



EDUCATION AND EXAMINATION REGULATIONS

Academic year 2023-2024

ASSOCIATIE
K.U. LEUVEN

THOMAS
MORE

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INTRODUCTION

These regulations apply to students who are registered at Thomas More with a diploma contract, a credit contract or an exam contract. These regulations also apply to incoming exchange students. The name 'Thomas More' includes the two legal entities Thomas More Mechelen-Antwerpen and Thomas More Kempen. For all provisions of these regulations, these two legal entities are considered together as a whole.

All ECTS sheets published on the website, the programme guides with specific programme information and the contents of the links referred to in this document are an integral part of these Education and Examination Regulations.

The programme guide is final and available before the start of the academic year. After the start of the academic year, with exception of force majeure, only the names of the lecturers and the number of contact hours per course unit can be changed. Changes of force majeure are discussed in advance with the concerned student council.

With every curriculum change, the programme publishes the transitional provisions. These are also part of the education and examination regulations. Thomas More guarantees that a student can validate all previously obtained credits within the new study programme.

Structure of the academic year

Thomas More organizes its courses in the form of a semester system. Course units are only spread over more than one semester if this is educationally justified.

Programmes can further subdivide a semester into two quarters. In that case, the course units are offered on a quarterly or on a modular basis.

Deviations and changes

Only the Academic Council can allow changes to the education and examination regulations.

The programme manager can deviate from the education and examination regulations, motivated and to the benefit of the student. With regard to a re-registration of students who have been refused, only the examination board can grant an exception.

These Education and Examination Regulations are final subject to the approval of Educational Decree XXXIII.

1. EDUCATION REGULATIONS

1.1 Conditions for admission

Art. 1. General and additional admission requirements

A candidate is admitted to a study programme or course units at Thomas More only if he meets the decree conditions with the additions specified below.

The specific diploma conditions for each individual programme (and the course units thereof) are stated in the programme guide.

For admission to a bachelor programme or a course unit in this programme, the candidate must have a learning account higher than zero. Corresponding [Art. 31](#) deviations may be allowed.

If the government provides for a compulsory non-binding admission test or initial test as an additional admission requirement, the student must provide a certificate of participation as soon as possible. The registration is only final after that. If there is no certificate of participation, the registration will be refused or cancelled. The programme manager can exempt students who have already obtained a bachelor's degree from the non-binding entrance test or start test. With regard to [the start test](#), we refer to [the cross-institutional regulations](#).

Candidates who do not meet the admission requirements for a degree programme can enroll for a credit contract or credit-exam contract for course units of that programme, subject to permission from the director of student policy. Candidates apply for this admission via admissions@thomasmore.be and add to their application the study certificates that show that they are sufficiently competent to be able to follow the course units. The director of student policy assesses the applications and justifies the decision based on the previously acquired qualifications. Pupils who follow the final year of secondary education can always register for a credit contract of a maximum of 10 credits.

A (prospective) refugee who has obtained diplomas abroad, which could be considered equivalent, but who cannot present the obtained diplomas because of their special situation, can prove that they possess the required diploma by all means. The candidate is admitted to the programme if Thomas More can establish with sufficient certainty that the diploma has been obtained. If it turns out to be impossible to provide conclusive evidence, Thomas More can still decide to enroll the candidate on the basis of additional tests: the language test and, if successful, a specific test.

The non-EEA student who enrolls for the first time must also be able to demonstrate, at the latest before the end of the third week of the semester in which he/she starts, that he or she actually possesses a student visa D. If this cannot be demonstrated registration will be refused or cancelled.

Art. 2. Deviating admission conditions

Specific admission by the director of student policy is required for the following candidates:

- candidates who obtained their diploma outside of Belgium. These candidates send an application to admissions@thomasmore.be.
This specific authorization is not required for:
 - holders of a VWO diploma, an MBO4 diploma and for candidates who passed a propaedeutic phase in the Netherlands;
 - holders of a HAVO diploma who wish to enroll in a graduate programme;
 - students who have been admitted to the relevant study programme at the partner institution as part of a joint or dual degree track;
- candidates who do not have a diploma that gives access to higher education and who wish to enroll for a Dutch-taught associate degree or bachelor degree programme through [the deviating admission procedure of the KU Leuven Association](#).

Art. 3. Language conditions

§1. Associate degree programmes

A candidate who does not have a secondary education diploma issued by the Flemish community can only be admitted to a Dutch-taught study programme if they meet one of the following language requirements:

- prove that they have passed the exams of at least one year of secondary or higher education or at least 60 credits in total in higher education in Dutch;
- submit a certificate showing that they master Dutch at the European Framework of Reference for Languages at level B1.

However, candidates who wish to register for an educational associate degree must meet the language requirements of the Dutch-taught bachelor programmes (see §2 of this article).

§2. Dutch-taught bachelor programmes and educational associate degree programme

A candidate who does not have a Flemish secondary school diploma can only be admitted to a Dutch-taught bachelor programme or an educational associate degree programme if they meet one of the following language requirements:

- prove that they have successfully passed the exams of at least one school/academic year in secondary/higher education or successfully completed at least 60 credits in higher education taught in Dutch;
- submit a certificate proving that they are fluent in Dutch at level B2 of the European Framework of Reference for Languages.

The candidate who wishes to follow an educational course in a track of less than 90 credits must be able to present a certificate at level C1 of the European Framework of Reference for Languages.

§3. English-taught bachelor programmes

A candidate who does not have a Flemish or Dutch secondary or higher education diploma can only be admitted to an English-taught programme if they meet one of the following language requirements:

- have obtained an English-taught diploma of secondary education at an institution in one of the following countries: United Kingdom, USA, New Zealand, Australia, Canada (except Quebec), Ireland, Caribbean Islands or South Africa;
- submit a certificate proving that they are fluent in English at level B2 of the European Framework of Reference for Languages.

§4. Postgraduate programmes

The language requirements of the postgraduate programmes are stated in the programme guide.

§5. Exceptions

To register in the programmes for which an artistic admission test is organized, the language level of the prospective student can be assessed as part of the admission test.

Students can be exempted from these language requirements if they are registered in the context of a joint or bi-certification track.

Art. 4. Admission requirements for post-bachelor programmes

To be admitted to a bachelor after bachelor programme, the candidate must have a bachelor's degree.

The programme guide mentions which specific diplomas provide direct access to a bachelor-after-bachelor programme. The admission to registration may also be made subject to an aptitude test.

Art. 5. Admission requirements for a postgraduate programme

To be admitted to a postgraduate programme, a candidate must have at least a graduate, bachelor or master degree or an equivalent degree.

The programme guide states the additional admission requirements.

Art. 6. Admission to a subsequent study programme

Students who have to complete less than 54 credits of a bachelor programme at the start of the academic year can already register simultaneously for a connecting study programme for which the bachelor's degree is the admission requirement.

Students who still have to complete less than 30 credits of an associate programme at the start of the academic year may simultaneously enroll for a subsequent bachelor's programme if it meets the admission requirements.

1.2 Registration rules

Art. 7. General

By enrolling, the student concludes an entry agreement with Thomas More with rights and obligations for both the student and the university of applied sciences.

Students who register for the first time at Thomas More are definitively enrolled when they either present themselves for registration at the student administration or when they have fully completed the registration application. For students who re-enroll, enrollment is definitive as soon as they have completed the online re-enrollment application. The student owes the registration fee after the final registration.

The agreement can be dissolved if it appears that the student does not meet the necessary conditions.

In the event of fraud with admission documents, any credit certificates and diplomas obtained will be declared null and void, regardless of when the fraud is established.

Art. 8. Moment of registration

A student registers preferably before the start of the academic year.

Students who register after the second Wednesday of a semester and wish to take up course units that are scheduled in that same semester can only do so with the explicit permission of the programme manager.

No registration is possible after March 15.

Art. 9. Re-enrollment after an interruption of at least 3 years

A student who has interrupted a certain programme for at least three years and wants to re-enroll must meet the admission requirements. Upon admission, the student will then again be regarded as a student who is enrolled for the relevant degree programme for the first time. This student retains the acquired credit certificates. For all other applications in this regulation, the calculations are restarted from scratch.

1.3 Tuition fee

Art. 10. General

The tuition fees and the general invoice conditions are published on the Thomas More website: <http://www.thomasmore.be/inschrijven/studiegeld> and <https://www.thomasmore.be/en/degree-students/financial-information>.

Art. 11. Additional study costs

A student pays the cost of an annual subscription for software and support per academic year. The cost of this subscription depends on the training and depends on the software titles included in the software bundle(s) of the training.

Students with an exam contract pay the one-off sum of 50 euros for the use of the electronic learning environment on top of the tuition fee.

Costs for the use of goods and the organization of specific events and purchases of material of which students become the owner, can be passed on to the student insofar as they are directly related to the organization of the study programme. The additional study costs are charged by the study programme.

Art. 12. Non-payment of bills

If, even after a warning notice, students do not pay their tuition fees before the deadline, their student account will be disabled. As a result of this they will no longer have access to e-mail, the electronic learning environment, KU Loket, etc. They will no longer be entitled to education and will not be able to participate in the exams. Moreover, the examination board will not release their results and these students will not receive a credit certificate for the course units in question. The suspension is only cancelled when the student has paid the amounts due for the already completed period.

Art. 13. Reimbursement or recalculation of tuition fees at deregistration

For students who discontinue their studies or change programme under certain conditions, a refund or recalculation of the tuition fee is possible.

The conditions and possible amounts are listed on [the Thomas More website](#).

1.4 Contract types

Art. 14. Diploma contract, credit contract and exam contract

When enrolling, a student registers for one or more of these types of contracts:

- a diploma contract with a view to obtaining a diploma or certificate;
- a credit contract with a view to obtaining a credit certificate for one or more course units;
- an exam contract with a view to obtaining a diploma (a diploma-exam contract) or a credit certificate for one or more course units (a credit-exam contract).

Students with an exam contract are only entitled to take exams and cannot rely on the support services of Thomas More. The programme guide states which courses cannot be taken in the form of an exam contract.

By registering, the choice for a type of contract becomes definitive. A change is only possible after the end of the academic year.

Art. 15. Combination possibilities of contracts

A student can register for a combination of different contracts. A combination of a diploma contract for a study programme and exam contract(s) for course units of the same study programme is excluded.

1.5 The individual study programme of the student

Art. 16. Model track and programme stages

Every initial bachelor and associate degree programme has a model track.

The model track of initial bachelor degrees consists of programme stages of 54 to 66 credits.

The model track of associate degrees consists of programme stages of up to 66 credits.

A study track for students in a recognized work track can consist of less than 54 credits.

A student who only follows courses from one programme stage in one academic year will receive a timetable and an exam schedule for all compulsory course units without overlaps.

Art. 17. Composition of the individual study programme

The student who enrolls for the first time in a bachelor's programme registers for the standard learning path of the relevant programme.

This obligation does not apply to:

- a student with a special status: this is a student who has reasonable adjustments based on [Art. 84](#);
- a student who has already obtained a bachelor's or master's degree or a degree that is recognized as equivalent;
- a student who receives an individualized track on the basis of a motivated individual file;
- a student belonging to a predefined group for which an individualized track is offered as standard;
- a student in a work track recognized by the government who has submitted a declaration of honor as a working student.

When the student enrolls in a bachelor's programme for which he has previously been enrolled in a Flemish university of applied sciences, the achievement of the decree threshold is also determined on that basis.

Each student submits their own individual study programme no later than the second Wednesday after the start of the academic year.

A student who enrolls after the start of the academic year has one week to submit his own individual study programme.

If a student fails to submit the individual study programme on time, the programme will impose its composition.

A student can only register for complete course units.

A student can only take up course units of a following phase if all credits of the first course phase have been taken up or acquired.

The individual study programme always contains the compulsory courses for which the student failed in a previous academic year.

A student can only register for course units if the sequentiality rules, as described in the programme guide, are met.

For organizational reasons, a programme may limit the number of students that can register for a certain non-compulsory course unit. In that case, the programme guide will state:

- that the number of registrations for this course unit is limited;
- what the procedure is to register for this course unit;

- which criteria determine the order of registration.

A student with a non-EEA nationality and temporarily residing as a student in Belgium must register for at least 54 credits, unless the study programme excludes the student from following certain course units or unless the student is at the end of the study track.

The programme manager approves the individual study programme as soon as possible or determines another individual study programme in consultation with the student.

Art. 18. Changes to the individual study programme

A student who enrolls for the first time in an initial bachelor's programme cannot change the composition of the individual study programme except in the case of an individualized and motivated file.

Any other student can change the composition of their own individual study programme up to and including the second Wednesday after the start of the academic year. When enrolling after the start of the academic year, the student can change the individual study programme up to two weeks after enrolment. After this date, subject to well-founded exceptions, changes to the individual study programme can only be allowed with regard to the course units that are organized in the second semester. The student can submit a request for this via the KU Loket from the start of the second semester until the second Wednesday of the second semester.

In derogation from this, changes with regard to the specialization or the teaching subjects in the educational bachelor for secondary education are possible until March 15.

Art. 19. Taking courses in another study programme or at other institutions

Each programme determines in the programme guide whether the student can also take course units in another study programme or at another institution for higher education, be it domestic or foreign, as part of a diploma contract.

A student may also propose to replace course units of a programme with other courses in programmes within or outside Thomas More. The programme manager decides on the student's proposal.

The number of credits from the other institution will be included in the individual study programme of the student, unless the programme manager decides otherwise in a motivated manner.

Art. 20. Possibility to appeal

A student can lodge an appeal against decisions about the composition of the individual study programme, as stipulated in [Art. 95](#).

1.6 Exemptions

Art. 21. Applying for and granting an exemption

Possible exemptions are requested per academic year and at the latest up to and including the second Wednesday of the academic year. A student who enrolls after the start of the academic year, must apply for all possible exemptions no later than one week after enrollment. After that, no exemption requests will be approved.

Students submit an application for exemption via KULoket. They add a file with the previously obtained credit certificates, certificates of competence or other study certificates.

The programme manager decides on the granting of the exemptions. The number of credits for which an exemption is granted is included in the individual study programme of the student.

Art. 22. Consequences of the exemption

If the exemption is requested on the basis of a credit certificate for a course unit that is indicated as identical in the programme guide, the previously obtained exam result will be taken over.

A student must register for a course unit with partial exemptions or partial transfers for the entire course unit.

An granted exemption is final. A student cannot go back on an exemption that has been applied for and granted.

Art. 23. Acquiring a certificate of competence based on previously acquired competences (PAC)

A student who believes he can claim a certificate of competence on the basis of previously acquired competences (PAC) follows [the procedure of the KU Leuven Association](#). Any proof of competence resulting from this procedure is indefinitely valid.

If the student starts the PAC-procedure after August 15, the course programme can no longer guarantee that the file will be processed in time to apply for an exemption for the first semester. If the student starts the PAC-procedure after December 1, the programme cannot guarantee that the file will be processed in time to request an exemption for the second semester.

Art. 24. Appeal

Decisions concerning the allocation and the extent of a certificate of competence or exemption can be appealed against by a student, as stipulated in [Art. 95](#).

1.7 Measures for monitoring study progress

Art. 25. Refusal based on binding conditions

Every student in an initial bachelor's programme and every student in an associate programme who, after all the exam opportunities provided, has acquired fewer than 60 credits within the same academic year and achieves less than 60% study efficiency, will be imposed binding conditions by the examination board. These conditions imply at least that the student must achieve a study efficiency of at least 60% in the following academic year, when enrolling in the same programme. The student has the right to take at least 45 credits in the programme within which the binding condition applies, unless succession rules do not allow this. The student may take a maximum of 72 credits. A student who does not meet these conditions in the following academic year will be refused re-enrollment for this programme during the three subsequent academic years.

Art. 26. Refusal on the basis of low study efficiency for the student in an initial bachelor's programme

The student in an initial bachelor's programme who has acquired less than 60 credits after all the exam opportunities within the same academic year and who achieves less than 30% study efficiency after all the exam opportunities, will be refused re-enrollment in the same programme during the three subsequent academic years.

Art. 27. Refusal based on binding conditions for the student in an initial bachelor's programme

If the student in an initial bachelor's programme has not acquired a credit certificate after the first enrollment or has not applied tolerance for all included course units, and the student wants to continue this study programme, the student must acquire this upon the second enrollment in a subsequent academic year in the

same degree programme. This stipulation, the decretal threshold, continues to apply if a student has replaced an elective course unit with another elective course unit at the second enrollment. This decretal threshold does not apply for students who change their specialization or teaching subject.

A student that does not meet this binding condition, cannot re-enroll in the relevant study programme in Flanders during the following six academic years. Students may re-enroll if they have obtained another higher education diploma after the refusal to enroll because of study progress monitoring.

Art. 28. Refusal on the basis of failure after sufficient enrollment opportunities for a certain course unit for the student in an initial bachelor's programme

A student in an initial bachelor's programme who does not pass after two registrations for the same course unit will be refused a third or subsequent registration. A third and final enrollment for the same course unit is only possible in the following two situations:

- for work placement and workplace learning if the examination board decides so;
- if the student has achieved at least 60% study efficiency in either the current or the previous academic year.

The student is always refused for a fourth or subsequent enrollment for the same course unit. This refusal of enrollment applies to every programme in which this course unit is compulsory. This refusal applies to the following three academic years.

Art. 29. Denial of access to internship or workplace learning and possible refusal

In special cases and on objective grounds, the select examination committee can temporarily or permanently interrupt an internship or workplace learning if a student at that time is found to be unsuitable for the exercise of a profession for which the study programme trains the student. If necessary, the select examination board will determine whether and under what binding conditions the student can resume the work placement or workplace learning. In this form of interruption of the internship or workplace learning, the student is not entitled to a second examination opportunity.

If it appears from the data in the file that a subsequent registration for this internship will not yield a positive result, the examination board can refuse the student whose internship or workplace learning was interrupted or terminated prematurely from re-enrolling in the programme of which this internship or workplace learning is part. This refusal applies for the three subsequent academic years.

Art. 30. Scope of refusal to register

A refusal pursuant to Articles 25, 26, 27 and 28 applies to the degree programme in which the student was enrolled and to the degree programmes that lead to the same diploma as well as the follow-up degree programmes. The student cannot register for the course units in all these programmes in the form of a credit or exam contract.

If the student obtains a graduate diploma during the period of refusal to register, the refusal period will be terminated.

Art. 31. Refusal on the grounds of insufficient learning account

If a student's learning account is less than or equal to zero, the student will be rejected from any study programme for which learning account is used.

In derogation from this, a student who was enrolled without interruption in the two previous academic years and who still has to complete a maximum of 30 credits, is allowed to complete that programme during one academic year.

A student who has a master's degree will not be refused due to insufficient learning account.

Art. 32. Refusal and possibility of appeal

With regard to re-enrollment of a student who was refused, only the examination board can grant a motivated exception. To this end, the student submits a written, motivated request to the chairman of the examination board within seven calendar days after notification of the refusal.

In case of curriculum changes, where the course unit that gave rise to the refusal is deleted and is not replaced by course units with comparable learning objectives, the refusal can be lifted at the request of the student. If the course unit is replaced by another course unit with identical learning objectives, the refusal also applies to this course unit and the programmes in which it occurs.

A student can lodge an appeal against a study progress monitoring measure determined by the examination board, as stipulated in [Art. 95](#).

2. EXAMINATION REGULATIONS

2.1 Organization of examinations

Art. 33. Exam periods

There are three exam periods in an academic year:

- the first exam period is equal to the first semester;
- the second exam period is equal to the second semester;
- the third exam period is scheduled in August and September.

The first examination opportunity is always organized in the semester in which the course unit is scheduled.

When a student enrolls after the second Wednesday of the semester for a course unit of which the first examination opportunity has already passed, he loses the first examination opportunity. The student takes these courses at his own risk in the individual study programme.

For course units that run throughout the academic year, the evaluation moments can be planned during the first and second examination period. The final result of the first examination opportunity will then be determined during the second examination period.

The deliberations of the examination board and the announcement of the results take place at the latest at the end of each examination period.

Exceptionally, motivated and for an individual student, the chairman of the examination board can extend an examination period. For the third examination period, this is possible until September 30.

Art. 34. Location of the exam

Each exam is held in a room assigned by Thomas More. An exam can also be organized digitally at a distance. In the event of force majeure or specific working methods, the chairman of the examination board will assign the location of the examination.

Art. 35. Exam planning

The planning of examinations for (parts of) course units is announced either before the start of the academic year, or at least 5 weeks before these examinations.

A student who only enrolls for course units from one programme stage is guaranteed an exam planning without overlaps.

Examiners and students adhere strictly to the recorded examination schedule. Exams can only be moved by the programme manager and only for a very serious reason.

Art. 36. Custom exam planning for individual students

The exam schedule can be adjusted for the student who has been granted reasonable adjustments. ([Art. 84](#)).

These students are informed via the student portal about the way in which they can request an adjusted exam schedule.

The student who, for a valid reason, cannot comply with the planned exam schedule, reports this to the study programme before the start of the exams. Absence is justified on holidays of an officially recognized religion.

After approval by the programme manager, an adjusted exam schedule is drawn up for the student.

Art. 37. Adjusted exam planning for students in the graduation year who can graduate early

Students who follow courses scheduled in the second semester, but who wish to graduate early, must submit a written request to the programme manager before the second Wednesday of the first semester. In case of a positive decision, the student may take the exams on course units that are programmed in the second semester or that are spread over the academic year, at a time determined by the programme manager. If, after this decision, the student does not take the exam at the agreed time, this means a lost exam opportunity.

If the second examination opportunity is organized during the third examination period, the programme manager can allow a student to take the second examination opportunity in the second examination period for courses of the first semester. The student who can graduate early as a result must request this in writing from the programme manager before the second Wednesday of the second semester. The programme manager can agree to this if all of the following conditions are met:

- the student can graduate after the second examination period;
- the student has taken part in all exams in the first exam period or was legitimately absent;
- the student participates in all exams in the second examination period or, if necessary, uses tolerance.

Art. 38. Exams on course units for combinations of registrations

If a student is enrolled for an identical course unit with multiple contracts in the same academic year, the student will only take an exam once. The exam result obtained applies to the various contracts.

2.2 Participation in the exams

Art. 39. Identification

Students must be able to prove their identity at the exams.

Art. 40. Absence during examinations and catch-up exams

A student who does not participate in an exam can catch up the missed exam, provided that:

- the student informs the programme before the start of the exam, unless this is impossible due to force majeure;
- the student provides the documents justifying the absence within two calendar days following the examination day;

Students are informed via the student portal about the way in which they must report their absences and submit the documents.

A 'DIXIT' certificate is not accepted as proof of force majeure.

In the event of irregularities with absence certificates, the procedure and sanctions for irregularities in examinations (fraud) apply ([Art.72](#) et seq.).

Specifically for remote digital exams, a student is considered to be legitimately absent if:

- the university of applied sciences cannot start a written exam due to technical difficulties;
- during a written exam, the proctoring software is interrupted for more than 8 minutes;
- the connection to the electronic learning environment is interrupted during a written exam;
- an exam is not started for technical reasons, is interrupted and cannot be restored within half an hour.

The programme manager assesses whether the absence is sufficiently justified. In case of sufficient legitimate absence, a make-up exam will be planned later in the same examination period and insofar as organizationally possible. The programme manager will assess this.

A student who is unjustifiably absent from a make-up exam, is no longer entitled to make-up exams for the following examination periods of the current academic year.

Bachelor's students who finds themselves in a force majeure situation that prevents him from participating in all or part of the exams for the course units for which they are registered can submit a request to add these credits back to the learning account. These students submit a request to the Council for disputes concerning study progress decisions. The request must be submitted no later than within a period of three years starting on September 1 of the academic year to which the request relates.

2.3 Exams taken in another study programme or institution

Art. 41. Time and place of exams

If a student takes course units in another study programme or at another higher education institution, be it domestic or foreign, then that study programme or institution determines the time, place and conditions of the examination for these course units.

Art. 42. Conversion of exam results

If necessary, the result of an examination taken at another institute for higher education is converted under the supervision of the select examination committee in accordance with the ECTS guidelines. The student is informed about the conversion rules before their departure to the other institute.

Art. 43. Replacement by an equivalent course unit

If a student does not obtain a credit certificate for a course unit in the context of an international exchange programme, the chairperson of the examination board can grant permission to take an exam on an equivalent course unit at Thomas More in a subsequent examination period of the same academic year. The chairperson of the examination board chooses this from the course units that the student exchanged within the framework of his international exchange programme.

2.4 Exam procedures

Art. 44. The examiner

Each exam or part of an exam is supervised by the coordinator and/or the lecturers of the course unit.

The programme manager will appoint the examiner in case of:

- force majeure;
- blood or family ties up to and including the fourth degree between a student and an examiner.

Art. 45. Examination form

The programme guide lists the exam form(s) for each exam opportunity. The programme manager can determine that an exam can take place under another exam form:

- at a catch-up exam;
- with a rescheduled exam;

- on the basis of individual exam measures for a student ([Art. 84](#));
- if the examiner is absent from an oral exam for reasons of force majeure.

After the start of the exam, with the exception of scratch paper, the student may only use materials, aids and electronic devices that are listed in the programme guide.

All other devices that allow communication or storage of data must be completely switched off after the start of the exam.

The student who has received the exam questions, is not allowed to leave the exam room during the exam, unless supervised by a member of staff.

The student registers attendance at the exam before leaving the exam room.

The student may not take or send exam questions and answers from the exam room.

Violations of this article are sanctioned as exam fraud ([Art. 72](#) et seq.).

Art. 46. Oral exams

An examiner may, in consultation with the chairman of the examination committee, ask a member of the teaching staff to attend an exam.

A student who wishes to do so, may allow an observer to attend an oral exam.

This observer is:

- not registered for the same course unit;
- not related up to the fourth degree.

The observer may only take notes. The student informs the chair of the examination committee at least five calendar days before the exam. The chair of the examination committee will inform the examiner concerned in good time.

Art. 47. Written (digital) examinations on campus

A written exam may take up to three hours. This includes the extra time provided for students with reasonable accommodations.

The student may leave the examination room only 30 minutes after the start of the exam.

A student who is more than 30 minutes late will not receive the exam questions and is considered absent.

Art. 48. Written remote digital examinations

In the case of a remote written digital exam, access to the exam will be stopped for a student who is more than 30 minutes late. The student is considered absent.

If for an online written exam proctoring software is used, this can only be the software offered by Thomas More. In doing so, the student carefully follows the following instructions:

- if the proctoring software is interrupted during the exam, the student may resume the exam once within 8 minutes. If the proctoring software is interrupted several times or is interrupted for more than 8 minutes, the student may not continue the exam;
- during the identity check, students show an identity document on which their name, first name and photo are visible;
- the face and eyes of the student are visible on the camera during the exam. The student's face never disappears from view during the exam;
- before the start of the exam, students perform the room scan and film at least their worksheet or table, the room in front of them, left, right and behind them. In addition, students film in detail the tools that they will use for the exam;
- the student does not use headphones or a variant, such as a headset, earphones...
- subject to the approval of the student council, the degree programme can impose additional instructions.

Violations of this article are sanctioned as exam irregularities (fraud) ([Art. 72](#) et seq.).

Art. 49. Examinations of courses taught in a foreign language

If the student takes a course unit in another language and the university of applied sciences does not organize an equivalent in Dutch, the student can still choose to take the exam in Dutch, unless:

- they are taking the course at another institution;
- the course deals with the other language;
- the student is following a foreign language study programme;
- the student is following an advanced bachelor or postgraduate course.

2.5 Assessment

Art. 50. Assessment of course units

Only one exam mark is presented for each course unit during the deliberation.
An exam will be

- either assessed on twenty points;
The final mark for a course unit is only expressed in whole numbers.
For rounding, the normal rounding rules for decimals apply (from 0,5 is rounded up).
- either assessed in the form of a pass/fail decision.
An assessment in the form of a fail is equated with a non-tolerable fail mark (see [Art. 69](#)).

If an exam of a course unit consists of different evaluation activities, the total score is calculated on the basis of a weighted average, unless another rule is stated in the programme guide and justified on the basis of learning objectives to be assessed separately.

If a student does not participate in an (partial) assessment activity, the result 'Not Taken' (NA) is credited as a 0 score for the assessment activity.

2.6 The deliberation of the examination board

Art. 51. Composition of the examination boards

The programme manager is the chairman of the examination committee. The chairman of the examination committee appoints the members of the examination committee before the start of the academic year.

These voting entitled members are all examiners in the programme. The chairman of the examination committee may additionally invite non-voting members in an advisory vote.

The examination committee consists of the chairperson and at least two other members, except in programmes where, all examiners combined, this number is not achieved.

The chairman of the examination committee appoints the secretary of the examination board before the start of the academic year. If the secretary is not a member of the examination board, he does not have the right to vote.

The chairman and the secretary of the examination committee form the select examination committee of a study programme.

The ombuds person takes part in all meetings of the (select) examination committee with an advisory vote.

If the chairman of the examination board is temporarily absent, the unit manager appoints another chairman.

The select examination committee prepares the deliberation by the examination board as a whole. The select examination committee can record the results of outgoing exchange students for whom the results reach Thomas More late.

The examination committee submits the exam results and the study progress measures after each exam period and determines whether students have passed a study programme and what degree of merit they will receive.

Art. 52. The student informs the ombuds person in case of special personal or family circumstances

If special personal or family circumstances that can be objectified can affect the student's study performance, the student must inform the ombuds person about this. The student takes the initiative for this prior to the deliberation of the examination board. If students do not share this information in advance, they can no longer rely on it afterwards.

Art. 53. Number of deliberations

A deliberation will take place at the latest at the end of each examination period.

The chair of the examination committee may decide to organize more than one deliberation per exam period.

Art. 54. Deliberation on a continuing programme

An examination committee can only deliberate with regard to the passing and the degree of merit of students who are enrolled for a continuing programme, after they have passed the previous programme.

Art. 55. Presence

All members of the (select) examination committee and the ombuds person participate in the deliberation. The examination board's decisions are valid when at least half of the voting members are present. A member who is lawfully prevented will inform the chairman of the examination board as soon as possible. The students being deliberated on can be reached by telephone during the deliberation.

Art. 56. Consultation of non-members by the examination board

Any examiner who is not a member of the examination board can be heard at their request. The examiner concerned will in any case be heard before an examination board takes a decision with regard to:

- exam fraud;
- manifestly unreasonable exam results.

Students about whom the examination board will make a decision can also request to be heard by this committee.

Art. 57. Confidentiality

The members of the examination committee and all persons present are obliged to maintain confidentiality regarding the deliberation and the voting.

Art. 58. Eligible voters

All voting members of the examination committee have one vote.

A member of the examination board does not take part in the deliberation about a student or group of students if:

- decisions are made about relatives by blood and by marriage up to and including the fourth degree;
- it is suggested that a mark assigned by a member of the examination committee is manifestly unreasonable.

Art. 59. Decision and voting rules

A decision about a student is determined by an examination board by a simple majority.

Upon the proposal of the chairman, or upon the request of a member of the committee or the ombuds person, a vote on a decision will be made secret. Invalid votes and abstentions are not taken into account. In the event of a tie, the proposal most favorable to the student is the decision of the committee.

Art. 60. Adjustment of exam results by the examination committee

The examination board will finalize the results of the courses.

If the select examination committee believes that an exam result needs to be adjusted, it will submit this to the complete examination committee. The examination board then decides whether the exam result or judgment proposed by the examiner is manifestly unreasonable and can adjust the examiner's proposal.

Art. 61. Weighting and percentage calculation

The percentage is calculated on the totality of the actually taken credits of the programme. Course units that are assessed according to the pass/fail model do not count in the calculation of the percentage.

To determine an achieved percentage, the points that the student achieves for each course unit are weighted according to the number of study points that are linked to it.

2.7 Criteria for obtaining a diploma

Art. 62. Criteria for passing an associate degree or a bachelor degree programme

Students are automatically declared to have passed a graduate or bachelor's degree programme if

- they have taken all the exams that belong to the training programme, and;
- all exams have led to a credit certificate or to a tolerance, and;
- the weighted percentage for the programme as a whole is at least 50%.

In special circumstances, the examination board may nevertheless declare a student who does not meet the aforementioned criteria to have passed if it judges that the student has achieved the predetermined learning outcomes for the entire programme. Students who wish to invoke this exception must demonstrate that they have generally achieved the objectives and that there are special personal or family circumstances.

Art. 63. Criteria for passing a postgraduate programme

Students pass a postgraduate programme if they have passed all course units.

Art. 64. Criteria for obtaining a degree of merit

The following degree of merit is awarded to students who obtain a diploma:

- passed, if they achieve less than 68%;
- distinction, if they achieve at least 68%;
- great distinction, if they achieve at least 77%;
- greatest distinction, if they achieve at least 85%;
- greatest distinction with the congratulations of the examination committee, if they achieve at least 90%.

The examination board may deviate from these criteria with reasons, but only to the benefit of the student.

No degree of merit is awarded:

- for a postgraduate degree;
- to a student whose actual study programme is less than 20 credits.

2.8 Resitting exams and keeping results

Art. 65. Number of exam opportunities

A student is entitled to two exam opportunities to obtain a credit for each course unit per academic year.

There are some exceptions:

- a non-resit or a not-taken exam is considered as a taken exam opportunity;
- the programme guide lists the course units for which, due to the nature of the unit, only one examination opportunity is possible;
- students cannot resit course units for which they applied tolerance;
- students who register after the exam has been taken will lose the exam opportunity in question.

Art. 66. Retention of the highest exam result for a course unit

With two examination opportunities for a course unit, the student retains the highest examination result obtained. This applies within the same academic year. The exam result for a course unit cannot be transferred to the next academic year.

Art. 67. Transfer of partial results

A result of at least 10 or a 'passed' evaluation for a separately assessed educational activity is transferred to the second exam opportunity.

A result of at least 10 or a 'passed' evaluation for a separately assessed educational activity is transferred to a subsequent academic year if the course unit concerned:

- consists of 2 individually assessed educational activities, and;

- comprises a maximum of 5 credits.

In a partial transfer, the transferred partial mark is settled in the new final mark for the course unit. The student only resumes the evaluation activity/activities for which no transfer of the result took place.

Students who wish to renounce the transfer of partial results, must inform the chairman of the examination board in writing no later than 15 calendar days after the announcement of the exam result.

Art. 68. Transfer of (partial) results within an academic year when there is no second exam opportunity

If no second exam opportunity can be organized for a (part of a) course unit, not even in a different exam format, the exam result of the first exam opportunity will be retained.

2.9 Applying tolerance

Art. 69. Tolerance: general principle

A student can only apply tolerances for course units of an associate degree or a bachelor's programme. These tolerances are limited to 10% of the total number of actual credits to be taken in the diploma contract or diploma-exam contract; with a maximum of 18 credits.

Grades of 8 or 9 out of 20 are tolerable. All other insufficient marks are non-tolerable.

The programme guide mentions:

- which course units are not tolerable;
- in which groups of course units only a limited volume of tolerable fails may occur. This volume of tolerable fail marks is expressed in credits.

Art. 70. Tolerances used by the student

Students can only apply tolerances if they have achieved a study efficiency of at least 60%.

Students who have not yet obtained the diploma can, after they have taken a full first exam chance for all course units, decide to use tolerance credits.

After the publication of all exam results of all exam opportunities of the academic year, the student has 15 calendar days to use tolerance. After this period it is no longer possible for the student to use tolerance.

The decision to retain a tolerable fail cannot be revoked.

Exceptionally, after a motivated request and the permission of the chairman of the examination board, students can still waive a tolerance at the end of their study. Students must then re-enroll for the course unit in question and take an exam on it, based on the subject matter of the academic year for which they enroll.

Art. 71. Tolerances used by the examination committee (deliberation)

If possible and after taking up all possible examination opportunities in that academic year, tolerance is automatically applied for students who have enrolled for the first time in an initial bachelor's programme if the student thereby achieves the statutory threshold.

For students who are able to graduate, if possible, tolerance is automatically applied if the student thereby obtains the diploma.

Students who do not agree with a decision of the examination board to use tolerances must inform the chairman of the examination board of this no later than 15 calendar days after the announcement of the examination result.

If the student makes use of this option, the decision of the examination board will be temporarily reversed. The student retakes the course unit.

2.10 Exam irregularity (fraude)

Art. 72. What is exam irregularity?

Any conduct by a student in the context of an examination that makes it entirely or partially impossible; or attempts to make it impossible; to form a correct judgment of the student's own or other students' knowledge, understanding and/or skills is considered exam irregularity.

Plagiarism is a form of exam irregularity that consists of every identical or slightly altered copy of the work (ideas, texts, structures, images, plans, ...) of others without an adequate reference to the source.

Art. 73. Procedure

Every staff member who suspects exam irregularity takes these steps:

- the staff member collects the necessary evidence and keeps the exam copy;
- the student may answer the remaining questions on a new exam copy;
- the staff member informs the chairman of the examination committee as soon as possible.

The chairman of the examination committee convenes the select examination committee as soon as possible.

The select examination board takes the following steps:

- it hears the student as soon as possible; the ombuds person is present at this hearing;
- it hears the examiner and the staff member who reported the suspected exam fraud;
- if it concerns a possible case of plagiarism, it will investigate whether plagiarism has been committed, possibly in consultation with a designated expert. It also investigates the seriousness of the violation;
- if it judges that exam irregularity has been committed, it convenes the examination board within four weeks.

The examination board will record a possible sanction.

The chairman of the examination committee communicates and motivates the sanction in writing to the student.

In anticipation of a decision by the select examination committee and the examination committee, the student may continue to complete the examination series.

A student can lodge an appeal against decisions regarding exam irregularities after the release of the exam results and as stipulated in [Art. 95](#).

Art. 74. Sanctions

In the case of exam irregularity, the seriousness of the offense and the sanction will be assessed on the basis of the following elements:

- the extent of the exam fraud;
- the nature of the exam fraud;
- the intention to deceive.

Based on the established examination irregularity, an examination committee may take one or more of the following decisions:

- the student completed the exam in an invalid manner and has to take it again. The examination committee determines the time and the exam form;
- the student receives an adjusted mark for the exam or the paper;
- the student receives a zero for the exam or the paper of the course unit or part of it;
- the student receives 0/20 for one, some or all examinations of the relevant exam period;
- the student is rejected for one or more course units: the student receives 0/20 for the relevant course units for that examination period and can take another exam for those course units in the following academic year at the earliest;
- the student is rejected for a study program: the student can register again for the following academic year at the earliest. The student loses all exam grades obtained in the exam period concerned and may be obliged to change the subject and/or supervisor for the bachelor's thesis or graduation assignment;
- the student loses the right to enroll for the next academic year or the next two academic years. This sanction applies to all courses at Thomas More and can only be pronounced in combination with a rejection for a course.

The examination board can also decide that the rule of retention of the highest exam result will lapse ([Art. 66](#)).

2.11 Communication and discussion of the exam results

Art. 75. Communication of decisions

The chairman of the examination committee determines the time of written reporting of the exam results and the decisions of the examination committee to the students.

Art. 76. Right to feedback

The student is given the opportunity to receive feedback during the first seven calendar days after the date of publication of the results. This feedback is organized in the form of an inspection of his written exam and/or an individual and/or collective debrief of the exam. The feedback and debriefing scheme will be published at least one week before the announcement of the results.

Students can be accompanied by a person of their choice. This person can only observe and cannot participate in the conversation.

The student who wishes to receive a copy of an exam or deliberation report follows the procedure of [Art. 82](#). Apart from this possibility, it is forbidden to make a reproduction/copy of the above-mentioned documents by means of any device (e.g. photo via smartphone, ...).

2.12 Material errors

Art. 77. Material errors detected after a deliberation

Material mistakes can always be corrected in favor of the student.

Material errors can only be rectified to the detriment of the student within seven calendar days after the communication of the results, except in case of a violation of the legal conditions or fraud by the student.

Procedure:

- The student or lecturer who determines the material error, formally informs the chairman of the examination board.
- An error that does not affect the success of the programme nor the degree of merit is corrected by the select examination committee.

- If the error that has been made can affect the success of the degree programme or the degree of merit, the chairperson convenes the examination board within five days following the notification of the error.

3. GENERAL ARRANGEMENTS

3.1 The ombuds service

Art. 78. Tasks and function of the ombuds

The ombuds person mediates between students and between students and staff of the university of applied sciences.

In addition, the ombuds person monitors the student's rights and can inform students about their rights and duties in the university of applied sciences.

The ombuds person can:

- investigate all complaints and disputes of students;
- investigate irregularities that threaten the rights of students.

The ombuds person informs the students where and when they are available.

Complaints or disputes that may involve transgressive behavior can be reported via a central registration point. These are handled by an ombuds person who has been appointed for this purpose at university of applied sciences level.

Art. 79. Mediation in case of problems related to the educational and evaluation activities

Students can use the mediation of the ombuds person regarding any decision or problem in connection with their educational and evaluation activities. The ombuds person examines the problem and mediates between the parties involved. The student remains anonymous for as long as necessary for the proper conduct of the mediation.

If the mediation does not lead to a result that satisfies all parties, the ombuds person will contact the supervisor of the staff member concerned. He then takes the appropriate measures.

The ombuds person informs the student about the possibilities of the internal and external appeal, taking into account the deadline to establish the appeal procedure.

Art. 80. Rights and obligations of the ombuds person

The ombuds person always has the right to attend an exam and the right to information concerning each exam.

The ombuds person has a duty of discretion.

Art. 81. Appointment of the ombuds

The ombuds person is appointed by the programme manager before the start of the academic year. If the ombuds person is temporarily absent, the programme manager appoints another ombuds person.

3.2 Rights and duties of the student

Art. 82. Open Government

All students can view the documents that form the basis for decisions taken with regard to them. They have no right to access data relating to other students.

To this end, the student can submit an application to the programme manager. Within 20 working days after the application, the student is given access to the documents concerned. This period is suspended during the closing period of the university of applied sciences. Copies of documents are only granted with the unrecognizability of all data that does not relate to the student. Thomas More requires a fee of 1 euro administrative cost per copied page.

Because of the investment in validated exam questions, the student cannot receive a copy of exam questions in the form of multiple choice. The student can obviously view the exam questions.

Art. 83. Storage period of documents

Documents relating to decisions regarding a student are kept until December 1 of the following academic year.

Art. 84. Reasonable adjustments

Reasonable adjustments, facilities or individual education and examination measures guarantee equality of opportunity for students. Thanks to these reasonable adjustments, every student can fully participate in the education and examination activities of the university of applied sciences.

A student can request reasonable adjustments if they:

- have a functional impairment;
- speak another language;
- are professional athlete or a (semi)professional cultural practitioner;
- are employed for at least half of the work considered as full-time in the sector and insofar as this student is not enrolled in a track for working students;
- are recognized as a caregiver;
- are recognized as a student entrepreneur;
- are elected as a member of the Student Council or hold a mandate in an administrative or representative body of the university of applied sciences.

Working students request these reasonable adjustments from the programme manager.

Student representatives are automatically granted the reasonable adjustments in accordance with the participation regulations. Students from the other groups use the [registration form on the Thomas More website](#).

The programme manager decides on the allocation of the reasonable adjustments on the basis of three criteria:

- the necessity in the context of equal opportunities for the student;
- the feasibility or workload for Thomas More;
- the essential learning outcomes of the course programme.

Reasonable adjustments can only be guaranteed if they are requested four weeks before they are applied.

Decisions about assigning reasonable adjustments can be appealed to by a student as stipulated in [Art. 95](#).

Art. 85. Specific rights and duties

The official communication between Thomas More and a student takes place via the university's e-mail address, via the electronic learning environment, via the student portal or via KU Loket. A student checks these information channels and the messages on the university's e-mail address on a daily basis. The student cannot invoke the non-reading of e-mails, announcements, information and other communication via these channels in order to avoid any obligations/modifications.

A student is not entitled to sound or image recordings of the educational activities and evaluations, unless one of the following conditions is met:

- a specific agreement has been made about this with the lecturer of the course unit;
- this is a reasonable adjustment for the student, granted by the programme manager.

The recording can only be used for didactic purposes, for the student or for the student group of the current academic year. Commercial use is excluded. A student who uses the material without taking into account these stipulations will be subject to the sanctions of the disciplinary regulations. A student cannot oppose recordings of educational activities that the teacher uses for simultaneous broadcasting and/or publishing on learning platforms. They can ask not to be shown personally.

A student may in no case reproduce study material that was made available to them by Thomas More, unless the lecturer gave permission for this. This also applies to exam copies made available to him following the right of inspection. A student who uses the material in this sense is subject to the sanctions of the disciplinary regulations. The student is also exposed to prosecution for violations of copyright laws.

Persons who falsely print Thomas More documents will be prosecuted. If it concerns a Thomas More student, the disciplinary regulations will also be applied.

Art. 86. Intellectual rights: general principles

This provision governs the rights with regard to literary works and works of art, drawings, and models, etc. that students create as part of a study programme at the university of applied sciences.

These regulations are without prejudice to the general principles of copyright and the rights of drawings and models as laid down in the applicable European and Belgian laws.

The author retains his full moral rights (paternity right, decision to disclose and right to integrity) and property rights with respect to the literary works or works of art, subject to the prerogatives and user rights that these regulations provide for the benefit of the university of applied sciences.

Art. 87. Copyright with regard to the bachelor's thesis or graduation assignment

The student grants the university of applied sciences free of charge the unconditional permission to include the complete text and the accompanying illustrations and appendices of the bachelor's thesis or graduation assignment in the university's final works archive, and to make this database accessible to potential interested parties via the internet. The student also grants permission to the university of applied sciences free admission to the bachelor's thesis or graduation assignment and the accompanying information for derived products, such as CD-ROMs, DVDs or prints of the complete or partial thesis. In the event that third parties claim a part of the text or the entire text of this paper or the illustrations used in the bachelor's thesis or graduation assignment, the student will indemnify the university of applied sciences for this. This permission applies to the entire duration of the bachelor's thesis or graduation assignment. The student must apply for an embargo: if the bachelor's thesis or graduation assignment contains confidential information or if the company concerned wishes confidentiality.

Art. 88. Literary works and works of art, drawings and models

Thomas More receives a free user right for the duration of the intellectual rights to the work of the student for educational objectives, among which the use of the work in the context of exhibitions, shows, concerts, performances and communication about the university of applied sciences and the study programmes in as far as the intellectual rights have been created as part of the student's study programme.

If the student discloses work that came about during and in the context of his study at Thomas More, to third parties during an exhibition, concert, performance or in another form of presentation, then the student will always refer to Thomas More and mention the relevant training.

Art. 89. Access to libraries, media and learning centers of the KU Leuven Association

A student can use all libraries, media and learning centers of the KU Leuven Association as long as the student adheres to the local regulations.

3.3 Disciplinary regulations

Art. 90. General

By enrolling students promise to abide by these regulations and all agreements, including the baptismal charter.

The university of applied sciences expects students to behave in a dignified, courteous and respectful manner, both inside and outside the university of applied sciences, towards fellow students, Thomas More employees and all those involved in educational activities, internships and workplace learning. Thomas More is diverse and strives for inclusion for all. It is expected that this vision is known and respected. For the student associations in particular, compliance with the [baptismal charter](#) applies.

Every student has a duty to use Thomas More's real estate and movable property as a 'prudent and reasonable person'.

A student also has the obligation to follow the instructions in the context of safety and the associated urgent measures.

Every employee of the university of applied sciences supervises disciplinary enforcement. If a student does not comply with the above rules or the code of conduct, the university can take disciplinary measures or sanction the student in accordance with the provisions of these disciplinary regulations.

Art. 91. Urgent measures

The managers of Thomas More have the authority to take all the necessary measures in all circumstances and with immediate effect to safeguard the order and safety of the university of applied sciences. This may include a student being temporarily denied access to certain rooms or the use of certain facilities.

Art. 92. Disciplinary commission

The university of applied sciences board delegates the handling of disciplinary problems to the disciplinary committee.

The disciplinary committee consists of six members:

- the director of student policy (chairman);
- the head of the legal service of Thomas More;
- the unit manager;
- the programme manager;
- a lecturer of the relevant study programme;
- a member of the student council.

In the absence of one of the members due to force majeure, the general director appoints a replacement.

The ombuds person is an acting member.

The disciplinary committee is convened on the initiative of the programme manager or the chairman of the disciplinary committee. The disciplinary committee will make a decision within 20 days after the notification.

Art. 93. Rights of the student

Prior to the meeting of the disciplinary committee, the student against whom a disciplinary sanction is being considered is entitled to:

- announcement by the chairman of the disciplinary committee of the nature of the sanction envisaged against them and the grounds on which it is based;
- access to the complete file;
- 7 calendar days to prepare and present an oral and written defense.

Students can be assisted by a person of their choice at any stage of the procedure.

Art. 94. Sanctions

The possible sanctions are:

- the warning: this sanction can only be imposed once for a similar fact. A subsequent sanction will automatically be more severe;
- the denial of the right to be present at one or more educational contact moments;
- the (temporary) suspension for certain course units;
- temporary suspension and/or temporary expulsion;
- cancellation of admission to take course units in another study programme or at other institutions;
- the refusal to take exams;
- the refusal to register;
- the definitive exclusion.

The chairman of the disciplinary committee will communicate the sanction and the reasons for it in writing.

A student can lodge an appeal against a disciplinary decision as stipulated in [Art. 95](#).

3.4 Internal appeals procedure

Art. 95. Appeal against decisions taken with regard to a student

Student who judge that a decision taken violates their rights can lodge an internal appeal. Before the student can lodge an appeal, the student must have had a meeting with the ombuds person. If the student does not make use of this, this will be motivated in the internal appeal.

The student must initiate the internal appeal procedure within a period of seven calendar days starting on the day after the written notification of the decision.

The student addresses the petition from their own Thomas More student account by e-mail to the director of student policy, Jeroen Martens (jeroen.martens@thomasmore.be). In the subject line, the student writes down 'Internal appeals procedure programme X'. The e-mail contains the following information about the student:

- last name and first name;
- programme, programme phase and if possible the specialization.

The student motivates the petition and also clearly describes the facts (possibly the course unit and the name of the lecturers) and their objections to the decision.

The appeals committee consists of:

- the unit manager, unless this person is also chairman of the examination board. In that case, the director of study programme appoints a replacement;
- the director of student policy of Thomas More;

- the head of the legal service of Thomas More.

If the director of student policy or the head of the legal service is absent due to force majeure, the general director appoints a replacement.

The appeals committee only hears the student if the student explicitly asks to be heard in the petition. The student can only use this hearing right to explain the objections or arguments submitted prior to the hearing. New arguments or objections first raised during the hearing are not admissible.

The internal appeal procedure leads to:

- the justified rejection of the appeal on the grounds of inadmissibility or unfoundedness;
- a new decision by the appeal instance.

The student receives a new decision or a notice of rejection within a period of twenty calendar days, starting on the day after the day on which the internal appeal has been lodged. This decision will be communicated to the student by e-mail. For this purpose, the e-mail address given by the student when submitting the appeal is used.

The internal appeals committee can inform the student in a reasoned manner within the term it has available that it will make a decision at a later date. In that case, the period for external appeal only starts the day after that date.

After exhausting this internal appeal, the student can further appeal in accordance with the provisions of the Codex Higher Education, codified on October 11, 2013. This appeal has to be directed to the Council for Disputes about Study Progress Decisions, Hendrik Consciencegebouw, Koning Albert II-laan 15, bus 130, 1210 Brussels.

This appeal has to be sent by the student by registered mail under penalty of inadmissibility, signed no later than the seventh day after the communication of the decision by the internal appeals committee. A copy of this letter should also be sent by e-mail to Jeroen Martens, director of student policy of Thomas More (jeroen.martens@thomasmore.be).

4. DEFINITIONS

For the application of the education and examination regulations, unless explicitly stated otherwise in the further regulations, the following definitions apply:

academic year: a period of 1 year that starts on September 1 at the earliest and October 1 at the latest and ends on the day before the start of the next academic year;

specialization:

- in a bachelor's degree programme; a differentiation with a study load of at least 60 credits and a maximum of 120 credits;
- in a graduate course; a differentiation with a study load of at least one sixth and a maximum of half of the total study load of the programme.

bachelor's thesis: final dissertation, paper or practical test - sometimes in the form of group work - that completes the bachelor's programme and integrates various competences;

aptitude test: the examination of a person's competences prior to issuing a certificate of competence;

proof of competence: proof that a student has acquired the competences specific to a well-defined study programme, course unit or cluster of course units on the basis of competences acquired elsewhere (EVC) or previously acquired qualifications (EVK);

credit certificate: the acknowledgment of the fact that a student has acquired the competences associated with a course unit according to an exam. This recognition is recorded in a document or registration. The acquired credits, related to the relevant course unit, are referred to as 'credits';

decretal threshold: the package of course units that a student takes up in the individual study programme upon first enrollment in an initial bachelor's programme. Acquiring this study package is regarded as reaching the statutory threshold;

EVC: a competence acquired elsewhere, being the whole of knowledge, insight, skills and attitudes acquired through learning processes that have not been confirmed with a study certificate;

EVK: a previously acquired qualification, being any domestic or foreign study certificate that indicates that a formal learning path, whether or not within education, has been successfully completed, insofar as it does not concern a credit certificate that was obtained within the institution and study programme within which one wishes to assert the qualification;

exam: any evaluation of the extent to which a student has acquired the competences associated with a course unit. An exam can consist of several evaluation activities (EVA);

disability: a permanent or long-term function loss that is recognized according to the registration procedure used by Thomas More;

learning account: credit granted by the Flemish Community to a student, expressed in credits, that can be used to follow one or more programmes or courses. More information can be consulted on the website:

<https://onderwijs.vlaanderen.be/nl/leerkrediet>.

material error:

- any composition of an individual year or study programme that does not meet the legal or regulatory requirements;
- every material act by which a wrong exam grade is passed as a result for the student;

educational activity (OLA): further subdivision of a course unit in terms of a specific coherent set of educational and learning activities, and linked to this with a number of credits; a separately assessed educational activity is an educational activity for which a separate mark is given when the exam results are communicated or for which separate evaluation activities are described in the programme guide;

teaching subject: within the educational teacher training programme for secondary education, a demarcated set of specific learning contents for which the student acquires a teaching qualification upon graduation;

programme manager: the manager who is responsible for the organization of a specific study programme;

course unit (OPO): a delimited set of educational, learning and examination activities; each course unit contains at least one educational activity;

programme guide: the Thomas More programme guide contains a complete overview of the educational offer and all ECTS sheets. The programme guide and all training programmes are part of these education and examination regulations and can be found at <https://www.thomasmore.be/>;

proctoring: software used for remote written exams;

reasonable adjustments (facilities or individual educational or examination measures): any concrete measure, material or immaterial, that neutralizes the restrictive influence of an inappropriate environment on a person's participation;

written notification: unambiguous communication of a request (writing), intention or decision in a way other than verbal (by letter, e-mail, fax, electronic learning platform, KULoket ...);

start test: an institution-neutral test that the student must take as a condition for the first enrollment in certain bachelor's programmes;

study efficiency: the ratio between the number of acquired and the number of actually taken credits in an academic year within the same study programme at Thomas More, expressed as a percentage. For the calculation of study efficiency, exemptions are not taken into account;

credit (study point): a unit that expresses the size of each course or course unit. A distinction is made between:

- taken credits: the credits for which you register, including those for which you are granted an exemption;
- actually taken credits: the credits for which you enroll excluding the one(s) for which you obtain an exemption;
- obtained credits: the credits for which a credit certificate has been acquired; tolerated credits and all exempted credits, including the reduction of study duration in abbreviated bachelor's programmes;

study progress file: the (electronic) document that provides an overview of the state of affairs regarding the study progress of an individual student at every moment of the study;

Thomas More: 'Thomas More' includes Thomas More Mechelen-Antwerp vzw and Thomas More Kempen vzw;

tolerance: in case of a small shortfall (8 or 9 out of 20), the relevant course unit does not have to be retaken. Tolerance is possible for a maximum of 10% of the number of credits of the entire study track with a maximum of 18 credits. Students decide for themselves, under certain conditions, for which tolerable subjects tolerance is used. The student does not obtain a credit certificate for the course unit for which tolerance has been used. The examination board can also use tolerances during deliberations;

continuing programme: the study programme(s) that are regarded as the most logical continuing programme(s);

sequentiality: the order in which students may enroll for course units, depending on whether they have followed or passed one or more other course units. Three possible forms of sequentiality are distinguished:

- **strict sequentiality** (only in case of risk or safety problems): the student must have obtained the credit certificate or at least used a tolerance in order to be allowed to follow a subsequent course unit. Strict sequentiality is motivated in terms of
 - 1) damage to persons or animals;
 - 2) material damage and/or;
 - 3) damage to the organization;
- **flexible sequence:** the student must have followed the course unit, without necessarily having obtained the credit certificate;
- **simultaneity** (as part of flexible sequence within the same academic year): the student must have taken the course unit earlier or take it simultaneously;
- **diploma sequence:** the student must have obtained the diploma or certificate of the previous education prior to the programme in which the course unit is situated;

exemption: the cancellation of the obligation to take an exam on a course unit or a separately assessed educational activity on the basis of a credit certificate, study certificate or certificate of proficiency;

working student: a student who combines study with a job, but does not meet the conditions of a work student (see: work student);

work student: a student who meets all of the following conditions:

- in possession of proof of employment in an employment contract of at least half-time employment, or in possession of proof of being a jobseeker entitled to benefits and the training fits within the route to work proposed by a regional employment service;
- not yet in the possession of a second cycle diploma or master's diploma;
- enrolled in a study path with specific teaching and learning forms and with specific modalities of supervision and offer, which is registered as such in the Higher Education Register.