The examination rooms will be announced no later than three calendar days before the examination.

For students following a standard study path, in principle only one examination per day is scheduled in the IES. This does not apply to integrated assessments in which several modules are assessed at the same time, nor to resit examinations.

Both examiners and students must strictly adhere to the established examination schedule.

Procedure

From 16 October, each student will receive an individual examination schedule via the 'Individual Examination Schedule (IES)' application on the Odisee website, www.odisee.be.

This schedule will be updated throughout the academic year to include upcoming examinations.

Continuous assessment without an exam date will not be displayed in the IES or on an exam card. In such cases, the cluster will ensure that students are notified on time.

Where exams take place within five weeks of 16 October, the cluster will ensure that these are announced at least five weeks in advance via the programme's academic calendar.

§2. Rescheduling of examinations

Examinations may only be rescheduled for serious reasons that have been reported on time.

Procedure

In the event of short-term and certified force majeure, an exam may be rescheduled via the cluster, in accordance with a procedure laid down by the programme. If the force majeure is accepted, a new exam date will be scheduled where possible. In the event of a dispute regarding the force majeure, the ombudsperson shall make the final decision.

If a student is unable to attend the rescheduled exam, the opportunity to sit the exam is forfeited. Students who fail to attend a resit exam without prior notice are no longer entitled to further resit opportunities in the same academic year.

Students requesting a rescheduling of an exam because it coincides with a religious holiday must submit their request on time in accordance with the programme's procedure.

A maximum of two resit examinations per exam period will be organised for each student; that is, a maximum of two during the first semester, a maximum of two during the second semester and a maximum of two after the summer break.

In the event of very serious and long-term circumstances beyond a student's control, students should contact the ombudsperson, who will decide, in consultation with the programme, what arrangements can be made.



Additions and deviations are available in Title 3 for the cluster:

- *Business Management*
- *Applied Social Studies*

Section 3. Taking part in the examinations***Article 44. Conditions for sitting examinations****§1. Tuition fee paid*

Students can only participate in an exam if the owed tuition fee is paid or if an arrangement has been made via STUVO. If this condition is not met, the registration of the examination shall be suspended. As long as the suspension is not withdrawn the student will not be granted access to the digital learning platform and will not be allowed to participate in the examination. In case the student has

already obtained results, these will be regarded as non-existent, and the student will not be awarded a credit certificate for the courses concerned.

§2. Registered for the course

The course needs to be included in the student's ISP, and they may not have obtained credits for the examination involved, nor obtained a partial transfer unless they have waived this in accordance with the procedure in Articles 89 and 90.

Students who participate in an examination for a course for which they are not registered, cannot obtain an exam result. The exam is considered invalid and non-existent.

§3. Registered for the examination

Students are automatically registered for the first examination opportunity for the courses in their ISP.

To participate in the second examination opportunity, students must enrol on time:

- for early second examination opportunities, students must follow the procedure set out in Article 45.
- for examinations in the third examination period, enrolment takes place via the study progress file in accordance with Article 89.

§4. Obligations per course

Participation in an examination may be subject to conditions, such as compulsory attendance, sufficient participation in group activities and the timely submission of assignments.

These conditions and the consequences of non-compliance are clearly stated in the ECTS course description. If students fail to meet the conditions, this may result in a zero mark or a 'Not attended' for the course or part thereof.

§5. Obligations for a digital examination

Students must have a device that meets the minimum technical requirements and must have completed the specific preparation for the digital examination (e.g. a mock exam).

§ 6. Verification of identity and exam attendance

Students must be able to prove their identity at every exam, preferably with a valid student card or, alternatively, another official identity document with a photograph, which allows students to prove their identity beyond doubt. This applies to both on-campus and online exams.

For online exams with proctoring, identity verification is carried out by means of video recordings and a comparison with the identity document.

Verification of attendance at an examination is carried out using the exam card.

Students must bring their exam card to every exam.

At the end of each exam, and following identity verification, the exam card is signed or stamped by the examiner or supervisor for on-campus exams. For remote online exams, attendance is recorded via the participants list in the system. In such cases, students themselves note the start and end times of the exam on their exam card.

Students are entitled to an exam result if the exam card for that exam contains a valid signature or stamp from the examiner or supervisor, or if the list of participants in the system shows that they took part in the exam.

Students can, upon request, receive official proof of participation in the examination.

	<i>Additions and deviations are available in Title 3 for the cluster:</i> • <i>Applied Social Studies</i>
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Article 45. Resitting examinations – organisation

As a standard, a second examination opportunity is organised for courses during the third examination period. The same applies to partial exams, partial examinations and permanent evaluation, but not to (parts of) courses that, due to their nature, are indicated as 'no resit' in the programme guide as appendix.

Furthermore, the cluster may decide to offer a second examination opportunity for certain courses at an earlier date, during the first and/or second examination periods. Students may choose whether to take the second examination opportunity at an earlier date or during the third examination period.

Before taking a second examination opportunity, students must have taken note of the examination result of his first examination opportunity, must not have made use of any tolerance, must have had the opportunity for a debriefing, and the internal appeal period referred to in Article 101 must have expired.

<u>Procedure</u> To be eligible for an early second examination opportunity, students must register in accordance with the programme's procedure. This registration is final. The programme provides a list of participating students to the Planning Department within 20 working days of the publication of the results of the first examination opportunity. The exam will be included in the individual exam schedule, unless the form of evaluation is 'permanent evaluation without an examination date'. In that case, the programme will make the necessary arrangements with the student.
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	<i>Additions and deviations are available in Title 3 for the cluster:</i> • <i>Business Management</i> • <i>Health Care</i> • <i>Applied Social Studies</i> <i>Additions to this article are available in Title 4 for students participating in a mobility programme.</i>
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Article 46. Moving exams due to an unbalanced Individual Study Programme (ISP)

The cluster may, based on a well-motivated request, allow students to reschedule an examination to a later or earlier date. This is only permitted if the Individual Study Programme (ISP), drawn up with the advice of the study path coach, is not evenly divided over the two semesters or if sequencing requirements hinder the study progress of the student.

A rescheduling will only be permitted if the cluster determines that the relevant learning activities can be organised to a high standard in the semester in which the examination is to be taken.

<u>Procedure</u> Students submit their written request to the study path coach of the study programme no later than the due date for submitting the ISP. Students cannot withdraw this request later on.
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The study path coach will inform students of a negative decision or, in case of a positive decision, will provide the necessary details to the Planning Department and to the students, no later than fifteen working days after the deadline for submitting the ISP.

The exam will be included in the individual exam schedule of the students concerned, unless the form of evaluation is 'permanent evaluation without an examination date'. In that case, the programme will make the necessary arrangements with the student.

	<i>Additions and deviations are available in Title 3 for the cluster:</i> • <i>Business management</i> <i>Additions to this article are available in Title 4 for students participating in a mobility programme.</i>
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Article 47.

Deleted.

Article 48. Early graduation by rescheduling exams

Students may request to reschedule one or more examinations to an earlier date, with the aim of graduating earlier than provided for in the standard examination timetable. This takes place at the next opportunity when the examination results are officially published via the study progress file.

This may be permitted where students:

- only have to complete the bachelor's thesis and/or work placement and/or work-based learning, and can carry out these activities within the time available, and/or
- only have to complete a limited number of other courses that formed part of their Individual Study Programme (ISP) in the previous academic year.

If these conditions are met, all remaining examinations will be held earlier than scheduled. If the cluster deems this unfeasible for one or more examinations – for example, for organisational reasons, due to a change of lecturer or a significantly amended ECTS module description – it must justify this decision. In that case, the standard examination timetable will continue to apply to all of the students' courses.

Where students making use of this arrangement fail the first examination opportunity, the same principles apply to the bringing forward of a second examination opportunity.

Procedure

To bring forward a first examination opportunity, students must submit a written request to their study path coach by the deadline for submitting the ISP at the latest. Once submitted, students may not withdraw this request. The study path coach will inform students of a negative decision or, in the event of a positive decision, will forward the details to the Planning Department and to the students, no later than fifteen working days after the deadline for submitting the ISP.

To bring forward a second examination opportunity, students must submit a new written application to the study path coach within ten working days of the results being announced. Students may not subsequently withdraw this application either. The study path coach will inform students of the decision within twenty working days of the results of the first examination opportunity being announced.

The examination will be included in the Individual Exam Schedule (IES), except in the case of continuous assessment without a fixed examination date. In that case, the programme will make arrangements with the students.



Additions and deviations are available in Title 3 for the cluster:

- Technology and Biotechnology
- Applied Social Studies

Article 49. Non-participation in (an) examination(s)

Students who decide not to sit an examination scheduled for them must immediately withdraw from that examination via the Individual Exam Schedule (IES) application.

Students cannot reconsider this decision afterwards and loses his examination opportunity.

Special provision regarding international students

Non-EEA students who are temporarily residing in Belgium as students may not withdraw from an examination.

If they do so anyway and do not participate in the examination, they run the risk of their residence permit or visa not being renewed.

Section 4.

Article 50.

Deleted.

Article 51.

Deleted.

Section 5. Examinations for identical courses when combining registrations

Article 52. Examination results for identical courses under multiple contracts

Where students are enrolled in a course with the same code under multiple contracts in the same academic year, they shall sit only one examination per examination session.

The examination result obtained shall apply simultaneously and in the same way to all contracts concerned.

Section 6. Examinations taken in another programme or in another institution



Additions to this article are available in Title 4 for students participating in a mobility programme.

Article 53. Time and place of examinations

When, in accordance with the conditions set by the cluster, students take courses in another programme of study or in another institution of higher education at home or abroad, the examinations for these courses take place at the time, the place and under the conditions determined by the programme of study or institution in question.

Article 54. Assessment scale

Under the supervision of the cluster, it is possible, if necessary, that the result of an exam taken at another institution of higher education is converted into the assessment scale as stipulated in Title 4. Specific provisions for students who participate in a mobility programme. Students who follow part of the programme at another institution are notified about the conversion rules before departure.

Article 55. Replacement by equivalent courses

Where students do not obtain a credit certificate for a course because they have failed the examination at a higher education institution abroad, the cluster may allow them to sit an examination at Odisee during the third examination period of the same academic year.

This examination covers one or more courses designated as equivalent by the cluster.

Section 7. Ombudsperson

	<i>Additions to this article are available in Title 4 for students participating in a mobility programme.</i>
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Article 56. Role, appointment and availability

The ombudsperson is a person who mediates between examiners and students. The ombudsperson carries out this role professionally and independently.

One or more ombudspersons are appointed at each campus.

The ombudspersons clearly publicise where and when students can contact them.

Article 57. Powers and disputes

The ombudsperson mediates, where necessary, on the date, venue, format and conditions under which examinations are held. The ombudsperson decides independently on rescheduling examinations and on the allocation of an examination slot. Where possible, rescheduling takes place within the same examination period.

In order to carry out this task properly, the ombudsperson is entitled to all necessary information regarding examinations, even prior to the deliberations of the examination committee. The ombudsperson is obliged to keep this information confidential.

The ombudsperson participates in an advisory capacity in the examination committee for which they have been appointed and in the deliberations of the select examination committee.

Article 58. Incompatibility

Ombudspersons may not assess the students they are supporting.

In the exceptional event that an ombudsperson has nevertheless been involved in the assessment of a course, a substitute ombudsperson shall be appointed for those students.

Article 59. Report of the ombudsperson

After the third examination period of each academic year, the ombudsperson submits a report to the cluster regarding the ombudsperson's activities that are relevant for the cluster for the purpose of feedback and possible adjustments.

This report is discussed before the start of the new academic year, i.e. at the latest on 15 November in the cluster concerned.

Section 8. Sequence of the examinations**Article 60. Examiner**

The examiner assesses whether students have achieved the learning outcomes of a course and awards the final examination result. This result is determined on the basis of assessment activities carried out by the examiner and any co-examiners.

As a rule, the examiner is the lecturer responsible for the course (or part thereof) for the relevant group of students in the academic year in question.

In the event of a blood relationship or kinship up to and including the fourth degree between an examiner and a student, or in the event of force majeure on the part of the examiner, the examiner shall request the cluster director to appoint a substitute.

Examinations may be conducted by examiners who are not course lecturers, provided that they were involved in the teaching and learning activities. The course lecturer, or – where there are several course lecturers – the coordinator, remains fully responsible for the final assessment.

Examinations for courses taught by visiting lecturers shall, in the event of their absence, be conducted by another examiner appointed by the cluster.

Where these regulations refer to the examiner, this means either the examiner or their substitute.

Article 61. Pre-exam information via the ECTS course description

The ECTS course description contains clear information for each course on the content and objectives, the exam syllabus and the method of assessment. It also specifies the weighting of any components for which a partial mark is awarded and the consequences of not sitting (part of) the exam. In addition, the ECTS course description specifies how the final mark is determined when components are assessed as pass or fail.

Where, in exceptional circumstances, the examination syllabus or the assessment method differs between examination periods, this will be stated in the ECTS course description.

The Executive Committee may decide to amend the examination format in response to urgent government measures. In such cases, the amended examination format will be announced via the electronic learning platform within a reasonable period prior to the examination, in consultation with the General Students' Council.

Procedure

Where students and lecturers make arrangements that deviate from the ECTS course description, they must use the 'Deviations from ECTS Arrangements' form. This form is available via the Odisee website, www.odisee.be. It specifies the course, the lecturer and student concerned, the

agreements made and the consent of all parties. Students must then submit a copy to the Student Administrative Services Centre on their campus.

Article 62. Submission deadline for assignments

Where a deadline has been set for an assignment and students, for valid reasons, anticipate that they will not be able to meet it, they must contact the lecturer before that date. The lecturer may then set a new submission deadline.

The lecturer may specify in the ECTS course description that an assignment not submitted on time shall be regarded as not submitted. In that case, the ECTS course description shall state whether students will receive a 0/20 or an NA (Not Attended) for that assignment.

If this penalty is specified, it shall also apply if a new submission deadline that has been granted is not met.

	<i>Additions and deviations are available in Title 3 for the cluster:</i> • <i>Applied Social Studies</i>
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Article 63. Non-compliance with contractual obligations in relation to internship, work-based learning and other arrangements

Where students repeatedly or seriously fail to comply with the obligations arising from an internship agreement, a work-based learning agreement or any other agreement with Odisee and/or third parties, that agreement may be terminated.

In such cases, students are not entitled to a replacement assignment. The relevant courses, or parts thereof, will then be regarded as NA (Not Attended).

Article 64. Examination format and duration

The examination format shall be consistent with the objectives and learning outcomes of the course and with the teaching method used. The cluster shall determine the examination format, on the recommendation of the course lecturer.

Unless expressly stated otherwise in advance, students shall sit each examination without the use of aids.

An examination consisting of a single assessment session may last a maximum of three hours, including the time allowed for the examination itself.

Where an examination is rescheduled on an individual basis, the examination format may differ from the standard format.

For an oral examination held on campus, students are allowed at least twenty minutes' written preparation time.

For an online oral examination, students are given at least five minutes' preparation time per main question. For additional questions seeking further detail or clarification, the examiner may ask further questions immediately, without allowing extra preparation time.

The preparation time does not apply to oral language examinations, to explanations of previously submitted assignments, or to explanations during practical exercises and skills tests where an immediate response is expected.

Article 65. Assessment

Only one final mark is awarded for each course. This is determined by the examiner.

The final mark or the mark for a partial examination is expressed as an integer between 0 and 20 or as 'pass' or 'fail'. A 'fail' mark for a course is considered an un-tolerable fail mark.

For a course with partial examinations, the final mark is calculated as a weighted average based on the credits for the relevant teaching and learning activities.

If students achieve a score of 7 out of 20 or less in one of the partial exams, the final result is adjusted to the lowest mark achieved.

The cluster may decide to calculate the final result in a different way. In that case, this calculation will be clearly explained in the ECTS course description. The course leader, or the coordinator if there are several course leaders, will then convert the results of the various assessments into a single final result out of twenty marks.

Article 66. Non-participation in an assessment activity

Where students do not participate in an assessment activity, this is assessed as NA (Not Attended). In these regulations, 'NA' is considered an un-tolerable fail mark.

If a course consists of several partial examinations or partial assessments and students do not take part in one of these components, they will, in principle, receive an 'NA' for the entire course. Exceptions to this rule will only be made where the ECTS course description expressly states otherwise.

Article 67. Administrative processing

Examiners must submit the examination results to the Student Administrative Services Centre as soon as possible after the examination, using the designated digital applications.

All marks must be submitted administratively no later than two working days before the results are published.

Section 9. The examination committees and their authority**Article 68. Composition of the examination committee**

Odisee establishes five select examination committees and five full examination committees:

- the examination committee Education for the cluster Education;
- the examination committee Health Care for the cluster Health Care;
- the examination committee Applied Social Studies for the cluster Applied Social Studies;
- the examination committee for (Bio)Technology for the clusters Technology and Biotechnology together;
- the examination committee Business Management for the cluster Business Management.

Each examination committee acts as the examination committee for all programmes within the relevant cluster(s).

Where these regulations refer to the examination committee, this refers to the full examination committee.

The select examination committee and the full examination committee meet prior to any official announcement of examination results, as set out in a programme's academic calendar.

§1. The full examination committee

The full examination committee consists of the following members:

- the director of the cluster
- all heads of programmes of the programmes within the relevant cluster(s).

The examination committee is composed in a balanced manner in accordance with its powers. The cluster director acts as chair. One of the heads of programme is appointed as secretary.

In the event of force majeure:

- the chair is replaced by the director of another cluster;
- the secretary is replaced by a head of programme from the same examination committee.

The ombudsperson participates in an advisory capacity on the examination committee for which they have been appointed.

The composition of the examination committee is approved annually by the Academic Council.

§2. The select examination committee

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

Article 69. Powers of the select examination committee

The select examination committee prepares the deliberations of the full examination committee. It is responsible for:

- collecting and investigating cases of potentially manifestly unreasonable mark profiles;
- compiling files on irregularities, on the initiative of the chair;
- compiling files on special individual circumstances, at the initiative of the ombudsperson.

The select examination committee acts in cases where the right to be heard and the obligation to be heard are provided for in Article 74.

It may decide, if justified, to officially publish one or more examination results at a later date than originally announced.

Article 70. Powers of the full examination committee

§1. Where the select examination committee finds that an examination result proposed by an examiner for one or more students is manifestly unreasonable, the full examination committee may, in exceptional circumstances, adjust that result. Such a decision must always be clearly justified.

§2. The full examination committee shall rule on disputes. It shall take decisions on cases of irregularities under Article 85, which have been prepared by the select examination committee.

§3. The full examination committee shall rule on cases concerning students with special individual circumstances that have been prepared by the select examination committee.

In this context, the examination committee assesses whether students have achieved the learning outcomes of the programme or courses.

The examination committee may:

- regard one or more non-tolerable failing marks as tolerable and allow them to count towards the tolerance allowance as set out in Article 79;
- deviate from the 10 per cent criterion for tolerance;
- award a degree of merit to students who do not fully meet the conditions set out in Article 81.

Every decision taken by the examination committee must be carefully justified.

Section 10. Deliberation

Article 71. Attendance at the deliberations

Members of the examination committee shall take part in the online deliberations. A printout of the list of participants shall serve as the attendance register.

Members who are legitimately unable to attend must notify the chair of the examination committee and the Student Administrative Services Centre as soon as possible.

The examination committee may validly deliberate provided that at least half of its members or their deputies are present.

Where students are required to remain available to the examination committee during the deliberations, they shall be notified of this in advance by the chair.

Article 72. Secrecy

Members of the examination committee and all persons present at the deliberations are bound to secrecy regarding the deliberations and the voting.

Article 73. Members entitled to vote

All members of the examination committee have a decisive vote.

Members of the examination committee shall not take part in deliberations on decisions relating to students who are their relatives by blood or marriage up to and including the fourth degree. Nor shall members of the examination committee take part in deliberations concerning students or groups of students where it is alleged that an examination result awarded by them is manifestly unreasonable.

Article 74. Right to be heard and obligation to hear

Any examiner who is not a member of the examination committee may, at their own request, be heard by the select examination committee and by the full examination committee. This also applies to all students in respect of whom the examination committee is to take a decision.

Where an irregularity is suspected, the chair must, before the select examination committee prepares the case file and before the full examination committee takes a decision, hear the examiner of the course in question. The chair shall also hear the students concerned, in the presence of an ombudsperson.

Where the select examination committee considers that a proposed examination result for one or more students is manifestly unreasonable, it must first hear the examiner before the full examination committee reaches a decision.

The select examination committee or the full examination committee may also decide on its own initiative to hear an examiner who is not a member of the examination committee regarding a proposed decision.

The right to be heard and the obligation to be heard may, in all cases, be organised either in person, online or remotely. Where individuals are invited to be heard in accordance with the right to be heard or the obligation to be heard but do not avail themselves of this opportunity, the case will be dealt with further on the basis of the existing information.

Article 75. Decision-making and voting rules of the examination committee

The examination committee takes decisions as a body. Decisions concerning students are taken by a simple majority, that is to say, more than half of the members present.

A vote shall be taken on a decision at the proposal of the chair, or at the request of a member of the examination committee or the ombudsperson. Invalid votes and abstentions shall not be counted. In the event of a tie, the proposal that is most favourable to the students shall be adopted as the decision of the examination committee.

Article 76. Passing a course

Students pass a course if, upon the official announcement of the results, they achieve at least 10 out of 20 or are awarded the grade 'pass'.

In that case, students will be awarded a credit certificate for the course, unless they failed to meet the conditions for sitting the examination as set out in Article 44, or they were penalised for an irregularity.

Article 77. Credit certificate

Students automatically receive a credit certificate for each course they have passed, following the official announcement of the examination results.

A credit certificate is always awarded for a complete course and never for part of it.

Where students have been granted an exemption from part of a course, they will receive a credit certificate for the entire course if they achieve at least 10 out of 20 for the remaining part or if they are awarded a 'pass' grade.

In exceptional cases of irregularities, Odisee may decide to cancel and reclaim credits that have been awarded.

Procedure

Credits are recorded in Odisee's database.

For programmes for which students have been declared to have passed, the credit certificates are listed on the diploma supplement. They are not issued separately for each course.

Students who leave Odisee without completing a programme, or without their credits having been recognised as part of a programme, may apply for these credits from the Student Administrative

Services Centre. This applies to bachelor's programme courses from the 2005-2006 academic year onwards and to associate's degree programme courses from the 2019–2020 academic year onwards.

The Student Administrative Services Centre will issue the credit certificate within three weeks of the application.

A credit certificate will not be issued until students have paid the full amount of tuition fees due.

Article 78. Determination of the percentage for the degree programme

To calculate the overall percentage for a degree programme, the examination results for all courses are weighted according to the number of credits associated with them, in the academic year in which students achieved the examination result.

Courses assessed as 'pass' or 'fail' are not included in this calculation.

Article 79. Completing a programme

Students automatically complete a programme following the official announcement of the results if they meet one of the following conditions:

- a) Students have been exempted from or have passed all courses of the programme as set out in the degree contract or the degree examination contract. 'Pass' means a mark of at least 10 out of 20 or the assessment 'pass';
- b) Students must satisfy both of the following conditions:
 - they achieve a weighted total percentage of at least 50% for the programme as a whole;
 - they must not have any non-tolerable failing marks and may have a maximum of 10 per cent tolerable failing marks. Tolerable failing marks are scores of 8 or 9 out of 20. All other failing marks are non-tolerable.

The number of credits for which students may utilise the tolerance (the tolerance allowance) is calculated on the basis of all the credits for the programme that they are actually required to take. This is the number of credits for the programme as laid down by decree, less any exemptions granted. Credits that the student takes in addition to the number of credits for the programme laid down by decree are not taken into account here.

The cluster may stipulate that certain courses are never subject to tolerance. A fail mark for these courses will always result in failure of the programme. These courses are listed in the programme syllabuses in the appendix.



Additions and deviations are available in Title 3 for the cluster:

- Education

Article 80. Passing a subsequent programme

Students who enrol for a subsequent programme may only pass that programme once they have passed the preceding programme.

Article 81. Obtaining a diploma and a level of achievement

Students who successfully complete a programme obtain the diploma or certificate for that programme.

Upon the official announcement of the results, a level of achievement is automatically awarded based on the weighted percentage for the entire programme:

- passed (cum fructu): less than 68%;
- distinction (cum laude): at least 68%;
- great distinction (magna cum laude): at least 77%;
- greatest distinction (summa cum laude): at least 85%;
- greatest distinction (summa cum laude) and the congratulations of the examination committee: at least 90%.

No level of achievement is awarded:

- to students on a study programme comprising fewer than 20 credits;
- to students on a programme in which all courses are assessed as 'pass/fail';
- to students on a preparatory programme.

Article 82. Deliberation report

The secretary shall draw up the deliberation report. The chair and the secretary of the examination committee shall sign this report.

The deliberation report shall contain:

- the attendance list of the examination committee;
- for each student, the decision taken, as set out in Article 70;
- where applicable: a statement confirming that the procedures set out in Articles 71 to 75 have been correctly followed.

The report refers to the examination results, which are stored in a secure electronic file held by the Student Administrative Services Centre.

Section 11. Irregularities

Article 83. Definitions

An irregularity is defined as any behaviour on the part of students during an examination which renders a correct assessment of their knowledge, understanding and/or skills – or those of other students – wholly or partly impossible, or which attempts to render such an assessment impossible.

The use of Artificial Intelligence (AI) that does not comply with the programme's AI policy is also considered an irregularity.

Plagiarism is a form of irregularity. It involves the reproduction of ideas, texts, structures, images, plans or other work by others without adequate acknowledgement of the source, even if this has been slightly adapted. The reuse of one's own work without acknowledgement of the source also constitutes an irregularity.

When determining whether an irregularity has occurred, it is irrelevant whether:

- students acted knowingly or unknowingly;
- they actually derived any benefit from it;
- they have or have not ceased the behaviour.

Possession of unauthorised aids, such as a mobile phone, smartphone, smartwatch, multimedia device or other information storage media, is considered an irregularity, regardless of whether students use them or not.

Exception: during an online examination, a mobile phone may only be used for multi-factor authentication (MFA) by the KU Leuven Association, subject to the supervisor's permission and in accordance with the conditions communicated in the examination instructions.

Article 84. Procedure for irregularity

Where an examiner identifies an irregularity during an examination, they shall inform the chair of the examination committee and the ombudsperson as soon as possible.

Pending a decision by the examination committee, students may continue with the examination period, including the examination in question. If necessary, disputed items and the examination paper already completed may be temporarily withheld.

The relevant chair of the examination committee shall hear the students in the presence of the ombudsperson, as provided for in Article 74.

Where the irregularity relates to plagiarism, the chair, together with the lecturer and the head of programme, shall investigate whether plagiarism has in fact taken place and the seriousness of the offence. If necessary, an external expert may be consulted in this regard.

Article 85. Sanctions

§1. Possible sanctions

Where irregularities are identified, the examination committee may, during its deliberations or at an extraordinary meeting, decide that students

- 1) have taken the examination in an invalid way and must retake it at a time to be determined by the cluster;
- 2) be awarded an adjusted mark for the examination or the assignment;
- 3) be awarded a '0' for the course in question or part thereof;
- 4) be awarded a '0' as their examination result for some or all courses in the examination period in question and, where applicable, subsequent examination periods, provided that those results have not yet been officially communicated and the irregularity does not relate to results that have already been communicated;
- 5) failing one or more courses. Students will be awarded a '0' for the courses in question for that examination period and may not retake the examination until the next academic year at the earliest;
- 6) being refused for a programme. Students may re-enrol no earlier than the following academic year. Students who have been failed will receive a '0' for all courses in the relevant examination period. This sanction is only possible in the event of a very serious irregularity. The examination committee shall assess the seriousness of the irregularity. The examination committee may also require students to choose a different topic or supervisor for a paper, final dissertation or bachelor's thesis;
- 7) lose the right to enrol for the next academic year or the following two academic years. This sanction applies to all programmes at Odisee and may only be imposed in conjunction with a refusal from a programme.

In addition to these sanctions, except in the case of point 1°, the examination committee may further decide that the highest examination result achieved during the academic year shall not be retained.

The severity of the offence and the level of punishment for plagiarism are assessed on the basis of the following factors:

- 1) the scope of the plagiarism;
- 2) its nature (e.g. failure to cite sources or incorrect citation);
- 3) the students' experience (the extent to which students should be aware of the seriousness of their actions, taking into account, amongst other things, the stage of their academic career);
- 4) the intention to commit fraud.

§2. Confirmation of severe sanctions

A decision to refuse a student from a programme, whether or not accompanied by the loss of the right to enrol, only becomes final after confirmation by the Irregularities Committee.

The Head of the Education and Quality Department acts as the Irregularities Committee and makes a decision following advice from an ombudsperson and the Chair of the Students' Council. If the Chair of the Students' Council or, in their absence, a student who is a member of the Students' Council, fails to provide advice within two working days, the requirement for such advice may be waived. In the absence of the Head of the Education and Quality Department, or in cases of force majeure, the Director-General shall act as the Irregularities Authority.

Procedure

Confirmations by the Irregularities Committee are communicated to the Examination Committee, which is responsible for the final communication of the examination result via the Student Administrative Services Centre. The appeal period begins upon notification of the result.

Where the Irregularities Committee does not uphold a decision, the examination committee shall take a new decision as soon as possible, taking into account the Irregularities Committee's reasoning. The new decision shall count as the examination result and shall be communicated as such by the Examination Committee via the Student Administrative Services Centre. The appeal period begins upon notification of this result by the Student Administrative Services Centre.

§3. Very serious irregularity

In the event of a very serious irregularity, Odisee may regard an examination result as a fail, even if this is only established at a later date. In that case, credit certificates, certificates and diplomas may be withdrawn. This decision also requires confirmation by the Irregularities Committee.

§4. Mention in the study progress file

When a sanction is imposed, the code OR (which stands for 'irregularity') is mentioned in the student's study progress file.

Section 12. Announcement and discussion of the examination results

Article 86. Notification of examination results

Publication via the study progress file at the time specified in Article 36 is the sole official announcement of examination results.

The announcement shall always include a reference to the appeals procedure, as described in Article 101. An appeal may only be lodged following the official announcement. Results communicated verbally or via other channels are always provisional. Examiners may, however, provide substantive feedback during the examination period to support students, but without disclosing the examination result.

Students on a degree or degree-exam contract will receive a full overview of their academic progress, including any measures relating to academic progress.

Students on a credit contract or credit-exam contract will only receive the results for the courses for which they sat an exam.

The result for a full programme may be announced publicly during a graduation ceremony.

The examination results for each course are stated on the diploma supplement.

On the diploma supplements, examination results are converted into the following codes:

- For those courses for which students have obtained a credit certificate: the code C, supplemented by the examination result or the letter P in the case of a non-numerical assessment;
- For courses in which students achieved a mark of less than 10 or a 'fail': the code G.

Article 87. Review of examination results and the right to feedback

§1. Students are entitled to feedback on their examination results. During the first five calendar days following the publication of the results, they shall be given the opportunity to receive feedback in the form of access to their written or digital exam paper and an individual and/or group debriefing.

§2. The cluster organises the feedback procedure for the examinations and communicates this procedure no later than one week before each official announcement of the results. The feedback session may take place on campus or online.

§3. Students may be accompanied by a person of their choice during the feedback session. However, this person must not:

- be a student who is still due to sit an examination for the course in question in the same academic year;
- be a student who is to be assessed by the examiner in question in the same academic year.

§4. Students who wish to obtain a copy of their examination paper or of a deliberation report must follow the procedure set out in Article 95.

Article 88. Retention of the examination copies

The examiner shall retain copies of all written examinations for at least three months following the deliberations of the third examination period.

Where an internal appeal is lodged against an examination result, the internal appeals body shall retain the relevant examination copies for five years.

Section 13. Retaking examinations on courses and keeping tolerable fail marks

Article 89. Retaking examinations within the same academic year

§1. General principle

Students are entitled to two examination attempts per academic year for each course in their ISP, regardless of the type of contract under which they are enrolled, in order to obtain a credit certificate. Once the credit certificate has been obtained, students may no longer take a resit. If necessary, a second examination opportunity may be organised in a different format to that of the first examination opportunity.

An examination that has not been sat or retaken counts as an examination opportunity taken. Students cannot acquire additional examination opportunities by changing their contract.

In exceptional cases, the cluster may decide not to offer a second opportunity for an examination or partial examination, due to the nature of the course. Where a partial examination cannot be retaken, the result achieved will continue to count towards the calculation of the final result for the course in the second examination opportunity. The study programmes attached as an appendix specify which courses, or parts thereof, cannot be retaken due to their nature.

Where a course is organised in the second semester or across the academic year and, for organisational reasons, cannot be retaken during the summer holidays – and is therefore designated as non-retakeable – it may, in exceptional cases, nevertheless be retaken during the second examination period. This is only possible:

- with the cluster's permission;
- for students who are eligible to graduate;
- where the student has already taken an examination opportunity during the first examination period via an approved examination swap.

§2. Retaking failed courses

As a rule, after the second examination period, students choose which failed courses they wish to retake in the third examination period, in accordance with the procedure set out below. Students who, in accordance with Article 45, take an early second examination opportunity must follow the procedure set out in this article.

Students may only retake failed courses if:

- they have not used any tolerance for this course;
- a resit is organised for that course.

Where students retake a failed course within the same academic year, the higher mark will be retained.

Procedure

Students must register for the third examination period examinations via the Odisee website, www.odisee.be, by the date specified in the academic calendar at the latest. After this date, registration is only possible via the ombudsperson, on the basis of exceptional individual circumstances.

§3. Carry-over of partial results

Partial results of at least 10/20 or with a 'pass' grade, which have been officially communicated via the study progress file, are automatically carried over within the same academic year.

Upon carry-over:

- the partial result is taken into account in the new final result for the course;

- students only retake the assessment activities for which no carry-over applies.

Students may choose to retake a carried-over partial result. In that case, the most recently achieved result counts as final.

Procedure

Within five calendar days of the results being published, students must notify the Student Administrative Services Centre, using the form provided, of which partial results they wish to retake.

Article 90. Retaking examinations across academic years

§1. Passed courses

The result of a credit certificate is final. Once a credit certificate has been obtained, students may no longer retake that course within the same programme.

§2. Failed courses

After the third examination period, students who are not yet eligible to graduate must finalise their tolerance file in accordance with Article 91.

When a student retakes a course in a subsequent academic year:

- the previously achieved result is cancelled;
- only the result from the new academic year counts.
- the syllabus and examination content of the academic year in which the student has re-enrolled shall apply.

§3. Exception regarding tolerances in the final phase

In exceptional cases, students may, following a reasoned application to the cluster, resume a previously applied tolerance in the final phase of the programme.

Students re-enrol for the course and sit the examination based on the syllabus for that academic year.

The new result replaces the result that was previously granted a tolerance.

§4. Transfer of partial results

Partial results of at least 10/20 or with a 'pass' grade, which have been officially communicated via the study progress file, are automatically carried over across academic years.

Upon carry-over:

- the partial result is factored into the new final result for the course;
- students only retake the assessment activities for which no carry-over applies.

Students may choose to retake a carried-over partial result nonetheless. In that case, the most recent result achieved will count as the final result.

Procedure

No later than the submission date of the ISP, students must notify the Student Administrative Services Centre, using the form provided, of which partial results they wish to retake.

Article 91. Tolerance

§1. General principle

Tolerable failing marks are marks of 8 or 9 out of 20 in courses that are classified as tolerable. Students may use tolerances provided that all the following conditions are met:

- students achieve a study efficiency of at least 50%.
- the total number of tolerances used, expressed in credits, does not exceed 10% of the programme's total credits, after deduction of exemptions; Exception: for the nursing programme, the maximum number of tolerances thus obtained is limited to a maximum of 18 credits

As long as students in an initial bachelor's programme have not yet accumulated 60 credits in the form of credits, tolerances and/or exemptions, they may use a maximum of 12 credits' worth of tolerances.

§2. Tolerances used by students

Once they have taken note of all the examination results from the first exam opportunity for all courses in their Individual Study Plan (ISP), students may decide to use tolerances.

Procedure

Students must indicate in their study progress file for which courses they wish to retain a tolerable fail mark.

This must be done within 15 calendar days of the official announcement of the results.

If students are still sitting second-chance exams, they should wait until all results for that academic year are known before deciding to use their tolerances.

Once the results of the second-chance exams have been announced, students must decide for which courses they wish to use their tolerances.

Once a tolerance has been used, it is final.

If students do not make a choice within the specified period, it is assumed that they are not using any tolerance.

Procedure

Students must indicate in their study progress file for which courses they are retaining a tolerable fail mark.

This must be done within 15 calendar days of the official announcement of the results.

Students may only submit their ISP for the following academic year once their tolerance file is in order.

§3. Automatically applied tolerances

In initial bachelor's programmes, tolerances are automatically applied at the end of the first and second academic years if this enables students to meet the decretal threshold. For students who have achieved a mark of 7/20 for only one course in their threshold package and have achieved a

credit for all other courses within that threshold package, the 7/20 will, exceptionally, be automatically deemed tolerable, provided that all other tolerance conditions are met.

For students in the final phase of their programme, tolerances are automatically applied if this enables them to pass the programme.

Students who do not agree to automatic tolerances must notify the university within 5 calendar days of the results being published.

If the student makes use of this option:

- after their first examination attempt, the overall result for the programme (pass/fail and any level of achievement) is provisionally revoked.
- after their second examination opportunity, the student will fail to obtain the degree or meet the decretal threshold, and the overall result for the programme (pass/fail and any level of achievement) or the attainment of the decretal threshold will be revoked.

In that case, students must retake the course in accordance with Articles 89 and 90.

Procedure

Students must notify the Student Administrative Services Centre of their choice in writing within five calendar days.

Any documents confirming successful completion will be returned.

Students who subsequently wish to make use of the tolerance provisions must follow the procedure set out in §2 once again.

Section 14. Settlement of disputes

Article 92. Conflicts before or during an examination

Any irregularities or conflicts between students and examiners that arise before or during an examination and which jeopardise the proper conduct of the assessment must be reported as soon as possible to the chair of the Examination Committee via the ombudsperson.

The chair of the Examination Committee shall mediate and may, if necessary and, where appropriate, after consultation with the ombudsperson, take provisional measures to ensure the examination proceeds correctly.

Where applicable, the full Examination Committee shall subsequently take the final decision regarding sanctions under Article 85.

In doing so, the chair shall always hear both the examiners and the students concerned, as described in Article 74.

Article 93. Material errors

If a material error is identified after the official publication of the examination results, this must be formally reported to the chair of the Examination Committee and to the Student Administrative Services Centre. The results may still be amended within the time limits laid down in Article 102.

Errors which result in students who were initially deemed to have passed actually failing will be corrected by the full Examination Committee.

Other material errors will be corrected by the chair of the Examination Committee, in consultation with the Student Administrative Services Centre.

Where students have already received an examination result, the Student Administrative Services Centre will provide them with the corrected result.

The Student Administrative Services Centre draws up a report on all these corrections and submits it to the cluster.

TITLE 3: ADDITIONS AND DEROGATIONS TO THE EDUCATION AND EXAMINATION REGULATIONS BY CLUSTER

Cluster Business management

Derogations from Preface: Academic calendar - Structure of the academic year

The programme may organise introduction activities in the week before the official start of the academic year. Students are expected to attend these activities.

Derogation from Article 43. Examination arrangements and rescheduling of examinations

In the 'Associate's Degree in Programming' and 'Associate's Degree in Systems and Network Management', the number of resit examinations is limited. Students may sit a maximum of two resit examinations per academic year.

Derogations from Article 45. Resitting examinations – organisation

In the 'Associate's Degree in Programming' and 'Associate's Degree in Systems and Network Management', teaching and assessment activities are organised into two semesters, each of which is divided into two terms.

The first examination opportunity for a course takes place at the end of the relevant quarter. The second examination opportunity takes place in the following quarter. The second examination opportunity for the fourth quarter is organised during the third examination period.

Students are expected to sit the second examination opportunity as scheduled. They may only deviate from this for the following reasons:

- special reasons approved by the programme
- or
- special individual circumstances, subject to approval by the ombudsman.

Additions to Article 46. Moving exams due to an unbalanced Individual Study Programme (ISP)

The cluster may grant permission to students who have already obtained a bachelor's degree and wish to obtain a second bachelor's degree in the same programme but with a different specialisation to take the examination for the 'Internship' course – which cannot be resat – during the third examination period.

Cluster (Bio)technology

Derogations from Article 48. Early graduation by rescheduling examinations

Campus in Aalst

The conditions set out in Article 48 of the Education and Examination Regulations apply to the Bachelor's programmes in Construction, Electromechanics and Property Management, provided that no continuous assessment is scheduled for the courses in question.

For the Bachelor's in Construction programme, it also applies that students cannot sit the Bachelor's thesis during the first examination period.

Campus in Ghent

An examination on a course that is organised in the second semester and for which obligatory laboratory classes are provided during the second semester, cannot be taken in the first examination period.

Students cannot sit an examination during the first examination period for a course that:

- is held in the second semester,
- and
- for which compulsory laboratory sessions are scheduled in the second semester.

Associate Degree of Electromechanical Systems

Students in the Associate Degree of Electromechanical Systems may, with a view to graduating in the first examination period, bring forward their work-based learning to the first semester.

This is only possible if they do not need to take any further courses, either from the first semester or from the second semester.

Cluster Health Care

Additions to Article 2. Degree requirements

To be admitted to the nursing bridging programme, students must hold an HBO5 nursing qualification or an associate's degree in basic nursing. This requirement is verified during an intake interview with the study path coach prior to initial enrolment.

Additions to Article 7. Registration: deadline and procedure

Students wishing to commence the bachelor's programme in Medical Imaging and Radiotherapy must take note of the specific enrolment dates and conditions.

Timely enrolment is essential in order to apply for a personal dosimeter. This is a legal requirement for participation in educational activities involving radiation.

- Entry in the first semester:
Students who wish to enter in the first semester must enrol by 30 September at the latest.
- Entry in the second semester:
Students who wish to enter in the second semester must enrol by 28 February at the latest.

When registering after the above dates:

- students are required to contact the study path coach in advance.
- participation in certain courses requiring safety measures can no longer be guaranteed.

Additions to Article 9. Changes of registration

Students on the bachelor's degree programme in Nursing may only transfer between the Dutch-language stream and the multilingual stream (or vice versa) following a reasoned application to the head of the bachelor's programme in Nursing in Brussels.

The transfer may take place:

- between two academic years
- or

- during the academic year.

In the event of a transfer during the academic year, students must submit their application by 15 February of that academic year.

Additions to Article 26. Exemption on the basis of prior learning (EVC)

For the bachelor's degree programme in Nursing (240 credits), students holding an HBO5 diploma in Nursing or an associate's degree in Basic Nursing may be granted exemptions for up to 90 credits, without having to sit a competence assessment. To this end, they must attend an intake interview with the study path coach.

Transfer students wishing to obtain exemptions for more than 90 credits must sit a competence assessment in accordance with the arrangements of the KU Leuven Association.

Derogations from Article 45. Resitting examinations – organisation

In the bachelor's degree programmes in Nutrition and Dietetics, the first sitting of the course "Food Microbiology 1: Laboratory" is held during the first examination period, and the second sitting is, as a rule, held during the second examination period.

Students are expected to sit the second sitting as scheduled.

They may only deviate from this for the following reasons:

- special reasons approved by the programme
- or
- special individual circumstances, to be assessed by the ombudsman.

Cluster Education

Additions to Article 2. Degree requirements

§1. Bachelor-after-bachelor's programme in school development

To be admitted to this programme, students must:

- hold a bachelor's or master's degree (or equivalent);
- and
- have relevant experience in the education sector;
- and
- be employed in the education sector.

Procedure

The students need to have an intake interview with the responsible person in the cluster.

Students who do not yet hold a bachelor's degree granting access to a post-bachelor's programme may still enrol.

However, to obtain the degree from the post-bachelor's programme, they must first obtain the underlying bachelor's degree.

§2. Bachelor of Education: Pre-primary Education – shortened dual learning programme – for holders of a bachelor's or master's degree - 120 credits (Brussels)

To be admitted to this programme, students must:

- hold a bachelor's or master's degree (or equivalent)
- and
- be employed in early years education.

For certain students, the programme may be adapted:

- Students with a bachelor's or master's degree in Education or a degree in Educational Sciences/Educational Studies, who are working in pre-school education, follow a programme comprising 60 credits.
- For students with a degree in the social sector (e.g. special educational needs, social work), the programme may be shortened.

Procedure

The students need to have an intake interview with the responsible person in the cluster.

§3. Bachelor of Education: Primary Education – shortened dual learning programme – for holders of a bachelor's or master's degree - 120 credits (Brussels)

To be admitted to this programme, students must:

- hold a bachelor's or master's degree (or equivalent)
- and
- be employed in primary education.

For certain students, the programme may be adapted:

- Students holding a bachelor's or master's degree in Education or a degree in Educational Sciences/Educational Studies, who are employed in primary education, will follow a programme comprising 60 credits.
- For students with a degree in the social sciences (e.g. special educational needs, social work), the programme may be shortened.

Procedure

Students need to have an intake interview with the responsible person in the cluster.

§4. Bachelor of Education: Secondary Education

Programme with a single teaching subject

Students are admitted if they hold:

- a bachelor's or master's degree in Education
- or

- a bachelor's or master's degree combined with proof of pedagogical competence, as specified in the regulations.

Shortened programme without teaching subjects

Students are admitted if they hold:

- a bachelor's degree
- or
- a master's degree (or equivalent).

Students who do not yet hold a bachelor's degree but have already obtained at least 135 credits from a bachelor's programme may enrol concurrently. They may then take a maximum of 72 credits within this shortened programme. A derogation from this maximum is possible subject to approval by the study path coach. In order to obtain the degree of the abbreviated bachelor's in Education without teaching subjects, students must first obtain the underlying bachelor's degree

Additions to Article 24. Taking courses in another degree programme or at another institution

Students enrolled in the Bachelor of Education in Pre-primary Education or Primary Education can include in their ISP courses from the bridging programme to the Master in Primary Education, which is jointly offered by KU Leuven and its partner institutions.

For these so-called 'cross-programme courses', students must also enrol at KU Leuven.

Specific rules apply to these courses with regard to:

- the practical organisation of teaching and assessment activities;
- the procedures for registering for and withdrawing from examinations and the ombudsman service;
- the determination of results at KU Leuven and Odisee;
- the procedures and sanctions in the event of irregularities and the lodging of internal appeals.

These rules are laid down in KU Leuven's inter-university regulations

(https://www.kuleuven.be/onderwijs/student/traject/interuniv_oer).

Cluster Applied Social Studies

Additions to Preface: Scope

In the case of the Social Work programme for adults, of which 90 credits are organized by Odisee and 90 credits are organized by the Erasmus Hogeschool Brussel, the rules of this Education and Examination Regulations only apply for the credits that are organized by Odisee.

Additions to Article 2. Degree requirements

- Additional entry requirements apply to the Social Work programme for adults.
To be admitted, students must be able to demonstrate (work) experience:
 - at least 6 months' work experience
- or
- or 600 hours of voluntary work, preferably in the social sector.

Procedure

Students must submit their application to the programme. The head of programme and the director of the cluster will make a reasoned decision within 14 days and inform the students.

- Special admission requirements apply to the bachelor's programme in Family Studies – distance learning:
 - Students who are aged 25 or over at the time of enrolment are automatically admitted to the working students' programme, provided they meet all other admission requirements
 - Students under the age of 25 may submit a reasoned application to be admitted to the programme for working students on the basis of a substantiated application

Procedure

The application must be submitted to the programme advisory service (trajectbegeleiding.schaarbeek@odisee.be) and must include at least:

- a curriculum vitae
- proof of employment or self-employment (student work is not accepted) and/or
- a reasoned explanation of family or informal care responsibilities

The head of the programme and the director of the cluster will take a reasoned decision within 21 days and inform the students.

If the application is insufficiently substantiated, the programme may decide to organise an intake interview. In that case, the decision period will be suspended until after the intake interview.

Derogations from Article 43. Examination arrangements and rescheduling of examinations

For programmes at the Schaarbeek campus, the scheduling of examinations does not always allow students to sit just one compulsory course per day for each stage of the programme. Consequently, the programme may choose to organise two examinations per day for each stage of the programme. These examinations are spread over the period from November to June inclusive.

In the Associate's Degree Orthopedagogical support, teaching and assessment activities in both semesters are divided into two terms. After each term, an assessment day is organised comprising several examinations.

Derogations from Article 45. Resitting examinations – organisation

In the Associate's Degree in Social Work and Social Care and the Associate's Degree in Orthopedagogical support, a derogation from the standard regulations applies due to the educational concept:

- The first examination opportunity for the first-semester work-based learning courses takes place at the end of the first semester.
- The second examination opportunity is organised earlier, at the end of the second semester.

Students are expected to sit this earlier second examination opportunity as scheduled. They may only deviate from this on the grounds of:

- special reasons approved by the programme
- or
- special individual circumstances, via the ombudsman.

Derogations from Article 48. Early graduation by rescheduling examinations

§1. Bachelor of Family Studies

Students may graduate during the first examination period if they only still need to:

- complete the bachelor's thesis and/or internship
- and
- complete a maximum of one course, provided that:
 - this course is organised and examined in the first semester of that academic year;
 - students were also enrolled for this course in the previous academic year.

Students must follow the procedure for rescheduling an examination opportunity as described in Article 48.

§2. Bachelor-after-Bachelor of Psychosocial Gerontology

Students may graduate in the first examination period if:

- all courses in their Individual Study Plan (ISP) are organised or examined in the first semester
- or
- they only need to complete the 'fieldwork project' course in the current academic year.
In the latter case, students must follow the procedure for rescheduling an examination opportunity as described in Article 48.

Derogations from Article 62. Deadline for the submission of coursework

A different arrangement applies to programmes at the Schaarbeek campus. Students who are unable to submit an assignment on time must contact the head of programme before the deadline. The head of programme may, in consultation with the lecturer concerned, set a new submission deadline.

TITLE 4: SPECIFIC PROVISIONS FOR STUDENTS PARTICIPATING IN A MOBILITY PROGRAMME

General

Incoming and outgoing students taking part in a mobility programme remain subject to the regulations of their home institution, unless otherwise stated below.

Outgoing students are also subject to the rules of the partner institution or the host organisation.

Specific terms

Equivalence file

An equivalence file is a component of a Learning Agreement for Study/Traineeship. It sets out how the internship or study activities undertaken by a student as part of a mobility programme are assessed and recognised as equivalent to modules in their home curriculum.

Learning Agreement for Study

A Learning Agreement for Study sets out which courses a student will undertake as part of a study mobility programme and how these will be recognised by the home institution. The document clarifies the responsibilities of the student, the home institution and the host institution.

Learning Agreement for Traineeship

A Learning Agreement for Traineeship sets out the arrangements made between the student, the home institution and the internship organisation regarding the learning objectives, tasks, duration and assessment of the internship. The document also specifies who bears which responsibilities and how the progress and recognition of the internship will be monitored.

Additions to Article 6. Registration: general

Incoming students are enrolled administratively by the International Relations Office (DIRO).

This enrolment grants students only those rights arising from the agreement between Odisee and their home institution.

Enrolment does not entitle students to any facilities or rights other than those expressly set out in the agreement.

Additions to Article 12. Charging of additional study costs

Students taking part in a mobility programme pay tuition fees to their home institution. Outgoing students may be liable to pay additional costs to the partner institution, for example for:

- contributions towards compulsory insurance schemes run by the partner institution;
- printing;
- the use of consumables, such as laboratory supplies.

Odisee is not liable for costs, accidents or problems arising during travel that has not been explicitly approved by the programme.

Where students travel abroad as part of their studies, without supervision from Odisee and outside the scope of a mobility programme as set out in this Title 4, they must check in advance whether:

- the possibility of mobility is stated in the ECTS course description for the course to which the trip relates; and

- the relevant lecturer has explicitly approved the trip.

If the ECTS course description does not mention the possibility of mobility, both the lecturer's and the cluster's approval are required.

The institution accepts no responsibility for travel that does not meet these conditions.

Procedure

Students must apply to the cluster for approval using the document 'Application for a derogation from the ECTS course description'.

Students must submit a completed copy of this document to the lecturer of the course to which the trip relates. The lecturer will take the necessary measures regarding insurance. Students must also follow all health and safety instructions.

Additions to Article 41. Time and place

Exams may be held at a different venue where special arrangements have been made between Odisee and a partner institution.

These arrangements are formalised by the International Relations Office (DIRO).

Additions to Article 45. Resitting examinations – organisation

The cluster may decide to offer incoming exchange students a second opportunity to sit an examination for a course at an earlier date, subject to the conditions set out in Article 45.

Additions to Article 46. Moving exams due to an unbalanced Individual Study Programme (ISP)

The cluster may allow graduating students to postpone an Odisee examination, which normally takes place in the first examination period, to the second examination period.

This applies only to courses that students are required to include in their Individual Study Programme (ISP).

Students must follow the procedure set out in Article 46.

Additions to Section 6. Examinations taken in another programme or in another institution

1. General

Students enrolled in an Odisee degree programme who wish to gain international experience may apply to take part in a mobility programme.

Upon taking part, students complete part of their Individual Study Programme (ISP) at a partner institution (in the case of study mobility) or a host organisation (in the case of internship mobility), in another region of Belgium or abroad.

Where Odisee has concluded a dual-degree agreement with a partner institution, successful participation in a mobility programme can lead to the award of a dual degree.

2. Mobility within programmes

The possibility of mobility is structurally embedded within the programmes. This possibility is made visible through mobility programmes. Not every degree programme offers all mobility programmes.

Students participating in mobility programmes can include one of the following mobility programme in their Individual Study Programme (ISP):

- Option 1: Internship mobility within Europe
- Option 2: Internship mobility outside Europe
- Option 3: Study mobility in Europe or outside Europe
- Option 4: English-taught programme within the programme
- Option 5: Short-term mobility
- Option 6: Inter-community mobility

Blended Intensive Programmes (BIP) are offered in exceptional cases as an elective course, outside the scope of a mobility programme.

3. Conditions for participating in a mobility programme

3.1. Students must submit an application to the International Relations Office (DIRO), in accordance with the procedure described in section 4.

3.2. To be eligible to take part in a mobility programme, students must:

- be enrolled on a degree contract;
- for mobility programmes 1, 2 or 3, have obtained at least 81 credits, allowances and/or exemptions by the time of departure in the first semester of the third phase of the bachelor's programme, no later than after the next examination period following the deadline for submitting the declaration of intent, in accordance with the procedure described in point 4;
- if departing in the second semester of the third phase of the bachelor's programme for mobility programmes 1, 2 or 3, have obtained at least 108 credits, tolerances and/or exemptions, no later than after the next examination period following the deadline for submitting the declaration of intent, in accordance with the procedure described in point 4;
- when departing in the first or second semester of other programme phases, when departing under mobility programmes 5 or when departing in the second phase of the graduate programme, the Teaching Team will decide on the basis of individual academic progress.

3.3. To be eligible to participate in a mobility programme under a dual-degree agreement, students must:

- be enrolled on a degree contract;
- have obtained 120 credits in the relevant programme (including credits, exemptions and tolerances), so that they only need to complete courses from the final phase

3.4. To be eligible to participate in a mobility programme under a Blended Intensive Programme, students must:

- be enrolled under a degree contract;
- meet the selection criteria set by the programme.

4. Selection procedure for participation in a mobility programme

The International Relations Office (DIRO) issues an annual call for applications to participate in a mobility programme.

Students who meet the conditions set out in point 3 must follow the procedure below.

Students taking part in a Blended Intensive Programme must follow the procedure as determined by the programme.

Procedure

Application procedure

Students apply online by submitting a declaration of intent via Mobility-Online on the Odisee website, www.odisee.be.

Application deadline

For a departure in the first semester, students must submit their letter of intent by 15 December of the academic year preceding the mobility year. For a departure in the second semester, students must submit their letter of intent by 15 March of the academic year preceding the mobility year.

In both cases, students must apply for a grant by 15 March of that same academic year. Applications submitted after 15 March will not be eligible for a grant.

Applications submitted after the dates specified above may still be considered provided that the relevant programme, in consultation with DIRO, determines that:

- students can travel safely; and
- the deadline for submitting the ISP is not exceeded.

Eligibility criteria and selection procedure

1) Checking the letter of intent

The International Relations Office (DIRO) checks whether the letter of intent is complete.

2) Assessment of academic progress

The Teaching Team assesses whether the students' academic progress is sufficient to allow them to take part in the mobility programme.

– **Departure in the first semester:**

The Teaching Team meets after the first examination period of the academic year preceding the mobility year.

The team decides whether students may take part.

If necessary, the Academic Team may defer its decision until after the second examination period.

– **Departure in the second semester:**

The Academic Team meets after the second examination period of the academic year preceding the mobility year.

The team decides whether students may take part.

If necessary, the Teaching Team may defer its decision until after the third examination period.

3) Language screening

Selected students are required to take part in a language screening.

This screening assesses students' knowledge of the language they will primarily use during their studies or internship abroad.

- When participating in mobility programme 3, the partner institution specifies the required language level in the Inter-Institutional Agreement with Odisee.
- When participating in mobility programme 1 or 2, the programme specifies the required language level, in accordance with the Common European Framework of Reference for Languages.

5. *Composition of the ISP, Learning Agreement for Study / Traineeship and the equivalence file*

5.1. **Internship mobility (option 1 or 2)**

When participating in mobility programme 1 or 2, the internship programme is set out in a *Learning Agreement for Traineeship*.

This document is signed before departure by:

- the student;
- the relevant internationalisation liaison officer;
- the person in charge at the placement organisation.

An equivalence file is included in this document for each outgoing student.

5.2. **Study mobility (option 3) or Blended Intensive Programme**

When participating in mobility programme 3 or a Blended Intensive Programme, the courses that the student will undertake at the partner institution are set out in a *Learning Agreement for Study*.

This document is signed before departure by:

- the student;
- the relevant internationalisation liaison officer;
- the partner institution.

An equivalence file is included in this document for each outgoing student.

It is possible that students may take a different number of credits at the partner institution than that provided for in the corresponding mobility programme 3 at Odisee.

The minimum number of credits that students must complete at the partner institution must correspond to the minimum number of credits in the corresponding study programme at Odisee.

5.3. **Standard characteristics of Flemish courses**

- In the case of **study mobility** (Option 3, Option 6 or a Blended Intensive Programme):
The Flemish courses are assigned the following standard characteristics in the Odisee programme guide:
 - resitable;
 - tolerable;
 - excluded from the examination/credit contract;
 - second-semester course.

The ECTS course description for the Flemish course states that the characteristics of the courses that the student actually undertakes outside Flanders apply.

- In the case of **internship mobility** (options 1, 2):
The Flemish courses are assigned the following standard characteristics in the programme guide:
 - cannot be resat;
 - cannot be exempted;
 - excluded from the examination/credit contract;
 - second-semester course.
- In the case of **short-term mobility** (option 5):
Option 5 may involve either study mobility or work placement mobility but is assigned the characteristics of work placement mobility by default. Where option 5 in practice involves study

mobility, the ECTS course description for the Flemish course shall state that the characteristics of the courses that the student actually undertakes outside Flanders apply.

5.4. Transcript of records

The transcript of records specifies how the study results achieved at the partner institution are interpreted where the partner institution does not use ECTS credits.

6. Grants for mobile students

Under certain conditions, mobile students may be eligible for a mobility grant.

The International Relations Office (DIRO) provides information on the conditions, application procedure and selection process for the various grants on the Odisee website, www.odisee.be.

All grants listed may be combined with a standard study grant from the Flemish Community.

7. Scholarship contract

A scholarship contract is concluded with students participating in mobility programmes 1, 2, 3 or a Blended Intensive Programme.

This contract sets out the rights and obligations relating to the mobility.

The scholarship contract is binding on both parties.

It is signed by:

- the student
- the head of the International Relations Office (DIRO).

8. Changes to the Learning Agreement for Study/Traineeship

Changes to the courses that students undertake at the partner institution are only possible if:

- students are unable to follow the originally approved programme due to circumstances beyond their control; or
- the actual situation at the partner institution differs substantially from the information available when the study programme was put together.

In such cases, students must inform the relevant mobility coordinator as soon as possible.

Students shall draw up an amended Learning Agreement for Study / Traineeship in consultation with the mobility coordinator and the relevant internationalisation liaison officer.

This amended document must be signed by all parties concerned no later than within the first month of the exchange.

9. Conversion of examination results and deliberation

9.1. For mobility programmes 3, 6 or a Blended Intensive Programme, ECTS scores are converted:

- according to the EGRACONS method (comparable ECTS conversion tables between Odisee and the partner institution);
- or
- if the partner institution does not use EGRACONS, according to the conversion table below.

ECTS-grade	score
A or Excellent	18, 19 & 20
B or Very good	16 & 17
C or Good	14 & 15
D or Satisfactory	12 & 13
E or Sufficient	10 & 11
FX or FAIL- some work required before the credit can be awarded	8 & 9
F or FAIL- Considerable further work is required	7 and less
Not taken	NA
Pass with distinction	14
Pass	12
Fail	7

The ECTS grade A is converted to a score of 18, unless students can demonstrate, by means of a statement signed by the lecturer and the mobility coordinator at the partner institution, that a higher score was achieved.

If the ECTS grades are not stated or are incomplete on the transcript of records, the conversion is based on information provided by the partner institution's mobility office.

Where the partner institution reports results as 'pass (with distinction)'/ 'fail', these are converted in accordance with the table above, unless students can provide a signed statement proving that a higher score was achieved.

For mobility programmes 1, 2, 4 and 5 (with the exception of Blended Intensive Programmes), the examination results are determined by the relevant Odisee programme.

For mobility programmes 3, 6 and Blended Intensive Programmes, the partner institution determines the examination results.

If the partner institution does not provide all results in good time before Odisee announces the results, the missing results will be officially announced immediately upon receipt.

9.2. In the context of a dual degree programme with another institution, students are only deemed to have passed the programme and will receive the dual degree once they have met the pass criteria set out in Odisee's Examination Regulations.

The partner institution makes this decision on the basis of the cooperation agreement and awards its degree accordingly.

Students can never obtain a degree if they have passed solely in accordance with the partner institution's criteria.

The level of achievement is automatically awarded in accordance with the criteria set out in Odisee's Examination Regulations. The partner institution incorporates this level of achievement onto the degree it awards.

Additions to Section 7. Ombudsperson

Outgoing students taking part in a mobility programme or a Blended Intensive Programme should contact the ombudsperson at the institution where they are sitting their examinations.

TITLE 5: GENERAL REGULATIONS

Section 1. Rights and duties of the student

Article 94. Equal treatment

All Odisee students are entitled to equal treatment.

Requests for teaching or examination arrangements are processed in accordance with the procedures laid down in the Teaching and Examination Regulations.

Students with a disability are entitled to reasonable adjustments. These are only granted once students have completed the recognition and advisory procedure set out in the Special Statutes Regulations.

Article 95. Right to access and to copies (open government)

All students have the right to inspect documents which:

- contain a decision concerning them; or
- form the basis for a decision concerning them.

Students do not have the right to inspect the personal data of others. Where necessary, such data will be anonymised.

A request to inspect or obtain a copy may be submitted no later than the end of the current academic year. The request will be processed within a reasonable period of time. No fees will be charged.

If students wish to access or obtain a copy of an examination they have sat themselves, they are expected to first attend the post-exam debriefing.

They may then submit a request to the Student Administrative Services Centre using the form provided for this purpose.

Students must treat the copy they receive as strictly personal and confidential and use it exclusively in the context of their own academic studies.

The same application procedure applies to examination marking reports.

For all other documents, students should address their request to the cluster director or to the head of department who made the decision.

Article 96. Specific rights and duties

§1. Internal regulations

In addition to the rights set out elsewhere in these regulations, students are entitled to:

- a) support from STUVO, in accordance with the criteria laid down by the cross-campus domain teams, in accordance with campus-specific criteria;
- b) use of the learning centres in accordance with the regulations governing the learning centres and the regulations of the AVM lending service;
- c) use of ICT resources and computer infrastructure in accordance with the applicable ICT code of conduct and any specific ICT regulations that may apply;
- d) use of skills labs, laboratories, sports facilities and other specialist rooms in accordance with the relevant regulations;

- e) educational support via the digital learning platform;
- f) student representation and participation in accordance with the provisions of the decree: see the participation regulations;
- g) a learning and living environment free from inappropriate behaviour, in compliance with the code of conduct for the prevention of inappropriate behaviour (www.odisee.be/grensoverschrijdend-gedrag-studenten);
- h) maintenance of order and discipline in accordance with the appendix: Disciplinary Regulations.

Students must comply with all regulations and criteria applicable to them and accept these upon enrolment.

Procedure

The various regulations and criteria can be consulted via the website of Odisee, www.odisee.be, and/or are available from the responsible services.

Students should take into account all regulations/criteria applicable to them and accept all these regulations/criteria by registering.

§2. Official communication via student e-mail and the website

All enrolled students are provided by Odisee with a student email address and access to the necessary software to enable them to participate fully in teaching and assessment activities. Odisee selects a suitable partner for this purpose.

Official communication between Odisee and students takes place via:

- the student email address;
- the Odisee website, www.odisee.be.

Odisee expects students to check their student email regularly and to consult the messages on the website. Students cannot use the excuse of not having read this communication to avoid complying with obligations or changes.

Where students are simultaneously enrolled at several institutions within the KU Leuven Association and therefore have multiple student email addresses, a single default address shall be designated for communication from administrative systems and electronic learning environments. Students may amend this default address via the 'My Student File' application.

§3. Audio or video recordings

Students are not permitted to make audio or video recordings of teaching activities, unless an explicit agreement to this effect has been made in advance with the course lecturer.

Authorised recordings may only be used for educational purposes by the students themselves or within the student group for the current academic year. Commercial use is not permitted.

To make audio or video recordings of feedback or assessment activities, including oral defences of bachelor's or final dissertations, prior written consent is required from all parties present and involved.

Such consent is not required where recordings are necessary for the purposes of proctoring online written examinations.

Unauthorised recordings:

- may not be used as evidence in administrative or legal proceedings;
- must be destroyed upon first request;
- may give rise to disciplinary sanctions in accordance with the appendix to the Disciplinary Regulations.

Students may not object to recordings of teaching activities made by lecturers for live broadcasting, publication on learning platforms or use in posters, information leaflets and brochures. However, they may request not to be personally shown in the footage.

§4. Use of learning materials

Learning materials (such as course texts, exercises, slides and examination questions, etc.) made available by Odisee, either for a fee or free of charge, as part of the course of study, may not be reproduced or distributed by students in a manner that contravenes applicable copyright legislation. Examination material may only be used for personal purposes within the context of the student's own academic career.

Students who fail to comply with these rules may be subject to disciplinary sanctions in accordance with the appendix 'Disciplinary Regulations'. Furthermore, they may face legal prosecution for infringements of copyright law.

§5. Document fraud

Persons who forge Odisee documents or use forged documents may be prosecuted.

In the case of students, this may also give rise to disciplinary sanctions in accordance with the appendix: Disciplinary Regulations.

§6. Use and publication of course work and final-year projects

Below, Odisee sets out the intellectual property rights relating to a final-year project or any other piece of course work, including appendices, drawings, models, programmes or databases that form part of the work produced by students as part of their programme.

Students retain their moral and economic rights in accordance with Belgian copyright law, subject to the prerogatives and rights of use imposed in this article in favour of Odisee and third parties.

The general principles of applicable copyright law remain in force. Authors retain their moral rights (right of authorship, right to decide on publication and right to integrity) and their economic rights in their work, subject to the prerogatives and rights of use imposed in this article in favour of Odisee and third parties.

Students must at all times respect the intellectual property rights of Odisee and third parties in their academic papers.

Odisee has a royalty-free right of use for the entire term of protection of the academic papers, allowing it to use them in whole or in part for:

- educational purposes;
- scientific research;
- quality assurance and plagiarism detection;

This right entails, amongst other things, that Odisee may publish the coursework free of charge, make it available for consultation in learning centres, and make it available to the public via digital repositories or related systems.

Odisee may use coursework for Odisee marketing purposes provided that the students who produced the coursework grant their written consent.

Where an external partner, in collaboration with whom the thesis was produced, imposes confidentiality, the students shall strictly observe this confidentiality. The thesis may not then be used for academic purposes, marketing or any form of publication unless the external partner has subsequently granted written consent.

Procedure

Upon final submission of the bachelor's thesis/final thesis, students must declare that the thesis is to be treated as confidential, and also specify the period for which this confidentiality applies. If students fail to declare confidentiality in good time, they shall be personally liable for any damage suffered by themselves or others as a result.

The use of the thesis for academic research must comply with the rules on citation and referencing applicable within the relevant academic discipline.

The above provisions do not preclude the possibility of entering into agreements with third parties relating to the intellectual property rights of theses. Such agreements are not governed by this clause and must form the subject of a separate written agreement between Odisee, the student and the third party or parties in question.

§7. Non-contractual claims

Students may not hold Odisee staff members or directors personally liable. There are four exceptions to this:

- 1) in the event of fraud by a member of staff or a director of Odisee;
- 2) in the event that a member of staff or a director of Odisee intentionally causes damage to a student;
- 3) in the event of an infringement of the student's physical or psychological integrity by a member of staff or a director of Odisee;
- 4) where the student's claim is unrelated to the performance of the agreement between the student and Odisee.

Article 97. Derogations for student representatives

Students acquire the status of student representative when they are elected or appointed to a post within a participatory body of Odisee.

The General Student Council keeps a record of which students take up a post. It publishes this information through the designated channels and notifies the relevant clusters or departments of any changes.

This status applies for the duration of the term of office.

Students who take up a term of office as student representatives are entitled to facilities that enable them to combine their participatory duties with their studies in a reasonable manner.

Where their presence is required in the context of their term of office, they may:

- be lawfully absent from teaching activities or internship and workplace activities;
- request a rescheduling of an examination or a submission deadline;
- request adapted forms of teaching or assessment, insofar as this is reasonable and organisationally feasible.

Students must inform the relevant lecturer, placement supervisor or person in charge of their absence or request in good time and in writing.

Requests for teaching or examination arrangements must be justified and submitted within the specified deadlines to the relevant authority (for example, the head of programme or the ombudsman).

The facilities granted shall not compromise the learning outcomes to be achieved.

Procedure

Students who are absent during a teaching activity or at their internship or workplace must notify the following in advance and in writing:

- the relevant lecturer;
- or
- the placement supervisor or workplace learning supervisor and the person in charge of the placement.

Students requiring teaching arrangements must submit their written request to the head of programme no later than ten working days after the start of the teaching activity.

If the need for attendance or involvement as a student representative arises at a later date, students must submit their request as soon as this situation becomes known.

The head of programme will make the necessary arrangements with the students and inform the relevant lecturer(s) accordingly.

Students who require examination facilities must submit their written request to the ombudsperson no later than ten working days after the publication of the examination regulations.

Where the need for a student representative to be present or to intervene arises at a later date, students must submit their request as soon as this situation becomes known.

The ombudsperson will process the request in accordance with the applicable procedures and, if necessary, consult with the examiner(s) concerned.

Article 98. Protection of personal data

The personal data collected from students and the measures taken to protect such data are set out in the 'Student Privacy Statement', which can be consulted on the Odisee website, www.odisee.be.

Section 2. Legal protection and handling of complaints

Article 99. Handling of complaints and working of the ombudsperson

Odisee appoints one or more ombudspersons with relevant experience at each campus. The ombudspersons from the various campuses work under the coordination of a central ombudsperson coordinator. They possess the necessary expertise and fulfil their mediating role independently.

The ombudspersons mediate between the students, lecturers and policy-making bodies concerned in the event of problems relating to the delivery of teaching, the organisation of teaching or examinations. These are situations which, due to their personal nature, cannot be adequately addressed through the standard procedures within the cluster.

In the event of issues relating to examinations, the ombudsman acts as a mediator between the examiners and the students. The Examination Regulations set out the ombudspersons's task, appointment and powers.

In the event of issues relating to the teaching provided by a lecturer, students must submit a complaint to the cluster via the ombudsperson.

The ombudsperson handles the complaint and issues a decision, together with the reasons for it, within thirty calendar days of receipt. This decision includes advice to the cluster director on the validity of the complaint and may contain recommendations regarding possible adjustments to teaching assignments or study programmes.

Article 100. Denial of (further) access to a course

In exceptional cases and on the basis of objective grounds, the cluster may decide to terminate an internship, work-based learning or another practical course prematurely. This may occur where students, through their conduct, have demonstrated that they are unsuitable for practising a profession for which the programme they are following is designed to train them.

Students whose internship, workplace-based learning or practical course is terminated in this way are not entitled to a second examination opportunity for that course. Nor may they re-enrol for that course.

Procedure

The cluster decides on the early termination of a course. That decision is accompanied by a detailed statement of reasons.

Where the cluster wishes to deny students further access to a course, that decision only becomes final following confirmation by a central committee.

That committee consists of the Director-General, representatives of the cluster concerned and the ombudsperson.

Students who are denied further access to a course will receive:

- a notification from the cluster stating that they are no longer permitted to continue with the course;
- the reasons for that decision;
- information regarding their right to lodge an appeal with the internal appeals body within seven calendar days, in accordance with the procedure set out in Article 101.

Article 101. Appeals against individual decisions

§1. Decisions against which students may lodge an internal appeal

Students who consider that one of the decisions listed below infringes their rights may lodge an internal appeal:

- a) the Commission for the Revocation of Refusals' refusal, pursuant to Article 34, to revoke a refusal issued to a student, following a previous refusal on the grounds of:
 - Article 29. Refusal on the grounds of insufficient academic performance;
 - Article 30. Refusal on the grounds of the decretal threshold for students on an initial Bachelor's programme;
 - Article 31. Refusal of further enrolment on the grounds of repeated failure to pass a specific course by students on a Bachelor's programme or by students enrolled under a credit contract or credit-exam contract;
 - Article 33. Refusal on the grounds of a study credit balance of less than or equal to zero;

- b) the withdrawal of the right to continue studying a course, in accordance with Article 100;
- c) the imposition of a preparatory programme or a programme with a reduced study load, and the scope of that programme;
- d) decisions on the award of a certificate of competence or an exemption, and the scope thereof;
- e) the refusal to include a specific course in the contract of students following an individualised programme who have not previously enrolled for that course;
- f) an examination decision. An examination decision is defined as any decision whereby:
 - a final mark is awarded for a separate course;
 - a dispute is resolved;
 - the overall result and the level of achievement for a complete programme of study are awarded;
- g) an examination disciplinary decision, namely any decision by an examination committee concerning an irregularity as referred to in Article 85;
- h) the refusal to grant a reasonable accommodation for students with a disability.

§2. Lodging an internal appeal

To be admissible, the appeal must state the identity of the student concerned, the decision(s) being challenged and a description of the facts and the grounds for the appeal.

The petition must also state an email address at which students can be contacted throughout the entire procedure. This email address will be used for all communication regarding the appeal, including notification of the final decision. If students do not provide an email address, the institution will use the institution's email address for this correspondence.

Students must send the appeal in good time by registered post to the following address, failing which it will be deemed inadmissible:

Odissee
for the attention of the Director of Education
Warmoesberg 26
1000 Brussels

At the same time, students must also send an electronic copy of their appeal for information to: juridische.zaken@odisee.be.

Students must lodge the appeal within a time limit of seven calendar days.

For appeals against examination decisions, this period begins on the calendar day following the publication of the examination results. For appeals against other academic progress decisions, the period begins on the calendar day following notification of the decision.

The date of the appeal is deemed to be the date of the postmark on the registered post.

Students who are considering lodging an appeal against an examination decision but wish to postpone this until after the feedback referred to in Article 87 must nevertheless submit their appeal within the time limit. If they do not provide additional grounds within five calendar days of submitting the appeal, the appeal will automatically be dismissed as unfounded.

§3. The internal appeals body

The internal appeals body handles the appeal. The Executive Committee appoints one or more persons, each of whom may act as the internal appeals body.

The internal appeals body may hear students, either online or in person. This takes place in the presence of a legal adviser from the institution and an ombudsperson.

The internal appeals body requests information from all parties involved and, where applicable, from the lecturer responsible for the course in question. Following advice from the legal adviser and the ombudsperson, the internal appeals body reaches a final decision.

§4. Decision of the internal appeals body

The internal appeals procedure results in:

- a reasoned rejection of the appeal on the grounds of inadmissibility or lack of merit;
- a new decision by the internal appeals body.

§5. Notification of the decision

The decision is communicated to students by email. To this end, the institution uses the email address provided when the appeal was lodged.

Students will receive the decision within twenty calendar days, counting from the day after the internal appeal was lodged. The internal appeals body may, within this period, give a reasoned notice stating that it will issue its decision at a later date. In that case, the period for lodging an external appeal shall not commence until the day after that date.

Once this internal appeal process has been exhausted, the student may lodge a further appeal against an appeal decision falling within categories (a) to (h) with the Council for Disputes concerning Academic Progress Decisions, in the manner and to the extent provided for in the Higher Education Codex, codified on 11 October 2013.

Article 102. Procedure in the event of administrative or material errors

Administrative or material errors that are to the benefit of students may be rectified at any time.

Where an error is to the detriment of students, Odisee may only rectify it within 10 calendar days of the decision being taken.

There are two exceptions to this rule. A correction may also be made after this period if:

- the material error results in a breach of statutory requirements;
- the material error is demonstrably the result of gross negligence or a serious error on the part of the student concerned.

Section 3. Code of conduct regarding the language regulations

Article 103. General provision regarding the language of education and administration

§1. Language of instruction

The language of instruction at Odisee is Dutch. In specific situations, another language may be used, provided this is in accordance with the applicable statutory and regulatory provisions. Where this is the case, it will be clearly stated. Courses delivered in Dutch will also be assessed in Dutch.

§2. Language of administration

Odisee uses Dutch as its language of administration. To ensure smooth communication with students, lecturers, services or external institutions, an international forum language may also be used in certain situations.

Article 104. Courses that are in any case taught in another language

Some courses are taught entirely or largely in an international language. These include, in all cases:

- courses in which a modern foreign language is itself the subject of the course;
- courses taught by visiting lecturers whose first language is different;
- courses which students, in consultation with the cluster, undertake at a higher education institution in Belgium or abroad where the language of instruction is different.

These courses are assessed in the language in which the teaching is delivered.

Article 105. Other courses taught in another language

Odisee aims to prepare students to function in an international context. For this reason, students on Dutch-language programmes may also take courses in a language other than Dutch, in addition to the courses listed in Article 104.

The programme must justify this choice when structuring the programme, based on the added value for students and the practical relevance of using a foreign language in the course in question. Where (parts of) a course are taught in another language, this must be clearly stated in the degree programmes and in the ECTS course descriptions.

In accordance with the provisions of the decree, the number of courses taught in a language other than Dutch in an associate's degree or bachelor's programme is limited to the standard set by the decree. In a post-bachelor's programme, the cluster may itself determine how many courses are to be taught in a language other than Dutch.

Students have the right to sit examinations for these courses taught in a language other than Dutch in Dutch.

Article 106. Programmes of study entirely taught in a foreign language

Odisee may organise a bachelor's programme taught entirely in another language for international students.

In the case of first-cycle bachelor's programmes, Odisee shall also provide a sufficiently equivalent programme taught in Dutch. The rules set out in Articles 104 and 105 apply to this Dutch-language programme.

Some bachelor's programmes are specifically designed for international students. These programmes constitute an exception and are delivered and assessed entirely in another language.

In principle, no Dutch-language variant is provided for foreign-language bachelor's and post-bachelor's programmes. These programmes may be undertaken by both foreign-language and Dutch-speaking students. All students sit their examinations in the language of the programme or, where this differs, in the language of the course.

Article 107. Quality control

Odisee ensures that, upon appointment, staff members possess sufficient knowledge of the international standard language required for teaching.

As part of the internal quality assurance process for the programmes, steps are taken to ensure that this aspect is continuously monitored.

Article 108. Translation of the ECTS course description

The ECTS course description in the original language contains all the official information about the course.

Translations of the ECTS course description are provided for information purposes only and are not official.

TITLE 6: IMPLEMENTATION AND TRANSITIONAL PROVISIONS

Article 109. Implementation

These regulations take effect from the beginning of the academic year 2025-2026 and apply to all students of Odisee.

Article 110. Transitional measures following the integration of associate's degree programmes into universities of applied sciences and the reformation of the educative programmes

These regulations apply to the HBO5 programmes which were still being offered in the 2018–2019 academic year at CVO KISP, CVO Lethas and the Fiscale Hogeschool, and which were transferred to Odisee from the 2019–2020 academic year onwards.

The University of Applied Sciences takes into account the academic certificates that students have already obtained in that programme. Exemptions granted to students in that programme also remain valid.

These academic certificates and exemptions are regarded as exemptions under Article 25. The rules set out in these Education and Examination Regulations regarding exemptions remain applicable. This also applies to the effects on the tolerance credit and on the calculation of the level of achievement.

Article 111. Discontinuation of programmes

Where Odisee decides to discontinue a programme of study, the University of Applied Sciences shall put in place transitional measures for students enrolled on that programme. This ensures that students are given the opportunity to complete the programme they have started and obtain their qualification within a reasonable period of time.

No new students will be enrolled on a programme that is being phased out. However, students who have temporarily interrupted their studies may re-enrol in order to obtain their degree. This is possible as long as the courses they still need to complete are still being offered.

Article 112.

Deleted.

Article 113. Equal treatment in case of transitional measures

Where the application of the transitional measures set out in this title would result in students being treated unequally, the Director of Student & Talent may take a decision to ensure equal treatment.

TITLE 7: CONCEPT DEFINITIONS

Subsequent programmes

Subsequent programmes are programmes which, according to the entry requirements set out in the programme guide, follow on directly from one another without the need for special admission procedures.

Cluster

Odisee organises its programmes and research into clusters.

Each cluster is headed by a director. The director's powers are set out in Odisee's Manual on Governance, Participation and Operations.

Odisee has six clusters:

- Education
- Healthcare
- Applied Social Studies
- Technology
- Biotechnology
- Business Management

An overview of the programmes by cluster is included in the programme guide on the Odisee website, www.odisee.be.

Decretal threshold / threshold system

The decretal threshold or threshold system is a legally required system for monitoring academic progress.

The system is based on a student's first Individual Study Programme (ISP) within an initial bachelor's degree programme.

The student must have passed all courses in that first ISP by the end of the second academic year of enrolment in that programme at the latest.

Threshold package

The threshold package comprises all the courses that a student includes in their Individual Study Programme (ISP) when they first enrol on an initial Bachelor's degree programme.

Once the student has successfully completed all the courses in this package, they have met the decretal threshold.

Disability

Students with disabilities are those with long-term physical, mental or sensory impairments which, in combination with various barriers, may prevent them from participating fully, effectively and on an equal footing with other students in higher education, and whose disability is recognised in accordance with Odisee's registration procedure.

Identical courses

Identical courses are courses that are regarded by the programme as being fully equivalent. This is explicitly stated in the ECTS course description of the courses in question.

Notification

A notification is the official announcement of a decision by Odisee. This announcement is made via email or via KU Loker. The notification is given a fixed date at the time of:

- the sending of the email
- or
- its publication on KU Loker.

Learning account

Learning account is the credit allocated by the Flemish government to students, who can use it to undertake one or more programmes or courses.

Learning account is expressed in credits.

Material error

In these regulations, a material error is:

- The composition of an ISP that does not comply with the ISP rules set out in these regulations
- Any action resulting in an incorrect examination result being recorded for students

Micro-credential

Micro-credentials are evidence of the learning outcomes a learner has achieved following a small volume of study, ranging from 0.5 to 59 credits.

A micro-credential offered as part of an associate's degree or bachelor's degree programme consists of a single course or a coherent set of courses for which the student is enrolled via a credit contract.

Educational activity / course module (OLA)

A course may consist of one or more teaching and learning activities. An OLA is a coherent set of teaching and learning activities to which a specific number of credits is attached.

Programme stage

A programme stage is a coherent part of a programme.

The purpose of the programme stage is to:

- structure the standard study path;
- monitor the student's academic progress.

Course (OPO)

A course is a defined set of teaching, learning and assessment activities.

Each course comprises at least one teaching and learning activity.

A specific number of credits is attached to each course.

Programme variant

A programme may be offered in various variants.

Programme variants are understood to mean:

- the different tracks of a programme that lead to the same diploma, including the recognized work route as opposed to the regular route, the route for February starters, and shortened route
- the routes organized at different locations where the programme is offered
- the different specializations offered within a programme
- the joint or dual degree route as opposed to the regular route
- the different language variants of a programme

At Odisee, the following programmes are each other's language variants:

- Bachelor of Business Management and Bachelor in het bedrijfsmanagement
- Bachelor in de verpleegkunde and Bachelor in de verpleegkunde - internationaal programma

At Odisee, the following routes are offered jointly with other institutions:

- Bachelor in het sociaal werk voor volwassenen together with EHB
- Verkorte educatieve bachelor secundair onderwijs together with LUCA
- Bachelor in het Human Resources Management together with HOGENT and Arteveldehogeschool

At Odisee, the following routes are double degrees offered jointly with other institutions:

- Bachelor in organisatie- en management together with EPHEC
- Bachelor in het bedrijfsmanagement together with EPHEC

Written notification

An unambiguous notification of a request, intention or decision in another way than orally (by means of a letter, e-mail,...).

A written notification is a clear and unambiguous communication of a request, intention or decision. This communication is not made verbally, but, for example:

- by letter;
- by email;
- via the Odisee website, www.odisee.be.

Study efficiency

Study efficiency is the ratio between:

- the number of credits earned and
- the number of credits taken
- in a single academic year within the same programme.

Study efficiency is expressed as a percentage.

Credit

A credit is a unit used to express the scope of a degree programme or a course. One credit represents a study load of between 25 and 30 hours.

A distinction is made between:

- Enrolled credits: the credits for which the student is enrolled.
- Earned credits: the credits for which the student has obtained a credit certificate.
- Tolerated credits: credits for which a tolerance has been applied (automatically or by the student themselves).

Study progress file

The study progress file is an (electronic) document.

It provides an overview of individual students' study progress at any given time.

The file contains information on, amongst other things:

- credits earned;
- results achieved;
- study efficiency;
- any decisions regarding study progress.

Tolerance

A tolerance is an tolerable examination result that can count towards the award of a qualification.

A tolerance may be granted automatically, or may be used by the student in accordance with the applicable rules.

When a student uses a tolerance, the tolerable mark is retained.

When a student declines a tolerance, they choose not to retain the tolerable mark.

Sequencing

Sequencing determines the order in which a student may enrol for courses.

Two forms of sequencing are distinguished:

- Sequencing (VT – followed):

Sequencing is an order, laid down by the programme, between courses from different stages of the programme.

A student may only enrol on a particular course if they have previously completed the preceding course.

- Mandatory sequencing (VVT – acquired):

Mandatory sequencing is an order, laid down by the programme, between courses from different stages of the programme.

A student may only enrol in a particular course if, for the preceding course, they have:

- earned a credit;
- been granted an exemption; or
- used a tolerance.

This stricter form of sequencing may only be imposed on the grounds of risks or safety considerations.

Preparatory programme

A programme that may be required of students who hold a bachelor's degree that does not grant direct entry to the post-bachelor's degree programme for which they wish to enrol.

Progression requirement

The requirement that students may only take a particular course if they have already earned a minimum number of credits towards their degree. This requirement is stated in the ECTS course description.

Work route

A programme variant recognised by the government as a work route for the purposes of state funding.

The following programme variants, offered by Odisee as distance learning and/or evening and/or daytime courses, are recognised as work routes:

- Associate Degree of Education: Secondary Education
- Associate Degree in Accounting Administration
- Associate Degree in Information Technology
- Associate Degree in Social Work and Social Care
- Associate Degree in Orthopedagogical support
- Associate Degree in Programming
- Associate Degree in Renewable Energy Systems
- Associate Degree in Worksite organization
- Bachelor of Agro- and Biotechnology
- Bachelor of Business Management
- Bachelor of Construction
- Bachelor of Electromechanics
- Bachelor of Facility Management (being phased out)
- Bachelor of Family Studies (distance learning)
- Bachelor of Human Resources Management in collaboration with HOGENT and Artevelde University of Applied Sciences
- Bachelor of Medical Imaging and Radiotherapy
- Bachelor of Organisation and Management
- Bachelor of social Work: route for adults
- Bachelor of Real Estate
- Bachelor of Nursing
- Bachelor of Midwifery
- Bachelor of Nutrition and Dietetics
- Bachelor of Education: Pre-primary education
- Bachelor of Education: Primary Education
- Bachelor of Education: Secondary Education (Incl. short study path, short study path in collaboration with LUCA and 1 teaching subject)

APPENDIX: TUITION FEE REGULATIONS

Article 1. Tuition fee

§1. For students enrolled under a degree or credit contract, payment of the tuition fees entitles them to participate in teaching activities and sit examinations.

For students enrolled under an examination contract, payment of tuition fees entitles them solely to sit examinations. In addition to the standard tuition fees, they pay an additional contribution of 50 euros per academic year for the use of the digital learning environment and the associated IT services.

§2. Enrolled students are insured for Odisee's study-related activities via:

- the civil liability policy;
- the collective accident insurance, following reimbursement by the health insurance fund.

In the event of a claim or for further information, students should contact the cluster's insurance officer. Contact details are available on the Odisee website, www.odisee.be.

Special provision regarding international students

Non-EEA students who are temporarily resident in Belgium are obliged to take out a personal liability insurance policy covering their private life.

§3. Partial exemptions or partial credits for a course do not entitle students to a reduction in tuition fees.

Students must enrol for the entire course and pay the full tuition fees, even if they are granted an exemption or credit for part of it.

Article 2. Elements that determine the tuition fee amount

The amount of tuition fees is determined on the basis of the following factors:

- the student's grant status (eligible for the grant rate or not eligible for the grant rate);
- the type of contract (degree or credit contract, or examination contract);
- the nature of the programme (associate's degree, bachelor's or preparatory programme, or post-bachelor's degree);
- the number of credits for full courses registered in the ISP
- the status of the learning account (sufficient or insufficient in relation to the credits registered);
- the residence status in Belgium of students enrolling on the Bachelor of Business Management: non-EEA students whose residence permit, as at 31 December of the current academic year, does not meet the exceptional categories described in Article II 215 of the Higher Education Code regarding the right of residence, shall pay an increased tuition fee rate (not applicable to students already enrolled in 2023–2024).

The tuition fees consist of:

- a fixed fee; and
- a variable fee per credit point taken.

For the purposes of calculating tuition fees, all enrolments by a student under a degree and/or credit contract within the same academic year and within Odisee are considered as a single enrolment. This also applies to enrolments in programmes offered by Odisee in collaboration with another partner. In such cases, the fixed fee is charged only once.

Exception: for enrolments under an examination contract, a fixed fee per enrolment is charged, in addition to the variable fee based on credits.

Students who, due to study requirements, are no longer eligible for student finance from the Flemish Community but who remain below the income threshold may submit an application to the Student Services Department (STUVO) for a reduction in tuition fees.

Students in the third stage of secondary education who enrol under a credit contract for a maximum of twelve credits pay 50 per cent of the tuition fees charged to students on a grant-funded tariff.

Article 3. Tuition fees for the academic year 2026-2027

DEGREE AND CREDIT CONTRACTS		
ASSOCIATE DEGREE, TEACHER TRAINING AND BACHELOR'S DEGREE PROGRAMMES		
▪ Non-scholarship student	▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits	▪ € 305,40 ▪ € 14,60/sp ▪ € 1181,40
▪ Nearly-scholarship student	▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits	▪ € 305,40 ▪ € 5,30/sp ▪ € 623,40
▪ Scholarship student	▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits	▪ € 139,40 ▪ € 0/credit ▪ € 139,40
▪ Increased tuition fees for non-EEA students whose residence permit, as at 31 December of the current academic year, does not fall within the exemption categories set out in Article II 215 of the Higher Education Code for the Bachelor's programme in Business Management. (Does not apply to students already enrolled for the 2023–2024 academic year)	For students starting in the 2026–27 academic year	▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits
	For students who started in the 2024–25 academic year and 2025–26	▪ € 2000,00 ▪ € 100,00 ▪ € 8000,00
	▪ Fixed cost ▪ Variable cost	▪ € 1050,00 ▪ € 53,00/sp

	▪ Total amount for 60 credits	▪ € 4230,00
BACHELOR-AFTER-BACHELOR'S PROGRAMMES		
	▪ Fixed cost ▪ Variable cost ▪ Total amount for 60 credits	▪ € 305,40 ▪ € 14,60/sp ▪ € 1181,40
EXAM CONTRACTS	▪ Fixed cost ▪ Variable cost	▪ € 139,40 ▪ € 5,30/credit + € 50 for access to the digital learning platform
Increased tuition fee for an insufficient learning account (not for scholarship or nearly-scholarship students)		▪ € 14,60/credit for which no learning account is available
Student in the third grade of secondary school who register for a maximum of 12 credits		▪ € 69,70

Article 4. Collection of the tuition fee

§1. Upon enrolment, students receive an invoice for the fixed component of the tuition fees.

Following approval of the Individual Study Programme (ISP), the variable component is charged on the basis of:

- the number of credits taken;
- the balance of the learning account²;
- the student's grant status³.

§2. If, during the academic year, one or more factors determining the tuition fees change (such as grant status, learning account balance, credits or contract type), the tuition fees will be recalculated.

Where this recalculation results in a balance:

- in the student's favour, the amount will be refunded to the bank account number provided by the student;
- in favour of Odisee, students will be issued with a reminder to make an additional payment. Students retain their rights until the due date stated in the reminder.

² In case of an insufficient learning account, students need to pay upon registration the maximum tuition fee as stipulated by decretal for the part that they have an insufficient learning account. This rule does not apply to scholarship students. The learning account is requested from the Database of Higher Education (DHO) before registration. Registered credits and credits obtained in the first examination period are taken into account in the event of recalculation of the final tuition fee.

³ Students pay the initial grant rate if they can prove upon registration that they are eligible for a scholarship from the Flemish Community. The Flemish Community provides Odisee with a list of names of students requesting a scholarship. For students not included in this list, the tuition fee is recalculated based on a non-scholarship rate. Students are charged the balance immediately. Students who have not submitted evidence of their scholarship application by January 31 will need to pay the full rate of the tuition fee. Students who register after January 1 need to submit evidence of their scholarship application immediately.

Procedure

Students must pay the fixed and/or variable fees within the due date stated on the invoice. This period is fourteen calendar days.

Article 5. Payment using training vouchers, the SME portfolio or via the VDAB***§1. Payment using training vouchers for employees***

The programmes eligible for payment via training vouchers are listed in the Flemish Government's Training Incentives Database (www.vlaanderen.be/opleidingsdatabank).

Students must apply for training vouchers in accordance with the Flemish Government's applicable procedure and meet the conditions set out on that website.

Students should bear the following in mind:

- Only tuition fees and course materials issued directly by Odisee may be paid for using training vouchers.
- Course materials purchased via Standaard Boekhandel and access to the digital learning environment for exam-based contracts cannot be paid for using training vouchers.
- The start date of the programme or the enrolment date, whichever is later, must fall within the validity period of the training vouchers.
- Tuition fees and course materials are paid for separately using different training vouchers.
- The value of the vouchers must not exceed the amount due. No refunds are provided for payments made using training vouchers.

§2. Payment via the SME Portfolio

Through the SME Portfolio, employees or self-employed professionals can obtain grants for programmes offered by recognised service providers. Odisee is recognised for its associate's degree and bachelor's programmes under recognition number DV.O100326.

Students should bear the following in mind:

- Only tuition fees can be paid via the SME Portfolio.
- Course materials, insurance and access to the digital learning environment under examination contracts are not eligible.
- The application to the SME Portfolio must be submitted within two weeks of the start of the programme. Applications will not be accepted after this period. The start date is defined as the start of the academic year or, in the case of late enrolment, the actual enrolment date.
- The correct amount of tuition fees must be stated in the application.

§3. Payment via VDAB

Students enrolled via the OKOT scheme must upload the required certificate from the VDAB to the enrolment application upon enrolment.

For these students, payment of tuition fees is arranged directly between Odisee and the VDAB.

Article 6. Non-payment of tuition fees*§1. Financial difficulties*

Students experiencing financial difficulties may contact Odisee's Student Services (STUVO) for guidance or to arrange a payment plan.

§2. Reminder procedure

Students who fail to pay the tuition fees due within the specified period and have not arranged a payment plan with STUVO will be subject to the reminder procedure.

This procedure is as follows:

1) First reminder

Once the due date has passed, the student will receive a first reminder warning of administrative sanctions.

2) Final reminder

Two weeks after the first reminder, a final reminder is issued, warning that enrolment will be suspended in the event of non-payment.

From that point onwards, access to Odisee's digital learning environment and administrative systems will be blocked. Access will be restored no earlier than one working day after the payment of the amounts due for the period already elapsed has been recorded.

During periods of collective closure, payments are not processed.

3) Suspension

If, two weeks after the final reminder, no payment or arrangement has been made, students will be suspended.

§3. Consequences of suspension

Following suspension:

- all amounts due remain payable in full, even after the end of the academic year;
- in accordance with the Examination Regulations, no certificates will be issued;
- any examination results obtained will be deemed not to have been achieved;
- no credit will be awarded for the relevant courses.

§4. Outstanding balance

Students with an outstanding balance cannot re-enrol at Odisee until the debt has been settled in full.

Article 7. Refund of the tuition fee in case of deregistration

Students who wish to discontinue their studies during the academic year must withdraw in accordance with the procedure set out in Odisee's Education Regulations.

The financial implications are determined on the basis of the date of withdrawal.

When students **withdraw during the first semester**:

- **Within 4 weeks** of the start of the academic year (or, in the case of late enrolment, after the enrolment date), the student pays only the fixed fee.
- **Within 8 weeks** of the start of the academic year (or, in the case of late enrolment, after the enrolment date), the student pays the fixed fee and half the variable fee for the credits of the first-semester courses and annual courses.
- **More than 8 weeks** after the start of the academic year (or, in the case of late enrolment, after the enrolment date), the student pays the fixed fee and the variable fee for all credits for first-semester courses and annual courses.

When students **withdraw in the second semester**:

- **Within 4 weeks** of the start of the second semester (or, in the case of late enrolment, after the enrolment date), the student pays the fixed fee and the variable fee for all credits from first-semester courses.
- **Within 8 weeks** of the start of the second semester (or, in the case of late enrolment, after the enrolment date), the student must pay the fixed fee, the variable fee for all credits for first-semester courses and annual courses, and the variable fee for half the credits for second-semester courses.
- **More than 8 weeks** after the start of the second semester (or, in the case of late enrolment, after the enrolment date), the student shall pay the fixed fee and the variable fee for all credits taken.

To determine whether a course belongs to the first semester, second semester or the full academic year, the semester designation as stated in the programme guide on the Odisee website, www.odisee.be, applies.

The courses charged are those registered in the Individual Study Programme (ISP).

Special provision regarding international students

Non-EEA students who are temporarily residing in Belgium as students may withdraw from their studies without being entitled to a refund of tuition fees.

Article 8. Changing course within the KU Leuven Association during the same academic year

§1. Students who:

- are enrolled on an associate's degree or bachelor's programme with a degree contract;
- deregister during the course of the academic year; and
- re-enrol, within that same academic year, on an associate degree or bachelor's programme with a degree or credit contract at another institution within the KU Leuven Association,

are not required to pay the fixed portion of the tuition fees again, provided this has already been paid to the first institution.

For students on a scholarship rate, the full amount of the tuition fees is not payable again.

This scheme also applies to all students enrolled at a partner institution with which Odisee organises a joint programme.

§2. An institution of the KU Leuven Association is defined as:

- KU Leuven
- LUCA School of Arts
- Odisee
- Thomas More
- UCLL
- VIVES

Procedure

Upon deregistration from the first institution, the student will receive a reorientation certificate confirming that the fixed fee has been paid.

Upon enrolment at the new institution, students must submit this reorientation certificate as soon as possible after enrolment.

APPENDIX: REGULATIONS ON SPECIAL STATUSES

Article 1. Special statuses and accommodations: general

As part of its commitment to inclusive education, Odisee provides a number of standard accommodations for all students, as set out on the Odisee website, www.odisee.be.

Students with specific needs may also be granted a special status or recognition, which entitles them to additional accommodations to compensate for their situation.

Students who can demonstrate that they are in one of the special circumstances set out in Articles 2 to 9 may apply to Odisee for a special status or recognition. The authorised person or committee grants the status or recognition following an examination of the application.

For each status or recognition, the relevant article setting out the conditions for granting it specifies:

- the criteria applied;
- the person or committee with the authority to grant it.

Adjustments or accommodations based on a status or recognition are always granted at the student's request and in accordance with their individual circumstances. The status or recognition in itself does not automatically entitle the student to specific adjustments or accommodations.

Possible adjustments or accommodations include:

- in the teaching regulations:
 - including fewer than 27 credits in the Individual Study Plan (ISP), as set out in Article 22 of the Teaching and Examination Regulations;
 - absence from teaching activities;
 - adjustments to the timetable;
 - ...
- in the examination regulations:
 - a change to the examination format;
 - rescheduling examinations within the examination period.
 - ...

The care coordinator decides on reasonable adjustments in the teaching regulations and/or examination regulations for the disability status.

The head of programme or the study path coach decides on the accommodations set out in the teaching regulations.

In principle, the (examination) ombudsman decides on the accommodations set out in the examination regulations. Where continuous assessment is used, the programme makes the necessary arrangements with the students.

Students who have been granted special status or recognition and who, on the advice of the relevant status grantor or study path coach, include fewer than 54 credits in their Individual Study Plan (ISP), may obtain a certificate which they can attach to their application for a student grant submitted to the Student Grants Department.

Procedure

Students must submit their application for a status or recognition via the status application on the Odisee website, www.odisee.be, no later than the deadline for submitting the ISP or as soon as possible after the circumstances have arisen.

Students must upload the documents required for the assessment of their status via the status application. The documents required are listed on the Odisee website, www.odisee.be.

Once the status has been granted or recognised, students must apply for their educational arrangements to the head of programme or study path coach and for their examination arrangements to the (examination) ombudsman.

Accommodations in the teaching regulations, as well as arrangements regarding continuous assessment, must be requested from the head of programme or the study path coach at least 10 working days before the desired start date.

Accommodations set out in the examination regulations must be requested from the (examination) ombudsman as soon as possible, and no later than 10 working days after the publication of the examination schedule. If the examination itself takes place within this period, the request must be made no later than 5 working days before the date of the examination.

Article 2. Disability Status

§1. Disability status may be granted to students with:

- dyslexia, dyscalculia or dysorthography;
- a long-term physical or mental condition;
- AD(H)D;
- autism;
- a hearing, visual or motor impairment;
- a ‘special needs’ report or a GC report from secondary education.

§2. The care coordinator at the Student Services Department (STUVO) on campus grants the disability status.

The care coordinator decides on the necessary reasonable adjustments, where required, in consultation with the head of programme, the study path coach and/or the (examination) ombudsman.

Article 3. Informal Caregiver Status

§1. Informal Caregiver Status may be granted to students who provide unpaid care for someone in their immediate circle, where this has a significant impact on the student’s use of time. This may involve someone who:

- has a long-term illness (at least three months) or is physically or psychologically vulnerable;
- lives with a disability;
- is neurodivergent, for example due to autism, ADHD or dyslexia.

§2. The care coordinator at the Student Services Department (STUVO) on campus grants Informal Caregiver Status.

The care coordinator decides on the necessary accommodations, where appropriate in consultation with the head of programme, the study path coach and/or the (examination) ombudsman.

Article 4. Athlete Status

§1. An Athlete Status student is a student who competes in sport at a high (inter)national competitive level and, as a result, has a demonstrable training and competition schedule that is structurally difficult to reconcile with their programme. Educational and/or examination arrangements may therefore be necessary.

A student may be granted Athlete Status if the following two conditions are met:

1. Sporting level:

The student practises a recognised sport discipline that appears on Sport Vlaanderen's List of Elite Sports or on the GAISF list.

In addition, the student must meet at least one of the following conditions:

- be enrolled in an Olympic or Paralympic performance or development programme run by the sports federation;
- take part in international competitions, such as a European Championship, World Championship, Universiade or World University Championships;
- have been selected for a national junior or senior team;
- be recognised by the sports federation as a promising athlete in an individual sport;
- be a key member of a team in the highest Belgian division in a team sport, or in one of the top two divisions in football.

2. Structural training and competition workload:

The student must demonstrate that their training and competition schedule systematically interferes with teaching or assessment activities.

§2. The Athlete Status Committee within the Student Services Department (STUVO) grants Athlete Status. A distinction is made between A, B and C status.

The head of programme, the study path coach and/or the (examination) ombudsman decide on the necessary accommodations. Only students with an A or B status may make use of the option to spread their examinations over the examination period, should circumstances require it.

Article 5. Artist Status

§1. Students who are active within the cultural or artistic sector and are working intensively to launch or develop a professional artistic career may apply for Artist Status where educational and/or examination facilities are necessary to enable them to combine these activities with their programme.

To be eligible for Artist Status, students must meet one of the following conditions:

- Or the following three cumulative conditions:
 - students carry out commissioned artistic work, either as self-employed individuals or as entrepreneurs;
 - students hold an art certificate or receive an amateur arts allowance;
 - students demonstrate, via a portfolio, that they are actively involved at a high level in a cultural activity throughout the academic year.

- Or the following two cumulative conditions:
 - students can submit a management or collaboration agreement with a professional artistic partner;
 - students demonstrate, via a portfolio, that they are actively involved in a cultural activity at a high level throughout the academic year.

§2. The Artist Status Committee within the Student Services Department (STUVO) grants Artist Status. In doing so, the committee distinguishes between A, B and C status.

The head of programme, the study path coach and/or the (examination) ombudsman decide on the necessary accommodations. Only students with A or B status may make use of staggered examinations within the examination period, where circumstances so require.

Article 6. Working Student Status

§1. Students enrolled under a degree contract may apply for Working Student Status if they:

- meet the criteria for a working student as set out in the Higher Education Codex:
 - hold proof of employment under a contract providing for at least 80 hours per month
or
 - hold proof of being a jobseeker entitled to benefits, and the programme forms part of the pathway to employment proposed by a regional employment service
- or
- hold one or more certificates of employment as a working student averaging 50 hours per month, to be assessed over the course of an academic year.

and they must also:

- be enrolled on a programme that is not specifically intended for working students;
or
- be enrolled on a programme specifically intended for working students comprising fewer than 54 credits and have submitted an application for a study grant to the Study Grants Department.

A list of programmes specifically intended for working students can be found in the glossary of the Education and Examinations Regulations.

§2. The Student Administrative Services Centre grants Working Student Status.

For students enrolled in a programme that is not specifically intended for working students, the head of programme, the study path coach and/or the (Examination) Ombudsman will decide on the necessary accommodations based on this Working Student Status. If these students are taking fewer than 54 credits, they are entitled to a certificate for the Student Grants Office.

For students enrolled on a programme specifically designed for working students, structural measures are in place to enable them to combine work and study. Consequently, no additional teaching or examination facilities are granted on these programmes. However, these students are entitled to a certificate for the Student Grants Service, which they can use to demonstrate that they have been granted a derogation from the requirement to take at least 54 credits.

Article 7. Entrepreneurial Student Status

§1. To be eligible for Entrepreneurial Student Status, students must meet one of the following conditions:

- students must submit a company registration number and a brief description of their business;
or
- students must submit a business plan and demonstrate their intention to set up a business within 12 months;
or
- students must provide evidence that they are receiving coaching from an Odisee partner, namely Gentrepreneur, StartLab, Broeikas, UNIZO or Voka.

The term ‘business’ encompasses profit-making, social-profit and non-profit initiatives.

Students who re-enrol and reapply for this status must also have achieved a study efficiency of at least 50 per cent in the previous academic year.

§2. A committee comprising the JUMP coordinator and the Director of LLL (Lifelong Learning) awards the Entrepreneurial Student Status.

The head of programme, the study path coach and/or the (examination) ombudsman decide on the necessary accommodations.

Article 8. Students with Mandate Status

§1. Students with Mandate Status may apply for official status. Within Odisee, three categories are distinguished:

- student representatives within the VVS or on statutory councils, such as the institution’s student councils or the Association as referred to in Article 97 of the Education and Examinations Regulations;
- political offices such as Member of Parliament, mayor or councillor;
- public offices in which students represent a group, organisation, community or institution on governing bodies or councils of a public or private institution.

§2. Odisee’s student participation coach grants the status of ‘Student with a Mandate Status’.

The head of programme, the study path coach and/or the (examination) ombudsman decide on the necessary accommodations.

For students with a Mandate Status, the accommodations described in Article 97 of the Education and Examination Regulations apply.

Article 9. Recognition for students in other exceptional social or personal circumstances

§1. Students who find themselves in exceptional social or personal circumstances for reasons other than those set out in Articles 2 to 8 may submit an application for recognition if they are unable to enrol for 54 credits and wish to apply for a study grant from the Study Grants Department.

§2. The general director decides on the recognition.

Students who are granted recognition are entitled to a certificate for the Student Grants Office. With this certificate, they can demonstrate that they have been granted a derogation from the requirement to enrol for at least 54 credits.

Article 10. Accommodations on religious grounds

§1. Students do not need to apply for special status or recognition in order to receive accommodations on religious grounds.

§2. Teaching and/or examination accommodations can be granted upon simple request where a teaching or assessment activity coincides with a public holiday of a religious denomination recognised in Belgium, as listed on the Odisee website, www.odisee.be.

The head of programme, the study path coach and/or the (examination) ombudsman shall decide on the necessary accommodations.

Article 11. Disputes

§1. Students who disagree with the refusal of a status or recognition may report this to the ombudsman coordinator or the head of the Student Services Department (STUVO). They will consult and mediate on the matter jointly.

§2. Disputes concerning the application of accommodations within the examination regulations may be reported to the (academic) ombudsman, who will mediate on the matter.

§3. Disputes concerning the application of accommodations within the examination regulations may be reported to the ombudsman coordinator or the head of the Student Services Department (STUVO). Following mutual consultation, they shall assess the reasonableness of the decision taken.

§4. Only a student with a disability who, following intervention by the ombudsman coordinator or the head of the Student Services Department (STUVO) still considers that reasonable adjustments have been unjustly refused may lodge an internal appeal in accordance with Article 101 of the Education and Examination Regulations against the decision of the ombudsman coordinator or the head of the Student Services Department (STUVO) whereby the reasonable adjustment has continued to be refused.

APPENDIX: DISCIPLINARY REGULATIONS

Section 1. Disciplinary measures

Article 1.1. Definition

Disciplinary measures, as outlined in this regulation, are actions imposed on students to safeguard order, health, safety, tranquillity, or serenity within the University of Applied Science community, or to ensure the proper functioning of said community.

For the purposes of this disciplinary regulation, the University of Applied Science community includes students, individuals who are part of the governing bodies active within Odisee, Odisee staff members, persons engaged by Odisee for assignments, as well as all other individuals and institutions with whom students interact in the context of their education or Odisee-related activities.

Article 1.2. Immediate order to leave or for other behavioural adjustment

Odisee staff members or persons engaged by Odisee for assignments may require students to immediately vacate a site, room, building, or campus, and may deny access for a maximum of 24 hours.

These individuals may also impose a disciplinary measure requiring the student to immediately make a reasonable adjustment to their behaviour in order to preserve a positive and safe learning and living environment. The student must comply immediately, insofar as reasonably possible.

Any other disciplinary measure falls under Articles 1.3 or 1.4 of this regulation.

Article 1.3. Short-Term Disciplinary Measure

Persons holding a managerial position, as defined by the Odisee job classification regulation, may impose any necessary disciplinary measures with immediate effect for a maximum duration of fourteen calendar days. At the time of implementation of the job classification regulation, the following individuals hold managerial positions: the general director, members of the executive committee, directors, cluster directors, programme heads, department heads, campus managers, site managers, managers, and team leaders.

Such measures may include temporary denial of access to certain areas, participation in educational activities, or use of specific facilities.

The measure and its duration must be justified and communicated to the student. The student may submit relevant comments and information to the person who imposed the measure. Taking these into account, along with other relevant factors, the individual will assess whether it is reasonable and proportionate to maintain, amend, or terminate the measure.

If the measure is imposed by someone other than the cluster director or the Director of Student-Talent, both must be informed.

Article 1.4. Long-Term Disciplinary Measure

The cluster director responsible for the student's primary enrolment or the Director of Student-Talent may impose any disciplinary measures deemed necessary. These measures take immediate effect and may be imposed for a maximum of six months, unless extended.

If the measure is imposed due to a criminal or disciplinary investigation or procedure, it may remain in effect until the director who imposed the original measure is informed of the judicial outcome or a decision is made in the disciplinary case.

The measure and its duration must be justified and communicated to the student. The student may, at any time, submit relevant comments and information to the director who imposed the original measure and may request to be heard. Taking these into account, the director will assess whether it is reasonable and proportionate to maintain, amend, or terminate the measure. Conditions may be attached to the termination of the measure.

Article 1.5.

No appeal is possible against a disciplinary measure. Failure to comply may result in disciplinary sanctions.

Section 2. Disciplinary procedures

Scope of Application

Article 2.1.

§1. This disciplinary regulation forms part of the legal status of the student as defined in Article II.273, §2, 2° of the Higher Education Codex. By enrolling at Odisee, students become part of the University of Applied Science community and this disciplinary regulation becomes applicable to them. It also applies to students participating in mobility programmes (incoming or outgoing), including those studying at Odisee under a dual-degree agreement with a foreign institution, and students involved in an Erasmus+ Blended Intensive Programme (BIP). However, this regulation does not apply to students enrolled in postgraduate programmes, other continuing education pathways, or HBO5 nursing programmes.

§2. By enrolling, a student accepts that the disciplinary authority of Odisee may still impose exclusion even after the student is no longer enrolled. This applies to incidents that occurred during the enrolment period, provided they justify exclusion and have not previously been subject to disciplinary proceedings at Odisee.

§3. Regulations concerning campus conduct, library/media centre use, ICT resources and infrastructure, student card usage, skills labs, laboratories and other specialised facilities, as well as codes of conduct for preventing inappropriate behaviour, may supplement and expand this disciplinary regulation. These may identify additional infractions warranting disciplinary sanctions and may include their own sanctions. These regulations are available via Odisee's website (www.odisee.be) and/or from the relevant service departments.

Article 2.2.

The disciplinary provisions apply to:

- all conduct in the capacity of a student of the University of Applied Science;
- all conduct during the use of services or facilities made available due to one's status as a student of the University of Applied Science;
- all conduct within buildings and on premises managed by Odisee or by student associations, or in their immediate vicinity;
- all conduct not covered by the above that may endanger the safety or interests of the University of Applied Science community.

Acts That May Give Rise to Disciplinary Sanctions

Article 2.3.

§1. Odisee aspires to be an open community of students, educators, and professionals from within the field, who learn, teach, and conduct research together. As a co-University of Applied Science, Odisee is a talent community in action. It aims to shape critical global citizens who engage with society, adopt a mindset focused on sustainable innovation, and become entrepreneurial professionals who collaborate and pursue lifelong learning. To this end, Odisee upholds four guiding principles: sustainability, inclusivity, agility, and co-creation.

§2. These goals can only be achieved if all members of the University of Applied Science community maintain mutual trust and are able to live and work together under conditions that respect regulations and the rights of others, and where inappropriate behaviour has no place.

Article 2.4.

§1. By participating in the University of Applied Science community, Odisee students agree to:

- respect Odisee’s mission statement, objectives, and values;
- show respect for human dignity, society, the environment, animal welfare, and the property of others;
- behave responsibly;
- comply with Odisee’s regulations and agreements, and actively contribute to ensuring their proper observance;
- identify themselves by presenting their student card—or, if unavailable, their identity card—upon first request by Odisee staff or persons acting on Odisee’s behalf. If necessary, these individuals may temporarily retain the card to make a copy.

Students who fail to comply may be subject to disciplinary sanctions under this regulation.

§2. A student may be subject to disciplinary proceedings for any of the following behaviours, within the scope defined in Article 2.2:

- disrupting academic, administrative, sporting, social, or other activities of Odisee;
- unlawfully entering buildings and/or premises managed by Odisee;
- unlawfully using buildings or property managed by Odisee, including IT facilities or safety equipment;
- inciting or causing nuisance through excessive alcohol consumption or possession/use of drugs;
- engaging in risky behaviour that may cause injury or endanger safety;
- causing harm to members of the University of Applied Science community or their property;
- theft of Odisee property and/or property belonging to members of the University of Applied Science community;
- possession of (replica) weapons or dangerous objects not required for educational or assessment activities;
- dishonesty, deceit, fraud, or falsification of documents towards Odisee or its community members;
- making false, frivolous, or malicious allegations against members of the University of Applied Science community;
- expressing serious or offensive insults towards members of the University of Applied Science community;
- inappropriate harassment or stalking of community members;
- bullying, inappropriate behaviour, intimidation, abuse of power, violence, or persistent aggressive behaviour;
- unlawful discrimination against individuals or groups, including direct or indirect discrimination

based on race, skin colour, nationality, origin, ancestry, disability, religion or belief, sexual orientation, age, wealth, marital status, political or trade union affiliation, health status, physical or genetic traits, birth, social status, gender, gender identity, or language;

- failure to comply with a disciplinary measure, sanction, or conditions imposed under this regulation;
- any criminally prosecutable offence.

Odissee may also impose disciplinary sanctions for offences revealed during a criminal investigation or upon notification of a criminal conviction.

§3. Both students who commit sanctionable offences and those who incite or assist others in doing so may be subject to disciplinary proceedings.

Sanctions

Article 2.5.

§1. The disciplinary authority may impose one or more of the following sanctions:

- a) a formal reprimand;
- b) a prohibition on using certain services/facilities or attending specific educational and learning activities;
- c) an individually tailored restorative or behavioural corrective disciplinary measure;
- d) a prohibition on participating in one or more examination activities or course components;
- e) suspension for a specified period;
- f) temporary exclusion for the current and/or one or more subsequent academic years;
- g) permanent exclusion (*consilium abeundi*).

Additional conditions may be determined by the disciplinary authority.

§2. Suspension as defined in §1(e) entails the suspension of the student's contract for the specified period, except for obligations under this disciplinary regulation. Suspension does not pause deadlines or ongoing time limits. It includes a general prohibition on using University of Applied Science services and participating in all educational, learning, and examination activities during the specified period.

Exclusion as defined in §1(f) and §1(g) results in the loss of student status at Odissee (i.e., deregistration) and, where applicable, a prohibition on re-enrolment for the duration specified in the decision.

§3. Sanctions under §1(b), §1(d), or §1(e) may be imposed for a maximum duration of the current academic year.

§4. The individually tailored restorative or behavioural corrective disciplinary measure referred to in §1(c) shall be specified in the disciplinary decision, both in terms of its nature and the timeframe within which it must be carried out.

This measure may be imposed either as a principal sanction or in conjunction with sanctions under §1(b), §1(d), or §1(e). Whether imposed as a principal or supplementary sanction, it shall always be linked to a substitute higher sanction that may be enforced if the disciplinary committee deems the restorative or corrective measure to have been inadequately executed.

§5. Sanctions take immediate effect, regardless of any appeal procedure, unless the disciplinary authority decides to postpone or suspend execution of the sanction, subject to compliance with specific conditions.

Exclusion shall be treated as suspension until the appeal period expires or until the Appeals

Disciplinary Committee delivers its decision.

§6. Factors that may be considered when deciding whether to initiate disciplinary proceedings, impose a sanction, or determine its proportionality include:

- the nature, scope, and severity of the behaviour;
- its impact on affected individuals or the University of Applied Science community;
- whether the behaviour was intentional, repeated, or involved multiple infractions;
- the student's disciplinary history;
- acknowledgement of responsibility for the misconduct;
- remorse and cooperation from the student.

§7. Any imposed sanction will be recorded in the student's internal file.

§8. The imposition of sanctions listed in §1 does not entitle the student to reimbursement of tuition fees, study material costs, or accommodation fees owed to Odisee. Any outstanding amounts remain payable.

§9. Except where new elements justify reopening the case, no one may be subjected to disciplinary proceedings for incidents that have already been addressed through a prior disciplinary procedure. A reopening begins with a preliminary investigation as described in Article 2.12, followed by a decision from the Disciplinary Investigator.

Disciplinary Authorities

Article 2.6.

The disciplinary authorities are:

- the Disciplinary Investigator, who conducts the preliminary investigation and makes a decision at its conclusion;
- the Disciplinary Committee;
- the Appeals Disciplinary Committee.

A single secretariat supports the operations of all disciplinary authorities. A staff member from this secretariat may be present at all hearings. Where necessary, the disciplinary authority may also be assisted by legal experts or other specialists.

Article 2.7. The Disciplinary Investigator

Any cluster director or the Director of Student-Talent may act as the Disciplinary Investigator.

Article 2.8. The Disciplinary Committee

§1. The Disciplinary Committee comprises the General Director, the cluster director responsible for the student's primary enrolment during the period in which the alleged misconduct occurred and a member of the General Student Council, excluding the chairperson or vice-chairperson. The General Director chairs the Disciplinary Committee.

§2. If a member is unavailable at the start of a disciplinary case, they may be replaced by a substitute. A substitute serves for the entire duration of the disciplinary case and all related hearings. Substitutes may include any other member of the Executive Committee for the General Director, any other cluster director for the designated cluster director and any other member of the General Student Council, excluding the chairperson and vice-chairperson, for the student representative.

Article 2.9. The Appeals Disciplinary Committee

§1. The Appeals Disciplinary Committee comprises a member of the Governing Body of Odisee VZW, a cluster director and the chairperson of the General Student Council.

No member of the Appeals Disciplinary Committee may have served on the Disciplinary Committee as described in Article 2.8 for the same case. The Governing Body member chairs the Appeals Disciplinary Committee.

§2. If a member is unavailable at the start of an appeal case, they may be replaced by a substitute who serves for the entire duration of the appeal and all related hearings.

Substitutes may include any other member of the Governing Body of Odisee VZW who did not serve on the original Disciplinary Committee, any other cluster director, excluding those who served on the original Disciplinary Committee and the vice-chairperson of the General Student Council for the chairperson.

Article 2.10. General Provisions Regarding Composition of Disciplinary Authorities

The General Student Council refers to the institutional-level student council as defined in Article II.314, §1 of the Higher Education Codex.

If both a member and their substitute are unavailable, thereby jeopardising the normal functioning of a disciplinary authority, the chairperson of the authority shall appoint another substitute.

If, during the disciplinary procedure, a member loses the status that qualified them to serve on the authority, they shall remain a full member for the remainder of the procedure.

Disciplinary procedure***Article 2.11. Common Provisions***

§1. The disciplinary procedure is confidential. Members of the disciplinary authorities and the secretariat are bound by discretion.

Provided they respect the confidentiality of the case, the complainant, the victim, and other interested parties may, upon request, be informed of the status of the disciplinary procedure as well as the decision taken.

In the interest of Odisee and the members of the University of Applied Science community, a disciplinary authority may inform the community or the public about the status of a disciplinary procedure and the decision taken. In doing so, the disciplinary authority shall safeguard the presumption of innocence, the rights of defence of the accused, the victim, any third parties involved, and the privacy of these individuals.

§2. The student may be assisted at any stage of the procedure by a person of their choosing and shall have access to the disciplinary file from the moment the disciplinary notice referred to in Article 2.12 is issued.

§3. Official communication to the student concerned regarding the disciplinary procedure (such as the sending of the disciplinary notice) shall be made via the student email address. If the student no longer has access to this email address, communication shall be sent to the email address provided in their objection. If no known email address is available, the disciplinary procedure shall be initiated via registered mail. Subsequent official communication shall be sent to the email address requested

for this purpose. The student may also be contacted through other channels.

§4. Each disciplinary authority may take any investigative measures it deems necessary, including hearing witnesses.

§5. Hearings of the disciplinary authorities shall take place behind closed doors and may, at the discretion of the authority, be conducted either in person or online/remotely.

§6. If the student concerned fails to appear despite being summoned, the disciplinary authority may decide in absentia.

§7. Unless otherwise determined by the disciplinary committees, the Disciplinary Investigator and the persons or services designated by them shall be responsible for monitoring compliance with the imposed conditions and measures.

Article 2.12. Preliminary Investigation and the decision of the Disciplinary Investigator

§1. If a student confidant informs the Disciplinary Investigator of one or more reports of transgressive behaviour by a student, the Disciplinary Investigator shall acknowledge receipt to the confidant within five calendar days. Based on the information provided by the confidant, the Disciplinary Investigator shall decide whether or not to initiate a preliminary investigation.

§2. Following a report or on their own initiative, the Disciplinary Investigator may commence a preliminary investigation. This may be delegated in whole or in part to staff members of services or programmes.

§3. At the conclusion of the preliminary investigation, the Disciplinary Investigator shall decide on:

- a) no further action;
- b) a reprimand;
- c) referral to the Disciplinary Committee for further proceedings.

§4. If a reprimand is being considered, the student concerned shall be informed thereof by means of a disciplinary letter, which shall also specify the alleged facts. The disciplinary letter shall summon the student to a hearing. The hearing shall take place no earlier than seven and no later than fourteen calendar days following notification of the disciplinary letter. During the hearing, the student may present an oral and/or written defence.

Following the hearing, the Disciplinary Investigator shall decide whether or not to impose a reprimand. The decision shall be communicated to the student.

The student shall have a period of seven calendar days, commencing the day after notification of the decision to impose a reprimand, to lodge an appeal by registered letter addressed to the Chair of the Appeals Disciplinary Committee, Warmoesberg 26, 1000 Brussels. The student shall substantiate the appeal in detail and may request to be heard.

§5. If the Disciplinary Investigator refers the matter to the Disciplinary Committee for proceedings, the student concerned shall be informed thereof by means of a disciplinary letter, which shall also specify the alleged facts and the proposed sanctions. The disciplinary letter shall summon the student to a hearing. The hearing shall take place no earlier than seven and no later than fourteen calendar days following notification of the disciplinary letter. However, the deadline by which the hearing must take place shall be extended by the number of days that coincide with a period of closure or leave as set out in the academic calendar. During the hearing, the student may present an oral and/or written defence.

Article 2.13. Functioning of the Disciplinary Committee

§1. After the hearing, the Disciplinary Committee shall decide whether or not to impose a disciplinary sanction. The decision shall be made by consensus, or if consensus cannot be reached, by a simple majority vote of the members present. In the event of a tie, the vote of the (deputy) chairperson shall be decisive. Any member may request a secret ballot. The distribution of votes shall not be disclosed.

The decision of the Disciplinary Committee shall be communicated to the student by the chairperson.

§2. The student shall have a period of fourteen calendar days, commencing the day after notification of the decision, to lodge an appeal by registered letter addressed to the Chair of the Appeals Disciplinary Committee, Warmoesberg 26, 1000 Brussels. The student shall substantiate the appeal in detail and may request to be heard.

Article 2.14. Functioning of the Appeals Disciplinary Committee

§1. Within fourteen calendar days of the lodging of the appeal, the student shall be informed of the date of the hearing of the Appeals Disciplinary Committee. This period shall commence on the third working day following the dispatch of the appeal. The period shall be extended by the number of days that coincide with a period of closure or leave as set out in the academic calendar.

The hearing shall take place no later than thirty calendar days after the lodging of the appeal. This period shall likewise be extended by the number of days that coincide with a period of closure or leave as set out in the academic calendar.

§2. The Appeals Disciplinary Committee shall rule substantively on the appeal and shall either reject the student's appeal or issue a new decision. The Appeals Disciplinary Committee may impose any sanction listed in Article 2.5 and may therefore also increase the previously imposed sanction.

§3. The Appeals Disciplinary Committee shall decide by consensus, or if consensus cannot be reached, by a simple majority vote of the members present. In the event of a tie, the vote of the (deputy) chairperson shall be decisive. Any member may request a secret ballot. The distribution of votes shall not be disclosed.

The decision of the Appeals Disciplinary Committee shall be communicated to the student by the chairperson. A copy of the decision shall also be forwarded to the Disciplinary Committee.

Jurisdiction of the courts***Article 2.15.***

All disputes arising under these regulations shall fall under the exclusive jurisdiction of the courts of Brussels.

Entry into Force and Repeal***Article 2.16.***

These disciplinary regulations shall enter into force as of the 2025–2026 academic year.

Only precautionary measures and disciplinary procedures still pending on the date of entry into force shall be conducted in accordance with the disciplinary regulations in force at the time of their initiation.



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053/72 71 70
- **Campus Brussel Terranova**
Blekerijstraat 23-29
1000 Brussel
02/608 14 44
- **Technologiecampus Gent**
Gebroeders De Smetstraat 1
9000 Gent
09/265 86 10
- **Campus Schaarbeek**
Huart Hamoiriaan 136
1030 Brussel
02/240 68 40
- **Campus Dilbeek**
Stationsstraat 301
1700 Dilbeek
02/466 51 51
- **Campus Sint-Niklaas**
Hospitaalstraat 23
9100 Sint-Niklaas
03/776 43 48