



## REGULATIONS ON EXAMINATIONS

### Table of Contents

<b>Part 1. Scope and exceptions</b> .....	3
<b>Section 1. Acronyms and abbreviations</b> .....	3
<b>Section 2. Definitions</b> .....	5
<b>Part 2: Regulations on education</b> .....	8
<b>Section 1. Admission, selection and enrolment</b> .....	8
<b>Art.1 Admission in general</b> .....	8
<b>Art.2 Language requirements at admission</b> .....	8
<b>Art.3 Admission to a master programme on the basis of PACs and PAQs</b> .....	9
<b>Art.4 Fraudulent applications</b> .....	9
<b>Art.5 Enrolment</b> .....	9
<b>Art.6 Exemptions within a training programme</b> .....	10
<b>Section 2. Course programme</b> .....	10
<b>Art.7 ITM course offer</b> .....	10
<b>Art.8 Aims and organisation of training programmes and specialised short courses</b> .....	10
<b>Art.9 Minimum number of participants</b> .....	11
<b>Part 3. Regulations on examinations</b> .....	11
<b>Section 1. General</b> .....	11
<b>Art.10 Assessment language</b> .....	11
<b>Art.11 Organisation of assessments</b> .....	11
<b>Art.12 Assessment and resit</b> .....	12
<b>Art.13 Public nature of assessments</b> .....	12
<b>Art.14 Assessment results</b> .....	13
<b>Art.15 Non-participation to an assessment activity</b> .....	13
<b>Art.16 Pass conditions</b> .....	14
<b>Art.17 Deliberation rules</b> .....	14
<b>Art.18 Validity of an assessment result (mark)</b> .....	14
<b>Art.19 Re-enrolment for a course component</b> .....	14
<b>Art.20 Organisation of the master exam/assessment</b> .....	14



<b>Section 2. Examination board</b> .....	15
<b>Art.21 Composition of the examination board</b> .....	15
<b>Art.22 Functioning of the examination board</b> .....	15
<b>Section 3. Fraud</b> .....	16
<b>Art.23 Irregularities during assessment activities</b> .....	16
<b>Section 4. Announcement of results</b> .....	16
<b>Art.24 Announcement of a end-result</b> .....	16
<b>Art.25 The certificate, the diploma and the diploma supplement</b> .....	17
<b>Art.26 Overview of assessment results</b> .....	17
<b>Section 5. Settlement of disputes</b> .....	18
<b>Art.27 Ombudsperson</b> .....	18
<b>Art.28 Dispute before the deliberation</b> .....	18
<b>Art.29 Dispute after the deliberation</b> .....	18
<b>Art.30 Appeal at the Flemish Council for Disputes</b> .....	19
<b>Part 4. Final provisions</b> .....	19
<b>Art.31 Publication of the REE</b> .....	19
<b>Art.32 Implementation, evaluation and adjustment</b> .....	19

## Part 1. Scope and exceptions

§1. This text contains the regulations on education and examinations of the Institute of Tropical Medicine in Antwerp (ITM). It outlines the different training programmes offered and the assessment of students taking a specialised short course (SCC) or a postgraduate training programme that leads to a postgraduate certificate or master degree.

§2. The respective regulations on education and examinations of other Flemish or foreign institutions of higher education apply for accredited courses (training programme components) taken at one of these institutions in the framework of credit transfer, unless otherwise specified in specific collaboration agreements with the ITM.

§3. Training programmes offered:

Postgraduate in Tropical Medicine and International Health for medical doctors, leading to a Postgraduate certificate in Tropical Medicine and International Health.

Postgraduate in Tropical Biomedical Sciences and International Health for masters in biomedical sciences, biologists and pharmacists, leading to a Postgraduate certificate in Tropical Biomedical Sciences and International Health.

Postgraduate in Tropical Medicine for professional bachelors in nursing and midwifery, leading to a postgraduate certificate in Tropical Medicine for nurses and midwives;

Subsequent master leading to a degree of Master of Science in Tropical Animal Health (MScTAH);

Subsequent master leading to a degree of Master of Science in Public Health / Master de Sciences de la Santé Publique (MScPH/MScSP) with different orientations;

§4. For each of these training programmes, specific provisions can be added to these regulations, as long as they do not contradict these regulations. These specific provisions are mentioned in the relevant Student Handbook or web-page.

§5. The Academic Council may, on a reasoned request of the competent steering committee, allow a deviation from one or more articles of these regulations, for a particular training programme and for a specific period, within the limits of the Flemish Higher Education decrees.

## Section 1. Acronyms and abbreviations

BaMa	Bachelor-Master structure
DALF	Diplôme Approfondi de langue Française
ECTS	European Credit Transfer and accumulation System
FPU	Foundation of Public Utility
IELTS	International English Language Testing System
REE	Regulations on Education and Examinations (OER in Dutch)
PAC	Previously acquired competencies (EVC in Dutch)
PAQ	Previously acquired qualifications (EVK in Dutch)
SSC	Specialised short course
TEF	Test d'Evaluation de Français (French Language Test)
TCF	Test de Connaissance du Français (French Language Test)



TOEFL	Test of English as a Foreign Language
ZAP	Senior academic staff (Dutch abbr. Zelfstandig Academisch Personeel)

Approved

## Section 2. Definitions

A

### **Academic year**

The period from the 1st of September in one calendar year to the 31st of August in the following calendar year.

### **Assessment (Exam)**

Evaluation of the extent to which a student, on the basis of teaching and learning activities, has acquired the competencies of a specific course component.

### **Assessment decision**

Any decision defining the end-result, whether or not based on a deliberation, of a training programme. The end-result can be one of the following:

- Pass
- Fail
- Justified impediment

C

### **Course component**

A delineated set of teaching, learning and assessment activities aimed at acquiring well-defined competencies including knowledge, skills and attitudes. Each component carries a minimum of three credits and its study load is expressed in full credits. A component may be offered in full or in part as distance learning. Some course components can be taken as a Short Specialised Course.

### **Credit**

International unit, recognised by the Flemish Community, that reflects the study workload of a training programme or course component. It represents at least 25 and maximum 30 hours of planned study-time for teaching and learning activities including lectures, self-study and assessments.

### **Credit certificate**

Document or electronic record in recognition of the fact that the student has been assessed and has acquired the aimed at competencies of a course component. The credit points acquired and related to the relevant course component are referred to as "credits".

D

### **Degree**

The designation of "Master" awarded when obtaining the diploma.

### **Deliberation**

A consultation or consideration by an examination board of a training programme.

### **Diploma**

A document awarded to a student who successfully completes a master programme.

### **Diploma contract**

A formal contract between the institution and the student who enrolls and fully participates in all teaching and learning activities with the aim of obtaining a diploma or a degree.

**Diploma supplement**

Annex to the diploma describing the nature, the level, the context, the content and the status of a training programme in accordance with the relevant Decree of the Flemish Government.

**Disciplinary exam decision**

Decision related to an assessment or exam following fraud or other irregularities.

**Distance learning**

Approach to teaching and learning in which students complete a learning process of a course component or complete training programme whereby student and coach or organiser can be in different locations. Distance learning can involve a varying degree of individual tutorial support and can include communication with fellow students. Often distance learning uses guidance, activation and interaction tools of a virtual learning environment.

**E**

**Exam jury**

An exam jury is a jury composed of experts to assess the master exam of individual students. The composition of the jury is not necessarily the same for different students in a training programme in any given academic year.

**Examination board per training programme**

A committee authorized to take assessment decisions about the entire training programme in order to award a postgraduate certificate, diploma or degree of merit and which can, if need be, take disciplinary exam decisions.

**Exemption**

The cancellation of the obligation to take part in an assessment (exam) of a course component.

**F**

**Feedback**

Concerns the discussion and clarification of a student's assessment. The student also receives guidance on how to improve or adjust his/her academic performance in view of a subsequent assessment/resit.

**G**

**Grading according to the ECTS**

Comparison and weighing of the assessment results of a student, who obtained a pass, on a scale of assessment results of successful students over the last 3 years of the concerned training programme or course component.

**M**

**Master programme**

Training programme with a study load of minimum 60 credits, that follows an academic bachelor or another master programme. A master programme is concluded by a master exam/assessment and leads to the award of a master degree.

### **Master exam/assessment**

A piece of work (including an oral presentation) submitted to conclude a master training programme. The study load of a master exam expressed in credits is equal to at least one fifth of the total number of credits of the training programme, with a minimum of 15 and a maximum of 30 credits. In this piece of work (thesis) students demonstrate their analytical and synthetic capacity or independent problem-solving capacity at academic level. The document reflects the general critical and reflective attitude or research attitude of the student.

### **O**

#### **Orientation (major)**

A differentiation of at least 30 credits in a training programme. An orientation can include the master exam/assessment.

### **P**

#### **Plagiarism**

The ITM considers plagiarism as a form of fraud and irregularity. Is considered plagiarism: presenting a source or part of it without reference/acknowledgment, as own and original product. It can relate to texts (written, verbal), images (photographs, film, charts, diagrams, figures,...), music, databases, structure, reasoning or ideas.

#### **Postgraduate certificate**

The document awarded to students after successful completion of a postgraduate certificate training programme.

#### **Postgraduate certificate training**

Training programme with a study load of at least 20 credits taken in the context of continued professional development and aimed at broadening or deepening the competencies acquired during a bachelor or master programme. The programme is endorsed by a postgraduate certificate.

#### **Previously acquired competencies (PAC, EVC in Flemish)**

Knowledge, skills and attitudes that a student has acquired outside the university through for example work experience, associative or voluntary activities or through hobbies and that are not endorsed by a formal study certificate. Some of these may match competencies taught in a bachelor's and / or master training programme. The student can have these competencies recognized as "previously acquired competencies" through a formal aptitude test.

#### **Previously acquired qualifications (PAQ, EVK in Flemish)**

Any national or foreign study certificate proving that the student has successfully completed a formal learning path, within or outside an educational setting, provided this certificate doesn't concern a credit certificate from the same institution or training programme in which the student wants to have the qualification recognised.

### **S**

#### **Specialised short course**

A specialised short course (SSC) is a course taken outside the framework of a training programme (master degree or postgraduate certificate) in the context of continued professional development. Specialised short courses can also function as course components.

#### **Student Handbook**

A document that, for a training programme, provides detailed information about admission, organisation, content, course structure and components, learning outcomes/objectives and additional regulations in accordance with Art. II.221 of the Codex (2013) of the Flemish decrees on higher education. This document is made available to students in the language of the training programme.

**Study load**

The number of credits attributed to a course component or training programme.

**Study pathway**

The way in which a study progresses for a student, the modalities of progress (sequence and number of course components over a given time-period). A study pathway can proceed as a pre-defined or as an individualised pathway.

**T**

**Teaching and learning activities**

Activities offered by the academic staff aiming at transfer, assimilation, application, coached practice and integration of subject matter.

**Training programme**

The structured setup of the higher education offer, i.e. a whole of related course components that upon successful completion lead to a diploma or, in the case of a training programme of at least 20 credits, to a postgraduate certificate.

**Tuition/registration fees**

Amount payable (in euros) by the student upon enrolment for participation in teaching and learning activities and assessments.

## **Part 2: Regulations on education**

### **Section 1. Admission, selection and enrolment**

#### **Art.1 Admission in general**

§1. Successful completion of a university training with a study load of 240 credits or a master degree in the Bachelor-Master structure is a requirement for admission to a training programme, except for enrolment in the training programme leading to a postgraduate certificate in Tropical Medicine for nurses and midwives, for which a professional bachelor or equivalent degree suffices. The Student Handbook specifies which prior university training programmes allow admission to a particular ITM training programme.

§2. Specific admission and selection criteria and procedures (if applicable) are described in the Student Handbook of a training programme and on the website.

§3. The admission criteria and selection procedures (if applicable) for specialised short courses (SSC) are published on the website.

#### **Art.2 Language requirements at admission**

The language requirements for English or French (training programmes and course components or specialised short courses) are respectively as follows:

- English: TOEFL 580 (paper-based), 230 (computer-based) or 88 (internet-based), IELTS 6.5 or equivalent
- French: TCF 500-599, TEF 699-833, DALF C1 or equivalent.

Native English or French speakers are exempt from these respective language requirements. Applicants whose first language is neither English nor French are equally exempt if they have obtained a degree with a minimum of 60 credits from an English or French training programme at a domestic or a foreign higher education institution. Non-native English speakers are also exempt from the English language requirement if they have a higher education diploma issued by a higher education institution recognized by the Flemish Community. If not exempt, this language requirement needs to be fulfilled at admission to the course.

### **Art.3 Admission to a master programme on the basis of PACs and PAQs**

§1. Students can be admitted to a master training programme on the basis of previously acquired competencies (PACs) and qualifications (PAQs) if they do not possess an initial master degree. Admission can be granted if students have at least successfully completed a programme of 180 credits in higher education and taken an aptitude test aimed at evaluating academic skills at master's level. The test is organised by a selection commission who interviews the student and evaluates his/her qualifications and competencies. The commission subsequently formulates a recommendation for decision by ITM management committee.

§2. Students can also be admitted to a master training programme based on previously acquired competencies (PACs) and qualifications (PAQs) if they are in possession of an initial master degree which does not give them direct access to a training programme. In that case, admission is granted based on an investigation by the selection committee of the relevance of professional experience and any other qualifications of the candidate. The selection committee subsequently formulates a recommendation for decision by ITM management committee.

### **Art.4 Fraudulent applications**

When a prospective student submits fake papers, certificates or diplomas to enrol in a training programme or course component, the ongoing admission procedure will immediately be terminated and the student will not be admitted. If the fraud comes to light during or after the training programme, any credit certificate, postgraduate certificate or diploma will be annulled and revoked. An ongoing application will be rejected and cancelled without a refund of the tuition/registration fee.

### **Art.5 Enrolment**

§1. Students enrol either for a specific course component as a SSC or for all course components of a training programme.

§2. Students must enrol before the start of a training programme or course component. Late registration may be accepted if there is a well-founded reason and a request has been sent to the course director/ file holder, until maximum two weeks after the start of the programme.

§3. The course components to which a student has access and the related tuition fees are defined in the institutional course overview as published on the website.

§4. A student is only considered "enrolled" only when he/she paid the tuition fee, irrespective of the prevailing conditions of admission, registration and selection procedures and unless otherwise formally agreed with the student. Those who do not comply can be denied access to the learning activities, the assessments, the learning management system (Moodle) and the student facilities.

§5. After payment of the tuition fee, students receive written confirmation of their enrolment for the relevant training programme / course component. For individualized study pathways, leading to a master's degree, written proof of enrolment is replaced by a diploma contract.

§6. If the student, after having paid and enrolled, decides to withdraw from the training programme or course component, the tuition fee will be reimbursed with a deduction of 15% (with a maximum of 500 Euros) for administrative costs. The refund will only be made after the student services have deducted any scholarship amounts already advanced for housing or subsistence.

#### **Art.6 Exemptions within a training programme**

Students who have previously acquired qualifications (PAQs) or a formal proof of assessment of previously acquired competencies (PACs) may lodge a request for an exemption with the course director, and through the course coordinator, for specific assessments of or within a course component. This has to be done no later than two weeks after the start of the training programme.

### **Section 2. Course programme**

#### **Art.7 ITM course offer**

§1. The ITM training programmes lead to the following certificates or diplomas in the respective course language:

- Postgraduate Certificate / Certificat de Postgraduat
  - in Tropical Medicine (for bachelors in nursing and midwifery) / - en Médecine Tropicale (pour bachelors en soins infirmiers et sages-femmes, 20 credits
  - in Tropical Medicine and International Health or, depending on the subjects chosen, in Tropical Biomedical Sciences and International Health, 30 credits
- Master degree: Master of Science in Tropical Animal Health - 60 credits
- Master degree / Grade de Master: Master of Science in Public Health / Master of Science en Santé Publique - 60 credits

§2. Course components. SSC in the context of continued professional development. They lead to a:

- Credit Certificate / Certificat de Crédits, with a variable number of credits.

#### **Art.8 Aims and organisation of training programmes and specialised short courses**

§1. The training programme leading to the Postgraduate Certificate in Tropical Medicine for health related professional bachelors is organised annually in English and French. This programme provides a complementary scientific and practical training needed for carrying out and supporting paramedical activities in low and middle income countries. The course content focuses on competencies in the field of tropical medicine and management of primary health care in these countries.

§2. The training programme leading to the Postgraduate Certificate in Tropical Medicine and International Health is organised annually in English for medical doctors and other health professionals. This programme offers them a complementary scientific and practical training needed to carry out their profession in low and middle income countries. The course content focuses on tropical pathology, public health, and an appropriate approach to health problems in these countries.

§3. The training programme leading to the Postgraduate Certificate in Tropical Biomedical Sciences and International Health is organised in parallel to the Tropical Medicine and International Health programme but designed for chemists, biologists and masters in biomedical sciences. It has the same length and is taught in the same languages. However, the specialised clinical subjects are replaced by specific biomedical subjects and a laboratory training.

§4. The Master of Science in Tropical Animal Health (MScTAH) is a “master after master” programme for veterinarians, agricultural engineers, bioengineers, zoologists or equivalent masters. The study load is 60 credits. The training is organised as a “blended joint programme” with the University of Pretoria – South-Africa, and provides complementary scientific and practical training in the field of epidemiology, prevention and control of tropical animal diseases, including zoonoses in a One Health perspective.

§5. The Master of Science in Public Health / Master en Sciences de la Santé Publique (MScPH) is an international “master after master” for university trained health professionals and researchers. It carries 60 credits. This training programme gives students the additional competencies required to carry out research and management of health care, disease control or specific health problems in low and middle income countries, taking into account the local context and broader societal developments.

§6. The Student Handbook provides details about learning outcomes, admission and graduation profiles, specialisations, course components and their specific learning objectives and sequencing, teaching language, teaching and learning methods and assessment activities, available study tools, mix of face to face and distance learning, organisation and additional regulations for each training programme, in accordance with Art. II.221 of the Codex (2013) of decrees on higher education.

§7. Specialised Short Courses leading to credit certificates broaden and deepen learning at a master level. These courses combine, to a variable extent, thematic as well as methodological and ethical perspectives. They focus on research and / or management of health and health care in low and middle income countries.

§8. Detailed information about specialised short courses is published on the website.

#### **Art.9 Minimum number of participants**

§1. A course component (with the exception of the master exam/ thesis) is only offered provided there are minimum 12 enrolled participants.

§2. Only the management committee of ITM can grant an exception to this rule, based on a written motivation by the concerned course director or file holder.

### **Part 3. Regulations on examinations**

#### **Section 1. General**

##### **Art.10 Assessment language**

§1. Assessments take place in the language of the training programme or course component (or SSC).

§2. Only for writing the master thesis, in the context of a MScPH master exam/assessment, the student can choose between English and French.

##### **Art.11 Organisation of assessments**

§1. The marking of written assessments may or may not be organised anonymously. This policy adopted by the training programme or specialised short course is defined in the Student Handbook or webpage respectively. If anonymity is chosen, the concerned course secretariat will provide every student with a personal identification code.

§2. SSC assessments are organised no later than immediately following the last teaching and learning activities and thus within the official time-period of the SSC.

§3. Assessments of a course component that is not offered as SSC, are organized within the month after completion of the learning activities.

§4. Assessments in the form of exams are never held on Sundays, public holidays or holiday periods as established in the academic calendar. Assessments in the form of exams always take place between 8:30 a.m. and 6:00 p.m. The aim is to schedule no more than one exam a day.

§5. The duration of a written exam or oral exam with written preparation takes no more than four hours. An oral exam without written preparation takes no more than one hour.

§6. Students who received a written confirmation of enrolment or a diploma contract are automatically registered for the first assessment (exam) and if applicable for a resit.

§7. A detailed examination schedule is published at least one week before the start of the assessments, unless the schedule was specified in the Student Handbook. This schedule at least includes:

- The date of the assessment/exam
- The assessment location
- The starting time
- Name, telephone number and e-mail of the ombudsperson

§8. If not explicitly mentioned in the Student Handbook, at least following information will also be included for the assessment schedule of the master exam/assessment:

- Name and e-mail of the chairperson of the examination board
- Date, time and place of the deliberation
- Date, time and place of the announcement of the assessment decision (end-results)
- The weight of each course component and master exam/assessment (if applicable) in case a weighing is applied during the deliberation process to determine the final mark.

## Art.12 Assessment and resit

§1. As a rule, each student has the right to be assessed twice for a specific course component. To this end, two assessment moments are foreseen.

§2. Normally, a second assessment or resit is organised within two months after the initial assessment. This can be modified in consultation with the student.

§3. Resit assessments/exams for course components will, in case of full-time master programmes, always be organized before the scheduled date of the master exam/assessment (thesis defence).

§4. A resit of a master exam/assessment (dissertation) will take place in a following academic year at the moment scheduled for master exam/assessments, but always within the next five academic years.

§5. Students who failed and wish a master exam/assessment resit must inform the course coordinator and the course director in writing within two months after the deliberation.

§6. In such a case formal re-enrolment is not required, a formal authorisation will be given allowing the student a master exam/assessment resit.

§7. In this case the course director will appoint a coach (supervisor) and determine the number of hours of coaching to which the student is entitled while writing his/her master dissertation (thesis).

§8. The course coordinator informs the student service, the academic coordinator and scholarship sponsor (if applicable) about the student's admission for the master exam/assessment resit.

## Art.13 Public nature of assessments

§1. All assessments are public. The public nature means that students and third parties can inspect corrected copies of assessments (exam papers). However, third parties should either be accompanied by the student concerned or submit his/her written proxy. For specific assessments training programmes can organize a joint feedback and/or inspection moment.

§2. In case no joint feedback and/or inspection moment is foreseen, the right to inspect corrected copies of assessments (exam papers) is valid for 10 days from the time of publication of the assessment result(s). To this end, the student has to address an inspection request to the course coordinator.

#### Art.14 Assessment results

§1. The assessment result (mark) for a course component is expressed in percentage points (%) and in case of a SSC communicated with an ECTS grading scale.

§2. The relative weight of different parts of an assessment contributing to an assessment result (mark) for a particular course component is determined by the competent steering committee and published in the relevant Student Handbook or on the webpage in case of a SSC.

§3. A credit certificate is final and cannot be renounced by the student.

§4. The final score for a master training programme can be based on three component parts:

1. An assessment result (mark) for the different course components (excluding the master exam/assessment), weighted in proportion to the number of credits for each component, with a relative weight between 40 and 70% of the final score;
2. The written master dissertation (thesis) with a weight of between 15 and 40% of the final score;
3. The master viva including a presentation and a defence of the dissertation with a weight of between 10 and 20% of the final score.

#### Art.15 Non-participation to an assessment activity

§1. Students unable or unwilling (only applicable to non-scholarship students) to participate in an assessment activity have to inform the relevant programme coordinator and director of their decision in writing prior to the assessment or at the latest within 24 hours after the assessment date. They will consequently be considered excused for the relevant assessment. The earliest next assessment opportunity will be the second assessment moment of the concerned course component.

§2. Students wishing to excuse themselves for an assessment and who are prevented from doing so by circumstances beyond their control, are still allowed to notify the course director in writing after the deadline (but before the second assessment moment of the concerned course component). The course director will examine whether the circumstances were indeed beyond the student's control. If not, the student will not be excused.

§3. Students who, through proven force majeure, cannot participate in an assessment have the right, in consultation with the examiner(s), to fix a new appointment for assessment (exam date). In a master programme this should be done before the master exam/assessment.

§4. Students who did not participate in all the assessment activities and excused themselves for all assessments in which they did not participate, automatically get the 'justified impediment' end-result.

§5. Students who after two assessment moments have a "justified impediment" end-result, can still apply for a resit to the programme director. The programme director may decide to let the resit coincide with the assessment moment planned for the next time the concerned course component is offered.

### Art.16 Pass conditions

§1. For course components/ SSC: a pass means that students have obtained at least half of the points (50%).

§2. Postgraduate certificate: a pass means that students obtained half of the points (50%), including 50% in all part- assessments within specific course components.

§3. Master of Science degree: a pass means that students achieved an average final score of 50%, a minimum of 50% for each of the three component parts (course components, written master dissertation, master viva) for the calculation of the final score and a minimum of 50% for each course component.

§4. The Student Handbook of the master training programme stipulates for which specific part-assessment activities within specific course components a minimum of 50% is required.

### Art.17 Deliberation rules

§1. Postgraduate certificates: is eligible for deliberation the student who achieved in total 50% of the points and failed to get a pass (mark) in no more than one third of the part-assessments (within a course component) and the number of failure points was no more than 2.5% of the total number of points for this course component.

§2. Students in the master programmes who achieved an average final score of 50% or more but obtained a fail of between 40%-50% for one of three component parts, and furthermore didn't fail for more than one third of the credits of the course components (excluding the master exam/assessment) and always achieved marks of at least 40%, can be deliberated.

### Art.18 Validity of an assessment result (mark)

§1. The validity of an assessment result (mark) of 50% or higher for a particular course component is limited to five years, starting from 1<sup>st</sup> September following the month in which the credit certificate was awarded. This validity is related to the possibility to obtain a postgraduate certificate, a master degree, or an exemption at enrolment in a flexible master programme at a later stage.

§2. If during a second assessment (resit), for the same assessment activity, a student gets a different result, only the last assessment result will be valid.

### Art.19 Re-enrolment for a course component

Students who have a fail after exhausting all re-assessment (resit) opportunities for a course component can only re-enrol once to entirely re-take the course component.

### Art.20 Organisation of the master exam/assessment

§1. The written master dissertation (thesis) is assessed by at least two members of an exam jury. They provide their reasoned assessment in a sealed envelope to the chairperson of the examination board, before the viva (oral thesis presentation). Only one of these two assessors can be an ITM staff member.

§2. An exam jury, consisting of at least three members (including the two assessors of the written master dissertation (thesis)) assesses the viva (oral thesis presentation). In case of three members only one of them can be a staff member of the ITM. If there are 5 or more members two can be staff members of the ITM. The ITM aims to appoint at least one foreign jury member, preferably from the (Global) South

§3. The coach (or supervisor) of the master dissertation (thesis) cannot be a member of the exam jury.

§4. The exam jury's task is to rate the master exam/assessment (written master dissertation and viva).

## Section 2. Examination board

### Art.21 Composition of the examination board

§1. The training programme director is responsible for the composition of the examination board taking into account the criteria set out in these regulations.

§2. The examination board decides on the final result for each student during a deliberation meeting behind closed doors. This means that members are bound by the rules of discretion about the process and content of the deliberation meeting.

§3. The examination board can be composed and function in two ways:

**For training programmes/course components without a master exam/assessment, such as the postgraduate certificate programmes** the examination board is composed as follows:

- The internal examiners, senior ITM academic staff members, of the course component(s) or parts of course components, or their substitute as voting members.
- The ombudsperson who attends the examination board in an advisory capacity.
- Other lecturing academic staff and the course coordinator(s) can participate as non-voting members.

**For training programmes with master exam/assessment** the examination board is composed as follows:

- The members of the exam jury of a student. If several students do their master exam/assessment at the same time, the examination board will include the members of all individual students' juries.
- Additional members, including the ombudsperson and the course coordinator(s) can be invited in an advisory capacity.

§4. All voting members of the examination board have at least a master degree (preferably from a "master after master") and at least half of them have a doctoral degree (PhD).

### Art.22 Functioning of the examination board

§1. The training programme director appoints a chairperson and a secretary among the members of the examination board. The training programme director will appoint an examination board chairperson with ample experience and authority in a discipline relevant for the training programme.

§2. If more than half of all voting members are absent, the deliberation meeting is adjourned to the earliest possible moment. The number of voting members present is no longer relevant for the second meeting. If as a result of the adjournment, the announcement of the final results is delayed, the students are to be informed immediately.

§3. The board decides by consensus. Each voting member of the examination board can however request a vote at any time about the determination of an individual student's final result. This same member or another voting member can ask for the voting to be kept secret.

§4. In case of voting, decisions are taken by simple majority, abstentions are not counted. In case of a tied vote, the most favourable outcome for the student is accepted.

§5. At the beginning of the deliberation meeting, the chairperson gives all voting members an overview of the individual students' assessment result and calculated final mark.

§6. The examination board validates the final mark (only for master programmes), deliberates and decides on the end-result.

§7. Immediately after a deliberation meeting, and before publication of the end-results, the secretary of the examination board draws up the report of the meeting which is signed by the chairman and the secretary. This report must include at least the following elements:

- a summary of the assessment results per student and if possible the weighted final mark (only for master programmes);
- the end-result decided by the examination board;
- a reasoned assessment decision for the end-result of those students who did not automatically obtain their end-result and thus required a decision by the examination board.

## Section 3. Fraud

### Art.23 Irregularities during assessment activities

§1. A student caught cheating during an assessment activity in the form of an exam, or suspected of serious irregularities that may interfere with the fairness of the exam, will immediately be warned by the examiner or the invigilator. The student has the right however to finish the exam.

§2. The involved examiner or invigilator reports the incident to the training programme director or course file holder who hears both the student and the examiner or invigilator in the presence of the ombudsperson.

§3. If the training programme director or course file holder believes there is evidence of fraud, the student gets a score '0' for the exam. In cases where the training programme director or course file holder believes that there is no or not enough evidence, the score is based on the finished work.

§4. Alleged fraud in the form of plagiarism in the final version of the written master dissertation (thesis) will be reported to the student and the chairperson of the examination board by the coach/supervisor or a member of the exam jury. The chairperson of the examination board hears the student in the presence of the ombudsperson after having examined the document (thesis).

§5. In the latter case, the examination board chairperson will report to the members of the examination board about the facts and the content of the hearing. During the deliberation meeting, the examination board can autonomously decide to sanction the student. The maximum penalty is a score '0' for the dissertation (thesis). If by simple majority the examination board believes there has been fraud, a sanction is imposed. If the examination board thinks that there is no evidence for fraud a mark is given based on the finished product.

## Section 4. Announcement of results

### Art.24 Announcement of a end-result

§1. The end-results of a training programme are announced by the ITM director or the chairperson of the examination board during a public ceremony which is preferably held on the same day as the deliberation meeting (if applicable). If this is not possible, the ceremony will be held within the following week.

§2. The end-results of a SSC are announced by the course file holder within one month after the teaching and assessment activities have ended.

§2. Students that passed, receive their credit certificate / postgraduate certificate or diploma, and in the latter case also a diploma supplement, within a month after the end-results were announced.

§3. Students who failed receive a certificate confirming their attendance to a SSC or training programme.

#### **Art.25 The certificate, the diploma and the diploma supplement**

§1. The diploma and diploma supplement, the certificate or the credit certificate is drawn up in the language of the training programme.

§2. The diploma states:

- The name, first name, date and place and country of birth of the student;
- The name of the training programme taken and if applicable the orientation (major);
- The name of the obtained degree and the study-load in number of credits of the full training programme;
- The end-result;
- The accreditation decision, temporary recognition or recognition as a new training programme;
- Place and date of award of the diploma;
- The mention that the diploma is awarded in accordance with the Flemish structural decree for higher education
- The name and signature of the director;
- Official name and logo of the ITM;
- Registration number of ITM as Foundation of Public Utility.

§3. The diploma supplement provides the following data:

The text, which according to the decree of 11 June 2004, has to appear in the heading of the diploma supplement: “the diploma supplement is based on.....equivalence and recognition suggestions”. Information on the diploma supplement must include the 8 following items as stipulated by the decree of 11 June, 2004.

- Information on the student’s identity;
- Information on the nature of the diploma;
- Information on the level of the diploma;
- Information about the training programme and achieved results;
- Information about the function of the diploma
- Additional information;
- Authenticity of the diploma supplement;
- Information about the Flemish higher education system.

#### **Art.26 Overview of assessment results**

Within a month after the announcement of the end-result the course secretariat issues a written overview of each student’s individual assessments marks (Transcript of Records). The final mark will

be communicated with a grading scale as stipulated by the European Credit Transfer and accumulation System (ECTS). For training programmes the overview of the assessment marks can be communicated via the diploma supplement.

## Section 5. Settlement of disputes

### Art.27 Ombudsperson

§1. Each steering group (of a training programme) appoints an ombudsperson each academic year. The ombudsperson is a member of the senior or other academic staff but cannot be a course (component) file holder or lecturer in the training programme concerned. This function can also be assigned to the academic coordinator of the ITM.

§2. The ombudsperson acts as an intermediary between the students and the examiners in potential or real conflicts, irregularities or other problems. He / she tries to provide a solution or a way out, within the limits of the existing legislation, to safe-keep as much as possible the normal course of the assessments.

§3. To carry out his/her duties, the ombudsperson gets access to all relevant information, in particular to exam papers and scores - even before the deliberation meeting. He/she can also attend deliberation meetings with an advisory function.

§4. After the end of the academic year, the ombudsperson reports in writing on his / her activities to the training programme director(s) concerned, the chairman of the Academic Council and the ITM director.

### Art.28 Dispute before the deliberation

If a student intends to object to an assessment result of a course component before the deliberation meeting, he/she has to address his/her objection within 5 calendar days after publication of the assessment result and before the deliberation date, via email to the chairperson of the Education Policy Committee of the Academic Council with a copy to the ombudsperson. The chairperson of the Education Policy Committee examines whether or not the complaint is justified and assesses together with the course file holder whether the original decision (assessment result) can, duly motivated, be confirmed or has to be revised. The student will be notified of the outcome within 15 calendar days.

### Art.29 Dispute after the deliberation

§1. After the end-results have been announced, every student has the right to request a review of the examination board's decision pertaining to him or her within 5 calendar days. The student can do so by sending an email to the chairperson of the examination board with a copy to the ombudsperson.

§2. In case of such a request, the chairperson of the examination board convenes a meeting with the members of the examination board and the chairperson of the Education Policy Committee of the Academic Council. The student will be informed about the outcome by email and by letter within 15 calendar days after the request was received.

§3. The above mentioned meeting will hear the student if the latter requests to be heard. The student has the right to be assisted by a third party in the hearing.

### Art.30 Appeal at the Flemish Council for Disputes

If the student still wishes to appeal against the ruling of the chairperson of the examination board, he/she can submit within a period of five calendar days his/her complaint to the Flemish Council for Disputes about Decisions on Study Progress (the Board)<sup>1</sup>, with a copy to the director of the ITM.

## Part 4. Final provisions

### Art.31 Publication of the REE

§1. The Regulations on Education and Examinations (REE) will be communicated to the students in writing and in the language of the training programme or course component for which they enrolled.

§2. The Dutch text will always prevail in case of dispute or divergence on the interpretation of the translated<sup>2</sup> versions of these regulations.

### Art.32 Implementation, evaluation and adjustment

§1. These regulations apply as of the academic year 2015-2016.

§2. The Academic Council takes the initiative to systematically review and modify these regulations if necessary, every two years.

§3. Changes to these regulations can only be made by the Academic Council.

Approved by the Academic Council of 12/01/05. Revised by the Academic Council on 05/03/09, 14/02/2011 and 27/04/2015. Approved by the Board of Directors on 01/06/2015. Revised and approved by the ITM Management Committee on 09/01/2018.

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<sup>1</sup> <http://onderwijs.vlaanderen.be/raad>

<sup>2</sup> English translation KW/GvH- 30/09/2015

### Authorship and approval

	<i>Name and department</i>
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<i>Approved by</i>	Revision September 2017 - BC 9/1/2018 Academic Council 12/01/2015, 05/03/2009, 14/02/2011 & 27/04/2015 Board of Directors 01/06/2015

### Revision history

Changes with respect to the previous published version	English version added on 4/10/2018. Language requirements at admission under Part 2, Section 1, Article 2 changed.
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