
ITM Rules governing Courses and Examinations

Antwerpen, January 2005, (In italic are additions, added in 2006, to the English translation for more clarity)

Part 1. Introduction

1.1 Field of application

Art. 1. This text contains the regulations which apply to the Courses and Examinations of the Antwerp Institute of Tropical Medicine. The regulations specify the organisation of the courses and the student assessment in the post-university specialisation courses in Tropical Medicine (*and International Health*) and the "subsequent" Master (*Master after Master*) Courses. For practical reasons, these rules also apply to the course in Tropical Medicine for nurses and midwives, although strictly speaking this is neither a post-university specialisation course nor a subsequent Master level training.

Courses:

Postgraduate specialisation course in Tropical Medicine (*and International Health*) for MDs, leading to a *Postgraduate certificate in Tropical Medicine and International Health / Certificat de postgraduat en Médecine Tropicale et Santé Internationale*

Postgraduate specialisation course in Tropical Medicine (*and International Health*) for graduates in biomedical sciences, leading to a *Postgraduate Certificate in Tropical Biomedical Sciences and International Health / Certificat de postgraduate en Sciences Biomédicales tropicales et Santé Internationale*

Specialisation course following higher education, leading to a Postgraduate Certificate in Tropical Medicine for nurses / Studiegetuigschrift in de Tropische Geneeskunde voor verpleegkundigen en vroedvrouwen / Certificat d'études en Médecine Tropicale pour infirmier(e)s et sages-femmes

Postgraduate training leading to a Master of Science in Tropical Animal Health / Master of Science en Santé Animale Tropicale (MSTAH/MSSAT)

Postgraduate training leading to a degree of Master of Public Health : International Course in Health Development / Cours International pour la Promotion de la Santé (MPH/MSP) *In 2006 the name changes to Politiques et Management de Systèmes de Santé (PMSS) or Health Systems Management and Policy*

Postgraduate training leading to a degree of Master of Science in Disease Control / Master of Science en Contrôle de Maladies (MDC/MCM)

Art. 2. In the paragraphs on the exam regulations, a distinction will be made between postgraduate specialisation courses and post-university courses leading to a Master degree. (*also called subsequent Master degree or Master after Master degree*)

1.2. Additions and exemptions

Art. 3. The regulations for each of these courses can be complemented by special provisions as long as they do not contradict the present rules. These additional provisions are formulated by the concerned course steering committee as complementary course and examination regulations and are approved by the Academic Council of ITM.

Art. 4. If the appropriate steering committee submits a well-reasoned request, the Academic Council can furthermore modify one or more articles of the present rules for a specific course or period of time. These modifications have to remain within the limits of the Flemish higher education decrees.

1.3. Definitions

Art. 5. The courses follow the academic year rather than the calendar year. The academic year is a one year period starting September 1st and ending August 31st of the following calendar year.

Art. 6. Training means a comprehensive unit of teaching, assessment and learning activities which is subsequent to specific prior education or training. In case of a successful completion of the training, the student will be awarded with a diploma. The word course is used as a synonym for training.

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- Art. 7. The study guide is a document which provides detailed information to students about the organisation, structure, training components, learning objectives and complementary exam regulations of a specific course, as specified in article 77 of the structural decree *on higher education in Flanders*.
- Art. 8. The study load of a complete academic year is expressed in study hours. These include all the teaching and learning activities performed by the students (attending classes, self study, sitting examinations, attending tutorials, time spent on assignments, etc.). For European accreditation standards, a complete academic year comprises min. 1500 and maximum 1800 hours of study load. *Study load and the concept of Student Investment Time (STI) are synonymous*
- Art. 9. The study load of each course is converted into study points (credits). A complete academic year totals 60 credits. This means that one credit is equivalent to a study load of 25 to 30 hours. Based on the study load (in credits), various components (subjects, modules, tutorials, blocs) of a course can be compared.
- Art. 10. Each course is divided in training- or course components: these are structured divisions (subject, practicals, modules, blocs, assignments etc...) to which an assessment mark is assigned. The study load of one training component is always superior or equal to 3 credits.
- Art. 11. Component assessment means measuring and assessing the student's achievements for a specific course component. This assessment leads to the final assessment mark of the student for that component. This component assessment can be done through different means: exams, permanent evaluation or a dissertation. To each training component a combination of different assessment methods can be applied.
- Art. 12. An examination is a unique oral or written test taken after completion of a specific course component.
- Art. 13. Permanent assessment exists of regularly evaluating the student's study achievements orally or in writing *during* the course of a specific training component.
- Art. 14. A dissertation or thesis is a written report which discusses or researches a scientific problem related to the course. The student develops his thesis autonomously under the supervision of a lecturer (*coach or supervisor*). Min. 15 and maximum 30 credits are attached to the thesis.
- Art. 15. The assessment mark is a figure with a max. value of twenty which expresses the study achievements for a specific training component or the general learning achievement. It can only be awarded on the basis of respectively a component or a process assessment.
- Art. 16. A process assessment measures the general skills development on the basis of explicit criteria (written and oral expression, participation, problem solving skills, quality of analysis, synthesis, etc...) defined in the additional training and exam regulations of a specific course. This process assessment has an educational purpose (it enables the student to improve his performance) and needs to be carried out at regular intervals, not only at the end of the course. A process assessment mark on the other hand is only awarded at the end of the course.
- Art. 17. A final examination is an oral exam, additional to the assessment of the training components. Its aim is to examine the student's capacity to integrate the subject matter of several training components and in that respect assess whether the student is ready to apply the acquired knowledge in a professional setting. The post-university courses leading to a Masters degree are concluded by a final examination during which the student defends his thesis orally and answers other questions relating to the course content.
- Art. 18. The purpose of the final assessment is to judge the learning achievements of the student for the entire course. This assessment is made on the basis of the different evaluation marks (evaluation of the course components including thesis, final exam and process assessment where applicable). It is made independently by an examining board.
- Art. 19. The final assessment results in the attribution of a final result to each student, which can be one of the following:
- Passed
 - Failed
 - Legally detained

Rejected

Art. 20. The examining board attributes the final result and the final mark simultaneously. The latter is the, possibly weighted average (as a percentage) of the student's assessment marks. The concerned steering group decides on the relative weight of the different marks in terms of calculating the final mark. Relative weights are stated in the complementary training and exam regulations and are approved by the Academic Council of the ITM.

Art. 21. The examining board determines the final result and marks. This board is composed as follows:

- For postgraduate specialisation courses the board consists of all file-holders of course components for which an exam has to be taken
- For post-university Masters, the board consists of all members of the individual thesis jury's.

Art. 22. A thesis jury is composed of specialists who have to assess the final exam of the individual students (cfr. art. 18), including the thesis presentation. The composition of a thesis jury is not necessarily the same for different students of the same course during a specific academic year.

Art. 23. Examination fee: the amount the student has to pay to participate in the final exam or a component assessment without (re) registration for the course or component. This fee does not apply to permanent assessment.

Part 2: Admission criteria and registration

Art. 24. An absolute criterion for registration is a successfully completed university or Masters degree according to the Bachelor-Master structure. The exception to the rule is the specialisation course leading to the Postgraduate Certificate in Tropical Medicine for nurses and midwives, for which a professional degree or equivalent is sufficient. The course specific complementary training and exam regulations specify which university degree gives access to that specific course at the ITM.

Art. 25. Irregular admission criteria based on previously acquired competencies and/or qualifications must be approved by ITM direction committee. The Course Director, in

his / her capacity as chair of the Selection Committee, will motivate the irregular admission criteria in writing. (*revision by the AC on 05/03/2009*)

Art. 26. Registration usually accounts for the total amount of credits of a course. Registration for a course component and participation in the respective assessments is possible. The student will in that case receive a credit certificate showing that he (she) passed the course component. The complementary training and exam regulations specify for which component or modules separate registration is possible, as well as the registration fees involved.

Art. 27. A student is only considered fully registered when he/she has paid the registration fee, irrespective of the prevailing registration or selection criteria and procedures. Non compliance may mean exclusion from the classes and exams.

Art. 28. Upon payment of the registration fee, the student receives a written confirmation of registration.

Art. 29. Should a student decide after payment and registration to withdraw from the course, the registration fee will be reimbursed minus the administration cost. The administration cost amounts to 15% of the registration fee with a maximum of 500 Euro. Reimbursement will only be made in agreement with the student service who deducts any cash amounts already advanced to the student in the framework of an allocated fellowship.

Part 3. Courses

Art. 30. The ITM courses with their credits and degrees:

20 credits (500-600 hours student investment time)

Postgraduate certificate in Tropical Medicine for nurses and midwives / Certificat de postgraduat en Médecine Tropicale pour infirmier(e)s et sages-femmes

30 credits (750-900 hours student investment time)

Postgraduate Certificate in Tropical Medicine & International Health / Certificat de postgraduat en Médecine Tropicale et Santé Internationale

Certificate in Tropical Biomedical Sciences & International Health / Certificat de postgraduat en Sciences biomédicales Tropicales et Santé Internationale

60 credits (1500-1800 hours STI)

Degree: Master of Science in Tropical Animal Health / Master of Science en Santé Animale Tropicale

Degree: Master of Science in Disease Control / Master of Science en Contrôle des Maladies

Degree: Master in Public Health: Master en Santé Publique

Art. 31. Purpose and organisation of the courses

The Postgraduate Certificate in Tropical Medicine for nurses and midwives is awarded after a 4 month course that is held annually in Dutch and French. This course provides scientific and practical training necessary for performing paramedical activities in tropical and developing countries. The course focuses on tropical pathology, public health and appropriate approaches for general medical and nursing problems in this type of countries.

The course leading to the Postgraduate Certificate in Tropical Medicine and International Health (TM&IH) is a specialisation course. It is organised annually for medical doctors in English (since 2005) and French with a duration of 5 months. This course offers complementary scientific and practical training necessary for exercising their profession in tropical and developing countries. It comprises tropical pathology, public health and specially adapted approaches to general medical problems in developing countries.

The course leading to the Postgraduate Certificate in Tropical Biomedical Sciences and International Health is organized in parallel with the TM&IH course. It has the same duration and is taught in the same languages, for pharmacists, biologists and masters in biomedical sciences. For these students, the specialised medical subjects are replaced by specific laboratory training.

The Master of Science in Tropical Animal Health (MScTAH) is a 10 month international "master after master" for veterinary practitioners, agricultural engineers, bio-engineers and e.g. zoologists or masters in comparable branches of education. This course gives complementary scientific and practical training aimed at prevention and control of veterinary diseases in tropical and developing countries.

The Master of Science in Disease Control (MDC/MCM) is an 11 month international "master after master" for university trained professionals in the health care sector. This course provides additional scientific and practical knowledge and focuses on the attitudes which are necessary for the

development and execution of control programmes for specific tropical diseases or reproductive health problems, taking into account the socio-cultural context and the organisation of existing health care facilities.

The Master of Public Health (MPH) is a 10 month international "master after master" for health workers with a university degree. This course provides complementary scientific and practical knowledge, along with attitudes for the management and planning of health care, taking local context and social developments into consideration.

Art. 32. A detailed overview of professional profile and entry requirements, training modules and their specific end terms, available study tools, organisation and additional exam regulations are formulated for each course and communicated to the students through the study guide (*or student handbook*).

Art. 33. The three international masters will be offered in French and English. The same language will be used for the three masters in any one year. The postgraduate specialisation courses will be offered in Dutch as well as in French until 2004. From 2005 onwards, the course for doctors (*health professionals holders of a university degree*) will be taught in English and French, however.

Part 4. Exam regulations

4.1. General

Art. 34. Only students who have participated in all assessment activities set out at the beginning of the course (permanent assessment, oral or written exams, thesis, etc....) can pass successfully.

Art. 35. Assessment activities will be organised in the language of the course. Only for the thesis the student can choose to write the document in English or French.

Art. 36. The student always gets a second chance to pass an exam.

Art. 37. The assessment of written exams can be either anonymous or not. The choice made by a course is formulated in additional course and exam rules and regulations. If anonymity is preferred the concerned course secretariat will give each student an identification code to be put on his/her exam paper.

Art. 38. Assessment activities can only be organised for programme components or clearly defined sub-components after their completion

Art. 39. All exams are public. This means that the corrected exam paper is available to a student upon his/her request and this not only for the student concerned but also for third parties. Third parties, however, have to be accompanied by the student in question or have to submit the students' written consent. This availability for perusal is valid for a period of 10 working days from the moment the evaluation mark(s) is/are made public. The student has to submit his request to the course director (*called course co-ordinator in previous versions of these regulations*).

Art. 40. In no case will exams be organised on Sunday or public holidays. All exams will take place between 8 a.m. and 7 p.m. We will strive to set no more than one exam a day.

Art. 41. A written or oral exam requiring written preparation will take maximum four hours. An oral exam without written preparation will take maximum one hour.

Art. 42. Students who have received a written proof of registration are registered automatically for the first assessment; if appropriate they will equally be registered for the first re-examination (second exam period if exams are organised according to exam periods). However, this is only the case if this re-sitting takes place during the same academic year.

Art. 43. At the latest two weeks before the start of the exam period detailed exam regulations will be made public which contain at least the following details:

The date of (each) exam

The location of (each) exam

The time of (each) exam

Name and phone number of the ombudsman

Name and telephone number of the chairperson of the Academic Council

Art. 44. If exams are organised in an exam period or if the exam regulations concern the final exams, following information will also be included:

Name and phone number of the president of the examining board

Date, time and place of the deliberation

Date, time and place of the proclamation of end results (graduation ceremony)

The weight of each module in case a weighing is required during the deliberation to determine the end result and the end marks

Art. 45. Student's end marks are expressed in percentage points (%). The weighted average of points for the total evaluation figures ending on -,5 or higher will be rounded off automatically to the higher unit. An average lower than -,5 will be rounded off to the lower unit.

4.2. Organisation of the assessment for the courses leading to a postgraduate certificate

Art. 46. On the recommendation of the steering committee the Academic Council decides, whether exams are organised after a training component is finished or at the end of a course within a specific exam period.

Art. 47. Two exam periods (a first and a second session) are organised so that each student has two chances to be assessed for a specific training component during the academic year. In case exams are staggered an exam period is organised only for re-sitting.

Art. 48. Dates for exam periods are, just as is the case with a first exam period or staggered exams, decided before the start of the academic year by the Academic Council at the recommendation of the steering committee and made public through the additional exam regulations of a course.

Art. 49. When a student is assessed for the second time for the same training component, the assessment will always take place during the "re-sitting" exam period.

Art. 50. Students who cannot or do not want to participate in an assessment activity (exam) have to inform the course director beforehand in writing or at the latest within 24 hours after the exam. They will accordingly be excused for the exam in question. The next opportunity to take part in the exam will be the second exam period.

Art. 51. If a student wants to be excused but is prohibited from doing so because of circumstances beyond his/her control within the required time, he or she can still do so in

writing afterwards (but before deliberation) to the president of the examining board who will verify whether the circumstances were outside the control of the student. If this is not the case, the student will not be excused.

Art. 52. Students who did not participate in the evaluations but are excused for all evaluations in which they did not participate, will automatically get the classification "legally detained".

Art. 53. Students who do not participate in exams for one or more programme components and who are not rightfully excused, automatically get the result, "rejected".

Art. 54. Students who have obtained 50% in total and for each of the individual training components at least a pass mark (10/20) have passed successfully.

Art. 55. Students who have obtained 50% in total and who have insufficient marks (< 10/20) for no more than three programme *sub-components (former disciplines)* the missing points do not amount to more than 2,5% of the total number of points to be obtained in a course, can be deliberated.

Art. 56. If a student only obtained evaluation figures lower than 10/20 for training *components or sub-components* taught by one and the same person, the student's end result will be put to the vote in a deliberation.

Art. 57. A mark of 10/20 or more for a certain course component is valid for an exemption of that component in a resitting or re-registration. The validity is limited to five (5) years from the day the exam was taken for that specific component.

Art. 58. "Rejected" students can be denied to resit for the exam by the examining board. If that is the case, the examining board can advise the director to deny the student the right to register for the same course in the next academic year.

Art. 59. Students who are "legally detained" after two exam periods can request a resitting exam period to the course director. A third exam period will necessarily coincide with an existing exam period of later promotions of the training programme concerned.

Art. 60. When a student obtains an evaluation mark during the second or later exam period that is different from the one obtained during

an earlier exam period, the last mark will be the only valid one.

Art. 61. Students who have used up all their re-sit possibilities and failed for the course can only re-register one more time to attend the complete course again.

4.3. Organisation of the assessment of the International Master after Master programmes

Art. 62. In the normal course of events, exams for a training component are organised within a month after this training component is finished.

Art. 63. A student has maximum two chances of being evaluated for a specific training component. The steering committee concerned determines for which training component, how and when re-sittings are possible within the same academic year and before the deliberation. Once the Academic Council gives its approval, it is recorded in the course's additional exam regulations.

Art. 64. Students, who, due to circumstances beyond their control, are unable to participate in an evaluation activity, inform the course director in advance or at the latest within 24 hours after the exam. They have to do so in writing and substantiate their request.

Art. 65. Students who due to justified circumstances beyond their control cannot participate in an exam, have the right to set a new date for the exam before the deliberation in consultation with the evaluator(s).

Art. 66. Each student acquires the right to participate in all evaluations through his/her registration for the training programme, however, on the basis of the assessment marks obtained during the year, the steering committee can advise the student not to participate in writing and defending a thesis. For this particular point, the meeting of the steering committee will be complemented by the ombudsman's advisory presence.

Art. 67. A process evaluation leads to a general evaluation mark of the student. This general mark is an average at the end of the course calculated on the basis of the evaluation of generic skills. This evaluation is made by at least two file-holders of course components, the course director and/or tutor(s) (*now called course co-ordinators or course tutor*).

Art. 68. The thesis evaluation is carried out by two members of the examining board who

deliver their verdict in a closed envelope to the president of the examining board before the final oral exam. Only one of them can be a member of the ITM.

Art. 69. The evaluation of the final oral exam is carried out by 5 jury members (including the two who evaluate the thesis), two of which are from ITM and three external (not from ITM). We strive to appoint at least one foreign member of the jury, preferably someone from the South.

Art. 70. The thesis promoter (*also called coach or supervisor*) cannot be a member of the exam jury.

Art. 71. The final assessment for calculating the end marks consists of 4 parts with a different weight expressed in percentage points:

An evaluation of the written thesis (min. 15 to max. 25%)

A final exam including an oral presentation of the thesis (min. 15 to max. 25%)

A process assessment (min. 10 to max. 20%)

A (possibly weighted) average of the assessment marks of the remaining training components (min. 40 to max. 50%)

Art. 72. Averages for the 4 parts are calculated with one decimal. A mark ending *-.5 (half percent)* or higher is rounded off to the higher unit, while a mark lower than *-.5* will be rounded off to the lower unit.

Art. 73. To obtain the degree of "Master of Science" or "Master of Public Health", it is required to have an average end mark of 50% and a minimum of 50% for each of the four parts separately.

Art. 74. The additional exam regulations for a course, can require a minimum of 50% for specific training components.

Art. 75. Students who have obtained an average end mark of 50% or higher but have only obtained between 40% and 50% for one of the four parts can be deliberated.

Art. 76. The student is obligated to bring his/her first thesis defence before the end of the academic year in which the training programme was started

Art. 77. In case a training component of a Masters becomes part of a complete training programme (at ITG or elsewhere), the evaluation mark remains valid for 5 years

starting from the date the exam for the training component was taken.

Art. 78. Students who failed, but who obtained 50% or more for the process evaluation and for the average of the evaluation marks of the other training components, have the possibility of re-writing their thesis and taking the second final oral exam within five years starting from the proclamation date of the course. In this case, the student has to inform the Academic Council and the course director of his/her intentions in writing, within 2 months after the deliberation.

Art. 79. In this case no formal reregistration takes place but formal consent is given to submit a new thesis and register for the second final exam.

Art. 80. The steering committee of the course will in this case appoint a coach and determine the number of hours of distance coaching to which the student is entitled while preparing his/her thesis.

Art. 81. The course coordinator will inform the student service, the academic coordinator and if applicable, the scholarship sponsor

4.4. Board of Examiners

Art. 82. The steering committee of the course in question appoints an examining board based on the criteria stated in these regulations. The Academic Council verifies whether the composition of the examining board conforms to these regulations.

Art. 83. The examining board determines the final result of each student. They confirm the final result during a deliberation behind closed doors. This implies that the members of the examining board assure discretion as far as the content and the proceedings of the deliberation meeting are concerned.

Art. 84. The Examining Board can be constituted and function in two different ways:

If there is no thesis or final exam such as is the case with postgraduate certificate courses:

the Examining Board consists of:

the file-holders of the training components of the course in question or his/her replacement as voting member

the other lecturers or evaluators of the course as non-voting members

the ombudsman, attending the meetings of the examining board as advisor.

With thesis and thesis defence as is the case for the international Masters:

In this case the Examining Board consists of:

The members of the different exam jury's for the individual students including the president and secretary.

Other people can be invited to join in as advisors.

All voting members of this examining board have to have at least the degree of "master after master". Preference will be given to members who have the degree of "doctor" (*PhD*).

Art. 85. The task of an examining board is to evaluate the thesis and its defence. The examining board decides on the end mark, deliberates and awards the end result.

Art. 86. The Academic Council appoints a president and a secretary from among the members of the examining board. As president of the examining board, the Academic Council will appoint an external person with sufficient experience and authority in a discipline relevant for the training.

Art. 87. At the start of the deliberation meeting all members present sign in.

Art. 88. If more than half of all voting members are absent, the deliberation meeting is postponed to another date following as soon as possible. During this second meeting it is of no importance how many voting members are present. If the proclamation has to be cancelled because of the postponement, the students have to be informed immediately.

Art. 89. The examining board decides in consensus. Each voting member can at any time ask the president to cast votes on the end result of individual students. The same or another voting member can ask for the vote to be kept secret.

Art. 90. In case of a vote, decisions are made by majority voting without taking into account abstentions. In case of an equal number of votes in favour and against a specific decision, the decision most favourable for the student will be accepted.

Art. 91. If a member of the Senior Academic Staff is file-holder of several training components within one course, he/she can only act as member of the examining board

'without thesis presentation' with a single vote. To execute the voting right for the other training components of which he/she is file holder, he/she has to be replaced by one of the other lecturers for that specific training component. If this is not possible the voting right for that training component is annulled.

Art. 92. At the time of the deliberation, the president of the examining board gives each member of the board an overview of the evaluation marks per student, the weighing factors, if applicable, and the computed end mark.

Art. 93. Immediately after the deliberation meeting and before the proclamation, the secretary of the examining board draws up the minutes/records/notes of the meeting, which are then signed by the president and the secretary. These minutes have to contain at least following information:

An overview per student of the evaluation marks and the weighted (if applicable) end mark

the end result as decided by the Examining Board

a well-reasoned motivation for the end result of those students who did not automatically obtain their end result and for which a decision had to be taken by the examining board.

4.5 Cheating/ Fraud

Art. 94. Students caught cheating or suspected of serious irregularities which can obstruct the honest course of the exams, are immediately warned by the examiner or the invigilator. The student has the right, however, to finish the exam.

Art. 95. The examiner or invigilator concerned reports the incident to the course director, who will hear the student, examiner or invigilator involved in the presence of the ombudsman. The course director informs the president of the examining board of the facts before the deliberation. The president will also hear the student.

Art. 96. Alleged fraud in the form of plagiarism in the final version of the thesis will be communicated to the student and the president of the exam jury by the promoter or a member of the exam jury. The latter will examine the thesis and hear the student in the presence of the ombudsman.

Art. 97. The president of the examining board informs the board of the facts and the content of the hearing of the student. During

the deliberation meeting, the examining board can decide autonomously to sanction the student. The maximum penalty in this case is a mark "0" for the training component in question and the end result "rejected". The examining board decides on a penalty if the majority of votes is of the opinion that fraud was the case. If they are of the opinion that no fraud took place, they give an evaluation mark on the basis of the finished exam (exam or thesis).

4.6. Proclamation of exam results

Art. 98. The students' end results are proclaimed by the president of the examining board or the director of ITM during a public ceremony. This ceremony is preferably held on the same day as the deliberation meeting. If this is not possible, the ceremony will be held within the first week after this meeting.

Art. 99. Within a week after the ceremony students who passed receive their diploma and the diploma supplement of the course which they completed successfully.

Art. 100. Students who failed receive a certificate of attendance.

Art. 101. The diploma and the certificate of attendance are drawn up in the course language.

Art. 102. The diploma contains following information:

Surname, first name, place and date of birth of the student

Name of the training undertaken (e.g. Post-graduate Course in Tropical Medicine and International Health for Doctors or International Course in Health Development)

The name of the academic degree obtained

as formulated in Decree of 18-02-2000: Master of Public Health, Master of Science in Disease Control, Master of Science in Tropical Animal Health

or Postgraduate certificate

The total number of credits.

The final grade obtained (degree of merit)

The status of accreditation, temporary recognition or recognition as new training course

Place and date of graduation

The name and signature of the director of ITM

Official name and stamp of ITM

The registration number of the ITM as Institute of Public Utility

Art. 103. The diploma supplement states: the text which according to the decree of 11 June 2004 has to be put at the top of the diploma supplement and which starts as follows: "The diploma supplement is based on ..."

Art. 104.

The information on the diploma supplement has to include following 8 headings as detailed in the decree of 11 June 2004.

. Information about the identity of the student

. Information about the kind of diploma awarded

. Information about the level of the diploma

. Information about the course components and marks obtained

. Information about the function of the diploma

. Additional information

. Authenticity of the diploma supplement

. Information about the Flemish system of higher education

Art. 105. Within a month after the proclamation, the course secretariat informs each student individually and in writing about his/her evaluation mark and final mark. Marks are also converted into grades using the European Credit Transfer System (ECTS) grading scale (*from A to E*).

Part 5. Appeal Procedure

5.1. Ombudsman

Art. 106. Each course steering committee appoints an ombudsman per exam period. The ombudsman has to be a member of the senior or assisting scientific staff but no file-holder or lecturer in the training concerned. The academic co-ordinator of the ITM can be appointed for this job as well.

Art. 107. The ombudsman is an intermediary between the students and examiners in case of possible or real conflicts, irregularities or other problems. He/she tries to find a solution within the limits of the existing regulations so as to safe-keep the normal course of exams.

Art. 108. The ombudsman has access to all information needed to execute his/her task, especially – even before the deliberation meeting – exam copies and evaluation marks. The ombudsman can also attend the deliberation meetings and has an advisory vote.

Art. 109. At the end of the academic year, the ombudsman draws up a written report of his/her activities. This is transmitted to the course director, chairman of the Academic Council and the director.

5.2. Appeal before deliberation

Art. 110. If the student wants to object to an evaluation decision before the deliberation meeting, he/she has to address himself/herself in writing to the chairman of the Academic Council before the deliberation meeting and within 5 calendar days after communication of the evaluation decision. If the chairman of the Academic Council decides that the complaint is valid, he/she will investigate in co-operation with the course steering committee if the evaluation decision, duly motivated, will be maintained or reviewed. Within 15 days the student will be informed of the result.

5.3. Appeal after deliberation

Art. 111. After the end results have been proclaimed, each student has the right to request a revision of a decision of the examining board which pertains to him or her case. The student has to do so within 5 calendar days by registered letter, or against receipt, to the president of the examining board.

Art. 112. In case of a request for revision, the president of the examining board arranges a meeting of the board inviting also the chairman of the Academic Council. The student will be informed of the consequent decision of this meeting by registered letter within 15 calendar days after the written request was received.

Art. 113. The examining board hears the student involved if requested by the latter. The student can be assisted by a third party.

5.4. Appeal at the Council for disputes about decisions on study progress

Art. 114. The student can, if he/she wishes so, still appeal against the decision of the chairman of the examining board. This has to be done within 5 calendar days at the

Flemish Council for Disputes about Decisions on Study Progress with copy to the director of ITM.

Part 6. Closing remarks

Art. 115. These rules and regulations are communicated (*available*) in writing to the students in the language of the course they registered for.

Art. 116. If there is a conflict about the interpretation of some of the translations of these regulations, the Dutch text will be the only lawful regulation.

Art. 117. These rules and regulations take effect in the academic year 2004-2005.

Art. 118. A systematic evaluation and a revision (if necessary) or adjustment of these regulations will be carried out every two years at the initiative of the Academic Council.

Art. 119. Modifications to these regulations can only be made by the Academic Council.

Approved by the Academic Council on 12/01/2005

Revision by the Academic Council on 05/03/2009 and 14/02/2011