
2. Education and Examination Regulations 2011-2012

2.1 Education Regulations 2011-2012

Rights and responsibilities (admission agreement)

Art. 1. The Evangelische Theologische Faculteit (ETF), recognized by the Flemish Community in Belgium (Vlaamse Gemeenschap) according to Article 54 and Article 55octies §4 of the Higher Education Act of April 4, 2003 as able to confer the degrees of bachelor, master, teacher and doctor in the field of theology and religious studies, has as its purpose, starting from its Protestant Evangelical identity, as expressed in its statement of faith, to deepen and strengthen the international Evangelical movement academically. It provides university-level theological education and assures, among other things, the theological formation of Protestant teachers of religion and of preachers and pastors, particularly for service in churches affiliated with the Federale Synode van Protestantse en Evangelische Kerken in België. It carries out scholarly research and contributes to theological reflection, deepening and ongoing formation of the Evangelical movement.

Art. 2. The members of the academic personnel of ETF are committed, through their studies and experience and in agreement with the Protestant Evangelical identity of ETF, permanently to optimize their teaching, to keep up to date with developments in their discipline, and to maintain contact with the future employment fields of the students. Besides educational and research competences they also have competences in the area of services for Protestant- Evangelical churches and the Evangelical movement.

Art. 3. It is expected of students who enrol (in other words, sign an admission agreement) that they respond to academic requirements (see below Articles 7-11) and that they are willing to put in between 25 and 30 hours per ECTS study point (stp) at an acceptable academic level. Given the special character of the course of study, the maintaining of good faith and loyalty is desired from students as well as personnel on the basis of the institution (as intended in directive 2000/78 from the Council of the European Union, Article 4). For the students this implies that they adhere in their philosophy of life at least to the main lines of the statement of faith of ETF and that they adhere in their general behaviour to the ways in which activities organized by ETF are interpreted (in this connection internships are of the utmost importance).

As a rule, (re)inscriptions occur no later than one week before the beginning of the semester. At the student's request the Education Subcommittee may allow exceptions from this.

Art. 3bis. The admission agreement is expressed concretely by a formal contract. The standard contract is the diploma contract for a full time course of study, which the student fulfils in an academic year.

For social, medical, or economic reasons the diploma contract may be signed for a part time course of study, in all study programmes as a half time contract, although for master, teacher training and doctoral studies, this may be extended over a longer period of time. The credit contract is intended for students desiring to follow one particular course (or group of courses) at ETF. This is not possible for all courses, in particular for the master's thesis or the Internship.

Because of the importance that ETF gives to dialog and guidance, it is reluctant to allow examination contracts or grant diplomas on the basis of Article 51 of the Flexibility Decree of April 30, 2004. The minimum age is fixed at 30 years and a minimum of 6 years work experience is required. A diploma may never be earned solely on the basis of these contracts. An examination contract is not possible for all courses, particularly for courses for which high interaction between professors or fellow students is essential. The student with an examination contract is not entitled to guidance, free usage of the library or the student status. Modification of the nature of the contract is only possible in the first week of the second semester.

Art. 4. The contracts consist of a precise description of the program and the necessary references to the Examination Regulations. For determining the program see art. 18. Students may expect, in addition to what is stated in Article 2, personal supervision: to a reasonable extent in administrative and educational areas, organized by the faculty (including information sessions for new students), and to a limited extent in matters of content by members of the academic personnel. Students with special needs based on an acknowledged handicap or a special status in the area of sports or culture may expect necessary supporting measures and freer scheduling of examinations where needed.

Art. 5. The student who consistently neglects his or her duties, damages the properties or material interests of ETF, repeatedly violates the library and/or ICT- regulations, or deliberately harms the image of ETF as an Evangelical, academic, and financially sound institution, may incur a disciplinary sanction. The disciplinary sanctions are blame, suspension, and the consilium abeundi. They are imposed by the Faculty Council with a two-thirds majority vote. The student receives the opportunity to view his/her file and to defend him/herself. In case of suspension and consilium abeundi, tuition costs which apply pro rata to the remaining part of the academic year are repaid to the student. Appeal of the suspension and consilium abeundi is possible according to Article 24.

Art. 6. A student who believes that ETF or one of the members of its academic personnel falls terribly short in what is promised in Article 2 or Article 4 may submit a complaint to the Executive. The Executive hears the relevant persons and makes a decision. Appeal of this decision is possible according to Article 24.

Additional admission requirements per study program

Art. 7. Students who wish to begin in the bachelor's program must, in addition to a satisfactory knowledge of Dutch, have at least obtained:

- a diploma from secondary school, a diploma of higher education of the short type with complete curriculum, or a diploma of higher education for social promotion (with the exception of a Bewijs van pedagogische bekwaamheid), issued under authority of the Vlaamse Gemeenschap;
- or a diploma from secondary school issued under authority of the Franse or Duitstalige Gemeenschap of Belgium;
- or a foreign diploma which is declared to be equivalent to these;
- or a foreign diploma from a country for which no declared equivalence has been made, but which in that country gives access to academic education.

Art. 8. For whoever does not satisfy the requirements of Article 7, the possibility of a colloquium doctum exists. This consists of the following components:

- a file stating the humanitarian, medical, psychological and/or social reasons why the person cannot be admitted via Article 7;

- an essay on an interdisciplinary subject from the final attainment level of the third degree from the general secondary education in the Vlaamse Gemeenschap;
- an oral examination in Dutch on subjects from the final attainment level Dutch, French (or German), English, history, and geography, from the third degree of the general secondary education in the Vlaamse Gemeenschap.

The Examination Committee evaluates the results. Following a first attempt, the committee may suggest a preparatory programme in preparation of a second attempt.

Art. 8bis. The student is responsible for the delivery of officially declared equivalencies and related documents.

Art. 9. Students who wish to begin the master's program must, in addition to a satisfactory knowledge of English, have obtained a bachelor's degree. If the bachelor's degree includes a designated specialization (see Article 12), transfer to the master's program with the same specialization can be made directly. In other cases an additional effort on the part of the student is necessary:

- an additional package of maximum 15 ECTS stp if it concerns a bachelor's degree from ETF with another specialization or an academic bachelor's degree in theology from another institution with the same specialization;
- a preparatory program of maximum 90 ECTS stp if it concerns another (non-theological) academic bachelor's degree;
- a linking program of 45 ECTS stp if it concerns a professional bachelor's degree in theology. In exceptional circumstances the Education Committee may allow those who have earned another (non-theological) professional bachelor's degree to follow a linking program of maximum 90 ECTS stp.

The master's program may be followed simultaneously with the bachelor's program (or additional package, preparatory and linking programme), to the degree that these programmes could not have been completed (see also Article 21 of the Examination Regulations).

Art. 9bis. Students who wish to start the Teacher Training must have obtained an academic bachelor's degree; the diploma for this course of study may be obtained only after the master's degree is obtained.

Art. 10. Students who wish to start the doctoral programme, must in principle have obtained a master's degree in theology and religious studies or an equivalent thereof (with at least 70% of total points).

Art. 11. The doctoral programme must be completed before a doctoral dissertation can be defended.

Art. 11bis. The additional requirements for the entire study programme are in principle also applicable for the credit contract of a particular course in said programme.

Description of the different study programmes

Art. 12. The bachelor's program (Bachelor of Arts in Theology and Religious Studies), with instruction in Dutch, comprises 180 ECTS stp (minimum 54, maximum 66 ECTS stp per year), is described in the study guide, and leads to the diploma Bachelor of Arts (BA) in theology and religious studies, with specializations in *Bible & Theology*, *Church & Pastoral Ministries*, and *Religious Studies & Education*. The different specializations from the bachelor's program are directly connected to specializations of the same name in the master's program (see also Article 9).

Art. 12bis. A graduate from the bachelor's program can critically evaluate knowledge and insights from theology and religious sciences, apply complex specified skills related to research findings, and put into practice acquired methods in new circumstances. He/she can do this in complex and specialized situations within protestant-evangelical congregations, christian organizations or other contexts where a theological-religious academic training is valued, with considerable autonomy, a high degree of initiative and shared responsibility for achieving collective results.

The following specific learning outcomes are expected. The graduate:

- can academically digest both Dutch and English literature in the field of theology and religious studies;
- can follow reflection and policy making in theology, church and society and can defend a position;
- can propose a reference to a solution of a problem in theology or religious studies;
- is aware of the complexity of a multicultural and multireligious society;
- is aware of the need for continuing interaction between Bible and theology on the one hand, and church and society on the other hand;
- has an overview of the form and content of the Old and New Testaments;
- has basic knowledge of Hebrew and Greek and can make use of literature which is based on the source text of the Bible;
- knows the basic concepts and cohesion of theology;
- has an overview of Christian doctrine;
- has a structural overview of church history;
- knows basic concepts of the study of culture, society, and religions;
- understands the necessity of keeping up to date with developments in the field.

In addition to this, learning outcomes are linked to each of the three specializations.

The bachelor graduate who has followed the specialization Bible & Theology:

- has an adequate knowledge of Hebrew vocabulary and grammar and of resource materials to produce a working translation independently;
- has an adequate knowledge of Biblical Greek vocabulary and grammar and of resource materials to produce a working translation independently;
- can identify with and recognize the relevance of issues which have arisen in the course of the history of the Church and of theology;
- realizes the essential place of primary sources in theological discussion and knows how to obtain access to these sources;
- can, in reflection on the triad of theology, church, and society, bring theological arguments to bear.

The bachelor graduate who has followed the specialization Church & Pastoral Ministries:

- has an overview of different ecclesiastical structures, along with their backgrounds;
- knows the different components of a theology rooted in the Protestant Evangelical identity and is capable of integrating these into pastoral practice;
- has an overview of different models of pastoral practice and can respectfully guide people in simple pastoral situations;
- has basic social-communication skills, most profoundly homiletic ones, and in the liturgical practice of the Church;
- can, in reflection on the triad of theology, church, and society, show the consequences for the Church and the Christian family.

The bachelor graduate who has followed the specialization Religious Studies & Education:

- has an overview of the different religions and other worldviews, and can situate one's own Christian teaching among these;
- is aware of general discussions regarding the question of the influence of religion upon individual and society;
- can—starting from the acquired knowledge—respectfully communicate in a multi-cultural and multi-religious environment;
- can give an Evangelical Christian understanding of inter-religious dialogue;
- can explain Christian dogma to Christians and to people with other religious convictions;
- can do basic religio-sociological research and draw consequences for policy from this research;
- can, in reflection on the triad of theology, church, and society, show the consequences for society.

Art. 13. The master's program (Master of Arts in Theology and Religious Studies), with English as language of instruction, but with the possibility to take examinations in Dutch (see also Article 11bis of the Examination Regulations) and to write the master's thesis in Dutch, comprises 120 ECTS stp (minimal 54, maximal 66 ECTS stp per year), is described in the study guide and leads to the diploma of Master of Arts (MA) in Theology and Religious Studies with specializations in *Bible & Theology*, *Church & Pastoral Ministries*, and *Religious Studies & Education*. The different specializations of the master's program are directly connected to the specializations of the same name in the bachelor's program (see also Article 12).

Art. 13bis. A graduate from the master's program can integrate knowledge and insights from theology, religious sciences and adjacent areas, apply new skills related to his/her own research and put into practice new methods in a problem solving way. He/she can do this in very complex and specialized situations within protestant-evangelical congregations, christian organizations, or other contexts where a theological-religious academic training is valued, with full autonomy and with final responsibility for achieving collective results. The following specific learning outcomes are expected. The graduate:

- can participate critically in reflection and policy making over theology, church and society;
- can motivate and stimulate other people, improve their competences, and teach them to solve their problems;
- can propose a model for a solution to a problem in theology or religious studies;
- understands the complexity of a multi-cultural and multi-religious society;
- understands the continuing interaction between Bible and theology on the one hand, and church and society on the other;
- is capable to consult the Bible in an exegetically responsible way for specific problems;
- has relevant scientific knowledge of Church history, and is capable of applying this to specific problems;
- is capable of working out the pastoral, ecclesial, and social consequences of specific problems, based on relevant scientific knowledge;
- can function in pastoral situations with respect for the other;
- understands the necessity of keeping up to date one's competences as broadly as possible.

In addition to this, learning outcomes are linked to each of the three specializations.

The master graduate who has followed the specialization Bible & Theology::

- has advanced knowledge of the contexts in which the Holy Writ and related literature came into existence;
- has advanced knowledge of the resources to deal with the original text of the Bible (Hebrew and Greek);
- has a good overview of Old Testament exegesis and knows how to participate responsibly in exegetical discussions;
- has a good overview of New Testament exegesis and knows how to participate responsibly in exegetical discussions;
- is capable of recognizing and appreciating the contributions of Christian traditions to current Christianity in all its varieties;
- can follow, interpret, and evaluate the historical development of theology;
- can follow, interpret, and evaluate current discussions in the areas of exegesis, theology, and ethics;
- can participate academically in the critical theological discussion related to the triad of theology, church, and society.

The master graduate who has followed the specialization Church & Pastoral Ministries:

- has advanced knowledge of the different, and especially the Protestant ecclesiastical structures with their backgrounds;
- has an academic understanding of the relationship between theological theory and religious practice;
- can follow, interpret, and evaluate current discussions in the areas of theology and ethics;
- has advanced knowledge of different models of pastoral practice;
- can respectfully guide people in complex pastoral situations, with attention to social contexts such as marriage and family;
- is able to work in an encouraging manner on the development and construction of ecclesiastical communities in a multi-cultural and multi-religious context;
- can exegetical-theologically communicate the Christian faith, relevantly and adapted to current trends in a verbal, especially homiletic, and liturgical framework;
- can, within the triad of theology, church, and society lead processes in a church context with respect for others ;

The master graduate who has followed the specialization Religious Studies & Education:

- can place the study of religions in a broad cultural context and therein formulate an Evangelical Christian vision;
- knows current ideas and developments of religions in Europe (particularly of Judaism and Islam) and in a more limited way those outside of Europe;
- can follow, interpret, and evaluate current discussions in the areas of religious studies, missiology, and ethics;
- can properly describe the social situation of one's own or of a related culture;
- can formulate, analyze, and propose solutions for ethical, socio-cultural, and pedagogical questions related to religion;
- can academically participate in critical discussions in religious studies and missiology where they are related to the triad of theology, church, and society;
- can teach in a non-ecclesiastical context.

Art. 13ter. The Teacher Training with instruction in Dutch, comprises 60 ECTS stp, is described in the study guide and leads to the diploma of teacher.

Art. 13quater. The graduated teacher can utilise what was acquired during the basic study program (Ba and Ma) to give content to the objectives of Protestant Evangelical religious education, taking into account didactic and pedagogical principles and the concrete educational situation. He/she can do so on the general working and thinking level of a teacher, as guide of learning and development processes, educator, expert in terms of content, organiser, innovator/researcher, partner with the parents/caretakers and external persons, member of a school team and of the educational community and as participating in the culture, as described in the Decision of the Flemish government of 5 October 2007.

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The following specific learning outcomes are expected. The graduate:

- is able to guide students in their development to integrate the taught, society, and worldview, and to be personally involved to take their place in society, taking into account their psychosocial individuality;
- strives towards optimal relationships with colleagues, supporting staff, Executive, and inspection;
- can express him-/herself in Dutch clearly and correctly, both orally and in written form;
- is sufficiently informed of administrative requirements relating to school and his/her own career;
- respects the diversity of the Protestant Evangelical community and is able to represent this community in word and action;
- is able to pursue further studies on the basis of self evaluation.

Art. 14. The doctoral studies programme comprises of 50 - 75 ECTS stp, is established autonomously by the Doctoral Committee and leads to a certificate.

Art. 15. Preparation of the doctorate (Doctor in Theology and Religious Studies) requires three years of full time study. The extension of the time is unlimited; supervision must be paid for each year.

Art. 15bis. The graduated doctor can expand or redefine existing knowledge from Theology and Religious Studies and adjacent areas through independently created, prepared, applied, and evaluated research; communicate new knowledge related to original research, both in a dissertation and in summaries for various audiences. She/he can do this in an innovative way in particularly complex situations within protestant-evangelical churches, christian organizations, or other contexts where a theological-religious academic training is valued, with steering ability and with responsibility within the whole of the field. The following specific learning outcomes are expected. The graduate:

- can write on the basis of one's own research a dissertation of between 100 000 and 150 000 words;
- can utilise literature in the chosen discipline in English, French, and German as well as relevant sources in their original languages;
- can demonstrate the relevance of one's own research, the chosen discipline, and theology in general for church and society;
- can lead within one's own specialisation in reflection and policy-making;
- can communicate the above in scientific contexts;
- understands the need of maintaining international contacts to keep up to date of the developments in the field.

Art. 16. Additional study packages (maximum 15 ECTS stp), linking programs (maximum 90 ECTS stp) and preparatory programs (90 ECTS stp) according to Article 9 are fixed by the Bachelor Education Subcommittee. This applies to all candidates with a recognized bachelor or master degree awarded in the European Higher Education Area. For all other candidates the Master Education Subcommittee fixes the content of the above-mentioned programmes. These programmes lead to a certificate which mention the specialization in the master for which they prepare.

The preparatory program according to Article 8 is established autonomously by the Education Committee and earns the right to a second attempt at the colloquium doctum.

Art. 17. Tuition costs per academic year are established as follows for 2011-2012: Tuition for at least 36 ECTS stp (with a maximum of 66 ECTS stp): €1140 for Belgian students; €1500 for Dutch students; €2010 for EEA and Swiss students, and € 5580 for all others.

Tuition costs for less than 36 ECTS stp or extra stp above 66 ECTS stp, besides an annual registration fee of €60, per ECTS stp: € 18 for Belgian students; € 24 for Dutch students; € 32,50 for EEA and Swiss students, and € 92,00 for all others. master's thesis supervision following a completed study programme: € 380. Extracurricular courses must be paid separately.

Tuition costs for ETF Open University are different: Tuition costs € 880 and Summer Colloquium €360. Tuition costs for less than 16 ECTS stp € 570.

For doctoral studies and supervision, the following rates apply: €1350 for Belgian and Dutch students; €1900 for German and Swiss students, €2060 for EEA students and € 4550 for others. Promotion costs: €320.

As a rule these sums are not reimbursable.

Assessing program

Art. 18. ETF assumes the existence of a number of pedagogical, didactic and course-specific fixed units: study years (as described in the study guide). Specific requirements of the programs in the study guide may be modified through exemption (see Article 19), transfer or reprise (see Article 33 of the Examination Regulations), or following course(s) (including whole semesters) at another institution (in agreement with what is mentioned in Article 94 of the Structure decree of April 4, 2003). Moreover, the study guide in some cases presents a choice among different options. Based on this the student (in consultation with the administrative Assistant) submits a request at the Education Subcommittee. The committee is led by the following criteria: the level, the relation to the programme already followed by the student, and the technical scheduling possibilities for the courses. A full time contract consists of between 54 and 66 ECTS stp per academic year. The Education Subcommittee communicates its decision within two weeks after the request of the student. The request is submitted no later than three weeks after the beginning of the semester.

Per academic year the Education Subcommittee applies both the course of study and student contracts to each student. For a student who exceeds the number of ECTS stp for the entire program, the additional courses are considered to be extracurricular, unless by considering the course as such the student does no longer reach 180 (Ba) or 120 (Ma) ECTS stp.

For scope, content, objectives, level, and possible special admission requirements of specific courses one is referred to the study guide. In general, courses must be followed as they are sequenced by study years. Decisions of the Educational Subcommittee over study progress may be appealed according to Article 24.

Art. 19. Exemptions will be granted by the concerned Education Subcommittee for parts of the study program already taken in an earlier program of study with favorable results. This instruction must have been at the same level, with approximately the same objec-

tives and the same (or slightly smaller) scope. Exemptions are not granted for courses that do not form an inherent part of the ETF programme, and that would be considered as elective courses only.

Although the ETF will do its best to optimize its education with the needs of the individual student in view (cf. Article 2), exemptions are still considered as a favour for the student, and not a right.

Art. 20. Specific requirements of the programs described in the study guide can be altered by ETF in cases of *force majeure*. This is determined by the academic dean in consultation with the Student Council. The arrangement of courses for which less than five students registered at the beginning of the semester is not guaranteed, although the three separate specializations will always be organized, both in the Ba and in the Ma.

Art. 21. If the Student Council can demonstrate that for two consecutive years the number of hours spent by an average student on a certain course does not correspond with the designated number of ECTS stp, the academic dean will take the appropriate measures.

Organization of the academic year

Art. 22. The academic year begins on the Monday of the thirteenth week before the Christmas break the third week of September and ends on the eve of the new academic year. Examination periods are fixed by the Examination Committee.

No services are available on Sundays or legal holidays, or between Christmas and New Years. Limited services are offered on Saturdays and during the months of July and August. Students have the right to an uninterrupted period of three weeks vacation between the proclamation from the first examination period and the end of the academic year.

Student participation (participation regulations)

Art. 23. ETF has chosen the shared governance model. The decision-making competence of the students is limited to the participation of students in the Board of Trustees. Besides this there is regular consultation between delegates from the Student Council and the Education Committee.

Apart from this the Student Council has the right to be heard by the Board of Trustees. In disputes the Student Council may submit a complaint to the Executive. This instance hears the relevant persons and renders a decision. Appeal of this decision is possible according to Article 24.

Appeals procedure

Art. 24. Appeal to the Board of Trustees is possible in application of the procedure stated in Articles 5, 6 or 23 of the Education Regulations. The board hears all relevant persons and renders a decision. In cases where the student does not agree with this decision, he or she may appeal to the appeals commission of ETF. This instance is composed of three Dutch-speaking members of the academic personnel from related institutions who are not themselves connected to ETF, with the possibility of rebuttal by the plaintiff. This appeals commission renders a decision within six months; otherwise the decision is rendered in favor of the plaintiff. After this the way to external procedures is open. In the case of contested examinations this type of appeal is omitted.

Every appeal must be lodged within fourteen days from the time that the complainant has acknowledged the concerned disadvantage. The complaint is treated at the first following

meeting of the involved committee or commission (Executive or Board of Trustees), for which no agenda has been sent at the moment of complaint.

For decisions regarding study progress (article 18), appeal must be made within five days after the plaintiff is informed of an unfavorable decision, the Executive decides within fourteen days and the step of the Appeals College of ETF is overturned.

If the plaintiff is judged to be in the wrong he or she pays one half of the incurred expenses.

2.2 Examination Regulations 2011-2012

2.2.1 Section 1. General provisions

Article 1. Preamble

These regulations establish the rules which guarantee a smooth and correct course of examinations, deliberations and proclamations at the Evangelische Theologische Faculteit, Leuven (ETF).

An examination has as objective to evaluate the competence that a student has obtained in a specific course. Each examination should be organized in such a way that the student has full opportunity to demonstrate this competence. This requires of the examiner, and all relevant organs in the ETF, constant care in order to guarantee an optimally organized examination for each course. The educational experience examination can consist purely of examinations. Presence during contact hours is also essential. It is the task – the duty and the right – of the examiner (or internship coordinator) to attribute a grade for his/her course.

It is the task of the Examination Committee as a committee to deliberate about the contract program of the student (Has he/she adequately fulfilled the requirements of the contract? Is some easing of evaluation norms indicated, for instance, to promote the ideal of ‘study years’ [see Article 3bis and 18 of the Education Regulations]? To what diploma does this correspond?) and about the program of the first study year of the bachelor’s program or the student’s complete course of study (Does it fulfill all of the requirements to complete the first year of bachelor’s study or to obtain a diploma? To what diploma does it correspond?). The Examination Committee verifies the requirements which are set by the Education Subcommittee. The competences of both committees may not be confused. As soon as a study contract is granted by the Education Subcommittee, the Examination Committee cannot reconsider this decision.

It may be decided that the student has successfully completed a study year and/or has earned a diploma with a specific mention, even without strictly having completed all requirements. This is the essence of the deliberation: the Examination Committee can be more lenient than to require the strict application of the regulations. From this it follows by definition that to set down in writing deliberation criteria is impossible and that the Examination Committee is autonomous in this. As a matter of course the Examination Committee will carry out its task in good conscience and take into account the consequences in relation to the other students, both in the same and in subsequent examination periods, so that every impression of arbitrariness is avoided. The most important question over the long term is whether it is in the best interests of the student and of the community that the examinations be retaken, or that the student be allowed to complete the program, or that the student be advised to choose another course of study.

Given the sensitive character of these matters, the members of the Examination Committee (as well as others present: ombudsperson or -persons, administrative secretary or secretaries) are obligated to maintain as confidential the details of the deliberation. The student may, in addition to receiving final results, also be informed of the grades of the individual courses. Only the final results may be communicated to third parties.

Article 1bis. Domain validity

Articles 2-6, 7-8, 15-18, 20-26, 28, 35-37 do not apply to examinations for the doctoral program and for the defense. The corresponding items are given in Art. 40.

2.2.2 Section 2. Organization of the examinations

Article 2. Ordinary examination periods

There are two ordinary examination periods per academic year. The first period consists of two parts, (January/February and June/July), and comes to an end in June/July. The interim evaluation moments for Introduction to Hebrew and Introduction to Greek are considered as belonging to the ordinary examination period.

The second examination period is mainly for re-examinations in August/September and comes to an end in September.

Article 3. Extraordinary examination occasions

Examinations over practica, seminars, or workshops can be organized to occur at the same time as these assignments or immediately following them. The evaluation from interim tests and papers counts as a part of the grade.

Due to official absence of an examiner an examination can also be held outside of the established schedules, subject to advance approval from the chairman of the Examination Committee or his representative. In special cases examinations in the second cycle may be organized shortly after the last lectures of a course.

Article 4. Limitation of examination possibilities

A student is offered two chances in an academic year to take an examination over the same course or part of a course and these in the designated first examination period and second examination period.

The order in which examinations must be taken is specified by the sequence in which the courses must be followed. There are no further limitations in relation to sequence.

Article 5. Beginning and end of the examination periods

The Examination Committee fixes the examination periods each year before the beginning of the academic year. They are then included in the academic calendar.

Article 6. Inscription and registration

Signing of the contract (followed by payment) implies automatic enrolment for the examinations for the courses in the first examination period and registration for the deliberation.

Enrolment for examinations occurs at the latest one week after the proclamation for the first examination period. Whoever does not enrol for examinations of the second examination period automatically forfeits the right to participate in these examinations.

Article 6bis. Payment requirements

Students who have not made all required payments, forfeit their right to participation in the examinations. In this case examinations that have been taken will be considered as not taken.

Article 7. Examination schedule

The complete and detailed examination schedule will be published ad valvas. For the first regular examination period this takes place at least three weeks before the beginning of each part. For the second regular examination period this takes place at least two weeks before the beginning of the period.

The examination schedule states the name of the chairman and of the secretary of the Examination Committee and that of the ombudsman.

Examination schedules are to be drafted by the Educational Secretariat. All examiners will notify the Educational Secretariat, upon its request and within the period of time stipulated, on which half days they are not available to examine, taking into account that the number of half days when they are available must considerably exceed the minimum required examination time.

The chairman of the Examination Committee approves the definitive version of the examination schedule after having heard the Student Council and the ombudsman.

At the latest with the publication of the examination schedule ad valvas will be declared which examiners will examine which students.

2.2.3 Section 3. Examination Committee

Article 8. Composition of the Examination Committee

The Examination Committee consists of a chairman, an academic secretary, all of the examiners and the internship coordinator(s). The Examination Committee proposes at its final deliberation of the academic year a chairman and a secretary for the following academic year. The chairman and the secretary are appointed by the rector. The chairman is selected from among the Independent Academic Personnel (ZAP) who do not have a directional function. The educational administrators and the ombudsmen are not members of the Examination Committee, but participate in the deliberations without the right to vote.

Article 9. Examiner

If the examiner and the student are related, by blood or marriage up to and including three generations, the examiner must request the chairman of the Examination Committee to appoint a replacement. The chairman appoints this replacement in consultation with the rector.

2.2.4 Section 4. Examination Procedures

Article 10. Initial information

The teachers of the courses provide detailed information in their syllabi about the content and objectives of the course, the examination material and the evaluation methods, including the relative weighting of any separate parts of the course for which a partial grade is assigned. If the evaluation method differs for the re-examinations, than that too is dealt with in the syllabi.

Article 11. Forms of examinations

Possible examination forms are: oral examination, written examination. These can possibly be replaced by the assessment of an assignment or a presentation or by permanent evaluation. Mixed forms are possible. The form of the examinations is specified according to the competence to be assessed.

A written preparation time of at least fifteen minutes is permitted for an oral or partially oral examination. The student may renounce this.

The examination must be representative of the subject matter of the course and must therefore cover at least four different areas.

For physical or psychological reasons, a student may receive permission from the chairman of the Examination Committee to take the examinations in another than the established ways, provided that he or she requests this before the beginning of the examination period.

Request for other forms of examinations is transmitted to the chairman of the Examination Committee via the secretariat.

Article 11bis. Language of the examination

If a course is taught in a language other than Dutch, the student has a right to take the examination in Dutch. In case a visiting professor is not strong in Dutch, the chairman of the Examination Committee, upon request of the student, appoints another examiner, in consultation with the concerned department head.

Article 11ter. Public nature of the examinations

For oral examinations a student may be accompanied by someone who is not enrolled in the same course.

For written examinations (including assignments) the student may obtain access to the corrected documents up to three months after the proclamation.

For a permanent evaluation the student may be informed on which factors the assessment is based.

Article 12. Compliance with the examination procedure

Examiners and students adhere strictly to the established examination schedules. Examinations may be shifted only under exceptional circumstances within the specific examination period by an ombudsman, outside the examination period by the chairman of the Examination Committee. The Educational Secretariat is responsible for the practical implementation.

Article 13. Location of the examination

All examinations are to be organized in a room at ETF, except for special circumstances as determined by the chairman of the Examination Committee. Their supervision is always assured by the examiner or someone designated by ETF.

Article 14. Grading

Each course is graded on a scale of 0 to 20. The grade is expressed in whole numbers or with the codes G or NG.

The rating of a course begins with NA for partial grades, if any and the final grade. If an assignment is turned in or an examination was taken (possibly as a blank sheet with the student's name and description of the task), the grades are filled out and the final result becomes NC. If all partial grades are obtained, they are converted into a final grade. If all grades are 0 (or NG), they will be converted to NA.

Article 15. Participation in and suspension of examinations

A student who does not participate in a (partial) examination, reports this immediately with a clear motivation to the ombudsman on the Virtual Campus (etf.dokeos.com/ombuds). At the ombudsman's request, the student explains his/her situation in person.

If the student does not sign out for the exam, the exam is "not taken; unannounced absence" (cf. Article 31).

2.2.5 Section 5. Deliberation

Article 16. Preparation

The final grades and possible partial grades for an examination are communicated as soon as possible to the Educational Secretariat upon its request. For the examinations in Janu-

ary/February this occurs at the latest within two weeks following the examination and for the examinations in June/July and in August/September at the latest three working days before the deliberation.

Partial grades are also given on a scale of 0 to 20, with mention of the weight in percentages. A grade obtained elsewhere is entered as such and from that moment plays its role in the system of ETF. This doesn't apply to grades attained at another institution before the conclusion of the concerned contract and for which the student has attained an exemption. For these only a V is given.

Article 17. Attendance of titulars

Members of the Examination Committee are invited by name at the latest fourteen days prior to the deliberation; they participate in the deliberation and sign the attendance list.

For each department in principality two examiners have to be present, of which one residential. The examiners report their attendance or absence as soon as possible to the chairman of the Examination Committee and are required to be reachable by telephone.

Article 18. Presence of students

The students are required to be at the disposal of the Examination Committee during the deliberation.

Article 19. Confidentiality

The members of the Examination Committee and all persons present at the deliberation are bound to secrecy about the deliberation and the voting.

The final assessment and the grades of individual courses may be communicated to the student. Only the final assessment may be communicated to a third party.

Article 20. Eligibility to vote

The Examination Committee acts as a board. All members participate concerning each student in the deliberation.

Only the examiners who have examined a particular student are entitled to vote concerning that student.

Each member of the Examination Committee disposes of maximum one vote.

Article 21. Who is assessed

In the first place each student with a contract of a minimum of 27 stp is deliberated. A decision is taken on the tolerance of (a) fail(s) and over the mentioning in terms of Article 23 with regard to the contract program.

In the second place each student registered for bachelor 1 or a study program is deliberated. A decision is taken over the mentioning in terms of Article 23 with regard to the contract program. Deliberation for different phases must occur in the logical sequence. Deliberation for one phase is not possible as long as a student has not passed the prior phase. This is valid also for those who follow preparatory or linking programs, or the Teacher Training. Of all students is reported how many stp they have already acquired for the next phase. This can be - especially in case of a large deviation from the standard (Article 3a (ed.)) - lead to accompanying measures.

In the third place (only at the second examination period) all students with insufficient grades are deliberated in regard to monitoring study progress.

These three parts of the deliberation need not to occur consecutively.

Article 22. Determination of examination result

The chairman proposes the overall examination result for each student. The Examination Committee decides by simple majority of those entitled to vote. If a member of the Examination Committee or the ombudsperson so requests, the balloting over the result is secret.

In the balloting invalid votes and abstentions are not counted.

A tie vote counts in favor of the student as a decision of the committee.

The Examination Committee also declares the measures of study progress monitoring. Diploma contract students who have obtained less than 50% of the stp in their contract, or who still have not completed courses after 4 exam moments, can receive a warning ("binding conditions"). At the end of the academic year following the warning, the Examination Committee can decline enrolment for the next academic year. For credit contract students and examination contract students who do not pass after two consecutive academic years the Examination Committee can decline enrolment for the next academic year.

Article 23. Overall examination result

The Examination Committee autonomously determines an overall examination result for each student assessed by it. The following mentions are possible (including additional, preparatory, or linking programs).

- Passed with highest honors (minimum 18)
- Passed with high honors (minimum 16)
- Passed with distinction (minimum 14)
- Passed satisfactorily (minimum 12)
- Passed (minimum 10)
- Failed (for normal reasons)
- Failed (due to irregularities, with right of transfer)
- Failed (due to irregularities, without right of transfer)
- Suspended (due to irregularities)

Calculation of the percentages is based on the original grades, including the failed courses (code D), whereby the average is to round off to whole numbers.

Article 24. Binding criteria

In the determination of the overall examination result the following binding criteria apply:

- The student who for a specific course has not been absent more than one contact hour per stp without a valid reason and for the examination obtains at least 10 out of 20 points passes this course. In applicable cases the attendance requirement may be relaxed. Students of the ETF Open University are required to attend three colloquia.
- The student who passes all the courses listed on his/her contract passes the academic year, program or package. The results for the master's thesis are taken into consideration separately at the deliberation.
- A student who has not participated in all the examinations (whether not taken, unannounced not taken, or suspended), cannot be declared to have passed.

Article 25. Explanation of specific examination results

For a student who has "failed" (due to irregularities, without right of transfer)" or been "suspended", irregularities have occurred (see Article 27).

Article 26. Relative value

The Examination Committee applies a relative value to the results obtained for the various courses, corresponding to the number of ECTS stp the course covers.

Article 27. Irregularities

Each examiner informs the chairman of the Examination Committee about any irregularity committed during an examination which may influence the final decision of the Examination Committee. The student cannot be refused to finish the examinations (including the concerned examination) in anticipation of a pronouncement by the Examination Committee. The Examination Committee may, on the grounds of an irregularity committed in an examination, decide:

1° to declare the student "failed" for that particular course (and without further deliberation, but with right of transfer);

2° to declare the student "failed" for the whole examination period (without right of transfer);

3° to suspend the student on the grounds of an irregularity committed with premeditation. The commission judges the existence of premeditation. Suspended students may only take the examinations again after concluding a new contract.

An unannounced absence from an examination is not considered an irregularity.

Article 28. Required secret voting

In the case of a student who for one or for more than one course has earned an incomplete from only one examiner and for whom it is proposed not to let him/her pass, a secret ballot must be held in relation to the overall examination result.

Article 29. Deliberation report

A report of the deliberation will be drawn up and signed by the chairman and secretary of the Examination Committee. This includes: (1) the attendance list; (2) states for each student the examination result with motivation for it; (3) evidence of compliance with the prescribed procedures for "required secret voting" (Article 28), and "irregularities" (Article 27); (4) all the examination grades or refers to the grades which are attached to the report or placed in a secure electronic file; and (5) the motivated decisions in connection with "disputes" (Article 43).

The chairman or the secretary of the Examination Committee makes the report of the deliberation available for inspection to individual students insofar as it concerns them.

2.2.6 Section 6. Communication and consequences of examination results**Article 30. Proclamation**

Proclamation of the results by the chairman of the Examination Committee follows the deliberation.

In the first place is announced the decision for each student with a contract of at least 27 stp in terms of Article 23. In the second place is announced the decision for each student registered for Ba1 or a study program in terms of Article 23. A student who has passed all courses, yet not satisfactorily completed the internship or master's thesis may be announced as "admitted to the final phase." Of all students is reported how many stp they have already acquired for the next phase. In the third place (only at the second examination period) is an-

nounced (in agreement with Article 22) which students will receive a warning or will be refused re-inscription. These three parts need not occur consecutively.

Following these announcements the examination period is declared closed.

Article 31. Communication of results

The secretary of the Examination Committee informs students in writing of the results per course within two weeks following the proclamation, in conformity with the terms of Article 30.

This applies only if all outstanding bills to ETF owed by the student have been paid.

Instead of numbers the following codes are possible:

V = exemption (if a student has passed that course at another institution and the Education Subcommittee has granted an exemption for it);

G = passed;

NG = failed;

D = deliberated (the real grade is not communicated);

NC = incomplete;

NA = examination not taken;

NO = unannounced absence; examination not taken;

AF = suspended.

ND = no transfer following deliberation (Article 33).

Article 32. Discussion of results

Immediately following the proclamation the chairman and the examiners present make themselves available to the students for discussion of the results. See also Article 11ter.

Article 33. Transfer of grades to a later examination period

Favorable examination results are carried over until Ba1 or the study program is definitively completed, unless the Examination Committee has explicitly refused the student this right (see Article 27). The transfer remains valid indefinitely within the program concerned, but must be actualized starting with its use in the sixth academic year after its attribution.

The student may abandon the right of transfer. A written request must be submitted to the chairman of the Examination Committee within 5 days after the deliberation, mentioning the course and the reason of the request. This is only possible between the first and the second examination periods of the same academic year, not between different academic years.

Following unfavorable examination results, the concerned course must be taken over again in the next contracted program. The first examination period provides for the possibility of re-examination in the second examination period.

In administrative preparations for the deliberation of a new examination period only the last grades obtained are taken into account.

Partial results of examinations won't be kept for a new academic year if not described as independent components in the study guide or course syllabus.

Article 34. Reporting

Diploma and diploma supplements are set up as described in the Order of the Flemish Government of 11 April 2004.

If a student leaves ETF, he/she will be given a transcript of records for the courses that were successfully completed and that are not included in the diploma supplement.

Transcripts of records include a grade, but no mentioning as described in Article 23.

This transcript of records is drawn up as prescribed in Article 85 of the Higher Education Act of April 4, 2003.

Article 35. Reporting of partial grades

In principle, during the examination period the examiner does not communicate the examination results to the student.

Within four weeks after each part of the examination the results of the examination, including the partial grades, will be communicated to the student.

2.2.7 Section 7. Ombudsperson

Article 36. General task description

The ombudsperson acts as the mediator between individual examiners and individual students. He/she mediates in conflicts and stimulates the students to stick to the exam rules. He/she is entitled to support from the Educational Secretariat.

Article 37. Appointment

An ombudsperson and a substitute ombudsperson are appointed per academic year or per group of students by the Examination Committee following consultation with the Student Council. On no account may they examine students whom they represent.

Article 38. Availability

At the beginning of the examination period will be published ad valvas where and when the ombudsperson is available.

Article 39. Right to information

The ombudsperson, in order to be able to accomplish the assigned task properly, and prior to the deliberation of the Examination Committee, is entitled to complete information. He or she is bound to discretion.

Article 40. Special rules for the doctoral program

Examinations within the doctoral program (for the program itself as well as the defence of the dissertation) are scheduled at mutually agreed upon times and occur during the annual doctoral colloquium. Within the program the possibility of re-examination exists during the following colloquium.

For the program the Examination Committee consists of the (provisional) promoter who serves as chair, and the examiners. For the defence the Examination Committee consists of all professors of the faculty who are present and invited specialists. The rector or the dean chairs this Examination Committee. The chairman proposes the examination result. The following results are possible: summa cum laude; magna cum laude; cum laude; acceptable; not acceptable (normal circumstances); not acceptable (due to irregularities, with right of transfer); not acceptable (due to irregularities, without right of transfer); dismissed (due to irregularities). The Examination Committee decides by simple majority. Each member has one vote. Invalid votes are not counted. In a tie vote the proposal which is most favorable for the student counts as decision of the committee. A member of the academic personnel is named ombudsperson for each doctoral colloquium and defends the interests of the students

2.2.8 Section 8. Regulation of disputes

Article 41. Mediation

Irregularities and conflicts between examiners and students which hinder the correct course of examinations will be communicated to the chairman of the Examination Committee by the ombudsperson, or by the persons concerned. The chairman mediates and takes provisional measures to guarantee the correct course of the examinations if necessary. The Examination Committee makes the final decision. It hears beforehand the ombudsperson and/or the student.

Article 42. Material errors

Material errors which are discovered up to ten days following the proclamation and which are not of a nature to involve a decision by the Examination Committee are immediately corrected by the chairman.

Errors or irregularities which affect the validity of a decision made by the Examination Committee are corrected within ten days following the proclamation by the Examination Committee. To this end the Examination Committee is called into extraordinary session by its chairman, or at the request of the ombudsperson, who has heard the involved persons.

The new decision is made known as specified in Article 30 (proclamation).

Article 43. Disputes

The student will first utilize the way of an informal request for information (possibly to consider it as an informal complaint). In each discussion of this matter members of the Examination Committee and the ombudsperson must state the formal procedure for complaints.

If the consultation does not lead to a desired result, the student registers a written appeal within five days following the consultation. The ombudsperson can decide that the Examination Committee will meet again. He or she decides at the most fifteen days following the receipt of the written complaint of the petitioner whether not to call the Examination Committee to meet again or whether a new decision of the Examination Committee is needed.

Following this is the way to the board open for contestation of decisions regarding study progress. If the student is judged to be in the wrong he or she pays one half of the expenses incurred by ETF.

Article 44. Incompatibilities

If for the cases in question in Article 41 (mediation) and Article 43 (disputes), the chairman of the Examination Committee is directly concerned by the decision, he or she is replaced by the oldest other member of the Examination Committee.

2.2.9 Section 9. Final provisions

Article 45. Legal provisions

Provisions of the Examination Regulations remain subordinate to the legal provisions concerning the attribution of the degrees protected by law.

Article 46. Amendments

Amendments to the Examination Regulations are only possible by a decision of the Board of Trustees, following consultation with the Faculty Council and the Student Council.