GHENT UNIVERSITY GLOBAL CAMPUS KOREA
EDUCATION AND EXAMINATION CODE

2026-2027 ACADEMIC YEAR

The study guide of Ghent University Global Campus is available for consultation at studiekiezer.ugent.be.

This English version of the Education and Examination Code serves as the official version for use at Ghent University Global Campus, Korea as adopted by Ghent University's Board of Governors on 3 July 2026. However, in areas which lie outside the scope of this English GUGC version, the official Dutch version that was adopted by the Board of Governors on 13 May 2026, may be used to clarify and provide guidance on any remaining issues as far as those issues are governed by the areas outlined in the official Dutch version of the Ghent University Education and Examination Code.

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PREAMBLE

SCOPE

§1. The present Education and Examination Code is intended as a minimal framework for the education and assessments at Ghent University Global Campus (GUGC) in Songdo, Korea and may be complemented with specific provisions by the Campus Council.

Deviations from the Education and Examination Code can only be granted by the Board of Governors of Ghent University in response to a substantiated request from the Campus Council. The Board of Governors of Ghent University expressly determines the period of validity of the granted deviations.

The Education and Examination Code, the Campus Council's supplements thereto, and any deviations approved by the Board of Governors of Ghent University must be communicated to students in electronic format.

§2. On the date of adoption of the 2065-2027 Education and Examination Code by the Ghent University Board of Governors, said education and examination regulations at GUGC are – in addition to the aforementioned Code – also governed by:

- the 2026-2027 online study guide;
- the Policy for correct usage of the UGent ICT infrastructure, adopted by the UGent Executive Board of 19 May 2017;
- Ghent University's Code of Conduct for Education Data, adopted by the UGent Executive Board on 9 March 2021;
- the regulations pertaining to the appointment of lecturers and co-lecturers, and their temporary substitutes to course units, as adopted by the Board of Governors on 24 May 2013 (see Part XI of the UGent Education and Examination Code (ugent.be/oer);
- the regulations concerning the commercialisation of research at Ghent University ("Valorisatiereglement", as adopted by the UGent Executive Board on 18 November 2016;
- the Disciplinary Regulations for Students, as adopted by the Board of Governors on 7 May 2021;
- the General Research and Collaboration Regulations, as adopted by the Ghent University Association's Board of Governors on 18 December 2020;
- the Ghent University Code of Ethics, as adopted by the Board of Governors on 31 May 2024;
- the Generic Code of Conduct for Processing Personal Data and Confidential Information, as adopted by the UGent Executive Board on 18 May 2018;
- the Code of Conduct regarding transgressive behaviour, as adopted by the UGent Executive Board on 6 December 2024;
- the Non-Discrimination Declaration, as adopted by the Board of Governors on 27 May 2011.
- the GUGC Leave of Absence Policy, as adopted by the GUGC Board of Directors on 9 November 2021;
- the regulations on Family Ties, Intimate Relationships and Personal Involvement (in Dutch), as adopted by the Board of Governors on 28 June 2024.

§3. The Education and Examination Code is subordinate to the Higher Education Code of 11 October 2013, established by law on 20 December 2013 (Codex Hoger Onderwijs, in Dutch) as well as to the following laws and resolutions adopted by the Flemish Parliament and the Flemish Government:

- the special decree pertaining to Ghent University and the University Centre Antwerp (in Dutch), adopted on 26 June 1991;
- the resolution of the Flemish Government laying down the list of Bachelor's and Master's programmes per higher education institution in Flanders, adopted on 30 March 2018;
- the resolution of the Flemish Government establishing the form of higher education diplomas and the content of the diploma supplement awarded by higher education institutions in Flanders, adopted on 12 December 2014.

§4. The Education and Examination Code adheres to the recommendations on student mobility outlined in the 2015 ECTS User's Guide of the European Commission, which was endorsed by the European Ministers for Education at the Yerevan conference in May 2015.

§5. The Education and Examination Code is complemented by the Campus' rules and regulations.

§6. By applying for (re-)enrolment, students endorse the stipulations of the current Education and Examination Code.

ACRONYMS AND ABBREVIATIONS

Quality Assurance Unit (QAU)

European Credit Transfer and Accumulation System (ECTS)

Ghent University (UGent)

Ghent University Global Campus (GUGC)

Electronic Learning Environment (ELE)

ACRONYMS AND ABBREVIATIONS (USED IN DUTCH)

Assistant Academic Staff - Assisterend Academisch Personeel (AAP)

Bachelor's Programma - Bachelor (Ba)

CoP - Commissie Programma's – Institutional Programmes Committee

Electronic Learning Environment (ELE) - Elektronische Leeromgeving (ELO)

Other Academic Staff - Overig Academisch Personeel (OAP)

Personalised Study Track – Geïndividualiseerd traject (GIT)

Previously Acquired Competencies – Eerder Verworven Competenties (EVC)

Previously Acquired Qualifications – Eerder Verworven Kwalificaties (EVK)

Professorial Staff – Zelfstandig Academisch Personeel (ZAP)

Standard Study Track – Modeltraject (MOT)

LIST OF DEFINITIONS

THE 100% RULE

Students enrolling at Ghent University for the first time in the initial Bachelor's programme first standard study track year must either obtain credits for every course unit in their personal curriculum or have been deliberated after two enrolment years. If students do not meet this 100% rule (threshold condition), they will be refused subsequent enrolment in the same study programme.

A

ACADEMIC AFFAIRS

The Academic Affairs office, consisting of a faculty and student administration unit and a study counselling unit, is a central contact within GUGC offering support to students over a wide range of study and study track-related issues (provided by the study track and student counsellors), as well as for any administration concerning their enrolment and curriculum.

ADMISSIONS AND RECRUITMENT

The Admissions and Recruitment office serves as a contact point for students with regards to admissions.

ASSESSMENT

An assessment of the extent to which a student has acquired the course unit-specific competencies based on their studies.

ASSESSMENT MOMENT

Specification of the period during which students can be assessed for a particular course unit. See also end-of-term-assessment and continuous assessment.

B

BACHELOR'S PROGRAMME

A higher education study programme that follows secondary education and contains 180 ECTS credits and, at GUGC, contains 240 ECTS credits.

THE 50% BINDING CONDITION

A measure for monitoring study progress that can be applied to students. If a student does not achieve a sufficient study success rate, a binding condition of 50% is enforced (per Article 18).

C

CATCH-UP ACTIVITIES

Education activities that could not take place during the prescribed period of time.

CATCH-UP WEEK

A week in the academic calendar during which catch-up activities can be held.

CO-LECTURER

A lecturer appointed by the Campus Council to a specific course unit but who does not carry final responsibility for said course unit.

CONTINUOUS ASSESSMENT

(Usually several) assessment(s) of the students' study performance spread throughout the term or academic year. See also end-of-term-assessment.

COURSE SHEET

The description of a course unit in the Study Guide following the classification as stipulated in Article 30.

COURSE UNIT

A clearly defined set of education, study, and assessment aimed at acquiring clear-cut competencies regarding knowledge, insight, skills and attitudes. Each course unit is identified through a code and is listed in the Study Guide.

CREDIT CERTIFICATE

A document certifying that the bearer (i.e., the student) has acquired the competencies of a particular course unit after assessment. This certificate is recorded as a document or an electronic registration.

CREDIT CONTRACT

A contract between the university and the student enrolling to obtain a credit certificate for a particular course unit based on full participation in the teaching activities.

CREDITS

The acquired ECTS credits that are linked to a specific course unit.

CURRICULUM
A list of course units per student per academic year.

CURRICULUM COMMITTEE
The committee with the power to make decisions on awarding exemptions, personalised study tracks, electives and contracts to obtain credits (cf. Article 2).

D

DEGREE
The specification of 'Bachelor', or 'Master', awarded upon obtaining a diploma.

DELIBERATION
A formal debate conducted by an Examination Board per deliberation set or per study programme.

DELIBERATION SET
A cluster of course units, credits and exemptions totalling 60 ECTS credits laid down per student and per study programme in the context of a contract to obtain a diploma. An Examination Board per deliberation set can make study progress decisions on these clusters.

DIPLOMA
The document awarded to the student upon successful completion of a Bachelor's or Master's programme.

DIPLOMA CONTRACT
A contract between the university and the student enrolling in a study programme to obtain a diploma, certificate or degree, based on full participation in the teaching activities.

DIPLOMA SUPPLEMENT
A supplement to the diploma describing the nature, level, context, contents and status of a study programme, as laid down by this Resolution of the Flemish Government (in Dutch).

DISCIPLINE
A branch of science which is the focus of academic education, academic research or academic service.

DISTANCE LEARNING
A mode of study that encompasses a learning process for a comprehensive, self-contained course or study programme, and during which the student and the supervisor or organiser of that learning process may be located in different places. Distance learning can involve varying degrees of individual coaching and communication with fellow students. It is often governed by an electronic learning environment's activation and interaction tools.

E

ECTS CREDIT
An internationally recognised unit adopted and recognised by the Flemish Community, corresponding to at least 25 and at most 30 hours of mandatory education, study and assessment activities, and used to indicate the study load per course unit or per study programme.

ELECTIVE (COURSE UNIT)
A course unit that students can choose in the context of tailoring their curriculum to their interests.

ELECTRONIC LEARNING ENVIRONMENT
A web-based environment where students may consult information, do exercises and communicate with the lecturer and/or fellow students. Ghent University and GUGC's electronic learning environment is called Ufora.

END-OF-TERM ASSESSMENT
Any assessment of the extent to which students have acquired the competencies related to a course unit, and taking place during the examination periods. See also continuous assessment.

ENROLMENT
To enter into an annualy renewable contract to obtain a diploma or credits.

EXAMINATION BOARD PER DELIBERATION SET
The competent body to make exam decisions regarding a deliberation set, and to formulate study advice, as appointed by the Campus Council.

EXAMINATION BOARD PER STUDY PROGRAMME
The competent body to make exam-related disciplinary decisions and exam decisions regarding an entire study programme to award a diploma and grade of merit.

EXAMINATION DECISION
Any decision, based on a deliberation or not, which comprises a final assessment of whether or not a student meets the requirements of a course unit, several course units of a study programme, or a study programme as a whole.

EXAM MARK
A student's study performance measured per course unit and expressed in a whole number ranging from 0 to 20.

EXAMINER
A lecturer-in-charge or co-lecturer who is responsible for the assessment of a particular course unit. Alternatively, in accordance with Article 60, the examiner can be another member of the professorial staff and/or an assistant professor, guest lecturer, or research fellow temporarily or permanently employed by Ghent University, GUGC or the Research Foundation Flanders.

EXAMINATION OFFICE
A faculty's or campus' registration and information centre available to all parties involved in end-of-term assessment.

EXAM-RELATED DISCIPLINARY DECISION
A decision made due to fraud or other irregularities during a (continuous or end-of-term) assessment.

EXAM-RELATED DISCIPLINARY MEASURE
A sanction imposed by the Examination Board as a result of an exam-related disciplinary decision.

EXEMPTION
The exemption from exam requirements for a specific course unit.

F

FEEDBACK
Feedback entails a review and explanation of a student's assessment(s). The feedback process includes recommendations to enhance, improve or adjust the student's study performance in preparation for future assessments.

FIELD OF STUDY
A cluser of related study programmes, as stipulated by the Higher Education Code.

FIRST-TERM COURSE UNIT
A course unit that is scheduled for the first term of the academic year.

FULL-TIME STANDARD STUDY TRACK
A standard study track in principle comprises 60 ECTS credits.

FULL-YEAR COURSE UNIT
A course unit scheduled across the two terms of the same academic year, interrupted by the catch-up week and the first-term exam period.

G

GENERATIVE AI

Generative AI relies on artificial intelligence (AI) methods to create new content based on user questions (prompts) by analysing vast amounts of existing data (among other things). This content may comprise text, code, images, video clips or a combination thereof.

GRADE OF MERIT
A special designation (cum fructu, cum laude, magna cum laude, summa cum laude) added to the diploma at the recommendation of the Examination Board per study programme upon successful completion of a Bachelor's or Master's programme.

GUEST STUDENT
A student enrolled in several course units at GUGC as part of an interuniversity study programme, another interuniversity collaboration initiative, or a partnership with university colleges, or who receives didactic coaching, but is enrolled at a different higher education institute. A guest student is registered at GUGC.

H

HOLIDAYS
A period of time during which teaching and assessment activities organised by GUGC are suspended, cf. the periods of time as stipulated in the academic calendar (cf. Article 6).

I

INCOMING EXCHANGE STUDENT
A student enrolled at a different higher education institution in Korea or abroad, who takes up course units at GUGC under a predetermined agreement (cf. Learning Agreement) between the home institution, the student and GUGC.

INITIAL SET OF COURSE UNITS
A cluster of course units, credits and exemptions totalling 60 ECTS credits established per student in the context of a contract to obtain a diploma. The said cluster is taken from the first standard study track year of the initial Bachelor's programme, and can be subject to study progress decisions. Per Article 22, §4,

1°, students who have been granted the permission to take up a "reduced curriculum" (i.e. fewer course units than the first standard track year) will take said reduced curriculum as their initial set of course units.

INTEGRATION COURSE UNIT
A course unit in which students apply and further develop the knowledge, insight, skills and attitudes acquired in other course units in an integrated manner. Examples of an integration course unit are the Master's dissertation, independent work for e.g., Bachelor's project, seminars and the work placement.

INTERNATIONALISATION OFFICE
The Internationalisation office serves as a contact point for incoming and outgoing exchange students with regards to their exchange.

L

LEARNING AGREEMENT

A formal agreement between the three parties involved in student mobility - namely the student, the home institution, and the host institution (or organisation/company) - that facilitates the organisation of student mobility and the recognition of credits obtained in this context. All parties must sign the Learning Agreement before the start of the exchange. The Learning Agreement stipulates any course unit and other teaching and/or research activities included in the student mobility. As such, it gives the student legal certainty on credit recognition by the home institution.

LECTURER-IN-CHARGE
A lecturer appointed by the Campus Council to a specific course unit, who carries final responsibility for the course unit.

M

MANDATORY COURSE UNIT
A course unit that must be taken by all students enrolled with a contract to obtain a diploma, except those who have been granted an exemption or a study load reduction.

O

OASIS
OASIS is the IT system that supports the university's education and student administration processes. The OASIS web app, oasis.ugent.be, provides students with access to information about their enrolment(s) and curriculum, and enables them to upload information.

P

PARTIAL EXAMINATION
An examination covering only a part of the learning material.

PERSONALISED STUDY TRACK
A study track which deviates from the standard study track.

PLAGIARISM
At Ghent University and GUGC, plagiarism is considered a form of fraud or an irregularity. To commit plagiarism is to present (parts of) a source as original and one's own, without any (correct) acknowledgement. Plagiarism can affect various product types such as text (written, oral), image (photos, videos, graphs, diagrams, figures, ...), music, data files, structures, line(s) of reasoning, and ideas.

PREVIOUSLY ACQUIRED QUALIFICATIONS
Every domestic or foreign study certificate which shows that the student has successfully completed a formal study track, either in an education context or not, insofar as it is not a credit certificate obtained at the institution or study programme where the (prospective) student wishes to assert their qualification.

PUBLIC ANNOUNCEMENT OF EXAM RESULTS
The announcement of the exam results and/or deliberation decisions, either publicly or electronically through the transcript of records.

R

REGISTER
Individuals enrolled at a higher education institution other than Ghent University or GUGC, known as guest students, are registered at GUGC. This registration serves only administrative purposes: registered students are recognized by GUGC's

administrative services and can therefore access some facilities that are otherwise limited to GUGC students.

REGULAR COURSE UNIT
A course unit approved by the UGent Executive Board, for which the student obtains a credit upon successful completion.

REMAINING SET OF COURSE UNITS
A cluster of course units, credits, and exemptions established per student in a contract to obtain a diploma. The said cluster is taken from the first standard study track year of the initial Bachelor's programme, and can be subject to study progress decisions.
This includes any remaining course units from the first deliberation set that have not been included in the initial set of course units in the first year of enrolment in the study programme or the common introductory part due to late enrolment or reorientation.

RESEARCH RESULTS
Any results yielded by research or development as conducted by researchers associated with Ghent University and/or by means of Ghent University resources or equipment (cf. Valorisation Regulations). These do not comprise literary works or works of art within the meaning of the Copyright and Neighbouring Rights Act of 30 June 1994 (cf. Code of Economic Law, Book XI, Title 5 'Copyright Act'). However, they comprise computer software and databases protected by the Copyright Act (Book XI, Title 5) of the Code of Economic Law of 1 January 2015. See also research results that can be valorised/commercialised.

RESEARCH RESULTS THAT CAN BE VALORISED OR COMMERCIALISED
Research results that belong to Ghent University or to which Ghent University can assert certain rights, and which initially seem to offer commercial and/or social value. See also research results.

S

SECOND-TERM COURSE UNIT
A course unit that is scheduled for the second term of the academic year.

STANDARD STUDY TRACK
A standard study track in a study programme, which aims at an optimal order of course units (taking into account the starting competencies as outlined in Article 30, 10°) and an optimal feasibility and organisation of the education offered in said study programme.

STANDARD STUDY TRACK YEAR
A part of a standard study track that is offered within one academic year, as laid down in the Study Guide. See also: full-time and part-time standard study track year.

STRICT DEPENDENCY
The regulations set forth by the Institutional Programmes Committee outlining the requirements to have passed (have been deliberated as passed) or been exempted from a particular course unit before a student can take up another course unit in their curriculum.
Strict dependency can only be imposed in cases of potential risk or safety issues. This occurs when a student does not sufficiently master the competencies (content-related knowledge, skills or attitudes) and can thus pose a risk to themselves, their fellow students, university staff, or – in the case of a work placement, the staff, customers, and patients there, as well as the public at large or the internal and external learning, working and living environments. The risk or danger includes physical, moral, mental, financial, material or reputational damage. Strict dependency can be applied to all forms of education.

STUDENT
An individual who is enrolled at Ghent University or GUGC for the current academic year.

STUDENT AFFAIRS
The Student Affairs office serves as a contact point for students with regards to leave of absence, student clubs and other affairs related to student's life on campus.

STUDENT COUNSELLOR
An Academic Affairs member who coaches students to ensure an optimal study process. The student counsellor offers content-specific and/or general programme-specific coaching. They work with lecturers and teaching assistants to develop new coaching initiatives, and give them feedback on recurring course-specific issues.

STUDY LOAD
The number of ECTS credits assigned to a course unit or a study programme.

STUDY PROGRAMME
The unit that brings structure to the higher education offer, i.e., the coherent whole of education, study and assessment activities, which, upon successful completion, is validated with a diploma or certificate.

STUDY PROGRAMME CHARACTERISTICS
The defining characteristics of a study programme, arising from (a) the qualification and/or specification of the degree which is

awarded upon completion, and/or (b) the study load of the study programme, and/or (c) a specific main subject within a study programme.

STUDY PROGRAMME OVERVIEW
The full set of course units contained in a study programme's curriculum.

STUDY SUCCESS RATE
The ratio of the number of credits students achieve in one academic year (i.e., by successfully passing exams) to the total number of credits in which they enrol during that same year (i.e., the actual course units).

STUDY TIME
The amount of time, expressed in hours, that an average student needs to successfully complete the mandatory education, study and assessment activities of a course unit or study programme.

STUDY TRACK
A study track is how a student's studies are organised, i.e., the terms and conditions governing study progress (number of course units, and the order in which they are taken within a particular timespan). A study track can be a standard or a personalised track.

STUDY TRACK COUNSELLOR
An Academic Affairs member who offers information, advice, and coaching on various aspects of one's study career: study progress, making choices, study track changes, personalised study tracks. They also act as a contact person between the student and the academic staff, and can refer students to the appropriate services or bodies, if necessary.

SUPERVISOR (PROMOTOR)
A person who is in charge of supervising and coaching Bachelor's, Master's and doctoral students.

T

TEACHING ACTIVITIES
Any activity provided by the academic staff aimed at the transfer, processing, practice, assisted application and integration of learning content.

TEACHING METHOD
A specific way to give shape to teaching activities which allows students to achieve the predetermined competencies as efficiently as possible. Examples are lectures, practicals, Master's dissertation, guided self-study, independent work, group work etc. (see Part VIII).

TRANSCRIPT OF RECORDS
A list of exam marks obtained by an individual student for the course units mentioned.

TUITION FEE
The tuition fee is the amount a student pays in to participate in teaching activities and/or exams. It includes both a fixed and a variable component, with the latter depending on the number of ECTS credits in which the student enrols.

TUTORIAL SERVICES
As part of Academic Affairs, the tutorial services are the single point of contact to which students can apply for optimal support. Study track and student counsellors assist students with various study and study track-related issues. Cf. also student counsellor and study track counsellor.

U

UFORA
Ghent University and GUGC's electronic learning environment (ELE).

V

VALIDATING AUTHORITY
The entity which, on behalf of and under the authority of Ghent University, is responsible for the protection and valorisation of Ghent University research results.

VERTICAL AND HORIZONTAL COHERENCE
A content-based synchronisation of course units within a specific standard study track (horizontal coherence) and across the various standard study tracks (vertical coherence), through which gaps in the students' starting competencies and overlap between course units are avoided.

VIRTUAL MOBILITY
Virtual mobility entails students taking one or more online course unit(s) (including an assessment) at a foreign partner institution without physical travel. The co-ordinating institution awards the credits (ECTS), which are then recognised in the student's home curriculum.

PART I – THE ORGANISATIONAL STRUCTURE OF GUGC

ARTICLE 1: THE CAMPUS COUNCIL

Ghent University Global Campus (GUGC) is managed by the Campus President, the Ghent University Rector (Vice-Chancellor) or a person/persons designated and authorised by the Rector or the GUGC Board of Directors, and the Campus Council.

The Campus Council consists of representatives of GUGC staff and students and is complemented with the Ghent University Rector (Vice-Chancellor) or the person(s) designated and authorised by the Rector or the GUGC Board of Directors. The Campus President chairs the Campus Council, which meets at least once a month when the university is in session.

The Campus Council has the following tasks:

1° Advising the Board of Directors of NPO "Ghent University Korea" concerning the appointment and promotion of academic staff, in accordance with Ghent University practices.
2° Proposing academic rules and regulations in accordance with Ghent University practices.
3° Proposing modifications to the academic programmes offered, based on advice from the Programme Committee.
4° Organising the necessary advisory bodies and committees.

ARTICLE 2: THE EDUCATION COMMITTEES

Education processes at Ghent University Global Campus are supported by the Curriculum Committee, the Programme Committee and the Examination Boards.

§1. The Curriculum Committee
The Curriculum Committee is set up per cluster of study programmes. The Curriculum Committee is chaired by a full-time GUGC professorial staff member and has as its (voting) members at least the Programme Committee chair and study track counsellor(s) of the relevant study programme(s).
The Curriculum Committee has decision-making powers concerning exemptions, personalised study tracks, electives, and contracts to obtain credits. At GUGC, the Curriculum Committee will also decide whether or not a student with a personalised study track (i.e. a student that does not follow the standard study track) may proceed to BA4 semester 1 (which in its entirety is organised at the home campus in Ghent, Belgium), after a substantiated request from the student to the committee.
The study track counsellor(s) guide(s) the student to put together a dossier (with regards to their personalised study track, as well as for the above mentioned progression to BA4 semester 1 in Ghent). The Curriculum Committee can obtain advice from any person, council or committee it deems relevant.

§2. The Programme Committee
The Programme Committee is a permanent advisory body to the Campus Council responsible for the general policy and education organisation of the relevant study programme(s). Part II, Section V, Subsection I of the underlying Education and Examination Code deals with the specifics of the Programme Committee.

§3. The Examination Boards
There are two types of examination boards: the Examination Board per deliberation set and the Examination Board per study programme. Section II in Part III (Examination Code) of the underlying Education and Examination Code deals with the competencies and operation of the Examination Boards.

§4. The Intercampus Council
The Intercampus Council is an advisory body, chaired by the Ghent University Rector (Vice-Chancellor) or the person(s) designated and authorised by the Rector, that ensures coordination of the study programme(s) on offer (and possible changes) with stakeholders from the Faculty of Sciences and the Faculty of Bioscience Engineering, optimizes processes in which ZAP/AAP from UGent (Faculties of Sciences and Bioscience Engineering) in teaching at GUGC are involved, and advises on administrative affairs related to UGent procedures.

ARTICLE 3: THE QUALITY ASSURANCE UNIT (QAU)

The Quality Assurance Unit (QAU) is responsible for the coordination of the course feedback. It ensures that all course units of any given study programme or any lecturer are frequently surveyed. All course units and the lecturers-in-charge and co-lecturers that are mentioned in the course sheet shall be surveyed at least once every three years.

ARTICLE 4: THE ACADEMIC AFFAIRS OFFICE

The Academic Affairs office is a central contact within GUGC where there is support to students for a range of study and study track-related issues (provided by the study track counsellors), and for any administration concerning their enrolment and curriculum.

PART II – EDUCATION REGULATIONS

SECTION I – THE ORGANISATION OF THE ACADEMIC YEAR

ARTICLE 5: THE START AND CLOSE OF THE ACADEMIC YEAR

The 2026-2027 academic year opens on 24 August 2026 and closes on 21 August 2027.

ARTICLE 6: THE ACADEMIC CALENDAR

§1. Organisation of course units in the term system

1° A course unit is organised and assessed within one term. The academic year is divided into two terms.

2° Contrary to 1°, full-year course units can be organised in the following situations:

- in the case of a course unit programmed in the first standard study track year of a Bachelor's programme;
- in the case of an integration course unit;
  in the case the learning process or the education organisation calls for a continuation or accrual (of skills/knowledge/competencies) that is not achievable in the specified time frame for one-term education activities.

Any deviations require approval from the Institutional Programmes Committee based on a proposal from the relevant Programme Committee and a substantiated recommendation from the Campus Council. Once such a deviation has been granted for a specific course unit, it remains applicable until the Campus Council decides to revoke it and reorganise it as a one-term course unit.
Barring exceptions granted by the Institutional Programmes Committee, teaching activities in the context of a full-year course unit can never continue during the exam periods, the catch-up week, and periods when teaching and assessment activities are suspended.

§2. The academic calendar is defined annually and published by Ghent University's Board of Governors before 1 January prior to the start of the academic year in question. The Campus Council is free to add to the calendar specific provisions of its own.

§3. Due to the difference in organisation of the Bachelor years, a customised academic calendar is valid for the different Bachelor years.

Bachelor 1 and Bachelor 2

SEMESTER 1	
Monday August 24th, 2026	Start of the 2026-2027 academic year
Mon 2026/08/24 up to and including Sat 2026/11/14	**12 weeks of first-term education activities (Fall semester)**
Mon 2026/11/16 up to and including Sat 2026/11/21	1 week of catch-up activities
Mon 2026/11/23 up to and including Sat 2026/12/19	4 weeks first-term exam period comprised of – preparation time for the exams – exams – public announcement of the results – feedback moments
Mon 2026/12/21 up to and including Sat 2027/01/30	6 weeks of winter holidays
Mon 2027/02/01 up to and including Sat 2027/02/20	3 weeks of first-term resit exam period comprised of – resit exams – public announcement of the results – feedback moments
SEMESTER 2	
Mon 2027/02/22 up to and including Sat 2027/05/15	**12 weeks of second-term education activities (Spring semester)**
Mon 2027/05/17 up to and including Sat 2027/05/22	1 week of catch-up activities
Mon 2027/05/24 up to and including Sat 2027/06/19	4 weeks second-term exam period comprised of – preparation time for the exams – exams – public announcement of the results – feedback moments
Mon 2027/06/21 up to and including Sat 2027/07/31	6 weeks of summer holidays
Mon 2027/08/02 until Sat 2027/08/21	3 weeks of second-term resit exam period comprised of – resit exams – public announcement of the results – feedback moments
Mon 2027/08/23 until Sat 2027/08/28	1 week of feedback all exam periods
Monday August 30th, 2027	Start of the 2027-2028 academic year

Bachelor 3

SEMESTER 1	
Monday August 24th, 2026	Start of the 2026-2027 academic year
Mon 2026/08/24 up to and including Sat 2026/11/14	**12 weeks of first-term education activities (Fall semester)**
Mon 2026/11/16 up to and including Sat 2026/11/21	1 week of catch-up activities
Mon 2026/11/23 up to and including Sat 2026/12/19	4 weeks first-term exam period comprised of – preparation time for the exams – exams – public announcement of the results – feedback moments
Mon 2026/12/21 up to and including Sat 2027/01/30	6 weeks of winter holidays
Mon 2027/02/01 up to and including Sat 2027/02/20	3 weeks of first-term resit exam period comprised of – resit exams – public announcement of the results – feedback moments
SEMESTER 2	
Mon 2027/02/22 up to and including Sat 2027/03/13	**3 weeks of second-term education activities (1st block)**
Mon 2027/03/15 up to and including Sat 2027/03/20	1 week of self-study and exam
Mon 2027/03/22 up to and including Sat 2027/04/10	**3 weeks of second-term education activities (2nd block)**
Mon 2027/04/12 up to and including Sat 2027/04/17	1 week of self-study and exam
Mon 2027/04/19 up to and including Sat 2027/05/08	**3 weeks of second-term education activities (3rd block)**
Mon 2027/05/10 up to and including Sat 2027/05/15	1 week of self-study and exam
Mon 2027/05/17 up to and including Sat 2027/06/05	**3 weeks of second-term education activities (4th block)**
Mon 2027/06/07 up to and including Sat 2027/06/19	2 weeks of second-term exam period comprised of – exams – public announcement of the results – feedback moments
Mon 2027/06/21 up to and including Sat 2027/07/31	6 weeks of summer holidays
Mon 2027/08/02 until Sat 2027/08/21	3 weeks of second-term resit exam period comprised of – resit exams – public announcement of the results – feedback moments
Mon 2027/08/23 until Sat 2027/08/28	1 week of feedback all exam periods
Monday August 30th, 2027	Start of the 2027-2028 academic year

Bachelor 4

SEMESTER 1 (in GHENT)	
Monday September 21st, 2026	Start of the 2026-2027 academic year
Mon 2026/09/21 up to and including Sat 2026/12/12	**12 weeks of first-term education activities (Fall semester)**
Mon 2026/12/14 up to and including Sat 2026/12/19	1 week of catch-up activities
Mon 2026/12/21 up to and including Sat 2027/01/02	2 weeks of Christmas holidays
Mon 2027/01/04 up to and including Sat 2027/01/30	4 weeks of first-term exam period comprised of – exams – public announcement of the results – feedback up to and including Saturday 2027/02/13
Mon 2027/02/01 up to and including Sat 2027/02/20	**3 weeks of inter-term break**
SEMESTER 2 (at GUGC)	
Mon 2027/02/22 up to and including Sat 2027/03/13	**3 weeks of second-term education activities (1st block)**
Mon 2027/03/15 up to and including Sat 2027/03/20	1 week of self-study and exam
Mon 2027/03/22 up to and including Sat 2027/04/10	**3 weeks of second-term education activities (2nd block)**
Mon 2027/04/12 up to and including Sat 2027/04/17	1 week of self-study and exam
Mon 2027/04/19 up to and including Sat 2027/05/08	**3 weeks of second-term education activities (3rd block)**
Mon 2027/05/10 up to and including Sat 2027/05/15	1 week of self-study and exam
Mon 2027/05/17 up to and including Sat 2027/06/05	**3 weeks of second-term education activities (4th block)**
Mon 2027/06/07 up to and including Sat 2027/06/19	2 weeks of second-term exam period comprised of – exams – public announcement of the results – feedback moments
Mon 2027/06/21 up to and including Sat 2027/07/31	6 weeks of summer holidays
Mon 2027/08/02 until Sat 2027/08/21	3 weeks of second-term resit exam period comprised of – resit exams – public announcement of the results – feedback moments
Mon 2027/08/23 until Sat 2027/08/28	1 week of feedback all exam periods
Monday August 30rd, 2027	Start of the 2027-2028 academic year

§4. During the catch-up periods, the following activities may be conducted:

- education activities, if they could not take place during the prescribed period due to circumstances of force majeure;
- revision classes and/or additional exercises, on the condition that these do not contain new learning content;
- the assessments as stipulated in Article 35 §4.

§5. Education and assessment activities are suspended during the Christmas and Winter holidays, the inter-term break, the Summer holidays, as well as on the following closing days:

- Thursday, 2026/09/24, Chuseok (Korean Thanksgiving Day) Day 1
- Friday, 2026/09/25, Chuseok (Korean Thanksgiving Day) Day 2
- Saturday, 2026/09/26, Chuseok (Korean Thanksgiving Day) Day 3
- Saturday, 2026/10/03, National Foundation Day
- Monday, 2026/10/05, Substitute holiday
- Friday, 2026/10/09, Hangeul Day
- Friday, 2026/12/25, Christmas break up to and including Friday, 2027/01/01, New Year's Day
- Saturday, 2027/02/06, Seollal (Korean New Year) Day 1
- Sunday, 2027/02/07, Seollal (Korean New Year) Day 2
- Monday, 2027/02/08, Seollal (Korean New Year) Day 3
- Tuesday, 2027/02/09, Substitute holiday
- Monday, 2027/03/01, Korean Independence Movement Day
- Friday, 2027/03/19, Dies Natalis
- Saturday, 2027/05/01, Labour Day
- Wednesday, 2027/05/05, Children's Day
- Thursday, 2027/05/13, Buddha's Birthday
- Sunday, 2027/06/06, Memorial Day
- Sunday, 2027/08/15, Liberation Day
- Monday, 2027/08/16, Substitute holiday

§6. Barring the closing days listed in §5, exceptions can be made for exams to occur outside the designated exam periods in the following situations:

- for students studying at another higher education institution, and for incoming and outgoing exchange students, per the Learning Agreement that has been signed by all parties involved;
- for students who have invoked Article 19 to apply for the facility to "reschedule one or more exam(s) within the same academic year, with a different exam form if necessary".

The Campus Council makes this decision based on the recommendation of the Programme Committee, and students must be informed of it at the start of the academic year.

§7. Course units comprising an international component (e.g., Blended Intensive Programmes, virtual mobility, summer or winter schools) may be programmed in the academic year preceding the one in which they are recognised in the student's curriculum.

§8. Information sessions
Before the start of the academic year, specific information and introduction days are held for – at least – those (prospective) students who wish to enrol at Ghent University Global Campus for the first time.

ARTICLE 7: BA1-MARCH PROGRAMME

In line with the South Korean academic year, in which students enter local universities in March each year, GUGC offers an additional entry point for admitted students to enrol for a preparatory semester in March (called BA1-March programme) before the start of the first year of the Bachelor's programme.

The BA1-March programme of the Academic year 2026-2027 starts in March 2027 and is organised parallel with the second semester of the Academic year 2026-2027.

Students enrolling in the Preparatory semester complete the admission procedure as specified under Article 8.

The Preparatory semester consists credit-bearing courses identical to courses of the first year of the Bachelor's programme of the upcoming academic year. Students are enrolled under a credit contract for the Preparatory semester and obtain a credit certificate, based on which they will be exempted for those courses in their curriculum of the first year of the standard study track of the Bachelor's programme for which they enrol in September 2027.

Without prejudice to the student's performance within the BA1-March programme semester, in their next enrolment at GUGC, all students will be enrolled under a diploma contract for the first year of the standard study track of the Bachelor's programme.

SECTION II – ADMISSION REQUIREMENTS

SUBSECTION I – DIPLOMA-BASED ADMISSION REQUIREMENTS

ARTICLE 8: ADMISSION REQUIREMENTS FOR A BACHELOR'S PROGRAMME

Students who intend to enrol for a Bachelor's programme need to complete the admission procedure.

§1. Holders of a diploma awarded by a Belgian or Korean education institution
Prospective students wishing to enrol in a Bachelor's programme with a contract to obtain a diploma, must hold one of the following diplomas:

- a secondary education ('high school') diploma awarded by an education institution recognised by the Ministry of Education, South Korea;
- a secondary education diploma, a Bachelor's or Master's diploma or equivalent, awarded by (an education institution recognised by) the Flemish, French or German Community in Belgium (see Education and Examination Code Ghent University 2026-2027, Article 5, §§1-2).

§2. Holders of a diploma/degree certificate awarded by an international school in Korea or elsewhere, by one of the states that have ratified the Lisbon Recognition Convention ('LRC-country') or by an International Organisation

Prospective students wishing to enrol in a Bachelor's programme with a contract to obtain a diploma, must hold one of the following diplomas:

- a secondary education diploma deemed equivalent, as gathered in the list of Equivalent Secondary Education Qualifications, and that is correctly certified/legalised.
  Secondary education diplomas awarded by international schools are subject to the requirements from the country of the education system applicable at the international school;
- a Bachelor's degree (or equivalent), correctly certified/legalised;
- a Master's degree (or equivalent) correctly certified/legalised.

§3. Holders of a diploma/degree certificate other than those mentioned sub §§1-2

Prospective students holding qualifications that are not listed under §§1-2 wishing to enrol in a Bachelor's programme with a contract to obtain a diploma, are subject to an equivalency investigation and must present one of the following diplomas:

- a secondary education diploma, correctly certified/legalised. If additional requirements to enter academic education are applicable in the country where the secondary education diploma was issued (e.g., participation and/or positive ranking in an entrance exam), the documents proving that the prospective student meets these requirements must be added to the application;
- a Bachelor's degree (or equivalent), correctly certified/legalised;
- a Master's degree (or equivalent), correctly certified/legalised.

§4. The GUGC Admissions and Recruitment office, the GUGC Academic Affairs office together with the Ghent University International Admissions Team (University Service for Education and Research – Internationalisation Division) are in charge of the equivalence investigation. They can request advice from the GUGC Programme Committee.

§5. Prospective students need to submit a transcript of records with the following requirements:

- displaying a minimum of 3 years of secondary school education;
- issued in English or, if issued in other languages, notarised with an English translation.

§6. Compulsory Aptitude Test: prospective students need to submit a valid score report for one of the following tests:

- Online Aptitude Test held by Ghent University Global Campus, with a minimum score of 14 or higher;
- General SAT test with a minimum score of 720 on the mathematics section;
- ACT test with a minimum score of 32 on the mathematics section.

§7. Headmaster's Recommendation Programme
Students with a secondary education diploma awarded by an education institution recognised by the Ministry of Education, South Korea, can apply for Ghent University Global Campus through the Headmaster's Recommendation Programme.
For this purpose a student must submit:

- a Recommendation Letter signed, stamped and dated by a Principal of the high school along with
- the High School Diploma,

- the Korean School Record, and
- official transcripts.

The GUGC Admissions and Recruitment office will review three subjects (Mathematics, Science and English) in the high school transcript.
Students who apply through the Headmaster's Recommendation Programme are exempted from the Online Aptitude Test, and English Language-based admission requirements.

SUBSECTION II – LANGUAGE-BASED ADMISSION REQUIREMENTS

ARTICLE 9: LANGUAGE REQUIREMENTS

§1. Prospective students must provide proof of their proficiency in English, which is considered by Ghent University Global Campus to be equivalent with Level B2 of the Common European Framework of Reference for Languages (CEFR).
All the certificates mentioned below must be valid upon first enrolment in a study programme: this means that, if a term of validity is specified, it should not have lapsed, and that language certificates without term of validity should not be older than 4 academic years (counting from the academic year after the certificate was obtained):

- a TOEFL TEST with a minimum score of 4 to 4.5 (or higher). Participants of the test need to specify the "institution code" B315 so as to share the test results directly with Ghent University Global Campus;
- an original 'Academic Test Report Form' (TRF) by IELTS with a score from 6.0 (and higher);
- a SAT Evidence-Based Reading and Writing score of at least 500. Participants are to specify "institution code" 9031 if they want the test results to be communicated directly to Ghent University Global Campus;
- an ACT English score of 21;
- a Cambridge Assessment English B2 First (formerly: Cambridge English First, First certificate in English (FCE));
- a Su-Neung test (College Scholastic Ability Test, CSAT), English component rank 1 or 2 for the language proficiency;
- an International Baccalaureate in English B certificate (SL, level 5, 6 & 7); an International Baccalaureate in English B certificate (HL, level 5 & 6); an International Baccalaureate in English A (SL, level 5 & 6); a Baccalaureate in English A (HL, level 5 & 6). Participants are to specify "institution code" 036561 if they want the test results to be communicated directly to Ghent University Global Campus;
- a Pearson Test of English Academic (PTE Academic) with a score ranging from 59 to 75;
- Integrated Skills in English (ISE) Digital by Trinity College, with a score from 80 or higher;
- an Oxford Test of English Advanced (OTE), with a score ranging from 111 to 140;
- a B2 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTO – VUB);
- a B2 certificate awarded by a university language centre;
- a Practical English 5 or English for Written Academic Purposes certificate awarded by the Ghent University Language Centre (UCT).

§2. At the substantiated request by the Programme Committee chair, the Campus Council can, in exceptional cases, exempt prospective students from the language requirements for English stated in §1.

§3. Exemption from applicable language requirements
Prospective students who are holders of one of the following study certificates are exempted from the applicable language requirements for English:

- a secondary education diploma awarded by an education institution recognised by the Flemish, French or German-speaking Community;
- a higher education diploma awarded by a higher education institution recognised by the Flemish Community;
- the prospective student has completed one year in an English-taught study programme, either in secondary education or at a higher education institute in one of the states that have ratified the Lisbon Recognition Convention, European Higher Education Area member states, or the United States (i.e., 60 credits obtained, either staggered over several academic years, or not);
- an English-language secondary education diploma, Bachelor's or Master's diploma awarded by an English-language education institution.

SECTION III – ENROLMENT

ARTICLE 10: FIRST ENROLMENT AND RE-ENROLMENT

§1. First enrolment at Ghent University Global Campus
A (prospective) student wishing to enrol at Ghent University for the first time, first opens an online application and then finalises the enrolment online, before 31 August 2026. Prospective students who start in the Preparatory semester must enrol before 1 March 2027.
If online enrolment is not possible, prospective students must present themselves in person to finalise it.

Prospective students can enrol only if the admission requirements (cf. Section II of the Education Code) are (minimally) met, their identity is validated, and they have the necessary documents.

The required documents are:
- a valid international passport;
- the diploma on the merit of which the prospective students may be admitted (or a clear copy or a certificate of successful completion with the required signatures and stamps);
- if required, a language proficiency certificate;
- if required, a valid score report on the Online Aptitude Test;

All enrolments based on an international (non-Korean or non-Belgian) or international school diploma must include a correctly certified/legalized copy of said diploma, with the exception of International Baccalaureate diplomas.

Students are enrolled as soon as the student information system has processed their electronic or written application for (re-)enrolment. Students receive a(n electronic) confirmation of enrolment, including the date of enrolment. This confirmation serves as proof of establishing a contract between the student and GUGC on the said date.

§2. The enrolment makes it mandatory upon the students to pay the relevant basic fixed fee and tuition fees.

§3. The enrolment comes into effect from the date of enrolment until the close of the academic year, unless the student decides to invoke Article 25 (Terminating a contract).

§4. Re-enrolment
Students who were enrolled at Ghent University during the 2025-2026 academic year, receive all the necessary instructions for re-enrolment from the Registrar's Office (Academic Affairs) electronically.
Students are asked to apply for re-enrolment as soon as possible and before the start of the 2026-2027 academic year using this webpage: oasis.ugent.be. Students who have not obtained credits or exemptions for all the course units in their curriculum, are automatically registered for the resit exam period (cf. Article 40) and can only re-enrol at the end of said resit exam period.
Article 18 stipulates that a re-enrolment may be refused automatically.
The tuition fees are to be paid by bank transfer. Students behind on payments are denied re-enrolment (cf. Article 12).

§5. Timeliness of enrolment: the timeliness of an application to (re-)enrol is determined by the date on which the (prospective) student applies to the Academic Affairs office or to Student Affairs, either in person or electronically.
From 1 March 2027 onwards, enrolment is no longer possible.

ARTICLE 11: FRAUD UPON ENROLMENT

§1. If prospective students avail themselves of falsified attestations, certificates or diplomas for enrolment in a study programme or course unit, any admission procedures that have been initiated will be aborted immediately, and enrolment will be denied.

§2. Using falsified attestations, certificates or diplomas for (re-)enrolment in a study programme or course unit at GUGC, or in the context of an exemption procedure or a procedure on previously acquired competencies is considered a disciplinary offence. It can lead to disciplinary measures stipulated in the Disciplinary Regulations for Students.
The disciplinary bodies impose these measures according to the procedures stipulated in the Disciplinary Regulations for Students.
As stipulated in the Disciplinary Regulations for Students, a disciplinary measure may be imposed pending the results of the disciplinary procedure.

If the disciplinary body decides to deny admission to the party involved, the party will still have to pay tuition fees. Tuition fees paid will not be reimbursed.

§3. If the fraud becomes known after the student has received a credit certificate for one or more course units, the examination disciplinary body can still declare the awarded credit certificate(s) null and void. Additionally, it may declare the diploma or certificate awarded for the relevant study programme null and void, and reclaim it if applicable.

ARTICLE 12: TUITION FEES

§1. After admission, in order to enrol at GUGC, it is mandatory for students to pay a basic fixed fee (once per academic year) and the tuition fee (once per semester), the latter being dependent on the number of credits for the course (units) that the student will follow, after approval of the curriculum by the Curriculum Committee.
The basic fixed fee and the tuition fee are determined by the Board of Governors of Ghent University after the advice of the Campus Council and ratification and/or amendment by the GUGC Board of Directors, and are issued annually before the start of the preceding academic year.
Both fees are to be paid in KRW.

§2. An email with a payment notification is sent to the student's university account, and if applicable, to another email address specified by the student upon enrolment. The amount due must be paid within a month of the notification's sent date. If the amount due remains unpaid by the end of that term, the student will receive one last payment notification. If the amount due remains unpaid for another fourteen days after the final payment request, the student's enrolment will be suspended and the student will receive a notification thereof. The suspension shall be effective seven days after the fourteen-day period mentioned above. The suspension entails that the student is no longer entitled to education and cannot sit exams. In addition, the student will no longer have access to the student portal, electronic learning environment, education applications and software platforms.
The suspension can only be reversed once all amounts due have been paid in full. As long as the suspension is not reversed, any marks the student may have obtained will be considered non-existent, and the student will not receive credits (cf. Article 42).

§3. Basic fixed fee
- The basic fixed fee is a non-refundable fee used to cover the costs of student administration, use of facilities and various educational and operational expenses. It is invoiced once every academic year at Ghent University Global Campus.
- Newly admitted students receive an invoice for the basic fixed fee before the start of the semester in which they enroll. Payment of this invoice must mandatory be made before the start of the semester.
- Other students pay the basic fixed fee at the beginning of the September semester every year (with an exception of the BA1-March Programme students of the previous academic year).
- For BA1-March Programme enrollers, the basic fixed fee is valid for 3 consecutive semesters (March-September-March of the next Academic Year).
- Exceptions concerning the payment of the basic fixed fee:
  I. The basic fixed fee will be carried over under exceptional circumstances, such as Illness, military services, natural disasters, infectious disease, pregnancy, childbirth. In such a case, the student is required to submit relevant documents (i.e. medical certificate), and a completed official request form to the Student Affairs office. In these exceptional circumstances, the basic fixed fee will be kept valid for a maximum of 2 years. After this 2-year period, the student will have to pay the basic fixed fee again upon return.
  II. After 5 consecutive enrolments at GUGC, a student no longer has to pay the basic fixed fee in order to be enrolled (e.g. in the case of personalised study tracks).

§4. Tuition fee
- **The enrolment makes it mandatory upon students to pay the owed tuition fee.**
- The tuition fee is calculated for each study programme in proportion to the number of ECTS credits in the curriculum, with the exception of any exemptions and previously acquired credits. Each academic year for standard study track students at Ghent University Global Campus consists of 60 credits.
- The tuition fee is paid per semester, as follows:
  - newly admitted students: the deadline for tuition fee payment is before the beginning of each semester. Students will receive the tuition fee invoice after the basic fixed fee payment period;
  - current students: the tuition fee payment period is the third week of every semester. Students will receive the tuition fee invoice two weeks into the semester.
- A student re-taking a course from a previous academic year due to failure or non-participation of the exam, should pay the full tuition fee for the retaken course.

- Waiver test: Students who will take the "waiver test" in September, must pay the corresponding tuition fee of the course regardless of the outcome of the test.
- Semester at Ghent University (BA4): students are expected to make both the basic fixed fee and the tuition fee payment (number of courses applicable for students in 4th year, 1st semester) prior to their departure to Ghent University Home Campus.

§5. Refund of tuition fees

- The tuition fee is refundable:
  1° for students who have been granted a leave of absence (current students),
  2° for students permanently withdrawing from Ghent University Global Campus,
  3° in exceptional cases as specified under Tuition Refund Exceptional Clause,
  4° or after a favorable decision by the Curriculum committee (to drop courses).
- In order to obtain a refund of tuition fee, the student must submit the relevant application form (Leave of absence application form, Permanent withdrawal application form, Exceptional Tuition refund application form) to the Student Affairs Office, except in the case of a refund because of a decision by the Curriculum committee to drop courses. Along with the application form, the student must submit a copy of the student's bankbook.
- In the case of a favorable decision to drop courses, no refund will be given for courses dropped after the course edit period. Courses can be changed or dropped till 15th of September in the first semester and till 15th of March for the second semester.
- In the case of a leave of absence conform Article 13 §1, the total tuition fee will be refunded (with the exception of the basic fixed fee) if the application of the leave of absence is made before September 15th in the first semester and before March 15th in the second semester.
- In the case a leave of absence is granted after these deadlines (Exceptional leave of absence only) or in the case of a permanent withdrawal, the refunded amount of tuition is determined based on the submission date of the relevant application form and is calculated following the guidelines hereafter:

Date of submission of Exceptional Leave of absence application form or Permanent Withdrawal form:	Refundable amount
Within 5 weeks after start of semester	Full refund (excluding basic fixed fee)
Within 6 weeks after start of semester	75%
Within 7 weeks after start of semester	50%
Within 8 weeks after start of semester	25%
Over 56 days after start of semester	No refund

- The standard tuition fee refund guidelines indicated above are equally applicable to students spending the exchange semester at Ghent University.
- **Tuition Refund Exceptional Clause** in case of granted Exceptional leave of absence: tuition refund is possible under exceptional circumstances, such as illness, military services, natural disasters, infectious disease, pregnancy, childbirth. The refunded amount of tuition is determined based on the submission date of the Exeptional tuition refund application form and is calculated following the guidelines hereafter:

Date of submission of Exceptional tuition refund application form	Refundable amount
Within 8 weeks from start of semester	Full refund (excluding basic fixed fee)
Within 9 weeks from start of semester	75%
Within 10 weeks from start of semester	50%
Within 11 weeks from start of semester	25%
78 days from start of semester	No refund

- No refund will be given to students who applied for tuition installment payment or tuition payment extension.

§6. Non-payment or partial payment of the due basic fixed fee and/or tuition fee results in the suspension of a student's enrolment (cf. §2), a refusal of enrolment for the next academic year (cf. Article 10) and a deduction of credit certificates, diplomas, and certificates (including any concomitant diploma and certificate supplements) (cf. Articles 42 and 58), until the due basic fixed fee and/or tuition fee are paid in full.

ARTICLE 13: LEAVE OF ABSENCE AND PERMANENT WITHDRAWAL

§1. Leave of Absence

1° A leave of absence is an authorized interruption of the study trajectory for academic, family related, medical, financial or personal reasons, or for military service. It is taken in periods of max. 1 year at a time (1 or 2 semesters). However, as long as the student hasn't fulfilled the 100% rule (cf. Article 18, §1, 1°), a leave of absence can only be taken for the entire academic year. Upon application, an expected date of return must be set.

2° New students can only apply for a leave of absence at the end of their first year of enrolment or – for students who start in the Ba1 March programme – at the end of the preparatory semester.

3° The total duration of leave of absence during the study trajectory of the student will be limited to a maximum of 6 semesters. Exceptions are possible in case of military service or exceptional personal circumstances.

4° No leave of absence will be allowed if the student has been denied re-enrolment by Ghent University because of Articles 11, 12 §6 or 18.

5° Application must be done during the following periods of the academic year: from the start of the first semester until the 15th of September and from the start of the second semester until the 15th of March. In the case of unforeseeable personal circumstances an application for Exceptional leave of absence is possible and can be made outside of the stipulated application periods. The student must submit a written motivation explaining the unforeseeable character and must consult a study track counsellor prior to the application.

6° Extension of leave of absence: If the student cannot return from leave of absence at the expected date of return due to unforeseeable personal circumstances, the student must apply for extension of the leave of absence. An extension can be granted for maximum one supplementary year. The student must submit a written motivation explaining the unforeseeable character preventing the return.

7° Procedures: A leave of absence request shall be submitted to Student Affairs along with the applicable form and documents of proof (if applicable, e.g. Military service documentation). All applications are reviewed by the Leave of absence Committee. The application can be rejected in case no or insufficient supporting documents are submitted.

8° Tuition: No tuition fees will be charged for the duration of the authorised leave. A tuition refund will be made based on the tuition refund criteria. The basic fixed fee is not refundable in any case.

9° Scholarship: a student who takes a leave of absence will not be considered as a scholarship grantee candidate. Any awarded scholarship will be suspended, and upon return the student will no longer be entitled to the scholarship.

10°. If the student is enrolled at the moment of application, the leave of absence is registered as a contract termination (cf. Article 25). As the moment of terminating a contract has consequences for the calculation of the study progress, possible binding conditions or refusal to re-enrol, it is the student's responsibility to take into account the relevant deadlines as mentioned in Article 18 §4.

11° During a leave of absence the student will not be considered as a GUGC student and loses access to all GUGC facilities and digital services. When a student terminates the enrolment (via leave of absence), they will also no longer be subject to the transitional measures that were into effect for that student due to a programme change.

§2. Return from a Leave of Absence

1° Between 1st of July till 15th of August before the start of the academic year in which the student seeks to return, the student must notify Student Affairs by submitting the Return from a Leave of absence form. It is the student's responsibility to be aware of the relevant application deadlines for housing and scholarship.
Exceptionally, students who took a Military Leave of Absence are allowed to return either semester of the Academic Year, as well as students who wish to return early from their granted leave. However, Bachelor 1 students who haven't yet completed the first standard study track year will only be allowed to return in Spring semester if the re-enrolment of the student doesn't jeopardise their required compliance with the 100% rule (cf. Article 18 §1).
These students should submit the Return from a Leave of absence form between 1st of January till 15th of February or between 1st of July till 15th of August during or before the start of the academic year in which the student seeks to return.

2° If the leave of absence period began within the semester, upon return, the student will restart classes from the beginning of that same semester in the education programme. The returning student is subject to the current programme version upon return and the Curriculum Committee is authorized to take the necessary transitional measures for these students' personalised study tracks if applicable.
Students will pay the basic fixed fee and tuition fee applied in the year of their return.

3° Upon return, the student will no longer be in a standard study track. It is the responsibility of the student to take into account the rules concerning study progress monitoring (art. 18 §1) and the composition of the student's curriculum (art. 22 §4). The rules under art. 18 §1 (study progress) by all means prevail over the right to return from Leave of absence.

4° Upon return, Bachelor 1 students must take up all the remaining courses of the first year of the standard study track (cf. art. 22 §4, 1° and 2°). Exceptions will only be granted to students returning from Military Leave of Absence in Spring semester who do not have binding conditions and, if applicable, can comply to the 100% rule.

5° If the student doesn't return after the granted period of leave of absence has lapsed and hasn't applied for an extension, the student will be automatically permanently withdrawn from the programme. Should the student wish to return at a later moment, the student must apply for readmission.

§3. Permanent withdrawal

1° Permanent withdrawal is the formal termination of the student's registration at Ghent University Global Campus, requiring a new admission process if they ever wish to re-enrol. The permanent withdrawal can be initiated:

- by the student, meaning that they are permanently terminating their studies with no intention of returning, or
- by Ghent University Global Campus, if the student hasn't returned on the expected date of return following a leave of absence (cf. §2, 5°).

2° A student who no longer intends to continue their studies at GUGC may be granted a leave of absence to transfer to another institution or to explore career opportunities for a maximum period of one year (1 or 2 semesters), before applying for permanent withdrawal. At the end of the leave period, Student Affairs will register the permanent withdrawal, unless the student has submitted a timely application to return (cf. §4) or has applied for an extension (cf. §1, 5°).

3° Procedures:

- If the permanent withdrawal is initiated by the student, a permanent withdrawal request shall be submitted to Student Affairs along with the applicable form and documents of proof (if applicable). If the student has an active enrolment, the Permanent withdrawal is registered as a contract termination (cf. Article 25).
- If the permanent withdrawal is initiated by Ghent University Global Campus, Student Affairs will register the permanent withdrawal and notify the student of it.

4° Tuition: following confirmation of the permanent withdrawal, if the student is enrolled in the current academic year, they may apply for a refund of tuition fees in accordance with the criteria set out in Article 12.

5° Scholarship: any awarded scholarship will be terminated immediately.

ARTICLE 14: REGISTRATION

The following students, who have enrolled at their home institution, are required to register at GUGC:

- incoming exchange students;
- students enrolled at another university or university college, who take up course units in the context of a co-operation agreement or as part of an interuniversity study programme.

By registering, students endorse the current Education and Examination Code stipulations for the entire registration period.

ARTICLE 15: STUDENT CAMPUS CARD AND CERTIFICATES

Following enrolment, students receive their personal student campus card and can request a certificate of enrolment from Academic Affairs.

ARTICLE 16: UPDATING PERSONAL DATA

Students commit to informing GUGC immediately of any changes to their personal data (name, first name, address, contact details, etc.) either in person or via email to Academic Affairs.

ARTICLE 17: GHENT UNIVERSITY ACCOUNT

§1. Any diploma or credit contract student receives a Ghent University account and a corresponding email address. This account provides access to Ghent University's electronic learning environment (Ufora), student portal, various education applications, and software platforms. A Ghent University account remains valid throughout the enrolment period, and expires on 15 October of the following academic year.

§2. Upon enrolment, the student will receive a login and password. The GUGC email address ending on '@ghent.ac.kr' is an official means of communication. The students must read the official emails sent to the Ghent University email address regularly.

§3. Students must register on the electronic learning environment (Ufora) for any course unit they have enrolled in in the current academic year. The lecturers-in-charge may refuse students access to the website of their course units if said students cannot demonstrate that they have enrolled at Ghent University with a contract that includes the relevant course unit.
Students must sign up for any relevant information sites in the electronic learning environment and are expected to consult the course sites and information sites regularly. Relevant information shared on these sites is considered to be announced legitimately.

ARTICLE 18: ENROLMENT AND STUDY PROGRESS MONITORING

§1. The 100% rule, the binding condition of 50%, the 30% rule and the refusal to enrol under a contract to obtain a diploma

1° The 100% rule for every first enrolment in the first standard study track year of an initial Bachelor's programme:
If a student:

1. has not obtained a credit certificate for all the course units they have taken up from their initial set of course units (cf. Article 22 § 4, 1°) or
2. has not been deliberated for their first deliberation set as laid down in Article 51 §2,

said student must upon the second enrolment in a subsequent academic year in the same study programme or the applicable common introductory part for various study programmes either obtain a credit certificate or a favourable deliberation decision for every remaining course unit taken during the first enrolment, and which is part of the initial set of course units and the first deliberation set of the full-time standard study track.

The 100% rule in case of a late enrolment or a reorientation: if the student cannot take up all the course units in the first deliberation set due to a late enrolment or re-orientation, the student must:

1. upon a second enrolment in a subsequent academic year in the same study programme or the applicable common introductory part for various study programmes complete any remaining course units of the first deliberation set and the initial set of course units;
2. upon a second enrolment and within the course of the two enrolment years (i.e., the second and subsequent enrolment years) either obtain a credit certificate or a favourable deliberation decision for the remaining set of course units.

If a student does not meet the 100% rule, they will be refused for a subsequent enrolment in the same study programme or in the applicable common introductory part for various study programmes. The refusal for the relevant course units also applies to an enrolment with a contract to obtain credits for course units from that same study programme or the applicable common introductory part.
This restriction remains when a student, upon second enrolment in the same Bachelor's programme, replaces an elective with another elective.

2° The binding condition of 50%: if the student has obtained less than 50% of the credits in their personal curriculum (i.e., a study success rate of less than 50%), a binding condition of 50% will come into effect upon any subsequent enrolment in the same study programme:

- The content of the binding condition of 50% is determined by the Education and Examination Code of the academic year in which the student enrols again for the same study programme.
  In the 2026-2027 academic year, the binding condition is that a student must obtain at least 50% of the credits in their personal curriculum.
- If the student does not meet the binding condition of 50%, they will be denied a subsequent enrolment in the same study programme with a contract to obtain a diploma.

3° The 30% rule: if upon a first enrolment in the first standard study track of an initial Bachelor's programme, a student obtains less than 30% of the credits in the initial set of course units taken in the current year of enrolment, they will be denied subsequent enrolment in the same study programme with a contract to obtain a diploma, as well as enrolment in the applicable common introductory part for various study programmes. They will also be denied enrolment with a contract to obtain credits for those course units.

§2. If a student's dossier demonstrates that subsequent enrolment at a higher education institution will not yield a positive outcome, regardless of the type of contract and of previous binding conditions (whether or not they have been met), the student will be denied enrolment. A student

who, after three years of enrolment, has obtained less than a third of the credits in their personal curriculum, is deemed unlikely to be successful upon a new enrolment. The said student is denied enrolment.

§3. In case of a contract to obtain credits, a student will be denied enrolment into the same course unit after two unsuccessful enrolments – i.e., without receiving a credit certificate. This provision applies regardless of earlier enrolments via a contract to obtain credits or a contract to obtain a diploma.

§4. The following provisions apply to students who terminate their contract (cf. Article 25) or remove course units from a fixed curriculum (cf. Article 22):

- in case of a request to revise the curriculum before 15 November, or a request to terminate the contract before 1 December, the relevant course units will not be taken into account in the calculation;
- in case of a request to revise the curriculum on 15 November and after, or a request to terminate the contract before 15 March, second-term course units and full-year course units will not be taken into account in the calculation; first-term course units will be taken into account;
- in case of a termination of the contract on 15 March or after, all the course units will be taken into account in the calculation.

§5. In the following events the student is notified via the transcript of records:

- the 100% rule will remain in place;
- a binding condition of 50% is being imposed;
- a refusal to enrol has been decided.

The decision to deny enrolment or to impose the binding condition of 50% is made the moment the student applies for enrolment again, in application of the Education and Examination Code that is in force at that time.

A refusal to enrol applies for one academic year and is renewed at every re-enrolment until it is withdrawn by the Institutional Appeals Committee following an internal appeals procedure, as stipulated in §6. A refusal to enrol expires automatically after six academic years. A refusal to enrol in an initial Bachelor's programme expires automatically when the student obtains another higher education diploma after the refusal.

§6. As stipulated in Article 65, students may annually lodge an appeal against the decision to impose the binding condition of 50% and against a refusal to enrol with the Institutional Appeals Committee. Based on force majeure events or exceptional individual circumstances concerning the student, the Institutional Appeals Committee may still grant permission to enrol. If the Institutional Appeals Committee nullifies the refusal to enrol, it may still impose the 100% rule or the binding condition of 50%.

§7. In exceptional circumstances and on objective grounds, the Examination Board per study programme may decide to terminate the work placement or another practical course unit if the student has exhibited behaviour indicating an unsuitability for the profession to which the study programme leads.
A student whose work placement or practical course unit has been terminated as stipulated above has no right to a resit exam opportunity. Such a decision by the Examination Board per study programme must be well-substantiated. Students may lodge an appeal with the Institutional Appeals Committee (as stated in Article 65).

§8. The provisions in §1, 1° and 3° of this Article only apply to each first enrolment in the first standard study track year of an initial Bachelor's programme. The remaining provisions in §1 through §7 of this Article apply to Bachelor's programmes and Master's programmes.

ARTICLE 19: SPECIAL STATUS FOR STUDENTS

§1. Special status for students can be granted based on:

- a disability (cf. §2),
- holding office (cf. §3),
- exceptional social or personal circumstances (cf. §4),
- recognised top-level sports activities, professional artistry, student-entrepreneurship or a working student status (cf. §5).

Depending on the grounds invoked by the student to apply for a special status, the student may be granted one or more accommodations as stipulated in this article.
If students are granted the facility to reschedule an assessment or exam to another time within the same examination period, it suffices to refer these students to the deferred exam as outlined in Article 59.
If students are granted the facility to reschedule an assessment or exam to another time within the same academic year, it does not suffice to refer these students to the deferred exam as outlined in Article 59. The lecturer-in-charge schedules an alternative exam or assessment

moment for their course unit, taking into account the student's specific needs based on their special status, as much as is feasible and reasonable.

- In the case of first-term exams, an additional exam moment is scheduled in the second term if this is feasible, or the student can use their first exam opportunity during the resit exam period while maintaining their second exam opportunity within the same exam period.
- In the case of second-term exams, an additional exam moment is scheduled in the last week of the official exam period as outlined in Article 6 §3, or the student can use their first exam opportunity during the resit exam period while maintaining their second exam opportunity within the same exam period.
- In the case of resit exams, an additional exam moment is scheduled in the last week of the official exam period at the latest, as outlined in Article 6 §3.

If the lecturer and the student cannot agree upon the exam format or exam time, the exam opportunity expires. The exam opportunity also expires if the student refrains from taking the rescheduled exam.

§2. Special status based on a disability

1° Requirements: students must have a permanent or long-term-loss of one or more bodily functions as listed in the International Classification of Functions (ICF), including learning disabilities, chronic diseases, motor, visual, auditory, psychiatric, multiple, or other disabilities.

2° Application procedure:

- Deadlines:
  - no later than 15 September 2026 for the first-term exam period;
  - no later than 15 March 2027 for the second-term exam period;
  - no later than 15 May 2027 for the resit exam period;
  - exceptions may be granted in the case of an unexpected loss of function or disability, and/or if the diagnosis is established after the deadline.
- Students who consider themselves eligible for special status based on a disability must submit a substantiated application to the Director of Education via email to statuut@ugent.be. The application should ideally include all necessary documentary evidence and certificates. If the student lacks the required documentation, the incomplete application must still be submitted by the deadline. The student must provide the documentary evidence as soon as it becomes available.
- The Student Support Team (University Services for Education and Research – Education Division) is responsible for following up on applications and informing the Director of Education of its recommendations. These recommendations also include the duration of the special status, i.e., whether it is granted for one or multiple academic years, or the student's entire study career at Ghent University.
- The Director of Education decides based on the Student Support Team's recommendations, the documentary evidence and official certificates.
- The student-applicant is notified of this decision electronically. Unless otherwise determined by the Director of Education, the special status is granted for the academic year in which it was requested, beginning on the decision date.

3° Accommodations: the Student Support Team annually grants education and exam accommodations to students with a special status based on a disability. In so doing, the Student Support Team applies the principle of equal treatment and guarantees the student's right to reasonable adjustments, which are compatible with the study programme requirements. The student must inform the lecturer(s)-in-charge which of the granted accommodations they wish to use in the relevant course units before the deadlines stipulated in §6. The Student Support Team has a mediating role and consults with the faculty and/or institutional ombudspersons if necessary. To guarantee the student's privacy, medical diagnoses are never disclosed.

§3. Special status based on holding office

1° Requirements: a student is automatically granted the special status by the Registrar's Office if they hold at least one of the following offices:

- a seat on the GUGC Campus Council;
- member of a Programme Committee.

2° Accommodations: the student with a special status based on holding office may apply for the following accommodations as per the provisions in §6, exclusively to attend official meetings of the governing bodies, of which the student is a member, or in case of an extension of submission deadlines, for the proper functioning of the student representation in said governing bodies:

- exemption from/adjustment to education activities that overlap with meetings of governing bodies of which the student is a member. The student may be set an alternative assignment or the education activity may be rescheduled to another time within the same academic year;
- sitting the deferred exam as an alternative assessment moment if there is an overlap with meetings of governing bodies of which the student is a member;

- rescheduling one or more assessment moments to another time within the same academic year, if there is an overlap with meetings of governing bodies of which the student is a member;
- an extension of a specific submission deadline for a course unit if this is necessary to maintain the proper functioning of student representation in the governing bodies;
- scheduling an alternative feedback moment if there is an overlap with meetings of governing bodies of which the student is a member;

§4. Special status based on exceptional social or personal circumstances

1° Requirements: the student can demonstrate that they face exceptional social or personal circumstances.

2° Application procedure:

- Students who consider themselves eligible for the special status based on exceptional social or personal circumstances submit a substantiated application to the Director of Education via email to statuut@ugent.be as soon as possible. The application must contain all the necessary documentary evidence and official certificates.
- The Registrar's Office (University Services for Education and Research – Education Division) is responsible for following up on applications and informing the Director of Education of its recommendations.
- The Director of Education decides based on the recommendations of the Registrar's Office, the documentary evidence and official certificates. The Director of Education cannot make an adverse decision before consulting the GUGC Director of Studies.
- The student-applicant is notified of this decision electronically. The special status is granted only for the academic year in which it was requested, beginning from the decision date. Depending on the reasons for granting the special status, the Director of Education can impose an end date that precedes the close of the academic year in question. If this occurs, the student can no longer enjoy the accommodations after that date.

3° The Director of Education grants the student with the special status based on exceptional social or personal circumstances, one or more of the following education and exam accommodations:

- exemption from/adjustment to education activities that require mandatory student attendance. The student may be set an alternative assignment or the education activity may be rescheduled to another time within the same academic year;
- sitting the deferred exam as an alternative assessment moment;
- scheduling an alternative assessment moment within the duration of the special status, should this be limited in time;
- one or more exams may be rescheduled to another time in the same exam period;
- one or more assessments may be taken in another assessment form;
- exams may be sat in a smaller group:
- scheduling a separate exam room;
- exams may be sat online;
- scheduling an alternative feedback moment.

In so doing, the Director of Education applies the principle of equal treatment and guarantees the student's right to reasonable education and exam accommodations compatible with the study programme requirements. The student must inform the lecturer(s)-in-charge which of the granted accommodations they wish to use in the relevant course units by the deadlines stipulated in §6.

§5. Special status based on top-level sports activities, on professional artistry, on student entrepreneurship or as working student

1° Students who deem themselves to be eligible for the special status based on top-level sports activities, on professional artistry, on student entrepreneurship or as working student submit a substantiated application to the Director of Education via e-mail to statuut@ugent.be,

- on 15 September at the latest (first term) or on 15 March at the latest (second term). The application must include all the necessary documentary evidence and official certificates.
- The Registrar's Office (University Services for Education and Research – Education Division) is responsible for following up on applications and informing the Director of Education of its recommendations.
- The student-applicant is notified of this decision electronically. The special status is granted only for the academic year in which it was requested, beginning from the decision date.

2° Accommodations: students with a special status based on top-level sports activities, on professional artistry, on student entrepreneurship or as working student can apply for the following accommodations as per the provisions in §6, provided that the relevant education and assessment activities directly conflict with the grounds for the special status:

- exemption from/adjustment to education activities that require mandatory student attendance. The student may be set an alternative assignment or the education activity may be rescheduled to another time within the same academic year;
- sitting the deferred exam as an alternative assessment moment;
- scheduling an alternative assessment moment within the same academic year;
- scheduling an alternative feedback moment;

- switching groups for an exercise session, practical, regular class or work placement (only for special status based on top-level sports activities).

§6. If the student who has been granted special status wishes to make use of any of the above accommodations, they can contact Academic Affairs, which in turn shall mediate between the lecturer-in-charge and the student about the required accommodations. Academic Affairs shall subsequently inform the special status student of the granted accommodations. A copy of this notification shall be transmitted by the tutorial service to the lecturer(s) involved.

The student must inform the lecturer(s)-in-charge through email which of the granted education and/or exam accommodations they wish to use in the relevant course units:

- no later than 15 November 2026 for the first-term exam period;
- no later than 15 January 2027 for the first-term resit exam period;
- no later than 15 May 2027 for the second-term exam period;
- no later than 15 July 2027 for the second-term resit exam period.

If the course unit is scheduled as block course, the student must inform the lecturer(s)-in-charge through email no later than two weeks before the start of the block exam week.

If the special status is granted later than the deadlines outlined above, the student must inform the lecturer(s)-in-charge which of the granted education and/or exam accommodations they wish to use in the relevant course units as soon as possible via email.
In consultation with the GUGC Director of Studies or the Programme Committee chair, the lecturer-in-charge may refuse to grant a facility if they can substantiate that it is either practically infeasible or infringes upon the essential programme competences.
Refusable accommodations not processed by the lecturer(s)-in-charge on time will be granted automatically at the start of the relevant exam period.
The campus and/or institutional ombudspersons can mediate in this matter if necessary and if so desired.
In case of the special status based on a disability (§2), the Student Support Team can automatically grant the student accommodations based on the student's individual dossier. Under no circumstances can these accommodations be refused.

§7. Students who have been granted a special status based on a disability as provided under §2, 1°, whose education and exam accommodations have been refused, can lodge an appeal against this decision with the Appeals Committee for Disability accommodations.

This appeals committee, which includes two professorial staff members, is chaired by the Head of Student Information, Advice and Guidance. The institutional ombudsperson attends the meetings in an advisory capacity.

The student has the right to legal counsel. Unless the legal counsellor is registered with the Bar or enrolled as a trainee lawyer, the legal counsellor must hold a written power of attorney. If not, they cannot represent the student. The appeal is lodged by registered and signed mail addressed and sent to the Rector (Vice-chancellor) at Sint-Pietersnieuwstraat 25, 9000 Gent. If not, the appeal will be inadmissible. The said appeal contains at least the identity of the student-applicant, the contested decision(s), and, on pain of inadmissibility, a statement of the facts and resources. The student is to simultaneously send an electronic copy of the appeal via email to ombuds@ugent.be. The postmark of the registered mail shall serve as the date of the appeal.
The appeal must be lodged within an expiration period of seven calendar days, starting from the day the student is notified of the decision in question. The Appeals Committee reviews the appeal based on the submitted documentary evidence. However, if the appeal body deems it necessary, it can schedule a hearing and invite anyone whose testimony it considers helpful in handling the case.
Rulings by the appeals committee may include:

- a substantiated dismissal of the appeal on the grounds of inadmissibility or its lack of authority;
- an affirmation of the decision contested in the appeal;
- a revision of the decision contested in the appeal.

The appeal committee's rulings are communicated to the student (as well as to the legal counsel, if applicable) within twenty calendar days, starting on the day after the appeal was lodged. This is done by email and registered mail. If the competent appeal committee cannot rule on the student's application on time, this is communicated to the student and their legal counsel within the above-mentioned term of twenty calendar days, including an alternative deadline for the ruling.

Students who have been granted a special status, including education or exam accommodations, but whose accommodations are not being implemented by the lecturer(s), can lodge an appeal with the Institutional Appeals Committee, as stipulated in Article 65.

§8. If a special status is granted, the student's name and the reason for granting the special status (i.e., the specific category as listed in §2 to §5) are made available to Academic Affairs. The lecturer(s)-in-charge and co-lecturer(s) access to an overview of each student's requested and granted accommodations for their course unit(s). Only the relevant advisory actors, the Director of Education, and the case handlers can access the complete individual dossiers.

§9. Personal information and the reasons why the student has been granted a special status are treated strictly in a individual manner. They can never be disclosed to third parties (including lecturers) without express permission from the student. This applies to any communication and documentation related to the relevant special status. Students retain the right to rescind their authorisation at any time.

SECTION IV – CONTRACTS

ARTICLE 20: GENERAL REGULATIONS

A student can take multiple enrolments simultaneously and, in so doing, combine several contracts and contract types. However, enrolment in the same course unit more than once per academic year is impossible.

ARTICLE 21: CONTRACTS

§1. Diploma contract

Through a diploma contract a student enrols in a specific study programme, with the purpose to obtain a diploma. Enrolment through a diploma contract entitles the student to participate in regular education activities, to enjoy education support facilities, and sit for exams for the course units that are part of the curriculum as determined in Article 22, except for any exemptions and/or previously obtained credits.
The contract contains the curriculum assigned to the student based on their enrolment in a particular study programme. The curriculum is determined in accordance with the stipulations in Article 22.

§2. Credit contract

1° Enrolment through a credit contract entitles the student to participate in regular education activities, enjoy education support facilities, and sit for exams on the course units that are included in the contract.

2° Except for the Bachelor's project, Ghent University Global Campus course units in the various Bachelor's curricula can be included in a credit contract. A credit contract for a work placement is possible only if said credit contract supplements a (prior) enrolment through a contract to obtain a diploma for the study programme containing the work placement.

3° Enrolment conditions for contracts to obtain credits:
To enrol through a contract to obtain credits, the (prospective) student must meet:

- the admission requirements (incl. the language requirements) for the study programme to which the course units belongs;
- any specific admission requirements for the course unit outlined in the course sheet (cf. Article 30, 12°), indicating whether admission is free or subject to specific criteria. If this is the case, and after obtaining the mandatory advice from the study track counsellor and the lecturer-in-charge, the Curriculum Committee assesses the (prospective) student's starting competencies.

If admission is subject to mandatory approval of the Curriculum Committee, the (prospective) student can enrol under a cancellation clause. This means that if the Curriculum Committee does not approve an enrolment for a contract to obtain credits, this enrolment will be cancelled.

A student can enter into multiple contracts to obtain credits for an unlimited number of ECTS credits. These course units need not belong to the same study programme. The contract always includes the relevant course unit.
A student enrolling through a contract to obtain a diploma can simultaneously enrol through a contract to obtain credits, provided that the provisions in Article 20 are not impaired. Any such request can be denied if the Curriculum Committee has previously decided that the relevant course unit cannot be included in the student's personal curriculum.
Taking a course unit for which one has obtained a credit certificate is not possible for five academic years, starting the academic year following the one in which the credits were obtained.

ARTICLE 22: THE STUDENT'S CURRICULUM

§1. The curriculum is integral to the contract between the university and the student. It is assigned to the student, and approved by the Curriculum Committee per academic year (cf. Article 2). The student must take note of the curriculum determined for them.

§2. The curriculum in the case of a contract to obtain a diploma
A student's curriculum can be determined based on the standard study track published on the Study Guide website, or a personalised study track (i.e., combining courses from different BA years), provided that the Curriculum Committee approves (cf. §4).
The curriculum includes the course units for which the student has taken up ECTS credits, the student's exemptions and any previously acquired ECTS credits.

§3. The curriculum in case of a contract to obtain credits

1° The curriculum is assigned per academic year by the Curriculum Committee following Article 21 §2.
2° The curriculum includes the course units for which the student has taken up ECTS credits.

§4. Determining the curriculum in the case of a contract to obtain a diploma
The student submits a draft curriculum through OASIS, adhering to the Curriculum Committee's guidelines and deadlines.
In preparing the curriculum, the Curriculum Committee considers the following provisions:

1° Students starting a Bachelor's programme must take all the first-year course units in their initial set of course units within the standard study track (BA1).
The Curriculum Committee may allow exceptions for students with special status based on a disability, provided that these students have been granted the facility of a 'reduced curriculum'. Exceptions may also apply to students with a 'working student' status, as well as to students who have already obtained a Bachelor's diploma. The Curriculum Committee may assign these students an initial set of course units adapted to their needs while keeping as close to the programme's structure as possible.
In addition, in the event of a student returning from military leave of absence who is applying for a reduced second-term curriculum, the Curriculum Committee decides whether or not to approve based on the general principles for an optimal study progress. Furthermore, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot make an adverse decision before consulting the GUGC Director of Studies and a student representative on the Campus Council.

2° Students who have not yet obtained credits for all the course units in their initial set of course units, must, upon a subsequent enrolment in the same study programme, take up at least any remaining first-year course units in said set, so as to ensure the possibility of passing the entire initial set of course units.
The Curriculum Committee may allow exceptions for students with special status based on disability, provided that these students have been granted the facility of a 'reduced curriculum'. Exceptions may also apply to students with a 'working student' status, as well as to students who have already obtained a Bachelor's diploma.
In addition, in the event of a student returning from military leave of absence who is applying for a reduced second-term curriculum, the Curriculum Committee decides whether or not to approve based on the general principles for an optimal study progress. Furthermore, the Director of Education may grant substantiated individual exceptions. The Director of Education cannot make an adverse decision before consulting the GUGC Director of Studies and a student representative on the Campus Council.

3° The Curriculum Committee ensures that the order of course units remains as close as possible to the standard study track. It also considers any strict dependencies (following Article 30, 10°) in the draft curriculum and its expediency and suitability.

4° Except for the following situations, any student has the opportunity to compose a curriculum totalling at least 60 ECTS credits:
- there is a question of dependency (cf. Article 30, 10°);
- the Curriculum Committee has decided that the student may not take up the Bachelor's project yet. Such a decision can only be made through exceptional measures and must be substantiated.

4bis° Any student who in a previous academic year was enrolled under a contract to obtain a diploma, did not obtain credit certificates or a deliberated mark for the courses taken in that previous year and is not subject to any binding conditions upon enrolment, has the right to take up 72 ECTS worth of course units within the study programme annually, unless prevented by a dependency.

5° From the second standard study track onwards, a student can submit a substantiated request to the Curriculum Committee to take up more than 72 ECTS credits.

6° Regarding personalised study tracks, the Curriculum Committee implements a policy that prevents unnecessary study delays by allowing students to undertake sufficiently large sets of course units, if feasible. This enables students to compensate for any existing study delays as quickly as possible.

7° For students enrolling in a subsequent study programme with a diploma from another education institution, the Curriculum Committee can differentiate the student's personalised study track in the ensuing study programme without altering the total study load. The Curriculum Committee does this based on the strength of the content similarities between the relevant study programmes, at Ghent University Global Campus and the other education institution.

8° Save in exceptional circumstances, which must be assessed by the Curriculum Committee, supernumerary course units are not permitted.

9° The total number of ECTS credits from credit certificates, exemptions and deliberated fail marks included in the diploma supplement may only deviate from the study programme's total study load of the study programme due to:
- the impact of the ECTS credits of electives taken in the study programme. Negative deviations are not allowed;
- transitional measures for students in a personalised study track implemented by the Campus Council in the case of curricular revisions. : The Curriculum Committee has the authority to implement necessary transitional measures for students in a personalised study track. Negative deviations are not allowed;
- exchange.

The Curriculum Committee notifies students of their curriculum before 15 September at the latest via oasis.ugent.be. In case a student has not submitted a draft curriculum before 15 September, the Curriculum Committee defines a set of course units and notifies the student thereof by 1 October at the latest. Following §6, students can lodge an appeal against a decision made by the Curriculum Committee.

§5. Changing an established curriculum
Any changes to a defined curriculum (i.e., adding and/or removing course units regardless of the type of contract) must be requested by the student from the Curriculum Committee before 15 September at the latest for first-term course units, and before 15 March at the latest for second-term and full-year course units.

In exceptional and well-substantiated cases, the Curriculum Committee can, at its initiative, remove course units from a student's previously approved curriculum. It can do so no later than 14 October for first-term course units, and before 31 March at the latest for second-term and full-year course units, provided that these changes initiated by the Curriculum Committee are always possible until ten calendar days following the approval of said course unit(s) in the student's curriculum.

In such cases, the Curriculum Committee must implement the changes mentioned above before 1 October for first-term course units and before 31 March for second-term and full-year course units.
A change to a defined curriculum, whether initiated by the Campus Council or the student, cannot lead in a transition to another study programme. If a student wants to switch study programmes, Article 24 takes effect.

Revisions of a defined curriculum can have impact on:
1° the tuition fee;
2° the calculation of study progress measures stipulated in Article 18.

§6. Possibility of appeal:
The student can lodge an appeal against an unfavourable decision regarding the composition of their curriculum with the appropriate appeal body appointed by the Campus Council. The appeal must not contain any new elements or documentary evidence. The appeal body's membership differs from that of the Curriculum Committee.

The student has the right to legal counsel. Unless the legal counsellor is registered with the Bar or enrolled as a trainee lawyer, they must hold a written power of attorney. If not, the appeal will be inadmissible.

The appeal is lodged by registered mail. If not, the appeal will be inadmissible. The said appeal contains at least the identity of the student-applicant, the contested decision(s), and on pain of inadmissibility, a statement of the facts and resources. For information purposes, the student is to simultaneously send an electronic copy of the appeal via email. The postmark of the registered mail shall serve as the date of the appeal.

The appeal must be lodged within an expiration period of seven calendar days, starting from the day after the student was notified of the decision in question. The appeal body reviews the appeal based on the submitted documentary evidence. However, if the apeal body deems it necessary, it can schedule a hearing and invite anyone whose testimony it considers helpful in handling the case.

The appeal body can come to one of the following rulings:
- a substantiated dismissal of the appeal on the grounds of inadmissibility or its lack of authority;
- an affirmation of the decision contested in the appeal;
- a revision of the decision contested in the appeal.

The appeal body's rulings are communicated to the student (and, if applicable, the legal counsel) within twenty calendar days, starting the day after the appeal was lodged. This is done via email (from the student's UGent email address) and registered mail. If the competent appeal body cannot rule on the student's application on time, this is communicated to the student and the legal counsel within the above-mentioned twenty calendar days, including an alternative deadline for the ruling.

ARTICLE 23: EXEMPTIONS AND STUDY LOAD REDUCTION

§1. Holders of credit certificates or of previously acquired qualifications can submit a substantiated request to the Curriculum Committee to be exempted from specific course units of the relevant study programme, following the procedures and regulations set forth by the Campus Council. To enable the Curriculum Committee to make a well-founded decision, students should support their request with the necessary documentary evidence. In doing so, students must adhere to the following deadlines:
- for first-term or full-year course units: requests for exemptions are possible only until 14 August 2026 (included);
- for second-term or BA1-March Programme course units: requests for exemptions are possible only until 21 February 2027 (included);
- for first-term course units for AY 2027-2028: requests for exemptions possible only until 14 August 2027 (included).

§2. The number of ECTS credits for which a student is exempted equals the study load of the course unit for which the exemption has been granted.

§3. Students may lodge an appeal with the Institutional Appeals Committee against the decision to refuse an exemption, as outlined in Article 65. The said appeal must not contain any new elements or documentary evidence. Thus, the decision can only be challenged in an

admissible manner based on the original elements submitted to the Curriculum Committee. The student is free to ask the Curriculum Committee to reconsider their request.

§4. The recognition of previously acquired qualifications does not entail a transfer of prior exam marks. Exam marks can only be transferred in the event of a contract change, specifically, from a credit-earning contract to a diploma-seeking contract within the same academic year.

§5. If credit certificates were obtained more than five academic years ago and there are substantial differences between the competencies then acquired and the current competencies of a particular course unit, the Curriculum Committee may request that the students address those substantial differences and may require them to (partially) retake one or more course units.

ARTICLE 24: NEW CONTRACT AND CHANGE OF STUDIES

The student can simultaneously enter into multiple (types of) contract(s), provided that the provisions in Article 20 are not impaired.

A student can change study programmes during the enrolment period and during the academic year provided the regulations governing late enrolment are followed. Changing study programmes involves entering into a new contract. Before entering a new contract, the initial contract has to be terminated following Article 25.

Upon entering into a new contract, great care is taken to ensure that a course unit featured in the curriculum of the terminated contract and in the new curriculum is not counted twice in terms of tuition fees.

In no way does the termination of a contract affect the results obtained within said contract. Any course unit for which a student has sat an exam will still count as a used exam opportunity, even if the student changes contracts. Entering into a new contract or changing study programmes within the same academic year can never result in acquiring additional exam opportunities.

ARTICLE 25: TERMINATING A CONTRACT

§1. The student can terminate a contract by notification to Student Affairs, preferably after having first consulted with the study track counsellor. They must must do this either in person or by registered mail. In doing so, they must hand in their GUGC student campus card.

§2. Terminating a contract does not absolve the student from paying the tuition fee. 'Non-payment' does not equal 'termination of contract'. If, upon contract termination, a student has not yet paid or has only partially paid the tuition fee, GUGC will continue to claim the said tuition fee.

§3. Partially sitting for the exams or not sitting for the exams does not equal a termination of the contract. Any discontinuation of a series of exams must be reported to the Examination Office and does not automatically entail a final termination of the contract.

SECTION V - PROGRAMME COMMITTEE, STUDY PROGRAMME AND COURSE UNIT

SUBSECTION I – PROGRAMME COMMITTEE

ARTICLE 26: MEMBERSHIP AND OPERATION OF THE PROGRAMME COMMITTEE

§1. The Campus Council establishes a Programme Committee for each study programme or group of related study programmes offered at GUGC. A Programme Committee may include professorial and assistant academic staff (including research staff) from other faculties, provided these members are also involved in education.
Each Programme Committee has a chair and a secretary, appointed by the Campus Council. The chair must be a member of the professorial staff, while the secretary need not be a member of the Programme Committee.
Each Programme Committee consists of a delegation of professorial staff involved in education, comprising at least half of the members.
Each Programme Committee has a student delegation, accounting for at least one-third of the members.
The Assistant Academic Staff, Other Academic Staff, and Administrative and Technical Staff members involved in education have at least one representative on the Programme Committee.
The Programme Committee does not convene during exam periods, unless necessitated by matters of urgency.
When a Programme Committee forms a preparatory task force, students and members of the Other Academic Staff are invited.
If a Programme Committee lacks the necessary student membership by 1 November, the chair is responsible for actively recruiting prospective student members. Additionally, the chair must inform student representatives about current and relevant dossiers on the agendas of the Programme Committee, the Quality Assurance Unit, and the Campus Council.

§2. Programme Committees are permanent advisory bodies to the Campus Council responsible for the general policy and education organisation of the relevant study programme(s). They outline the objectives, design and practical implementation of the education content, determine the course and supervision of learning processes, and are responsible for their results.
In addition, they are responsible for continuously improving education quality and documenting it in the Education Monitor. They are also charged with the curriculum of one or more study programmes (curriculum design, implementation, assessment).

SUBSECTION II – STUDY PROGRAMME

ARTICLE 27: DELIBERATION SETS

§1. The Programme Committee defines deliberation sets per student and study programme as follows: these deliberation sets come as close to the full-time standard study track as possible.

§2. If a student is enrolled in a study programme through a contract to obtain a diploma, and if the student enrols in a course unit of said programme through a contract to obtain credits within the same academic year, then said course unit is not part of the student's curriculum to obtain a diploma. As such, it cannot be part of the student's deliberation set.

§3. If, per Article 22 §4, 8°, the Curriculum Committee allows a supernumerary course unit, said course unit is not a part of the student's deliberation set. Exceptions are the supernumerary course units that the Curriculum Committee permits due to a change in the set of electives (e.g., minor, major, track...).

ARTICLE 28: ELEMENTS OF A STUDY PROGRAMME

Each study programme has an information sheet (study programme information sheet), published on the Study Guide website.

SUBSECTION III COURSE UNIT

ARTICLE 29: CLASS PERIODS AND TIMETABLES

§1. Class periods
A course unit's teaching activities are offered in the form of (consecutive) class periods. A class period consists of a multiple of thirty minutes and lasts at least one hour. Class periods of 120 minutes or more must contain a fifteen-minute break. A fifteen-minute changeover time is always included at the end of class periods.

§2. Timetables

1° The date, time and place of a class period are communicated to the student in the form of a timetable before the start of the term. Class periods may be scheduled in the timetable from Monday through Saturday (included), as a rule starting from 8:30 AM onwards.

2° Classes may be scheduled after 7 PM:
For initial Bachelor's programmes:
- for lectures or sessions scheduled for groups of 200 students and more;
- for lectures or sessions scheduled for groups of less than 200 students, after the GUGC Director of Studies' approval.

ARTICLE 30: ELEMENTS OF A COURSE UNIT – COURSE SHEET

The following elements are defined and communicated for each course unit via the course sheet on the Study Guide website. This is done with consideration of deadlines, procedures, guidelines and advisory authorities outlined in the Guidelines for Study Programmes. For GUGC, the advisory authorities are the Programme Committee and/or the Campus Council. Except in cases of force majeure, no changes can be made to the course sheets once the academic year has commenced. Any deviations should be communicated through the electronic learning environment as soon as possible.

1° Course load expressed in study time and credits
The EQCU must hold regular student surveys on the real study time of course units to ensure a correct accordance between the estimated study time and the real study time invested by students.

2° Term in which the course unit is scheduled

3° Teaching methods
A specific way to give shape to teaching activities that allow students to achieve the predetermined competencies as efficiently as possible.

4° Lecturers: lecturers in charge and co-lecturers
The appointment of lecturer(s)-in-charge and co-lecturers for the various course units in a study programme curriculum adheres to the regulations regarding the appointment of lecturers, co-lecturers, and their temporary substitutes for course units (cf. Part XI of the Ghent University Education and Examination Code). The Campus Council appoints the lecturers-in-charge and co-lecturers, on advice of the Programme Committee. The lecturer-in-charge and the co-lecturers may seek assistance from other academic staff members.
As stipulated in the above-mentioned regulations, the Campus Council may decide to replace a lecturer-in-charge during the academic year, but only in exceptional circumstances and on the recommendation of the Programme Committee, and the GUGC Director of Studies. If substituting a lecturer-in-charge requires changes to the course sheet, these changes must follow the appropriate procedures, and the students must be informed in time.

5° Department of the lecturer-in-charge

6° Language(s) of instruction
The language of instruction is English for all course units offered by GUGC.

7° Keywords

8° Position of the course unit

This section outlines the place and purpose of the course unit (within the study programme).

9° Contents

This section outlines the course contents through which the gap between the starting competencies and learning outcomes is bridged.

10° Starting competencies
The knowledge, skills, and attitudes a student should possess to start the course unit. The starting competencies of each course unit form the basis for determining the standard study track and the optimal order in which course units are taken in the curriculum within the context of a diploma contract. Under the diploma contract, the student does not need to have obtained all of the listed starting competencies before the relevant course unit can be included in the curriculum (cf. Article 22 §4), except in the case of a dependency established by the Institutional Programmes Committee, based on the substantiated recommendation of the Campus Council, and on the proposal of the relevant Programme Committee.
The fact that a course unit's learning outcome serves as the starting competency for another (subsequent) course unit does not imply that any part of the learning outcomes from the former course unit has been acquired, when a student receives credits for the latter course unit.
Under a contract to obtain credits, (prospective) students may undergo an assessment of their starting competencies, as stipulated in Article 21 §2.

11° Course competencies/learning outcomes

Description of the competencies/learning outcomes aspired to in this course unit.

12° Admission with contract to obtain credits (cf. the provisions in Article 21 §2)
- open
- open after prior assessment of the starting competencies
- closed

13° Study costs
Description of the required materials for this course unit (including their exact or estimated costs). Additional costs associated with the course unit (lab materials, excursions, etc.) should also be included in this section.
The study costs should be reasonable and calculated transparently.

14° References to academic publications as recommended reading

15° Course content-related student counselling
Methods for content-related counselling to assist students in processing the subject matter and achieving the course competencies and learning outcomes.

16° Assessment moment(s)
Moments when study performance is assessed, either through end-of-term or continuous assessment. In the case of continuous assessment, the frequency and method of assessment must be specified.

17° Assessment methods
Description of the form and content of assessment activities and their relation to the learning outcomes: oral, written, open-book, multiple choice, etc. A different assessment method may be scheduled per exam opportunity, but only in case of substantiated exceptions.

18° Second exam opportunity for continuous assessment
- yes
- no
- possible only in modified form

19° Calculation of the final mark and specific requirements to pass
In the case of a combination of end-of-term and continuous assessment, and/or partial exams (cf. Article 35 §5), these partial marks contribute to the final mark. The calculation of the final mark is outlined in the course sheet.
This section also specifies the consequences of an illegitimate absence or non-participation in (part of) the assessment. The provisions apply to any student enrolled in the relevant course unit.

20° Alternating course units
The course sheet specifies the academic year in which the course unit is taught. The Programme Committee must implement appropriate measures for students re-enrolling in any alternating course unit, ensuring they can sit for the relevant course unit(s) exams.

ARTICLE 31: ELECTIVES IN STUDY PROGRAMMES

§1. The first and second standard study track year of a Bachelor's programme have no electives.

§2. The Curriculum Committee approves the selection of a specific elective in a student's curriculum based on the structure of the student's personalised curriculum.

§3. When, per Article 23, an exemption is granted for a(n) (elective) course unit, the Campus Council cannot impose an alternate course unit.

§4. The student can lodge an appeal against an unfavourable decision regarding the composition of their curriculum with the appropriate appeals body as appointed by the Campus Council (cf. Article 22 §4).

ARTICLE 32: COURSE UNITS AT A DIFFERENT INSTITUTION

§1. Electives at a different higher education institution in Korea
Following an agreement (and with due respect to the applicable education and examination code), students may enrol in a course unit as an elective at another higher education institution that is officially recognized by the Ministry of Education of South-Korea, provided that both relevant institutions give their approval. This provision applies only to students with a diploma contract.

§2. Elective course units from the online education offer of a higher education institution in Korea or abroad with which GUGC has an exchange agreement.
Upon receiving approval from the Campus Council and permission from the partner institution, students enrolled under a diploma contract may undertake one or more online course units as electives at a partner higher education institution in Korea or abroad. The course unit must be completed online, following the host institution's requirements.

ARTICLE 33: PROVISIONS FOR TEACHING ACTIVITIES

§1. Participants in education activities (including continuous assessment) – i.e., lecturers and students – are expected to show mutual respect. Among other things, this includes not wilfully disrupting the said education activities.
Students wishing to participate in education activities, including continuous assessment, are expected to attend said activities from start to end.
Lecturers are expected to organise the education activities, including continuous assessment, as announced. This means that the starting and closing times are to be respected. The lecturer will communicate any deviations in due time.

§2. In cases of wilful disruption of education activities, including continuous assessment, by students, the lecturer or supervisor may deny those students further access to education activities as disciplinary measure. This disciplinary measure applies only to the activities during which the disruption occurred and takes effect immediately.

§3. In cases of repeated wilful disruptions of the education activities, including continuous assessment, the students involved can be denied access to any remaining education activities of the course unit. This disciplinary measure is possible only if the student(s) involved was (were) cautioned and informed of the possible consequences by the lecturer or supervisor on a previous occasion.
The Campus Council implements a refusal of access, after the student has been given a chance to be heard, The campus ombudsperson is invited to attend this hearing. The decision is communicated to the Director of Education.

Students who have been refused further access to education activities can participate in continuous and end-of-term assessments, unless the continuous assessment occurs during the education activities.

§4. During education activities, including assessments, students must identify themselves using their student card, identity card, or another official form of identification. They must present this proof to the lecturer or supervisor upon first request.

§5. Making audio and/or video recordings of the education activities (including continuous assessment and feedback) and learning content projected on screen without permission, is prohibited. This is considered a wilful disruption of education activities. Any such recording (including any textual derivative or transcription thereof) can never be used as evidence in administrative or legal proceedings and must be destroyed upon first request.

Students may ask the lecturer for permission to make audio and/or video recordings of the education activities and learning content. In so doing, they state clearly what will be recorded, how, and to what end. These recordings must never be used for any purpose other than for which the lecturer has granted permission.

§6. To fulfil its education mission in the public interest, Ghent University and GUGC reserve the right to organise lecture recordings, and make them available to the students and teaching staff involved for educational purposes, either simultaneously or later through the electronic learning environment. This is provided that the students participating in the classes are informed about the recording before the class begins. Students attending these classes may be portrayed for recording and distribution within the electronic learning platform if they appear on screen.

§7. Disseminating audio and/or video recordings without permission from the relevant lecturer is prohibited. Students are prohibited from disseminating and reproducing images and any study and examination materials (e.g., syllabuses, exercises, presentations, exam questions, class notes) via a commercial platform without the permission of the lecturer-in-charge and, if applicable, the author, in exchange for payment and/or for profit. This may result in a disciplinary action against the students in accordance with the Disciplinary Regulations.

PART III – EXAMINATION CODE

SECTION I – ASSESSMENT PER COURSE UNIT

ARTICLE 34: PREPARING THE ASSESSMENT

§1. Per course unit, each lecturer defines the learning content the assessment will cover before the teaching activities.
Each lecturer provides study materials for the education activities and the intended learning outcomes (slides alone are not sufficient).

§2. Each lecturer incorporates questions and/or exercises into their teaching practice that reflect the specific requirements of the assessment.

ARTICLE 35: ASSESSMENT MOMENTS

§1. Detailed information on each course unit's assessment moment(s) is made available via the course sheets, as stipulated in Article 30. Regardless of the contract type, assessments proceed according to the assessment moment defined in the course sheet.

§2. There are two types of assessment moments (i.e., continuous assessment) and end-of-term assessment (i.e., exams). These two assessment moments can be combined to assess a student's achievements in a specific course unit.

§3. End-of-term assessment (i.e., 'exam')
Exams in the first exam opportunity occur during the first- or second-term examination period depending on when a course unit is scheduled.
Exams in the second exam opportunity occur during the resit examination periods for all course units (cf. Article 6).
Exams may either be written and/or oral. The Programme Committee ensures that assessment forms are fair and that the study load aligns with Ghent University's assessment concept.

§4. Continuous assessment
The dates and form of the continuous assessment are communicated in advance. It can occur within or outside the examination periods, but (except for Summer holidays) it can never occur during the holidays/breaks or on collective closing days at GUGC (cf. Article 6). The dates and form of the continuous assessment are communicated together with the resit exam schedule, at the latest.
Continuous assessment includes various components such as participation, peer and self-assessment, presentations, professional conduct, and skills tests assigned to students within a study programme, some of which contribute to the final exam mark.
The course sheet communicates whether course units involve continuous assessment.
The results of continuous assessments are communicated to students as soon as possible. Students receive interim feedback to adjust and improve their performance.
The Programme Committee ensures that assessment forms are fair and that the study load aligns with Ghent University's assessment concept.

§5. Partial exams

Partial exams are a mandatory component of full-year course units of the first year of a Bachelor's programme standard study track, unless these course units are integration course units and/or subject to continuous assessment.
In all other instances, partial exams are not permitted.
Partial exams are scheduled in the first-term examination period.
Partial exam results are communicated to students as soon as possible. Only in the case of a pass mark do they partially count towards the final exam mark. Neither mere participation in a partial exam, nor the results obtained in a partial exam may be invoked as a condition to pass the entire course unit (which is possible for continuous assessment).
A partial exam may result in certain learning content or competencies not being assessed in the second-term examination period.
However, students who have passed a partial exam may choose to take an exam that covers the same learning content and competencies again during the second-term examination period. In this case, the most recent mark will count as the partial exam mark.
Partial exam marks are never transferred to the resit examination period (barring exceptions cf. Article 41 §3, 2°) or to a subsequent academic year.
The Institutional Programmes Committee may decree exceptions to the provisions governing partial exams based on the Campus Council's substantiated recommendation, and the proposal of the relevant Programme Committee.

ARTICLE 36: ASSESSMENT METHOD

§1. As stipulated in Article 30, the course sheet contains detailed information on the assessment form for each course unit.

§2. Regardless of the contract type, assessments proceed similarly. However, after prior consultations with the lecturer-in-charge, any student can obtain permission from the Campus Council to be assessed through a different method from the one defined in the course unit. Students should send a written request to the Campus Council in advance, with a copy to the lecturer-in-charge.
For incoming virtual mobility students, the lecturer-in-charge can deviate from the assessment method as defined in the course sheet. This can also be applied to incoming exchange students who do not reside in Korea (any longer) during the resit exam period. In both instances, this is a favour accorded by the lecturer, not a right acquired by the student.

§3. When exceptional circumstances prevent an assessment from taking place at the scheduled time (cf. Article 19 and Article 59), an alternative assessment method may be used.

§4. If, in the application of Article 59, a substitute examiner is assigned, another assessment method may be used after approval by the Director of Education, provided that the student(s) involved consent. Prior consent of the student(s) involved is not mandatory; however, if the examiner cannot conduct the exam due to force majeure (such as a long-term illness, pregnancy, or parental leave) for a substantial part of the examination period.

ARTICLE 37: ORGANISING THE EXAMS

§1. The Campus Council is responsible for the co-ordination and organisation of the exams.

§2. The academic calendar outlines four examination periods each academic year. First- and second-term course units are assessed during the respective first- and second-term examination periods. The end-of-term assessment for full-year course units is always scheduled in the second-term examination period. Any course unit can be assessed during the resit examination period, provided that the provisions in Article 39 §2 are not impaired.

ARTICLE 38: PROVISIONS FOR ASSESSMENT

§1. Exams (end-of-term assessments) are scheduled from 8 AM through 8:30 PM and may take up to four hours at most, unless, per Article 19, extra exam time has been granted (25% additional exam time, of one extra hour at most). Exams cannot take place on Sundays or official holidays. Exams are held at the venue(s) defined by the Campus Council.

§2. Regardless of the number of lecturers, there can only be two exam sessions per course unit during the regular examination period (end-of-term and/or continuous assessment): for instance, one theoretical exam and one practical exam or an exam focusing on exercises, or a written exam and an oral exam. The different exam sessions must occur consecutively, without interruptions from other course unit exams. Deviations are permitted only in exceptional circumstances, and solely for organisational reasons, in consultation with the GUGC Director of Studies.

§3. The lecturer-in-charge is responsible for the exam, and may appoint co-lecturers and other staff members to assist them, for example as an exam invigilator.
The lecturer-in-charge or the co-lecturer must always be present during an oral assessment. In the case of other exam forms, the lecturer-in-charge or the co-lecturer must at least be reachable. If this is not possible, Article 59 applies. In any event, someone must be present in case explanations are needed.

§4. Students or third parties are prohibited from making audio and/or video recordings of an assessment. Any such recording (including any textual derivative/transcription thereof) cannot be used as evidence in administrative or legal proceedings and must be destroyed upon first request.

§5. For Ghent University and GUGC to fulfill their teaching assignment in the public interest, the examiner and/or the invigilator may make audio and/or video recordings to review the assessment, provide feedback and investigate irregularities or fraud, as long as the student is notified in advance.

To prevent fraud or irregularities during online assessments, students may be asked to perform a 360° visual check of their rooms if they are notified beforehand. Additionally, proctoring software may be used under certain circumstances, provided that the conditions mentioned below are met. The use of proctoring software is allowed only in the following cases: if there are valid reasons to assume that no alternatives are available; if upon its use, the chosen setting is as minimally invasive to privacy as possible in proportion to its purpose; and if participation in an online assessment is deemed reasonably necessary in the context of Ghent University's and GUGC's assessment policy, for organisational

reasons, or when all or part of the students must use their laptops during an online assessment at a on-campus Ghent University or GUGC assessment venue.

These audio and/or video recordings may only be used for the purposes above and must be destroyed one year after the conclusion of the relevant academic year.

§6. Unless expressly communicated otherwise, exams occur without any aids or tools.

§7. The wilful disruption of an end-of-term assessment is punished following Article 62.

ARTICLE 39: EXAMINATION REGULATIONS

§1. The Campus Council is responsible for issuing a comprehensive and detailed set of examination regulations for each standard study track year and every examination period.
These regulations contain:

- the schedule, the location and the starting hour of the exams;
- the contact details for the Examination Office, the chair and secretary of the Examination Board, the campus ombudsperson and the tutorial services.

§2. The exam dates are determined in consultation with student representatives to ensure that every student in a standard study track has a reasonable preparation period for the mandatory course unit exams, and a fair distribution of these exams throughout the entire examination period. If the examination regulations schedule are unfair to a specific group of students, a second exam day must be scheduled for that group.

§3. Academic Affairs communicates the examination regulations electronically by 16 October 2026 at the latest for the first-term examination and first-term resit examination period, by 16 April 2027 at the latest for the second-term and second-term resit examination period.

§4. Academic Affairs may ask students to confirm their exam participation in advance.

§5. The Campus Council installs an Examination Office, one per study programme if necessary. This serves as the contact point for any questions or comments regarding the exam schedule. Furthermore, the Examination Office must be informed of:

- changes of a student's address during the examination periods;
- changes in the examination regulations;
- legitimate absences;
- any facts that can put the examination regulations and the smooth running of the exams at risk.

ARTICLE 40: EXAM OPPORTUNITIES

§1. Without prejudice to the provisions in Article 18 §7, and the provisions in §1 (3) and in §3 and §6 of this article, each student is entitled to two exam opportunities per academic year for every course unit in the curriculum, barring exemptions and previously acquired credits. Of these two exam opportunities, one is scheduled during the first-term or second-term examination period, respectively, and one during the resit examination periods. A student who does not pass, is by default registered to participate in the second exam opportunity.
Students are entitled to use the exam opportunities provided to them, regardless of their participation in continuous assessment.
In case continuous assessment is necessary due to the nature of the course unit, a second exam opportunity may either take the form of an alternative activity between the first and second exam opportunities, or only one exam opportunity may be offered. The Campus Council's decision on this matter is included in the course unit's course sheet.

§2. Students may use their second exam opportunity during the resit examination period for any course unit for which they have not earned a credit certificate during the first-term or second-term examination period.

If a fail mark has been deliberated under Article 51 or Article 55, the deliberation decision or diploma decision made during the first-opportunity examination period is retained, including, where appropriate, the grade of merit awarded. If a student passes after the resit examination period, this pass mark can only lead to a credit certificate for the relevant course unit. The diploma supplement includes the mark that was awarded after the period of the first exam opportunity.

Students who wish to have their exam mark from the resit examination period taken into account for the calculation of their grade of merit when obtaining a diploma for the relevant study programme, must waive the deliberation decision/diploma decision from the first-opportunity examination period. Concerning those students, a new favourable deliberation decision/diploma decision is made during the resit examination period, replacing the decision taken in the first-opportunity examination period. In any such instance, the most recent exam mark is considered

when determining the grade of merit and is also included in the diploma supplement. Students who wish to take advantage of this provision, must inform the Examination Office before the start of the resit examination period.

§3. Students cannot resit an exam in the resit examination period for which they have already obtained a credit certificate.

§4. Taking up a course unit for which one has obtained a credit certificate is not possible for five academic years, starting the academic year following the one in which the credits were obtained.

§5. Students who are no longer enrolled in a course unit (in application of Article 22 §5, or Article 25) lose the right to all the concomitant exam opportunities from the date these changes were registered in the curriculum or the date of enrolment.

ARTICLE 41: EXAM MARK

§1. The assessment result per course unit is expressed in one exam mark.

The lecturer-in-charge of the course unit determines the final exam mark. This exam mark is a whole number ranging from zero to twenty, calculated according to the course sheet (cf. Article 30, 19°). Unless a thorough motivation suggests otherwise, this entails the following general rules for rounding off: 0.5 and higher is rounded up, while anything less than 0.5 is rounded down. Deviations from this general rule are possible only at the recommendation of the Programme Committee and must be well-substantiated and included in the course sheet.
If the event of absence, the 'absent' code can only be used if the student was absent from all parts of the assessment.

In case of exchange course units that are part of a regular Bachelor's programme taken at a different higher education institution in Korea or abroad, and if grade conversion is not possible because of the lack of exact exam marks, the exam results may by way of exception be recorded as 'pass' or 'fail', cf. Article 41 §4.

An exam mark can only be recorded for those course units in the student's curriculum (cf. Article 40 §5), except for exemptions and previously acquired credits, as stipulated in Article 22.

§2. A student may not be assessed more than once within the same exam period for the same course unit.

§3. Transfer of exam marks and partial results other than the results of a partial exam (for partial exam results, cf. Article 35).

1° Exam marks below ten out of twenty are not transferred to a subsequent exam period. The exam mark can only be transferred to the resit exam period if the relevant course unit does not include a second exam opportunity (cf. Article 30, 18°).

2° Partial results are not transferred to a subsequent exam period.
Exceptions are:

- partial results for which a transfer to the resit exam period has been established in the explanatory section on the calculation of the final mark (cf. Article 30, 19°);
- the partial results of a continuous assessment for which there is no second exam opportunity (cf. Article 30, 18°). In this case, the partial result is transferred to the resit exam period.

3° Exam marks or partial results are never transferred to a subsequent academic year (cf. Article 23 §4).

§4. Students enrolled in a GUGC study programme under a contract to obtain a diploma, who participate in education and assessment activities at a different higher education institution in Korea or abroad, will receive exam marks for these course units from GUGC. These exam marks are awarded according to the locally assigned grade per course unit, based on a conversion (following the guidelines in the ECTS Users' Guide), the procedure of which is defined on https://www.ugent.be/nl/univgent/waarvoor-staat-ugent/internationalisering/ects.htm.
The awarded exam marks are communicated to the student via a transcript of records.

§5. Students may lodge an appeal with the Institutional Appeals Committee regarding a personally awarded exam mark, as stated in Article 65.

ARTICLE 42: CREDIT CERTIFICATE

A student passes any course unit for which the exam mark is at least ten out of twenty or a 'pass' (cf. Article 41 §1). The student acquires a credit certificate for any pass mark at the close of the relevant exam period.
The credit certificate is an electronic registration. This registration contains information about the student's identity, the nature of the study programme, the course unit, the number of credits and the final exam mark. If that a student has enrolled with a contract to obtain a diploma, the student can, upon explicit request, receive the credit certificate via email from Academic Affairs. In cases where a student has enrolled with

a contract to obtain credits, the credit certificate is automatically emailed once the student has passed the relevant course unit (without prejudice to Article 12 §5).
A credit certificate obtained at GUGC remains valid indefinitely at GUGC and at Ghent University, unless the Curriculum Committee can demonstrate that substantial differences between the competencies and learning outcomes acquired initially by the student and those currently intended for the course unit after a minimum of five academic years. The Curriculum Committee may require the student to bridge these substantial gaps and mandate that they (partially) retake one or more course units.

ARTICLE 43: LANGUAGE OF ASSESSMENT

The language of assessment follows the course unit's language of instruction.

ARTICLE 44: FEEDBACK AND RIGHT OF INSPECTION

§1. As stipulated in Article 6, feedback is scheduled after the first-term and second-term examination periods and after the resit examination periods. This feedback allows lecturers to clarify content-related issues to the students. The lecturer-in-charge or an appointed proxy is available for the students. Each student has the right to receive feedback within the feedback period (cf. Article 6) or after the publication of the exam results, as well as the right to inspect exams and assignments. The feedback dates are announced at the start of the exam period. Feedback in the context of continuous assessment and partial exams is provided as soon as possible, and can therefore occur outside of the official feedback periods. No feedback or right of inspection is given to third parties.
If a student is legitimately absent from a scheduled feedback session, the feedback or a minimal right of inspection can be organised at a different time or outside of the official feedback period, after consultation between the lecturer and the student.

§2. Subsequently, the student can also appeal to the tutorial services to discuss study progress and/or study approach.

§3. Written exam copies, written preparations of an oral exam and assignments in the context of continuous assessment, and the paper copy of the Bachelor's project, are retained by the lecturer on site for one year following the close of the current academic year. In the case of an oral exam, the examiner takes notes how the exam proceeds. This document is retained by the lecturer-in-charge on site for one year after the close of the current academic year.

SECTION II – EXAMINATION BOARDS

ARTICLE 45: TYPES OF EXAMINATION BOARDS

There are two types of examination boards: the Examination Board per deliberation set and the Examination Board per study programme. Sections III and IV of the current examination code stipulate the respective competencies and operations for the examination board per deliberation set and the examination board per study programme.

ARTICLE 46: EXAMINATION BOARD DELIBERATIONS

§1. An Examination Board conducts deliberations at least twice per academic year (physically or electronically, cf. §3):

- a first time at the end of the second-term exam period;
- a second time at the end of the resit exam period.

§2. An Examination Board conducts deliberations no later than 28 February 2027 in a graduation year of a Bachelor's programme for students who have completed all their exams by that time. Article 55 shall be applied in full.
Except for the Bachelor's project, full-year or second-term course units must not be assessed during the first term.

§3. Physical consultations

1° The chair and secretary of the Examination Board check all deliberation lists for any material errors or anomalies, and make these lists available (electronically) to the board members. The Examination Board (per deliberation set and per study programme) can convene at the request of one of the members or the ombudsperson.

2° The Examination Board (per deliberation set or per study programme) may convene and deliberate via video conference if one of the members or the ombudsperson requests a physical meeting.

§4. The Examination Board per study programme may convene at any time in cases of disciplinary measures concerning exams.

§5. Deliberations of the Examination Board are confidential and if a physical meeting occurs, it takes place behind closed doors.

ARTICLE 47: PARTICIPATION IN EXAMINATION BOARD DELIBERATIONS

The members of the Examination Board must participate in the deliberation. The secretary of the Examination Board records the attendance in the meeting minutes. A student's deliberation is only valid if at least half of the members of the relevant Examination Board take part in the deliberation.

When members cannot participate, they must notify the chair of the Examination Board immediately. In the event of a member's non-attendance or non-participation, the chair may find it necessary to appoint another academic staff member as a substitute. The relevant Examination Board appoints a substitute if the chair is unable to attend. If the secretary cannot attend, the chair will appoint a substitute.

The campus ombudsperson can attend Examination Board deliberations as an observer.

ARTICLE 48: SUBSTANTIATED DECISIONS BY THE EXAMINATION BOARD

Decisions made by the Examination Board are included in the meeting minutes.

The meeting minutes of an Examination Board (whether per deliberation set or per study programme) must at least include: the attendance list and decisions for each student, including any well-substantiated deviations from the general principles.

The retention period for these meeting minutes is five years, after which they are transferred to the University Archive. The student's right of inspection applies only to those sections of the meeting minutes that specifically concern them. To invoke this right, students must contact Academic Affairs.

ARTICLE 49: RECONSIDERATION OF EXAMINATION DECISIONS

§1. Material errors to the student's advantage, whereby the student is awarded a higher exam mark based on effective participation in an end-of-term and/or continuous assessment for a course unit

- are rectified within ten calendar days of the public announcement of the exam results, if the material error affects the exam mark, the passing of the deliberation set, the completion of the study programme, or the grade of merit. Such material errors are corrected by a new decision from the chair of the relevant Examination Board, with notification to the Campus President of GUGC and the members of the Examination Board;
- are not rectified later than ten calendar days after the public announcement of the exam results if these material errors affect the exam mark, the passing of the deliberation set, the completion of the study programme, or the grade of merit.

§2. Material errors to the student's advantage, whereby the student is awarded an exam mark for a course unit without participating in any assessment are rectified at all times.

§3. Material errors to the student's disadvantage that result in a lower exam mark, are always rectified if the rectification impacts the exam mark, passing the deliberation set, completing the study programme, or the grade of merit. Such material errors are corrected based on a decision from the chair of the relevant Examination Board, with notification to the Campus President of GUGC and the members of the Examination Board.

§4. Material errors that do not affect anything are rectified up to ten calendar days after the public announcement of the exam results. These errors did not affect the exam mark, passing the deliberation set, or the grade of merit. They are rectified by the chair of the relevant Examination Board.

§5. Detection of fraud:
If the detection of fraud affects the exam mark, passing the deliberation set, completing the study programme, or determining the grade of merit, the relevant Examination Board can always reconsider its decision following the procedure stipulated in Article 62.

§6. Such new decisions are communicated to the student via email (Ghent University account) within ten calendar days of the rectification. In the event of an error to the student's advantage (resulting in a higher exam mark), the rectification is communicated to the student via registered mail (or through an acknowledgement of receipt signed by the student) within five calendar days after the rectification. The student is informed of the appeal possibilities as stipulated in Article 65.

SECTION III – ASSESSMENT PER DELIBERATION SET

ARTICLE 50: EXAMINATION BOARD PER DELIBERATION SET: MEMBERSHIP AND POWER OF DELIBERATION

§1. The Campus Council is authorised to define the membership of Examination Boards per deliberation set, provided that the lecturers-in-charge of all the mandatory course units are default members. The chair and the secretary of the Examination Board per deliberation set and per study programme are the same.

§2. The Examination Board's power of deliberation per deliberation set contains:

- declaring whether a student has passed a specific deliberation set, as laid down in Article 51;
- issuing study advice for the first standard study track year of a Bachelor's programme for students under a contract to obtain a diploma for the first time.

§3. Except for the circumstances outlined in Article 49, the Examination Board per deliberation set does not have the power to adjust exam marks.

ARTICLE 51: PASSING A DELIBERATION SET

§1. The Examination Board per deliberation set holds its deliberations as stipulated in Article 46. Based on deliberation sets, the Examination Board deliberates on the study progress of students who have enrolled with a contract to obtain a diploma.

§2. Passing a deliberation set:

1° If the student has obtained a pass mark for every course unit in the deliberation set, i.e., at least a 10/20 (or has passed as stipulated in Article 41 §1), the Examination Board will declare the student has passed the relevant deliberation set.

2° The Examination Board per deliberation set will also decalre any student enrolled in the first deliberation set of a Bachelor's programme to have passed, if said student meets the following cumulative conditions:

- the first deliberation set only contains course units programmed in the Bachelor's programme first standard study track year;
- the deficit for passing one or two course units amounts to no more than 1% of the weighted total of the deliberation set– without exemptions – in which the ECTS credits are used as weights.[1] The deficit is calculated by multiplying the course unit's exam mark by the number of ECTS credits attributed to said course unit;
- the student has used the most recent exam opportunity for the relevant course unit, and this mark is used in the calculation;
- the student has obtained a minimum of 8/20 for all the course units in the deliberation set;
- the student has obtained less than 10/20 for no more than two course units in the relevant deliberation set;
- the student has obtained a minimum of 50% for the deliberation set.

3° If, following the criteria stipulated in §2, 1° and 2°, a student does not pass, the Examination Board per deliberation set can still declare the student to have passed, either by secret vote or otherwise. Such a decision is only possible in special personal or family circumstances, provided the study programme's objectives have been broadly acquired. Such a decision must be explicitly substantiated. If a student submits proof of special circumstances and presents serious and specific arguments that, at first sight, lend credibility to the global acquisition of the objectives of the relevant part of the study programme, the Examination Board must investigate this acquisition further. The GUGC Director of Studies oversees the implementation of the campus' deliberation policy.

§3. Students may lodge an appeal with the Institutional Appeals Committee against a decision by the Examination Board per deliberation set, as stipulated in Article 65.

[1] For a 60-ECTS credits standard study track, the weighted total stands at 1200, which means that the deficit must amount to no more than 12. For example: according to this provision, for a course unit of 6 ECTS credits the bottom limit of a passable mark is 8/20.

ARTICLE 52: VOTING IN THE EXAMINATION BOARD PER DELIBERATION SET

The chair and the secretary of the Examination Board are full voting members, they also have a vote regarding students they have not personally assessed.

The lecturers responsible for course units in the student's deliberation set, who are members of the Examination Board for that deliberation set, have a vote in the student's deliberation.

A student's deliberation is only valid if at least half of the voting members of the relevant Examination Board participate. The quorum is based on the number of voting members. Voting members can cast only one vote per student. If there is more than one examiner for a course unit, the examiner appointed by the Campus Council as lecturer-in-charge of that specific course unit is the voting member.

An examiner who has been substituted according to the procedure outlined in Article 60 cannot participate in Examination Board deliberations regarding the student in question. In such cases, the substitute examiner participates in the Examination Board deliberations on the student, and is a voting member.

Unless a member of the Examination Board per deliberation set or an ombudsperson calls for a vote, the chair's proposal of final assessment is accepted as the consensus.

Decisions are adopted by an ordinary majority of votes. Abstentions are not considered. In the event of a tied vote, the decision will favour the student.

ARTICLE 53: PUBLIC ANNOUNCEMENT OF EXAM RESULTS AND DELIBERATION SETS

Exam results are communicated to the student after the first-term examination period, the second-term examination period and the resit examination periods. The exact dates are announced in the Campus Calendar as approved by the Campus Council.

After each examination period, the student receives a personal transcript of records. This occurs after the conclusion of the exams at the earliest, and at the latest one week after the closing of the examination period.

If a deliberation has taken place, the decision by the Examination Board per deliberation set is included in the transcript of records.
In case of a deliberation after the first-term examination period, in application of Article 46 §2, the transcript of records may be released to the student in question later than at the close of the examination period but no later than 28 February 2027.

Contrary to these provisions and deadlines, and following Article 35 §4 regarding the announcement of continuous assessment results, the relevant final mark must be communicated as soon as possible after the assessment. This applies to course units that consist solely of continuous assessment.

SECTION IV – ASSESSMENT PER STUDY PROGRAMME

ARTICLE 54: EXAMINATION BOARD PER STUDY PROGRAMME: MEMBERSHIP AND POWER OF DELIBERATION

§1. The Campus Council is authorised to define the membership of the Examination Boards per study programme. To each Examination Board, the Campus Council also appoints a chair and a secretary, who may or may not be one of the examiners, and are members of the professorial staff.

§2. The Examination Board's power of deliberation per the study programme includes:
- declaring whether a student has passed a specific study programme, and whether the diploma or certificate can be awarded;
- awarding a grade of merit to a student for a study programme;
- implementing a disciplinary ruling for an exam (cf. Article 62).

§3. The Examination Board per study programme has the authority to make disciplinary decisions for exams as per Article 62, irrespective of the type of contract held by the student involved.

§4. Except for material errors, the Examination Board per study programme does not have the power to adjust exam marks.

ARTICLE 55: PASSING A STUDY PROGRAMME

§1. To pass a study programme, the student must always meet the following cumulative conditions:
- the student has to meet the study programme's admission requirements. If not, the student is inadmissible and therefore cannot pass the said study programme;
- the student has to be enrolled in the programme with a contract to obtain a diploma;
- the student has taken up in their curriculum any remaining course units to pass the said study programme;
- the student has used the most recent exam opportunity for the relevant course unit.

§2. Without prejudice to the power of deliberation of the Examination Board per study programme, as stipulated in Article 54, the student must have obtained a credit certificate for all the course units in their curriculum (cf. Article 42) or an exemption, and/or must have been declared to have passed all deliberation sets pertaining to the said study programme (cf. Article 51).

The Examination Board per study programme will also declare that the student has passed if they are enrolled in the graduation year of a Bachelor's programme, provided the following cumulative requirements are met:
- the student has taken up any remaining course units in their curriculum to pass the said study programme;
- the deficit for passing one or two course units amounts to no more than six weighted marks, with the ECTS credits serving as weights. The deficit is calculated by multiplying the course unit's exam mark by the number of ECTS credits assigned to that course unit;
- the student has obtained a minimum of 8/20 for all the course units;
- the student has obtained less than 10/20 for no more than two course units;
- the student has used the most recent exam opportunity for the relevant course units and this mark is used in the calculation;
- the Bachelor's project and the mandatory work placements can never be deliberated.

§3. If, following the criteria stipulated in §1 and §2, a student does not pass, the Examination Board per study programme may still declare the student to have passed, either by secret vote or otherwise. Such a decision is possible only if the student can demonstrate exceptional personal or family circumstances, provided that the study programme's objectives have been broadly achieved. Such a decision must be explicitly substantiated. If a student submits proof of special circumstances and presents serious and specific arguments that, at first sight, lend credibility to the global acquisition of the objectives of the study programme, the Examination Board must investigate this acquisition further. The GUGC Director of Studies oversees the implementation of the campus' deliberation policy.

§4. Students may lodge an appeal with the Institutional Appeals Committee against a decision by the Examination Board per study programme, as specified in Article 65.

ARTICLE 56: VOTING IN AN EXAMINATION BOARD PER STUDY PROGRAMME

The chair, the secretary and the members of the Examination Board are all voting members.

A student's deliberation is only valid if at least half of the Examination Board's voting members participate in it. The quorum is based on the number of voting members.

Unless a member of the Examination Board per study programme or an ombudsperson calls for a vote, the chair's proposed final decision is accepted as the consensus.

Decisions are adopted by an ordinary majority of votes. Abstentions are not considered. In the event of a tied vote, the decision will favour the student.

ARTICLE 57: GRADE OF MERIT

§1. Students who successfully pass a Bachelor's or a Master's programme, are awarded a grade of merit by the Examination Board per study programme.

The calculation of the grade of merit takes into account the exam results of all the course units the student has taken as part of a contract to obtain a diploma for a specific study programme. This calculation considers the weighting coefficients of course units in the standard study track of the study programme, which are defined by the Campus Council and communicated to the students at the beginning of the academic year.
In cases where course units taken at a different higher education institution in Korea or abroad receive a 'pass' or 'fail' mark, as specified in Article 41 §1, these marks are excluded from the calculation of the grade of merit.

§2. The grade of merit awarded to the student for a study programme is defined as follows:

- cum fructu (500/ 1000 or more)
- cum laude (675/1000 or more)
- magna cum laude (750/1000 or more)
- summa cum laude (825/1000 or more)

The grade of merit published on the transcript of records results from calculating the weighting coefficients determined by the Campus Council, as stipulated in §1. This transcript also contains a total out of 1000 per deliberation set, using the ECTS credits as weights.
In individual cases, the Examination Board per study programme may deviate from the minimal study results required to obtain a grade of merit as defined in the first section of this paragraph. Such a deviation is possible only in exceptional circumstances and must be explicitly and individually substantiated.

§3. A grade of merit can never be awarded if the student has obtained fewer than 30 ECTS-credits.

§4. Students may lodge an appeal with the Institutional Appeals Committee against a decision by the Examination Board, as outlined in Article 65.

ARTICLE 58: PUBLIC ANNOUNCEMENT OF THE EXAM RESULTS OF A STUDY PROGRAMME

§1. Exam results are communicated to students after the first-term examination period, the second-term examination period and the resit examination periods, as stipulated in Article 53. If deliberation has taken place, the decision by the Examination Board per study programme is announced and included in the transcript of records.

§2. Decisions by the Examination Board per study programme, including the grade of merit, can be announced publicly.

§3. Following the resolution of the Flemish Government establishing the form of higher education diplomas and the content of the diploma supplement awarded by higher education institutions in Flanders, adopted on 12 December 2014, students receive diplomas or certificates along with their accompanying diploma or certificate supplements (without prejudice to the provisions in Article 12 §5).

SECTION V – SPECIAL CIRCUMSTANCES

ARTICLE 59: COMPLIANCE WITH THE EXAM REGULATIONS

§1. All the parties involved in the assessments strictly comply with the outlined exam regulations, regarding end-of-term assessment (cf. Article 39) and continuous assessment (cf. Article 30, 16°).

§2. End-of-term assessment

1° If a student is absent at the start of the assessment, the exam regulations become invalid.

a. If the examiner considers this absence illegitimate, the student will be marked as absent.

b. If the examiner considers this absence legitimate, whether or not due to the intervention of the ombudsperson, the student may participate in a deferred exam. The examiner cannot refuse to organise a deferred exam within the same examination period unless it proves to be materially infeasible.

The following reasons are deemed to be legitimate:

- an illness or injury that prevents sitting for the exam;
- the death of a student's relative by blood or marriage in the first degree during the examination period (parents, children), or in the second degree (grandparents, grandchildren, siblings), or of someone living with the student;
- legal grounds (e.g., a notice or summons to appear in court);
- overlap between exams, excluding deferred exams, in a personalised study track or a standard study track with electives. Overlap refers to two or more exams occurring at least partially at the same time. In such cases, the student must respect the order in which the course units are scheduled in the standard study track year or the mandatory course unit (in a standard study track), and therefore must always prioritise the preceding course unit;
- other instances of force majeure (events that are entirely beyond the student's control, and cannot be foreseen, prevented or overcome);
- mandatory quarantine or isolation.

Exceptionally, a deferred exam can have an alternative assessment method. In such cases, the Examination Office communicates this to the student promptly before the deferred exam. If the student does not agree to the alternative assessment method, they forfeit the opportunity to sit for the deferred exam.

After the student contacts the examiner, the examiner determines the exam day. The deferred exam must never coincide with other exams that have been scheduled according to the examination regulations governing the student's standard study track, other deferred exams excepted. If the lecturer has set multiple deferred exam dates, the student can choose to sit for the exam that best fits their exam schedule. The student informs the examiner as soon as possible whether or not they will sit for the deferred exam.

If the exam regulations mentioned in Article 39 provide more than one exam date for a particular course unit, the examiner may permit the student to participate in the exam scheduled on one of the alternative dates.

An examiner cannot be forced to organise multiple deferred exams within the same examination period.

2° If an examiner or their substitute (cf. Article 60) fails to start the exam at the scheduled time, the students are asked to inform the Examination Office. The Examination Office will then notify the students as soon as possible if the exam can be deferred to a later time on the same day, or to a later date within the same examination period. If the exam is to take place on the same day, it must start within two hours of the originally scheduled time.

§3. Continuous assessment

1° Due to unforeseen circumstances a student may be unable to participate in a part of the continuous assessment, even if the date was scheduled in advance and the assessment method is described in the course sheet (as stipulated in Article 30). In such cases, the student must inform the lecturer-in-charge immediately.

- If the lecturer-in-charge considers the absence legitimate (as stipulated in §2 above), they may allow the student an opportunity to pass the course unit, either by assigning the same assessment activity or a compensatory assessment activity. An examiner cannot be forced to organise multiple deferred assessments within the same term. The lecturer may also excuse the student from the assessment.
- If the lecturer-in-charge considers the absence illegitimate, they may give the student a fail mark for the course unit, provided this measure is clearly defined in the course sheet (cf. Article 30, 19°).

2° Due to unforeseen circumstances, the examiner may be unable to proceed with the continuous assessment, even if the assessment was scheduled in advance and the assessment method is described in the course sheet (as stipulated in Article 30). In such cases, the lecturer-in-charge must inform the students immediately. The lecturer-in-charge then schedules at least two new dates, preferably in consultation with the student representative(s).

§4. Any absences must be reported to the Examination Office as soon as possible, and no later than the day of the exam or assessment. A student who believes to have a legitimate reason for the absence, must submit the original supporting documents to the Examination Office as soon as possible and within three working days following the relevant exam or assessment.
In the event of illness or accident, a doctor's certificate is required, stating that the doctor has examined the student on the day of the exam/assessment at the latest, and diagnosed the illness or established the consequences of the accident in person. So-called 'dixit certificates', which only include the student's statement, or 'post factum certificates", issued after the illness or accident, are not accepted. A doctor's certificate preventing the student from participating in (certain) sports activities must specify the specific actions the student cannot perform.

ARTICLE 60: SUBSTITUTING THE EXAMINER

§1. If an examiner cannot proceed with the exam/assessment on the appointed day and at the appointed time, they must notify the chair of the Examination Board immediately and in writing. The chair of the Examination Board appoints a substitute examiner from one of the following staff sections:

- members of the professiorial staff;
- doctoral assistants;
- academic staff with a doctoral degree;
- visiting professors.

§2. If an examiner has to assess a student with whom they have a family connection, an intimate relationship or a personal involvement, they request the chair of the Examination Board to appoint a substitute. A family connection is any relation by blood or marriage up to and including the fourth degree. Any intimate relationship arising from a legal or long-lasting cohabitation are hereby considered equivalent to those arising from marriage. An intimate relationship is a consensual romantic or sexual relationship. Personal involvement is any involvement that can jeopardise an impartial and objective assessment or objectively and reasonably give rise to the perception that objectivity and impartiality are being jeopardised.

§3. Additionally, an examiner may request to be replaced for personal reasons. In such cases, the member of the Examination Board informs the chair of the Examination Board who, upon approval, appoints a substitute.

ARTICLE 61: OBSERVERS ATTENDING ORAL EXAMS

Students may request an observer to attend the oral exam. The observer cannot be a student who will be assessed by the same examiner in the current academic year or a person with whom the student has a family connection, intimate relationship, or personal involvement. The student must notify the chair of the Examination Board and the campus ombudsperson at least seven calendar days before the scheduled exam, who will then notify the examiner immediately. Observers are permitted only to take notes on paper.

The examiner may request a member of the professorial staff to attend the oral exam, provided there are no family ties, intimate relationships, or personal involvement among the student, the examiner, and the aforementioned member.

ARTICLE 62: FRAUD OR IRREGULARITIES

§1. Any act committed by a student regarding a course unit, intentional or otherwise, will be considered an irregularity or a form of fraud if it endangers the objective assessment of the intended learning outcomes.

Carrying and/or using a digital or electronic tool or means of communication during an exam or other assessment will automatically be considered as fraud, unless explicitly stated otherwise or authorised in individual exceptional circumstances. Ordinary non-electronic silicone earbuds for hearing protection or to cancel sound are allowed. Supervisors may inspect these earbuds if necessary.

Although Ghent University encourages responsible and ethical use of generative AI that does not jeopardise academic integrity, irresponsible use of generative AI systems or other (digital) tools may be deemed a form of fraud or irregularity.

If the use of generative AI systems or other (digital) tools is prohibited in advance, the assessment must take place in a controlled environment. If, despite this prohibition, generative AI systems or other (digital) tools are used during the assessment, this is deemed fraud.

Committing plagiarism is considered a form of fraud. The Examination Board per study programme may for said study programme supplement or specify the basic definition of 'plagiarism' as defined in the present code. This information is communicated to the students of that study programme.

If the lecturer-in-charge suspects a student of having committed plagiarism, which is likely to affect the assessment of the assignment in question, the chair of the Examination Board per study programme is to be informed immediately.

§2. If the invigilator-in-charge suspects a student of having committed fraud or irregularities during an assessment, they can discontinue the assessment immediately for that student, provide the student with a new blank exam paper, or restart the online exam.
Carrying and/or using a digital or electronic tool or means of communication during an exam or other assessment will automatically be considered as fraud, unless explicitly stated otherwise or autorised in individual exceptional circumstances. The examiner notifies the chair of the Examination Board immediately.

§3. Whether to impose disciplinary exam measures through a disciplinary exam decision is the prerogative of the Examination Board per study programme responsible for the study programme in which the student, suspected of committing fraud or irregularities, is enrolled with a contract to obtain a diploma, or the study programme in which the course unit is programmed and for which the student has a credit contract. A student's deliberation is only valid if at least half of the members of the relevant Examination Board participate in the deliberation.

If the student suspected of committing fraud or irregularities is enrolled in more than one study programme, the various relevant Examination Boards per study programme deliberate together. Articles 46 and 55 shall apply fully to every member of the Examination Boards involved. If the lecturer-in-charge is a member of these Examination Board(s), they will refrain from participating in the deliberations and decisions.

§4. The chair of the Examination Board or, in the case where multiple Examination Boards deliberate together on the matter of fraud or irregularities as stipulated in §3 (second subparagraph), one of the chairs of the involved Examination Boards invites the student to the hearing no later than five calendar days before the scheduled hearing date. The invitation is sent to the student's Ghent University email account. In addition to the venue, date, and time of the hearing, it also includes the facts with which the student is being charged, the possible disciplinary measures as stipulated in §6, and the student's right to inspect their dossier.

The campus ombudsperson is invited to attend this hearing. The student has the right to a trusted person or legal counsel at the hearing. Unless the legal counsellor is registered with the Bar or enrolled as trainee lawyer, they must hold a written power of attorney. If not, they cannot represent the student.

In situations where a legal impediment prevents a student from appearing in person at the hearing, the student has the right to representation by a legal counsellor or to submit a written defence. If the student fails to appear at the hearing without legal representation or a written defence, the Examination Board(s) per study programme will acknowledge this, and may proceed to conduct a valid deliberation of the student's dossier and impose disciplinary exam measures on the student.

The Examination Board chair also invites the lecturer-in-charge concerned (or an appointed member of staff) to the hearing.

§5. The Examination Board(s) per Study Programme that must deliberate on the fraud case or irregularities, shall do so as swiftly as possible after the hearing. The Campus ombudsperson is invited to attend this deliberation.

§6. The disciplinary body issues the disciplinary exam measure, namely the Examination Board per study programme, or as described in §3 (second subparagraph), the joint deliberations of multiple Examination Boards per study programme.

If the facts are considered proven, the disciplinary body may impose (a combination of) disciplinary measures:
- the student receives an adjusted exam mark for the exam or assignment used to assess the relevant course unit;
- the student receives the label 'fraud' for the relevant course unit;
- depending on the severity of the offence, the student may be denied from obtaining credit certificates for several course units in their curriculum in the current academic year (i.e., resulting in an exam mark of 0/20 for the relevant course units). These course units may equal the total number of course units in the student's curriculum;
- the student may be excluded from the assessments in the resit examination period for (a part of) the relevant course units;
- the student is excluded from the relevant course units' assessments in the first exam period of the subsequent academic year in which they take these course units;
- the student is completely expelled.

The label 'fraud' implies that the student does not receive an exam mark for the relevant course unit in the current examination period.

The complete expulsion results in an immediate loss of student status and a ban on re-enrolling at the university for a period determined by the disciplinary exam measure, specified in academic years. This expulsion cannot exceed ten academic years.
When determining the sentence, the disciplinary body considers the specificities of the case, including:
- the question of whether it involves an irregularity or outright fraud;
- the question of whether the irregularity or fraud was committed intentionally or as a result of carelessness on the part of the student;
- the severity of the offence;

– possible recidivism on the part of the student.

§7. After the disciplinary body rules on the disciplinary exam decision, the Examination Board per deliberation set decides whether or not the student can still pass the deliberation set, which includes the course unit affected by the fraud or irregularities. In doing so, the board takes into account the disciplinary exam measures. If applicable, the Examination Board per study programme can then determine whether the student can still pass the study programme.

§8. If the fraud only comes to light after the student has been granted a credit certificate for the course unit in which the fraud was committed, the examination disciplinary body can still pronounce the obtained credit certificate null and void. Where appropriate, they may also pronounce the diploma or certificate for the relevant study programme null and void and reclaim it. In that case, the student will receive the label 'fraud' for the relevant course unit.

Depending on the severity of the offence, the disciplinary body may also decide to deny the student credit certificates for several course units in their curriculum during the current academic year and in a subsequent examination period within the same academic year. These number of course units may total the number of course units in the student's curriculum.

Finally, the disciplinary body may also choose to expel the student for a maximum of ten academic years.

§9. The disciplinary body includes an attendance list in its meeting minutes. The meeting minutes provide an account of the facts as well as the motives that led to the disciplinary exam measure. A copy of the meeting minutes is sent to the Director of Education (via ombuds@ugent.be) and to the involved lecturer(s)-in-charge. The disciplinary body sends the substantiated disciplinary exam decision, which includes the applicable disciplinary exam measure(s) and a referral to the internal appeals procedure to the student by registered mail.

§10. While the disciplinary exam decision is pending, or is provisional, students suspected of committing fraud or irregularities may participate in further assessments at their own risk. A disciplinary exam decision is deemed final if no timely internal or subsequent external appeal has been lodged against said decision, or if the external appeal has been rejected by the Council for Disputes concerning Decisions on Study Progress.

§11. Students may lodge an appeal with the Institutional Appeals Committee, as stipulated in Article 65.

§12. If an examiner establishes that a substantial group of students has committed fraud or irregularities during an exam or another assessment which compromises the validity of the exam, but cannot identify every student involved, the examiner must inform the chair of the Examination Board per study programme governing the relevant course unit without delay.
In consultation with the Examination Board per study programme, the examiner may decide to nullify the exam or assessment results entirely, or, in cases of fraud or irregularities committed by a limited and identifiable group of students, nullify the results for that specific group. The campus ombudsperson is invited to attend this consultation.
In the event of nullification of exam or assessment results, and in consultation with the Examination Board per study programme, the examiner may decide to organise a new exam or assessment for the affected group of students. In cases of fraud or irregularities committed during a continuous assessment, the decision may be not to organise a new assessment but to determine the final mark for the group of students based on the other assessment components. In any such case, the calculation of the final mark may differ from what is defined in the course sheet.
Under paragraphs 1 and 2 of the current article, students who are clearly involved in fraud or irregularities may be subject to a disciplinary examination procedure. The examiner involved initiates this procedure.

PART IV – OMBUDSPERSONS

ARTICLE 63: CAMPUS OMBUDSPERSON

§1. Before 1 November of each academic year, the Campus Council appoints from among the professorial staff at least one effective and one substitute ombudsperson for doctoral students.
Before 1 November of each academic year, and at the recommendation of the student representatives, the Campus Council appoints from among the professorial staff at least one effective and one substitute ombudsperson for other students.
In the absence of a recommendation, the Campus Council proposes the candidates. If the unforeseen event occurs that the effective campus ombudsperson is unable to fulfil their duties or is one of the affected parties, the substitute will take over.
The campus ombudspersons for students and doctoral students may be the same person.

§2. The campus ombudsperson addresses complaints regarding the application of the current Education and Examination Code, the Education and Examination Code for Doctoral Matters, and/or the regulations concerning the legal status of the parties involved, as well as situations deemed unreasonable and unfair within the broader education or examination context.

Any complaint must describe the facts to which it is aimed. If applicable, the campus ombudsperson will:
- initiate mediation (i.e., a process of voluntary consultations between the conflicting parties, moderated by the campus ombudsperson to facilitate the conversation) for the parties to settle their dispute themselves;
- inform the plaintiff of the possibility of lodging an appeal with the institutional ombudsperson;
- inform the plaintiff of the possibility of lodging an appeal with the Institutional Appeals Committee per Article 65.

The campus ombudsperson is not required to handle complaints:
- if the plaintiff's identity or contact details are unknown;
- if the complaint involves facts that have been the subject of a previous complaint filed and handled under this article;
- if the complaint pertains to facts that occurred more than a year prior to the filing of the complaint;
- if the complaint is obviously unfounded;
- if the plaintiff is unable to establish a legitimate interest.

If the student has lodged an appeal or if legal proceedings are underway, any further handling of the complaint may be put on hold until these proceedings are concluded.

If a campus ombudsperson cannot handle the complaint, or the complaint is put on hold pending the conclusion of an administrative appeal or legal proceedings, the ombudsperson informs the plaintiff as soon as possible via letter or email. Any refusal to handle a complaint or to put it on hold must be substantiated.

§3. The campus ombudsperson must be readily available during examination periods. The campus ombudsperson is entitled to any information concerning every assessment for which a complaint has been filed or a dispute has arisen, even before the deliberations by the Examination Board. The campus ombudsperson is entitled to attend the deliberations as an observer, and exercise their right to inspect the meeting minutes.

§4. Following the competencies defined in this article, the campus ombudsperson can add items related to their mandate to the agenda of the Campus Council.

§5. The campus ombudsperson must maintain discretion.

§6. The campus ombudspersons report to the Campus Council annually, before 1 November. The Campus Council forwards these reports to the Office of the Institutional Ombudsperson.

ARTICLE 64: INSTITUTIONAL OMBUDSPERSON

§1. The institutional ombudsperson is appointed by the Rector (Vice-Chancellor). They handle the complaints about applying the current Education and Examination Code, and/or the regulations on the legal status of the parties involved and/or situations perceived as unreasonable and unfair in the broader education and examination context. If applicable, the institutional ombudsperson does so after the campus ombudsperson has handled a complaint but has not been settled.

Any complaint must describe the facts to which it is aimed. If applicable, the institutional ombudsperson will:

- initiate mediation (i.e., a process of voluntary consultation between the conflicting parties, moderated by the institutional ombudsperson to facilitate the conversation) for the parties to settle their dispute themselves;
- inform the plaintiff of the possibility of lodging an appeal with the Institutional Appeals Committee per Article 65.

The institutional ombudsperson is not required to handle complaints:

- if the plaintiff's identity or contact details are unknown;
- if the complaint involves facts that have been the subject of a previous complaint filed and handled under this article;
- if the complaint relates to facts that occurred more than a year prior to the filing of the complaint;
- if the complaint is obviously unfounded;
- if the plaintiff cannot establish a legitimate interest.

If the student has lodged an appeal or legal proceedings are underway, further handling of the complaint may be put on hold until these proceedings are concluded.
If the institutional ombudsperson cannot handle the complaint, or the complaint is put on hold pending the conclusion of an administrative appeal or legal proceedings, the ombudsperson informs the plaintiff as soon of possible via letter or email. Any refusal to handle a complaint, or to put it on hold, must be substantiated.

§2. The institutional ombudsperson has the same competencies, rights and responsibilities as the campus ombudspersons.

§3. The institutional ombudsperson reports on the previous academic year to the Rector (Vice-Chancellor) annually, before 1 March. A copy of this report is delivered to the Government Commissioner by the Rector (Vice-Chancellor).

PART V – APPEALS PROCEDURE

ARTICLE 65: INSTITUTIONAL APPEALS COMMITTEE

§1. Students who believe that an unfavourable
- exam decision, as outlined in Articles 41, 49, 51, 55 and 57 of the current examination regulations;
- disciplinary exam decision, as outlined in Article 62 of the current code;
- decision on an application for exemptions, as outlined in Article 23 of the current code;
- decision to impose binding conditions or a refusal to enrol, as outlined in Article 18 of the current code;
- decision to terminate the work placement or another practical course unit early, as outlined in Article 18 §7 of the current code;
- decision to refuse education and exam accommodations that have been assigned/granted to students with a special status;

relating to themselves, has been affected by a violation of the law, can lodge an appeal with the Institutional Appeals Committee.
The student has the right to legal counsel at the hearing. Unless the legal counsellor is registered with the Bar or enrolled as a trainee lawyer, they must hold a written power of attorney. If not, the appeal will be inadmissible.

§2. The appeal is lodged through a petition within the binding expiration period of seven calendar days and submitted following the designated procedure (https://www.ugent.be/student/en/class-exam-exchange-intern/class-exam/education-examination-code/internal-appeals-procedure.htm). If not, the appeal will be inadmissible. The appeal at least includes the student-applicant's identity, the contested decision(s), and a statement of the facts and resources. If not, the appeal will be inadmissible. The burden of proof is on the student. Students are required to submit any additional information they might learn upon exercising their right of inspection or attending a feedback session in the form of an addendum to their appeal as soon as possible after the inspection or feedback session, and in any case within seven calendar days of the expiration date of the appeal via email to ombuds@ugent.be. The submission date of the dossier shall serve as the date of the appeal.

In the case of exam decisions, the binding expiration period of seven calendar days is calculated counting from the calendar day after the public announcement of exam results. The provisions above cannot be affected by the fact that a student has not received feedback during this period, nor can the appeal period be extended until after the feedback has been provided. If no public announcement of exam results has occurred, the exam decision is considered to have been announced on the dates specified in Article 53, unless the student can prove that the exam decision was announced at a later date.
In all other events defined in §1, the expiration period starts on the calendar day after the student has been informed of the decision.

§3. The appeal is handled by the Institutional Appeals Committee, which is convened ad hoc by the Rector (Vice-Chancellor) and is comprised of:
- the Rector (Vice-Chancellor) or Vice-Rector (Deputy Vice-Chancellor);
- four professorial staff members in the rank of associate professor, full professor or senior full professor from at least two different faculties will be selected, chosen from a faculty-appointed group of professorial staff members; each faculty appoints one male and one female member of the professorial staff at the ranks as mentioned above to sit on the Institutional Appeals Committee. In the event of a substitution or membership change, this will be reported to the institutional ombudsperson;
- the Chief Academic Administrator or the Director of Education.

A maximum of two-thirds of the ad hoc Institutional Appeals Committee members can be of the same gender.

The Rector (Vice-Chancellor) or Vice-Rector (Deputy Vice-Chancellor) chairs the meeting. If the chair cannot attend the meeting or must abstain from voting due to personal involvement, these members will serve as acting chair according to the following hierarchical order: the Chief Academic Administrator, the Director of Education, or the most senior member present.

The institutional ombudsperson is not a voting member of the Institutional Appeals Committee but may attend the sessions.
The student representatives may also delegate a student member to the sessions as a non-voting observer.

The Institutional Appeals Committee can make valid decisions only if at least two-thirds of its members attend. Each member has one vote, and in the event of a tie, the chair makes the final decision.

§4. The Institutional Appeals Committee considers the appeal based on the submitted documentary evidence. However, it may arrange a hearing and invite anyone whose testimony it finds helpful in addressing the case.
The Institutional Appeals Committee has the authority to request all documentary evidence and information it deems necessary to handle the appeal. Any member of the university community is obligated to provide the requested documentary evidence and information to the Institutional Appeals Committee upon its initial request.

The Institutional Appeals Committee may seek any advice it considers necessary for handling the appeal. It may consult legal counsel, who may attend the sessions but is not a voting member.
The student or their counsel may ask to exercise their right to inspect the dossier that is being compiled concerning the appeal in question. This request is either included in the appeal itself, or addressed to the Office of the Institutional Ombudsperson via ombuds@ugent.be at the latest within five calendar days of submitting the appeal. The Institutional Appeals Committee appoints a case handler, who will then make an appointment with the student-applicant. If desired, the student-applicant may amplify their grievances in an additional writing, according to the provisions in §2.

§5. On a proposal by the chair and provided that all the members agree, the Institutional Appeals Committee may convene electronically:
- in the event of an appeal against a denial of accommodations to students with a special status based on a disability;
- in the event of an appeal that is obviously inadmissible or unfounded;
- in the event of a final decision on a dossier for which the Institutional Appeals Committee has already made an interim decision;
- in the event of a straightforward appeal decision, in which case a physical session in attendance of all the members would add little value to handling the appeal.

If the chair decides to hold an electronic session, the necessary documents will be sent to all members in advance, preferably electronically.

§6. Rulings by the Institutional Appeals Committee may include:
- a substantiated dismissal of the appeal on the grounds of inadmissibility or its own lack of authority;
- an affirmation of the decision contested in the appeal;
- a revision of the decision contested in the appeal. In so doing, the Institutional Appeals Committee has the same authority as the body that took the disputed decision. In the event of an appeal against an exam decision containing a course unit's final assessment, and the Institutional Appeals Committee finds the documentary evidence to reassess the relevant exam insufficient, it may rule to grant the student-applicant a new exam opportunity. It will also decide on the exam modalities if such is the case.

In the event of an appeal against an exam mark for a course unit that is part of a full deliberation set, the Institutional Appeals Committee also rules on whether the student-applicant had passed the deliberation set, and if applicable, on whether the student-applicant has passed the study programme and can be awarded a grade of merit. The Institutional Appeals Committee holds this authority in accordance with the provisions in Articles 51, 55 and 57. Any ruling contains the underlying substantation.

The appeal's body's rulings are communicated to the student within twenty calendar days, beginning the day after the appeal is lodged. This occurs via email and registered mail. If applicable, a copy of the ruling is also sent to the student-applicant's counsel, either by email or regular mail. If the Institutional Appeals Committee cannot rule on the student's appeal in a timely manner, this is communicated to the student and their legal counsel within the aforementioned twenty calendar days, along with an alternative deadline for the ruling.

Unless the Institutional Appeals Committee decides otherwise, its ruling takes effect immediately. If a student is ruled to have passed a study programme, the ruling takes effect on the date of the public announcement of exam results during the exam period in which the contested decision was made.

Individuals who have not enrolled, cannot participate in the education activities. Individuals who have lodged an internal appeal before 1 September (of the year in which the refusal to enrol came into effect) against the refusal to enrol per Article 18, may participate in the education activities until the Institutional Appeals Committee has reached a ruling. In the event of a favourable decision by the Institutional Appeals Committee, the student can continue to participate in the education activities for up to five working days after the decision, provided the student has not (re-)enrolled yet.

§7. The ruling of the Institutional Appeals Committee outlines the possibilities for appeal and the provisions associated with the appeal that may be lodged.

PART VI – FEEDBACK ON THE EDUCATION BY STUDENTS

ARTICLE 66: COURSE FEEDBACK BY STUDENTS

§1. Ghent University regards the internal quality assurance of education practice as to be a crucial aspect of monitoring and optimising academic education. The University expects active involvement from its academic, administrative and technical staff, and from its students in the internal quality assurance processes.

One tool used is structural feedback from (former) students and exchange students on their education. After each term, (former) students and exchange students are surveyed on the general organisation, and aspects of the teaching with which they have come into contact.

§2. The output generated from the course feedback provided by students contains information for the teaching staff and administrative bodies to monitor teaching practice, and make adjustments whenever necessary. Indirectly, course feedback also contributes to the ongoing actualisation of the general education policy. The participation of (former) students and exchange students in these surveys is essential to achieve these goals, and is therefore mandatory.

ARTICLE 67: COURSE FEEDBACK BY STUDENTS: ORGANISATION

§1. The course feedback by students consists of a set of established questions determined by the Director of Education based on a proposal from the Education Council. Following a proposal of the GUGC Quality Assurance Unit, in consultation with the students, and upon approval by the Campus Council, the question set may be supplemented with additional items.

§2. The University Service for Education and Research – Education Division coordinates the proceedings of the course feedback by students. The GUGC Quality Assurance Unit organises the course feedback in consultation with the Education and Study Programme support Team, ensuring that each course unit in a study programme as well as all the course units of each lecturer are surveyed regularly. Every course unit, lecturer-in-charge and co-lecturer listed in the course sheet is surveyed on a three-year basis. Each year, the GUGC Quality Assurance Unit selects several course units to include in the survey. Students may propose additional course units to the coordinating bodies, who decide whether to act upon this request.

§3. Once all the phases of the learning process have been completed, including the assessments, the questionnaires are sent to all students in a particular course unit. After processing the results per course unit, they are conveyed to the GUGC Director of Studies.

§4. The results, including the open answers, are also conveyed to the relevant lecturer. The lecturer is invited to analyse their results and assess whether not there is room for improvement or further professional development, and if so, where it may exist. Within the allotted time, the lecturer may add personal feedback or reactions regarding the committee which the authority to handle course feedback results.

§5. The relevant committee within GUGC discusses the results for each course unit (including possible reactions). are discussed by the appropriate committee within GUGC. The GUGC Director of Studies ensures that this committee has at least two student members. This committee determines which course units require monitoring.

§6. If a course unit needs close monitoring (and only then), the committee determines a course of action:

1. if the lecturer's reaction already contains a tentative action plan, which the committee considers sufficiently clear and adequate, the member of the professorial staff is supported in implementing this action plan. This can occur through either an email or a personal conversation with the relevant professorial staff member. It is the committee's prerogative to act as it sees fit. The professorial staff member may always request an interview;
2. if the staff member in question does not respond, or if their reaction and/or action plan is considered insufficiently clear and/or adequate, the committee invites the staff member to an interview with the chair of the Programme Committee and/or the GUGC Director of Studies and/or the Campus President to discuss the action plan and establish clear agreements for monitoring. If desired, students may be involved in this step.

The committee always considers the growth perspective of the professorial staff member involved, and aims for agreements that are endorsed by all. In both cases, the member of the professorial staff is informed that the relevant course unit will be included in next year's survey.

PART VII – FINAL PROVISIONS

ARTICLE 68: THE EDUCATION AND EXAMINATION CODE

The provisions in the Education and Examination Code at hand can only be amended by the Board of Governors, upon the recommendation of the GUGC Board of Directors. Contrary to these provisions and only in cases of force majeure, the Rector (Vice-Chancellor) may take immediate actions and decisions that are in the best interest of the institution, its students and its staff.

In unforeseen events regarding the Education and Examination Code at hand, in the case of a dispute over its interpretation, or of material errors, it is the Rector (Vice-Chancellor) who decides. Any such decision is announced publicly.

The authority stipulated in this code may be delegated by the GUGC Board of Directors to members of the Campus Council or GUGC members, either individually or as a group.

ARTICLE 69: DEVIATIONS FROM THE EDUCATION AND EXAMINATION CODE

§1. Deviations from the Education and Examination Code at hand are possible:
- in the event of an agreement ratified by the UGent Executive Board regarding a joint study programme organised by one or more other higher education institutions;
- in the event of student mobility under a bilateral or multilateral agreement with other higher education institutions;
- regarding government-funded framework programmes.

§2. For BA4-students who spend the first semester at Ghent University (Belgium), the Education and Examination Code of Ghent University home campus applies to the education and examination procedures of the course units for which the students are enrolled during this semester.

§3. Without prejudice to the provisions in Articles 6 §6 and 18, incoming exchange students with a primary enrolment at another higher education institution are subject to the regulations regarding the education and assessment process of the course units included in their learning agreement, including the provisions in Article 6 §2 and 18. Deliberation decisions of incoming exchange students are not governed by Ghent University's Education and Examination Code, but rather subject to the regulations and agreement framework of the home institution.

ARTICLE 70: LIABILITY OF STAFF MEMBERS

As stipulated in Articles 10 and 21 of the Education and Examination Code, students enter into an agreement with mutual rights and obligations. A student cannot hold liable any member of staff or member of the governing bodies, nor any other (self-employed or otherwise) member of staff appointed by Ghent University or Ghent University Global Campus to perform this agreement. There are four exceptional cases in which a student can invoke the liability rules against a member of staff or a member of the governing bodies, if applicable:

1° if the claim is unrelated to performing the agreement;
2° in a case of fraud committed by a member of staff or a member of the governing bodies;
3° in case a member of staff or a member of the governing bodies purposely causes a student damage; or
4° in case the student's physical or mental integrity has been compromised.

ARTICLE 71: IMPLEMENTATION OF THE EDUCATION AND EXAMINATION CODE

This Education and Examination Code comes into effect at the start of the 2026-2027 academic year.

PART VIII – GLOSSARY OF TEACHING AND ASSESSMENT METHODS

SECTION I – GLOSSARY OF TEACHING METHODS

CLINIC

A clinic is an individual or collective learning situation during which students acquire knowledge, skills and attitudes under the supervision of a clinician. They discuss and examine specific patients/patient cases taken from clinical practice, determining suitable treatments, and analysing the patient's progress. Throughout the process, the supervisors apply a differentiated approach based on the students' prior knowledge, and adjust the learning process when students lack specific knowledge, skills or attitudes.

EXCURSION

An excursion is an individual or collective learning situation when students leave university premises. In the real-life context of a selected external location (e.g., a company, organisation, institution, or fieldwork), students acquire and/or practice specific knowledge and skills. The emphasis is on a learning experience derived from a real, external context. Depending on the intended learning outcomes, either the lecturer, an on-site expert, or a guide supervises/coaches the students.

GROUP WORK

Group work is a co-operative learning situation during which students carry out a series of activities to acquire and/or consolidate knowledge independently or in groups. The lecturer may oversee the learning process through assignment instructions and incorporate supervision components.

INDEPENDENT WORK

Independent work is a learning situation during which students acquire or consolidate knowledge by carrying out a series of activities individually. The lecturer defines the learning activity: a learning pathway, a(n) (scholarly) article, an assignment, independent practice in a skills lab, etc. The lecturer can use instances of independent work to prepare for a lecture, seminar, or practical. The lecturer can oversee the learning process by providing study materials, assignment instructions and feedback sessions.

LECTURE

A lecture is a collective learning situation in which a lecturer informs and engages students. The focus is on acquiring and processing knowledge. Active teaching methods allow the lecturer to determine whether students have gained new knowledge and to adjust the learning process if needed. The lecturer may ask students to prepare for the lecture beforehand through independent or group work.

MASTER'S DISSERTATION

The Master's dissertation represents an individual or collective learning experience where students conduct a research project independently. They develop skills in interpreting research, reporting and evaluating research results, and designing and executing research. A supervisor oversees the entire process. Each Master's programme concludes with a Master's dissertation. The dissertation must fulfill legal requirements, as outlined in the list of definitions in the Education and Examination Code.

PEER TEACHING

Peer teaching is an independent learning situation during which individual students or a group of students take on the role of student-teacher(s). Through this teaching method, students support each other's learning process and/or transfer knowledge to each other. This method allows students to practice coaching, presentation and/or didactic skills. The latter case, i.e. when a student-teacher brings a simplified lecture, is called microteaching. The lecturer may oversee the learning process through assignment instructions and incorporate supervision components.

PRACTICAL

A practical is an interactive learning situation during which students acquire techniques, (cognitive) skills or working methods. Practicals can comprise a variety of skills/techniques such as learning to work with specific instruments, programs, and materials, as well as examining, treating and following up on patients/patient cases as part of clinical practice. Such skills/techniques are best acquired in one-on-one learning situations or in small groups. Lecturers monitor and adjust the students' learning process through individual or collective coaching and individual or collective feedback. Unlike a seminar, a practical is bound to a specific didactic surrounding like a laboratory, or other rooms equipped for a specific purpose.

SEMINAR

A seminar is a collective, interactive learning situation during which students practice skills or techniques, apply knowledge or work on a case or problem statement. The focus is on interaction among students and/or with the lecturer. A seminar is organised so that lecturers can monitor and adjust the students' learning process through individual or group coaching and feedback. Unlike a practical, a seminar is not confined to a specific instructional environment like a laboratory.

WORK PLACEMENT

A work placement is a set of independent learning situations and individual coaching situations. During a period of experiential learning in professional practice students participate in the day-to-day business of a host organization. The purpose of a work placement is to practice and apply profession-oriented knowledge, skills and attitudes. Although students usually engage in a work placement individually, sometimes they embark on a work placement in small groups. Ghent University and the host institution are responsible for work placement supervision. Ghent University selects host institutions, prepares, supports, and follows up with students, gives them feedback and is responsible for their assessment. The work placement mentor, i.e., the supervisor at the host institution, is responsible for the day-to-day coaching of the student. Unlike an excursion, a work placement lasts longer and presupposes more autonomy from the participating student in day-to-day professional practice.

SECTION II – GLOSSARY OF ASSESSMENT METHODS

ASSIGNMENT

The assessment of assignments encompasses the assessment of products created by individual students or student groups. Examples include accounts, papers, reports, scale models, design drawings, video productions, and portfolios.

ORAL ASSESSMENT

During oral assessments, individual students or groups of students answer questions orally. The examiner may ask additional questions to delve deeper into a particular topic, give students the opportunity to supplement certain gaps in their answers, or deliver a more accurate assessment. Students may or may not have tools or resources at their disposal while sitting the exam (open-book exam vs. closed-book exam).
The 'oral defence' is a particular type of oral assessment connected to the Master's dissertation. It takes place after submission of the written dissertation.

PARTICIPATION

The assessment of participation takes into account students' attendance, commitment, and/or content-related input in activities such as discussions, practicals, and exercises. However, this assessment method can only have limited weight in calculating the final mark.

PEER AND/OR SELF-ASSESSMENT

Peer assessment means that students assess each other's performance and/or the quality of each other's performance. Self-assessment means that students assess their own performance or the quality of their performance. This assessment method can only have limited weight in calculating the final mark.

PRESENTATION

A presentation allows individual students or a group of students to present a finished product, the results of group work or independent work. The examiner may ask additional questions to delve deeper into a particular topic, give students the opportunity to supplement certain gaps in their answers or deliver a more accurate assessment. The assessment may take into account the content, form and manner of presentation.

PROFESSIONAL PRACTICE

The assessment of professional practice contains a broad assessment of complex professional competencies from real-life professional or research contexts. The assessment takes place in a real-life professional environment or a simulated environment.

SKILLS TEST

A skills test assesses isolated skills, actions, behaviour or attitudes in a real-life or simulated context.

WRITTEN ASSESSMENT

Written assessments may contain multiple-choice questions prompting students to identify the correct answer from several possibilities, and/or open questions requiring students to produce their own answers (e.g., fill-in-the-blanks questions, short-answer questions, broad essay-type questions or case-oriented questions). Students may or may not have tools or resources at their disposal while sitting the exam (open-book exam vs. closed-book exam). Negative marking is not allowed on (multiple choice) exams. Negative marking has been replaced by the 'standard setting' (higher cut-off point) consistent with the formula as laid down by university management.

PART IX – RETENTION STRATEGY FOR DOCUMENTS

Document	Retention period?	By whom?
EXAMINATIONS		
Student copies of written exams	Up until one year after the close of the academic year involved	Lecturer-in-charge
Surplus copies of exam questions	May be destroyed after the expiration of the administrative function	Lecturer-in-charge
Students' written preparation for an oral assessment	Up until one year after the close of the academic year involved	Lecturer-in-charge
Written account of the oral assessment, taken down by the examiner	Up until one year after the close of the academic year involved	Lecturer-in-charge
Proof of absence during exams (e.g., medical certificate)	Up until one year after the close of the academic year involved	Academic Affairs
Deliberation lists and lists of the public announcement of exam results	5 years Afterwards: permanently	Academic Affairs Campus archives
DISSERTATIONS		
Assignments in the context of continuous assessment, e.g., Bachelor's projects and work placement reports	Up until one year after the close of the academic year involved	Lecturer-in-charge
MEETING MINUTES		
Meeting minutes of the Examination Board	5 years Afterwards: permanently	Campus archives
Master's dissertation reports/assessment forms	5 years Afterwards: permanently	Campus archives